

# Portishead Town Council Notice and Summons to Community Matters Committee Meeting on Wednesday 13<sup>th</sup> January 2021 at 7:30pm

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

TEL: 01275 847078 [www.portishead.gov.uk](http://www.portishead.gov.uk)

Chairman: Cllr. Paul Gardner Meeting Clerk: M Salisbury

All Members of Portishead Town Council's Community Matters Committee are summoned to attend a remote meeting on **Wednesday 13<sup>th</sup> January 2021 at 7:30pm**. The meeting will consider the items set out in the Agenda below.

The public are welcome to attend. To join the meeting an internet link is available in the electronic copy of this Agenda, that can be downloaded from the [News & Events](#) page of the Portishead Town Council website at [www.portishead.gov.uk](http://www.portishead.gov.uk).

## Joining Instructions

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

**Or call in (audio only)** [+44 117 313 3552,,416314818#](tel:+441173133552416314818) - Phone Conference ID: 416 314 818#

There will be a Public Participation session where comments can be made. We ask that any questions are emailed to [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk) in advance of the meeting so they can be efficiently addressed in the meeting. After Public Participation, microphones may be muted to enable the efficient running of the meeting.

Please join at least 5 minutes before the meeting start time to deal with technical issues.

The meeting will be recorded (audio and video) and the recording made available on the Town Council website. All participants should mute microphones when not talking.

By order of:

*Robert Bull*

Cllr R Bull | Interim Clerk | [Clerk@portishead.gov.uk](mailto:Clerk@portishead.gov.uk)

7<sup>th</sup> January 2021

# Agenda

## 1. Apologies for Absence

To receive and accept apologies for absence.

## 2. Declarations of interest and requests for dispensations

Members are invited to declare any disclosable pecuniary (financial) and other interests in respect of items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders, and the Localism Act 2011.

## 3. To receive the Chair's report

To receive a verbal report from the Chair providing an update on the following matters and items for follow up from previous meetings:

### Update:

- Merlin Skate Park resurfacing work update
- Town 'Potager' Garden granted Asset of Community Value status
- Portishead Town Football Club new lease update
- Allotment updated rules for Gertie Gales, stakeholder discussion
- Mead Road Play Area climbing wall replaced

## 4. Public Participation

In accordance with Standing Orders, members of the public may make representations, ask questions, and give evidence in respect of any items of business included in the agenda. Each person will be limited to four minutes. This section of the meeting will not exceed thirty minutes.

## 5. To approve the Minutes of the previous Committee meeting held on 9th December 2020

**It is proposed** that the minutes of the Community Matters Committee held on 9th December 2020 are approved as a correct record of the meeting and signed by the Chairman.

## 6. Neighbourhood Plan – Renewable Energy Study

As part of the Environment element of the Neighbourhood Plan it is proposed that a renewable energy study is conducted to identify potential technologies and sites relevant to Portishead and conduct community consultation. To receive a quotation from the Centre for Sustainable Energy to help in policy scoping, community consultation, preparation of the renewable energy element of the plan and input into other elements of the plan from a renewable energy perspective. Additional, work may be required in respect of specific technologies and options following scoping and community engagement.

**It is proposed** to appoint the Centre for Sustainable Energy to conduct a renewable energy study, as set out in the presented quotation, at a cost not to exceed £3,940 (excl VAT).

## 7. Clevedon and District Foodbank

The Clevedon and District (CDF) foodbank has been using space at the Folk Hall to store food donations over the Christmas period. That space may now be needed for Covid vaccinations and it requires a more permanent storage location. PTC has surplus space in rooms at the rear of the Wyndham Way toilet block which it has offered to CDF for foodbank storage, subject to installing racking and agreement of a storage license.

**It is proposed** that PTC clears, paints and installs racking in the storage room at a cost not to exceed £200 (excl VAT) and enters a storage license with the Clevedon and District Foodbank substantially in the form set out in the attached report, with Cllr Bull being authorised to sign the license on behalf of the council.

## 8. Avon Wildlife Trust Membership

An invitation to join the Avon Wildlife Trust (AWT) has been received at a cost of £2.50 per month. Details of which are available at <https://www.avonwildlifetrust.org.uk/join-us>. The Council is not currently a member of AWT.

**It is proposed** that PTC joins the Avon Wildlife Trust with a membership subscription of £2.50 per month payable by direct debit.

## 9. Grit Bin Replacement

An audit of grit bins has been conducted and they have recently been refilled with grit. This has identified 9 damaged bins all on West Ward that require replacement.

|               |                  |  |
|---------------|------------------|--|
| <b>G14</b>    | Brendon Road     | o/s No 33 on grass verge - damaged             |
| <b>G33</b>    | Devonshire Drive | near junction of Nore Rd - Broken/ smashed lid |
| <b>G34</b>    | Downleaze        | o/s No 15 / 11 - damaged                       |
| <b>G42(2)</b> | Hillcrest Road   | jnc of Hillcrest & Marconi Rd - smashed lid    |
| <b>G77(2)</b> | Queens Road      | halfway down road – hole in lid                |
| <b>G79</b>    | Raleigh Rise     | jnc Nore Road - damaged                        |
| <b>G97</b>    | The Deans        | o/s No 18 – broken lid & split                 |
| <b>G99(1)</b> | The Downs        | bottom of Down road in corner - split          |
| <b>G111</b>   | West Hill        | o/s j/w West Hill Gdns Outside Church - broken |

**It is proposed** to purchase 9 recycled plastic grit bins at a cost not to exceed £90 each (excl VAT) to replace the damaged bins. Installation to be arranged with NSC or Town Orderly services.

## 10. Folk Hall Car park trees

To receive a quotation from Glendale tree services for the cutting and pollarding of six large trees to the front and side of the Folk Hall car park. The works being required to provide room and light for the hanging baskets and for safety of car park users.

**It is proposed** to accept the quotation from Glendale tree services for £663.56 (excluding VAT) for the cutting and pollarding of trees in the Folk Hall car park. Work to be completed outside the bird nesting season (and taking care of the Christmas Lights in the trees).

## **11. Folk Hall Electrical Works**

The Electrical Installation Condition Report (EICR) for the Folk Hall identified some major defects that require remediation, including some that are potentially dangerous (C2). We have sought three quotations for this work, which needs to be conducted over a weekend to limit office downtime. However, only one contractor is prepared to quote. We have reviewed this quotation and are satisfied that the contractor has the required expertise and accreditations, and the quotation is not unreasonable given the requirement to conduct repairs quickly and at a weekend.

**It is proposed** to accept the quotation from PowerTek to perform the Folk Hall electrical works as set out in the Request for Quotation of 16 December 2020 for £4,136.75 (excluding VAT).

## **12. Date of next meeting**

The date of the next meeting is 10<sup>th</sup> February 2020 at 7.30pm

## **13. Exclusion of Press and Public**

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – commercially confidential.

## **14. Disposal of Heavens Field Land**

To receive a verbal update in connection with negotiations for the disposal of land at Heavens Field to resolve a long running boundary dispute and consider an offer for the sale of that land for use as a residential garden.

**It is proposed** to proceed to instruct legal advisers to draw up a contract for the disposal of land, to be ratified by the Town Council. The disposal price being its open market value of £15,000 and the disposal being subject to the following conditions:

- NSC to amend the restrictive covenant for use of the land for a consideration of £5,000
- Any required planning consent for change of use is the responsibility of the purchaser
- All parties to bear own legal costs and other fees in respect of the covenant amendment, sale, and purchase
- A contribution of £2,500 to be received from the purchaser towards covenant waiver and legal costs.
- The transaction requires Town Council approval of contracts
- Net funds received are to be ringfenced and applied to improve public play and other facilities at Heavens Field.