

## PORTISHEAD TOWN COUNCIL

### MINUTES OF THE REMOTE MEETING OF THE COMMUNITY MATTERS COMMITTEE HELD ON WEDNESDAY 8<sup>TH</sup> JULY 2020 at 7.30pm.

**The meeting was held remotely with video and telephone attendance due to  
Coronavirus social distancing restrictions.**

**Present remotely** – eight committee members were in attendance:

Chairman – Cllr Aldridge

Councillors – Cllrs Bull, Davey, Gardner, Goddard, Mason, Slatter, Temple

There were approximately 9 members of the public present and 1 member of the press in attendance. A total of 19 people attending.

**CM.2066      Apologies** (*Item 1*)

There were no apologies for absence, all committee members attending.

**CM.2067      Declarations of Interest** (*Item 2*)

There were no declarations of interest received.

**CM.2068      Public Participation** (*Item 3*)

**Annette Hennessy** – thanked all involved in hall refurbishment and particularly those behind the scenes working quietly as a team effort and specifically the caretaking staff who are working hard. Suggesting it would be nice to see the work reported on the PTC Facebook page that is open to all residents. It was confirmed that the heritage area is the space at the back of the main Folk Hall and not a new and separate area.

She also reported questions about the cost of the heritage area and arrangements for opening that have not been separately reported in council minutes. Noting that information must be accurate, concise, and traceable.

She expressed the view that it was not professional for PTC staff to comment or like comments on social media that relate to council business and it is not necessary for staff to comment in the way some people have done.

In respect of bins and nets on bins, she commented that a review of the condition and sufficiency of bins is required as several bins are not fit for purpose and adequate for the volume of rubbish. We could encourage better use of bins by having better bins and she would like that reviewed by PTC and included on a future agenda.

Cllr Aldridge commented that a review of bins was currently being undertaken and the agenda includes a proposal to purchase additional dog bins and install additional litter bins from council stocks. During Covid the volume of rubbish having been particularly severe due to more people being out and about. PTC are engaged on the issue but her point about bins being fit for purpose is noted.

She also requested an update on the Town Council traffic warden. Cllr Gardner confirm PTC are currently in correspondence with NSC to secure this. Cllr Bull said the objective is to do it as soon as possible but with the

attention on NSC staff on Covid issues it is not possible to confirm a precise date.

**Matt** – Asked if there would be a consultation on the opening of the Lake Grounds Esplanade. Cllr Gardner said he understood the intention of NSC was to open the road when the Covid measures are relaxed; having asked NSC a few days ago there is no timescale currently. Cllr Cato said he had no further information. Matt noted that views concerning the Esplanade appeared to be mixed and so a consultation may be the most democratic thing?

**Paul Maltby** – complained that remote meetings were unsatisfactory and there is no reason whatsoever for meetings not to be held in person. It being worrying that the Folk Hall may be open to members of the public, but meetings may continue to be held remotely. He also voiced concerns around item 15 on the agenda that suggests the council is happy not to have people attending meetings as it refers to the cost of a hybrid solution being investigated by the end of July. There being no need for a hybrid solution if meetings can be held in person.

Cllr Aldridge noted that government guidelines must be followed, and that PTC are looking to return meeting to the halls from August onwards. Covid building risk assessments are not straight forward and there is a balance to be struck between how many people can safely be accommodated and the physical constraints of halls to observe social distancing and accommodating all seated Councillors.

It was noted that current guidance from NALC and SLCC is that public meetings should not be held, and government advice remains that where it is possible to work from home then people should do so. The maximum capacity of the Folk Hall under current measures is 25, that only provides room for 10 people spread around the hall. Furthermore, there are people in the community who cannot or will not feel comfortable attending a physical meeting. Accordingly, the plan is to find the technology to enable a hybrid online and physical meeting, which has complexity and cost issues that need to be solved.

Paul also voiced his concern over the move to bi-monthly Town Council meetings.

Cllr Slatter felt it very important to offer a hybrid solution to enable greater participation and the participation of those in vulnerable categories.

Cllr Gardner has been investigating the technology and a hybrid solution is possible and would be much more inclusive to enable for example those with young children or working away to attend meetings. It is a good future solution for more people and there has been good engagement from many in attending Covid community meetings online and so it is possible to embrace new technology. The objective is to be as inclusive as possible and get as many people to attend as possible both physically and online.

Cllr Temple said that 'a return to normal' is probably a long-term thing and we should not try to live in the past as the normality of people's situations has changed. A hybrid solution could encourage greater participation and long-term solution.

Annette Hennessy said she did not want to see a return of a Clerk taking the advice of NALC as guidance is not the same as legislation. Also, that people attending meetings have embraced technology but there are others who find it more difficult and to hold remote meetings until May 2021 in accordance with the legislation would be totally unacceptable. She gave the example of Bristol City Council who are holding physical meetings.

Cllr Aldridge confirmed the action was to find a solution to return meetings to the halls as quickly as possible.

**CM.2069 To approve and sign as a true record the Minutes of the Community Matters Committee dated 29<sup>th</sup> April 2020 (Item 4)**

**Resolved** – the minutes of the meeting held on 29<sup>th</sup> April 2020 were confirmed as a true record and will be signed by the Chairman.

**CM.2070 To receive the Chairman’s report (Item 6)**

The Chairman gave a verbal update in respect of the following matters:

**Merlin Park arrangements for new lease** – a new 15-year lease has been signed and will be registered shortly. The next phase of works to upgrade the facility can then proceed.

**Youth centre drainage** – has now been resolved and has come in under budget. This involved work with Western Power to resolve the issue and replace the pipework, so there are now working drains inside and outside the Youth Centre.

**Golf Course Town Green Status** – the following submission made by a resident (Ann Townsend) who was unable to attend the meeting was read out.

*The Lockdown due to Covid 19 has provided sadness and hardship for many people. It has also provided an incentive for many people to explore the area in which they live. Although surveys and personal testimonies have demonstrated that the area known as Portishead Golf Course is well used by the local community and visitors alike, the recent Lockdown has increased usage for a variety of reasons.*

*Last year I highlighted how important it would be for Portishead Town Council and North Somerset Council to apply for Town and Village Green Status to protect the land from future unwanted development.*

*The response from both local and district councils has been positive in that they agreed the value of the land and the importance to protect it for the community.*

*Apart from preparatory actions to ensure that all the necessary documentations and authorities were in place, it appears there was little that could be done until the planning permission gained by the Tenant had lapsed.*

*As the planning permission (trigger event) elapsed on 26th June, it is imperative that no further trigger events occur, otherwise the land will become vulnerable again.*

*I am aware that Councillor Cato has now been asked to spearhead the project, however, I am sure that he will need local and district support if he is to be successful.*

*With the above in mind, and considering the vulnerability of the land; how will Portishead Town Council support and expedite the Town and Village Green status with North Somerset Council to fulfil the promise made to the Portishead community?*

**Cllr Cato** acknowledged that a lot of people have done such a lot of work to progress the protection of the golf course. He is facilitating the communication with North Somerset Council and provided a brief update:

- He has spoken with Mark Canniford, who keen to support but needs to be involved in ongoing conversations to facilitate it.
- Cllr Charles is also supportive and wants the community to progress it.
- Cllr Don Davis has asked that the matter is progressed
- John Flannigan NSC Officer, is also in support
- Nick Brain NSC head of democratic services, has advised that it is not likely that the lease will be surrendered or forfeited and that being the case the possible protections are Town Village Green (TVG) status or a Deed of Dedication (DOD), for example to Fields in Trust. It was felt that if NSC sought protection through TVG or DOD this may be susceptible to challenge by the tenant. Accordingly, in his opinion the best route is TVG to be raised by Town Council or individuals.
- He considered it may be necessary for a local task group to work with NSC to get the job done, calmly and quietly. He requested someone with a legal background to help with this process to work in a small group to progress the matter.

Cllr Davey expressed the view that NSC can grant Town Green status and it is not necessary for it to be requested by another group. Cllr Gardner confirmed the PTC has already made a formal request to NSC for TVG status. Cllr Cato said that he had been informed that TVG was more likely if it was initiated by another group and this needs to be clarified.

Cllr Slatter also express concerns around TVG and that DOD is a much stronger protection.

Cllr Cato suggested that the matter should be discussed with NSC and it was agreed that Cllr Davey, Cllr Gardner, and Ann Townsend should be involved in this discussion/task group.

**Action:** Cllr Cato is to set up a call with NSC to take this matter forward.

A presentation to update on the proposed launch of the grant application process was made, with the intention to launch grant applications at the Town Council meeting next week (15 July) with a new poster, webpage, email address, evaluation form and hopefully a press article.

Cllr Mason questioned if there is a requirement that the recipient of the grant acknowledge it in their accounts and publicity. It was confirmed that the requirement is in the guidance notes.

It was also noted that eligibility criteria it was not immediately apparent from the webpage. It was agreed to make the eligibility criteria clear on the webpage.

**Action:** to update grants webpages to make eligibility criteria clear.

**CM.2072 CANS Covid Update and Grant Payment (Item 8)**

Update reports from CANS were received.

**Resolved – the service provision grant (previously agreed) of £24,514 should be paid in equal two instalments of £12,257 on 10 July and 1 October 2020. The contribution towards room costs is deferred pending resumption of physical services and will be reconsidered at the appropriate time. All Councillors in favour**

**CM.2073 Community Hall Refurbishment Project (Item 9)**

The schedule of project expenditures and actions were received.

**Resolved – To approve the purchase of:**

• Replacement of Folk Hall lino in heritage area/toilet	<b>£1,340</b>
• Replacement of Reynolds room carpet	<b>£520</b>
• Picture boards for Folk Hall	<b>£500</b>
• Folk Hall fire escape door repair	<b>£50</b>

**A decision on other items on the schedule being deferred to a future meeting when further quotes and other spending priorities are clear. All Councillors in favour**

**CM.2074 Folk Hall picture competitions (Item 10)**

Some amendments to the proposed resolution were suggested and alternative motions were proposed.

**Resolved - to**

- a. **Hold a competition for children to design a “Welcome to Portishead Town Council” sign, A3 size, to go in the Folk Hall Entrance Hall. To ask the Youth Club if they can run this. A £50 voucher for a local independent retailer to be offered as a prize.**
- b. **To hold a competition for local photographers, theme “Why I love Portishead” for four, A3 photographs to be mounted on canvas and displayed in the Folk Hall Entrance Hall above the information stands.**
- c. **To ask local businesses to donate a mug for the new shelves in the Folk Hall bar area, preferably with a name, or message, or a Portishead mug, that can be used for sociable events in the bar area. As bright as possible.**

*All Councillors in favour*

**CM.2075 New Signage (Item 11)**

**Resolved – to purchase the following aluminium signs for Bristol Road Playing Fields:**

<b>Two No Dogs signs</b>	<b>£150</b>
<b>One A4 No parking access required signs</b>	<b>£60</b>

**A decision on the purchase of no cycling signage deferred pending further discussion with NSC.**

*All Councillors in favour*

**CM.2076 Bin Audit Update (Item 12)**

The proposed motions were discussed.

**Resolved:**

- a. **To purchase up to 4 additional 40L dog bins to enable double bins to be placed at certain locations at a cost not to exceed £400.**
- b. **To install 5 PTC litter bins around the Marina the necessary approval having been obtained from NSC.**
- c. **To purchase stickers to explain that litter bins can be used for both dog and litter waste.**

*All Councillors in favour*

**CM.2077**

**Annual Tree Inspection Report (Item 10)**

The tree report was received, and it was acknowledged that there were no significant risks.

**CM.2078**      **Opening of Public Toilets Risk Assessment** (*Item 14*)

The risk assessment was received

**Resolved – The risk assessment and the purchase of two automated hand sanitisers and anti-bacterial gel to be installed in each toilet are approved.**

*All Councillors in favour*

**CM.2079**      **Opening of Community Hall Risk Assessment** (*Item 15*)

The risk assessment was received

**Resolved – The risk assessment and the opening of Redcliffe Bay hall on 20 July, subject to getting the boiler repaired and the Folk Hall and North Weston Halls on 27 July are approved.**

*All Councillors in favour*

**CM.2080**      **Opening of PTC Office to Staff** (*Item 16*)

The risk assessment was received

**Resolved – The risk assessment and the opening of Redcliffe Bay hall on 20 July, subject to getting the boiler repaired and the Folk Hall and North Weston Halls on 27 July are approved.**

*All Councillors in favour*

**CM.2081**      **Reopening of Play Areas** (*Item 17*)

It was reported that the intention is to re-open PTC play areas from 20 July, a risk assessment is currently being undertaken and will be presented to the Town Council meeting next week.

**CM.2082**      **Gas Boiler Maintenance Contract** (*Item 18*)

The options for repair of the Redcliffe Bay Hall boiler were presented.

**Resolved – to enter a care plan with British Gas for boiler and heating system repair and maintenance at an annual cost of £528 + VAT**

*All Councillors in favour*

The Meeting Closed: 21.28

Signed (Chairman).....

Date.....