

PORTISHEAD TOWN COUNCIL

DRAFT MINUTES SUBJECT TO COMMITTEE APPROVAL

MINUTES OF THE MEETING OF THE COMMUNITY MATTERS (FORMERLY RECREATION & WORKS) COMMITTEE HELD ON WEDNESDAY 26TH FEBRUARY 2020 AT 19.30 IN THE FOLK HALL, PORTISHEAD

Present:

Chairman – Cllr Aldridge

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

There were approximately 10 members of the public present and no press in attendance.

RW.2041 Apologies (*Item 1*)

Apologies were received and accepted from Cllr Goddard.

RW.2042 Declarations of Interest (*Item 2*)

There were no declarations of interest received.

RW.2043 Public Participation (*Item 3*)

The Chair asked that any public comments on agenda items are given as those items are dealt and discussed. However, if there were comments on any other matters they should now be raised.

Annette Hennessy – expressed disappointment at the new name of the committee. She felt that all council committees deal with community matters. Accordingly, it was an inappropriate name for one committee and recreation better described the business of the committee. The Chair noted he would explain the rationale and the change in focus of the committee later.

Geoff Hardman – Ask if any Bins were in storage, if not where they had gone as there were bins in storage under the previous council. He remained concerned about lack of bins on the High Street and the link with Turn the Tide to resolve that. It was suggested the bins may be stored in the toilet block at Aldi. PTC will check the position and report back.

He also questioned why lights had not been installed on posts in the Alleyway by High Down School. It was explained these were new lights being installed by NSC, the posts are first erected, and a later phase of work would install and commission the lights. Accordingly, the installation of new lights was part way through the process.

He also noted the flooding of Bristol Road opposite Portisfields, on the bend, the road becomes a lake and is so deep it is dangerous.

Penny Harris – on behalf of Turn the Tide (TTT) expressed concern that minutes of the previous meeting (2023/2027) implied that TTT was responsible for the audit and provision of bins. The Chair confirmed this was not the case and that PTC remains responsible for bins and the intention was to consult with TTT. **The minute will be amended to make this clear.**

It was also updated that TTT have been asked to help with the bin survey and they had been in contact with British Bins for a free trial of an intelligent self-compacting bin that could be sited at the marina. Although the cost of permanently installing them is relatively high at c£4,000 - £5,000 each, the cost was expected to be offset by reduced collection costs.

It is also proposed that recycling nets will be distributed as a trial in Pennant Place, the Vale and part of Nore Road. It was requested that PTC print and fund leaflets to be delivered with the bin nets. It was asked if PTC had the stock of c800 bin nets previously provided by NSC. **It was agreed to investigate if these were stored in the Folk Hall.**

TTT are requesting that 3 new wall mounted beach and street cleaning boards are installed at the Sailing Club, Chesil beach by the Royal Hotel and the Co-op car park. It was noted that 2 Minute Beach Clean are providing a board free of charge. It was requested that PTC consider the purchase of the boards, perhaps funded by donations. **It was agreed that PTC would consider the request.**

TTT would like to propose that PTC pursue the North Somerset Adopt a Street programme as it is felt that the scheme is needed in addition to current volunteering groups such as Pride in Portishead. The scheme being to encourage residents to keep their own streets clean and be provided with the tools for doing so. **It was agreed to investigate the Adopt a Street programme and report back.**

Lastly, the ownership of the layby on the Portbury Hundred on the left approaching Portishead (used for quarry stone storage) was enquired into as it could be used as a wild meadow and Welcome to Portishead sign with a 'keep it clean' message could be installed. It was confirmed that it was Portbury land and so the Chair of Portbury Town Council should be contacted. **It was agreed that PTC would contact the Chair of Portbury TC and pass on TTT details.**

A couple of speakers expressed concern in connection with the tennis club pay and play proposal as the origin lease was understood to include one day a week free of charge public access and it was understood the Bowling club was also required to provide paid access to the public. The Chair requested this point be dealt with as part of the tennis club presentation, as they have consulted with NSC in connection with their proposals.

RW.2044 To approve and sign as a true record the Minutes of the Community Matters (formerly the Recreation and Works committee) dated 29th January 2020 (Item 4)

Resolved – subject to the clarification and amendment of the minutes concerning the provision of bins and the involvement of Turn the Tide the minutes of the meeting held on 29th January 2020 were confirmed as a true record and signed by the Chairman.

RW.2045 To receive the Chairman's report (Item 6)

The order of the Agenda was changed, to receive the Chairman's report due to a delay in attendance by the tennis club.

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

Future structure and working practice of the Community Matters committee – the change of the committee name is part of a desire to encourage greater public and community group participation at meetings. It is also proposed that the committee will deal with and develop a new grants process to make it more accessible. As part of this change a move in the location of meetings to different halls is being considered, subject to the logistics of doing so. The whole idea behind Community Matters is to get the community more involved and the name change is designed to encourage this as it is felt to be more up to date and will encourage participation of the whole community.

The grants process is being reviewed with further details to be provided at the March meeting. The objective is to streamline the process within the Community Matters committee with management by the Community Engagement Officer. It is proposed that grants will be considered on a more regular basis with a submission period of 1 April to 31 December, to align with the budget process. The process will also be looking at different categories of grants, small medium and large with SLAs for larger grants.

Play Area regular inspection and maintenance arrangements – are currently done each week. To streamline process extra criteria will be added to inspection forms and an SLA put in place to conduct regular maintenance up to a £250 limit or £50 per item. This will reduce a 6-week process to get works done to a weekly and on-going program of maintenance.

Merlin (Skate) Park arrangements for agreement of a new lease and resurfacing works – A call has been held with NSC concerning the works and the lease. PTC is to propose the terms of the lease to control NSCs legal costs and to extend the lease to 25 years (not the 10 years offered) to enable PTC to invest in resurfacing, the moving of the railings and a new ramp. It is intended to bring a more detailed proposal to the March meeting.

Water fountain project planning – A site meeting is arranged with NSC tomorrow and further quotations for works are being sought next week. Work will also need to be conducted with NSC concerning the lease. It is currently proposed to install a water bottle filler outside Somerset Hall, for which we have the go-ahead in principle.

It was raised whether Wessex Water could provide any financial assistance. Cllr Davey explained that this had been discussed and assistance was not available for this project (as it came from local businesses) but the possibility of funding for further fountains would be considered.

Youth centre drainage issue – The results of a further survey last Friday has identified a blockage in the drain, but it could not be unblocked. Further work with a location device is required to pinpoint the blockage and if it is more than

1 meter inside the building significant work to excavate the floor may be required.

Dangerous paving and railing around tree on corner at Carey's – Work to level the pavement area has been conducted by NSC. We are consulting with NSC to remove the railing around the tree and replace with a membrane and install planters to stop access around the back of the tree. A report will be made to a future meeting once further works are agreed with NSC.

Heavens Field land boundary dispute resolution – meeting with the owner of the adjoining property has been held and land registry plans were inspected to determine ownership. It is considered the Land Registry records show it is owned by PTC. It is proposed that valuations will be obtained from two surveyors and the land be offered for sale at market value. It is considered that the land is not commercial land and cannot be used for development Cllr Mason noted a further requirement to consult with the District Valuer.

Possible change to the schedule and location of Community Matters committee meetings – it is being considered to move meetings to a Tuesday to encourage participation by those for whom a Wednesday is inconvenient. A full proposal for the schedule of meetings will be made to the Town Council.

RW.2046 To receive reports from Community Groups (Item 5)

Portishead Tennis Club - Tim Perkin a volunteer at Portishead Tennis Club talked about plans to refurbish the existing 3 courts and construct 2 new courts. The club is an unincorporated association, funded and staffed by members, with members of all ages and abilities. It aims to be as cheap and inclusive as possible providing discounted membership for juniors and students. It currently has 215 members and the three courts are congested, as the LTA recommendation is 60 per court. It has been an objective for last 10 years to build two new courts and the club has raised funds and agreed a loan from the LTA to fund a total cost of around £200,000. The club has raised £95k largely from built-up membership fees, and an LTA loan (£95k) and grant (£8k) will make up the difference. It is hoping to obtain some further grant support to increase public access. Previously, there was a public access facility, with a key available from the Lido held by NSC staff. However, with the closure of the Lido and there being no NSC staff being available to manage the key, this provision ceased.

Planning permission has been obtained and a new lease with NSC has been agreed which we will provide public access through open days, around 6 per year. To further increase public access, it is proposed to install an LTA Pay & Play system for online and automated access to the courts. This is expensive and so financial support from council for a pay and play system is sought.

In terms of pay & play charges the LTA have recommended rates of between £8 and £9 per hour per court (not player) as part of loan application. However, it is recognised that there are several things to balance, such as a need to be as cheap as possible but also make the tennis club sustainable in setting its membership fee levels (such that public access does not cannibalise membership fee income). There is also a need to cover the cost of the gate entry system, the maintenance of the system and the courts and repayment of the LTA loan. To this end the club would like to propose a capital contribution

of around 6% of the project cost, of c£12,000. The tennis club being responsible for on-going maintenance costs.

The terms and availability of public access and cost are yet to be agreed and would be part of further discussion with the council.

Cllr Slatter – was possibly concerned with availability and expressed the view that if PTC are to contribute what is a large sum, it will need to see fair accessibility at any point throughout the day. Any proposal needs to be fully inclusive and it was suggested to put together set of stakeholders to consider how to get adequate public accessibility. There was also a concern that if the club membership is oversubscribed, time will in practice not be available to the public. It was noted that member peak time is 4pm to 9pm on weekdays. 4pm to 6pm is used for coaching (for which fees are paid at a similar rate) and 6pm to 9pm is members at peak playing time.

Another comment was that the lease of the bowling club requires paid by open access to the public from 4pm to 10pm and should the tennis club not provide similar access as it is also on public ground?

It was again stated that the precise terms of public access are for consideration as part of the stakeholder group discussion, from which it is hoped that final proposals may be formulated.

The nature of the previous arrangement for public access and what had been agreed with NSC in the past was also questioned.

It was noted that 5 courts would have a recommended capacity of 300 members compared to the current club membership of 215. Although with growth of 20% a year it may be expected that membership could reach 300 in about 4 to 5 years and that pay & play could assist in increasing membership.

A concern that a new lease had been agreed with NSC without consultation with the public or PTC was also expressed. The new lease being agreed subject to the LTA confirming conditions as to the provision of loan. It was envisaged the lease will be executed within the next 4 to 6 weeks.

It was proposed that PTC work with the tennis club to formulate a proposal that achieves fair public access and to come back with a fully informed proposal. Cllr Slatter and Cllr Mason to work with tennis club to formulate a proposal for the March meeting.

It was also confirmed that there has been a small adjustment to the orientation of the new courts and lighting relative to the original planning application and that the time limit for lighting remains at 10pm.

A question was raised as to what proportion of funds had come from charitable or event funding. It was confirmed, that although some events have been held, funds raised had partly been donated to other charities and the amount of any public funds raised for the project was very small. Most of the funding coming from membership fees, coaching fees and the LTA.

RW.2047 Gertie Gales Allotment tree works (Item 7)

It is proposed to undertake work to three trees on the boundary of the allotment with the cemetery at a cost not to exceed £200. This proposal replaces previously agreed works with an estimated cost of £1,590, NSC having completed part of the originally required work.

It was also noted that a quote of £375 (ex VAT) had been received to cut hedges at the allotment and it was proposed to proceed with that work as well as to cut back the three large trees. It was noted the hedges were last cut in 2017 at a cost of £350.

Resolved – To undertake tree works at a cost not to exceed £200 (ex VAT) and hedge cutting at a cost not to exceed £375 (ex VAT) – all councillors in agreement.

RW.2048 Avon Way new notice board (Item 8)

It is proposed to install a new PTC notice board on Avon Way at a cost not to exceed £1,000 (incl VAT) in accordance with the quotation for works.

The meeting was informed that old PTC notice boards had been located and one can be refurbished, with a new magnetic backing board, and fitted at a much-reduced cost this was now the recommended proposal.

Resolved – To refurbish and fit a notice board in Avon Way at a cost not to exceed £350 (ex VAT) – all councillors in agreement.

RW.2049 Traffic mirrors at Junction of Nore Road and West Hill (Item 9)

It is proposed to install traffic mirrors on the junction of Nore Road and West Hill at a cost not to exceed £ 320 (incl VAT), in accordance with the quotation for works. The requisite permissions having been received from NSC and the installation to be performed at no cost by Cllr Bull.

There was noted a need to check with the Gordano Society any works being undertaken to the area in which they are to be mounted.

Resolved – To refurbish and install traffic mirrors at the Nore Road and West Hill junction at a cost not to exceed £320 (incl VAT) – all councillors in agreement.

RW.2050 Installation of public bench outside the Folk Hall (Item 10)

It is proposed to install a bench, made from recycled plastic, outside the Folk Hall at a cost not to exceed £780 (incl VAT), in accordance with the quotation for works, for which the recommendation is for a 1.2m long bench.

The meeting considered an alternative blue bench and it was also suggested that a larger 1.8m size should be fitted. A show of hands of those at the meeting being in favour of a cedar 1.8 long bench.

Resolved – to purchase an install a 1.8m long cedar colour recycled plastic bench at a cost not to exceed £777.12 (incl VAT) – all councillors in agreement.

RW.2051 Exclusion of Press and Public (Item 11)

It was confirmed that it was no longer considered necessary to exclude the public from Agenda item 12 and so the public meeting continued.

RW.2052 To receive a report on CCTV in Portishead (Item 12)

PTC representatives attended a presentation on Monday with NSC, W-S-M, Clevedon and Nailsea Town Councils to review tenders to upgrade the North Somerset CCTV network with digital cameras, to provide better coverage and enhanced images. Three tenders are being evaluated and as part of the due-diligence Cllr Cartwright is to visit Uxbridge shortly to review a Video Management System.

It is proposed that the cost of the new system will be spread between the four participating councils and that the control room will continue to be in WSM, although some solutions also included a second 'client' node at Clevedon. In evaluating the tenders and the specification of the solution there will be focus on communication and data transfer with the police as there needs to be a clear process for the provision and use of images that is GDPR compliant.

A concern was expressed that camera control and monitoring from WSM may not ensure that Portishead received enough attention particularly if the control room was short staff. Accordingly, consideration of an SLA or technological solution to ensure images at Portishead are adequately monitored will need to be considered as part of the process.

The Meeting Closed: 9.07

Signed (Chairman).....

Date.....