

**MINUTES OF THE 294th ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
11th OCTOBER 2017 7.30pm**

PRESENT Councillor: Cottrell (Chairman of the Council) – in the Chair

Councillors: - Burden, Clark, M. Cruse, R. Cruse, Koops, Lord, Mason, Mitchell & Oyns

Mrs. J. Duffy, Clerk, RFO & Proper Officer to the Council and 2 members of the press

There were approximately 28 members of the public.

2876 APOLOGIES (Agenda item 1.)

There were 4 apologies for absence, Councillors Cameron, Huffadine-Cooper, Pasley & Terry

2877 DECLARATIONS OF INTEREST (Agenda item 2.)

There were 3 declarations of interest recorded in the Declaration of Interest Register.

Cllrs. Oyns stated that any views expressed on matters to also be considered at North Somerset Council would be provisional and based on the facts currently known. He would be exercising his right to reconsider the matter afresh when the matter went before North Somerset Council.

Cllrs. Lord and R. Cruse declared a pecuniary interest with granted dispensation for agenda items 12 & 15 Portishead Youth Centre, as they are both trustees.

2878 REPORTS TO COUNCIL (Agenda item .3)

Police Report

WPC Jenny Clark read out a copy of the police report. A copy is attached and forms part of the minute's appendix 'A'.

Christmas Lights Committee

Mr. Jonathan Lewis spoke on behalf of the Christmas Lights Committee. He confirmed that there are six weeks to go before switch-on and preparations are in full swing. Road closures will be in place for the switch-on on Monday 27th November and Friday 15th December for the Victorian Evening. He spoke about how the independent businesses of Portishead add a great deal of character to the town and asked the Town Council to support and encourage Portishead's independent traders.

Portishead in Bloom (PiB)

Cllr. Cottrell read out the results from the South West in Bloom competition. In the main competition they won GOLD, their 10th successive one and the St Bridget Cup for best in category. In the Discretionary Awards they won the Sutton Seeds Cup for an outstanding area of nature conservation for Portbury Wharf Nature Reserve and the Sponsor's Cup for Most Meritorious Entry. They also won a number of 'In Your Neighborhood' awards. Cllr. Cottrell went on to say that they should be very proud of what they have achieved.

The Town Council agreed to recognise Sandy Tebbutt's contribution to the Town and send a flower arrangement as a token of the Council's appreciation of all her hard work. A letter is also to be sent to Portishead in Bloom congratulating them on their successes and thanking them for all their hard work throughout the year to make Portishead look so good and wishing them well at the National In Bloom competition.

2879 PUBLIC PARTICIPATION (Agenda item .4)

There were 15 members of the public in attendance who wished to address the meeting: -

- Ms Barbara Bennett spoke about the plans for Bristol Road playing fields. She raised the following questions:
 1. Why is this apparently being offered to just one developer?
 2. Who is behind the plan?
 3. Cllr. Mitchell at the extremely brief public consultation was heard to refer to a sponsor waiting in the background. Can we know who this is?

Ms. Bennet also spoke about the playing field being covenanted, on greenbelt, and floodplain, and the likelihood of Gordano School Governors agreeing to having a licenced premise on their land. She queried the football club's lack of funds and suggested that funds from the Community Infrastructure Levy (CIL) could be directed towards supporting the club.
- Ms Lin Morrisey spoke about Bristol Road playing field. She felt that the Steering Group is inappropriately named and suggested it is called a Feasibility Study Group instead. She suggested Bristol Road residents are represented on the committee by either one or both Ward Councillors or by an appointed Bristol Road resident. She asked if Cllr. Mitchell would retract his statement that there is no wheelchair sport provision in Portishead, as there is wheelchair basketball at the Gordano School Community Trust Sports halls. She raised a number of questions:
 1. Did the football club really conceive this multi-million pound proposal on its own, as reported in the press?
 2. Who's funding the McCann Marketing Company, who issued the press statement? They say that they are part of the largest advertising and communication network, is the football club sponsoring that?
 3. Why was the town given such short notice of the community consultation?
 4. Where is the official report of those findings?
 5. How many people attended?

6. What were the helpful comments that Cllr. Mitchell referred to? They should be collated by an independent person and the results published.
 7. Where has the consultation map gone?
 8. Is the map being updated, because the proposed club house can't be where it was first thought?
 9. How do the Portis Fields leaseholders feel about the suggestion that a road could go by those offices? Is there room for one anyway?
 10. Is there any truth to the rumour that the commercial units on Old Mill Road might be considered for the site?
 11. Is it true that there might be a road coming in from the Portbury Hundred?
- Mrs. Annette Hennessy spoke about public participation and asked why the title should be changed. She spoke about the reinstatement of the public's names within the minutes and also about what the public has achieved in the past.

The Chairman advised Mrs Hennessy that any allegations made against Portishead Town Councillors must be taken to the monitoring officer for investigation and that the Town Council has no powers to investigate such matters.

- Miss Yateman spoke about the proposed Bristol Road playing fields development and about how she is devastated about the plans to take away countryside and to see a load of housing, which would create additional traffic on the busy Bristol Road.
- Mr. Smith spoke about the Town Council representing the people of Portishead. People bring their problems to the Council to filter up the chain of command.
- Mr. Jeffery spoke on behalf of the Parish Clock appeal. He stated that due to weathering the numbers and hands cannot be seen. The appeal needs £13k towards its refurbishment. He hopes that the Town Council will consider their grant application favourably.
- Mr. Savoury spoke about public participation. He suggested that 'Matters Arising' could be added to the agenda, whereby someone could raise a question and the person/councillor that the question was relevant to could either answer it fully or say I'll get back to you next month/meeting. Unanswered questions could go back on the agenda at the next meeting, until answered. This allows members to be updated on any actions that have taken place since the last meeting and is open to scrutiny.

Cllr. Cottrell commented that as a local government organisation the council is constrained by certain statutory requirements as to how the council can draw up an agenda which is why there is not an agenda item entitled 'matters arising', it has to be very clear what each item is that is to be discussed. The Clerk's report does answer questions raised at previous meetings or you can contact councillors directly.

- Mrs Ann Townsend spoke about footpath application Modification Order 102 relating to two paths on the land known as Portishead Golf Course. She asked

the Council to confirm their response to the order confirmation includes the path which runs parallel to the coast path, and is part of MOD 102?

- Miss Slater spoke about public participation and suggested that rather than change the name, the format of this section of the meeting should be altered. Residents are concerned and frustrated because they feel they can't have a dialogue with the council and therefore don't have their support. She hoped the council will speak with the newly formed Portishead Wheels/Skate park committee to discuss possible locations and financial assistance.
- Ms Liese Stanley spoke about the Skate Park Committee and went on to encouraged councillors to report their fellow councillors to the Monitoring Officer and bring about democracy in the town.
- Mr. Jonathan Mock spoke about public participation and suggested the council changes its standing orders, also about Councillor roles being under greater scrutiny especially with social media.
- Mrs. Holliman spoke about Old Mill Road and Standard Life. She stated that there is nowhere for the businesses to relocate to, which would lead to a vital loss of jobs and services. Infrastructure is inadequate. The town needs to fight Standard Life and Central Government and tell them that the proposal is unsustainable. She felt that the Town Council should co-ordinate the campaign.
- Mr. Stoffer spoke about double yellow lines. He was advised at a recent PACT meeting that the Town Council is the appropriate place to raise the issue and asked that dual hatted members raise the issue with North Somerset Council.

Cllr. Cottrell responded that the officer at North Somerset Council had already agreed that the yellow lines along Newfoundland Way would be implemented. She will personally follow this item up with NSC. She went on to apologise if he had the impression that the Council were not interested and confirmed that herself, Cllr. Mitchell and a number of other councillors have been working hard to resolve the parking issues in the town.

- Mrs Janet Davey spoke about Councillors attending the Old Mill Road march, and also about the NSC Monitoring Officer and Standards Committee in her view not treating complaints fairly. She commented on the high number of vacant flats and shops in Portishead, stating that there is no need for any more.
- Mr Paul Maltby spoke about councillors treating people with respect or rather the lack of.

These minutes summarise what was said during public participation and were views expressed by the speaker, not the Town Council.

2880 CONFIRMATION OF MINUTES (Agenda item .5)

The meeting acknowledged that the use of the term 'Steering Group' with reference to minute no. 2867 was unsuitable. A more suitable title would be 'Feasibility Group'.

The following recommendation was made:

The Minutes of the 293rd Ordinary Meeting of Portishead Town Council held on 13th September 2017 are confirmed as a correct record. The Minutes were duly signed by the Chairman.

A vote was taken with all in favour.

2881 TO RECEIVE AN UPDATE ON THE COMMUNITY GOVERNANCE PETITION
(Agenda item .6)

Clerk's note: The Folk Hall fire alarm was activated at 8.36pm and the building vacated. The public and the Council returned to the hall and the meeting re-convened at 8.42pm.

The Clerk confirmed that to date the Council has received 19 signatures. The closing date for the receipt of signatures is 30th November 2017.

2882 TO RECEIVE AN UPDATE ON BRISTOL ROAD PLAYING FIELDS (Agenda item .7)

Cllr. Mitchell briefed the meeting on the Bristol Road Playing Fields site. He stated that a cross party committee is still awaiting a conclusive and credible proposal from the football club and their backers. Once they receive something that is credible and achievable, they will engage with the community. There is no intention to hide anything. The Town Council owns a substantial community asset, which is crying out to be managed as a sports and leisure facility and not as blocks of flats or houses.

The meeting discussed this item at length, covering the following points:

- Concerns that the Town Council will set a double standard by pursuing a development proposal on the green belt which potentially could make a lot of money, and then oppose other developments elsewhere in the green belt.
- Consideration given to carrying out a neighbourhood plan including schemes like the Bristol Road playing field site, Old Mill Road and land at Valley Road.
- The additional legal weight a Neighbourhood Plan carries.
- Cllr. Mitchell attending a Neighbourhood Planning seminar and reporting back to Town Council at their December meeting
- Suggested items for inclusion in a Neighbourhood Plan including transport, leisure, social housing and employment provision.
- The next tranche of government funding (£9,000) is time limited.
- Neighbourhood plans will be discussed at the December Town Council.

Clerk's note: Applications for Government funding for the 2017 – 2018 grants can be submitted up until 31st January 2018. Expenditure through a grant must be completed within six months or before 31st March 2018, whichever falls soonest.

2883 TO DISCUSS RESPONDING TO THE PRECEPT CONSULTATION (Agenda item .8)

Cllr. Cottrell suggested a small working party. The following recommendation was made:

Portishead Town Council forms a small working party to review the Precept Consultation. The working party will report to the next Staffing and Finance Committee who have been granted delegated powers to respond to the consultation on behalf of the Town Council. Cllrs. M. Cruse and Cottrell along with the Responsible Financial Officer form the working party.

A vote was taken with all in favour.

2884 TO DISCUSS SUGGESTIONS FOR THE MARKING OF THE CENTENARY OF WORLD WAR I IN PORTISHEAD – Cllr Cottrell (Agenda item .9)

Cllr. Cottrell raised a number of ideas for marking the centenary of the 1st World War, suggestions included:

- a new stone war memorial which could be erected in the Town Garden (Horatio House). The memorial could feature a QR Code to make the memorial interactive.
- Portishead in Bloom making poppies using bottle tops and placing them in the Jubilee Gardens prior to the In-Bloom judging in July. The poppies will be removed during the summer months to allow grass cutting and replaced in October creating a stream/river of poppies through the park.
- A 'Drumhead Service' at Battery Point.

The meeting acknowledged that all sections of the armed forces should be recognised and agreed to add the item to the November agenda.

2885 CLERK'S REPORT (Agenda item .10)

The Clerk's report had been previously circulated to members.

- **JD22/2017: SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF SEPTEMBER 2017**

The following recommendation was made:

The Schedule of Payments for the month of September 2017 and bank reconciliation was noted.

A copy of the Schedule of Payments is attached and forms part of these minutes.

- **JD23/2017: ACTIVITIES/PROJECTS PROGRESS UPDATE**

It was suggested that the responses to the public's questions section is separated out from the Clerk's Report and placed on different coloured paper, making it more easily identifiable.

The following proposal was made:

Cllrs R. Cruse, Koops and Oyns agreed to form a Grants Working Party to review the applications received. The Activities/Projects progress report for September/October was noted.

A vote was taken with all in favour of noting the activities/progress report.

- **JD24/2017: TO NOTE THE EXTERNAL AUDITORS REPORT FOR THE 2016/17 FINANCIAL YEAR**

The following proposal was made:

The External Auditors report for the 2016/2017 financial year was noted.

A vote was taken with all in favour of noting the report.

2886 TO DISCUSS THE REFURBISHMENT OF THE COUNCIL OFFICE (Agenda item 11)

The meeting noted that the Architect is due to meet with the Clerk and a number of councillors to discuss the new office layout.

2887 RECREATION AND WORKS COMMITTEE (Agenda item .12)

The minutes of the Recreation and Works Committee Meeting held on 27th September 2017 had been previously circulated to members.

Cllr. Oyns ran through the minutes of the Recreation and Works Committee.

RW1748 TO REVIEW THE COUNCILS CURRENT SOUND SYSTEM IN THE FOLK HALL

The following recommendation was made:

Portishead Town Council is to seek quotes with the view to replacing the existing sound system in the Folk Hall.

A vote was taken with all in favour.

RW1749 TO REVIEW QUOTES FOR THE PURCHASE OF FIRE EVACUATION CHAIRS

The following recommendation was made:

Portishead Town Council defers making a decision on the purchase of Fire Evacuation chairs until after the completion of the office refurbishment.

A vote was taken with all in favour.

RW1750 TO REVIEW THE RUNNING COSTS TO THE COUNCIL OF TWO DEFIBRILLATORS TO BE INSTALLED BY PORTISHEAD LIONS

The following recommendation was made:

Portishead Town Council covers the annual electricity costs of two defibrillators. The cost is not to exceed £50 per unit, per year.

A vote was taken with all in favour.

RW1751 TO REVIEW QUOTES FOR MAKING GOOD PORTISHEAD YOUTH CENTRE FLAT ROOF, FOLLOWING A LEAK

The meeting reviewed the three quotes. The following recommendations were made:

Portishead Town Council approves quote 'C', (The Roofing Company (Bristol)) at a cost of £1,062.00 plus VAT to make good Portishead Youth Centre flat roof.

A vote was taken with a majority in favour. Cllrs. R. Cruse, M. Cruse and Lord abstained from voting.

RW1752 TO REVIEW THE COSTS OF PURCHASING ARCHIVE SHELVING

The following recommendation was made:

Portishead Town Council purchases 4 x archive racking system, including archive boxes at a cost of £165 per unit (total £660 + VAT) and

factor in a figure of up to £600 for shredding/skips to clear the existing shelving etc., paint the room and fit new flooring.
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A vote was taken with all in favour.

RW1753 ITEMS FOR NEXT MEETING

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| <ol style="list-style-type: none"> 1. To report on a survey of the Towns litter and dog bins. 2. To receive an update on Pill Park 3. To review plans for the Folk Hall |
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The minutes of the Recreation and Works Committee held on 27th September 2017 are confirmed as a true record of the meeting and form part of these minutes.

2888 PLANNING AND REGULATORY COMMITTEE (Agenda item .13)

The minutes of the Planning and Regulatory Committee Meeting held on 4th October 2017 had been previously circulated to members.

Cllr. Burden ran through the minutes of the Planning and Regulatory Committee.

PL567 SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

5. OTHER PLANNING MATTERS

5.1 LATE PLANNING APPLICATIONS & CONSULTATIONS

17/P/2247/NMA 116 NORE ROAD, PORTISHEAD, BRISTOL, BS20 8EX

Non-material amendment to permission 16/P/2800/F (Removal of upper ground floor, two storey front extension, first floor side extension and alterations to the roof) to omit flat roof side extension porch and continue low pitched roof over enlarged porch

The following recommendation was made:

Portishead Town Council notes that no consultation is required.

A vote was taken with all in favour.

17/P/2248/HHPA 59 PHOENIX WAY, PORTISHEAD, BS20 7FG

Prior approval request for the erection of a single storey rear extension with a pitched roof that would 1) extend beyond the rear wall of the

original house by 3.25 metres; 2) have a maximum height of 3.4 metres and 3) have eaves that are 2.9 metres high

The following recommendation was made:

Portishead Town Council notes that no consultation is required.

A vote was taken with all in favour.

17/P/2254/F 16A HILLCREST ROAD, PORTISHEAD, BS20 8HS

Erection of a single storey rear and side extension following the demolition of the rear sunroom

The following recommendation was made:

No objections subject to no valid objections from neighbours.

A vote was taken with all in favour.

17/P/2255/F 5 MULBERRY CLOSE, PORTISHEAD, BS20 7LH

Single storey rear extension & minor window/door alterations.

The following recommendation was made:

No objections subject to no valid objections from neighbours.

A vote was taken with all in favour.

17/P/2281/MMA LAND BETWEEN 1-7 ALBERT PLACE AND 176 HIGH STREET, PORTISHEAD, BS20 6QL

Variation of condition 2 of permission 15/P/2176/F (Erection of 2no. dwellings with new vehicular access and car parking) to allow for a revised floorplan arrangement to utilise loft space as third bedroom and erection of dormer windows to front elevation

The following recommendation was made:

Objects on the grounds that it will affect the living conditions of the neighbours (side elevation impact for residents at 176 High Street).

A vote was taken with all in favour.

17/P/2303/F LAND ADJACENT TO 1 ST PETERS ROAD, PORTISHEAD, BS20 6QY

Planning permission for Removal/Variation of condition no. 2 and 10 of application 14/P/1251/F (Erection of two semi-detached retirement cottages with associated parking) to allow external alterations of windows/doors/roof lights

The following recommendation was made:

Objects to the removal/variation of conditions 2 and 10 and requests that the relevant Ward District Councillor (Cllr Burden) calls the application to North Somerset Council's Planning & Regulatory committee if it is recommended for approval.

A vote was taken with all in favour.

17/P/2306/TPO 8 MANOR CLOSE, PORTISHEAD, BS20 8NX
T1 - Oak – Reduce by 3m in height and 2m laterally back to the previous reduction points. Crown lift to 4m.

The following recommendation was made:

In the absence of a Tree Warden Portishead Town Council feels unable to comment

A vote was taken with all in favour.

17/P/2317/TPO 5 WOODHILL ROAD, PORTISHEAD, BS20 7EU
1 x mulberry tree - reduce crown by 1-2m

The following recommendation was made:

In the absence of a Tree Warden Portishead Town Council feels unable to comment

A vote was taken with all in favour.

5.2 HIGHWAYS UPDATE

1. AVON WAY

The following recommendation was made:

That the Town Council publishes the scheme to those residents living in the vicinity and discusses the potential to form a Working Party. The West Ward members will meet and discuss how they will consult.

A vote was taken with all in favour.

5.3 SAVE OLD MILL ROAD

The following recommendation was made:

That the Town Council writes to Mr. Patrick Gardner to thank him for his valuable report.

A vote was taken with all in favour.

5.5 NORTH SOMERSET COUNCIL SITE ALLOCATIONS PLAN

The following recommendation was made:

Agrees with the proposals and is happy that there are no extra residential allocations for Portishead in the plan.

A vote was taken with all in favour.

5.7 APPLICATION FOR MODIFICATION OF THE DEFINITIVE MAP UNDER SECTION 53(5) OF THE WILDLIFE AND COUNTRYSIDE ACT 1981 – PORTISHEAD GOLF COURSE, PORTISHEAD (GRID REF: ST4576)

The following recommendation was made:

Portishead Town Council responds that no member of the Council has been made aware of any obstruction on this land prior to their attention being drawn to the locking of the gate. We recommend that both orders be confirmed.

A vote was taken with all in favour.

The Council acknowledged the contribution to the meeting by Cllr. Burden and the Assistant Clerk and thanked the Assistant Clerk for the minutes.

The minutes of the Planning and Regulatory Committee held on 4th October 2017 are confirmed as a true record of the meeting and form part of these minutes.

2889 MATTERS THE CHAIRMAN WISHES TO PUT BEFORE THE COUNCIL (Agenda item .14)

The meeting noted the report.

2890 TO REVIEW QUOTES RECEIVED FROM PORTISHEAD YOUTH CENTRE FOR THE REPLACEMENT OF FAULTY LIGHTS (Agenda item .15)

The meeting discussed the report at length. Concerns were expressed that the Town Council as landlord is not obliged to cover the costs of repairing or replacing faulty lights, however the Youth Centre is a Town Council asset and should be protected. The Council asked for more detail on the current lighting situation and asked that the item be referred to the next Recreation and Works Committee.

The following recommendation was made:

Portishead Town Council asks for more detail on the current lighting situation at the Youth Centre and asked that this item be referred to the next Recreation and Works Committee.

A vote was taken with a majority in favour. Cllrs. R. Cruse and Lord abstained from voting and Cllr. M. Cruse voted against the proposal.

2891 ITEMS FOR THE NEXT MEETING (Agenda item .16)

The following items were submitted for the next agenda.

1. Further discussion about Public Participation
2. To discuss proposals to mark the centenary of World War 1

2892 TO CONFIRM THE RECRUITMENT OF A WEEKEND CARETAKER FOR THE FOLK HALL (Agenda item .17)

The Clerk confirmed that the Town Council has recruited a Weekend Caretaker for the Folk Hall. His name is Paul Johnstone and he commences work on 13th October.

There being no other business the Chairman closed the meeting at 9.50pm.

..... Chairman

8th November 2017