

**MINUTES OF THE 293rd ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
13th SEPTEMBER 2017 7.30pm**

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

Councillors: - Burden, Cameron, Clark, Koops, Lord, Mason, Mitchell, Oyns, Pasley & Terry

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

There were approximately 48 members of the public.

2859 APOLOGIES (Agenda item 1.)

There were three apologies for absence Councillors Huffadine-Cooper, R. Cruse & M. Cruse.

2860 DECLARATIONS OF INTEREST (Agenda item 2.)

There were 6 declarations of interest recorded in the Declaration of Interest Register.

Cllr. Lord declared a personal interest in agenda item .13 as resident of the Lake Grounds and a Trustee of Portishead Youth Centre.

Cllr. Oyns declared a personal interest in agenda item .13 as resident of the Lake Grounds.

Cllr. Pasley declared a personal interest as a Trustee of Portishead Youth Centre.

Cllrs. Oyns & Pasley 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. They would be exercising their right to reconsider the matter afresh when the matter went before North Somerset Council.

Cllr. Cottrell declared a personal interest in agenda item .12 as her husband has a plot at Gertie Gales allotments.

2861 REPORTS TO COUNCIL (Agenda item .3)

Christmas Lights Committee

Mr. Jonathan Lewis spoke on behalf of the Portishead Christmas Lights Committee. This year's switch-on will be on Monday 27th November. They will

be taking down the Portishead in Bloom flags shortly and in December helping Father Christmas reply to all his letters. They have switched to 100% LED bulbs and will be upgrading the cables to have 2 bulbs per metre instead of one.

Pride in Portishead

Reyna Knight spoke on behalf of Pride in Portishead. The groups have recently cleared Roath Road car park and the Lake Grounds. Everyone is welcome to join in, they meet on the 1st Sunday of each month.

Police Report

A copy of the police report was read out and forms part of the minutes appendix 'A'.

2862 PUBLIC PARTICIPATION (Agenda item .4)

There were 10 members of the public in attendance who wished to address the meeting: -

- Mrs. Lin Morrissey addressed the meeting about the plans for Bristol Road playing field, including its current status as greenbelt land. She felt that the proposal would lead to a reduction in sporting facilities for young players and considered that the plan may not generate enough income to be able to fulfil all aspirations.
- Ms. Barbara Bennett addressed the meeting about the plans for Bristol Road playing field. She expressed concern that the proposal could affect the towns infrastructure. The proposal could only be paid for if the land is sold for housing.
- Ms. Chantelle Wills addressed the meeting regarding her brother Ethan Wills, who is an autistic young adult and has not had a social worker since 2016. She asked that the Town and District Councillors help her family by going through the correct channels to ensure that Ethan is assigned a social worker.
- Mr. Stoffel spoke about better traffic control and parking in Newfoundland Way. He has been advised that the yellow lining of the area is now not going ahead. He asked the Town Council to take up the matter on his behalf. He asked that additional litter/dog bins are considered for the area.
- Mr. Donovan spoke about a planning application at 33 Hill Crest Road. He objects to the plans to extend, due to the increase in height and the development being out of character with the street scene.
- Mr. Paul Maltby spoke about alleged lying by councillors and gave what he considered to be examples.
- Mrs. Janet Davey spoke about the behaviour of District Councillors with regard to a Portishead skate park.
- Mr. Caritas Charles explained that he is worried about the governance of the town and proposed a constitutional review day. He suggested the council finds a way to have a dialogue and offered his services free of charge.

- Mrs. Annette Hennessy spoke about what she considered to be lies and breaches in the Councillors' Code of Conduct.
- Lindi Cox spoke as Chairperson of Portishead Pirates Netball Club and gave an overview of the club and its members. She stated the club is excited about the prospect of getting netball facilities at the Portishead Football Club site and asked for support from the Town Council.

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

2863 CONFIRMATION OF MINUTES (Agenda item .5)

The following recommendation was made:

The Minutes of the 292 nd Ordinary Meeting of Portishead Town Council held on 9 th August 2017 are confirmed as a correct record. The Minutes were duly signed by the Chairman.

A vote was taken with all in favour.

2864 TO DISCUSS PUBLIC PARTICIPATION (Agenda item .6)

The meeting discussed Public Participation at length. Points raised included:

- How North Somerset Council runs public participation at its meetings and receives prior written notification of each topic from the public.
- A lack of understanding of the Town Council's powers.
- Allowing the public, the opportunity to express views on whatever they want. The Council should be the voice of the town when representing views to the District Council.
- The agenda title 'Public Participation' is not helpful as it implies a two-way dialogue.
- Meet your Councillor mornings are helpful. Councillor contact details are available.

Cllr Cottrell suggested that this item is revisited at the November Town Council meeting. Consideration is given by Councillors and the public to the process of Public Participation and to changing its title to something more appropriate.

2865 RESOLUTION TO COUNCIL - Proposed Cllr. Lord, Seconder Cllr. Mason
(Agenda item .7)

The Meeting discussed the resolution. The following resolution was made:

In future minutes of Public Participation sessions, Portishead Town Council will use the name of any resident who addresses the Council or one of its committees.

A vote was taken with a majority in favour.

2866 TO RECEIVE AN UPDATE ON THE COMMUNITY GOVERNANCE PETITION (Agenda item .8)

The Clerk briefed the meeting on the availability of the petition and the time frame in which completed or partially completed petition papers need to be returned to the Council offices (30th November 2017).

2867 TO RECEIVE AN UPDATE ON BRISTOL ROAD PLAYING FIELDS (Agenda item .9)

The meeting discussed Bristol Road Playing Fields at length.

Cllr. Mitchell addressed the meeting and introduced the proposal. He explained that the proposal has come from the Football Club. The plans are conceptual at this stage and are a matter for everyone to consider. The site does not have to be covered in housing, the site could be all leisure. The town requires multi sports facilities and needs to consider what they will cost and how they will be paid for. A cross party working party was set up by the Council to look at this commercially sensitive project. The land at the Football Club is a Town Council asset, it is in the greenbelt and there are numerous challenges to overcome. The project can only be fulfilled with professional input and investment.

Clerk's note: Standing Orders were suspended at 8.52pm to allow the public to speak.

John Phyle introduced himself as a Chartered Surveyor who lives in Virginia Waters, Surrey. He stated he has been in the commercial property business for 35 years. He said that we must establish what the community wants, once this has been costed, we need to decide what is done with the smaller piece of development land which will fund the project. This is the only way the people will have influence over what is built and the only way it will be funded. He has offered his companies facilities and some funding to finance a survey, and reports to establish the make-up of the land. He is not looking to make large profits from the project, but will need to make a return.

The meeting asked questions and listened to responses from representatives from Portishead Town Football Club, Clevedon & District Freshwater Angling Club, Wheelscape Skateparks.

Clerk's note: Cllr Cottrell re-instated standing orders at 9.13pm and Cllr. Lord left the room at 9.15pm and returned to the room at 9.16pm.

The meeting acknowledged there are issues that need to be overcome, namely; flood plain and greenbelt. Other concerns raised include the demand for other land to be released from the greenbelt for residential development. It was suggested that the Town Council should take a significant lead in the consultation process and even consider a Parish Poll to ask the residents of Portishead whether or not the project should be progressed.

The following recommendation was made:

Portishead Town Council in principle is willing to move forward and gain further information about the development of Bristol Road Playing Fields.

A vote was taken with a majority in favour. Cllr. Pasley wished it to be recorded that he abstained from voting.

The meeting discussed forming a steering group made up of councillors and other interested parties to progress the project. It was agreed that the original working party made up of Cllr. Mason, Cottrell and Mitchell with the addition of Cllr. Oyns will look at who else should be involved, the time frames, and bringing a report back to the next full council meeting.

Clerk's note: A number of members of the public left the meeting.

2868 CLERK'S REPORT (Agenda item .10)

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

- **JD20/2017: SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF AUGUST 2017**

The following recommendation was made:

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

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

- **JD21/2017: ACTIVITIES/PROJECTS PROGRESS UPDATE**

The following proposal was made:

The Activities/Projects progress report for August/September was noted.

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

2869 COUNCIL OFFICE UPGRADE (Agenda item 11)

The following recommendation was made:
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Portishead Town Council progresses option 2. i.e. the Council office will be moved to the second floor of the Folk Hall, utilising the Eve Wiggan and Members' Rooms. The Members' Room would become the Clerk's office. The internal lobby area by the lift could become the customer service point. The Eve Wiggan Room would become the main office space. A small staff kitchen area could be installed within one of the existing cupboards on the 2nd floor, a water supply could be fed from the floor below. The Members and Eve Wiggan Rooms would both require re-wiring and air-conditioning could also be installed into the roof voids, for use during the summer months. There would be no staff toilet on the upper floor.

The existing office on the first floor will continue to be used whilst works are ongoing on the 2nd floor. The public and staff toilets on the first floor will need to be swapped around. Once the new office is ready the staff will relocate to the upper floor. The old office will be redecorated and re-carpeted and become a new rental room, replacing the Eve Wiggan Room. The loss of income from the Members' Room would be approximately £779 per half year.

A vote was taken with all in favour.

2870 RECREATION AND WORKS COMMITTEE (Agenda item .12)

The minutes of the Recreation and Works Committee Meeting held on 30th August 2017 had been previously circulated to members.

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

RW1732 TO DISCUSS THE REQUEST FROM GERTIE GALES ALLOTMENT ASSOCIATION FOR A COMPOSTING TOILET

The following recommendation was made:

Portishead Town Council supports Gertie Gales Allotment Association's request for a composting toilet to be installed on their site. The toilet will be a community facility and subject to greenbelt regulations and planning consent being granted. The Council's stance on individual sheds remains unchanged in that they are not allowed.

A vote was taken with all in favour. Cllr. Cottrell asked that it be noted that she abstained from voting.

RW1733 GERTIE GALES ALLOTMENT ASSOCIATION SEEKS PERMISSION TO PLANT HEDGING WHIPS PROVIDED BY THE WOODLAND TRUST ALONG THE BOUNDARY BETWEEN THE ALLOTMENTS AND MEAD ROAD PLAY AREA

The following recommendation was made:

Portishead Town Council grants Landlords permission to Gertie Gales Allotment Association to plant hedging whips, subject to the association undertaking all the maintenance.

A vote was taken with all in favour. Cllr. Cottrell asked that it be noted that she abstained from voting.

RW1734 TO RECEIVE A REPORT ON THE VEHICLE ACTIVATED SIGN

The following recommendation was made:

Portishead Town Council notes the latest vehicle activated sign report.

A vote was taken with all in favour.

RW1735 TO DISCUSS A REQUEST FROM NORTH SOMERSET COUNCIL TO FUND THE REPLACEMENT OF A CLIMBING FRAME AT BROCKEND/NIGHTINGALE RISE PLAY AREA.

The following recommendation was made:

Portishead Town Council contacts North Somerset Council and advises them that the Council is not prepared to solely fund the replacement of the climbing frame. If NSC are able to get grant funding towards the replacement climbing frame then the Town Council may be prepared to contribute towards the project.

A vote was taken with all in favour.

RW1736 TO RECEIVE A REPORT FROM THE SOCIAL MEDIA WORKING PARTY

The following recommendation was made:

Portishead Town Council sets up a Facebook page for an initial 12-month trial period.

A vote was taken with a majority in favour.

RW1737 TO AGREE TO THE PURCHASE AND ONGOING COSTS OF AN ADDITIONAL DOG BIN AT SPRING RISE

The meeting discussed at length the issue of bins across the town. The recommendations from the Recreation and Works Committee was deferred.

The following recommendations were made:

The Clerk is to carry out a comprehensive review of all council bins across Portishead. The Clerk is also to seek quotes for the cost of emptying litter bins and report back to the October Recreation and Works Committee.

A vote was taken with a majority in favour.

RW1738 TO REVIEW THE ANNUAL PLAY AREA INSPECTION REPORT

The following recommendation was made:

Portishead Town Council notes the Annual Play Area inspection report.

A vote was taken with all in favour.

RW1739 TO DISCUSS CHANGES TO THE TOWN COUNCIL'S ARCHIVING FACILITIES

The following recommendation was made:

The Clerk is to seek quotes for the installation of archive shelving within the Folk Hall.

A vote was taken with all in favour.

RW1740 TO DISCUSS THE FILMING OF COUNCIL MEETINGS

The following recommendation was made:

Portishead Town Council installs an additional static camera in the Folk Hall at a one-off cost of £357.60 plus VAT. The camera would be fitted with a microphone and record directly into the existing Folk Hall CCTV system. Recordings can be downloaded on to YouTube and links placed on the Town Council website.

A vote was taken with a majority in favour.

RW1741 ITEMS FOR NEXT MEETING

- 1.To receive an update on Pill Park
- 2.To receive an update on the Avonway Hall consultation
4. Review of the sound system

RW1743 HEAVEN'S FIELD – UPDATE (Agenda .14)

The following recommendation was made:

Portishead Town Council notes the photographs taken by the Clerk on 29th August 2017.

A vote was taken with all in favour.

The minutes of the Recreation and Works Committee held on 30th August 2017 are confirmed as a true record of the meeting and form part of these minutes.

2871 PLANNING AND REGULATORY COMMITTEE (Agenda item .13)

The minutes of the Planning and Regulatory Committee Meeting held on 6th September 2017 had been previously circulated to members.

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

PL559 SECTION 1 – TO BE CONSIDERED BY THE PLANNING & REGULATORY COMMITTEE

PLANNING APPLICATIONS

17/P/2009/F 17 DUNLIN DRIVE, PORTISHEAD, BS20 7NH

Conversion of detached garage/garden room to form bedroom with wet room for disabled person and single storey rear extension to house

The following recommendation was made:

No objections subject to no valid objection from neighbours.

A vote was taken with all in favour.

The following recommendation was made:

Portishead Town Council writes to North Somerset Council's Director of Planning & Development, David Carter explaining that application 17/P/2009/F has once again caused many problems due to the inefficiencies of the planning website.

A vote was taken with all in favour.

PL560 SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

5. OTHER PLANNING MATTERS

5.1 LATE PLANNING APPLICATIONS & CONSULTATIONS

**17/P/1983/F THE COACH HOUSE NURSERY, 49 NORE ROAD,
PORTISHEAD, BS20 6JY**

New drive and new vehicle exit

The following recommendation was made:

No objection subject to no valid objection from neighbours.

A vote was taken with all in favour.

17/P/2045/MMA 12 BEACH ROAD WEST, PORTISHEAD, BS20 7HR

Minor material amendment to application 16/P/0866/F (Loft Conversion with the erection of a front and rear dormer.) to allow for an increase in size of dormer

The following recommendation was made:

No comment.

A vote was taken with all in favour.

17/P/2047/F 4 RALEIGH RISE, PORTISHEAD, BS20 6LA

Erection of a two storey side extension

The following recommendation was made:

No objection subject to no valid objection from neighbours.

A vote was taken with all in favour.

17/P/2050/F 33 HILLCREST ROAD, PORTISHEAD, BS20 8HN

Erection of a two-storey rear extension. Replace existing roofs over dwelling with new pitched roof and create a first-floor level. 3no. dormer windows to front elevation. Replace flat roof over garage with new pitched roof. Replace existing windows/doors to match new windows/doors. New balcony at rear. New off-street parking with hardstanding at front and steps to entrance level.

The meeting noted that the application does not comply with North Somerset Council's Parking Standards. The following recommendation was made:

Portishead Town Council requests an extension on this application as they have been unable to view plans and consider the detail. The Council is also to write to Cllrs. Baker and Jolley and ask for their support.

A vote was taken with all in favour.

Clerks Note: Cllr. Terry left the meeting at 10.11pm.

17/P/2054/F 9 HOLMLEA, PORTISHEAD, BS20 7LW
Proposed two storey rear and side extension.

The following recommendation was made:

No comment.

A vote was taken with all in favour.

17/P/2063/F 352 NORE ROAD, PORTISHEAD, BS20 8EX
Raise the roof at the front of the house on the single storey side to be the same height as the back of the house, use the void space below the bedrooms to create a new reception room, also extending front part of the house by 2m and add a front porch

The following recommendation was made:

No comment.

A vote was taken with all in favour.

17/P/2076/TPO 188 MERLIN PARK, PORTISHEAD, BS20 8RW
T12 lime - reduce crown to roof ridge height and remove one branch overhanging back of the house

The following recommendation was made:

No Comment.

A vote was taken with all in favour.

5.2 HIGHWAYS UPDATE

The meeting noted the communication between David Bailey and a local resident (Clive Pinch) regarding the installation of double yellow lines on Newfoundland Way.

There was no recommendation made.

5.4 DISABLED PARKING BAY APPLICATIONS

5.4.1 10436640 – Mrs. Janet Pratt
24 Brendon Road, Portishead, BS20 6DH

The following recommendation was made:

No objection

A vote was taken with all in favour.

5.5 NORTH SOMERSET COUNCIL SITE ALLOCATIONS PLAN

The meeting noted the response received from Councillor Elfan Ap Rees (in bold italics) *The figures you quote are those put forward by the developers, and not a North Somerset figure. Be assured that the Executive does not support this and believe the site should remain as employment land* following the Town Council's comment in relation to Old Mill Road (in bold italics) *Portishead Town Council writes to object strongly to the inclusion of 350 dwellings at Old Mill Road as being "broadly in conformity with the Core Strategy framework". We call upon the Executive Member responsible for this document to withdraw any reference to this number of dwellings on land allocated for employment. As a town that has absorbed so much development over recent years with little extra employment we cannot afford to lose any site with existing employment.*

The following recommendation was made:

Portishead Town Council grants authority to the Planning & Regulatory Committee to comment and respond on the Town Council's behalf to the North Somerset Council Site Allocation Plan.

A vote was taken with all in favour.

5.6 LAKE ROAD – Congestion

The following recommendation was made:

For the matter to be included on the next joint DMT (Development Management Team) agenda for discussion.

A vote was taken with all in favour.

5.7 WEST OF ENGLAND STRATEGY DISCUSSION PAPER

The following recommendation was made:

Portishead Town Council forms a Working Party to respond on behalf of the Town Council. Cllrs Koops, Burden, Cameron and Cottrell offered to sit on the working party.

A vote was taken with all in favour.

5.8 SECTION 106 – SAINSBURY'S

The following recommendation was made:

Agrees for Sainsbury's S106 money to be spent on the creation of additional car parking spaces for the High Street on land by Brunel Court but strongly

objects and cannot understand the need for a further crossing on Wyndham Way.

A vote was taken with all in favour.

5.9 NSC DRAFT ACCESSIBLE HOUSING NEEDS ASSESSMENT SPD

The following recommendation was made:

Portishead Town Council does not respond to North Somerset Council's draft Accessible Housing Needs Assessment SPD.

A vote was taken with a majority in favour.

The minutes of the Planning and Regulatory Committee held on 2nd August 2017 are confirmed as a true record of the meeting and form part of these minutes.

2872 MATTERS THE CHAIRMAN WISHES TO PUT BEFORE THE COUNCIL
(Agenda item .14)

Portishead Town Council agrees to a meeting with MetroWest following on from their letter in Chairman's Matters.

A vote was taken with all in favour.

2873 ITEMS FOR THE NEXT MEETING (Agenda item .15)

The following items were submitted for the next agenda.

- 1. To receive an update on the Bristol Road proposal.
- 2. To receive an update on the Community Governance petition

2874 TO DISCUSS THE RECRUITMENT OF A WEEKEND CARETAKER FOR THE FOLK HALL (Agenda item .16)

The meeting did not discuss the matter.

2875 TO DISCUSS LAND AT HEAVENS FIELD (Agenda item .17)

There was nothing to be discussed.

There being no other business the Chairman closed the meeting at 10.19pm.

..... Chairman

11th October 2017