

# Portishead Town Council Notice and Summons to Community Matters Committee Meeting on Wednesday 10<sup>th</sup> February 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 10<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 3552,848359901#](tel:+441173133552848359901) Phone Conference ID: 848 359 901#

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)

5<sup>th</sup> February 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
- Portishead Town Football Club new lease progress
- WASP Lake Grounds Skate Park update
- Grit Bin replacement & Litter Bin Seagull flap fitting

## 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 13th January 2021

**It is proposed** that the minutes of the Community Matters Committee held on 13th January 2021 are approved as a correct record of the meeting and signed by the Chairman.

## 6. Gertie Gales Allotment Updated Tenancy Agreement

Following discussion between the Gertie Gales Allotment Association (GGAA), Wild Portishead and the Town Council the following updated agreements are presented and proposed for approval:

- a. **GGAA Constitution** – minor update and modernisation
- b. **GGAA and PTC Memorandum of Understanding** – new agreement setting out the basis on which GGAA manage the allotment on behalf of PTC and the split of responsibilities between GGAA and PTC
- c. **GGAA Tenancy Agreement (and Rules)** – updated Tenancy Agreement largely reflecting the NALC model template and modernised and more detailed Rules to comply with certain legal obligations and make tenants responsibilities clear.

**It is proposed** that the GGAA Constitution, Memorandum of Understanding and Tenancy Agreement (and Rules) are agreed and that Cllr Aldridge be authorised to execute them on behalf of the council.

## **7. Gertie Gales Allotment Loan**

The December Community Matters meeting approved a grant for the improvement of GGA allotment facilities as follows:

*The council commissions and pays for the extension of the underground water system at Gertie Gales Allotment site up to a maximum of £1,000 and offers a grant of fifty percent of the costs of other improvements, the balance of expenditure to be funded by the allotment association (plot holders) to a maximum of £2,000. All quotations and works to be agreed by the council in advance and payment of the council share to be made upon presentation of invoices for the agreed works or the council to make direct payment with a financial contribution from the allotment association towards the works.*

The GGA Association is currently consulting with plot holders as to the improvements they wish to see. However, it does not have sufficient free cash to immediately fund its share of expenditure and so has requested a loan of up to £2,000 from the council to be repaid in three annual instalments.

**It is proposed** that an interest free loan of up to £2,000 is provided to the Gertie Gales Allotment Association to be repaid in three equal instalments on or before 31 March 2022, 2023 and 2024. The loan to be used to fund its share of PTC grant funded facility improvements.

## **8. Merlin Park, tarmac edging improvements**

Following resurfacing of the Merlin Skate Park it is apparent that it could benefit from concrete edgings around the surface to improve durability and safety. The contractor responsible for the resurfacing has provided a quote of £2,600 (excluding VAT) to supply and install in concrete flat edging around skate park. This cost to be funded from the play area budget and CIL reserves.

**It is proposed** that the preferred contractor quote of £2,600 (excluding VAT) is accepted for the supply and installation of concrete flat edging around the Merlin Skate Park and a purchase order be raised for this work.

## **9. Wild Portishead, Hedge Hog signage request**

To receive a report from Wild Portishead requesting the council to install seasonal hedgehog awareness signs at the entrance to Gertie Gales Allotment. This being a problematic location for hedge hog deaths as the animal move from the Gordano School area to the allotments and cemetery in search of food.

It is proposed that a non-official awareness signs will be used, as problems and delays have been experienced with DfT approval procedures for the small animal road sign. PTC have contracted NSC for approval or at least no

objection to install such alternative signage at the entrance to the allotment and this being received it is proposed that the council should pay for purchase and installation of the signs.

**It is proposed** subject to obtaining approval or no objection from NSC that hedgehog awareness signs, of a design agreeable to Wild Portishead, are purchased and installed at the entrance to Gertie Gales allotment at a cost not to exceed £250 (excluding VAT).

## 10. Hall LED Bulb replacement

Following the replacement of hall light fittings over the summer there remain some old fittings which can be upgraded to LED bulbs, without the expense of replacing fittings. These are listed below:

HALL LED Bulb Replacement Analysis - Feb 2021		Number of Bulbs			
Hall	Area	2D2 7w	2D4 12.5w	PL4 9w	Total
Folk Hall	External Lights		2		2
North Weston Hall	Hallway			4	4
North Weston Hall	Main Hall - ceiling lights			28	28
North Weston Hall	Main Hall - wall lights			14	14
North Weston Hall	Back corridor			2	2
North Weston Hall	Toilets			3	3
Redcliffe Bay Hall	External Lights		8		8
Redcliffe Bay Hall	Hallway	4			4
Redcliffe Bay Hall	Toilets	10			10
Redcliffe Bay Hall	Snooker Room	10			10
Defer replacement - NWH ceiling lights				(28)	(28)
<b>Totals</b>		<b>24</b>	<b>10</b>	<b>23</b>	<b>57</b>
Cost per bulb (ex VAT)		6.99	9.99	8.29	
<b>Total cost</b>		<b>£168</b>	<b>£100</b>	<b>£191</b>	<b>£458</b>
Estimated saving per year		£51	£36	£91	£178
Payback period - excluding normal replacement costs		3.3 yrs	2.8 yrs	2.1 yrs	2.6 yrs

These bulbs can be upgraded to LED to reduce running and maintenance replacement costs, at a cost not exceeding £500 (excluding VAT) and with a payback period of around 2.5 years. Following this replacement, the only remaining lights that are non-LED will be the ceiling lights in the main Folk Hall and North Weston Hall.

**It is proposed** to upgrade hall light bulbs to LED at a cost not to exceed £500 (excluding VAT).

## 11. Grant Applications

The September Community Matters meeting approved a grant to the Enjoy Church Food Parcel project as follows:

*The payment of a grant of £1,500 to the Enjoy Church food bank is approved and should be paid in January 2012. A further payment of up to £1,500 to be decided in the first quarter of 2021 and payable in March 2021 based on evidence of continuing demand for food bank services.*

At that time, it was providing support to around 20 families and looking to expand provision to around 50 families. The most recent provision statistics show that it has met that target and provided additional support over the Christmas period. There is also continuing demand from at least 50 families that require support.

<b>Month</b>	<b>Packages</b>	<b>Adults</b>	<b>Children</b>	<b>Total</b>	<b>Spend £</b>	<b>Average £</b>
Oct 2020	24	47	34	81	£616.67	£25.69
Nov 2020	52	82	95	177	£1,376.04	£26.46
Dec 2020	52	90	71	161	£3,012.00	£57.93

Accordingly, it is proposed to release the additional £1,500 of grant funding to enable the project to continue to provide the service over the period April to June 2021.

**It is proposed** to award a further £1,500 grant to the Enjoy Church food parcel project to contribute towards the cost of providing continued support for the period April to June 2021. The grant to be paid by 31 March 2021.

## **12. Portishead in Bloom Watering Contract**

To receive a draft contract specification for services to install, water and remove hanging baskets and planters as part of the Portishead in Bloom facilities. This contract having been circulated to a few gardening contractors with one expression of interest received. It is proposed to award the contract to that contractor at an annual cost of £9,500.

The service comprises around 60 watering and feeding visits per annum and other preparatory work. Accordingly, the bid received represents around £160 per visit, including provision of water and transport. In the absence of any competitive bids this is considered reasonable value for money.

**It is proposed** to award the contract to the contractor at a cost of £9,500 per annum (excluding VAT)

## **13. Date of next meeting**

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