

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 17TH JUNE 2015 AT 7.30

Present: Councillor D. Shopland – Committee Chairman
 Councillors: - J. Cook, C. Francis-Pester, L. Little, J. Middleton.
 Town Clerk – Ms Paula Heath
 In Attendance Cllr G Hill

PR 15/3 APOLOGIES FOR ABSENCE

There were no apologies for absence as all Committee members present

PR 15/4 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda.

PR 15/5 ELECT A VICE CHAIRMAN FOR 2015-2016

Proposed, seconded and **RESOLVED** by 4 votes to 0 that Cllr C. Francis-Pester is elected as Vice Chairman of the Property Committee for 2015/2016.

PR 15/6 MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE

Proposed, seconded and **AGREED** that the minutes of Environment & Property Committee dated 18th February 2015, which were ratified by Council on 4th March 2015, were a true record and were signed by the Chairman as such.

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 18th May 2015 as part of the Annual Statutory Meeting were signed by the Chairman as a true record.

PR 15/7 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE

Members noted the finance report as circulated with the agenda

PR 15/8 RECEIVE UPDATE ON REPAIR WALL IN HERBERT GARDENS AT THE REAR OF NO 19 LINDEN ROAD.

Members noted the latest communication from the tenants of 19 Linden Road. Members confirmed that the style of the wall should be cock and hen finish in keeping with the rest of the boundary wall. It was agreed to pass to the residents the section of the trust document that relates to the wall citing it as a “party wall”. Members reiterated their previous agreement not to undertake the work until confirmation has been received from the owners of no 19 Linden Roads to fund 50% of the work.

PR 15/9 RECEIVE AND NOTE MINUTES OF THE FRIENDS OF HERBERT GARDENS DATED 18TH APRIL 2015.

Members received and noted the minutes of the Friends of Herbert Gardens dated 18th April 2015. Members noted the continuing request to block the gateway leading to Herbert Road to prevent children exiting the park; concern was raised as this is the only level open access point which can be used by disabled users, members decided that they would not alter the entrance at this time..

PR 15/10 RECEIVE UPDATE ON THE VILLAGE HALL REPAIRS

The Town Clerk informed members that the Contractor had started work on Monday 15th June. No problems had been reported to the office.

Members noted that the noticeboard on the front of the village hall under the responsibility of the CAB was still broken and causing a hazard; it was agreed to notify the CAB that the Council intend removing the damaged noticeboard

PR 15/11 RECEIVE UPDATE ON THE HIGH LEVEL WINDOWS REPAIRS.

Members noted that the scaffolding had been erected the previous day. 5 companies had been asked to quote. To date only one company had made an appointment to visit the site.

Proposed, seconded and **RESOLVED** to give designated authority to the Committee Chairman, Vice Chairman and Cllr Middleton to receive the quotations and award the contract subject to budget limitations.

PR 15/12 RECEIVE AND AGREED QUOTATIONS FOR TREE AND HEDGE WORK TO THE FRONT OF THE PROPERTY; TO DISCUSS WHETHER TO REMOVE ALL OF THE PRIVET HEDGE AND REPLACE WITH A DIFFERENT NOISE BUFFER FOR ROOM 1.

Proposed, seconded, and **AGREED** to accept the quote from company B. Following a discussion it was **AGREED** to remove the entire private hedge at the front of the building as it was invested with a fungus that was killing the hedge. It was **AGREED** to look at whether a sound screen was needed once the hedge had been removed either by planting a new hedge or making alterations to the windows. From budget 4205/401

PR 15/13 RECEIVE QUOTATIONS TO CLEAR LETTERING ABOVE THE MAIN GREEN DOOR INTO ROOM 1.

The Chairman of the Committee had requested a local builder to look at the infilled lettering above the green door which had been the main entrance to the school; only the word "Clevedon" is visible and the letters "IN" on the next line. He had been advised that the best way to remove the infill is to treat the area with an acid. Part of the lettering is beneath the outside light. It was **AGREED** to obtain a full quotation for the work which the Committee was advised would take 3-5 days to do. There is currently no budget for this project.

PR 15/14 RECEIVE AND DISCUSS THE RECOMMENDATION FROM THE INTERNAL AUDITOR IN RESPECT OF HIRE FEES FOR THE COUNCIL HOUSE.

Members discussed the comments made by the Internal Auditor and noted that the prices had not increased since 2008.

Proposed, seconded and **AGREED** to increase the hire fee by 50p per hour as from 1st October 2015; with pro-rata adjustments for the all-day costs.

PR 15/15 MAKE A DECISION ON THE CUPS AND SHIELDS HELD IN THE COUNCIL OFFICES

It was **AGREED** to have the cups valued by Clevedon Salerooms, and the Council be asked to make a decision?

PR 15/16 RECEIVE NOTIFICATION OF REPAIR WORK REQUIRED ON NO. 42, TO AGREED QUOTATIONS TO REPLACE BATHROOM WINDOW.

Members were reminded of the problems to the bathroom window in no 42, this had now got to the point it needed replacing. It was **AGREED** to obtain costs to replace the window. Proposed, seconded and **AGREED** That the Chairman, Vice Chairman and Cllr Middleton would review the quotes and make a decision prior to the next meeting.

PR 15/17 RECEIVE UPDATE ON THE INSTALLATION OF A STAIRLIFT.

With reference to minute no.E&P 15/417, members were informed that the stairlift had not been installed as the bend in the stair was too tight.

PR 15/18 APPOINT MEMBERS TO THE SALTHOUSE FIELD TENNIS SUB-COMMITTEE.

Members received the comments from the TEA Committee (TEA15/449). Proposed, seconded and **AGREED** that the day to day management of the Tennis Courts should revert back to the TEA Committee. And that Cllr Little would be the Property Committee representative on the subcommittee reporting back to the Property committee on any item that effects the structure of the Tennis Courts.

PR 15/19 RECEIVE AND NOTE FOR ACTION THE SAFETY INSPECTION REPORT & RISK ASSESSMENT FROM WICKSTEED PLAY INSPECTOR FOR THE SKATE & WHEEL PARK

Proposed, seconded and **AGREED** to accept the safety inspection report and risk assessment, members noted the comments for future action and instructed the Caretaker to replace the missing pipe stops.

PR 15/20 RECEIVE INSPECTION REPORT FROM FEARLESS RAMPS, THE INSTALLATION COMPANY; TO RECEIVE QUOTATION FOR WORK TO THE RAMPS IN LINE WITH THE INSPECTION REPORT.

The Town Clerk explained that the company who had installed the ramps had been taken over; the new company had offered to undertake a structural report free of charge. Members received and accepted the report. It was noted that the quotations for the work to the ramps included the anti-slip paint which had been due this year. Proposed, seconded and **RESOLVED** to accept the quotation to carry out the structural repairs to the skate park ramps. Budget 4205/404

Members had been circulated with information from the Alliance Housing, charity arm who asked for permission to work with young adults and skate park users to paint murals on the back boards of the skate park. Members were happy to give an "in principle" agreement to the work but want to see the sketches or designs of the murals before giving a final decision. Members are minded to give a donation towards the cost of the paint but wanted a clearer understanding of the project budget and the total liabilities.

PR 15/21 RECEIVE NOTIFICATION OF CLEVEDON WOODCUTTERS FOR WILDLIFE ASSISTANCE TO TRANSITION CLEVEDON FOR THE MILLENNIUM COMMUNITY ORCHARD.

Members noted, for the purpose of the lease, that Woodcutters for Wildlife had joined with Transition Clevedon to maintain the Millennium Orchard.

PR 15/22 NOTIFICATION OF URGENT EXPENDITURE

There are no items of notification of urgent expenditure as under financial regulation 3.4.

PR 15/23 CHAIRMAN'S ITEMS FOR INFORMATION

There are no Chairman's items of information

PR 15/24 TO DETERMINE PART 1 AND PART 2 ITEMS

There are no part 1 items.

Meeting closed 8.05pm

CHAIRMAN DATE