

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 29TH JUNE
2011 AT 7.30 PM.

PRESENT: Councillors D Shopland Committee Chairman
C. Arnold, C. Blades, C. Bussey, C. Francis-Pester, B. Garner,
L. Little, J. Middleton
In attendance – Cllr G. Hill, Cllr M. Himes, Cllr A. Shopland
Town Clerk – Ms P. Heath,

EP 11/130 APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr A. Withers.

EP 11/131 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

EP11/132 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 23rd May 2011 were agreed, these are subject to Council ratification on 13th July 2011

PART 1

EP 11/133 UPDATE ON THE VILLAGE HALL TENDERS

Members were informed of the quotations received. Following a short discussion on need and term of guarantees it was proposed, seconded and **RECOMMENDED** that the Council undertakes to get the work done and award the contract at a cost of £4443.00 subject to the guarantees for the work.

PART 2

EP 11/134 THE REPORT AND SURVEY OF THE BARN ROOF REPAIRS AND TO DECIDE A WAY FORWARD

Cllr Garner at the request of the Chairman reported on the meeting held with North Somerset officers, and the Community Youth Centre Management Committee to look at and discuss the best way forward. There were two options (1) to replace the entire roof of “the Barn” section at a cost of £15,000 - £20,000 and (2) to repair the roof at a cost of £2,000 -£4,000. It was proposed, seconded and **RECOMMENDED** that the roof be repaired and detailed cost would be obtained by the Community Youth Centre for the agreed work and given to the Council for authorisation.

EP 11/135 RECEIVE AND DISCUSS A DRAFT LEASE AGREEMENT FOR THE MILLENNIUM ORCHARD

Members discussed in detail the draft lease, which had been circulated with the agenda, and suggested amendments; these were agreed. The lease would then be sent to Transition Clevedon for signature.

EP 11/136 RECEIVE COST FOR PURCHASE OF SHED, AND EQUIPMENT FOR USE BY THE CARETAKER

Members discussed the shed and its uses.

Proposed, seconded and **AGREED** to purchase a shiplap shed, at a cost of £209.91

Proposed, seconded and **AGREED** to purchase a base for the shed, at a cost of £65

Proposed, seconded and **AGREED** to purchase 4 sheets of softwood ply to line the shed up to a cost of £60.

Members discussed the need for the ladder

Proposed, seconded and **AGREED** to purchase a combination ladder and platform to enable the caretaker to work safely up to a cost of £150.00

EP 11/137 CONSIDER THE DRAFT SURVEY FOR THE TOWN CENTRE TRADERS; AGREE MECHANISM FOR DELIVERY AND COLLECTION OF THE SURVEY

A draft copy of the survey had been circulated with the agenda, members discussed the document at length and suggested changes to reflect the information they required and the use of the information afterwards. It was agreed to explain the survey is in conjunction with the meeting arranged with the Chamber of Trade to look at ways in which the Town Council can work with the traders to increase their viability in the face of so many businesses closing in Clevedon.

It was **AGREED**

1) The geographical location of the survey would be:- Old Street from Parnell Road to the Triangle, The Triangle, Old Chapel Hill from "The Bristol" to the Triangle, Kenn Road from Griffin Road to the Triangle, Station Road, Queen Square, Old Church Road from Gt. Western Road to the Triangle, Gt. Western Road. [clerks note: premises from Parnell Road to Highdale Road would also be included]

2) All letters to be personalised to the businesses and delivered with a stamped addressed envelope for the replies.

Cllr Garner and Cllr Francis-Pester agreed to provide a complete list of all business in the geographical area by the end of July.

Cllr Little, Cllr A Shopland, Cllr Garner, Cllr Francis-Pester agreed to assist with the delivery of the envelopes to the businesses.

EP 11/138 RECEIVE COMMENTS FOLLOWING THE ASSET LEDGER INSPECTION ON THE STATE OF THE ASSETS.

Cllr Little reported on the Asset Tour which took approximately 2 hours there were no problem to report other than the trough at Marine Parade was full of leaves and rubbish; the caretaker be requested to clear. In addition, the fountain on Elton Road was looking tired. The Town Clerk explained that the Civic Society was proposing to refurbish the fountain, and that the fountain appeared to be owned by NSC, written confirmation of this was being sought.

Cllr Little had inspected the bus shelters and the Town Signs and reported that two of the signs were part covered by foliage; this would be reported to the Transport & Highways Committee.

EP 11/139 RECEIVE AND DISCUSS COMMENTS FROM SPECIALIST ON THE COUNCIL OFFICES FLAT ROOF.

The Town Clerk reported on the findings by a roofing expert, he recommended one of two options to alleviate the problem of water laying on the flat roof:

Option 1 leave existing felt at the point the water collects, place an installation board plus felt over the top to create a flow to the edge.

Option 2 remove the damaged felt between the outflow and the wall edge including the moss section, using installation board and felt to create a gutter along the way and across to the outflow, this will create a slope to push the water to the gutter and out to the outflow.

In respect of the blisters on the roof, he advised that the areas should be monitored but recommends no action is taken as cutting and relaying could compromise the integrity of the roof. Rough estimate for option 2, depending on what was found, would be up to £1000. It was **AGREED** to seek a second opinion, and to investigating laying a new roof from the wall to room 2 across to the parapet with an external gutter.

EP 11/140 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Chairman informed the members that the planning permission for the porch and door had been agreed; the Council had already agreed the work to the porch, the door would be delayed pending the effect of the porch on the warping of the door.

EP 11/141 TO DETERMINE PART I AND PART II ITEMS.

Due to financial regulation 3.8 agenda item 4 - the Village Hall Tender would be a part 1 item.

The meeting finished at 8.30 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date