

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON**  
**WEDNESDAY 26<sup>TH</sup> FEBRUARY 2014**

**PRESENT:** Councillors D Shopland Committee Chairman  
 C Blades, C Bussey, C Francis-Pester, B Garner L. Little, J  
 Middleton, P McNeill  
 Town Clerk – Ms Paula Heath  
 In attendance Cllr Hatch, Cllr Knott

Public Session

A resident of Linden Road had already given a petition concerning the keeping of 'dogs on leads' in Herbert Gardens to the Town Clerk; this would be received by the Council at its meeting on 12<sup>th</sup> March 2014. The resident explained the background to the petition and the request to amend the signs to be more descriptive with wording they felt they could support. Concern was expressed over the legality of the wording and the enforcement.

**EP 14/365 APOLOGIES FOR ABSENCE**

No apologies for absence were received

**EP 14/366 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

**EP 14/367 RECEIVE AND AGREE THE MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE HELD ON 11<sup>TH</sup> DECEMBER 2013**

Proposed seconded and **AGREED** that the minutes of 11<sup>th</sup> December 2013 which were ratified by Council on 15<sup>th</sup> January 2014 were a true record and were signed by the Chairman as such.

<b>PART 1</b>
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**EP 14/368 RECEIVE QUOTATIONS FOR THE INSTALLATION OF "DOG ON LEAD" AND "NO DOGS" SIGNS AND AGREE BUDGET FOR INSTALLATION COSTS.**

Members noted the comments made in the public session. It was felt that in light of the information the decision taken by the Committee and ratified by the Council on 15<sup>th</sup> January 2014 should be re-visited and guidance from the Council as to whether they wished to amend their decision or continue. The petition will be received by the Council at its meeting on 12<sup>th</sup> March

Proposed seconded and **AGREED by 7 votes to 0** defer any decision on the signs for Herbert Gardens pending the Councils decision on 12<sup>th</sup> March 2014

**14/368.2** “no dogs allowed except Guide Dog” for the Council building.  
Proposed seconded and **AGREED by 7 votes to 0** to get 2 signs to be put on the entrance gate to the property from Company A

**EP 14/369 RECEIVE NOTIFICATION THAT THE 10 YEAR LEASE FOR THE SKATE PARK ENDS ON 9<sup>TH</sup> NOVEMBER 2014; TO MAKE RECOMMENDATION TO COUNCIL, IF UNDER CLAUSE 7.8, THE COUNCIL WISHES TO EXTEND THE LEASE BY A FURTHER 10 YEARS.**

Proposed, seconded and **RECOMMENDED to COUNCIL by 7 votes to 0** that this Council writes to North Somerset Council and requests the extension of the current Skate Park lease from 9<sup>th</sup> November 2014 to 9<sup>th</sup> November 2024 on the existing terms.

PART 2

**EP 14/370 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE,**

The Environment & Property Committee budget and finance papers were circulated at the meeting and noted

**EP 14/371 RECEIVE UPDATE IN RESPECT OF THE INVESTIGATION INTO THE PURCHASE OF LAND AT CLEVEDON HALL**

This item was deferred due to the lack of response from Clevedon Hall following the Council's letter in November and several reminders.

**EP14/372 RECEIVE REPORT FROM THE CHAIRMAN AND VICE CHAIRMAN ON THE DAMAGED WALL AT THE REAR OF THE VILLAGE HALL AND AGREE FUTURE ACTION TO REPAIR THE HOLE.**

The Chairman and Vice Chairman explained about the damage to the rear wall of village Hall this also forms part of the river bank. It was **AGREED** that a structural engineer would need to be appointed to provide a report on the damage, what the best way to repair the wall and a specification for the repair. The Council would then send out a tender and specification for the work to be done.

Proposed, seconded and **AGREED** that the Council would seek quotations from Structural Engineers to undertake a survey of the damage, provide a report with suggestions for the best way to undertake the repair and a specification for tender.

Proposed seconded and **AGREED** that the Committee Chairman, The Committee Vice Chairman and Chairman of the Council should have designated authority to agree the quotations, up to a budget of £500, for the structural engineer to carry out the above survey and report; and commission the survey report and prepare the tender document for the repairs.

The report and specification to be presented at the next suitable Committee Meeting. The Town Clerk along with the Structural Engineer in association with the Committee Chairman and Vice Chairman to draw up the tender document, identify suitable companies and issue the document. The tender document responses, along with any comments from the structural engineer, to be presented to the Committee. The Committee will then make a decision and any recommendations to the Council on the work to be undertaken.

**EP 14/373 RECEIVE AND APPROVE THE COSTS FOR WORK TO HERBERT GARDENS TREES INCLUDING PHASE 3 AND ADDITIONAL WORK REQUIRED.**

The quotation for the works required to Herbert Garden trees had been circulated with the agenda. The Town Clerk explained that this was the third phase of the work designed under the contract plus additional identified works required under Health and Safety to trees that were in urgent need of work. The Town Clerk and the Contractor had walked the park on 29<sup>th</sup> October, the report of which had been presented to the Committee. Unfortunately the quotation had not been received in time to be presented to the last Committee meeting. The Members discussed at length the quotation and whether the work was required having taken note of the Town Clerks Comments; public safety against financial constraints.

Proposed, seconded and **AGREED by 6 votes to 0** to undertake the work as per the quotation, phased over the year due seasonal constraints, that no cables are installed or replaced and the damaged branch/section be removed; the project to be funded from the remainder of the 2013/2014 & 2014/2015 budgets.

**EP 14/374 DISCUSS THE REPAIR OF THE WALL ON HERBERT GARDENS AT HERBERT ROAD/HILL ROAD CORNER– CLLR KNOTT**

Members were informed that the section of wall on the corner of Hill Road and Herbert Gardens was damaged and should be repaired. Member felt that the capping stones should be replaced but this should be considered along with repairs maintenance work to all the walls around the garden.

Retaining wall to Hill Road highway is NSC responsibility – it was agreed to write to Mark McGregor and ask for this section to be surveyed and a response by the next meeting [this had last been done in 2011 when an area of damage was identified and repaired]

Boundary wall with Princes Road properties – this is a 50/50 responsibility with the property owners

Boundary Wall with Linden Road – the ownership has to be clarified

The boundary wall at Herbert Road and a section on Hill Road - is the Town Council responsibility.

The Town Clerk to obtain costs for a structural survey of the wall outside NSC responsibility.

**EP 14/375 RECEIVE QUOTATIONS TO REPLACE DAMAGED WINDOW IN ROOM 1**

Details of the quotations had been circulated with the agenda

Proposed seconded and **AGREED by 6 votes to 0** to accept company B

**EP 14/376 DISCUSS AND AGREE A SOLUTION CONCERNING THE TOWN COUNCIL'S FRONT ENTRANCE DOOR WHICH DOES NOT STAY CLOSED IN WINDY WEATHER, CAUSING DAMAGE TO THE INTERNAL WALLS AND CAUSING PROBLEM WITH RETAINING THE HEAT IN THE BUILDING.**

Members discussed options and AGREED to purchase a door closer  
Propose seconded and **AGREED by 7 votes to 0** that the Town Clerk be given authority to purchase a suitable door closer up to a budget of £100.

**EP 14/377 DISCUSS THE PROBLEM AND MAKE DECISION ABOUT FUTURE COURSE OF ACTION ON THE HIGH LEVEL TURRET ROOF WINDOWS IN ROOM 2 WHICH LEAK IN HIGH WIND AND RAIN.**

Members were informed that the high level windows in room 2 on the garden side are prone to leak in strong wind and rain, causing problems for those who hire the room and at Committee meetings. When this had been looked at in 2011 it had shown that the putty around the windows deteriorating, a short term solution of patching the putty that no longer sufficed. Members felt that a more permanent solution would be needed. It was **AGREED** to get quotations to re putty all the windows and paint them. It was noted that access to the windows was difficult and that in order to get a price for the work there would need to be scaffolding in place (it is not possible to get a cherry picker in the back garden).

Proposed seconded and **AGREED** to give the Town Clerk authority to hire scaffolding and arrange for contractors to visit and assess the job for quoting up to a budget of £300

**P 14/378 CHAIRMAN ITEMS FOR INFORMATION ONLY**

378.1 Bandstand

Following a request from a member the Committee, it was noted that the Town Events & Amenity Committee were taking the lead on the Bandstand and would be chasing NSC as to the repairs and reinstatement of the regular musical events.

**EP 14/379 TO DETERMINE PART I AND PART II ITEMS.**

Agenda item 13 the Skate Park lease is a part 1 also the signs at Herbert Gardens which was being referred back to the council

The meeting finished at 8.30pm

APPROVED AS A TRUE RECORD

CHAIRMAN ..... Date .....