

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 19<sup>TH</sup>**  
**OCTOBER 2011 AT 7.30 PM.**

**PRESENT:** Councillors D Shopland Committee Chairman  
C. Bussey, B. Garner, L. Little,  
Town Clerk – Ms P. Heath,

**EP 11/158 APOLOGIES FOR ABSENCE**

Apologies were received and approved from Councillors C. Arnold, C. Blades C. Francis-Pester, P McNeill, J. Middleton, & A. Withers

**EP 11/159 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**EP11/160 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 24<sup>th</sup> August 2011 and ratified at the Council meeting held on 7<sup>th</sup> September 2011 were agreed.

PART 1
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*The Following Item was heard under section 2 (1) Public Bodies(Admission to Meetings) Act 1960 due to confidential information discussed*

**EP 11/161 TO DISCUSS AND MAKE RECOMMENDATION TO COUNCIL ON THE EMPLOYMENT OF THE CARETAKER**

Proposed, seconded and **RECOMMENDED** that the caretakers/handyman fixed term contract be converted to contracted employment on 1<sup>st</sup> April 2012.

**EP 11/162 TO RECEIVE REQUEST TO PLANT A TREE IN HERBERT GARDENS IN MEMORY OF A DOG**

Members discussed it was proposed, seconded and **RECOMMENDED** that the Council should formulate the policy on memorial trees. It was **AGREED** that as this was outside the Committee remit the formulation of the policy should be a part 1 item.

PART 2
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**EP 11/163 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE**

Members noted the financial papers, which had been circulated with the agenda

**EP 11/164 RECEIVE UPDATE ON THE ENTRANCE PORCH AND AGREE AMENDMENTS TO DESIGN**

The Town Clerk explained the problem relating to the management of water in the design previously agreed; it was proposed, seconded and **AGREED** to accept the amended design circulated with the agenda.

**EP 11/165 RECEIVE UPDATE ON WORK TO VILLAGE HALL**

Members were informed that the work was due to start Monday and that all parties were being kept informed.

**EP 11/166 AGREE DEFERRING THE DISCUSSIONS ON THE HERBERT GARDENS /SKATEPARK CONTRACTS**

It was **AGREED** to defer the discussion on the contracts until after the decisions on future service provision at 2<sup>nd</sup> November meeting of the Council.

**EP 11/167 RECEIVE THE ANNUAL SAFETY REPORT ON THE SKATEPARK AND AGREE ANY ACTION ARISING**

Members received and noted the annual safety report. The main area of concern is the collection of rubbish under the skatepark ramps (see below). The caretaker would replace the missing post end and a local welder asked to repair the damaged weld; these actions were **AGREED**.

**EP 11/168 DISCUSS THE PROBLEMS WITH RUBBISH COLLECTING UNDER THE RAMPS.**

The problem of litter piling up under the inner sections of the ramps was discussed along with possible solutions. It was **AGREED** to investigate the solutions and obtain costing before the Committee Budget meeting.

**EP 11/169 AGREE PURCHASE OF 2 NEW BINS FOR THE SKATEPARK**

Details of the new bins were circulated to members at the meeting. It was explained that the skatepark originally had 4 bins, 3 on the fences and the large "can" bin. 2 of the 3 fence mounted bins had disappeared and the proposal is to replace with 2 ground fixed bins. The price £120.00 was based on an order of 5 bins (2 for skatepark and 3 for MUGA from TEA budget). Proposed, seconded and **AGREED** to order 1 bin for skatepark.

**EP 11/170 RECEIVE AND DISCUSS LETTER SENT TO THE LETTING AGENT IN RESPECT OF 42 OLD STREET,**

Members discussed the letter from the tenant tat had been circulated with the agenda.

Fire Alarm – it was agreed that this would be tested at a set time and day – Tuesday at 5pm.

Padlock on the small picket gate – Members were informed that the Councils emergency escape route from room 2 was through the garden, through the large gate that has a sign stating emergency exit and out of the small wicker gate. The large emergency exit gate is now bolted on the Council side, this does breach the Council’s fire regulation but is mitigated by the fact it can be opened easily and quickly if the need arose, with a clear area between the gate and any fire hazard. The picket fence gate is padlocked and the Council have no key or access to their property. It was **AGREED** to request the tenant to remove the padlock between 8.30am and 10pm each day. The emergency exit route and the need to keep the access clear is included in the tenancy agreement and was verbally notified to the Tenant by the Letting Agency and Council staff.

Shed – members noted the comments concerning the shed and would have no problems should the tenant wish to remove the shed and dispose of it at their own cost.

Spiritual presence – The Members asked to be notified when the apparition appears again and will then arrange for a psychic evaluation, although this could generate increased visitors to the cottage.

Members were informed that there had been no other similar complaints from any of the previous tenants, who included the Town Clerk for 7 months. Members asked that the tenant identify the neighbour so that further information can be obtained, as they had not contacted the Council.

**EP 11/171 CHAIRMAN ITEMS FOR INFORMATION ONLY**

The Chairman had no Items for Information.

For future agenda: it was agreed to obtain costs for providing a blind or shielding on the glass of room 1 to protect the pictures from the sun. plus retrospective approval for the purchase of a fridge for the kitchen.

**EP 11/172 TO DETERMINE PART I AND PART II ITEMS.**

Part 1 items Agenda item11 the memorial trees and agenda item 14 the employment of the Caretaker.

The meeting finished at 8.15 pm

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APPROVED AS A TRUE RECORD

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