

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON
WEDNESDAY 8TH OCTOBER 2014 AT 7.30PM

PRESENT: Councillors: - D Shopland Committee Chairman
 Councillors:- C Blades, C Francis-Pester, B Garner, G Hill, I. Knott, L Little, J. Middleton, G Watkins
 Town Clerk – Ms P Heath

Public Session

A resident from Hill Road reported to the Committee on a dog fight he had witnessed in Herbert Gardens between 2 dogs one on a lead and one off; he was not in a position to know which dog attacked, the one on the lead or the one off.

It was explained that the Committee would discuss the issues concerning dogs in the park at the next meeting on 3rd December.

Formal Session

EP 14/373 APOLOGIES FOR ABSENCE

All members of the Committee were present.

EP 14/374 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

EP 14/375 RECEIVE AND AGREE THE MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE

Proposed seconded and **AGREED** that the minutes of 12th August 2014 which were ratified by Council on 27th August 2014 were a true record and were signed by the Chairman as such.

PART 1

Members of the public and press were requested to leave as the following items will be discussed under section 1 (2) Public Bodies (admission to meetings) 1960 Act due to the confidential nature of the business in respect of contractual discussions.

EP 14/376 VILLAGE HALL: TO RECEIVE THE CONSULTANT'S REPORT AND RESULTS OF THE TENDER PROCESS

Members discussed and noted the report that had been circulated. Members noted the tender documents that had been circulated to Committee Members prior to tendering

Proposed, seconded and **AGREED** to accept company B at a cost of 4281.51, to repair and renovate the rear wall at the Village Hall.

The meeting went back into open session

PART 2

DRAFT MINUTES SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL

With the Committee's agreement item 4 the budget and expenditure would be heard with agenda item 12.

EP 14/377 CONFIRM THE TERMS OF REFERENCE FOR THE ENVIRONMENT & PROPERTY COMMITTEE; TO RECEIVE TOWN CLERK SUGGESTIONS FOR AN AMENDMENT

Members noted the alteration suggested by the Town Clerk which had been circulated with the agenda and approved the amendment, to enable a budget to be set at the appropriate time.

EP 14/378 HERBERT GARDENS: - TO RECEIVE UPDATE ON THE DAMAGE TO THE WALL AS PER MINUTE NO.14/370 AND DECIDE A WAY FORWARD.

Members were given background information in respect of a portion of the wall to the rear of Linden Road properties. The householder had been asked to consult their deeds in respect of the boundary responsibility but was unable to produce them. Other areas of Herbert Gardens had been established as 50/50 responsibility. In consultation with the Chairman the tenant of the property had been contacted and asked if they would accept the 50/50 ruling. In response to a question the Town Clerk explained the damage and verified that although the wall is not "dangerous" at this moment it would be come dangerous if no work is done.

Proposed, seconded and **AGREED** that the Town Clerk in consultation with the Chairman could authorise any repairs should the wall become dangerous.[ref financial regulations 3.4]

Proposed, seconded and **AGREED** to seek further quotes for the repairs to the wall and await the confirmation from the householder that they will accept the 50/50 ruling; it is anticipated that the repair cost would then be under £1000[ref financial regulations 3.8]

EP 14/379 HERBERT GARDENS: - TO RECEIVE DETAILS AND AGREE ACTIONS TAKEN TREE DAMAGE

Members were given a detailed background of the damage to the tree caused by vandalism. The Town Clerk explained that having met the tree surgeon on site he has stated that the tree is unsafe and has suggested that the tree is dropped and laid on the ground and left in situ.

Following a discussion it was proposed, seconded and **AGREED** by 9 votes to 1 that the tree should be removed completely from site. Members were advised that this would be a lot more expensive.

EP 14/380 HERBERT GARDENS: - TO AGREE TIME AND DATE FOR COMMITTEE SITE SURVEY

It was **AGREED** that the Town Clerk would arrange a date for the Committee to undertake a site survey at 5pm [TC Note 16th October]

EP 14/381 THE BARN:-TO RECEIVE NOTIFICATION OF THE INCREASE IN RENT FROM £550PA TO £660PA

Proposed, seconded and **AGREED** to accept notification of the rent increase.

DRAFT MINUTES SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL

EP 14/382 NO 42:- TO RECEIVE NOTIFICATION OF RENT REVIEW AND AGREE ANY AMENDMENTS

Members discussed the rent for no 42, and noted that the tenant had been in the cottage since November 2013 and had undertaken with the Council's approval some alterations at their own expense. Proposed, seconded and **AGREED** that there would be no increase in the rent on this occasion.

EP 14/383 NO 42:- TO RECEIVE DETAILS OF REPAIRS UNDERTAKEN AND OF REPAIRS TO BE DONE.

Members were informed of repairs that had been undertaken to the bathroom window to enable it to close; unfortunately it is clear that the window will need replacing in the near future. The front door also need an additional coat of paint now the door has settled, The Councils contractor has been requested to attend to the door.

The Chairman with the agreement of the committee moved the discussion of the budget to after the confidential item.

EP 14/384 TO RECEIVE NOTIFICATION OF ANY URGENT EXPENDITURE REQUIRED ON THE PROPERTY OWNED OR MANAGED BY THE COMMITTEE (FINANCIAL REGULATION 3.4); TO AUTHORISE SUCH URGENT WORK.

There are no notifications

EP 14/385 CHAIRMAN ITEMS FOR INFORMATION ONLY

There are no Chairman's items for information

8.00pm Cllr Shopland left the meeting due to another commitment; Cllr Garner, Vice Chairman, took over as Chairman of the Meeting.

EP 14/386 TO DETERMINE PART I AND PART II ITEMS.

Agenda item 16 as is over the prescribed limit of £1000

EP 14/387 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE

The Environment & Property Committee budget and finance papers were circulated with the agenda and noted.

EP 14/388 TO DISCUSS THE DRAFT COMMITTEE BUDGET FOR 2015/2016

A paper was circulated at the meeting giving a 1st Draft of the budget for 2015/2016; this was discussed in detail.

Proposed seconded and **AGREED** to accept the budget request for the Environment & Property Committee.

401		Council Offices			
	1401		Room Hire		12000
	4401		Heat Light & Power	3200	
	4402		Alarm BT - Key holder Service	200	
	4202		Water	1500	
	4205		Repairs & Maintenance	2500	
	4410		Cleaning Materials	300	
	4425		Equipment	500	
	4412		Rates	12500	
	4206		Annual Maintenance/Service	2500	
402		42 Old Street			
	1450		Income Rent		7800
	4205		Maintenance	500	
	4701		Fees	624	
403		Triangle Clock			
	4301		elect	100	
	4205		Maintenance	900	
404		Skate park			
	4205		Maintenance	1500	
	4320		Bins	500	
	4420		Safety Insp	750	
	4425		Equipment		
405		PARK & OPEN SPACES			
	4450		Land at Highdale	500	
406		Street Market			
	1460		Net Rent		3000
303		MUGA			
	4355		Maintenance	500	
			COMMITTEE TOTAL	29074	22800
TRUST ACCOUNTS					
701		Herbert Gardens			
	1465		Rent		140
	1466		Sub Station rent		290
	4205		maintenance general	4000	
702		Village Hall			
	1470		Rent		7800
703		The Barn/ Community Centre			
	4730		Barn Grant	10000	
	4049		Barn Legal	660	
			TRUST TOTAL	14660	8230

The meeting finished at 8.10 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

DRAFT MINUTES SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL