

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 18TH
FEBRUARY 2015 AT 7.30

Present: Councillor D. Shopland – Committee Chairman
 Councillors: - C. Blades, C. Francis-Pester, B. Gardner, L. Knott,
 L. Little, J. Middleton.
 Town Clerk – Ms Paula Heath
 In Attendance Mr Small & Mrs Salisbury Friends of Herbert Gardens

INFORMAL SESSION

Mr G Small of the Friends of Herbert Gardens addressed the meeting asking for permission to hold an Easter egg hunt on 6th April in the park. It is not intended to actually hide the eggs but for children to pay £1 and have a photo based quiz which will award them a prize of an Easter egg.

The problems with the lack of gate for the entrance on Herbert Road was identified, there is a bollard but the Friends of Herbert Gardens believe this is causing problems as there is no check for children leaving the park.

The Friends also asked for the Committee's approval to raise funds to purchase and install a trim trail in the Park.
 [see minute no:15/409]

FORMAL SESSION

EP 15/405 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs G. Hill, N. Pennycott & G. Watkins (family commitments).

EP 15/406 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

EP 15/407 MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE HELD ON 3RD DECEMBER 2014

Proposed, seconded and **AGREED** that the minutes of 3rd December 2014, which were ratified by Council on 17th December 2014, were a true record and were signed by the Chairman as such.

EP 15/408 DETAILS OF BUDGET AND EXPENDITURE FOR THE COMMITTEE 2014/2015

Members **NOTED** the accounts that had been circulated with the agenda

EP 15/409 NOTES FROM FRIENDS OF HERBERT GARDENS DISCUSS AND AGREE ANY ACTIONS ARISING

Following on from the comments made in the informal session.

Copies of the minutes of the Friends of Herbert Gardens meeting dated 17th January 2015 and a letter from Mr Small had been circulated with the agenda.

The Chairman explained that he and the Town Clerk were investigating the deed and subsequent legal documents as to the clauses and restrictions involved in the trust.

Members congratulated the Friends on all the work they had done to date to reduce the perceived problems with unruly dogs, and owners. They were reminded that they needed to ensure that all users and local residents are included in any consultation prior to any projects.

Proposed, seconded and **AGREED** to grant permission for the Friends of Herbert Gardens to hold an Easter egg event on 6th April 2015.

Members asked that the Friends of Herbert Gardens work with the Town Clerk to ensure that the group have the organisational basis required by the Council. Once it is in place the Friends of Herbert Gardens to contact the Council to establish a clear working relationship between the Council and the Friends.

EP 15/410 EARMARKING OF THE BUDGET SUM OF £3500 FOR FENCE AROUND THE FALLEN TREE.

Proposed, seconded and **AGREED** that the Committee would not continue with investigating the installation of a fence around the tree.

Following comments made in the informal session members felt that there should be an investigation into the best way to prevent children leaving the park via that opening, either with a gate/gates or a type of a barrier. Proposed, seconded and **AGREED** that the Town Clerk should investigate the possibility of controlling access/egress via this entrance by Children and that a portion of the budget of £3500 be earmarked for the project with any leftover balance to go into general reserves.

EP 15/411 DETAILS OF PRICES TO REPAIR WALL IN HERBERT GARDENS AT THE REAR OF NO 19 LINDEN ROAD.

Members were reminded that according to the deeds and historical precedents this is a party wall. The tenants of no 19 have been contacted to request the owners name and contact details as their written agreement to pay 50% of the bill is required before any work can be undertaken. The Town Clerk has written to the tenants and chased for the information which has to date not been received.

Quotations for the repair of the wall were circulated with the agenda, members discussed the options and agreed on contractor C with "hen and cock" finish in like for like stone. A new quotation from this company would be obtained once the written undertaking had been received.

It was **AGREED** that if no undertaking is received to pay 50% the Council will reserve the right, if required under health and safety statute, to erect a wooden fence on the Herbert Gardens side to protect park users.

EP 15/412 AGREE WORDING FOR A POLITE NOTICE PRIOR TO GETTING QUOTATIONS FOR PURCHASE AND INSTALLATION.

A draft notice had been circulated with the agenda. Members agreed alterations to the draft. Remove wording "polite notice", decrease font of "Herbert Gardens"; "for use of children" above the no dog allowed logo.

Following a discussion on the location of the signs, taking into consideration the intended use of the area by children preventing signs on post either low to the ground or children head height, it was agreed to install the signs on the path end of the fallen tree and on the wall facing the tree.

Proposed, seconded and **AGREED** to designate the Town Clerk to purchase 2 signs with the agreed wording and to have them installed 1 on the wall facing the fallen tree and 1 on the end of the tree facing the path ensuring that all screws are capped off up to a budget of £100

EP 15/413 UPDATE ON THE EMPTY OF LITTER BINS AND LITTER PICK AFTER 1ST APRIL 2015.

Members were reminded that the litterbins and the litter pick at the sea front and in Herbert Gardens was part of the contract held with NSC coving all litter and dog bins. With the new contract for dog bins as from 1st April 2015 these would now be a standalone item with NSC. The Town Clerk reported that NSC had agreed to continue to empty the litter bins but could only continue the litter pick on the seafront area. Members agreed to monitor the litter levels in Herbert Gardens and keep the matter under review.

EP 15/414 DETAILS OF THE PRE-QUOTATION REQUEST CONCERNING THE REPAIRS TO ROOM 2 WINDOWS

The Town Clerk informed members that with the support of the Chairman letters were sent to 7 builders in the town with a pre-quotation request identifying the job to be undertaken and the proposed time scale to fit in with a 6 week scaffolding hire. Only 2 of the builders to date have confirmed they could work within the timescale.

Week 1 installation

Week 2 inspection and quotation

Week 3 committee decision

Week 4 contract awarded

Week 5/6 the work being done.

The Members **AGREED** the proposed time scale.

Proposed, Seconded and **AGREED** that the Town Clerk be given designated authority to obtain quotations for the scaffolding, to authorise its the installation and obtain quotations from builders. It was **AGREED** that the Committee would meet to approve the quotation and award the contract as detailed at week 3 above.

The scaffolding cost from 2014/2015 budget the window repairs from 2015/2016 budget.

EP 15/415 AGREE COST AND CONTRACTS FOR PLAYGROUND INSPECTIONS

Cost for the playground inspections were circulated with the agenda members **AGREED** to accept company A. with an additional risk assessment. At a total cost of £60.

EP15/416 UPDATE ON THE VILLAGE HALL WALL REPAIR AND DISCUSS REQUIREMENTS FOR STORAGE AND WELFARE.

The members were informed that the contract had been awarded and the relevant licenses requested from the Environment agency at a cost of £100. The contractor needs an area for storage and a welfare unit, this is required by law. It was agreed to investigate options adjacent to the site.

EP 15/417 REQUEST FROM THE TENANTS AT NO 42 TO INSTALL A STAIRLIFT WITH AGREEMENT TO REMOVE AND MAKE GOOD AT THEIR EXPENSE AT END OF THE TENANCY.

A letter from the tenants at no 42 had been circulated with a written undertaking to remove the stair lift and make good at their expense when they leave the property. Proposed seconded and **AGREED** to permit the installation of a stair lift with the above undertaking.

EP 15/418 THE PURCHASE OF A PORTABLE SOUND SYSTEM FOR USE IN THE COUNCIL CHAMBER

Following a discussion it was **AGREED** not to purchase a portable sound system for use at council meetings.

EP 15/419 NOTIFICATION OF URGENT EXPENDITURE

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

EP15/420 CHAIRMAN'S ITEMS FOR INFORMATION

There are no Chairman's items of information

EP 15/421 TO DETERMINE PART 1 AND PART 2 ITEMS

There are no part 1 items.

CHAIRMAN DATE