

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 26TH AUGUST 2009
AT 7.30 PM.

Present: Councillor Shopland(Committee Chairman)
Councillors C. Blades, J. Dagnall, C Francis-Pester, B Garner, L Little
In Attendance – Cllr Knott
Town Clerk – Ms P. Heath,

EP 09/28 APOLOGIES FOR ABSENCE.

Apologies for Cllr Gannicliff were given by Cllr Dagnall; theses were received and accepted

EP09/29 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

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

EP09/30 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 1st July 2009 ratified by Council on 15th July 2009 were accepted.

EP09/31 UPDATES ON ACTION ITEMS NOT ELSEWHERE ON THE AGENDA

EP09/16 members noted the letter received from Security 2000.

<u>PART 1</u>

EP09/32 TO RECEIVE DETAILS OF QUOTATION REQUESTS FOR WORK TO TREES AT HERBERT GARDENS

Quotation to cut back trees on boundary overhanging footpath and roadway as requested by NSC.; To give designated authority to 3 Councillors to agree the quotation

It was **RESOLVED** that Cllr Shopland, Garner, and Little be given designated authority to agree the quotation and to recommend that quote to Council as is expected to be over £1000.

RECOMMEND to accept the quotation to carry out work to trees at Herbert Garden Boundaries as agreed by Cllr Shopland, Cllr Garner, and Cllr Little – details of the quotation to be given at the Council Meeting.

Cllr were pleased to see that NSC were highlighting these problems and welcome the work on NSC land particularly on trees overhanging the highway and directional signs.

See also minute EP09/45

<u>PART 2</u>

EP 09/33 DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE, DISCUSS AND AGREE ANY BUDGET ALLOCATIONS WITHIN THE COMMITTEE BUDGET

Members noted the budget figures which had been circulated with the agenda; the Members asked for clarification of the figures

ACTION THE TOWN CLERK

EP09/34 A REPORT ON THE MEETING WITH NSC TO DISCUSS THE DRAFT LEASE AGREEMENT FOR THE CHILDREN'S CENTRE.

Members were informed by Cllr Garner and Cllr Shopland that they were waiting for responses back from NSC and were unable to update Members until the information had been received

ACTION CLLR GARNER & SHOPLAND.

EP09/35 DETAILS OF THE TOWN COUNCILS ASSETS, AND DISCUSS POLICY AND PROCEDURES FOR REGULAR INSPECTIONS AND MAINTENANCE.

A copy of the schedule had been circulated with the Agenda. The Town Clerk explained that it was a living document and would be amended and updated as information was received and valuations undertaken. Members discussed in detail the items on the list, in particular:-

Allotments – Cllr Shopland explained the known history of each site.

Peace Memorial – this had been erected to commemorate the coming of peace at the cessation of hostilities at the end of the Boar War. The memorial commemorates the local volunteers who lost their lives during the conflict.

Wishing Wells – this had been given to the Council by the Rotary Club, Members asked that the insurance valuation reflect that they are now used as planters.

Town Signs - at the entrance to the town on the 4 main roads, Members were uncertain if these were owned by the Town Council and whether they should be on the Council's insurance; this would be investigated

The items listed as "ownership unknown" – these had been in existence when the LGA 1972 had come into effect in 1974 and as such their ownership would have been passed to the Town Council; work to the monuments had been undertaken by Clevedon UDC and Clevedon Town Council. They have a historic value and a replacement value would be sought although not necessarily used in the Insurance valuation calculation.

Elton Ware – 6 of the pieces are on display in the Heritage Centre; the Town Clerk to request annual proof of insurance.

Pictures - all the pictures required have now been hung except one depicting Col. Long the 2nd Chairman of Clevedon UDC. It was agreed along with previous policy of the Council that the picture be offered to the family of Col Long

ACTION ALL ITEMS ABOVE THE TOWN CLERK

It was **AGREED** that all Committee members should visit each of the items listed in the Asset Ledger prior to the next meeting of the Committee on 21st October 2009

ACTION ALL COMMITTEE MEMBERS

EP09/36 MILLENNIUM MONUMENT – TO DISCUSS THE MAINTENANCE OF THE MONUMENT AND RECEIVE UPDATE ON THE LEASE OF THE LAND FROM NSC.

Members were reminded that this was on land leased from NSC until 2050. The monument is showing signs of wear & tear and may need refurbishing. It was **AGREED** in line with minute no EP09/35 Members would visit and inspect the monument for a discussion on its future at the next Committee Meeting.

ACTION ALL COMMITTEE MEMBERS

EP09/37 TO RECEIVE A VERBAL REPORT ON THE MILLENNIUM ORCHARD, ITS MAINTENANCE AND APPLE PRODUCTION

The Town Clerk explained that as part of inspection plan a visit had been made to the Millennium Orchard which housed 70 cider apple trees. The first visit had been abandoned as the brambles prevented access. The second visit had been with a cider producer, who was interested in the apples in return for a portion of the cider produced; Mr Quinney who was in charge of the volunteers was also present. The visual inspection had shown that the area was covered in brambles some of which were extending up the trees; very few of the trees had viable fruit; the trees were planted too close together causing the trees not to grow to their full potential and at least two were growing horizontally along the ground. The land is maintained on behalf of the Council by the "Woodcutters for Wildlife", the brambles giving very little benefit to wildlife. The Town Clerk reminded members that the Council had a duty of care on all land it owns.

Members **AGREED** to visit the site prior to the next meeting

ACTION ALL COMMITTEE MEMBERS

EP09/38 TO DISCUSS PLACING A BENCH AGAINST THE COUNCIL EXTENSION WALL, BY THE TOWN CLERK'S OFFICE – CLLR L KNOTT

This was deferred pending the final decision on the car park layout.

EP09/39 TO DISCUSS CAR PARK LAYOUT AT THE COUNCIL OFFICES PREPARED BY NSC HIGHWAYS TEAM

The Town Clerk explained that the decisions taken at the last Committee meeting to remove the planting had been passed on to the NSC Highways team for them to include them on a revised scheme and to establish the viability of vehicle movements in the car park in relation to the revised parking areas. The Town Clerk had also asked Highways team to give an indication of the cost to remove the planting, tarmac the area to match the car park, and remark the car park; this information had not been received in time for the meeting.

Members would meet at 7pm on the 9th September, prior to the Council Meeting to agree the layout on site.

ACTION ALL COMMITTEE MEMBERS

EP09/40 TO DISCUSS THE SECURITY OF THE ELTON WARE HELD IN THE COUNCIL OFFICE

Members noted the insurance valuation of the pieces held in the office and the request from the Insurance Company that these are held in a secure environment. It was **AGREED** to obtain quotations to create a purpose build display area in the alcove currently housing the display cabinets visible from room two and the entrance hall to room one.

ACTION THE TOWN CLERK

EP09/41 TO RECEIVE DETAIL OF CURRENT HIRING OF THE COUNCIL'S ROOMS AND ANY ADMINISTRATION DETAILS OF LETTINGS

Members were informed that although August was a quiet month there were already increases in the number of bookings for 2010.

EP09/41.2 Request from the Lively Drama group for a 12 month booking and consideration of hire charge

Members discussed the letter received from the Brandon Trust; Lively drama group and their request for a 42 week booking at day rates per session plus the use of the kitchen; Members discuss this and agreed the long term hiring request providing the bookings already received are honoured.

EP09/42 TO RECEIVE DETAILS OF SERVICE PROVISION PROBLEMS WITH 42 & 44 OLD STREET

Members were informed that the reported problems with British Gas had now been resolved. The Water meters have been reallocated and a revised invoice received. There is still a problem with the Electricity but its hoped these would be resolved by the next meeting when the redundant meter was removed and 42 allocated as domestic supply.

EP09/43 TO RECEIVE UPDATE ON THE REFURBISHMENT & LETTING OF NO 42 OLD STREET

The Town Clerk reported that the builder was in currently carrying out the work and the Agent was looking for a suitable tenant.

EP09/44 TO RECEIVE AND AGREE QUOTATIONS FOR THE REMOVAL OF THE PLINTH IN HERBERT GARDENS

The Members discussed the quotations received and decided that the removal of the plinth was not a financially viable option and agreed to repair instead. The Town Clerk read the 3 quotations received under minute no EP09/23; Members accepted the quotation of £80 and **AGREED** a budget of up to £100 for the work.

EP09/45 TO RECEIVE DETAILS OF QUOTATION REQUESTS FOR WORK TO TREES AT HERBERT GARDENS

EP09/45.1 Quotation to undertake full tree survey – cost for 2010/2011 budget

Members noted the need to undertake a full tree survey on land under the Council's responsibility and agreed to include the quotations in the 2010/2011 budget discussions.

EP09/46 DETAILS OF COST TO REPAIR GATE POST AT HERBERT GARDENS

Following an inspection by the Chairman it was **AGREED** to use the stone post already in situ. The Town Clerk to obtain prices for the work and **AGREE** these with the Chairman.

ACTION THE TOWN CLERK, THE CHAIRMAN

EP09/47 TO RECEIVE AND DISCUSS THE PROVISION FOR MARKETS IN CLEVEDON

Members noted the request for a Craft Market in Clevedon and gave their support. Members discussed the general provision of Markets and their effect on the local traders, it was agreed to undertake a survey of all traders in the locality of the markets and investigate the management of the markets with a view to obtaining the best value for Clevedon residents; this would be placed on Novembers meeting agenda.

ACTION THE TOWN CLERK

EP09/48 CHAIRMAN ITEMS FOR INFORMATION ONLY –

The Town Clerk reported to Members that the large can bin in the wheel park had been set on fire on Monday Night; the fire brigade had attended.

Subsequent investigations had revealed that the bin had not been included on Connaughts emptying schedule, it was unclear who, if anyone, had emptied the bin also the wheelie bin that had been supplied with the bin was missing.

Following a discussion it was **AGREED** to remove the Can Bin from the wheel's park and place it in Cllr Shopland's yard until such time as a new home could be found. The Town Clerk reminded Members that the bin had been installed in November 2008 and had at that time had cost £750 to install.

Cllr Blades would investigate its removal and transportation to its temporary home.

ACTION CLLR BLADES

EP09/27 TO DETERMINE PART I AND PART II ITEMS

It was agreed that agenda item no 17.1 [EP09/32] Herbert Garden Trees placed as a part 1 item as finances involved are expected to be greater than £1000.

The meeting finished at 9.05pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date