

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 14<sup>TH</sup>**  
**NOVEMBER 2012**

**PRESENT:** Councillors D Shopland. Committee Chairman  
C Bussey, B Garner, C. Hall, L. Little, P. McNeill, J Middleton,  
Town Clerk – Ms P. Heath,  
In Attendance Councillor G Watkins

**EP 12/264 APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr C Francis-Pester, and Cllr N Pennycott both due to another meeting commitment.

**EP 12/265 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

Personal interest declared by Cllr Garner as a member of the YMCA management committee.

**EP 12/266 RECEIVE AND AGREE THE MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE HELD ON 19<sup>TH</sup> SEPTEMBER 2012**

The minutes of the last meeting held on 19<sup>th</sup> September 2012 and ratified at the Council meeting held on 3<sup>rd</sup> October 2012 were **AGREED**.

PART 1
--------

**EP 12/267 QUOTATION FOR ALTERATION TO THE HEATING CONTROL OF THE COUNCIL BUILDING AND DISCUSS THE WAY FORWARD.**

Members discussed the two quotations received. Cllr Garner queried a comment in the second quotation concerning the use of design by Mechanical and Electrical Consultants subject to clarification on this point.

Proposed, Seconded and **RECOMMENDED** that the Council should accept the second quotation for the replacement of the Control Panel at a cost of £3530 to be paid from Council reserves.

PART 2
--------

**EP 12/268 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE.**

Members noted the budget and expenditure papers that had been circulated with the agenda. .

*Proposed by Cllr Shopland and **AGEED** to move item 12 the 2013/2014 budget to be considered next.*

**EP 12/269 DISCUSS AND AGREE BUDGET FOR 2013/2014**

Following a discussion the following Budget request Items were **AGREED**

**401 Council Offices**

1401	Income - Room Hire		£11000
4401	Heat Light Power	£3000	
4402	Alarm	£250	
4202	Water Bills	£700	
4205	Repairs and Maintenance	£2000	
4410	Cleaning Materials	£500	
4006	Equipment	£1000	
4412	Rates	£12000	
4206	Annual Maintenance contracts	£2000	

**402 Old Street**

1450	Income Rent		£5950
4205	Maintenance	£1200	
4701	Rental Fees	£595	

**403 Triangle Clock**

4301	Electric	£100	
4205	Maintenance	£800.	

**404 Skatepark**

4205	Maintenance	£1500	
4320	Bins	£800	
4420	Safety Inspections	£720	

**405 Open Spaces**

4450	Land at Highdale	£500	
------	------------------	------	--

**406 Street Market**

1460	income Rent		£4000
------	-------------	--	-------

**New Projects**

	Lettering "Clevedon Town Council" over window	£1000	
	Replacement of Entrance Carpet	£1000	
	Flag Pole and flags	£1500	
	Boxing in of the underside of the Skate park ramps	£1500	

Giving a total budget request of £32665 less budgeted income of £20950 net budget £11715. Compared to last year's net budget of £10780

**Trust Accounts**

Budget request is via the E & P Committee although all Councillors have trustee responsibilities

**701 Herbert Gardens**

1465	Income Tennis Club Rent		£140
1466	Income Sub Station		£290
4205	Maintenance	£3500	
4320	Bins	£300	

**702 Village Hall**

4205	Income Rent		£7500
------	-------------	--	-------

**703 The Barn**

4730	Grant re Revenue	£10000	
4049	Lease Legal	£550	

Giving a total budget of £14350 less budget income £7930 net budget of £6420 compared to £11460 last year.

EP 14th Novemeber 2012

26/11/2012

SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL

**EP 12/270 RECEIVE UPDATE ON LEASE OF LAND AT HIGHDALE ROAD  
FOLLOWING SITE MEETING ON 29TH OCTOBER**

A note of the site meeting, which had been open to all Councillors, held on 29<sup>th</sup> October had been circulated prior to the meeting. The members discussed the proposals put forward at that site meeting by Mr Foster as to the work he proposed to do. Concern was expressed by the Members as to the extent and height of the deer proof fencing, feeling that it was inappropriate for the site being a public open space. Following a detailed discussion it was decided not to allow the fencing on the site.

It was **AGEED** to offer the YMCA the option to re-negotiate the lease and to offer the £500 in the budget to clear and maintain the area as an open space and flower meadow.

**EP 12/271 APPROVE CONTRACT WITH GERAUDS RE THE MARKET AND  
CONFIRM RESOLUTION FOR CHAIRMAN OF COUNCIL AND TOWN CLERK  
TO SIGN.**

The Town Clerk explained that the meeting had been held with Gerauds at which Cllr Garner attended. A copy of the draft lease had been circulated to all Committee Members with a request for response; there were no responses from Councillors. The contract had been emailed to Gerauds who approved the contract. Subject to agreement at this meeting hard copy of the contract would be sent to Gerauds and signed by the Chairman of Council and the Town Clerk. It was noted that the weight of vehicles on the queen square was recorded in the Planning agreement but had not been highlighted in the contract; this would be amended.

Proposed, seconded and **AGREED** that the Chairman of the Council and the Town Clerk be asked to sign the contract between Clevedon Town Council and Gerauds Marketing.

**EP 12/272 APPROVE RETROSPECTIVELY REPAIRS TO KITCHEN ELECTRICAL  
POINT FOLLOWING PROBLEM WITH WATER HEATER**

Proposed, seconded and **AGREED** payment for the replacement electrical point in the kitchen at the cost of £67

**EP 12/273 RECEIVE UPDATE ON VILLAGE HALL REPAIRS AND CONFIRM  
QUOTATION FOR ADDITIONAL DECORATING AS CIRCULATED**

Proposed, seconded and **AGREED** that additional decoration quote which had been circulated to all members, then checked with the Project Manager who confirmed the total, and recirculated, only 2 councillors responded to the circulated document.

The Town Clerk reported on a problem with the chimney area as water was leaking through the bricks. It was proposed, seconded and **AGREED** to designate authority for the Chairman, Vice Chairman and another Councillor should inspect the problem and discuss with the builder suitable options for resolution with a view to recommending the course of action to the Committee.

**EP 12/274 RECEIVE NOTIFICATION THAT TENANTS OF NO 42 HAVE LEFT AND AGREE BUDGET AND SCHEDULE FOR REDECORATING**

Members noted that the tenants had left but had paid up to 30<sup>th</sup> November. It was **AGEED** to undertake a survey of the property and obtain quotations for redecorating the building before it was re-let. A budget of £200 was **AGREED** for the survey work. The Committee has a budget of £1200 towards the maintenance and decoration of the School House but any major works will have to be funded from Council reserves.

**EP 12/275 DISCUSS NEW QUOTE FOR ROOF REPAIRS ON NUMBER 42 FOLLOWING FAILURE OF CONTRACTOR TO UNDERTAKE WORK**

The Town Clerk explained that the contractor who had originally been awarded the contract to replace the tiles on no.42 had not done the work despite being chased verbally and in writing. Another 2 quotations had been obtained. Proposed, seconded and **AGREED** to accept the quotation by R J Golding to replace the missing tiles with a view to undertaking a more extensive roof repairs once the survey had been completed.

**EP 12/276 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were Chairman's items for information

**EP 12/277 TO DETERMINE PART I AND PART II ITEMS.**

It was agreed that agenda item 7 the control panel is part one as is over £1000

The meeting finished at 8.05pm

APPROVED AS A TRUE RECORD

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