

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 25<sup>TH</sup> JULY**  
**2012**

**PRESENT:** Councillors D Shopland Committee Chairman  
B. Garner, C Francis-Pester, L. Little, P McNeill, J Middleton, N  
Pennycott.  
Town Clerk – Ms P. Heath,  
In Attendance Councillor B Hatch, L Knott

**EP 12/230 APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr C Bussey (work commitment)

**EP 12/231 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**EP 12/232 RECEIVE AND AGREE THE MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE HELD ON 4<sup>TH</sup> APRIL 2012**

The minutes of the last meeting held on 30<sup>th</sup> May 2012 and ratified at the Council meeting held on 13<sup>th</sup> June 2012 were agreed.

**EP 12/233 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE,**

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

**EP 12/234 DISCUSS THE CREATION OF A WILDFLOWER SECTION IN HERBERT GARDENS**

Following a site prior to the meeting members discussed the suggestion to leave a strip around the edge of the garden to encourage wild flowers. Having looked in detail at the site members concluded that with the area was in the shade and there was limited scope for wild flower cultivation. Members agreed that if the letter writer wished to investigate the possibility that there are suitable plants they could then approach the committee again.

**EP 12/235 RECEIVE AND NOTE INSPECTION OF WORK FOR PHASE 2 TREES IN HERBERT GARDEN AND NOTE ADDITIONAL WORK AGREED UNDER HEALTH AND SAFETY.**

Members received and noted the Town Clerks report and accepted the additional work listed.

**EP 12/236 CONFIRM DETAILS OF LEASE WITH YMCA FOR LAND AT HIGHDALE AND AGREE TO SIGN**

Members discussed the lease and subject to the following amendments agreed to the lease being signed by the Chairman of the Council.

Clause 4 add the words "by the Town Council"  
Clause 8 remove the first "to"

It was agreed in respect of Cause 2 this may be done by an informal site visit and an email confirmation if the trees in question were self- sown saplings. It was agreed that before commencement of the work there would be a site meeting with Town Councillors, local residents, YMCA, Biodiversity and Environment Officers of NSC to allay fears that the work would be detrimental to the wildlife of the area.

**EP 12/237 RECEIVE TRANSITION CLEVEDON ANNUAL REPORT ON MILLENNIUM ORCHARD AS PER LEASE**

Members received and noted the report

**EP 12/238 DISCUSS THE PROVISION OF A FLAG POLE AT TOWN COUNCIL OFFICES – CLLR SHOPLAND**

Following a discussion it was agreed to obtain costs for a 10 meter internal lanyard flag pole for the next meeting.

**EP 12/239 DISCUSS DAMAGE TO STAFF CLOTHING WHILST USING THE NOTICEBOARD AND AGREE COMPENSATION**

Members noted that the problem was due to metal poles protruding from the wall and that the Caretaker had been requested to remove them following the incident. Member agreed to pay £30 compensation to the staff member from the budget code 4205/401; without prejudice.

**EP12/240 RECEIVE COST OF AMENDING NOTICE BOARD AT OFFICE TO SWING DOORS**

Members noted the manufacturer's comments that the current design would not convert to a hinged door noticeboard. It was agreed to obtain cost for a replacement noticeboard.

**EP 12/241 DISCUSS THE REINSTATEMENT OF THE ENGRAVED SIGN ABOVE THE MAIN ENTRANCE DOOR FACING OLD STREET**

The Chairman of the Committee explained to members the history of the etched sign above the main door to room one which had been partly filled in. it was agreed to get costs to reinstate the etched sign.

EP25th July 2012

20/12/2013

SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL

**EP 12/242 AGREE THE REMOVAL OF THE WHITE SIGN WITH INCORRECT FAX NUMBER ON THE END OF THE MAIN WALL FACING OLD STREET**

Members agreed to remove the fax number and replace if possible with the email address.

**EP 12/243 DISCUSS THE INSTALLATION OF LETTERS ABOVE THE OFFICE WINDOWS "CLEVEDON TOWN COUNCIL"**

Members agreed to investigate and obtain cost for suitable lettering and enamelled logo to be erected over the office windows of the Town Council's name and logo

**EP 12/244 REVIEW THE TERMS AND CONDITIONS OF HIRE OF THE HALLS WITH A VIEW TO CLARIFYING HOURS OF HIRE COVERING SET UP AND TAKE DOWN AND CHARGES FOR TIME OVER.**

Members noted the suggestions circulated with the agenda for the alteration to the booking form and term and condition; these were agreed.

**EP 12/245 CONFIRM RETROSPECTIVE PAYMENT FOR REPAIRS TO WATER HEATER SYSTEM FOR TOILETS**

Members confirmed the payment for the repair and servicing of the two hot water boiler systems one for the toilets and one for the kitchen at the sum of £435

**EP 12/246 RECEIVE UPDATE ON THE HEATING CONTROL**

The Town Clerk reported on a company who had been asked to investigate the control panel; so far there had been no detailed response.  
Cllr Garner explained that a company being used by NSC would be appropriate and he had asked them to contact the office to arrange a visit.

*The following item was heard under s 2 (1) Public Bodies (Admission to Meetings) Act 1960 due to the confidential financial nature of the business to be discussed. Members of the Public and Press were required to leave the meeting.*

**EP 12/247 RECEIVE THE NOTES FROM THE VILLAGE HALL WORKING GROUP AND AGREE THE COST OF WORK FOR DAMP PROOFING AND BUILDING; TO AGREE, TO DISCUSS TEMPORARY RELOCATION OF CAB**

**EP 12/248 CHAIRMAN ITEMS FOR INFORMATION ONLY**

The Chairman had no Items for information.

**EP 12/249 TO DETERMINE PART I AND PART II ITEMS.**

The meeting finished at 8.25pm

APPROVED AS A TRUE RECORD

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