

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON
WEDNESDAY 11TH DECEMBER 2013

PRESENT: Councillors D Shopland Committee Chairman
 C Blades, C Bussey, C Francis-Pester arrived 7:50 pm, B
 Garner L. Little, J Middleton,
 Town Clerk – Ms Paula Heath
 In attendance Cllr Knott

EP 13/337 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr McNeill (family commitment)

EP 13/338 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

EP 13/339 RECEIVE AND AGREE THE MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE HELD ON 16TH OCTOBER 2013

Proposed seconded and **AGREED** that the minutes of 16th October 2013 which were ratified by Council on 30th October 2013 were a true record and were signed by the Chairman as such.

With the members agreement agenda item 4 the current committee budget was deferred to the end of the meeting to be considered with 2014/2015 agenda

PART 1

EP 13/340 HERBERT GARDENS DOG FREE AREA, APPROXIMATE COST OF FENCING, AND REFER TO COUNCIL THE SPECIFICATION AND DETAIL.

As per the request made at the Council meeting on 30th October the Committee had been requested to look at the project to enclose part of the Herbert Gardens around the fallen tree. The Town Clerk advised members that a detailed specification that included the exact area to be enclosed would be required before proper quotations could be obtained. An indicative price had been obtained from one supplier for 100 meters of fencing. The prices were for the standard 1 meter high bow top galvanised fence and 1 meter high wooden picket fence of £9000 and £11,000. The Chairman indicated that a local supplier could supply and install a wooden fence for approximately £3500 but no actual quotation had been requested at this point in time, it was felt that Council should be asked if it wished to spend such monies at this time.

Members discussed the designating of Herbert Gardens as a “dog on leads” only area. The Town Clerk explained the legal requirements of the dog control orders. It was agreed that the Council should install 3 signs, one at each entrance, stating dogs on leads only.

Proposed, seconded, and **RECOMMENDED to Council** that: as Herbert Gardens Trustees, they consider allocating a sum of £3500 from the Councils 2014/2015 budget for the purchase and installation of a fence in Herbert Gardens.

Proposed, seconded and **RECOMMENDED to Council** that: as Herbert Gardens Trustees they purchase from the 2013/2014 budget 3 signs and posts stating all dogs to be kept on leads.

EP 13/341 TO DECIDE ON THE LEASE WITH CAB FOR THE VILLAGE HALL, TO MAKE A RECOMMENDATION TO COUNCIL IF AN EXTENSION TO THE LEASE SHOULD BE NEGOTIATED.

Members discussed the current lease which ends in July 2014. It was agreed to continue with the lease at a 5% rent increase.

Proposed, seconded and **RECOMMENDED to Council**, by 6 votes to 0, that: as the trustees of the Village Hall, the Council negotiate the renewing of the Lease with CAB on the same terms and conditions with a 5% rise taking the annual rent to £7875.

PART 2

EP 13/342 TO RECEIVE UPDATE IN RESPECT OF THE INVESTIGATION INTO THE PURCHASE OF LAND AT CLEVEDON HALL

Members were informed that a letter had been sent to Mr Vesey via his agent Mr Glover at Mr Glovers request at the beginning of November; the Town Clerk has chased a response without success. It was agreed to defer to the next meeting and then take a considered view at that time if no response had been received.

EP 13/343 TO DISCUSS AND AGREE THE QUOTATIONS FOR THE ENTRANCE HALL CARPET

Members discussed the quotations received for the following items and noted the problems in getting companies to quote.

Proposed seconded and **AGREED** to accept quotation C1 from Glenwood flooring; Budget code no 4414/401

EP 13/344 TO RECEIVE AND AGREE THE QUOTATIONS FOR THE LETTERING ABOVE THE OFFICE WINDOWS "CLEVEDON TOWN COUNCIL"

Following discussion on the height and location of the lettering it was proposed, seconded and **AGREED** to accept the quotation BA 200mm high letters from Zulu signs; Budget Code 4416/401

EP 13/345 RECEIVE AND DISCUS QUOTATIONS TO BOX IN SKATE PARK RAMPS

Members noted another quotation received after the agenda had been issued. Members discussed at length the problem with litter collecting under the ramps and the clearance of the same by the contractors, this has been an on-going problem

raised by both the current and previous contractors. And which the office had received several complaints. Members discussed the quoted prices. It was **AGREED by 6 votes to 0** not to box in the ramps and to request the contractor to use air blowers to clear the inner litter.

EP 13/346 TO RECEIVE ITEMS RAISED AT THE YEO MOOR SCHOOL COUNCIL CONCERNING THE SKATE PARK

13/346.1 To discuss and agree painting the back boards and ramps
It was **AGREED** to paint the back boards at the Skate Park using suitable metal paints by the Caretaker when the weather allows.

13/346.2 To discuss and decide on an investigation into providing a second skate park for younger and less experienced users.
It was agreed to defer this item to be investigated in the New Year following the April meeting.

EP 13/347 RECEIVE ITEMS RAISED AT THE YEO MOOR SCHOOL COUNCIL TO PURCHASE AND INSTALL RECYCLING BINS IN PARKS AND OPEN SPACES

Following a detailed discussion on the current recycling scheme and anticipated costs of the provision and emptying of the bins which would fall to this Council to fund the Members **AGREED** that due to budgetary constraints the Council was not in a position to provide and empty the recycling bins; the Clerk was asked to thank the school for their input.

EP 13/348 NO 42 – TO RECEIVE REPORT AS REQUESTED UNDER 13/340

13.1 Small Business Rates for no 44 Old Street as per 13/340.
The Town Clerk informed members that the Council did not qualify for Small Business Rates.

13.2 To investigate when appropriate the separation of the Council Offices from the rest of the building (Trust, Social Enterprise Company)
It was **AGREED** over the next 12 months to investigate the legal and financial requirements of forming a trust or social enterprise company for the service provision side of the Council Offices.

13.3 Breakdown of spend on no 42 renovations
Members were issued with a breakdown of the costs relating to the renovation of No 42. Members agreed that lessons had been learnt over the letting and monitoring of this type of contract.

EP 13/349 RECEIVE DETAIL BUDGET AND EXPENDITURE FOR THE COMMITTEE,

Members noted the budget that had been circulated with the agenda. It was **AGREED** to use the balance from the Letters budget 4416/401 to clear the stone mantel over the external main door to room one

EP 13/350 TO AGREE THE COMMITTEE BUDGET 2014/2015.**13/350.1 Village Hall – details of costing re additional work members agreed to be considered for 2014/2015**

Members discussed the work that had been identified by the contractor for the Village Hall it was **AGREED** to repaint and renovate the windows to the front of the building within the budgeted repairs allowance of £5000 under 4205/702

13/350.2 To allocate budget to register land at Hither Green (Millennium Orchard) with Land Registry

Members **AGREED** to register the land at Hither Green AKA the Millennium Orchard with the Land registry within a budget of £200.

The Town Clerk explained the items in the suggested budget and reasoning for the figures

The following Environment & Property Committee proposed budget was **AGREED**

401		ENVIRONMENT & PROPERTY COMMITTEE		
401		Council Offices		
	1401		Room Hire	12000
	4401		Heat Light & Power	3000
	4402		Alarm Bt - Key holder Service	250
	4202		Water	700
	4205		Repairs & Maintenance	1000
	4410		Cleaning Materials	400
	4425		Equipment	1000
	4412		Rates	12000
	4206		Annual Maintenance/Service	2000
	4416		Lettering over window	
	4414		Entrance hall Carpet	
402		42 Old Street		
	1450		Income Rent	7800
	4205		Maintenance	500
	4412		Rates	
	4404		Gas & Elect	
	4701		Fees	624
403		Triangle Clock		
	4301		elect	100
	4205		Maintenance	800
404		Skate park		
	4205		Maintenance	1500
	4426		Box in Ramps	
	4320		Bins	800
	4420		Safety Insp	600
	4425		Equipment	
405		PARK & OPEN SPACES		
	4450		Land at Highdale	500

406		Street Market			
	1460		Rent		3000
	4701		Expenses		
303		MUGA			
	4350		Installation		
	4355		Maintenance	1000	
			COMMITTEE TOTAL	26774	22800

The Following Trust proposed budget was AGREED

701		Herbert Gardens			
	1465		Rent		140
	1466		Sub Station rent		290
	4205		maintenance general	5900	
	4704				
				3500	
	4320		Bins		
702		Village Hall			
	4205		maintenance		
	4255		Repairs	5000	
	4048		Professional Fees	1200	
	1470		Rent		7500
703		The Barn/ Community Centre			
	4730		Barn Grant	10000	
	4049		Barn Legal		
	4452		Legal Fees		
			TRUST TOTAL	25600	7930

EP 13/ CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information

EP 13/ TO DETERMINE PART I AND PART II ITEMS.

Agenda item 6 the Fencing at Herbert Gardens and Agenda Items 10 the CAB Lease are part one items due to being Trust decisions

The meeting finished at 9.10 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date