

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 28TH JULY
2010 AT 7.30 PM.

PRESENT: Councillors D Shopland Committee Chairman
C. Francis-Pester, B. Garner, L. Knott, J. Middleton, P. McNeill
Town Clerk – Ms P. Heath,

EP 10/44 APOLOGIES FOR ABSENCE.

Apologies were received and approved from Cllr C. Blades and Cllr C. Hall

EP10/45 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

There were no declarations of interest for items on the agenda

EP10/46 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 2nd June 2010 ratified by Council on 16th June 2010 were accepted.

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| PART 1 |
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EP10/47 UPDATE ON BARN LEASE & MAKE RECOMMENDATION TO SIGN

Following a short discussion it was proposed by Cllr Francis-Pester, seconded by Cllr Garner and **RECOMMENDED** that, the Council sign the lease with North Somerset Council in respect of "The Barn". This would be placed on the Council agenda for a formal resolution for the authorisation for the Chairman and Town Clerk to sign.

EP10/48 COSTS AND DESIGNS IN RESPECT OF THE LIGHTING SCHEME IN ROOM 2

Copies of the 2 quotations received had been circulated with the agenda; the company names and addresses had been removed. Following a discussion it was proposed by Cllr Middleton, seconded by Cllr McNeill and **RECOMMENDED** that the Council accepts Company A quote to change the lights in room 2; further cost of replacing the emergency lights would be obtained from the successful company.

ACTION TOWN CLERK

PART 2

EP 10/49 BUDGET AND EXPENDITURE FOR THE COMMITTEE.

Members noted the committee financial spreadsheet circulated with the agenda; the Town Clerk responded to questions on breakdown of payments made.

EP 10/50 NOTIFICATION OF WORK DONE TO THE SKATEPARK AND RECEIVE THE SAFETY INSPECTION REPORT FROM WICKSTEED

Members noted the work carried out at the Skatepark and received the safety report, which had been received that day. The Chairman ruled that, as there was not time to read the report it would be deferred to the next meeting for discussion; there were no major problems highlighted. A copy of the report would be circulated to all members, with details of cost for the minor works. It was Agreed that the broken rubbish bin be replaced

ACTION TOWN CLERK

EP 10/51 CAR PARK QUOTATIONS AND AGREE THE AWARDED OF THE CONTRACT.

Members were informed of advice given by North Somerset Council Planning office. The Council would have to apply for Listed Building Consent as it is the curtilage that is listed and not just the building also planning permission. The Planning Officer also explained that the Highways Officer in Planning would not accept the proposed scheme drawn up by the Highways Team at North Somerset stating, "Proposed configuration of the parking layout does not seem to work well in that it would allow very little manoeuvrability for vehicles within the site". After a discussion, it was proposed and **AGREED** that the Committee no longer continues with the project to alter the car park as the cost to rework the park would outweigh the benefits.

EP 10/52 QUOTATIONS FOR THE INSTALLATION OF A PORCH ABOVE THE ENTRANCE DOOR AND DISCUSS THE CHANGING OF THE ENTRANCE DOOR FOR AN AUTOMATIC DISABLED ACCESS.

Members discussed the option for the installation of an automatic door, which would allow easy access for any disabled visitors plus could solve the problem with hirers frequently shutting the door in the summer and leave it open in the winter. Town Clerk explained that the automatic door was in keeping with the DDA requirements. Members discussed the need for the automatic door but felt that there was currently little requirement for disabled access, and decided that the bell should be repaired and fitted at a suitable height. Members discussed the second quote for a hardwood door and canopy. The Town Clerk explained the problems being experienced with the door due to it having warped in the frame. The Members were informed that the door and canopy would need planning and listed building consent.

Proposed and seconded that the Council accepts the quote for a hardwood door and canopy this was defeated by 4 votes to 3 with the Chairman's casting vote.

Proposed and seconded that the Council seeks cost for the installation of a canopy only from Company B, subject to planning application being done by the office and the company without use of an architect; this was **AGREED**

ACTION TOWN CLERK

EP 10/53 QUOTATIONS FOR NEW ENTRANCE SIGN

Members discussed the quotations circulated with the agenda. It was proposed seconded and **AGREED** to accept Company B quotation. The design circulated to be amended to include the Postcode

EP10/54 NEW HIRE AGREEMENT FOR THE COUNCIL HOUSE AND AMENDED TERMS AND CONDITIONS

Copy of the amended booking form and terms and conditions had been circulated with the agenda these were **AGREED** with the following amendments

DEPOSIT

The Council reserve the right to charge a discretionary 10 % deposit on non-regular bookings.

7.4 amended to read, "All hirers are requested to remove any rubbish at the end of the hiring"

EP 10/55 VIEW PRESENTATION ON HIRING OF THE COUNCIL HOUSE

This was deferred to the end of the meeting to enable members to view the presentation on the Town Clerks computer. [Members viewed and agreed the presentation]

EP 10/56 NEW LEAFLET FOR COUNCIL HOUSE HIRING AND PROMOTION

A copy of the proposed leaflet was circulated at the meeting and **AGREED**
Members thanked the Office Staff for their work in producing the leaflet.

EP 10/57 THE REPLACEMENT OF THE TABLES IN ROOMS 1 & 2

Members noted that 3 tables had been damaged and had been taken out of use. It was **AGREED** to investigate the replacement of the tables with a view to putting the cost into 2011/2012 budget request.

ACTION TOWN CLERK

EP10/58 CHAIRMAN ITEMS FOR INFORMATION ONLY –

58.1 Streets & Open Spaces Maintenance Contract

The members were informed that the streets and open spaces contract for maintenance of open spaces was due for renewal in 2011. The officers were meeting with the Town Clerk to discuss the options for a report to be placed before the Committee at the next meeting.

58.2 Village Hall

The Members were reminded that the Village Hall external painting was the responsibility of the Town Council, it was agreed to obtain quotations for the next meeting. The cost to be met out of the Village Hall Trust budget.

EP10/59 TO DETERMINE PART I AND PART II ITEMS

It was agreed that the following items be placed as Part 1 items
Agenda Item 5 the Lease,
Agenda item 6 the lighting as this was over £1000 as per SO 40.1

The meeting finished at 8.35 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date