

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON**  
**WEDNESDAY 23<sup>RD</sup> APRIL 2014**

**PRESENT:** Councillors D Shopland Committee Chairman  
 C Blades, C Bussey, C Francis-Pester, B Garner L. Little,  
 P McNeill, J Middleton.  
 Mrs I Johnson – Deputy Town Clerk  
 In attendance: Cllrs J Geldart, B Hatch, L Knott, G Hill, N Pennycott,  
 G Watkins, C Wring from 7.40 pm

**EP 14/380 APOLOGIES FOR ABSENCE**

All members of the Committee present.

**EP 14/381 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

**EP 14/382 RECEIVE AND AGREE THE MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE HELD ON 26<sup>TH</sup> FEBRUARY 2014**

Proposed seconded and **AGREED** that the minutes of 26<sup>th</sup> February 2014 which were ratified by Council on 12<sup>th</sup> March 2014 were a true record and were signed by the Chairman as such.

<b>PART 1</b>
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**EP 14/383 RECEIVE FOR AGREEMENT THE QUOTATION FOR THE CIVIL & STRUCTURAL ENGINEER RE THE VILLAGE HALL REAR WALL REPAIR AS AGREED BY WORKING GROUP [EP 14/372]**

At the last meeting the Committee Chairman and Vice Chairman and Chairman of the Council were given designated authority to agree the quotations, up to a budget of £500, for the Structural Engineer to carry out the above survey and report; and commission the survey report and prepare the tender document for the repairs.

All four of the quotations received have been over the £500 limit and the preferred quotation requires a budget of £1500.

Proposed, seconded and **RECOMMENDED to COUNCIL** that this Council approves the expenditure from the Environment & Property Committee budget 2014/15 of £1500 for the works to be carried out by the Structural Engineer to carry out a survey of the damage, provide a report with suggestions for the best way to undertake the repair and a specification for tender.

## PART 2

**EP 14/334 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE**

The Environment & Property Committee budget and finance papers were circulated at the meeting and noted

**EP 14/335 SET UP A WORKING GROUP TO DISCUSS AND MAKE RECOMMENDATIONS TO COUNCIL ON PUBLIC TOILET PROVISION AS PER COUNCIL MINUTE NO. 14/408**

All Clevedon Town Councillors had been informed about this Working Party and the following Councillors had asked to be considered for membership of the Working Party; Cllrs J Geldart, L Knott, L Little, T Morgan, N Pennycott, D Shopland, G Watkins.

Proposed, seconded and **AGREED** that the above seven Councillors form the Working Party to consider Public Toilet Provision in the Town.

**EP 14/336 AGREE THE TERMS OF REFERENCE FOR THE ABOVE WORKING PARTY**

Members considered the draft terms of reference compiled by the Town Clerk.

Proposed, seconded that the Terms of Reference be **AGREED** subject to: 1) Membership The working party shall be made up of 7 Councillors; 2) Remit item 4) to read; identify any additional sites for future provision and **determine their suitability and availability** and obtain information on any planning or legal requirements for those sites. The Working Party make a report to the Committee for consideration and then recommendation to full Council.

**EP 14/337 RECEIVE UPDATE ON THE CAB LEASE 13/341**

The extension of the lease is under discussion with the CAB Solicitors to include a 5% rise. A new condition survey for the lease is to be carried out at the end of April with Ann Richards, Jack (Manager of the Clevedon Office) and the Town Clerk.

Proposed, seconded and **AGREED** that Cllr Hatch as the Town Council representative on CAB be invited to be part of the condition survey. Any issues with damp in the building to be referred to the next meeting of the Committee.

**EP 14/338 RECEIVE UPDATE ON THE SKATE PARK LEASE**

As agreed at the last meeting NSC has been requested to extend the Skate Park lease from 9<sup>th</sup> November 2014 to 9<sup>th</sup> November 2024. NOTED.

**EP 14/339 NOTE THAT ACTION ON 14/374 AND 14/377 HAD BEEN DEFERRED TILL MAY/JUNE DUE TO THE REQUIREMENT OF WORK TO BE UNDERTAKEN IN DRY WEATHER**

These items are;

**14/374** Repair of wall to Herbert Gardens at Herbert Road/Hill Road Corner – it was reported that NSC has carried out the repairs on Hill Road.

**AGREED:**In view of imminent tree works in the Gardens, the Report on trees in the vicinity of the wall should be consulted prior to this work being undertaken.

**14/377** High level turret roof windows in Room 2 of The Council House.

**EP 14/340 RECEIVE NOTIFICATION OF ANY URGENT EXPENDITURE REQUIRED ON THE PROPERTY OWNED OR MANAGED BY THE COMMITTEE (FINANCIAL REGULATION 3.4); TO AUTHORISE SUCH URGENT WORK**

There were no urgent works.

**EP 14/341 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no items.

**EP 14/342 TO DETERMINE PART I AND PART II ITEMS.**

Agenda item 15 Quotation for the Civic and Structural Engineer re the Village Hall rear wall repair.

*The following item was heard under section 1 (2) Public Bodies (admission to meetings) act 1960 due to the confidential nature of the business to be discussed.*

**EP 14/343 TO RECEIVE FOR INFORMATION AND CONSIDERATION INFORMATION FROM THE COMMITTEE CHAIRMAN ON THE POSSIBLE PROCESS FOR THE RETURNING OF THE LEGAL TITLE FOR ALLOTMENT PLOTS CURRENTLY MANAGED BY CLEVEDON TOWN COUNCIL**

Proposed, seconded and **AGREED** to form a Working Party, members Cllrs C Francis-Pester, R Garner, J Middleton and D Shopland, to investigate the possible process for the returning of the legal title for Allotment plots currently managed by Clevedon Town Council to establish and confirm the Council's right to the land. The timescale for these investigations to be the end of October 2014.

It was noted the management of the Allotment Sites is not within the remit of the Working Party.

Members were reminded that this item is CONFIDENTIAL.

The meeting finished at 8.30pm

APPROVED AS A TRUE RECORD

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