

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 10TH
FEBRUARY 2010 AT 7.30 PM.

Present: Councillor D. Shopland (Committee Chairman)
Councillors J. Dagnall, C Francis-Pester, B Garner, L Little, J Middleton
Town Clerk – Ms P. Heath,

EP 10/01 APOLOGIES FOR ABSENCE.

Apologies for Cllr Ganniclift, were given by Cllr Dagnall

EP10/02 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

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

PART 1

EP10/03 REPORT AND MAKE DECISION ON WORK TO THE CENTRAL HEATING SYSTEM FOLLOWING THE SERVICE ENGINEERS VISIT

Members were informed that the boiler was manufactured by 'Strebel' whose authorised engineer had visited to service the boiler; a copy of his report and the quotation for the parts were circulated at the meeting. Members discussed the heating system and the problems that had arisen. It was proposed and **AGREED** that the Council authorise the repair work to the boiler be undertaken at a cost of £1374 and an annual maintenance agreement be investigated with the company. Cllr Garner offered to bleed the radiators to eliminate any air pockets.

PART 2

EP10/04 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 16TH December 2009 were agreed these will be included on the Council meeting on 24th February for ratification.

EP10/05 DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE, DISCUSS AND AGREE ANY BUDGET ALLOCATIONS WITHIN THE COMMITTEE BUDGET

Members noted the budget figures circulated with the agenda.

EP10/06 [EP09/75]. UPDATE ON THE LEASE BETWEEN CLEVEDON TOWN COUNCIL AND NSC FOR "THE BARN"

A copy of a report by Cllrs' Garner, Shopland and Francis-Pester had been circulated with the agenda. It was proposed and **AGREED** to send the report to the Head of Legal at NSC, Mr Brains with a copy to the Council's solicitor.

EP10/07 REPORT ON THE MARINE HILL DRINKING FOUNTAIN

The drinking fountain had been inspected by Cllrs' Garner, Middleton and Francis-Pester who felt the civic society's comments were not justified. It was proposed and **AGREED** that the Fountain is monitored for cleaning and repairs but that it is not planted.

EP10/08 TO RECEIVE DETAILS, COST AND MAKE A DECISION TO ON REPLACEMENTS REQUIRED FOR THE FIRE ALARM SYSTEM FOLLOWING SERVICE VISIT.

Members were informed that problems had been detected with the fire alarm system over the Christmas period. With the knowledge of the Chairman and Committee Chairman, the Town Clerk obtained quotes to carry out the initial inspection and undertake an annual service; Southwest Fire & Security was appointed.

A report on the findings of that initial inspection and test, with verbal costing, had been circulated with the agenda. A copy of the formal report and costs were circulated at the meeting.

At the request of the Committee Chairman the Fire Safety Officer was requested to inspect the building, which was done on 8th February, his report emailed through earlier was circulated at the meeting. The Town Clerk advised Members that the failings highlighted in the report had to be addressed within the 28 days.

Members discussed both the reports at length.

It was proposed and **AGREED** to purchase and install

- 1 smoke detector for 42 Old Street to be connected to the alarm system The Town Clerk advised that the School House was classed as a business unit as it was rented and came under the Tenants and Landlords Act.
- 1 smoke detector for the entrance hall of the Council Offices
- Replace the smoke detectors in rooms 1 and 2 as these did not comply with regulations being placed too high to be maintained.

The Members discussed the emergency lighting in view of the Town Clerks report and the implications of the different light sizes. It was proposed and **AGREED** that a lighting engineer and consultant be commissioned to advise on the lighting requirements of the building and to devise a scheme to provide cost effective lighting for the whole building, including the emergency lighting, with a view to the future economic and environmental viability of the Council.

ACTION THE TOWN CLERK

It was proposed and **AGREED** that a working group of Cllr Francis-Pester, Garner, and Middleton with the Town Clerk draw up the necessary Fire Risk policy and procedures as required.

ACTION NAMED COUNCILLORS, TOWN CLERK

It was **AGREED** that the Town Clerk would arrange disposal of the identified fire hazards in the main escape corridors.

EP10/09 THE LEASE FOR HERBERT GARDENS TENNIS CLUB AND CONFIRM PAYMENT OF THE INVOICE

Members' received the new lease for Herbert Gardens Tennis Club. It was proposed and **AGREED** to pay the solicitors invoice.

EP10/10 UPDATE ON THE LETTING OF NO 42 OLD STREET

Members were informed that there had been problems with the toilet cistern in the School House, which had now been repaired.

EP10/11 REQUESTS FOR AMENDMENT TO BOOKING FEES FOR THE COUNCIL HOUSE

10/11.1 Police academy 2 day booking could they have it at the same price as last year

It was agreed to charge the same rate as 2009 booking.

10/11.2 Internal Drainage Board – letter attached

Following a discussion it was proposed and **AGREED** to allow a 50 % discount on their booking of the 10th December

EP10/12 UPDATE ON SKATEPARK BIN AND PRICE TO REMOVE

Members were informed of the quotation received to remove the bin from the skatepark. This was discussed by the members also the possible sighting of the bin once it was removed. It was **AGREED** to purchase a new liner and monitor the bin over the summer.

EP10/13 THE PROVISION FOR MARKETS IN CLEVEDON

Members were reminded of the background to this item in that the Committee wish to have a breakdown and explanation of expenses. In view of the lack of response by the company to letters and phone calls, Members were unhappy to continue the arrangement after the end of the current contract; and would inform the company accordingly. Members were informed that 2 continental markets had been booked in April and September.

EP10/14 CHAIRMAN ITEMS FOR INFORMATION ONLY –

There were no Chairman's items for Information.

EP10/15 TO DETERMINE PART I AND PART II ITEMS

Members agreed that agenda item 8 the repair of the boiler should go as part 1 under standing order no 40.1.

The meeting finished at 8.45pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date