

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 7<sup>TH</sup> APRIL**  
**2010 AT 7.30 PM.**

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

**EP 10/16 APOLOGIES FOR ABSENCE.**

Apologies for Cllr Ganniclift, were given by Cllr Dagnall

**EP10/17 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.**

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

**EP10/18 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 10<sup>th</sup> February 2010 ratified by Council on 24<sup>th</sup> April 2010 were accepted.

PART 1
--------

**EP 10/19 THE RECOMMENDATION FROM FINANCE & GENERAL POLICY**

*FGP 10/33 "RECOMMENDED to the Environment & Property that as a policy number 42 is not sold and all future requests refused*

Following a discussion Members agreed with the Finance and General Policy Committee recommendation and put this to Council

Proposed seconded and **RECOMMENDED** that as a policy no 42 Old Street is not sold and all future requests refused.

**EP10/20 DETAILS OF REPAIR TO SKATEPARK**

Members were informed of the emergency repairs that had been carried out on the skatepark and the report from the company on maintenance work required; the company had installed the park originally.

Proposed seconded and **RECOMMENDED** (under financial regulation 3.8) that the quotation for the maintenance repairs and repainting of the surfaces of the ramps at a cost of £1780 be accepted

## PART 2

**EP 10/21 BUDGET AND EXPENDITURE FOR THE COMMITTEE, DISCUSS AND AGREE ANY BUDGET ALLOCATIONS WITHIN THE COMMITTEE BUDGET**

Members discussed the budget sheets circulated with the agenda and questioned the Town Clerk on the expenditure to date. Members noted the report.

**EP 10/22 UPDATE ON THE LEASE BETWEEN CLEVEDON TOWN COUNCIL AND NSC FOR "THE BARN"**

Cllr Shopland reported that there has been no response from North Somerset Council.

At the end of the meeting Cllr Francis Pester, explained that the lease was nearing completion and it was hoped that it would be with Clevedon Town Council by the end of the month.

*Cllr Francis-Pester arrived during the following item*

**EP 10/23 PROGRESS ON FIRE SAFETY ASSESSMENT AND WORK REQUIRED****EP10/23.1 Problem with the installation of the smoke detectors and agree a way forward**

The letter from Southwest Fire & Security concerning the smoke detectors and their inability to carry out the work as quoted. It was explained that the company had visited the premises twice before arriving to carry out the work and were aware of the height of the beams. Members discussed this at length and received a quotation from another company to carry out the annual inspection including the checking and maintaining of the smoke detectors in their current position. It was agreed to investigate the change of company, and subject to written confirmation seek a new agreement for the Fire System maintenance.

**EP 10/23.2 Receive and agree fire risk assessment and associated policies**

Members were informed that the risk assessments and the associated policies had been accepted by the Fire Officer whose follow up visit had been that morning; the Council received a good report. Members accepted the Risk Assessments and Policies

**EP 10/23.3 Receive and agree quotations for safety glass replacement**

Members discussed the quotations received and agreed to accept company B at £115.

**EP10/24      DETAILS OF QUOTATION RECEIVED FOR LIGHTING DESIGN.**

Members noted the details from the Town Clerk on the companies contacted and their response. The Members discussed the lighting requirements in particular room 2 with the suspended lights. The Members agreed that the emergency lighting to the European Standard would be acceptable due to the size and use of the building (European Standard is for a 1 hour discharge, the British Standard is for a 3 hours discharge, discharge being the length of time the units stay lit after the electricity is switched off.) The Town Clerk would obtain quotations to replace the emergency lights and room 2 lights only.

**EP10/25      THE FUTURE HIRING OF THE COUNCIL HOUSE, THE MAINTENANCE AND FEES & TO DISCUSS THE CLEANING AND CARE TAKING ARRANGEMENTS**

*Cllr Francis-Pester and the Chairman declared a personal interest in respect of the current caretaker.*

Members decided to discuss the two agenda items together. The Town Clerk explained that a lot of staff time was being spent dealing with maintenance issues with the building over and above the major items already reported. Staff time was also being spent augmenting the cleaning due to the increasing number of hiring of the Council House. Following a discussion on the current arrangements and the issues that have arisen it was agreed that the Town Clerk prepares a report on the current situation and provide options and proposals for the way forward with financial implications.

**EP10/26      SIGNAGE OF THE COUNCIL OFFICES ON THE EXTERNAL WALL OF THE EXTENSION**

It was explained that the Town Council offices are not clearly sign posted from the road, as the notice board is unreadable unless you are level with it and the sign on the wall is obscured by the hedge, this sign also has incorrect contact details, neither sign can be safely viewed when driving. It was agreed that the Town Clerk be given designated authority to obtain a two-facia sign visible when driving along Old Street approximately double A2 size using the Council colours of Gold, Green and Black; from Council House Maintenance budget.

**ACTION TOWN CLERK**

**EP 10/27      RECEIVE AND DISCUSS QUOTATION FOR CLEANING OF THE WINDOWS AT HIGH LEVEL**

Members felt that the high level cleaning of room 2 was not required, as these form a decorative only feature and their current cleanliness did not obscure the light. The Town Clerk was asked to investigate the problem of condensation from the windows dropping on to users of the room and the heat loss.

**EP 10/28 DISCUSS AND AGREE THE DISPOSAL OF THE TWO DISPLAY CABINETS.**

It was agreed that these be offered for sale through the newsletter, the Town Clerk to establish cost of the units if new and offer at approximately 50-75%

**EP 10/29 RECEIVE QUOTATIONS FOR THE ANNUAL SAFETY CHECK OF THE SKATEPARK**

Following a discussion, the Members agreed to accept Company A cost for an inspection, Risk Assessment and DDA Assessment at £99, Members noted that the DDA would be a one off and the Risk Assessment will only need doing in future years when changes are made to the skatepark.

**EP10/30 CHAIRMAN ITEMS FOR INFORMATION ONLY –**

There were no Chairman's items for Information.

**EP10/31 TO DETERMINE PART I AND PART II ITEMS**

Members agreed that agenda item 13 Recommendation from FGP and Agenda item 14 re skatepark repairs are part 1 items

The meeting finished at 8.57pm

---

APPROVED AS A TRUE RECORD

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