



**CLEVEDON TOWN COUNCIL**

44 Old Street, Clevedon, BS21 6BU

Members:

Chairman – Cllr J. Geldart

Councillors, N. Barton, C. Francis-Pester, G. Hill, L. Little, J. Middleton, D Shopland

12 September 2018

Dear Member

You are hereby summoned to attend the **Property Committee** meeting of Clevedon Town Council which will be held in the Committee Room, 44 Old Street, Clevedon on **Wednesday 19<sup>th</sup> September 2018 at 7.30pm**

Signed Ms PJ Heath, PSLCC  
Town Clerk

**PUBLIC PARTICIPATION** - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

**A G E N D A**

1. To receive apologies for absence
2. To receive declarations of interest for items on the agenda
3. To receive the minutes of the Property Committee held on 25<sup>th</sup> July and Special Property Meeting on 30<sup>th</sup> August 2018
4. To receive detail of budget and expenditure for the Committee 2018/19
5. To discuss and agree a budget for the purchase of street orderly trolley and associated equipment – quotes attached
6. To receive, discuss and agree to a structural engineer to conduct a structural appraisal/inspection of both no. 42 & 44 Old Street – quotes attached
7. To receive and agree for the purchase of the Asset Mapping software
8. To receive update regarding the triangle entry sign posts planning application
9. Skatepark – to receive report from the Councils representatives on the Steering & Funding Groups
10. Chairman Items for information only
11. To determine Part I and Part II items

Next Property meeting 14<sup>th</sup> November 2018

*Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.*

*Members are reminded that under standing orders all mobile phones and communication devices must be turned off.*

## **Agenda Item 5 – Quotes for purchase of street orderly trolley and associated equipment**

### *Company A*

Street Cleaning trolley - £179.10, grey 140l wheelie bin - £54.00, heavy duty broom - £26.10, litter picker - £20.52

**TOTAL COST - £279.72 exc VAT**

### *Company B*

Strong green coloured metal frame with a grey plastic box, pneumatic tyred, roller bearing wheels, jockey wheels at front (aid kerb mounting) and tool holding hooks, complete with a 95ltr waste box

**TOTAL COST - £395.00 exc VAT**

### *Company B - Equipment –*

Long handled dustpan and brush set – with self-closing lid and long handled angled brush - £26.45 (exc VAT)

Platform Broom – 18” medium gumati filled, ideal for dry rougher concrete, flat top head - £10.42 exc VAT

Broom handle – 5ft long x 1-inch diameter - £2.55 exc VAT

Heavy duty dustbin liner bags, box of 4 rolls, 50 bags per roll - £19.60 exc VAT.

**TOTAL COST - £59.02 exc VAT**

### *Company C*

Picture No. 1 - 70 litre rigid litter container with sack retention system or sack retention system only. Front bumper with moulded-in storage system. Solid rubber wheels. Jockey wheels. Reflectors. Removable handles.

**TOTAL COST - £326.72 exc. VAT**

Picture No. 2 - 120 litre system which holds the sack neatly within the unit and allows for quick removal of the contents. Sack retention system, tool storage hooks, tool retention clips, tool storage pocket, bag/tool hooks. Moulded axle features with wheel recesses and external solid wheels providing stability on uneven surfaces.

**TOTAL COST - £147.81 exc. VAT**

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## **Agenda Item 6 - Structural engineer quotes in order to conduct a structural appraisal/inspection of both no. 42 & 44 Old Street**

**Company A** - Standard fee for the inspection is £175 plus VAT. Although you have two addresses in total it is probably no larger than some more substantial houses.

We carry out photographic record survey at the time of inspection and will take pertinent structural dimensions for us to determine the load paths within the building - normally clients are looking for structural alterations.

We record and report on any observable structural faults and features which might need attention and our Report will make recommendations as to remedial measures necessary. If we find major structural problems we would report them verbally immediately.

We will also undertake a desk study of the underlying geological strata and make the investigations in respect of its Grade II listing whether it is in a Preservation Area etc.

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Our Report would be issued three to four weeks after the structural inspection and we would expect our fee to be in the order of **£450 to £650 plus VAT** depending on what we find.

We will have to write separately in respect of project managing any construction work in respect of structural repairs that may be necessary after we have made an assessment of the building.

We carry Public Liability and Professional Indemnity Insurance and we can provide documentation if requested together with copy of proof of Membership of the Institution of Structural Engineers.

**Company B** – The company is accustomed to carrying out structural inspections of buildings of varying types and look forward to providing a service for our buildings. It would be myself that carries out the inspection and I attach a copy of my CV for your information – withheld on this agenda.

Please note that the inspection will be visual only as no opening up will be carried out. We will bring along a standard surveyors' ladder which should enable us to reach 3m which is normally enough to get into a roof space. It would be useful however for you to provide a person to attend the inspection who knows the building and how the roof space might be accessed.

The term structural inspection shall be deemed to include all the readily accessible walls, floors and roof structures. We do not inspect the services to the building such as the drains, electricity or gas nor the plaster or other building finishes.

The following fee proposal is also based on the assumption that the inspection can be made in one visit.

To carry out a visual inspection and prepare and issue a structural report our fee would be **£1,000.00 + VAT**.

If the report suggests opening up work to expose parts of the structure or remedial works we would be able to further assist but this additional involvement would incur additional fees.

**Company C** – Email received - *Thank you for your email which I passed on to the partners for their attention. They have asked me to reply to say that unfortunately we will not be able to assist you with your request as we are not carrying out survey inspection reports at this time due to our current design workload. Thank you for thinking of us and we are sorry we cannot help further.*

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