

**CLEVEDON TOWN COUNCIL****PROPERTY COMMITTEE**

Minutes of the Property Committee meeting held in the Council House, 44 Old Street, Clevedon at 7.30 pm on Wednesday, 27 June 2007.

Present: Cllr D Shopland - Chairman, in the Chair  
Cllrs L Little, G Watkins.

In Attendance: Cllr P McNeill

Apologies: Cllrs C Francis-Pester - another meeting, J Middleton – hospital appointment.  
Members Clevedon Youth Centre Management Committee

PC/07/17 MINUTES of Property Committee meetings held on 18 April 07 and 14 May 07 following Statutory Annual Council meeting were approved as true records and signed as such by the Chairman.

PC/07/18 DECLARATIONS OF INTEREST – Cllr Shopland declared a prejudicial interest in CAB (PC/07/21) and took not part in the item.

Min No		Action
<b>Part 1 items – DECISION REQUIRING APPROVAL BY COUNCIL</b>		
PC/07/19	<p><u>COUNCIL HOUSE – HEARING LOOP</u> Due to the acoustics and noise from the road outside hearing problems were being experienced at meetings and bookings held in Room 1 – some bookings had been cancelled because of these issues. Also enquiries about the provision of hearing loops in the building were being made by potential hirers. Members considered a quotation from a local company for an infra red system which; (1) offers better security (any hearing aid user in the other room, or near the building, could eavesdrop using the conventional system); (2) does not require continuous fitted cable all round the room. Hearing aid users or people who would benefit from hearing assistance will require personal receivers. Cost for supply and installation in both rooms, along with 2 personal receivers is £1,986. The cost of additional personal receivers is £137.20 each for hearing aid users and £99.70 for non-hearing aid users. £2185 <b>RESOLVED:</b> To ask Council whether it wishes to;</p> <ol style="list-style-type: none"> <li>1. accept this quotation which includes room 1 and 2 to be funded from remaining Ear Marked Fit Out balance = £2,185</li> <li>2. agree the number of personal receivers to be purchased (over the 2 included in the quote) and how these are to be paid for &amp; allocated.</li> </ol>	Office to action after full Council
PC/07/20	<p><u>PROPERTY COMMITTEE MEMBERSHIP</u> Currently there are 5 members of the Property Committee, compared to 7 for most other standing committees. In the past there have been problems in obtaining a quorum especially as two of the members are District Councillors with other commitments. <b>RESOLVED:</b> 1. TO ASK COUNCIL to agree to an additional committee member. 2. Nominate Cllr McNeill as the representative on the Clevedon Youth Centre Management Cttee (reporting to this Cttee).</p>	
PC/07/21	<p><u>VILLAGE HALL – LONG TERM RENTAL BY CAB – PC/07/10.1</u> The Citizens Advice Bureau (CAB) had advised they accepted the terms agreed at the last meeting but request the lease be deferred to 1 January 2008 with payments to begin 1 April 2008, following refurbishment. The reason given for this delay is their current lease on 67 Old Street cannot be rearranged. <b>RESOLVED:</b> To ask CAB for a firm commitment by entering into a lease with the Town Council by October 07 to commence from January 08 as requested with payments beginning 1 April 08 following refurbishment. <b>RESOLVED:</b> If this is agreed to, TO RECOMMEND TO COUNCIL that the Town Council's Solicitor is asked to draw up the lease.  <u>Note after the meeting:</u> CAB has indicated these terms are acceptable.</p>	Office to action after full Council
<b>Part 2 items – ACTIONS TAKEN BY THE COMMITTEE UNDER DELEGATED POWERS</b>		
PC/07/22	<p><u>42 OLD STREET, WEST COUNTRY PROPERTY, QUARTERLY INSPECTION</u> Only concern is a damp area around kitchen window and front door, their Handyman to repair.</p>	Noted.

<p>PC/07/23 23..1</p> <p>23.2</p>	<p><u>CLEVEDON CHILDREN'S CENTRE PARTNERSHIP GROUP PC/07/15</u> Mr Tompkins, Project Manager, Children &amp; Young People's Service at NSC had emailed to say because of the decision by the new NSC Executive to review all capital works his discussions with the Property Committee should be deferred to the next meeting. It was noted the Architect is due to present a third version of the design within the next 2 weeks. <b>RESOLVED:</b> To ask Mr Tompkins to provide copies of plans prior to the next meeting.</p> <p><u>CLEVEDON YOUTH &amp; COMMUNITY CENTRE – Report from Outside Bodies</u> Cllr McNeill provided a list of concerns compiled by the Management Committee with regard to the proposed Children's Centre. This was deferred to the next meeting.</p>	<p>Office to action</p> <p>Next agenda</p>
<p>PC/07/24</p>	<p><u>SKATE PARK PC/07/13</u> YOUTH SHELTER - No reply from Mr Moore NSC regarding section 106 funding.</p>	<p>Continue to follow up</p>
<p>PC/07/25 25.1</p> <p>25.2</p> <p>25.3</p> <p>25.4</p> <p>24.5</p>	<p><u>COUNCIL HOUSE – PC/07/11</u> NOTICEBOARDS (PC/07/09) New noticeboard has been delivered and will be erected in the next few weeks.</p> <p>DISPLAY CABINET Another quotation received to fit a glass screen behind the cabinet using 6mm toughened glass fitted between wooden battens; cost £490.80. (Last quote £640). There are currently problems with privacy / noise for bookings using Room 2 <b>RESOLVED:</b> To accept the quotation in the sum of £490.80. Due to commitments work to commence in August 2007.</p> <p>PICTURE RAILS Agreed rails should be as follows (at the back of the room, small rail between the windows on Old Street side of room and on the side wall to the left coming through the entrance from the corridor). Cost £160 for picture rail plus picture hooks. <b>RESOLVED:</b> To accept the quotation and proceed.</p> <p>NEW REGULATIONS 'NO SMOKING' SIGNS Obtain signs for placing on the doors at every entrance to the buildings and an external ashtray to be placed in the Council House car park.</p> <p>DAMP PATCH MEETING ROOM 1 To be investigated.</p>	<p>25.3 Cllr Garner</p> <p>24.4 Clerk</p> <p>24.5 Clerk</p>
<p>PC/07/26</p>	<p><u>LAND OFF HIGHDALE ROAD AND HIGHDALE AVENUE PC/07/14</u> NSC Solicitor is requesting details of witnesses availability for a hearing to be held between September 2007 and April 2008. The Clerk and Cllr Shopland to attend.</p>	<p>Noted</p>
<p>PC/07/27</p>	<p><u>NORTH SOMERSET COUNCIL NOTICEBOARD REQUEST</u> Members considered a request to have a NSC notice board at one of their premises. <b>RESOLVED:</b> To refuse this request for the following reasons.</p> <ul style="list-style-type: none"> <li>• Clevedon residents may assume there is access to NSC facilities at the Town Council Offices if on Town Council property.</li> <li>• Marson House in Marson Road could accommodate a notice board and would be a more appropriate location.</li> <li>• Clevedon Town Council already display NSC posters on their community notice boards if these are provided.</li> </ul>	<p>Office to action</p>
<p>PC/07/28</p>	<p><u>CLEVEDON HOSPITAL SUMMER FETE PC/07/11.3</u> The League of Friends had written again about holding the fete in the Council House if the weather prevents it being held outside. They agreed; to provide matting outside the Council House; lay covering over the carpets and should there be any marking of the carpets to arrange to have them cleaned by a local carpet cleaner after the event. <b>RESOLVED:</b> Not to change the previous decision as it is generally felt the Council House is not suitable for this type of use due to its layout, large amount of furniture and design as rooms for meetings, seminars and conferences etc. Suggest All Saints Church Hall or Princes Hall as more suitable venues.</p>	
<p>APPROVED AS A TRUE RECORD</p> <p>The meeting finished at 8.20pm</p> <p>CHAIRMAN: .....</p> <p>DATE:.....</p>		