

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT  
6.00 P.M. ON TUESDAY 19 DECEMBER 2017 IN QUAY HOUSE**

**Present:** Cllr Anne Balkwill (Chairman)  
Cllr David Baisie  
Cllr Dena Bex  
Cllr Samantha Dennis

**In Attendance:** Martin Johnson (Secretary)

**17/42 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Philip Cole, Robin Griffin, Irene Jeeninga, Mike Jennings and Chris Povey.

**Public Open Forum**

There were no members of public present.

**17/43 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**17/44 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the meeting held on 26 September 2017 which were approved by the Chairman as a correct record.

**17/45 PLANNED MAINTENANCE SCHEDULE & BUDGET FY 2018/19**

Members received and considered a revised Planned Maintenance Schedule dated 12 December 2017 and referred to the report throughout the meeting as agenda items were discussed.

**17/46 CCTV**

The new CCTV was far superior than the former system however, extracting information was more complex. A simple how-to-use guide to enable the Police to view footage had been produced by PCSO Hawkes and a similar guide regarding how to make still photos and run-off footage would be worked up.

**17/47 CHRISTMAS LIGHTS**

Positive feedback had been received and a couple of display failures had been sorted within 24 hours by the contractor. The Christmas tree had developed a list and an attempt to upright had only been marginally successful however, the tree was secure and safe. It needed to be removed from its ground 'socket', crown lifted to provide a greater trunk length and refitted which would reduce its overall height by circa one foot. It was agreed for the tree to be retained in its current condition and monitored.

Delivery of the additional lights for the Bandstand and Town Square, provided by a private benefactor, had been delayed due to circumstances out of the Town Council's (KTC) control. If they arrived before Christmas every effort would be made to install them.

The draft budget for next financial year 2018/19 had a £1.5k allocation for repairs/new displays and Members considered that the mouth of Fore Street car park required a display to showcase the town centre and mini-Christmas trees outside businesses were supported. It was **RECOMMENDED** for Members to meet at 4.00 p.m. on Tuesday 2 January 2018 for a wash-up and to consider new ideas for 2018/19.

## **17/48 QUAY HOUSE**

**48.1 Outstanding FY 17/18 tasks: Council Chamber upgrade and Virginia Creeper removal.** Both had been agreed and budgets were available; to be actioned before end March 2018.

**48.2 FY 18/19 tasks: porch column protection, guttering clearance, spring clean, electrical inspection condition report, 1<sup>st</sup> floor window boxes and end-of-corridors/ladies ground floor toilet painting.** A draft budget allocation at £4k had been made available for maintenance matters. It was **RECOMMENDED** to install 2 tasteful concrete bollards at the base of the porch columns to protect them.

**48.3 FY 19/20 (to be confirmed): disabled toilet conversion and rear/side windows' repainting.** Members acknowledged that 2 potentially expensive Quay House projects had been jettisoned from next year's draft budget in order to accommodate a funding allocation for town centre public realm improvements. It was noted that it was not a statutory requirement to provide a disabled toilet given the Council Offices were grade II listed and other facilities were available in the locale i.e. Age Concern and Library indeed, the Council Chamber was not accessible for wheelchair users. It was **RECOMMENDED** to remove the proposal for a disabled toilet conversion from the works/maintenance schedule and to produce a Quay House access statement for the website/internal notice board.

**48.4 Feedback: internal decoration (corridors & stairwell) completed.** Noted.

## **17/49 QUAY HOUSE GROUNDS**

**49.1 Vacation of Library garage (community emergency equipment store), temporary remote storage, temporary partial use of Courtyard and requirement for either shed (mid-term) or extension of Quay House garage/store (long-term).** Further to the previous meeting the Library garage had been cleared; highways signage and 3 x one tonne dumpy bags of sand had been re-located to the Courtyard under 4 layers of tarpaulin, a ready-use stock of grit bags had been placed in Quay House garage and a large quantity of grit bags had been stored at the grounds maintenance contractor's base. A new storage compound was therefore required as soon as possible which also needed to accommodate a stockpile of pothole repair bags which had been funded by Devon County Council (DCC). Members considered options and it was then **RECOMMENDED** to:

- purchase a windowless galvanised steel shed to fit in the green space to the rear of Quay House garage (circa 15ft x 10ft) which would require ground works to level the site and a suitable base at circa £1.5k,
- to make an application to the DCC/Devon Communities Together 'fast track' Devon Emergency Flood Resilience Fund at £1.5k grant ceiling for the above, and
- to liaise with South Hams District Council to establish whether listed building consent would be required.

**49.2 Outstanding FY 17/18 tasks: driveway pothole repairs and partial tree surgery.** Both had been agreed and budgets were available; to be actioned before end March 2018.

**49.3 FY 18/19 task: condition of garage/store fascia and guttering.** A draft budget allocation at £1k had been made available for maintenance matters to include Quay House Garage repairs.

**49.4 Feedback: Trim Trail equipment/rubber matting and car parking sign repairs completed.** Noted.

## **17/50 BANDSTAND**

**50.1 FY 18/19 task: electricity cabinet door repairs.** A draft budget allocation at £1.25k had been made available for maintenance matters to include cabinet door repairs.

**50.2 FY 19/20 (to be confirmed): internal roof repaint.** Members acknowledged that a potentially expensive repaint had been jettisoned from next year's draft budget in order to accommodate a funding allocation for town centre public realm improvements. It was considered that the fabric of the Bandstand was not in jeopardy if the works were delayed by 12 months and the planned maintenance schedule had been amended accordingly.

**50.3 Feedback: repainting of metal stanchions/hexagonal pillars completed.** Noted.

## **17/51 EMBANKMENT ROAD CEMETERY**

**51.1 Grave/cremation spaces.** Members noted historical matters regarding the re-use of grave space which awaited central government legislation or the requirement for a new cemetery however, natural burial grounds were available locally and cemetery space could be accessed elsewhere in the South Hams.

**51.2 Grounds maintenance/mole control.** Nil current issues. A grass cut would be actioned shortly as the Cemetery realised heavier footfall over Christmas and New Year. A shrubbery clearance would be carried out in spring 2018 which was included in the grounds maintenance contract.

**51.3 Risk assessment.** A holistic risk assessment for the Cemetery was required to cover all potential risks.

**51.4 Outstanding FY 17/18 tasks: side gate step repairs (east side) and removal of old wire fencing along the estuary perimeter.** Both had been agreed and budgets were available; to be actioned before end March 2018.

**51.5 FY 18/19 task: stakes/wiring/signage (selected locations) to earmark estuary perimeter/cliffside.** While agreed at the previous meeting (but now earmarked for the next financial year) Members were not wholly convinced of the necessity for the works which may be re-considered.

**51.6 Feedback: memorial debris clearance, Embankment Road wall repairs, tree surgery alongside the estuary perimeter and vegetation/debris along Embankment Road clearance completed.** Noted.

#### **17/52 ST EDMUNDS CHURCHYARD**

**52.1 Grounds maintenance.** Nil current issues. A grass cut would be actioned shortly and the patches of tall meadow grass would be cleared with cuttings to be placed in a compost heap on site. A shrubbery clearance would be carried out in spring 2018 which was included in the grounds maintenance contract e.g. Buddleia to be cleared.

**52.2 Feedback: railings repainting and shrub/tree removal alongside entrance footway completed.** Noted.

#### **17/53 TREBBLEPARK ALLOTMENTS**

**53.1 Tenancy and condition of plots.** At full tenancy; nil current issues.

**53.2 Feedback: fencing alongside Courtlage Walk completed.** Noted.

#### **17/54 LAND OFF DERBY ROAD**

**54.1 Outstanding FY17/18 task: vegetation cut.** Agreed with a budget available; to be actioned before end March 2018.

**54.2 Potential land use options.** Members noted that Kingsbridge Feoffees' legal option to purchase the land area ran until August 2018 and it was **RECOMMENDED** to discuss land use options at this stage. Members considered that the land area may not have the required ambience/tranquillity to be used as a cemetery.

#### **17/55 WAR MEMORIAL**

**FY 18/19 task: annual washing.** Members noted that washing used to be actioned by staff however, a draft budget allocation had been made.

**17/56            EMBANKMENT DECORATIVE LIGHTS**

**56.1 Maintenance.** Members noted that as anticipated the luminance of the new festoon lights had dimmed. The 8 posts housing the original run of festoon lights were shabby and it was noted that they should be considered for a repaint.

**56.2 Feedback: lights extension commemorative plaque completed.** Noted.

**17/57            ANY FURTHER IMMEDIATE PROPERTY MATTERS**

**57.1** The large overhead Reception sign in the entrance corridor at Quay House was time-worn and required removal to be replaced by a simplified wall sign.

**57.2** The Town Clerk had recently attended a very informative Allotment Officers' Forum.

**57.3** The purchase of a power washer should be considered for FY 18/19.

**57.4** Steps off the Embankment walkway down to the water/estuary were a historical feature which should be better promoted and identified.

**57.5** Public and commercial use of the Bandstand should be better promoted and advertised accordingly.

**17/58            DATE OF NEXT MEETING**

Tuesday 27 March 2018 at 6.00 p.m.