

## **Kingsbridge Town Council**

### **MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 P.M. ON TUESDAY 21<sup>st</sup> MARCH 2017 IN QUAY HOUSE**

**Present:** Cllr Irene Jeeninga (Chairman)  
Cllr David Baisie  
Cllr Anne Balkwill  
Cllr Robin Griffin  
Cllr Mike Jennings  
Cllr Chris Povey

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

#### **16/54 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Barrie Fishman.

#### **Public Open Forum**

There were no members of public present.

#### **16/55 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **16/56 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the meeting held on 6 December 2016 which were approved by the Chairman as a correct record.

#### **16/57 PLANNED MAINTENANCE SCHEDULE**

Members received and considered a revised schedule which had been prepared in readiness for financial year 2017/18; Members referred to the schedule throughout the meeting as agenda items were discussed. It was **RECOMMENDED** to adopt the revised Planned Maintenance Schedule dated 1 April 2017.

#### **16/58 CCTV**

An upgrade of the current CCTV system had been approved at February's full council meeting and works would commence shortly. Some tree surgery in Quay Car Park had been suggested to provide better coverage and discussions would take place with SHDC.

#### **16/59 CHRISTMAS LIGHTS**

A star for the tree and an additional street post decoration (to match existing) had been pre-ordered for payment in financial year 2017/18. No further funding for new purchases was available.

## **16/60 QUAY HOUSE**

**60.1 Current financial year 2016/17 budget works and next financial year 2017/18 budget allocations (internal redecoration, disabled toilet conversion, external noticeboard and Council Chamber upgrade).** Redecoration of the façade windows had not taken place during the current financial year and works had been re-scheduled (see 60.2). The primary works earmarked for financial year 2017/18 were noted.

**60.2 Spot repair & painting of 8 sash windows on front facade (April/May to be confirmed).** Further to 60.1, a new quotation had been agreed at February's full council meeting and the works had been re-scheduled.

**60.3 Roofing works: investigation of rain leaks (ground floor kitchen and 2<sup>nd</sup> floor kitchen & Room 9) and clearance of gutters.** Emergency works had been agreed at February's full council meeting and a quotation would be received at 71.4.

## **16/61 QUAY HOUSE GROUNDS**

The financial year budget for 2017/18 included allocations for: a Virginia Creeper chop, courtyard clearance, driveway pothole repairs and tree surgery to balance the crowns of 2 trees adjacent to Boons Lane/Creeks End Inn.

## **16/62 BANDSTAND**

**62.1 Spot repairs & repainting of stanchions.** To be actioned in financial year 2017/18.

A pressure wash of the surface and hand wash of the roof had been booked for early April.

**62.2 Feedback: rubber matting around Trim Trail equipment.** Actioned however, an area of matting required lifting to allow earth to be built-up below.

## **16/63 EMBANKMENT ROAD CEMETERY**

**63.1 Grounds maintenance.** Satisfactory however, some large pieces of memorial debris required removal which have been revealed by recent vegetation clearance.

**63.2 Grave/cremation spaces.** No significant change to previous reports.

**63.3 Flower beds rejuvenation/planting.** To be actioned by the end of the current financial year.

**63.4 Tree surgery in accordance with tree survey January 2015 (year 3 of 5 works in next financial year 2017/18) and further estuary perimeter tree surgery.** It was anticipated that works identified in the survey would be completed in financial year 2017/18. Moreover, a budget allocation was anticipated for tree

surgery to be actioned along the remaining stretch, approximately one third, of the estuary perimeter.

**63.5 Cemetery wall repairs (following car damage 9 November 2016).** To be actioned after the Easter holiday period.

**63.6 Side gate step repairs (east side).** A financial year 2017/18 budget allocation was anticipated to provide for works to be actioned.

**63.7 Feedback: pothole repairs and estuary perimeter tree surgery (year 2 of 5 works).** Actioned.

#### **16/64 ST EDMUNDS CHURCHYARD**

**64.1 Grounds maintenance.** Satisfactory.

**64.2 Railings repainting.** A financial year 2017/18 budget allocation was anticipated to provide for works to be actioned.

#### **16/65 TREBBLEPARK ALLOTMENTS**

**65.1 Tenancy, condition of plots and vacant plots.** Plots never remained vacant for very long before being taken on by new ploholders. The overall condition of the site was very satisfactory and most tenants had put much time and effort into their plots over winter/spring to date.

**65.2 Plot markers.** Purchased and an example was shown to Members. Numbers required fixing and installation would then take place.

#### **16/66 LAND OFF DERBY ROAD**

A vegetation cut had been actioned recently.

#### **16/67 WAR MEMORIAL**

The Royal British Legion (RBL) had identified that an additional commemoration was required to the listing of Army personnel however, there was no space remaining therefore this would need to be an independent plaque fixed to the granite base. A quotation was awaited and Members noted that a funding bid could be made for the same and the RBL may also be able to part-fund. It was **RECOMMENDED** to progress a new commemoration for the War Memorial.

#### **16/68 EMBANKMENT DECORATIVE LIGHTS**

The extension from the current end point to the Memorial Shelter was progressing well. Posts had been erected in the Embankment grass verge and catenary wires fixed to date.

**16/69 ANY FURTHER IMMEDIATE PROPERTY MATTERS**

Nil.

**16/70 EXCLUSION OF PUBLIC AND PRESS**

There were no members of public or press present.

**16/71 QUOTATIONS**

Taken in confidential session.

**16/72 DATE OF NEXT MEETING**

Tuesday 20 June 2017 at 6.30 p.m.

*The meeting closed at 8.40 p.m.*

**Confidential session:**

**16/71 QUOTATIONS**

**71.1 New external notice board at Quay House (budget available).** Members noted that the Reception staff had conducted much investigation into notice boards and received several preliminary estimates. Only one quality notice board had been found within the allocated budget for financial year 2017/18 to include installation. It was **RECOMMENDED** to accept a quotation for a new external notice board.

**71.2 Fencing alongside the estuary perimeter at Embankment Road Cemetery (no available budget).** Members were mindful of a historical quotation, the Town Clerk had discussed on site recently with 3 fencing suppliers and 2 quotations were received (a third was anticipated shortly). It was **RECOMMENDED** for Property Committee members to meet on site at 7.00 p.m. shortly (date to be confirmed) to discuss the merits of new fencing along the estuary perimeter.

**71.3 Fencing alongside the side gate entrance at Treblepark Allotments (budget available).** Members were mindful of a historical quotation, the Town Clerk had discussed on site recently with 3 fencing suppliers and 2 quotations were received (a third was anticipated shortly). It was **RECOMMENDED** to delegate the installation of new fencing to Cllr Jeeninga and the Town Clerk; subject to close alliance with the allocated budget for financial year 2017/18.

**71.4 Roofing works.** Further to 60.3, a roofing contractor had carried out an inspection of rain leaks. It was **RECOMMENDED** to accept a quotation for:

- erection of scaffolding and installation of new felt on the flat roof of the 2<sup>nd</sup> floor kitchen plus related works, and
- to replace damaged slates and repoint mortar above the ground floor kitchen.

It was further **RECOMMENDED** to investigate the clearance of gutters via cherry picker.