

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
6.00 P.M. ON TUESDAY 26 SEPTEMBER 2017 IN QUAY HOUSE**

Present: Cllr Irene Jeeninga (Chairman)
Cllr David Baisie
Cllr Anne Balkwill
Cllr (desig) Philip Cole
Cllr Samantha Dennis
Cllr Mike Jennings
Cllr Chris Povey

In Attendance: Martin Johnson (Secretary)

17/22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dena Bex.

Public Open Forum

There were no members of public present.

17/23 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/24 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 27 June 2017 which were approved by the Chairman as a correct record.

17/25 PLANNED MAINTENANCE SCHEDULE & BUDGET FY 2018/19

Members received and considered a revised Planned Maintenance Schedule for financial year (FY) 2017/18 dated 26 September 2017. Members referred to the report throughout the meeting as agenda items were discussed.

Members also received the current FY budget, noted assets/property matters and current budgetary reports were provided. As agenda items were discussed potential items for the following FY budget 2018/19 were noted.

17/26 ASSET REGISTER & INSURANCE SCHEDULE

The Assets Register had been revised and reconciled with the insurance schedule renewal on 1 September 2017. Additional items were likely to generate a further premium.

17/27 CCTV

The recent upgrade had been completed and was fully operational.

17/28 CHRISTMAS LIGHTS

Members received a plan for the seasonal display which would be erected on Sundays 19 and 26 November and stowed away on 7 January. Relevant permissions had been received from Devon County Council. The official 'switch-on' in the Town Square would take place on Saturday 2 December as a feature of Kingsbridge Celebrates Christmas. The display was proposed to be similar to 2016/17 with additional street light displays and a star for the Christmas Tree.

Members also received an income and expenditure account which anticipated a current minor overspend. Expenditure included a contingency at £1.5k for repairs which would include the re-wiring of a cross-street display in Fore Street to 'warm white'.

An anonymous benefactor was willing to provide a substantial donation if a 'wow factor' display could be provided in the Town Square. The following suggestion had been supported: a sleigh/reindeer 5m x 1.4m display atop the Bandstand with snow lights on the roof and an icicle fringe; alongside wrap-around 1.2m x 1.4m displays for the 6 heritage lamp columns. However, VAT could not be recovered from the personal donation and it would mean a further circa £833 net spend for the Town Council (KTC). It was hoped that the above contingency would go some way towards the extra costs. The new display would become a KTC asset. Members considered the donation to be a super gesture.

It was **RECOMMENDED** to support the proposals for the Christmas Lights display 2017/18; acknowledging a potential budget over spend.

17/29 QUAY HOUSE

29.1 Internal redecoration (corridors & stairwell – walls, ceiling & woodwork) to commence early November and to consider a colour for the walls (Dulux colour chart available). It was **RECOMMENDED** that the choice of wall colour should be provided to all Members.

29.2 Disabled toilet conversion. Members noted that Quay House maintenance budget for the current FY was £12,608 however, unforeseen expenditure on roof repairs and sash window painting, alongside known commitments, provided a projected spend at £11,336 with 6 months maintenance remaining to FY end. It was **RECOMMENDED** to transfer the toilet conversion to the following FY 2018/19 and to provide a budget for the same.

29.3 Council Chamber upgrade (Solar Farm community benefit project). Members noted that the previous meeting had received preliminary quotations for redecoration of walls/ceiling/woodwork, new curtains/poles and repair/reupholstering of tables/chairs however, no decisions had been made pending a clear concept and vision for the Council Chamber. A full discussion followed which provided several ideas and chiefly determined that the 'historical' sense of place should be enhanced. It was **RECOMMENDED** for the council meeting on 10 October to request for 2 or 3 Members, alongside Reception staff, to form a working group which should aim to

make a recommendation for a Council Chamber upgrade to the full council meeting on 14 November.

29.4 Porch columns. The columns had been damaged by vehicles on 2 recent occasions and it was feared that the porch roof could fall if hit again. Large bollards had been positioned to highlight the columns. It was **RECOMMENDED** to investigate steel wrap-around protection at the base of the porch columns and to remove the floral display on top of the porch roof leaving 2 hanging baskets only.

29.5 Virginia Creeper. As earmarked at the previous meeting, Members noted the creeper grew quickly and was likely to spoil the recently painted sash windows and grow into the recently cleared guttering. It was **RECOMMENDED** to cut down and clear the Virginia Creeper in its entirety to prevent re-growth.

29.6 Feedback: guttering clearance & washing. Completed; apart from a hard-to-reach section at the rear extension. It was suggested that the bunting team may be able to assist.

The following agenda item was taken early out-of-turn:

17/35 LAND OFF DERBY ROAD

35.1 Grounds maintenance. Members agreed that a vegetation cut should be completed notwithstanding the likelihood of a budget over spend.

35.2 Potential land use options. Following the full council meeting on 12 September a letter had been sent to Jades Components, adjacent landowner, to request support for Kingsbridge Feoffees' proposals for a housing development. A reply was awaited. However, should any development be delayed or halted, Members discussed alternative land use options of a temporary and permanent nature and it was **RECOMMENDED** for a Skate Park to be investigated.

Cllr Balkwill left the Chamber

17/30 QUAY HOUSE GROUNDS

30.1 Driveway potholes. A large pothole had appeared off the public highway on the access road to Quay House which was shared by several parties. The Texaco Garage had filled with sand and placed a cone over it. It was **RECOMMENDED** to delegate Cllr Jennings and the Town Clerk to fill the pothole as a goodwill gesture.

30.2 Trim Trail area. Lifting, earthing-up and relaying the rubber matting had been delayed; to be actioned shortly.

30.3 Feedback: tree surgery (trees adjacent to Library & Boons Lane/Creeks End). Library trees completed; Boons Lane/Creeks End to be actioned shortly.

17/31 BANDSTAND

31.1 Spot repairs & repainting of metal stanchions /re-stain hexagonal pillars to commence late September/early October. Noted.

31.2 Feedback: electrical inspection. Overall assessment was Satisfactory with observations made. Chiefly, remedial works to the electrical cabinet were required which could require either a new locking mechanism and/or new steel doors. To be investigated and actioned in due course.

17/32 EMBANKMENT ROAD CEMETERY

32.1 Grave/cremation spaces. Nothing further to add to the previous meeting's report.

32.2 Grounds maintenance/mole control. Several actions were required: collection of grass cutting, weeding, annual shrub clearance, removal of remnants of old wire fencing along the estuary perimeter and roadside clearance of vegetation. Mole control was very satisfactory.

32.3 Tree surgery in accordance with tree survey January 2015 (year 3 of 5) and completion of estuary perimeter tree surgery to commence week beginning 2 October during a.m. tidal window. Noted. South Hams District Council's (SHDC) locality officer and the Harbour Authority had assisted with preparations.

32.4 Cemetery wall repairs. A quotation/photographs had been forwarded to the insurance company and a decision was awaited.

32.5 Side gate step repairs (east side). Behind schedule; to be actioned.

32.6 Fencing requirement, risk assessment of estuary perimeter on 11 August and related observations elsewhere. Cllr Griffin and the Town Clerk had conducted a visual risk assessment on site. Members were aware of the proximity of memorials to the cliffside along the estuary perimeter and noted that there were 4 warning signs positioned to identify the danger. Observations at cliffside locations elsewhere noted that locations with significant footfall, e.g. Lands End, sometimes used wiring or rope between stakes to 'fence-off' areas with signage "danger – cliffs" incorporated. It was **RECOMMENDED** to install wiring/stakes with signage to highlight the cliffside at earmarked locations alongside the estuary perimeter (a budget was available for the works).

The Town Clerk wished to work-up a written risk assessment for the Cemetery to include: paths, walls, trees, monuments and headstones.

32.7 Feedback: debris clearance. Two stockpiles had been made of old memorial debris discovered in the perimeter undergrowth; to be cleared shortly.

Cllr Dennis left the Chamber

17/33 ST EDMUNDS CHURCHYARD

33.1 Grounds maintenance (and quotation at 17/40). Satisfactory.

33.2 Railings repainting. A quotation had been accepted with works to be actioned when the weather permitted (a budget was available for the works).

17/34 TREBBLEPARK ALLOTMENTS

34.1 Tenancy and condition of plots. Plots were at full tenancy with a small waiting list. Some plots however, were not being cultivated and the Reception team would contact ploholders to ascertain if they wished to continue.

34.2 Fencing at Courtlage Walk side entrance to commence Wednesday 1 November with estimated time duration 3 days. Noted. The additional expenditure over the allocated budget for fencing, alongside known commitments, meant that the FY budget for the allotments had already been spent with a minor overspend to date.

34.3 Feedback: plot markers. Completed.

17/36 WAR MEMORIAL

36.1 To receive and consider a report on the War Memorial. Very satisfactory overall. The memorial would be hand washed by staff in readiness for Remembrance Sunday.

36.2 Feedback: additional commemoration. Completed.

17/37 EMBANKMENT DECORATIVE LIGHTS

37.1 Extension to the Memorial Shelter plus commemorative plaque. All the lights were out at present, investigation by SHDC had identified a power supply issue and a request made to Western Power Distribution to sort. A commemorative plaque for Cllr Beryl Washington had been received; installation, photoshoot and press release to be worked up shortly.

37.2 Maintenance (and quotation at 17/40). Satisfactory.

17/38 ANY FURTHER IMMEDIATE PROPERTY MATTERS

Library Garage lease closure end October and consideration for re-store of flood and winter weather equipment. Highways signage could be stored externally in the rear Courtyard however, sand and salt required storage under cover without damp. A discussion followed which identified options: request for new storage space via a press release in the Kingsbridge Gazette, request for use of former Ropewalk learning centre managed by SHDC, roofing for the Courtyard, new storage compound in Quay House grounds, transfer plastic chairs from the Garage

to the Courtyard to free-up partial storage space in the former and a request to the Environment Agency and/or Devon County Council for assistance.

17/39 EXCLUSION OF PUBLIC AND PRESS

There were no members of the public or press present.

17/40 QUOTATIONS

40.1 Embankment Decorative Lights – Installation of new bulbs for the original run of festoon lights. As discussed at the previous meeting, as anticipated the original run of lights looked very faded compared to the brightness of the new lights. A quotation was received to replace all bulbs in the original run with new bulbs to match the recent upgrade. However, Members considered that a more cost effective option would be to retain old and new bulbs and to interchange the same. It was **RECOMMENDED** to re-bulb the whole festoon lights using existing old/new bulbs.

40.2 St Edmunds Churchyard – Trees, shrubbery & vegetation clearance alongside main entrance footpath. The churchwardens had requested the removal of all vegetation from the long bed bordering the Town Hall/cinema. A quotation was received which included the hire of a chipper for one day; the works would take 2 days in total. However, Members considered that there were some mature shrubs/trees in situ which were in good condition and the area would be much worse off if they were felled. It was **RECOMMENDED** to suggest to St Edmunds Church that pruning of the trees and shrubbery was the preferred option rather than felling/total clearance.

17/41 DATE OF NEXT MEETING

19 December 2017 at 6.30 p.m.