

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.00 p.m. ON TUESDAY 27 JANUARY 2015 IN QUAY HOUSE

Present: Cllr Keith Wingate (Chairman)
Cllr Amanda Bloomer
Cllr Robin Griffin
Cllr Irene Jeeninga
Cllr Jax Williams

In Attendance: Cllr Tom Coulthard
Martin Johnson (Secretary)

14/34 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Wayne Grills.

14/35 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/36 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 4 November 2014 which were approved by the Chairman as a correct record.

14/37 QUAY HOUSE

37.1 Situation reports on agreed works:

Repairs to cracks in Reception Office ceiling. Completed.

Cracks in rear tenement at ground/first floor. Measured and regularly monitored; nil further movement to date.

Repaint Reception Office side window. Completed.

Roof repair 2nd floor store room. Completed; circa £200 over budget due to requirement for additional works.

New fire safety equipment contract. Commenced with Chubb Fire; inspection completed on 15 December.

37.2 Emergency lighting. Sighted by 2 committee members prior to the meeting and deemed likely to be inadequate. It was **RECOMMENDED** to upgrade the emergency lighting and to gain quotations.

37.3 Wheelchair accessible toilet. The Quay House Access Audit Report had been reviewed by Cllrs Griffin and Wingate which provided information on converting the ground floor male WC to provide a unisex wheelchair WC compartment which would 'double up' as male WC provision; minimum floor area required was 2200mm deep by 1500mm wide. It was **RECOMMENDED** to convert the current male WC to access wheelchairs and to gain quotations.

37.4 New lease for Rear Hall with effect from July 2015. Full council had recently agreed a revised rent at £7,500 per annum and a missing bollard adjacent to the Rear Hall would be refitted shortly. Members then received information regarding actions at the end of the lease including:

- the Tenant was required to redecorate the inside of the property in the last 3 months of the lease period, and
- the Landlord may fix a notice on the outside of the property announcing it was to let.

Car parking adjacent to the Rear Hall was discussed and members received options; it was considered that the right to park vehicles had to be explicit in the new lease with line marking required. It was **RECOMMENDED** to:

- draft a new lease effective from 4 July 2015,
- for the lease to incorporate revised car parking routines clearly identified on a map,
- for the lease to incorporate KTC access requirements to the rear courtyard,
- to introduce line marking for 2 car parking bays (Pharmacy and KTC) and to leave the area directly adjacent to the Rear Hall unmarked (which provided parking for 2 vehicles 'nose to tail'), and
- to ascertain the current Tenant's intentions on completion of the current lease period ending 3 July 2015.

14/38 QUAY HOUSE GROUNDS

38.1 Situation reports on agreed works:

Garage doors repaint. Completed.

Cutback of shrubs adjacent to Boons Lane. Completed; some shrubs had intentionally been left in order that the area retained some greenery.

Tree surgery to trees x 3 bordering the Library. Completed. Members noted that successive cutbacks had reduced the trees to bare wood. It was **RECOMMENDED** to allow the trees to grow and to review their condition in summer 2016.

38.2 External porch light repairs. The light required a new photocell to operate automatically at dusk.

38.3 Garage racking to provide greater/better storage. It was **RECOMMENDED** to purchase standalone shelving for the garage at circa £170.

14/39 BANDSTAND

39.1 Radial arms x 8 spot repairs & repaint. Completed.

39.2 Bar lighting sockets. Non-operational and to be removed.

14/40 EMBANKMENT ROAD CEMETERY

40.1 Situation reports on agreed works:

Holm Oaks bordering Embankment Road tree surgery. Completed.

Mole removal. Completed twice in 2014 (January and December).

Flower beds planting/landscaping. To be progressed shortly alongside Kingsbridge In Bloom and a funding bid to SHDC ward member's locality budget to be investigated.

Interpretation panel. Joint bid with West Alvington Parish Council to be considered at the SHDC Super Cluster meeting on 11 February.

Uprighting of leaning memorials & repairs to 10 damaged memorials.

Contracted to Adrian Mundy; to be actioned before financial year end.

Tree survey & risk management plan. Completed. Members received and considered the report produced by Dart Tree Consultancy. The salient points were:

- all trees and woodland had been assessed and a Health & Safety appraisal carried out,
- trees had been categorised as Category A high risk and Category B reduced risk. Category A trees were identified along the northern (adjacent to Embankment Road) and western boundaries. Category B trees were along the southern boundary (adjacent to estuary foreshore).
- a 5 year management plan had been identified alongside recommended works and quotations for the same, and
- Priority One works in the first year included tree surgery to 5 Holm Oaks and 2 Monterey Cypress (including the felling of one oak).

Members noted that KTC's enhanced budget for cemetery tree surgery at £2k in financial year 2015/16 may be sufficient to cover the suggested first year works. It was **RECOMMENDED** to:

- adopt the findings of the report as the cemetery's trees/woodland management plan,
- carry out Priority One tree surgery in financial year 2015/16, and
- to budget accordingly in successive financial years in order to complete subsequent tree works and woodland management.

40.2 Monthly contract for mole removal. Members noted that £250 had been spent on mole clearance over 2 visits in calendar year 2014 however, mole activity was still evident and more effective control was required. It was **RECOMMENDED** to contract a mole catcher to visit the cemetery every month at £25 per visit.

40.3 Repaint of main and side gates x 2. It was **RECOMMENDED** to carry out repainting at £245.

14/41 ST EDMUNDS CHURCHYARD

41.1 Repair brickwork and refix sandstone top stone to grave.

Contracted to Adrian Mundy; to be actioned before financial year end.

41.2 Railings/perimeter stone wall (including Kingsbridge Gazette article 5 Dec 14). Regularly monitored and nil further movement to date. However, quotations should be gleaned for repair works.

14/42 TREBBLEPARK ALLOTMENTS

42.1 Condition of plots and tenancies. Satisfactory. One plot was vacant and required rotavating prior to letting.

42.2 Tree surgery to central belt of trees. It was **RECOMMENDED** to carry out tree surgery (removal of limbs and crown lift to 9 trees) at Trebblepark Allotments at £520; subject to confirmation from the landowner's agents that the works could go ahead.

14/43 LAND OFF DERBY ROAD

Vegetation clearance. Contracted to the grounds maintenance contractor; to be actioned before financial year end.

14/44 DECORATIVE LIGHTING

44.1 Extension to Embankment Road lights (including condition of adjacent estuary wall). Following the decision at full council an order had been placed to extend the lights however, members raised concerns regarding the condition of the estuary wall. It was **RECOMMENDED** to place an immediate stop on the project to extend the lights and to write to SHDC Head of Assets reporting the proposed works could be jeopardised by the condition of the estuary wall and to request investigation and repairs.

44.2 Review of Christmas Lights display 2014/15 and proposals for 2015/16. Members reviewed the recent festive lights, noted there had been no failures and that the introduction of a festoon around the town square had been well received. Members then considered the briefing paper provided to full council in September which identified proposed enhancements in priority order and noted an additional £1k had been added to next financial year's budget. It was **RECOMMENDED** to progress a lights display for 2015/16 and to investigate the introduction of cross-street displays in Bridge Street and a 'Welcome to Kingsbridge' cross-street display in upper Fore Street at the junction with Duncombe Street.

14/45 CCTV

Recent repairs/maintenance. Since the last committee meeting a new hard drive had been fitted to the CCTV system and the Policy Committee had recently recommended the adoption of a revised Code of Practice for its operations.

14/46 WAR MEMORIAL

Memorial restoration grant scheme. Feedback was awaited regarding a funding application to “Devon Remembers” at £318.

14/47 ANCILLARY PROPERTY MATTERS

47.1 Adoption of a planned maintenance schedule. Members received and considered a draft planned maintenance schedule. All findings from the present meeting could be added and it was noted that all property logistics, e.g. a diary of annual business, could be incorporated to effectively produce a ‘property maintenance toolkit’. It was **RECOMMENDED** to adopt a planned maintenance schedule with suggested amendments.

47.2 Situation report on agreed works:

Vegetation cut along Embankment Road in vicinity of Memorial Shelter and adjacent hedge. Completed and request made to SHDC to cut back the remainder of the hedge adjacent to car parking spaces.

Supply of traffic cones. Completed; stored in Library Garage.

Maintenance of wooden public seats x 19 & picnic benches x 3 (funding received from DCC ward members’ locality budgets). Contracted to Ian Feetenby; to be actioned before financial year end. On completion feedback was required to DCC to evidence expenditure.

47.3 Suggested projects without current allocated funding:

QH grounds repaint of car park/line marking. It was **RECOMMENDED** to repaint line marking early in financial year 2015/16 to include new line marking adjacent to the Rear Hall (agenda item 37.4 above).

Cemetery fence alongside estuary perimeter. Previously deferred due to high costs. However, members noted that the foreshore was within 2m from the cemetery perimeter at one location and a “danger – keep clear” sign, or similar, was required and possibly fencing. It was **RECOMMENDED** to position a sign highlighting the proximity of the estuary foreshore and to research alternative fencing options in the south west corner of the cemetery.

Allotments perimeter fence at side gate entrance. Previously deferred due to high costs; to be monitored.

47.4 Any further immediate property matters:

Tresilian. Cllr Coulthard provided a report on the Tresilian building in upper Fore Street which was owned by DCC and used to house Horizons Youth Service. The authority was considering disposal of the building and members had already requested an update from FAST as the company had expressed an interest. It was **RECOMMENDED** for Cllr Coulthard to provide a briefing on the future of Tresilian at the full council meeting to be held on 10 March.

Grit spreader. It was noted that a manual grit spreader at circa £250 could be a useful tool but was probably not required at present therefore purchase was deferred.

Quay House porch column. It was noted one of the portico columns had bowed out historically however, its condition should be monitored.

Garage lock. It was noted that the combination lock required changing.

14/48 DATE OF NEXT MEETING

Tuesday 17 March at 6.30 p.m.

The meeting closed at 7.35 p.m.