

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 27 MARCH 2018 IN QUAY HOUSE**

Present: Cllr Irene Jeeninga (Chairman)
Cllr David Baisie
Cllr Anne Balkwill
Cllr Philip Cole
Cllr Samantha Dennis
Cllr Robin Griffin
Cllr Chris Povey

In Attendance: Martin Johnson (Secretary)

17/59 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dena Bex and Mike Jennings.

Public Open Forum

There were no members of public present.

17/60 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/61 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 19 December 2017 which were approved by the Chairman as a correct record.

17/62 PLANNED MAINTENANCE SCHEDULE & BUDGET FY 2018/19

Members received and considered a revised Planned Maintenance Schedule dated 20 March 2018 and referred to the report throughout the meeting as agenda items were discussed.

17/63 CCTV

PCSO Ashley Hawkes had produced guides for how to operate the new CCTV system, how to search/download historic footage and how to copy footage to a DVD. Members agreed a vote for thanks for his work.

17/64 QUAY HOUSE

64.1 Council Chamber upgrade. The upgrades identified for financial year 2017/18 were almost complete with minor items to be completed:

- Mayors' photos to be hung in a 'haphazard' style on the landing wall outside the Council Chamber,
- Two wooden plaques with Mayors' names to be re-hung in the Council Chamber in the recesses behind the end table/plinth,

- Painting of the first Mayor to be hung centrally behind the end table/plinth,
- Large painting of Bigbury Head to be hung on the 'north west' wall of the Council Chamber.

On completion of the above it was **RECOMMENDED** to consider options for phase 2 of the upgrade which could include: cleaning or a new carpet, desk lamps for the end table/plinth, re-varnishing and/or new leatherette for the tables, digital projector and music system.

64.2 Feedback. Virginia Creeper removal, access statement, 1st & 2nd floor end landings and ground floor ladies' toilet painting all completed.

17/65 QUAY HOUSE GROUNDS

65.1 Community Resilience equipment store. Devon Emergency Flood Resilience Fund had awarded £1.5k to supply and install a galvanised steel container/shed at the rear of the garage/store. An application for listed building consent was currently being worked up for SHDC consideration.

65.2 Feedback. Tree surgery to a tree adjacent to Boons Lane/Creeks End had been completed.

17/66 BANDSTAND

A quotation had been received to prepare and paint the remaining stanchions and the inner roof boards; Members noted that the works had already been re-scheduled for financial year 2019/20.

17/67 EMBANKMENT ROAD CEMETERY

67.1 Grave/cremation spaces. No further news to that reported at the previous meeting. A large granite cross had become detached from a gravestone and required to be re-fixed; the grave was historic and therefore costs to be borne by KTC.

67.2 Grounds maintenance/mole control. Nil current issues. Members supported for the grass not to be cut around the central terrace to allow the wild flowers to grow during spring.

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

67.4 Outstanding FY 17/18 task. It had not been possible to remove old wire fencing along the estuary perimeter and the job would be carried forward.

67.5 Feedback. Side gate step repairs (east side) completed.

17/68 ST EDMUNDS CHURCHYARD

Nil current grounds maintenance issues. Shrubbery clearance from the lower levels to be scheduled.

It was reported that the northern boundary stone wall of the churchyard was leaning over into Church Steps passageway. Members agreed that the wall should be monitored.

17/69 TREBBLEPARK ALLOTMENTS

The allotments were at full tenancy. Members noted that a few plots may not be cultivated at present and Staff would make checks. In summer 2018, the allotments would be included within the Kingsbridge In Bloom competition for the first time and the maintenance budget would need to be tuned accordingly.

17/70 LAND OFF DERBY ROAD

70.1 Outstanding FY17/18 task. It had not been possible to carry out a vegetation cut and the job would be carried forward.

70.2 Potential land use options. Members noted a recent offer to purchase the land had been considered at February's full council meeting and a holding reply had been sent. It was **RECOMMENDED** to re-consider the offer at April's full council meeting to glean a substantive position (to be taken under confidential matters).

Members noted potential noise issues from the adjacent industrial site which could affect any proposals for residential, commercial or office developments however, other options could include amongst others: car parking, boat/caravan storage and a youth/community group hut.

17/71 WAR MEMORIAL

The War Memorial required cleaning.

17/72 EMBANKMENT DECORATIVE LIGHTS

It was reported that the 8 posts housing the original run of festoon lights were shabby. The 7 new posts housing the extended festoon lights to the Memorial Shelter were a noticeable different colour. Members noted that they could be painted gloss black to match other street furniture. It was **RECOMMENDED** to highlight the festoon lighting posts to all Members prior to the next full council meeting.

17/73 ANY FURTHER IMMEDIATE PROPERTY MATTERS

73.1 Listing of assets to website. Advised as good practice; to be worked up.

73.2 Supply of power washer. Agreed to hire when required next and to explore further whether KTC should purchase its own.

73.3 Promotion of use of Council Chamber, Quay House grounds & Bandstand. It was reported that photos from the Food & Music Festival could be used to promote the Bandstand and it was **RECOMMENDED** to gain costs for professional photos of the Council Chamber upon completion of the upgrade.

73.4 DAAT night landing site – annual service and maintenance contract. It was **RECOMMENDED** to accept a quotation to check the installed system at the Rugby Club once every 12 months at £79.95 (fixed for 2 years).

73.5 Additional Fore Street/public realm maintenance. It was reported that painting in gloss black should be considered for:

- 23 bollards between Crabshell flats and the Memorial Shelter,
- pedestrian safety railings adjacent to the Memorial Shelter,
- 3 grids at base of trees adjacent to Peacocks in lower Fore Street,
- 11 heritage street lamps in Fore Street to the junction with Duncombe Street,
- and Kingsbridge In Bloom hanging basket posts.

It was **RECOMMENDED** to highlight the above to all Members prior to the next full council meeting and to gain estimates for potential works.

Moreover, it was noted that graffiti needed to be painting over in both Eastern and Western Backways (Members had already agreed a £500 budget) as attempts to clean off had been unsuccessful.

73.6 Hello Kingsbridge Banners. It was agreed to hang 2 pairs of banners back-to-back so that they could be read from either side; to be positioned in lower and upper Fore Street. Tesco was content to position the 5th banner on railings at the store.

73.7 Vehicle solar charging points. To be worked up further.

73.8 Fore Street car park. Members noted that an attempt to gain one-way entry only from Fore Street had been unsuccessful previously however, the concept should be re-considered.

17/74 DATE OF NEXT MEETING

To be confirmed June 2018.