

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 p.m. ON TUESDAY 15 MARCH 2016 IN QUAY HOUSE

Present: Cllr Irene Jeeninga (Chairman)
Cllr Barrie Fishman
Cllr Sandy Gilbert
Cllr Wayne Grills
Cllr Alisia Jennings

In Attendance: Martin Johnson (Secretary)

15/53 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Robin Griffin.

15/54 DECLARATIONS OF INTEREST

Cllr Jennings declared a pecuniary interest in agenda item 15/59.6.

15/55 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 15 December 2015 which were approved by the Chairman as a correct record.

15/56 PLANNED MAINTENANCE SCHEDULE

Members were in receipt of a revised Planned Maintenance Schedule which earmarked works: already completed during the current financial year, for action before financial year end 31 March 2016, next financial year and thereon. It was **RECOMMENDED** to note the Planned Maintenance Schedule dated March 2016.

15/57 CCTV

Further to the previous meeting the budget for CCTV upgrade in financial year 2016/17 had been agreed at £6k and the community benefit grant anticipated at £4.1k had been earmarked as a sinking fund for further upgrades. It was **RECOMMENDED** to seek 3 quotations for an upgrade to CCTV security cameras.

15/58 CHRISTMAS LIGHTS

Members noted the suggestions made at the previous meeting, eyebolts and catenary wires maintenance actioned in 2015, agreed budget for financial year 2016/17 at £8k, TAP Fund grant at £5.5k for St Edmonds Church stars and Church/Bridge St displays, and a sales brochure from Lamps & Tubes Ltd. A thorough discussion followed and it was then **RECOMMENDED** to purchase:

- 3 x snowflake & swirl cross-street displays at £350 each (Church/Bridge St),
- 5 x snowflake lamp column displays at £175 each (Quay locale), and
- 3 x swirl cross-street displays at £375 each (Fore Street).

15/59 QUAY HOUSE

59.1 Access to front door. Completed.

59.2 Joinery: sash window Room 8 & stairwell window sill. To be actioned however, likelihood within next financial year 2016/17.

59.3 Emergency lighting. Anticipated to be completed within the current financial year.

59.4 External tap. Completed.

59.5 Disabled toilet planning/works. A quotation had been received to achieve listed building consent. It was **RECOMMENDED** to:

- glean drawings from a local architect, and
- to work up ancillary information required for listed building consent in-house.

59.6 Internal painting: doors, rear stairwell & 2nd floor toilet. Noted as long overdue however, non-essential maintenance. Quotations to be gleaned. Cracks in the rear tenement were monitored, had not increased in the last 12 months and could be filled.

59.7 External painting: all sash windows. Paint was flaking badly on all sash windows at the front of Quay House which could affect the woodwork itself shortly. Rubbing down, spot repairs, primer and top coat was required with quotations to be gleaned. It was **RECOMMENDED** that the external painting of 6 sash windows be determined as essential maintenance within financial year 2016/17 from the revenue budget.

59.8 Vinyl covering for stairs and landings. Noted as a potential trip hazard in places. Two estimates had been requested and more were required. It was **RECOMMENDED** that the renewal of vinyl on stairs and landings be determined as essential maintenance within financial year 2016/17 with funding to be requested from Reserves.

59.9 Personal appliance testing. To be actioned throughout Quay House in April 2016.

15/60 QUAY HOUSE GROUNDS

60.1 Survey & drawings for Quay House land area. Members sighted the drawings produced by Centre Line Surveys. They were Land Registry compliant and had been used to realise the new lease for the Rear Hall which had been completed on 11 March.

60.2 Car park/road line marking. Quotation already accepted at £575. Works could now go ahead due to completion of above Rear Hall lease. To be actioned on 21 March.

60.3 Security light front of Quay House. Not working, parts ordered and anticipated to be fixed shortly.

60.4 Tree felling at rear of Garage. Sycamore; identified in the planned maintenance schedule for felling due to its poor condition, lack of amenity value and loss of light to adjacent residential dwellings. Quotation accepted at £360.

60.5 Request for bird box. It was **RECOMMENDED** to grant permission for Kingsbridge In Bloom to position a bird box on a tree in Quay House grounds.

60.6 Draft car park management policy & request for parking space. Members were in receipt of a draft policy alongside notes. A thorough discussion followed and it was then **RECOMMENDED**:

- to change the yellow hatched area wording from “drop off zone only” to “keep clear” due to the introduction of a barrier at Library Court car park which had increased the former’s use for manoeuvring, and
- for Cllr Fishman to review the draft car park management policy.

15/61 BANDSTAND

61.1 Maintenance. The roof of the Bandstand was very dirty. The extent of maintenance and whether painting was required would only be known upon cleaning.

61.2 Muddy area around the Trim Trail. Bark chipping has been laid however, an area at the rear of the Bandstand remained muddy. It was **RECOMMENDED** to gain quotations to extend the tiger mulch around the Trim Trail equipment.

15/62 EMBANKMENT ROAD CEMETERY

62.1 Terrace repairs & repointing. Some repairs and repointing was required at the rear of the Terrace.

62.2 Flower beds rejuvenation. South Hams District Council’s (SHDC) Grounds Maintenance had been contracted to complete the rejuvenation of the flower beds; to be actioned shortly.

62.3 Interpretation panel. The final proof had been signed off and delivery of the panel was awaited from Fitzpatrick Woolmer.

62.4 Tree surgery. A budget at £2k for financial year 2016/17 had been agreed for the Woodland Management Plan year 2 of 5 works. Tree surgery could not take place until September due to the bird nesting season.

62.5 Grounds maintenance & new 3 year contract. Grounds maintenance was satisfactory and the new contract agreed at the previous meeting had been signed by Greenspace. Bird nesting/Holm Oaks bordering Embankment Road showered debris on the north west corner of the cemetery and top footpath.

Members noted that wreaths and flowers were often left to decay on memorials and subsequently they blew around the cemetery. It was **RECOMMENDED** to position signage on the cemetery gates that flowers/wreaths would be removed when decayed/after one month.

62.6 Memorial debris clearance. To be actioned next financial year 2016/17. Quotation accepted at £575

62.7 Cliff warning signs. It was **RECOMMENDED** to install a further 2 warning signs. Anticipated costs were circa £125.

15/63 LAND OFF DERBY ROAD

63.1 Ground maintenance. The land area was in a satisfactory condition with vegetation growth short and 2 large piles of green waste/organic matter.

63.2 Kingsbridge Feoffees' option agreement to buy 12 Aug 08. The Feoffees had identified its intentions to apply for planning permission for housing development and to propose the purchase of the land from the Town Council.

15/64 ST EDMUNDS CHURCHYARD

64.1 Railings/northern boundary stone wall. Further to the last meeting investigation had identified that a brace to secure 2 independent sections of railings would be difficult to fix and likely to be cosmetic only. The stone pillars had been rendered. It was **RECOMMENDED** for no further action to the Churchyard railings.

64.2 Dog control. Dogs running off leads and dog faeces had been an issue recently and an article had appeared in the Kingsbridge Gazette. Church wardens, SHDC officers and the Town Clerk would monitor dog control.

64.3 Grounds maintenance. Very satisfactory.

15/65 TREBBLEPARK ALLOTMENTS

65.1 Boundary fencing and main/side gates repairs. Fencing and gates' repairs had been actioned; Cllr Jennings identified that a further repair was required.

65.2 Condition of plots. Satisfactory given winter months. A number of new tenants had taken on plots recently which was a good sign for summer 2016.

65.3 Tree surgery. The agreed budget for husbandry/tree surgery was £775 for financial year 2016/17.

65.4 Plot markers. New plastic, metal or wood flag markers to be investigated.

15/66 ANY FURTHER IMMEDIATE PROPERTY MATTERS

66.1 War Memorial. The Memorial required hand cleaning by hard brush and soapy water. To be actioned mid-April in-house.

66.2 Embankment Road decorative lighting. Satisfactory.

15/67 DATE OF NEXT MEETING

Tuesday 21 June 2016 at 6.30 p.m.

The meeting closed at 8.25 p.m.