

## **Kingsbridge Town Council**

### **MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 P.M. ON TUESDAY 21 JUNE 2016 IN QUAY HOUSE**

**Present:** Cllr Irene Jeeninga (Chairman)  
Cllr Barrie Fishman  
Cllr Robin Griffin  
Mike Jennings (Cllr desig)

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

#### **16/01 ELECTION OF CHAIRMAN**

Cllr Jeeninga was elected as Chairman of the Property Committee for mayoral year 2016/17.

#### **16/02 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Anne Balkwill and Chris Povey.

#### **16/03 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **16/04 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the meeting held on 15 March 2016 which were approved by the Chairman as a correct record.

#### **16/05 PLANNED MAINTENANCE SCHEDULE**

Members were in receipt of a revised Planned Maintenance Schedule which earmarked works for the current financial year and beyond. Members referred to the Schedule throughout the meeting. It was **RECOMMENDED** to note the Planned Maintenance Schedule dated June 2016.

#### **16/06 CCTV**

Three companies had expressed an interest to date in upgrading the CCTV system. It was **RECOMMENDED** to invite all Members to a working group session when firm proposals and quotations had been received.

#### **16/07 CHRISTMAS LIGHTS**

Further to the last meeting the 6 new cross street displays, 5 street lamp displays and 2 stars had been received. Members noted the discussion of installation dates and potential Fore Street road closures at the last full council meeting. It was considered that the latter were not required and in any event funding was no longer available given the necessity to action repairs on some

old stock illuminations. It was anticipated that the lights display would be delivered on budget. It was then **RECOMMENDED** to:

- install the Christmas Lights on Sundays 6 and 20 November 2016 (in readiness for Kingsbridge Celebrates Christmas on 3 December) with decommission on Sunday 8 January 2017 (with actual switch-off early January),
- manage traffic flow/car parking as best possible without road closures, and
- to supply and erect signage (highways style black lettering on yellow background) at the bottom of Fore Street and Church Street a week prior to installation/decommission to alert motorists to potential delays; and to also identify via Facebook and Gazette press release.

## **16/08 QUAY HOUSE**

### **16/18 QUOTATIONS** (brought forward/agenda items amalgamated)

**18.1 External and internal decorating.** Five quotations had been invited for spot repair and full repaint of the 8 sash windows at the front of Quay House and a report was provided. The maintenance budget for Quay House could not incorporate re-decoration of the rear stairwell and the work was not deemed to be essential.

**18.2 Vinyl for stairs, landings and 2<sup>nd</sup> floor kitchen.** Three quotations had been invited for renewal of the vinyl coverings in the main public areas of Quay House and a report was provided. Despite hastening only one quotation had been received which was determined to be fair and reasonable.

**08.2 Disabled toilet planning/works.** One quotation only had been invited to produce plans/work up to planning permission stage and a report was provided.

It was noted for the total cost of the above works at 18.1, 18.2 and 08.2 (alongside other known maintenance requirements) to produce a minor overspend at financial year end from the overall maintenance budget at £8,422. It was **RECOMMENDED** to action external decoration, new vinyl coverings and disabled toilet planning stage works as above.

**08.1 Joinery for sash window Room 8 & stairwell window sill.** The works had not been completed and a new contractor was to be sourced.

**08.3 Feedback: emergency lighting and portable appliance testing.** Works completed.

## **16/09 QUAY HOUSE GROUNDS**

**09.1 Tree felling at rear of Garage.** Felling a large Sycamore in poor condition had already agreed; to be actioned on completion of the nesting season in September/October.

**09.2 Review of 3 x trees adjacent to Library.** Members determined that no tree surgery was required and funding was not available within the current financial year.

**09.3 External notice board.** It was **RECOMMENDED** to repaint the notice board as best possible and to budget for a new notice board within financial year 2017/18.

**09.4 Draft car park management policy & request for parking space.** Members had received a draft policy at the previous meeting and Cllr Fishman had subsequently reviewed and provided feedback. A full discussion followed and it was agreed that a disabled space should not be line marked and for new yellow hatching to be painted in front of the Garage. It was noted that there was no enforcement regime in place and that the use of a chain and bollards across the entrance to the Car Park should be considered, as required, in order to secure the facility. It was then **RECOMMENDED** to adopt a Quay House Car Park management policy to include:

- Three parking spaces at rear of Quay House for exclusive use of third parties.
- Eleven parking spaces at front of Quay House to be managed by staff during opening hours Monday to Friday 9.30 a.m. to 1.00 p.m.
- Above 11 spaces for permit holders only i.e. permanent or temporary permits to be displayed.
- Permanent permits to be issued to all Members and Staff, 2 to Age Concern and one to the Rest Centre.
- Temporary permits to be issued to bona fide visitors to the Council Offices on local government business and to attend meetings or appointments by groups that had made official public room bookings in Quay House.
- Permit holders to park in designated spaces only however, Staff may park on the western side of the Garage driveway i.e. non-designated spaces.

It was further **RECOMMENDED** to decline a request for a parking space from a Quay House tenant.

**09.5 Feedback: car park/road line marking, security lights' repairs and Courtyard gate repairs.** Works completed.

## **16/10 BANDSTAND**

**10.1 Maintenance.** Cleaning had revealed that the inner roof did not require repairs/painting.

**10.2 Muddy area around the Trim Trail.** The external Allianz inspector had been requested to comment and had included within his inspection report dated 12 April. It was advised to level the worn ground areas and fit grassmat, rather than extending the tiger mulch, in order to prevent further wear. Subsequently, Kompan had advised suppliers. It was **RECOMMENDED** to install grass matting to worn areas around the Trim Trail.

**10.3 Feedback: cleaning and electrical inspection.** Works completed.

## **16/11 EMBANKMENT ROAD CEMETERY**

**11.1 Run down to cemetery closure: number of burial and cremation spaces remaining.** Re-use of burial plots had not been authorised to date and therefore over the last 2 years pockets of land had been recovered around the perimeter of the cemetery to extend its use. Maps now identified remaining space for 12 to 15 burial plots at sporadic locations and 2 slim stretches of grass either side of the central footpath for cremated remains. The latter ground had been tested and could accommodate 15 to 30 caskets however, the actual figure had to be confirmed. Effectively the Cemetery was running down to closure however, it was difficult to assess a timeframe.

**11.2 Flower beds rejuvenation.** SHDC had been unable to complete works to restore 2 large and 2 small flower beds on the terrace. KTC's own grounds maintenance contractor would therefore submit an estimate. Funding was available from Restricted Reserves.

**11.3 Tree surgery (in accordance with tree survey Jan 15 i.e. year 2 of 5 works).** It was anticipated for earmarked tree surgery to clear some areas of the woodland in order to reveal glimpses of the estuary from within the Cemetery.

**11.4 Grounds maintenance.** It was agreed that vegetation at the side gates and along the top footpath required clearing.

**11.5 Feedback: terrace repairs & repointing, interpretation panel, cliff warning signs, memorial debris clearance and moles.**

- Terrace works had been completed.
- The new interpretation panel needed to be re-located to the opposite side of the terrace as it attracted too much debris from the adjacent Holm Oaks.
- Two further cliff warning signs had been supplied; to be installed shortly.
- The memorial debris clearance was nearing completion with several large lumps of concrete remaining which would be removed shortly.
- Mole management continued to be actioned on a monthly basis.

## **16/12 ST EDMUNDS CHURCHYARD**

**12.1 Grounds maintenance.** Nil current matters.

**12.2 Feedback: dog control matters.** Recent dog faeces and dogs off leads problems were now much reduced.

## **16/13 TREBBLEPARK ALLOTMENTS**

**13.1 Tenancy and condition of plots.** Four tenants had been given one month's notice on 1 June to vacate their plots due to non-cultivation; no adverse feedback had been received to date.

**13.2 Potential tree surgery.** Subject to an available budget minor tree surgery may take place later in the financial year.

**13.3 Plot markers.** It was agreed to trial 'Kingsbridge In Bloom style' markers to denote plots.

**13.4 Feedback: boundary fencing repairs.** Works completed.

## **16/14 LAND OFF DERBY ROAD**

**14.1 Grounds maintenance.** A vegetation cut had not been completed within the financial year to date. A few heaps of green waste remained on site from an earlier grounds clearance which could be burned given favourable weather conditions.

**14.2 Kingsbridge Feoffees' option agreement to buy 12 Aug 08.** The Trustees had expressed their interest in making a planning application for a housing development.

## **16/15 OTHER ASSETS**

The War Memorial was assessed as being in a very satisfactory condition and the Embankment Road decorative lights would be cleaned prior to Fair Week.

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

There were no further matters to discuss.

## **16/17 EXCLUSION OF PUBLIC AND PRESS**

There were no members of public or press present.

## **16/19 DATE OF NEXT MEETING**

Tuesday 20 September 2016 at 6.30 p.m.

*The meeting closed at 8.30 p.m.*