

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 p.m. ON TUESDAY 15 SEPTEMBER 2015 IN QUAY HOUSE

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

In Attendance: Martin Johnson (Secretary)

15/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Steve Sidney and Jax Williams.

15/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

15/22 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 16 June 2015 which were approved by the Chairman as a correct record.

15/23 PLANNED MAINTENANCE SCHEDULE

Members were in receipt of the Planned Maintenance Schedule which identified works and estimated expenditure within current and future financial years. It was **RECOMMENDED** for the Finance Committee to consider making budget allocations for financial year 2016/17 for the following:

- Quay House – all external window frames/fascia – spot repairs/repainting – estimate to be advised.
- Bandstand – inner frame/stanchions – spot repairs/repainting – estimate to be advised.
- Embankment Road Cemetery – Tree Survey/Woodland Management Plan (January 2015) – Year 2 of 5 works – estimate £2,000.
- St Edmunds Churchyard – shrubbery cutback/clearance – estimate £250.
- Treblepark Allotments – tree pollarding – western boundary – estimate £500.
- Public seating – 18 wooden seats/3 picnic benches – cleaning/oiling – estimate £650 (advice to be gleaned from Streetmaster how to clean off algae).

15/24 ASSETS REGISTER

Members noted that the Assets Register was now a dynamic report which was kept up to date as assets changed. It was further noted that a full review and reconciliation with the insurance schedule had been completed in August 2015.

A couple of recent incidents had identified that hire equipment was not being returned as agreed. It was **RECOMMENDED** for a deposit system to be introduced for equipment hire to provide an incentive for timely return.

15/25 CCTV

As reported at the recent full council meeting there had been 2 failures of the recorder/hard drive recently. It was noted that Sound & Visual Systems was programmed to visit on 18 September to display upgrade options available to members to include 180 degree panoramic cameras. It was **RECOMMENDED** for the Finance Committee to consider introducing a 'sinking fund' for CCTV improvements.

15/26 CHRISTMAS LIGHTS

A report alongside an income and expenditure account had been provided to the recent full council meeting. It was **RECOMMENDED** for the Christmas lights display to be installed on Sundays 22 and 29 November and to be taken down on Sunday 3 January.

15/27 QUAY HOUSE

27.1 Wheelchair accessible toilet. Andrew Lethbridge (architect) had visited; a small window may have to be blocked up to accommodate a new arrangement and an application for listed building consent may be required.

27.2 Level of the access path to the front door. A member of public in a wheelchair had needed assistance to enter Quay House recently as she could not overcome the door threshold. It was **RECOMMENDED** to raise the level of the access path at the entrance to Quay House from the car park (to provide level entry into the ground floor) and to re-lay the paving slabs.

27.3 Room 4 – vacant from end September. The Royal Voluntary Service had given notice to vacate Room 4 from 30 September and members reviewed the room rental. It was **RECOMMENDED** to advertise the hire of Room 4 at £1,000 per annum.

27.4 Feedback. The new electricity supply with SSE Scottish Hydro had commenced on 1 July and the Virginia Creeper on the façade would be chopped shortly.

27.5 Material defects. Members received a listing of defects throughout the building:

- Damp – dampness in areas of Rooms 1 & 2.
- Floor – very creaky on entry to Room 2.
- Carpet – stains in Hallway.
- Linoleum – scruffy on main staircase, 2nd floor kitchen, and 1st & 2nd floor landings. Noted as a priority.
- Painting – required in 2nd floor toilets, rear stairwell, and doors to Room 6, inner & outer attic rooms.
- Sash windows – did not open adequately in Room 8. Noted as a priority.
- Window sill – requires repair in main stairwell.

It was **RECOMMENDED** to gain estimates for all material defects identified at Quay House.

27.6 External tap for KIB. Members received a report from Kingsbridge In Bloom (KIB) that filling its water bowser was problematic. The tap at the head of the estuary was unavailable and KIB had been making use of a tap in the disabled toilet which was unsatisfactory. KIB requested a lockable external tap at Quay House. It was **RECOMMENDED** to request South Hams District Council (SHDC) to allow KIB to re-use the tap at the head of the estuary; should the request be turned down then the town council (KTC) would review the installation of an external tap at Quay House.

15/28 QUAY HOUSE GROUNDS

28.1 Feedback. Car park/road line marking, garage racking, and Bin Store renewal of lease were all being progressed.

28.2 Car Parking. It was reported that a few vehicles had received minor scrapes recently in the car park due to unsatisfactory driving. It was **RECOMMENDED** to supply and install a notice identifying that “vehicles and contents are left here entirely at owners risk”; to be fixed to the garage driveway wall, Library end, adjacent to the yellow hatching.

15/29 BANDSTAND

29.1 Down pipes/rain water drainage. It was reported that the surface water drains were too far from the down pipes meaning that rainwater did not clear effectively. It was **RECOMMENDED** for channels to be dug into the concrete to direct water flow from the Bandstand roof.

29.2 Hanging Baskets. KIB had been requested to secure all hanging baskets via chains inside rubber sheaths to stop the inner frame being damaged.

15/30 DECORATIVE LIGHTING

It was **RECOMMENDED** to wait for SHDC to repair the estuary wall before progressing with the extension to the Embankment Road festoon lights.

15/31 WAR MEMORIAL

31.1 Feedback. Re-bedding of slabs around the plinth had been actioned; it was anticipated the new pointing would weather in time for Remembrance Sunday.

31.2 Flag pole. The base of the flag pole would require re-painting for Remembrance Sunday.

15/32 EMBANKMENT ROAD CEMETERY

32.1 Feedback. Grass cutting had not taken place mid-August to mid-September to allow the rare orchids (Autumn Ladies Tresses) to flourish; signage on the main gates had explained the situation. It was anticipated that the rejuvenation of flower beds, supply of a new interpretation panel, tree surgery, and terrace repointing/repairs would all be actioned before the end of 2015. Members agreed that the old hydrangeas on the corners of the terrace should be removed during the above works and primroses should be sown in barren areas.

32.2 Maintenance. A large limb had fallen off a Monterey Cypress in the south east corner of the cemetery to be cleared when tree surgery took place shortly. The roadside immediately outside the cemetery in Embankment Road needed to be cleared of an accumulation of organic debris.

15/33 LAND OFF DERBY ROAD

The vegetation had re-grown during summer to circa 4 feet high and the piles of green waste had been added to by unauthorised household garden waste. The land area would be cut again shortly by the grounds maintenance contractor.

15/34 ST EDMUNDS CHURCHYARD

Members received a quotation to refit a large corner stone on the boundary wall and to fix steel rods/bonding to provide strengthening along its entire length. It was **RECOMMENDED** to accept a quotation to repair St Edmunds Churchyard northern boundary stone wall at £690 from Iain Randall.

15/35 TREBBLEPARK ALLOTMENTS

The condition of plots was satisfactory.

Cllr Fishman left the Chamber

15/36

ANCILLARY PROPERTY MATTERS

36.1 Hedge – Memorial Shelter. It was reported that the hedge was overgrown and therefore a safety defect as vehicle doors in the long parking bay could not be opened. It was **RECOMMENDED** to glean the opinion of Devon County Council's Highways Officer regarding the hedge at the Memorial Shelter and to lobby SHDC to cut it back.

36.2 Low wall – Memorial Shelter. It was reported that the wall previously repaired by KTC was now in a poor condition at a separate location. It was **RECOMMENDED** to repair the stone wall to the south of the Memorial Shelter.

36.3 Any further immediate property matters. It was reported that feedback from South West In Bloom had identified the backdrop to KIB's success had been solid administration of the town's infrastructure. Members noted that maintenance must remain a priority.

Members noted that a number of roads and streets outside the main town centre were strewn with weeds which would no longer be addressed by DCC. KIB had actioned areas such as Highfield Drive during the summer. It was **RECOMMENDED** to gain estimates for increased highway weed spraying around the town. Alternatively, an appeal to local residents to take care of their own neighbourhoods or a town campaign e.g. best kept road could be progressed.

15/37

DATE OF NEXT MEETING

The next scheduled meeting was 15 December 2015 at 6.30 p.m.

The meeting closed at 8.10 p.m.