

## Kingsbridge Town Council

### MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 p.m. ON TUESDAY 16 JUNE 2015 IN QUAY HOUSE

**Present:** Cllr Irene Jeeninga (Chairman)  
Cllr Tom Coulthard  
Cllr Barrie Fishman  
Cllr Sandy Gilbert  
Cllr Robin Griffin  
Cllr Wayne Grills

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

#### **15/01 ELECTION OF CHAIRMAN**

Cllr Jeeninga was elected as the Chairman of the Property Committee for mayoral year 2015-16.

#### **15/02 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Ali Jennings, Steve Sidney and Jax Williams.

#### **15/03 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **15/04 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the meeting held on 27 January 2015 which were approved by the Chairman as a correct record.

#### **15/05 PLANNED MAINTENANCE SCHEDULE**

A schedule adopted at the previous meeting had been revised to also include 'key diary dates/actions' and 'regular inspections/checks by staff'. It was noted that the schedule covered all Town Council (KTC) property/assets and highlighted current financial year 2015/16 actions alongside cost estimates. It was **RECOMMENDED** to note the revised Planned Maintenance Schedule.

#### **15/06 ASSETS REGISTER**

It was noted that the Assets Register was reviewed annually in August/September in order for reconciliation with revised insurance schedules. However, this could mean it was almost immediately out-of-date should new assets be sourced. For example, a revised register would include: flood resilience equipment, electric water bowser, mosaic panels at Peacocks, town square Christmas Lights festoon etc. It was **RECOMMENDED** for the Assets

Register to be revised incrementally prior to annual reconciliation with insurance schedules.

## **15/07            CCTV**

It was noted that the CCTV system supplied and fitted in 2007 was a very effective tool to assist the Police with the identification, detection and apprehension of offenders relating to crime and public order. It was **RECOMMENDED** to research an upgrade to current cameras and hardware to provide enhanced CCTV footage.

## **15/08            CHRISTMAS LIGHTS**

It was noted that the budget for the 2015/16 display was £8,000 with expenditure estimated at: tree £300, installation/decommission £4,800, DCC licence £50, new "Welcome to Kingsbridge" (Fore St/Duncombe St junction) £735, catenary wire fixings test £1,500 and cherry picker hire £300 i.e. £7,685 total. Cost of any repairs to lights, catenary wires and fixings were unknown at present and therefore the constraints imposed by the budget were noted. Members proposed researching a long-held ambition to hang illuminated stars from the north and south faces of St Edmunds Church tower. It was **RECOMMENDED** to investigate works and glean estimates for illuminated stars at St Edmunds Church which could be funded via public subscription e.g. crowdfunding.

*Cllr Fishman left the meeting*

## **15/09            QUAY HOUSE**

**09.1 Proposals for emergency lighting and wheelchair accessible toilet.** A quotation was awaited for an upgrade to the emergency lights however, an estimate had been received at circa £2k. It was **RECOMMENDED** to commission architect plans for the proposed ground floor male WC conversion to a disabled toilet.

**09.2 New electricity supply contract.** The new SSE/Hydro 4 year contract would commence on 1 July 2015.

**09.3 Virginia Creeper management.** The Creeper had been historically managed by staff however, it was **RECOMMENDED** to request the grounds maintenance contractor to take on the task of pruning the Virginia Creeper.

**09.4 Intruder alarm.** Sound & Visual Systems had visited on 11 June to input a new call-out listing for Cllrs Grills, Coulthard, Balkwill & Lynn and the message had been changed to provide clearer instructions.

*The remainder of the meeting was held on-site at various locations*

## **15/10 QUAY HOUSE GROUNDS**

**10.1 External porch light repairs, garage roof repairs and garage racking.** Repairs had been actioned and the racking would be ordered.

**10.2 Renewal of car park/road line marking.** It had already been agreed to repaint line marking within the current financial year and it had been estimated at £800 within the Planned Maintenance Schedule. The works to be conducted upon determination of the Rear Hall lease renewal.

**10.3 Bin store (renewal of lease to Creeks End August 2015).** It was **RECOMMENDED** to renew the lease for the Bin Store for a further 5 years. The current rental at £358 to be increased by RPI over the period.

## **15/11 BANDSTAND**

Members sighted that recent spot repairs and repainting been carried out well. The ground surface had been power washed and the interior hand washed prior to the Food & Music Festival in late May.

## **15/12 DECORATIVE LIGHTING**

The proposed extension to the decorative lights (from current end position to the Memorial Shelter) had been contracted to SHDC Property Services. The project had been discussed at the full council meeting held on 14 April and it had been agreed to pursue installation alongside the estuary wall however, wall repairs needed to be carried out by SHDC and a radar survey of the footpath was due to be undertaken. It was noted that expenditure had already been incurred to purchase lighting columns for the project.

## **15/13 WAR MEMORIAL**

Members sighted the War Memorial and noted that it was in a satisfactory condition however, there were some slabs surrounding the plinth which were wobbly. It was **RECOMMENDED** to re-bed a number of slabs around the War Memorial. It was further **RECOMMENDED** to request SHDC to chop the hedge between the Memorial Shelter and Embankment Road.

## **15/14 EMBANKMENT ROAD CEMETERY**

**14.1 Uprighting of memorials, mole control, flower beds planting & landscaping, interpretation panel, cliff warning signs and gates' repaint.** Members sighted the Cemetery and noted:

- A large number of memorials had been dug out, rebed and uprighted.
- The molecatcher now visited on a monthly basis.
- Two 'cliff warning' signs had been supplied.
- The main/side gates had been repainted.

- SHDC Grounds Maintenance had been contracted to refurbish the flower beds and a timeframe was awaited. A hosepipe would be needed to water the new plants.
- The interpretation panel project (alongside West Alvington village) was underway and members identified its location adjacent to the terrace.

**14.2 Tree survey identified Priority One works earmarked for Sep/Oct 2015.** Members noted that 'priority year one' works (from the adopted 5 year woodland management plan) had already been agreed within the current financial year and had been estimated at £2,000 within the Planned Maintenance Schedule. It was **RECOMMENDED** to accept a quotation for tree surgery from Pittman Trees at £2,150.

**14.3 Condition of terrace and stone walling.** Members noted that the terrace was in an unsatisfactory condition requiring: repointing throughout with natural lime mortar, tops of the walls and paving area to be repaired, and the 2 pillars on entry to be taken down and rebuilt. Refurbishment had been included within the Planned Maintenance Schedule however, there was no dedicated budget. It was **RECOMMENDED** to accept a quotation to refurbish the terrace area from Kevin Day stonemason at £3,265 and for funding to be taken from Reserves.

**14.4 Fencing along estuary perimeter.** Members noted that a new fence had been included in the Planned Maintenance Schedule however, it had been agreed to defer due to estimated costs at circa £6,000 as such expenditure could not be justified at present. Warning signs to identify the close proximity of the cliff had been introduced (item 14.1 above).

## **15/15 LAND OFF DERBY ROAD**

Members sighted the area and noted that all accumulated household rubbish had been removed from site however, there was regrowth of grass, weeds and shrub. It was **RECOMMENDED** to have the area cut back again to ground level.

## **15/16 ST EDMUNDS CHURCHYARD**

**16.1 Repairs to tombstone grave.** Members sighted the Churchyard and noted that a large tombstone grave had been repaired.

**16.2 Grass cutting.** Fencing around the stained glass window repairs would be in situ for 4 months and the footpath width was much reduced meaning a ride-on mower could not gain access. The Town Clerk/Church Warden had discussed the issue and the grass was being strimmed.

**16.3 Railings/northern boundary stone wall.** A further quotation for repairs was awaited. Members carefully considered the condition of the wall from both within and outside the Churchyard. It was determined that repairs

at 2 or 3 locations only would safeguard longevity and that research should be conducted to stop further erosion to the iron railings.

#### **15/17 TREBBLEPARK ALLOTMENTS**

##### **17.1 Condition of plots/tenancies, tree surgery and plot markers.**

Members sighted the allotments and noted that all plots bar one were taken up and overall were in a satisfactory condition. Crown lifting and removal of lower limbs to a central belt of 9 trees had been completed in March prior to the main growing season. Staff would attempt to better define/number the plot markers.

**17.2 Fencing at side entrance boundary.** Members noted that a new fence had been included in the Planned Maintenance Schedule however, it had been agreed to defer due to estimated costs at circa £3,000 as such expenditure could not be justified at present.

#### **15/18 ANCILLARY PROPERTY MATTERS**

**18.1 Maintenance of wooden public seats & picnic benches x 19.** The works had been actioned in April however, it was noted that some benches would require a much deeper clean to get rid of algae growth.

**18.2 Any further immediate property related matters.** There was no further business.

#### **15/19 DATE OF NEXT MEETING**

The next scheduled meeting was 15 December 2015 at 6.30 p.m. however, members agreed to hold a **'mid-term' meeting on 15 September 2015.**

*The meeting closed at 8.28 p.m.*