

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 p.m. ON TUESDAY 17 JUNE 2014 IN QUAY HOUSE

Present: Cllr Keith Wingate (Chairman)
Cllr Amanda Bloomer
Cllr Robin Griffin
Cllr Wayne Grills
Cllr Irene Jeeninga

In Attendance: Martin Johnson (Secretary)

14/01 ELECTION OF CHAIRMAN

Cllr Wingate was elected Chairman of the Property Committee for mayoral year 2014/15.

14/02 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Beryl Washington and Jax Williams.

14/03 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/04 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 18 March 2014 which were approved by the Chairman as a correct record.

14/05 QUAY HOUSE

05.1 Maintenance budget for financial year 2014/15. The budget was £4.5k (upkeep £4.0k and fire safety £0.5k); £78 had been spent to date.

05.2 Cracks in ground floor ceiling and in rear tenement wall:

- Cracks in the ceiling were deemed to be commensurate with settlement. It was **RECOMMENDED** for the Reception Office ceiling to be filled and painted as required; and to be subsequently monitored.
- Cracks in the vicinity of the side door in the rear tenement at ground and first floor levels were viewed. It was **RECOMMENDED** for a structural engineer to survey cracks in the internal wall of the rear tenement.

05.3 Front porch. Members considered that the front porch/door effectively introduced people to the authority and was in an unsatisfactory decorative

condition. It was **RECOMMENDED** for the porch area to be re-decorated in entirety i.e. pillars, roof, door and surround.

05.4 Feedback:

- **Fallen slates' insurance claim.** The Rear Hall tenant had raised a claim following damage to his vehicle on 27 February 2014. KTC's insurers had requested further information which had been supplied by the Town Clerk. The claim was ongoing.
- **Virginia Creeper maintenance.** Creeper growth was being maintained to first floor window level.
- **Fire alarm system recommendations.** Chubb had recommended the replacement of an existing fuse spur for a lockable double pole type at the last fire alarm inspection in February 2014. A second opinion had been gleaned from KTC's contract electrician who did not consider the work was required. Members noted the latter report.
- **Main door handle.** Recently fixed; invoice awaited.
- **Kitchen refit.** Commenced 16 June 2014.
- **Downpipe repair.** Completed.
- **New 5 year photocopier contract.** Commenced 4 April 2014 with Ricoh.
- **New 1 year electricity contract.** Transfer to Opus Energy to take effect from 1 July 2014.
- **Window cleaning.** Next due early July 2014.

14/06 QUAY HOUSE GROUNDS

06.1 Grounds maintenance:

- **Budget.** The budget was £250; £131 had been spent to date on pothole repairs.
- **Trees bordering Library.** Lopped in September 2012 and members considered it was unlikely that further action would be required within the current financial year.
- **Car park line markings.** Car spaces, numbering and hatched marking had been completed in 2006 and were now time-worn. It was **RECOMMENDED** to re-paint the car park line markings.

06.2 Broken bollard near Rear Hall. Members noted that it had been Resolved to take no further action regarding parking management adjacent to the Rear Hall until expiry of the current lease in July 2015. Subsequent to the decision a bollard had been broken off at its base. It was **RECOMMENDED** to replace the missing bollard adjacent to the Rear Hall.

06.3 Feedback:

- **Liquid Amber tree.** A new tree had been planted, subsequently vandalised (which had been addressed via restorative justice), but was anticipated to recover.
- **Garage light repair.** Completed.

- **Courtyard clearance.** Completed.
- **Access road potholes' repair.** Completed.

14/07 **BANDSTAND**

07.1 Hand washing. Programmed prior to Fair Week.

07.2 Feedback:

- **Electrical inspection.** To be actioned on 20 June 2014.
- **Skate boarding.** Reported upon by Sgt Green at the full council meeting on 10 June 2014; Police and SHDC had agreed a system to monitor.

07.3 Maintenance. Members viewed rust spots on the metal stanchions and that hanging basket chains were rubbing and corroding them. It was **RECOMMENDED** to spot repair and repaint rusting on the Bandstand's metal stanchions and to safeguard flower basket chains from rubbing against them.

14/08 **EMBANKMENT ROAD CEMETERY**

08.1 Grounds maintenance:

- **Budget.** The collective budget for cemetery and churchyard (*agenda item 14/09*) tree surgery and monuments was £1k however, several proposed works needed to be considered which could require a substantial overspend. The budget for grass cutting was £3.6k which was anticipated to be spent in total.
- **Dripping tap.** To be fixed shortly.
- **Moles.** Mole hills were under control at present however, it was anticipated that circa £150 expenditure would be required within the current financial year.

08.2 Grave stones survey. Highlighted at the last meeting, members now viewed older headstones which were leaning over heavily and had recently been surveyed by Adrian Munday (stonemason). Costs to rectify were circa £350 and autumn was deemed the best time to carry out such works. Members considered the work was essential. It was **RECOMMENDED** to re-bed circa 20 headstones in late 2014.

08.3 Tree survey and risk management. Agreed at the last meeting, SHDC would provide a quotation for an inspection and production of a Tree Risk Management Survey.

08.4 Holm Oaks bordering Embankment Road. Quotation accepted from SHDC at £405 to lop lower branches, crown lift, clear from grave stones and remove all cuttings and brush wood from site.

08.5 Reclamation of land adjacent to the estuary (for further burial plots/cremated remains). Members sighted shrubbery and small trees already cleared along the estuary perimeter. It was apparent that the revealed strip of land needed to be scraped-off by a small mechanical digger at costs circa £200 before grass seed could be applied in order to make the area suitable for new burials/cremated remains. Members further considered that a partial old wire fence along the perimeter needed to be dug out and a new fence provided. It was **RECOMMENDED** to:

- scrape/clear a strip of land and dig out a wire fence along the estuary perimeter, and
- to gain quotations for a new fence.

08.6 Condition of flower beds and terrace.

- Members considered that the beds required a severe cut back and weeding leaving the 'architectural plants' only; to be actioned by the grounds maintenance contractor.
- The terrace itself was breaking up and damaged in places and required re-pointing. It was **RECOMMENDED** to gain quotations to repair the terrace.
- Members considered the history of the Chapel, formerly located on the terrace, should be recognised e.g. an interpretation panel.

08.7 Feedback:

- **Fallen tree from adjacent land at Melleray.** All actions completed.

14/09 ST EDMUNDS CHURCHYARD

09.1 Grounds maintenance. Members considered the lawned area immediately to the rear of the church was in good order however, ground works had been identified for the lower terraces.

09.2 Railings/perimeter stone wall. The stone wall had continued to deteriorate alongside Church Steps passage and the iron railings, while secure, were leaning towards the footway. Rectification was labour intensive which would probably require removal of the entire railings, pillars and braces and taking down and rebuilding much of the stone wall. A survey and quotation had already been received from a stonemason to identify the extent of the work involved and it was **RECOMMENDED** to gain 2 further quotations.

09.3 Buddleias and Holly tree. A number of Buddleias had grown without check to become large unsightly specimens at circa 4m tall alongside a similarly large Holly and Fir. A quotation had been received to fell, chip on site and remove all debris at circa £300. Members further considered that other shrubs should also be felled and weeds/ivy cleared from the walls. It was **RECOMMENDED** to fell Buddleias, a Holly and a Fir; and clear other shrubs/vegetation.

09.4 Damaged tomb stone. A large horizontal tomb stone had been surveyed by Adrian Munday (stonemason). It was **RECOMMENDED** for brickwork to be rebuilt and a tomb stone refitted and secured.

14/10 TREBBLEPARK ALLOTMENTS

10.1 Tenancy and condition of plots. Four plot holders had recently been given up by tenants; plots have been rotovated and let out to new tenants leaving 21 people on a waiting list. There were 9 full-size plots and 31 half-size plots; when full plots became available they were split to get 2 new tenants on site. The budget for financial year 2014/15 was £475 and £245 had been spent to date.

10.2 Painting of plot markers. New plot markers had been positioned however the attached plastic numbers had not been successful and quickly became time-worn. A new numbering system would be trialled.

10.3 Side gate perimeter fence. The fence was in poor condition and would require replacement in due course.

14/11 LAND OFF DERBY ROAD

11.1 Condition of the site and rubbish clearance by hand/mechanical. The ground had been hand cut in January 2014 but was already growing back to its former state. The expenditure budget at £100 had already been overspent by £237. Highlighted at the last meeting, there was a large amount of rubbish on site predominantly along the perimeter of Rack Park Road housing. Quotations had been received to:

- pick all rubbish by hand at £250 plus skip hire/removal, or
- scrape the entire site by mechanical digger to clear the land of rubbish and vegetation at £450 plus larger skip hire/removal.

It was **RECOMMENDED** for rubbish to be cleared by hand and to conduct bi-annual cutting of vegetation with nil weed killer treatment on completion.

11.2 Feedback:

- **Fence and gate repairs.** Completed.

14/12 DECORATIVE LIGHTING

12.1 Embankment Road lights and proposed extension. Two quotations had been received to extend the lighting and a third quotation was required.

12.2 Christmas lights display 2015. To be progressed in late July 2014 on completion of Kingsbridge In Bloom when the garage would be cleared and inspection of lights stock could be actioned.

14/13 CCTV

13.1 Operations and maintenance. Satisfactory with nil current issues.

13.2 Operations Manual. The manual dated October 2007 needed to be reviewed and revised.

14/14 WAR MEMORIAL

- The Memorial had been hand cleaned on 9 June 2014 and would continue to be monitored given WW1 100th commemorations.
- It was **RECOMMENDED** for a stonemason to hack out and clear pointing from the granite base and replace where required.

14/15 ANY FURTHER CURRENT PROPERTY MATTERS

It was **RECOMMENDED** to request SHDC's Grounds Maintenance Team to cut back the hedge adjacent to the Memorial Shelter which had grown considerably and now infringed on the pedestrian access and adjoining highway.

14/16 DATE OF NEXT MEETING

Tuesday 16 September 2014 at 6.30 p.m.

The meeting closed at 8.05 p.m.