

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 P.M. ON TUESDAY 20 SEPTEMBER 2016 IN QUAY HOUSE

Present: Cllr Irene Jeeninga (Chairman)
Cllr Barrie Fishman
Cllr Mike Jennings

In Attendance: Cllr Martina Edmonds
Martin Johnson (Secretary)

16/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anne Balkwill, Robin Griffin and Chris Povey.

16/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

16/22 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 21 June 2016 which were approved by the Chairman as a correct record.

16/23 PLANNED MAINTENANCE SCHEDULE & BUDGET FINANCIAL YEAR 2017/18

23.1 Planned Maintenance Schedule. Members were in receipt of a revised schedule which earmarked works within the current financial year and beyond. Members referred to the schedule throughout the meeting. It was **RECOMMENDED** to adopt the revised Planned Maintenance Schedule dated September 2016.

23.2 Budgetary requirements for next financial year 2017/18. Members agreed that anticipated expenditure on Quay House for the following financial year should equal projected income at £20k i.e. the Council Offices should 'wash its face'. Known expenditure at £15k therefore provided a remaining £5k for potential improvements. Internal decoration, conversion of the ground floor toilet and a new external noticeboard had been costed at circa £11k total. It was **RECOMMENDED** for the Finance Committee to consider an allocation of £6k from Reserves to enable the completion of earmarked Quay House works in financial year 2017/18.

It was further **RECOMMENDED** to gain new quotations for fencing at Trebblepark Allotments (bordering Courtlage Walk) and Embankment Road Cemetery (along estuary perimeter), previously deferred, as the quotations held were 2 years old.

16/24 CCTV

Members had already agreed for a working group to study specifications for the proposed upgrade when received; one quotation was outstanding but was anticipated shortly.

16/25 CHRISTMAS LIGHTS

The installation contractor had surveyed St Edmonds Church and determined that it was too high a risk to install 2 large stars on the tower. Members noted that 2 new locations for the stars were required and the front of Quay House at 1st floor level was suggested for one of them. One permission was outstanding to install 3 new cross-street displays in Church Street and Bridge Street; a survey of eyebolts and catenary wires would be required prior to installation. Two signs agreed at the last previous meeting to alert motorists to Christmas Lights works had been delivered. The display was earmarked for installation on Sundays 20 and 27 November which had changed from the previous meeting. The application to Devon County Council for the whole display had to be submitted by late October. It was **RECOMMENDED** to:

- progress the Christmas Lights display for 2016/17, and
- identify new locations for 2 large illuminated stars.

16/26 QUAY HOUSE

26.1 Spot repair & painting of 8 sash windows, disabled toilet planning and new vinyl coverings for stairs, landing & 2nd floor kitchen. All scheduled for October/November.

26.2 Feedback: joinery sash window Room 8 and main stairwell window sill. Actioned.

16/27 QUAY HOUSE GROUNDS

27.1 Virginia Creeper cutting, tree felling at rear of Garage and repainting of external notice board. All scheduled for October/November.

27.2 Feedback: Courtyard clearance. Actioned.

16/28 BANDSTAND

28.1 Spot repairs & repainting of stanchions and repainting of Trim Trail rower. Scheduled for November.

28.2 Rubber matting around Trim Trail. Surveyed by the ground maintenance contractor and a quotation was awaited.

16/29 EMBANKMENT ROAD CEMETERY

29.1 Run down to cemetery closure: number of burial and cremation spaces remaining. Nil change from the previous meeting; availability of 12 to 15 burial plots and 15 to 30 locations for cremated remains.

29.2 Flower beds rejuvenation. The grounds maintenance contractor had commenced digging out the old beds with new plants to be planted for spring 2017. Funding was available from Restricted Reserves.

29.3 Tree surgery in accordance with tree survey January 2015 i.e. year 2 of 5 works and recommendations from Cllrs Griffin & Jeeninga survey 12 September 2016. Priority year 2 tree works had been estimated at £750 which left a budget of £1,250 for other tree surgery. The above survey had identified a large number of dead branches on trees overhanging the foreshore which required pruning. Liaison with Nigel Mortimer, Estuaries Officer, would be required. Such action was agreed to be more important than clearing woodland along the estuary perimeter. It was **RECOMMENDED** to conduct tree surgery in the following priority order within the agreed budget:

1. year 2 works identified in the tree survey dated January 2015,
2. pruning dead branches from trees overhanging the foreshore, and
3. clearing woodland to reveal glimpses of the estuary from within the Cemetery.

29.4 Feedback: relocation of the interpretation panel, installation of cliff warning signs, memorial debris clearance, grounds maintenance & shrubbery clearance and mole management. Actioned; ancillary work regarding memorial debris clearance and shrubbery clearance was progressing.

It was further noted that shrubbery required removal from some old grave spaces and a couple of areas of the top tarmac footpath had potholes which required filling.

16/30 ST EDMUNDS CHURCHYARD

Parts of the north perimeter railings were rusting and required rubbing down and painting with hammerite.

16/31 TREBBLEPARK ALLOTMENTS

31.1 Tenancy, condition of plots and vacant plots. Four tenancies had been terminated, some new tenants had taken over and vacancies were being advertised.

31.2 Feedback: Plot markers, grass cutting and general maintenance. Husbandry was agreed as the priority i.e. cutting of grass footpaths and general maintenance. Some plots recently vacated were overgrown and required strimming and an area near the Courtlage Walk side gate had been supplied with old carpet to suppress weeds.

16/32 LAND OFF DERBY ROAD

32.1 Grounds maintenance. A recent vegetation cut had been actioned. A small bonfire had been lit just inside the entrance gate without the Town Council's (KTC) knowledge.

32.2 Kingsbridge Feoffees' option agreement to buy 12 August 2008. Members noted that a planning application was being worked up.

16/33 WAR MEMORIAL

The War Memorial would be cleaned by staff prior to Remembrance Sunday on 13 November and Cllr Jennings would check the surrounding grassed area on the day. South Hams District Council had confirmed it would carry out maintenance to the adjacent flag pole before the Service.

16/34 EMBANKMENT DECORATIVE LIGHTS

The lighting had been surveyed recently and new LED bulbs fitted where required.

KTC's long-held ambition to extend the lights to the Memorial Shelter was noted and it was **RECOMMENDED** to review the project after the light railway had been installed.

16/35 ANY FURTHER IMMEDIATE PROPERTY MATTERS

None.

16/36 DATE OF NEXT MEETING

Tuesday 6 December 2016 at 6.30 p.m. (brought forward from earmarked date of 20 December).

The meeting closed at 8.15 p.m.