

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.00 p.m. ON TUESDAY 4 NOVEMBER 2014 IN QUAY HOUSE

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

In Attendance: Martin Johnson (Secretary)

14/17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14/18 DECLARATIONS OF INTEREST

Cllr Grills declared a pecuniary interest in agenda items 14/32.1, 14/32.2 and 14/32.3.

14/19 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 17 June 2014 which were approved by the Chairman as a correct record.

14/20 QUAY HOUSE

20.1 Maintenance budget for financial year 2014/15. The budget was £4.5k (upkeep £4k and fire safety £0.5k); net expenditure was £2,962 to date with circa £576 already committed to financial year (FY) end. A roof repair was required in the 2nd floor attic as soon as possible (agenda item 14/32.5) and internal emergency lighting required review (quotations required). It was likely for a current £2,386 surplus to be spent by FY end.

20.2 Repair to cracks in ground floor ceiling. Members had agreed at the last meeting for repairs, patch painting and subsequent monitoring; to be actioned shortly by SHDC Property Services at £158.

20.3 Cracks in rear tenement at ground/first floor. Members had agreed at the last meeting that cracks in the vicinity of the side door should be surveyed and the Clerk had met with Chris Brook (SHDC Engineering Manager). A structural survey report was likely to report measurement and monitoring and

would cost circa £500. It was **RECOMMENDED** for staff to measure the cracks at various points and record on the wall itself on a quarterly basis.

20.4 Repaint Reception side window. It was reported that while the window was sound it required repairs and re-painting; to be actioned shortly by SHDC Property Services at £118.

20.5 Feedback:

Front porch. Pillars, roof, door and surround had been re-painted.

Insurance claim. There had been no further information received following an insurance claim in February 2014.

Virginia Creeper. The grounds maintenance contractor would clear the creeper on Quay House on completion of autumn leaf fall; payment had already been made to cover annual maintenance.

Kitchen refit (& snagging list). Completed (save plastic cover for lighting conduit).

Lighting repairs. Various internal lighting repairs had been completed.

Sash window repairs. Repairs in the Council Chamber had been completed.

Fire safety equipment. A revised service and maintenance contract for portable fire extinguishers and blankets had been received.

Wheelchair accessible toilet. Members agreed that an Access Audit Report recommendation for the male toilet to be converted to provide a unisex wheelchair compartment should be reviewed by Cllrs Griffin and Wingate.

14/21 QUAY HOUSE GROUNDS

21.1 Maintenance budget for FY 2014/15. The budget was £250; expenditure to date was £131 with circa £368 already committed to FY end i.e. current over spend circa £249 with further business to consider.

21.2 Rear Hall – bollard repair & refit. Members had agreed at the last meeting to replace the missing bollard; to be actioned shortly by SHDC Property Services at £115.

21.3 Garage doors – repaint. It was reported that while the garage doors were sound they required re-painting (undercoat and gloss) to provide longevity; to be actioned shortly by SHDC Property Services at £133.

21.4 Shrubs adjacent to Boons Lane – cutback. It was reported that the shrubs growing from Quay House grounds were encroaching onto the footway and required cutting back; to be actioned shortly by the grounds maintenance contractor at £120.

21.5 Request from member of public - tree surgery 3 x trees bordering Library. It had been reported at the last meeting that the trees had been lopped

in September 2012 however, a resident of Library Court had represented that they had become overgrown again. It was **RECOMMENDED** to glean quotations for sympathetic tree surgery to the 3 trees bordering the Library.

21.6 Feedback:

Lighting repairs. Repairs had been completed to security lights on the external wall of Quay House; the external porch light would be repaired shortly.

14/22 BANDSTAND

22.1 Maintenance budget for FY 2014/15. The budget was £950; expenditure to date was £504 with circa £679 already committed to FY end however, a projected deficit at £233 was anticipated to be offset by a surplus in income.

22.2 Radial arms x 8 - spot repair & repaint. Members had agreed works at the last meeting; to be actioned shortly by SHDC Property Services at £479 (preparations followed by 2 coats of Dulux White Metalshield). Sleeves would be placed over chains for the hanging baskets when re-hung by Kingsbridge In Bloom.

22.3 Feedback:

Electrical inspection. The report advised disconnection of the bar lighting which was non-operational and Fair Week Committee had confirmed that the lights had never been used. It was **RECOMMENDED** to remove the bar lighting at the front of the Bandstand.

14/23 EMBANKMENT ROAD CEMETERY

23.1 Maintenance budget for FY 2014/15 (cemetery & churchyard):

Cemetery grounds maintenance. The budget was £3,641; expenditure to date was £2,889 with circa £1,622 committed to FY end with further business likely.

Cemetery tree surgery. The budget was £500; nil expenditure to date however, £405 was committed with further business very likely.

Cemetery monuments. The budget was £500; expenditure to date was £37 however, further business was very likely.

23.2 Holm Oaks bordering Embankment Road – tree surgery. To be actioned by SHDC Grounds Maintenance on 19 November at £405.

23.3 Moles – removal. Moles were active again and a mole catcher had been contracted in October at £100.

23.4 Flower beds – planting/landscaping. Following the last meeting shrubs in the stone beds had been cut back by the grounds maintenance contractor. Kingsbridge In Bloom (KIB) had been requested to devise a sustainable planting/landscaping scheme and members earmarked a budget at £500. Members agreed an ambition for the cemetery to be included in KIB's annual "It's Your Neighbourhood" competition.

23.5 Interpretation panel. Members agreed that the terrace area needed to be brought up to a very satisfactory standard as a precursor to installing an interpretation panel. The panel to be in a similar house-style to others around town. The Cookworthy Museum would research information regarding the former chapel on-site and members earmarked a budget at £500.

23.6 Feedback:

Tap. The water tap had been fixed.

Reclamation of land adjacent to estuary perimeter. Following the last meeting a strip of land circa 3m wide had been cleared for almost the entire length of the estuary perimeter and an old wire fence dug out.

14/24 ST EDMUNDS CHURCHYARD

24.1 Railings/perimeter stone wall. Members noted that works to rectify the leaning railings/stone wall alongside Church Steps, while probably required, was not essential in the short term. It was agreed the wall should be monitored and further quotations gleaned.

24.2 Feedback:

Clearance of buddleias, holly, fir and vegetation. Following the last meeting all shrubs had been cut and cleared.

14/25 TREBBLEPARK ALLOTMENTS

25.1 Maintenance budget for FY 2014/15. The budget was £735; expenditure to date was £400 with circa £155 committed to FY end with further business likely.

25.2 Condition of plots and tenancies. Full occupancy of 9 full and 32 half size plots with 12 persons on a current waiting list. Over summer, letters had been sent to 12 tenants which addressed non-cultivation and the majority had responded positively. Cllr Grills would liaise with Ann Gomm (Reception) regarding the condition of plots.

25.3 Request from tenant - tree surgery. A tenant had requested tree surgery to the central belt of trees on site as a number of plots were shaded. It was

RECOMMENDED to consult with Michelmore Hughes land agents regarding minor tree surgery at the allotments.

14/26 LAND OFF DERBY ROAD

26.1 Maintenance budget for FY 2014/15. The budget was £100; expenditure to date was £337 with further business likely.

26.2 Vegetation clearance. Works had been agreed at the last meeting however, a fence/gate repair had already achieved a budget overspend. The land area had become more overgrown, with rubbish on site, and was in an unsatisfactory condition. Quotations had been gained for various clearance options. It was **RECOMMENDED** to clear the entire land area via mechanical digger, for hardware rubbish to be collected for disposal off site, to spray the land area with weed killer, and for all green waste to be stockpiled on site in order to decompose.

14/27 DECORATIVE LIGHTING

27.1 Embankment Road lights – maintenance. The budget was £250; expenditure to date was £502 which had included a new section of festoon cabling.

27.2 Christmas Lights display 2015 – update. The proposals for 2015/16 had been agreed at the full council meeting held on 9 September.

Members were delighted to receive news that KTC's bid to DCC's Investing In Devon Grant had been successful at £1,997 for new festoon lighting around the Town Square.

14/28 CCTV

28.1 Operations and maintenance. The budget was £800; expenditure to date was £1,238 due to the necessity for essential repairs. Members noted 2 particular incidents during 2014 when CCTV footage had been of great assistance to Police investigations and fully supported the system to be maintained at a fully operational state.

28.2 Operations Manual. The Town Clerk wished to produce a slimmed down version of the current CCTV manual.

14/29 WAR MEMORIAL

Cleaning, flag pole repaint & re-pointing of granite base. All completed in readiness for Remembrance Sunday 9 November.

14/30 ANY FURTHER CURRENT PROPERTY MATTERS

30.1 Assets Register revised September 2014. Members received copies of an updated Assets Register which had been reconciled alongside the annual insurance renewal and complemented Ann Gomm (Reception) for her efforts.

30.2 Adoption of a planned maintenance schedule. Members noted that year on year KTC's property/assets business grew and received an example of a schedule which would assist budget planning in December each year. It was **RECOMMENDED** to produce a draft planned maintenance schedule.

30.3 Kingsbridge In Bloom assets. Members noted that KIB assets were not insured however, in the event of the group being dissolved remaining assets were likely to become the property of KTC. It was **RECOMMENDED** for Kingsbridge In Bloom to become a sub-committee of KTC in order to streamline administration procedures.

30.4 Vegetation cut along Embankment Road in vicinity of Memorial Shelter. A long section of footway bordering the estuary was overgrown, diminishing in places 50% of the footway, and DCC was unable to provide priority status for maintenance. A quotation had been gleaned for clearance at £100. Moreover, an adjacent overgrown hedge required to be cut back. It was **RECOMMENDED** to clear vegetation along the footway and reduce a hedge in the vicinity of the Memorial Shelter.

30.5 Supply of traffic cones. All traffic cones held were in an unsatisfactory condition and required replacement; a quotation had been gleaned from South West Highways for a standard 65cm cone at £6 each (including delivery). It was **RECOMMENDED** to purchase 20 new traffic cones; and enquire regarding embossed marking.

30.6 Maintenance of wooden public seats x 19 & picnic benches x 3 (funding application to DCC ward members' locality budgets). County Cllrs Julian Brazil and Rufus Gilbert had supported a funding application (at £650 total) to clean, prepare and re-stain (using Danish Oil) all KTC owned public seats around town and 3 picnic tables at Britton's Field.

14/31 EXCLUSION OF PRESS AND PUBLIC

There were no members of press or public present.

Cllr Grills left the Chamber during the following agenda items: 14/32.1, 14/32.2 and 14/32.3.

14/32 QUOTATIONS

Members considered several quotations for proposed works:

32.1 Cemetery - upright & rectify all badly leaning memorials. It was **RECOMMENDED** to accept a quotation at £780 and for the work to be completed.

32.2 Cemetery - repair x 10 damaged memorials. It was **RECOMMENDED** to accept a quotation at £234 and for the work to be completed.

32.3 Churchyard - repair brickwork & refix sandstone top stone to grave vault. It was **RECOMMENDED** to accept a quotation at £222 and for the work to be completed.

32.4 Estuary decorative lighting – extension to Memorial Shelter. It was **RECOMMENDED** to delegate to Cllr Wingate and the Town Clerk the review of 3 quotations already received, alongside a shortly anticipated fourth quotation, and to provide full council with a Recommendation.

32.5 QH - roof leak 2nd floor store room. It was **RECOMMENDED** to accept a quotation at £1,300 and for the work to be completed.

32.6 QH grounds - repaint of car park/line marking. Members noted that the line marking had faded considerably but were mindful of other essential works. It was **RECOMMENDED** to defer a decision for the repainting of line marking.

32.7 Cemetery - tree survey & risk management plan. It was **RECOMMENDED** to accept a quotation at £750 and for the work to be completed.

32.8 Cemetery - fence alongside estuary perimeter. Members noted that a new fence would be beneficial but were mindful of other essential works. It was **RECOMMENDED** to defer a decision for fencing along the Cemetery's estuary perimeter and to gain further quotations.

32.9 Allotments – perimeter fence at side gate entrance. Members noted that a new fence would be beneficial but were mindful of other essential works. It was **RECOMMENDED** to defer a decision for fencing at Trebblepark allotments side gate and to gain further quotations.

14/33 DATE OF NEXT MEETING

Tuesday 16 December 2014 at 6.30 p.m.

The meeting closed at 7.45 p.m.