

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 P.M. ON TUESDAY 6 DECEMBER 2016 IN QUAY HOUSE

Present: Cllr Irene Jeeninga (Chairman)
Cllr David Baisie
Cllr Anne Balkwill
Cllr Robin Griffin
Cllr Chris Povey

In Attendance: Martin Johnson (Secretary)

16/37 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Barrie Fishman and Mike Jennings.

Public Open Forum

There were no members of public present.

16/38 DECLARATIONS OF INTEREST

There were no declarations of interest.

16/39 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 20 September 2016 which were approved by the Chairman as a correct record.

16/40 PLANNED MAINTENANCE SCHEDULE

Members received and considered a revised schedule and in particular completed/outstanding actions for the current financial year (FY) 16/17 were noted. It was **RECOMMENDED** to adopt the revised Planned Maintenance Schedule dated December 2016.

16/41 CCTV

Quotations had just been received to upgrade the current CCTV system. It was **RECOMMENDED** for the Town Clerk to provide a briefing to committee Members, to convene a working group to review the CCTV quotations, and to consider a proposal to full council.

16/42 CHRISTMAS LIGHTS

Members considered that the festive lights display was very effective and particularly the new displays: stars, street lamps and Bridge Street. A display mid-Fore Street was 'bright white' which required changing to 'warm white'. Members queried whether festoon lights could be introduced to Fore Street which would be investigated. The benefit of a local contract had been highlighted via a successful

immediate reaction to a Friday evening power cut which necessitated works on the Saturday morning prior to the Kingsbridge Celebrates Christmas event. The budget was extremely tight but had yet to be finalised.

16/43 QUAY HOUSE

43.1 Spot repair & painting of 8 sash windows, disabled toilet planning and investigation of 2nd floor rain leaks (kitchen & Room 9).

- The contracted decorator had been hastened,
- outcome of the listed building application was awaited for conversion of the ground floor toilet, and
- damp patches on the 2nd floor ceiling required investigation.

43.2 Works budget for FY 2016/17 (to include: redecoration of hallway, stairwell & landings, Council Chamber upgrades, disabled toilet conversion works, external noticeboard). It was noted that £11k had been earmarked in the draft budget FY 17/18 for: redecoration of Quay House hallway/stairwell/landings, conversion of the ground floor male to a wheelchair accessible toilet, and a new external notice board. A recent Policy Committee had highlighted a requirement for upgrading the Council Chamber and quotations were being sought.

43.3 Feedback: vinyl coverings for stairs, landings and 2nd floor kitchen. Works had been completed to a good standard.

16/44 QUAY HOUSE GROUNDS

44.1 External notice board repainting. The existing notice board, earmarked for replacement FY 17/18, was very shabby but would be repainted as best possible.

44.2 Feedback: Virginia Creeper cutting, tree felling at rear of Garage and tree pollarding Boons Lane. Works had been completed; 2 trees in Quay House grounds would require further surgery next FY 17/18.

16/45 BANDSTAND

Spot repairs & repainting of stanchions, rubber matting around Trim Trail equipment and repainting of Trim Trail rower. The contracted decorator had been hastened and the grounds maintenance contractor would action the rubber matting shortly.

16/46 EMBANKMENT ROAD CEMETERY

46.1 Flower beds' planting. Funding remained in Restricted Reserves for planting which required careful consideration given its location and advice from Kingsbridge In Bloom was needed.

46.2 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. A local tree surgeon would commence works shortly to cut dead tree limbs overhanging the foreshore; works to be programmed within the available

tidal window. It was anticipated that circa 75% of the overall works identified could be completed within the available current FY 16/17 budget.

46.3 Cemetery wall repairs (car damage 9 November 2016). The Town Clerk had met 2 stonemasons on site and quotations were anticipated shortly to repair the damaged wall. Devon County Council had reported that the wall needed to be made safe as quickly as possible. An insurance claim was progressing. It was anticipated that overall works would take circa 3 weeks with closure of one carriageway and management by traffic lights.

16/47 ST EDMUNDS CHURCHYARD

Grounds maintenance and railings repainting. Cllr Romanos had provided advice on materials for railings repainting; to be actioned spring 2017.

16/48 TREBBLEPARK ALLOTMENTS

48.1 Tenancy, condition of plots and vacant plots. Nil issues; the allotments did not look their best at this time of year.

48.2 Plot markers. To be actioned via wooden stakes, DIY staff painting and stencilling.

48.3 Fallen tree. A dead tree had fallen on a plot, grounds maintenance contractor had chopped/removed and firewood supplied to the plot holder as a goodwill gesture.

16/49 LAND OFF DERBY ROAD

49.1 Grounds maintenance. A further grounds clearance would be actioned spring 2017.

49.2 Kingsbridge Feoffees' option agreement to buy 12 August 2008. Cllr Balkwill reported that the Feoffees concept was for 4 x 3 bedroom dwellings (2 x semi-detached) and 2 x flats (one dwelling) i.e. 5 units in total. The option agreement between the Feoffees/Town Council required an approved planning application and agreement on a purchase price. The matter would be discussed at the full council meeting 13 December under confidential matters as there were contract/legal implications.

16/50 WAR MEMORIAL

Condition and new commemoration. The Royal British Legion (RBL) had researched that a Kingsbridge soldier, killed in WW1, was missing from the inscription however, there was no remaining space to make an addition which was high risk in any event. It was **RECOMMENDED** to gain a quotation to install an additional plaque on the base of the Memorial and to ascertain if the RBL may be willing to part-fund.

16/51 EMBANKMENT DECORATIVE LIGHTS

Extension to the Memorial Shelter. The Town Clerk had met South Hams District Council (SHDC) officers on site alongside Steve Mammatt (light railway) to consider the location of lighting columns in the grass verge. The project was progressing.

16/52 ANY FURTHER IMMEDIATE PROPERTY MATTERS

Bandstand – electrical supply. Members noted that a few stalls used a power supply from the Bandstand for the bi-monthly market but had never been charged. The annual electrical inspection cost circa £150. It was **RECOMMENDED** to charge the Farmers Market £150 per annum for an electrical supply from the Bandstand.

Fencing. Quotations for an estuary perimeter fence in the Cemetery and replacement of a fence at Trebblepark Allotments would be supplied to the next committee meeting.

16/53 DATE OF NEXT MEETING

Tuesday 21 March 2017 at 6.30 p.m.

The meeting closed at 8.10 p.m.