

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 27 JUNE 2017 IN QUAY HOUSE**

Present: Cllr Irene Jeeninga (Chairman)
Cllr David Baisie
Cllr (desig) Dena Bex
Cllr Anne Balkwill
Cllr Robin Griffin
Cllr Mike Jennings
Cllr Chris Povey

In Attendance: Martin Johnson (Secretary)

17/01 ELECTION OF CHAIRMAN

Cllr Jeeninga was elected as the Chairman of the Property Committee for mayoral year 2017/18.

17/02 APOLOGIES FOR ABSENCE

There were no apologies for absence.

Public Open Forum

There were no members of public present.

17/03 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/04 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 21 March 2017 which were approved by the Chairman as a correct record.

17/05 PLANNED MAINTENANCE SCHEDULE

Members received and considered a Planned Maintenance Schedule for financial year 2017/18; Members referred to the report throughout the meeting as agenda items were discussed. It was **RECOMMENDED** to adopt the revised Planned Maintenance Schedule dated 12 June 2017.

17/06 ASSET REGISTER

The Asset Register would be reviewed in July.

17/07 CCTV

A final specification for the CCTV upgrade had been agreed at the full council meeting held on 13 June 2017. The contractor had commenced the upgrade and completion was anticipated by mid-July.

17/08 CHRISTMAS LIGHTS

Planning for the Christmas Lights display 2017/18 would commence in August.

17/09 QUAY HOUSE

09.1 Internal redecoration. Discussed at 20.1.

09.2 Disabled toilet conversion. Quotations had been requested.

09.3 Council Chamber upgrade (Solar Farm community benefit project). Discussed at 20.2, 20.3 & 20.4.

09.4 Guttering clearance. To be actioned shortly via cherry picker.

09.5 Feedback: spot repair & repainting of 8 sash windows, porch column repairs, ground floor kitchen box gutter mortar/slating & 2nd floor kitchen new flat roof, external notice board, front door repaint and Mail Room replacement glass pane. Actioned recently.

17/10 QUAY HOUSE GROUNDS

10.1 Virginia Creeper cut. Required shortly to just above ground floor window level. The Creeper would always present management issues as it was so fast growing in summer and had the potential to spoil the recently painted sash windows.

10.2 Tree surgery (trees adjacent Library & Creeks End). It was noted that the 3 trees close to the Library had grown quickly following pollarding and trees bordering Boons Lane/Creeks End required pollarding over Quay House grounds to provide better shaping. The Town Clerk to gain quotations and to ascertain the way forward given a limited budget.

10.3 Feedback: courtyard clearance and driveway pothole repairs. Actioned recently.

17/11 BANDSTAND

11.1 Spot repairs & repainting of metal stanchions. Discussed at 20.5.

11.2 Electrical inspection. To be carried out in July.

11.3 Feedback: annual clean and rubber matting around Trim Trail equipment (stage 2). Clean actioned in May; rubber matting works to be actioned shortly.

17/12 EMBANKMENT ROAD CEMETERY

12.1 Grave/cremation spaces. In theory a maximum of 16 full burial plots remained following cut back of shrubbery and reclamation of all available space around the Cemetery perimeter in 2016. In reality not all of the spaces may be suitable. Two rows of cremations' spaces were available bordering the edge of the 'half-moon' shaped footpath at the rear of the upper terrace.

12.2 Grounds maintenance/mole control. Satisfactory; given the amount of debris from nesting birds in the Holm Oaks adjacent to Embankment Road. The grass had previously been allowed to grow longer to exhibit spring wild flowers and an area would not be cut in August to allow the rare orchids, Autumn Ladies Tresses, to grow.

12.3 Flower beds. The planted grasses were still immature and required time to grow.

12.4 Tree surgery in accordance with tree survey January 2015 (year 3 of 5 works in current financial year 2017/18) and further estuary perimeter tree surgery. Approximately 75% of trees growing from the estuary perimeter bank had been felled from the foreshore and the remainder would be felled in September 2017 outside the nesting season. It was anticipated that the available budget would also achieve the clearance of undergrowth within the Cemetery itself, bordering the estuary, and some tree surgery along the western boundary next to Widegates.

12.5 Cemetery wall repairs. A section of wall damaged in November 2016 had been repaired recently however, further vehicular damage had taken place on 23 June 2017.

12.6 Side gate step repairs (east side). To be actioned shortly.

12.7 Fencing along estuary perimeter. Discussed at 20.6.

12.8 Feedback: flower beds completion and debris clearance. Flower beds actioned; debris clearance to be actioned shortly.

17/13 ST EDMUNDS CHURCHYARD

13.1 Grounds maintenance. Church Wardens had requested more frequent grass cutting; the Town Clerk had reported KTC's finite resource and had arranged to meet them shortly to discuss.

13.2 Railings repainting. Spot painting would be actioned during summer 2017. It was reported that a small section of railings had been damaged which may have been vandalism.

17/14 TREBBLEPARK ALLOTMENTS

14.1 Tenancy and condition of plots. There were no plots available. Cllr Jeeninga reported that some plots required some TLC and Reception staff would monitor the situation.

14.2 Plot markers. Circa 75% of the numbered wooden markers had been installed with the remainder to be actioned shortly.

14.3 Fencing at side gate. To be discussed at 20.7

17/15 LAND OFF DERBY ROAD

A grass cut had been actioned recently. It was reported that some green waste had been dumped on the site.

17/16 WAR MEMORIAL

A quotation had been accepted to supply and install an additional commemoration to be fixed to the granite plinth of the War Memorial at £175. The Royal British Legion had agreed to pay 50% of the costs.

17/17 EMBANKMENT DECORATIVE LIGHTS

The new festoon lights extension to the Memorial Shelter had been completed. As anticipated, the original run of lights now looked very faded when compared to the brightness of the new lights. A quotation to replace all bulbs on the original run would be gleaned. A commemorative plaque for Cllr Beryl Washington, as previously discussed at full council, would be worked up with the new lights to be promoted via a press release.

17/18 ANY FURTHER IMMEDIATE PROPERTY MATTERS

None.

17/19 EXCLUSION OF PUBLIC AND PRESS

There were no members of the public or press present.

17/20 QUOTATIONS

Taken in confidential session.

17/21 DATE OF NEXT MEETING

26 September 2017 at 6.00 p.m.