

Kingsbridge Town Council

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT 6.30 p.m. ON TUESDAY 15 DECEMBER 2015 IN QUAY HOUSE

Present: Cllr Irene Jeeninga (Chairman)
Cllr Barrie Fishman
Cllr Sandy Gilbert
Cllr Robin Griffin
Cllr Wayne Grills
Cllr Alisia Jennings

In Attendance: Martin Johnson (Secretary)

15/38 APOLOGIES FOR ABSENCE

There were no apologies for absence.

15/39 DECLARATIONS OF INTEREST

There were no declarations of interest.

15/40 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 15 September 2015 which were approved by the Chairman as a correct record.

15/41 PLANNED MAINTENANCE SCHEDULE

Members were in receipt of a revised Planned Maintenance Schedule which earmarked known works for the current financial year, next financial year and thereon. It was noted that the draft budget for financial year 2016/17 included funding (proposed at the last committee meeting) for: Quay House external painting, Bandstand spot repairs/repainting, Cemetery tree surgery, Allotments tree surgery and cleaning/oiling of public seating.

15/42 CCTV

Members noted that the draft budget for financial year 2016/17 included funding for a CCTV initial upgrade and a sinking fund for further upgrades. It was **RECOMMENDED** to arrange a meeting with Sound & Visual Systems to discuss CCTV upgrades.

15/43 CHRISTMAS LIGHTS

Prior to the meeting members had conducted a thorough Christmas Lights walkabout. Members noted that a TAP Fund bid had been made to install new illuminations and feedback would be received early 2016. It was **RECOMMENDED** to explore the following suggestions for the 2016/17 festive display:

- Encourage shops to dress/illuminate their windows.
- An illuminations display across the front of the Shambles.
- Extend/widen the current cross-street displays in Fore Street.
- Snow drop/icicle nets between catenary wires (north to south).
- Illuminate trees on the Town Square.

15/44 QUAY HOUSE

44.1 Wheelchair accessible toilet. Architect drawings were awaited in order that a specification could be drawn up and quotations gained.

44.2 Level of access path to front door. Members considered that a permanent solution was required to raise the level of the area outside the main door.

44.3 Outside tap. It was **RECOMMENDED** to install an outside tap at circa £140; to be located at the side of Quay House and operated by key to provide security.

44.4 Window repairs. It was **RECOMMENDED** to fix the sash window in Room 8 which did not open and repair the damaged main stairwell window cill.

44.5 Staircase linoleum. Estimates were being gained to replace the linoleum on the main staircase, 1st & 2nd floor landings and 2nd floor kitchen.

44.6 Emergency lighting. Members noted that funding may not be available from the current financial year budget to upgrade/replace the emergency lighting.

44.7 Portable appliance testing. Last conducted in 2013, it was **RECOMMENDED** to undertake PAT early in the next financial year 2016/17.

15/45 QUAY HOUSE GROUNDS

Car park/road line marking. A quotation had already been agreed but the works could not take place until the new lease for the Rear Hall had been finalised.

15/46 BANDSTAND

46.1 Mud. Members noted that the area around the Trim Trail exercise equipment/tiger mulch surfacing had become very muddy due to heavy use. It was **RECOMMENDED** to lay bark chippings as a temporary measure to soak up the mud and to investigate a permanent solution.

46.2 Drainage. Water gullies had been cemented at the rear of the Bandstand to aid surface water flow into drains.

15/47 EMBANKMENT ROAD CEMETERY

47.1 Terrace repairs & repointing. Ongoing and scheduled to be completed by end January 2016.

47.2 Flower beds. New soil/plants to be actioned on completion of the above works.

47.3 Interpretation panel. District Cllr Wright and the Town Clerk were due to meet the graphic designer on the following day to receive drafts for the panels to be installed at West Alvington and the Cemetery.

47.4 Tree surgery. Year one works earmarked in the Woodland Management Plan had been completed. Year 2 works would be scheduled for autumn 2016 outside the nesting season.

47.5 Grounds maintenance. Members discussed grounds maintenance and grass cutting and it was then **RECOMMENDED** to extend the current contract by a further 3 years until 31 March 2019; subject to annual review and the agreement of both parties.

The Town Clerk had conducted a recent walkabout with the grounds maintenance contractor and further shrubbery/vegetation clearance had been identified.

47.6 Memorial debris clearance. Members sighted photos of debris which had accumulated over several years but which had now become visible because of recent tree surgery and woodland clearance. It was **RECOMMENDED** to clear all memorial debris from within the Cemetery and remove via skip.

15/48 LAND OFF DERBY ROAD

The vegetation had recently been cut.

15/49 ST EDMUNDS CHURCHYARD

49.1 Railings/northern boundary stone wall. A large corner stone on the boundary wall had been refixed and steel rods had been driven/glued into the stone pillows to provide strengthening. Members noted that a brace was required between 2 sections of railings.

49.2 Grounds maintenance. Shrubby/vegetation clearance would be required in spring 2016.

15/50 TREBBLEPARK ALLOTMENTS

50.1 Condition of plots. A few allotments were not being cultivated but members noted it was difficult to manage plots over the winter months.

Wooden plot markers deteriorated quickly and replacement via another solution would be investigated.

50.2 Boundary fencing. The Town Clerk was due to meet a resident of Courtlage Walk on the following day to discuss a gap in the fencing adjacent to their property. It was KTC's responsibility to maintain the concrete post/wire mesh boundary fencing in situ. It was noted that some work was also required at the main and side gate entrances to overcome potential safety defects.

15/51 ANY FURTHER IMMEDIATE PROPERTY MATTERS

None.

15/52 DATE OF NEXT MEETING

Tuesday 15 March 2016 at 6.30 p.m.

The meeting closed at 7.40 p.m.