

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 26 JUNE 2018 IN QUAY HOUSE**

Present: Cllr Samantha Dennis (Chairman)
Cllr David Baisie
Cllr Anne Balkwill
Cllr Philip Cole
Cllr Robin Griffin
Cllr Irene Jeeninga

In Attendance: Martin Johnson (Secretary)

18/01 ELECTION OF CHAIRMAN

It was **RESOLVED** to elect Cllr Dennis as Chairman for the meeting.

18/02 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dena Bex and Mike Jennings.

Public Open Forum

There were no members of public present.

18/03 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/04 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 27 March 2018 which were approved by the Chairman as a correct record.

18/05 PLANNED MAINTENANCE SCHEDULE & BUDGET FY 2018/19

Members received and considered a revised Planned Maintenance Schedule dated June 2018 and referred to the report throughout the meeting as agenda items were discussed.

18/06 CCTV

The upgraded CCTV system was operating well and regularly interrogated by the Neighbourhood Police Team.

The Police & Crime Commissioner's project to introduce monitoring of local councils' CCTV systems was reported upon; the next stage was to arrange a Police visit to Quay House to establish if the Town Council's (KTC) system was compatible.

18/07 QUAY HOUSE

07.1 Council Chamber upgrade phase 2. Members considered that upgrades actioned in the previous financial year had made the Chamber appear very smart. It was noted that a budget was available to further improve the room and it was

RECOMMENDED:

- Screens were not required to hide the large tables and top table/plinth.
- Photographs of the room should now be taken by a local photographer however, actual wedding ceremony photos were required. Therefore, liaison should take place with a wedding party to seek approval to take photographs and a room hire discount could be provided.
- After discussion, former Mayors' photos should not be re-hung on the corridor outside the Council Chamber. A digital record of the photos should however, be preserved which could be placed on the website and forwarded to the Museum.
- Two desk lamps (green glass bankers lamps) to be purchased for the top table/plinth.
- One chair and a small desk to be stripped of varnish/stain and the outcome considered before any further decisions were made on all the wooden chairs and tables; to be actioned by Cllr Baisie.
- A digital projector and sound system were not required as wedding parties brought their own music systems.
- Uplighters to be researched to be positioned on the 2 wooden cabinets.
- A new clock was required; it may be possible for a vintage bakelite wall clock in storage to be made operational.
- The more recent wooden plaque with former Mayors' names to be stripped and names to be re-painted in black.
- The carpet to be cleaned annually.
- Future use of the space and enhancements should continue to be considered.

07.2 FY 18/19 works. An electrical inspection report and supply/installation of 2 concrete bollards to protect external wooden porch columns were to be actioned. Guttering clearance and a spring clean in 2019 may also be required.

07.3 Feedback. Council Chamber carpet had been cleaned, new curtains fitted, mayors' name plaques re-hung and a painting of the first Town Mayor restored and hung.

18/08 QUAY HOUSE GROUNDS

08.1 Community Resilience equipment store. KTC's application for listed building consent to supply a small shipping container in the grounds was being considered by South Hams District Council (SHDC). If successful, all equipment in the current garage/store and rear courtyard would be re-stored and pot hole repair kit purchased.

08.2 New stacking chairs/related equipment. Members noted that stacking chairs were circa 20 years old and many were in an unsatisfactory condition. A couple of local organisations used a bespoke trolley/stacking chair system. Folding

tables were usable but required table cloths to disguise their bruises. It was **RECOMMENDED** to replace the current stacking chairs with a trolley/chairs system.

08.3 FY 18/19 works. Tree surgery may be required in the autumn.

08.4 Feedback. The rear courtyard had been cleared of unwanted items/rubbish, driveway potholes repairs and garage/store fascia repaired and repainted.

Members agreed that the shrub bed along the northern bank/perimeter of the grounds should be maintained purely for shrubs as flowers did not thrive.

SHDC's road sweeper collected litter at circa 8.00 a.m. each day and Staff augmented such action. However, litter was a perennial matter in the grounds.

18/09 BANDSTAND

09.1 FY 18/19 works. The annual electrical test and new doors/lock for the nearby electrical cabinet were to be actioned.

09.2 Feedback. A power wash of the base and hand wash of the inner Bandstand had been completed.

18/10 EMBANKMENT ROAD CEMETERY

10.1 Grave/cremation spaces. A maximum of 17 full burial plots remained but realistically only 14 could be used; at this juncture the cemetery would be closed for coffin burials. Two rows for cremated remains were to be introduced alongside the half-moon shaped footpath below the central terrace which would provide at least 20 further spaces for casket burials.

10.2 Grounds maintenance, mole control and clearance of footpaths. Grass cutting was satisfactory and completed twice per month April to September. Mole control was maintained on a monthly basis.

Although satisfactory for its estuary setting the cemetery required further grounds maintenance works: eradication of weeds on the terrace, removal of dead leaves from the footpaths bordering Embankment Road, removal of a rusty wheel barrow, washing of side gate signage, cutback of overgrown shrubbery from around the perimeter and corrugated sheets used by grave diggers to be hidden from site when not in use.

Devon County Council (DCC) had requested KTC feedback on a proposal to introduce a pedestrian access from the land opposite at Selworthy Court as part of a planning application (4257/17/OPA) currently under consideration. Members reviewed a drawing which identified the potential for an access position circa midway between the cemetery's main gate and eastern side gate. It was **RECOMMENDED** to reply to DCC that a new access was not supported for the following reasons:

- The suggested access position was within a 40 mph zone and considered too dangerous for pedestrians to cross this busy main road.

- Given the narrow carriageway, with no pavement at either side of the highway, drivers would not anticipate pedestrians crossing.
- This is already a high risk stretch of highway and vehicles regularly drive above the speed limit. The cemetery wall had been hit on a number of occasions over the years. There were 2 accidents in 2016 and one vehicle had actually crashed through the wall and landed within the cemetery.
- The cemetery dating from the early 1800s was aesthetically very pleasing with large ornate iron main gates, located centrally along the stone wall highway perimeter, and 2 similar iron side gates at polar ends. Breaking into the stone wall to provide a further access position would really spoil such aesthetics. There was also a difference in elevation levels of circa one metre between the highway and the perimeter footpath within the cemetery which ran alongside it.

10.3 FY 18/19 works. Removal of old wire fencing along the estuary perimeter, further notices to identify the cliffside, perimeter vegetation/shrubbery clearance and potential tree surgery along the western perimeter in autumn were to be actioned.

18/11 ST EDMUNDS CHURCHYARD

11.1 Grounds maintenance. Grass cutting was satisfactory and, similar to the Cemetery, actioned twice per month April to September.

Although satisfactory for its market town setting the cemetery required further grounds maintenance works: cutback of valerian growing from stone walls, eradication of ivy, cutback of buddleia/holly and crown reduction of a large tree in the lower levels.

11.2 Condition of northern boundary wall. The wall was leaning slightly into Church Steps passageway but was assessed as low risk. The railing atop the wall were leaning at a greater angle however, pins had already been installed into the buttresses to provide added strength. The wall would continue to be monitored.

11.3 FY 18/19 works. Shrubbery clearance from lower levels and painting of perimeter railings were to be actioned.

18/12 TREBBLEPARK ALLOTMENTS

12.1 Tenancy and condition of plots. All 49 plots were let and 2 had very recently been re-allocated. Most plots were being well cultivated with only 4 in an unsatisfactory condition; the latter plotters would be contacted to ascertain if they wished to continue. Kingsbridge In Bloom would make excellence awards to 6 plots including a first prize.

12.2 FY 18/19 works. Grass and nettles to be cut near the main entrance off Hurrell Road and tree lopping/felling to be considered.

The sign at the main entrance gate required cleaning and signage per se required reviewing to include KTC's contact details.

18/13 LAND OFF DERBY ROAD

13.1 FY 18/19 works. Vegetation was circa 6 feet high in places and required cutting.

13.2 Potential land use options. It was likely that Kingsbridge Feoffees would review a proposal for a residential development on the land which may require an extension to their current option agreement.

18/14 WAR MEMORIAL

The War Memorial had been professionally cleaned.

18/15 EMBANKMENT DECORATIVE LIGHTS

All 15 festoon lights' posts would be painted gloss black as part of the current public realm painting project (agenda item 18/16.1). Bulb cleaning would take place over summer and ad hoc maintenance was likely. The invoice for the extension of lights still required resolution with the contractor despite several hasteners.

18/16 ANY FURTHER IMMEDIATE PROPERTY MATTERS

16.1 Public realm painting. Gloss black painting of bollards, pedestrian safety railings, festoon lights' posts, grills at base of trees, heritage street lamps and hanging basket posts were all progressing.

16.2 Painting over graffiti in Eastern & Western Backways. A walkabout was required to establish quantity/types of paint required and a working party of volunteers needed to be worked up.

16.3 Fore Street Car Park ingress/egress. Introduced at the last meeting, Members considered that making the entrance off Fore Street one-way, with exit on to Cookworthy Road, would make the car park safer for pedestrians and more user-friendly. It was **RECOMMENDED** to request SHDC to consider making access to Fore Street Car Park one-way off Fore Street.

16.4 Maintenance of public seats. KTC maintained 25 public seats/picnic benches around the town and in the parks. Maintenance required cleaning and either re-oiling, re-staining or re-painting dependent on finish. Chiefly, 3 in number public seats in Duncombe Park required works. Maintenance to take place during July.

16.5 Christmas Lights checks & maintenance of overhead catenary wires & eyebolt fixings. Guidance was for checks every 3 years which was due ahead of the Christmas 2018/19 display. It was a task for a specialist contractor. It was **RECOMMENDED** to action checks of the Christmas Lights overhead fixtures and fittings.

16.6 Town Centre Task Force projects and expenditure FY 18/19. A healthy budget was available for projects. It was **RECOMMENDED** for the Task Force to come under the auspices of the Policy Committee.

16.7 Weekly & quarterly staff checks of Assets. Staff continued to carry out checks which were logged.

16.8 Assets Register. The Asset Register had been reviewed at the end of the financial year ending 31 March 2018.

18/17 DATE OF NEXT MEETING

Tuesday 25 September 2018 at 7.00 p.m.