

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 25 SEPTEMBER 2018 IN QUAY HOUSE**

Present: Cllr Samantha Dennis (Chairman)
Cllr Philip Cole
Cllr Irene Jeeninga

In Attendance: Martin Johnson (Secretary)

18/18 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs David Baisie, Anne Balkwill, Dena Bex, Robin Griffin and Mike Jennings.

Public Open Forum

There were no members of public present.

18/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/20 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 26 June 2018 which were approved by the Chairman as a correct record.

18/21 PLANNED MAINTENANCE SCHEDULE & BUDGET FY 2019/20

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

21.2 It was **RECOMMENDED** for the Finance Committee to consider budgets for the following works/projects in financial year 2019/20:

- preparation and re-painting of all windows, fascia, soffits, gutters and downpipes on the west and north elevations of Quay House to include scaffolding,
- preparation and painting of the Bandstand inner roof, inner metal framework and wooden hexagonal pillars, and
- 1,000m of new polyester bunting.

18/22 ASSET REGISTER & INSURANCE SCHEDULE

The Asset Register provided 2 costs for all items: the acquisition cost which was required for the end of financial year accounts in March and an insurance valuation which was required for the schedule renewal in August. Members noted that it was labour intensive to reconcile the Register and identified that it would be easier if both were tuned to the financial year; the Town Clerk to investigate.

18/23 QUAY HOUSE

23.1 Council Chamber upgrade phase 2. Members noted that:

- Mayors' nameboards re-lettering and re-hanging would be actioned shortly,
- chairs and tables refurbishment would be investigated, and
- a vintage bakelite wall clock would be examined for potential refurbishment shortly.

Members received information on uplighter lamps to match the recently purchased desk lamps; to be positioned in the Council Chamber recesses either side of the display cabinets. It was **RECOMMENDED** to purchase 2 in number tiffany style floor uplighters.

23.2 Supply and installation of bollards to protect porch columns. Members considered either concrete or Manchester bollards and it was **RECOMMENDED** to delegate to Cllrs Cole & Dennis and the Town Clerk to investigate further and to make a recommendation to the full council.

23.3 Solar panels for roof of Quay House. Members considered that a cost-benefit analysis and payback period were required and it was **RECOMMENDED** for Cllr Fishman to investigate.

23.4 Feedback: electrical inspection condition report/defects, promotion of weddings, flower troughs and desk lamps. All actioned.

18/24 QUAY HOUSE GROUNDS

24.1 Community resilience equipment store (listed building consent, supply and installation). Planning permission had been granted for the store on 14 September 2018. Conditions included:

- the colour of the unit to be agreed in writing with the Local Planning Authority to ensure it blended appropriately with the setting, and
- the unit had to be erected on a base of sleepers to avoid unnecessary digging around tree roots.

24.2 New stacking chairs/trolley. Members considered examples and it was **RECOMMENDED** to delegate the purchase of a stacking chair/trolley system for 40 or 60 chairs to Cllr Dennis and the Town Clerk and for all the old chairs to be disposed of.

24.3 Potential tree surgery in autumn 2018. Dependent on available budget, some minor tree surgery may be required.

18/25 BANDSTAND

25.1 Feedback: Electrical test and electrical cabinet doors/lock repair.

Actioned. Nil pick-ups had been recorded during the testing.

Members noted that a commemorative plaque on the Bandstand was difficult to read and it was **RECOMMENDED** for the lettering to be re-painted.

18/26

EMBANKMENT ROAD CEMETERY

26.1 Potential tree surgery to 5 in number Holm Oaks bordering Embankment Road (A379). Members received the following report:

- Historically there had been 12 Holm Oaks on the northern perimeter of the Cemetery bordering the A379; 7 to the west of the main gate and 5 to the east. Tree surgery had taken place since the mid-1990s.
- Tree T6 had been felled due to a re-assessment of high risk following the toppling of a large limb into the Cemetery in late August. This now left 5 Holm Oaks in total; 4 to the west of the main gate and 1 to the east.
- Tree works had been scheduled via a 5 year plan following a professional tree survey in January 2015. FY 15/16 had actioned all immediate tree surgery including felling one of the Holm Oaks; FYs 16/17 and 17/18 had completed tree felling along the estuary perimeter/woodland area.
- Weekly checks of the Cemetery were conducted by Staff and more thorough quarterly checks, including sighting from the foreshore, were actioned quarterly by the Town Clerk.
- All 5 remaining Holm Oaks were reported as having a Medium SULE (safe useful life expectancy) in 2015 with a recommendation for annual monitoring. However, recent checks had noted further decay fungi, deadwood in the crowns, water ingress and likely internal defects.

Members agreed that the remaining Holm Oaks bordering the A379 posed a risk and public safety should be of paramount importance. It was **RECOMMENDED** to consider the felling of 5 Holm Oaks and to gain an initial estimate of costs.

26.2 Grave/cremation spaces. Further to the last meeting, about 14 full burial plots were available and 2 new rows of cremated remains could be introduced.

26.3 Grounds maintenance. Grass cutting was satisfactory however, no grounds maintenance had taken place in the north west area of the Cemetery/around the terrace due to tree felling/seasonal growth of rare orchids.

Four historic gravestones had been damaged when a large limb from a Holm Oak had toppled.

26.4 Perimeter vegetation/shrubbery clearance. Programmed for autumn via the grounds maintenance contractor.

26.5 Feedback: felling of Holm Oak (T6), removal of old wire fencing along estuary perimeter and notices to identify cliffside. All actioned.

18/27

ST EDMUNDS CHURCHYARD

27.1 Grounds maintenance. Grass cutting was satisfactory.

27.2 Shrubbery clearance from lower levels. Programmed for autumn via the grounds maintenance contractor to clear overgrowth of valerian, ivy, buddleia and holly. A tree in the lower levels had grown too large for its setting and needed to be reviewed in due course.

27.3 Painting of perimeter fencing. Required completion.

18/28 TREBBLEPARK ALLOTMENTS

28.1 Tenancy and condition of plots. All 49 plots continued to be let and the vast majority were being well cultivated. Kingsbridge In Bloom had made excellence awards to 6 plots recently.

28.2 Grounds maintenance. Vegetation clearance at the main entrance and some minor tree surgery were required.

28.3 Feedback: new 2 in number entrance signs. Received and to be fixed shortly.

18/29 LAND AT DERBY ROAD

29.1 Grounds maintenance. Programmed for early October via the grounds maintenance contractor to clear vegetation.

29.2 Planning permission 2097/18/FUL for affordable housing development. South Hams District Council had granted Kingsbridge Feoffees permission for a development of 4 x 3 bed houses and 2 x 1 bed flats for affordable rent with associated external works and parking on 7 September 2018. The Feoffees had been granted an extension to 18 November 2018 for its option to purchase the land from KTC.

18/30 WAR MEMORIAL

30.1 Condition and cleaning. The Memorial would receive a bi-annual clean in early November in readiness for Remembrance Sunday.

18/31 EMBANKMENT DECORATIVE LIGHTS

31.1 Bulb cleaning and maintenance. Actioned in July 2018.

18/32 CCTV

18.1 Update. The contractor was due to visit shortly to address some snags with recalling footage in a timely manner; it was anticipated that the CCTV system would be fully operational again shortly.

18.2 Police & Crime Commissioner's project for local councils. An update was awaited.

18/33 CHRISTMAS LIGHTS

33.1 Budget, testing of eyebolts/catenary wires, new displays, Christmas Tree, draft plan and timeline. Members received the following report:

- Budget: KTC funding plus a grant, donation and sponsorship was circa £11k. An overspend was not anticipated.
- Testing of eyebolts/catenary wires: programmed for late September/early October.
- New displays: 5 in number cross-streets had already been purchased.
- Christmas tree: a new contractor had been sourced for a 22 foot tree; effectively 18 feet above ground.
- Draft plan: 12 x cross-street displays in Fore Street with an alternate blue then white colour theme, white bulb festoon in Mill Street with 1 x cross-street display, 2 x cross-street displays in Bridge Street, 5 x street lamp displays around Quay roundabout, white bulb festoon around the Town Square with red motifs on 6 x street lamps, sleigh & reindeer colour display atop the Bandstand with icicles on the roof, large stars at the Information Centre & Quay House, and Christmas tree with lights in Quay House grounds.
- Timeline: installation on Sundays 18 & 25 November in readiness for official switch-on Saturday 1 December (Kingsbridge Celebrates Christmas), 5 week display ending Wednesday 2 January and stow away Sunday 6 January.

It was **RECOMMENDED** to approve the Christmas Lights programme for the 2018/19 display.

18/34 ANY FURTHER IMMEDIATE PROPERTY MATTERS

34.1 Feedback: Public realm painting. All completed and positive feedback received from members of public.

34.2 Painting over graffiti in Eastern & Western Backways. Not actioned to date and had been on the 'jobs list' for a considerable time. Members had agreed to form-up a working party alongside a local recruitment drive.

34.3 Maintenance of public seats. Annual cleaning and re-oiling or re-painting had been actioned with some works to be completed i.e. 4 x picnic benches in Briton's Field, 1 x public seat at Knowle House Close and 4 x public seats in Duncombe Park required maintenance before winter set-in.

34.4 Weekly & quarterly staff checks. Continued to be actioned and noted.

34.5 Dishwasher for Quay House. Cllrs Cole & Dennis to investigate whether a dishwasher was required for the ground floor kitchenette.

34.6 Red telephone box/'world's smallest night club'. Cllrs Cole, Fishman & Gall were managing; some mirror panels had been re-fixed and NBC News/Today wished to carry out some filming shortly. A suggestion for external sponsorship was progressing.

18/35 DATE OF NEXT MEETING

Tuesday 18 December 2018 at 7.00 p.m.

The meeting closed at 8.30 p.m.