

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 18 DECEMBER 2018 IN QUAY HOUSE**

Present: Cllr Samantha Dennis (Chairman)
Cllr Anne Balkwill
Cllr Philip Cole
Cllr Irene Jeeninga
Cllr Mike Jennings
Cllr Peter Ralph

In Attendance: Martin Johnson (Secretary)

18/36 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dena Bex and Robin Griffin.

Public Open Forum

There were no members of public present.

18/37 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/38 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 25 September 2018 which were approved by the Chairman as a correct record.

18/39 PLANNED MAINTENANCE SCHEDULE & BUDGET FY 2019/20

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

18/40 QUAY HOUSE

- 40.1 Council Chamber upgrade phase 2.** Members received suggestions for a new carpet, covers for night storage heaters and artificial plants. It was **RECOMMENDED** to:
- Support the supply and installation of 5 bespoke covers for night storage heaters (4 in the Council Chamber and 1 in the entrance hallway) and for fretwork inserts to be metal rather than mdf. A revised proposal to be worked-up and forwarded to committee Members. A budget was available within the current financial year.
 - Not support a new carpet. The current carpet was deemed satisfactory but should be cleaned when required.
 - Support the supply of 2 large artificial plants to be positioned atop the display cabinets in lieu of current smaller real plants which were struggling to survive given lack of light in the corners of the room.

40.2 Supply and installation of Manchester bollards to protect porch columns.

Following the previous meeting Cllrs Cole & Dennis had met and considered that bollards painted black which matched those in the Town Square and environs would be appropriate. It was **RECOMMENDED** to supply and install 2 in number Manchester bollards in front of the porch.

40.3 Feedback: mayors' boards re-lettering, uplighters, clock, annual fire equipment checks, dishwasher, contract cleaning & minor repairs. All actioned.

Following the previous meeting Cllrs Cole & Dennis had met and considered that a dishwasher was not required for the ground floor kitchenette.

18/41 QUAY HOUSE GROUNDS

41.1 Community resilience equipment store: planning consent, supply & installation. The Town Clerk had liaised with SHDC Development Management, had agreed in principle the 2 conditions regarding planning consent and an application would be submitted shortly.

41.2 Feedback: stacking chairs/trolley, nil requirement for tree surgery & 2nd Courtyard clearance. All actioned. It had been determined that tree surgery was not required during the current financial year.

18/42 BANDSTAND

Following the previous meeting the commemorative plaque on the Bandstand had been examined and it would be very difficult to remove without damaging either the plaque itself or the wood pillars. Therefore, re-painting the lettering in situ would be investigated.

18/43 EMBANKMENT ROAD CEMETERY

43.1 Tree survey of 5 in number Holm Oaks bordering Embankment Road (A379).

The full council meeting on 13 November 2018 had agreed to commission a tree assessment which was anticipated shortly. The report would be an agenda item for the full council meeting to be held on 15 January 2019.

43.2 Grave/cremation spaces. Limited grave spaces were available for full burials and a new row for cremated remains had been established adjacent to the terrace.

43.3 Repairs to headstones. Damage had occurred to 4 historic headstones as reported at the previous meeting.

43.4 Grounds maintenance. Grass cutting remained satisfactory. Some vegetation and shrubbery clearance was required around the perimeter.

18/44 ST EDMUNDS CHURCHYARD

44.1 Grounds maintenance. Grass cutting remained satisfactory. Further painting of railings atop the north perimeter wall would be actioned during Spring 2019.

44.2 Shrubbery clearance. Clearance of vegetation and shrubbery overgrowth had commenced.

18/45 TREBBLEPARK ALLOTMENTS

45.1 Tenancy and condition of plots. The plots were at full tenancy with only a few people on the waiting list. Overall, the plots had been at their best condition for several years over the 2018 growing season.

45.2 Grounds maintenance. The grounds maintenance contractor had cleared the main entrance area and a budget remained for some minor tree surgery in Spring 2019.

45.3 Feedback: rubbish collection. The allotments had been professionally cleared of all plot holders unwanted items.

18/46 LAND AT DERBY ROAD

As reported to full council, both KTC and Kingsbridge Feoffees had instructed solicitors to progress the sale of the land to realise an affordable housing development. Given the anticipation of sale no budget had been made available for financial year 2019/20.

18/47 WAR MEMORIAL

The War Memorial had been cleaned prior to Remembrance Sunday and remained in a very satisfactory condition. Repainting of lead lettering earmarked in the Planned Maintenance Schedule for 2019/20 would probably not be required.

18/48 EMBANKMENT DECORATIVE LIGHTS

The overall condition of the lights was satisfactory. Members suggested that the lights should be turned on during the current dark early morning as well as in the evenings and the Town Clerk would investigate.

18/49 CCTV

The condition of the CCTV system was very satisfactory. Nil recent news had been received regarding the proposed OPCC monitoring project.

18/50 CHRISTMAS LIGHTS 2018/19

50.1 Public Feedback. Feedback on the Christmas Lights had been positive particularly the new Town Square display (Bandstand and street lamps) and the blue/white theme through Fore Street.

50.2 Installation Challenges.

- Kitchen Shop-Nonsuch. The blue/white single wire display purchased new for 2018 had failed but had been replaced by a whole white display.
- Petes-Lloyds. The display had kept blowing fuses. Traced to some faulty lighting within the display therefore it needed to be re-wired. The display had been removed as there was nothing to replace it.

- Lidstones-Kings Arms. Power source issue meant the RCD kept tripping and the timer clock had to be re-set on each occasion by the shopkeeper.
- Norsworthy Photography-Bumble. Display kept flickering and blowing fuses therefore replaced with a spare display which had been hung at Age Concern.
- Town Square. Heavy winds had bent one of the street lamp displays and it had been re-set and strengthened with further tie wraps.

The supplier would be contacted in January regarding the above faulty displays.

Members were already aware of issues regarding street lamps in the Quay area deemed unsuitable to carry weights by Devon County Council and the inability to install the "Hello Kingsbridge" sign at Scoops-Fulfords due to a faulty wall fixing. It was **RECOMMENDED** for the Town Square to be illuminated during the early morning (addition to afternoon and evenings) and for the Christmas Tree to have bigger and brighter lights for 2019.

50.3 Budget. At present a budget under spend was anticipated.

18/51 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB

A £600 cheque would be presented to @115 Kingsbridge from the income at the phone box. It was **RECOMMENDED** to review the current "night club" display at the full council meeting to be held on 15 January 2019 and particularly to consider whether it should be retained/improvements progressed or changed to provide a new theme/project.

18/52 ANY FURTHER IMMEDIATE PROPERTY MATTERS

52.1 Painting over graffiti in Eastern & Western Backways. The grounds maintenance contractor would provide a quotation.

52.2 Maintenance of public seats/picnic benches. Cleaning and re-oiling had been completed for financial year 2018/19.

52.3 Cleaning of highways signage, cleaning of bus shelters and highways shrubbery clearance. All actioned.

52.4 Weekly and quarterly staff checks. Checking 3 in number public advertising boards located in Fore Street Car Park had been added to Staff check lists.

52.5 Room 2, Quay House. It was **RECOMMENDED** to gain quotations to re-decorate the Town Clerk's Office.

18/53 DATE OF NEXT MEETING

Tuesday 26 March 2019 at 7.00 p.m.

The meeting closed at 8.35 p.m.