

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 26 MARCH 2019 IN QUAY HOUSE**

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

In Attendance: Martin Johnson (Secretary)

18/54 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dena Bex and Irene Jeeninga.

Public Open Forum

There were no members of public present.

18/55 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/56 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.

18/57 PLANNED MAINTENANCE SCHEDULE & BUDGET FY 2019/20

Members received and considered a revised Planned Maintenance Schedule and were content that all maintenance tasks earmarked for the current financial year ending 31 March 2019 had been completed. New actions/projects for financial year (FY) 2019/20 were noted including: Quay House portable appliance testing, repainting of window frames/fascia on the side and rear elevations of Quay House, potential tree surgery in Quay House grounds, repainting of metal framework/inner roof at the Bandstand and potential repainting of lead lettering at the War Memorial.

New bunting for Fore Street was included and Members agreed to retain the current 5 colour scheme (red, yellow, blue, green and orange) to be erected earlier than normal given the 800th anniversary as a market town in 2019. The remainder of the existing bunting had been reviewed and enough quantity/quality remained for other locations i.e. Church Street and Town Square.

18/58 QUAY HOUSE

58.1 Council Chamber upgrade phase 2 and hallway: covers for night storage heaters. The covers with metal grill inserts would be fitted shortly by a local

carpenter. This action would complete the entrance hallway, main stairwell, landing and Council Chamber refurbishment.

58.2 Room 2 & front porch: proposal for re-painting. The Clerk's Office would be repainted shortly following acceptance of a quotation. The front porch, columns and external front door also required redecoration and a quote would be sourced.

58.3 Outside Attic, 2nd Floor: condition and way forward? Members sighted the Outside Attic and it was **RECOMMENDED** for the space to be cleared of effects and a quotation gained for repairs, re-decoration and heating. This would enable a decision to be made on its viability as an additional office or meeting space for rental.

It was further **RECOMMENDED** for:

- A quotation to be gained to redecorate the rear stairwell (leading to Room 8 and the Outside Attic).
- A large table and chair to be disposed of from Room 7 and a quotation gained for replacement with a lighter more functional table/desk.

58.4 Feedback: Rooms 2 & 9 lighting repairs, Reception key safe, Council Chamber artificial flower displays & clock repairs, quarterly fire alarm maintenance, annual fire extinguisher maintenance, annual security alarm maintenance, supply/installation of Manchester bollards to protect porch columns, ground floor water leak and weekly cleaning. All actioned.

18/59 QUAY HOUSE GROUNDS

59.1 Community resilience equipment store: supply and installation. Following SHDC approval of planning conditions a flat-pack galvanised container had been ordered which would be primed and painted on delivery.

59.2 Tree risk assessment: proposal for trees located in Quay House grounds. Following receipt of a recent tree risk assessment for the Cemetery it had been proposed that trees in the high footfall area of QH grounds should also be considered. It was **RECOMMENDED** for Cllrs Griffin and Price to survey and consider the condition of trees in Quay House grounds.

59.3 Feedback: Garage external light repairs. Completed.

18/60 BANDSTAND

It was reported that new marine grade locks were required for the electrical cabinets at the rear of the Bandstand and a local company was exploring how to repaint the millennium commemorative for the Bandstand located on one of the wooden pillar surrounds.

18/61 EMBANKMENT ROAD CEMETERY

61.1 Holm Oaks bordering Embankment Road (A379) – 5 in number. It was anticipated for a meeting to be arranged with SHDC tree specialists to further discuss the trees.

61.2 Repairs to headstones – recent/historical damage. A monumental stonemason would action repairs shortly.

61.3 Grave/cremation spaces. Nil further report to previous meetings. Full burial space was at a premium however, more cremation spaces had been identified to the south of the terrace abutting the half-moon footpath.

61.4 Grounds maintenance including overgrown shrubs around the perimeter. Grounds maintenance continued to be satisfactory however, several shrubs and vegetation growing from the base of felled trees needed to be cut back.

18/62 ST EDMUNDS CHURCHYARD

Grounds maintenance continued to be satisfactory however, several shrubs including Holly and Buddleia, alongside vegetation growing from stone walls, needed to be cut back.

It was **RECOMMENDED** for Members to view a tree in the lower level/west of the Churchyard which appeared to dominate and may have outgrown its setting with a view to making a conservation area application for crown height/spread reduction.

18/63 TREBBLEPARK ALLOTMENTS

63.1 Tenancy and condition of plots. There were no vacant plots and the site was in an overall satisfactory condition.

63.2 Grounds maintenance including minor tree surgery week beginning 25 March 2019. Some limbs had been identified for cutting to allow more light on to plots and to provide greater amenity for neighbouring residential properties. There were no nesting birds in trees identified.

Members discussed whether plot holders should be encouraged to ‘get together’ and possibly run the allotments at arm’s length from KTC. However, it was agreed that current administration via tenancy agreements was satisfactory and nil enthusiasm for self-management had been forthcoming to date. Members noted expenditure on new signage, grass cutting, rubbish removal and tree surgery during the current financial year 2018/19 which had realised a budget over spend however, this had been anticipated.

18/64 LAND AT DERBY ROAD

The land had been sold to Kingsbridge Town Lands Charity (Kingsbridge Feoffees) on 1 February 2019 achieving proceeds/capital receipts at £58,848.00 after legal fees had been deducted. The Asset Register had been updated to delete Land at Derby Road. It was anticipated that Kingsbridge Feoffees would press on with their ambition to develop affordable housing on the site.

18/65 WAR MEMORIAL

The War Memorial was in a satisfactory condition and professionally cleaned twice per year. The requirement for repainting of lead lettering identified in the Planned Maintenance Schedule for next financial year 2019/20 would be monitored.

18/66 EMBANKMENT DECORATIVE LIGHTS

The festoon lights were currently out of action and an electrician would explore the fault shortly. While the festoon obviously provided illumination to the estuary footpath, the current situation was not considered to be a risk. Some related maintenance would be actioned early in the next financial year.

18/67 CCTV

The CCTV system worked well and footage was of high quality however, the Police had noted that retrieval took longer than anticipated. Therefore, the contractor had been contacted and a visit requested to explore current issues.

18/68 CHRISTMAS LIGHTS 2019/20

Members agreed that the last festive display had been good and well received however, there had been installation challenges reported at the previous meeting. It was **RECOMMENDED** for the following to be actioned:

- Contract electrician to explore known power supply issues in Fore Street.
- The display supplier to fix 3 cross-street displays where faults had been found.
- Liaison with Devon County Council to explore re-installation of displays on street lamps in the Quay area.
- A catenary wire at the bottom of Fore Street from Hassall Law to Fulfords to be explored for refitting.
- Bigger and brighter lights on the Christmas Tree.
- Liaison with the Food & Music Festival to explore lighting in Town Square trees.
- Illumination of the Town Square displays in the early morning.

18/69 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB

Members discussed whether the phone box should be open late at night i.e. traditional night club hours which would require a Premises Licence and agreed that current opening times circa 9.30 a.m. to 9.00 p.m. should be retained. It was reported that takings had been much reduced outside the summer season and Members noted that a 'relaunch' had been agreed. It was **RECOMMENDED** to:

- Provide a notice at the phone box identifying the night club's approximate opening hours.
- Donate takings to Kingsbridge Dementia Friendly Community and to liaise with the same.
- To produce a press release to 'relaunch' the night club with a new photoshoot.

18/70 ANY FURTHER IMMEDIATE PROPERTY MATTERS

70.1 Miscellaneous: maintenance/cleaning of public seats, Plymouth Road bus shelters, highways signage and shrubbery clearance. All matters listed were ongoing with budget allocations for next financial year 2019/20.

Members noted that South Hams District Council had removed public seating at the Quayside footpath to accommodate the ongoing harbour wall repairs and it was agreed to liaise with SHDC's lead officer regarding the way forward. It was further noted that a public seat was missing on the opposite side of the estuary along The Promenade; the Town Clerk to investigate.

It was reported that the official twinning with Isigny-sur-Mer had recently ended which was identified, alongside Weilerbach, on gateway signage into Kingsbridge however, Members considered this to be low priority at present.

Cllr Griffin reported that the Neighbourhood Plan banner across Fore Street would be removed shortly.

It was **RECOMMENDED** for the "Hello Kingsbridge" banners to be erected again in Fore Street after being taken down for the Christmas Lights display.

Members noted that "Kingsbridge 800" shields would be installed in Fore Street shortly to commemorate the 800th anniversary as a market town.

70.2 Proposal for further public painting: Town Square street lamps? It was **RECOMMENDED** to gain quotation to repaint all Town Square heritage street lamps in black alongside railings near Quay toilets. Members would conduct walkabouts to identify other street furniture/areas which required repainting.

It was further **RECOMMENDED** to liaise again with SHDC regarding the variety of different bollards in and around the Town Square and potential replacement with Manchester bollards.

70.3 Weekly and quarterly staff checks. Actioned.

70.4 New grounds maintenance contract 2019-2022. It was **RECOMMENDED** to retain the services of the current grounds maintenance contractor for a further 3 years. The contract to be increased in accordance with ONS inflation over the previous 12 months.

18/71 DATE OF NEXT MEETING

Tuesday 25 June 2019 at 7.00 p.m.

The meeting closed at 8.25 p.m.