

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 25 JUNE 2019 IN QUAY HOUSE**

Present: Cllr Philip Cole (Chairman)
Cllr Anne Balkwill
Cllr (desig) Helen Cope
Cllr Barrie Fishman
Cllr Mike Jennings
Cllr Peter Ralph

In Attendance: Martin Johnson (Secretary)

19/01 ELECTION OF CHAIRMAN

Cllr Cole was elected as the Chairman of the Property Committee for mayoral year

19/02 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dena Bex.

Public Open Forum

There were no members of public present.

19/03 DECLARATIONS OF INTEREST

There were no declarations of interest.

19/04 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 26 March 2019 which were approved by the Chairman as a correct record.

19/05 PLANNED MAINTENANCE SCHEDULE

Members received and considered a revised Planned Maintenance Schedule for KTC assets and were content with all actions earmarked for the current financial year 2019/20. Members then referred to the Schedule throughout the course of the meeting.

19/06 QUAY HOUSE

06.1 Rear Courtyard, Room 7 and Outside Attic, 2nd Floor: clearance of unwanted items. A waste disposal contractor would clear all items shortly and a specialist company would remove and destroy personal information. As agreed at the previous meeting this would allow for:

- A replacement easy-to-move and more functional desk to be supplied for Room 7.
- The attic room to be investigated for repairs, re-decoration and heating to assess viability as an additional office or meeting space for rental.

06.2 Electrical equipment testing. Advised every 3 years and to be actioned shortly.

06.3 Re-painting of rear and side elevations (and clearance of guttering). Ongoing.

06.4 New 5 year electricity contract. To commence with Haven Power, via renewable source energy, from 1 July 2019 to 30 June 2024.

It was **RECOMMENDED** for Cllr Fishman to explore solar energy for Quay House.

06.5 Proposed re-decoration of the rear stairwell (ground to 2nd floor). To be received shortly and presented to the next meeting.

06.6 Feedback: Night storage heater covers in Council Chamber & Hallway (completion of Council Chamber upgrade) and re-painting of Room 2 & front porch. Actioned.

19/07 QUAY HOUSE GROUNDS

07.1 Tree risk assessment. Cllr Price and the Town Clerk would conduct an assessment shortly.

07.2 Minor tree surgery for 3 trees adjacent to the Library. May be required within the financial year alongside other minor tree surgery in the grounds.

07.3 Feedback: Community resilience store installation. Actioned; the store needed to be stocked and a routine had been devised for its operation.

Members considered that an informal memorial for Tyler Peck, at the edge of the lawn, could be replaced with a more meaningful and lasting commemoration e.g. a plaque, bench or tree. Jonny Richmond, Kingsbridge Youth For Christ, who had helped to tend the current memorial supported the suggestion and had agreed to liaise with Tyler's friends on completion of the current Police investigation.

19/08 BANDSTAND

08.1 Annual electrical test. To be completed before Fair Week.

08.2 Feedback: Power washing, re-painting of stanchions & inner roof and installation of new commemorative plaque. Actioned; the new plaque may require an anti-graffiti film.

19/09 EMBANKMENT ROAD CEMETERY

09.1 Holm Oaks bordering Embankment Road (A379) – 5 in number. SHDC permission to fell T5. Requirement for re-planting scheme to be worked up. It was **RECOMMENDED** to gain 3 estimates to fell tree T5 and to consider a re-planting scheme on completion.

09.2 Repairs to headstones – recent/historical damage. The agreed works had not been completed to date and the monumental mason had been hastened and requested to action soonest.

09.3 Grave/cremation spaces. There were only 12 full burial plots remaining, the potential for a further 3 spaces to be used, and approximately 15 cremation plots.

09.4 Grounds maintenance. Satisfactory however, perimeter vegetation was growing rapidly and would require cutting back shortly.

19/10 ST EDMUNDS CHURCHYARD

10.1 Grounds maintenance and cut back of vegetation from internal walls and stockpiling of green waste in western/lower levels. The 12 month closure of Church Steps had hindered removal of large quantities of green waste from the churchyard. Historically waste had been taken out across the pedestrian only passageway into Fore Street Car Park for onward disposal however, the only method now was to remove via the main entrance and into Fore Street. Members had suggested a bonfire, but the minister and churchwarden did not support and wished the green waste to be stockpiled in the lower levels.

10.2 Large tree in western/lower levels. To be reviewed in autumn; further to the last meeting a conservation area application would be required for any tree works.

10.3 Re-painting of railings atop northern perimeter stone wall. Some spot painting had been actioned but the entire railings needed re-painting.

19/11 TREBBLEPARK ALLOTMENTS

11.1 Tenancy and condition of plots. Full tenancy for all 42 plots (6 full size and 36 half size) with 11 persons on a waiting list. The allotments were in overall excellent condition.

11.2 Feedback: Minor tree surgery completion. Actioned.

19/12 WAR MEMORIAL

The War Memorial did not require an early bi-annual clean and only one clean would be actioned within the current financial year shortly before Remembrance Sunday.

19/13 EMBANKMENT DECORATIVE LIGHTS

A fault in March had been rectified and nil issues had been experienced since. Some festoon loops had been adjusted and re-fixed in May.

19/14 CCTV

Further to the last meeting, the CCTV contractor had visited, adjusted the system and retrieval of footage was now satisfactory.

19/15 CHRISTMAS LIGHTS 2019/20

Further to the last meeting, the supplier had agreed to visit and repair faulty cross-street lights which had failed during the 2018/19 display. The Town Clerk was due to meet Hassall Law shortly to discuss a method to re-fit a new catenary wire across to the former Fulfords building to enable a cross-street display to be positioned. Several other actions were required for the 2019/20 display.

19/16 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB

Further to the last meeting, new notices had been positioned at the phone box to provide further information e.g. takings donated to the Town Mayor's charity Kingsbridge Dementia Friendly Community. SHDC feedback was anticipated shortly regarding whether a Premises Licence application was required to enable 24/7 opening. A press release to 're-launch' could be actioned on completion.

19/17 PUBLIC SEATING & PICNIC BENCHES

A survey of all KTC managed seats and picnic benches would take place in early July to ascertain cleaning, oiling and painting requirements for summer 2019.

19/18 ANY FURTHER IMMEDIATE PROPERTY MATTERS

18.1 Plymouth Road bus shelters. Vegetation had been cut around the shelters in June.

18.2 Highways signage. All main highways signage had been cleaned in May.

18.3 Vegetation clearance in Cookworthy Road, Embankment Road & West Alvington Hill. Clearance had commenced with anticipation of completion by the end of the week.

Members noted 2 in number informal memorials for loved ones had been displayed along the grass verge at the head of estuary. It was **RECOMMENDED** to liaise with DCC and SHDC to ascertain if they had any policies on informal memorials and to discuss a way forward at a future full council meeting.

18.4 Town Square streetlamps re-painting. It was **RECOMMENDED** to accept a quotation to repaint 6 in number heritage streetlamps.

18.5 Town Square & Bus Station – bollards and railings. Paint was flaking off the railings revealing the bare galvanised finish below; it appeared that the railings had not been etch primed. SHDC had been made aware with a request to review.

18.6 New bunting and installation in Fore Street, Church Street, Bridge Street and the Town Square. Bunting would be erected on Sunday 30 June.

18.7 "Hello Kingsbridge" banners. Banners to be re-installed in Fore Street on completion of bunting.

18.8 Weekly and quarterly staff checks. Consistently actioned and ongoing.

18.9 New grounds maintenance contract 2019-2022. Actioned.

It was further reported that the Mayor's chain of office required repairs and a better case was required; Reception staff would investigate.

19/19 DATE OF NEXT MEETING

Tuesday 24 September 2019 at 7.00 p.m.

The meeting closed at 8.45 p.m.