

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON TUESDAY 24 SEPTEMBER 2019 IN QUAY HOUSE**

Present: Cllr Philip Cole (Chairman)
Cllr Anne Balkwill
Cllr Dena Bex
Cllr Helen Cope
Cllr Barrie Fishman

In Attendance: Martin Johnson (Secretary)

19/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mike Jennings and Peter Ralph.

Public Open Forum

There were no members of public present.

19/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

19/22 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 25 June 2019 which were approved by the Chairman as a correct record.

19/23 ASSET REGISTER

The register was updated as new items were supplied and items were disposed of moreover, a stocktake of Quay House had been recently actioned. The register had been reconciled against the new insurance schedule dated 1 September 2019. It was **RECOMMENDED** to approve the Asset Register reviewed 18 September 2019.

19/24 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. It was noted that many items had already been completed. Members then referred to the Schedule throughout the course of the meeting.

19/25 BUDGET PROPOSALS FOR 2020/21

Members noted that the Finance Committee to be held on 26 November 2019 would consider a first draft of the budget for the following financial year 2020/21; it was **RECOMMENDED** to make the following proposals for assets/property related matters:

- Additional CCTV coverage at the head of the estuary. Budget to be explored and potential contributions from partner agencies to be researched.
- An improved and more robust audio system for the red telephone box in Fore Street. Budget estimate £1,000. The current night club installation to be retained on a permanent basis given national publicity.
- Further enhancements for Quay House grounds e.g. a permanent table tennis on the lawn, a sculpture potentially using the horse drinking trough in situ as a base, art installation or play equipment. Budget estimate £1,500 plus Reserves.

19/26 QUAY HOUSE

26.1 Proposed re-decoration of the rear stairwell (ground to 2nd floor). A quotation had been received and Members agreed to gain another estimate.

26.2 New lightweight desk for Room 7. It was **RECOMMENDED** that a central coffee table would be more suitable for the meeting room to allow papers to be positioned.

26.3 Attic Room, 2nd floor refurbishment. Now cleared, a specification and costs for sound proofing, repairs, heating and redecoration needed to be worked up.

26.4 Waste collection (linked to item 19/29). KTC used a private contractor for its waste collection however, the current routine was unsatisfactory. SHDC managed waste and recycling costs had been gleaned and Members suggested another private company to be explored. It was **RECOMMENDED** to transfer to a new waste collection contract for Quay House.

26.5 Feedback: Clearance of unwanted items in Rear Courtyard, Room 7 and Outside Attic 2nd Floor, electrical equipment testing, re-painting of side and rear elevations, and new 5 year electricity contract. Actioned.

19/27 QUAY HOUSE GROUNDS

27.1 Tree risk assessment and potential works. To be actioned by Cllr Price and the Town Clerk.

27.2 Informal memorial (including DCC & SHDC policies). DCC and SHDC did not have formal policies for roadside memorials e.g. flower displays in memory of loved ones. Kingsbridge Youth for Christ, alongside Tyler Peck's friends, maintained the current small memorial at the edge of the lawn. Members considered that a tree with a memorial plaque at its base should replace the current informal memorial to bookend a Liquid Amber memorial tree at the opposite site of the lawn. It was **RECOMMENDED** to liaise with Kingsbridge Youth for Christ to arrange a memorial tree planting in memory of Tyler Peck.

27.3 Feedback: Community resilience store repairs and crown reduction to 3 trees adjacent to the Library. Actioned.

19/28 BANDSTAND

28.1 Power cabinet re-painting. To be actioned.

28.2 Feedback: annual electrical test. Actioned.

19/29 EMBANKMENT ROAD CEMETERY

29.1 Felling of Holm Oak T5 (quotation accepted council meeting 10 September 2019). Anticipated to be actioned before end 2019; closure of one lane of the A379 via traffic light control would be required for the duration of the works.

29.2 Waste collection (linked to item 19/26). Further to agenda item 19/26.4, it was **RECOMMENDED** to transfer to a new waste collection contract for the Cemetery.

29.3 Repairs to headstones. The repairs had been completed to a satisfactory standard.

29.4 Grave/cremation spaces. Twelve burial plots were available and 15 to 30 casket spaces.

29.5 Grounds maintenance and shrubbery clearance. A vegetation cut around the perimeter of the cemetery was required before financial year end.

19/30 ST EDMUNDS CHURCHYARD

30.1 Grounds maintenance and shrubbery clearance including stockpiling of green waste. Grass cutting was satisfactory but had been hampered by recent rainfall. Due to closure of Church Steps passageway, green waste had been stockpiled in the lower levels of the churchyard.

30.2 Large tree in western/lower levels. To be reviewed. Any proposed works would require a Conservation Area application.

30.3 Re-painting of railings atop northern perimeter stone wall. To be completed before financial year end.

19/31 TREBBLEPARK ALLOTMENTS

31.1 Tenancy and supply of allotment plots (full tenancy of 49 plots and 10 persons on a waiting list). Members noted that plot holders represented circa 1% of the town's adult population and that there was a waiting list for allotments however, it was considered that this was similar to waiting for pontoon berths. It was noted that private arrangements could be made for people to tend gardens e.g. to support elderly neighbours. There was no known land supply to enable the introduction of more allotments.

31.2 Condition of plots. The allotments had been very good throughout the primary summer growing season.

31.3 Request for water supply. A plotholder had requested for either a temporary water supply during summer or an all year round permanent water supply; at present plotholders collected rainwater via a range of means in order to water their allotments. An off-site standpipe during summer had been discounted due to a range of concerns. Research with South West Water revealed a permanent supply would cost circa £2,500 plus actual quarterly water usage. Conversations had been held with other councils and seemingly the administration for water usage and billing plotholders was often problematic. Moreover, Members considered that DIY methods to store rainwater was in keeping with traditional allotments and more sustainable. It was **RECOMMENDED** to not introduce a temporary or permanent water supply at Trebblepark Allotments site.

19/32 WAR MEMORIAL

The War Memorial would be professionally cleaned before Remembrance Sunday on 10 November.

19/33 EMBANKMENT DECORATIVE LIGHTS

The lights had been cleaned before the summer season and a budget remained for further maintenance.

19/34 Nil agenda item

19/35 CCTV

The CCTV system was working well albeit recall speed was lower in order to provide greater sharpness of footage.

It was noted that a new sculpture at the head of the estuary did not have a CCTV camera in its immediate vicinity. It was **RECOMMENDED** to explore CCTV options to provide additional protection for the RNLI sculpture.

19/36 CHRISTMAS LIGHTS 2019/20

It was reported that:

- The supplier of cross-street displays would visit Kingsbridge to make repairs to failures in 2018/19.
- KTC's installer would ensure that electricity supplies were all operational for 2019/20.
- The Town Square illuminations could be timed to operate during the early morning.
- Devon County Council had provided approval for displays to be installed on the 5 in number street lamps in the vicinity of Quay roundabout.
- Traditional large bulbs would be positioned on the Christmas Tree rather than net lighting.
- It was anticipated to re-introduce the "Welcome to Kingsbridge" cross-street display at the entrance to Fore Street which would necessitate works to secure a new anchor bolt to the exterior of no.4 Fore Street at first floor level.

19/37 CHRISTMAS BUNTING

Members viewed images of Christmas bunting and noted samples were anticipated to be delivered shortly. Costs for 1,000m of PVC bunting and installation/stow away would cost circa £1,600. The Christmas Lights budget was already committed and therefore expenditure would be required from another cost code or Reserves. Members also discussed the introduction of small Christmas trees to shop fronts, seasonal lights in shop windows and more twinkling lights per se. It was **RECOMMENDED** to await the delivery of samples before making a decision on a proposal for Christmas bunting.

19/38 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB

The condition of the red telephone box outside the Police Station in Fore Street was satisfactory. Monies collected for charity in 2019 to date would be emailed to Members.

19/39 PUBLIC SEATING & PICNIC BENCHES

There was a budget for cleaning and oiling street furniture at various locations which would be actioned in spring 2020.

19/40 ANY FURTHER IMMEDIATE PROPERTY MATTERS

40.1 Town Square street lamps re-painting and spot-painting of town centre bollards had commenced.

40.2 Members noted that DCC maintained the following passageways off Fore Street: Western Backway, White Hart Passage, Baptist Lane, Eastern Backway, Kings Arms Passage and Riverview Place. All other passages leading off Fore Street were not public authority maintained e.g. Leigham Terrace, Wisteria Place, Church Steps, Khartoum Place, Coronet Place and Phoenix Place. Steps in Leigham Terrace were in an unsatisfactory condition and required repair, but it was unlikely that it would be actioned at private expense and Members discussed whether KTC had an obligation to consider such repairs. It was **RECOMMENDED** for Members to view Leigham Terrace before considering whether any maintenance was required.

40.3 It was reported that the mayoral chain required some minor repairs however, these could not be actioned for a couple of months given forthcoming commitments for Cllr Balkwill. Moreover, the current storage bag for the chain did not provide enough protection. It was **RECOMMENDED** for:

- the mayoral chain to be professionally repaired during a suitable time window, and
- a more robust system be explored to protect the chain and store safely.

40.4 The recently fitted railings around the Bus Station may not have been prepared correctly and therefore the black paint was peeling off which had already been brought to SHDC's attention. Moreover, a heritage-style directional fingerpost

at the head of the estuary looked tired. It was **RECOMMENDED** to request SHDC to re-paint railings at the Bus Station and a fingerpost in Quay Car Park.

40.5 It was reported that KTC aimed to produce a design guide for its proposed improvements in Fore Street however, voluntary groups also needed to 'buy-in' to the concept. It was **RECOMMENDED** to explore a protocol between KTC and the community/community groups for the town's street furniture.

40.6 Members considered that the Eucalyptus tree at the head of estuary, adjacent to Quay public toilets, was too large for its setting and impeded views of the estuary. It was **RECOMMENDED** to request SHDC to fell the Eucalyptus/Gum tree at the head of the estuary and for a more suitable species to be re-planted to dovetail with the Family Tree Trail.

40.7 A representation had been made from a plotholder at Trebblepark Allotments regarding access to the site which was solely for plotholders. It had led to the local PCSO speaking to a member of public and it was anticipated that the matter was now closed.

40.8 Wildflower seed identified by Kingsbridge In Bloom had been purchased for the space to the rear of Devon Square and would be sown by a local resident shortly.

40.9 A Member had received representations from businesses for a loading bay in lower Fore Street. KTC had met with DCC Highways in February and suggested for a current limited waiting bay in lower Fore Street to become a new/extra loading bay i.e. loss of parking; or for a loading bay elsewhere to be 'cut & pasted' to the location i.e. nil net increase for loading. However, the proposed amendment had not made the cut for the agenda at the South Hams HATOC in April which agreed the annual waiting restriction programme.

40.10 It was reported that the Kingsbridge 800 shields would be removed shortly. The market hall which had hosted the medieval banquet was maintained by Kingsbridge Feoffees.

40.11 A Member had noted during the Kingsbridge Vintage Bus Day on Saturday 21 September that the bus shelter bays could incorporate public art to brighten them up. Bus information currently in situ needed to be twice the size however, the backgrounds could be better presented. A vent for the Age Concern building had to be maintained. It was **RECOMMENDED** to explore brightening up the bus shelter bays and a possible border to be painted around current bus information.

40.12 A Member suggested that a mural in Mill Street would prove attractive and interesting possibly located on the rear wall of the Peacocks store. It was **RECOMMENDED** for the Policy Committee to explore public art and murals.

19/41 DATE OF NEXT MEETING

Thursday 19 December 2019 at 7.00 p.m.
The meeting closed at 8.55 p.m.