

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT
7.00 P.M. ON THURSDAY 19 DECEMBER 2019 IN QUAY HOUSE**

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

In Attendance: Martin Johnson (Secretary)

19/42 APOLOGIES FOR ABSENCE

None.

Public Open Forum

There were no members of public present.

19/43 DECLARATIONS OF INTEREST

There were no declarations of interest.

19/44 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 24 September 2019 which were approved by the Chairman as a correct record.

19/45 PLANNED MAINTENANCE SCHEDULE, BUDGETED & OUTSTANDING WORKS

Members received a revised Planned Maintenance Schedule for KTC assets and noted all actions completed so far within the current financial year 2019/20. The following works required action before end March 2020:

- Trim Trail repainting. Quotation accepted.
- Churchyard railings repainting. Commenced, to be completed.
- Allotments tree surgery. Meeting to take place on 20 December with local tree surgeon. Likely surgery to the eastern perimeter boundary.
- Allotments rubbish clearance. Potential clearance if the number of unwanted items made it viable to do so.
- Embankment festoon lights maintenance. Two festoon light runs near the Memorial Shelter needed to be re-shaped and re-secured.
- Public seats and benches cleaning, reoiling & repainting. Commenced, to be completed.
- Bollards and street furniture spot painting. To be actioned along the Embankment, Quay House grounds and in Fore Street.
- Town Square street lamps repainting. Commenced, to be completed.

- Public realm improvements – new street furniture for Fore Street. Members noted meetings with MeiLocci landscape architects and preliminary liaison with DCC and SHDC Members and Officers. It was **RECOMMENDED** for:
 1. The Finance Committee to waive financial regulations relating to contracts to enable prices to be negotiated without competition; the rationale being that Members had closely researched a dedicated house style and had identified specific suppliers of street furniture. The actual installation was likely to require quotations to be gleaned.
 2. A public exhibition to be arranged to ‘show and tell’ KTC’s ambitions for Fore Street, and its street furniture strategy, to local residents and businesses.
 3. Close liaison with MeiLocci landscape architects to fine tune various elements of project management.
 4. Members to be mindful that the earmarked deadline for installation by end March 2020 may need to be extended.

19/46 QUAY HOUSE

46.1 Attic Room, 2nd floor refurbishment (and ceiling of Room 8). The room had been totally cleared however, there was no longer a pressing demand for a refit as Start Point Finance would take over letting of Room 4 with effect from 1 January. The floor of the attic room would require strengthening because the recent clearance had caused minor damage to the ceiling of Room 8 below.

46.2 Council Chamber chairs. Several chairs were currently being repaired. Members agreed that the chairs added to the heritage feel of the room, should not be replaced or covered over for weddings.

46.3 Feedback. Further clearance of unwanted items in Rear Courtyard, new waste collection contract, Room 7 enhancements, fire equipment inspection and window cleaning inside/outside had all been completed.

Rental of the Council Chamber for weddings had increased. There had been 14 bookings in financial year 2017/18, 27 in FY 2018/19 and 31 weddings in the current FY to date.

19/47 QUAY HOUSE GROUNDS

47.1 Tree risk assessment (and potential works). Cllr Price and the Town Clerk had identified that tree branches were touching the Bandstand roof and required removal. The adjacent tree did not add to the amenity value of the area and may require felling. Both trees had Tree Preservation Orders. It was **RECOMMENDED** for liaison with SHDC Tree Specialist to discuss trees in Quay House grounds.

47.2 Lighting. Members had discussed the installation of further external lighting at the previous council meeting. The Town Clerk had subsequently met with the electrician and the most suitable option appeared to be the introduction of one or 2 street lamps. It was **RECOMMENDED** to work-up a proposal to install a street lamp(s) in Quay House grounds.

47.3 Feedback. The Community Resilience Store had been re-stocked and further sand bag filling had been programmed for 30 December.

19/48 BANDSTAND

48.1 Vandalism. PCSO Hawkes had dealt with a recent incident of minor vandalism to the wooden panelling and letters of remorse had been received which were sighted by Members.

48.2 Feedback. The power cabinet had been repainted but had probably been completed too late in the year and a further coat(s) would be required in the Spring.

19/49 EMBANKMENT ROAD CEMETERY

49.1 Felling of Holm Oak T5. Completed that week to a very satisfactory standard. The felling had gained the support of neighbouring properties.

49.2 Grave/cremation spaces. There were 12 burial plots available (with the potential for a further 3 plots) and 14 cremation plots (again with the potential for more to be made available).

49.3 Grounds maintenance. A shrubbery clearance had taken place on 3 sides of the Cemetery; the southern perimeter alongside the estuary had yet to be completed.

49.4 Feedback. The new waste collection contract had commenced and a green bin had been provided outside the main gates for all cemetery waste; a notice had been placed to this effect.

19/50 ST EDMUNDS CHURCHYARD

50.1 Grounds maintenance, shrubbery clearance (including stockpiling of green waste) and recent discussions with Church Warden. After liaison with the Church Warden, a grass cut had recently been completed and clearance of shrubbery was underway; there was much green waste to remove from the churchyard to include previous stockpiling.

50.2 Large tree in western/lower levels. The Town Clerk had arranged to meet a local tree surgeon the following day to discuss potential tree works for a large Cherry. Any identified tree surgery would require liaison with SHDC and Conservation Area consent.

19/51 TREBBLEPARK ALLOTMENTS

51.1 Tenancy and waiting list for allotment plots. The allotments were at full tenancy (6 full plots and 36 half-sized plots) with 9 people on a waiting list.

51.2 Condition of plots. It was difficult to assess the plots outside the main growing season however, the site appeared tidy following a previous 'rubbish amnesty'.

19/52 WAR MEMORIAL

The War Memorial and surrounding area had been in a sparkling condition for Remembrance Sunday.

19/53 EMBANKMENT DECORATIVE LIGHTS

It was **RESOLVED** for the lights to be switched off at 10.30 p.m. each evening.

19/54 CCTV

A suggestion for further CCTV at the head of Quay Car Park in the vicinity of the RNLI sculpture had not been investigated to date however, there had no vandalism since its unveiling in September.

A recent letter from the Surveillance Camera Commissioner had been received regarding automatic number plate recognition but it did not apply to KTC's CCTV system.

A revised 'idiot's guide' to operate the CCTV system would be worked up in the New Year.

19/55 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB

Cllr Balkwill, Town Mayor, had presented £245 takings from the telephone box plus £16.21 contents of a charity can held in Reception at £261.21 total to Kingsbridge Dementia Friendly Community at her Christmas community reception on 18 December.

Options for refitting the dial-a-disc system were anticipated to be received in the New Year; a budget had been allocated for its refit next financial year 2020/21.

19/56 PUBLIC SEATING & PICNIC BENCHES

The 4 picnic tables at Briton's Field were in an unsatisfactory condition e.g. weathered legs and required either substantial repair or actual replacement. The next Parks Committee would discuss the matter alongside the potential for the introduction of Trim Trail outdoor exercise equipment at the location.

19/57 CHRISTMAS LIGHTS 2019/20

Members noted the wash-up and way forward conducted for the 2018/19 display. The following had been actioned: known electrical supply problems in Fore Street, investigation of anchor point issues at Scoops-Fulfords, repairs to all faulty light displays, re-introduction of 5 in number street lamp displays, retention of the Christmas Tree in Quay House grounds/introduction of festoon light bulbs and early morning switch-on of lights in the Town Square. The following had been investigated but had not been introduced due to a 'less is more' approach: lights for Town Square trees, small Christmas trees in Town Square flower beds and lights around the Information Centre.

All light displays were fully working but there had been ad hoc electrical supply failures in Fore Street due to power surges/cuts however, all of them had been successfully rectified to date.

It was **RECOMMENDED** for Christmas Lights 2020/21:

- to investigate the re-introduction of a display at the mouth of Fore Street, and
- to explore a lights festoon to zig-zag the length of Fore Street to the junction with Duncombe Street.

19/58 ANY FURTHER IMMEDIATE PROPERTY MATTERS

58.1 Maintenance of passageways off Fore Street not maintained by Devon County Council. Further to the last meeting the Town Clerk had regularly surveyed various backways however, nil high risk maintenance matters had been identified to date.

58.2 Town Mayor's civic regalia repairs. The Mayor's chain would be sent off for repairs in January and a new carrying case/storage to be investigated.

58.3 Pothole project. Tubs of cold tarmac repair kit had been purchased and stocked in the Resilience Store. Potholes could be repaired if they were less than 300mm width and 40mm and there would be enough tubs for circa 30 potholes. It was **RESOLVED** for Members to be on the lookout for potholes and to inform the Town Clerk accordingly for the grounds maintenance contractor to fix.

58.4 Grit bins. KTC managed 10 grit bins around town; all had been checked and re-stocked in readiness for winter weather conditions.

58.5 Hello Kingsbridge cross-street banners. It was **RECOMMENDED** that the banners should not re-erected on completion of the Christmas lights display.

58.6 Speed limit vehicle activated sign. The VAS was regularly moved around 5 in number designated SCARF sites in Cookworthy Road, Embankment Road, West Alvington Hill, Duncombe Street and Stentiford Hill.

58.7 Bus Station seating area. The area would be re-painted in the New Year.

58.8 Public art and sculpture. Feedback was awaited from a local artist regarding painted signposts in the Backways and Jim Martins, sculptor, would attend the Policy Committee on 28 January.

58.9 Others. Street lights not working in Eastern Backway would be reported to DCC, Google street view of the rear of the Council Offices could not be changed, the Asset Register was up to date, KTC's large notice board outside Peacocks could be repainted in black and the damp wall in Room 2 would be investigated.

19/59 EXCLUSION OF PUBLIC AND PRESS

There were no members of the public or press present.

19/60 QUOTATIONS

60.1 Members received quotations for a total repaint of the rear stairwell (ground to 2nd floor) to include walls, ceiling and woodwork and it was **RECOMMENDED** to select a contractor for the same. The works to be actioned next financial year 2020/21.

60.2 Members received a quotation to repaint the safety railings between Cookworthy Road and Lower Union Road and it was **RECOMMENDED** for committee Members to make individual site visits to view the work required.

19/61 DATE OF NEXT MEETING

Thursday 24 March 2020 at 7.00 p.m.

The meeting closed at 9.20 p.m.