

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT  
7.00 P.M. ON TUESDAY 4 AUGUST 2020 IN QUAY HOUSE**

**Present:** Cllr Philip Cole (Chairman)  
Cllr Barrie Fishman  
Cllr Peter Ralph

**In Attendance:** Martin Johnson (Secretary)

**20/01 ELECTION OF CHAIRMAN**

Cllr Cole was elected as Chairman of the Property Committee for mayoral year 2020-21.

**20/02 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Dena Bex and Mike Jennings.

**Public Open Forum**

There were no members of public present.

**20/03 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**20/04 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the meeting held on 19 December 2019 which were approved by the Chairman as a correct record.

**20/05 PLANNED MAINTENANCE SCHEDULE**

Members received a revised Planned Maintenance Schedule for Town Council (KTC) assets and noted actions completed to date and works required for the remainder of the current financial year 2020/21. The Schedule was referred to during the meeting as various assets were discussed.

**20/06 QUAY HOUSE**

**06.1 Recent water leak and new service pipe.** South West Water had completed an investigation and subsequently a new service pipe had been installed from the mains supply under the footway in Ilbert Road to a new stop tap in the ground floor kitchen. A water leak allowance had been applied for and was being progressed with SWW.

**06.2 Conversion of 2<sup>nd</sup> floor attic store.** The attic had been totally cleared however, the requirement to convert into an office or meeting room was no longer a priority as a current tenant had also hired Room 4 on the 1<sup>st</sup> floor. Moreover, conversion costs would only be recouped from hire charges over a long term.

**06.3 Feedback: rear stairwell redecoration, 2<sup>nd</sup> floor kitchenette redecoration, 2<sup>nd</sup> floor store room rooflight repairs, rear guttering repairs and resealing, porch entrance sign and columns redecoration.** All completed to a very satisfactory standard.

## **20/07 QUAY HOUSE GROUNDS**

**07.1 Potential TPO tree works.** A large low hanging branch earmarked for tree works had been vandalised and snapped off which negated proposed works.

**07.2 Streetlamp(s) installation.** Staff were currently liaising with Devon County Council's (DCC) lighting contractor for the Christmas Lights display and would bring up requirements for street lamps adjacent to residential properties and any related considerations.

**07.3 Creeks End bin store lease.** A new agreement had been agreed and signed for a term of 5 years with effect from 20 August 2020.

**07.4 Community Resilience Store.** The store was well stocked with grit for winter weather, filled sandbags, hi-viz clothing and related community resilience equipment.

**07.5 Art/sculpture project for current FY 2020/21.** A budget at £1,500 was available and it was agreed to invite all Members to a walkabout at 11.30 a.m. on Thursday 6 August to explore a suitable location(s) for new public art and/or sculpture.

**07.6 Potential additional bollards on access highway to Quay House.** It was noted that vehicles regularly parked over the double yellow lines on the western side of the access road to Quay House grounds adjacent to the Texaco Garage. This obviously reduced the width of the highway and caused complications. However, it was not part of the public highway and therefore there the DYL were advisory and could not be enforced. It was **RECOMMENDED** to monitor the access route to Quay House off Ilbert Road but to take no short term action by way of introduction of bollards.

**07.7 Feedback: recycled plastic picnic benches repairs and potential for rubbish clearance in rear courtyard.** The benches had been re-positioned in Quay House grounds and were being well used. A rubbish clearance was likely to be required before the end of 2020 to include the collection of memorial waste from the Cemetery.

## **20/08 BANDSTAND**

**Feedback: Power cabinet re-painted and electrical inspection due July 2020.** Noted.

## **20/09 EMBANKMENT ROAD CEMETERY**

**09.1 Grave/cremation spaces: 12 full burial plots available, 3 possible further burial plots available, 8 cremation plots available, potential for further circa 22 cremation plots adjacent to the former chapel footpath.** Noted.

**09.2 Recent grounds maintenance, paths and shrubbery clearance.** Members noted a listing of several current maintenance matters around the entire perimeter of the Cemetery and that they were being progressed by KTC's grounds contractor.

**09.3 New green waste disposal routines.** Noted that the new waste routine continued to work well.

**09.4 Feedback: main/side gates repainting and mole control.** Noted. However, the rabbit population was increasing and KTC's contractor Devon Wildlife Management would monitor the situation.

## **20/10 ST EDMUNDS CHURCHYARD**

**10.1 Grounds maintenance.** Much clearance around the perimeter had been completed recently however, the cremations' plots may require further strimming as the grass grew very quickly.

**10.2 Feedback: entrance gates repainting and perimeter railings repainting.** Completed to a very satisfactory standard.

## **20/11 TREBBLEPARK ALLOTMENTS**

**11.1 Tenancy and waiting list for allotment plots.** There were 42 plots with no vacancies and 16 persons on the waiting list; several people had applied for an allotment during Covid-19.

**11.2 Condition of plots and recent site inspections.** Cllr Cole, Ann Gomm and the Town Clerk had conducted 2 recent inspections. Advisory letters had been sent to plots which were not being cultivated which had galvanised action and led to 4 new ploholders on site. At present all plots were being cultivated and overall the site was in a very satisfactory condition.

Ploholders paid rental for their allotments in cash at Quay House and BACS payments were not advertised. At first sight this appeared 'old school' but had been well considered as it allowed Staff to meet and speak to each ploholder.

**11.3 Security and entry matters.** There had been some recent incidents of suspected thefts from plots and dog walkers accessing the site despite explicit signage on the 2 access gates that the site was for ploholders only. Gates could be padlocked and keys provided to each ploholder however, it would remain quite easy to access the site over low walls and fencing.

**11.4 Scheduled tree surgery along western perimeter late 2020 and potential mole control.** Tree surgery, delayed by Covid-19, was planned for the autumn.

Mole hills had appeared recently adjacent to the main gate off Crispin Road and Devon Wildlife Management would monitor the situation.

## **20/12 WAR MEMORIAL**

**Condition and bi-annual cleaning of the War Memorial.** The lead lettering on the War Memorial did not require painting until 2021 and the War Memorial would be professionally cleaned in early November.

Members noted that the traditional Remembrance Day service at the War Memorial was unlikely to go ahead due to Covid-19 restrictions. After discussion, it was **RECOMMENDED** for:

- an application to Devon County Council (DCC) for the traditional road closure on Remembrance Sunday to be made in case, although unlikely, current restrictions were lifted and the event could be held,
- either a prior unofficial commemorative event or much diluted event on Sunday 8 November itself to be videotaped and promoted, and
- management of Remembrance Sunday on 8 November to be discussed with the Kingsbridge Branch of the Royal British Legion.

## **20/13 EMBANKMENT DECORATIVE LIGHTS**

**Feedback: replacement of catenary wires, realignment, refixing, cleaning and replacement of failed bulbs.** Completed to a very satisfactory standard.

## **20/14 CCTV**

**14.1 New operator guide.** A new 'idiots guide' had been produced and tested.

**14.2 New time server.** A new server had been installed to synchronise all timings between various elements of the system.

**14.3 Operations and maintenance.** The system continued to provide good intelligence to the Neighbourhood Police team and very recently had provided evidence of potential criminal damage.

## **20/15 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB**

**Expenditure budget for current FY 2020/21.** A budget at £1,000 was available for enhancements/refit. The phone box was currently locked due to Covid-19. After discussion, it was **RECOMMENDED** to investigate if the current rope lighting could be improved, if any of the paint work required touching-up, any mirror panels required replacement and a Christmas song list could be introduced for December 2020.

## **20/16 PUBLIC SEATING & PICNIC BENCHES**

**16.1 Feedback: Cleaning, reoiling, restaining and repainting.** All 18 seats across town managed by KTC had received various maintenance.

**16.2 Britton's Field requirement for repairs and/or picnic bench/seating replacement (OSSR project funding available).** The original supplier had not returned to work to date due to Covid-19 and an alternative company was being sourced.

## **20/17 CHRISTMAS LIGHTS 2020/21**

**Feedback on potential for new power supplies from street lamps, new light displays to be hung from street lamps and budget for FY 2020/21.** Discussions were ongoing with various parties and it was anticipated that a firm proposal would be available for Members at September's council meeting for an enhanced display in Fore Street for Christmas 2020/21. The available budget at £7,200 would not cover said costs with new displays alone estimated at circa £3,500.

## **20/18 ANY FURTHER IMMEDIATE PROPERTY MATTERS**

**18.1 Feedback: Town Centre bollards spot-painting, passageway signs re-painting, Town Mayors' civic regalia repairs and new security box, Bus Station shelter wall re-painting, Trim Trail exercise equipment (Duncombe Park, Quay House grounds and Recreation Ground) repainting, summer bunting June-September 2020/new bunting requirement for summer 2021, and temporary fitting of public seat outside RC Church in Fore Street.** All recent works were noted. In particular, the town centre bunting, while still prominent, had faded. It was **RECOMMENDED** to replace the entire town centre bunting for summer 2021 and for the Finance Committee to commit a budget for the same.

**18.2 Review of the Asset Register and verification of council assets.** Ongoing to link with a new insurance schedule with effect from 1 September.

**18.3 Grit bins including re-fixing at Higher Union Road.** All inspected as being in a satisfactory condition.

**18.4 Pothole project.** Seventeen small potholes had been filled recently across town however, the grounds contractor would need to hire a wacker plate in future because securing the tarmac repair kit by hand was arduous.

**18.5 Speed limit vehicle activated sign.** The VAS continued to be moved around town.

**18.6 Public art and sculpture – requirement for Members' walkabout following discussion at Policy Committee.** See agenda item 07.5 above.

**18.7 Fore Street shop window painting project.** Permission had been received for KTC to access the former YMCA shop at 50/52 Fore Street for Emma Jones to progress her 'Re-wilding Kingsbridge' project.

**18.8 Website accessibility report and requirements with effect from 23 September 2020.** Completed by Kingsbridge Websites.

**18.9 Town Centre public realm improvements (proposals for new seats, planters, litter bins and waymarking signage), public exhibition at the Market Hall on Saturday 4 July 2020. Requirement for benches audit at the head of the estuary/Members' walkabout, and proposal for a pocket park in Fore Street Car Park and liaison with SHDC.**

The project was progressing and a company had been sourced to complete a survey of underground services at KTC's earmarked locations for new street furniture which was required for DCC.

The public exhibition had been well received and a second public exhibition had been supported by Members to take place at the Farmers Market on Saturday 5 September.

A time/date had to be agreed for Members to conduct a walkabout to explore seating around the head of the estuary.

A new Fore Street Car Park scheme was progressing for SHDC to consider the concept for a pocket park which required the probable addition of a further circa 10 car parking spaces.

**20/19            DATE OF NEXT MEETING**

Thursday 29 September 2020 at 7.00 p.m.

*The meeting closed at 8.35 p.m.*