

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD REMOTELY VIA VIDEO CONFERENCING  
AT 7.00 P.M. ON TUESDAY 22 DECEMBER 2020**

**Present:** Cllr Philip Cole (Chairman)  
Cllr Martina Edmonds  
Cllr Barrie Fishman

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

**20/22 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Dena Bex, Mike Jennings and Peter Ralph.

**Public Open Forum**

There were no members of public present.

**20/23 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**20/24 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the meeting held on 29 September 2020 which were approved by the Chairman as a correct record.

**20/25 PLANNED MAINTENANCE SCHEDULE**

Members received a revised Planned Maintenance Schedule for Town Council (KTC) assets and noted the majority of actions for the current financial year 2020/21 had already been completed. The Schedule was referred to during the meeting as various assets and maintenance matters were discussed.

It was **RECOMMENDED** to investigate dampness on a side elevation wall in Room 2.

**20/26 ASSET REGISTER**

It was reported that the Asset Register was up to date including purchases and disposals to date during the current financial year (FY) 2020/21.

**20/27 QUAY HOUSE**

**27.1 Rear courtyard water leak, inspection and new service pipe – insurance claim.** A claim had been submitted to WPS Brokers. Initial feedback had been received and answered. An outcome was awaited.

**27.2 Conversion of 2<sup>nd</sup> floor attic store – estimate inbound.** An estimate was awaited from a local builder; then it could be ascertained how long it would take to recoup conversion costs from projected hire charges.

**27.3 Feedback: fire equipment safety inspection, night storage heater repairs, 2<sup>nd</sup> floor toilet repairs, ground floor kitchenette new water heater and Reception Office new light tube.** All completed.

## **20/28 QUAY HOUSE GROUNDS**

**28.1 Streetlamp(s) installation.** Nil action to date. The faulty light above the Garage doors would be fixed when the Christmas Lights were stowed away in early January.

**28.2 Community Resilience Store.** The store was well stocked with filled sandbags, highways grit, hi-viz clothing, torches and related equipment. All equipment in the store, plus highways signs stacked in Quay House rear courtyard and 2-way radios on charge in the Garage, could be accessed by having the combination for the lock on said Garage.

That day 20 sandbags had been provided to a Buckland-Tout-Saints resident to shore up a door as he had been flooded and had been unable to locate them locally. Following a similar situation regarding Chillington residents in 2019, the Town Clerk would contact the B-T-S Parish Clerk to report that KTC may not always be in a position to assist and that the parish council may wish to consider developing their own emergency store.

**28.3 Art/sculpture project for current FY 2020/1 – funding.** Following a site visit in August, Members had agreed for the project to evolve from a proposed sculpture situated in the grounds to a new location at the end of the grass verge in The Promenade. The new proposal had received permission in principle from South Hams District Council. The Victorian water fountain base currently located in the grounds to be used as a plinth. A draft specification would be worked up shortly to invite local artists to provide their ideas. Therefore, it was unlikely that the £1.5k budget current FY budget would be used.

**28.4 Potential additional bollards on access driveway to Quay House.** Further to the previous meeting all relevant information including costs for the introduction of bollards and/or 'walking person' line marking had been sent to a third party for their comments and feedback was awaited. It was **RECOMMENDED** to also explore the costs of signage to identify that the pedestrian footway should be kept clear and yellow hatched marking on the driveway.

**28.5 Feedback: rubbish clearance in rear courtyard.** A waste company had cleared the courtyard.

## **20/29 BANDSTAND**

The Bandstand had not been power washed during 2020 given nil community events due to Covid-19.

## **20/30 EMBANKMENT ROAD CEMETERY**

**30.1 Grave/cremation spaces: 10 full burial plots available, 3 possible further burial plots available, 6 cremation plots available and potential for a further circa 22 cremation plots adjacent to the former chapel footpath.** Noted.

**30.2 Grounds maintenance.** Further to the previous meeting the north west corner of the cemetery was much improved following the use of specialist weedkiller. Some areas of the perimeter required shrub/undergrowth clearance during spring 2021. Overall the cemetery was in a satisfactory condition for the time of year.

**30.3 Feedback: Mole control and weed spraying/management of north west corner.** Completed.

## **20/31 ST EDMUNDS CHURCHYARD**

KTC was responsible for maintaining the closed churchyard in decent order in accordance with the Local Government Act 1972 which included the grounds, perimeter walls and railings. It was noted that grass cutting cost circa £500 per annum (within the overall grounds maintenance contract which also included Cemetery and Quay House grounds). Local shop workers regularly sat in the grounds during the warmer months for their lunch breaks.

A Cherry tree in the lower level of the grounds, although probably too large for the setting, was beautiful, well balanced and in good condition.

## **20/32 TREBBLEPARK ALLOTMENTS**

**32.1 Tenancy and waiting list for allotment plots: 6 full size plots, 37 half-size plots and 17 persons on the waiting list.** Noted.

**32.2 Condition of plots.** The vast majority of plots had been very well tended during summer 2020. Following inspections a few ploholders had agreed to give up their plots, new tenants had taken them on and the site was at full occupancy.

**32.3 Access matters – recent vegetation clearance & temporary plastic fencing.** Non-plot holders/members of public had been using the site as an access route rather than using the permissive footpath which ran alongside the western perimeter due to the latter being inaccessible. Therefore, the footpath had been recently chopped/cleared, temporary plastic fencing installed at the northern boundary of the site and DIY laminated signage positioned to report said footpath clearance and that pedestrians were encouraged to use it.

**32.4 Feedback: emergency tree felling November 2020.** A large limb from a tree growing on the eastern boundary of the site had fallen into the private car park

at Courtlage Walk. A local tree surgeon had inspected the remainder of the tree, deemed it to be dangerous and it had been removed.

### **20/33 WAR MEMORIAL**

The War Memorial continued to be professionally washed bi-annually and had looked well on Remembrance Sunday. As agreed, the wreath laying service had been very much reduced given Covid-19 restrictions.

### **20/34 EMBANKMENT DECORATIVE LIGHTS**

The festoon lights continued to look attractive. The photocell for the timing apparatus had been replaced recently. The lights came on automatically at sunset.

### **20/35 CCTV**

**35.1 New code of practice – agreed at Policy Committee.** The Code, while still usable, needed to be updated.

**35.1 Operations and maintenance.** As reported to a recent council meeting, the CCTV system continued to provide good intelligence for the Police. Very recently minor damage to the Christmas Tree lights had been ‘caught on camera’ and identified as high spirits amongst young children rather than vandalism.

### **20/36 RED TELEPHONE BOX/WORLD’S SMALLEST NIGHT CLUB**

The telephone box had been closed throughout Covid-19 and it was agreed for this action to be retained. Further to the previous meeting, an estimate was anticipated shortly for repainting internally and externally. An internal mirror panel needed replacement.

### **20/37 PUBLIC SEATING & PICNIC BENCHES**

**37.1 Feedback: Cleaning, reoiling, restaining and repainting of KTC managed benches around town.** All completed during summer 2020.

**37.2 Feedback: Britton’s Field – picnic benches’ repairs.** All the benches had been repaired to a good standard and new bark chippings supplied at their bases.

**37.3 New picnic bench required for the Recreation Ground.** An old wooden picnic bench past its sell-by-date and beyond repair had been removed and required replacement in spring 2021.

### **20/38 CHRISTMAS LIGHTS 2020/21**

**38.1 Feedback on new power supplies from street lamps and new light street lamp displays and budget/expenditure review for FY 2020/21.** Completed.

**38.2 Requirement for new storage fittings in the Garage for the new street lamp displays.** To be installed on rear and side walls in readiness for stow away in early January.

Members noted that storage space in the Garage was at a premium given festive lights, table tennis table, plastic seats, portable tables, gazebos and Kingsbridge In Bloom bowers, trucks and gardening equipment. The adjacent Community Emergency Store (shipping container) was also well stocked with filled sandbags, highways grit, pothole repair kits, hi-viz jackets and related equipment. It was **RECOMMENDED** to explore potential better use of Quay House courtyard which currently stocked highways emergency signage and dumpy bags of sand (for sandbags).

**38.3 Comments on the current display and discussion for 2021/22.** Members considered that the new power supplies have provided a guaranteed electricity service and the 11 in number street lamp displays in Fore Street had 'filled out' the high street. Both had been worthwhile investments. Requirements for 2021/22 would be worked up shortly.

#### **20/39 ANY FURTHER IMMEDIATE PROPERTY MATTERS**

**39.1 Grit bins including re-filing for winter 2020/21.** All grit bins had been checked, were in a satisfactory condition, refilled in readiness for winter and new scoops supplied.

**39.2 Pothole project.** Only a few pothole repair kits remained and more needed to be purchased; £625.30 remained from the original Devon County Council funding at £1,750.00.

**39.3 Speed limit vehicle activated sign.** There were now 3 locations for the VAS to be operated in Embankment Road (A379) and the sign was moved circa every 2 weeks between 7 locations in total. New rechargeable batteries had been supplied recently to replace the originals.

**39.4 Public art and sculpture – grass verge at The Promenade.** See agenda item 28.3.

**39.5 Fore Street shop window painting project.** Former YMCA shop and 11s Bakery had been completed during summer 2020; the local artist was keen to assist KTC again if another project could be worked up. It was suggested that the currently transparent shelters at the Bus Station could have vinyl wrapping to promote Covid-19 safe shopping or similar.

**39.6 New Fore Street bunting for 2021 – colour scheme and duration.** The bunting had been agreed for entire replacement; a new colour scheme to be chosen noting that once faded red and orange could not be distinguished from each other. A budget had been provided for next FY 21/22. It was reported that if the bunting remained in position for several months then annual replacement would be required given the effects of sun and rain. Members agreed that the bunting should be

installed for as long a duration as possible. Huge spring flowers were suggested for the period between the Christmas lights displays and bunting season.

**39.7 Fore Street bollards and passageway signs – spot painting.** The works were required in Spring 2021.

**39.8 Men's Shed planters.** Members had observed the available planters however, it had been difficult to find suitable locations.

**39.9 Website, Facebook and Instagram.** Members noted proposals for a new KTC logo/rebranding, greater creativity for Facebook and Instagram account.

**39.10 Property matters budget for FY 2021/22 – Bandstand internal stanchions, War Memorial lettering and Christmas Lights catenary wires/eyebolts testing.** It was noted that the Finance Committee/full council had agreed budgets for the same.

**20/40            DATE OF NEXT MEETING**

Thursday 23 March 2021 at 7.00 p.m.

*The meeting closed at 8.40 p.m.*