

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD REMOTELY VIA VIDEO CONFERENCING
AT 7.00 P.M. ON TUESDAY 23 MARCH 2021**

Present: Cllr Philip Cole (Chairman)
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr Mike Jennings
Cllr Mel Rollinson

In Attendance: Martin Johnson (Secretary)

20/41 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dena Bex and Peter Ralph.

Public Open Forum

There were no members of public present.

20/42 DECLARATIONS OF INTEREST

There were no declarations of interest.

20/43 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 22 December 2020 which were approved by the Chairman as a correct record.

20/44 PLANNED MAINTENANCE SCHEDULE

Members received a revised Planned Maintenance Schedule revised 17 March 2021 for Town Council (KTC) assets and noted the actions required during the next financial year 2021/22. The Schedule was then referred to throughout the meeting as various assets and maintenance matters were discussed. Members noted that there were finite sums for maintenance during next financial year 2021/22 in order to retain the Precept at the same level and budgets would require careful management. It was **RECOMMENDED** to adopt the planned maintenance schedule for KTC assets during financial year 2021/22.

20/45 ASSET REGISTER

It was reported that the Asset Register was up to date including purchases and disposals during the current financial year 2020/21 in readiness for the closure of the annual accounts on 31 March 2021.

20/46 QUAY HOUSE

46.1 Rear courtyard water leak inspection and new service pipe – insurance claim rejection. Members noted that the insurance company was unable to recompense KTC as the leak was external and nil damage to property had occurred.

46.2 Conversion of 2nd floor attic store (agreed council meeting 9 March 2021) – way forward. No material change to the building was required and effectively the conversion was a superior redecoration of the existing attic to enable a currently redundant space to be used for office accommodation. It was anticipated for the work to commence mid-April.

46.3 New bulkhead external lighting for Quay House (in lieu of a street lamp). It was **RECOMMENDED** to accept a quotation to supply and install an additional external light on the western side of the façade of Quay House to match one in situ on the eastern side. A faulty photocell for the Garage bulkhead light would be replaced at the same time.

46.4 Potential repainting of entrance hallway and stairwell lower walls. It was **RECOMMENDED** for a specialist company to review the continual flaking paint and rising damp issues.

46.5 Potential repainting of 2nd floor toilets. The toilets were used by 3 current tenants which may increase to 4 tenants in due course. It was **RECOMMENDED** to accept a quotation to redecorate the 2nd floor toilets in Quay House.

46.6 Damp wall in Room 1. See agenda item 46.4 above.

46.7 Feedback: plumbing repairs. Noted.

20/47 QUAY HOUSE GROUNDS

47.1 Community Resilience Store – stock. The store was well stocked and the Town Clerk, and Monday helper, would fill and stock extra sandbags on 29 March.

47.2 Potential additional bollards on access driveway to Quay House – on hold. It was noted that options for bollards and/or ground marking had been sourced and provided to a third party however, there had been no feedback to date.

47.3 Feedback: vegetation clearance. Noted.

20/48 BANDSTAND

48.1 Condition and maintenance. Pressure washing had not been actioned in 2020 as there had been no events due to Covid-19.

48.2 Repainting of internal stanchions and wooden boarding. There was an available budget however, it was not required immediately. It was **RECOMMENDED** to hold-off repainting of the Bandstand inner framework and to monitor its condition.

48.3 Replacement power cabinet and internal electrical equipment (considered full council meeting 9 March 2021). It was **RECOMMENDED** to work-up a methodology alongside the Fair Week Committee and local electrician to refit the Bandstand power cabinet/internal electrics.

20/49 EMBANKMENT ROAD CEMETERY

49.1 Grave/cremation spaces: 10 full burial plots available, 3 possible further burial plots available, and potential for up to 30 cremation plots adjacent to the former chapel footpath. Noted.

49.2 Grounds maintenance. Given a finite resource Members considered the Cemetery was maintained to a satisfactory condition. In particular, long rooted weeds in the north west corner were under control by using a specialist weedkiller which still allowed the grass to grow. However, debris from Holm Oaks constantly littered the upper western footpath and much tree debris required clearing from alongside the estuary perimeter.

49.3 Feedback: Mole control, weed control north west corner and clearance of adjacent highway. Noted.

20/50 ST EDMUNDS CHURCHYARD

Members considered that the Churchyard, similar to the Cemetery at 49.2 above, was maintained to a satisfactory condition. However, it was noted that a section of masonry circa 400mm x 400mm had fallen from a corner of the perimeter wall into the Churchyard and it required investigation and repair.

20/51 TREBBLEPARK ALLOTMENTS

51.1 Tenancy and waiting list for allotment plots: 6 full size plots, 37 half-size plots and 18 persons on the waiting list. The allotment site was at full tenancy.

51.2 Condition of plots. It was noted that the vast majority of plots were well maintained.

51.3 Tenants' wish list for interventions/maintenance. Members had received requests for: secure fencing, lockable entrance gates and robust permanent signage to explicitly communicate no dog walkers/trespassers. Reception staff were able to speak to individual plotholders when rents were received for the next financial year. It was **RECOMMENDED** to install new signage to replace the current permanent and temporary signs at Trebblepark Allotments.

20/52 WAR MEMORIAL

52.1 The condition and bi-annual cleaning of the War Memorial. The memorial was in a very satisfactory condition and the first of bi-annual cleans was due shortly

52.2 Repainting of lead lettering. It was **RECOMMENDED** for the names of service and civilian personnel on the War Memorial to be repainted by a specialist.

20/53 EMBANKMENT DECORATIVE LIGHTS

53.1 Condition of the decorative festoon lights. It was noted that the festoon lights were in a very satisfactory condition following maintenance in the current financial year.

53.2 New distribution board/control equipment (agreed council meeting 9 March 2021). Noted.

20/54 CCTV

54.1 New code of practice – agreed at Policy Committee in late 2020. The new code was low priority as the current policy was adequate however, the former would be actioned.

54.2 Operations and recent maintenance. The CCTV system worked well; footage of an incident had very recently been provided to the Kingsbridge Neighbourhood Police to assist their investigation.

20/55 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB

It was noted that the new waymarking signs would identify the telephone box to visitors. A single mirror panel was missing and required replacement. It was **RECOMMENDED** to accept a quotation to repaint the telephone box internally and externally; and to re-open the night club on 21 June in accordance with government advice for current Lockdown restrictions.

20/56 PUBLIC SEATING & PICNIC BENCHES

56.1 Cleaning, reoiling, restaining and repainting of KTC managed benches around town. To be actioned in readiness for summer 2021.

56.2 New picnic bench for the Recreation Ground (Embankment Road end). In the throes of being made by the grounds maintenance contractor.

20/57 CHRISTMAS LIGHTS 2020/21

57.1 Summer testing of eyebolts and catenary wires (3 yearly advisory checks). It was **RECOMMENDED** to accept a quotation for testing to take place on a Sunday.

57.2 Consideration of potential works. Members noted good feedback from the last 2020/21 seasonal display, next financial year's budget and a listing of potential works for the 2021/22 display. It was **RECOMMENDED**, within budget constraints, to action the following:

- Repair of 2 in number cross-street displays which were faulty.
- New cabling to enable street lamp sockets/timers to power 2 further cross-street displays i.e. all of Fore Street displays powered from street lamps.
- Install a new single wire display in lower Fore Street.

- Purchase 3 in number single wire ‘twinkly’ displays to match those in situ in warm white and blue.
- Independent new cabling if required to enable operational assurances.

The traditional Christmas Tree at the edge of Quay House grounds was discussed including a better quality ‘Douglas Fir’, tree of lights in lieu and transfer to the Town Square. Moreover, Members considered that Duke Street was missing a lights display. It was then **RECOMMENDED** to consider the additional following matters:

- Alternatives to the traditional Christmas Tree (and indeed was there potential for no tree at all?).
- Exploration of a display(s) in Duke Street.

20/58 ANY FURTHER IMMEDIATE PROPERTY MATTERS

58.1 Pothole project – remaining DCC funding at £485.30. The original Devon County Council (DCC) funding at £1,500 had reduced and there were only a single tub of tarmac repair remaining. It was **RECOMMENDED** to work-up costs for more tarmac repair and preparatory spray and to liaise with the DCC Ward Members about the availability of further funds.

58.2 Speed limit vehicle activated sign. The VAS was moved by the grounds maintenance contractor on a regular basis and new batteries had been purchased recently.

58.3 Public art and sculpture – grass verge at The Promenade. Reception was awaiting completion of KTC’s Covid Lockdown Art Project before moving forward to invite artists to submit expressions of interest for a piece of new art/sculpture at the head of the estuary.

58.4 Fore Street shop window painting project. KTC’s listing of empty shops had been updated very recently as SHDC was likely to provide a funding opportunity to decorate shop windows as part of the Re-opening High Streets project.

58.5 New Fore Street bunting for 2021 – colour scheme and duration. It was noted that the extended duration of bunting aloft in Fore Street led to red and orange fading to the same colours and it was then **RECOMMENDED** to order a new 5 colour scheme of blue, orange, yellow, green and pink polyester bunting and to install if possible for 12 April.

58.6 Fore Street bollards and passageway signs – spot painting. To be actioned by the grounds maintenance contractor shortly. It was noted that one bollard required replacement and DCC would be contacted.

58.7 Potential painting of Fore Street street lamps. It was **RECOMMENDED** to gain quotations to repaint all heritage style street lamps which may require a hoist/cherry picker.

58.8 Website, Facebook and Instagram. Members noted that the website was not mobile phone friendly but noted that any revision was not advisable until

completion of the Neighbourhood Plan as the current website hosted much latter documentation which was loaded by a Steering Group member.

58.9 Quay House wi-fi/internet reception. The wi-fi tended to 'dropout' during Zoom remote meeting which was unnerving when KTC was the host. It was **RECOMMENDED** to explore better wi-fi connection.

20/59 DATE OF NEXT MEETING

To be confirmed Tuesday 22 June 2021 at 7.00 p.m.

The meeting closed at 9.05 p.m.