

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD REMOTELY VIA VIDEO CONFERENCING  
AT 7.00 P.M. ON TUESDAY 22 JUNE 2021**

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

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

**21/01 ELECTION OF NEW CHAIRMAN**

Cllr Cole was elected as Chairman of the Property Committee for mayoral year 2021/22.

**21/02 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.

**21/03 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**21/04 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the meeting held on 23 March 2021 which were approved by the Chairman as a correct record.

**21/05 PLANNED MAINTENANCE SCHEDULE**

Members noted the Planned Maintenance Schedule for the current financial year 2021/22 was being followed. The single amendment to date, agreed at the previous meeting, was that the anticipated repainting of the Bandstand's internal metal stanchions and wooden boarding, budgeted at £500, was not required.

**21/06 ASSET REGISTER**

Members noted that the Asset Register had been reviewed and updated on 31 March 2021 for the closure of the annual accounts. A stocktake of assets would take place in July in readiness for the insurance schedule review in August.

## **21/07 QUAY HOUSE**

**07.1 Conversion of 2<sup>nd</sup> floor attic store.** Re-laying of floorboards, repairs, plastering, electrical works (sockets, lighting and heating) and redecoration had all been actioned. It was anticipated that a new carpet would be fitted in early July. Expressions of interest had been received to hire the room for Members' consideration.

**07.2 Repairs to entrance hallway, stairwell and Reception damp internal walls.** Members had accepted a quotation at the council meeting held on 4 May; the works would commence on 20 September for 2 weeks duration. It would necessitate closing the entrance hallway and Reception office for part of the period and a temporary system to access Quay House/services, probably using the side entrance door, would need to be worked up. Nil wedding bookings would be taken during the works.

**07.3 Repainting of 2<sup>nd</sup> floor toilets.** The toilets were shabby and redecoration would take place in July.

**07.4 Feedback: new bulkhead external lighting.** Actioned.

## **21/08 QUAY HOUSE GROUNDS**

**08.1 Community Resilience Store – stock.** The store remained well stocked.

**08.2 Feedback: grounds maintenance.** The car parking and grassed areas were in a Satisfactory condition.

**08.3** Members discussed hiring out the grounds for events and noted the grassed area was identified in wedding hire adverts for photographs. Staff would research comparable open space venues for hirings.

## **21/09 BANDSTAND**

**09.1 Condition and maintenance.** Satisfactory.

**09.2 Replacement power cabinet and internal electrical equipment.** Agreed by full council on 9 March; Covid-19 and Lockdown had led to nil public events and a low priority for the works. However, the proposals would need to be re-visited.

## **21/10 EMBANKMENT ROAD CEMETERY**

**10.1 Grave/cremation spaces: 10 full burial plots available, 7 cremation plots available and potential for a further circa 15 cremation plots adjacent to the former chapel footpath.** Noted.

**10.2 Grounds maintenance including shrubbery along the estuary perimeter.** Satisfactory however, some overgrown shrubs required trimming.

**10.3 Feedback: Mole control and weed control north west corner.** The environmental contractor visited the cemetery monthly for mole checks and the grounds maintenance contractor had controlled deep-rooted docks in part of the grounds.

## **21/11 ST EDMUNDS CHURCHYARD**

**11.1 Grounds maintenance.** Satisfactory however, Ivy growing up the side elevation of the Town Hall needed to be removed which was labour intensive works and would be actioned shortly. Moreover, some grave spaces in the lower levels needed to be cleared.

**11.2** Members noted that Church Steps Passageway, adjacent to the churchyard, had been closed for circa 2 years and was strewn with litter in the area inaccessible to the public. The Town Clerk would review the latest report from South Hams District Council.

## **21/12 TREBBLEPARK ALLOTMENTS**

**12.1 Tenancy and waiting list for allotment plots: 6 full size plots, 37 half-size plots and 18 persons on the waiting list (to be confirmed at the meeting).**  
Noted.

**12.2 Condition of plots.** The site was Very Satisfactory. A couple of plots which had recently been taken over required clearing.

**12.3 Feedback: new signage.** All former old signage had been replaced recently by a single sign at each entrance identifying that access to the site was for plotholders only.

**12.4** The permissive path which ran alongside the western perimeter of the site would be checked to ensure it could be accessed.

## **21/13 WAR MEMORIAL**

**13.1 The condition and bi-annual cleaning of the War Memorial.** The War Memorial was in a Very Satisfactory condition; the next cleaning would take place early November in readiness for Remembrance Sunday.

**13.2 Repainting of lead lettering.** Anticipated shortly.

## **21/14 EMBANKMENT DECORATIVE LIGHTS**

**14.1 Condition of the decorative festoon lights.** Satisfactory.

**14.2 Feedback: new distribution board/control equipment.** Actioned and the lights switch on/off now worked correctly.

## **21/15 CCTV**

**15.1 Operations and recent maintenance.** The CCTV system continued to work well.

**15.2 New code of practice – agreed at Policy Committee in late 2020 (to be actioned).** Noted.

**15.3 Feedback: new signage.** The former signage had faded and was almost unreadable; new signage had been produced and would be erected shortly.

## **21/16 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB**

**16.1 External/internal repainting.** To be actioned shortly; the decorator had been supplied with the paint code. Two new internal reflective panels were required.

**16.2 Re-opening on completion of Lockdown.** It was anticipated to re-open the 'nightclub' on 19 July (Lockdown re-opening Step 4).

## **21/17 PUBLIC SEATING & PICNIC BENCHES**

**17.1 Cleaning, reoil, restaining and repainting of KTC managed benches around town (part of holistic OSSR bid for S.106 funds).** Works within the parks would be contained within a funding bid to SHDC.

**17.2 New picnic bench for the Recreation Ground (Embankment Road end).** The new picnic bench had been completed and would be installed shortly.

## **21/18 CHRISTMAS LIGHTS 2021/22**

**18.1** Further to the last meeting, the following actions would take place for the seasonal display 2021/22:

- Summer testing of eyebolts and catenary wires (3 yearly advisory checks); quotations had been received and a contractor selected. The works to be actioned on a Sunday.
- In-house repair of 2 x faulty cross-street displays which had failed during the 2020/21 season.
- New cabling to enable street lamp electricity to supply a further 2 x cross-street displays to complete the whole of Fore Street.
- A new single wire display in lower Fore Street.
- Purchase of a new single wire warm white and blue displays however, the 'twinkly' displays were no longer available.
- Exploration of a single wire display (or possibly 2 in number) for Duke Street was being explored and permissions for new eyebolts being sought from landowners.

**18.2** Members then discussed the effectiveness of the traditional installation of a Christmas Tree in Quay House grounds and considered previous trees to be underwhelming and that the location was not a focal point. It was **RECOMMENDED** that there should not be a Christmas Tree for 2021/22 and for no alternative.

## **21/19 ANY FURTHER ASSETS/PROPERTY RELATED MATTERS**

**19.1 Pothole repair project – remaining DCC funding at £485.30.** New repair kit would be ordered. KTC could repair highways except A roads and the Town Centre loop of Fore St-Duncombe St-Belle Vue Rd-Church St-Bridge St.

**19.2 Speed limit vehicle activated sign (VAS).** Members considered the VAS to be effective, it operated at a specific location for 2 weeks duration and toured the following sites: Cookworthy Road, Embankment Road (3 locations), Duncombe Street, Stentiford Hill and West Alvington Hill. Costs for the current model of VAS were circa £3k. It was **RECOMMENDED** to purchase a new, and second, speed limit vehicle activated sign to provide greater coverage.

**19.3 Public art and sculpture – grass verge at The Promenade.** It had been a conscious decision not to advertise KTC's quest for a new sculpture so that it did not conflict with the recent Lockdown Art Project. Now that local residents' art was on display in the town centre the sculpture project could commence.

**19.4 Painting of Fore Street street lamps.** To be actioned over the course of the current financial year.

**19.5 Website, Facebook and Instagram.** Members noted a reluctance to alter the current website while the public consultation was ongoing for the draft Neighbourhood Plan. However, Members considered that Instagram posts could be linked to the Facebook page. It was noted that the website was now mobile phone friendly.

**19.6 Quay House wi-fi/internet reception.** Reception was satisfactory for daily council business and with remote Zoom meetings having completed the requirement to upgrade was no longer a priority. Internet speed testing revealed it was good.

**19.7** Members noted that litter bins at the head of the estuary, Town Square and town centre were never cleaned and Staff would take photos to forward to SHDC.

**19.8** Members noted that new bus information and a new Kingsbridge map had been ordered to replace the current editions within the Bus Station shelter and a local artist had been contacted to explore the possibility of a painted wall surround to show them off.

## **21/20 DATE OF NEXT MEETING**

Tuesday 28 September 2021 at 7.00 p.m.

*The meeting closed at 8.45 p.m.*