

**MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 7.00 P.M. ON TUESDAY 28 SEPTEMBER 2021**

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

In Attendance: Martin Johnson (Secretary)

21/21 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Barrie Fishman and Mike Jennings.

Public Open Forum

There were no members of public present.

21/22 DECLARATIONS OF INTEREST

There were no declarations of interest.

21/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 22 June 2021 which were approved by the Chairman as a correct record.

21/24 PLANNED MAINTENANCE SCHEDULE

Members noted the Planned Maintenance Schedule for the current financial year 2021/22 was being followed; all anticipated works for the following financial year 2022/23 would be reported in the draft budget to be worked up shortly.

21/25 ASSET REGISTER

The Asset Register needed to be updated to reflect the revised insurance schedule with effect from 1 September 2021.

21/26 QUAY HOUSE

26.1 Conversion of 2nd floor attic store and future use of Room 4. Members viewed both rooms:

- The former attic store refurbishment had included re-laying of the floorboards, wall plastering, electrical works (new sockets, lighting and heating) and a new carpet (plyboard, thick underlay and carpet to reduce noise transfer); the room was ready to rent.
- Room 4 required sound-proofing to the connecting door to the Council Chamber to reduce noise transfer; the room would be ready to rent on completion of said works.

It was **RECOMMENDED** to advertise Quay House available office space immediately via the Town Council's (KTC) Instagram page on a first come, first served basis at £2,400 per annum for The Loft and £1,200 per annum for Room 4. Advance rent and a deposit would be required.

26.2 Repairs to entrance hallway, stairwell and Reception damp internal walls. The works had commenced the previous day with a time duration of 2 weeks plus necessitating the move of staff to the Council Chamber. A new and much improved telephone system had been installed at the same time. Refit of skirting and redecoration would be required independently upon completion.

26.3 Feedback: completion of external lighting. Actioned.

21/27 QUAY HOUSE GROUNDS

27.1 Community Resilience Store – stock. About 50 sandbags had been handed out to local residents recently and while a healthy stock of filled sandbags was held some more were required to replenish.

27.2 Repairs to Garage soffits. Minor repairs were required and in hand.

27.3 Grounds maintenance and Boons Lane accessibility. Satisfactory however, vegetation from the grounds was growing over and impacting Boons Lane and would be cleared during the next grass cut.

The picnic tables had not been positioned during summer 2020 and 2021 due to Covid-19.

21/28 BANDSTAND

28.1 Condition and maintenance. Satisfactory.

Members discussed greater post-Covid use of the Bandstand in spring and summer 2022 e.g. buskers and bands.

The portable table tennis table had not been positioned during summer 2020 and 2021 due to Covid-19.

28.2 Replacement power cabinet and internal electrical equipment. A new cabinet and improved electrics had already been agreed by full council in March 2021; the works were anticipated to cost circa £4.5k.

21/29 EMBANKMENT ROAD CEMETERY

29.1 Grave/cremation spaces: 9 full burial plots available, 3 possible further full burial plots, between 15 and 25 cremation plots (including spaces adjacent to the former chapel footpath). Noted.

29.2 Grounds maintenance (and nil anticipated tree surgery). Satisfactory.

29.3 Feedback: Mole and rabbit control. Devon Wildlife Management made monthly visits to the cemetery.

21/30 ST EDMUNDS CHURCHYARD

30.1 Minor wall repairs. To be actioned in late October.

30.2 Grounds maintenance. Satisfactory.

30.3 Feedback: Ivy removal from the Town Hall elevation. Noted.

Members discussed community use of the grounds which KTC provided the upkeep for given its designation as a closed churchyard and more picnic benches would be investigated.

21/31 TREBBLEPARK ALLOTMENTS

31.1 Tenancy and waiting list for allotment plots: 6 full size plots, 37 half-size plots and 24 persons on the waiting list. Noted.

31.2 Condition of plots. The allotments had been very satisfactory.

Members discussed that the allotments were private for ploholders' access and use only. Therefore, KTC tried to ensure that the amenity 'washed its face' with expenditure equivalent to the income from rents. Communication would be made with ploholders in early 2022 to ascertain what they wanted? e.g. litter disposal, new fencing and or tree surgery to allow more sunlight into the site.

21/32 WAR MEMORIAL

32.1 Condition and bi-annual cleaning of the War Memorial. The next clean would take place in early November in readiness for Remembrance Sunday.

32.2 Repainting of lead lettering. The works were behind schedule and had been hastened however, the lettering was still in a Satisfactory condition.

21/33 EMBANKMENT DECORATIVE LIGHTS

Condition and recent timing fix. A number of bulbs were dirty and would require cleaning in spring 2022 before financial year end. A timing issue had been recently fixed.

21/34 CCTV

34.1 Operations and recent maintenance. The CCTV system continued to work well and had provided evidence to the Police on several occasions recently.

34.2 Feedback: installation of new signage. The recently fitted signs were a better design than the originals.

21/35 RED TELEPHONE BOX/WORLD'S SMALLEST NIGHT CLUB

35.1 Condition and operation. The disco had re-opened upon the lifting of Covid-19 restrictions.

35.2 Feedback: completion of external/internal repainting. The telephone box was in a Very Satisfactory condition.

Members discussed that the BT licence may allow for the phone box to be re-located elsewhere however, its current position away from the town centre was considered to be suitable given its position in Fore Street and existing electrical supply.

21/36 PUBLIC SEATING & PICNIC BENCHES

Cleaning, reoiling, restaining and repainting of KTC managed benches around town (part of holistic OSSR bid for S.106 funds). Works within the Recreation Ground were contained within a funding bid to South Hams District Council; all other seating and picnic benches around town would receive maintenance in spring 2022 ahead of financial year end.

21/37 CHRISTMAS LIGHTS 2021/22

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

- Testing of eyebolts and catenary wires (3 yearly advisory checks) in early October.
- Repair of 2 x faulty cross-street displays.
- New cabling to enable street lamp electricity for 2 x cross-street displays in order that all Fore Street supplies were taken from Devon County Council (DCC) managed street lamps.
- New single wire display in lower Fore Street.
- New single wire 'twinkly' displays in blue had been purchased.
- Independent new cabling would be actioned if required.
- Nil Christmas Tree given the decision at the last meeting.
- Nil new display in Duke Street as permission had not been granted.

Applications for the displays had been made to DCC Highways, DCC Lighting and Western Power Distribution for unmetered supplies. The display was on budget at present.

21/38 ANY FURTHER ASSETS/PROPERTY RELATED MATTERS

38.1 Potholes – purchase of more repair kit and funding application to DCC. KTC held £485 in Restricted Reserves from an original DCC grant at £1,750, County Cllr Brazil had supported a bid for £800, which meant KTC had to fund £700 towards a project total of circa £2k (pothole repair and labour) to fill around 30 potholes at circa £66 per pothole (equivalent to the fitting of one budget car tyre).

38.2 New (and second) speed limit vehicle activated sign (VAS) on order.

The VAS order had been confirmed however, there were delays in the supply chain.

38.3 Public art and sculpture project – grass verge at The Promenade. Two firm expressions of interest had been made and Members needed to discuss the immediacy of the project in the round alongside other ambitions.

38.4 Website, Facebook and Instagram. It was **RECOMMENDED** for:

- the “News Categories” section on the website to be deleted as it was historical and unnecessary, and
- links to be provided on the website to KTC’s Facebook and Instagram.

38.5 Defibrillator at Kings Market foyer – new pads. Recently fitted.

38.6 Trim Trail exercise equipment – condition. Several parts were on order from Caloo to rectify current defects.

38.7 Bunting – removal. The bunting would be removed on the Sunday following the Christmas Lights’ testing.

38.8 Grit bins – checks and restock. To be actioned early November 2021.

38.9 Other matters:

- **Emergency wall works in Leigham Terrace.** KTC request completed swiftly by Devon Building Control.
- **Vegetation clearance in Eastern Backway.** Nearing completion to provide greater pedestrian access.
- **Vegetation clearance in Western Backway leat.** Nearing completion to lower the risk of flooding.
- **Litter bins and bollards repainting in Fore Street.** Completed to sustain the presentation of the town centre.
- **Upper Fore Street planters’ brackets/security.** Completed following recent incidents of anti-social behaviour.
- **Wistaria Place and Western Backway graffiti.** Completed following recent graffiti incidents.

21/39 DATE OF NEXT MEETING

Tuesday 22 March 2022 at 7.00 p.m. (with potential for an extra meeting in December 2021).

The meeting closed at 8.55 p.m.