

**MINUTES OF A MEETING OF THE PROPERTY & RECREATION COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 7.00 P.M. ON TUESDAY 24 MAY 2022**

Present: Cllr Philip Cole (Chairman)
Cllr Martina Edmonds
Cllr Anne Balkwill
Cllr Graham Price
Cllr Mel Rollinson
Cllr Adam Sherring

In Attendance: Lesley Healey, Kingsbridge Community Tennis
Verity Robinson, Kingsbridge Community Tennis
One Member of Public
Martin Johnson (Secretary)

22/01 ELECTION OF CHAIRMAN

Cllr Cole was elected as the Chairman of the Property & Recreation Committee for mayoral year 2022/23.

22/02 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mike Jennings and Emily Good (new Recreation Ground café manager).

Public Open Forum

Kingsbridge Community Tennis representatives made the statements at Annex A.

22/03 DECLARATIONS OF INTEREST

None.

22/04 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 25 January 2022.

22/05 PLANNED MAINTENANCE SCHEDULE

Members received a revised Planned Maintenance Schedule for the financial year 2022/23 and noted that the related Asset Register and been updated on 31 March 2022.

22/06 QUAY HOUSE & GROUNDS & BANDSTAND

06.1 Scheduled works for repainting of Quay House façade sash windows and Bandstand inner framework. The sash windows would require scaffolding and it was **RECOMMENDED** to delay repainting until completion of Kingsbridge In

Bloom judging on 25 July. Painting of the Bandstand inner framework had yet to be scheduled.

06.2 Room 8 works required prior to re-letting. Members reviewed Room 8 which had been vacated and drew comparisons with the recently refitted office space on the second floor. It was **RECOMMENDED** to invite quotations to completely refurbish Room 8 in readiness for a new tenant.

06.3 Side elevation guttering repairs. It was **RECOMMENDED** to investigate guttering repairs to the east elevation when scaffolding was in place for redecoration (see agenda item 06.1). It was noted that there was no allocated budget for such repairs.

06.4 PA system for the Bandstand. A PA system had been purchased.

06.5 Feedback: new intruder alarm signalling unit, ground floor walls re-decoration following damp repairs, Garage soffits repair, pruning of trees adjacent to the Library, Bandstand cleaning and replacement Bandstand electrical cabinet. All works had been actioned however, it was reported that the wooden Garage doors may require repair and marquee hire would be investigated for Quay House lawn for use by wedding parties.

22/07 EMBANKMENT ROAD CEMETERY & ST EDMUNDS CHURCHYARD

07.1 Cemetery burial and cremation spaces: 9 full burial plots available, 3 possible further burial plots available, 4 cremation plots market out and potential for a further 20 cremation plots. Noted.

07.2 St Edmunds Churchyard – picnic benches. All 4 benches were time-worn and required replacement. It was **RECOMMENDED** to investigate the supply of used wooden benches from a local benefactor which were in a satisfactory condition, but needed re-oiling, to replace those on site.

07.3 Feedback: grounds maintenance contract 1 April 2022 to 31 March 2025 and cemetery tree planting (part of the Urban Tree Challenge Fund project). Both works had been actioned.

22/08 TREBBLEPARK ALLOTMENTS

08.1 Tenancy and waiting list for allotment plots: 6 full size plots, 37 half-size plots and 20 persons on the waiting list. Noted.

08.2 Plotholders' consultation feedback for budget expenditure during the current financial year 2022/23 including supply of a skip for rubbish removal and tree surgery. Following a survey with plotholders, the 2 front runners for works had been identified as rubbish clearance and tree pollarding. A large skip had been hired for the period Friday 10 to Monday 13 June at £430 which included a highways licence. This would leave circa £1,300 for tree surgery in late 2022.

22/09

PUBLIC SEATING & PICNIC BENCHES

09.1 New street furniture in Fore Street including waymarking, litter bins, benches, individual seats, planters and Silver Birch trees. All new furniture had been installed apart from 2 individual chairs which were suggested for a space off the Fore Street/Duncombe Street junction alongside 2 new bike racks to replace a time-worn seat on site. The trees were being regularly watered and temporary supports had been added to the planters located at the mouth of Fore Street car park. Some spot-painting throughout Fore Street was needed when a run of good weather was forecast. A circa £1,200 budget remained. It was **RECOMMENDED** to plant grasses in the 10 in number planters and to trial slate chippings in one planter and to review the same.

09.2 The condition of public seats and picnic benches at various locations. Other Town Council (KTC) managed seating in the town, for example Knowle House Close and West Alvington Hill, would be cleaned and re-oiled during summer.

09.3 Scheduled installation of new seating and litter bins around the head of the estuary and Town Square including a seating sponsorship scheme. Members had agreed a total budget at £68,000 (operational budget £27.5k, Reserves £27.5k and Reserves top-up £13k at the April council meeting). However, Members, while proud of the related Fore Street project, were conscious of the current cost-of-living crisis affecting local households and whether an effectively 'aesthetics' project could be justified at the present time estimated at £53,000. It was **RECOMMENDED** to pause the supply and installation of new seating around the head of the estuary and Town Square and for the current South Hams District Council (SHDC) managed seating to remain. The related seating sponsorship scheme to also be postponed.

The current litter bins were a mix of different designs and in various conditions. It was **RECOMMENDED** to supply and install cast iron litter bins around the head of the estuary and Town Square to match those in Fore Street at circa £15,000. The sum could be reduced dependent on total numbers required between 14 and 18 bins.

09.4 Future maintenance. A £2,500 budget was available for maintenance of all new and old street furniture.

22/10

CHRISTMAS LIGHTS

10.1 Proposals for the 2022/23 festive season. A similar lighting display would be installed as that in 2021/22 to include a large Christmas tree in the Town Square.

10.2 Potential replacement Devon County Council (DCC) street lamp columns in Fore Street and impact on the Christmas Lights. No further news had been received from DCC to date.

22/11 OPEN SPACE, SPORT & RECREATION PLAN 2018-2028

11.1 OSSR matters in the emerging Kingsbridge, West Alvington & Churchstow Neighbourhood Plan. Members received a listing of adopted projects in the Kingsbridge OSSR plan which dovetailed with KWAC NPlan paragraph 5.8.5.

11.2 Review of the OSSR Plan projects priority list to include the following proposals:

- **Basketball court improvements with integral goalposts at Trebblepark play area.** The consultation with Trebblepark residents had completed on 16 May and the findings were awaited. If supported, the project was fully funded at £13,000 for 2 in number basketball/goalposts combo (SHDC £6k, South Hams Area Wellbeing £5k and KTC £2k).
- **Trampoline at Duncombe Park.** KTC had received 2 quotations and a third was awaited. The project to be delivered via available S.106 developer contributions subject to a successful application to SHDC.
- **Pond refit at the Recreation Ground.** KTC had allocated Reserves funding at £2,750 for a feasibility study which was awaited.
- **Bike track at Rack Park amenity space.** SHDC, KTC and Wild About Kingsbridge (WAK) representatives had met on-site and it was anticipated that a pump track could be installed to respect guidelines for distances from residential properties. The next steps were to invite a track supplier to ascertain what was possible and to liaise with nearby residents. Dog walking to be sustained off-leads, planting of 45 mixed orchard trees during winter 2022/23 and WAK ambitions to be incorporated. There was no allocated budget for the project.
- **New skatepark in Quay Car Park.** SHDC would commence the tender process shortly to select a contractor to design and build a new skatepark alongside input from the Kingsbridge skateboarding community. SHDC had committed circa £25k S.106 developer contributions, KTC £2k in the current financial year and local fundraising was being explored by the New Skatepark for Kingsbridge group. Total costs could exceed £200k.

22/12 TREE PLANTING

The SHDC/KTC tree planting project via the Urban Tree Challenge Fund had included Duncombe Park, Embankment Road Cemetery, Fore Street and the Recreation Ground to date. Further tree planting was scheduled for winter 2022/23 at Homelands/Trebblepark, Rack Park amenity space and Wallingford Road play area. The latter was anticipated to be managed by a community planting day.

22/13 HIGHWAYS GRASS VERGE CUTTING & WEED SPRAYING

Grass verge cutting would take place 7 times per annum in accordance with mapping agreed with DCC. Weed spraying operations had been geared towards Kingsbridge In Bloom judging 2022 (South West in Bloom Thursday 14 July and RHS National Finals Monday 25 July). Kingsbridge In Bloom had increased its re-wilding areas year-on-year.

A local resident had recently addressed the full council about SHDC's revised grass cutting routine for Duncombe Park which was aimed at increasing biodiversity and Members noted a related situation at Bowcombe amenity space. One of 2 grassed areas would only be cut twice per annum however, Members considered that this was a particularly high footfall area in summer and it was agreed that KTC should alter its original support. It was **RECOMMENDED** to request SHDC to amend its grass cutting policy at Bowcombe amenity space to achieve regular amenity cuts on both grassed areas.

22/14 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS

14.1 CCTV system – required maintenance. A 24 port POE switch had recently been replaced.

14.2 Red telephone box/world's smallest nightclub – recent maintenance. The LED strip lighting had recently been replaced.

14.3 War Memorial – cleaning and condition. The next professional cleaning was due prior to Remembrance Sunday.

14.4 Embankment Road decorative lighting – proposed cleaning and new bulbs. The bulbs were dirty and replacement tie-wraps were required in places. Members agreed that it would make sense to consider repainting of the posts (for the original run of lighting only) while a scaffold trolley was on site and a quotation for all works would be gleaned.

14.5 Potholes - tarmac/adhesive stock and repairs. Potholes continued to be repaired via cold tarmac available in the Resilience Store. Members were requested to notify Staff if they identified highway potholes.

14.6 Vehicle Activated Speed alert signs - deployment and operation. Two signs continued to be moved between sites on a bi-monthly basis.

14.7 Public art project – update on proposed mural for Quay toilets. Staff had met a group of local artists on site and feedback was awaited.

14.8 Defibrillator at Kings Market foyer - maintenance. New pads were required shortly however, the battery was in-date for a further year. The defibrillator was checked on a weekly basis.

14.9 Website, Facebook and Instagram - operations. All linked and operating well.

14.10 Trim Trail outdoor exercise equipment - maintenance and weed treatment in Duncombe Park and Quay House grounds. New end caps had been installed and weed spraying of the rubber mulch areas continued.

14.11 Bunting - coloured bunting Fore Street April-September (delayed) and Union Flag bunting in the Town Square for the Queen's Jubilee. All bunting would be erected in readiness for the bank holiday weekend 2-6 June.

14.12 Grit bins - checks and restock. To be checked in September in readiness for winter.

14.13 Graffiti - cleaning and overpainting in public spaces. Removal of graffiti with a similar tag, likely to be attributed to the same person, had cost £476.56 in the previous financial year and £30.00 to date in the current financial year. SHDC had also overpainted similar graffiti from the Quay toilet block.

14.14 Love Your Park - Recreation Ground community event on Sunday 21st August 2022. The summer fun day was being worked up and a meeting would be called shortly for all Kingsbridge based participants.

14.15 Movies on the Square – 3 in number open air movies in the Town Square on Friday 5 August (9pm), Friday 12 August (8.45pm) and Sunday 18 December (4.30pm). Staff would forward suggested movies to Members shortly.

14.16 Bus shelter and highways' signage cleaning. Professional cleaning was ongoing to be completed shortly.

14.17 Maintenance of KTC assets in the parks and open spaces including litter bin cleaning, render repairs to Duncombe Park mural and bark chippings at Briton's Field. All works were scheduled shortly.

14.18 KTC/Kingsbridge In Bloom - partnership working. Members received KIB's plans for the summer displays in 2022 and forthcoming competitions. Kingsbridge had been selected to represent the South West of England in the national Royal Horticultural Society championships.

21/16 DATE OF NEXT MEETING

Tuesday 27 September 2022 at 7.00 p.m.

Annex:

A. Public Open Forum.

The meeting closed at 9.40 p.m.

Public Open Forum

Lesley Healey and Verity Robinson provided a report on Kingsbridge Community Tennis operations based in the Recreation Ground:

- Recent initiatives included Rusty Rackets for people returning to tennis (with 8 persons at a recent session) and Walking Tennis for Tumbly Hill clients.
- The group had 200 active members and a household fee was £52 per annum.
- A recent tournament had raised £500 for Ukraine.
- The group promoted the Lawn Tennis Association's 'Tennis for Free' on Saturday mornings for over 12s.
- It would also be a recognised LTA 'Serves' venue from late summer with tennis aimed at vulnerable adults/families. Dr Mottram/South Hams Area Wellbeing supported the venture.
- Tennis rackets were needed for adults however, old wooden rackets did not tick the box!
- The Pavilion in the Park project had stalled since the public consultation results had been received in April 2021 as there had been a change of the group's directors. However, there had been 293 responses with 94% support for a community hub in the Recreation Ground. From 3 proposed locations, the current site of the cottage/Bowling clubhouse was the favourite (current boules pitch second and current café site was the third choice). There had been lots of comments and a main thrust was that any new facility should not 'overtake' the park. Toilet facilities was another hot topic. The study had spent circa 50% of the Awards For All grant of £10k and the remainder had been returned. The group did not have the resources to progress the project but would discuss in-house and feedback to KTC with their thoughts. The Town Clerk would also speak to SHDC's specialist officer.