

Kingsbridge Town Council

**MINUTES OF A MEETING OF THE PROPERTY & RECREATION COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 7.00 P.M. ON TUESDAY 27 SEPTEMBER 2022**

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

In Attendance: One Member of Public
Martin Johnson (Secretary)

22/16 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mike Jennings and Lee Bonham, Lesley Healey and Verity Robinson of Kingsbridge Community Tennis (however, a report had been received in the latter's absence).

Public Open Forum

A member of public made the statement at Annex A.

22/17 DECLARATIONS OF INTEREST

None.

22/18 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 24 May 2022.

**22/19 ASSET REGISTER, PLANNED MAINTENANCE SCHEDULE &
BUDGET PROPOSALS**

19.1 Planned Maintenance Schedule. Members received a revised Planned Maintenance Schedule for the current financial year (FY) 2022/23 and noted that all scheduled maintenance was on track given circa 6 months remaining until FY end.

Asset Register. The Town Council's (KTC) Asset Register needed to be updated to record new insurance valuations effective from 1 September 2022.

19.2 Budget Proposals. Members then considered specific budget proposals for next FY 2023/24 and it was **RECOMMENDED** to include:

- Repairs and repaint of the Garage/Store doors in Quay House grounds.
- Repaint of the first tranche of estuary lighting posts and all public realm fixtures e.g. bollards and railings around the head of the estuary (however, the

current FY budget may allow such works to be completed by end March 2023). All such fixtures were currently in an unsatisfactory condition.

- Replacement of old and inefficient night storage heaters in Quay House with modern Rowenta electric heaters where required. At present the ground floor offices required auxiliary heating to keep warm during the autumn and winter months. A survey of tenants' offices was also required. A scheme needed to be fully costed up.

22/20 QUAY HOUSE & GROUNDS & BANDSTAND

20.1 Sash Windows. The repair and repainting of the façade 1st and 2nd floor sash windows had been completed. The ground floor windows and porch to be completed shortly.

20.2 Room 8. Refurbishment works for Room 8, 1st floor, were progressing well to include new lighting and electrical sockets, repairs and redecoration and a new carpet. It was anticipated that the room would be completed by mid-October for the new tenant. Total refit costs would be circa £4.2k with an agreed new monthly rent at £300 realising a 14 month 'payback' period. This compared favourably with the previous FY's refurbishment of 2nd floor Loft office space (smaller room) which had cost circa £3k then rented at £200 per month i.e. 15 month 'payback' period.

20.3 Bandstand. The forecast for Bandstand metal framework repainting would not be required within the current FY. However, inner roof redecoration was required in spring 2023. The steel sign on the Bandstand had been vandalised and required repair or renewal.

Premises Licence. The Bandstand Premises Licence was effective 0800-2100 daily with an extension by 2 hours for the duration of Fair Week i.e. until 2300. However, the Fair Week event licence supported by South Hams District Council (SHDC) and the Police allowed entertainment until midnight i.e. said licence and permission did not dovetail. It was **RECOMMENDED** to apply to SHDC for the Bandstand Premises Licence to be extended by 3 hours for the duration of Fair Week.

20.4 Feedback. Quay House east elevation guttering repairs, ground floor male toilet replacement handwash water heater and an upgraded photocopier (at nil additional rental cost) had all been actioned.

22/21 EMBANKMENT ROAD CEMETERY & ST EDMUNDS CHURCHYARD

21.1 Cemetery burial and cremation spaces. Nine full burial plots were available, 4 potential further burial plots, 3 cremation plots marked out and the potential for a further 25 cremation plots.

21.2 St Edmunds Churchyard replacement picnic benches. The picnic benches in situ required permission from the Exeter Diocese to remove them before KTC could replace with recycled benches sourced from The Creeks End Inn. KTC was liaising with the Churchwarden.

21.3 Feedback. A fallen dead tree in the Cemetery had been removed along the eastern perimeter. Moles and rabbit populations continued to be monitored.

Much work was required in the Cemetery to include: spraying of terrace weeds, maintenance of stone terrace beds, trimming of terrace shrubs, removal of large tree stumps along the highway perimeter, removal of shoots growing from the base of several trees, wooden grave crosses to be refixed, removal of memorial debris from the estuary perimeter and the removal of a horde of fallen branches.

Works were also required in the Churchyard: seat repairs, internal stone wall repairs, bags of rubble to be removed and a large memorial to be repositioned.

22/22 TREBBLEPARK ALLOTMENTS

22.1 Tenancy and waiting list for allotment plots. There were 6 full size plots, 37 half-size plots and 24 persons on a waiting list.

22.2 Tree surgery. Crown raising of the central tree line to allow additional light on to plots would be actioned in autumn 2022; £1,367 was available (last FY underspend brought forward plus the remainder of this FY's rental income) and a quotation for the above tree surgery had been accepted at £1.4k.

22.3 Feedback. Rubbish removal via skip hire had been actioned in June. A popular request for the single gate at the Trebblepark end of the site to be replaced by a wider gate to allow deliveries of compost etc. would be explored for next FY 2022/23.

22/23 STREET FURNITURE

23.1 Fore Street street furniture. Two planters required re-positioning, a planter needed re-levelling and new grasses required for another planter. All actions were in hand.

The Silver Birch in planters had required much watering during summer 2022 and some trees had been supplied with temporary wooden supports until they were established.

The current FY maintenance budget was £2,500. Therefore it was anticipated that repainting of public realm fixtures identified at agenda item 19.2 above could be completed before end March 2023.

After discussion, it was **RECOMMENDED** to:

- Replace a traditional public seat in Bridge Street with 2 spare Escofet Montseny chairs already held (and originally earmarked for the mouth of Fore Street Car Park before the Velarde development had commenced).
- Replace a time-worn blue painted public seat at the junction of Fore Street/Duncombe Street with a cycle rack (to bookend a recently installed cycle rack in lower Fore Street outside the former Quay pub).

23.2 Condition of public seats and picnic benches at various locations.

Cleaning and re-staining or re-painting of seating at remote locations e.g. Knowle House Close and West Alvington Hill had not been required as anticipated for summer 2022 but would be completed in March 2023 in readiness for next summer.

23.3 New litter bins. A Members' walkabout had taken place on 21 September 2022 to review the agreed installation of new cast iron litter bins.

The original scheme aimed to reduce the number of litter bins around the estuary and in the town square from the current 21 bins (13 green plus 8 black & blue plastic bins) to 14 bins plus some replacements elsewhere at circa £15k for supply and installation. However, close monitoring of bin use through the summer months had led to a 're-think' and the walkabout now proposed the following requirements:

- Town Square – 5 bins (at 4 current locations and 1 new bin near Quay toilets)
- Quay Car Park footway – 7 bins (at 5 current locations and 2 new locations)
- Embankment Road – 7 bins (at 4 current locations and 3 new locations)
- Junction Duncombe Street/Fore Street – 1 bin (at current location)
- Bridge Street – 2 bins (at current locations)
- The Promenade – 1 bin (at current location)

Members supported the above proposals and agreed an extra bin should be introduced at the mouth of Mill Street.

It was then **RECOMMENDED** to:

- supply and install 24 in number Pierhead model cast iron litter bins at circa £20k and,
- to waive Financial Regulations 11.1(h) for 3 quotations to be supplied in accordance with 11.1(a)(iv) in order to purchase from a specific supplier to maintain a house style for litter bins as installed in the previous FY.

22/24 CHRISTMAS LIGHTS

24.1 Proposals for the 2022/23 festive season. Further to the previous meeting a similar lighting display would be installed as that for 2021/22 to include a large Christmas tree in the Town Square to be installed by a local tree surgeon.

After discussion, it was **RECOMMENDED** to explore the installation of street lamp displays at 2 locations in Bridge Street to supplement the agreed display.

24.2 Applications to DCC Highways, DCC Lighting and Western Power Distribution. Highways approval had been received and other feedback was awaited.

22/25 OPEN SPACE, SPORT & RECREATION PLAN 2018-2028

25.1 Review of ongoing projects in the OSSR Plan.

- At Treblepark play area the proposed improvements for the basketball court, to supply 2 hoops with integral goalposts, had been supported via a SHDC/KTC consultation with local residents. Completion anticipated during autumn.

- At Duncombe Park the favoured trampoline would cost circa £13k for supply and installation. SHDC had supported circa £9k S.106 funds held for the park and a circa £4k bid has been made to the Queen's Jubilee Activity Fund with feedback anticipated within 2 weeks.
- At the Recreation Ground the feasibility study to refit and landscape the pond area was anticipated shortly. KTC held £2,750 in revenue reserves to pay for the study however, nil funds were earmarked for the actual project.
- At Quay Car Park/Slipway an enhanced skatepark could cost circa £250k. KTC had allocated £2k in the current FY budget for preliminary studies and £48k in capital receipts had been earmarked by the Finance Committee to be received by October's full council meeting. Crowd funding had been highlighted and Wheelscape had been chosen as the contractor. KTC was due to meet Kingsbridge Estuary Boat Club representatives on-site on 29 September to discuss the proposals.

Related OSSR matters:

- At Rack Park play area a proposal to install a bike pump track required a specialist company to be invited to site to ascertain what was possible in the available space mindful of other users, particularly dog walkers, residential homes in the locale and the planting of 45 mixed orchard trees in winter 2022.
- At the Recreation Ground a proposal for a new "Pavilion in the Park" for the bowling club and tennis players, but also for wider community use, had stalled as Kingsbridge Community Tennis did not have the resource at the present time to take the project forward. The poor condition of the ground floor changing rooms to be brought to the attention of SHDC Ward Members.
- KTC had provided feedback to SHDC in late 2021 on the draft Playing Pitch Strategy (which covered cricket, football, hockey and rugby facilities only) and had lobbied for, alongside KM United, a full size 3G pitch to enable 11 versus 11 football games. However, the Strategy had been adopted by SHDC without amendment which supported a 9 versus 9 size pitch as KTC's request could not be justified via population, demand and weekday/daytime use. It was agreed to arrange a meeting with SHDC's recreation specialist to discuss.
- Recreation Ground putting green. A new KTC licence for Baked Goodies Café had been produced, putting flags fixed, new holes dug and sleeves fitted, new 9 hole course devised and promotional flag repairs to be explored shortly. Signage was potentially required to alert members of public to the putting holes when flags were not in position.
- Land to the rear of Devon Square. Devon County Council had devolved its management to the Town Council in partnership with Wild About Kingsbridge and local residents.
- Trim Trail outdoor exercise equipment. Maintenance and weed treatment in Duncombe Park and Quay House grounds was ongoing.
- Parks business. KTC has requested SHDC to update the "bookings and memberships" board near the cafe and re-apply for a Green Flag Award for 2023 in the Recreation Ground. In Duncombe Park the area at the rear of the Fire Station had been earmarked for wildflowers by SHDC however, there had been nil sowing to date.

22/26 TREE PLANTING

Further to the report at the previous meeting, the joint SHDC/KTC tree planting project via the Urban Tree Challenge Fund was on target to plant more trees in autumn/winter at Rack Park amenity space, Treblepark and Wallingford Road play area. The trees had been ordered and ParkLife would undertake the planting alongside an anticipated community tree planting day at the latter area.

22/27 HIGHWAYS GRASS VERGE CUTTING & WEED SPRAYING

KTC's current FY budget for weed spraying and vegetation clearance was £2,500 with £1,650 remaining. It was **RECOMMENDED** to purchase a stock of weedkiller, to cut back overgrown vegetation along Cookworthy Road and other clearances where vegetation was affecting pedestrian movement.

22/28 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS

28.1 Insurance schedule. Renewal had taken effect from 1 September 2022. However, insurance costs had soared. Last FY KTC had paid £7,192, the budget for the current FY was £7,500, and costs were £9,173.

28.2 CCTV system. KTC had supplied footage to a visitor following a recent formal request for camera footage following an incident.

28.3 Red telephone box/world's smallest nightclub. The facility was fully operational.

28.4 War Memorial – cleaning and condition. A local company would wash down the memorial in early November, the base of the flag pole would be repainted and an application for road closure had been made to DCC in readiness for Remembrance Sunday on 13 November.

28.5 Embankment Road decorative lighting. The lights kept failing and repairs were required i.e. new cabling, new catenary wires, new UV cable ties and new bulbs to be actioned via hoist at circa £3k. There was no dedicated funding this FY. It was **RECOMMENDED** to provide a budget for the decorative lighting repairs next FY 23/24 (further to items at 19.2 above).

28.6 Potholes. Repairs would be undertaken by KTC in Ropewalk, Fosse Road and Buckwell Road.

28.7 Vehicle Activated Speed alert signs. The VAS was deployed at 3 current locations along Embankment Road however, further locations had been requested but would require a bespoke pole on private land to house the unit. It was **RECOMMENDED** to explore location options in Embankment Road in the vicinity of the junction with Warren Road and/or Briton's Field.

28.8 Public art project. KTC was awaiting to receive feedback from local artists who wished to work-up an art project for the external walls of the toilet block at the head of the estuary.

A suggestion had been made to explore an 'art plus message' project using Greenpeace's "Guide to Life" which Kingsbridge Climate Action had delivered to each household in town. KCC students or a local artist to produce artwork to place alongside climate change advice to local residents and visitors at the Bus Station shelter on the perimeter of the Town Square. Members also supported investigation of such artwork at the bus shelters near the hospital. A project would be worked up and present to Members.

28.9 Defibrillator. The KTC managed defibrillator at Kings Market foyer was in date for battery and pads. The unit was checked on a weekly basis.

28.10 Website, Facebook and Instagram. Monitored on an almost daily basis.

28.11 Bunting. New coloured bunting was required for Fore Street in 2023.

Members agreed for 3 in number Union Flags to continue to be flown however, the flag at the Recreation Ground would be replaced with the flag of Ukraine.

28.12 Grit bins. Checks had been completed with only minor actions required in readiness for winter 22/23.

28.13 Graffiti. Cleaning and/or overpainting had been actioned.

28.14 Summer events The Queen's Jubilee, Movies on the Square and Love Your Park had gone well and received lots of supportive comments.

28.15 Bus shelter and highways' signage cleaning. The bus stops near the hospital were very dirty and would be cleaned shortly.

28.16 Maintenance of KTC assets. Litter bin cleaning in the parks was ongoing and new bark chippings had been supplied to Briton's Field. Render repairs to the children's play area mural wall in Duncombe Park to be actioned in spring 2023.

28.17 KTC/Kingsbridge In Bloom. Mutual support and partnership working continued.

KIB was working up a display to celebrate the King's coronation in 2023. Seating at the Fore Street/Duncombe Street junction required works in conjunction with agenda item 23.1 above. Seating near the taxi rank off the bus station required replacement. Trees around the head of the estuary needed crown lifting and pruning. Finally, lack of enforcement of dogs-on-leads was an issue. KIB to liaise with SHDC regarding the above matters.

28.18 Bowcombe amenity space. KTC had requested SHDC to supply a new SHDC sign for the vehicular wooden gate, earth-up the ground in front of seating,

seat repairs where required, a seat beyond repair to be replaced and waste to be removed.

28.19 DCC business. KTC had requested DCC to review outdated brown tourism signage for the Reel Cinema, theatre and Museum of Rural Life, to replace 2 in number missing bollards in upper Fore Street and to survey/refit Fore Street street lamps following a failure in Duke Street in late 2021.

28.20 Old Plymouth Road. KTC to recycle used bollards from Fore Street Car Park at the top of the highway before pedestrian access to the hospital/Northville Park.

28.21 Fore Street cross-footway gullies. KTC to clean out.

28.22 Fore Street Car Park. The proposed signage project to encourage shoppers from Tesco into Fore Street awaited SHDC feedback.

28.23 Members' get together 20 September. KTC had held an informal meeting to discuss priorities and projects. Outcomes included support for: a barrow market, continental market, retain Fore Street public realm vision for pavement widening/pocket park, re-invention of teenagers space near Quayside Leisure Centre, covered areas in parks i.e. teenage shelters, better lighting in the bus station, Quay House lawn for wedding marquees, more community mosaics and new community notice boards. It was **RECOMMENDED** that Members should nominate their top 3 projects to be given priority status.

28.24 Church Steps Passageway closure. Members agreed to request an update from SHDC.

28.25 Carol service. Members supported exploration of a community carol service to be held at the Bandstand.

22/29 DATE OF NEXT MEETING

Tuesday 24 January 2023 at 7.00 p.m.

Annex:

A. Public Open Forum.

The meeting closed at 9.30 p.m.

Public Open Forum

1. Kingsbridge Community Tennis had provided the following written report:

- It had enjoyed a very busy summer with both Friends and Pay & Play.
- Junior Summer Camps had been well attended throughout the summer holidays and Saturday morning coaching was under way for the autumn term.
- Participants were steadily increasing for the free-of-charge Rusty Racquets sessions on Monday afternoons and Walking Tennis sessions at Tumbly Hill on Wednesday mornings.
- The Love Your Park event was extremely busy and gained a few new Friends and encouraged visitors to find tennis coaching when they returned home.

Members were pleased to receive such a positive update.

2. Julie Taylor stated the following:

- The Royal Mail Sorting Office in Bridge Street was in a poor condition and was not a good advert for the town. Cllr Price had contacted Royal Mail in June 2022 regarding the same and Cllr Rawstron was liaising with the Anchor Centre about brightening up Bridge Street. Members agreed to progress both matters.
- The footpath between Henacre Road and Washabrook Way was overgrown. Members agreed to contact Devon County Council to request action.

Cllr Cole thanked Julie for her comments.