

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 24 JANUARY 2023**

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

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

22/30 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Martina Edmonds.

Public Open Forum

There were no statements from members of public.

22/31 DECLARATIONS OF INTEREST

None.

22/32 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 27 September 2022 which were approved as a correct record.

It was noted that:

- Members needed to nominate their public realm priorities given an allocated budget for projects next financial year 2023/24.
- An application had been made for South Hams District Council (SHDC) Reserves at £15k to part-fund resurfacing of the Recreation Ground tennis courts.
- A Member would revisit a commercial unit in the town centre to report the Town Council's (KTC) concerns about its material condition and to request improvements to the property.

**22/33 ASSET REGISTER, PLANNED MAINTENANCE SCHEDULE &
BUDGET PROPOSALS**

33.1 Planned Maintenance Schedule for current financial year 2022/23.

Members noted that earmarked works remained on target. Portable appliance testing in Quay House was progressing, a rear Courtyard clearance had been

organised (to also include Trebblepark Allotments) however, the internal repaint of the Bandstand had obviously been overtaken by a recent fire.

33.2 Budget estimates until end March 2023. A projection to financial year end identified a circa £9k budget under spend; primarily due to mothballing a new seating project around the head of the estuary and ordering cast iron litter bins which would achieve a budget saving of circa £7.5k. It would mean that Members could earmark further public realm maintenance ahead of summer 2023 that had not been originally budgeted for.

22/34 QUAY HOUSE & GROUNDS & BANDSTAND

34.1 Findings from walkabout 5 January. Eight in number minor works had been identified including the hedge bordering Boons Lane which was required to be cutback or replacement with a more suitable species.

34.2 Power outage 5 January. The outage had been scheduled and was only the second time in circa 20 years that Quay House had been affected. It was **RECOMMENDED** that, given the circumstances and timeframe, that a secondary source of power was not required e.g. batteries.

34.3 Music on the Bandstand. It was **RECOMMENDED** for a summer themed playlist to be produced to be played on the PA system.

34.4 Feedback. Front elevation windows and porch repainting, refurbishment of Room 8, annual fire equipment maintenance and annual alarm inspection had all been completed. The Bandstand Premises Licence had been extended to dovetail with Fair Week timings.

It was **RECOMMENDED** for the plastic picnic tables to be secured to the ground so that they could not be moved around.

Members discussed the Bandstand fire on Sunday 22 January and noted that the area had been secured with hazard warning tape advising members of public not to enter the cordon. Aviva's loss adjuster and surveyor would visit shortly. It was **RECOMMENDED** for the Bandstand to be left in its current condition, and that it should not be cleaned, until further information from the insurance company had been received.

22/35 EMBANKMENT ROAD CEMETERY & ST EDMUNDS CHURCHYARD

35.1 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.

35.2 Cemetery tree survey update. It was **RECOMMENDED** to accept a quotation for a full tree risk survey to be actioned shortly.

35.3 Findings from walkabouts 11 January. Fourteen in number minor works had been identified including potholes to be filled in the cemetery upper footway and seating to be repaired in the churchyard.

It was **RECOMMENDED** to replace current wooden picnic tables in the Churchyard, which were in an unsatisfactory condition, with tables refurbished by KTC.

35.4 Feedback. Planting of trees alongside the Embankment Road perimeter had been completed.

22/36 TREBBLEPARK ALLOTMENTS

36.1 Tenancy and waiting list for allotment plots. There were 6 full size plots, 37 half-size plots and 28 persons on a waiting list.

36.2 Findings from walkabout 11 January. Three in number minor works had been identified including the requirement to clear debris which had accumulated at the northern most end of the site (wooden pallets, old plastic compost bins, tin bath, plastic tubing and other materials) and was an eyesore. This would be linked to a rubbish clearance of the Quay House rear courtyard.

36.3 Feedback. Crown raising of the central tree line had been completed in autumn 2022.

22/37 OTHER KTC ASSETS

37.1 Findings from walkabouts 5 & 11 January. Five in number minor works had been identified including the requirement for a new Union Flag at the flag pole adjacent to the War Memorial.

37.2 Embankment Road decorative lighting – progress of repair works. New fixtures, catenary wires and cabling had been installed. However, there was a stark contrast in luminance between the original run of lights alongside the harbour wall and the more recent run of lights from the end of the harbour wall to the Memorial Shelter. The LED bulbs had a life of 30k hours, in winter months were lit for circa 9 hours duration and in reality lasted circa 5 years. Members received an estimate at £2k to purchase 750 in number LED bulbs to refit the original run of lights and provide a stock of spares for both the decorative lighting and Christmas festoons in Mill Street and the Town Square. The posts for the original run of lights required repainting in spring 2023. It was **RECOMMENDED** to purchase and install new bulbs for the decorative lighting.

37.3 Installation of new litter bins around the head of the estuary, Town Square and environs. Further to the previous meeting, the bins were likely to be delivered in early May.

37.4 CCTV – annual review and recent maintenance. The Neighbourhood Police team had reviewed CCTV footage on several occasions in order to progress investigations. Quarterly maintenance continued in accordance with KTC's annual contract with the supplier. It was **RECOMMENDED** to sustain KTC's CCTV system

for the prevention and detection of crime and for protecting the safety of the community.

It was further **RECOMMENDED** to explore the possibility of introducing CCTV cameras into Bridge Street and Mill Street.

37.5 Red telephone box – world’s smallest nightclub operation. The telephone box ‘dial a disc’ system continued to collect monies for the Mayor’s Charity.

37.6 War Memorial – cleaning and condition. Satisfactory.

37.7 Vehicle Activated Speed alert signs – deployment, operations and new location. The 2 in number VAS signs continued to be moved on a 2 weekly cycle around 8 locations in town: West Alvington Hill, Cookworthy Road, Duncombe Street, Stentiford Hill and Embankment Road. A new location in Embankment Road, opposite the junction with Warren Road, was the 4th location along this stretch of highway in an attempt to slow vehicles down.

37.8 Defibrillator at Kings Market foyer – maintenance and signage. New and larger signage was inbound for the foyer.

37.9 Website, Facebook and Instagram – operations. All were well used to promote KTC business.

37.10 Bunting – new for Fore Street in 2023 and Town Square bunting. New multi-coloured bunting for Fore Street had been budgeted for next financial year 2023/24 and the intention was for it be installed for the first weekend of April. Union Flag bunting for the Town Square could be re-used and installed at the same time in readiness for the King’s Coronation weekend.

37.11 Grit bins – checks and restock. All required actions had been completed and a request for new Snow Wardens to grit local neighbourhoods had been made via Facebook.

37.12 Briton’s Field – picnic benches and bark chippings. Satisfactory.

37.13 Bus Station – replacement information boards. The bays would be power washed, rear walls painted in blue masonry paint to make the information stand out and the boards would then be fitted.

37.14 Trim Trail outdoor exercise equipment – maintenance and weed treatment in Duncombe Park and Quay House grounds. SHDC conducted weekly checks and forwarded reports to KTC for any required maintenance. Weed treatment was required in spring.

37.15 Cycle racks – newly installed in Duncombe Street. The new cycle racks would be promoted.

22/38 CHRISTMAS LIGHTS

The festive lights display had received favourable comments however, due to the introduction of 2 new street lamp displays in Bridge Street (displays, power supply, sockets and timers) and a new power supply from a street lamp in Fore Street an over spend above the estimated budget at circa £1,888 was anticipated with a total expenditure estimated at circa £10,738.

22/39 OPEN SPACE, SPORT & RECREATION (OSSR)

39.1 Review of the Kingsbridge OSSR Plan 2018-2028 following requests to key sports and recreational clubs/groups for updates:

<https://kingsbridge.gov.uk/council/open-spaces-sports-recreation-plan/>

Several responses were awaited from local sports clubs to update their entries in the Open Space, Sports and Recreation (OSSR) Plan.

39.2 SHDC Playing Pitch Strategy, Kingsbridge Sports Forum, S.106 OSSR contributions for Kingsbridge, current allocations and way forward for projects. Members were aware that several local sports clubs had ambitious projects and required substantial funding to achieve their goals. A 3G artificial turf pitch was probably foremost amongst them as identified by the Playing Pitch Strategy and recent Kingsbridge Sports Forum. Current S.106 allocations for OSSR projects were:

- K5 West Alvington Hill - £111,860 - football facilities in Kingsbridge.
- Belle Hill - £207,357 – sports facilities at Kingsbridge Rugby Ground or increase the grass or 3G artificial grass pitch provision in Kingsbridge.
- 129 Fore Street - £9,262 – play, sports and recreational facilities at Duncombe Park.

It was **RECOMMENDED** to delegate liaison with local sports clubs and other authorities/agencies to Cllr Sherring and the Town Clerk in order to realise OSSR ambitions with reports to full council when required.

39.3 Basketball court improvements with integral goalposts at Trebblepark play area. Some teething problems from the build had been acknowledged by the contractor and would be rectified.

39.4 Trampoline concept at Duncombe Park. Further to the previous meeting, 3 quotations had been received for a ground level trampoline which could cost circa £13k for supply and installation. S.106 funds held for the park at circa £9k therefore had to be supplemented however, a recent funding bid by KTC had been unsuccessful. The concept remained an OSSR project ambition.

39.5 Feasibility study for a pond refit/enhancement at the Recreation Ground. Test results were awaited from the Dodbrooke stream, which needed to be partially diverted to the pond, whereupon the study could be progressed.

39.6 New skatepark in Quay Car Park. The enhancement of the current site may be classed as permitted development and confirmation was awaited. A new capital fund for such projects was due to open again in May. The project had received

much local support, was progressing well and the Skatepark Group remained positive.

39.7 Related proposals included in the above Kingsbridge OSSR Plan.

- A bike pump track concept for Rack Park amenity space had been placed on the 'back burner' due to other projects.
- Ditto the Pavilion in the Park project for a bowling/tennis/community hub in the Recreation Ground.
- Kingsbridge Community Tennis anticipated finalising a lease for the Recreation Ground courts with SHDC and a pathway for resurfacing the courts.
- KTC was due to liaise shortly with West Alvington Parish Council regarding the concept for an off-road cycle path.

39.8 Duncombe Park and Recreation Ground walkabouts 5 & 11 January.

Eleven in number minor works had been identified and forwarded to SHDC with a request for action including the Bloqx climbing frame in Duncombe Park which required a deep clean and re-installation of the basket swing in the Recreation Ground including repainting of the framework.

39.9 Recreation Ground Green Flag application for 2023-24 and management plan. SHDC had liaised with KTC and comments on the draft had been returned.

22/40 TREE PLANTING

Further to the last meeting, orchard tree planting under the auspices of the Urban Tree Challenge Fund project would take place at Rack Park amenity space in mid-February (37 trees) and at Wallingford Road play area in mid-March (25 trees). ParkLife would lead on the project and the planting, over the school holidays and weekend, would be well promoted alongside requests for volunteer help. SHDC would lead on the planting at Trebblepark/Homelands (10 trees) and had liaised with LiveWest.

22/41 HIGHWAYS GRASS VERGE CUTTING & WEED SPRAYING

The remaining budget for vegetation cuts would allow for clearances in Cookworthy Road and Eastern Backway in March.

A meeting between SHDC, Kingsbridge In Bloom and KTC was anticipated shortly to discuss trees, parks, hedges and verges maintenance.

22/42 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS

42.1 Potholes - tarmac/adhesive stock and requirement to undertake DCC highways' training courses. A good stock of pothole repair kit was held however, the grounds maintenance contractor and Town Clerk both had to undertake training courses earmarked by Devon County Council (DCC) which unfortunately were fully booked at present.

42.2 Public art project – update including public space art strategy and history of the bus station. A draft strategy was anticipated shortly whereupon a working group would be convened to consider its progress. Photos and information depicting the history of the Bus Station would be installed shortly in one of the bus shelters. Kingsbridge In Bloom would produce a “Welcome to Kingsbridge” photo display on the other side of the above bus shelter which would be seen from the Town Square area.

42.3 Graffiti – cleaning and overpainting in public spaces. Some recent graffiti had been picked up during walkabouts and would be deleted.

42.4 Summer events for 2023 – Fair Week, Movies on the Square and Love Your Park. A budget for 3 movies had been provided for next financial year 2023/24 plus a movie, already paid for, had been carried forward from 2022 i.e. 4 movies in total. Members considered the events and it was **RECOMMENDED** to show 2 movies only in August.

Budgets for next financial year had also been agreed for KTC’s sponsorship of some Fair Week events 15-22 July and Love Your Park on Sunday 6 August.

Members also considered:

Coronation Weekend 6-8 May. National events were:

- Saturday 6 May – Coronation service
- Sunday 7 May – Coronation concert and Big Lunch
- Monday 8 May – Big Help Out (showcase for volunteering)

Kingsbridge In Bloom would instal a significant floral display to mark the event and Union Flag bunting would be flying around the perimeter of the Town Square. Enquires revealed that large screens (similar to Movies on the Square) to show the event live had all been booked. Other suggestions included: lighting of the Town Square similar to the Queen’s Jubilee in 2022 and costs would be gleaned, promotion of neighbourhood street parties and bring-your-own picnics to a central destination with KTC supply of cake.

Kingsbridge Celebrates Christmas Saturday 2 December. It was suggested for KTC to sponsor the ice rink in the Town Square and costs would be gleaned.

42.5 Bus shelter and highways’ signage cleaning. Satisfactory.

42.6 Fore Street, Backways and Passageways – bollards and rain water gullies. A few bollards had been hit by vehicles recently and snapped at their bases however, they could be recycled by KTC and reinstated. All rain water gullies in Fore Street were in the process of being lifted and cleaned out.

Members noted that Kingsbridge Feoffees was aware of the need for maintenance of the Town Hall clock.

42.7 Old Plymouth Road – wooden bollards. The original plan to replace old time-worn wooden bollards at the head of Old Plymouth Road with modern bollards

removed from the mouth of Fore Street car park would not be in keeping with the area. Therefore, a wooden sleeper would be could down to replace them.

42.8 Devon County Council and South Hams District Council managed public realm business. DCC lighting and highways officers would visit shortly to discuss replacement street lamps in Fore Street. A replacement Ornamental Pear in lower Fore Street was on order to replace the damaged tree in situ.

KTC had requested SHDC to action maintenance matters at Bowcombe amenity space and the Slipway off Quay Car Park.

42.9 Kingsbridge In Bloom update. KIB had discussed greater involvement of children at the Primary School e.g. an art competition. All plans were in place for the 2023 displays and Royal Horticultural Society competitions.

42.10 Potential for further allotment sites in town. Members had noted a long waiting list for plots at Trebblepark allotment site. It was **RECOMMENDED** to explore small plots of land around town if they became available and to identify land which was not earmarked for development.

22/43 DATE OF NEXT MEETING

Tuesday 28 March 2023 at 7.00 p.m.

The meeting closed at 9.15 p.m.