

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 28 MARCH 2023**

Present: Cllr Martina Edmonds (Chairman)
Cllr Anne Balkwill
Cllr Mike Jennings
Cllr Mel Rollinson
Cllr Adam Sherring

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

22/44 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Philip Cole and Graham Price.

Public Open Forum

There were no statements from members of public.

22/45 DECLARATIONS OF INTEREST

None.

22/46 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 24 January 2023 which were approved as a correct record.

22/47 PLANNED MAINTENANCE SCHEDULE

A Planned Maintenance Schedule which covered all the Council's (KTC) assets had been revised for financial year 2023/24 and was referred to throughout the meeting.

22/48 ASSET REGISTER

The Asset Register needed to be reconciled at financial year end on 31 March 2023 with all disposals and new purchases throughout the preceding 12 months included to provide a revised total value for KTC property owned.

22/49 QUAY HOUSE & GROUNDS & BANDSTAND

49.1 Bandstand rebuild following fire damage 22 January 2023. The initial strip out would commence that week with an anticipated 16 weeks' duration until completion. The Fair Week Committee had been informed early that a contingency plan needed to be worked up for a temporary stage in late July. It was **RECOMMENDED** to explore whether Bandstand performances could be viewed

from both the Town Square and Quay House lawn via the removal of rear pillars (which had originally fitted glass panels). However, it was likely that a new system for rigging a rear backdrop/awnings would therefore be required.

49.2 Music on the Bandstand for summer 2023. A playlist via KTC's PA system was still earmarked for late summer on completion of the Bandstand rebuild.

49.3 Guttering repairs – Quay House east elevation. South Hams District Council's (SHDC) heritage officer had been contacted regarding the repair of a length of guttering which had recently fallen into the rear Courtyard. Listed building permission would not be required for a like-for-like cast iron replacement with the same profile as the current guttering. Scaffolding would be required and there was potential that the wooden fascia would also require repair. An A-board had been placed in the Courtyard to identify the risk of falling debris. It was **RECOMMENDED** to explore guttering repairs and gain an estimate for the same.

49.4 Picnic tables – securing in the lawn for summer 2023. A method had been devised to anchor the picnic tables however, it was acknowledged that the lawn would wear accordingly if the tables could not be moved.

49.5 Garage doors repairs. The rotten wood at the base of the doors would be 'cut out', repaired and repainted shortly.

49.6 Feedback: 3 x trees adjacent to the Library, vegetation cut adjacent to Boons Lane and rear Courtyard rubbish clearance. All actions completed. An estimate had been received for new ground floor heating (Rooms 1, 2 and 3) in Quay House i.e. replacement of historic night storage heaters with modern panel heaters. A budget was available in financial year 2023/24.

22/50 EMBANKMENT ROAD CEMETERY & ST EDMUNDS CHURCHYARD

50.1 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.

50.2 Cemetery tree survey and tree works actioned 23 March 2023. A recent tree risk assessment survey had identified the requirement to:

- reduce the crown of T8 Holm Oak (west perimeter) in height and laterally by 4m to allow to reshoot as a smaller tree, and
- to remove a large dead limb from the main stem of T15 Cupressus Macrocarpa (south/estuary perimeter).

Both recommendations had been actioned.

The assessment had also identified that the over mature T16 Black Pine (south/estuary perimeter) required removal in the next 5 years. It was **RECOMMENDED** for a methodology and costs to be gained in order to budget for felling T16 in financial year 2024/25.

50.3 Cemetery maintenance. As part of the ground maintenance contract the following actions were required: main and side gates to be washed down, side gates

and steps to be cleared of vegetation/debris build up, all signage to be cleaned, potholes to be filled in upper footpath, all shoots from base of trees around the entire perimeter to be chopped, further works to clear tree stumps next to the highway, terrace and flower beds to be weeded and tree debris to be cleared alongside the estuary perimeter.

50.4 Churchyard maintenance. A minor perimeter railings' repair was required.

50.5 Feedback: recently planted Cemetery trees alongside the highway perimeter, refurbished picnic tables and seating repairs in the Churchyard. All actions completed.

22/51 TREBBLEPARK ALLOTMENTS

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

51.2 Feedback: rubbish clearance/new barrier at the north end of the site. To be actioned that week.

22/52 OTHER KTC ASSETS

52.1 Embankment Road decorative lighting – repair works, rebulbing and repainting. The recent refit and rebulbing had been well received however, the posts needed to be repainted which could only be completed during better weather.

52.2 Installation of new litter bins around the head of the estuary, Town Square and environs. The new cast iron litter bins were still anticipated to be delivered in May and the schedule would be reviewed to explore if an extra bin could be fitted in the vicinity of the mouth of Mill Street off Fore Street.

52.3 Fore Street seating, planters and litter bins. All street furniture required cleaning and re-oiling of wood using specialist products alongside spot repainting, repairs and repositioning where required. This could only be actioned during a period of good weather.

52.4 Street furniture and play equipment at other locations. Ongoing maintenance, cleaning and repainting of KTC assets in Duncombe Park and Recreation Ground was required including goalposts' netting, table tennis table, putting green, stainless steel litter bins and pétanque court.

52.5 CCTV. Recent maintenance had been actioned and the Neighbourhood Police team had interrogated footage for several recent incidents. A potential extension to Bridge Street and Mill Street was being explored with the contractor.

52.6 Red telephone box/world's smallest nightclub. The phone box continued to operate well which collected monies for the Town Mayor's charity. An Instagram post would be made to identify total funds collected during the mayoral year 2022-23.

52.7 War Memorial. The condition was very satisfactory and bi-annual cleaning continued.

52.8 Vehicle Activated Speed alert signs. The batteries lasted between 1-2 weeks dependent on locations. Two sets of batteries were held for the 2 in number VAS and one set was recharged while the other was operational.

52.9 Defibrillator at Kings Market foyer. A new battery was earmarked for May.

52.10 Website, Facebook and Instagram. All were operating well.

52.11 Bunting. As reported at the previous meeting, new Fore Street bunting would be installed for Easter and new red/white/blue bunting for the Town Square in time for the Coronation weekend.

52.12 Grit bins. KTC continued to manage 10 in number grit bins around town.

52.13 Briton's Field. The picnic tables and access footway were in a satisfactory condition.

52.14 Bus Station. The new information/timetable boards and History of the Bus Station boards had been fitted. Welcome to Kingsbridge boards with floral displays would be fitted shortly.

52.15 Trim Trail outdoor exercise equipment. New end caps and bearings were on order for Duncombe Park, Quay House and the Recreation Ground. A piece of equipment for Quay House would be refitted on completion of repairs.

52.16 Plymouth Road Railway Bridge. The time worn/rotten picket fencing had been replaced and now required painting.

22/53 CHRISTMAS LIGHTS

It was agreed for the previous 2022/23 festive season display to be replicated in its entirety for 2023/24 however, more multi-coloured bulbs were requested for the Christmas tree.

22/54 OPEN SPACE, SPORT & RECREATION (OSSR)

54.1 Review of the Kingsbridge OSSR Plan 2018-2028. The majority of local recreational and sports' clubs had responded to KTC's request for updates and the OSSR plan would be revised.

54.2 South Hams District Council's Playing Pitch Strategy (PPS) and priorities for Kingsbridge plus S.106 OSSR contributions. The PPS had identified new grass/3G pitch provision at Kingsbridge Community College (KCC) land, Belle Hill Playing Fields and Hill House (rugby club). Therefore, KTC had requested a meeting with KCC to discuss the findings of the PPS alongside representation from Kingsbridge Sports Forum and SHDC. As previously reported, S.106 developer

contributions totalling circa £319k had been earmarked for football, rugby, grass or 3G pitches in Kingsbridge.

54.3 Basketball court improvements with integral goalposts at Trebblepark play area. The contractor had rectified some shortcomings.

54.4 Trampoline proposal at Duncombe Park and requirement for additional funding. S.106 developer contributions at circa £9k were earmarked for Duncombe Park and a suitable ground-level trampoline could cost circa £14k. Members considered that a trampoline would be a very worthwhile addition to children's play facilities in the park. It was **RECOMMENDED** for KTC to part-fund the supply and installation of a trampoline in Duncombe Park at circa £4,700; the funds to be paid via monies held for 'community projects' from cost code 272 in financial year 2023/24.

54.5 Feasibility study for a pond refit/enhancement at the Recreation Ground. A meeting had been scheduled for May between KTC, SHDC and Landmarc to discuss the proposal for a pond refit.

54.6 New skatepark in Quay Car Park. The project continued to progress well.

54.7 Related proposals included in the above Kingsbridge OSSR Plan. Several recreational/sports groups in town had ambitious plans.

54.8 Recreation Ground Green Flag judging on 24 April 2023. A joint KTC/SHDC walkabout would take place shortly to explore any matters which required attention before judging day.

22/55 TREE PLANTING

Planting via the Urban Tree Challenge Fund project had been completed alongside community assistance at Rack Park and Wallingford Road amenity spaces. It was **RECOMMENDED** to continue to explore tree planting opportunities in town.

22/56 HIGHWAYS GRASS VERGE CUTTING, WEED SPRAYING & VEGETATION CUTS

56.1 Highways grass verge cutting devolved from Devon County Council (DCC). KTC has signed a new agreement for financial year 2023/24 to cut all verges on 7 occasions interspersed with wild flower planting by Kingsbridge In Bloom.

56.2 Highways weed spraying routines. A stock of weedkiller held would be sufficient for financial year 2023/24.

56.3 Vegetation clearances. Recent cuts had been actioned in Lower Union Road, West Alvington Hill, Eastern Backway and Squeezebelly Lane. It was **RECOMMENDED** to liaise with DCC regarding overgrown trees in the vicinity of the Cookworthy Road/Ilbert Road roundabout which darkened the highway at this junction.

22/57 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS

57.1 Potholes. A stock of tarmac/adhesive was held and KTC's grounds maintenance contractor had recently passed the Signage, Lighting & Guarding course. The course had been paid for by DCC under the auspices of the Road Warden scheme which KTC had signed up to. An Instagram post would be produced that KTC could fix potholes going forwards.

57.2 Public art project. A policy had been agreed at full council and projects would be progressed. The proposal to paint the 11 in number lamp posts in Fore Street up to waist height in 'nature themes' had not been initially supported by DCC but would be explored further.

57.3 Graffiti. Cleaning and/or overpainting had been actioned recently in Eastern Backway, Embankment Road and Kings Arms Passage.

57.4 Summer events for 2023. KTC managed Movies on the Square (4, 11 & 18 August) and Love Your Park (6 August) were progressing and KTC would provide funding towards Fair Week and Kingsbridge Celebrates Christmas.

57.5 Bus shelter and highways' signage cleaning. To be actioned again in financial year 2023/24.

57.6 Fore Street, Backways and Passageways including replacement bollards and rain water gullies' clearance. The gullies had been cleaned out as best possible and 4 in number bollards recently reinstalled in Fore Street. It was **RECOMMENDED** to explore painting the masonry on the entrance to passageways off Fore Street in vivid colours (each one to be different) i.e. the backdrop to the heritage name plates to add interest and make them visually attractive. Property owner permissions would be required in order to action the proposal.

57.7 Old Plymouth Road – wooden sleeper bollards. The time-worn wooden bollards needed to be replaced but would be a very low priority for DCC and may require KTC to step-in.

57.8 Devon County Council managed public realm business. The paving at the bottom of Fore Street near Peacocks and a replacement Ornamental Pear tree was ongoing by DCC.

57.9 South Hams District Council managed public realm business. Maintenance at Bowcombe amenity space and the Slipway, Quay Car Park, had been brought to SHDC's attention.

It was noted that SHDC had suggested a boat rack to be installed at the Slipway and it was **RECOMMENDED** to propose a meeting with all interested parties to be held on-site i.e. Harbour Authority, SHDC, KTC, Estuary Boat Club, skatepark and paddleboarding representatives.

57.10 Kingsbridge In Bloom (KIB) update. Businesses in town had been sent flyers to order hanging baskets and planters. All signage had either been delivered or was in manufacture for KIB's displays. Wild flower seed preparations would be completed during the following week in readiness for sowing and in the Recreation Ground the volunteer team would be joined by schoolchildren.

22/58 DATE OF NEXT MEETING

To be confirmed June 2023.

The meeting closed at 8.55 p.m.