

Kingsbridge Town Council (KTC)

**MINUTES OF A MEETING OF THE PROPERTY & RECREATION COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 6.00 P.M. ON TUESDAY 27 JUNE 2023**

Present: Cllr Mike Jennings (Chairman)
Cllr Anne Balkwill
Cllr Philip Cole
Cllr Mel Rollinson

In Attendance: Martin Johnson (Secretary)

23/01 ELECTION OF CHAIRMAN

Cllr Jennings was elected as Chairman of the Property & Recreation Committee for mayoral year 2023/24.

23/02 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Martina Edmonds and Graham Price.

Public Open Forum

There were no members of public present.

23/03 DECLARATIONS OF INTEREST

None.

23/04 TERMS OF REFERENCE

It was **RECOMMENDED** to make no amendments and agree the Terms of Reference for the Property and Recreation Committee at Annex A.

23/05 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 28 March 2023 which were approved as a correct record.

23/06 TOWN COUNCIL ASSETS – WORKS & MAINTENANCE

06.1 Bandstand – rebuild. Members noted the following:

- Perimeter scaffolding had been erected on 22 June. The roof had started to be stripped and thereafter the steelwork framework would be sandblasted. A survey had reported that the framework had not been compromised and could be retained. No works would take place during Fair Week then from 24 July the new roof would be installed. The whole works were likely to take 9 weeks' duration with completion anticipated in late August.

- The Fair Week Committee had been informed early in the process that a temporary stage would be required and a quotation from a professional company had been accepted. However, it was unlikely that KTC would be able to make an independent insurance claim for 'business interruption'. Liaison with the Committee was ongoing regarding payment for the stage.
- It had been suggested for the Bandstand re-opening to be celebrated by a concert which could showcase the talent of local students e.g. DJs playing a mix of genres with musicians playing over the music.

06.2 Quay House – guttering repairs east elevation – commencement August.

It was **RECOMMENDED** to accept a quotation at circa £2k for guttering repairs which would require scaffolding. Liaison had taken place with SHDC's heritage officer and listed building consent was not required for a like-for-like cast iron replacement. The costs were not included in the approved budget for 2023/24.

06.3 Quay House – ground floor heating. Further to the previous meeting, it was **RECOMMENDED** to accept a quotation at circa £3.5k for 5 in number replacement electric radiators in Offices 1 & 2 and the Hallway (in accordance with Financial Regulations 11.1.a.iii) The costs were within an allocated item in the approved budget for 2023/24.

06.4 Quay House – picnic table securing in the lawn. Further to the previous meeting, the new wood picnic table would be secured into the lawn.

06.5 Fore Street seating, bins, planters & bollards – maintenance. All Iroko wood on the seating had been cleaned and re-oiled using bespoke products identified by the manufacturer. Cast iron litter bins, bollards and seating had been spot-painted where required. Planters had been re-positioned but continued to be 'shoved' by vehicles (low speed and nil damage) notwithstanding that they were the required distance from kerb edging as directed by Devon County Council.

06.6 Embankment Road decorative lighting – column repainting. The columns had started to be prepared for repainting which was anticipated for completion by late July dependent on good weather.

06.7 Trim Trail outdoor exercise equipment – repairs. New parts, bearings and end caps had been supplied and needed to be fitted.

06.8 New cast iron litter bins – snagging. The bins had to be installed within 2 days given commitments elsewhere and some minor issues needed to be sorted: a leaning bin to be levelled adjacent to Quay Car Park, 3 bins to be moved further away from the railway adjacent to Embankment Road and re-orientation of some bins (secured by bolts so an easy fix).

06.9 Christmas Lights – 23/24 festive season display. The display had been agreed at the previous meeting and, while repairs were inevitable to the existing stock of lights, new displays were not anticipated to be purchased. Liaison would take place with the Silver Band to check if they were available 6.00-7.00 p.m. on Friday 15 December for carol singing at the Christmas tree.

06.10 Briton's Field – bark chippings for picnic benches and replacement seating. The bark chippings would be topped up in readiness for Kingsbridge In Bloom judging on 11 July.

A seat from Bridge Street (to be replaced by 2 in number Escofet Montseny individual seats) and 2 in number seats supplied to Kingsbridge In Bloom (painted and to be explored if they could be dipped to strip off the paint) were earmarked to replace a vacant space and 2 time-worn wood slats/concrete seats in situ. Such action would then provide 4 in number all wood traditional seats (alongside one already in situ). SHDC permission had been requested and feedback was awaited.

06.11 Embankment Road Cemetery – maintenance. Further to the previous meeting, maintenance works were progressing in the Cemetery.

06.12 Embankment Road Cemetery – recommended felling of T1 Black Pine. Further to the previous meeting, it was noted that the tree was deteriorating and a further report had been received from a local tree surgeon. It was **RECOMMENDED** to accept a quotation at circa £3.5k to fell T1 Black Pine (in accordance with Financial Regulations 11.1.d given previous works for KTC/professionalism in the Cemetery). The costs were not included in the approved budget for 2023/24.

06.13 St Edmunds Churchyard – maintenance. The grass in the lower levels had been allowed to grow tall with only a footpath mowed for access. Members noted the main gates to the Churchyard were often closed during the working day and the rationale would be requested.

06.14 Treblepark Allotments – condition of plots. Three eviction notices had been served for non-cultivation of plots during 2023.

06.15 Planned maintenance schedule for financial year 2023/24 – review. All identified maintenance matters would be completed before financial year end in March 2024.

23/07 OPEN SPACE, SPORT & RECREATION (OSSR)

07.1 Review of the Kingsbridge OSSR Plan 2018-2028. Progress was ongoing amongst other commitments.

07.2 South Hams District Council's Playing Pitch Strategy (PPS) and priorities for Kingsbridge. A meeting had been requested with Kingsbridge Community College with attendance from South Hams District Council's (SHDC) Recreation Specialist, Kingsbridge Sports Forum and KTC to discuss the findings of the PPS and to explore if a synthetic 3G pitch could be located on school grounds.

07.3 Introduction of trampoline at Duncombe Park. Further to the previous meeting, SHDC had approved KTC's request on 21 June for S.106 funds at £9,262 with a KTC contribution at £4,714 to supply and install a Wicksteed 2m square trampoline with grass mats. Liaison was taking place with the company to arrange a preparatory site visit to the park.

07.4 SHDC cycling and walking behaviour change project. SHDC had invited local councils to an online Teams meeting on 11 July to present and take questions on its proposals for a Local Cycling & Walking Infrastructure Plan (LCWIP).

23/08 HIGHWAYS GRASS VERGE CUTTING, WEED SPRAYING & VEGETATION CUTS

08.1 Highways weed spraying – exploration of ‘burn method’ to eradicate weeds. SHDC had recently exhibited its thermal weed killers to KTC and Kingsbridge In Bloom (KIB) which burned weeds rather than using traditional spraying.

08.2 Vegetation clearances earmarked – Eastern Backway, Railway Bridge-Old Plymouth Road, Squeezebelly Lane and Cow Lane. Vegetation was affecting pedestrian access at various locations and clearances were anticipated by mid-July.

08.3 Kingsbridge In Bloom – preparations for judging day 11 July. The KIB team were progressing well to judging day and Members supported the huge efforts made by volunteers on behalf of the Kingsbridge community.

23/09 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS

09.1 Potholes – KTC repairs in residential roads. Some residential roads had been actioned with Fosse Road, Frogmore Terrace, Higher Union Road, Lower Warren Road and Rack Park Road to be explored. DCC had been requested to work-up resurfacing schemes for Saffron Park and Wallingford Road (after the junction with Fosse Road).

09.2 Graffiti – cleaning. Several locations around town had graffiti which needed to be either cleaned off or over-painted.

09.3 Public art strategy – budget FY 23/24 and next meeting? Members supported another meeting to explore public art and liaison would take place with Harbour House, and other interested parties, to arrange the same.

09.4 Summer events for 2023 – Fair Week, Movies on the Square (4, 11 & 18 August) and Love Your Park (6 August). KTC plans for the Glove Hanging Ceremony and Floral Dance were underway. The Recreation Ground remained closed and Aune Valley’s mobile café had therefore been booked for the Love Your Park event to provide food and drinks; plans were progressing well for a fun family day out with promotional posters about to be circulated to be followed by highways’ banners. An ice cream van was being explored. Movies on the Square had been selected (The Italian Job, A Night At The Museum and The Jungle Book) and promotional posters would be circulated shortly. Members and Staff would act as Stewards for all the above events.

09.5 Fore Street Passageways’ signage – new decoration concept. Nil action taken to date since the previous meeting.

09.6 Walkabout with Devon County Council – overgrown trees vicinity Cookworthy/Ilbert Roads. The local highways officer would review the locale.

09.7 On site meeting with South Hams District Council (and other agencies) – boat rack at the Slipway, Quay Car Park. A meeting was required before progressing a new boat rack and would be hastened.

09.8 Cattle Market Car Park (or environs) – solar powered street lamp. The lamp remained a KTC ambition however, DCC confirmed it could not be positioned on their assets due to lack of space/effect.

09.9 Junction Fore Street/Duncombe Street – bollard lighting. Enerveo would supply a quotation for replacement lighting.

09.10 Any immediate assets/property matters? The wood sleeper surrounds for 2 in number flower beds in front of Quay House were rotten. It was **RECOMMENDED** to replace the current Quay House flower bed surrounds with small wood posts.

23/10 DATE OF NEXT MEETING

6.15 p.m. on Tuesday 26 September 2023.

The meeting closed at 7.56 p.m.

Annex:

A. Terms of Reference – Property & Recreation Committee.

Kingsbridge Town Council

Property and Recreation Committee – Terms of Reference

1. Function

To undertake, within the overall policies and practices of the Council, all Property and Recreation related matters of Kingsbridge Town Council; excluding those matters specifically dealt with by another Committee.

2. Notice of Summons

The Clerk is to give 3 clear days' notice of a Property and Recreation Committee meeting and the notice must specify the business to be transacted.

3. Chairman of the Property and Recreation Committee

- (a) The first item of business in a new mayoral year shall be to elect a Chairman in accordance with Standing Order 4.vi.
- (b) The Chairman of the Property and Recreation Committee may exercise all the powers and duties in relation to the conduct of the meeting detailed in Standing Orders.

4. Quorum of the Property and Recreation Committee

The quorum shall be no less than 3 in accordance with Standing Order 4.viii.

5. Rules of Debate

The rules of debate used at full Council Meetings will be used at all Property and Recreation Committee meetings.

6. Delegated Power

The Property and Recreation Committee is not authorised to make decisions on behalf of Kingsbridge Town Council and is to make recommendations only to be considered, and endorsed, at Council meetings.

7. Specific Delegations

- (a) To maintain an overview of all the physical assets of the Council as listed in the Assets Register and to make recommendations to Council as appropriate.
- (b) To prepare and recommend to Council proposals for the enhancement, development and maintenance of recreational spaces, parks and

related public realm matters within the town of Kingsbridge liaising with other authorities and agencies as required.

- (c) To review the annual programme of property maintenance, and upgrading, and to ensure that a Planned Maintenance Schedule is maintained.
- (d) To provide estimates of proposed works for the annual budget setting.
- (e) To oversee the maintenance and upgrading of Quay House and its surroundings including the grounds, car park, Bandstand, garage and community resilience store.
- (f) To oversee the maintenance and any enhancements of Embankment Road Cemetery and St Edmunds Churchyard.
- (g) To oversee the maintenance and cultivation of Trebblepark Allotments.
- (h) To oversee the maintenance and upgrading of miscellaneous assets including street furniture (public seating, litter bins, planters, bollards and waymarking signage), red telephone box, War Memorial, Quay decorative lighting, defibrillator at Kings Market, grit bins, CCTV system and vehicle activated signs.
- (i) To oversee the maintenance of assets listed in the South Hams District Council and Kingsbridge Town Council Public Spaces Licence (assets at the Recreation Ground, Duncombe Park, head of estuary/town square and Britton's Field) including putting green equipment, petanque/boules court, table tennis table, goal posts, Trim Trail exercise equipment, flags/flag poles, picnic benches, seating, litter bins, signage, finger posts and planters.
- (j) To oversee the maintenance of assets devolved by Devon County Council licences including highways grass verge cutting, Promenade wooden planters, promotional banners and bunting.
- (k) To oversee the installation and operation of the town's Christmas lights display.
- (l) To oversee the operation of Council's website, Facebook page and Instagram account.
- (m) To oversee and review the Kingsbridge Open Spaces, Sport and Recreation Plan and to liaise with other authorities, agencies and sports groups to develop projects listed within.
- (n) To monitor the maintenance of parks, open spaces, green spaces, play spaces, public footpaths, footways/pavements and related public realm matters as undertaken by Devon Council Council, South Hams District Council, and other agencies and to liaise with such authorities to

consider ways to improve the effectiveness and efficiency of such works.

- (o) To assist Kingsbridge In Bloom to enhance the town's floral displays and related matters and to support the group's annual entry to the Royal Horticultural Society's Britain In Bloom competition.
- (p) To monitor the operation of the Council's leases and licences.
- (q) To maintain Council's Health & Safety policy, including risks related to fire, personal security and hazards, and to ensure that the policy is implemented.
- (r) To meet quarterly and additionally as may be required.