

Kingsbridge Town Council (KTC)

**PROPERTY & RECREATION COMMITTEE**

**The next meeting of the Property and Recreation Committee will be held in the Council Chamber, Quay House, at 6.30 p.m. on Tuesday 23 January 2024.  
Town Councillors are summoned to attend.**

**AGENDA**

**23/18 APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**Public Open Forum**

Ten minutes is set aside to enable members of public to ask questions or make statements and to receive briefings from community groups.

**23/19 DECLARATIONS OF INTEREST**

To invite members to declare any pecuniary or non-pecuniary interests.

**23/20 MINUTES OF PREVIOUS MEETING**

**Paper 1**

To receive the minutes of the Property & Recreation Committee held on 5 October 2023.

**23/21 TOWN COUNCIL ASSETS – WORKS AND MAINTENANCE**

To consider reports on:

1. Planned maintenance schedule for current financial year 2023-24.
2. Bandstand – rebuild update.
3. Quay House – guttering repairs east elevation.
4. Quay House – chimney and roof repairs west elevation.
5. Quay House – redecoration of hallway, staircase, landing and Council Chamber (including colour scheme for the Chamber).
6. Quay House – lawn project.
7. Street furniture maintenance – Fore Street seating, bins, planters, bollards and waymarking.
8. Trim Trail outdoor exercise equipment – repairs.
9. Christmas Lights – festive display 2023/4 and Christmas tree review.
10. Embankment Road Cemetery – grounds maintenance and tree surgery.
11. St Edmunds Churchyard – grounds maintenance and picnic benches.
12. Treblepark Allotments – condition of plots, termination of tenancies, rubbish clearance, manure supply, tree surgery and inclusion in Kingsbridge In Bloom judging route for summer 2024.
13. CCTV cameras – replacement of faded signage.
14. Estuary decorative lighting – re-bulbing and maintenance.
15. Asset Register – update.
16. Other assets to include: red telephone box, War Memorial, defibrillator, grit bins, vehicle activated signs and KTC assets in parks.

**23/22 OPEN SPACE, SPORT & RECREATION (OSSR)**

To consider reports on:

1. Kingsbridge OSSR Plan 2018-2028 projects:  
<https://kingsbridge.gov.uk/council/open-spaces-sports-recreation-plan/>
2. New skatepark at Quay Car Park.
3. New trampoline at Duncombe Park.
4. Recreation Ground pond – feasibility study.

5. SHDC/KTC Public Spaces Licence – review.
6. Recreation Ground – Green Flag Award.
7. Britton's Field – replacement seating.
8. Kingsbridge Tree Trail – replanting.
9. SHDC/KTC projects – public toilets in the Recreation Ground, Kingsbridge-West Alvington-Malborough cycle/multi-use trail and Fore Street pocket park.

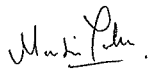
### **23/23 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS**

To consider any related assets/property matters to include:

1. Potholes in residential roads – repairs update.
2. Graffiti – cleaning update.
3. Vegetation cuts and weed spraying – update.
4. Public art projects.
5. Summer events for in 2024 – Fair Week (outdoor movie, floral dance and ceilidh band) and Love Your Park on Sunday 11 August 2024.
6. Medium term projects to include: Fore Street Passageways' decoration concept, new boat racks at Quay Car Park Slipway, Tumbly Hill solar powered street lamp, Ropewalk street lighting, bollard lighting at Fore Street/Duncombe Street junction and Teen Shelter near the Slipway/Skatepark.
7. New town centre bunting for 2024 – colour scheme.
8. Resident's proposal – installation of drinking water fountain(s).
9. Kingsbridge In Bloom 2024 – ambitions.
10. Any immediate assets/property matters?

### **23/24 DATE OF NEXT MEETING**

6.30 p.m. on Tuesday 30 April 2024.



Martin Johnson  
Town Clerk  
17 January 2024

Distribution: Town Mayor, Deputy Town Mayor, Cllr Anne Balkwill, Cllr Mike Jennings, Cllr Steve Mammatt, Cllr Graham Price, Cllr Mel Rollinson, Town Clerk, Noticeboards, Website, Facebook, Property & Recreation Committee file.

Kingsbridge Town Council (KTC)

**MINUTES OF A MEETING OF THE PROPERTY & RECREATION COMMITTEE  
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,  
AT 6.30 P.M. ON THURSDAY 5 OCTOBER 2023**

**Present:** Cllr Mike Jennings (Chairman)  
Cllr Philip Cole  
Cllr Graham Price  
Cllr Mel Rollinson

**In Attendance:** One member of public  
Martin Johnson (Secretary)

**23/11 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Anne Balkwill and Martina Edmonds.

**Public Open Forum**

Julie Taylor reported that Public Footpath No.5, in the vicinity of Henace Road, and Rack Park amenity space were both overgrown and required maintenance.

The Chairman thanked Julie for her statement; KTC would request Devon County Council (DCC) and South Hams District Council (SHDC) to review the areas.

**23/12 DECLARATIONS OF INTEREST**

None.

**23/13 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the Property & Recreation Committee held on 17 June 2023 which were approved as a correct record.

**23/14 TOWN COUNCIL ASSETS – WORKS AND MAINTENANCE**

**14.1 Bandstand – rebuild update.** The inner structure had been sandblasted and repainted, new roof and tiles installed, inner panelling fitted and ‘first fit’ electrics installed. Further carpentry, electrical and redecoration works were required.

**14.2 Quay House – guttering repairs east elevation.** Scaffolding was anticipated to be installed on 12 October for fascia and guttering repairs to take place.

**14.3 Quay House – chimney and roof repairs west elevation.** Dampness had been located in Room 8 on the first floor. The west elevation chimney stack and roof on the rear wing required investigation and repairs.

**14.4 Quay House – completion of ground floor replacement heating.** The

works had been completed within budget.

**14.5 Quay House – options for a revised re-instatement valuation.** A full on-site survey and follow-up report had been estimated at circa £2k. However, an insurance industry trusted assessment had been advised by KTC's insurance brokers which would cost circa £135. It was **RECOMMENDED** to gain a Quay House re-instatement valuation via [rebuildcostassessment.com](http://rebuildcostassessment.com).

**14.6 Street furniture maintenance including Fore Street seating, bins, planters, bollards and waymarking.** Much maintenance had been actioned over summer including maintenance of parks' assets and cleaning of graffiti. Seating and planters had been treated twice using the specialist protector recommended by the manufacturer. However, the wood had faded in colour due to rainfall and sunlight but could be darkened if required in spring 2024. Two in number 'rogue' brown plastic wheelie bins in Fore Street would be removed.

**14.7 Trim Trail outdoor exercise equipment – repairs.** The equipment had obviously aged at the same time and much maintenance, including welding and new parts, had been actioned.

**14.8 Introduction of cast iron litter bins – review.** Members were very content with the new litter bins installed in summer 2023. As anticipated, the bins would be at capacity during Fair Week and the August holiday period when black plastic wheelie bins had been used to supplement them.

**14.9 Christmas Lights – festive display 2023/4 and Christmas tree.** The previous year's lights display would be re-installed however, new multi-coloured 'cherry lights' had been ordered for the tree.

**14.10 Embankment Road Cemetery – recent tree felling and maintenance.** The dead Black Pine alongside the estuary perimeter had been felled and all actions from the tree risk assessment dated February 2023 had been completed. Much ongoing grounds maintenance was required in the cemetery.

**14.11 St Edmunds Churchyard – picnic benches and maintenance.** Minor repairs to picnic benches were required. Maintenance was considered Satisfactory overall.

**14.12 Trebblepark Allotments – condition of plots.** Only a couple of plots had not been cultivated over the summer months and Staff would liaise with the plotholders. There was a budget at circa £1k to spend on the allotment site gleaned from plotholder rents and Staff would liaise to ascertain how it should be managed. It was **RECOMMENDED** to include Trebblepark Allotments in the Kingsbridge In Bloom judging route for summer 2024.

**14.13 CCTV – replacement of faded signage.** New signage was required at several locations. It was noted that the CCTV system oversaw the Recreation Ground café from cameras located in the park itself and in Quay Car Park.

**14.14 Insurance renewal 1 September 2023 – update.** A thorough review of

KTC's insurance had been actioned alongside brokers James Hallam Limited. In particular, Cyber Security had been considered and recent street furniture added to the schedule.

**14.15 Asset Register – update.** Minor amendments to the Asset Register were required.

**14.16 Planned maintenance schedule for financial year 2023/24 – review.** Further to the previous meeting, all actions earmarked in the schedule were on course for completion by financial year end March 2024.

**14.17 Works & annual budget setting for financial year 2024/25 (including potential Quay House redecoration for weddings, uprighting of leaning memorials in the Cemetery and Fore Street catenary wires testing every 3 years).** Members noted that £6k income from weddings was anticipated by financial year end in March 2024 and it would be cost effective to redecorate Quay House main stairwell, landing and Council Chamber. Moreover, the Finance Committee should consider increasing wedding hire from £150 to £195 for the next financial year. Maintenance of leaning memorials in the cemetery and testing of Christmas Lights infrastructure were deemed to be essential. It was **RECOMMENDED** to include estimates for Quay House redecoration, cemetery memorial works and catenary wire testing in the draft budget for next financial year 2024/25.

**14.18 Other assets to include: red telephone box, War Memorial, estuary decorative lights, defibrillator, grit bins, vehicle activated signs and KTC assets in parks.** There were no issues of concern regarding the miscellaneous assets listed.

## **23/15 OPEN SPACE, SPORT & RECREATION (OSSR)**

**15.1 Kingsbridge OSSR Plan 2018-2028 consideration of draft update to include: potential pocket park on entry to Fore Street car park.** A recent draft revision had introduced sections on S.106 funds (developer contributions) secured for Kingsbridge and projects completed to date during the course of the Plan. Members noted that the Plan's earmarked projects dovetailed with the Kingsbridge, West Alvington & Churchstow Neighbourhood Plan paragraph 5.8.5 and that policy KWAC HW2 Open Space underlined that any future contributions should be directed towards projects and priorities set out in the latest OSSR Plans in liaison with the 3 in number councils. Members agreed that a pocket park for Fore Street car park should be given more prominence rather than being included in public realm improvements per se. Members further agreed that a pump track earmarked for Rack Park amenity space may be more suitable for the Recreation Ground. The above amendments to be included in the revised Plan. The Plan could be read at: <https://kingsbridge.gov.uk/council/open-spaces-sports-recreation-plan/> It was **RECOMMENDED** to adopt a revised version of the Kingsbridge OSSR Plan dated October 2023.

## **15.2 South Hams District Council's Playing Pitch Strategy and Kingsbridge**

**Sports Forum – next meeting 11 October 2023.** The meeting was likely to focus on the findings of the Strategy and how playing pitches and improvements for football and rugby could be delivered in Kingsbridge.

**15.3 Introduction of trampoline at Duncombe Park.** The trampoline would be a 2-day build and was anticipated in late October.

**15.4 SHDC cycling and walking behaviour change project.** Nil updates received following the meeting held in July 2023.

**15.5 Recreation Ground pond – feasibility study.** An on-site meeting had been arranged for 16 October between KTC, SHDC and Landmarc.

**15.6 Events for the Bandstand and Quay House grounds re-invention.** It was **RECOMMENDED** for a re-opening of the Bandstand to be worked-up. The Bandstand rebuild (14.1 above) did not include the provision to view events from Quay House grounds additional to viewing from the Town Square.

**15.7 SHDC/KTC Public Spaces Licence – review.** The Licence was out of date and a review would be undertaken by KTC Staff.

**15.8 Recreation Ground's Green Flag report 2023/24 – review.** The feedback report included Desk (management plan and supporting documentation) and Field Assessment Recommendations which needed to be considered. In particular, a policy for cycling in the park, recycling bins, wildlife and habitat surveys, community food growing and social media promotion had been highlighted. KTC held the ambition to apply for a Green Flag award in Duncombe Park.

**15.9 Britton's Field – potential replacement seating.** It was **RECOMMENDED** to liaise with SHDC for the installation of 3 refurbished wooden seats to replace the time-worn seating in situ.

## **23/16 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS**

**16.1 Pothole repairs in residential roads – project update.** A large number of potholes had been repaired and a new application for funds or pothole repair kit had been made to DCC.

**16.2 Graffiti – cleaning update.** There had been a spate of minor graffiti in the town centre and parks. KTC tried to clean-off and/or overpaint as quickly as possible.

**16.3 Vegetation cuts and weed spraying – update.** KTC had recently actioned vegetation cuts in Saffron Park and West Alvington Hill to clear summer growth which had obstructed footways.

**16.4 Public art – next meeting 12 October 2023.** The meeting to include consideration of the decoration of entrances to passageways leading off Fore Street.

**16.5 Review of summer events held in 2023 – Fair Week, Movies on the Square and Love Your Park to include: new routines for the Floral Dance 2024, end of movies project and carried forward movie for Fair Week 2024.** The Glove Hanging Ceremony and Floral Dance had been successful. The latter to be tweaked for 2024 when it arrived in the Town Square. The Town Criers competition had been hampered by dreadful weather and only played to a small audience. Attendances for 2 in number outdoor movies had been down on previous years despite much promotion. Love Your Park held in the Recreation Ground had been a stellar success and had cost less than £7 per head. It was **RECOMMENDED** to halt the Movies on the Square project and not to run it in 2024; a movie already paid for to be shown within Fair Week July 2024.

**16.6 Medium term projects to include: Fore Street Passageways' decoration concept, new boat racks at Quay Car Park Slipway, Tumbly Hill solar powered street lamp and bollard lighting at Fore Street/Duncombe Street junction.** Members supported several projects to continue to be explored as listed including the introduction of some form of 'teen shelter' near the Skatepark/Slipway.

**16.7 Kingsbridge In Bloom 2024 – ambitions.** KIB had just won the Champion of Champions cup in the South West In Bloom competition within the small town category. Therefore Kingsbridge would represent the whole region in the Royal Horticultural Society's national finals for 2024. The entry would commemorate the 200<sup>th</sup> anniversary of the RNLI and 50<sup>th</sup> anniversary of the RHS. The Camelia bed in Ilbert Road was ongoing with bulbs, underplanting and masonry works to complete. KIB's monthly draw at £24 per annum was successful and Members considered it needed further promotion to add to the current 132 roll call.

**16.8 Any immediate assets/property matters?** There was ongoing business on a weekly basis but nothing of major impact to report upon.

**23/17            DATE OF NEXT MEETING**

Time to be confirmed on Tuesday 23 January 2024.

*The meeting closed at 8.27 p.m.*