

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 TUESDAY 23 JANUARY 2024**

Present: Cllr Mike Jennings (Chairman)
Cllr Anne Balkwill
Cllr Philip Cole
Cllr Graham Price
Cllr Lorna Yabsley

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

23/18 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Martina Edmonds and Mel Rollinson.

Public Open Forum

There were no statements from members of public present.

23/19 DECLARATIONS OF INTEREST

None.

23/20 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 5 October 2023 which were approved as a correct record.

23/21 TOWN COUNCIL ASSETS – WORKS AND MAINTENANCE

21.1 Planned maintenance schedule for current financial year 2023-24. The schedule had been recently updated to reflect all maintenance work during the current financial year 2023/24 to date. Chiefly, all highlighted actions at the outset of the financial year for KTC's assets would be completed by the end of March.

It was noted that the recent annual fire extinguisher inspection of Quay House had highlighted that several items of equipment required updating which had been actioned. The earmarked redecoration of Quay House window frames on the side and rear elevations would not be required next financial year 2024/25 as they remained in a satisfactory condition. Maintenance matters in Quay House grounds would be undertaken in February and March: courtyard clearance, crown reduction of 3 trees adjacent to the Library, repainting of the garage/store doors and resilience store doors.

21.2 Bandstand – rebuild update. Redecoration and ‘second fit’ electrical works had been completed in the previous 2 weeks with guttering and rainwater goods to follow plus removal of scaffolding for completion.

21.3 Quay House – guttering repairs east elevation. The contractor had been contacted and would be on site again shortly to fit the new cast iron guttering with a likely 2 days for completion. Thereafter, the scaffolding would be removed.

21.4 Quay House – chimney and roof repairs west elevation. The same contractor at agenda item 21.3 would then investigate the water ingress into Room 8, on the first floor in the rear extension, to ascertain what repairs were required.

21.5 Quay House – redecoration of hallway, staircase, landing and Council Chamber (including colour scheme for the Chamber). A contractor had been booked for early April for 2 weeks to complete the redecoration works. The project was ‘on budget’ and would require 15 additional wedding bookings to effectively reimburse the expenditure. Cllrs Cole, Edmonds and Yabsley would explore colour schemes.

21.6 Quay House grounds – lawn project. Discussions during the Bandstand rebuild had revealed that the Bandstand stage could not be ‘reversed’ to be viewed from within Quay House grounds. The rear stanchions, while not integral to the structure, were used to install the rear curtains backdrop and could not be removed. Alternative methods for a backdrop had been dismissed. Therefore, viewing from the lawn would be obscured. Moreover, on the level, the Bandstand would be difficult to view from within the lawn given a decent crowd.

It was considered that the suggestion for a wedding marquee hire should not be pursued given the lawn was surrounded on all sides by public thoroughfares and would be unlikely to be perceived as attractive.

However, Members remained keen to add to the Bandstand/grounds recreational offer and wished to develop the suggestion for a giant crossword to be introduced for the summer months. The project had 3 elements: the crossword design itself, 2 in number banners for across/down clues plus a wipe-off board for the crossword and a ‘scaffolding’ structure to install the same. There needed to be 5 in number designs, banners and boards to provide a different crossword Monday to Friday. Preliminary costs had been explored and quotations received but further work was required. It was **RECOMMENDED** to install a Giant Crossword in Quay House grounds for summer 2024.

21.7 Street furniture maintenance – Fore Street seating, bins, planters, bollards and waymarking. Further to the previous meeting, the Iroko wood on the seating and planters had faded and required monitoring with a view to darkening. Some spot painting was required throughout e.g. the arms of individual seats outside the Peacocks store. A bollard outside Salon 54 required refitting, glue residue from rogue posters needed careful cleaning off the notice board in Fore Street and the Silver Birch trees would be provided plant feed.

21.8 Trim Trail outdoor exercise equipment – repairs. There had been much

expenditure on repairs during the current financial year 2023/24 at circa £1,750 meaning the budget had been over spent by 100%. The equipment was incredibly well used, was 9 years old and had obviously aged at the same time.

21.9 Christmas Lights – festive display 2023/4 and Christmas tree review.

Members considered the festive lights display to be very satisfactory. However, 2.5 cross-street displays had failed in Fore Street during the period between Christmas and New Year which had been upsetting. The cause was likely to have been water ingress into junction boxes and would have necessitated the extra hire of a cherry picker to fix and the decision had been taken not to do so. An additional £2,000 for repairs had been added to the budget for next financial year 2024/25 to introduce new cabling and watertight boxes however, a guarantee of nil failures could not be provided. Overall the current forecast was for a £150 under spend on £10,250 anticipated expenditure for the 2023/24 display.

21.10 Embankment Road Cemetery – grounds maintenance and tree surgery.

The cemetery was in a very satisfactory overall condition with only minor works required e.g. pruning of shrubs on the terrace and at the base of Holm Oaks. Mole and rabbit control was checked on a monthly basis. Chiefly, all tree works identified in the risk assessment produced in February 2023 had been actioned. A mature Cupressus Macrocarpa T15 had a large limb removed in March 2023 and continued to be monitored. A budget had been made available for next financial year 2024/25 to upright several historical memorial stones.

21.11 St Edmunds Churchyard – grounds maintenance and picnic benches.

The grass had been cut that day and 3 in number picnic benches required some repairs and repainting ahead of Spring 2024.

21.12 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. The site was in a very satisfactory condition. Four in number tenancies had been terminated due to non-cultivation and new tenants, taken from the waiting list, were in the process of taking on the plots. This action had necessitated the removal of much rubbish from the site. A large load of manure had been delivered that week for ploholders' use. There were funds remaining in the current financial year 2023/24 budget for minor tree surgery in order to allow more sunlight on to several plots. The allotments would be part of the Kingsbridge In Bloom judging route for 2024 and a site visit to discuss time duration on site, and related matters, would be arranged shortly.

21.13 CCTV cameras. Further to the previous meeting, and following exploration, it was deemed that only one replacement sign was required. Quarterly maintenance continued in accordance with KTC's annual contract with the supplier. The Neighbourhood Police team had reviewed CCTV footage on several occasions in order to progress investigations. Members noted guidance to conduct an annual review of CCTV operations and it was **RECOMMENDED** to sustain KTC's CCTV system for the prevention and detection of crime and for protecting the safety of the community.

21.14 Estuary decorative lighting – re-bulbing and maintenance. The second tranche of lighting had recently been re-bulbed and maintenance actioned on the timer mechanisms. It was mooted that a medium term ambition should be to have warm white lighting rather than the brighter white bulbs currently used.

21.15 Asset Register – update. The Asset Register needed to be reviewed at financial year end on 31 March 2024.

21.16 Other assets:

- **Red telephone box.** Repairs to the internal rope lighting were required. A local company was mooted to supply said lighting alongside the potential for sponsorship.
- **War Memorial.** The second annual clean would take place in March.
- **Defibrillator.** Checked weekly and the battery/pads were in date.
- **Grit bins.** Stocked up again with grit and scoops prior to winter.
- **Vehicle activated signs.** The speed alert signs were moved bi-monthly to different locations.
- **KTC assets in parks.** Assets in Duncombe Park and the Recreation Ground were regularly monitored and several works were required before Spring 2024.

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

22.1 Kingsbridge OSSR Plan 2018-2028 projects:

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

Football and rugby clubs were trying to progress a 3G pitch build which would satisfy both sports using S106 developer contributions from the Belle Hill and K5/West Alvington Hill housing developments.

22.2 New skatepark at Quay Car Park. The skatepark was anticipated for completion shortly utilising KTC funds at £50k.

22.3 New trampoline at Duncombe Park. The trampoline was being very well used and it was anticipated for the surrounding grassed area to recover over spring and summer. A photoshoot would take place during Spring 2024 to promote its installation.

22.4 Recreation Ground pond – feasibility study. Liaison had taken place with Landmarc and South Hams District Council (SHDC). The pond needed to be emptied in order to investigate the condition of its surface and care would need to be taken to protect any European Eels found.

22.5 SHDC/KTC Public Spaces Licence – review. The original licence had been revised by KTC, forwarded to SHDC and acknowledged. The licence covered the interface between SHDC and KTC for a wide range of assets at different locations i.e. ownership, project funding, installation or planting, maintenance, daily operations and insurance. Members viewed the revised Licence.

22.6 Recreation Ground – Green Flag Award. Cllr Price and the Town Clerk would meet to consider the judge's feedback report dated April 2023 in readiness for re-application for the award in 2024.

22.7 Britton's Field – replacement seating. Further to the last meeting, 3 in number surplus wooden benches had been installed to replace a similar number of time-worn benches.

22.8 Kingsbridge Tree Trail – replanting. SHDC had recently planted replacement trees which would sustain the integrity of the Tree Trail managed by the Kingsbridge Information Office.

22.9 SHDC/KTC projects. Members had recently selected their priority short term projects: public toilets in the Recreation Ground, a Kingsbridge-West Alvington-Malborough cycle/multi-use trail and a pocket park in Fore Street. SHDC was keen to arrange another round of meetings with town councils and liaison was required to kick-start the projects.

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

23.1 Potholes in residential roads – repairs update. The repair kit had been used up and more sealant and cold-lay tarmac was needed.

23.2 Graffiti – cleaning update. Two tubs of cleaner remained in stock.

23.3 Vegetation cuts and weed spraying – update. The projection was that the full £4,825 budget would be spent by financial year end. A new grass cutting agreement with Devon County Council (DCC) had been signed to begin on 1 April 2024.

23.4 Public art projects. A £3,344 under spend had been carried forward from the previous financial year plus £4,104 was available from the solar farm community fund for art projects and £1,000 had been granted for the Seaweed in the Fruit Locker i.e. circa £6.5k remained.

It was **RECOMMENDED** to pursue the proposal to introduce painted artwork at the entrances to some of the passageways off Fore Street potentially linking up with the actual location names. This would require liaison with shops, property owners and SHDC's heritage officer.

23.5 Summer events for in 2024 – Fair Week and Love Your Park on Sunday 11 August 2024. The Fair Week Committee was content for KTC to show a movie, already paid for, in the Town Square during Fair Week. A ceilidh band had been booked to play on completion of the Glove Hanging Ceremony/Floral Dance. Love Your Park would be mildly 'shaken up' for 11 August 2024, to provide new and different entertainment, and current anticipated expenditure was circa £3,950 from a budget at circa £4,100.

23.6 Medium term projects. Proposals for: 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 a Teen Shelter remained ambitions. The local Enerveo lighting engineer, contracted by DCC, was anticipated to visit in February to discuss the above lighting projects.

23.7 New town centre bunting for 2024 – colour scheme. It was **RECOMMENDED** to retain the same 5-way colour scheme for 2024 as used in previous years.

23.8 Resident’s proposal – installation of drinking water fountain(s). A potential funding stream to introduce an outdoor water fountain had been highlighted. The closing date to apply for grants at £2.5k towards installations was 23 February. Croyde, Exmouth and St Ives had been successful historically. Members agreed that the best location would be at the head of Quay Car Park/Town Square area and it was **RECOMMENDED** to explore overall costs and liaise with SHDC for the introduction of a water fountain.

23.9 Kingsbridge In Bloom 2024 – ambitions. The 200th anniversary of the RNLI would feature largely in the KIB’s floral displays. The town would be judged twice by the Royal Horticultural Society given Kingsbridge’s standing as best small town in the south west. Two beds had been reinvented with new edging near the War Memorial and replanting. The Camellia bed in Ilbert Road was thriving. It was **RECOMMENDED** to support the installation of a trophy cabinet to house KIB’s awards including the Queen’s Award for Voluntary Service 2022.

23.10 Any immediate assets/property matters.

Some cleanliness issues and non-operational external lighting at Quayside Leisure Centre had been brought to Fusion and SHDC’s attention and efforts were being made to resolve matters.

A project to install PV panels on Quay House had been agreed by full council and suppliers/quotations needed to be sourced.

A meeting with the Royal British Legion was required to discuss Remembrance Sunday 2024. The Town Clerk’s and local residents certificates to manage traffic management at community events would expire in October 2024 and therefore required renewal.

KTC managed 4 in number flag poles. A union flag flew at Quay roundabout which had become tatty and would be replaced. A union flag at the War Memorial was satisfactory. Two flag poles at the Recreation Ground flew a combination of the park’s Green Flag Award, Royal Horticultural Society flag for Kingsbridge In Bloom and the Ukraine national flag to signify UK support in their current war. The latter flags were swapped around on a regular basis.

23/24 DATE OF NEXT MEETING

6.30 p.m. on Tuesday 30 April 2024.

The meeting closed at 8.35 p.m.