

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 29 OCTOBER 2024**

**Present:** Cllr Mike Jennings (Chairman)  
Cllr Anne Balkwill  
Cllr Martina Edmonds  
Cllr Graham Price  
Cllr Mel Rollinson

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

**24/01 ELECTION OF CHAIRMAN**

Cllr Jennings was elected as Chairman of the Property and Recreation Committee for mayoral year 2024-25.

**24/02 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Julia Wingate.

**Public Open Forum**

There were no statements from members of public present.

**24/03 DECLARATIONS OF INTEREST**

None.

**24/04 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the Property & Recreation Committee held on 30 April 2024 which were approved as a correct record.

The required actions within the previous minutes were reviewed:

- The Kingsbridge Open Space, Sport & Recreation Plan had been revised.
- The Recreation Ground pond had not been cleaned to date to allow the feasibility study for a refit to be progressed. South Hams District Council (SHDC) would be contacted.
- The Recreation Ground had been awarded Green Flag status for 2024-25.
- The raised paving in the vicinity of The Creeks End Inn had not been rectified to date and SHDC would be contacted. Kingsbridge In Bloom (KIB) and SHDC continued to liaise regarding the composting compound in the Recreation Ground.
- A range of KTC ambitions and projects continued to be regularly reviewed by the full council (see agenda item 24/07).

- The planned maintenance schedule would be reviewed at the present meeting.
- The snagging list for the rebuilt Bandstand had been completed.
- Guttering repairs on the east elevation of Quay House had been completed.
- Potential repairs to chimney stacks and roof on the west elevation i.e. flashing and slates had not been actioned to date.
- Members had agreed that works to 'in-fill' the alcoves in the Council Chamber would not be cost effective. Ancillary features for wedding hire had been actioned: dried flower decorations, new clock and a welcome board.
- The hallway, main stairwell and Council Chamber had been redecorated.
- The proposal to install PV panels on the west elevation of the rear wing of Quay House was ongoing.
- Replacement electrical heaters in Rooms 4, 8, 9, 10 and 12 in Quay House had been completed.
- Vinyl on the main stairwell in Quay House would be checked shortly for repairs.
- The giant crossword in Quay House grounds was well received by residents and visitors alike over the summer school holiday period.
- The Resilience Store had been repainted; the Garage doors required repainting in spring 2025.
- Street furniture had been well maintained during the financial year to date including cleaning and re-oiling of the Communitario benches, Escofet seats and Urbe planters.
- The VAS speed alert signs were deemed to be beyond economical repair and new signs similar to those in surrounding villages e.g. Malborough and West Alvington had been costed for potential replacement. See agenda item 06.4.
- The Christmas Lights fixtures had been tested by Lifting Gear and Safety Limited on 27 October 2024 with no faults recorded.
- Some Cemetery memorials needed to be checked for uprighting however, the position was not as unsatisfactory as had been first estimated.
- St Edmunds Churchyard was in a satisfactory condition and information on 'closed churchyards' and KTC's responsibilities would be forwarded to Members.
- Trebblepark Allotments had looked very satisfactory over the summer months however, a few ploholders had recently had their tenancies cancelled due to non-cultivation given a waiting list. There was a healthy budget for tree surgery in late 2024/early 2025 to allow more sunshine on to the plots.
- The War Memorial pointing of the granite base required monitoring however, the position was not as unsatisfactory as had been first estimated.
- Various other KTC assets were all in a satisfactory condition e.g. grit bins. The estuary lighting had a current timing issue to be sorted. The bunting had recently been taken down but would be suitable to go aloft again in 2025.

## **24/05            TERMS OF REFERENCE**

It was **RECOMMENDED** to re-adopt the Terms of Reference for the Property & Recreation Committee without amendment.

**06.1 Planned maintenance schedule (PMS) for current financial year 2024-25.**

Members received an updated PMS dated 22 October 2024 and noted that various actions had either been completed or were ongoing. It was **RECOMMENDED** that data be worked up to readily highlight the expenditure on maintenance at various assets/locations during the current financial year e.g. pie charts.

**06.2 Asset Register and confirmation of renewed insurance schedule with effect from 1 September 2024.** The Asset Register remained in date and all assets were covered by the revised insurance schedule however, it needed updating to include the new insurance valuations.

**06.3 Outcomes of committee site visits held on 30 July and 25 September 2024.** Members received reports and the following matters (additional to previous actions at agenda item 24/04) were brought up:

- Quay House. It was **RECOMMENDED** to gain a quotation to repoint the front elevation of Quay House where repairs were required for financial year 2025/26.
- Quay House. The car park line marking, while faded, was deemed to be satisfactory with nil action required.
- Trebblepark Allotments. Following the visit a line of water butts had been covered with wire safety meshing in order to counter a potential hazard.
- Trebblepark Play Area. It was **RECOMMENDED** to request SHDC to clean the children's climbing frame, replace a time-worn litter bin and to cut back the shrubbery/vegetation which had effectively separated the play areas into 2 independent spaces. The introduction of an early years independent play space, supported by Members, could cost in the region of £25,000 to £30,000.
- Duncombe Park. Following the visit SHDC had been contacted to ascertain when the new frame for the interpretation panel/notice board would be installed, zip wire signage had been cleaned and goalpost netting renewed.
- Trim Trail/outdoor exercise equipment. It was **RECOMMENDED** to gain a quotation for preparation and repainting of the equipment in Duncombe Park, Quay House grounds and the Recreation Ground.
- Embankment Road Cemetery. Potholes in the upper footpath bordering the A379 would be repaired, main gates required washing and may require repainting in 2025, new growth sprouting from the base of Holm Oaks required removal and a Holm Oak T13 in the south east corner required monitoring. Trees planted as part of the Urban Tree Challenge Fund were growing well. Members noted that large swathes of the cemetery had historic graves which were not visited and it was **RECOMMENDED** to monitor whether some parts of the cemetery should be planted with wildflowers or similar?
- Memorial Shelter. Members considered that the shelter was unsatisfactory overall: litter, weeds, holes in the ceiling and faded poppy painting. The area was covered by CCTV from a camera across the estuary located at the Skatepark. It was **RECOMMENDED** to liaise with SHDC regarding deep cleaning, structural repairs, masonry painting and refitting of overhead lighting.

- War Memorial. The memorial was in a satisfactory condition. Prior to Remembrance Sunday the statute would be cleaned and surrounding grassed area cut by SHDC.
- Embankment festoon lighting. Following the visit some ad hoc rebulbing had been actioned.

**06.4 Other asset matters: Quay House presentation cabinet for Kingsbridge In Bloom, new seats for Highfield Drive, vehicle activated speed signs options and Christmas Lights' display for 2024/25.**

- The presentation cabinet for the hallway in Quay House to showcase KIB and Town Crier awards had been ordered and would be in position shortly outside the Reception Office.
- It was **RECOMMENDED** to purchase and install 2 in number recycled plastic public seats in Highfield Drive at former locations, with existing plinths, in next financial year 2025/26.
- Two new vehicle activated speed (VAS) signs had been costed following liaison with outlying parishes. The signs could either be battery powered which would allow them to be mobile to operate from several locations or solar powered which would require static predetermined positions. Costs were in the region of £4,000 for 2 in number signs. It was **RECOMMENDED** that replacement VAS signs were not required at present and motorists should be abiding by highways' speed limit signs in situ.

**06.5 Other assets to include: red telephone box, defibrillator, grit bins, CCTV system and bunting.** The telephone box had received a recent mini-refit and the CCTV system continued to be well used by the Neighbourhood Police team for investigation purposes. A recent Finance Committee had made a recommendation to the next full council meeting regarding extending the CCTV system to cover Fore Street.

**06.6 Budgetary requirements for assets in the next financial year 2025/26 (to be considered by the Finance Committee on 26 November 2024).** Members had already highlighted, at agenda item 06.3, Quay House stonework repointing and Trim Trail outdoor exercise equipment repainting. It was noted that the Embankment festoon lighting posts also required repainting next financial year 2025/26. Additional CCTV in the Recreation Ground could cost circa £1,500 to £2,000 and liaison was ongoing with SHDC. However, it was **RECOMMENDED** that the remaining 6 in number night storage heaters in Quay House (Council Chamber, hallway and Room 7) should not be replaced as it was unlikely to be cost effective to do so.

**24/07 OPEN SPACE, SPORT & RECREATION (OSSR)**

**07.1 Identified ambitions and projects' listing.** Members reviewed the listing. For example, the installation of drinking water fountains could cost in the region of £3,000 to £4,000 per unit. External part-funding could be applied for.

**07.2 Budgetary requirements for OSSR projects in the next financial year 2025/26 (to be considered by the Finance Committee on 26 November 2024).** Members were aware of several demands upon KTC for project delivery which were largely driven by the availability of funding. It was **RECOMMENDED** that the full

council should debate such matters, rather than receiving a committee recommendation, and therefore all Members should be requested to independently review the ambitions and projects listing and name their 3 priorities ahead of the next council meeting on 12 November 2024.

**07.3 Any immediate assets/property matters (*for discussion only*).** None.

**24/08 ANY FURTHER ASSETS/PROPERTY/RECREATION RELATED MATTERS**

**08.1 Potholes in residential roads – repairs update.** Potholes in residential streets had commenced being repaired e.g. a large pothole on entry to the Texaco Garage had been filled.

**08.2 Vegetation cuts and weed spraying – update.** Members agreed to retain current grass cutting, vegetations clearances and weed spraying practices.

**24/09 DATE OF NEXT MEETING**

6.30 p.m. on Tuesday 28 January 2025.

*The meeting closed at 8.33 p.m.*