

## Kingsbridge Town Council

### MINUTES OF A MEETING OF THE POLICY COMMITTEE HELD ON TUESDAY 5 APRIL 2016 AT 6.30 P.M. IN QUAY HOUSE

**Present:** Cllr Wayne Grills (Chairman)  
Cllr Martina Edmonds  
Cllr Barrie Fishman  
Cllr Robin Griffin  
Cllr Irene Jeeninga  
Cllr Kate Lynn

**In attendance:** Cllr Sandy Gilbert  
Cllr Chris Povey  
Martin Johnson (Secretary)

*The meeting started late due to the previous committee meeting over-running*

#### **15/14 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **Public Open Forum**

There were no members of public present.

#### **15/15 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **15/16 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 6 October 2015 were approved as a correct record.

*The following agenda item was taken early out-of-turn:*

#### **15/19 BUS STATION**

Several Members had met with SHDC officers on 21 March 2016 to discuss improvements to the Bus Station and whether it was disability-friendly. SHDC had agreed that ramps were required to facilitate wheelchair access. Moreover, there was no signage which identified bus lanes and destinations. Cllrs Fishman and Grills had discussed the latter and design concepts were introduced to be circa 800mm high x 400mm wide. Signage/flags could be attached to existing street furniture however, a new pole may be required. It was **RECOMMENDED** to progress the design of new signage for the Bus Station and to lobby Devon County Council (DCC) to fund and install.

It was further **RECOMMENDED** to request DCC to make amendments to the Kingsbridge 'key to services' map within the South Hams bus times leaflet.

*Cllr Fishman left the Chamber*

#### **15/17 PRIORITIES & AMBITIONS FOR 2015-2019**

Members were in receipt of the listing of Priorities & Ambitions for 2015-2019 which were carefully reviewed and updated as required. It was **RECOMMENDED** to progress various projects as detailed at Annex A.

*Cllrs Gilbert and Griffin left the Chamber*

#### **15/18 ANNUAL TOWN MEETING**

It was **RECOMMENDED** to hold the Annual Town Meeting during the Farmers' Market on Saturday morning 7 May 2016; and for the Mayor and Town Clerk to also be available for local residents 6.00-6.45 p.m. on Tuesday 10 May before that evening's full council meeting.

The above meeting to 'show & tell' latest news e.g. Traffic Regulation Order proposals, Priorities & Ambitions, and to take questions/enquiries from local residents.

#### **15/20 OUTSIDE BODIES**

Members reviewed the listing of Outside Bodies and made several amendments in readiness for nomination of representatives at May's annual general meeting. It was **RECOMMENDED** for the new listing to include: Dodbrook Feoffees, Age Concern, Community College Trust, Kingsbridge Feoffees, Rest Centre, Twinning Association, Citizens Advice Bureau, Cookworthy Museum, Estuary Boat Club, Chamber of Commerce, Kingsbridge In Bloom, Play Spaces Group and Kingsbridge Rotary Club.

Members thanked Cllr Jennings for her input and that the listing should be regarded as 'organic' in order to receive further suggestions.

#### **15/21 WHISTLE BLOWING POLICY**

It was **RECOMMENDED** to make a minor amendment to the Whistle Blowing Policy to include its application to councillors alongside others.

#### **15/13 DATE OF NEXT MEETING**

Tuesday 5 July 2016 at 6.30 p.m.

Annex:

A. Priorities/Ambitions for 2015-2019.

*The meeting closed at 9.12 p.m.*

## **Kingsbridge Town Council**

### **PRIORITIES/AMBITIONS FOR 2015-2019** (with related comments in red at 5 April 2016)

#### **Community facilities**

Build a community centre

- Retain as long-term project.
- Consultation with the community regarding potential sites??
- Possible link with suggested enhance Allocated Site K2.

Extend the decorative lights along the Quayside to the Memorial Shelter

- Already committed but currently on hold due to condition of the estuary wall.
- SHDC report Sep 15 for repairs to estuary wall anticipated to be completed in 12 months but likely that the footway may still be deemed unsuitable for suggested lighting.

Support for Kings Arms to be registered as a 'community asset'

- Save the Kings Arms group formed and public meeting held 22 Feb 16.
- Meeting held between Motcomb Estates, SHDC, KTC & STKA on 8 Mar 16.

#### **Heritage**

Heritage trail

- Working Group stalled due to indecision on way forward however, Cllr Grills & Rosemary Speed met recently.
- Medium term??
- Feeds into street audit report.

#### **Open spaces**

Re-locate the Quay toilets at the head of the estuary

- Long-term project.
- Within extant Kingsbridge DPD K2 development boundary.
- Suggestion that a tiled mosaic could make the exterior more attractive in the short term?

Continue earmarking £15k per annum from the annual budget to fund refits of children's play areas and Trim Trail

- £71,254.16 at end FY 15/16 (deposited One Year Business Bond maturity 1 Jun 16).
- Noted that Duncombe Park and Recreation Ground young children's play areas are becoming tired.

Way marking for pedestrians to get them around town/signpost places of interest (probable working group required)

- Feeds into street audit report.

Full audit of Fore Street

- Material condition, fixtures and fittings, car parking, accessibility etc.
- Cllrs Edmonds & Griffin progressing and anticipated to report to full council meeting 10 May 16.
- A house-style was required for all street furniture.

## Busking Weekend

- Working Group report to full council shortly.

## Open Space, Sport and Recreation Plan

- Cllrs Grills & Lynn attended SHDC S106 Open Space, Sport & Recreation training session 4 Nov 15.
- To be worked up by the Town Clerk i.e. stock take and wish list.

## Youth facilities & involvement

### Full size football pitch for the town

- SHDC Executive 10 Sep 15 reported Section 106 funds from K1 & K5 development sites (outline approval granted) to be directed to new football facilities; identified that KTC will be consulted.

### Greater engagement with young people

- Working Group of Cllrs Coulthard, Griffin & Grills.
- Liaison with Kingsbridge Community College and suggestions for KTC projects alongside students.
- Budget allocated at £2.5k for FY 2016/17.

## Disabled facilities

### Greater accessibility to council meetings

### Disabled toilet in Quay House

Property Committee reviewed the proposal 15 Mar 16.

## Vibrant local economy

### Sustain/promote the local economy/shops

- Working Group of Cllrs Jeeninga, Lynn & Povey to invite other traders on board.
- Discussion items to include: purchase "Businesses open as usual" (with KTC logo) to be used during road closures, lobbying SHDC for free car parking on Sundays, encouragement of uniform shop opening hours, opening on bank holidays and maintenance of shop fronts.
- Enhanced liaison with Chamber of Commerce.

### Use of empty shops for promotion/advertising i.e. digital printing/shop jackets

- To dovetail with promotion of local economy above.
- Permissions required from freeholders and suggestion for one or 2 empty shops to be used as pilots.
- For adverts, art work, town information etc.

### Sustain/promote the night time economy

- Bi-annual meetings with Licensees & Police plus outside advisory bodies.

## Healthy community

### Further promotion of the Trim Trail i.e. handbook, targeting specific groups and publicity

- Cllr Gilbert has provided 'show & tell' sessions e.g. WI & Norton Brook Medical Centre.
- Possible You Tube video.

## **Environment**

Reduction of the town's carbon footprint

- Working group to be set-up. Cllrs Gilbert & Povey expressed an interest.
- Encourage reduction in school drop offs/pick up by car (contact KCC/Primary School) i.e. a walk to school campaign.
- Solar panels Quay House/Bandstand.
- Review work completed to date (Towards A Sustainable Kingsbridge report dated June 2011).

Low cost housing

Possible KTC project.

## **Transport**

Town bus service feasibility study

Strategy adopted by full council.

Bus station improvements

SHDC/KTC on-site meeting held 21 Mar 16.

## **Communications**

Facebook to provide council news/circulate information

Facebook live Oct 15 and monitored weekly.

New website

Agreed by members; Cllr Grills/staff to progress to include Cllr.XXX email addresses.

Greater profile/promotion/perception i.e. review engagement with the local community and particularly hard-to-reach groups

- Community Engagement Statement of Intent adopted at full council 8 Sep 15; members recognised that the issue to hand is to make it a working document.
- Simple to follow guide at Reception to identify who does what/responsibilities for the tiers of local government in Devon/South Hams/Kingsbridge.
- New logo for Kingsbridge??

## **Devolution of public assets and services**

Transfer of Ropewalk Resource Centre to the Kingsbridge community

Withdrawal of interest resolved at full council 8 Sep 15.

## **Income & Expenditure Budget for Financial Year 2016/2017**

Deliver the manifesto.