

Kingsbridge Town Council

MINUTES OF A MEETING OF THE POLICY COMMITTEE HELD ON TUESDAY 30 APRIL 2019 AT 7.00 P.M. IN QUAY HOUSE

Present: Cllr Mike Jennings (Chairman)
Cllr Anne Balkwill
Cllr Dena Bex
Cllr Philip Cole
Cllr Samantha Dennis
Cllr Robin Griffin
Julia Wingate (Cllr designate)

In attendance: Martin Johnson (Secretary)

18/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Barrie Fishman and Chris Povey.

Public Open Forum

There were no members of public present.

18/24 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/25 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 29 January 2019 were approved as a correct record.

18/26 STANDING ORDERS – REVIEW

Members received revisions of Standing Orders and Financial Regulations (Appendix 2 to Standing Orders) based on the updated National Association of Local Councils model orders. It was **RECOMMENDED** to adopt new Standing Orders and Financial Regulations.

18/27 CCTV – REVIEW

Members noted that the council's (KTC) Code of Practice for the management and operation of the closed circuit television (CCTV) system advised an annual review to ensure it was necessary, proportionate and effective. It was **RECOMMENDED** to sustain the current CCTV system as it was required for the prevention and detection of crime and for protecting the safety of the public.

18/28

COMMITTEE MEETINGS – DATES/TIMINGS FOR 2019/20

Members received a draft calendar for council and committee meetings for 2019/20. It was noted that if meetings (except Parks & Open Spaces Committee) continued to be held on Tuesday evenings, on 4 occasions during the mayoral year 2 committee meetings would need to be held on the same evening. After discussion, it was agreed for:

- Planning Committee meetings to be moved from 6.30 p.m. to commence at 7.00 p.m. in order to fall in line with other committees, and
- on 4 occasions during the mayoral year committees should be held on Thursdays so that only a single meeting was held on any one evening throughout the year.

It was **RECOMMENDED** to adopt the calendar of council and committee meetings for mayoral year 2019/20 as produced at Annex A.

18/29

BACKWAYS – POTENTIAL ENHANCEMENT

Both Eastern and Western Backways' graffiti had been overpainted. Members held a full discussion about the Backways and their potential enhancement; the salient points follow:

- Invite an art project to be managed by a recognised art group i.e. similar to Kingsbridge Community College mural at Duncombe Park. There was a thirst for arts amongst young people.
- Some graffiti art was good; some was poor. Members held concerns that a managed graffiti project may attract embellishments and unwanted tags.
- Graffiti should not be encouraged in the Backways; any graffiti wall or similar should be in a high visibility/public/high footfall location.
- Coloured lines leading to/from places of interest e.g. Quayside or Town Centre could be quirky and informative.
- Current limited lighting could be enhanced by further quality street/low-level lighting.
- Liaison should take place about lighting with Devon County Council (DCC) to ascertain what is/what is not possible.
- A community clean-up team would be able to keep on top of litter issues etc.
- Painted 'heritage street signs' on walls would look attractive without taking up space or high cost of actual signs.
- Directions to/from the Backways (and historic passageways off Fore Street) were required as only local residents knew of their existence and they were 'invisible' to visitors.
- Images of the town could be painted on walls using stencils e.g. portrayals of the Town Hall and St Edmonds Church.
- Keep the Backways historic i.e. no futuristic enhancements.
- Walls bordering both Backways were in private ownership and any alterations would require the consent of property owners.
- Kingsbridge Family Church retained a highly visible, large, old painted sign at the entrance to Baptist Lane which signposted the Baptist Church; the signage received mixed opinion.
- A 'no cycling' sign/post at the Church Street entrance to Eastern Backway was in a poor condition and required renewal. Equivalent sign at Duncombe Park end to be checked.
- Kings Arms Passage was in a shabby condition.

It was **RECOMMENDED** to research potential enhancements for the Eastern and Western Backways, as identified above, and to feedback with findings to the next Policy Committee.

18/30 EVENTS – FREE PARKING

Members had suggested the potential for KTC to make a payment to SHDC in lieu of car parking income in order to provide free car parking at Fore Street and/or Quay car parks during key community events e.g. Food & Music Festival, Kingsbridge Celebrates Christmas, Classic Car Show or Fair Week. Ball park figures had been requested from South Hams District Council (SHDC) but unfortunately were unavailable for the meeting i.e. costs during high summer weekday/weekend, Bank Holiday Monday or winter Saturday. It was **RECOMMENDED** to re-consider the proposal for potential free parking when further information was available.

18/31 RED TELEPHONE/WORLD'S SMALLEST NIGHT CLUB

Members noted that a re-launch had already been agreed however, some recent issues with the 'disco' had been apparent but it was anticipated that the problem had been solved. Members living in the locale opened the phone box at circa 10.00 a.m. daily and locked up at circa 9.00 p.m. in the evening which was an obvious resource issue and fellow Members acknowledged their efforts. This also necessitated the phone box being shut during 'night club hours' and probably reduced income. A Premises Licence could be applied for to enable the phone box to remain open past 11.00 p.m. at £100 and thereafter an annual maintenance fee would be required. It was considered that late opening should not attract anti-social behaviour at the phone box location adjacent to the Police Station. A sponsor for the fees could also be sought. Income from 2019 would be provided to Kingsbridge Dementia Friendly Community. It was **RECOMMENDED** to:

- make a Premises Licence application to SHDC for the red telephone box/'night club' located in upper Fore Street to provide the opportunity for late opening,
- for late opening to be actioned for a trial period, and
- to regularly review the condition of the phone box and its income.

18/32 PRIORITIES & AMBITIONS FOR 2015-2019

Members received a listing of Priorities & Ambitions which was reviewed and updates were suggested for a new 4 year period. Members discussed some specific items in depth. It was **RECOMMENDED** to adopt a revised listing of Priorities & Ambitions for 2019-2023 and to progress various projects at Annex A.

18/33 DATE OF NEXT MEETING

Tuesday 30 July 2019 at 7.00 p.m.

Annexes:

- A. Calendar of meetings for mayoral year 2019/20.
- B. Priorities/Ambitions for 2015-2019.
- C. Kingsbridge Open Space, Sport & Recreation Plan 2018-2028 – Projects Listing.

The meeting closed at 8.48 p.m.

**Calendar for Council and
Committee Meetings 2019/2020**

2019	
Tuesday 14 May	Annual General Meeting
Tuesday 21 May	Planning Committee
Tuesday 4 June	Planning Committee
Tuesday 11 June	Full Council
Tuesday 18 June	Planning Committee
Tuesday 25 June	Property Committee
Tuesday 2 July	Planning Committee
Tuesday 9 July	Full Council
Tuesday 16 July	Planning Committee
Tuesday 23 July	Finance Committee (1st quarter)
Friday 26 July	Parks & Open Spaces Committee
Tuesday 30 July	Policy Committee
August (summer recess)	Recess Committees if required
Tuesday 3 September	Planning Committee
Tuesday 10 September	Full Council
Tuesday 17 September	Planning Committee
Thursday 19 September	Flood & Winter Resilience Committee
Tuesday 24 September	Property Committee
Tuesday 1 October	Planning Committee
Tuesday 8 October	Full Council
Tuesday 15 October	Planning Committee
Tuesday 22 October	Finance Committee (2nd quarter)
Friday 25 October	Parks & Open Spaces Committee
Tuesday 29 October	Policy Committee
Tuesday 5 November	Planning Committee
Tuesday 12 November	Full Council
Tuesday 19 November	Planning Committee
Tuesday 26 November	Finance Committee (1st budget)
Tuesday 3 December	Planning Committee
Tuesday 10 December	Full Council
Tuesday 17 December	Planning Committee
Thursday 19 December	Property Committee

2020	
Tuesday 7 January	Planning Committee
Thursday 9 January	Finance Committee (2nd budget & 3rd quarter)
Tuesday 14 January	Full Council
Tuesday 21 January	Planning Committee
Tuesday 28 January	Policy Committee
Friday 31 January	Parks & Open Spaces Committee
Tuesday 4 February	Planning Committee
Tuesday 11 February	Full Council
Tuesday 18 February	Planning Committee
Tuesday 25 February	Flood & Winter Resilience Committee
To be confirmed March/April/May	Annual Town Meeting
Tuesday 3 March	Planning Committee
Tuesday 10 March	Full Council
Tuesday 17 March	Planning Committee
Tuesday 24 March	Property Committee
Tuesday 7 April	Planning Committee
Tuesday 14 April	Full Council
Tuesday 21 April	Planning Committee
Thursday 23 April	Finance Committee (4th quarter & FY close)
Friday 24 April	Parks & Open Spaces Committee
Tuesday 28 April	Policy Committee
Tuesday 5 May	Planning Committee
Tuesday 12 May	Annual General Meeting

Meeting:

Full Council, Planning, Finance, Flood & Winter Resilience, Policy, Property

Parks & Open Spaces Committee

Time:

All to commence at 7.00 p.m.

Fridays at 9.30 a.m.

Kingsbridge Town Council – Priorities & Ambitions for 2019-2023Revised by the Policy Committee 30 April 2019 *New comments in Red*

Project	Ambition or Priority (S, M or L)	Comments
Community Facilities		
Community Centre <i>To be replaced by: Large performance venue</i>	Ambition	<ul style="list-style-type: none"> • No current proposal following failed bid in 2008 (Centre for Kingsbridge Community). <i>Delete bullet point</i> • What is the current need? What is the brief? What would be the impacts on current venues? <i>Delete bullet point</i> • There were numerous meeting places in town which could accommodate up to 50 persons. <i>Delete bullet point</i> • Included in the Open Spaces, Sport & Recreation Plan (OSSR) project listing below. <i>OSSR proposal to be amended as opposite</i> • <i>New: Venue for performing arts, conferences, weddings etc.</i>
Heritage		
Heritage Promotion	Short term	<ul style="list-style-type: none"> • Members agreed that heritage sites/places of interest could be incorporated into better waymarking rather than introducing a standalone Heritage Trail.
RNLI 150 th Anniversary <i>Delete whole item (approved & near completion)</i>	Short term	<ul style="list-style-type: none"> • Salcombe Lifeboat 150th anniversary September 2019. • RNLI proposal for 2 structures i.e. either end of the estuary; possibly sculptures or bronzes. • Supported by Members and Cllr Balkwill had agreed to co-chair a working group.
Open Spaces		
Future use of KTC owned land off Derby Road <i>Delete whole item (land now sold)</i>	Short term	<ul style="list-style-type: none"> • Anticipated completion of sale to Kingsbridge Feoffees on 1 February 2019.
Town Square & Bandstand promotion <i>New/add: Quay House grounds</i>	Short term	<ul style="list-style-type: none"> • Better promotion required to encourage greater use of the adjoining Town Square, Bandstand & Quay House lawn e.g. <i>commercial rental</i>, arts, drama etc. • Press releases and website update to include pricing/photos (new page). • Request BT to clean up the public phone box at the Bus Station; ambition to replace with a red telephone box. <i>Delete bullet point</i> • <i>New: Sculpture for fountain plinth/base in QH grounds</i>
<i>New item: Memorial Shelter</i>	Medium term	<ul style="list-style-type: none"> • <i>Refit/restoration required to take in the great views.</i>
Vibrant Local Economy		
Way marking for pedestrians	Short term	<ul style="list-style-type: none"> • Waymarking signage needed to direct pedestrians to Fore Street/environs from Quay & Fore Street car parks plus probable repeater signs.

		<ul style="list-style-type: none"> • Monolith style signs very popular around UK; waymarking to include heritage sites (linked with Heritage Promotion above).
Fore Street (& environs) improved street scene	Short term	<ul style="list-style-type: none"> • Replacement litter bins with better design (liaison required with DCC & SHDC and lobby for recycling of public waste), better Fore Street signs (currently at Scoops & Methodist Church), re-decoration & maintenance of shop fronts via a discounted scheme, introduction of water fountains (liaison required with SHDC environmental health), wi-fi (research required i.e. has 4G taken over?), pop-up shops for empty premises, internal vinyl window dressing for empty premises, waymarking signs and liaison with SHDC to provide house-style replacement bollards in the Town Square. • KTC to clean plastic bins through Town Centre on a regular basis. • 'The 800 Project' on Saturday 14 September 2019 to celebrate the 800th anniversary of the Abbot of Buckfast granting a market in Kingsbridge. • Potential entrant for Great British High Street Awards 2019. Delete bullet point • Explore one-way entry into Fore Street car park and exit only to Cookworthy Road (A379) alongside DCC and SHDC.
Public Realm Design Guidelines	Short term	<ul style="list-style-type: none"> • MeiLoc landscape architects' Kingsbridge Public Realm Design Guidelines adopted by KTC in January 2019 (see minutes full council 15 Jan 19 & Policy Cttee 29 Jan 19). Revisions received Mar 19. • Suggestions for a range of street scene improvements from Quay Car Park to the junction Fore Street/Duncombe Street e.g. micro-seating areas and a pocket park. • Liaison required with stakeholders i.e. DCC, SHDC, Chamber of Commerce, shopkeepers and local residents. On completion SHDC election 2019.
Markets	Short term	<ul style="list-style-type: none"> • Enhance the current weekday markets in the Town Square e.g. house-style stalls/gazebos, live music and more stalls/varied goods. • Investigate: French Market, furniture market, collectibles market, open-air auction, events and art installations. Liaison/research with other towns required. • New: Support for Car Boot Sales held at the Slipway in Quay Car Park every Sunday from May to September.
Town Centre Manager	Medium term	<ul style="list-style-type: none"> • Investigate employment of a town centre manager/arts officer.
Youth facilities & engagement		
Greater engagement with young people Delete whole item (unlikely to come forward)	Short term	<ul style="list-style-type: none"> • Possible use of 'silicon estuary' domain name as a youth engagement/IT work placement project
New item: New Skatepark	Short term	<ul style="list-style-type: none"> • Research location, design, funding etc. for a new Skatepark given current facility in Quay Car Park is unsatisfactory

		<p>(droppings from birds & trees, uneven ground, unexciting kit).</p> <ul style="list-style-type: none"> • Consultation with skaters and site visits to regional skateparks required. • Regular cleaning of current Skatepark to enable use over spring/summer 2019.
<i>New item:</i> Graffiti wall	Short term	<ul style="list-style-type: none"> • Research the potential for a graffiti wall in a high visibility, public location.
Transport		
Bus station improvements <i>Delete whole item (project competed)</i>	Short term	<ul style="list-style-type: none"> • Better information/signage required for bus services and shops/local services to augment recent Bus Station refit. • Main bus shelter: cleaning, repainting and “Kingsbridge Bus Station” sign overhead.
Charging points for electric vehicles	Short term	<ul style="list-style-type: none"> • Investigation of electric charging points approved by SHDC for Quay & Fore Street car parks.
Communications		
Greater Town Council profile <i>Delete whole item (project competed)</i>	Short term	<ul style="list-style-type: none"> • Council Chamber: new covers required to ‘hide’ night storage heaters and artificial plants to complete the redecoration/make over by end financial year 2018/19.
Sport & Recreation		
Open Space, Sport & Recreation Plan projects	S, M & L	<ul style="list-style-type: none"> • Projects listing attached.
New multi-use path Kingsbridge to Salcombe	Medium term	<ul style="list-style-type: none"> • Application for funding made to DCC/SHDC Communities Together Fund for a feasibility study alongside 3 other local councils (decision-making meeting 7 February 2019). <i>Amend bullet point: feasibility study completed; report awaited.</i>
Environment		
Plastic Free Kingsbridge	Short term	<ul style="list-style-type: none"> • Members & Staff to explore further plastic-free ambitions. • <i>New: End single use plastic bags.</i> • Quay House ambition to be plastic-free e.g. Fair Week Reception uses wooden cutlery.
Bins		<ul style="list-style-type: none"> • Recycling bins signage removed from dual bins e.g. opposite Wills Marine because all waste goes to landfill. • <i>New: Lobby SHDC for recycling of all public waste from litter bins in the town centre and parks.</i>
Planning		
<i>New item:</i> Kingsbridge, West Alvington & Churchstow Neighbourhood Plan	Short term	<ul style="list-style-type: none"> • Produce a draft Neighbourhood Plan via a Steering Group and public engagement.

Kingsbridge Open Space, Sport & Recreation Plan 2018-2028 – Project Listing.

Based on an assessment of relative need, and reflecting the priorities of the local community following public consultation, the following list reflects current deficiencies in provision and opportunities for enhancement resulting from S106 developer contributions in Kingsbridge:

Item no. & priority: short, medium or long	Project	Requirement and location	Cost estimate	Lead authority
1 Short	Football pitches	Provision of adult & junior pitches, changing rooms & car park at Belle Hill or West Alvington Hill (fields opposite Community College)	£0.25m-£0.5m	
2 Medium	Rugby club improvements	Provision of mini or midi 3G artificial grass pitch & highway access upgrade at High House	£0.25m	
3 Short	Children's play spaces	Total refit with new play equipment at Montagu Road, Trebblepark and Duncombe Park	£50k (Montagu Rd) £35k (Duncombe Park) £tbc (Trebblepark)	
4 Medium	Park infrastructure	Public art, replacement trees & shrubs, terrace project to include disability access, 24/7 public toilets & low level lighting at Duncombe Park	£75k-£100k	
5 Medium	Park infrastructure	Derby Road entrance upgrade, pond refit, public art, teen zone improvements, 24/7 public toilets & low level lighting at the Recreation Ground	£35k-£45k	

6 Short	Bmx/dirt bike track	Provision of off-road bike track at Rack Park amenity space	£2.5k-£5k	
7 Short	Park clubhouse	New build modern community hub facility to replace the current dilapidated clubhouse	£tbc	
8 Medium	Cricket	New artificial wicket, nets & practice facilities at The Butts, West Alvington	£25k	
9 Medium	Skatepark	Replacement of existing ramps at the Skatepark & new roofing OR new Skatepark at location to be determined	£25k-£50k £100k-£200k	
10 Medium	Waterside amenity space	Refit dinghy storage, flood preventative works & BBQ area at Bowcombe amenity space	£tbc	
11 Medium	Public slipway	Provision of dinghy racks, boat washing facilities & Slipway upgrade at Quay Car Park	£tbc	
12 Short	Civic Space	Improvements in accordance with Kingsbridge Public Realm Guidelines adopted January 2019 (report by landscape architects covering area from Quay Car Park to junction Fore Street & Duncombe Street)	£tbc	
13 Long	Cemetery	New cemetery at a location to be determined	£tbc	
14 Short	Avon Valley Cycle Route	New coast to moor cycle route from Kingsbridge to South Brent	£tbc	
15 Short	Kingsbridge to Salcombe Trail	New multi-use trail from Kingsbridge to Salcombe	£tbc	

16 Long	Large performance venue	New development at a location to be determined	£10m-£15m	
17 Medium	Community water sports	Facilities for paddle boarding & canoeing at the head of the estuary	£tbc	