

Kingsbridge Town Council

MINUTES OF A MEETING OF THE POLICY COMMITTEE HELD ON TUESDAY 29 OCTOBER 2019 AT 7.00 P.M. IN QUAY HOUSE

Present: Cllr Mike Jennings (Chairman)
Cllr Anne Balkwill
Cllr Helen Cope
Cllr Barrie Fishman
Cllr Chris Povey
Cllr Julia Wingate

In attendance: Martin Johnson (Secretary)

19/10 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dena Bex, Philip Cole and Peter Ralph.

Public Open Forum

There were no members of public present.

19/11 DECLARATIONS OF INTEREST

There were no declarations of interest.

19/12 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 30 July 2019 were approved as a correct record.

19/13 LOCAL TRANSPORT

A Member reported that he had held a long conversation with the administrator for Bob The Bus based in Totnes regarding the setting-up of a community bus service for Kingsbridge. It was revealed that administration was a full-time job and matters explored included service demand, routes, volunteer drivers, licences, types of bus, overnight parking and logistics. Any community bus service would not make a profit and there would be potential overlap with current Tally Ho, Stagecoach and Coleridge community bus services. There was also a Devon Fare Car F17 service on Wednesdays which had to be booked a day in advance and brought in people from remotes villages. It was **RECOMMENDED** to include a feasibility study for a Kingsbridge Community Bus Service in the adopted Priorities and Ambitions (at Annex A).

19/14 FORE STREET CAR PARK

South Hams District Council (SHDC) had forwarded comprehensive statistics for use of Fore Street Car Park i.e. total sales for 1 April 2018 to 31 March 2019 and 1 April 2019 to 28 October 2019, monthly tickets sold by tariff and a transaction report which

identified the exact time tickets were purchased from machines. Members acknowledged that 50p for 30 minutes and £1.00 for 3 hours was good value which attracted motorists. It was noted that properties in Fore Street which backed on to the car park had covenants which may detailed access to/from Fore Street.

It was **RECOMMENDED** to take the following action regarding Fore Street Car Park:

- To request SHDC to re-paint the line marking which was faded and confusing.
- To explore its re-configuration in order to realise greater capacity/parking spaces and to make it safer.
- To request the introduction of a 3 hour maximum stay and nil return for 2 hours.
- To further explore one way entry from Fore Street and one way exit via Cookworthy Road (in tandem with proposals for a pocket park at the Fore Street entrance).

It was further **RECOMMENDED** to take the following related action:

- Publicise on the Town Council (KTC) website and Facebook page the fees for the town's car parks and to direct shoppers to Fore Street Car Park and commuters to Cattle Market and Lower Union Road car parks.
- To request Devon County Council to consider a whole town parking review for Kingsbridge.

19/15 COMMITTEES

It was reported that some Members had struggled recently to make committee meetings due to family and other commitments and it was suggested that some committees could be considered for amalgamation. It was noted that Parks & Open Spaces, Policy, Property and Finance Committees met quarterly (with an additional budget meeting for Finance) however, the Planning Committee met twice monthly in order to meet SHDC's feedback deadlines for planning applications. Time limits for agenda items, self-policing, thorough preparation, pre-reading of minutes, strong chairmanship and management of the Public Open Forum at full council meetings were all discussed. It was **RECOMMENDED** that:

- Members should be requested to thoroughly prepare for all meetings.
- If a local group or member of public requests to make a statement during a Public Open Forum that a written report be requested beforehand to be distributed with agendas and for a time limit of 3 minutes to be set for individual statements.

19/16 STAFFING

It was reported that over time the staffing resource had reduced as the demands on KTC had increased. This led to staff regularly putting in extra voluntary hours and the Town Clerk had accrued TOIL at over 2.5 years! In particular, there were several projects ongoing which demanded dedicated effort which were difficult to allocate during Council Office opening hours when public enquiries were received. Two offers of assistance had been received and Members agreed that incumbent staff should be considered. It was **RECOMMENDED** to offer 4 extra salaried hours per week to current staff.

19/17 PRIORITIES & AMBITIONS FOR 2019-2023

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

19/18 DATE OF NEXT MEETING

Tuesday 28 January 2020 at 7.00 p.m.

Annexes:

- A. Priorities/Ambitions for 2019-2023.
- B. Kingsbridge Open Space, Sport & Recreation Plan 2018-2028 – Projects Listing.

The meeting closed at 8.30 p.m.

Kingsbridge Town Council – Priorities & Ambitions for 2019-2023

Reviewed and revised by the Policy Committee 29 October 2019

Explanatory comments in Red

Project	Ambition or Priority (S, M or L)	Comments
Community Facilities		
Large performance venue	Ambition	<ul style="list-style-type: none"> • Included in the Open Spaces, Sport & Recreation Plan (OSSR) project listing below. • Venue for performing arts, conferences, weddings etc. <p><i>Also in Neighbourhood Plan draft outline</i></p>
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.
Open Spaces		
Town Square, Bandstand & Quay House grounds promotion	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. commercial rental, arts, drama etc. • Press releases and website update to include pricing/photos (new page). • Sculpture for fountain plinth/base in QH grounds
Memorial Shelter	Medium term	<ul style="list-style-type: none"> • Refit/restoration required to take in the great views.
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. • Monolith style signs very popular around UK; waymarking to include heritage sites (linked with Heritage Promotion above). <p><i>Included in Public Realm Design Guidelines</i></p>
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. <i>SHDC/KTC litter bins meeting 31 Oct 19</i> • KTC to clean plastic bins through Town Centre on a regular basis. <i>Ongoing</i>

		<ul style="list-style-type: none"> • 'Kingsbridge 800 Project' on Saturday 14 September 2019 to celebrate the 800th anniversary of the Abbot of Buckfast granting a market in Kingsbridge. <i>Completed</i> • 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 Ctte 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. <i>Ongoing – Phase 1 for Fore Street enhancements short term delivery spring 2020 from landscape architects accepted by full council Oct 19 & street furniture stocktake actioned by Members Oct 19 & specification</i>
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 • Current weekday markets: <ol style="list-style-type: none"> 1. Mondays – May to September 2. Tuesdays – all year 3. Thursdays – March to December <p>Nil promotion, nil signage etc. Suggestion for one quality market per week only and for liaison with SHDC Ward Members <i>SHDC, KTC & Information Centre meeting organised for 19 Nov 19</i></p> • Investigate: French Market, furniture market, collectibles market, open-air auction, events and art installations. Liaison/research with other towns required. <i>Progressing – proposal shortly</i> • Support for Car Boot Sales held at the Slipway in Quay Car Park every Sunday from May to September. <i>Grant Aid provided current FY 19/20</i>
Youth facilities & engagement		
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 (droppings from birds & trees, uneven ground, unexciting kit). • SHDC Place Making has supplied the Town Clerk with suggested companies to invite for exploratory discussions • Consultation with skaters and site visits to regional skateparks required.

		<ul style="list-style-type: none"> Regular cleaning of current Skatepark to enable use over summer 2019. <p><i>SHDC/KTC meeting 31 Oct 19</i></p>
Transport		
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. Situation report to be requested via SHDC Ward Members. Charging points to be supplied for electric vehicles and bicycles
Community bus service	Ambition	<ul style="list-style-type: none"> Feasibility study for a Kingsbridge community bus service. <p><i>New Policy Ctte 29 Oct 19</i></p>
Sport & Recreation		
Open Space, Sport & Recreation Plan projects	Short, Medium & Long	<ul style="list-style-type: none"> Projects' listing attached.
New multi-use path Kingsbridge to Salcombe	Medium term	<ul style="list-style-type: none"> Feasibility study completed; draft report received Jul 19. <p><i>Sustrans report anticipated by week ending 8 Nov</i></p>
Environment		
Plastic Free Kingsbridge	Short term	<ul style="list-style-type: none"> Members & Staff to explore further plastic-free ambitions. End single use plastic bags. 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 because all waste goes to landfill. Lobby SHDC for recycling of all public waste from litter bins in the town centre and parks. <p><i>SHDC cannot recycle contaminated waste; this item probably redundant and effectively duplicated above</i></p>
Strategic Planning		
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. <p><i>Progressing with regular updates received by the Planning Committee</i></p>
Affordable Housing		
	Ambition	<ul style="list-style-type: none"> Affordable housing project managed by KTC. Presentation by DALC. Exploration of Community Land Trusts. <p><i>New Policy Ctte 29 Oct 19</i></p>

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

Annual review due by Parks & Open Spaces Committee in January 2020

Explanatory comments in Red

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) <i>Currently earmarked for Belle Hill S.106 contributions subject to planning approval</i>	£0.25m-£0.5m	
2 Medium	Rugby club improvements	Provision of mini or midi 3G artificial grass pitch & highway access upgrade at High House <i>Highway recce Oct 19 and advice provided to Rugby Club</i>	£0.25m	
3 Short	Children's play spaces	Total refit with new play equipment at Montagu Road, Treblepark and Duncombe Park <i>Due completion early Dec 19 via KTC £30k contribution from Capital Receipts reserve</i>	£50k (Montagu Rd) £35k (Duncombe Park) £tbc (Treblepark)	
4 Medium	Park infrastructure	Public art, replacement trees & shrubs, terrace project to include	£75k-£100k	

		disability access, 24/7 public toilets & low level lighting at Duncombe Park		
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 <i>Recent discussion SHDC/KTC</i>	£2.5k-£5k	
7 Short	Park clubhouse	New build modern community hub facility to replace the current dilapidated clubhouse <i>Awards For All grant received by Community Tennis to fund feasibility study</i>	£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 <i>Recent discussion SHDC/KTC</i>	£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	£tbc	

		Kingsbridge Public Realm Guidelines adopted January 2019 (report by landscape architects covering area from Quay Car Park to junction Fore Street & Duncombe Street)		
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 <i>Feasibility study actioned & report awaited</i>	£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	