

## **Kingsbridge Town Council**

### **MINUTES OF A MEETING OF THE POLICY COMMITTEE HELD REMOTELY VIA VIDEO CONFERENCING AT 7.00 P.M. ON TUESDAY 30 JUNE 2020**

**Present:** Cllr Mike Jennings (Chairman)  
Cllr Anne Balkwill  
Cllr Philip Cole  
Cllr Barrie Fishman  
Cllr Julia Wingate

**In attendance:** Martin Johnson (Secretary)

#### **20/01 ELECTION OF CHAIRMAN**

Cllr Jennings was elected as Chairman of the Policy Committee for mayoral year 2020/21.

#### **20/02 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Chris Povey and Peter Ralph.

#### **Public Open Forum**

There were no members of public present and nil written comments had been received.

#### **20/03 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **20/04 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 28 January 2020 were approved as a correct record.

#### **20/05 COVID-19 – MEETINGS AND USE OF QUAY HOUSE**

Members received a revised Coronavirus (Covid-19) risk assessment for the Town Council (KTC) and draft new/additional procedures for Quay House which were linked to government's further relaxation of current restrictions from Saturday 4 July. The key points were:

- **Re-opening the Reception service 0930-1300 Monday to Friday to members of public.** Signage would be positioned at the front door reporting one person only to enter at any one time and for that person to leave before another entered with queuing/social distancing to be observed externally. Other bespoke signage, 2m floor stickers, desk placed across the hallway to prevent further access into the building, toilets out-of-bounds for public use and hand sanitiser stations to be actioned.

- **Re-convening full council and committee meetings in the Council Chamber including Public Open Forums.** Members considered that the geography of Quay House/Council Chamber could maintain social distancing given the risk assessments conducted i.e. one person on the stairwell at any one time, hand gel available, chairs spaced at 2m distance in the Council Chamber with doors and windows open.
- **Return to Quay House for tenants in Room 8 (Kingsbridge Websites), Room 9 (Kingsbridge & Saltstone Caring), Rooms 4/10/12 (Start Point Finance) and the Rear Hall (TQ7 Hairdressing).** All tenants to be contacted and by the Town Clerk or Reception Staff to advise they could return to Quay House from Saturday 4 July. Tenants to receive the Covid-19 risk assessment and new/additional procedures. Tenants to be advised for their visitors to be kept to a minimum and that they must be met in the hallway to be escorted in/out of the building.
- **Re-use of the Council Chamber for weddings.** Weddings to take place from Monday 6 July with keen liaison between KTC Staff and DCC Registrars given that the former may not be present. Maximum number of people permitted in the Council Chamber to be 12 in total: 2 Registrars, 2 persons to be married and maximum 8 guests including witnesses.
- **Re-use of the Council Chamber and Rooms 3/7 for casual hire and outside agencies e.g. South Hams Citizens Advice Outreach Service.** Nil casual room hire until further notice. Citizens Advice outreach to be re-introduced if individual appointments could be arranged.

It was **RECOMMENDED** to adopt a revised Covid-19 risk assessment for Quay House and new procedures for Quay House and in particular to:

- re-open the Reception service to members of public from Monday 6 July,
- to re-convene council and committee meetings commencing with the Planning Committee on 7 July,
- re-admit Quay House tenants from Saturday 4 July,
- re-use the Council Chamber for weddings from Monday 6 July, and
- for further to take place with other agencies regarding room hire e.g. South Hams Citizens Advice.

It was agreed for tenants to receive a 20% discount on their rents for a 4 month period from late March to late July and for rental holidays to be negotiated for re-payment over an 18 month period.

## **20/06 PUBLIC OPEN FORUM – COUNCIL AND COMMITTEE MEETINGS**

Members reviewed the Public Open Forum procedures at council and committee meetings and it was then **RECOMMENDED** to amend the agenda item to read:

### Public Open Forum

Fifteen minutes is set aside to enable members of public with an outright association with Kingsbridge (see the Town Clerk for qualifications) to ask questions or make statements and to receive presentations from agencies invited by the Town Council.

The 'association' for members of public to speak to be aligned with the qualifications to stand for election to KTC i.e. if a person is qualified to sit on the council they can speak; if not qualified then they cannot speak.

It was agreed for the time duration for Members to speak at meetings to be limited to 3 minutes and for Standing Orders to be amended.

#### **20/07 PUBLIC SPACE PROTECTION ORDERS – DOG CONTROL**

Members received South Hams District Council's PSPO 2017 for the control of dogs (fouling, dogs on leads, dogs on leads by direction, dog exclusion areas and dog exclusion on beaches) and in particular reviewed the dogs on leads schedule for Kingsbridge. It was **RECOMMENDED** to:

- propose the retention of current dog control orders for Kingsbridge without amendment,
- to support SHDC's proposed introduction of new orders for dog walkers to carry dog bags or other container to collect dog waste and to restrict the amount of dogs that can be walked to 4 at a time, and
- to suggest for the updated dog control orders to be well promoted.

#### **20/08 CHRISTMAS LIGHTS – DISPLAY FOR 2020/21**

Members received a report from Cllr Cole and the Town Clerk, following liaison with the installer, that the introduction of festoon lights through Fore Street (similar to bunting) could not be actioned. This was due to the lack of suitable locations for eyebolt fittings and because the spans would be too long and therefore hand low. However, greater reliability of the current cross-street displays could be achieved if power supply was taken from street lamps rather than shops; this would obviously incur an unmetered connection electricity charge. Moreover, Devon County Council was content for the introduction of displays to be hung from street lamps (alongside the cross-street displays). It was **RECOMMENDED** to:

- liaise with DCC to fit timer switches and sockets to street lamps in Fore Street, and
- to explore the purchase and installation of displays on street lamps in Fore Street to be aligned to the current warm white and blue colour scheme of the cross-street displays.

#### **20/09 NEW MODEL CODE OF CONDUCT – CONSULTATION**

Members received the National Association of Local Council's consultation. It was **RECOMMENDED** to note the potential for a new Member Code of Conduct.

#### **20/10 QUAY HOUSE CAR PARK – COASTGUARD**

The agenda item had been overtaken by events i.e. Prawle Coastguard had secured a parking space for a vehicle at the Police Station in Fore Street. However, the Senior Coastal Operations Officer would make a presentation on Coastguard operations at the council meeting to be held on 8 September.

## **20/11 LOVE YOUR PARK**

Members noted that the deadline for The Post to promote the event held in the Recreation Ground was 3 July, that bookings/attractions had requested confirmation whether it would go ahead and that there was still much uncertainty/concern regarding the Coronavirus (Covid-19) pandemic in relation to large gatherings of people. It was **RECOMMENDED**, and with much regret, to cancel the scheduled Love Your Park event for Sunday 23 August.

## **20/12 PUBLIC REALM IMPROVEMENTS – EXHIBITION**

Members noted that KTC's ambitions to introduce new street furniture (seats, benches, planters, bins and waymarking) would be exhibited in the Market Hall 10.00 a.m. to 1.00 p.m. on Saturday 4 July. Cllrs Bex, Cole and Edmonds with other Members dropping-in alongside the Town Clerk. Landscape architect A1 sized drawings and images would be presented with 2 individual Montseny seats. Social distancing routines would be in place. Written feedback would be encouraged. It was **RECOMMENDED** to progress a public realm improvements exhibition.

## **20/13 PRIORITIES & AMBITIONS FOR 2019-2023**

Members received a listing of Priorities & Ambitions which was reviewed and updates were suggested for the Town Clerk to administer. It was **RECOMMENDED** to adopt a revised listing of Priorities & Ambitions for 2019-2023, to include the Climate and Nature Emergency Action Plan, and to progress the various projects at Annexes A, B and C.

## **20/14 DATE OF NEXT MEETING**

Thursday 5 November 2020 at 7.00 p.m.

Annexes:

- A. Priorities/Ambitions for 2019-2023.
- B. Kingsbridge Open Space, Sport & Recreation Plan 2018-2028 – Projects Listing.
- C. Climate and Nature Change Emergency Action Plan 2020/21.

*The meeting closed at 8.15 p.m.*

**Kingsbridge Town Council – Priorities & Ambitions for 2019-2023***Reviewed and revised by the Policy Committee 30 June 2020**Explanatory/new comments in Red*

<b>Project</b>	<b>Ambition or Priority (S, M or L)</b>	<b>Comments</b>
<b>Community Facilities</b>		
Large performance venue	Ambition	<ul style="list-style-type: none"> <li>• Included in the Open Spaces, Sport &amp; Recreation Plan (OSSR) plan and outline Kingsbridge, West Alvington &amp; Churchstow Neighbourhood Plan.</li> <li>• Venue for performing arts, conferences, weddings etc.</li> </ul>
<b>Heritage</b>		
Heritage Promotion	Short term	<ul style="list-style-type: none"> <li>• Heritage sites/places of interest to be incorporated into better waymarking rather than introducing a standalone Heritage Trail.</li> </ul>
<b>Open Spaces</b>		
Town Square, Bandstand & Quay House grounds promotion	Short term	<ul style="list-style-type: none"> <li>• Better promotion required to encourage greater use of the adjoining Town Square, Bandstand &amp; Quay House lawn e.g. commercial rental, arts, drama etc.</li> <li>• Regular Facebook, website and notice board updates to include pricing/photos.</li> </ul>
Memorial Shelter	Medium term	<ul style="list-style-type: none"> <li>• Refit/restoration required to take in the great views.</li> </ul>
Public art and sculpture	Short term	<ul style="list-style-type: none"> <li>• Introduction of further art, murals and sculpture (locations to be determined).</li> </ul>
<b>Vibrant Local Economy</b>		
Way marking for pedestrians	Short term	<ul style="list-style-type: none"> <li>• Waymarking signage needed to direct pedestrians to Fore Street/environs from Quay &amp; Fore Street car parks plus probable repeater signs in lower Fore Street (linked with Public Realm Design Guidelines below).</li> </ul>
Fore Street (& environs) improved street scene	Short term	<ul style="list-style-type: none"> <li>• Replacement litter bins with better design (liaison required with DCC &amp; SHDC).</li> <li>• Re-decoration &amp; 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 window painting in empty shops, waymarking signs and liaison with SHDC to provide house-style replacement bollards in the Town Square.</li> <li>• Explore one-way entry into Fore Street car park and exit only to Cookworthy Road (A379) alongside DCC and SHDC. Linked with public realm “pocket park” project at the same location.</li> </ul>

		<ul style="list-style-type: none"> <li>• Red telephone box/world's smallest nightclub working well; potential improvements anticipated mid-term.</li> </ul>
Public Realm Design Guidelines	Short term	<ul style="list-style-type: none"> <li>• MeiLoci landscape architects' Kingsbridge Public Realm Design Guidelines adopted Jan 19 (revised Mar 20).</li> <li>• Suggestions for street scene improvements from Quay Car Park to junction Fore Street/Duncombe Street i.e. new litter bins, seating, planters, waymarking, pocket park and highway narrowing.</li> <li>• DCC support following on-site meeting Jun 20.</li> <li>• Public exhibition in the Market Hall on 4 Jul 20.</li> </ul>
Markets	Short term	<ul style="list-style-type: none"> <li>• Liaison with SHDC to enhance the current weekday markets in the Town Square e.g. house-style stalls/gazebos, live music and more stalls/varied goods.</li> <li>• Investigate: French Market, furniture market, collectibles market, open-air auction, events and art installations. Liaison/research with other towns required.</li> </ul>
<b>Youth facilities &amp; engagement</b>		
New Skatepark	Short term	<ul style="list-style-type: none"> <li>• Research location, design, funding etc. for a new Skatepark given current facility in Quay Car Park is unsatisfactory (droppings from birds &amp; trees, uneven ground, unexciting kit).</li> <li>• Consultation with skaters and site visits to regional skateparks required.</li> <li>• Regular cleaning of current Skatepark to enable use over summer 2020.</li> </ul>
<b>Transport</b>		
Charging points for electric vehicles	Short term	<ul style="list-style-type: none"> <li>• Investigation of electric charging points approved by SHDC for Quay &amp; Fore Street car parks.</li> <li>• Charging points to be supplied for electric vehicles and bicycles</li> </ul>
Community bus service	Ambition	<ul style="list-style-type: none"> <li>• Feasibility study for a Kingsbridge community bus service.</li> </ul>
<b>Sport &amp; Recreation</b>		
Open Space, Sport & Recreation Plan projects	Short, Medium & Long	<ul style="list-style-type: none"> <li>• Project listing attached.</li> </ul>
New multi-use path Kingsbridge to Salcombe	Medium term	<ul style="list-style-type: none"> <li>• Feasibility study completed and Sustrans' report received.</li> <li>• Meeting with Salcombe TC, Marlborough PC &amp; West Alvington PC to be arranged shortly (awaiting reformed WAPC)</li> </ul>
<b>Environment</b>		
Climate and Nature Change Emergency Action Plan	Short term	<ul style="list-style-type: none"> <li>• Adopted Mar 20 (revised Jun 20).</li> <li>• Action listing attached.</li> </ul>
<b>Strategic Planning</b>		
Kingsbridge, West Alvington & Churchstow	Short term	<ul style="list-style-type: none"> <li>• Produce a draft Neighbourhood Plan via a Steering Group and public engagement.</li> </ul>

Neighbourhood Plan		
<b>Affordable Housing</b>		
	Ambition	<ul style="list-style-type: none"> <li>• Affordable housing project managed by KTC.</li> <li>• Liaison with Salcombe CLT.</li> <li>• Exploration of Community Land Trusts.</li> </ul>

**Kingsbridge Open Space, Sport & Recreation Plan 2018-2028 – Project Listing**  
*Annual review due by Parks & Open Spaces Committee to be actioned*

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:

<b>Item no. &amp; priority: short, medium or long</b>	<b>Project</b>	<b>Requirement and location</b>	<b>Cost estimate</b>	<b>Lead authority</b>
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 <i>Currently earmarked from potential Belle Hill S.106 contributions £207k (planning approval Jan 20) however, a wider discussion required to establish the OSSR priorities for Kingsbridge</i>	£0.25m	
3 Short	Children's play spaces	Total refit with new play equipment at Montagu Road, Trebblepark and Duncombe Park <i>Duncombe Park &amp; Montagu Road completed late 2019 with KTC funding at £30k</i>	£50k (Montagu Rd) £35k (Duncombe Park) £tbc (Trebbelepark)	
4 Medium	Park infrastructure	Public art, replacement trees & shrubs, terrace	£75k-£100k	



		project to include 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	£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 Kingsbridge Community Tennis to fund a 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	£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	£tbc	

		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 &amp; report received</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	

## Kingsbridge Town Council Climate and Nature Emergency (CANE) Action Plan

### Action for 2020/21

In declaring a Climate and Nature Emergency in March 2020 the Council agreed that it should look to take forward a 10-point action plan comprised of:

- deliverable projects that the Council, and those with whom it engages, want to see happen;
- identification of who is best placed to take these projects forward and deliver results as quickly and effectively as possible;
- how these projects might be supported to happen financially;
- an approach to reporting regularly - to the Council and Kingsbridge area residents and businesses.

### Action for 2020/21

Original Illustrative Action – Supporting the Declaration	Developed and Agreed Action for Implementation in 2020/21
<p><b>1. Low Carbon Energy Use by KTC:</b> Ensure that KTC is purchasing all its energy from renewable sources and that all its lighting is lowest energy. Campaign for other organisations/householders to do likewise (part delivered)</p>	<p>KTC already uses very high renewables content electricity for all its power needs along with low energy lighting and timing and motion controls to minimise light and heating energy use. It will look to go further but in particular it will encourage others to do at least likewise including:</p> <ul style="list-style-type: none"> <li>- promotion through KTC literature/website;</li> <li>- direct engagement with larger users in the town – see Action 5;</li> <li>- concerted promotion at a Kingsbridge Climate Market - see Action 6.</li> </ul>
<p><b>2. Extensive Flower Bed Creation:</b> Continue/expand the national exemplar delivery of such by the Kingsbridge in Bloom team with a major focus on insect life.</p>	<p>Work with Kingsbridge in Bloom re plans for later in 2020/21 and 2021/22 looking at:</p> <ol style="list-style-type: none"> <li>1. What's already being done and what additional wild flower areas are already planned/could be considered;</li> <li>2. Reviewing contract arrangements for other grass verge and other grass cutting to maximise benefit to nature e.g. 1m wide mown edges with natural grass/wild areas outside these to be cut just once or twice a</li> </ol>

	year and cut material removed to reduce fertility – see PlantLife/RHS advice.
<b>3. Planning Policy on Minimising Energy Use in New Build:</b> Work with SHDC to require <u>leading</u> approaches to minimising energy use in new build/conversion schemes (NB a Neighbourhood Plan intent)	Pursue through SHDC Climate Action Plan and responses on planning application consultations.
<b>4. Electric Cars (and Bikes and Boats):</b> Establish an Electric Vehicle Hub including the provision of even more electric charging points and considering a possible Electric Car Sharing Scheme and maybe a Community Electric Bus Scheme? (Neighbourhood Plan proposes much of this)	Establish current SHDC plans including specific initial implementation location design/extent to ensure expansion potential and broader approach e.g. in respect of bikes and boats. Identify local, small town electric car/bike sharing schemes elsewhere that could be replicated or expanded to include Kingsbridge. Identify current/potential future bus provision and log KTC's interest in electric buses being the future for bus journeys to/from Kingsbridge.
<b>5. Renewable Energy Generation on Existing Buildings:</b> Push for town-wide delivery of roof-top solar PV schemes starting with the largest well-placed roofs first i.e. Quayside Leisure Centre, Tesco and Kingsbridge Community College. (Action already underway on this)	KTC to <u>formally</u> seek progress on roof-top solar energy generation on the largest well-placed roofs in the town. Consider working with others, e.g. Kingsbridge XR (KXR), if there is a need to campaign via petitions, demonstrations etc. to ensure progress.
<b>6. Arrange and host a Climate Market</b> – e.g. energy saving products local only produce (wide variety), local wildlife groups, electric vehicle promotion?	Hosting a Climate Market in Kingsbridge was planned for 2020 but is on hold pending the emergence from 'lock-down'. A rearranged date needs to be set for 2020 if possible but otherwise 2021.
<b>7. Tree Planting/Carbon Capture:</b> Identify tree planting potential in and around Kingsbridge (including by engagement with landowners) and support tree planting days involving local schools other groups to deliver, say, 100 trees a year initially, perhaps rising to many hundreds pa (initial site	KTC to work with/support local communities, schools, KXR and other groups (Neighbourhood Plan, Primrose Trail etc.) to: 1. Progress fruit tree planting on the initial site identified (off Wallingford Road) and other potential for Year1 tree planting; and 2. Prepare a plan for, and support delivery of, large scale tree planting/fruit tree ribbons/trails. KXR already engaging with local farmers on this.

already proposed and 'Orchard Town' idea mooted).	
<b>8. Tackling Fuel Poverty and Climate Change Together:</b> Establish a <b>Kingsbridge Air Travel Offset Fund</b> to support an insulation/lower energy use scheme for those in need.	KTC to host a simple one-page addition to its web site to promote and receive flight off-set payments (suggested 10% of flight costs) and describe (and report on) a scheme by which payments will be/have been used to help Kingsbridge residents in fuel poverty – working with the local food-bank/other groups in the town. Use available options to promote the scheme.
<b>9. Kingsbridge Business Action Promotion Scheme:</b> Promote local businesses that are taking action and can help/encourage others to.	KTC will support the promotion of guidelines, as and when appropriate, on actions that businesses could consider to help address the emergency including examples of already very good practice by local businesses.
<b>10. Art Promoted Action –</b> Support action through community artwork using TC facilities, empty shop windows.	Engage with KXR and other community artist activists with a view to supporting art action (taking on an empty shop, using empty shop windows and potential banner locations etc.) around the theme of the climate and nature emergency.

In respect of the financial requirements to deliver the above projects, KTC will engage with SHDC to access its Climate Change fund and consider the potential of Section 106 payments through the planning system supporting delivery (e.g. in respect of green spaces and tree planting), and in addition, or otherwise, use part of its additional precept income to ensure progress.

Finally, progress on this CANE Action Plan will be reported to the Council quarterly (in addition to ad hoc monthly reporting of significant developments)