

## **Kingsbridge Town Council**

### **MINUTES OF A MEETING OF THE POLICY COMMITTEE HELD AT 7.00 P.M. ON THURSDAY 5 NOVEMBER 2020**

**Present:** Cllr Philp Cole (Chairman)  
Cllr Dena Bex  
Cllr Julia Wingate

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

#### **20/15 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Chris Povey and Peter Ralph.

#### **Public Open Forum**

There were no members of public present.

#### **20/16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **20/17 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 30 June 2020 were approved as a correct record.

#### **20/18 COVID-19 – MEETINGS AND USE OF QUAY HOUSE**

The agenda item had been 'overtaken by events' due to the Covid-19 Lockdown 2 which had commenced that day for 4 weeks until Wednesday 2 December 2020. The following week's full council meeting on 10 December would be held via Zoom remote conferencing.

#### **20/19 POLICIES AND PROCEDURES**

The Town Council's (KTC) Policies and Procedures numbered 29 in total and Members had indicated they wished to review the Management and Operation of the CCTV System, Equality and Diversity Policy, and Press and Media Policy. The policies were closely studied and the following comments made:

- Management and Operation of the CCTV system dated January 2015. While the document was still fit for purpose it required updating to include the number and location of cameras. Also, reference should be made to both the Surveillance Camera Commissioner and the surveillance camera code of practice. On a practical front, some of the CCTV public identification signs were faded and needed replacement.
- Equality and Diversity Policy dated September 2015. The policy only identified disability, race, gender and did not cover other characteristics

including age, religion or belief and sexual orientation. Therefore, it required an overhaul to include reference to KTC's mission statement: "to promote and develop the wellbeing of our community through working together".

- Press and Media Policy dated September 2015. The policy needed to be expanded to include social media platforms such as Facebook. In particular, more clarity was required when a Member was providing comments as a Town Councillor or as an individual. Members felt it would be beneficial to receive training which could be as simple as watching a video. It was further agreed to explore the introduction of Instagram to share photos and messages which would enable KTC to speak to more people.

It was **RECOMMENDED** to revise the above mentioned policies, to replace CCTV public signage, for media training and to explore the introduction of Instagram.

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

The following reports were received on KTC's 'frontrunner' priorities and ambitions:

- Public realm improvements for the town centre (design, supply and installation of new public seating, planters/trees, litter bins and waymarking signage) was progressing. A utilities survey for Fore Street had been received which needed to be compared to KTC's preferred locations for street furniture. A working group had held 2 meetings to discuss waymarking totems/monoliths and a Zoom meeting had taken place the previous day with a supplier. Members had maintenance/longevity issues with the chosen seating and further examples/styles were inbound.
- New skatepark was likely to be the subject of a public consultation shortly being worked up between SHDC and KTC. Members considered it was incredibly important for people to have 'a third place' i.e. home, workplace and a third place to nourish their social relationships.
- Electric vehicle charging points were earmarked for Fore Street and Quay car parks however, the Parks & Open Spaces Committee had questioned whether a facility could be installed in Quay House car park?
- Climate change market anticipated for spring 2021 to include SHDC waste team.

## **20/21 DATE OF NEXT MEETING**

Thursday 26 January 2021 at 7.00 p.m.

*The meeting closed at 8.30 p.m.*