

**MINUTES OF THE ANNUAL GENERAL MEETING OF KINGSBRIDGE TOWN
COUNCIL HELD REMOTELY VIA VIDEO CONFERENCING
AT 7.00 P.M. ON TUESDAY 4 MAY 2021**

Present: Cllr Mike Jennings (Chairman)
Cllr Anne Balkwill
Cllr Dena Bex
Cllr Philip Cole
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr Steve Mammatt
Cllr Chris Povey
Cllr Graham Price
Cllr Peter Ralph
Cllr Mel Rollinson
Cllr Paul Vann
Cllr Julia Wingate

In Attendance: Anthony Mangnall MP
County Cllr Julian Brazil
District Cllr Susan Jackson
District Cllr Denise O'Callaghan
Sgt James Timmis
Laura Wotton, South Hams District Council
Emma Widdicombe, South Hams District Council
Two members of public
Martin Johnson (Secretary)

21/01 ELECTION OF CHAIRMAN

It was **RESOLVED** to elect Cllr Jennings as Chairman and Town Mayor for mayoral year 2021/22 and his Acceptance of Office was received.

21/02 ELECTION OF VICE CHAIRMAN

It was **RESOLVED** to receive a nomination and to elect Cllr Cole as Vice Chairman and Deputy Town Mayor for mayoral year 2021/22 and his Acceptance of Office was received.

21/03 APOLOGIES FOR ABSENCE

None.

Public Open Forum

Members of public and South Hams District Council (SHDC) officers made the statements at Annex A.

SHDC officers left the meeting

**21/04 REPORTS FROM MEMBER OF PARLIAMENT, POLICE, DEVON
COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL
REPRESENTATIVES**

04.1 Anthony Mangnall MP congratulated Cllrs Jennings and Cole on their appointments and thanked the Town Council (KTC) for their efforts over the last 12 months during the Covid-19 pandemic. There were many Covid-19 grants available for local businesses to help them get re-started and a Cultural Heritage Fund at £300m had been recently announced. He thanked Dan and Lee for raising the profile of the Locks Hill development which he thought was a ridiculous development site and he had raised the matter with Robert Jenrick, Minister for Housing.

Anthony Mangnall MP left the meeting

04.2 Sgt Timmis reported that crime was low and there were no real concerns. However, he anticipated that as pubs re-opened policing would become busier. He noted Cllr Brazil's concerns about speeding along Embankment Road. The last checks were conducted in 2020 which reported that the average speed was low which did not trigger enforcement. However, Police speed checks could be actioned again. It was reported that drug dealing had been witnessed by local residents in the town centre and such incidents should be reported via the 101 system by phone, email or webchat; much work was ongoing to reduce waiting times.

Sgt Timmis left the meeting

04.3 County Cllr Brazil reported that Devon County Council (DCC) was in purdah due to the forthcoming local elections. A recent council meeting had supported the Climate & Ecological Emergency Bill. There were a few road closures coming up in town. Potholes in Highfield Drive should be reported via the DCC website. He acknowledged that diversion signs had been left in situ after road works had completed. Finally he thanked KTC for its support over the last 4 years and he hoped to be re-elected to DCC for another term.

Cllr Brazil left the meeting

04.4 District Cllr Jackson reported that several local residents were unhappy regarding South Hams District Council's (SHDC) new recycling routines and teething problems had been anticipated. Assisted collections could be applied for however, it was unfortunate that roadshows had to be cancelled due to the Covid-19 pandemic. She encouraged KTC to engage with the consultation on the new Motorhomes policy and suggested it may be suitable for the Cattle Market Car Park only.

04.5 District Cllr O'Callaghan reported that most people appeared to be against the new Motorhomes policy and Quay Car Park appeared to be inappropriate given the needs of boat owners, Fair Week and car boot sales. She had liaised with SHDC Tree Officer regarding the K4 Lock's Hill development; he was likely to meet on-site with the developer, the overall number of trees to be felled may be reduced and SHDC had received a request for Tree Protection Orders on site. Development

Management would undertake an enforcement review as some cases had been progressing for years and cases had increased by 20% alongside an 8% rise in planning applications. Each district councillor would be provided with £3k for climate change projects. Business re-start grants had been extended until 14 May and over 1,000 applications had been received. An Investing in Kingsbridge report had suggested several layouts for housing at the former learning centre site in Ropewalk. She was aware of the Roof Kingsbridge Facebook page which identified the housing issues experienced by local people.

21/05 APPOINTMENTS TO COUNCIL COMMITTEES

Appointments to membership of the Finance, Parks & Open Spaces, Planning, Policy and Property Committees were agreed at Annex A; with any changes to be notified to the Town Clerk.

21/06 APPOINTMENTS TO OUTSIDE BODIES

Appointments to represent Kingsbridge Town Council (KTC) on Outside Bodies were agreed at Annex B; with any changes to be notified to the Town Clerk.

21/07 URGENT BUSINESS

None.

21/08 DECLARATIONS OF INTEREST

None.

21/09 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the council meeting held on 9 March 2021 be approved and signed by the Chairman.

21/10 PLANNING COMMITTEE

It was **RESOLVED** to receive and adopt the Resolutions in the minutes of the Planning Committees held on 16 March 2021, 6 April 2021 and 27 April 2021.

21/11 PROPERTY COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Property Committee held on 23 March 2021.

It was suggested that post-Covid, brass band concerts on the Bandstand could be resurrected or teenage bands on a Saturday; this would be added to the 'projects listing' for exploration.

21/12 PARKS & OPEN SPACES COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Parks & Open Spaces Committee held on 23 April 2021.

21/13 FINANCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Finance Committee held on 22 April 2021.

21/14 ACCOUNTS GOVERNANCE

Members received a draft annual governance statement. It was **RESOLVED** to approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2020/21 Part 3) for the financial year ending 31 March 2021.

21/15 ANNUAL ACCOUNTS

Members received the Internal Audit report from the visit on 29 April 2021 and a draft Annual Governance and Accountability Return 2020/21 Part 3. It was **RESOLVED** to approve the unaudited Annual Accounts for the financial year ending 31 March 2021 for despatch to the External Auditor and to confirm the Exercise of Public Rights inspection period as 14 June to 23 July 2021.

21/16 MOTORHOMES' OVERNIGHT STAYS IN CAR PARKS

SHDC's Executive meeting held on 22 April 2021 had approved motorhome overnight stays in specific off-road car parks across the district, including the Cattle Market and Quay car parks, for a maximum duration of 2 consecutive nights with no return withing 48 hours. The suggested tariff for Kingsbridge was £10 for a maximum use of 2 bays from 6.00 p.m. to 9.00 a.m. Members had noted the briefing made by SHDC officers during the Public Open Forum and received a recommendation from the Planning Committee held on 6 April 2021. After discussion, it was **RECOMMENDED** to object to the proposal for overnight motorhome stays in Kingsbridge car parks for the following reasons:

- Lack of facilities to dispose of grey water.
- Concerns whether the payment of fees would be policed.
- Lack of electric hook-up points.
- Modern motorhomes were large vehicles and the car park was likely to be swamped.
- Motorhomes would change the entire outlook and current amenity value enjoyed at the head of the estuary/civic space.
- There were plenty of licenced camping sites in the Kingsbridge area. Such sites were priced over 3 times greater than the £10 tariff proposed for the car parks which would seriously undercut the former and introduce unfair competition.

- Potential lack of policing to check times in and out.
- Notwithstanding notices to the contrary there was a real likelihood of rubbish and debris being left and a lack of litter bin capacity to accommodate use by motorhomes.
- The South Hams did not have the on-hand facilities offered for motorhomes abroad e.g. launderettes and showers.
- Car parking spaces were already at a premium in the summer months and regularly at full capacity with nil spaces available.
- There was documented evidence of motorhome abuse of car parks and associated problems in East Devon and Torridge.
- Concerns regarding what criteria would be used to judge the success of the pilot scheme.

21/17 TOWN CLERK'S REPORT

17.1 Cancelled April meeting. Agenda items for the Climate & Ecological Emergency Bill and Tour of Britain 2021 Devon stage were likely to be received at the June council meeting.

17.2 Chamber of Commerce request for funding. Recently received to also be taken at the June council meeting.

17.3 Facebook pages. Roof Kingsbridge, Save Lock's Hill and New Kingsbridge Skatepark all concerned current emotive topics in the town.

17.4 Citizens Advice. A thank you letter had been received to acknowledge KTC's recent grant aid and the Town Clerk would liaise shortly to discuss the return to Quay House of the weekly outreach service.

17.5 Duncombe Street speeding. Two independent representations had been received regarding speeding in Duncombe Street and the DCC local highways officer had been informed however, there was no accident data to support such issues. KTC's vehicle activated speed sign was currently positioned in the locale.

21/18 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

18.1 Neighbourhood Plan affordable housing policy meeting SHDC/Steering Group/KTC 19 March 2021. Cllr Judy Pearce, SHDC Leader, had met with Richard Benton, SG Chairman, Cllr Edmonds and the Town Clerk.

18.2 KTC Waymarking meetings 25 & 29 March 2021. The meetings had fine-tuned the design of the proposed waymarking signs.

18.3 Neighbourhood Plan Steering Group meeting 31 March 2021. The meeting had discussed the progression to Regulation 14 public consultation on the draft plan.

18.4 HRH Prince Philip commemorative service St Edmunds Church 16 April 2021. A moving service had been attended by Cllr Balkwill, Cllr Ralph and the Town Clerk.

18.5 K4/Locks Hill meeting - local residents/KTC 16 April 2021. Cllr Jennings and the Town Clerk had met Dan Stathers and Lee Bonham on-site to discuss the proposed K4 housing development.

18.6 Playing Pitch Strategy meeting - various/KTC 20 April 2021. The meeting had discussed playing pitch provision in Kingsbridge and the emerging draft Strategy.

18.7 Recycling walkabout - SHDC/KTC 21 April 2021. District Cllr O'Callahan, SHDC officers, Cllr Ralph and the Town Clerk had discussed recycling routines for Fore Street passageways and the assisted collection scheme.

18.8 Highways walkabout - DCC/KTC 22 April 2021. DCC local highways officer and the Town Clerk had discussed several highways matters.

18.9 Town Square barriers meeting - SHDC/community groups/KTC 23 April 2021. Cllr Mammatt, representatives from Fair Week and SHDC, and the Town Clerk had agreed the re-positioning of the barriers.

18.10 Police catch-up meeting - Insp Baker/KTC 27 April 2021. Insp Baker, Cllr Cole, Cllr Fishman and the Town Clerk had discussed topical policing matters.

18.11 Internal Audit - IAC Auditing/KTC 29 April 2021. The Internal Audit had reviewed and 'signed off' the annual accounts for 2020/21.

18.12 Kingsbridge IUDM report. Cllr Fishman had liaised with DCC Flood Management to hasten receipt of the catchment study for Kingsbridge.

21/19 FINANCE – PAYMENT OF ACCOUNTS

Members received a schedule of payments due to date 4 May 2021. It was **RESOLVED** that the payments amounting to £42,051.38 be approved and signed by the Chairman.

21/20 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN

None.

21/21 QUESTIONS TO THE CHAIRMAN

None.

21/22 EXCLUSION OF PUBLIC AND PRESS

It was **RESOLVED** that in view of the nature of the business about to be transacted at agenda item 21/23 below, it is advisable in the public interest, that the public and press be temporarily excluded.

Cllrs Jackson & O'Callaghan left the meeting

21/23 QUOTATIONS

23.1 Members received the findings of a breakfast meeting held on 21 April 2021 which had closely reviewed KTC's nominated 'frontrunner' public realm improvements project to install new waymarking signs, litter bins, planters, trees and seating alongside both Quayside footways, Town Square and in Fore Street. Members noted that 2 public exhibitions held in 2020 had provided much support for the project which had been circa 2 years in the making following much research, advice from landscape architects and field trips to other towns.

Quotations had been received for the supply and installation of:

- 2 large flat benches
- 6 individual chairs (2 already supplied)
- 48 benches
- 23 litter bins
- 3 totem waymarking signs
- 10 planters with Silver Birch trees
- Plus installation of all the above

It was then **RESOLVED** to:

- Waive contract procedures, in accordance with Financial Regulations 11.1(d), in order to purchase specific street furniture from specific suppliers e.g. there was only one UK supplier for the proposed chairs and benches.
- Note an available KTC budget at £68,000 and to accept the quotations at circa £122,718 total (noting there was potential to negotiate further with suppliers to achieve lower costs) dependent on a successful bid for £50,000 from the SHDC managed Improving the Business Environment Fund to be applied for by 30 June 2021.

23.2 Members noted that over the years attempted repairs had been unsuccessful to halt dampness to internal ground floor walls in Quay House. This resulted in flaking and damaged paintwork which did not present the building well for weddings and was potentially an unhealthy environment for staff. A heritage preservation company had completed a recent survey and it was **RESOLVED** to accept a quotation to replaster walls where required (using HiLime renovating plaster) on the ground floor of Quay House and to re-dry line the window recess in the Reception Office plus reinstatement/new skirting in readiness for redecoration at £3,640.

The meeting closed at 9.40 p.m.

..... Presiding ChairmanDate

Annex:

A. Public Open Forum.

Public Open Forum

1. Dan Stathers stated that the ecology report for the Lock's Hill development was out of date and a new survey was required. There remained a raft of concerns for local residents including: sewage, potential flooding, the capacity of the small bridge to accept heavy traffic and pedestrian safety on Derby Road. He was grateful that the local MP and all local councils opposed the K4 development.

2. Lee Bonham stated that local residents were still very concerned about the K4 housing development off Derby Road. Several issues were unresolved and he appealed for KTC to closely scrutinise the applications for discharge of conditions set by the Planning Inspector including: road safety, environment, trees, wildlife, bats, amphibians, birds, the small bridge, sewers, noise and disruption.

3. Laura Wotton, SHDC Head of Assets, and Emma Widicombe, SHDC Parking, reported on the recently approved policy to allow motorhomes to stay overnight in designated car parks including the Cattle Market and Quay Car Park. A public consultation was ongoing until 20 May. She was aware of KTC feedback to date. Alphanumeric keypads would be installed on the pay and display machines and RingGo was available. Only self-contained motorhomes with an onboard WC would be permitted overnight for a maximum stay of 2 nights and the policy identified parking only with no external activity e.g. nil BBQs or table/chairs. There would be an enhanced team of civil enforcement officers (CEOs) working a.m. and p.m. to conduct spot checks. Many motorhomes already used car parks and it was difficult to enforce; the Cattle Market already provided daytime motorhome parking. A pilot would be operated for 12 months to evaluate the new policy. If deemed to be successful then additional facilities could be considered including waste disposal, electrical hook up and dedicated bays within car parks.

SHDC officers then replied to Members' questions:

- CEOs visited Kingsbridge 7 days per week.
- CEOs started early at 6.00 a.m.
- Car Boot Sales at the Slipway would be considered.
- Alphanumeric keypads had already been installed in other car parks.
- A revised anticipated income figure was £13.4k per annum.

Cllr Jennings thanked Dan, Lee, Laura and Emma for their statements.