

KINGSBRIDGE TOWN COUNCIL

Quay House
Kingsbridge
01548.853296

The next meeting of Kingsbridge Town Council will be held at 6.30 p.m. on Tuesday 11 February 2025. Town Councillors are summoned to attend.

AGENDA

24/139 COUNCILLOR VACANCY – CO-OPTION

To consider a candidate for co-option as a new member for Kingsbridge North Ward and to receive their Declaration of Acceptance of Office.

24/140 APOLOGIES FOR ABSENCE

To receive apologies for absence.

Public Open Forum

Fifteen minutes is set aside to enable members of public to ask questions or to make statements and to receive presentations from agencies invited by the Town Council.

24/141 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

To receive reports, as above, on matters relevant to Kingsbridge.

24/142 URGENT BUSINESS

To identify any urgent items of business not on the agenda which, at the Chairman's discretion, may be considered at this meeting under agenda item 24/153 below (please notify the Chairman or Town Clerk in advance of any such items).

24/143 DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest in any matter must withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent.

24/144 MINUTES OF PREVIOUS MEETINGS

PAPER 1

To take as read, and if approved, to authorise the Chairman to sign as a correct record the minutes of the meeting of the Council held on 14 January 2025.

24/145 PLANNING COMMITTEE

PAPERS 2 & 3

To receive the minutes of the Planning Committees held on 21 January 2025, and 4 February 2025, and to endorse the resolutions therein.

24/146 PROPERTY & RECREATION COMMITTEE

PAPER 4

To receive the minutes of the Property and Recreation Committee held on 28 January 2025 and to endorse the recommendations therein.

24/147 RECREATION GROUND

PAPER 5

To receive the outcomes of a Working Group meeting held on 30 January 2025 which discussed the potential permanent closure of the café in the Recreation Ground, and related matters, and to consider council's comments to South Hams District Council.

22/148 WAVERLEY ROAD – PUBLIC SEAT

To receive a request from Waverley Community Garden for the council to support an application to Devon County Council for a public seat to be installed in Waverley Road, Kingsbridge.

24/149 TOWN CLERK'S REPORT

To receive the Town Clerk's Report.

24/150 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

To receive any reports by Members representing the Council on Outside Bodies and/or attending meetings with outside authorities and other agencies. To include:

- Devon larger local councils forum 23 January 2025.
- SHDC/KTC Recreation Ground pond meeting 28 January 2025.
- KTC Recreation Ground working group 30 January 2025.
- SHDC/KIB/KTC grounds maintenance meeting 4 February 2025.
- SHDC/Mayors & Clerks meeting 5 February 2025.

24/151 FINANCE – PAYMENT OF ACCOUNTS

To approve the schedule of payments.

PAPER 6

24/152 SOCIAL MEDIA

To determine social media releases for Council's Instagram account.

24/153 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN

To consider any urgent business (for discussion only) as identified under item 24/142 above.

24/154 QUESTIONS TO THE CHAIRMAN

To give Members the opportunity to question the Chairman on matters previously raised in council meetings.

24/155 EXCLUSION OF PUBLIC AND PRESS

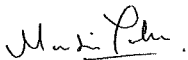
To consider a resolution that in view of the nature of the business about to be transacted at agenda item 24/156 below, it is advisable in the public interest, that the public and press be temporarily excluded.

24/156 STAFFING

To receive an update on the recruitment of a new Town Clerk in August 2025.

FUTURE AGENDA ITEMS

Members are invited to notify the Town Clerk of any future agenda items.



Martin Johnson
Town Clerk
5 February 2025

**MINUTES OF THE MEETING OF KINGSBRIDGE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 6.30 P.M. ON TUESDAY 14 JANUARY 2025**

Present: Cllr Julia Wingate (Chairman)
Cllr Anne Balkwill
Cllr Philip Cole
Cllr Martina Edmonds
Cllr Mike Jennings
Cllr Chris Povey
Cllr Graham Price
Cllr Mel Rollinson
Cllr Paul Vann
Cllr Lorna Yabsley

In Attendance: County Cllr Julian Brazil
District Cllr Denise O'Callaghan
District Cllr Susan Jackson
Two Members of Public
Martin Johnson (Secretary)

24/125 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Steve Mammatt, Cllr Danielle Rawstron, and Sgt Charlie Wilkes.

Public Open Forum

A statement from a member of public is at Annex A.

**24/126 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND
SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES**

126.1 County Cllr Brazil reported that Devon County Council (DCC) had received a poor government financial settlement. Special education needs and disabilities had a £50m over spend and the authority's accumulative debt at £200m was greater than its reserves. DCC would be unable to meet government targets for extra funding from the safety valve protection scheme. The Devolution White Paper proposed local government reorganisation with the introduction of unitary authorities for areas with populations over 500k. Various conversations were ongoing and it had been mooted that DCC elections scheduled in May may be cancelled in order to accommodate the proposals. There were undoubtedly efficiency savings to be made if unitary councils took over the roles of several other authorities. However, it was being forced upon Devon authorities, was likely to cost £25-30m from council tax and there had been nothing in the government's manifesto about the plans. Devon's district councils had already been working together to explore a single waste collection service and management of leisure centres. The general public probably did not care as long as current services were sustained however, Cornwall had closed leisure centres and privatised car parks. In Somerset, leisure centres had been offered to town councils. Public toilets were likely to be passed to local

councils. The South Hams population at 80k, West Devon at 55k and Plymouth at 260k were all under the above government threshold. The whole situation was very fluid at present however, a consultation had completed on 10 January and further information and a clear criteria was anticipated shortly. A preliminary solution was anticipated in March and a final report in the autumn. The Town Council (KTC) would be able to respond in due course. However, he feared that a unitary solution would effectively see the introduction of councillors of a similar type who may not be a true representation of the South Hams.

DCC's second home council tax premium at £15m would be spent on pothole repairs. The Police premium would be spent on local policing and the South Hams needed to lobby for more officers. He thanked KTC for engaging with the differential car parking proposals and for making sensible recommendations; the Executive on 23 January would debate the matter. Quayside Leisure Centre was performing best across the district and needed to be promoted well to ensure its viability.

126.2 District Cllr O'Callaghan reported that South Hams District Council (SHDC) had lost its rural service delivery grant at £500k and a recovery grant. The authority had received compensation for the higher employers national insurance contributions to be introduced in April however, the additional sum had not been fully covered. So SHDC had lost out all round however, it was well run financially. The second homes council tax premium also from April would provide an additional £600k which SHDC would earmark for affordable housing projects. The closure of the Recreation Ground café was a big loss and disappointing which was due to the impacts of anti-social behaviour. The suggested extra CCTV camera and security lighting would help to alleviate current issues. A mobile foot outlet which could be closed up at the of the day could be considered. Ward Members had been unaware of the planning application at Dennings in Wallingford Road which had included working hours within the construction management plan that KTC had challenged. She had requested a briefing from the planning officer. The Executive agenda which would include differential car parking proposals would be issued shortly. She had provided advice to a local resident who had experienced problems accessing SHDC's new PayByPhone system. People could still pay by cash. Should the differential car parking proposals be supported cash payment by local residents, registered as such, would provide an extra 30 minutes' free parking i.e. one hour payment would support 1.5 hours parking. The public consultation had received less feedback than the recent motorhomes consultation. SHDC had closely considered KTC's recommendations for Fore Street, Cattle Market and Lower Union Road and supported them in its revised proposed charges e.g. a 50% reduction for 3 hours parking in Fore Street. The Ropewalk affordable-led housing project was moving forwards and Hastoe was working up a pre-application for 10 homes on the brownfield site; progress on the greenfield site was unknown. In the current house building climate it was not unusual for such matters to take time and, further afield, developers were effectively land banking sites with planning permission.

126.3 District Cllr Jackson reported that business at SHDC was fast and furious. However, there was great transparency and all Members had a voice notwithstanding their political allegiances. Everyone was contributing and negotiating well. However, devolution did not appear to be progressing in a

democratic manner at present and looked like a top down scheme which district, borough and city councils had to follow.

126.4 A written Police report for the period 10 December to 13 January was received by Members. There had been 40 calls for service for Kingsbridge via 999/101 calls and emails to the Police which needed attendance. As a result 72 occurrences had been generated for further investigation or safeguarding work. The reports included: missing persons, applications to the Police to disclose information, several assaults with less serious injury (and one of a more serious nature), fraudulent use of a debit card, shopliftings and several incidents of criminal damage within private dwellings. While the number of occurrences had increased assurance had been provided that several crimes had needed to be recorded from one incident, several generated of an administrative nature and several that were not crime-related but purely for the Police to enact safeguarding mechanisms. There had been several meetings with the KTC, SHDC and residents about the Recreation Ground and he was pleased that a Neighbourhood Watch scheme had been set up for the area. He was also content that anti-social behaviour around town had been low during the winter months however, the weather had probably been a factor. The area would continue to be patrolled as the weather picked up in spring. He appealed to the public to report policing issues via email, the force website or at the station's enquiry office which was open 1000-1500 Monday to Saturday. Sgt Wilkes aimed to attend the next council meeting in person but was happy to discuss any matter beforehand.

County Cllr Brazil left the meeting

24/127 URGENT BUSINESS

None.

24/128 DECLARATIONS OF INTEREST

None.

24/129 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the council meeting held on 10 December 2024 be approved and signed by the Chairman.

24/130 PLANNING COMMITTEE

It was **RESOLVED** to receive and adopt the Resolutions in the minutes of the Planning Committee held on 7 January 2025.

After deferral at the committee meeting, and following a site visit, it was further **RESOLVED** to Recommend Approval for the following tree works' proposals:

Reference: 4032/24/TPO
Case Officer: Lee Marshall
Applicant: Mrs A Merritt

Proposal: TPO no 32, 2004, ref 697
For works see Arboricultural Survey and Tree Risk Assessment Report
Site: Melleray, 70 Embankment Road, Kingsbridge, TQ7 1LA

and to forward the above findings to SHDC Development Management.

24/131 FINANCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Finance Committee held on 9 January 2025.

The Precept for financial year 2025/26 was confirmed at £277,913 which would require a KTC Band D council tax contribution at £113.61. This was an increase at £21.70 (42 pence per week) from the current financial year 2024/25.

A key driver for the increase in Precept was to achieve a £75,000 budget for community projects which had been earmarked for a pump track or padel court; introduction of street lighting in Ropewalk, Tumbly Hill and Duncombe Street; and a refit of the Memorial Shelter.

24/132 RECREATION GROUND

Members noted meetings held on 24 September and 17 December 2024 which had considered anti-social behaviour (ASB) in the Recreation Ground. The latter meeting had received a report that SHDC had agreed to end the café lease early and the facility had closed. A Neighbourhood Watch scheme had commenced for the park area and an extra CCTV camera for surveillance at the front of the park/Embankment Road end was anticipated to be introduced shortly following agreement by SHDC and KTC. There were several potential outstanding matters including: loss of toilet, loss of hire of play equipment (putting, boules and table tennis), ongoing ASB (should the tables, seats and sheltered area remain) and suggested introduction of security lighting. Very recently 2 expressions of interest in the café building had been received by KTC which had been directed to SHDC Assets.

It was **RESOLVED** to form a working group to consider the potential permanent closure of the café in the Recreation Ground, and related matters, with the aim of forwarding comments to SHDC for consideration.

A member of public left the meeting

24/133 TOWN CLERK'S REPORT

133.1 Town Councillor Vacancy – North Ward, Kingsbridge. The notice for ward electors to call an election had completed that day and SHDC Elections Office would inform KTC of the outcome shortly.

133.2 Vacancy on the Planning Committee. Cllr Rawstron had stepped down from the Planning Committee due to work commitments.

133.3 Devon Surface Water Flood Forecasting Alert System. DCC had organised online workshops on 9 and 13 January for volunteers who had agreed to take part in the DRIP project.

133.4 VE Day 2025. The 80th anniversary of Victory in Europe Day (VE Day) would take place on Thursday 8 May. The Royal British Legion was likely to organise an event.

133.5 Kingsbridge Flooding & Sewage Meeting. A scheduled meeting with South West Water, Environment Agency, DCC, SHDC and the local MP had been cancelled in mid-December. Revised dates had been circulated and it was likely for an afternoon meeting on 12 February in Quay House to be confirmed shortly.

24/134 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

134.1 Kingsbridge Sports Forum 11 December 2024. A worthwhile meeting with good attendance from several bodies had agreed to a press release to seek public opinion on where an all weather pitch could be located.

134.2 Recreation Ground anti-social behaviour meeting 17 December 2024.
See agenda item 24/132.

134.3 Bandstand carol singing 20 December 2024. The event had been well supported and much enjoyed. A professional PA system would be booked for 2025.

134.4 Recreation Ground CCTV meeting 8 January 2025. See agenda item 24/132.

24/135 FINANCE – PAYMENT OF ACCOUNTS

Members received a schedule of payments due to date 14 January 2025. It was **RESOLVED** that the payments amounting to £16,658.98 be approved and signed by the Chairman.

District Cllrs Jackson & O'Callaghan and a member of public left the meeting

24/136 SOCIAL MEDIA

Members considered several Instagram posts including: Quayside Leisure Centre (love it and use it), Citizens Advice weekly outreach service in Quay House, new KTC council tax contribution for next financial year 2025/26 and estuary activities.

24/137 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN

None.

24/138 QUESTIONS TO THE CHAIRMAN

None.

The meeting closed at 8.23 p.m.

..... Presiding ChairmanDate

Annex:

A. Public Open Forum.

Public Open Forum

Peter Pallis, a local resident, stated that he was in attendance to listen to the discussion regarding the Recreation Ground café (agenda item 24/132) and expressed an interest in the facility.

The Chairman thanked Peter and District Cllr O'Callaghan reported that she could provide contact details for the relevant SHDC department.

Kingsbridge Town Council (KTC)

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 6.30 P.M. ON TUESDAY 21 JANUARY 2025**

Present: Cllr Martina Edmonds (Chairman)
Cllr Philip Cole
Cllr Mike Jennings
Cllr Chris Povey
Julie Taylor (Cllr designate)

In Attendance: District Cllr Denise O'Callaghan
Martin Johnson (Secretary)

24/104 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anne Balkwill, Graham Price and Julia Wingate.

Public Open Forum

There were no members of public present.

24/105 DECLARATIONS OF INTERESTS

Cllr Cole declared a non-pecuniary interest in agenda item 24/107.1.

24/106 PLANNING DECISIONS, CORRESPONDENCE & REPORTS

DECISIONS

The following planning decisions were received from South Hams District Council (SHDC):

106.1 3686/24/HHO
Decision: Conditional Approval
Decision date: 6 January 2025
Case Officer: Elliot James
Applicant: Mr & Mrs A Muir
Proposal: Householder application for parking area, changes to fenestration, raised patio/deck and internal alterations
Site: 22 Embankment Road, Kingsbridge, TQ7 1LA
KTC: Recommend Approval

106.2 3616/24/LBC
Decision: Withdrawn
Decision date: 6 January 2025
Case Officer: Lauren Hutton
Applicant: Tindle Newspapers Ltd

Proposal: Listed Building Consent for proposed internal alterations to
subdivide shop into two units and convert the first and second
floor to residential flats
Site: 101-103 Fore Street, Kingsbridge, TQ7 1AF
KTC: **Recommend Approval**

CORRESPONDENCE & REPORTS

None.

It was **RESOLVED** to note the above planning decisions.

24/107 TREE WORKS' DECISIONS, CORRESPONDENCE & APPLICATIONS

APPLICATIONS

The following tree works' application was received from SHDC for consideration:

107.1 0003/25/TPO
Case Officer: Lee Marshall
Applicant: Mr G O'Shea
Proposal: T1: Sycamore – remove SE stem
T3, 4 & 5 – Ashes – cut to ground
T6, 7 & 8 – Sycamore – cut to ground
Further details and justification for removals are all included in
the document entitled Tree Inspection Report 2
Site: 93 Church Street, Kingsbridge, TQ7 1DB
*Members noted a representation in support of the application on SHDC's planning
portal and an email objection received from a local resident.*
KTC: **Recommend Refusal on the following grounds:**

- **The angle of the Sycamores growing into the highway from the east of the site do not raise concerns for the Town Council and they should not be felled.**
- **Should the above Sycamores be removed there would be a significant area of land without tree cover which will have a negative impact on the amenity value currently enjoyed by the current street scene.**
- **The Planning Inspectorate in a planning appeal decision dated 1 May 2008, referring to the east of the site, reported: "Although overgrown at the time of my inspection, the site's greenery combined with trees at the rear provides a pleasant natural element in the local townscape". However, replanting is only proposed for the north of the site with no replanting earmarked for the east of the site. The Town Council supports replanting on the east of the site, bordering the highway, should SHDC support the proposals.**

DECISIONS

None.

It was **RESOLVED** to forward the findings of the above planning consultation to SHDC Development Management.

24/108

PLANNING APPLICATIONS

The following planning applications were received from SHDC for consideration:

108.1

4060/24/HHO

Case Officer:

Alexis Wilson

Applicant:

Mr & Mrs Phil & Lu Chadder

Proposal:

Householder application for proposed replacement of conservatory with single storey extension, construction of new single storey infill extension & deck, alterations to path & removal of existing garden shed

Site:

17 Embankment Road, Kingsbridge, TQ7 1JZ

KTC:

Recommend Approval

108.2

4074/24/FUL

Case Officer:

Adrian Noon

Applicant:

Sarah de Buriatte

Proposal:

Deconversion from two flats to single dwelling

Site:

Churston Lodge, The Promenade, Kingsbridge, TQ7 1JG

KTC:

Recommend Approval

It was **RESOLVED** to forward the findings of the above planning consultation to SHDC Development Management.

24/109

ANY FURTHER CURRENT PLANNING MATTERS

109.1 At the previous meeting, Members noted SHDC's approval of 3422/24/ARC which supported working hours at the Dennings development site off Wallingford Road to include Monday to Friday 0800-1800 after Members had recommended 0800-1700. SHDC had responded that approval of the original planning consent 1386/22/FUL had been approved by the Planning Inspectorate at Appeal and therefore the authority could not intervene. Members also noted that construction management plans for developments elsewhere in town had recently been approved for beyond 1700.

109.2 Members received SHDC's listing of outstanding planning enforcement cases received on 16 January 2025. While the information was confidential, and could not be disseminated, in the absence of members of public it was taken in open session. It was **RESOLVED** to:

- note the current enforcement cases in Kingsbridge,
- raise a potential environmental nuisance matter with SHDC, and
- investigate advertisement signs at a commercial property.

24/110

DATE OF NEXT MEETING

6.30 p.m. on Tuesday 4 February 2025.

The meeting closed at 7.09 p.m.

Kingsbridge Town Council (KTC)

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 6.30 P.M. ON TUESDAY 4 FEBRUARY 2025

Present: Cllr Martina Edmonds (Chairman)
Cllr Ann Balkwill
Cllr Philip Cole
Cllr Mike Jennings
Cllr Graham Price
Julie Taylor (Cllr designate)

In Attendance: Martin Johnson (Secretary)

24/111 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Chris Povey.

Public Open Forum

There were no members of public present.

24/112 DECLARATIONS OF INTERESTS

Cllr Cole declared a pecuniary interest in agenda item 24/115.4.

24/113 PLANNING DECISIONS, CORRESPONDENCE & REPORTS

DECISIONS

The following planning decision was received from South Hams District Council (SHDC):

113.1 3866/24/HHO
Decision: Conditional Approval
Decision date: 24 January 2025
Case Officer: Alexis Wilson
Applicant: Mr & Mrs Cheetham
Proposal: Householder application for proposed entrance porch extension, external refurbishment including rationalising of fenestration, internal reconfiguration and external landscaping works
Site: 42 Embankment Road, Kingsbridge, TQ7 1LA
KTC: Recommend Approval subject to the potential for external lighting to be considered in accordance with Kingsbridge, West Alvington & Churchstow Neighbourhood Plan policy KWAC Env5 Prevention of Light Pollution

Members noted that KTC's recommendation had been taken into account in the case officer's report

CORRESPONDENCE & REPORTS

113.2 Devon County Council's (South Hams HATOC) (Traffic Regulation) Amendment Order for proposals to amend local waiting restrictions relating to Kingsbridge was considered. It was **RESOLVED** to support:

- 'No waiting at any time' and 'No loading at any time' in sections of Prince of Wales Road.
- 'No waiting at any time' in sections of Mill Street.
- 'No waiting at any time' at the mouth of Allotment Gardens off Wallingford Road.

It was **RESOLVED** to note the above planning decision at 113.1 and to feedback to Devon Council with KTC's findings at 113.2.

24/114 **TREE WORKS' DECISIONS, CORRESPONDENCE & APPLICATIONS**

None.

24/115 **PLANNING APPLICATIONS**

The following planning applications were received from SHDC for consideration:

115.1 **3701/24/HHO**
Case Officer: Rosalie Metcalfe
Applicant: Ms L Miller
Proposal: Householder application for off road parking and store building below
Site: 142 Church Street, Kingsbridge, TQ7 1DB
KTC: **Recommend Approval**

115.2 **0137/25/FUL**
Case Officer: Charlotte Howrihane
Applicant: Mrs J Murray
Proposal: Demolition of bungalow and construction of three bed dwelling, garage and associated landscaping
Site: Galleons Reach, Embankment Road, Kingsbridge, TQ7 1JZ
KTC: **Recommend Approval subject to the potential for external lighting to be considered in accordance with Kingsbridge, West Alvington & Churchstow Neighbourhood Plan policy KWAC Env5 Prevention of Light Pollution given the site's waterfront location**

115.3 **0080/25/HHO**
Case Officer: Alexis Wilson
Applicant: Mr& Mrs M Tebbit
Proposal: Householder application for extension to include three new
 dormer windows and enlargement of rear terrace
Site: 10 Fosse Road, Kingsbridge, TQ7 1NG
KTC: **Recommend Approval**

115.4 **0195/25/HHO**
Case Officer: Alexis Wilson
Applicant: Mr R Hallett
Proposal: Householder application for loft conversion
Site: 47 Scholars Walk, Kingsbridge, TQ7 1QL
KTC: **Recommend Approval**

115.5 **4000/24/FUL**
Case Officer: Belle Richer-Hill
Applicant: Mr Andy Jones
Proposal: Full application for refurbishment and alterations
Site: Moonhoney Meadery, The Warehouse, Prince of Wales Road,
 Kingsbridge, TQ7 1DY
KTC: **Recommend Approval**

It was **RESOLVED** to forward the findings of the above planning consultation to SHDC Development Management.

24/116 ANY FURTHER CURRENT PLANNING MATTERS

116.1 Tree felling in Knowle House Close had taken place. The location was not in the Kingsbridge Conservation Area and did not have a Tree Protection Order in place. The incident would be investigated as best possible to try and establish the rationale.

116.2 An alleged light pollution matter at a residential dwelling would be further explored.

24/117 DATE OF NEXT MEETING

6.30 p.m. on Tuesday 18 February 2025.

The meeting closed at 7.13 p.m.

Kingsbridge Town Council (KTC)

**MINUTES OF A MEETING OF THE PROPERTY & RECREATION COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 6.30 P.M. ON TUESDAY 28 JANUARY 2025**

Present: Cllr Mike Jennings (Chairman)
Cllr Martina Edmonds
Julie Taylor (Cllr designate)
Cllr Paul Vann

In Attendance: One member of public
Martin Johnson (Secretary)

24/10 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anne Balkwill, Graham Price, Mel Rollinson, Julia Wingate and Lorna Yabsley.

Public Open Forum

Peter Pallis stated, further to his attendance at the full council meeting held on 14 January 2025, that he was keen to take on a lease for the café and requested any updates. The Chairman and Town Clerk responded that KTC and South Hams District Council (SHDC) Members had received his proposal to operate the café, alongside his personal profile, which had been forwarded to SHDC Assets for consideration. A KTC working party would be held on 30 January to consider the potential closure of the café, related matters and his proposal. The outcomes would be received by the full council and forwarded to SHDC Assets and Ward Members for their consideration.

24/11 DECLARATIONS OF INTEREST

None.

24/12 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 29 October 2024 which were approved as a correct record. All earmarked actions had either been completed or were ongoing.

24/13 TOWN COUNCIL ASSETS – UPDATES

13.1 Planned maintenance schedule – to completion of the current financial year 2024-25. The schedule had been updated to date and earmarked maintenance was on track.

13.2 Quay House – repairs to east elevation roof scheduled for late February 2025. Dampness was apparent in first floor Rooms 6 and 8 which would be investigated shortly.

13.3 Quay House – PV panels halted. Full council had agreed to halt the progress of PV panels due to matters raised by SHDC's heritage officer and a negative professional opinion for the proposed west elevation roof.

13.4 Quay House – vinyl on main stairwell. A professional second opinion had been received to overcome a potential trip hazard due to lifting vinyl, installed in October 2016, which dovetailed with an original assessment. It was **RECOMMENDED** to install aluminium strips to bridge the nosing/vinyl on all the main stairwell steps leading from the ground to first floor at Quay House.

13.5 Giant crossword and table tennis – for Easter and Summer 2025. The crossword in Quay House grounds and table tennis table on the Bandstand would be positioned again, during weekdays, for the duration of the Easter and Summer school holiday periods.

13.6 VAS speed alert signs – halted. Full council had agreed to halt the progress of replacement highways speed alert signs due to funding being prioritised for other projects and their questionable impact.

13.7 Cemetery – memorials/headstones push testing 15 January 2025. Staff had actioned push testing in Embankment Road Cemetery and a follow-up on site meeting had taken place with a local monumental mason. It was **RECOMMENDED** to repair/re-bed 4 in number headstones at Embankment Road Cemetery which had been identified as potential hazards.

13.8 Cemetery maintenance – including potholes in footpath bordering Embankment Road/A379. Footpath repairs were ongoing using hardcore, cement and cold lay tarmac.

There were 9 full burial plots remaining, with an additional 3 possible, and 18 cremation plots.

There were approximately 10 areas at circa 3m x 5m within the cemetery which could be planted with Devon native wild flowers leaving plenty of room for walking around them. Said areas to be marked out by 4 posts with around 20 mixed plants in each area to be planted by the community. Costs to be worked up alongside relevant signage. It was **RECOMMENDED** to introduce areas of wildflowers at Embankment Road Cemetery.

13.9 Treblepark Allotments – tree surgery. Surgery was required in order to allow more sunlight on to plots which needed to be actioned before the bird nesting season commenced in March and a site visit was awaited from a local tree surgeon.

It was noted that the growing of bamboo should not be allowed on the site and would be added to future tenancy agreements.

13.10 Embankment festoon lights/Christmas lights – purchase of bulbs. A stock of tock of 200 golf ball bulbs had been ordered at circa £600 which would be interchangeable with the Mill Street festive festoon lights.

It was noted that the festoon lights came on at circa 7.00 a.m. which would be revised to circa 6.30 a.m. to aid early morning dog walkers and joggers.

13.11 Pothole repairs – in residential streets. Repairs had taken place in Highfield Drive, Higher Union Road and Saffron Park and Members earmarked further residential streets which required repairs. New stocks of cold lay tarmac, adhesive spray and edging strip would be required early in financial year 2025/26 as current stocks were running low.

13.12 Introduction of CCTV in Fore Street and further CCTV in the Recreation Ground. Devon County Council Street Lighting had agreed in principle for CCTV cameras to be installed on 4 in number street lamp columns in Fore Street and full specifications had been forwarded. Further feedback was awaited.

An extra CCTV camera to survey the front of the Recreation Ground had been agreed following a site visit between SHDC and KTC. Potential overall costs, to be shared 50/50 between the authorities, had risen from £2k to circa £3k in order to upgrade the radio links. It was **RECOMMENDED** to support KTC's contribution towards additional CCTV coverage in the Recreation Ground to circa £1.5k.

24/14 TOWN COUNCIL & ASSOCIATED ASSETS – PROJECTED WORKS AND MAINTENANCE

14.1 Maintenance budget for next financial year 2025/26. Maintenance would include Quay House front elevation re-pointing; garage/store doors repainting; Cemetery pollarding of Holm Oak T13; Cemetery gates x 3 repainting; festoon lighting posts repainting; new seating in Highfield Drive and Redford Way; and Trim Trail outdoor exercise equipment repainting (the latter from Reserves). Estimates had been included in the budget for financial year 2025/26.

14.2 Projects budget for next financial year 2025/26. Projects would include a pump track or padel court; Ropewalk, Tumbly Hill and Duncombe Street lighting and a Memorial Shelter refit. A £75k budget for financial year 2025/26 had been agreed at the full council meeting held on 14 January.

14.3 Bunting. Kingsbridge In Bloom had requested KTC to consider Union Flag bunting around the Town Square to commemorate VE Day 80 which would dovetail with a floral display of their own. Costs were estimated at circa £215 plus installation. The bunting to be positioned in the run-up to the commemoration day and then to remain in situ all summer. Bunting in Fore Street would be installed late March in readiness for the Easter holiday period. It was **RECOMMENDED** to purchase and install Union Flag bunting around the Town Square for VE Day 80.

14.4 Replacement highways entrance signs for the town. Members received a report on, and viewed photos of, the "Welcome to Kingsbridge" highways signs. Two of 5 signs were damaged, they displayed the old KTC logo, the French twinning identified had ended some years ago and they earmarked the town as Britain in Bloom finalists in 2018 which was somewhat historical. Members agreed that first impressions were important and it was **RECOMMENDED** to explore the installation

of new and updated “Welcome to Kingsbridge” signs noting that there was no specific budget allocation for financial year 2025/26.

14.5 Building fire risk assessment for Quay House. Members acknowledged that the Building Safety Act 2022, effective from 1 October 2023, reported a fire risk assessment was required for all buildings which contained employees. An estimate had been received from KTC’s current fire safety contractor and another estimate would be gleaned. It was **RECOMMENDED** to gain a professional fire risk assessment for Quay House.

14.6 Highways grass verge cuts, weed spraying and vegetation clearance. Reports were received on KTC’s current grounds maintenance contract which completed on 31 March 2025, a listing of current grounds maintenance tasks and that several vegetation clearances had been actioned recently. It was **RECOMMENDED** to offer the current grounds maintenance contractor a new 5 year duration contract from 1 April 2025.

24/15 OPEN SPACE, SPORT & RECREATION (OSSR)

15.1 Kingsbridge OSSR Plan 2018-28. The plan, noted as revised in April 2024, on KTC’s website remained up to date.

15.2 Recreation Ground – potential café closure (and related matters) working group scheduled for 30 January 2025. Members had noted the comments made during the Public Open Forum and the forthcoming working group meeting.

15.3 Trebblepark play area – request for grounds maintenance. Staff had met with an SHDC officer that day. The children’s play area and wooded copse had not been managed to the extent that the children’s play area and basketball/football court area were invisible to each other on the ground. Moreover, the former was dark and dismal with the climbing frame covered in green mould/algae due to lack of natural light exposure. It was **RECOMMENDED** to request SHDC to remove the scrub around the copse in Trebblepark play area.

It was noted that in spring/summer the deciduous trees would ‘green up’ and there may be a requirement for some selective tree pollarding outside the nesting season however, the trees themselves would remain.

15.4 Recreation Ground – pond meeting held on 28 January 2025. Members had met with an SHDC officer on site and subsequently forwarded their findings including drainage, cleaning and investigation of the pond’s structure.

15.5 Raised paving in the vicinity of The Creeks End Inn, Town Square – repairs. SHDC’s contractor had surveyed the area including an adjacent manhole that day with a view to working up repairs. The area had been cordoned off with heras fencing.

15.6 Interpretation panels for Duncombe Park and the Recreation Ground. Overdue but inbound with KTC’s agreed contribution at £1k in order to have

like-for-like style replacements to include integral noticeboards.

15.7 Skatepark – proposed floodlighting. From the current financial year 2024/25 budget, £6k had been allocated from 'community projects' to the Skatepark to sustain KTC's circa 20% contribution to the project. Members noted that said funding may need to be carried forward as Restricted Reserves for payment in the following financial year 2025/26.

24/16 ANNUAL REVIEW OF THE CCTV SYSTEM

Members noted the recently revised Data Protection Impact Assessment and Code of Practice for the CCTV system available on the website. Members further noted several requests for footage during 2024 from the Kingsbridge Neighbourhood Police to aid their investigation of incidents. The adopted annual review was conducted and it was **RESOLVED** to sustain KTC's CCTV system as it was required for the prevention and detection of crime and for protecting the safety of the community.

24/17 DATE OF NEXT MEETING

6.30 p.m. on Tuesday 29 April 2025.

The meeting closed at 7.55 p.m.

Notes of the Recreation Ground Working Group meeting held at 6.30 p.m. on Thursday 30 January 2025 in the Council Chamber, Quay House

Present:

Cllr Mike Jennings
Martin Johnson, Town Clerk
Cllr Danielle Rawstron
Clive Rollinson, Kingsbridge Community Tennis
Cllr Mel Rollinson
Dan Stathers, Recreation Ground Neighbourhood Watch
Julie Taylor, Cllr designate
Cllr Julia Wingate (Chairman)
Cllr Lorna Yabsley

Apologies:

Cllr Steve Mammatt
Cllr Graham Price

1. Outcomes of the Recreation Ground anti-social behaviour (ASB) meetings held on 24 September and 17 December 2024 were received. In particular, the following was noted:

- SHDC Assets, in consultation with Ward Members, had exceptionally approved the termination of the current café lease and an end date was anticipated shortly. The café would be closed on completion.
- The Recreation Ground Neighbourhood Watch scheme had been approved and was up and running.
- An additional CCTV camera to survey the café area, and Embankment Road end of the park, had been supported by SHDC and KTC working in partnership and was anticipated to be installed by end March. Costs would be circa £3k to be shared 50/50.
- After careful discussion the following position had been achieved: "The café, with its adjacent toilet, was a focal point in the park. However, all attendees recognised that given its remote location, available outside space and fluctuating footfall a viable business model would be challenging. This position was achieved before ASB incidents were taken into account. Therefore, a new tenant should not be sought."

2. Outcomes of the full council meeting held on 14 January 2025. Members had Resolved to form a working group, to consider the potential permanent closure of the café, and related matters, with the aim of forwarding comments to SHDC.

3. Expression of interest. A new development had arisen with the receipt of an expression of interest on 28 January (following attendance at the above council meeting) from a local person to take on the café lease and to continue its operation.

The proposal had addressed: business focus and vision, operating times, advertisement and working with local suppliers. The applicant stated their awareness of previous ASB, that the café would be lit in the evening, re-designed to discourage gatherings, and the focus would be on positive community engagement.

4. Discussion. A full discussion took place which chiefly considered what permanent closure of the café would look like, and its impacts, or whether the group wished to re-consider the position realised at paragraph 1. i.e. support for re-opening of the café notwithstanding its history of ASB. The overall vision for the park was also discussed. The following positions were realised with recommendations for SHDC to consider:

Short Term (summer 2025):

- The café to remain closed.
- A recent expression of interest to operate the café to be declined.
- All seating, tables and overhead canopy for shelter to be removed.
- The building itself to remain and to be secured via lockable metal shutters.
- Installation of a Mosquito anti-loitering alarm.
- Request a visit by the Police Designing Out Crime officer based in Exeter.
- The toilet to be redesignated as a public toilet, managed accordingly, and to be included in SHDC's opening/closing/cleaning schedule alongside Fore Street and Quay public toilets. Operational costs to be negotiated with KTC.
- Exploration of a kiosk for take away only (hot drinks/dry foodstuffs).

Medium Term (2025-2027):

- Full public consultation for a pump track to be built at either the front (Embankment Road) or rear (Derby Road) sides of the Recreation Ground.
- Potential for Kingsbridge Community Tennis to operate the current café as a clubhouse if needs met at the location.
- Potential re-invention of the front of the park given loss of putting green and if it is deemed not to be required for a pump track.

Long Term (2027 onwards):

- KTC to take over management of the Recreation Ground.
- Pond re-invention with landscaping (and potential boating lake).
- Re-invention of the Cottage (current SHDC grounds maintenance and Kingsbridge Bowling Club clubhouse) via repairs or new rebuild to become a youth club/community hub.
- Further afield, Quay toilets to be repositioned and current site at the head of the estuary to become a café.

The meeting closed at 7.50 p.m.

Kingsbridge Town Council

5 February 2025 (2024-2025)

PAYMENTS LIST

15 January to 11 february 2025

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
355 54 QH Sundries	15/01/2025		Barclays Current		QH - flower displays for weddir	Edmonds, Mrs Martina	E	60.00		60.00
356 54 QH Sundries	15/01/2025		Barclays Current		Expenses - QH contract waste :	Gomm, Mrs Ann	E	94.38		94.38
357 244 Christmas Lights	15/01/2025		Barclays Current		Christmas Lights - installation	Kingsbridge Electrical Servi	E	1,162.07		1,162.07
358 244 Christmas Lights	15/01/2025		Barclays Current		Christmas Lights - installation	The Mains Man Ltd	S	1,137.93	227.59	1,365.52
359 269 Grass verge cutting & we	15/01/2025		Barclays Current		Weed killer	Agrovista UK Ltd	S	508.00	101.60	609.60
360 266 Street Furniture & Parks M	15/01/2025		Barclays Current		Extra wheeled bins Easter & Si	South Hams District Counc	E	368.52		368.52
361 81 Cemetery Grounds Mainten	15/01/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	390.83		390.83
362 53 QH Grounds Maintenance	15/01/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	50.00		50.00
363 54 QH Sundries	20/01/2025		Barclays Current		QH - Towel Rental	Johnsons Workwear	S	13.68	2.74	16.42
364 172 Telephones	01/02/2025		Barclays Current		Telephone Charges	Pulse8 Communications Ltr	S	83.85	16.77	100.62
365 171 Stationery & Office Equipr	23/01/2025		Barclays Current		Stationery & Office Equipment	Viking	S	100.48	20.10	120.58
366 244 Christmas Lights	23/01/2025		Barclays Current		Christmas Lights - displays	Lamps & Tubes Illuminatio	S	978.00	195.60	1,173.60
367 269 Grass verge cutting & we	23/01/2025		Barclays Current		Vegetation cuts - various	Greenspace	E	687.50		687.50
368 266 Street Furniture & Parks M	23/01/2025		Barclays Current		Street & park furniture mainter	Greenspace	E	627.75		627.75
369 242 Embankment festoon ligh	23/01/2025		Barclays Current		Decorative Lights - repairs	Greenspace	E	82.50		82.50
370 244 Christmas Lights	23/01/2025		Barclays Current		Christmas tree - installation, fe	Greenspace	E	420.00		420.00
371 260 Potholes	23/01/2025		Barclays Current		Pothole repairs	Greenspace	E	719.00		719.00
372 243 Bandstand	04/02/2025		Barclays Current		Electricity - Bandstand	Octopus Energy	X	18.30	0.92	19.22
Total								7,502.79	565.32	8,068.11