

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 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 Treblepark 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 Treblepark 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.