

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 8 April 2025. Town Councillors are summoned to attend.

AGENDA

24/176 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.

24/177 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

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

24/178 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 24/188 below (please notify the Chairman or Town Clerk in advance of any such items).

24/179 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.

24/180 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 11 March 2025.

24/181 PLANNING COMMITTEE

PAPERS 2 & 3

To receive the minutes of the Planning Committee held on 18 March 2025, and 1 April 2025, and to endorse the resolutions therein.

24/182 PUMP TRACK

PAPER 4

To receive public consultation feedback and to consider Council's support for a Pump Track to be installed in the Recreation Ground (at the rear/Derby Road end of the park) and liaison with South Hams District Council (landowner) to achieve the project.

24/183 COMPLAINTS PROCEDURE

PAPER 5

To receive a revised draft of the new Complaints Procedure and to consider the same.

24/184 TOWN CLERK'S REPORT

To receive the Town Clerk's Report.

24/185 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:

- South Hams District Council (SHDC) briefing on planning changes/neighbourhood plans 12 March 2025.
- Kingsbridge Flooding Partnership meeting 13 March 2025.
- Kingsbridge In Bloom (KIB)/local groups/KTC meeting 24 March 2025.
- SHDC/Town Council (KTC) Kingsbridge Economic Plan 25 March 2025.
- SHDC/Mayors & Clerks meeting 26 March 2025.
- Devon County Council (DCC)/local residents/KTC Archery Close flooding meeting 27 March 2025.
- DCC/local residents/KTC Waverley Road planters meeting 27 March 2025.
- Kingsbridge Community College/KTC meeting 28 March 2025.
- SHDC/KIB/KTC remote grounds maintenance meeting 2 April 2025.

24/186 FINANCE – PAYMENT OF ACCOUNTS

PAPER 6

To approve the schedule of payments.

24/187 SOCIAL MEDIA

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

24/188 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN

To consider any urgent business (for discussion only) as identified under item 24/178 above.

24/189 QUESTIONS TO THE CHAIRMAN

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

24/190 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 24/191 and 24/192 below, it is advisable in the public interest, that the public and press be temporarily excluded.

24/191 KINGSBRIDGE COMMUNITY CHAMPIONS 2025

PAPER 7

To receive nominations for Kingsbridge Community Champions 2025 and to consider the same, and to consider the date for presentations.

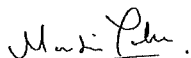
(Members only)

24/192 ELECTION OF TOWN MAYOR & DEPUTY TOWN MAYOR FOR MAYORAL YEAR 2025/26

To receive nominations and to elect the Town Mayor/Chairman and Deputy Town Mayor/Vice Chairman for mayoral year 2025/26 (to take office at the Annual Council Meeting on 13 May 2025).

FUTURE AGENDA ITEMS

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



Martin Johnson
Town Clerk
1 April 2025

**MINUTES OF THE MEETING OF KINGSBRIDGE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 6.30 P.M. ON TUESDAY 11 MARCH 2025**

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

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

24/157 APOLOGIES FOR ABSENCE

Apologies were received from District Cllr Susan Jackson.

Public Open Forum

Statements from members of public are at Annex A.

**24/158 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND
SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES**

158.1 Members received a written Police report for February 2025. There had been 25 recorded crimes: 7 anti-social behaviour/criminal damage, 3 domestic related, 1 arson, 8 theft/burglary, 4 violence and 2 others. A full day-to-day calendar listing of incidents throughout the month had been supplied. Other policing matters had included: several missing person reports which had resulted in all people being found safe and well, firearm licence renewal applications, breaches of curfews/bail conditions/orders, school and home safeguarding visits, mental health assessments and detentions, and intelligence gathering calls for driving offences/suspicious behaviours. The Neighbourhood Team had also policed surrounding villages and Salcombe.

Members who were shop owners noted recent shoplifting in Fore Street. Traders had a private Facebook page and felt well supported by each other. CCTV in shops assisted and there was liaison with shopkeepers in Dartmouth.

158.2 County Cllr Brazil reported that the Police & Crime Commissioner had directed that the Police portion of second homes council tax would be used to increase the number of officers. However, it was not apparent that more officers would be received in the South Hams. He was aware of flooding issues in Darky Lane which impacted on Archery Close leaving mud and debris in the highway and recent flooding near misses. An on-site meeting had been arranged for 27 March with Devon County Council (DCC) Highways, Flood Risk and Public Rights of Way officers present to meet local residents. A temporary solution to divert run-off using sandbags had not worked because South Hams District Council (SHDC) waste and recycling lorries had been unable to gain access to Archery Close/Northville Park. Subsequently, the sandbags had been removed. Action was required via liaison with landowners off Darky Lane. He noted CCTV was due to be discussed, SHDC's viewpoint was that people were dumping rubbish in Fore Street, flouting the law and it was fly tipping and CCTV would assist however, some people had different views but a balance had to be achieved. Local government re-organisation was being discussed locally between SHDC, West Devon Borough Council, Teignmouth District Council and Torbay Council. Several unitary options had been mooted by different principal authorities, including Plymouth City Council, and proposals had to be forwarded to central government by 21 March who would ultimately make a decision. Any outcomes would take time to come to fruition. Finally, the South Hams Highways & Traffic Orders Committee had progressed the Waverley Road planters' issue (previously aired at council meetings) and a site meeting between interested parties would be set-up shortly to try and reach a mutually agreeable position.

158.3 District Cllr O'Callaghan reported that applications had opened for the Residents Discount Parking Scheme commencing on 1 April. The cost was £5 per vehicle per annum however, an unlimited number of vehicles per household could join. Residents could still pay by cash at the machines and would receive an extra 30 minutes' parking but not the price discount available via phone payments. Council tax bills for financial year 2025/26 would include a leaflet on differential car parking. Quayside Leisure Centre's solar panels had been agreed for funding by SHDC. There was no timeline at present but 238 panels would be fitted. SHDC's portion of second homes council tax would be directed towards affordable housing projects; 50% to the recent St Anns Chapel housing development to secure homes for social renting and 50% towards temporary accommodation for mainly single bed units. Hastoe housing association was working up a pre-application for the Ropewalk development site and wished to update the Town Council (KTC) shortly.

She noted that a KTC Member had found it cumbersome to apply for the discount parking scheme, the leisure centre lift had been broken since November 2024 and recycling lorries had recently struggled to access Belle Cross Road near the primary school. Moreover, some residents living off Fore Street e.g. Riverview Place were struggling with SHDC's recycling routines.

Cllr Brazil and 2 members of public left the meeting

24/159 URGENT BUSINESS

None.

24/160 DECLARATIONS OF INTEREST

Cllr Rollinson declared a non-pecuniary interest in the grant request identified during the Public Open Forum.

The following agenda item was taken early out-of-turn:

24/164 COMPLAINT

Members received a complaint from Dena Bex regarding KTC's administration and procedures for the proposed expansion of the CCTV system to cover Fore Street. It was **RESOLVED** for a written response to be delegated to the Chairman and Town Clerk.

Two members of public left the meeting

24/161 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the council meeting held on 11 February 2025 be approved and signed by the Chairman.

24/162 PLANNING COMMITTEE

It was **RESOLVED** to receive and adopt the Resolutions in the minutes of the Planning Committee held on 18 February 2025.

24/163 ENVIRONMENT, TRANSPORT & RESILIENCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Environment, Transport and Resilience Committee held on 25 February 2025.

24/165 COMPLAINTS PROCEDURE

An ongoing complaint (agenda item 24/164) had highlighted that the current Complaints Procedure needed to be simplified. Members received a local councils' model policy and it was **RESOLVED** to adopt a revised Complaints Procedure subject to minor amendments regarding vexatious complaints (Members to receive an amended version at the next council meeting).

24/166 TOWN CLERK'S REPORT

166.1 Meetings' Calendar – mayoral year 2025/26. Members received and were content with a draft calendar. It was also agreed to hold a 'projects meeting' on 23 May 2025.

166.2 Annual Town Meeting & Pump Track Consultation – Saturday 1 March 2025. Members had engaged with lots of residents and some interesting conversations were held on various topical matters. Chiefly, the operational budget and precept for next financial year 2025/26 had been displayed with a report on how

local residents' portion of their council tax provided to KTC would be spent. Completed pump track questionnaires had been forwarded to the Skatepark Committee which managed the consultation. It was agreed for an agenda item at the next council meeting to be held on 8 April 2025 to discuss the way forward for a pump track.

166.3 Waverley Road – planters. Further to agenda item 158.2, Waverley Community Garden's retrospective application for planters to be installed in Waverley Road had been Refused recently by DCC. Subsequently, the matter featured as an agenda item at the South Hams Highways & Traffic Orders Committee held on 5 March 2025 which KTC spoke to in support of the planters' retention. The outcome was for DCC Members and officers to work with the local community to seek an amicable solution and DCC would arrange a meeting with a highways engineer, relevant stakeholders from the community and KTC which had been earmarked for 27 March 2025.

166.4 Town Clerk – annual leave. The Town Clerk would be out-of-office 17 to 21 March 2025 inclusive and another member of staff would act as Secretary for the Planning Committee on 18 March 2025.

24/167 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

167.1 Multi-agency/KTC flood meeting 12 February 2025. Representatives for DCC Flood Risk and Highways, Environment Agency, MP, Pell Frischmann, SHDC, South West Water (SWW) and KTC Members had received a Kingsbridge Partnership presentation which had focussed on options to mitigate town centre flooding and sewage spills.

167.2 Annual Town Meeting 1 March 2025. See agenda item 166.2.

167.3 Cemetery grounds maintenance/wild flowers meeting 5 March 2025. Members, staff and the grounds maintenance contractor had met on site to identify areas which could be given over to native wildflowers for a 3 year trial project. For summer 2025 it had been agreed to leave several areas to grow untended and for regular mowing to continue around them, for signage to be made up to communicate the project to visitors and for herbs to be planted on the terrace flower beds. Said unmanaged areas to be reviewed in late summer.

District Cllr O'Callaghan left the meeting

24/168 FINANCE – PAYMENT OF ACCOUNTS

Members received a schedule of payments due to date 11 March 2025. It was **RESOLVED** that the payments amounting to £21,132.13 be approved and signed by the Chairman.

24/169 SOCIAL MEDIA

Members noted KTC's Social Media Policy however, there was no actual strategy regarding posts which needed to be worked up. Potential help and technical support may be available from a local person. Usage statistics for the website, Facebook and Instagram would be sought.

24/170 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN – GRANT

None.

24/171 QUESTIONS TO THE CHAIRMAN

Questions were received regarding the following:

- Repatching parts of the highway in West Alvington which had been purportedly damaged by SWW contracted tankers heading to/from the sewage treatment works at Gerston.
- West Alvington Parish Council's current vacancies for co-option.

24/172 EXCLUSION OF PUBLIC AND PRESS

Not required as members of public had left the meeting.

24/173 GRANTS

An early out-of-turn grant application was received for next financial year 2025/26 and it was **RESOLVED** to make a £250.00 grant, under Section 137 of the LGA 1972, to the Royal British Legion Kingsbridge Branch to part-fund 2 memorial services and 2 commemorative events for the 80th anniversaries of VE Day and VJ Day.

24/174 LEASE FOR REAR HALL, QUAY HOUSE

Members noted the current lease dated 11 March 2016 had just lapsed and it was then **RESOLVED** to renew the lease for the Rear Hall at Quay House to TQ7 Hairdressing at a new rental sum as proposed by the current tenant. Related matters such as lease duration, rent reviews and break clauses to be agreed in liaison with the current tenant. If possible for the lease to be settled between KTC and the tenant however, if more complicated matters arose then solicitors should be employed.

24/175 STAFFING

It was **RESOLVED** to note that a KTC Members' interview panel had, under delegated powers, appointed Katharine Harrod as the new Town Clerk on 20 February 2025. Kathy would join KTC on 7 July 2025 to commence a handover and would take over the role of Town Clerk and Responsible Financial Officer on 1 September 2025.

The meeting closed at 8.57 p.m.

..... Presiding ChairmanDate

Annex:

A. Public Open Forum.

Public Open Forum

1. Lee Bonham and Clive Rollinson, from Kingsbridge Park Community Tennis (KPCT), stated that the group wished to make a request to KTC for a £5,000 grant to part-fund the resurfacing of the 2 tennis courts in the Recreation Ground. While the courts had been re-surfaced 17 years ago the recommended time window was 8 to 10 years. The courts were owned by SHDC and managed by KCPT which was a not-for-profit Community Interest Company and aimed to encourage greater participation in tennis for the health and social benefit of the Kingsbridge community and surrounding area. Access was available to everyone on a 'pay and play' basis alongside a Friends' subscription on a monthly basis at £5.20 per month. The Lawn Tennis Association could support loans but did not provide grants. A grant application with all relevant information would be forwarded to KTC, to be included in the next budget round in April/May, and they hoped that Members would be able to support it.
2. The Chairman had received an email from Andrew Lidstone who had attended 2 previous council meetings to lobby for overgrown vegetation to be cut along Belle Hill. He was pleased that a start had been made and encouraged the local authorities to sustain the effort.

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 18 MARCH 2025**

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

In Attendance: Ann Gomm (Secretary)

24/125 APOLOGIES FOR ABSENCE

There were no apologies.

Public Open Forum

There were no members of the public present.

24/126 DECLARATIONS OF INTEREST

Cllr Cole declared a Declaration of Interest in item 128.4

24/127 PLANNING DECISIONS, CORRESPONDENCE & REPORTS

DECISIONS

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

127.1 4060/24/HHO
Decision: **Conditional Approval**
Decision date: 13 February 2025
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: **Recommended Approval**

127.2 0444/25/ARC
Decision: **Condition Discharged**
Decision date: 20 February 2025
Case Officer: Molly Northmore

Applicant: Mr Martin Cox
Proposal: Application for approval of details reserved by condition 4 (sustainable drainage option) of planning consent 3483/19/FUL
Site: Quay Court Care Centre, Squares Quay, Kingsbridge, TQ7 1HN
KTC: **Not Consulted**

127.3 **2187/24/CLE**
Decision: Refusal
Decision date: 25 February 2025
Case Officer: Lucy Hall
Applicant: Mr M Wills
Proposal: Certificate of lawfulness for existing use is to establish that permission 28/1382/00/F, as amended by applications 28/1315/01/F, 28/1990/02/F and 28/0797/04/F, has been lawfully commenced remains extant
Site: Wills Marine Ltd, The Promenade, Kingsbridge, TQ7 1JF
KTC: **Recommended Refusal on the following grounds:**
It is contested that the remaining development (retail showroom to be built in the current yard) can be lawfully implemented because a 450mm wide boundary wall (north west boundary) has been built where the external wall of the retail unit permitted by 28/1382/00/F (and subsequent amendments) would be positioned as reported in the withdrawn planning application 1355/24/NMM

127.4 **3749/24/HHO**
Decision: Conditional Approval
Decision date: 26 February 2025
Case Officer: Amy Hallett
Applicant: Mr G Goodier
Proposal: Householder application for alterations and extensions, widening of driveway and levelling of front garden
Site: 12 Kingsway Park, Kingsbridge, TQ7 1HJ
KTC: **Recommended Approval**

127.5 **0195/25/HHO**
Decision: Conditional Approval
Decision date: 4 March 2025
Case Officer: Alexis Wilson
Applicant: Mr R Hallett
Proposal: Householder application for loft conversion
Site: 47 Scholars Walk, Kingsbridge, TQ7 1QL
KTC: **Recommended Approval**

127.6 **4074/24/FUL**
Decision: Conditional Approval
Decision date: 7 March 2025
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: **Recommended Approval**

127.7 **0080/25/HHO**
Decision: **Conditional Approval**
Decision date: 3 March 2025
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: **Recommended Approval**

127.8 **3999/24/LBC**
Decision: **Listed Building Consent Granted**
Decision date: 7 March 2025
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: **Recommended Approval**

127.9 **4000/24/FUL**
Decision: **Conditional Approval**
Decision date: 7 March 2025
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: **Recommended Approval**

CORRESPONDENCE AND REPORTS

The following report was received:

127.10 Feedback from SHDC's briefing for local councils on planning changes and neighbourhood plans held remotely via Teams Meeting on 12 March 2025. It was **RESOLVED** to contact SHDC's Forward Planning team to query how the authority proposed to call for development land given its shortfall for a 5 year land supply.

It was **RESOLVED** to note the above planning decisions and to take the above correspondence action.

24/128

TREE WORKS, DECISIONS, CORRESPONDENCE & APPLICATIONS

DECISIONS

The following tree works' decisions were SHDC:

128.1

4032/24/TPO

Decision: Works to a TPO tree – Split Decision

Decision date: 18 February 2025

Case Officer: Lee Marshall

Applicant: Mrs Ann Merritt

Permission Granted:

T100 Sessile Oak – Approval for a crown lift to 2.5m above ground level

T101 dead Hazel – Fell approval with replant (1 x Corylus Avellana)

T102 Bay (not Holm Oak) – not protected by the TPO which only protects broadleaved trees

TG1 English Oak – Refusal with lesser works to allow a crown reduction b 2m in height combined with a lateral reduction on the eastern canopy aspect over the foreshore by a maximum of 1m of branch length

T103 English Oak – Approval to re-pollard at 5-6m

T104 Sessile Oak – Refusal with lesser works to allow a maximum crown reduction by 2m in height

T105 Sessile Oak – Refusal with lesser works to allow a crown reduction by 2m in height combined with a lateral reduction on the eastern canopy aspect over the foreshore by a maximum of 1m of branch length

H111 Area A & Area B – Approval as sound hedge an mixed scrubby tree management regimes

Permission Refused:

T109 & T110 Sessile Oak remove epicormic growth on main stems for view from the house across the estuary

Site: Melleray, 70 Embankment Road, Kingsbridge, TQ7 1LA

KTC: Recommended Approval

128.2

0003/25/TPO

Decision: Refused

Decision date: 28 February 2025

Case Officer: Lee Marshall

Applicant: Mr Gerry O'Shea.

Proposal: T1 – Sycamore. Remove SE stem, T3, 4 & 5 – Ashes. Cut to ground, T6,7 & 8 – Sycamores. Cut to ground.

Site: 93 Church Street Kingsbridge TQ7 1DB

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.

CORRESPONDENCE

128.3 A report was received from Devon County Council (DCC) on the felling of a diseased Mimosa and severing of Ivy from a Cherry within a copse of trees in Knowle House Close. It was considered that removing the tree and leaving the remains of the trunk some 0.2m above the ground was acceptable good practice in a residential area. However, the remaining trees and shrubbery were in need of management. The area although somewhat neglected had great amenity potential and encouraged wildlife to the area. It was **RESOLVED** to liaise with DCC regarding management of the area and to request a site visit.

APPLICATIONS

The following Tree Work’ application was received from SHDC for consideration:

128.4	0711/25/TCA
Case Officer:	Lee Marshall
Applicant:	Mr Nick Hurst
Proposal:	T1 Eucalyptus (Tasmanian Blue Gum) – pollard tree to approx. 10m T2 Eucalyptus (Tasmanian Blue Gum) – crown height reduction by approx. 3-4m T3 & T4 Eucalyptus (Tasmanian Blue Gum) – pollard trees to approx. 10m T5 & T6 Eucalyptus (Tasmanian Blue Gum) – fell both trees T7 Ash (Faxinum Excelsior) – pollard tree to approx. 10m T8 Common Beech (Fagus Sylvatica) – reduce crown height to level of Beech hedge T9 Golden Leylandii (Cupressocyparis Leylandii Castlewellan Gold) – fell tree T10 Yew (Taxus Baccata) – fell tree

T11 Holly – fell tree
T12 Holly – removal of dead wood
T13, T14 & T15 Conifers (Leylandii Leyland Cypress) – fell trees
116 Fore Street, Kingsbridge, TQ7 1AW
Site:
KTC: T10 Yew does not appear to be identified on the Sketch Plan submitted with the application and further information is requested

It was **RESOLVED** to note the above tree works' decisions, take the above Correspondence action and forward the findings of the above tree works' consultation to SHDC Development Management.

24/129 PLANNING APPLICATIONS

The following planning applications were received from SHDC for consideration:

129.1 0447/25/HHO
Case Officer: Jason Skelton
Applicant: Mr Richard Teasdale
Proposal: Householder application for a proposed rear kitchen extension and internal alterations
Site: North Quillett, Stentiford Hill, Kingsbridge, TQ7 1BD
KTC: Recommend Approval

129.2 0648/25/LBC
Case Officer: Richard Gage
Applicant: Mr Tony Head
Proposal: Listed Building Consent for reinstatement of upper floors of building to residential (Class C3) use, including creation of new internal ground floor
Site: 27 Fore Street, Kingsbridge, TQ7 1PG
KTC: Recommend Approval

129.3 0049/25/FUL
Case Officer: Jason Skelton
Applicant: Mr M Court, South Hams Hospital League of Friends
Proposal: Construction of external terrace to extend outdoor area with retractable awning structures
Site: South Hams Hospital, Plymouth Road, Kingsbridge, TQ7 1AT
KTC: Recommend Approval

129.4 0627/25/NAU
Case officer: Lauren Hutton
Applicant: Mr & Mrs G Low
Proposal: Notification of proposed change of use under Class R of agricultural building to flexible commercial B2, B8, C1 or E
Site: Tungfield Farm, Bowcombe Road, Kingsbridge, TQ7 2DL
KTC: Noted

It was **RESOLVED** to forward the findings of the above planning consultation to

SHDC Development Management.

24/130 ANY FURTHER CURRENT PLANNING MATTERS

None.

24/131 EXCLUSION OF PUBLIC AND PRESS

There were no members of public present.

24/132 PLANNING ENFORCEMENT

Members received SHDC's listing of outstanding planning enforcement cases dated 3 March 2025. The information was confidential and could not be disseminated. It was **RESOLVED** to note the current enforcement cases in Kingsbridge.

24/133 DATE OF THE NEXT MEETING

6.30 p.m. on Tuesday 1 April 2025.

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 1 APRIL 2025

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

In Attendance: Martin Johnson (Secretary)

24/134 APOLOGIES FOR ABSENCE

None.

Public Open Forum

There were no members of the public present.

24/135 DECLARATIONS OF INTEREST

None.

24/136 PLANNING DECISIONS, CORRESPONDENCE & REPORTS

DECISIONS

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

136.1 0317/25/HHO
Decision: Conditional Approval
Decision date: 19 March 2025
Case Officer: Lauren Hutton
Applicant: Mr & Mrs Phil & Lu Chadder
Proposal: Householder application for construction of new ancillary garden annex outbuilding to replace existing garage, including associated groundworks, landscaping and excavation works
Site: 17 Embankment Road, Kingsbridge, TQ7 1JZ
KTC: Recommended Approval subject to the following conditions:

- **The garden annex outbuilding should not be used for ancillary or holiday let accommodation**
- **All car parking should be contained within the land area of the property**

Members noted that SHDC's decision reported the annex should not be occupied other than for purposes ancillary to the residential use of the property and should not be let for business or commercial activity.

136.2 **4087/24/HHO**
Decision: **Conditional Approval**
Decision date: 19 March 2025
Case Officer: Elliot James
Applicant: Alex Lammie
Proposal: Householder application for remodelling of existing front porch, extension to rear outhouses and remodelling of rear elevation
Site: 11 Waverley Road, Kingsbridge, TQ7 1EZ
KTC: **Recommend Approval**

CORRESPONDENCE AND REPORTS

None.

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

24/137 TREE WORKS, DECISIONS, CORRESPONDENCE & APPLICATIONS

APPLICATIONS

The following tree works' applications were received from SHDC for consideration:

137.1 **0825/25/TPO**
Case Officer: Lee Marshall
Applicant: Bob Howson
Proposal: TPO 583: T1 Oak – Crown Reduction on East side by 2m with 70mm max cut diameter, remove hanging branch in upper crown, reduce lowest branch over SE aspect back to subdominant growth orientated to NE with 100mm max cut diameter due to overhanging garden, shed and obstructing driveway
Site: 24 Lime Grove, Kingsbridge, TQ7 1TP
KTC: **Recommended Approval**

137.2 **0720/25/TPO**
Case Officer: Lee Marshall
Applicant: Parker
Proposal: TPO 583: Alder Group (Adjacent to number 1) – Lateral reduction on western aspect of canopy shortening limbs by up to 2m where overhanging property number 1 to reduce end weight and reduce risk of limb failure
Site: 1 Lime Grove, Kingsbridge, TQ7 1TP
Members noted the application had been approved by SHDC on 27 March 2025 (the decision to be formally received at the next meeting)

DECISIONS & CORRESPONDENCE

None.

It was **RESOLVED** to forward the findings of the above tree works' consultation at 137.1 above to SHDC Development Management.

24/138 PLANNING APPLICATIONS

The following planning applications were received from SHDC for consideration:

138.1 **0606/25/FUL**
Case Officer: Charlotte Howrihane
Applicant: Mrs S Liversidge
Proposal: Replace existing timber external doors with aluminium bi-fold doors
Site: Apartment 3, The Malt, The Promenade, Kingsbridge, TQ7 1HP
KTC: **Recommend Approval**

138.2 **0745/25/ARC**
Case Officer: Molly Northmore
Applicant: Mr & Mrs Cliff Doughty
Proposal: Application for approval of details reserved by condition 3 (sustainable drainage option) of planning consent 1735/24/HHO
Site: 11 Manor Park, Kingsbridge, TQ7 1BB
Members noted the application had been approved by SHDC on 25 March 2025 (the decision to be formally received at the next meeting)

It was **RESOLVED** to forward the findings of the above planning consultation at 138.1 to SHDC Development Management.

24/139 ANY FURTHER CURRENT PLANNING MATTERS

139.1 Members received SHDC letters dated 1 April 2025 which reported that 2 planning applications would be received by the forthcoming Development Management Committee. KTC had already made comments which would be reported to the meeting as follows

Reference: 3265/24/FUL

Location: 15 Duncombe Street, Kingsbridge, TQ7 1LR

Proposal: Change of use to convert former funeral parlour into 2 residential apartments

KTC: Recommend Refusal on the grounds that the Kingsbridge, West Alvington & Churchstow Neighbourhood Plan policy KWAC Em1 Safeguarding of Existing Employment Uses reports that where the loss of an employment related site is justified as no longer viable the applicant must demonstrate through an independent assessment that the vacant unit has been actively marketed and offered at a reasonable sale price for a period of one year. No justification for the proposed change of use has been included within the application.

Reference: 0137/25/FUL

Location: Galleons Reach, Embankment Road, Kingsbridge, TQ7 1JZ

Proposal: Demolition of bungalow and construction of three bed dwelling, garage and associated landscaping

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

It was agreed to note the above correspondence and to respond to SHDC that KTC would not be represented at the Development Management Committee on 10 April 2025.

139.2 Further to the previous meeting the Town Clerk had spoken to SHDC's Forward Planning Team following its briefing to local councils on planning changes and neighbourhood plans held remotely on 12 March 2025. The authority had reported its shortfall for a 5 year land supply however, the methodology to call for development land could only be actioned formally and it was likely that this would be achieved via a revised local plan currently the Plymouth & South West Devon Joint Local Plan.

139.3 Further to the previous meeting Members noted that the Kingsbridge, West Alvington & Churchstow Neighbourhood Plan policy KWAC Env3, and particularly the provision of Green Corridors, did not impact on a recent planning application.

139.4 Further to the previous meeting the Town Clerk had met on site with Devon County Council's (DCC) local highways officer to review the copse of trees in Knowle House Close which required some intervention. DCC suggested that KTC produced a proposal, liaising with local residents and applied for any required funding to the authority's community enhancement fund.

139.5 Members noted that an planning enforcement case which had been closed in late 2024 should be reviewed and the Town Clerk would make a submission to SHDC.

24/140

DATE OF THE NEXT MEETING

6.30 p.m. on Tuesday 15 April 2025.

The meeting closed at 7.22 p.m.

Kingsbridge Pump Track Proposal

Now that the public consultation has concluded we would like to propose the rear of the recreation ground as its location. It received the most votes with its strengths being town location, designated dog on lead area and its proximity to café, toilets and car park.

Main concern of this particular location was proximity to housing and loss of football space. As you can see by the concept image below football would remain and the track will be moved 30m from housing. This is the recommended distance from residential for facilities such as these, although there is a precedent here of the tennis courts and bowls green butting up to Derby Road residents. Moreleigh Pump track adheres to the 30m recommendation so would appear SHDC would be happy with this distance separation.



The main concern for some community members is the effect on the green space of Kingsbridge. By definition facilities such as these are considered components of green space according to both Natural England and Fields in Trust - both organisations recognise their importance to mental and physical health and as a free-to-use community space. As part of the Natural England Green Infrastructure and Planning guide it's recommended we incorporate a plan to support biodiversity. We appreciate to our residents eyes it could appear as a loss but nature, recreational activity and health are interlinked and firmly recognised by governing and non-governing bodies concerned with green spaces.

Information taken from Natural England Green Infrastructure and Planning guide (Chapters 4.16 Green Space, 5.10 Active Lifestyles and 6.9 Parks and Green spaces) and the Fields in Trust Green Space Index.

Potential for anti-social behaviour was mentioned but, as the skatepark has shown, a well thought out facility actually reduces bad behaviour and encourages a level of community policing.

We have had an overwhelming number of positive comments which I can provide a link for you to read on request. We thought it more constructive to deal with the communities concerns at this point.

We would like you to support our chosen location so we can approach SHDC with all current stakeholders happy with its direction. More detailed plans will occur once contractors have been engaged at tender stage.

Kingsbridge Skatepark Committee

March 2025

KINGSBRIDGE TOWN COUNCIL

COMPLAINTS PROCEDURE *revised draft for full council meeting 8 April 2025*

1. Introduction

1.1 Kingsbridge Town Council is committed to providing a quality service for the benefit of the people who live, work or visit Kingsbridge. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how we will try to resolve your complaint.

1.2 The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the Public Open Forum section at the beginning of our Council and Committee meetings.

2. Scope

This Complaints Procedure does not apply to :

2.1 Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.

2.2 Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council on 8 June 2021. If a complaint against a Councillor is received by the Council, it may be referred to the Monitoring Officer at South Hams District Council. Further information on the process of dealing with complaints against Councillors may be obtained from The Monitoring Officer, South Hams District Council, Follaton House, Totnes, Devon, TQ9 5NE.

3. Complaints Procedure

3.1 You may make your complaint about the Council's procedures or administration to the Town Clerk in person, by phone, or by writing to or emailing the Town Clerk. The addresses and numbers are set out below.

3.2 Wherever possible, the Town Clerk will try to resolve your complaint immediately. If this is not possible, the Town Clerk will normally try to acknowledge your complaint within 5 working days.

3.3 If you do not wish to report your complaint to the Town Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to, and convene, a Complaints Committee of the Council. The Chairman will normally try to acknowledge your complaint within 5 working days.

3.4 Where the Town Clerk receives a complaint about his/her own actions it shall be referred to the Chairman. Where the Chairman receives a complaint about his/her actions it shall be referred to the full Council.

3.5 The Town Clerk or the Complaints Committee of the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from Staff or Councillors.

3.6 The Town Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what actions (if any) the Council proposes to take as a result of your complaint. In exceptional cases, the 20 working days timescale may have to be extended. If it is, you will be kept informed.

3.7 If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to a meeting of the full Council. You will be notified of the date on which the complaint will be considered.

3.8 The Council will determine whether the matter should be discussed with the Exclusion of Press and Public and this decision will be announced at the meeting in public.

3.9 As soon as practicable after the review of your complaint you will be informed of the decision and the nature of any action taken in writing.

4. Unreasonable and Vexatious Complaints

A vexatious complainant is one who persists unreasonably with their complaints or makes complaints in order to inconvenience the Council rather than genuinely resolve a specific issue. If such complaints affect the Council's ability to fulfil its operations it may not acknowledge or respond to said complaints. If a complainant is classified as vexatious by the full Council they shall be informed to this effect. Should a vexatious complainant make a new complaint about new issues these will be considered on their merits.

Contacts:

The Town Clerk
Kingsbridge Town Council
Quay House
Ilbert Road
Kingsbridge
TQ7 1DZ
Telephone: 01548.857073
Email: clerk@kingsbridge.gov.uk

The Chairman
c/o Reception Office
Kingsbridge Town Council
Quay House
Ilbert Road
Kingsbridge
TQ7 1DZ
Telephone: 01548.853296
Email: reception@kingsbridge.gov.uk

Kingsbridge Town Council

27 March 2025 (2024-2025)

PAYMENTS LIST

12 to 31 March 2025

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
404 54 QH Sundries	20/03/2025		Barclays Current		QH - Towel Rental	Johnsons Workwear	S	18.50	3.70	22.20
405 220 Salaries/PAYE	12/03/2025		Barclays Current		Salary	Teignbridge District Council	E	2,047.87		2,047.87
406 221 NI/PAYE	12/03/2025		Barclays Current		NI	Teignbridge District Council	E	309.50		309.50
407 222 Pensions	12/03/2025		Barclays Current		Pension	Teignbridge District Council	E	1,014.26		1,014.26
408 178 Adverts & Notices	12/03/2025		Barclays Current		Advert - Casual Vacancy	Tindle Newspapers Devon	S	224.00	44.80	268.80
409 52 QH Building Maintenance	12/03/2025		Barclays Current		QH - Cleaning	Sally Hawkes Cleaning	E	185.00		185.00
410 269 Grass verge cutting & we	12/03/2025		Barclays Current		Highway grass verge cut	South Hams District Council	S	2,834.39	566.88	3,401.27
411 81 Cemetery Grounds Mainten	12/03/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	390.83		390.83
412 53 QH Grounds Maintenance	12/03/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	50.00		50.00
413 81 Cemetery Grounds Mainten	12/03/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	390.83		390.83
414 53 QH Grounds Maintenance	12/03/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	50.00		50.00
415 220 Salaries/PAYE	12/03/2025		Barclays Current		Salary	Teignbridge District Council	E	3,686.94		3,686.94
416 221 NI/PAYE	12/03/2025		Barclays Current		NI	Teignbridge District Council	E	168.08		168.08
417 222 Pensions	12/03/2025		Barclays Current		Pension	Teignbridge District Council	E	241.66		241.66
418 184 Photocopier	12/03/2025		Barclays Current		Photocopier Hire	Ricoh UK Ltd	S	300.06	60.01	360.07
420 51 QH Utilities	12/03/2025		Barclays Current		Electricity - Garage	Octopus Energy	X	20.22	1.01	21.23
421 51 QH Utilities	14/03/2025		Barclays Current		Electricity Quay House	Octopus Energy	S	210.98	42.20	253.18
422 243 Bandstand	14/03/2025		Barclays Current		Electricity - Bandstand	Octopus Energy	X	17.12	0.86	17.98
423 202 Hospitality	25/03/2025		Barclays Current		Expenses - Food & Drink (Hosp	Gomm, Mrs Ann	E	4.69		4.69
424 175 Travel & Subsistence	25/03/2025		Barclays Current		Expenses - mileage claim	Cole, Clif P.	E	37.35		37.35
425 52 QH Building Maintenance	25/03/2025		Barclays Current		QH - Scaffolding for roof repair	Another Level Scaffolding (S	850.00	170.00	1,020.00
426 80 Cemetery Tax & Water	25/03/2025		Barclays Current		Cemetery - Water	Source for Business	E	22.21		22.21
427 81 Cemetery Grounds Mainten	25/03/2025		Barclays Current		Cemetery - Potholes repair	Greenspace	E	85.90		85.90
428 260 Potholes	25/03/2025		Barclays Current		Pothole repairs	Greenspace	E	385.00		385.00
429 266 Street Furniture & Parks M	25/03/2025		Barclays Current		Garden Mill footpath, litter bin,	Greenspace	E	165.00		165.00
430 269 Grass verge cutting & we	25/03/2025		Barclays Current		Weed spraying - town	Greenspace	E	82.50		82.50
431 220 Salaries/PAYE	27/03/2025		Barclays Current		Salary	Teignbridge District Council	E	2,372.87		2,372.87
432 221 NI/PAYE	27/03/2025		Barclays Current		NI	Teignbridge District Council	E	309.50		309.50
433 222 Pensions	27/03/2025		Barclays Current		Pension	Teignbridge District Council	E	1,014.26		1,014.26
434 54 QH Sundries	27/03/2025		Barclays Current		Expenses - traffic cones & repli	Brook, Mrs Charlotte	E	137.85		137.85
Total								17,627.37	889.46	18,516.83

Paper 6

Kingsbridge Town Council

PAYMENTS LIST

1 April 2025 (2025-2026)

1 - 8 April 2025

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 172	01/04/2025		Barclays Current		Telephone Charges	Puise8 Communications Ltd	S	83.85	16.77	100.62
2 30	04/04/2025		Barclays Current		Commission charges	Barclays	E	8.50		8.50
3 81	01/04/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	405.00		405.00
4 53	01/04/2025		Barclays Current		Grounds maintenance contract	Greenspace	E	50.00		50.00
5 266	01/04/2025		Barclays Current		Public seats - sanding & re-oilir	Feetenby, Mr-Ian	E	695.00		695.00
6 245	01/04/2025		Barclays Current		Bunting - Union Flag for Town	Hampshire Flag Company	S	274.54	54.91	329.45
7 130	01/04/2025		Barclays Current		Grant Aid	Royal British Legion	E	250.00		250.00
8 240	01/04/2025		Barclays Current		Fair Week - Fireworks & Fun Ri	Kingsbridge Fair Week	E	550.00		550.00
9 266	01/04/2025		Barclays Current		Public seats - Highfield Drive	The Plastic Company	S	962.22	192.44	1,154.66
10 179	01/04/2025		Barclays Current		Subscription	Society of Local Council Clk	E	300.00		300.00
11 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	1,821.35		1,821.35
12 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	1,821.35		1,821.35
13 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	511.48		511.48
14 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	536.43		536.43
15 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	4,360.70		4,360.70
16 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	269.46		269.46
17 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	154.89		154.89
18 50	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	2,195.60		2,195.60
19 80	01/04/2025		Barclays Current		Non-domestic Rates	South Hams District Council	E	910.68		910.68
Total								16,161.05	264.12	16,425.17