

**MINUTES OF THE MEETING OF KINGSBRIDGE TOWN COUNCIL HELD IN THE
COUNCIL CHAMBER, QUAY HOUSE, AT 6.30 P.M. ON TUESDAY 9th
SEPTEMBER 2025**

Present: Cllr Julia Wingate (Chairman)
Cllr Anne Balkwill
Cllr Martina Edmonds
Cllr Mike Jennings
Cllr Steve Mammatt
Cllr Mel Rollinson
Cllr Julie Taylor
Cllr Paul Vann
Cllr Lorna Yabsley

In Attendance: District Cllr Susan Jackson
District Cllr Denise O'Callaghan
County Cllr Julian Brazil
Two Members of Public
Katharine Harrod (Town Clerk)

25/54 APOLOGIES FOR ABSENCE

Apologies were received from, Cllrs Cole, Povey, Price and Rawstron.

Public Open Forum – No members of public spoke.

**25/55 SUMMARY REPORTS FROM POLICE, DEVON COUNTY COUNCIL
AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES**

a. South Hams District Council Reports:

Cllr O'Callaghan report:

- The Executive Committee would debate the pump track proposals on 18th September.
- The opening of the public toilets at the Recreation Ground has been approved subject to Kingsbridge Town Council paying for cleaning. Junior tennis coaching commences on Saturday and they require access to toilet facilities for safeguarding reasons, a key will be arranged for them.
- A local worker based on Fore Street, who experiences health challenges, has raised concerns about the four-hour maximum stay at the top car park. She finds the current short-stay model unworkable and is questioning its suitability for those with long-term conditions or employment-based needs. She has suggested exploring options such as partial long-stay designation or the introduction of worker permits to better support those regularly based in town.
- Thursday 2nd October: South Hams District Council are holding a Local Government Reorganisation Roadshow at Kingsbridge Community College
- Saturday 18th October: The South Hams Energy Assembly takes place at Kingsbridge Community College from 9.30am – 3.30pm. Details can be found on the Town Council Facebook page.

Cllr Jackson report:

- Sunday 14th September: Fusion are holding a community family fun day 9am – 4pm. This is a free open day and will include family friendly swimming, fitness/activity classes and gym introductions for young people.

Cllr Brazil report:

- A car parking review is due to take place imminently, changes could be made to the existing terms as it is apparent that the top car park has spare capacity. This means there is potential for reserves spaces for local businesses. A request was made for capacity/income figures to be shared, this information is not yet available.

Questions to South Hams District Council Councillors:

- A query was raised in respect of the amount of market grants payments that have been received by Kingsbridge traders. Cllr O'Callaghan will obtain the figures specific to Kingsbridge.
It was noted that the aim of South Hams District Council is to create a market similar to that of Totnes. This would bring in increased footfall to the benefit of all traders in the town. Questions were raised about the suitability of a Tuesday as the Kingsbridge market day, Totnes operates on a Friday/Saturday.
Further to a meeting about the Kingsbridge market with a South Hams District Council Officer, no feedback has been received. The Ward Councillors will follow this up.
- It was stated that the leisure centre continues to have issues with water pressure and showers – only one shower was currently in operation.

b. Devon County Council Report, Cllr Brazil:

- A strategic plan has been agreed, now it is in place it can be populated with targets and timelines.
- Following a debate about smart phones, Devon County Council supports banning the use of phones in schools.
- Reducing Food Waste in Supermarkets, Farming, and Hospitality through Mandatory Redistribution - A motion was passed to lobby the Government to legislate that excess food should be passed to community operations.
- It has been agreed not to paint over unauthorised road markings (St Georges Cross) unless the markings are deliberately intended to provoke or intimidate. It was noted that the Duncombe Park crossing has been vandalised, Cllr Taylor to take photos and report it.
- Further to the recent Government reshuffle, Devon County Council will be writing to Alison McGovern, Minister of State for Local Government for an update on Local Government Reorganisation.
It was noted that devolution is not dependent on the Local Government Reorganisation.
- Issues regarding speeding and disabled bays being in operation for only six days per week have been raised with Cllr Brazil, it was confirmed these have been added to the agenda of the Environment, Transport and Resilience Committee, the meeting is due to take place on 23rd September.

c. PCSO Eabry had given apologies for the meeting but provided a report showing the Crime data comparison from August 24 to August 25. During this time there

were 18 and 52 crimes respectively. There is a noticeable increase in antisocial behaviour related offences in August 2025 this was due to a small group of youths and occurred during the end of the summer holidays.

THE MEETING CONVENED

25/56 URGENT BUSINESS - None.

25/57 DECLARATIONS OF INTEREST - None.

25/58 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** to approve the minutes of the Town Council meeting held on 8th July 2025 without alteration. The minutes were signed by the Chairman.

Cllr Brazil left the meeting.

25/59 PLANNING COMMITTEE

The minutes of the Planning Committees held on 15th July, 29th July (extraordinary meeting) and 2nd September 2025 were received. It was **RESOLVED** to endorse the resolutions therein.

25/60 FINANCE COMMITTEE

The minutes of the Finance Committee held on 15th July were received. It was **RESOLVED** to endorse the resolutions therein.

25/61 PROPERTY AND RECREATION COMMITTEE

The minutes of the Property and Recreation Committee held on 29th July were received. It was **RESOLVED** to endorse the resolutions therein.

61.1 The update regarding the Memorial Shelter project has been deferred to a future meeting.

25/62 BUSINESS TO BE NOTED/DISCUSSED

62.1 PERMITS FOR OFF-STREET CAR PARKS:

A meeting was held with Stuart Noyce and Emma Widdicombe from South Hams District Council on 20th August regarding their forthcoming review of car parking permits (Business, Peripheral and Town Centre) in Kingsbridge car parks (Quay, Duncombe Park, Cattle Market and Lower Union Road).

Further to their request for feedback it was **RESOLVED** to forward the following response:

- a. With the price structure currently between £312 - £920 (and expected to rise), there needs to be a pay by direct debit option when purchasing online.
- b. Any increase in permit fees should be inflationary only.

- c. Kingsbridge Town Council query the viability of offering of six-monthly permits, this option could be withdrawn if agreement is reached for an annual direct debit option.
- d. There needs to be a cost-effective option for workers permits for those travelling to work from outside the area.
- e. Consideration to be given to offer a Quayside Leisure permit again.
- f. It was suggested to free up several parking spaces at the Cattle Market by moving the two recycling bins to one of the under-utilised coach bays.
- d. Tariffs need to be better marketed by South Hams District Council.
- e. Kingsbridge Town Council request the specific data about usage for both Fore Street and Cattle Market car parks. With the free Tesco parking now reduced to 1.5 hours so it is essential that sufficient space is available in the car parks for short term parking for shoppers.

62.2 South West Water:

Minutes from the South West Water meeting attended by Cllr Vann on 22nd July have not yet been received, this is being followed up.

It was reported that a simple interim option has been proposed to drill under the bus station and feed in a large width sewage pipe which would effectively act as a holding tank before running into the existing system. South West Water have stated that funding should be available during this financial year.

Devon County Council responsibilities include a manual inspection of the pipes, this is due to take place by the end of October.

Members were dismayed to hear the long-term £8m solution for the town has not been included in the recent South West Water plan and may not be funded for well over ten years. These timings are not satisfactory. It was **RESOLVED** to issue a response to South West Water to log with them our very serious concerns at the prospect that the identified proper solution to Kingsbridge's sewage discharge issue and its pollution of the Salcombe Kingsbridge Estuary (the entirety of which is an SSSI) may not be funded for well over ten years.

Cllr Jennings left the meeting.

62.3 Flag Flying:

Current government guidance allows for the Union Flag to be flown without planning permission from council-owned sites, provided it is displayed respectfully and in accordance with flag protocol.

We recognise that flags can evoke strong feelings, and we aim to ensure that any display on council property reflects both national respect and local values. Should there be any proposals to alter flag arrangements or introduce additional displays, these would be considered carefully, with sensitivity to community perspectives and in line with relevant regulations. It is the policy of Kingsbridge Town Council that any unauthorised flags painted on or flying from council property will be removed with immediate effect.

62.4 Trading Hours:

Consideration was given to the impact of refreshment venues closing mid-afternoon. It was noted that there are a number of businesses who continue to offer refreshment throughout the day but generally speaking these are not stereotypical tea rooms/cafes. With the recent commencement of the Kingsbridge Community

Economic Plan, it was agreed to wait for the results of the forthcoming consultation after which we can focus on identified projects to improve footfall. It is anticipated that this will include improving the local market, reopening the Recreation Ground Café and forging a further improved relationship with the South Hams Chamber of Commerce.

Cllr Jennings re-enters the meeting.

62.5 Recreation Ground:

1. The proposed pump track: Kingsbridge Town Council are disappointed to note an amount of misinformation being shared regarding these proposals, we can assure future users that the proposed allocation of land for the pump track will still allow plenty of space for football, picnics and more!
The application is going to be heard by the South Hams District Council Executive Committee on 18th September, Cllr Julia Wingate will be representing the Town Council and speaking in favour of the proposals.
Councillors asked why this application is being heard by the Executive Committee rather than the Development Management Committee. Similar applications have all been dealt with as a certificate of lawfulness by the Development Management Committee. It was advised in the interests of transparency, South Hams District Council was taking the application to the Executive Committee to enable discussions to take place at an open meeting.
2. Update re the Recreation Ground Pond project: The majority of the eels have now been removed from the area. Having drained the pond it was immediately obvious that it would not be possible to clear out the stones/silt/debris in the time allocated. The area has now been protected by security fencing. At a meeting with Landmarc, it was suggested that the best option would be to remove the entire pond and replace with a pond and associated landscaped area.
South Hams District Council have been asked to remove the stones and debris from the site and to consider options to flush out the silt. As a minimum the stones/debris need to be removed prior to the removal of the security fencing.
3. The reopening of the café toilets was approved by South Hams District Council subject to Kingsbridge Town Council paying for the cleaning fees until such time as a new tenant takes over. We await details of the fee structure before it can be ascertained if this is a viable option. In the meantime, it was agreed to press South Hams District Council to improve their advertising/marketing for a new tenant.

25/63 TOWN CLERK'S REPORT

1. Waverley Road Planters:

A retrospective application was submitted to Devon County Council for the planters at Waverley Road, this was approved subject to the works being completed by not later than 31st August. It has been confirmed that the works were completed as required, had this not been the case, permission would have been revoked with immediate effect.

A license between Kingsbridge Town Council and the Waverley Road Community Garden Group has been issued detailing terms and conditions of the agreement.

2. Councillors are strongly advised to use multi-factor authorisation in respect of their email accounts if they are not already doing so – multi-factor authentication

(MFA) enhances security by requiring users to provide multiple forms of verification to access an account, making it much harder for unauthorized individuals to gain access, even if they have stolen a password. This extra layer of security significantly reduces the risk of account compromise and data breaches.

3. MP, Caroline Voaden, held a summer surgery tour across five days in August, visiting Kingsbridge on 18th August between 9.30am and 10.30am. Residents were invited to discuss issues that impact them. The session was well attended despite the poor weather.
4. Further to a meeting with Janie Moor from Citizens Advice Bureau, it has been agreed to reinstate the option for them to offer 'Advice Appointments.' This was a facility they offered from Quay House Pre-Covid which provides an individual appointment for a client to enable them to gain assistance with requirements such as form filling and receipt of advice specific to their circumstances.
5. The Government's Ministry of Housing, Communities and Local Government (MHCLG) has officially appointed Keep Britain Tidy to continue delivering the Green Flag Award for the UK for the next five years, until at least 2030.
6. The scaffolding to the side of Quay House was finally removed by Another Level Scaffolding on 8th August. The scaffolder was advised of a number of antisocial behaviour incidents which could have resulted in damage to property or to the individuals themselves. All incidents involving access to the scaffolding were reported to the police.
7. South Hams District Council are reviewing their Statement of Licensing Policy, the consultation runs until 30th September 2025 and can be viewed online at: <https://shlicensingpolicy.commonplace.is/>.
8. The SHDC/Town Councils Mayors & Clerks meeting took place on 23 July 2025. It was reported that Members have agreed the development of a new Joint Local Plan, the development of which will take 30 months, commencing September 2025. The new plan will last for 15 years.
An overview of the 26/27 financial year was provided, further details will be available in the public domain at the proper time, in the meantime it was confirmed that there will be a significant budget gap.
Local Government Reorganisation proposals have been put forward, once the plans are finalised a political decision will be reached, this will be shared with Towns and Parishes in the autumn.
9. Fair Week 19th to 25th July 2025 was considered a huge success, a letter of congratulations was sent from Kingsbridge Town Council Mayor to the Fair Week Chairman. A letter of thanks has been received from Chairman, Jo Luscombe. Jo thanks Kingsbridge Town Council for their support and for organising a wonderful Floral Dance and Ceilidh. They look forward to working with us again next year.
10. WPS Insurance met with the Clerks on 29 July 2025 to review the annual insurance renewal. Renewal was effective 1st September on a three-year long-term agreement at a premium of £12,165.

11. Kingsbridge In Bloom judging (RHS national competition) took place on 30 July 2025. The town was looking stunning and positive feedback was received from the two judges in attendance. The results of the judging will be released in October.
12. The VJ Day 80 commemoration service at the War Memorial 15 August 2025 was attended by the outgoing Town Clerk, Martin Johnson.
13. Since 7th July, I have been meeting with various County and District Officers, the local police and a variety of members of local organisations as well as many of the residents in the area. I would like to thank everyone for extending such a warm welcome and for sharing their insights, concerns, and aspirations so openly. These conversations have been invaluable in helping further understand the unique character of our community, the challenges we face, and the opportunities we can build on together. I am especially grateful for the spirit of collaboration and the genuine commitment to making Kingsbridge a safer, more vibrant, and inclusive place for all.

25/49 REPORTS ON MEETINGS OF OUTSIDE BODIES AND AUTHORITIES/AGENCIES

1. Kingsbridge Community Economic Plan Steering Group meetings 9 & 30 July 2025:

At the first meeting on 9th July, an overview of the four phases of the plan was provided. Phase one runs through to December 2025, a meeting will be held for approximately one hour every fortnight to plan the required consultation.

The second meeting held on 30th July provided information in respect of the Kingsbridge Economic Profile. The Kingsbridge age/population demographic aligns very closely with the South Hams average although there has been a slight decrease in population (2%) between 2011-21.

An overview of the following was provided:

- Numbers of economically active residents aged 16-64
- Out of work claimant rate
- Occupations & Industries
- Method of travel & distance travelled to work. It was noted that very few people use the bus service (1.2%).
- Housing occupancy and median sale price.
- Second homes and holiday lets
- Indices of multiple deprivation
- Employment deprivation.
- Commercial units in Kingsbridge

Full details of the above will be available on the My Kingsbridge Commonplace page when the consultation is live: <https://mykingsbridge.commonplace.is/> until then you can find the economic profile [here](#).

2. Police Advocate online meeting 10 July 2025, hosted by Inspector Ben Shardlow.

Kingsbridge matters:

- Kingsbridge had 36 crimes in May and 36 crimes in June 2025.
- Crimes per 1,000 population = 135.
- A warrant for a drugs arrest in Kingsbridge is likely to be issued shortly.
- A serious GBH offence in Church Street in April will lead to the suspect attending Crown Court in August.
- The Neighbourhood Teams were running at circa 45% staffing due to some health related issues.
- PCSO Tom Eabry has joined the team.
- The front office enquiry desk at the Police Station is working well.
- Date of next meeting 5th September 2025.

3. Police/various KINS (key individuals) online meeting 16 July 2025, hosted by Inspector Ben Shardlow.

Kingsbridge matters:

- Mark Gerry (Space Youth Service) is conducting some current work in town.
- Representatives from KCC Safeguarding and DCC Social Services were in attendance.
- Noted that Kingsbridge is the only town which is up to complement.
- The whole Ivybridge and Kingsbridge Sector crime figures were: 318 in April, 297 in May and 283 in June.
- Kingsbridge had the lowest crime figures in the sector.
- The key issue for the Kingsbridge police is to focus on specific individuals.
- Fake currency i.e. £20 notes had been circulating in town.
- In the weeks prior to the meeting there had been a rise in illegal traveller encampments e.g. at Langage.

4. SHDC/Hastoe/KTC Ropewalk residential housing online meeting 17 July 2025.

To help tackle the housing crisis, South Hams District Council have agreed to transfer land at the Rope Walk Site in Kingsbridge to Hastoe Housing Association.

The plan for the site is to deliver 10 genuinely affordable homes for local people, with the majority offered for social rent and a smaller number available through shared ownership. Hastoe will be responsible for the delivery, ownership, and management of these homes. The transfer price of £1 will enable Hastoe to start the development and create high-quality affordable housing in Kingsbridge.

South Hams District Council are working closely with Kingsbridge Town Council and Hastoe to turn this housing ambition into reality, with all parties committed to completing this project swiftly. District Council will also continue to help Hastoe secure additional funding for the development.

NB. The greenfield site that was also proposed has been deemed not viable.

5. Kingsbridge Partnership flooding & sewage meeting 22 July 2025.

- South West Water tanker call out frequency is much reduced (last deployment 12th June).
- An interim term plan for pipework loop, serving as holding tank, under the Bus Station/Town Square has been devised. The cost is not fully clear but a budget for works is available if the cost is accepted once finalised. This will hopefully reduce Mill Street sewer flooding risk and better manage estuary discharge.
- Delivery will be by mole tunnelling and pulling through of piping. South West Water are aiming for 2025/26 delivery but it may be early 2026/27.
- The Environment Agency are working on the issue of sea-level rise to enable them to provide an evidence base for future local plan work. A presentation will be made to Kingsbridge Town Council in due course.
- South West Water will submit a programme of works to OFWAT re the £24m enforcement package.
- It was noted that the Kingsbridge '£8m longer term scheme' is unlikely to be a priority. There is also no guarantee that the Kingsbridge longer term scheme will be in their 5 year programme from 2030.
- Devon County Council are working on culvert issues. There are short, medium and longer term issues to address. A 'person entry' study is planned for Sept/Oct ie not just CCTV. Some brief road closures to gain access will be needed for this.
- Longer term issues of submerged electricity, gas, comms facilities etc were noted.
- The next meeting is due to take place prior to Christmas 2025

6. South Devon National Landscape Management Plan 22 July 2025.

- The South Devon National Landscape Management Plan for 2025-2030 is currently under development, building upon the previous 5 year plan covering 2019-2024.
- This is a statutory document, required under the Countryside and Rights of Way Act, which serves as the principal guide for conserving and enhancing the natural beauty of the South Devon Area of Outstanding Natural Beauty (AONB).
- The 2019-2024 plan, which has 97 policies, was formally adopted by local authorities including DCC, SHDC, Torbay Council, and Plymouth City Council.
- The review process is designed to ensure that the Management Plan remains relevant and effective in addressing current challenges and opportunities.
- The updated Management Plan will continue to highlight the distinctive qualities of the South Devon AONB, identify key issues affecting the landscape, and present a vision for its future. It will set out objectives and policies to guide the conservation and enhancement efforts over the next 5 year period, ensuring that the plan remains a dynamic and effective tool for all stakeholders involved.
- An online public consultation had received over 200 responses to date at:
- <https://www.southdevon-nl.org.uk/management-plan-2025-2030/>
- 65% of responses had been received from the over 55 age group and the largest group were over 65.

- A key theme within the new Management Plan will be the “30/30 project” which is part of a worldwide nature conservancy initiative for government's to designate 30% of the earth's land and ocean as protected areas by 2030.

7. Kroll Limited/KTC Lock's Hill meeting 11 August 2025.

- A new security contractor has been hired to improve fencing and increase warning signage.
- Kroll Limited are looking to ascertain viable uses for the site, a report is due to be issued by mid-September after which a decision will be made regarding the future of the site.
- It was noted the timescale for action will likely be between three and twelve months depending on which option to proceed is approved.

8. DCC/Enerveo/Sound & Visual Ltd/KTC CCTV and street lights meeting 12 August 2025.

Proposed CCTV in Fore Street.

- We considered our ambition to install cameras and related kit on street lamp columns nos. 3, 5 and 7 (west side) and no.10 (east side) using our regular contractor.
- All installation costs will be borne by Kingsbridge Town Council to include ongoing electricity usage and future maintenance.
- Kingsbridge Town Council will 'sign up' to a licence if this is required.
- Full specification, for example, weight of the cameras and size of the brackets has been provided.
- There were concerns about how much equipment would be required in the base of the column, Kingsbridge Town Council will receive costs for a 'combined' piece of kit which will enable the street lamps, CCTV cameras and Xmas Lights seasonal displays to work together.

Proposed bollard lights in Duncombe Street.

- A secondary ambition is to re-install 'mood lighting' at the junction of Duncombe Street and Fore Street on an area adjacent to the designated footway.
- The remains of 3 in no. historical illuminated bollards are still in situ alongside a junction box. The existing cabling may still be usable, this would require confirmation.
- County Council advised on an illuminated bollard which would look well at this location and will forward the information.

Proposed introduction of street lighting at the mouth of Ropewalk (and new option in Boons Lane suggested).

- Situated at a location in Ropewalk without a footway the proposal could create significant issues and associated costs to overcome them. Tree surgery would also be required.
 - A better proposal would be to provide greater illumination in Boons Lane which runs from Ropewalk to the Town Square and highlight this as the safer pedestrian route.
- If this proceeds, consideration will be given to the addition of a handrail.

- Boons Lane is a Devon County Council asset and the green area adjacent is a Kingsbridge Town Council asset.
- The suggestion is to fit some street furniture at the Ropewalk end of the lane to slow bicycles and install lighting at a location to be determined in KTC grounds (and potentially elsewhere if required).

Cllr O'Callaghan left the building.

25/65 FINANCE AND GOVERNANCE

65.1 Finance:

- Members received a schedule of payments; it was **RESOLVED** that the payments amounting to £53,867.73 plus £8,172.42 be approved and signed by the Chairman.
- It was **RESOLVED** to add the Town Clerk as CCLA correspondent and signatory.
- It was **RESOLVED** to set up accounts with regular suppliers to enable VAT to be reclaimed.
Consideration will be given to a pre-paid debit card (or similar option) at the next Finance Committee Meeting.

Two members of public left the meeting.

65.2 Governance:

- Members received the External Auditor's report and certificate for financial year 2024/25 (PKF Littlejohn LLP's DV0213 dated 18th August 2025) and noted the advertisement for the Notice of Conclusion of Audit.
- It was **RESOLVED** to approve a document retention policy effective 9th September 2025; this will be reviewed annually.

25/66 SOCIAL MEDIA

Members were requested to provide local interest stories to Cllr Yabsley. It was agreed to draft a marketing strategy for approval at the next meeting.

25/67 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN:

It was noted that Cllrs Balkwill and Edmonds will attend the Development Management Committee meeting on Thursday 11th September in support of application 3402/24/FUL – this is a full application for the permanent retention of two containers to create a paddleboarding hub following application 3985/22/FUL.

On 18th September, Cllr Wingate is due to talk to the Executive Committee in support of the proposed pump track on the Recreation Ground. It is possible that this may clash with her attempt to swim 15 nautical miles from the Eddystone Lighthouse to shore to raise funds for Surfers Against Sewage. Cllr Yabsley agreed to attend in the event that Cllr Wingate is otherwise engaged!

25/68 QUESTIONS TO THE CHAIRMAN - None

25/69 EXCLUSION OF PUBLIC AND PRESS

It was **RESOLVED** that in view of the nature of the business about to be transacted at agenda item 25/70 below, the public and press be temporarily excluded.

25/70 TENANTS:

Councillors received, discussed, and approved a response to a confidential communication received from a tenant.

25/71 MEETING CLOSURE AND DATE OF NEXT MEETING:

Date of next meeting: 14th October 2025

Future agenda items: Members to notify the Clerk of any potential agenda items.

The meeting closed at 21.07 p.m.

Signed as a true record: _____

Print Name & Date: _____

Distribution List: All current Town Councillors, Kingsbridge Town Council Website.
For Information: e-circulation to: Councillor representatives - South Hams District Council and Devon County Council.