

KINGSBRIDGE TOWN COUNCIL

NOTICE OF THE NEXT MEETING

Venue: Council Chambers, Quay House, Kingsbridge
Date: Tuesday, 14th October 2025
Time: 6.30pm

Councillors, I hereby give you notice that the monthly meeting of Kingsbridge Town Council will be held at the venue, date and time above.

All members of the council are summoned to attend for the purposes for determining and resolving upon the business to be transacted as set out below.

To: All members of the Council cc: District Cllrs Jackson & O'Callaghan, County Cllr Brazil.

BUSINESS TO BE TRANSACTED

25/72 TO RECEIVE APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council.

Public Open Forum: (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 3 minutes as per Standing Orders)

During the Public Open Forum: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.

After the Public Open Forum: Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.

25/73 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

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

25/74 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 25/67 below (please notify the Chairman or Town Clerk in advance of any such items).

25/75 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.

25/76 APPROVAL OF MINUTES

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 9th September 2025

25/77 PLANNING COMMITTEE

PAPERS 2 & 3

To receive the minutes of the Planning Committees held on 16th September and 7th October 2025 to endorse the resolutions therein.

25/78 ENVIRONMENT, TRANSPORT & RESILIENCE COMMITTEE

PAPER 4

To receive the minutes of the Environment, Transport & Resilience Committee held on 23rd September 2025 and to endorse the recommendations therein.

25/79 BUSINESS TO BE NOTED/DISCUSSED

79.1 To discuss and agree a response to a communication from Kingsbridge Care Hub re the submission of a planning application in respect of Town Council owned property.

- 79.2** To consider a proposal to purchase up to four Speed Indicator Devices at a cost of approximately £2,500 each
- 79.3 Projects:** To receive updates, and discuss (if required):
1. The proposed pump track
 2. The Recreation Ground pond project.
 3. Update: Passageways Project.
- 79.4** To receive an update and discuss the current situation regarding Quay House tenancies.

25/80 TOWN CLERK'S REPORT.

PAPER 5

25/81 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:

1. Kingsbridge Community Economic Plan Steering Group meeting 8th October.
2. Police Advocate online meeting.
3. BLUEprint for Rivers Summit update from Cllr Vann.

25/82 FINANCE & GOVERNANCE:

To approve the schedule of payments.

PAPER 6

25/83 SOCIAL MEDIA

To RESOLVE that each Councillor provide at least four social media posts per annum on a subject of their choosing related to Kingsbridge.

25/84 BUSINESS BROUGHT FORWARD BY THE CHAIRMAN

To consider any urgent business (for discussion only) as identified under item 25/56 above.

25/85 QUESTIONS TO THE CHAIRMAN

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

25/86 MEETING CLOSURE AND DATE OF NEXT MEETING:

Date of next meeting: 11th November 2025

Katharine Harrod

Katharine Harrod
Town Clerk
8th October 2025

PLEASE NOTE:

The Council Chambers are located on the first floor and have no accessible features; access is via staircase only.

Meetings of the full council and committees are advertised as public meetings and may be filmed, photographed and/or audio recorded by broadcasters, the media or members of the public. If you request not to be filmed, photographed or recorded, the Council will try to accommodate you but we are unable to provide a guarantee, particularly if you make a statement or ask a question.

**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 £7,945.81 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.

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 16th SEPTEMBER 2025

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

In Attendance: 0 members of public
Katharine Harrod (Town Clerk)

25/57 APOLOGIES FOR ABSENCE –

Apologies were received from Cllrs Balkwill, Cole & Price.

Public Open Forum – No comments received.

25/58 DECLARATIONS OF INTEREST – No declarations of interest were received.

25/59 TREE WORK APPLICATIONS – No applications received in the period.

25/60 TREE WORK DECISIONS, CORRESPONDENCE & REPORTS

60.1 Decisions made by the local planning authority:

1. 2313/25/TCA, 5 Ebrington Street, Kingsbridge, TQ7 1DE
T1: Ash – Fell. The tree is infected with Dieback and currently shedding significant sized deadwood. Response Date: 26/8/25
South Hams District Council Raise No Objections.
2. 2243/25/TPO, 16 Fosse Road, Kingsbridge, TQ7 1NG
T1: Ash – Fell due to advanced stages of Ash Dieback. Response Date: 2/9/25.
Permission granted.

60.2 It was noted that no reports have been received in the period.

25/61 PLANNING APPLICATIONS

The following applications were received from South Hams District Council for consideration:

- 61.1 2486/25/HHO, 3 Highfield Drive, Kingsbridge, TQ7 1JW
Householder application for proposed first floor side extension. Response date 1/10/25
Recommend Approval subject to parking provisions meeting the requirements stated in Dev 29.3 of the Joint Local Plan.
- 61.2 1629/25/FUL, Dennings, Wallingford Road, Kingsbridge, TQ7 1NF
Erection of an agricultural barn to support vineyard. Response date 19/09/25
NB: To review again following receipt of new documentation.
Recommend Object.
Kingsbridge Town Council strongly object to this application.

There is already a dangerous increase in water runoff from the site which is having a detrimental effect on the public highway, additional development will only exacerbate this further. The land in question is sloping with any runoff heading to developed areas. Prior to any approval the planning authority should have sufficient documentation including scaled design, specifications and soakaway testing results to guarantee the drainage of the site is acceptable and will not cause the adjacent developed areas any level of flooding.

The development site has been neglected, even if this were not the case the size is insufficient to produce the 6,000 bottles of wine stated. Furthermore, once any development takes place there will be even less productive land. The size of the proposed barn is far too large for the production capability of the land and the design should be reduced accordingly. There are also concerns regarding a lack of proper access and insufficient parking.

The design, scale and layout of the proposed barn are out of keeping and there is insufficient detail regarding the materials to be used and their colours.

The plans propose to build around an ash tree that is subject to a Tree Protection Order, originally, the developer wanted to fell the tree, now they want to reduce it in size. We fail to see how the tree can thrive in the proposed development and agree with the Tree Officer comments.

There has been an obvious loss of habitat (both trees and hedgerows) and no intent to conserve nature in the area as proven in the photographic evidence supplied in the letters of representation. The Biodiversity Metric Calculation Tool provided by the applicant is therefore entirely incorrect and should be recalculated to include note of all the hedgerows that were removed. A genuine net gain of 10%, as per Dev 26.5, should be met.

Kingsbridge Town Council would expect to see a report on consultation with the police, given the proposal is for the production of alcohol on the premises.

- 61.3 2579/25/VAR, 17 Embankment Rd, Kingsbridge, TQ7 1JZ
variation of condition 2 (Approved Plans) of planning consent 0317/25/HHO.
Response date 08/10/25.
Recommend conditional support.
The additional surface area of a pitched roof significantly increases the run off, the hardstanding should not drain onto the public highway, the installation of a channel or permeable material is required to prevent this.
The use of the space is to remain ancillary to the main dwelling and shall not be used as a separate unit of accommodation. No overnight sleeping to take place within the Garden Annex at any time.
The Construction Environment Management Plan is to ensure that no vehicles are parked on the verge in front of the property at any time as this blocks visibility to those using the highway.
- 61.4 2569/25/FUL, 1 Dodbrooke Manor, The Promenade, Kingsbridge, TQ7 1DG
Replacement of ground floor rear elevation single glazed sash window to double-glazed French doors. Response date 09/10/25
Recommend approval.
- 61.5 2445/25/FUL, Skate Park, Squares Quay Car Park, Kingsbridge
Installation of 4 x 6m high LED solar powered lights. Response date 16/10/25.
Recommend approval, it was noted the lights will be turned off prior to those at the sports centre, furthermore, the approval of this application will provide an increase of light in an otherwise dingy area, thereby making it safer.

62.1

Planning Decisions received from South Hams District Council:

1. 0751/25/VPO, Development Site North of West Alvington Hill at Sx 7299 4407, modification of Section 106 Agreement on 28/0508/15/O. 23/4/25. **Under consideration.**
2. 0989/25/FUL, 142 Church Street, Construction of outbuilding at rear of garden & creation of two parking spaces on roof of this structure. 29/5/25. **Under consideration.**
3. 3192/24/FUL, Avon Centre, Wallingford Road, Redevelopment of site to provide a care home (use class C2) including access, parking, landscaping & other associated works. Consultation end date 28/11/24. **Under consideration.**
4. 3402/24/FUL, Land at SX 7360 4374 Kingsbridge, Full application for the permanent retention of two containers to create a paddleboarding hub following application 3985/22/FUL. Consultation end date 12/12/24. **Conditional approval.**
5. 2201/25/LBC, Bryherstones, Higher Union Road, Kingsbridge TQ7 1EQ Listed Building Consent for restoration works to original windows & new/replacement windows. Response Date: 04/09/2025. **Under consideration.**
6. 1329/25/FUL, Dennings Wallingford Road Kingsbridge TQ7 1NF
7. Construction of 1no. three-bed dwelling. Response Date: 5/9/25. **Under consideration.**
8. 2089/25/FUL, Day Lewis Pharmacy Norton Brook Medical Centre, TQ7 1AE
9. Installation of a pick-up prescription collection machine to existing pharmacy window. Response Date: 11/9/25. **Under consideration.**
10. 2290/25/FUL, The Mill Derby Road Kingsbridge TQ7 1JL
Works to ancillary accommodation to create a separate dwelling, to include new roof/loft conversion, rooflights & 2no. first floor extensions. Response Date: 11/9/25. **Under consideration.**
11. Non-Statutory Consultation: 2431/25/ARC, Kings Arms Hotel, Fore Street, Kingsbridge, TQ7 1AB
approval of details reserved by conditions 11 (Parking / Turning Areas) of planning consent 1515/17/FUL. **Discharge of condition approved.**
12. 1986/25/LBC & 1997/25/ADV, Harbour House Trust, replacement signage, replacement CCRV, installation of emergency lighting & safety lights, repairs to render surrounds of window opening on principal elevation. **Conditional approval.**

62.2

Enforcement:

Please note that the Enforcement lists are confidential and issues concerning Enforcement cannot be discussed at a public meeting. South Hams District Council are responsible for the enforcement of all planning breaches, Kingsbridge Town Council has no authority to deal with issues of this nature.

Please will all parishioners continue to report full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via <https://www.southhams.gov.uk/report-it>

25/63

ANY FURTHER CURRENT PLANNING MATTERS - None

25/64

DATE OF THE NEXT MEETING - 6.30 p.m. on Tuesday 7th October

NB: The meeting scheduled for 21st October will now take place on 28th October if required.
The meeting closed at 7.14 p.m.

Signed as a true record: _____

Print Name & Date: _____

Distribution List: All current Parish Councillors, Kingsbridge Town Council Website.

For Information: e-circulation to: South Hams District Council Councillor representatives.

Kingsbridge Town Council (KTC)

MINUTES OF A MEETING OF THE PLANNING COMMITTEE, TOWN CLERKS OFFICE
CHAMBER, QUAY HOUSE, AT 6.30 P.M. ON TUESDAY 7th OCTOBER 2025

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

In Attendance: 0 members of public
Katharine Harrod (Town Clerk)

25/65 APOLOGIES FOR ABSENCE – Apologies were received from Cllrs Balkwill.

Public Open Forum – No comments received.

25/66 DECLARATIONS OF INTEREST – No declarations of interest were received.

25/67 TREE WORK APPLICATIONS –

67.1 2731/25/TPO, 16 Fosse Road Kingsbridge TQ7 1NG
T1: Ash - Fell due to considerably infected with Ash Dieback, although the upper crown still has around 70% of foliage coverage, there is a considerable amount of deadwood within the lower and inner crown. Some of which is overhanging a busy road. There is also an abundance of epicormic growth that can be seen from the ground. The only reason for removing the tree is safety. Response date: 16/10/25
Kingsbridge Town Council Object.
The tree has not been managed for some considerable time, with the tree still having around 70% of foliage coverage it is considered that by reducing the canopy thereby reducing the weight, removing the dead wood and epicormic growth (suckers) it may have a chance of surviving. Inspection on a regular basis should be carried out after this work to mitigate any safety risk.
Removal of epicormic growth is very often managed by highways maintenance as a routine where trees can be affected by the proximity to a road, ground compaction or other factors.

67.2 2784/25/TPO, Woodspring Bowcombe Road Kingsbridge TQ7 2DJ
T1: Fell - due to Tree being Dead
T2: Fell - due to Tree being Dead
T3: Fell - due to Tree being Dead
T4: Fell - due to Tree being Dead
T5: Coppice at 3mtrs from ground level due to tree dying
Response date: 21/10/25
Kingsbridge Town Council Support.
Despite not being able to view the trees in close proximity it was felt that removal of the dead trees would not affect the amenity value in that area. By coppicing T5, it is hoped that it would help future recovery of that tree.

- 67.3 2910/25/TPO, Scout Hut, Embankment Road, Kingsbridge, TQ7 1JJ
TPO 1039; T718: Sycamore - remove lowest limb (at 2.5m to NW),
management reasons. Response date: 30/10/25
Kingsbridge Town Council Support.

25/68 **TREE WORK DECISIONS, CORRESPONDENCE & REPORTS**

- 68.1 2141/25/TPO Proposal: Received: 21 July 2025 TPO 2003/659;
T9,T10,T12,T13,T16: Crab Apple – all over crown reduction by 2m. T11: Crab
Apple – all over crown reduction by 3m. T15,T17: Quince - all over crown
reduction by 1m. T29,T30: Oak - all over crown reduction by 3m. Trees
impacting adjacent properties/structures. Location: Applicant: 42 Scholars
Walk, Kingsbridge, TQ7 1QL **South Hams District Council Permission
Granted**

- 68.2 Cllr Cole attended the AGM of the Tree Wardens, a new leaflet has been
produced 'Healthy hedgerows on your land' - primarily targeted at local
landowners. SHDC Cllr Mark Long confirmed his support to consider the
addition of trees at the Cattle Market Car Park.

It was noted that several trees have recently been removed adjacent to the
Cattle Market Car Park entrance, no application was received for the removal
of the trees which were very well established. This will be investigated.

25/69 **PLANNING APPLICATIONS**

The following applications were received from South Hams District Council for
consideration:

- 69.1 2624/25/HHO, 5 The Precinct, Kingsbridge, TQ7 1AP
Application for new porch to dwelling. Response date 16/10/25
Kingsbridge Town Council Support.
- 69.2 1205/25/HHO, 18 Henacre Rd, Kingsbridge, TQ7 1DN,
Proposed formation of off-street parking area. Response date 28/10/25
**Kingsbridge Town Council defer a decision until such time as all
relevant paperwork re drainage has been submitted.**
- 69.3 2632/25/CLP, Tungfield Farm, Bowcombe Road, Kingsbridge, TQ7 2DL
Certificate of lawfulness for proposed siting of a caravan in the garden to
provide ancillary Accommodation.
For information only, there is no statutory consultation requirement on the
above application.
Kingsbridge Town Council Noted.
- 69.4 2792/25, 10 Fosse Road, Kingsbridge, TQ7 1NG,
Non-material minor amendment to planning consent 0080/25/HHO for
relocation of dormers & addition of rooflight in the revised design.
For information only, there is no statutory consultation requirement on the
above application. **Kingsbridge Town Council Noted.**

25/70

PLANNING DECISIONS, ENFORCEMENT, CORRESPONDENCE & REPORTS

70.1

Planning Decisions received from South Hams District Council:

1. 0751/25/VPO, Development Site North of West Alvington Hill at Sx 7299 4407, modification of Section 106 Agreement on 28/0508/15/O. 23/4/25. **Under consideration.**
2. 0989/25/FUL, 142 Church Street, Construction of outbuilding at rear of garden & creation of two parking spaces on roof of this structure. 29/5/25. **Under consideration.**
3. 3192/24/FUL, Avon Centre, Wallingford Road, Redevelopment of site to provide a care home (use class C2) including access, parking, landscaping & other associated works. Consultation end date 28/11/24. **Under consideration.**
4. 2201/25/LBC, Bryherstones, Higher Union Road, Kingsbridge TQ7 1EQ Listed Building Consent for restoration works to original windows & new/replacement windows. Response Date: 04/09/2025. **Approved.**
5. 1329/25/FUL, Dennings Wallingford Road Kingsbridge TQ7 1NF Construction of 1no. three-bed dwelling. Response Date: 5/9/25. **Refused.**
6. 2089/25/FUL, Day Lewis Pharmacy Norton Brook Medical Centre, TQ7 1AE. Installation of a pick-up prescription collection machine to existing pharmacy window. Response Date: 11/9/25. **Approved.**
7. 2290/25/FUL, The Mill Derby Road Kingsbridge TQ7 1JL Works to ancillary accommodation to create a separate dwelling, to include new roof/loft conversion, rooflights & 2no. first floor extensions. Response Date: 11/9/25. **Approved.**
8. 2486/25/HHO, 3 Highfield Drive, Kingsbridge, TQ7 1JW Householder application for proposed first floor side extension. Response date 1/10/25. **Under consideration.**
9. 1629/25/FUL, Dennings, Wallingford Road, Kingsbridge, TQ7 1NF Erection of an agricultural barn to support vineyard. Response date 19/09/25. **Refused.**
10. 2579/25/VAR, 17 Embankment Rd, Kingsbridge, TQ7 1JZ variation of condition 2 (Approved Plans) of planning consent 0317/25/HHO. Response date 08/10/25. **Under consideration.**
11. 2569/25/FUL, 1 Dodbrooke Manor, The Promenade, Kingsbridge, TQ7 1DG. Replacement of ground floor rear elevation single glazed sash window to double-glazed French doors. Response date 09/10/25. **Under consideration.**
12. 2445/25/FUL, Skate Park, Squares Quay Car Park, Kingsbridge Installation of 4 x 6m high LED solar powered lights. Response date 16/10/25.

To be determined on 06/11/25 by Development Management Committee.

70.2

Enforcement:

Please note that the Enforcement lists are confidential and issues concerning Enforcement cannot be discussed at a public meeting. South Hams District Council are responsible for the enforcement of all planning breaches, Kingsbridge Town Council has no authority to deal with issues of this nature. Please will all parishioners continue to report full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via <https://www.southhams.gov.uk/report-it>

25/71

ANY FURTHER CURRENT PLANNING MATTERS

It was noted that a communication from Kingsbridge Care Hub has been received re the submission of a planning application in respect of Town Council owned property. This will be discussed at the Full Council Meeting on 14th October.

It was agreed to trial monthly planning meetings for the remainder of the year with the caveat that during five-week months a short meeting may be required for applications with a response date prior to the next meeting.

25/72

DATE OF THE NEXT MEETING - 6.30 p.m. on Tuesday 4th November 2025

The meeting closed at 7.40 p.m.

Signed as a true record: _____

Print Name & Date: _____

Distribution List: All current Parish Councillors, Kingsbridge Town Council Website.

For Information: e-circulation to: South Hams District Council Councillor representatives.

Kingsbridge Town Council (KTC)

MINUTES OF A MEETING OF THE ENVIRONMENT, TRANSPORT & RESILIENCE
COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN CLERK'S OFFICE,
AT 6.30 P.M. ON TUESDAY 23 SEPTEMBER 2025

Present: Cllr Paul Vann (Chairman)
Cllr Graham Price
Cllr Danielle Rawstron
Cllr Mel Rollinson
Cllr Julie Taylor

In Attendance: Katharine Harrod (Town Clerk)
0 Members of public

25/09 APOLOGIES FOR ABSENCE - Apologies were received from Cllr Cole.

Public Open Forum - There were no members of public present.

25/10 DECLARATIONS OF INTEREST – No declarations received.

25/11 MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 24th June 2025 which were approved as a correct record and signed by the Chairman.

25/12 FLOODING, SEWAGE DISCHARGES & COMMUNITY RESILIENCE

12.01 Kingsbridge Community Emergency Plan: Some contact details remain outstanding, it was also agreed to add what3words.com references alongside grid references, after which the plan will go to Full Council for approval.

A brief (annual) training session plus associated notes, will be organised for Councillors to detail what is expected of them in the event of an emergency.

12.02 On 29th August, Bridge Street, Duke Street, Ilbert Road, Lower Union Road, Mill Street and Stentiford Hill all suffered floods. The most serious being the flooding along Bridge Street including the King of Prussia public house. The flooding was due to heavy rainfall, the tide at the time was low and therefore did not exacerbate the situation. Sewers could not cope with the volume of water, the leat overflowed and some drains were blocked, all of which led to the levels of flooding experienced.

On 9th September, another heavy rainfall led to drains on Ilbert Road lifting, Eastern Backway flooded and we were advised that Absolute Dental sustained flood damage.

On both occasions, all issues were reported to Devon County Highways.

We await details from Devon County Council regarding their visual inspection of the drainage. Concern was raised in respect of the potential sinkhole on

the Ilbert Road near the yellow bollards where water can occasionally be seen bubbling up through the tarmac. This will be followed up.

The official minutes from the South West Water meeting held on 22nd July remain outstanding. No details have been received regarding the next meeting date which was scheduled to take place prior to Christmas. This will be followed up again.

Due to the leat overflowing again it was **RECOMMENDED** to write a letter to those householders asking them not to put any type of waste in the leat and to ensure hedge trimmings do not fall in when garden maintenance takes place. Cllr Rawstron will deliver the letters.

A query was raised regarding the Devon Resilience Innovation Project (DRIP) The project is running from 2021 until 2027, working with 19 organisations to improve resilience to flooding in 26 communities across Devon. Many of the communities selected would not typically be high priority within the local flood risk management strategy due to the low numbers of properties at risk. In Kingsbridge smart technology cannisters were recording data in various flood zones around the town. Since they have been removed no further update has been received by Kingsbridge Town Council. This will be followed up.

- 12.03 The Community Resilience store has recently suffered a leak which, in turn, has caused part of the flooring to collapse. Repairs are in hand.

At the end of August, two tonnes of sand were delivered, one tonne of which was made into sandbags, the other tonne securely stored to the rear of Quay House.

Following the recent floods, some sandbags have been collected for use, we still have a stock of approximately thirty bags to distribute when needed. A register will be maintained of all those who are provided with sandbags.

- 12.04 It was noted that the South Hams Energy Assembly is due to take place on 18th October 9.30am – 3.30pm at Kingsbridge Community College.

25/13 ENVIRONMENT

- 13.01 A second draft Climate and Nature Emergency (CANE) action plan for 2025-2028 was approved by Members to take to Full Council for adoption. See **APPENDIX A**

Noted that better information is required in respect of the loan and use of the thermal imaging camera. A social media campaign will be created to improve loan take up.

A BLUEprint for Rivers Summit is due to take place at Kingsbridge Community College on 4th October. Full details can be found at: <https://www.blueprint-for-rivers.org/events-1>

13.02 Discussion re glyphosate products: These products are not banned by the British Government. Kingsbridge in Bloom do not use products containing glyphosate around the estuary or in areas of wildlife, preferring instead to hand pull weeds in those areas. The contractor used by Kingsbridge in Bloom and Kingsbridge Town Council is certified to spray chemicals. South Hams District Council and Devon County Council restrict use to particular weeds in specific areas and never in the vicinity of the estuary. It is the view of the Royal Horticultural Society that providing glyphosate products are used properly, and in a limited manner, this is acceptable.

The view of Kingsbridge Town Council is to continue as is unless there is a mandate to ban use in this country.

Cllr Price will provide details to be used on our social media pages (and letters as appropriate) to detail why reducing use and taking the extra step to protect wildlife and the estuary is so important to the local area.

13.03 It was **RECOMMENDED** to contact South Hams District Council with a request that additional trees be planted at the existing orchard to the rear of Wallingford Road. The preference is for native Devon fruit trees, ten or twelve in number.
NB: ParkLife were previously involved with planting projects in Kingsbridge.

13.04 It was noted that the South Hams Energy Assembly is due to take place on 18th October 9.30am – 3.30pm at Kingsbridge Community College.

13.05 The rewilding areas at Embankment Road Cemetery will be mowed in the next two weeks, left on the ground to seed and the thatch will be collected approximately two weeks later.
Cyclamen is growing around the edges, Cllr Price will speak with our contractor.

Additional works due to take place include the pollarding of a Holm Oak in early 2026. Rabbit/mole management and grass maintenance continues as previously approved.

The Men's Shed are collaborating with us to produce re-wilding signage for the area.

13.06 Following a review of the Cattle Market Car Park it was agreed that additional planting of trees would significantly enhance the area. Initial thoughts are for planting in the hatched areas around the car park and in the vacant triangles to the rear of the bus bays, consideration could also be given to the grass verge at the south side. Cllr Price to finalise the initial plan for further review prior to submission to SHDC.

25/14 **TRANSPORT**

14.01 It was **RECOMMENDED** to approve the two free days of parking in December as Saturday 13th and Saturday 20th.

There was an option to pay for a third day at a cost of £1,520, it was agreed to not to offer a third day of free parking in 2025, preferring instead to consider how to make this a cost neutral option for dates in 2026.

14.02 Members **RECOMMEND** approval of an agreement with South Hams District Council to supply four bicycle hoops subject to the Town Council arranging installation.

14.03 Consideration was given to reduce speeding in the town, this would include, but is not limited to Church Street, Embankment Road, Stentiford Hill and West Alvington Hill.
A 20mph speed limit could be requested of Devon County Council, however, Kingsbridge Town Council would be expected to pay for implementation of any changes.
Speed Indicator Devices (SID's) were discussed, one option would be signage that alternates between showing your speed and a smiley/sad face. Locations would need to be agreed, it would be particularly useful if any new signs could be attached to existing poles/lampposts. Initial investigations have found a suitable machine that is solar powered with battery backup and provides bi-directional traffic statistics available for approximately £2,400 per unit plus VAT.
Our Highways Officer and the local police will be contacted for their recommendations and feedback.
It was **RECOMMENDED** that this proposal be taken to Full Council for further consideration.

14.04 Consideration was given to the timings of operation of the Fore Street Disabled bays and the impact of extending those timings. Current timings are Mon – Sat 8.30am – 6pm 1 hour, no return within 1 hour. Outside of these hours, the priority is the provision of parking areas to be used by the residents of Fore Street, the provision of 24 hour disabled parking would displace those residents who rely on parking in the evening. It was **RECOMMENDED** not to request any adjustment to the existing parking restrictions.

25/15 FINANCE

15.01 Budgetary requirements were discussed for the 26/27 period, initial thoughts include funding for SID's and tree management/planting schemes.

25/16 DATE OF NEXT MEETING - 6.30 p.m. on Tuesday 24th February 2026 (if required).

The meeting closed at 8.26 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.

APPENDIX A:



Climate and Nature Emergency (CANE) Action Plan 2025-2028

In declaring a Climate and Nature Emergency in March 2020, Kingsbridge Town Council (KTC) agreed that it should prepare and look to deliver an action plan targeting low carbon energy use including renewables on key buildings, more nature focussed planting of flowers and trees, appropriate planning policy developments, electric vehicle use, promotion of energy saving, local produce and business as well as household action with art action support.

Much progress has been made and this is summarised in Appendix 1 which also includes a degree of looking ahead to 2028 and beyond.

In the light of the above and bearing in mind the experiences of delivery to date, because such things take time, the following is suggested as action that KTC should look to see delivered over the financial years 2025/26, 2026/27 and 2027/28 working with others e.g. DCC, SHDC, KIB, KCA, KASG, SSH, SDCE, WAK and FOSKE as appropriate.

1. Low Carbon Energy Generation and Use

- PV panels on Quayside Leisure Centre's extensive roof area scheduled for, and expected to be delivered in, 2025/26 is supported.
- Encourage KCC to consider/deliver PV on its extensive available roof area.
- Consider KTC's approach to its energy contract beyond the existing 24 month contract's end date of 30 June 2026 with Octopus Energy.
- Promote PV/Heat Pump event(s) in Kingsbridge for area households/businesses working with KCA/KASG.

2. Tackling Fuel Poverty/Energy Use Reduction

- Continue to promote/support local take up of national energy related schemes e.g. to improve home insulation/reduce household energy costs working with others e.g. DCC, SHDC, KCA, SDCE, KASG and SDCE as appropriate.
- Continue to promote KTC's Thermal Imaging Camera hire scheme to households/businesses in order to identify heat loss/cold ingress issues with their properties and look to provide simple guidance on its use.

3. Low Carbon Transport

- Continue to monitor schemes that provide public access to an hourly rentable electric car(s) to increase EV use/experience and provide an alternative to additional, potentially fossil-fuelled, and car purchasing/ ownership.
- Continue to seek delivery of a Kingsbridge-Salcombe off-road footpath/cycle/multi-use track with potential associated electric bike hire facilities at each end.
- Consider how KTC working with others can support the take-up of electric powered boats instead of fossil-fuel powered boats working with SHDC/local suppliers.

4. Tree Planting

- Continue to identify potential for, and enable delivery of, additional trees within and around the town recognising their carbon capture, temperature and flood management, wildlife/nature recovery and visual amenity roles.
- Explore and look to deliver further tree planting at Wallingford Road and Rack Park amenity spaces to enhance the community orchards.
- Explore the introduction of tree planting at Cattle Market Car Park at the intersection of car parking spaces, cross-hatched areas and around the perimeter to provide carbon capture and shade.
- Explore also the introduction of tree planting in fields to the south of Darky Lane to provide carbon capture and act as a buffer strip to aid flood management and limit the town's drainage system impact.

5. Other Nature Protection and Recovery Promotion

- Continue to support groups FOSKE, KCA, KIB, WAK and others with their nature/wildlife supporting projects and promotion of the value of such to households and businesses.
- Identify the potential for additional nature/wildlife recovery across the town e.g. using DCC/SHDC/KTC managed green spaces and through engagement with others in respect of their land e.g. further 'living churchyards' work.
- Monitor the 2 year trial of wildflower/no-mow areas at Embankment Road Cemetery.
- Continue to work with SHDC on a nature friendly re-invention of the pond in the Recreation Ground and its link with the estuary.
- Continue to work with key partners/experts on ensuring the environmental health of the estuary and its special habitats/species (e.g. sea grass, Sargasso eels) through delivering the best possible management of effluent/discharges/litter and supporting the improvement of related habitats.
- Continue engagement with FOSKE and BLUEprint projects in pursuit of a cleaner estuary and its tributary streams.

6. Repair/Share/Re-Use/Other Action

- Support KCA and partners, as appropriate, with their ongoing delivery of the Repair Café and Share Shed operations.
- Recognise as and when the re-use importance (and therefore Climate and Nature value) of charity shops and of other retailers/businesses minimising their own and wider Climate and Nature impacts.

Acronyms:

KTC	Kingsbridge Town Council
DCC	Devon County Council
SHDC	South Hams District Council
KIB	Kingsbridge in Bloom
KCA	Kingsbridge Climate Action
KCC	Kingsbridge Community College
KASG	Kingsbridge Area Sustainability Group
SSH	Sustainable South Hams
SDCE	South Dartmoor Community Energy
WAK	Wild about Kingsbridge
FOSKE	Friends of the Salcombe-Kingsbridge Estuary

Appendix 1 - Kingsbridge CANE Actions to March 2025

1. Kingsbridge Town Council/South Hams District Council (KTC/SHDC)

- KTC declared a Climate and Nature Emergency in March 2020.
- Community Orchard planting at Rack Park amenity space (37 mixed fruit trees) and Wallingford Road play area (25 mixed fruit trees).
- Tree planting via a successful joint SHDC/KTC Urban Tree Challenge Fund bid at Duncombe Park, Recreation Ground, Embankment Road Cemetery and Trebblepark/Homelands amenity spaces (75 mixed trees in total).
- Public Electric Vehicle Charging Points operational at:
 - Tesco Car Park x 4
 - Quay Car Park x 2
 - Fore Street Car Park x 2
 - Duncombe Street Car Park x 2
 - Lower Union Road Car Park x 2.
- PV on Quayside Leisure Centre scheduled summer 2025.
- Council Offices at Quay House using 100% renewable generated electricity for heating, lighting etc.
- SHDC nature friendly greenspace management, biodiversity action plan etc.
- KTC was the South Hams local council representative for the Bioregional Learning Centre journey June 2024.
- KTC ongoing engagement with South West Water regarding flooding and sewage issues and action required. This is a specific and significant resilience issue for Kingsbridge. Wide ranging action potential to include a major flood mitigation scheme and upstream action.

2. Kingsbridge Climate Action (KCA)

- Design, printing and distribution to all Kingsbridge households of the Greenpeace booklet '101 Ordinary Ways to Make an Extraordinary Difference'.
- Regular Repair Café established (with SHDC financial support).
- Regular Share Shed visits established.
- Distribution of home energy saving support postcards to 300+ lowest energy performance rated dwellings. Designed by KCA/SDCE, printing funded by KTC, delivery by KCA and subsequent support work by SDCE.
- Maintaining a significant Facebook and Instagram presence with 699 and 838 followers respectively in 2025.
- Successful Kingsbridge Nature Festival 2023 during Great Big Green Week and plans for another festival in 2026.
- Production and distribution of the booklet "Salcombe-Kingsbridge Estuary – Aspects of its Well-Being".
- Kingsbridge Trees Around The World Crowdfunder project enabling the commissioning of the planting of 1,500 trees around the world.

3. Kingsbridge In Bloom (KIB)

- Addressing climate change and enhancing environmental sustainability are at the forefront of the group's planning and horticultural work with a commitment to reduce environmental impact, improve biodiversity and adapt to the changing climate.

- A significant shift towards perennial planting which reduces the need for annual replanting, minimises soil disturbance and enhances carbon capture.
- Key locations are Town Square, Embankment/head of the estuary, Recreation Ground, Fore Street and Duncombe Park.
- All plants are sourced from local nurseries to reduce transportation emissions and support the local green economy. Said nurseries are prioritised that use peat-free compost aligning with sustainable growing practices.
- An increasing number of volunteers grown and propagate plants in their own gardens thereby reducing reliance on commercial sources and promoting community involvement.
- The group has transitioned to using organic fertilisers which avoid chemical run-off and improve soil health.
- Drought resistant species are favoured which require less watering and are more robust in extreme weather conditions.
- Water butts have been installed to capture rainwater at key sites including Recreation Ground, Town Square, 'little train' station and Primrose Railway space.
- Insect hotels have been installed in the Recreation Ground to provide vital shelter for pollinators and other beneficial insects supporting ecosystem health and biodiversity.
- It is planned to replace 'pyramid planters' in the Town Square with larger boxes planted with drought resistant perennials. Additional rainwater butts will be installed at new locations such as Quay House. A new wildflower meadow is planned for Cookworthy Road in partnership with a local nursery.
- Through proactive and practical measures, Kingsbridge In Bloom is proud to be playing a vital role in the town's response to the climate crisis with an approach which combines environmental stewardship, local engagement and long-term planning.
- With initiatives such as insect hotels, drought resistant planting and community propagation the group is creating a greener, more diverse and climate resilient Kingsbridge.

4. Wild About Kingsbridge (WAK)

- Wildflower areas management to the rear of Devon Square (DCC asset) and on grass banks in Quay Car Park and the Recreation Ground (SHDC assets).
- WAK Facebook page which provides very regular news, stories and updates with 969 public group members.

5. Kingsbridge Area Sustainability Group (KASG)

- Successful Kingsbridge Energy Fair 2023.
- Planning for the successful Kingsbridge Go Electric event May 2025.
- Opportunity noted to learn about use of Thermal Imaging Cameras to identify household heat loss/cold ingress issues - on-line training video available.
- Discussion about latest solar PV/battery storage costs and returns on investment (ROIs). South Milton had held an event which generated considerable interest (33 households and farmers attended).
- Clear potential value of hosting a home energy focused event (talks e.g. on options, costs, ROIs, plus time/space for individual discussions) in Kingsbridge.

6. Friends of the Salcombe-Kingsbridge Estuary (FOSKE)

- Group established in 2024 to monitor and seek improvements to the condition of and access to the estuary (a designated SSSI).
- KTC grant awarded in 2025 to support its monitoring work.

7. BLUEprint Project

- Engagement with this project looking to work with farmers around the Avon, Gara/Slapton Ley and the Salcombe Kingsbridge Estuary to support the reduction in pollution of these water bodies.

Town Clerks Report
14th October 2025

1. South Hams Community Action has closed, and West Devon CVS have been tasked with picking up some of the support work for the voluntary, community and social enterprise sector in parts of the South Hams. They can offer one to one help and advice to groups around organisational development, volunteering and funding, bring the sector together to exchange information and identify needs in local communities.
To this end, they have re-started the Kingsbridge District Caring Alliance in order to meet groups and activists and learn more about the work and activities that are going on in this part of the South Hams.
If you would like to receive information about future Caring Alliance meetings, learning opportunities, funding and general newsletters please email southhamsvcs@outlook.com
2. An updated procedure has been put in place re the booking of weddings at Quay House.
3. A reminder is due to be issued to all local organisations intending to display a banner across Fore Street, advising them to seek the necessary permission from Devon County Council.
4. The Kingsbridge Show recently communicated thanks to the Members for the grant aid provided to them for 2025. The sponsorship was used towards the shuttle bus service to and from the town to the showground. This service is greatly appreciated as it is a vital link allowing members of the public who cannot drive to have access to the event.
5. NatWest have recently been reviewing their mobile banking times/dates, we are pleased to confirm they will continue to offer the mobile bank service as per the current arrangement, on Mondays at 13:45 – 14:30.
6. Sandbags are available for local residents of Kingsbridge who may be impacted by flooding. These can be obtained by contacting Town Council Reception between 9.30am and 1pm, Monday to Friday. Sandbags are offered at no cost, evidence of residence or the business premises may be requested (i.e. driving license).
7. We have requested a meeting with Rebecca McKee, Food and Agriculture Officer re the Town Markets, available grant funding and the details of what has been awarded to date and the eligibility requirements for further funding. To date, no response has been received.

8. South Hams District Council We are looking to identify potential land for future housing and economic development in our area.

This is a crucial part of preparation for the new South Hams and West Devon Joint Local Plan where they identify land that can make a positive contribution to delivering sustainable development to meet the current and future needs of communities. You are invited to submit any land you believe may be suitable for future development, including:

- Housing sites: Open market led and exception sites, from minor to strategic scale.
- Economic
- Gypsy & Traveller sites

Submission Deadline: Please submit your site by 5 p.m. on Friday 5 December.

Site Criteria: Sites must generally be at least 0.25 hectares or capable of supporting 5+ dwellings or 100+ sqm of employment floorspace.

Please submit your suggestions via the following website:

<https://cfs.plymouth-swdevon.urbanintelligence.co.uk/>

9. Devon County Council (South Hams HATOC) (Traffic Regulation) Amendment Order 2025 – 6140

Devon County Council made this on 24th September to come into force 8th October to introduce in **KINGSBRIDGE: No Waiting At Any Time on specified lengths of Allotment Gardens, Lower Union Road, Mill Street, The Quay and Wallingford Road; The proposals for No Loading At Any Time is not being progressed on Ilbert Road, Prince Of Wales Road and The Quay;**

Where appropriate there are the usual exemptions including those in relation to picking up/setting down passengers, loading/unloading goods and disabled persons vehicles.

The order and related documents may be seen at <https://devon.cc/lwrptranche1>

Free bookable computer use is available during the opening hours of Devon Libraries. Documents are also available to view during normal office hours at the County Hall, Topsham Road, Exeter EX2 4QD.

If you wish to question the validity of the order or any of its provisions because it or they are not within the powers conferred by the Road Traffic Regulation Act 1984 or that any requirement of that Act or any instrument made under it has not been complied with, you may within 6 weeks from the date on which the order was made apply to the High Court for this purpose.

2nd October 2025

reference imr/DEV001/1099 | website reference 6140

10. The Devon Local Nature Recovery Strategy – have your say!

The draft Devon LNRS has been published by Devon County Council, and it's open for consultation until 5 November.

The strategy has been developed over the last 2 years through a process involving discussions with stakeholder organisations and wildlife experts, information gathering and mapping. You can now access the draft strategy via a dedicated [website](#) and from this you can access the interactive map viewer and consultation feedback form.

Please take a look at these and let Devon County Council know what you think.

There are lots of ways to provide feedback:

- Fill out the online survey form on the website.
- Look out for local in-person events where the LNRS is being discussed – partner organisations are rolling these out across the county during October and a programme of dates will be published on the website.
- Join us online at a freshwater (& estuaries) -focused webinar on **20 October at 6pm** to hear freshwater (and an estuarine) organisations talk about what the LNRS means for them and ask the panel questions. Further information and sign-up details [here](#).
 - How SWW will use the LNRS – David Smith (South West Water)
 - The LNRS in Planning – Shaun Pritchard (Environment Agency)
 - The salty interface - Estuaries - Eleanor Ward (Devon County Council)
 - Full Restoration Rivers – Julian Payne (Westcountry Rivers Trust)

The Devon LNRS provides a wealth of information about Devon's special species and habitats, their condition, the pressures on them, and actions to secure their conservation and / or recovery that individuals, communities, landowners and managers can take. Action for wildlife will be beneficial across all of Devon, but the LNRS also identifies "Opportunity Areas" where targeted actions will be of greatest benefit. Using the "Near Me" mapping tool allows you to see the Opportunity Areas that have been identified in your area and the actions that you could take to support nature recovery.

The LNRS is entirely voluntary and is intended as a guide to help focus action. These strategies are being developed across the whole of England and are intended to help channel funding opportunities in the future.

11. St Luke's Guiding Lights Roaming Exhibition during summer 2026:

The vision for the exhibition is for 10 lighthouses to tour together collectively, allowing the public to view them at indoor venues across outreach areas. Each small sculpture will feature a unique design created by a local artist, be sponsored by a

local business, and offer interactive unlockable content available via their Guiding Lights app.

Harbour House Gallery will host 5 of the 10 miniature roaming lighthouses in their café garden, Velarde Gallery have agreed to host two sculptures in their gallery shop window and the Kingsbridge Library will host the remaining three lighthouses from Monday 20th July to Sunday 2nd August 2026.

12.



SOUTH HAMS ENERGY ASSEMBLY

*A gathering to connect, support and inspire
action for more energy-resilient
communities*

TALKS DISCUSSION
EXHIBITION NETWORKING
WORKSHOPS TASTY LUNCH

*All welcome - community groups, councillors,
businesses, and individuals.*

DATE

Saturday 18th
October

TIME

9:30 am
3:30 pm

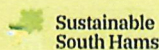
PLACE

Kingsbridge
Community
College

ENQUIRIES & BOOKING



ruthlw@sussh.org
bit.ly/energy-assembly



Kingsbridge Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
233 51 QH Utilities	09/09/2025		Barclays Current		Electricity - Garage	Octopus Energy	L	24.49	1.22	25.71
234 51 QH Utilities	09/09/2025		Barclays Current		Electricity Quay House	Octopus Energy	L	49.55	2.48	52.03
235 51 QH Utilities	09/09/2025		Barclays Current		Electricity - Bandstand	Octopus Energy	L	18.30	0.92	19.22
236 245 Bunting	29/09/2025		Barclays Current		Union flag	Hampshire Flag Company	S	58.68	11.74	70.42
237 53 QH Grounds Maintenance	29/09/2025		Barclays Current	Monthly Contract	Grounds Maintenance Contract	Greenspace	X	50.00		50.00
237 81 Cemetery Grounds Mainten	29/09/2025		Barclays Current	Monthly Contract	Grounds Maintenance Contract	Greenspace	X	405.00		405.00
238 244 Christmas Lights	29/09/2025		Barclays Current		Christmas Lights - cable ties	Electric Center	S	32.37	6.47	38.84
239 172 Telephones	29/09/2025		Barclays Current		Telephone Charges	Pulse8 Communications Ltd	S	83.85	16.77	100.62
240 171 Stationery & Office Equipr	29/09/2025		Barclays Current		Data shred	Viking	S	120.94	24.19	145.13
241 268 Defibrillator	29/09/2025		Barclays Current		Defibrillator - battery	Imperative Training Limiter	S	300.00	60.00	360.00
242 179 Subscriptions	29/09/2025		Barclays Current		Scribe Annual Software Licence	Starboard Systems Limited	S	777.60	155.52	933.12
243 174 Computer Equip/maintena	29/09/2025		Barclays Current		Computer Equipment - hard dri	Actionwest Business Syster	S	417.92	83.58	501.50
244 30 Bank Interest/Charges	29/09/2025		Barclays Current		Bank Fees	Barclays	X	8.50		8.50
245 93 Cemetery Maintenance & M	29/09/2025		Barclays Current		Cemetery - gates painting	Mark David Design	Z	640.00		640.00
246 179 Subscriptions	29/09/2025		Barclays Current		Expenses - Microsoft Office 365	Harrod, Mrs. Katharine	Z	104.99		104.99
247 279 Flood Resilience/Winter W	29/09/2025		Barclays Current		QH - garage & resilience store	Palladium Building Supplies	S	17.99	3.60	21.59
248 279 Flood Resilience/Winter W	29/09/2025		Barclays Current		QH - garage & resilience store	Beacon Electrical	S	3.32	0.66	3.98
249 54 QH Sundries	29/09/2025		Barclays Current		QH - Various Sundries	Brock, Mrs Charlotte	X	16.99		16.99
249 279 Flood Resilience/Winter W	29/09/2025		Barclays Current		QH - Various Sundries	Brock, Mrs Charlotte	X	5.99		5.99
249 183 Legal Fees	29/09/2025		Barclays Current		QH - Various Sundries	Brock, Mrs Charlotte	X	21.00		21.00
250 220 Salaries/PAYE	29/09/2025		Barclays Current		Salary	Teignbridge District Council	X	3,000.95		3,000.95
250 222 Pensions	29/09/2025		Barclays Current		Salary	Teignbridge District Council	X	1,151.82		1,151.82
250 221 NI/PAYE	29/09/2025		Barclays Current		Salary	Teignbridge District Council	X	598.71		598.71
251 60 QH Rent (Quarterly/monthl	09/10/2025		Barclays Current	Deposit Refund	Deposit Refund Rm 8 Sean Mcd	First Peninsula Marine	X	100.00		100.00
252 266 Street Furniture & Parks M	09/10/2025		Barclays Current		Recreation Ground - Compost f	Environment Agency	X	268.00		268.00
253 263 CCTV	09/10/2025		Barclays Current		CCTV - Annual Maintenance Co	Sound & Visual Systems Ltd	S	991.00	198.20	1,189.20
254 54 QH Sundries	09/10/2025		Barclays Current		QH - cleaning	Sally Hawkes Cleaning	X	185.00		185.00
255 54 QH Sundries	09/10/2025		Barclays Current		QH - Towel Rental	Johnsons Workwear	S	14.80	2.96	17.76
256 262 Trim Trail	09/10/2025		Barclays Current		Trim Trail - QH grounds annual	SHDC	S	243.00	48.60	291.60
257 173 Postage	09/10/2025		Barclays Current		Postage Stamps	SHDC	X	6.96		6.96
258 171 Stationery & Office Equipr	09/10/2025		Barclays Current		Expenses - Stationery	Viking	S	86.03	17.21	103.24
259 183 Legal Fees	09/10/2025		Barclays Current		Expenses - Land Registry searc	Brock, Mrs Charlotte	X	7.00		7.00
260 61 QH Rent (Casual)	09/10/2025		Barclays Current		Refund - DCC Duplicated Paym	DCC Registrar	X	2,000.00		2,000.00

Kingsbridge Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Total								11,810.75	634.12	12,444.87

Prepared by: R Harwood Clerk / LFO Date: 9.10.2025

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role