

KINGSBRIDGE TOWN COUNCIL
PROPERTY & RECREATION
NOTICE OF THE NEXT MEETING

Venue: Town Clerk's Office, Quay House, Kingsbridge
Date: Tuesday, 21st October 2025
Time: 6.30pm

Councillors, I hereby give you notice that the next meeting of the Planning Committee will be held at the venue, date and time above.

All members of the committee 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 committee cc: District Cllrs Jackson & O'Callaghan.

BUSINESS TO BE TRANSACTED

25/10 TO RECEIVE APOLOGIES FOR ABSENCE

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

Public Open Forum: (allocated time not longer than 10 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 committee is only allowed to make recommendations 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.

25/11 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.

25/12 MINUTES OF PREVIOUS MEETING

To receive the minutes of the Property & Recreation Committee held on **Paper 1**
29th July 2025.

25/13 TOWN COUNCIL ASSETS

1. Planned maintenance schedule update for financial year 2025-26.
2. To note a communication from Devon & Somerset Fire & Rescue Service re the changes to response to automatic fire alarms from 4th November.
3. To consider a request from Kingsbridge in Bloom to replace the planted pyramids on the Town Square and to note their plans regarding the petal shaped planters on the Cookworthy Road roundabout.
4. To receive further information regarding the six overnight storage heaters.
5. To consider replacement of the current fire panel at a cost of £1,536.14
6. To note the insurance renewal September 2025.
7. Street furniture (and parks) maintenance. To consider the adoption of a Memorial Bench Policy. **Paper 2**
8. To consider options for benches to be added to the extremities of town, in particular on Cookworthy Road on the walk to the doctor's surgery and South Hams Hospital

9. Ongoing: pothole repairs in residential streets; introduction of CCTV to Fore Street; repairs to headstones; introduction of wild flower areas and terrace planting at Embankment Road Cemetery.
10. Budgetary requirements for assets in the next financial year 2026/27 (*to be considered by the Finance Committee on 24 November 2025*).

25/14 ASSOCIATED ASSETS – PROJECTED WORKS AND MAINTENANCE

1. To receive an update re Highways grass verge cuts, weed spraying and vegetation clearance.

25/15 OPEN SPACE SPORT & RECREATION (OSSR) & ASSOCIATED MATTERS

1. To approve the updated Open Space & Recreation 2018-28 document.
2. To receive confirmation of the Play Area Agreement Renewal at £243 per annum, effective 1st September 2025.
3. To receive proposals from Cllr Edmonds re the Memorial Shelter project.
4. To consider budgetary requirements for OSSR projects in the next financial year 2026/27 (*to be considered by the Finance Committee on 24 November 2025*).

25/16 ANY FURTHER CURRENT MATTERS

1. To receive a verbal report from the Town Clerk covering actions taken since the July meeting.
2. To agree actions for the Town Square working party.
3. To give Members the opportunity to debate other current matters/concerns (for discussion only).

25/17 DATE OF NEXT MEETING

6.30 p.m. on Tuesday 27th January 2026

Katharine Harrod

Katharine Harrod
Town Clerk
15th October 2025

Distribution: Town Mayor, Deputy Town Mayor, Cllr Anne Balkwill, Cllr Martina Edmonds, Cllr Mike Jennings, Cllr Mel Rollinson, Cllr Lorna Yabsley, Cllr Julie Taylor, Town Clerk, Noticeboards, Website, Facebook, Property & Recreation Committee file.

PLEASE NOTE:

Depending on the number of attendees, this meeting may have to adjourn to Council Chambers on the first floor. 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.

Kingsbridge Town Council (KTC)

**MINUTES OF A MEETING OF THE PROPERTY & RECREATION COMMITTEE
HELD IN THE COUNCIL CHAMBER, QUAY HOUSE,
AT 6.30 P.M. ON TUESDAY 29 JULY 2025**

Present: Cllr Mike Jennings (Chairman)
Cllr Anne Balkwill
Cllr Graham Price
Cllr Mel Rollinson
Cllr Julie Taylor
Cllr Lorna Yabsley

In Attendance: Katharine Harrod, Town Clerk
Martin Johnson, Secretary

25/01 ELECTION OF CHAIRMAN

Cllr Jennings was elected as Chairman of the Property and Recreation Committee for mayoral year 2025-26.

25/02 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Martina Edmonds and Cllr Julia Wingate.

Public Open Forum – No public present

25/03 DECLARATIONS OF INTEREST - None.

25/04 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Property & Recreation Committee held on 29th April 2025 which were approved as a correct record.

25/05 TOWN COUNCIL ASSETS – UPDATES

5.1 Councillors reviewed the planned 2025-26 maintenance schedule. A query was raised regarding a recent incident that resulted in the security alarm being set off. This was due to an unusual set of circumstances and will not occur again.

5.2 Maintenance budget for financial year 2025/26 to include Quay House front elevation re-pointing and garage/store doors repainting in hand - a sample of mortar will be obtained and forwarded to Cornish Lime to ensure a match on the colouring; Embankment Road Cemetery pollarding of Holm Oak T13 and repainting of gates x 3; festoon lighting posts' repainting

5.3 It was confirmed that the Insurance Review for renewal September 2025 had taken place that morning with increases being made to the Fidelity Insurance as per the recommendation of the Internal Auditor. Following receipt of an updated valuation the replacement cost of the War Memorial was increased to £65,450. We await renewal documentation from the broker.

5.4 Crossword Update: The crossword puzzles and table tennis table will be available Monday to Friday 9am – 1pm until Friday 5th September 25.

5.5 Quay House – fire risk assessment 14 April 2025, recommendations are in hand and continue to be worked on, a further update to be provided at the next meeting.

5.6 Quay House – replacement of remaining 6 in number night storage heaters. Located: 4 in Chambers, 1 in the hallway and 1 in room 7. The cost of removal is estimated to be between £4.5k to £6k. It was **RECOMMENDED** to put removal of the heaters on hold until a future date.

5.7 Garage soffit repairs - there is a hole in the eaves in the garage store. Councillors **RECOMMENDED** to approve repairs as a matter of urgency.

5.8 Embankment festoon lights are due to be painted this summer, faulty lamps have already been replaced. Bulb cleaning has been deferred until 2026/27 due to financial restraints. The end pole is in need of a brace to ensure it does not fail, Councillors **RECOMMENDED** to proceed with this as it is considered essential works for safety reasons. A note will be kept on file regarding bulb replacement– if all lights need to be replaced at the same time, consideration will be given to replacing with a warmer colour light.

5.9 Street furniture (and parks) maintenance, the budget for the year has already been met, however there was a £750 underspend on the two Highfield Drive seats and no seating installed on Redford Way, leaving approximately £700 in the budget for the remainder of the period.

Councillors **RECOMMENDED** that options to offer dedicated seats will be considered. It was requested that future benches are recycled black plastic.

Councillors noted that there was a lack of seating on the Town Square during Fair Week, following discussion it was **RECOMMENDED** to approve a working party to bring forward ideas including seating being sited around the trees.

5.10 Completed: Benches Oiled Duncombe park/Recreation Ground/Knowle Close & West Alvington Hill, Trim trail/outdoor exercise equipment repainted, additional CCTV in the Recreation Ground; Quay House stairwell repairs; tree surgery at Treblepark allotments; new seating in Highfield Drive; town centre bunting; new grounds maintenance contract and Quay House repairs to east elevation roof.

5.11 Ongoing: pothole repairs in residential streets; introduction of CCTV to Fore Street; repairs to headstones; introduction of wild flower areas and terrace planting at Embankment Road Cemetery.

25/06 ASSOCIATED ASSETS – PROJECTED WORKS AND MAINTENANCE

6.1 The Recreation Ground has been successful in retaining its Green Flag Award for 2025-26. Feedback received included recommendations to secure a new tenant for the café, enhance the Derby Road entrance with a noticeboard, consideration to be given to the Eel project which could be highlighted and used as an environmental good news story and to continue to work with all stakeholders on

the site to ensure the continued blending together of the whole park. A photoshoot is due to take place on 30th July 2025.

6.2 Highways grass verge cuts, weed spraying and vegetation clearance: Works continue in line with the budget.

6.3 The lower element of the “Welcome to Kingsbridge” highways entrance signs for the town have now been removed. Councillors **RECOMMENDED** that replacement signage be deferred to the next financial year. It was noted that Baker estates have previously agreed to provide a donation towards replacement signs following damage to the sign on West Alvington Hill.

6.4 Councillors discussed repainting the Fore Street Bollards on the East side. It was **RECOMMENDED** to add this to the 2026-27 financial budget.

25/07 OPEN SPACE, SPORT & RECREATION (OSSR)

7.1 The Kingsbridge Open Space & Recreation 2018-28 has now been updated and a copy will be forwarded to Members for final review.

7.2 The proposals for installation of a pump track at the Recreation Ground are due to be discussed by South Hams District Council at the meeting of their Executive Committee on 18th September 2025.

7.3 Skatepark – a meeting has taken place regarding proposed floodlighting at the site, the Skatepark Committee will now commence the preparation for a planning application.

7.4 Recreation Ground Café – update regarding toilet facilities. Kingsbridge Town Council have met with various representatives on site and have been unable to obtain any assurance that the facility will be available for use prior to the café reopening.

7.5 Future of the Recreation Ground Pond – feedback was received three weeks ago from the South Hams District Council Green Space Project Officer, Tim Pollard who is working in conjunction with Parklife South West and a local environment stating that a plan for the cleaning of the pond would be issued to us in due course. This will be followed up.

7.6 Bicycle storage (agreed full council 8 July 2025) at Bowcombe amenity space and the Skatepark (in lieu of secure bicycle storage), two sites have been proposed to South Hams District Council, they are due to be reviewed and approved during week commencing 4th August 2025.

7.7 Passageways arts project: Positive feedback has been received from the Landowners at both Coronet Place and Kings Arms Passage. We await a response from the Landowner at White Hart passage, this will be followed up.

7.8 Projects budget for financial year 2025/26: £55,000 pump track; £15,000 Ropewalk/Tumbly Hill/Duncombe Street lighting (subject to Tumbly Hill review) and £5,000 Memorial Shelter refit.

7.9 Waverley Road planters – retrospective approval was received from Devon County Council 17 July 2025. A meeting was held earlier today to ensure that the deadline for works (1st September 2025) would be adhered to – good progress is being made.

7.10 Cllr Price is due to meet with our contractor to agree the tidying and maintenance of the Knowle House Close tree copse. This will then be added to the maintenance lists to ensure it remains in good condition.

7.11 Results have been received re the Kingsbridge Community College survey. Details will be shared and included with the Kingsbridge Community Economic Plan considerations.

25/08 ANY FURTHER CURRENT MATTERS:

8.1 The following works have been identified during the handover between the Clerks: Add external signage for the defibrillator, repaint gates adjacent to Age Concern, replace the missing walkway sign by Tesco, cut back vegetation blocking signage that identifies the route to Fore Street, works are required to the picnic benches at St Edmunds, a Fore Street Car Park bollard requires visibility flashing and at Quay House there is an issue with water pooling between the band stand and trim trail during inclement weather.

8.2 Cllr Yabsley queried the number of wedding bookings for the year. We budget for 40 per annum. It was agreed that some research is required to ascertain how we can best increase the number of bookings taken, this would include improved promotion, replacing the chairs in the room, and comparing other local offerings.

8.3 Cllr Price raised the issue of Lock's Hill which is currently in the hands of receivers. A letter will be sent to the receivers asking for sales information including an indication of asking price. A check will also be made on the safety and effectiveness of the security fencing.

8.4 Councillors had received a number of noise complaints for the musical entertainment on the first Saturday of Fair Week. It was also noted that the littering around the area was particularly bad. It was **RECOMMENDED** that Kingsbridge Town Council liaise with the Fair Week Committee for 2026.

25/09 DATE OF NEXT MEETING - 6.30 p.m. on Tuesday 21st October 2025
The meeting closed at 8.25 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.

Below photo to be updated to approved type



DRAFT MEMORIAL BENCHES POLICY

Version ID:	Description of Change:	Version Sponsor:	Policy Owner:	Creation Date:	Approval Date:	Next Review Date
0.1	Initial Draft	Town Clerk	KTC	07/08/2025		May 2026

SCOPE OF THE POLICY

- 1.1 When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.
- 1.2 Kingsbridge Town Council is fortunate enough to have beautiful scenery across the area. This policy sets out how we approve memorial benches; who is responsible for their upkeep; and what is expected from the donor and the Council.
- 1.3 The Council will always endeavour to be respectful, sympathetic, and fair towards those donating benches; to balance the needs of users; and to maintain the high quality expected of us.

WHAT AND WHO IS COVERED BY THE POLICY

- 2.1 The policy covers any memorial bench, placed within the boundaries of Kingsbridge and is relevant to anyone who has commissioned or is thinking of commissioning a memorial bench.
- 2.2 Kingsbridge Town Council areas for the siting of benches include:
.....

LEGAL FRAMEWORK

- 3.1 The siting of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, the Town Council can only approve memorials on Council-owned land or as part of a replacement program of old town benches. The Council may support additional applications for benches placed on the public highway, but permission is required from the local highways authority, Devon County Council.
- 3.2 Generally speaking, installing benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Town Council is unable to install benches for such reasons.
- 3.3 Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable if it may attract antisocial behaviour.
- 3.4 When the Council agrees to install a bench, it is bought by the friends and family and donated to the Council. The bench then becomes the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.

POLICY STATEMENT

Determining requests

- 4.1 Enquiries for a memorial bench or tree should be made by email to clerk@kingsbridge.gov.uk. The requests will be determined by the Councillors at the next Property and Recreation Committee meeting.
- 4.2 The Council will endeavour to accommodate any reasonable requests. Requests may not be able to be fulfilled if the location is suitable due to the risk of vandalism, antisocial behaviour, over-population of benches, or any other material factors.
- 4.3 Only benches suitable, in-keeping to the immediate surrounds, and benches of a robust design will be considered. The Councils preference is for recycled plastic benches as they are long lasting, easier to maintain and fit in with the existing street scene.
- 4.4 The Council only accepts plaques, not engraved inscriptions.
- 4.5 The exact location of the bench will be agreed during a site visit with a member of the Council or the Town Clerk.
- 4.6 Where an existing bench is in poor condition, the Council and donor may agree to install a memorial bench in its place, the full cost of which shall be met by the donor as detailed below.
- 4.7 Memorial benches will only be considered from people that can demonstrate a close tie with the person being commemorated. The Council reserves the right to refuse a memorial bench should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

Costs

- 5.1 The cost of the bench will include any plaques, delivery, and installation costs (e.g. fixings, paving or base around the bench). All costs provided will be inclusive of VAT (as the Council is unable to reclaim VAT on these donations).
- 5.2 A further one-off surcharge of 20% will be added on top of the cost for the continuing and future maintenance of the bench.

Installing

- 5.3 The arrangements for ordering and installing the bench will usually be made directly by the Council, once a specification has been agreed with the donor, and once the financial donation has been made.
- 5.4 No scattering of ashes of humans or pets at any site will be permitted.

Plaques

- 6.1 Commemorative plaques can be affixed to a memorial bench, subject to agreeing a size, wording, and specification with the Council.
- 6.2 Commemorative plaques may be affixed to existing benches, where there is no other visible sign of it being a memorial bench. The fee for this will be the cost of the plaque and installation, plus 50% of the estimated cost of a like-for-like replacement bench.
- 6.3 Commemorative plaques may be assigned to existing benches where there are other commemoration plaques. The fee for this will be the cost of the plaque and installation, plus 25% of the estimated cost of a like-for-like replacement bench.
- 6.4 Commemorative plaques added to any bench without permission will be removed.

Maintenance

- 7.1 The Council will only source high quality / durable benches and will endeavour to maintain and care for the memorial bench. However, it cannot guarantee their condition.
- 7.2 Donors should also be aware that benches in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.
- 7.3 The Council shall endeavour to maintain and care for a memorial bench for as long as possible. However, it reserves the right to re-site or remove any bench that it deems to be unsafe, unrepairable, or other reasons.
- 7.4 No placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.
- 7.5 The donor shall not be permitted to undertake any maintenance of the memorial bench without the permission of the Council.