

**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.