

**MINUTES OF A MEETING OF THE PROPERTY & RECREATION COMMITTEE  
HELD IN THE TOWN CLERK'S OFFICE, QUAY HOUSE,  
AT 6.30 P.M. ON TUESDAY 24<sup>th</sup> FEBRUARY 2026**

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

**In Attendance:** Katharine Harrod, Town Clerk  
0 Members of public

**25/18 APOLOGIES FOR ABSENCE:** Cllr Wingate.

**Public Open Forum** – No public present

**25/19 DECLARATIONS OF INTEREST** - Cllr Yabsley declared a pecuniary interest regarding the bench project. Cllr Yabsley remained in the room while the update took place, no resolutions were made regarding this subject.

**25/20 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the Property & Recreation Committee held on 21<sup>st</sup> October 2025 which were approved at Full Council on 11<sup>th</sup> November 2025.

**25/20a The Chairman brought forward items 25/23 2, 3 & 5 detailed below:**

**2. Passageways Project Update, Cllr Yabsley:**

Momentum has been difficult to maintain while exploring options for installing way markers at the entrances to each passageway. Initial concepts met with differing views on planning requirements. Following advice from a South Hams District Council planning officer, it was confirmed that planning permission would be required due to the proximity of listed buildings, placing the original proposal beyond budget. Coronet moths, which inhabit the backway walls, remain a central theme. Revised Proposal, a more achievable alternative package is proposed:

**a. Backway Artwork**

- Paint a canvas-style mural on the Fore Street WC block, telling the story of the backways and adapting the original design with contextual text.
- Add coronet moth motifs to unlisted walls along the backways.
- Introduce a simple painted circle on the ground at each entrance, refreshed every two years.
- Produce an accompanying leaflet to explain the project and encourage engagement.

**b. Quay Toilet Block**

- Develop a new estuary-themed mural, outside the original remit.
- Collaborate with young people to co-design and create the artwork.

**c. Potential for artwork to be added to the War Memorial Shelter**

- Explore opportunities to link with Kingsbridge Wild Spaces, Kingsbridge in Bloom and related groups.
- Note that we may need to review budget considerations.
- The revised approach may require a budget extension.

d. **Community Engagement**

- Encourage residents to take ownership of their local backways.
- Support community planting and stewardship.
- Explore sponsorship options, including “sponsor a moth” with resin-fixed markers.

3. **Memorial Shelter Project, Cllr Edmonds:** In the absence of approval from Guy Pedrick at South Hams District Council, Councillors discussed options for improvement. This included the type of planters required for the front of the property and further conversation regarding the artwork and who should provide it. It was also suggested that part of the shelter could contain historic pictures of the area and/or history of the shelter.

5. **Bench Project Update:**

Benches are due to be placed around three of the trees on the Town Square. Quotes are currently being obtained to make steel galvanised frames which would hold recycled plastic for seating. South Hams District Council are supportive of the venture, it is hoped it could be in place by July.

Councillors **AGREED** to support additional benches in the town at the following locations:

- Top of Ropewalk (Livewest)
- Cookworthy Road, Treblepark turnoff
- Three benches & planters along the Quay

*Cllr Yabsley left the meeting.*

**25/21 TOWN COUNCIL ASSETS**

6. It was **RESOLVED** to approve a formal agreement with Kingsbridge Age Concern @ Kingsbridge Care Hub regarding the use of up to three parking spaces in the Quay House Car Park. This to be effective 1<sup>st</sup> April 2026.
7. It was **RESOLVED** to approve upgrading the CCTV computer at a cost of £902.80 plus the addition of a set up in the reception office linked to the CCTV room to allow control from both positions at a cost of £557.36 (including wiring between the two positions).

It was agreed to retain a log of all time spent obtaining CCTV footage, in addition to the log of footage sent to the Police.

8. An update re the planned maintenance schedule was provided for the end of the 2025/26 financial year and the 2026-27 financial year. This includes:
- Essential works to Quay House including roof, repointing, accessible toilet facilities.
  - Repainting car parking lines and addition of signage at Quay House
  - Replacement CCTV cameras
  - CCTV Installation on Fore Street
  - Bandstand painting
  - Essential tree works at the cemetery and allotment

9. Details of potential new electricity suppliers were presented to the Councillors regarding the renewal of the electricity contract covering Quay House, the garage and the bandstand. It was **AGREED** to undertake a secondary review that excluded the use of a management company.
10. Quay House has recently had an in-house assessment regarding heating requirements. Rooms 1, 2 and 8 all have heaters that are surplus to requirement. It was **RESOLVED** to support decommissioning six overnight storage heaters (including their covers) and replacing them with the three above heaters.
11. The current fire detection system is limited with no detectors in the main offices. A quote has been received to upgrade the system, however, as it is in excess of £5,000, further quotations are required.
12. There is very limited space left in the Embankment Road Cemetery. Once all plots are taken the cemetery will close. There are no plans for Kingsbridge Town Council to obtain land for a new cemetery due to lack of available space and cost. The remaining plots will be assessed for suitability, this will be reported back at the next meeting on 5<sup>th</sup> May.

## **25/22 ASSOCIATED ASSETS – PROJECTED WORKS AND MAINTENANCE**

1. The Highways grass verge cuts, weed spraying and vegetation clearance take place seven times per year in the town. South Hams District Council undertake the works, for 2026/27 the cost of these works will amount to £4,282.74 which represents an increase of 3% on the previous year.

## **25/23 OPEN SPACE SPORT & RECREATION (OSSR) & ASSOCIATED MATTERS**

1. **Open Space & Recreation:** It was **RESOLVED** to approve the updated Open Space & Recreation 2018-28 document subject an update on the pump track.
2. **Passageways Project Update, Cllr Yabsley: SEE 25/20a**
3. **Memorial Shelter Project, Cllr Edmonds: SEE 25/20a**
4. **Allotments works consideration** – deferred until June.
5. **Bench Project Update: SEE 25/20a**

## **25/24 ANY FURTHER CURRENT MATTERS**

1. The following short report was provided by the Town Clerk:
  - a) The new lease for the Recreation Ground café is due to commence on 1<sup>st</sup> March.
  - b) As previously mentioned, the bicycle storage has been installed at Bowcombe and the Skate Park.
  - c) The Resilience Store roof has been repaired. We are looking to store some of the more perishable items in Quay House (Post Room) thus ensuring they don't get damaged but still remain easily accessible. An order for torches, heavy duty sheeting, four road closed signs, traffic cones and some more high visibility wear is due to be submitted following the grant we received recently from Devon Emergency Resilience Fund.

- d) We will be meeting with Kingsbridge in Bloom to discuss the Recreation Ground and potential works required this year with a view to retaining the Green Flag Award.
2. To give Members the opportunity to debate other current matters/concerns (for discussion only).
- It was noted that the slipway is currently having racks installed for new dinghy storage. A query was raised regarding maintenance for the area, this will be forwarded to the harbour authority.
  - A query was raised regarding routine tree works and land ownership near the sports centre. Cllr Taylor will investigate.
  - Westville Hill still has what appears to be a blocked water pipe. The Clerk will report it again.

**25/25 DATE OF NEXT MEETING - 6.30 p.m. on Tuesday 5<sup>th</sup> May 2026**

*The meeting closed at 8.14 p.m.*

Signed as a true record: \_\_\_\_\_

Print Name & Date: \_\_\_\_\_

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.