



SIDMOUTH TOWN COUNCIL



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DEVON
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To: All Members of the Town Council
Town Clerk

26 October 2015

For information:

District Councillors for Sidmouth not on the Town Council
County Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 2 November 2015 at 6.30pm

You are hereby summoned to attend the above meeting to be held in the Council Chamber, Woolcombe House, Sidmouth. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

Christopher E Holland
Town Clerk

A G E N D A

		<u>Page/s</u>
	<u>PART 'A'</u>	
1	Prayers Prayers will be taken by the Reverend Brian Hadfield.	
2	Apologies To receive any apologies for absence.	
3	Minutes To confirm the minutes of the meeting of the Town Council held on Monday 5 October 2015.	5 – 7
4	Declarations of Interest To receive any Members' declarations of interest in respect of items on the agenda. Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered.	

- 5 **Matters of Urgency or Report from the Chairman**
- 5.1 To consider any items that in the opinion of the Chairman should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).
- 5.2 To receive the attached report from the EDDC Returning Officer following the recent election in West Ward. 8
- 5.3 To consider Councillor Booth's request to join the Tourism & Economy Committee.
- 6 **Exclusion of the Public**
- To agree any items to be dealt with after the public (including the press) have been excluded. There is one item which the Clerk recommends should be dealt with in this way.
- 7 **Public Open Question Time**
- In accordance with Sidmouth Town Council Standing Orders Item 1 (d) – (i) Members of the Public are invited to put a question (one per person), to the Council through the Chairman (taking no more than 3 minutes each and for a total of 15 minutes). Please note that in accordance with standing order 1(d), a question shall not require a response or debate.
- Councillors also have the opportunity to ask questions of the County and District Members during this item whilst giving priority to Members of the public.
- (Members are reminded to notify the Councillor concerned and the Clerk of questions to be raised. The Clerk would also appreciate copies of Questions and Responses if of a complicated nature, preferably by email.)*
- 8 **Police Report**
- To receive the October 2015 Police Report.
- (Members are asked to notify Sergeant Andrew Squires and the Clerk of questions to be raised in advance of the meeting where possible.)*
- 9 **Committee/Working Group Reports**
- 9.1 Planning Committee Reports
- To receive the reports of the Planning Committee meeting held on Wednesday 7 and 21 October 2015. 9 – 14
- 10 **Reports from Members with Special Responsibilities**
- 10.1 Finance Report
- To receive the Finance Report for September 2015. 15 – 18
- 10.2 Other Reports from Members with Special Responsibilities
- To receive other notified reports from other Members.
- 11 **Sidmouth Independent Christmas Shopping Challenge**
- To consider the attached request for funding from Claire Jenkins, who is working on behalf of the Chamber of Commerce to organise the Independent Christmas Shopping Challenge. 19

12 **Telephone Box at Burnt Oak, Sidbury**

To consider a request received from Sidbury resident; Mr Webb. He asks whether the Town Council would purchase the old telephone box at Burnt Oak, Sidbury from British Telecom on the same basis as that for the residents of Fortescue, Sidmouth. He would then be willing to renovate and maintain the box along with another resident who lives nearby at Hillside.

Members are reminded of their decision at the August Council meeting for information, as below:

66 Fortescue Telephone Box

Members were asked to consider the request from the Fortescue Residents Committee, as attached to the agenda.

RESOLVED: *That Sidmouth Town Council would adopt the Fortescue Telephone Box at an adoption charge of £1.00, the Fortescue Committee would take responsibility for ongoing maintenance and the telephone box would be covered by the Town Council's insurance at no extra premium. It was suggested that a defibrillator could also be installed into the telephone box.*

13 **Manor Pavilion Theatre Management Steering Committee**

The District Council has asked for a new Town Council representative on the Manor Pavilion Theatre Management Steering Committee. Councillor Dyson currently acts as Deputy for this role but there has always been two representatives from the Town Council on the Steering Committee.

14 **Eastern Town Regeneration Scoping Exercise**

Members will be aware that the Town Council has been eager to progress with the regeneration of the Eastern end of The Esplanade for some time. Following recent speculation and a number of discussions between the Town and District Councils, stemming from the negotiations on the proposed transfer of Knowle to the Town Council, it is proposed that a Scoping Exercise is undertaken to start the process of looking at regeneration of Eastern Town. A Scoping Exercise is an analysis and study to establish what a potential project could involve, what the risks and possible difficulties are, and how such a project should be planned and implemented. East Devon District Council as the main landowner, have offered to fund the majority of the costs of the study and are asking that Sidmouth Town Council as a partner, contribute £2,000 towards the exercise. To start the regeneration process with a maximum of transparency, the scoping exercise would include a consultation exercise with key stakeholders and interest groups.

15 **Licensing Act 2003 and Gambling Act 2005**

Statement of Licensing Policy – Statutory Consultation

Before the District Council determines these policy statements they are consulting with a wide range of organisations and individuals including Town and Parish Councils and their own District Councillors. A copy of each of the draft policy documents including copies of the consultation response forms can be down loaded from the licensing hub at:

<http://eastdevon.gov.uk/licensing/licensing-consultations/>

The proposed changes are set out on the attached sheet.

20

16 **Moving and Improving Questionnaire**

Members are asked to consider the attached email received from East Devon District Council.

21

17 East Devon Local Plan

Members are asked to consider the following email received from the District Council:

The East Devon Local Plan Inspector has asked that we consult on additional changes to the local plan. The consultation will run from Friday 16 October 2015 to 12.00 Noon on Monday 30 November 2015.

These changes and further information about the consultation can be viewed on the Council web site at:

<http://eastdevon.gov.uk/planning/planning-policy/emerging-plans-and-policies/the-new-local-plan/examination-and-hearing-sessions-and-further-consultation/work-programme-autumn-2015/#article-content>

18 Exclusion Of The Public And Press

The Vice-Chairman of the Council to move the following:

“that under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) be excluded from the meeting due to the confidential nature of its contents.”

PART ‘B’

19 Potential Transfer of Knowle Open Space from East Devon District Council

To receive a report from the Chairman.

Forthcoming Council and Committee meetings:

4 November 2015 – Planning Committee

18 November 2015 – Planning Committee

7 December 2015 – Council

14 December 2015 – Tourism & Economy Committee

16 December 2015 – Planning Committee

SIDMOUTH TOWN COUNCIL
Minutes of the meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 5 October 2015 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Michael Earthey Dawn Manley
Sidmouth South	Kelvin Dent John Dyson Paul Wright
Sidmouth East	Marc Kilsbie Frances Newth
Sidmouth West	Louise Cole John Rayson
Primley	Simon Pollentine Jeff Turner (Chairman)
Sidford	Jack Brokenshire Ian McKenzie-Edwards (Vice-Chairman)
Sidbury	David Addis
Salcombe Regis	Ian Barlow David Barratt

Apologies: John Hollick, Stuart Hughes

The meeting started at 6.30pm and finished at 9.15pm.

PART 'A'

88 Prayers

Prayers were taken by the Reverend Roger Trumper.

89 Minutes

The minutes of the meeting of the Town Council held on Monday 7 September 2015 were signed as a true and accurate record.

90 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Clr Simon Pollentine	97 Sidmouth Folk Week	Personal	Remained in the Chamber during discussion and voting	Sidmouth Folk Week Charity Board Member
Clr John Dyson	97 Sidmouth Folk Week	Personal	Remained in the Chamber during discussion and voting	Sidmouth Folk Week Charity Board Member

91 Matters of Urgency or Report from the Chairman

- The Chairman reported that he had recently visited Le Locle as part of the Twinning Circle who celebrated the 40th Anniversary of the two towns twinning. He showed Members the gift that Le Locle had presented to Sidmouth – a specially engraved bell with embossed leather strap, which would be hung in pride of place in the Council offices for all to see.

- The Chairman reported that the Sid Vale Association had started bulb planting again as part of the 'Valley of a Million Bulbs' project. Councillor Turner proposed a vote of thanks to Sid Vale Association and all the volunteers who helped with the planting; also to Councillor Barlow who had sourced the bulbs on behalf of the Sid Vale Association.

92 Public Open Question Time

- Councillor Rayson asked for an update with regard to the replacement of the zip wire at The Ham and reported that one of the sets of tree lights at the Three Cornered Plot was not working. The Town Clerk reported that the zip wire had been removed for safety reasons at the end of May and an order placed with a contractor. This contract had now been terminated due to lack of response; an alternative would need to be sought. The Town Clerk thanked Councillor Rayson for the report on the tree lights and he would arrange for the Town Council's local electrical contractor to visit the site.
- Councillor Cole asked for the Town Council to be updated on the District Council's response to the refugee crisis in Syria. Councillor Manley replied on behalf of the District Councillors present.
- Councillor Earthy asked for an update from District Councillors regarding the newspaper report that there would be a housing development placed on the Mill Street car park. Councillor Dyson reported that the Sidmouth District Councillors had only been informed at the same time as the press and currently had no further information.

RESOLVED: That a letter be sent to the District Council asking for information regarding this proposed development and why the District and Town Councillors were not consulted prior to the press announcement.

93 Police Report

Sgt Andy Squires presented the police report for September 2015 which showed a total of 37 incidents compared to 33 incidents in September 2014.

94 Committee/Working Group Reports

94.1 Planning Committee Reports

Councillor Dyson, Chairman of the Planning Committee presented the reports of the Planning Committee meetings held on Wednesdays 26 August, 9 and 23 September 2015.

RESOLVED: That the Planning Committee reports be noted and agreed.

94.2 Tourism & Economy Committee Reports

Councillor Pollentine, Chairman of the Tourism & Economy Committee presented the report of the Tourism & Economy meeting held on Monday 14 September 2015.

RESOLVED: That the Tourism & Economy Committee reports, with a spelling correction to item 23, be noted and agreed.

95 Reports from Members with Special Responsibilities

95.1 Finance Report

Councillor Dyson presented the August 2015 Finance Report.

RESOLVED: That the August 2015 Finance Report be noted and agreed.

96 Sidmouth Town Band

Martin Cordy, Chairman of Sidmouth Town Band reported that the Town Band had a very successful summer season of concerts, Last Night of the Proms concert and good competition results. The Town Band had purchased a new flugelhorn and music with the much appreciated budget grant allocated from the Town Council.

RESOLVED: That Mr. Cordy's report be noted.

97 Sidmouth Folk Week

John Braithwaite, Sidmouth Folk Week organiser attended the meeting and gave a full update on the 2015 Folk Week.

RESOLVED: That:

1. Mr. Braithwaite’s report be noted.
2. A letter be sent to the District Council Licensing Department to request that the Town Council be consulted on trading on the seafront during Folk Week; the ratio was now the wrong balance between music, dancing and trading.

98 Parishes Together Fund Suggestion

Councillor Manley presented Councillor Cole’s report which asked Members to consider a Parishes Together Fund application for the purchase of equipment for Manstone Youth Centre in the sum of £8,000. Councillor Pollentine reported that a funding application could also be made to Sidmouth Consolidated Charities educational fund.

RESOLVED: That Sidmouth Town Council would apply for £5,000 for the purchase of equipment for Manstone Youth Centre. The decision with regard to the type of equipment required would be delegated to the Youth Provision Working Group.

99 Parishes Together Fund Suggestion

Members were asked to consider a fund application for the regular removal of weeds in the town. Councillor Barlow reported that £3,000 would be sufficient for 3 professional weed spraying visits throughout the town each year.

RESOLVED: That Sidmouth Town Council would apply for £3,000 for the regular removal of weeds in the town.

100 Town Council meeting with District Councillors

At the August meeting Members agreed that they could hold an Extraordinary Meeting of the Council with Sidmouth District Councillors if considered necessary but wished to agree in advance what would be discussed at such a meeting. Members were asked to consider the list of topics received by email from District Councillors Gardener and Booth.

RESOLVED: That a meeting would be arranged between Sidmouth District Councillors, Sidmouth Town Council Chairman and Vice Chairman, Chairmen of the Tourism & Economy and Planning Committees and the Town Clerk. There would be no resolutions or commitments made at this meeting.

101 Flag Poles

Members were asked to consider if they would like a replacement flag pole erected in Sidmouth following the loss of those at Knowle after the relocation of the District Council from Sidmouth. Mark Williams had indicated that the District Council would be willing to erect a new flag pole somewhere on public land – the Three Cornered Plot had been suggested as a possible location.

RESOLVED: That Sidmouth Town Council would like a replacement flag pole but would prefer it to be erected either in the Market Place or on The Esplanade.

102 Traffic Management Group Agenda

Members were asked to propose and items for consideration at the next meeting of the Traffic Management Group.

RESOLVED: That the following items be considered at the next meeting of the Traffic Management Group:

- Councillor Barlow proposed a one way system in the High Street.

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CHAIRMAN OF THE COUNCIL

DECLARATION OF RESULT OF POLL

East Devon Election of a Town Councillor for Sidmouth (West) on Thursday 8 October 2015

I, Christopher Holland, being the Deputy Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BOOTH, Matt		190 Elected
HOUNSOM, Dee	Retired Company Director Trustee	152

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	4
E rejected in part	
Total	4

Vacant Seats: 1 Electorate: 1832 Ballot Papers Issued: 346 Turnout: 18.9%

And I do hereby declare that Matt Booth is duly elected.

Dated Thursday 8 October 2015

Christopher Holland
Deputy Returning Officer

Printed and published by the Returning Officer, Council Offices, Knowle, Sidmouth, EX10 8HL

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 7th October 2015**

Councillors present:- John Dyson (Chairman)
Ian Barlow (Vice-Chairman)
Jack Brokenshire
Kelvin Dent
Michael Earthey
Ian McKenzie-Edwards
John Rayson
Simon Pollentine
Jeff Turner

Apologies:- David Addis
Stuart Hughes
Marc Kilsbie
Dawn Manley

The meeting started at 6.30pm and finished at 7.20pm.

231 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr John Dyson	15/2183/FUL Salcombe Regis Camping and Caravan Park, Salcombe Regis, Sidmouth, EX10 0JH	Personal Interest	Remained in the Chamber during discussion and voting.	Applicant is a donor to the Sidmouth Hopper Bus.

232 Minutes

The Minutes of the Planning Committee meetings held on Wednesday 26th August, 9th September and 23rd September 2015 were signed as a true and accurate record.

233 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

234 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

Urgent Items

Tree Application for Decision

The Town Council is authorised to make a decision on the following tree application.

235	15/1730/TRE South Ward	MR P CAMPBELL	BALFOUR LODGE, STATION ROAD, SIDMOUTH, EX10 8XL T1, Beech: 30% Crown thin, crown lift to 5.4m above ground level and crown reduction to retain a tree with a height of approx. 20-25m with a crown
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radius of approx. 7m (current height 25-30m, current crown radius 9m).

SPLIT DECISION (a part of the application has been refused and a part approved)

The Council hereby GRANTS permission to carry out work described below subject to the following conditions:

T1, Beech: Crown lift up to a maximum of 5.4m above ground level.

1. Pruning works shall be carried out in accordance with the following restrictions:
(i) Crown lifting to a maximum of 5.4 metres above ground level with pruning cuts not exceeding 50mm in diameter.
(Reason - In the interests of amenity and to ensure the works are carried out in a satisfactory manner.)
2. The works hereby consented to shall be carried out within a period of 2 years from the date of this decision notice.
(Reason - To ensure that the works are carried out within a reasonable period of time.)
3. The works hereby consented to shall be carried out in accordance with British Standard 3998: 2010 (Tree Work - Recommendations).
(Reason - In the interests of amenity and to ensure the works are carried out in a satisfactory manner.)

The Council hereby REFUSES permission to carry out work described below for the following reasons:

T1, Beech: 30% Crown thin and crown reduction to retain a tree with a height of approx. 20-25m with a crown radius of approx. 7m (current height 25-30m, current crown radius 9m).

1. The tree makes a positive contribution to the amenity of the area. The refused works would be detrimental to both the physiological condition and amenity value of the tree. Crown lifting has been allowed, which will to a degree increase ambient light levels around the tree and clear the access road under the trees crown.

Applications for consideration

236	15/2163/ADV <i>East Ward</i>	RBS	52 – 58 HIGH STREET, SIDMOUTH, EX10 8LJ 1 no fascia with 1no Nat West brand lettering and logo, 1 no vinyl entrance sign, 1no projecting sign and 1 no internally illuminated ATM sign.
	Approved		
237	15/2181/FUL <i>North Ward</i>	MRS NICOLE SEXTON	38 SAMPSON CLOSE, SIDMOUTH, EX10 9FD Conservatory on rear elevation.
	Support		
238	15/2155/FUL <i>Salcombe Regis Ward</i>	MR AND MRS J HORN	HIGHER THORN BARN, SALCOMBE REGIS, SIDMOUTH, EX10 0PA Installation of solar panels on Higher Thorn Barn (holiday let).
	Support		
239	15/2156/LBC <i>Salcombe Regis Ward</i>	MR AND MRS J HORN	HIGHER THORN BARN, SALCOMBE REGIS, SIDMOUTH, EX10 0PA Installation of solar panels on curtilage outbuilding (Higher Thorn Barn).
	Support subject to the agreement of the Conservation Officer.		
240	15/2183/FUL <i>Salcombe Regis Ward</i>	MR MARK LANGDOWN	SALCOMBE REGIS CAMPING AND CARAVAN PARK, SALCOMBE REGIS, SIDMOUTH, EX10 0JH

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 21st October 2015**

Councillors present:- John Dyson (Chairman)
 Ian Barlow (Vice-Chairman)
 Jack Brokenshire
 Kelvin Dent
 Michael Earthey
 Marc Kilsbie
 Ian McKenzie-Edwards
 John Rayson
 Simon Pollentine

Apologies:- David Addis
 Dawn Manley
 Jeff Turner

The meeting started at 6.30pm and finished at 7.25pm.

248 Declarations of Interest

No Declarations of Interest were received

249 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

250 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

251 Matters of Report

The Planning Clerk reported that a Tree Preservation Order had been made in respect of land at Terra Nova, Higher Brook Meadow, Sidford, EX10 9SS.

The Planning Clerk reported that application 15/1916/FUL 48 Coulsdon Road, Sidmouth, EX10 9JP had been withdrawn.

Applications for consideration

252	15/2270/FUL <i>West Ward</i>	MISS REBECCA HEAL	33 HIGHER WOOLBROOK PARK, SIDMOUTH, EX10 9ED Construction of a rear extension.
	Support		

253	15/2159/FUL <i>Sidford Ward</i>	DR M A COGHILL	SIDFORD POST OFFICE (GROUND FLOOR FLAT), SCHOOL STREET, SIDFORD, EX10 9PF Change of use of ground floor to provide flat with associated external alterations to shop front.
	Support		

254	15/2279/FUL <i>Sidbury Ward</i>	SIDBURY C OF E PRIMARY SCHOOL	SIDBURY C OF E PRIMARY SCHOOL, CHURCH STREET, SIDBURY, EX10 0SB Construction of single storey extension to provide additional kitchen accommodation and replacement bin storage facility and laying of external path.
	Support		
255	15/2325/FUL <i>Sidbury Ward</i>	MR D MATTHEWS	RONCOMBE GATE FARM (LAND OPPOSITE), SIDBURY, SIDMOUTH, EX10 0QN Change of use of land for the siting of a shepherd hut style caravan for use as a holiday letting unit, creation of access track and parking/turning area and construction of earth bund with hedge planting.

Members were unable to support the application for the following reasons:

- The application was contrary to planning policy with regards to building in the open countryside.
- The application was contrary to planning policy with regards to building in an Area of Outstanding Natural Beauty. Building in the AONB was only justified in exceptional circumstances and Members did not consider this application to be an exceptional circumstance.
- If the application were to be granted, it would tantamount to being the first step towards allowing a new caravan site in the AONB which Members could not support.

256	15/2155/FUL <i>Salcombe Regis Ward</i>	MR AND MRS J HORN	HIGHER THORN BARN, SALCOMBE REGIS, SIDMOUTH, EX10 0PA Installation of solar panels on Higher Thorn Barn (holiday let). <i>Amended plans received relating to corrected south elevation and roof plan details.</i>
	Support		
257	15/2156/LBC <i>Salcombe Regis Ward</i>	MR AND MRS J HORN	HIGHER THORN BARN, SALCOMBE REGIS, SIDMOUTH, EX10 0PA Installation of solar panels on curtilage outbuilding (Higher Thorn Barn). <i>Amended plans received relating to corrected south elevation and roof plan details.</i>
	Support		
258	15/1834/FUL <i>North Ward</i>	MR AND MRS D DUMENIL	WOOLBROOK FARMHOUSE, 106 WOOLBROOK ROAD, SIDMOUTH, EX10 9EA Conversion of stable/barn to form annexe including external alterations. <i>Amended plans received relating to correction to existing elevation and floor plan and response to conservation officer's comments.</i>
	Support		
259	15/1975/LBC <i>North Ward</i>	MR AND MRS D DUMENIL	WOOLBROOK FARMHOUSE, 106 WOOLBROOK ROAD, SIDMOUTH, EX10 9EA Conversion of stable/barn to form annexe including internal and external alterations. <i>Amended plans received relating to correction to existing elevation and floor plan and response to conservation officer's comments.</i>

Support:

Members had noted the comments of the Conservation Officer dated 17th September namely the request that the plans be amended to remove the proposed additional window on the south west elevation and replace it instead with a conservation roof light on the rear roof slope. Members also noted the response to this request received from the applicant's agent dated 6th October whereby the applicant explained why he required the additional window and asking that the Conservation Officer reconsider his position.

Having considered both parties' views, Members resolved to support the applicant's request for an additional window on the south west elevation as they considered that this would provide symmetry to the elevation and provide the new bedroom with much needed light.

260 Tree Exemption Reports

No Tree Exemptions works were reported.

261 Unsupported Decisions

Planning Application 15/1714/FUL

Hilldown, 17 Cotlands, Sidmouth, EX10 8SP.

Change existing Juliet balcony to a full balcony using existing flat roof.

Town Council	District Council
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Unable to support	Granted
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Planning Application 15/1672/FUL

6 Knowle Drive, Sidmouth, EX10 8HP.

Retrospective single storey side extension to provide kitchen. Proposed construction of three dormer windows on front elevation and replacement of garage roof with a pitch.

Town Council	District Council
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Unable to support	Granted
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262 Appeals

No Appeals were reported.

263 Enforcement Letters

No Enforcement letters were received.

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CHAIRMAN OF THE PLANNING COMMITTEE

**Sidmouth Town Council - Detailed Income and Expenditure Report
Month 6 - September 2015**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Council Services</u>				
Public Conveniences	0	0	28,000	28,000
Public Conveniences-Mtce Sidbury/Manstone	0	0	1,000	1,000
Flower Beds, Planters & Watering	2,634	11,877	16,000	4,123
Christmas Lighting & Switch-on	0	0	8,800	8,800
Donation to Christmas Lighting (Income)	0	0	-1,500	-1,500
Sidmouth Hopper Bus	4,355	17,503	8,000	-9,503
Donation to Hopper Bus (Income)	0	-15,125	0	15,125
Noticeboards and Fingerposts	2,215	2,215	2,500	285
Sidmouth Information Centre	5,000	5,000	21,600	16,600
Drinking Fountain, Sidbury	0	20	100	80
Annual Report Printing/Distribution	0	635	1,000	365
Parish Paths Partnership Payments	0	103	0	-103
Parish Paths Partnership (Income)	0	-2,774	0	2,774
	£14,204	£19,454	£85,500	£66,046

Discretionary Expenditure

Grants	0	10,190	12,000	1,810
Folk Week, Children's Festival & Family Tickets	0	25,000	25,000	0
Folk Week Social Dance	0	5,000	5,000	0
Sidmouth Town Band	0	0	2,000	2,000
Boat Jetty (former Jurassic Coast Marine Links)	0	0	25,000	25,000
South West Museum Development	0	0	800	800
Dog Hygiene Bins	0	0	600	600
Sand bags	0	0	1,500	1,500
Youth Service Support	0	18,000	24,000	6,000
Seagulls Management	0	192	450	258
Sidmouth App / Promotion	0	0	2,000	2,000
Donation to use of Party Tent (Income)	0	-25	0	25
Donation to Red Arrows Display (Income)	-4,600	-6,400	0	6,400
Woolley Bequest Payments	1,220	1,220	0	-1,220
Woolley Bequest (Income)	-50	-300	0	300
	-£3,430	£52,877	£98,350	£45,473

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 6 - September 2015

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Woolcombe House</u>				
Services Gas/Water/Elec	273	1,625	3,800	2,175
Woolcombe House Business Rate	0	2,880	5,800	2,920
Woolcombe House (Loan Interest&Repayment)	0	7,444	14,890	7,446
Woolcombe House-General Maintenance	894	2,873	5,800	2,927
Woolcombe House Grounds	88	468	1,200	732
Woolcombe House Building Reserve	0	0	2,000	2,000
Council Chamber Hire (Income)	0	0	0	0
Band Hut Repairs	0	0	6,750	6,750
	£1,255	£15,290	£40,240	£24,950

Other Property

Alma Lane Field	0	150	500	350
Alma Lane Field (Income)	0	-50	0	50
Manstone Youth Centre	531	6,229	12,000	5,771
Manstone Youth Centre (Income)	0	-48	0	48
Manstone Sports and Play Areas	0	0	5,000	5,000
Long Park & Play Area	0	40	8,000	7,960
Other Additional Play Areas	0	0	10,000	10,000
Seafront Amenity Building	273	4,935	20,000	15,065
Stowford Community Centre	0	85	5,000	4,915
Conservatory Maintenance	205	455	1,000	545
Fire Beacon Stewardship (Income)	0	0	0	0
Sidmouth Golf Club (Income)	0	0	-5	-5
Elec Pole Rent (Income)	0	-38	-35	3
	£1,009	£11,758	£61,460	£49,702

Trust Property - The Ham

The Ham Ground Mtce	0	0	4,103	4,103
The Ham Other Mtce	0	174	2,500	2,326
The Ham Play Equipment	0	0	1,300	1,300
The Ham Reserve	0	0	2,000	2,000
The Ham 3Phase Power	73	283	500	217
The Ham Rent (Income)	-710	-7,660	-8,125	-465

Manstone

Manstone Land Ground Mtce	0	0	500	500
Manstone Other Maintenance	0	185	1,600	1,415
Manstone Reserve	0	0	2,000	2,000
Manstone Rent (Income)	-238	-476	-950	-474

Salcombe Regis

S.R. Allotment Field Rent (Income)	0	0	-1	-1
S.R. Recreation Field (water)	0	51	250	199
S.R. Recreation Field Rent (Income)	0	0	-2	-2
	-£875	-£7,443	£5,675	£13,118

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 6 - September 2015

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Members</u>				
Members/Chairman's Allowances	0	4,932	5,500	568
Chairman's Expenses	200	250	2,000	1,750
Members Expenses/Training	0	191	1,000	809
Elections	0	0	7,000	7,000
Civic & Hospitality	0	186	1,000	814
Civic Regalia	0	0	2,500	2,500
	£200	£5,559	£19,000	£13,441
<u>Staff</u>				
Salaries	7,055	42,418	90,000	47,582
Pensions	1,389	8,342	18,000	9,658
Staff Eye Tests	0	0	100	100
Training & Conferences	0	0	1,000	1,000
Officers Expenses	0	15	100	85
Tourism/Promotion Admin (Income)	0	0	-10,000	-10,000
Advert Planning Fees (Income)	0	-165	0	165
	£8,444	£50,610	£99,200	£48,590
<u>Office Expenses</u>				
Postage	0	336	1,500	1,164
Stationery	147	896	1,500	604
Telephone	146	1,445	3,000	1,555
Subscriptions	0	1,947	2,000	53
Photocopier	0	712	1,500	788
Internet, website and webcams	180	380	500	120
Computer Software Contracts	0	336	1,200	864
Computer Maintenance Contingency	178	178	3,000	2,822
Advertisements	0	40	500	460
Audit	0	1,600	1,600	0
Insurance	0	5,614	5,300	-314
Sundry	0	187	1,200	1,013
Bank Charges	13	25	0	-25
Bank Interest Received (Income)	-120	-710	0	710
	£544	£12,986	£22,800	£9,814

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 6 - September 2015

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	14,204	19,454	85,500	66,046
Discretionary Expenditure	-3,430	52,877	98,350	45,473
Woolcombe House	1,255	15,290	40,240	24,950
Other Freehold Property	1,009	11,758	61,460	49,702
Trust Property	-875	-7,443	5,675	13,118
Members	200	5,559	19,000	13,441
Staff	8,444	50,610	99,200	48,590
Office Expenses	544	12,986	22,800	9,814
Precept Received	-206,664	-413,328	-413,328	0
Council Tax Support Grant	-9,449	-18,898	-18,897	1
Net Income over Expenditure	-£194,762	-£271,135	£0	£271,135

Current/Deposit Bank Accounts

£699,136

of which

Woolley Bequest

£54,300

Earmarked Reserves

£269,719

Sidmouth Independent Christmas Shopping Challenge

For the past two years I have organised, (whilst working with the Chamber of Commerce), the Sidmouth Independent Christmas Shopping Challenge on behalf of some 25 businesses, which has proved very successful. We will once again be running the event this year. The event takes place from Saturday 14th November through to Christmas Eve and encourages locals and visitors to Sidmouth to shop in our independent shops. Please find attached a copy of last year's challenge leaflet, for further information on how it works.

The reason for my approach is to see if the town council could find some funds please to help us publicise this to a wider audience. Each individual business that takes part pays a small fee, but this will literally cover the essentials (e.g. materials). If I were to raise the 'entry' cost now, I know the number of participating businesses would reduce dramatically; many don't ever advertise due to the costs involved. If you were able to support us, you would be supporting the town, not just those participating businesses, as it continues to compete with town centres such as Exeter and huge online and national companies. It is impossible to 'avoid' the businesses that aren't taking part, so the campaign is trying to draw people into the town as a whole. You may be aware that this is a nationwide issue and I for one, do not want Sidmouth to be a casualty.

We are very fortunate in that Sidmouth, as you know, is quite a unique shopping destination. It is not just another high street. We have a large number of independent and varied businesses and we should be shouting about this! I have lost count of the number of times I have overheard visitors to the town saying how nice it is to have a proper, instead of a clone, high street! Not only that, but I started Fields down the celebration of National Customer Service Week (3rd-10th October) route and we have joined forces with the Brend Hotels and this year also the Sidmouth Hotel group. We are trying to put Sidmouth on the map as the ideal place to visit, to stay, to shop and to dine!

Last year, I produced a website for the shopping challenge and this reached several thousand people (just under 5k), even working on my tight budget. We will be doing this again as it gives the businesses and any supporting companies a year's advertising.

If you were able to let us have any funds, I would particularly like to purchase new banners so that they can be sited at the different entrances to the town and also advertise in regional magazines or newspapers. Ideally we would like a weekly advert (Sidmouth Herald are our media partner so we get press coverage and 1 double page spread), for the 5 weeks of the campaign. On my current budget, I might be able to buy only 1 or 2 adverts (total) in different papers or magazines.

E.g. Midweek Herald ½ page £180

View From papers ½ page £119

Marshwood Vale Magazine ½ page £246

Exeter Living Magazine ¼ page £184.50

2 Banners would cost in the region of £100-£150

The ultimate, of course, would be to have radio advertising on Heart FM or Gold. In 2013 a Heart campaign cost weekly £960 (30 seconds) or £480 (10 seconds). On Gold the weekly cost was £77 (30secs) or £38 (10secs). The campaign would have to run for 3 or 6 weeks.

I have already approached some businesses and once again the Royal York & Faulkner, Molyneux Financial Planning and Sidmouth Garden Centre are kindly supporting us to the value of £100 each. As you can see by the above costs, that unfortunately doesn't go very far!

If you require any further information, please do not hesitate to contact me (as the website is currently undergoing construction).

Thank you in advance for your kind consideration.

Claire Jenkins

(Please note, I am acting independently on this and not through Fields)

Licensing Act 2003 licensing policy for 2016 to 2021

Proposed changes

The main changes and updates that have been made are listed below:

- Section 3: Licensing objectives and related legislation. This section now includes additional legislation relating to the Gambling Act 2005, Health Act 2006 and Sexual Entertainment venues.
- Section 4: The licensing function. This section now includes a more in-depth description of the licensing function including a chart of delegation and information about the licensing authority as a responsible authority under the Licensing Act.
- Section 5: The licensing process. This section now includes an in-depth description of the licensing process including applications for large scale public events.
- Section 7: Authorisation to sell alcohol. This is a new section of the policy which outlines what we will expect from a Designated Premises Supervisor, responsible for the day to day running of premises licensed to sell alcohol.
- Section 8: Temporary Event Notices (TENs). This section has been updated in light of recent amendments to legislation relating to Temporary Event Notices (TENs).
- Section 13: CCTV Standards Policy. This section now includes additional details relating to the CCTV surveillance Code of Guidance – June 2013.
- Section 18: Late Night Levy. This is a new section of the policy which explains our powers in relation to a Late Night Levy introduced by recent legislation.
- Section 19: Early Morning Restriction Orders. This is a new section of the policy which explains our powers in relation to Early Morning Restriction Orders introduced by recent legislation.
- Appendix B: Information of parties. We have now included our procedure for dealing with licensing hearings in Appendix B of the policy.

Gambling Act 2005 licensing policy for 2016 to 2019

Proposed changes

A summary of the main changes to the policy are listed below:

- Part A, section 3: The introduction of a geographical and local area profile. Whilst we are not required to include this, it is in line with developing a more local focus for statements of licensing policy and reflecting good practice. The Gambling Commission suggests that licensing authorities should adopt a 'local area profile'.
- Part A, section 12: The Gambling Commission. This is a new section about the Gambling Commission and their function.
- Part A, section 13: Local risk assessments. From the 6 April 2016 all non-remote licensees 'must assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks, through introduction of local risk assessments.
- Part C, section 4.2. Club gaming and club gaming machine permits. We will need to be satisfied that a club meets the requirements of the Gambling Act 2005 to hold a club gaming permit. In order to do this, we may require additional information from an operator with inclusion of requirements for provision of club gaming machine permit applications.
- Part C, section 7. Small society lotteries. This is a new section detailing the regulation in relation to small society lotteries.

Email received from East Devon District Council – Moving and Improving

East Devon District Council has made a decision to relocate to Honiton and Exmouth.

The council offices are old, expensive to run and need ongoing repairs; the public spaces are not very welcoming and the offices are not fit for purpose for a modern 21st century organisation such as ours. Put simply, moving is a cheaper option for East Devon than staying put.

As a public authority we have legal duties to make sure everyone can access the services they need and that our services represent great value.

We are carrying out this consultation so we can make sure this move is right for everyone - especially you! By completing this questionnaire you will be helping to make important decisions on where and how we provide our services.

Our vision for service delivery is that you will be able to do business with the council when, where and how you want to as a Town or Parish Councillor. This means that not only will we operate from offices in Honiton and Exmouth but we will continue to have a presence in main towns through surgeries and we will continue to develop better on line self-service options for you.

Please read the background information attached and complete this online questionnaire for Town and Parish Councillors: <https://www.snapsurveys.com/wh/s.asp?k=144414425297>

This will tell us which services you want us to provide from Honiton and Exmouth and how else you would like us to deliver services to you in your role as a Town or Parish Councillor. When you fill in the questionnaire please be sure to think about your contact with us as a representative of a Town or Parish Council, and not about your contact with us as a resident.

You can also sign up to receive the results of the questionnaires. All questionnaires must be completed by **Thursday 12 November 2015**.

We are also going to be consulting residents. Please feel free to let your residents know about the questionnaire they can complete which is available here: www.eastdevon.gov.uk/consultation-and-surveys/moving-and-improving