

# SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

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VAT Reg. No. 142 3103 24  
27 August 2019

To: All Members of the Town Council  
Town Clerk

For information:  
District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

## Meeting of Sidmouth Town Council Monday 2 September 2019 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.

Members of the public are reminded that they may speak on any item on the agenda during Public Question Time or when an item is reached on the agenda, with the permission of the Chair and before that item is debated by Members.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Holland', written over a horizontal line.

**Christopher E Holland**  
Town Clerk

## A G E N D A

- |   | Page/s |
|---|--------|
| <b><u>PART 'A'</u></b>  |        |
| 1 <b>Apologies</b><br>To receive any apologies for absence.   |        |
| 2 <b>Minutes</b><br>To confirm the minutes of the meetings of the Town Council held on Monday 5 August 2019.  | 3 – 5  |
| 3 <b>Declarations of Interest</b><br>To receive any Members' declarations of interest in respect of items on the agenda.<br><br>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. |        |
| 4 <b>Matters of Urgency or Report from the Chair</b><br>To consider any items that in the opinion of the Chair should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).  |        |

5 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Clerk recommends should be dealt with in this way.

6 **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 Chair (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 and members of the public are reminded to notify the Clerk and Councillor concerned of questions to be raised. This arrangement is in place to enable a considered response at the meeting.)*

7 **Police Report**

To receive the August 2019 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.)*

8 **Committee/Working Group Reports**

8.1 Planning Committee Reports

To receive the reports of the Planning Committee meetings held on Wednesday 14 August 2019. 6 – 8

8.2 Sid Valley Neighbourhood Plan Steering Group

To receive any updates from the Sid Valley Neighbourhood Plan Steering Group.

8.3 Other Reports from Working Groups

To receive any reports from the Chairs of Working Groups, if required.

9 **Reports from Members with Special Responsibilities**

9.1 Finance Report

a) In accordance with section 2.2 of the Town Council's Financial Regulations Members are asked to note that the Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of June 2019.

b) To receive the Finance Report for July 2019. 9 – 12

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

**Forthcoming Council and Committee meetings:**

9 September 2019 – Tourism & Economy Committee

11 September 2019 – Planning Committee

25 September 2019 – Planning Committee

7 October 2019 – Council

9 October 2019 – Planning Committee

21 October 2019 – Pre-Budget

23 October 2019 – Planning Committee

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 5 August 2019 at 6.30pm**

Ward	Councillors Present:
Sidmouth North	Jenny Ware
Sidmouth South	Denise Bickley
	Kelvin Dent
	John Rayson
	Paul Wright (Vice-Chair)
Sidmouth West	Louise Cole
Primley	Emma Murdoch
	Jeff Turner
Sidford	Jack Brokenshire
	Marianne Rixson
Salcombe Regis	Ian Barlow (Chair)
	David Barratt
Apologies:	Charissa Evans, Deirdre Hounsom, Stuart Hughes, Chris Lockyear, John Loudoun, Louise Thompson

The meeting started at 6.30pm and finished at 7.40pm

## **PART 'A'**

### **49 Minutes**

The minutes of the meeting of the Town Council held on Monday 1 July 2019 were signed as a true and accurate record.

### **50 Declarations of Interest**

There were no declarations of interest received for items on this agenda.

### **51 Matters of Urgency or Report from the Chair**

- The Chair reported that Devon & Somerset Fire & Rescue Service would be holding a 'Have Your Say' session at the Sidmouth Library on Thursday 15 August from 1pm to 5pm. The Chair would attend and respond to the consultation on behalf of the Town Council; he encouraged Members to inform him if they had any comments they wished him to include in the response.

### **52 Police Report**

In the absence of Sgt Andy Squires the July police report was presented; the rolling 12 months figures showed 608 offences for the period 1 August 2017 to 31 July 2018 compared to 592 offences for the same period in 2018/2019; a reduction of 2.6%

### **53 Committee/Working Group Reports**

#### **53.1 Planning Committee Reports**

Councillor Dent, Chair of the Planning Committee, presented the report of the Planning Committee meeting held on Wednesdays 26 June, 10 and 24 July 2019.

**RESOLVED:** That the Planning Committee report be noted.

### 53.2 Environment Committee Report

Councillor Bickley, Chair of the Environment Committee, presented the report of the Environment Committee meeting held on Monday 8 July 2019. She asked Members to consider the two recommendations made by the Environment Committee.

**RESOLVED:** That:

1. The Council commissions the construction of two fish themed plastic collection point sculptures, at a total cost of £500 and that the Council arranges with East Devon District Council Streetscene for regular emptying.
2. The Council purchases and plants 100 fruit trees and 200 other trees for planting in the Sidmouth area.
3. An Autumn meeting be scheduled between Jurassic Paddle Sports, East Devon District Council and Sidmouth Inshore Rescue to ensure that the Blue Flag designation and Beach Lifeguards would be in place for the 2020 summer season.

### 53.3 Youth Provision Working Group

Councillor Cole, Chair of the Youth Provision Working Group, updated Members on the Youth Provision Working Group meeting held on Friday 19 July 2019.

**RESOLVED:** That the Youth Provision Working Group report be noted.

### 53.4 Section 106 & CIL Working Group

Councillor Barlow, Chair of the Section 106 & CIL Working Group, updated Members on the Section 106 & CIL Working Group meeting held on Monday 22 July 2019. He asked Members to consider the seven recommendations made by the Section 106 & CIL Working Group.

**RESOLVED:** That:

1. New style play equipment be installed at The Ham whilst keeping the Zip Wire and Climbing Rock and that the Town Council allocates £17,500 of The Ham maintenance reserve towards topping up the allocation.
2. The Town Council to ask the District Council to progress the usage of funds (£22,310.37) at Byes Lane Play Park.
3. The usage of £35,000 at Long Park be agreed and the District Council instructed to progress to begin an involvement process with children and young people.
4. The Town Council work with the District Council to determine appropriate equipment which could incorporate seating/sculptures/Jurassic theme and play equipment for all to use in the Jacobs Ladder area.
5. The S106 Open Space Funding allocation be used towards the new Skate Park at Manstone Recreation Ground and that Young Devon be asked to confirm the recent consultation results of young people asking for the renewal of the Skate Park.
6. The £22,000 Sports Funding be spent on an outdoor gym throughout the Byes area; this should include multi-generational equipment.
7. In line with the Neighbourhood Plan Community Actions; the Skatepark be identified for the remaining £57,000 Sports Funding.
8. The Town Council wished to have input into the consultation process, at all stages, for the S106 and CIL funded projects.

### 53.5 Sid Valley Neighbourhood Plan Steering Group

Councillor Cole gave a report of the work being carried out by the Sid Valley Neighbourhood Plan Steering Group Committee; she reported that the referendum date had been confirmed as Thursday 19 September 2019.

**RESOLVED:** That the Sid Valley Neighbourhood Plan Steering Group report be noted.

53.6 Tourism & Promotion Strategy Task and Finish Forum

Councillor Cole gave a report of the work being carried out by the Tourism & Promotion Task and Finish Forum.

**RESOLVED:** That the Tourism & Promotion Strategy Task and Finish Forum report be noted.

**54 Reports from Members with Special Responsibilities**

54.1 Finance Report

Councillor Wright presented the Finance Report for June 2019.

**RESOLVED:** that the Finance Report for June 2019 be noted and agreed.

54.2 Sidmouth Hopper Bus

Councillor Dent gave a brief update on this year's Hopper Bus service and reported that, as in previous years, he would give a full report to Council at the end on the season.

**RESOLVED:** that the Sidmouth Hopper Bus report be noted.

54.3 Sidmouth in Bloom

Councillor Rixson reported that she and Councillor Ware had attended the welcome meeting for the South West in Bloom judges at the Belmont Hotel; they both looked forward to working with the Sidmouth in Bloom committee and becoming more involved in future seasons.

**RESOLVED:** that the Sidmouth in Bloom report be noted and thanks be recorded to Lynette Talbot, Peter Endersby and their committee for all the hard work in preparing Sidmouth for the competition judging.

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CHAIR OF THE COUNCIL

**Minutes of the meeting of  
Sidmouth Town Council's Planning Committee  
Held at the Council Chamber, Woolcombe House, Sidmouth,  
Wednesday 14 August 2019**

Councillors present: - Kelvin Dent (Chair)  
Jeff Turner (Vice-Chair)  
David Barratt  
Ian Barlow  
Deirdre Hounsom  
John Rayson

Apologies: - Louise Thompson, Jenny Ware, Dawn Manley and John Loudoun.

The meeting started at 6.30pm and finished at 7.10 pm.

**117 Declarations of Interest**

No declarations of interest made.

**118 Minutes**

The Minutes of the Planning Committee meetings held on the 10 July and 24 July 2019 were signed as a true and accurate record.

**119 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.

**120 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.

**Applications for consideration**

- 121** 19/1212/FUL Mr James Royal London House, Fore Street, Sidmouth. Remove existing  
East Ward Leighfield and insert new stairs, new rear wall to enclose stairs, erection  
of flat roof and dormer to provide height for new stair.

SUPPORT

- Members had concerns that making the door onto New Street into a single door may cause rubbish to be left on the street.

- 122** 19/1213/LBC Mr James Royal London House, Fore Street, Sidmouth. Remove existing  
East Ward Leighfield and insert new stairs, new rear wall to enclose stairs, erection  
of flat roof and dormer to provide height for new stair and  
internal Alterations.

SUPPORT subject to the agreement of the Conservation Officers.

- 123** 19/1371/FUL Mr Aaron Howe 28 Ladymead, Sidmouth, EX10 9XN. Construction of two storey  
North Ward side extension.

SUPPORT

- 124** 19/1722/FUL Mr & Mrs J Walker 62 Sidford Road, Sidmouth, EX10 9LR. Construction of side extensions.  
Primley  
Road  
SUPPORT
- 125** 19/1555/FUL Mr Chris Jackson Dunwich, Salcombe Hill Road, Sidmouth, EX10 8JS.  
Salcombe Jackson Construction of single storey rear extensions and landscaping.  
Regis Ward  
This application had been determined by the Local Planning Authority prior to the meeting.
- Had the members been in a position to make a recommendation on this item they would have supported the application.
- 126** 19/1539/FUL Mr & Mrs Lovell Southfield, Bickwell Valley, Sidmouth, EX10 8SG. Construction of front extension to existing side extension and alterations to the roof. Insertion of side roof lights of front central gable and alterations to front decking.  
South Ward  
SUPPORT
- 127** 19/1503/LBC Mr Keith Mills Arcot House, Arcot Gardens, Sidmouth, EX10 9HR. Demolish single storey Flat, erect 5 bed single storey extension and two storey Lift extension (revised scheme to 17/3044/LBC).  
South Ward  
SUPPORT
- 128** 19/1587/LBC Methodist Guild Sidholme Hotel, Elysian Fields, Sidmouth, EX10 8UJ. Various internal works to include: create new reception in entrance hall; remove existing reception and office to create new bar area including extending dropped ceiling in front of new bar area; infill recess in line with existing wall in new bar area; removal of partition wall, glazed screen and door in existing TV lounge to create new bar lounge; partial replacement of architrave leading from new bar lounge to waiting/seating area; make good plaster work.  
South Ward  
Holidays Ltd  
SUPPORT subject to the agreement of the Conservation Officers.
- 129** 19/1676/FUL Mr & Mrs Cook Bongraze, 3 Radway, Sidmouth, EX10 8TW. Construction of single storey side/rear extension.  
South Ward  
SUPPORT
- 130** 19/1492/CPE Bickwell Meadow, Muttersmoor Road, Sidmouth, EX10 8RH. Certificate of lawfulness for occupation of dwelling in breach of agricultural tie for more than 10 years.  
South Ward  
UNABLE TO SUPPORT
- Members were unhappy with the principal of the application and felt that giving this certificate would damage the housing market for agricultural workers in the future.
  - Members also felt that the occupant had already been working in the agricultural industry even if it was not for the farm that the building was tied to.
- 131** **Tree Exemption Reports**  
No Tree Exemption Reports were received.

**132 Unsupported Decisions**

Planning Application 19/1405/FUL

52 Tyrrell Mead, Sidmouth, EX10 9TR. Construction of car parking area.

Town Council

District Council

Did not support

Granted

**133 Appeals**

Planning Application 18/0346/FUL Dunscombe Barn, Lane Past Dunscombe Manor Farm, Salcombe Regis, EX10 0PN. Proposed replacement dwelling.

The Planning Clerk reported that the appeal had been lodged by the Applicant in respect of the above application.

**134 Enforcement Letters**

No Enforcement letters were received.

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**CHAIR OF THE PLANNING COMMITTEE**



## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 4 - July 2019

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Council Services</u></b>				
Public Conveniences	29,570	30,020	31,000	980
Youth Service Support	7,500	15,000	40,000	25,000
Flower Beds, Planters & Watering	5,979	6,555	18,000	11,445
Christmas Lighting & Events	0	0	13,500	13,500
Donation to Christmas Lighting (Income)	0	0	-1,500	-1,500
Tourism Promotion	1,142	2,772	6,500	3,728
Verge Cutting, Town Maintenance & Weeding	896	3,583	9,500	5,917
Verge Cutting DCC Grant (Income)	0	0	-4,300	-4,300
Street Furniture	0	450	2,000	1,550
Sidmouth Information Centre	0	0	24,000	24,000
Drinking Fountain, Sidbury	0	-4	100	104
Dog Hygiene Bins	1,000	1,000	1,000	0
Annual Report Printing/Distribution	0	0	800	800
War Memorials	0	0	100	100
Parish Paths Partnership Payments	1,181	1,828	0	-1,828
Parish Paths Partnership (Income)	0	0	0	0
	<b>£47,268</b>	<b>£61,204</b>	<b>£140,700</b>	<b>£79,496</b>

### **Discretionary Expenditure**

Grants	0	16,062	16,000	-62
Sidmouth Folk Festival	0	32,000	32,000	0
Sidmouth Town Band	0	5,000	5,000	0
Sidmouth in Bloom	0	4,000	4,000	0
South West Museum Development	0	800	800	0
Air Display	0	4,410	10,000	5,590
Donation to Air Display (Income)	-785	-1,585	0	1,585
Sidmouth Hopper Bus	8,539	12,255	8,000	-4,255
Donation to Hopper Bus (Income)	0	-15,450	0	15,450
SVNP Community Actions	0	0	10,000	10,000
Sid Valley Neighbourhood Plan	420	420	0	-420
Swimming Platform	60	4,240	5,000	760
Port Royal Regeneration	1,676	1,676	0	-1,676
Community Infrastructure Levy (Income)	0	-4,370	0	4,370
Woolley Bequest Payments	0	5,000	0	-5,000
Woolley Bequest (Income)	0	0	0	0
	<b>£9,910</b>	<b>£64,458</b>	<b>£90,800</b>	<b>£26,342</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 4 - July 2019

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Woolcombe House</u></b>				
Services Gas/Water/Elec	120	852	3,500	2,648
Woolcombe House Business Rate	0	6,997	7,500	503
Woolcombe House (Loan Interest&Repayment)	0	7,444	14,890	7,446
Woolcombe House-General Maintenance	472	3,388	8,500	5,112
Woolcombe House Building Reserve	0	0	2,000	2,000
Council Chamber Hire (Income)	0	0	0	0
	<b>£592</b>	<b>£18,681</b>	<b>£36,390</b>	<b>£17,709</b>

### **Other Property**

Alma Lane Field	0	0	500	500
Manstone Youth Centre	314	4,353	33,000	28,647
Manstone Youth Centre (Income)	0	0	0	0
Manstone Sports and Play Areas	3,206	3,206	40,000	36,794
Long Park & Play Area	173	1,358	1,500	142
Seafront Amenity Building	12,263	15,930	20,000	4,070
Conservatory Maintenance	0	130	1,000	870
Fire Beacon Stewardship (Income)	-3,719	-3,719	0	3,719
Sidmouth Golf Club (Income)	0	0	-5	-5
Elec Pole Rent (Income)	0	-37	-40	-3
	<b>£12,237</b>	<b>£21,221</b>	<b>£95,955</b>	<b>£74,734</b>

### **Trust Property**

#### **The Ham**

The Ham Ground Mtce	758	1,088	4,100	3,012
The Ham Other Mtce	0	2,582	3,500	918
The Ham Play Equipment	0	1,450	1,500	50
The Ham Reserve	0	0	2,000	2,000
The Ham 3Phase Power	116	311	1,800	1,489
The Ham Rent (Income)	0	-8,628	-10,000	-1,372

#### **Manstone**

Manstone Land Ground Mtce	60	240	500	260
Manstone Other Maintenance	0	0	1,600	1,600
Manstone Reserve	0	0	2,000	2,000
Manstone Rent (Income)	-233	-713	-2,240	-1,527

#### **Salcombe Regis**

S.R. Allotment Field	0	0	0	0
S.R. Allotment Field Rent (Income)	0	0	0	0
S.R. Recreation Field	0	-167	2,000	2,167
S.R. Recreation Field Rent (Income)	0	-525	-525	0
	<b>£701</b>	<b>-£4,362</b>	<b>£6,235</b>	<b>£10,597</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 4 - July 2019

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Members</u></b>				
Members/Chair's Allowances	0	5,316	6,000	684
Chair's Expenses	0	0	2,000	2,000
Members Expenses/Training	0	0	800	800
Elections	6,161	6,161	3,000	-3,161
Civic & Hospitality	24	24	1,000	976
	<b>£6,185</b>	<b>£11,501</b>	<b>£12,800</b>	<b>£1,299</b>
<b><u>Staff</u></b>				
Salaries	7,760	31,083	92,000	60,917
Pensions	1,553	6,218	20,000	13,782
Staff Eye Tests	0	0	100	100
Training & Conferences	0	0	1,000	1,000
Officers Expenses	21	125	100	-25
Tourism/Promotion Admin (Income)	0	0	-10,000	-10,000
	<b>£9,334</b>	<b>£37,426</b>	<b>£103,200</b>	<b>£65,774</b>
<b><u>Office Expenses</u></b>				
Postage	74	156	1,700	1,544
Stationery	154	279	1,700	1,421
Telephone	598	1,374	3,600	2,226
Subscriptions	10	1,918	2,250	332
Photocopier	0	188	1,500	1,312
Internet, website and webcams	525	1,025	3,000	1,975
Computer Software Contracts	376	684	1,200	516
Computer Maintenance Contingency	0	0	1,000	1,000
Advertisements	0	80	500	420
Audit	0	300	1,600	1,300
Insurance	0	0	5,000	5,000
Sundry	160	306	1,200	894
Bank Charges	6	23	200	177
Bank Interest Received (Income)	-109	-353	-1,000	-647
	<b>£1,794</b>	<b>£5,980</b>	<b>£23,450</b>	<b>£17,470</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 4 - July 2019

<b>Expense Group Totals</b>	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	47,268	61,204	140,700	79,496
Discretionary Expenditure	9,910	64,458	90,800	26,342
Woolcombe House	592	18,681	36,390	17,709
Other Freehold Property	12,237	21,221	95,955	74,734
Trust Property	701	-4,362	6,235	10,597
Members	6,185	11,501	12,800	1,299
Staff	9,334	37,426	103,200	65,774
Office Expenses	1,794	5,980	23,450	17,470
Precept Received	0	-254,765	-509,530	-254,765
<b>Net Income over Expenditure</b>	<b>£88,021</b>	<b>-£38,656</b>	<b>£0</b>	<b>£38,656</b>

#### **Current/Deposit Bank Accounts**

£660,750

*of which*

#### **Woolley Bequest**

£15,764

#### **Earmarked Reserves**

£466,125