



SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE
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25 February 2019

To: All Members of the Town Council
Town Clerk

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 4 March 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 Chairman and before that item is debated by Members.

Yours faithfully,

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

- 1 **Prayers**
Prayers will be taken by the Reverend Oliver Ward.
- 2 **Apologies**
To receive any apologies for absence.
- 3 **Minutes**
To confirm the minutes of the meetings of the Town Council held on Monday 4 February 2019. 4 – 5
- 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**

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).

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 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.)

8 **Police Report**

To receive the February 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.)

9 **Committee/Working Group Reports**

9.1 Planning Committee Reports

To receive the reports of the Planning Committee meetings held on Wednesdays 6 and 20 February 2019.

6 – 11

9.2 Sid Valley Neighbourhood Plan Steering Group

To receive a short presentation from the Sid Valley Neighbourhood Plan Steering Group.

10 **Reports from Members with Special Responsibilities**

10.1 Finance Report

To receive the Finance Report for January 2019.

12 – 15

10.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

11 **Age Concern in Sidmouth**

Gill Smith, CEO of Age Concern, Devon will attend this meeting to give a presentation on the work Age Concern are carrying out in the Sidmouth area.

12 **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'

13 Hopper Bus 2019

To receive the attached confidential report from Councillor Dent.

16 – 18

Forthcoming Council and Committee meetings:

6 March 2019 – Planning Committee

11 March 2019 – Tourism and Economy Committee

20 March 2019 – Planning Committee

3 April 2019 – Planning Committee

8 April 2019 – Council

15 April 2019 – Annual Town Assembly venue: St Francis Hall, Woolbrook at **7pm**

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 4 February 2019 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Stuart Hughes Dawn Manley
Sidmouth South	Kelvin Dent John Dyson Paul Wright
Sidmouth East	Marc Kilsbie Frances Newth
Sidmouth West	Louise Cole Sheila Kerridge John Rayson
Sidmouth Primley	Simon Pollentine
Sidford	Jack Brokenshire Ian McKenzie-Edwards (Chairman)
Sidbury	John Hollick
Salcombe Regis	Ian Barlow (Vice-Chairman) David Barratt
Apologies:	Gareth Jones, Jeff Turner

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

PART 'A'

115 Prayers

Prayers were taken by the Reverend Brian Hadfield.

116 Minutes

The minutes of the meeting of the Town Council meetings held on Monday 7 and 21 January 2019 were signed as a true and accurate record.

117 Declarations of Interest

There were no Declarations of Interest received at this meeting.

118 Police Report

Sgt Andy Squires presented the December police report which showed 37 crimes in January 2019 in comparison to 36 in January 2018, an increase of 2.8%.

119 Committee/Working Group Reports

119.1 Planning Committee Reports

Councillor Dent, Chairman of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 9 and 23 January 2019.

RESOLVED: that the Planning Committee reports be noted.

119.2 Sid Valley Neighbourhood Plan Steering Group

Councillor Louise Cole gave a report of the work being carried out by the Sid Valley Neighbourhood Plan Steering Group and asked Members to note that due to the Christmas

break and EDDC office move, the consultation period for the Neighbourhood Plan had been extended by a further two weeks.

RESOLVED: that the Sid Valley Neighbourhood Plan report be noted.

120 Reports from Members with Special Responsibilities

120.1 Finance Report

Member with Special Responsibility for Finance, Councillor Wright, presented the December 2018 Finance Report to Members.

RESOLVED: 1) that in accordance with section 2.2 of the Town Council's Financial Regulations, Members had noted that the Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of December 2018.

2) that the November 2018 Finance Report be noted and agreed.

120.2 Stowford Community Centre

Councillor David Barratt, the Council's representative at Stowford Community Centre, reported that following the resignation of three of the four directors in December from the Community Interest Company (CIC) which runs the centre, the CIC had appointed two new directors to sit alongside the remaining director. He advised that the new directors had refreshing plans for the enhanced and increased use of the centre and that the future was brighter following what could have been a difficult time. There were plans to appoint further directors and new volunteers had come forward to help in the running of the building.

Members suggested that the Council sends a letter of thanks to the former Chairman of Directors, Jan Jones, to thank her for the work she had carried out for the CIC.

RESOLVED: that a letter of thanks be sent to the former Chairman of directors, Jan Jones, to thank her for the work she had carried out for the CIC.

121 Drainage Outfall at Western End of The Esplanade

Members were asked to give their views on the state of the drainage outfall on to the beach at the Western end of The Esplanade. The Council had in the past six months received many complaints regarding what was seen by some as a health and safety hazard and an unattractive stagnant pond. It had also received support for the greenery growing on the beach which was seen by some as an example of wild flowers and biodiversity. Members considered that whilst Sidmouth in Bloom did support and carry out some work to keep the beach full of natural flowers and attractive, it was likely to support a general clean-up of the area keeping the outfall clear and flowing, especially during the peak tourist season.

RESOLVED: that in consultation with Sidmouth in Bloom, the Council contacts East Devon District Council, Streetscene to encourage a general clean-up of the outfall including the keeping of the water course clear and reduction of the muddy area to a minimum in the interests of safety and tourism.

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CHAIRMAN OF THE COUNCIL

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 6th February 2019**

Councillors present: - Kelvin Dent (Chairman)
Ian Barlow (Vice-Chairman)
Dawn Manley
Ian McKenzie-Edwards
Simon Pollentine
John Rayson

Apologies: - Jeff Turner, Gareth Jones and Marc Kilsbie

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

345 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	19/0013/TCA Churchills Convent Road, Sidmouth, EX10 8RD	Personal Interest	Remained in the Chamber during discussion.	Acquainted with Applicant.

346 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.

347 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

- | | | | |
|------------|-------------------------------------|-----------------------|--|
| 348 | 19/0128/FUL
West Ward
SUPPORT | Mrs Sarah
Mounoury | 43 Alexandria Road, Sidmouth, EX10 9HG. Two storey rear extension (revised scheme to 18/0822/FUL) |
| 349 | 18/2930/LBC
Sidbury Ward | Mr & Mrs A Chivers | Western Farm, Harcombe, Sidmouth, EX10 0PR. Extension on front (South) elevation and to include the replacement of existing external door. Excavate section passageway to lower floor level to the same level as the kitchen, introduction of steps leading from lowered passage to existing raised section of passageway, reduce door threshold in line with lowered floor level, create new door opening into kitchen and partially block up existing door opening into kitchen to leave a hatch. (Resubmission of 18/0430/LBC, revision to porch) |

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

- The proposed changes would be out of keeping with the rest of the building.

350 18/2929/FUL Mr & Mrs A Chivers Western Farm, Harcombe, Sidmouth, EX10 0PR.
Sidbury Ward Construction of porch (revised scheme to 18/0429/FUL).
Members were unable to support the application for the following reason:

- The proposed changes would be out of keeping with the rest of the building.

351 19/0155/FUL Mr & Mrs George South Lodge Manor House Station Road
South Ward Sidmouth EX10 9DJ. Enlargement of existing extension and
new first floor extension above.

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

- The proposed development was incompatible with the rest of the building by reason of design.
- The proposed development would adversely affect the street scene.

352 19/0176/FUL Mr G Morris Robins Hill, Redwood Road, Sidmouth, EX10 9AB.
Salcombe Alterations to existing conservatory.
Regis
SUPPORT

353 Tree Applications for Decision

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

a) 18/2863/TRE Mrs Haddrell 36 Livonia Road, Sidmouth, EX10 9JB. T1 Beech: Fell due to
Primley Ward Ganoderma Adspersum and also Ustulina Devsta. The tree
has multiple decay cavities due to very poor pruning in the
past.

APPROVED as recommended by the arboricultural officer.

NOTE: The council would like to see a replacement tree planted.

354 Tree Exemption Reports

a) 19/0013/TCA Roger Mills Churchills Convent Road, Sidmouth, EX10 8RD. Tree 1 - a
South Ward Beech tree - thin out and remove crossing branches, and
thin out the canopy; remove c. 15% of branches. Tree 2 - a
Norwegian Maple - tidy branches and shaping
Tree 3 - a Maple - tidy branches and shaping.

NOTED

b) 18/2909/TCA Jeans Street Record, Millford Road, Sidmouth. T1 - Monterey
Salcombe Pine: Fell to ground level. Monitoring of tree over number
Regis of years has shown progressive movement due to weight
and asymmetrical nature of crown.

NOTED

355 Unsupported Decisions

Planning Application 18/1779/FUL

Green Close, Drakes Avenue, Sidford. Demolition of former care home and construction of 40 retirement apartments for older persons including communal facilities, access, car parking and landscaping.

Town Council	District Council
Did not support	Granted

Planning Application 18/2559/FUL

Trow Farm, Trow, Salcombe Regis, Sidmouth, EX10 0PB. Proposed concrete track for approximately 130 meters from 'Rennies Barn' south wards.

Town Council	District Council
Did not support	Granted

356 Appeals

No Appeals were received.

357 Enforcement Letters

No Enforcement letters were received.

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CHAIRMAN OF THE PLANNING COMMITTEE

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 20th February 2019**

Councillors present: - Kelvin Dent (Chairman)
Ian McKenzie-Edwards (Vice-Chairman)
Marc Kilsbie
Jeff Turner
Simon Pollentine
John Rayson
Gareth Jones
Ian Barlow

Apologies: - Dawn Manley

The meeting started at 6.30pm and finished at 7.00pm.

358 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	19/0311/LBC Bridge Cottage, Mill Street, Sidmouth, EX10 8DW	Personal Interest	Remained in the Chamber during discussion but did vote.	Acquainted with Applicant.
Cllr Jeff Turner	19/0123/TCA Kingsmead, Broadway, Sidmouth, EX10 8RQ	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.

359 Minutes

The Minutes of the Planning Committee meetings held on the 23 January 2019 were signed as a true and accurate record.

360 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 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.

361 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

362	19/0210/FUL Mr I Wells West Ward	120 Alexandria Road, Sidmouth, EX10 9HG. Construction of single storey rear/side extension (remove existing garage).
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Members were unable to support the application for the following reason:

- The proposed changes would be out of keeping with the design of the existing building.
- The proposed changes would adversely affect the amenity of the neighbouring property by reason of loss of light.

363	19/0220/FUL South Ward	Mrs Wilcox	Sanditon, Station Road, Sidmouth. Replacement of doors, raising of cill heights by 150mm of selected doors.
	SUPPORT		
364	18/2616/LBC South Ward	Mr P Campbell	Balfour Lodge, Station Road, Sidmouth, EX10 8XL. Replace 2no. windows on front elevation, 2no. windows on side elevation and 1no. window on rear elevation.
	SUPPORT subject to the agreement of the Conservation Officers.		
365	19/0204/FUL Sidbury Ward	Mr & Mrs Purves	1 Chapel Street, Sidbury, Sidmouth, EX10 0RF. Construction of basement and ground floor extension.
	SUPPORT		
366	19/0182/FUL Sidford Ward	Mr & Mrs Robert Wood	Fairmead, 14 Harcombe Lane, Sidford, Sidmouth, EX10 9QN. Construction of single and two storey extensions.
	SUPPORT		
367	19/0249/FUL Primley Ward	Mr J Powell	1 Newlands Road, Sidmouth, EX10 9NL. Roof alterations and extensions (resubmission of 18/2809/FUL).
	SUPPORT		
368	19/0311/LBC East Ward	Dr Maury Ervine	Bridge Cottage, Mill Street, Sidmouth, EX10 8DW. Replace UPVC bay window on side (north/west) elevation with wooden Window.
	SUPPORT subject to the agreement of the Conservation Officers.		
369	Tree Exemption Reports		
a)	19/0123/TCA		Kingsmead, Broadway, Sidmouth, EX10 8RQ. B1, B2 and GR1 reduce to previous level (approx 25% reduction) B3 Crown reduction to achieve a balanced shape.
	NOTED		
370	Tree Exemption Reports No Tree Exemption Reports were received.		
371	Unsupported Decisions Planning Application 18/2382/FUL 48 Temple Street, Sidmouth. Construction of two storey one-bedroom house.		
	Town Council Did not support	District Council Granted	
	Planning Application 18/1733/FUL 84 Winslade Road, Sidmouth. Conversion of a bungalow to two dwellings.		
	Town Council Did not support	District Council Granted	

Planning Application 18/2905/FUL
Quietways, Harcombe, Sidmouth.
Replacement Porch.

Town Council	District Council
Supported	Refused

Planning Application 18/2929/FUL
Western Farm, Harcombe, Sidmouth.
Replacement Porch.

Town Council	District Council
Supported	Refused

Planning Application 19/0155/FUL
South Lodge, Manor House, Sidmouth.
Enlargement of existing extension and new first floor extension above.

Town Council	District Council
Did not support	Granted

372 Appeals

The Planning Clerk reported that the appeal had been lodged by the Applicant in respect of the following application(s) and decisions made

Planning Application 18/0607/LBC 48 Temple Street, Sidmouth. Planning for a 3-bedroom dwelling on the land to the rear of 48 Temple Street:
Appeal was granted.

373 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 10 - January 2019

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Council Services</u>				
Public Conveniences	0	28,709	30,000	1,291
Youth Service Support	7,500	30,000	30,000	0
Flower Beds, Planters & Watering	0	15,157	17,000	1,843
Christmas Lighting & Events	5,445	11,055	12,000	945
Donation to Christmas Lighting (Income)	0	-1,500	-1,500	0
Tourism Promotion	350	3,623	8,000	4,377
Verge Cutting, Town Maintenance & Weeding	976	7,080	9,500	2,420
Verge Cutting DCC Grant (Income)	0	-4,298	0	4,298
Street Furniture	0	2,000	2,000	0
Sidmouth Information Centre	0	26,600	26,600	0
Drinking Fountain Sidbury	0	36	100	64
Dog Hygiene Bins	0	800	1,000	200
Annual Report Printing/Distribution	0	0	800	800
War Memorials	36	36	100	64
Parish Paths Partnership Payments	381	3,335	0	-3,335
Parish Paths Partnership (Income)	0	-500	0	500
	£14,688	£122,133	£135,600	£13,467

Discretionary Expenditure

Grants	0	15,578	16,000	422
Sidmouth Folk Week	0	30,000	30,000	0
Sidmouth Town Band	0	4,000	4,000	0
Sidmouth in Bloom	0	3,000	3,000	0
South West Museum Development	0	0	800	800
Air Display	0	21,609	6,000	-15,609
Donation to Air Display (Income)	0	-12,615	0	12,615
Sidmouth Hopper Bus	0	22,647	18,000	-4,647
Donation to Hopper Bus (Income)	0	-9,825	0	9,825
Neighbourhood Plan	525	3,888	12,500	8,612
Port Royal Regeneration	0	2,383	10,000	7,617
Donation to use of Party Tent (Income)	0	-25	0	25
Western Town Webcam	0	529	0	-529
Payments from/to Earmarked Reserves	105	8,373	0	-8,373
Woolley Bequest Payments	0	5,000	0	-5,000
Woolley Bequest (Income)	0	0	0	0
	£630	£94,542	£100,300	£5,758

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 10 - January 2019

Woolcombe House

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Services Gas/Water/Elec	143	1,935	3,500	1,565
Woolcombe House Business Rate	0	6,840	6,500	-340
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1
Woolcombe House-General Maintenance	737	5,551	8,000	2,449
Woolcombe House Building Reserve	0	0	2,000	2,000
Council Chamber Hire (Income)	0	-50	0	50
	£880	£29,165	£34,890	£5,725

Other Property

Alma Lane Field	0	127	500	373
Manstone Youth Centre	688	13,004	18,000	4,996
Manstone Sports and Play Areas	0	1,837	40,000	38,163
Long Park & Play Area	0	1,255	1,500	245
Seafront Amenity Building	1,102	20,887	20,000	-887
Conservatory Maintenance	0	616	1,000	384
Fire Beacon Nature Reserve	0	1,300	0	-1,300
Fire Beacon Stewardship (Income)	0	-9,585	0	9,585
Sidmouth Golf Club (Income)	0	0	-5	-5
Elec Pole Rent (Income)	0	-38	-40	-2
	£1,790	£29,403	£80,955	£51,552

Trust Property

The Ham

The Ham Ground Mtce	190	3,369	4,100	731
The Ham Other Mtce	148	1,062	2,500	1,438
The Ham Play Equipment	0	1,380	1,500	120
The Ham Reserve	0	0	2,000	2,000
The Ham 3Phase Power	93	1,509	1,600	91
The Ham Rent (Income)	0	-10,780	-9,000	1,780

Manstone

Manstone Land Ground Mtce	0	420	500	80
Manstone Other Maintenance	0	1,300	1,600	300
Manstone Reserve	0	2,000	2,000	0
Manstone Rent (Income)	-232	-1,675	-990	685

Salcombe Regis

S.R. Allotment Field	0	0	0	0
S.R. Allotment Field Rent (Income)	0	0	0	0
S.R. Recreation Field (water)	0	172	250	78
S.R. Recreation Field Rent (Income)	0	-605	-525	80
	£199	-£1,848	£5,535	£7,383

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 10 - January 2019

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Members</u>				
Members/Chairman's Allowances	0	4,649	5,000	351
Chairman's Expenses	478	1,210	2,000	790
Members Expenses/Training	0	85	800	715
Civic & Hospitality	0	108	1,000	892
	£478	£6,052	£8,800	£2,748

Staff

Salaries	7,575	75,819	92,000	16,181
Pensions	1,465	14,651	20,000	5,349
Staff Eye Tests	0	10	100	90
Training & Conferences	0	0	1,000	1,000
Officers Expenses	28	52	100	48
Tourism/Promotion Admin (Income)	0	0	-10,000	-10,000
Advert Planning Fees (Income)	0	0	0	0
	£9,068	£90,532	£103,200	£12,668

Office Expenses

Postage	64	1,280	1,600	320
Stationery	101	865	1,500	635
Telephone	599	2,958	3,500	542
Subscriptions	0	1,984	2,000	16
Photocopier	0	613	1,500	887
Internet, website and webcams	60	2,990	3,000	10
Computer Software Contracts	0	1,212	1,200	-12
Computer Maintenance Contingency	133	133	1,000	867
Advertisements	0	10	500	490
Audit	0	1,600	1,600	0
Insurance	0	4,657	5,000	343
Sundry	5	852	1,200	348
Bank Charges	8	97	200	103
Bank Interest Received (Income)	-499	-1,259	0	1,259
	£471	£17,992	£23,800	£5,808

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 10 - January 2019

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	14,688	122,133	135,600	13,467
Discretionary Expenditure	630	94,542	100,300	5,758
Woolcombe House	880	29,165	34,890	5,725
Other Freehold Property	1,790	29,403	80,955	51,552
Trust Property	199	-1,848	5,535	7,383
Members	478	6,052	8,800	2,748
Staff	9,068	90,532	103,200	12,668
Office Expenses	471	17,992	23,800	5,808
Precept Received	0	-488,467	-488,467	0
Council Tax Support Grant	0	-4,613	-4,613	0
Net Income over Expenditure	£28,204	-£105,109	£0	£105,109

Current/Deposit Bank Accounts	£675,906
<i>of which</i>	
Woolley Bequest	£50,591
Earmarked Reserves	£400,918