

# SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE  
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SIDMOUTH  
DEVON  
EX10 9BB

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To: All Members of the Town Council  
Town Clerk

28 October 2019

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

Dear Sir/Madam,

## Meeting of Sidmouth Town Council Monday 4 November 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

## AGENDA

- |   | 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 Mondays 7 and 21 2019.   | 3 – 8  |
| 3 <b>Declarations of Interest</b><br>To receive any Members' declarations of interest in respect of items on the agenda.<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 Town 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 Town 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 October 2019 Police Report.

*(Members are asked to notify Sergeant Andrew Squires and the Town Clerk of questions to be raised in advance of the meeting where possible.)*

8 **Committee/Working Group Reports**

8.1 Planning Committee Reports

a) To receive the reports of the Planning Committee meetings held on Wednesdays 9 and 23 October 2019.

9 – 14

b) Members are asked to note the resignation of Councillor Barratt from the Planning Committee.

8.2 Environment Committee Report

To receive the report of the Environment Committee meeting held on Monday 30 September 2019.

15 – 18

8.3 Other Reports from Working Groups

To receive any notified reports from 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 September 2019.

b) To receive the Finance Report for September 2019

19 -22

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

10 **Provisional List of Meeting Dates**

To receive the attached Provisional List of Meeting Dates. Dates to 4 May are already set and others will be confirmed at Annual Council.

23 – 24

**Forthcoming Council and Committee meetings:**

6 November 2019 – Planning Committee

20 November 2019 – Planning Committee

2 December 2019 – Council

4 December 2019 – Planning Committee

9 December 2019 – Tourism & Economy Committee

18 December 2019 – Planning Committee

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 7 October 2019 at 6.30pm**

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

The meeting started at 6.30pm and finished at 9.20pm.

**PART 'A'**

**61 Minutes**

The minutes of the meeting of the Town Council held on Monday 2 September 2019 were signed as a true and accurate record.

**62 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	6 Public Question Time	Personal	Remained in the Chamber during discussion and voting	Member of Knowle Residents Association

**63 Matters of Urgency or Report from the Chair**

There were no matters of urgency or report from the Chair.

**64 Exclusion of the Public**

**RESOLVED:** that the classification given to the documents to be submitted to the Council, be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

**65 Public Open Question Time**

- Councillor Kelvin Dent asked District Councillors about the former East Devon District Council headquarters at the Knowle. He asked why there had been such a delay from the time the Council had moved to its new headquarters in Honiton with no apparent building works at the Knowle and the building still owned by the District Council. Councillor Stuart Hughes responding on behalf of the District Council, said that progress on the emptying and making safe of the building had taken longer than anticipated but that there had been no delay in carrying out tasks such as asbestos removal and the distribution of items of value which had been undertaken

successfully. It was anticipated that the sale and transfer would be completed by the end of the year.

## **66 Police Report**

PC Steve Lee presented the September police report which showed 57 crimes in September 2018 and 35 in September 2019; a reduction of 38.6%.

Councillor Denise Bickley asked if any forensic evidence was gathered in cases of criminal damage such as the recent damage to a shop in Church Street. PC Lee replied that the forensic teams were not deployed to small occurrences of criminal damage as resource pressures meant they were more effectively employed responding to incidents of serious assaults and thefts.

Councillor John Loudoun thanked the Police in helping to set up the Sidbury Speed watch scheme. He also commented that he had noted the Police were concentrating on incidents relating to Dangerous drugs, rural car crime and serious road traffic collisions.

## **67 Committee/Working Group Reports**

### 67.1 Planning Committee Reports

Councillor Dent, Chair of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 28 August, 11 and 25 September 2019.

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

### 67.2 Tourism & Economy Committee Report

Councillor Cole, Chair of the Tourism & Economy Committee, presented the report of the Tourism & Economy Committee meeting held on Monday 9 September 2019.

**RESOLVED:** That the Tourism & Economy Committee report be noted.

### 67.3 Sid Valley Neighbourhood Plan Steering Group

Members were asked to note the result of the Sid Valley Neighbourhood Plan referendum which showed 90% in favour of the Neighbourhood Plan, well above the 50% needed. The Plan was due to be approved and made at the next meeting of the East Devon District Council Cabinet.

**RESOLVED:** 1) That the Sid Valley Neighbourhood Plan referendum result be noted.

2) That the Council's thanks to members of the former Sid Valley Neighbourhood Plan Steering groups be noted.

## **68 Reports from Members with Special Responsibilities**

### 68.1 Finance Report

a) The Town Clerk presented the Finance Report for August 2019.

**RESOLVED:** That the Finance Report for August 2019 be noted and agreed.

b) Members were asked to consider the appointment of a deputy Member with Special Responsibility for Finance.

**RESOLVED:** That Councillor Chris Lockyear be appointed deputy Member with Special Responsibility for Finance.

## **69 Environment Policy**

Members were asked to consider the adoption of the Environment Policy recommended by the Environment Committee.

**RESOLVED:** That the Environment Policy (appendix 1) be adopted by the Council.

## **70 Sidmouth Town Band – Annual Report**

Martin Cordy, Chairman of the Town Band updated Members on the 2019 summer concert season, Last Night of the Proms and the band's success in winning silverware at the recent National Brass Band finals held in Cheltenham. He also reported on the bands ongoing move

from the Band Room at Woolcombe House to St. Francis Hall, Woolbrook and on plans for 2020.

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

**71 Sidmouth Folk Festival – Annual Report**

Sidmouth Folk Festival Director, John Braithwaite gave a report on the festival’s activities and future plans. He specifically reported on the successful 2019 festival despite the challenges of the Friday due to sudden inclement weather. It was noted that festival goers had been particularly complimentary about the way the festival had coped with and adapted to the challenging conditions and weather-related issues on the final day. Other Issues linked to non-festival organised events in the marketplace were also mentioned and it was noted that ongoing work with businesses would be increased.

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

**72 Town Council Surgeries**

Councillor Thompson suggested that the Council could hold regular surgeries to help the public gain access to their Councillors and also to help people understand more about the work of the Council. Though Members all agreed on the principle of surgeries, concern was expressed from some, that such events may be poorly attended or flag up issues which were not within the remit of the Council. It was agreed that any events would need to manage expectations carefully and could be run initially at least, in conjunction with the existing Police ‘Have your Say’ surgeries.

**RESOLVED:** 1) That Town Councillor surgeries linked with the Police ‘Have Your Say’ surgeries be piloted.  
2) That the Town Clerk continue preparation of a Communications Policy/strategy for consideration by the Council.

**73 Exclusion of the Public and Press**

**RESOLVED:** 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’**

**74 Tourism and Economy Committee: Tourism Promotion Strategy TaFF – Interim Branding report**

Councillor Louise Thompson and Jessica McDonald of Voyage Travel Marketing gave a presentation resulting from the work the Tourism Promotion Strategy TaFF had carried out on branding. Members were asked to consider the new branding for Visit Sidmouth in time for adoption in the new Town Guide and marketing for 2020.

The branding adopted, would form part of the final report from the TaFF to Tourism and Economy Committee in December.

**RESOLVED:** That the new branding be adopted by the Council for use in marketing and promotion of Visit Sidmouth.

**75 Sidmouth Hopper Bus**

Councillor Dent presented the end of season Sidmouth Hopper Bus report and asked Members to consider the feasibility of running a service for 2020.

**RESOLVED:** That the principle of the Council running a Hopper Bus in 2020 be agreed and that an additional £5,000 to the Hopper budget be agreed with other measures subject to contractor prices.

.....  
CHAIR OF THE COUNCIL

## **Sidmouth Town Council Environment Policy**

Sidmouth Town Council is committed to transforming Sidmouth and the Sid Valley area into a cleaner and greener town and a more prosperous place to live and work. We commit to making Sidmouth a low carbon town and a healthy and active town - with a high quality built and natural environment.

Our Environmental Policy supports these goals. Through it, we will use our powers and influence to protect and enhance the environment, and make continual improvement in our own environmental performance, as set out below.

### **Natural Environment**

- Protect, and where possible enhance, the designated green spaces and corridors, conservation areas, and views, as laid out in the Neighbourhood Plan.
- Support and encourage the creation of a sustainable built environment through the planning process.
- Consider impact on biodiversity and sustainability of the management and use of the Sidmouth Town Council estate.

### **Low Carbon Town**

- Reduce greenhouse gas emissions from Sidmouth Town Council activities year on year until carbon neutrality is achieved and promote the same in the community.
- Support the appropriate generation and use of renewable and low carbon energy.
- Encourage use of public and shared transport, bicycles, and walking for both residents and visitors by provision, or promotion with others, of appropriate assets.

### **Sustainability**

- Practice recovery, reuse, repair, remanufacturing and recycling in Sidmouth Town Council's activities and promote the same in the community.
- Preferentially engage local contractors who demonstrate alignment to the Sidmouth Town Council's Environmental Policy.
- Consider the impact of future climate change, such as sea level rise, intensity of storms, and drought, on all decisions.

### **Engagement**

- Inform and engage Sidmouth's residents and businesses, schools and event organisers of the Council's environmental activities and respond and react to feedback.
- Support individual, business, charity, and event organiser behaviour change and adoption of low environmental impact practices.
- Set biannual targets and report on progress, undertaking periodic audits of the Sidmouth Town Council's environmental management system.

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council (Pre-Budget)**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 21 October 2019 at 6.30pm**

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

The meeting started at 6.30pm and finished at 8.25pm.

## **PART 'A'**

### **76 Declarations of Interest**

There were no Declarations of Interest raised at this meeting.

### **77 Exclusion of the Public**

**RESOLVED:** that the classification given to the documents to be submitted to the Council, be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

### **79 Exclusion of the Public and Press**

**RESOLVED:** 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'**

### **80 Budgets/Estimates for 2020/21**

Members were asked to consider the recommendations of the Member with Special Responsibility for Finance prior to the Budget/Estimate meeting in January.

A confidential draft schedule was issued to Members for their consideration.

**RESOLVED:** That the draft budget be approved with the following additions and changes:

- That the sum of £9,600 for street cleansing and town maintenance be made available for an extended contract with existing providers; this to be taken from Earmarked Reserves for 2020/21 and added in the following years budget.
- The draft budget for Sidmouth in Bloom be initially increased by £1,000 and reviewed for inclusion in the final budget in January.

- The draft budget for Sidmouth Hopper Bus be increased to £13,000 as resolved at the 7 October Council meeting and following a review, an up to date figure be included in the final budget in January.
- The Environment Committee be given spending powers up to a limit of £5,000 per annum.
- The installation of 3 additional toilets at the Seafront Amenity Building be noted and agreed with the additional costs for cleaning and opening included in the final budget in January.

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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 9 October 2019**

Councillors present: - Kelvin Dent (Chairman)  
Jeff Turner (Vice-Chairman)  
Ian Barlow  
Deidre Hounsom,  
Jenny Ware  
John Loudoun

Apologies: - Louise Thompson, John Rayson and David Barratt.

The meeting started at 6.30pm and finished at 7.45 pm.

**182 Declarations of Interest** None

**183 Minutes**

The Minutes of the Planning Committee meetings held on the 28 August, 11 September, 25 September and 27 September 2019 were signed as a true and accurate record.

**184 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.

**184 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**

- |            |                               |  |   |
|------------|-------------------------------|--|---|
| <b>185</b> | 19/2042/FUL<br>East Ward      | Mr Chris Judd                          | New Look, 39 Fore Street, Sidmouth, EX10 8AQ. New shopfront comprising new powder coated aluminium glazed front windows and door with vinyl decals applied to the glass. New door and new staircase as new means of escape for the upper floor. |
|            | SUPPORT                       |  |   |
| <b>186</b> | 19/1286/FUL<br>North Ward     | Mr Allen (East Devon District Council) | Land Adjacent 17 – 21, High Meadow, Sidmouth, EX10 9UW. Construction of bin store.  |
|            | SUPPORT                       |  |   |
| <b>187</b> | 19/2002/FUL<br>Primley Ward   | Mrs Sarah Sherwood                     | 18 Manstone Mead, Sidmouth, EX10 9RX. To extend the present shower room.  |
|            | SUPPORT                       |  |   |
| <b>188</b> | 19/1886/VAR<br>Salcombe Regis | Mr Craig Morgan                        | Dunscombe Manor Caravan Park, Salcombe Regis, Sidmouth, EX10 0PN. Variation of Conditions 1 and 3 of permission 13/2622/VAR to permit the siting of 4 no. additional caravans for holiday accommodation purposes.                               |
|            | SUPPORT                       |  |   |

<b>189</b>	19/2146/FUL Salcombe Regis SUPPORT	Mrs Lucy Chatwin	Woodhay Cottage Salcombe Hill Road Sidmouth EX10 8JS. Construction of fence to the front.
<b>190</b>	19/2018/LBC Sidbury Ward	Mr & Mrs C Rosling	Copplestones, Ridgeway, Sidbury, Sidmouth, EX10 0SF. Re-render front (south), rear (north) and side (east) elevation; strengthening of roof through the introduction of steel purlins and to include steel posts embedded within stud work structure at first floor level; excavate and lower garden level to the north, new steps, alterations to garden retaining wall; remove existing window in single storey rear (north) elevation and replace with 1no. door and 1no. window; remove 3no. buttresses and replace 1no. window on original rear (north) elevation with door; extension to existing garden living room side (east) elevation; modifications to bathroom layout and associated waste pipe system through east elevation.  SUPPORT subject to the agreement of the Conservation Officers.
<b>191</b>	19/2065/FUL Sidbury Ward	Mr & Mrs Baily	Meadowcroft, Putts Corner, Sidbury, Sidmouth, EX10 0QQ. Construction of ground and first floor extensions, provision of cladding and replacement openings.  SUPPORT
<b>192</b>	19/2080/FUL Sidbury Ward SUPPORT	Mr & Mrs S Hailey	Sand Farm Bungalow, Sidbury, Sidmouth, EX10 0QN. Construction of single storey extension.
<b>193</b>	19/2008/FUL South Ward	Mr E Peckham	Flat 3, The Coach House, All Saints Road, Sidmouth, EX10 8EU. Replacement windows and door and installation of roof light on east elevation.  SUPPORT
<b>194</b>	19/2009/LBC South Ward	Mr E Peckham	Flat 3, The Coach House, All Saints Road, Sidmouth, EX10 8EU. Replacement windows and doors, installation of rooflight on east elevation and internal refurbishment, including vaulted ceiling.  SUPPORT subject to the agreement of the Conservation Officers.
<b>195</b>	19/2077/FUL South Ward SUPPORT	Mr & Mrs L G Pratt	Radway Croft, Radway, Sidmouth, EX10 8TW. Proposed replacement dwelling and garage.
<b>196</b>	19/2142/FUL South Ward	Mrs J M Ough	55 Peaslands Road, Sidmouth, EX10 9BE. Construction of two storey dwelling within garden and provision of 2no. parking spaces (amendment to 18/2280/FUL to reduce the ground floor area to make room for a parking space in front of the new dwelling).  SUPPORT

**197 Tree Exemption Reports**

No Tree Exemption Reports were received.

**198 Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)**

The Town Council has been given the required notification of the following tree works and may comment accordingly.

- a) 19/1992/TCA Mr Pierce Hillside, Bickwell Valley, Sidmouth, EX10 8SG. T1, T3, T4, lime - lift lower branches to give clearance of 5.2m. T2, cypress - remove to as near ground level as possible.

WORKS NOTED

- b) 19/1993/TCA Mr Alker Albanwood House Bickwell Valley Sidmouth EX10 8SG. T1, T2 and T3, lime - lift lower branches to clear 5.2m from ground level.

WORKS NOTED

- c) 19/1994/TCA Mr Sokell April Lodge Bickwell Valley Sidmouth EX10 8SG. T1, T2, lime - lift lower branches to clear 5.2m from ground level.

WORKS NOTED

**199 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 23 October 2019**

Councillors present: - Kelvin Dent (Chairman)  
Jeff Turner (Vice-Chairman)  
Ian Barlow  
Jenny Ware

Apologies: - John Loudoun, Dawn Manley, Louise Thompson, John Rayson  
and David Barratt

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

**200 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
All Councillors	19/2031/FUL 3 Corefields, Sidford, Sidmouth, EX10 9SG.	Personal Interest	Remained in the Chamber during discussion and did vote.	Objector is a member of the council.
Cllr Kelvin Dent.	19/1998/TRE The Uplands, 2A Brownlands Road, Sidmouth, EX10 9AR.	Personal Interest	Remained in the Chamber during discussion and did vote.	Acquainted with the Applicant.

**201 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.

**202 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**

**203** 19/0947/FUL Mr Graham Gill Flat 1 Norton Garth Court, Station Road, Sidmouth, East Ward EX10 8NY. Construction of garden room to replace summerhouse.

SUPPORT

**204** 19/1666/LBC Mr S Shell 49 High Street, Sidmouth, EX10 8LN. Ground floor entrance ramp and re-configure internal layout including internal timber bed on both ground floor bay windows and suspended ceiling. 2no. air conditioning units and 1no. AHU unit located in rear patio to Flat 1. 1no. non-illuminated projecting sign and 1no. non-illuminated fascia sign on front (east) elevation.

SUPPORT

NOTE; Members of the council would like the A/C units to be switched off between 8pm and 8am to reduce the noise pollution overnight.

<b>205</b>	19/2120/FUL East Ward SUPPORT	Mr S Shell	49 High Street, Sidmouth, EX10 8LN. Reinstatement of 2no air conditioning units and 1no air handling unit to rear.
	NOTE; Members of the council would like the A/C units to be switched off between 8pm and 8am to reduce the noise pollution overnight.		
<b>206</b>	19/1568/FUL Salcombe Regis Ward SUPPORT	Mr & Mrs Webb	Belvoir, 13 Millford Road, Sidmouth, EX10 8DR. Demolition of existing extension, and construction of single storey rear extension and first and second floor extensions.
<b>207</b>	19/2177/FUL Salcombe Regis Ward UNABLE TO SUPPORT	Mr Carlo Bove	Donkey Sanctuary, Mire Lane, Salcombe Regis, Sidmouth, EX10 0NU. New bollard lighting and lights mounted on 3 metre columns to illuminate external car park and footpath.
	<ul style="list-style-type: none"> <li>• Policy 8 of the Neighbourhood Plan. There will be a general presumption against all outdoor lighting (both ambient and floodlight) outside the BUAB unless there is overwhelming operational requirement and the illumination has been designed to minimise light spillage and the hours of usage are restricted by planning condition.</li> </ul>		
<b>208</b>	19/1987/FUL Sidbury Ward SUPPORT	Mr Andrew Simmons	Sand Farm Barns, Sidbury. Change of Use of land to site 2no. Shepherds Huts for mixed seasonal vineyard workers and tourism accommodation purposes, and installation of package treatment plant.
	NOTE; Members would like to restriction the accommodation to short term uses only.		
<b>209</b>	19/1996/VAR Sidbury Ward SUPPORT	Mr And Mrs Chivers	Western Farm, Harcombe, Sidmouth, EX10 0PR. Variation of condition 2 of application 18/0430/LBC (extension on front elevation) to lower ground level by 100mm, replace approved door in west elevation with a window and timber corner posts.
<b>210</b>	19/2106/FUL Sidford Ward SUPPORT	Mr Adam Howitt	3 Corefields, Sidford, Sidmouth, EX10 9SG. Construction of front extension.
<b>211</b>	19/2031/FUL South Ward UNABLE TO SUPPORT	Mr & Mrs Giles Horwood	Land to The South of The Hill, Muttons Moor Road, Sidmouth, EX10 8RH. Construction of 2 no. new dwellings.
	<ul style="list-style-type: none"> <li>• Policy 7 of the Neighbourhood Plan Local Distinctiveness Development: proposals will be expected to have regard to character of the immediate area as set out in the Place Analysis. All new development, including innovative designs, should be designed to complement and enhance the local distinctiveness of the character of its immediate locality, reflecting the height, scale, massing, fenestration, materials, landscaping and density of buildings as described in the Place Analysis.</li> </ul>		
	(2 letters of objection)		
<b>212</b>	19/2270/FUL South Ward SUPPORT	Mrs Karen Needs	39 Winslade Road, Sidmouth, EX10 9EX. Construction of single storey extension to rear.

### Tree Applications for Decision

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

- 213** 19/1998/TRE Mr & Mrs The Uplands, 2A Brownlands Road, Sidmouth, EX10 9AR. T1  
Salcombe Regis Goldsworthy - T3 Sweet Chestnut & T4 Walnut: Crown lift where canopy  
Ward overhangs applicant's garden. Raise from 1.5m/2.0m to  
2.5m/3.0m. Works limited to removing small/2nd order  
branches.

The Council hereby GRANTS permission to carry out work subject to the conditions set out by the EDDC Aboricultural Officer.

- 214** 19/1979/TRE Mrs Fowler 8 Deans Mead, Sidmouth, EX10 8XP. T1, ash - dismantle and  
South Ward fell. Reason the tree has a fruiting body of Ganoderma sp. at  
the base. This is a decay fungus that can eventually lead to  
failure of the tree at ground level. Although the tree appears  
to be sound from external examination the long-term  
prospects are limited as ash die-back disease is also likely to  
be an issue in the near future. If re-landscaping is proposed  
in this area, I recommend the opportunity is taken to  
remove the tree and re-planting are carried out with a more  
suitable species.

The Council hereby GRANTS permission to carry out work subject to the conditions set out by the EDDC Aboricultural Officer.

### Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)

The Town Council has been given the required notification of the following tree works and may comment accordingly.

- 215** 19/2066/TCA Mrs Susan 1 Camden Elysian Fields, Sidmouth, EX10 8UH. T1 - Ash  
South Ward Mendus- Dismantle in sections to near ground level T3 - Holly Remove  
Edwards major deadwood T1 - Tree is in decline, with major  
deadwood present. Removal of tree now whilst it is still safe  
for a tree surgery team to work on and for the benefit trees  
in same locality T3 - Hazardous deadwood over potentially  
fragile garage roof.

WORKS NOTED

- 216** **Enforcement Letters**  
No Enforcement letters were received.

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**CHAIRMAN OF THE PLANNING COMMITTEE**

**SIDMOUTH TOWN COUNCIL**  
**Minutes of a Meeting of Sidmouth Town Council’s**  
**Environment Committee**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 30 September 2019 at 6.30 pm**

Councillors present: Denise Bickley (Chair)  
 Chris Lockyear (Vice Chair)  
 Ian Barlow  
 John Rayson  
 Charissa Evans

Also present: Jon Ball & Ed Dolphin, Sidmouth Arboretum  
 Lin Bennett, Sidmouth College  
 Dave Bramley, Sidmouth Science Festival  
 David Cook, Sidmouth Chamber of Commerce  
 Peter Endersby & Lynette Talbot, Sidmouth in Bloom  
 Rachel Perram, Sidmouth Plastic Warriors  
 Jeremy Woodward, Vision Group of Sidmouth

Apologies: Stuart Hughes, Emma Murdoch

The meeting started at 6.30pm and finished at 8.50pm

**PART ‘A’**

**11 Chair’s Welcome and Introductions**

The Chair of the Committee welcomed all those present including invited representatives and asked each to explain a little about their organisation.

**12 Minutes**

The minutes of the Environment Committee meeting held on Monday 8 July 2019 were agreed and signed as a true record.

**13 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
CLlr Denise Bickley	All items	Personal	Remained in the Chamber during discussion and voting	Sidmouth Extinction Rebellion Member, Surfers Against Sewage SW Representative and Chair of Sidmouth Plastic Warriors

**14 Exclusion of the Public**

There were no items to be considered as matters of urgency or to be reported.

**15 Exclusion of the Public**

There were no items required to be dealt with under Part B.

**16 Draft Sidmouth Town Council Environment Policy**

Members considered a draft Environment Policy for the Council. The draft policy had been drawn up using examples from other councils and organisations as a basis and formed a broad strategic level document for the committee and Council to adopt.

**\*RECOMMENDED:** That the Council adopts the Environment Policy as drafted and amended by the Environment Committee (Appendix A).

## 17 Initial Action Plan

Members discussed the initial draft of the Committee's Action Plan. This had been drafted to reflect the aims of the environment policy and committee:

### • Short Term

- Council to switch to Green Energy supplier when possible and publish energy usage figures.
- Improve Council recycling, reduce wastage and monitor usage.
- Take in account environmental commitments of potential contractors.
- Encourage and enable the wider community to measure and review their own carbon footprint (engaging Library and Information Centre).
- Achieve Blue Flag status for Sidmouth main beach.
- Commence an ambitious project of tree planting to improve the Sid Valley area and help offset carbon emissions (£2,000 worth in first planting)

### Longer Term

- Encourage the completion of the Sidford to Sidbury shared pathway and support the creation of a Sidmouth to Feniton cycleway along the old Sidmouth Railway line

**RESOLVED:** That the action plan be noted.

## 18 Endorsement of Devon County Climate Declaration

Members considered the Devon County Council Climate Declaration which was endorsed on the 22nd May 2019 by members of the Devon Climate Emergency Response Group. The declaration had been prepared by a consortium of public, private and voluntary organisations collaborating through the Response Group. It set out an ambition to tackle climate change that covered all of Devon.

Members noted that the Devon Climate Emergency Response Group would engage Devon's residents, businesses and visitors to develop and implement a plan to facilitate the reduction of Devon's production and consumption emissions to meet IPCC recommendations. It had been acknowledged by the group that such a transformational change would be challenging and would need to include:

- Deploying more renewable, decentralised and smart energy systems
- Retrofitting energy-efficiency measures into our existing buildings
- Constructing zero-carbon new buildings
- Travelling less and using improved walking, cycling and public transport infrastructure more often, and using electric and hydrogen vehicles
- Changing our consumption to use less, re-use more and choose low-carbon options
- Challenging all economic sectors to review their practices and the values of those they do business with
- Divesting from fossil fuels
- Changing our dietary patterns and reducing food waste
- Changing agricultural practices to reduce emissions associated with farming operations, manage soils sustainably and replenish soil carbon
- Encouraging carbon storage such as through tree planting, the use of wood in construction and peatland restoration
- Empowering the people of Devon with the knowledge and skills to act collectively.

The Devon Climate Emergency Response Group had also made clear that local organisations and communities could not achieve these things alone as national government played a key role in many of the policy areas that were vital to reducing emissions and adapting to climate change. The group had called on government to prioritise decarbonisation and adaptation within decision making and work by using its powers to provide the resources and funding necessary to accelerate the transition to a low-carbon and resilient economy and society.



**\*RECOMMENDED:** That the Council endorses the Devon County Council Climate Declaration as a signatory.

**19 Additional Litter Bins and Street Cleaning**

Members discussed the lack of litter bins which had resulted from their removal by East Devon District Council a number of years ago. It was understood that many of the public bins had been removed due to misuse for domestic household waste. It was agreed that any bins in the town should be general bins which could accept general and dog waste with a recycling bin incorporated. Members suggested that East Devon District Council should be asked to consider an offer that if the Town Council bought replacement bins, the District Council empty them.

**RESOLVED:** That the Chair of Council and Town Clerk discusses with East Devon District Council, the possibility of providing extra bins to be emptied by Streetscene.

The untidy and poor condition of many streets, pavements and public areas was also discussed. Though Members accepted that budgets and resources were under extreme pressure, it was suggested that a further conversation should be had with East Devon District Council over the provision of street cleansing and cleaning. It was also suggested that existing Town Council contractors could be tasked to target certain areas as and when needed. In many cases the areas were the property of the District Council and there was a responsibility on the part of the Council to keep them clean and safe.

**RESOLVED:**

- 1) That the Chair of Council and Town Clerk discusses with East Devon District Council, the possibility of providing extra street cleansing
- 2) That the Council's grass and verge cutting contractor team be asked to consider taking on more cleansing of areas which could be specifically targeted by the Council.

**20 Items raised by invited representatives**

Members noted that Sidmouth Plastic Warriors had been chosen by Waitrose to benefit from their 'green tokens' scheme for a share of £1000. It was also noted that a questionnaire to local hotels and care homes was being sent out asking them to show what they were doing to reduce the misuse of the drain and sewerage system to help prevent another 'fatberg'.

.....  
CHAIR OF THE ENVIRONMENT COMMITTEE

## Sidmouth Town Council Environment Policy

Sidmouth Town Council is committed to transforming Sidmouth and the Sid Valley area into a cleaner and greener town and a more prosperous place to live and work. We commit to making Sidmouth a low carbon town and a healthy and active town - with a high quality built and natural environment.

Our Environmental Policy supports these goals. Through it, we will use our powers and influence to protect and enhance the environment, and make continual improvement in our own environmental performance, as set out below.

### Natural Environment

- Protect, and where possible enhance, the designated green spaces and corridors, conservation areas, and views, as laid out in the Neighbourhood Plan.
- Support and encourage the creation of a sustainable built environment through the planning process.
- Consider impact on biodiversity and sustainability of the management and use of the Sidmouth Town Council estate.

### Low Carbon Town

- Reduce greenhouse gas emissions from Sidmouth Town Council activities year on year until carbon neutrality is achieved and promote the same in the community.
- Support the appropriate generation and use of renewable and low carbon energy.
- Encourage use of public and shared transport, bicycles, and walking for both residents and visitors by provision, or promotion with others, of appropriate assets.

### Sustainability

- Practice recovery, reuse, repair, remanufacturing and recycling in Sidmouth Town Council's activities and promote the same in the community.
- Preferentially engage local contractors who demonstrate alignment to the Sidmouth Town Council's Environmental Policy.
- Consider the impact of future climate change, such as sea level rise, intensity of storms, and drought, on all decisions.

### Engagement

- Inform and engage Sidmouth's residents and businesses, schools and event organisers of the Council's environmental activities and respond and react to feedback.
- Support individual, business, charity, and event organiser behaviour change and adoption of low environmental impact practices.
- Set biannual targets and report on progress, undertaking periodic audits of the Sidmouth Town Council's environmental management system.

**Sidmouth Town Council - Detailed Income and Expenditure Report**

**Month 6 - September 2019**

**Council Services**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
Public Conveniences	0	30,020	31,000	980	0
Youth Service Support	2,500	17,500	40,000	22,500	0
Flower Beds, Planters & Watering	2,140	10,835	18,000	7,165	0
Christmas Lighting & Events	0	6,000	13,500	7,500	0
Donation to Christmas Lighting (Income)	0	0	-1,500	-1,500	0
Tourism Promotion	38	3,331	6,500	3,169	-1,142
Verge Cutting, Town Maintenance & Weeding	922	5,401	9,500	4,099	0
Verge Cutting DCC Grant (Income)	0	0	-4,300	-4,300	0
Street Furniture	71	521	2,000	1,479	0
Sidmouth Information Centre	14,000	24,000	24,000	0	0
Water Fountains & Defib Mtce	50	148	100	-48	0
Dog Hygiene Bins	0	1,000	1,000	0	0
Annual Report Printing/Distribution	0	0	800	800	0
War Memorials	0	0	100	100	0
Parish Paths Partnership Payments	0	1,881	0	-1,881	-1,881
Parish Paths Partnership (Income)	0	0	0	0	0
	<b>£19,721</b>	<b>£100,637</b>	<b>£140,700</b>	<b>£40,063</b>	<b>-£3,023</b>

**Discretionary Expenditure**

Grants	0	16,062	16,000	-62	-62
Sidmouth Folk Festival	0	32,000	32,000	0	0
Sidmouth Town Band	0	5,000	5,000	0	0
Sidmouth in Bloom	0	4,000	4,000	0	0
South West Museum Development	0	800	800	0	0
Air Display	4,703	22,372	10,000	-12,372	0
Donation to Air Display (Income)	-623	-9,796	0	9,796	0
Sidmouth Hopper Bus	8,833	29,253	8,000	-21,253	0
Donation to Hopper Bus (Income)	0	-15,450	0	15,450	0
SVNP Community Actions	0	0	10,000	10,000	0
Sid Valley Neighbourhood Plan	83	1,203	0	-1,203	0
Swimming Platform	0	4,240	5,000	760	0
Port Royal Regeneration	0	1,676	0	-1,676	-1,676
Donation to use of Party Tent (Income)	0	0	0	0	0
Sand bags	0	0	0	0	0
Western Town Webcam	0	0	0	0	0
Community Infrastructure Levy (Income)	0	-4,370	0	4,370	4,370
Woolley Bequest Payments	0	5,000	0	-5,000	-5,000
Woolley Bequest (Income)	0	0	0	0	0
	<b>£12,996</b>	<b>£91,990</b>	<b>£90,800</b>	<b>-£1,190</b>	<b>-£2,368</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 6 - September 2019

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
<b><u>Woolcombe House</u></b>					
Services Gas/Water/Elec	120	1,230	3,500	2,270	0
Woolcombe House Business Rate	0	6,997	7,500	503	0
Woolcombe House (Loan Interest&Repayment)	0	7,444	14,890	7,446	0
Woolcombe House-General Maintenance	321	5,128	8,500	3,372	0
Woolcombe House Building Reserve	0	0	2,000	2,000	0
Council Chamber Hire (Income)	0	0	0	0	0
	<b>£441</b>	<b>£20,799</b>	<b>£36,390</b>	<b>£15,591</b>	<b>£0</b>

### **Other Property**

Alma Lane Field	0	0	500	500	0
Alma Lane Field (Income)	0	0	0	0	0
Manstone Youth Centre	2,064	7,841	33,000	25,159	0
Manstone Youth Centre (Income)	0	0	0	0	0
Manstone Sports and Play Areas	0	3,206	40,000	36,794	0
Long Park & Play Area	379	1,822	1,500	-322	-930
Seafront Amenity Building	368	16,798	20,000	3,202	0
Conservatory Maintenance	140	400	1,000	600	0
Fire Beacon Stewardship (Income)	0	-3,719	0	3,719	3,719
Sidmouth Golf Club (Income)	0	0	-5	-5	0
Elec Pole Rent (Income)	0	-38	-40	-2	0
	<b>£2,951</b>	<b>£26,310</b>	<b>£95,955</b>	<b>£69,645</b>	<b>£2,789</b>

### **Trust Property**

#### **The Ham**

The Ham Ground Mtce	110	1,308	4,100	2,792	0
The Ham Other Mtce	0	2,862	3,500	638	0
The Ham Play Equipment	0	1,450	1,500	50	0
The Ham Reserve	0	0	2,000	2,000	0
The Ham 3Phase Power	934	1,361	1,800	439	0
The Ham Rent (Income)	450	-9,708	-10,000	-292	0

#### **Manstone**

Manstone Land Ground Mtce	60	360	500	140	0
Manstone Other Maintenance	0	0	1,600	1,600	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	-427	-1,140	-2,240	-1,100	0

#### **Salcombe Regis**

S.R. Allotment Field	0	0	0	0	0
S.R. Allotment Field Rent (Income)	0	0	0	0	0
S.R. Recreation Field	0	-72	2,000	2,072	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	<b>£1,127</b>	<b>-£4,104</b>	<b>£6,235</b>	<b>£10,339</b>	<b>£0</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 6 - September 2019

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
<b><u>Members</u></b>					
Members/Chair's Allowances	0	5,316	6,000	684	0
Chair's Expenses	0	0	2,000	2,000	0
Members Expenses/Training	0	0	800	800	0
Elections	0	6,161	3,000	-3,161	-3,161
Civic & Hospitality	0	24	1,000	976	0
Civic Regalia	88	88	0	-88	-88
	<b>£88</b>	<b>£11,589</b>	<b>£12,800</b>	<b>£1,211</b>	<b>-£3,249</b>
<b><u>Staff</u></b>					
Salaries	7,761	46,604	92,000	45,396	0
Pensions	1,552	9,322	20,000	10,678	0
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	0	1,000	1,000	0
Officers Expenses	18	143	100	-43	0
Tourism/Promotion Admin (Income)	0	0	-10,000	-10,000	0
	<b>£9,331</b>	<b>£56,069</b>	<b>£103,200</b>	<b>£47,131</b>	<b>£0</b>
<b><u>Office Expenses</u></b>					
Postage	821	1,012	1,700	688	0
Stationery	0	336	1,700	1,364	0
Telephone	0	1,549	3,600	2,051	0
Subscriptions	0	1,918	2,250	332	0
Photocopier	103	392	1,500	1,108	0
Internet, website and webcams	631	1,855	3,000	1,145	0
Computer Software Contracts	0	684	1,200	516	0
Computer Maintenance Contingency	0	0	1,000	1,000	0
Advertisements	0	80	500	420	0
Audit	0	1,600	1,600	0	0
Insurance	0	6,103	5,000	-1,103	0
Sundry	505	946	1,200	254	0
Bank Charges	8	36	200	164	0
Bank Interest Received (Income)	-124	-598	-1,000	-402	0
	<b>£1,944</b>	<b>£15,913</b>	<b>£23,450</b>	<b>£7,537</b>	<b>£0</b>

**Sidmouth Town Council - Detailed Income and Expenditure Report**  
**Month 6 - September 2019**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
<b>Expense Group Totals</b>					
Council Services	19,721	100,637	140,700	40,063	-3,023
Discretionary Expenditure	12,996	91,990	90,800	-1,190	-2,368
Woolcombe House	441	20,799	36,390	15,591	0
Other Freehold Property	2,951	26,310	95,955	69,645	2,789
Trust Property	1,127	-4,104	6,235	10,339	0
Members	88	11,589	12,800	1,211	-3,249
Staff	9,331	56,069	103,200	47,131	0
Office Expenses	1,944	15,913	23,450	7,537	0
Precept Received	-254,765	-509,530	-509,530	0	
<b>Net Income over Expenditure</b>	<b>-£206,166</b>	<b>-£190,327</b>	<b>£0</b>	<b>£190,327</b>	<b>-£5,851</b>

**Current/Deposit Bank Accounts**

£820,675

*of which*

**Woolley Bequest**

£15,764

**Earmarked Reserves**

£465,985

**SIDMOUTH TOWN COUNCIL  
PROVISIONAL LIST OF MEETING DATES  
JAN 2020 – MAY 2021**

**2020**

JANUARY	Mon	06	COUNCIL
	Wed	08	PLANNING COMMITTEE
	Mon	13	ENVIRONMENT COMMITTEE
	Mon	20	ESTIMATES & GRANTS
	Wed	22	PLANNING COMMITTEE
FEBRUARY	Mon	03	COUNCIL
	Wed	05	PLANNING COMMITTEE
	Wed	19	PLANNING COMMITTEE
MARCH	Mon	02	COUNCIL
	Wed	04	PLANNING COMMITTEE
	Mon	09	TOURISM & ECONOMY COMMITTEE
	Wed	18	PLANNING COMMITTEE
APRIL	Wed	01	PLANNING COMMITTEE
	Mon	06	COUNCIL
	Wed	15	PLANNING COMMITTEE
	Mon	20	TOWN ASSEMBLY ( <i>Venue tba</i> )
	Mon	27	ENVIRONMENT COMMITTEE
	Wed	29	PLANNING COMMITTEE
MAY	Mon	04	ANNUAL COUNCIL
	Wed	13	PLANNING COMMITTEE
	Wed	27	PLANNING COMMITTEE
JUNE	Mon	01	COUNCIL
	Wed	10	PLANNING COMMITTEE
	Mon	15	TOURISM & ECONOMY COMMITTEE
	Wed	24	PLANNING COMMITTEE
JULY	Mon	06	COUNCIL
	Wed	08	PLANNING COMMITTEE
	Mon	13	ENVIRONMENT COMMITTEE
	Wed	22	PLANNING COMMITTEE
AUGUST	Wed	05	PLANNING COMMITTEE
	Mon	10	COUNCIL
	Wed	19	PLANNING COMMITTEE
SEPTEMBER	Wed	02	PLANNING COMMITTEE
	Mon	07	COUNCIL
	Mon	14	TOURISM & ECONOMY COMMITTEE
	Wed	16	PLANNING COMMITTEE
	Wed	30	PLANNING COMMITTEE

OCTOBER	Mon	05	COUNCIL
	Mon	12	ENVIRONMENT COMMITTEE
	Wed	14	PLANNING COMMITTEE
	Mon	19	PRE-BUDGET
	Wed	28	PLANNING COMMITTEE
NOVEMBER	Mon	02	COUNCIL
	Wed	11	PLANNING COMMITTEE
	Wed	25	PLANNING COMMITTEE
DECEMBER	Mon	07	COUNCIL
	Wed	09	PLANNING COMMITTEE
	Mon	14	TOURISM & ECONOMY COMMITTEE
	Wed	23	PLANNING COMMITTEE

## 2021

JANUARY	Mon	04	COUNCIL
	Wed	06	PLANNING COMMITTEE
	Mon	11	ENVIRONMENT COMMITTEE
	Wed	20	PLANNING COMMITTEE
	Mon	25	ESTIMATES & GRANTS
FEBRUARY	Mon	01	COUNCIL
	Wed	03	PLANNING COMMITTEE
	Wed	17	PLANNING COMMITTEE
MARCH	Mon	01	COUNCIL
	Wed	03	PLANNING COMMITTEE
	Mon	08	TOURISM & ECONOMY COMMITTEE
	Wed	17	PLANNING COMMITTEE
	Wed	31	PLANNING COMMITTEE
APRIL	Mon	12	COUNCIL
	Wed	14	PLANNING COMMITTEE
	Mon	19	TOWN ASSEMBLY ( <i>Venue tba</i> )
	Mon	26	ENVIRONMENT COMMITTEE
	Wed	28	PLANNING COMMITTEE
MAY	Mon	10	ANNUAL COUNCIL

### Notes

- Unless otherwise indicated, meetings will normally be held in the Council Chamber, Woolcombe House, Woolcombe Lane, Sidmouth commencing at 6.30 pm.
- All meetings listed above are open to the public. The public may however be asked to leave some meetings on specified grounds.
- Trustee meetings will be held as required at the rising of a council meeting. An Agenda will be published for these in the normal way.