



SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE
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DEVON
EX10 9BB

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1 April 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 8 April 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 Ann Worthington.

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 March 2019.

4 – 6

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 are two items 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 March 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 March 2019.

7 – 13

9.2 Tourism & Economy Committee Report

To receive the report of the Tourism & Economy Committee meeting held on Monday 11 March 2019.

14 – 15

9.3 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 February 2019.

16 – 19

10.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

11 Neighbourhood Plan Community Actions

Members to consider the discussions of an informal joint meeting of the Council and Sid Valley Neighbourhood Plan Steering Group. It is recommended that:

- 1) following Local Government Elections in May 2019, the Council sets up a Community Action Coordination Group, to help facilitate the implementation of Neighbourhood Plan Community Actions;
- 2) the steering group to consist of Councillors alongside a number of volunteers (in a similar model to the NHP Steering Group) and report progress to full Council quarterly;
- 3) the Council's Committees and Working Groups champion relevant Community Actions as appropriate.

12 Risk Assessment

Members are asked to consider and approve the 2019 Risk Assessment; as attached.

20 – 22

13 Hope Cottage

To consider the attached letter and plans received from the Sid Vale Association.

23 – 25

14 Transfer of Knowle Parkland

To receive an update from the Town Clerk on discussions with East Devon District Council concerning the transfer of Knowle Parkland to the Town Council.

15 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'**16 Transfer of Knowle Parkland – Financial Consideration**

To consider the results of the financial discussions with East Devon District Council concerning the transfer of Knowle Parkland to the Town Council.

17 The Arches (West) – Renewal of Licence Agreement

To consider the request by Sidmouth Surf Life Saving Club for a renewal of their permission to use the Arches western former shelter; see attached copy lease.

26 – 27

Forthcoming Council and Committee meetings:

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

17 April 2019 – Planning Committee

1 May 2019 – Planning Committee

20 May 2019 – Annual Council

22 May 2019 – Planning Committee

10 June 2019 – Council

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

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

The meeting started at 6.30pm and finished at 8.30pm.

PART 'A'

122 Prayers

Prayers were taken by the Reverend Oliver Ward.

123 Minutes

The minutes of the meeting of the Town Council meetings held on Monday 4 February 2019 were signed as a true and accurate record.

124 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	131 Age Concern in Sidmouth	Personal	Remained in the Chamber during discussion and voting	Shop premises owner
Cllr Stuart Hughes	131 Age Concern in Sidmouth	Personal	Remained in the Chamber during discussion and voting	Personal Friend

125 Matters of Urgency or Report from the Chairman

- The Town Clerk reported that the Salcombe Regis War Memorial, Soldiers Hill, Salcombe Regis has been awarded Grade II listed building status and added to the List of Buildings of Special Architectural or Historic Interest.
- The Town Clerk reported that the Timetable of Proceedings for Local Elections on May 2 had been issued and that Nomination packs were now available at the Town Council and District Council offices.

- The Town Clerk asked Members to agree the need for an additional Part B item for the agenda to discuss the Twinning Visit to Le Locle in June 2019.

126 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.

127 Public Open Question Time

- District Councillor Gardner asked if the Council was aware of when the S106 Sanditon fund was made available. The Town Clerk answered that Town Councillors had frequently asked District Councillors when the fund would be made available and that the Town Council was encouraged to hear that it would be working with the District Council soon on its distribution.
- District Councillor Rixson asked a follow up question about the S106 Sanditon fund asking which officers from the District Council had been in contact with the Town Council. The Town Clerk answered that the contact for the Town Council for S106 issues was the S106 Officer.
- Jackie Green commented that the completion of previous election nomination papers could be confusing and asked the Town Clerk for clarification regarding the candidate description box on the form. The Town Clerk commented that he was aware that electoral law permitted a Parish candidate to describe themselves as they wished. He further explained that he was not responsible for the running of elections and that the question should be put to the Returning Officer.

128 Police Report

Sgt Andy Squires presented the January police report which showed 47 crimes in January 2019 in comparison to 51 in January 2018, a decrease of 7.8%. Sgt Squires also reported that the project to install CCTV in Sidmouth had been 'shelved' due to the escalation of costs which had caused the project to become prohibitive.

129 Committee/Working Group Reports

129.1 Planning Committee Reports

Councillor Dent, Chairman of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 9 and 20 February 2019.

RESOLVED: that the Planning Committee reports be noted.

129.2 Sid Valley Neighbourhood Plan Steering Group

Deidre Hounsom gave a report of the work being carried out by the Sid Valley Neighbourhood Plan Steering Group.

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

130 Reports from Members with Special Responsibilities

130.1 Finance Report

In the absence of Councillor Wright, the Town Clerk presented the January 2019 Finance Report to Members.

RESOLVED: that the January 2019 Finance Report be noted and agreed.

131 Age Concern in Sidmouth

Gill Smith and Natalie Roberts of Age Concern, Sidmouth gave a presentation to explain the work that Age Concern will be carrying out in the Sidmouth area.

RESOLVED: that Gill Smith and Natalie Roberts be thanked for their presentation.

132 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'

133 Hopper Bus 2019

Councillor Dent presented his confidential report and recommendations on the 2019 Hopper Bus service.

RESOLVED: that:

1. Dartline be commissioned to operate the Sidmouth Hopper Bus for 100 days from 25 May to 1 September 2019 (including a slightly reduced service during Folk Week).
2. Dartline be asked to register and operate the new route outlined above which includes the Garden Centre.
3. Work be carried out with the Donkey Sanctuary to carry out a Passenger Survey.
4. The Hopper Bus service be reviewed after the end of the season.

134 Twinning Visit to Le Locle

The Town Clerk asked Members to consider who should represent the Town Council for the forthcoming twinning visit to Le Locle.

RESOLVED: that Councillor Ian McKenzie-Edwards be asked to represent the Town Council as former Chairman of the Council for the twinning visit to Le Locle in June 2019.

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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 March 2019**

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

Apologies: - Dawn Manley, Gareth Jones

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

374 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Simon Pollentine	18/2480/FUL Sweet Temptations, Market Place, Sidmouth, EX10 8AR	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.
Cllr Simon Pollentine	18/2553/FUL The Pea Green Boat, The Esplanade, Sidmouth, EX10 8BB	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.

375 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.

376 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

- | | | | |
|------------|--------------------------|----------------|--|
| 377 | 18/2480/FUL
East Ward | Mrs J Lacelles | Sweet Temptations, Market Place, Sidmouth, EX10 8AR. Extension to first floor maisonette and extension to shop storage area. |
| | SUPPORT | | |
| 378 | 18/2553/FUL
East Ward | Mr C Pike | The Pea Green Boat, The Esplanade, Sidmouth, EX10 8BB. Demolition of existing bay frontage and construction of new bay frontage and two storey rear extension. |
| | SUPPORT | | |

379	18/2888/FUL North Ward	Mr B Glanville	Brookside, 11 Meadway, Sidmouth, EX10 9JA. Single and two storey side extensions; extension to existing dormer; roof shape remodeling; cladding and re-roofing.
	SUPPORT		
380	19/0380/FUL Primley Ward	Mr & Mrs P Maddison	7 Hides Road, Sidmouth, EX10 9NE. Construction of single storey side and rear extension.
	SUPPORT		
381	19/0393/FUL Primley Ward	Mr & Mrs Beckett	Garden Walls, Stanhope Drive, Sidmouth, EX10 9JE. Extension to parking area.
	SUPPORT		
382	19/0389/FUL Primley Ward	Mr A Moore-Jones	11 Newlands Close, Sidmouth, EX10 9NW. Retention of raised patio.
	SUPPORT		
383	19/0361/FUL Salcombe Regis Ward	Mr Jonathan Rex	Flat 3, Beecroft, Laskeys Lane, Sidmouth, EX10 8JW. Addition of a brick-based timber framed open porch.
	SUPPORT		
384	19/0289/FUL Sidbury Ward	Mr Robert Pearse	Plyfields, Sidbury, Sidmouth, EX10 0QJ. Agriculture building to house cattle with an underground slurry store Underneath.
	SUPPORT		
385	19/0372/FUL Sidford Ward	Mr S Pritchard	2 Laburnum Cottages, Church Street, Sidford, Sidmouth, EX10 9RA. Construction of single storey rear extension and re-build of chimney.
	SUPPORT		
386	19/0251/OUT West Ward	John Rockey	77 Alexandria Road, Sidmouth, EX10 9HG. Construction of bungalow with garage (outline application with all matters reserved).
	SUPPORT		
387	19/0210/FUL West Ward	Mr I Wells	120 Alexandria Road, Sidmouth, EX10 9HG. Construction of single storey rear/side extension (remove existing garage).
	SUPPORT		
388	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)	19/0168/TCA South Ward	Mr Nigel Arnold	Boughmore House, Boughmore Road, Sidmouth EX10 8SH. Removal of overgrown Leylandii Hedge. Replacement hedge of Yew and Holly.
	NOTED		
389	Appeals No Appeals were received.		

390 Enforcement Letters

No Enforcement letters were received.

391 The Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) review document was discussed by Members but no recommendation made as it was felt that it was very similar to the previous version and any changes mostly related to Cranbrook new town.

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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 20 March 2019**

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

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

392 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	19/0241/FUL Flat 2, Peak House, Cotmaton Road, Sidmouth	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant

393 Minutes

The Minutes of the Planning Committee meetings held on the 6 February and 20 February 2019 were signed as a true and accurate record.

394 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.

395 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

- | | | | |
|------------|-------------------------------|---|--|
| 396 | 19/0470/FUL
West Ward | Mr And Mrs Adam Baker | Tangnefedd, 8 Ridgeway Mead, Sidmouth, EX10 9DT. Construction of single storey side extension. |
| | | SUPPORT | |
| 397 | 19/0504/FUL
West Ward | Mr G Thom | 47 Woolbrook Road, Sidmouth EX10 9UZ
Construction of Shed to front garden. |
| | | NOT SUPPORTED | |
| | | Reason: The proposal by reason of its size, positioning and appearance would be detrimental to the street scene in this elevated and easily viewed open natured garden, appearing incongruous and out of character. | |
| 398 | 19/0422/FUL
Salcombe Regis | Mr Andrew Hardy | Flat 10, Lusways, Salcombe Hill Road, Sidmouth, EX10 8JS. Replacement of window with patio doors in ground floor sitting room; erection of free- |

			standing external decks of 18.5 square metres and 5.76 square metres with one set of steps giving access from existing terrace garden; removal of existing timber shed and the erection of a new 1.5m by 2.1m timber shed adjacent to existing detached garage.
399	19/0461/FUL Salcombe Regis	Dr M Short	Beatlands House, Beatlands Road, Sidmouth, EX10 8JH. Alterations and extension to garage including balcony.
		SUPPORT	
		NOT SUPPORTED	
		Reason: Members considered that the proposal would lead to a loss of amenity for the neighbouring dwelling by reason of loss of light due to the increased ridge height of the extension.	
400	19/0468/FUL Sidford Ward	Mr And Mrs Harvey	10 Brook Lane, Sidford, Sidmouth, EX10 9PW. Construction of single storey extension to rear.
		SUPPORT	
401	19/0430/FUL Sidford Ward	c/o Agent	The Blue Ball, Stevens Cross, Sidford, Sidmouth, EX10 9QL. Proposed construction of three detached dwellings and private car parking with associated new private vehicular access, landscaping, boundary treatments, drainage and ground works, and reconfiguration of the existing car park.
		SUPPORT	
		Note: Members requested that the Local Planning Authority pass on their concerns regarding the trees which would remain and to ensure their continued health. They also stated that they hoped that the business capacity, the operation of the public house would not be adversely affected by the parking reduction and result in a further application for an increase in parking in the future.	
402	19/0241/FUL South Ward	Mr Michael Holme	Flat 2, Peak House, Cotmaton Road, Sidmouth, EX10 8SY. Raise roof of hallway; add lantern into hallway roof; replace glazed screen with window; replacement front door; replace brick walls with railings.
		SUPPORT	
403	19/0365/FUL South Ward	Ms P Boast	Land adjacent 4 Cheese Lane, Sidmouth EX10 8QY Proposed new dwelling
		NOT SUPPORTED	
		Reasons:	
		1)The proposed dwelling by reason of its size, bulk and massing compared with the size of the site and character of the area would result in development which would fail to conserve or enhance the Bickwell Valley Conservation Area and would be contrary to Policy EN11 (Preservation and Enhancement of Conservation Areas) of the East Devon Local Plan and is contrary to Policy 8 (Local Distinctiveness) of the Pre Submission Sid Valley Local Plan.	

2) The proposed development by reason of its size and scale would result in a loss of amenity for future occupiers of the proposed dwelling due to inadequate space.

3) The proposal would result in a loss of important, historic and long-established allotment allocation, green space and wildlife corridor.

4) The proposal does little to remove the concerns stated by the Planning Inspectorate in their decision to dismiss the previous appeal for a dwelling of 5 August 2014.

404	19/0052/LBC East Ward	Mr C Grundy	Devonia, 1 Coburg Terrace, Sidmouth. Re-slate roof and repairs to render on front elevation.
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SUPPORT

405	19/0442/FUL East Ward	Bradleys Estate Agents	119 High Street, Sidmouth, EX10 8LB. Replace rotten wooden shopfront with a replacement wooden shopfront as close as possible on a like for like basis.
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SUPPORT

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

The Town Council was given the required notification and reports of the following tree works, the contents of which were noted:

19/0325/TCA	Mr Clarke	Woodrising, Bickwell Valley, Sidmouth, EX10 8RF. T1 Thuya - Twin stemmed tree, last in a line of 6 trees; overhanging neighbours' drive: Fell.
19/0341/TCA	Mr Tim Johnson	Marycourt, Convent Road, Sidmouth, EX10 8RE. Mimosa tree - fell because overgrown and causing excessive shading and located in a position where it cannot be seen either from our house or any other property. Replace with two apricot trees.
19/0164/TCA	Mr Robert Heffill	Sidmouth Cricket Tennis Croquet and Hockey Club, Fortfield Terrace, Sidmouth, EX10 8NT. Pruning will require the tree surgeon we have discussed the work with to cut back the branches impinging on the floodlight by 0.5m, thus ensuring that the light reaching the court is to the standard specified and required by the LTA.
19/0274/TCA	Mr Cook	Netherton, Convent Road, Sidmouth, EX10 8RE. T1 and T2 - Lawson Cypress: Fell.
19/0326/TCA	Mrs Ward	The Rowans, Convent Road, Sidmouth, EX10 8RD. T2 Magnolia: Fell.
18/2566/TCA	Mrs I Herons	Belvedere Lodge, Belvedere Court, Hillside Road, Sidmouth EX10 8FD T1 Catlewellan – Trim off new growth approximately 0.5-0.75 metres in order to retain historic shape.

407 Tree Exemption Reports

The following Tree Exemption Report(s) were received and noted:

Fell a dying conifer at Wistaria Cottage, 1 Alma Terrace, Coburg Road EX10 8NG

408 Unsupported Decisions

The following unsupported decision(s) were reported and noted:

18/2906/LBC	Replacement of 10no. Windows at Quietways, Harcombe, Sidmouth EX10 0PR	Sidmouth Town Council: SUPPORTED East Devon District Council: REFUSED
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409 Appeals

The following Appeal(s) were reported and noted:

Land East of Two Bridges, Two Bridges Road, Sidford, Sidmouth – Outline application for the change of use of agricultural land to employment land (B1, B8 and D1 uses)
Appeal lodged.

Green Close, Drakes Avenue, Sidford, Sidmouth – Demolition of former care home and construction of 39 sheltered apartments for the elderly
Appeal dismissed.

410 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
Tourism and Economy Committee
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 11 March 2019 at 6.30 pm

Councillors present: - Simon Pollentine (Chairman)
Frances Newth (Vice Chairman)
Ian Barlow
David Barratt
Jack Brokenshire
John Dyson
Marc Kilsbie
Ian McKenzie-Edwards
John Rayson
Paul Wright

Apologies: John Hollick, Stuart Hughes, Sheila Kerridge

The meeting started at 6.30pm and finished at 8.10pm

PART 'A'

19 Minutes

The Minutes of the Tourism & Economy Committee meeting held on Monday 10 December 2018 were signed as a true and accurate record.

20 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr John Dyson	21 b) Information Centre Financial Report	Personal	Remained in the Chamber during discussion and voting	Folk Festival Trustee

21 Information Centre Manager's Report & Financial Report

a) In the absence of the Information Centre Manager, the Chairman presented the Information Centre's report.

RESOLVED: That the Information Centre Manager's report be noted and the Town Clerk would review whether it would be financially viable to have a cash point machine situated in the Information Centre.

b) The Chairman presented the Finance Report for the period to January 2019 in respect of the Sidmouth Information Centre.

RESOLVED: That the Sidmouth Information Centre's Finance Report be noted and agreed.

22 Town Guide Finance and Distribution Figures

The Chairman presented the Income and Expenditure Report for the period to January 2019 and the latest Guide distribution figures for the period to February 2019.

RESOLVED: That:

- 1) the Town Guide Income and Expenditure Report for the period to January 2019 be noted and agreed.
- 2) the February 2019 Guide distribution figures be noted.

23 Future High Streets Fund

Richard Eley, President Sidmouth Chamber of Commerce, gave a report regarding the latest position on the Future High Streets Fund and how it had not been appropriate for Sidmouth to apply.

RESOLVED: That Mr Eley be thanked for his detailed and informative report.

24 2019 Tourism Promotion

Members were asked to note the new 2019 Sidmouth Town Guide, Directory and Town Map. The Town Clerk presented a new Promotional Video and Virtual Reality Tour which would be placed on the Visit Sidmouth website and Face Book pages.

RESOLVED: That the 2019 Sidmouth Town Guide, Directory, Town Map, Promotional Video and Virtual Reality Tour be noted. Links for the Promotional Video and Virtual Reality Tour would be communicated to prospective visitors via the various Council media channels including email and Social Media.

25 Matters Raised by Invited Representatives

- the annual Daffodil Day would be held on Saturday 16 March 2019.
- it was understood that East Devon District Council would no longer manage and maintain their noticeboards, which were very well used; especially those in the Market Place and Connaught Gardens. The Town Clerk had been in talks with the District Council about this, but no suitable solution had been agreed on.
- The Chamber had supported the Council's suggestion from the previous meeting, that additional notice boards be placed at the entrances to Sidmouth displaying forthcoming festivals and events.

RESOLVED: That:

- 1) the Town Clerk would continue discussions with the District and County Councils regarding notice boards in Sidmouth.
- 2) the Town Clerk continue discussions with the District Council regarding their notice boards in the town.

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CHAIRMAN OF THE TOURISM & ECONOMY COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 11 - February 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	0	30,000	30,000	0
Flower Beds, Planters & Watering	1,456	16,613	17,000	387
Christmas Lighting & Events	0	11,055	12,000	945
Donation to Christmas Lighting (Income)	0	-1,500	-1,500	0
Tourism Promotion	435	4,058	8,000	3,942
Verge Cutting, Town Maintenance & Weeding	488	7,568	9,500	1,932
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	22	58	100	42
Dog Hygiene Bins	0	800	1,000	200
Annual Report Printing/Distribution	0	0	800	800
War Memorials	0	36	100	64
Parish Paths Partnership Payments	568	3,903	0	-3,903
Parish Paths Partnership (Income)	0	-500	0	500
	£2,969	£125,102	£135,600	£10,498

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	800	800	800	0
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)	-25	-9,850	0	9,850
Neighbourhood Plan	0	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	0	8,373	0	-8,373
Woolley Bequest Payments	0	5,000	0	-5,000
Woolley Bequest (Income)	0	0	0	0
	£775	£95,317	£100,300	£4,983

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 2019

Woolcombe House

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Services Gas/Water/Elec	736	2,671	3,500	829
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	866	6,417	8,000	1,583
Woolcombe House Building Reserve	0	0	2,000	2,000
Council Chamber Hire (Income)	0	-50	0	50
	£1,602	£30,767	£34,890	£4,123

Other Property

Alma Lane Field	0	127	500	373
Manstone Youth Centre	2,425	15,429	18,000	2,571
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	-300	20,587	20,000	-587
Conservatory Maintenance	130	746	1,000	254
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
	£2,255	£31,658	£80,955	£49,297

Trust Property

The Ham

The Ham Ground Mtce	95	3,464	4,100	636
The Ham Other Mtce	0	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	1,602	1,600	-2
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)	0	-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)	57	229	250	21
S.R. Recreation Field Rent (Income)	0	-605	-525	80
	£245	-£1,603	£5,535	£7,138

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 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	0	1,210	2,000	790
Members Expenses/Training	165	250	800	550
Civic & Hospitality	26	134	1,000	866
	£191	£6,243	£8,800	£2,557
<u>Staff</u>				
Salaries	7,611	83,430	92,000	8,570
Pensions	1,465	16,116	20,000	3,884
Staff Eye Tests	0	10	100	90
Training & Conferences	0	0	1,000	1,000
Officers Expenses	0	52	100	48
Tourism/Promotion Admin (Income)	0	0	-10,000	-10,000
Advert Planning Fees (Income)	0	0	0	0
	£9,076	£99,608	£103,200	£3,592
<u>Office Expenses</u>				
Postage	102	1,382	1,600	218
Stationery	227	1,092	1,500	408
Telephone	211	3,169	3,500	331
Subscriptions	35	2,019	2,000	-19
Photocopier	230	843	1,500	657
Internet, website and webcams	50	3,040	3,000	-40
Computer Software Contracts	0	1,212	1,200	-12
Computer Maintenance Contingency	0	133	1,000	867
Advertisements	0	10	500	490
Audit	0	1,600	1,600	0
Insurance	0	4,657	5,000	343
Sundry	239	1,091	1,200	109
Bank Charges	9	106	200	94
Bank Interest Received (Income)	-117	-1,376	0	1,376
	£986	£18,978	£23,800	£4,822

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 2019

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	3,026	125,159	135,600	10,441
Discretionary Expenditure	775	95,317	100,300	4,983
Woolcombe House	1,602	30,767	34,890	4,123
Other Freehold Property	2,255	31,658	80,955	49,297
Trust Property	188	-1,660	5,535	7,195
Members	191	6,243	8,800	2,557
Staff	9,076	99,608	103,200	3,592
Office Expenses	986	18,978	23,800	4,822
Precept Received	0	-488,467	-488,467	0
Council Tax Support Grant	0	-4,613	-4,613	0
Net Income over Expenditure	£18,099	-£87,010	£0	£87,010

Current/Deposit Bank Accounts

£657,142

of which

Woolley Bequest

£20,591

Earmarked Reserves

£400,350

Sidmouth Town Council

General Risk Assessment and Management 2019

Area	Risk	Risk Level	Control
<u>Assets</u>	Protection of physical assets	M	Buildings fully insured. Value increased annually by RPI
	Security of Buildings, Equipment	H	Contents insured. Chubb Locks and external security lighting and fire alarm system in place at Woolcombe House and Manstone Youth Centre. Manstone Youth Centre also has a monitored security alarm system in place and CCTV being investigated.
	Maintenance of Buildings	M	Buildings currently maintained on an as required basis in consultation with Members with Special Responsibility for Property and Maintenance.
	Civic Regalia	M	Insurance cover on Chairman's Chain & Jewel and Vice Chairman's Pendant. Repairs made when necessary.
	Various individual items	M	Specified and insured.
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<u>Finance</u>	Banking	M	Active Saver account with Barclays Bank which is added/subtracted to on a daily basis to maintain a working balance of £10,000. Other fixed term 'high interest' deposits held with Barclays and Lloyds Banks reviewed at end of term in consultation with the Member with Special Responsibility for Finance.
	Loss of Rental Income	M	Insurance cover. Sum insured £2,000 in respect of Fishermen's Sheds and Shop at The Ham.
	Loss of cash through theft or dishonesty	H	£250,000 covered by insurance. No employee is permitted to carry in excess of £5,000 and up to this amount is covered by insurance whilst in transit and/or whilst in locked safe or strong room. £250 is covered by insurance whilst in locked receptacles other than safe or strong room. No payments are permitted be made electronically without two signatures authorising such a transaction.

Financial Controls & Records		M	Monthly reconciliation prepared by office and presented to Council by Member with Special Responsibility for Finance. Town Clerk's and two bank mandate signatories on cheques and bacs payments. Internal IT system security and backup systems as approved by Town Clerk in consultation with Member with Special Responsibility for Finance, Internal and External Audit in line with Financial Regulations.
Compliance with Customs and Excise Regulations		M	VAT payments and claims calculated by office. Internal Auditor provides independent check.
Sound budgeting to underlie Annual Precept		M	Details of nine months' expenditure, together with projection for next three months anticipated expenditure/income presented to Council at a meeting in January. Recommendation for future budget, together with following year's proposed Precept presented, by Member with Special Responsibility for Finance, to Town Council for consideration.
Sub Committees		M	Sub Committees with authority to raise and spend money on behalf of the Town Council must not commit expenditure over income.
<u>Liability</u>	Risk to third party, property or individuals	H	Insurance in place.
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<u>Employer</u>	Compliance with Employment Law	M	Membership of various national and regional bodies including Devon Association of Local Councils South West Regional Assembly (South West Provincial Employers and South West Local Government Association) National Association of Local Councils and the Society of Local Council Clerks.
<u>Liability</u>			
Compliance with Inland Revenue requirements		M	Regular advice from Inland Revenue and Sage. Internal and External Auditors undertake independent checks.
Safety of Staff and Visitors		M	Regular checks undertaken.

<u>Legal Liability</u>	Disability Discrimination Act	M	Level access from car park. Lift to second floor. Improved lighting and sound system fitted in Council Chamber. Manstone Youth Centre car park entrance identified and to be improved 2019.
General Data Protection		M	Subscription paid and renewed annually.
Ensuring that activities are within legal powers		M	Town Clerk clarifies position on any new proposal. Legal advice powers sought where necessary.
Proper and timely reporting via the Minutes		M	Council meets every month and receives and agrees Minutes of previous meeting. Minutes of Council and Committees made available to press and public on website once accepted by Council.
Proper document control		M	Deeds, Leases and legal documents in Reception Office; contained in locked safe. Other data storage to comply with General Data Protection Regulations.
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<u>Councillor Propriety</u>	Register of Interests & Gifts	M	Register of Members' interests completed within 14 days of election to office. Members reminded to update at least annually.
Code of Conduct		M	Ensure Members have received correct advice on Code of Conduct and training where necessary.
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This Risk Management Paper 2019 was approved by
Sidmouth Town Council on 8 April 2019:
Minute number xxx

Signed: Chairman of the Council

Signed: Town Clerk Dated:

Please reply to
Richard Thurlow
12, Regency Gate
Sidmouth
EX10 9NQ
01395 513171
07811188838

richardjamesthurlow@gmail.com

26th March 2019

Hope Cottage, Church Street Sidmouth

Dear Mr Holland,

As tenants of your property "Hope Cottage" we wish to advise you that we would like to build a small extension to the rear of the building.

We seek the Council's permission as a "concept", at present and if they are happy with the principle, we would then proceed to apply for Planning Permission and Listed Building Consent for this Grade 2 listed building.

The reasons for wishing to carry out the work are twofold.

Firstly, as you may be aware, the existing Kitchen and Toilet facilities are very poor, both being cramped and in need of updating. and as the latter has direct access from the former, certainly does not comply with current Building Standards. Our volunteers deserve better facilities

Secondly, the current disabled access is managed by manual operation of a ramp at the front door, which is very awkward for both Museum staff and disabled visitors.

We wish to remedy these defects by building a new single storey extension at the rear of the building. The SVA would of course bear all the costs of the work.

This would make a new rear entrance for disabled visitors by replacing the existing window at the rear of the premises with a door. We would also enlarge the existing kitchen by incorporating the existing toilet, and constructing a new toilet for both able and disabled users, with access from the existing car park. The extension would necessarily decrease car parking space but would still leave sufficient room for a small vehicle.

All this is shown on the accompanying sketches, which show the plan and elevation. It is our intention to carry out the work in the next Museum closed season

I would be very grateful if you would obtain the Council's views on this proposal, and let me know if there are any other considerations or legal effects that we should take into account in our planning.

Regards

Richard Thurlow

Chair SVA

cc Nigel Hyman, Ed Harrison, Kelvin Dent

OLIVER SALTER
ARCHITECTURAL SERVICES

21 PRIMLEY ROAD, SIDMOUTH, EX10 9LD.
t: 07966064685 e: oliversalter@live.co.uk

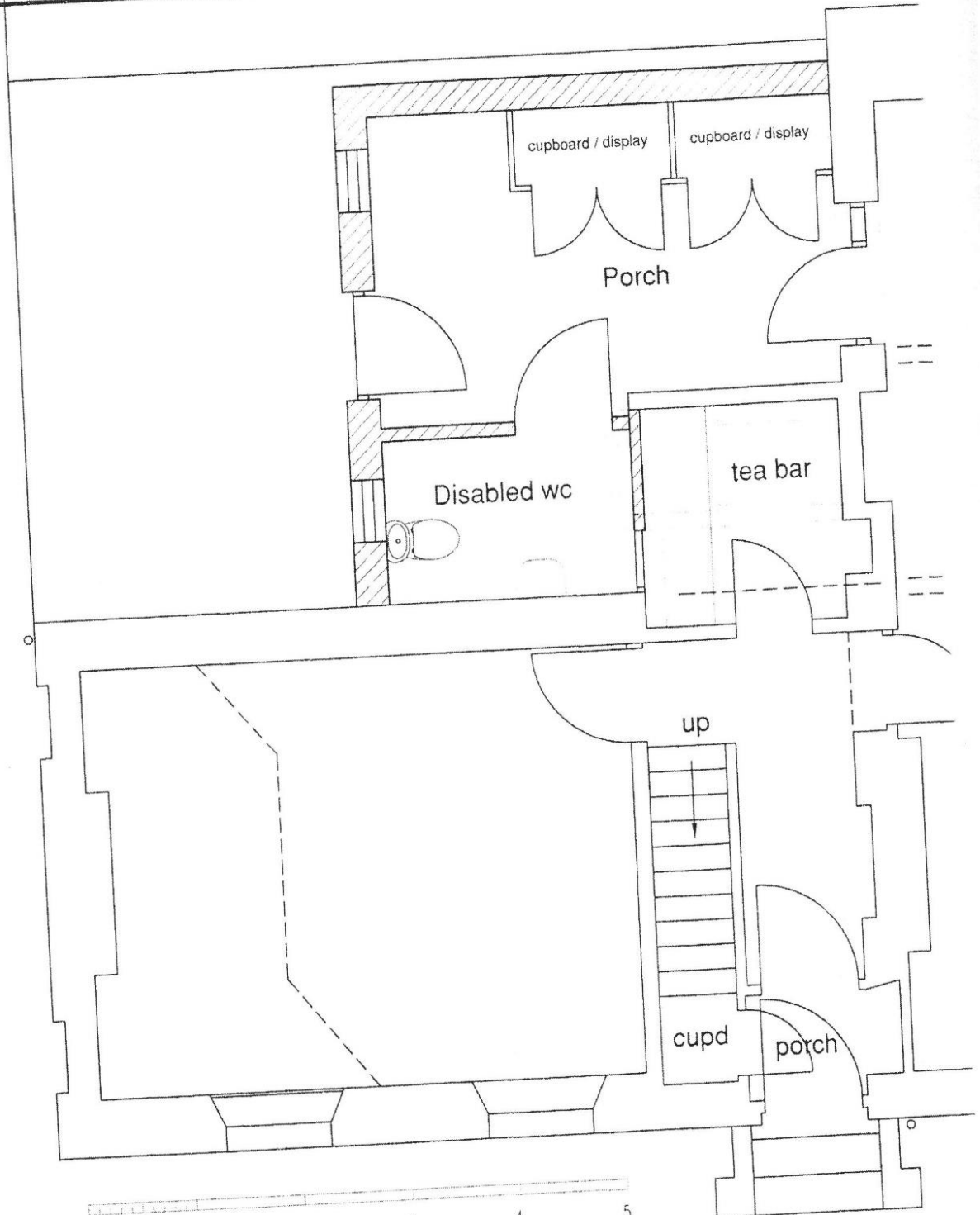
SIDMOUTH MUSEUM, HOPE COTTAGE,
CHURCH STREET, EX10 8LY.

Proposals

January 2019

1:50

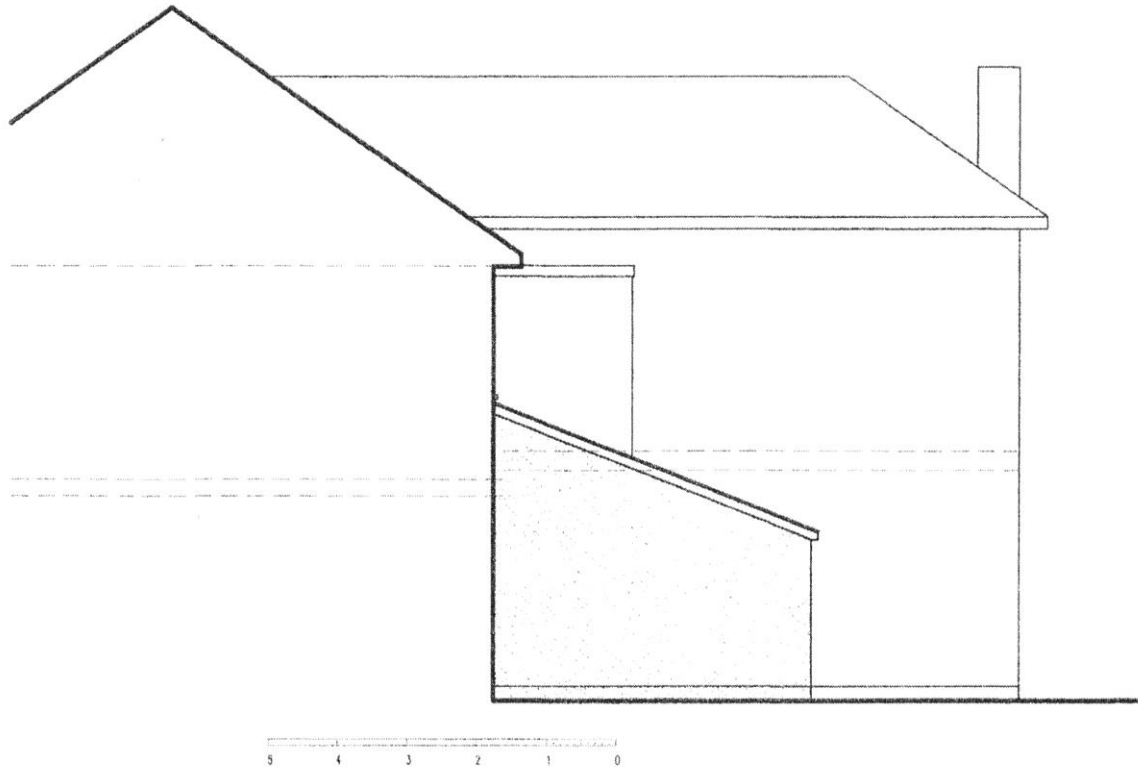
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GROUND FLOOR PLAN



NORTH ELEVATION



EAST ELEVATION