



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

29 March 2018

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 9 April 2018
on the rising of the Annual Town Assembly**

You are hereby summoned to attend the above meeting to be held **at the Scout Centre, Salcombe Regis Recreation Field**. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

**Christopher E Holland
Town Clerk**

A G E N D A

- | | <u>Page/s</u> |
|---|---------------|
| <u>PART 'A'</u> | |
| 1 Prayers
Prayers will be taken by the Chairman, Councillor McKenzie-Edwards. | |
| 2 Apologies
To receive any apologies for absence. | |
| 3 Minutes
To confirm the minutes of the meetings of the Town Council held on Monday 5 March 2018. | 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 no 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 3 (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 3(h), a question shall not require a response or debate.
Councillors also have the opportunity to ask questions of the County and District Members during this item whilst giving priority to Members of the public.
(Members are reminded to notify the Councillor concerned and the Town Clerk of questions to be raised. The Clerk would also appreciate copies of Questions and Responses if of a complicated nature, preferably by email.)
- 8 **Committee/Working Group Reports**
8.1 Planning Committee Reports
To receive the reports of the Planning Committee meetings held on Wednesdays 7, 14 and 21 March 2018. 7 – 13
8.2 Tourism & Economy Committee Report
To receive the report of the Tourism & Economy Committee meeting held on Monday 12 March 2018. 14 – 15
- 9 **Reports from Members with Special Responsibilities**
9.1 Finance Report
To receive the Finance Report for February 2018. 16 – 19
9.2 Other Reports from Members with Special Responsibilities
To receive other notified reports from other Members.
- 10 **Plastic Free Coastline Accredited Town**
To receive a presentation from Denise Bickley of Sidmouth Plastic Warriors on how the Town Council could help to reduce the pollution of the environment with plastics and to consider becoming a Plastic Free Coastline Accredited Town. 20 – 22
- 11 **Installation of Water Filling Stations**
Following Members’ decision to investigate further the possible installation of Water Filling Stations/fountains Members are asked to consider the report of the Town Clerk. 23 – 26

12 **Manstone Play Area**

Members are asked to formally approve their offer to provide funding towards the refurbishment of Manstone Play Area. East Devon District Council have confirmed to the Town Council that there is now £15,000 allocated from their budget together with what is hoped to be £15,000 from the Keith Owen Fund.

The Town Council have in the past indicated that they would be willing to contribute £5,000. Clearly, any larger contribution would go towards a better quality of playground. It is suggested that Members may wish to consider a larger contribution. The District Council have again indicated that the Town Council could take ownership of the site 'following completion of the scheme which EDDC would fully support given STC own and maintain the adjacent assets'. Any funding contribution would be allocated from the Manstone Reserve.

13 **Sid Valley Neighbourhood Plan**

Following nearly two years of public consultations, the Sid Valley Neighbourhood Plan Steering Group were pleased to announce as of 28 February, the start of the six-week statutory consultation period for the Pre-Submission Draft version of the Sid Valley Neighbourhood Plan.

Though the public have been invited to comment individually, Members are asked to consider if they wish the Town Council to pass on any observations or comments as part of the consultation process.

The Plan is available to view online at

www.sidmouth.gov.uk/index.php/neighbourhood-plan named "Pre Submission Draft For Consultation"

14 **Sidmouth Science Festival 2018 – 5 to 14 October 2018**

The Sidmouth Science Festival Committee is seeking approval for the following:

1. To borrow the Town Council marquee for The Esplanade event on Sunday 7 October 2018, in the event of rain for Primary School children on The Bys during the week and the Sunday 14 October NLO family event.
2. Use the Interpretation Centre on Sunday 7 October 2018.

(This item is linked to a request to use The Ham on the Trustee agenda.)

Forthcoming Council and Committee meetings:

18 April 2018 – Planning Committee

2 May 2018 – Planning Committee

14 May 2018 – Annual Council

16 May 2018 – Planning Committee

30 May 2018 – Planning Committee

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 5 March 2018 at 6.30pm

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

The meeting started at 6.30pm and finished at 8.05pm.

PART 'A'

129 Prayers

Prayers were taken by the Reverend Handel Bennett.

130 Minutes

The minutes of the meetings of the Town Council held on Mondays 5 February 2018 were signed as a true and accurate record.

131 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	139 Sidmouth Hopper Bus	Personal	Remained in the Chamber during discussion and voting	Acquainted with one of the potential bus operators

132 Matters of Urgency or Report from the Chairman

- The Chairman reported that the District Council had received an application to trade in a number of East Devon District Council Car Parks, including Church Street car park, Sidford. The Town Council had been asked for any comments as a consultee before EDDC make a decision.

RESOLVED: That Sidmouth Town Council gave 'in principle' support to the request to site a pizza van once a week on the Church Street car park, Sidford. This should only be

approved in line with a clear trading policy/agreement to be created by the District Council which must take into account fair competition with nearby food outlets who have to pay business rates for their premises.

133 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.

134 Police Report

Sgt Andy Squires presented the police report for February 2018 which showed a total of 52 crimes recorded compared to 30 recorded in February 2017. Sgt Squires then answered a number of questions from Councillors.

135 Committee/Working Group Reports

135.1 Planning Committee Reports

Councillor Barlow, Chairman of the Planning Committee, presented the reports of the Planning Committee meeting held on Wednesdays 7 and 21 February 2018.

RESOLVED: That the Planning Committee report be noted.

135.2 Sid Valley Neighbourhood Plan Steering Group

Deirdre Housom gave a report of the work being carried out by the Sid Valley Neighbourhood Plan Steering Group Committee.

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

136 Reports from Members with Special Responsibilities

136.1 Finance Report

Councillor Wright presented the January 2018 Finance Report.

RESOLVED: That the January 2018 Finance Report be noted and agreed.

136.2 Tourism & Economy Committee

Councillor Pollentine reported that over 10,000 guides had already been posted out to individuals and Tourist Information Centres around the country. He asked for Members assistance in enveloping additional guides ready for posting.

RESOLVED: That Councillor Pollentine's request be noted.

137 Internal Audit

Members were asked to note that as this is the last year that Howard Slack would act as Internal Auditor a replacement had been sought and appointed. A letter of engagement had been sent to Martin Cordy who would become the Town Council's Internal Auditor from the beginning of the 2018/19 financial year.

RESOLVED: That the appointment of Martin Cordy as the Town Council's Internal Auditor be noted and agreed.

138 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'

139 Sidmouth Hopper Bus

Members were asked to consider the Hopper Bus report from the Town Clerk and Councillors Dent, Dyson and McKenzie-Edwards outlining the potential Hopper Service for 2018.

RESOLVED: That:

1. The Town Clerk be authorised to enter the Council into a contract with Dartline to operate the Sidmouth Hopper Bus on the basis of charging passengers a nominal fare between 26 May and 2 September 2018, excluding Folk Week.
2. A review to be carried out at the end of the 2018 season in line with the previous resolution of the Council.

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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 7 March 2018**

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

Apologies: - Dawn Manley

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

355 Declarations of Interest

None

356 Minutes

The Minutes of the Planning Committee meetings held on the 7th February and 21st February 2018 were signed as a true and accurate record.

357 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.

358 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.

359 Urgent item or Amended Plans

No urgent or amended plans were received.

Applications for consideration

360	18/0324/FUL West ward	Dr Emma Dolphin	59 Winslade Road Sidmouth EX10 9EX. Retention of verandah
361	SUPPORT 18/0390/FUL West ward	Mrs J Bagwell	1 Bulverton Park Sidmouth EX10 9EW. Construction of single storey rear extension.
362	SUPPORT 18/0346/FUL Salcombe Regis	Mr T Johnson	Dunscombe Barn, Salcombe Regis, Sidmouth EX10 OPN. Proposed replacement dwelling.

Deferred for a site inspection.

363 18/0367/FUL Mr E Marshall Fire & Smoke Farm Salcombe Regis, Sidmouth Sidbury ward EX10 OPE. Construction of two storey annexe and single storey link extension.

Unable to support

- The proposed design would be out of keeping with the character of the area.
- The proposed materials are not suitable for the environment.

364 17/2926/FUL Tesco Stores Tesco Metro 132 High Street, Sidmouth EX10 8EE. East ward Limited External roof mounted Mechanical Plant (one condenser unit and two air-conditioning units).

SUPPORT

365 **Tree Applications for Decision**

18/0079/TRE Mr Bob Peak Lodge, Peak House, Cotmaton Road, South ward Reynolds Sidmouth EX10 8SY.

T1 Turkey Oak: Fell Reason: Tree at risk.

APPROVED subject to the conditions set out in the Arboricultural officer's report.

366 **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.

18/0219/TCA Mr Michael St Peter And St Marys Church Salcombe Regis. T1 Salcombe Regis Newman Lawson Cypress - Reduce height by 2m Lawson Cypress beside Church ward

Work noted

367 **Tree Exemption Reports**

No Tree Exemption Reports were received.

368 **Unsupported Decisions**

No unsupported decisions were reported.

369 **Appeals**

Planning application 17/0542/FUL. Myrtle Farm, Fore Street, Sidbury, Sidmouth, EX10 ORS. Conversion of existing barns to 2no. holiday lets and the conversion/alteration of existing long barn to 1 no. holiday let.

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

370 **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 14 March 2018**

(following deferral and site inspection of application 18/0346/FUL - Minute 362)

Councillors present: - Ian Barlow (Chairman)
Michael Earthey (Vice-Chairman)
Simon Pollentine
Ian McKenzie-Edwards
Kelvin Dent

Apologies: - None

The meeting started at 9.50am and finished at 10.10am.

Applications for consideration

362 18/0346/FUL Mr T Johnson Dunscombe Barn, Salcombe Regis, Sidmouth
Salcombe Regis EX10 0PN
Proposed replacement dwelling.

UNABLE TO SUPPORT

Members were not opposed to demolition of the building, but were unable to support the application for the following reasons:

- The proposed design of the building would be out of keeping with the character of the area.
- The proposed materials are not suitable for the local surroundings.

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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 21 March 2018**

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

Apologies: - Marc Kilsbie, Jeff Turner.

The meeting started at 6.30pm and finished at 7.50pm.

371 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Simon Pollentine	18/0441/FUL South Ward Witheby Cottage, Witheby, Sidmouth, EX10 8SR	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.

372 Minutes

The Minutes of the Planning Committee meetings held on the 14 March 2018 were signed as a true and accurate record.

373 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.

374 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.

375 Urgent item or Amended Plans

376 17/3044/FUL Doveleigh Arcot House Arcot Gardens Sidmouth EX10 9HR
West Ward Care Ltd Demolish single storey annexe, Proposed lift housing, colonnade and 5 bed single storey extension.

Support

Note: Members would prefer proper windows rather than false windows on the lift shaft.

Applications for consideration

377	18/0537/FUL East Ward	Mr & Mrs Haidar	The White Horse Old Fore Street Sidmouth EX10 8LP. The erection of railings to flat roof area and associated external stair.
	Support		
378	18/0538/LBC East Ward	Mr & Mrs Haidar	The White Horse Old Fore Street Sidmouth EX10 8LP. The erection of railings to flat roof area and associated external stair
	Support subject to the agreement of the Conservation Office.		
379	18/0452/FUL East Ward	Mr Stephen Robbins	Santander Fore Street Sidmouth EX10 8HU. Application of red vinyl to the inside of the glazing around the ATM.
	Withdrawn to be considered together with LBC and ADV applications.		
380	18/0290/FUL North Ward	Punch Taverns	52 Temple Street Sidmouth EX10 9BQ. Dismantling and reconstruction of part of garden wall on north boundary.
	Support		
381	18/0543/FUL Primley Ward	Mr & Mrs Wright	20 Livonia Road Sidmouth EX10 9JB. Proposed rear and front single-storey extensions and a first floor extension above the existing garage.
	Support		
382	18/0530/FUL Primley Ward	Mr & Mrs Ashby	74 Newlands Road Sidmouth EX10 9NN. Extension to south west corner with alterations and extension to roof to provide first floor accommodation including dormers. Sunpipes to southern elevation.
	Support		
383	18/0221/FUL Primley Ward	Mr Chris Thomas	9 Fleming Avenue Sidmouth EX10 9NY. Construction of single storey front/side extension.
	Support		
384	18/0570/FUL Salcombe Regis Ward	Mr T Hall	14 Green Mount Sidmouth EX10 9DB. Single storey side extension to existing building and a double detached garage.
	Unable to support		
	Members were unable to support the application for the following reasons:		
	<ul style="list-style-type: none">• The proposed design of the building would not be in keeping with the character of the area.• The proposed materials are not suitable for the local surroundings.• The proposed garage would be reducing green space.		
385	18/0429/FUL Sidford Ward	Mr & Mrs A Chivers	Western Farm Harcombe Sidmouth EX10 OPR. Construction of porch.
	Support subject to the agreement of the conservation Office.		
386	18/0384/LBC Sidford Ward	Mr & Mrs Martyn Allen	Rose Cottage Harcombe Sidmouth EX10 OPR. Demolition of existing rear extensions and construction of single storey rear and side extensions on North West and North East elevations. External alterations to ground floor North West elevation to include the replacement

of windows and doors at ground floor. Alterations to existing North East elevation to include blocking up 2no. ground floor windows, replace 1no. window with door and the creation of internal steps leading up to master bedroom. Construct partition walls to create bathroom and cupboard at first floor.

Unable to support

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

- The proposed design would not be in keeping with the character of the original building.
- The proposed extension would not site well with the listed building.
- The proposed design is not sympathetic with the surrounding area.

387	17/2850/MFUL Sidford Ward	Mr Simon Cater	Green Close Drakes Avenue Sidford Sidmouth EX10 9JU. Demolition of former residential care home and construction of 39 sheltered apartments for the elderly including communal facilities, access, car parking and landscaping.
	Members were still unable to support the original full application but support the additional car parking space.		
388	18/0441/FUL South Ward	Mr G Bess	Witheby Cottage Witheby Sidmouth EX10 8SR. Division of single dwelling into two dwellings
	Support		
389	18/0569/FUL South Ward	Mr & Mrs Hill	Clyro Cottington Mead Sidmouth EX10 8HB. Extensions to front, side and rear with unified roof over.
	Support		
390	18/0552/FUL South Ward	Mr & Mrs Fisher	Cranford 2 Connaught Close Sidmouth EX10 8TU. Construction of single storey rear/side extension and new roof window on north elevation.
	Support		
391	Tree Applications for Decision 18/0504/TRE West Ward	Mrs Moy	Halwell West Park Road Sidmouth EX10 9DH. T1, Lime: Re-pollard T2, Western red cedar: Crown lift provide 2 metres clearance above ground level T3, Pittosporum: Prune back from wires to give 1.5 metres clearance. T4, Cherry: Prune back from wires to give 1.5 metres clearance.
	Deferred pending receipt of the Arboricultural Officer's report.		
392	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.		
	18/0342/TCA East Ward	Mr Dorny	1 Cambridge Villas Salcombe Road Sidmouth EX10 8PN T1 Eucalyptus: Fell.
	Work Noted		
393	Tree Exemption Reports		
	No Tree Exemption Reports were received.		

394

Matters of Report

The Planning Clerk reported notification of tree works considered an exception to TPO 13/0012 The Redlands Manor Road Sidmouth.

395

Unsupported Decisions

No unsupported decisions were reported

396

Appeals

Planning application 17/2168/FUL. 16 Salters Meadow, Sidmouth, Devon EX10 9BL. Construction of a two storey rear extension, front parking area, change to front porch, change of first floor bathroom and bedroom and alterations to windows.

Decision: The appeal is dismissed.

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

397

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 Tourism & Economy Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 12 March 2018 at 6.30 pm**

Councillors present: - Frances Newth (Vice Chairman in the Chair)
Ian Barlow (acting Vice-Chairman)
David Barratt
Jack Brokenshire
Louise Cole
John Hollick
Marc Kilsbie
Ian McKenzie-Edwards
John Rayson
Paul Wright

Apologies: Stuart Hughes, Sheila Kerridge, Dawn Manley, Simon Pollentine

The meeting started at 6.30pm and finished at 8.45pm

PART ‘A’

27 Minutes

The Minutes of the Tourism & Economy Committee meeting held on Monday 11 December 2018 were signed as a true and accurate record.

28 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Louise Cole	30 Presentation from Voyage Travel Marketing	Personal	Remained in the Chamber	Sidmouth Seafest organiser
Cllr Ian Barlow	33 Matters Raised by Invited Representatives	Personal	Remained in the Chamber	Sidford property owner

29 Matters of Urgency and Report

- The Chairman reported that Members were invited to make a team and attend the Devon County Cricket Club 2018 Souvenir Brochure Launch charity quiz evening to be held at the Sidmouth Cricket Club on Tuesday 17 April 7pm for 7.30pm £7 per person.

30 Presentation from Voyage Travel Marketing

Andrew May, Operations Director of Voyage Travel Marketing, gave a presentation on how using different media channels, including the use of film, could help enhance and add to the Town Council’s marketing strategy for the town. Members asked various questions of Mr May and considered how the Council could best improve its representation on Facebook.

RESOLVED: That the Town Council would undertake a pilot digital media campaign, setting aside a budget of up to £1,000, to promote Sidmouth and its many festivals and events.

31 Information Centre Financial Report

Councillor Newth presented the Finance Report for the period to January 2018 in respect of the Sidmouth Information Centre.

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

32 **Town Guide Finance and Distribution Figures**

The Chairman presented the Income and Expenditure Report for the period to January 2018, the Guide Budget for 2018/19 and the latest Guide distribution figures for the period to February 2018.

RESOLVED: That:

- 1) the Town Guide Income and Expenditure Report for the period to January 2018 be noted and agreed.
- 2) the Town Guide Budget for 2018/19 be noted and agreed.
- 3) the February 2018 Guide distribution figures be noted.

33 **Matters Raised by Invited Representatives**

Councillor Dent reported that he had contacted the Chamber of Commerce to emphasise the importance of their support for the Sidmouth Hopper Bus both financially and involvement in the service review at the end of the year; this will help determine whether the service will be able to continue into 2019.

Richard Eley reported that:

1. The Chamber believed that, like many other towns, Sidmouth had excessive road signage especially along The Esplanade; 20-25% of the current signage was deemed to be unnecessary.

RESOLVED: That the Town Council support the Chamber of Commerce by writing to both the District Council and County Council to request the removal of unnecessary signage in Sidmouth.

2. The Chamber were very concerned about the forthcoming three-month road closure for replacement gas main in Sidford Road from April to June 2018. This would severely affect trading income for Sidmouth businesses as well as causing disruption to Sidmouth College students during their examination period.

RESOLVED: That the Town Council would support the Chamber of Commerce by writing to the County Council to raise concerns over the timetabling of this road closure.

3. The Chamber raised concerns regarding the District Council's intention to increase the parking charges at the Sidford car park from 40p to £1 per hour. This would severely affect the small scale local businesses, result in cars parking and blocking nearby residential streets and would not lead to the additional income that the District Council had forecasted whilst undermining the viability of the village.

RESOLVED: That the Town Council would support the Chamber of Commerce by writing to the District Council to request that the first hour of parking be made free of charge and that the District Council should undertake to carry out a full economic impact assessment before the introduction of increased parking charges.

4. The first Sidmouth Daffodil Day had been rearranged, due to winter weather, and will now be held on Saturday 31 March at Kennaway House from 10am to 3pm.

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CHAIRMAN OF THE TOURISM & ECONOMY COMMITTEE

**Sidmouth Town Council - Detailed Income and Expenditure Report
Month 11 - February 2018**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Council Services</u>				
Public Conveniences	0	27,872	30,000	2,128
Youth Service Support	0	30,000	30,000	0
Flower Beds, Planters & Watering	1,518	16,557	17,000	443
Christmas Lighting & Events	0	5,246	10,500	5,254
Donation to Christmas Lighting (Income)	0	-1,500	-1,500	0
Sidmouth Hopper Bus	0	29,429	8,000	-21,429
Donation to Hopper Bus (Income)	0	-24,126	0	24,126
Street Furniture	0	160	4,000	3,840
Sidmouth Information Centre	0	21,600	21,600	0
Drinking Fountain, Sidbury	38	104	250	146
Dog Hygiene Bins	0	800	1,000	200
Annual Report Printing/Distribution	0	732	700	-32
War Memorials	0	36	0	-36
Parish Paths Partnership Payments	459	1,394	0	-1,394
Parish Paths Partnership (Income)	0	-3,963	0	3,963
	£2,015	£104,341	£121,550	£17,209

Discretionary Expenditure

Grants	0	14,000	14,000	0
Folk Week, Children's Festival & Family Tickets	0	25,000	25,000	0
Folk Week Social Dance	0	5,000	5,000	0
Sidmouth Town Band	0	4,000	4,000	0
Boat Jetty (former Jurassic Coast Marine Links)	0	0	15,000	15,000
South West Museum Development	800	800	800	0
Sand bags	0	0	500	500
Tourism Promotion Reserve	75	1,500	2,000	500
Donation to use of Party Tent (Income)	0	-100	0	100
Red Arrows Display	0	14,649	6,000	-8,649
Donation to Red Arrows Display (Income)	0	-14,500	0	14,500
Neighbourhood Plan	2,333	21,145	12,500	-8,645
Neighbourhood Plan Grants (Income)	0	0	0	0
Western Town Webcam	0	1,475	3,000	1,525
Transfer from Earmarked Reserves	0	0	0	0
Woolley Bequest Payments	0	5,000	0	-5,000
Woolley Bequest (Income)	0	-150	0	150
	£3,208	£77,819	£87,800	£9,981

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 2018

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Woolcombe House</u>				
Services Gas/Water/Elec	693	2,229	4,200	1,971
Woolcombe House Business Rate	0	6,220	6,000	-220
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1
Woolcombe House-General Maintenance	388	6,380	8,000	1,620
Woolcombe House Building Reserve	0	0	2,000	2,000
Council Chamber Hire (Income)	0	-120	0	120
	£1,081	£29,598	£35,090	£5,492

Other Property

Alma Lane Field	0	80	500	420
Alma Lane Field (Income)	0	0	0	0
Manstone Youth Centre	1,004	11,195	13,000	1,805
Manstone Youth Centre (Income)	0	0	0	0
Manstone Sports and Play Areas	0	3,505	20,000	16,495
Long Park & Play Area	0	8,016	8,000	-16
Seafront Amenity Building	539	18,965	20,000	1,035
Conservatory Maintenance	130	700	1,000	300
Fire Beacon Stewardship (Income)	0	-3,338	0	3,338
Sidmouth Golf Club (Income)	-5	-5	-5	0
Elec Pole Rent (Income)	0	-38	-40	-2
	£1,668	£39,080	£62,455	£23,375

Trust Property

The Ham

The Ham Ground Mtce	0	4,009	4,100	91
The Ham Other Mtce	317	3,519	2,500	-1,019
The Ham Play Equipment	850	850	1,500	650
The Ham Reserve	0	0	2,000	2,000
The Ham 3Phase Power	54	1,428	1,500	72
The Ham Rent (Income)	0	-8,145	-8,300	-155

Manstone

Manstone Land Ground Mtce	0	408	500	92
Manstone Other Maintenance	0	337	1,600	1,263
Manstone Reserve	0	0	2,000	2,000
Manstone Rent (Income)	0	-743	-990	-247

Salcombe Regis

S.R. Allotment Field	0	300	0	-300
S.R. Allotment Field Rent (Income)	0	0	0	0
S.R. Recreation Field	87	1,867	250	-1,617
S.R. Recreation Field Rent (Income)	0	-1,215	-525	690
	£1,308	£2,615	£6,135	£3,520

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 2018

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Members</u>				
Members/Chairman's Allowances	0	4,649	5,500	851
Chairman's Expenses	0	1,138	2,000	862
Members Expenses/Training	51	155	1,000	845
Elections	2,363	2,363	2,000	-363
Civic & Hospitality	5	701	2,000	1,299
Civic Regalia	0	0	1,000	1,000
	£2,419	£9,006	£13,500	£4,494
<u>Staff</u>				
Salaries	7,464	81,032	90,000	8,968
Pensions	1,452	15,688	18,000	2,312
Staff Eye Tests	0	0	100	100
Training & Conferences	0	0	1,000	1,000
Officers Expenses	0	68	100	32
Tourism/Promotion Admin (Income)	0	0	-10,000	-10,000
Advert Planning Fees (Income)	0	0	0	0
	£8,916	£96,788	£99,200	£2,412
<u>Office Expenses</u>				
Postage	65	1,378	1,500	122
Stationery	184	1,351	1,500	149
Telephone	276	3,256	3,500	244
Subscriptions	35	1,959	2,000	41
Photocopier	292	1,021	1,500	479
Internet, website and webcams	40	2,780	2,750	-30
Computer Software Contracts	211	879	1,200	321
Computer Maintenance Contingency	853	1,000	1,000	0
Advertisements	0	384	500	116
Audit	0	1,600	1,600	0
Insurance	0	4,543	6,200	1,657
Sundry	106	938	1,200	262
Bank Charges	8	149	150	1
Bank Interest Received (Income)	-93	-1,062	0	1,062
	£1,977	£20,176	£24,600	£4,424

Sidmouth Town Council - Detailed Income and Expenditure Report Month 11 - February 2018

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	2,015	104,341	121,550	17,209
Discretionary Expenditure	3,208	77,819	87,800	9,981
Woolcombe House	1,081	29,598	35,090	5,492
Other Freehold Property	1,668	39,080	62,455	23,375
Trust Property	1,308	2,615	6,135	3,520
Members	2,419	9,006	13,500	4,494
Staff	8,916	96,788	99,200	2,412
Office Expenses	1,977	20,176	24,600	4,424
Precept Received	0	-444,260	-444,260	0
Council Tax Support Grant	0	-6,070	-6,070	0
Net Income over Expenditure	£22,592	-£70,907	£0	£70,907

Current/Deposit Bank Accounts

£599,070

of which

Woolley Bequest

£25,338

Earmarked Reserves

£366,174

Proposal to Sidmouth Town Council to support Sidmouth becoming a flagship Single Use Plastic Free Town

Sidmouth Plastic Warriors is a group of local people who wish to be proactive in our town, making it the forefront of the push for the world to curb it's single-use plastic addiction. We appreciate fully the work which the Town Council has done so far and applaud wholeheartedly the plans to bring a water refill fountain to Sidmouth. We also acknowledge that plastic has its place – it is an amazing invention – however we are directing our action solely at single-use plastics.

This request is for Sidmouth Town Council to support Sidmouth Plastic Warrior's bid to apply for Sidmouth to become a **Surfers Against Sewage Plastic Free Coastline Accredited Town**.

This accreditation is achieved by meeting various criteria:

1. Getting support formally passed by the local town council.
2. Having at least 12 local businesses changes at least 3 single-use-plastic items for non-plastic alternatives. This can be achieved easily with the engagement of the Town Council and Chamber of Commerce.
3. Engaging with the community via social media, media, public meetings
4. Holding community events, supported by the council. We appreciate fully that Cllr McKenzie-Edwards actively participated in the recent March 10th clean up of the Beach, Ham and Town.
5. Holding at least an annual meeting of a steering committee – currently supported by Sidmouth Plastic Warriors, Vision Group for Sidmouth, Sidmouth in Bloom, Sidmouth Folk Festival, Sidmouth Chamber of Commerce.

We would also appreciate Sidmouth Town Council members making a pledge themselves to reduce their own single-use-plastic use, and encourage others they come into contact with, both in public and private life, to do the same. Repeating the **refuse, reduce, reuse, refill, recycle** ideals will encourage all to minimise their impact and to also think about how plastics have become so needlessly (on the whole) engrained in our lives. We would hope and encourage that the Council would abide by the same ideals in it's day to day business wherever possible.

We would also like the Town Council to encourage anyone applying for festivals, events and tenders to be encouraged to submit details of their plans for minimising their footprint on the town, including merchandising sold.

With the support of the Council, we would be well on the way to applying for Plastic-Free-Coastline Status, which will be an asset to the tourism of the town. This can also only add in a positive way to Sidmouth In Bloom's bid to become Champion of Champions in the RHS Britain in Bloom National Finals this year.

Denise Bickley,
Chair, Sidmouth Plastic Warriors

“Plastic pollution has sadly become synonymous with any coastal activity, from surfing to swimming, beach holidays to wildlife watching – it is simply an expected part of our experience. This is why marine plastic pollution, and specifically tackling society's throwaway, excessive or unnecessary plastic culture, is now Surfers Against Sewage's top priority. Plastic pollution is an issue that connects the environment with all parts of society, and is something that we can take action on at every level. Indeed, it will only be through concrete, collective, positive action that we will be able to catalyse the shift that is needed to stop the flood of plastic pollution from overwhelming our world.”

(Taken from Surfers Against Sewage Plastic Free Coastlines Toolkit).

Progress so far in Sidmouth Plastic Warrior's SAS Plastic Free Coastlines bid:

- 1 EDDC motion agreed: "That this Council continues to set the highest environmental standards and acknowledges the need to minimise the reliance on single use plastics. It will ensure that their use is confined to those instances where it is operationally necessary and no alternatives are available. All future procurement decisions must take into account environmental considerations."
- 2 Businesses so far signed up: The Dairy Shop, The Filling Station, Devon Embroidery, Cheriton Guest House, Sidmouth Sailing Club, Sidmouth Primary School, Sidmouth Cricket Club, Sidmouth Rugby Club
- 3 Community Engagement: Sidmouth Plastic Warriors was set up for this purpose (as well as organising beach cleans etc) has currently 256 members, and the petition on change.org asking for support to 'Make Sidmouth a single-use-plastic-free town' has 5296 signatures at present (13th March 2018)
- 4 Community Events: Sidmouth Plastic Warriors are holding monthly litter cleans - Beach January 20th, Woolbrook area February 17th, Beach and Town March 10th, public meeting held for all factions of community on February 22nd. There are also events planned for April 14th 10am meeting at the Sailing Club, then May 12th 10.30am for Sid Fest, litter to be used for art projects in the afternoon to further highlight the problem.
- 5 Holding at least an annual meeting of a steering committee – we have held one such meeting on February 22nd, with others to be scheduled.

More information regarding the SAS Plastic Free Coastlines accreditation and campaign can be found at <https://www.sas.org.uk/plasticfreecoastlines/>

More information about Sidmouth Plastic Warriors and regularly updated information regarding the bid can be found at <http://sidmouthplasticwarriors.org>

We would welcome any Councillors to 'like' us on Facebook (Sidmouth Plastic Warriors) where we have community engagement daily as well as the events page.

Future Plans

We would like to establish a small informal working group with perhaps two Town Councillors on board to discuss this further phase, once we have our Plastic Free Coastline Accreditation.

Phase 2: To take our vision further we also propose the following for discussion:

- We would like to establish a 'We support Sidmouth's Plastic Free Status' logo to be awarded to all businesses that prove they do not use single-use plastic. We would urge that the Town Council lead by example;
- We would like to resurrect the previously used 'Zero Waste Hero' scheme to encourage a 'refuse, reuse, reduce, recycle mentality for all our community. This could be won by individuals or businesses, or could have both categories on a monthly, 3 monthly or annual basis.
- We would like any new signing for the town (for example at the entrance to the town from the top road) to display a 'Proudly Plastic Free' logo. This logo should feature prominently on the Sidmouth town website, tourism brochures etc;
- We request that more bins are installed throughout the summer months on the sea front, Byes, Ham etc, and that these are emptied at least daily to avoid the issues seen last summer of overflowing. We would also ask that the Town Council discuss bins with EDDC to ensure we have modern recycling facilities throughout the town, at bin points, and be the first to embrace any deposit recycling schemes that are brought in.
- We also would request proper recycling bins be put back at car parks (if not near the sailing club then perhaps Manor Road to avoid need to go to the Bowd Recycling Centre);
- We ask that the Town Council liaise with EDDC to also provide bins year-round on all routes around Sidmouth College, Sidmouth Primary School (particularly Woolbrook Road), the Youth Centre etc, and engage with the young people of Sidmouth regarding the dangers of plastic pollution;
- We ask that the Town Council uses its powers to encourage all retailers to keep the ban selling energy drinks to Under 16s in place that has started just recently – this may assist us in preventing some of the anti social behaviour that often leads to littering around the larger supermarkets that are still selling them;
- We request that larger stores within the Sid Valley are requested to join in and instigate litter collections in the vicinity of their stores;
- We ask that cigarette butt stations be installed throughout the town to avoid them being dropped on the pavement (they can be recycled for free through <https://www.terracycle.co.uk/en-UK/brigades/cigarette-waste-brigade>)
- We ask that crisp packet and snack wrapper recycling may be instigated through larger supermarkets (this can be done through Terracycle for a cost – we would encourage larger businesses to pay for this to cut down on waste in the town - https://www.terracycle.co.uk/en-UK/zero_waste_boxes/candy-and-snack-wrappers);
- We support the water fountain/filler idea and ask that the Town Council encourage all cafes and pubs to sign up to the Refill scheme (<http://www.refill.org.uk>).

Report to: Council
Date of Meeting: 9 April 2018
Public Document: Yes
Exemption: None



Agenda Item 11

Subject: Installation of Water Filling Stations

Purpose of report: The purpose of this report is to provide further information for members on the possible provision of a water fountain/bottle filling station.

Recommendation:

1. That funding of up to £5,000 for the installation of water bottle filling points be made available from the Street furniture and Seafront Amenity building budget/reserves.
2. That a water bottle filling station be installed at the Market Place.
3. That a combined water bottle filling station and water fountain be installed adjacent to The Arches, Esplanade.
4. That the Town Clerk, in consultation with Councillor Wright and the Chairman of the Council be authorised to agree installation types and exact siting.
5. That East Devon District Council be encouraged to consider the provision of a water filling facility at Jacob's Ladder beach.

Reason for recommendation: To provide Members with information further to the budget setting meeting of 22 January 2018.

Officer: Town Clerk

Financial implications: Costs to include fitting and plumbing range from £2,000 to £6,000 approx. depending on options installed.

Risk: Low Risk

Links to background information: Minutes of Sidmouth Town Council – 22 January 2018

Report in full

1. Introduction

1.1 Members will recall that the idea of a water fountain/bottle filling station was raised by Councillor Wright during discussions for setting the budget for the financial year 2018/19. At that meeting it was decided to approach East Devon District Council (EDDC) to ask if they would cooperate with the Town Council (STC) to provide water for a water bottle filling station in the Market Place and to investigate the options available.

1.2 Members will be aware of the drive to increase the use of reusable bottles and reduce single use plastic pollution. Many food outlets in Sidmouth have already begun to fill water bottles for free from their premises. At the same time, local authorities have begun supplying water filling stations and fountains in towns and villages. There is clearly a benefit to a visitor destination such as Sidmouth, to offer such a facility. Provision of such facilities would also demonstrate the Council's serious support to reduce plastic waste.

2 Available designs and providers

- 2.1 The Town Clerk, in consultation with other Town Councils and Councillor Wright, has sourced a supplier of water fillers and fountains. The units are designed for outdoor usage and are 'vandal proofed'. All units in this range come with WRAS accreditation. This is a water industry standard recognised across the United Kingdom for both installation and equipment standards. The units meet all existing relevant health and safety regulations. The finish is powder coated in dark green and can be delivered within a week. They are used all over the country by local authorities.
- 2.2 Although a black finish is available which would match other street furniture, the order and delivery time would rise to 12 to 16 weeks. It is also suggested that a water filling station should deliberately be coloured slightly differently.
- 2.3 The installation and provision of water fountains are exempt from planning permission under the Town and Country Planning (General Permitted Development) (England) Order 2015.
- 2.4 The basic wall mounted unit (Design 1) is priced at £1,575. Fitting and plumbing would be required which may be able to be done in conjunction with EDDC, so it is estimated that a single wall mounted unit would cost around £2,000.
- 2.5 An alternative option to a wall mounted unit shown as Design 2 is a freestanding unit which could be located near the building to allow for plumbing into the Market Place building still. Priced with fitting and plumbing to be around £2,400 in total. Members may wish to consider an additional 'water fountain' basin as per Design 3 if a free-standing unit is necessary at around £3,100 in total.

3 Market Place

- 3.1 The District Council have given an 'in principle' agreement to allow a station to be mounted on the market building and to be connected to their water supply. The existing supply at the market place building would clearly be easier to connect to and a wall mounted unit is by far the simplest installation. However, appropriate space on the market place building is very limited with various notice boards, the STC Defibrillator and telephone boxes.
- 3.2 Although it is recommended that a wall mounted unit is installed, it may be necessary because of lack of space, to procure a freestanding unit. Clearly siting would then have to be consulted on with EDDC and in particular Devon County Council Highways. It is therefore recommended that if the Council supports the initiative, the Town Clerk, in consultation with Councillor Wright and the Chairman of the Council be authorised to agree an installation type and site.

4 Possible Further Provision

- 4.1 During discussion with other Councils, it became apparent that the Council should also consider the seafront area for the provision of a bottle filler and water fountain for use by beach and esplanade users. Such a facility could be sited on the pavement next to the bicycle stand in between the Jurassic Interpretation Centre and Arches. There is the potential of a wall mounted facility or free-standing unit although a free-standing unit on the pavement by the cycle stand would be more visible.
- 4.2 If Members supported this provision and with this being a seafront location, they may wish to consider a free-standing facility with water for dog walkers as per Design 4. It has been suggested by other Councils that such a facility could be seen as particularly welcoming for beach users and dog walkers. (approx. £3,600 in total)

Design 1



Design 2



Design 3



Design 4

