



# SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council  
Town Clerk

24 August 2018

Dear Sir/Madam,

**Meeting of Sidmouth Town Council  
in its Capacity as Trustee  
Monday 3 September 2018  
on the rising of the Council Meeting**

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.

Yours faithfully,

**Christopher E Holland**  
Town Clerk

## AGENDA

	<u>Page/s</u>
<b><u>PART 'A'</u></b>	
1 <b>Apologies</b> To receive any apologies for absence.	
2 <b>Minutes</b> To confirm the minutes of the Trustee Meeting held on Monday 2 July 2018.	3 – 5
3 <b>Declarations of Interest</b> 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.	
4 <b>Matters of Urgency</b> 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)	
5 <b>Exclusion of the Public</b> To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Clerk recommends should be dealt with in this way.	

- 6     **Salcombe Regis Recreation Field – 2019 Wedding Reception**  
A request has been received to use the Scout Centre and field, Salcombe Regis Recreation Field for a wedding reception on Saturday 13 July 2019, details as per the attached letter.     6
- 7     **The Ham – Anderton & Rowlands Fun Fair**  
Simon DeVey, Anderton & Rowlands Fun Fair, has requested use of The Ham to run the 2018 carnival fun fair arriving on the evening of Sunday 16 September, setting up on Monday 17 and Tuesday 18, operating from Wednesday 19 to Saturday 22 and taking down on Sunday 23 September 2018.
- 8     **The Ham – Sidmouth Sea Fest 2019**  
Sidmouth Coastal Community Hub has requested use of The Ham to run Sidmouth Sea Fest 2019 setting up on Thursday 16, Friday 17 May with the event held on Saturday 18 May 2019.
- 9     **The Ham – Alma Bridge Replacement**  
To receive a briefing note from Dave Pick, Devon County Council, regarding the revised timetable for the replacement of Alma Bridge.     7 – 8

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the meeting of Sidmouth Town Council**  
**in its Capacity as Trustee**  
**held at the Council Chamber, Woolcombe House, Sidmouth**  
**on Monday 2 July 2018**  
**on the rising of the Council Meeting**

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

The meeting started at 7.45pm and finished at 8.30pm.

**PART 'A'**

**6 Minutes**

The minutes of the Trustee meetings held on Monday 4 June 2018 were signed as a true and accurate record.

**7 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Ian McKenzie-Edwards	10 Use of Salcombe Regis Recreation Field – 40 <sup>th</sup> Birthday Party	Personal	Remained in the Chamber during discussion and voting	Acquainted with applicant

**8 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.

**9 Use of The Ham – Windrush Willow**

A request had been received from Richard Kerwood, Windrush Willow, to demonstrate the making of traditional willow lobster pots and to sell these and other small items made from local willow that he grew near Aylesbeare.

Mr Kerwood had obtained a street trading Licence from the District Council and asked to operate one day per week, he had suggested that the ideal site would be on the hardstanding at the Fisherman’s Sheds next to Sidmouth Trawlers; Sidmouth Trawlers had expressed support for this idea. The hours of operation would match those of the fish shop, though the day may vary from week to week.

**RESOLVED:** That permission be granted to Richard Kerwood, Windrush Willow, to use The Ham (positioned on the hardstanding at the Fisherman's Sheds next to Sidmouth Trawlers) to demonstrate the making of traditional willow lobster pots, one day per week. Hours of operation to match or be no longer than those of the fish shop although the day may vary from week to week.

**10 Use of Salcombe Regis Recreation Field – 40<sup>th</sup> Birthday Party**

A resident of Sid Road, Sidmouth had requested use of the Scout Centre and Salcombe Regis Recreation Field for a 40<sup>th</sup> birthday party over the weekend of 25/26 August 2018. It would be a private party comprising family members of up to 11 adults and 10 children, camping on the field from the Saturday morning to Sunday morning; there would be no amplified sound system in use.

**RESOLVED:** That:

1. Permission be granted to use the Scout Centre for a 40<sup>th</sup> birthday party over the weekend on 25/26 August 2018; comprising family members of up to 11 adults and 10 children.
2. The request to use Salcombe Regis Recreation Field for camping be refused; Members were content that the field could be made available to accommodate outdoor activities if required but must not be used for what was considered to be private camping for adults. For those reasons, Members did not consider that the application was compliant within their agreed use of the Trust Land.

**11 Use of The Ham – David Rowland Fun Fair**

David Rowland Jnr had written to thank the Town Council for allowing them to use The Ham for their spring fair in early June this year; they enjoyed visiting the town and felt that it was a big success and was thoroughly enjoyed by Sidmouth residents.

David Rowland had asked permission to attend again next year to run a fun fair on The Ham operating days from Wednesday 5 to Saturday 8 June 2019; opening time from 5pm – 9:30pm weekdays and 1pm – 9:30pm weekends.

Mr Rowland had suggested that the £500 bond already received for 2018 be held over as the deposit/bond for 2019.

**RESOLVED:** That permission be granted to David Rowland Fun Fair to use The Ham from Monday 3 to Monday 10 June 2019 with operating days from Wednesday 5 to Saturday 8 June 2019 with the following comments passed on to the organisers:

1. Consideration should be given to an alternative date range as this week falls within the GCSE and A level examination period.
2. The Highways Authority have reiterated that advertising posters must not be located on road junctions creating potential driver distraction.
3. The take-down day would be Sunday 9 June 2019; dismantling must not be carried out after the fun fair late at night on the Saturday.
4. Nearby residents should be informed before the arrival of the fun fair: Sidmouth Town Council will list events on its website and David Rowland may wish to post flyers through neighbours' doors for information.
5. As suggested, the 2018 £500 bond would be retained by Sidmouth Town Council and used as the deposit/bond for 2019.
6. It must be noted that The Ham will be closed for events from 24 September 2018 for six months during the installation of a replacement Alma Bridge. Should the weather be inclement over the winter and the building project is delayed then permission for the fun fair may have to be withdrawn.

**12 Use of The Ham – Sidmouth Gig Club Regatta**

Sidmouth Gig Club had requested to use The Ham to store 7/8 gig trailers during their annual regatta to be held on Sunday 15 July 2018. The trailers would be kept to one cordoned off corner as in previous years.

**RESOLVED:** That permission be granted to Sidmouth Gig Club to use The Ham to store 7/8 gig trailers during the annual regatta on Sunday 15 July 2018.

**13 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'**

**14 South West Water Macerator Building, The Ham**

Members were asked to consider discussions with South West Water regarding their former macerator building located on The Ham.

**RESOLVED:** That the Chairman, Vice Chairman and Town Clerk enter into discussions regarding the former macerator building, located on The Ham.

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CHAIRMAN OF THE COUNCIL

2 Collett Road  
Norton Fitzwarren  
Taunton  
TA2 6DD  
01.08.2018

Dear Mr Holland,

Re. Hire of Sid Vale Scout Centre

My partner, Brendan Shepherd, and I have recently been in contact with Gareth Hughes from the 1<sup>st</sup> Sid Vale Scout Group about holding our wedding reception at the Scout Centre on Saturday 13<sup>th</sup> July 2019.

We are both locals to Sidmouth and have spent our childhoods and early adult lives here, as well as working within the town. Unfortunately, we have recently had to move out of Sidmouth due to work but would love to return one day. My partner was self-employed as an electrician in Sidmouth for 10 years, and my family currently own and run Browns' Kitchen in Sidmouth, so the prospect of having our wedding reception at a location that is so close to ours and our family's roots is something we would love to be able to do. Being a teacher, and having young children, makes me value the opportunities that the Scout Centre offers young people in Sidmouth, and I am happy that our wedding expenditure would be going back to the local community.

Our current thinking for the wedding reception involves roughly 100 guests (including a number of children and families), and the use of local suppliers, including a local band, and a local butcher for a hog roast.

We are planning a simple event that will be set up on the Saturday and cleared away on Sunday. We love the idea of using the Scout Centre as it is – we're not planning to put up loads of decorations or have fancy table settings. Scout trestle tables and benches will work fine for us.

We hope to have a local band playing music in the Centre in the evening, and iPod music and speakers during the day. We do not envisage needing to use the Salcombe Regis Recreational Field at all. The car parking is more than enough for our needs – we expect most of our guests will be using local taxis (we have family connections), and the space the Scout Centre offers is plenty for our informal party.

We understand the need to acquire the appropriate licenses for both alcohol and entertainment and would be very mindful to dispose of any rubbish and recycling responsibly.

Thank you very much for the time you have taken to read this letter, and we hope to hear from you soon in order to progress our planning for the reception.

Kind regards,

Sarah Brown

## **Alma Bridge Replacement, Sidmouth**

Sidmouth Town Council briefing note:

### **Project programme update:**

Devon County Council (DCC) engineers met with the Town Clerk on Thursday 26<sup>th</sup> July to brief him on the progress of the project and recent improvements to the bridge design brought about by community and planning consultations. DCC engineers explained that this further work has resulted in a change to the delivery programme for the scheme. In effect, a change from the originally anticipated start of construction in October 2018 to a revised start date of early January 2019 was proposed. With an expected 6 months construction period it would not have been possible to return the Ham to the town with an established turfed surface finish in time for the commencement of the 2019 summer season.

The Town Clerk explained that this would have a significant negative impact which was likely not be considered acceptable to the Town Council, Trustee or the local community. After further discussions and the exploration of several compromise options, including providing a hardstanding area for the Folk Festival marquee and allowing partial usage of the Ham for the remainder of the summer, a decision was made that the best way forward would be to start the construction phase towards the end of August 2019, after the Folk Festival.

Construction would start in October 2019 and be complete by March 2020 giving time to reinstate the Ham with turf and for it to establish during the spring months in time to return the Ham field to the town for summer 2020.

DCC engineers have now submitted a planning application and will proceed with the scheme to secure all further licenses, permits, permissions and land agreements that will be required. In the coming months DCC will be finalising the detailed design, costings and works procurement activities.

### **Construction impacts:**

Initial proposals which are subject to further investigation and obtaining agreement with landowners, show the main contractor's compound being sited on the Ham taking up all the existing open space up to the fence of the children's play area. This space will be securely fenced off. The compound will be used for site offices/welfare, craneage, turning, deliveries, storage and fabrication. Access to the site compound will be via a marked route through the car park at the rear of the swimming pool. A small number of contractor parking spaces will be reserved in this area. It is hoped that as much public parking as possible will be retained in this car park. For large deliveries it will be necessary to restrict parking at certain times although these will be kept to a minimum. Vehicle movements using this route to the Ham compound will need to cross a public footpath which will be managed by vehicle

marshalls. An option for light vehicles to access the site will be provided via the turning head at the end of the esplanade and through a gated entrance onto the Ham. Access to the Sidmouth Trawlers fish shop will be maintained at all times. Normal site working hours will be 07.00 to 18.00 Monday to Friday and 08.00 to 13.00 on Saturday. However due to a large part of the works being within the tidal river channel working hours flexibility may be required while constructing certain elements of the work on the east side to benefit from low tide phases which can occur during the night.

The existing bridge will be kept open for emergency beach egress for the duration of the works and demolished once the new bridge crossing is complete. This existing bridge will also be used by contractor's operatives for access to the east side of the river. Demolition equipment will need access to the existing slipway and small fishing boat storage area for approximately 1 week in the spring. Construction work on the east side will entail a new bridge abutment, ramp structure and re-aligned section of hanger path. This will involve complex construction methods due to the poor access and working within the tidal river channel. Material and equipment will have to be lifted across the river to this location from the Ham.

Some re-profiling of a section of the sandstone cliff will be required together with re-alignment and reconstruction of a section of Hanger path. Consequently, Hanger Path public right of way will be closed possibly for the duration of the construction works. An inland diversion route via Mill Street footbridge will be signed. Additional signing will be installed on this route to warn traffic of pedestrians using some sections of the highway.

The successful contractor will be required to provide a project communication and Customer Care Plan (CCP) for communication activities to keep councillors, businesses, stakeholders and local residents informed providing access to project information, updates, and contact details. This will probably take the form of a scheme website. A dedicated Public Liaison Officer will be appointed responsible for implementation of the CCP and providing a single point of contact throughout the construction period.

### **Risks:**

Like all construction projects there are always elements of risk involved usually to do with unexpected and unforeseen circumstances within the ground and this can occur no matter how much prior investigation work is undertaken. This particular project will be built during the winter months and is in a location with the potential to be significantly affected by bad weather. This may result in some disruption to parts of the build and delays to progress however it is expected that the time now available will be sufficient to accommodate this.

It should also be noted that EDDC currently anticipate the beach management works will be commencing in 2020. Therefore, liaison will be required to ensure there are no conflicts between the end phase of the bridge works and the start-up phase of the beach management works. This will be explored further over the coming months to minimise the overall disruption to the town whilst the two major projects are undertaken.