



# SIDMOUTH TOWN COUNCIL

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DEVON  
EX10 9BB

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To: All Members of the Town Council  
Town Clerk

29 June 2021

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

Dear Sir/Madam,

## Meeting of Sidmouth Town Council Monday 5 July 2021 at 6.30pm

You are hereby summoned to attend the above meeting to be held at **Sidbury Village Hall, Sidbury**. 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.

Due to the current COVID-19 guidance and rules, attendance by elected Members and the public will only be permitted in line with social distancing measures, including the wearing of face masks by all.

Yours faithfully,

**Christopher E Holland**  
Town Clerk

### A G E N D A

	<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 Annual Council meeting of the Town Council held on Monday 7 June 2021.	3 – 4
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 or Report from the Chair</b> To consider any items that in the opinion of the Chair should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).	

5 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Clerk recommends should be dealt with in this way.

6 **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 Chair (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 give rise to a debate or require an immediate response.

Councillors also have the opportunity to ask questions of the County and District Members during this item whilst giving priority to Members of the public.

*(Members and members of the public are reminded to notify the Town Clerk and Councillor concerned of questions to be raised. This arrangement is in place to enable a considered response at the meeting. The Chair of the Council has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.)*

7 **Police Report**

To receive the June 2021 Police Report.

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

8 **Working Group Reports**

8.1 Planning Working Group Reports

To receive the reports of the Planning Working Group meetings held on Wednesdays 9 and 23 June 2021.

5 – 12

8.2 Tourism & Economy Working Group

To receive the report from the Tourism & Economy Working Group meeting held on Monday 14 June 2021.

13 – 15

8.3 Environment Working Group Report

a) To receive an update, if appropriate, from the Chair of the Environment Working Group.

b) To note that Councillor Hughes wishes to be removed from the Environment Working Group.

8.4 Council Resources Review Working Group

To receive an update, if appropriate, from the Chair of the Council Resources Working Group.

8.5 Other Reports from Working Groups

To receive any notified reports from Chairs of Working Groups, if required.

9 **Reports from Members with Special Responsibilities**

9.1 Finance Report

To receive the Finance Report for May 2021.

16 – 19

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

Venues for future Council meetings (until further notice):

Methodist Church Hall, Sidmouth

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held at All Saints' Church Hall, Sidmouth,**  
**on Monday 7 June 2021 at 6.30pm**

Ward	Councillors Present:
Sidmouth North	Charissa Evans
	Stuart Hughes
	Dawn Manley
	Jenny Ware
Sidmouth South	Denise Bickley
	Kelvin Dent
	Chris Lockyear (Vice Chair)
	Hilary Nelson
	Rachel Perram
Sidmouth East	Steven Kendall-Torry
Primley	Deirdre Hounsom
	Jeff Turner
Sidford	Marianne Rixson
Salcombe Regis	Ian Barlow (Chair)
	Richard Thurlow
Apologies:	Jack Brokenshire, Louise Cole, John Loudoun, Emma Murdoch

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

## **PART 'A'**

### **28 Minutes**

The minutes of the meeting of the Town Council held on Monday 17 May 2021 were signed as a true and accurate record.

### **29 Declarations of Interest**

There were no Declarations of Interest received for items on the agenda.

### **30 Matters of Urgency or Report from the Chair**

- The Chair reminded Members to respond to the town pedestrianisation scheme consultation which had been issued by the Town Clerk.

### **31 Public Open Question Time**

- A member of the public requested that additional agenda information be placed on the notice board at Woolcombe House if possible.
- Cllr Hounsom reported that many recycling and food bins had not been collected in Sidmouth for a few weeks.
- Cllr Perram asked whether Sidmouth had received any of the government funding made available for seaside towns. The Chair reported that EDDC had been allocated £230,000 and was using it on various projects across the district.
- Cllr Rixson asked for an update regarding the Knowle Flood Alleviation Scheme. The Chair reported that the Town Clerk would email Members later in the week following a meeting due to be held with the contractors.

- Cllr Bickley asked for an update on overflowing dog bins and then requested that Members and residents should report full dog bins to the District Council via their app so that performance indicators were collated.

**32 Police Report**

In the absence of PC Rob Clatworthy, the May 2021 police report was not available.

**33 Committee/Working Group Reports**

33.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 12 and 26 May 2021.

**RESOLVED:** That the Planning Working Group reports be noted.

33.2 Environment Working Group Report

Councillor Bickley, Chair of the Environment Working Group, presented the report of the Environment Working Group meeting held on Monday 28 April 2021

**RESOLVED:** That the Environment Working Group report be noted.

33.3 Tourism & Economy Working Group Report

a) Councillor Hounsom reported that the next meeting of the Tourism & Economy Working Group would be held via zoom on Monday 14 June 2021.

b) Members noted that Councillor Hughes wished to be removed from the Tourism & Economy Working Group.

**RESOLVED:** that the Tourism and Economy Working Group report be noted.

**34 Reports from Members with Special Responsibilities**

34.1 Finance Report

Councillor Lockyear presented the April 2021 Finance Report.

**RESOLVED:** that the April Finance Report be noted and agreed.

**35 EDDC Events at Connaught Gardens**

The Town Council had been asked for its views on Paul Taylor-Mills use of Connaught Gardens.

**RESOLVED:** that the Town Council's response be as follows:

1. Due to the unprecedented ongoing Covid situation and restrictions, the Town Council supported the proposed use of Connaught Gardens by Paul Taylor-Mills for 2021 only with the event not setting a precedent for future years and consistent with details as set out in the email from District Cllr Nick Hookway dated 29 May 2021.
2. The direction of amplified sound and decibel levels should be strictly controlled and monitored with concerts ending no later than 10pm.

Members also raised concerns with regard to food outlets, alcohol licensing, toilet facilities, security fencing and possible damage to the gardens and flower beds. If food and drink was to be sold, it should be sourced from locally made produce.

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CHAIR OF THE COUNCIL

**Matters considered by  
Sidmouth Town Council's Planning Working Group  
held on Wednesday 9 June 2021**

(Due to the current COVID-19 situation, the Working Group met virtually  
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: Kelvin Dent (Chair)  
Jeff Turner (Vice-Chair)  
Ian Barlow  
Deidre Hounsom  
Steven Kendall-Torry  
Chris Lockyear  
Rachel Perram  
Jenny Ware

The meeting started at 10.00 am and finished at 12.10 am.

**690 Declarations of Interest.** None

**691 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.

**692 Minutes**

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 26 May 2021.

**693 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 minute 230 of Council, 19 April 2021 and with schedule 16 of the Local Government Act 1972.

**Urgent items or Amended Plans Received After Formulation of the Agenda**

<b>694</b>	21/1190/ADV South Ward	Mr Timothy Johnson	Apollonia House Dental Practice, Elysian Fields, Sidmouth EX10 8UH. Installation of non-illuminated fascia sign.
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**APPROVED**

**Applications for consideration**

<b>695</b>	21/1406/LBC East Ward	Mr Harvey Sargeant	20 Fore Street, Sidmouth, EX10 8AL. Proposed conversion of outbuilding into one bed flat & construction of new wall and gate.
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**SUPPORT** subject to the views of the Conservation Officer.

Note: Members would like the accommodation to be permanent housing not holiday accommodation.

<b>696</b>	21/1365/FUL East Ward	Mr J Stewart	6 Holmdale, Sidmouth, EX10 8DQ. Replacement of existing storage facility with 3x dwellings.
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**UNABLE TO SUPPORT**

The proposed development is excessive and not in keeping with the area. The development is contrary to Policy 7 (Local Distinctiveness) of the Sid Valley Neighbourhood Plan.

<b>697</b>	21/1283/FUL East Ward	Michelle Bartlett	Flat 2, Barton House, Barton Close, Sidmouth, EX10 8NL. Replacement of existing conservatory including the relocation of the doors and removal of a block work planter.
		<b>SUPPORT</b>	
<b>698</b>	21/1284/LBC East Ward	Michelle Bartlett	Flat 2, Barton House, Barton Close, Sidmouth, EX10 8NL. Replacement of existing conservatory including the relocation of the doors and removal of a block work planter.
		<b>SUPPORT</b>	subject to the views of the Conservation Officer.
<b>699</b>	21/1408/FUL Primley Ward	Mr & Mrs Eagle	31 Primley Road, Sidmouth, EX10 9LD. Single storey side/rear extension and first floor rear extension.
		<b>SUPPORT</b>	
<b>700</b>	21/1220/FUL Primley Ward	Mr S Allchurch	Manstone Workshops, Manstone Lane, Sidmouth. Change of use from Use Class B2 (General Industrial) of external overflow parking/surplus workshops land to Use Class B8 (Storage or Distribution) storage compound. Installation of 2 metre high perimeter fencing and gates.
		<b>SUPPORT</b>	although Members would prefer to see the land used for additional workshops.
<b>701</b>	21/1438/FUL Sidbury Ward	Mr Mark Dewick	The Shieling Burnt Oak, Sidbury, Sidmouth, EX10 0RB. Two storey front/side extension, extension to existing decking with associated storage and 3 x front rooflights.
		<b>SUPPORT</b>	
<b>702</b>	21/1385/FUL Sidford Ward	Mr Oliver Hemson	52 Sidford High Street, Sidford, Sidmouth, EX10 9SQ. Side extension above existing single storey side extension. Alterations to fenestration.
		<b>SUPPORT</b>	
<b>703</b>	21/1132/FUL Sidford Ward	Mr & Mrs Paley	Land To the Rear of Trow View, Two Bridges Road, Sidford, Sidmouth, EX10 9PL. Construction of one detached dwelling and private driveway on land to rear of Trow View.
		<b>SUPPORT:</b>	Members would prefer to see the original proposal for two x 3 bedroom houses.
<b>704</b>	21/1315/FUL South Ward	Kate and Kamlesh Cawkwell and Raichura	Westwards, Bickwell Valley, Sidmouth, EX10 8RF. Creation of basement for indoor swimming pool below re-built terrace and two storey side extension (already granted 20/0277/FUL).
		<b>SUPPORT</b>	

- 705** 21/1148/FUL South Mr P Briton 55 Peaslands Road, Sidmouth, EX10 9BE.  
Ward Construction of a two storey dwelling.  
**SUPPORT**
- 706** 21/1322/FUL South Mr & Mrs Morgan Meadow Lea, Boughmore Road, Sidmouth,  
Ward EX10 8SH. Construction of detached two storey  
double garage with home office on first floor.

**SUPPORT:** Note members would like legal tie between the garage and the main house.

**707 Tree Preservation Orders**

(a) Notification of any new Tree Preservation Orders

None reported.

(b) Notification of any works which constitute an exemption to a Tree Preservation Order or works considered an exception to the Conservation Area Legislation

None reported.

(c) Applications for trees covered by a Tree Preservation Order

- a)** 21/1110/TRE Salcombe Mrs Angela Charnock 1 Sidleigh, Sid Road, Sidmouth, EX10 9DE. T5 -  
Regis Ward Monterey Cypress: remove low decayed branch  
back to main trunk.

**APPROVE** subject to the following conditions:

1. The works hereby consented to shall be carried out in accordance with British Standard 3998: 2010 (Tree Work - Recommendations).

(Reason - In the interests of amenity and to ensure the works are carried out in a satisfactory manner.)

**708 Trees in Conservation Areas**

To note the following proposed works.

- a)** 21/1179/TCA Salcombe Julie Fisher Cherries, Sid Road, Sidmouth, EX10 9AQ.  
Regis Ward T1, Eucalyptus : Pollard down to roof height.

**WORK NOTED**

- b)** 21/1277/TCA South Mr Davies Magnolia Cottage, Coburg Road, Sidmouth,  
Ward EX10 8NF. T1, holly : reduce height by 2 - 3m  
and spread by approximately 1m; lift over  
glasshouse to clear 2m.

**WORK NOTED**

**709 Appeals**

No appeals were received.

**710 Unsupported decisions**

21/0657/FUL Hanham, Hillside Road, Sidmouth, EX10 8JF. Construction of single storey extension.

Sidmouth Town Council

EDDC

UNABLE TO SUPPORT

APPROVED

21/0574/FUL Flat 1 Glen Close House Glen Road Sidmouth EX10 8RW. Erection of boundary fence to Cunninghams Lane.

Sidmouth Town Council

EDDC

UNABLE TO SUPPORT

APPROVED

21/0238/LBC 4 Counters Court, Mill Street, Sidmouth, EX10 8DW. Replacement windows and doors: 1no. window at ground floor and 1no. window at first floor on rear north elevation; 1no. window at first floor and double doors on side west elevation and 1no. door and 2no. windows on front south elevation.

Sidmouth Town Council  
SUPPORT

EDDC  
REFUSED

**711 Enforcement Letters**

No Enforcement letters were received.

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**CHAIR OF THE PLANNING WORKING GROUP**



**Matters considered by  
Sidmouth Town Council's Planning Working Group  
held on Wednesday 23 June 2021**

(Due to the current COVID-19 situation, the Working Group met virtually  
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: Kelvin Dent (Chair)  
Jeff Turner (Vice-Chair)  
Ian Barlow  
Deidre Hounsom  
Steven Kendall-Torry  
Rachel Perram  
Jenny Ware

Apologies: Chris Lockyear and John Loudoun

The meeting started at 10.00 am and finished at 10.55 am.

**43 Declarations of Interest**

Cllr Steven Kendall-Torry	21/1523/FUL and 21/1524/LBC Flat 1, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 0SB	Personal Interest	Remained in the meeting during discussion and voted.	Acquainted with the applicants.
Cllr Jeff Turner	21/1551/FUL 2 Fairmead, Sidmouth, EX10 9SU.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicants.

**44 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.

**45 Minutes**

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 9 June 2021.

**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 minute 230 of Council, 19 April 2021 and with schedule 16 of the Local Government Act 1972.

**Urgent items or Amended Plans Received After Formulation of the Agenda.**

- 46** 21/1207/TRE Elmcode, Boughmore Road, Sidmouth, EX10 8SH. T1, Sweet Chestnut : Remove damaged limb on east side making one cut by the stem. Reduce stems/branches on south east side by approx 2m to achieve better clearance from ground as discussed with tree officer at site visit. T2, Cypress : Crown lift by approx. 1-2 m- raise it off the ground by a maximum of 2m upon carrying on the works if granted this will be done to achieve maximum amenity value within the parameters. T3, Macrocarpa : Dismantle (fell) to allow space oak trees and prevent overcrowding. T4, Maple : Fell due to excessive damage/rot.

**APPROVE** subject to the following conditions:

1. The works hereby consented to shall be carried out within a period of 2 years from the date of this decision notice.

(Reason - To ensure that the works are carried out within a reasonable period of time.)

2. The works hereby consented to shall be carried out in accordance with British Standard 3998: 2010 (Tree Work - Recommendations).

(Reason - In the interests of amenity and to ensure the works are carried out in a satisfactory manner.)

3. A replacement tree shall be planted within the curtilage as close as practicable to the same location as T4 in the first planting season following the felling of the tree hereby permitted to be removed. The replacement tree shall be a minimum of 8 -10cm in girth and shall be maintained for a period of five years; such maintenance to include the replacement of the tree should it die. The species of the tree shall be selected from the following list or such other species and location, size and timing as may be agreed in writing by the Local Planning Authority.

(Reason - To maintain continuity of tree cover and compensate for the loss of amenity.)

Norway maple - *Acer platanoides*.

Field maple - *Acer campestre*.

#### **Applications for consideration**

- |           |  |                                    |  |
|-----------|--|------------------------------------|--|
| <b>47</b> | 21/1551/FUL<br>North Ward  | Mr Ian Collins                     | 2 Fairmead, Sidmouth, EX10 9SU. Single storey front extension.   |
|           | <b>SUPPORT</b>   |                                    |  |
| <b>48</b> | 21/1542/FUL<br>Primley Ward                                      | Hilary Levi                        | 72 Malden Road, Sidmouth, EX10 9NA. Single storey infill side extension, front porch and alterations to fenestrations.   |
|           | <b>SUPPORT</b>   |                                    |  |
| <b>49</b> | 21/1424/FUL<br>Primley Ward                                      | Mr J Tulitt                        | 9 Lower Wheathill, Sidmouth, EX10 9UA. Single storey front extension and conversion of roof space to habitable use to include a rear dormer and three front roof lights.   |
|           | <b>SUPPORT</b>   |                                    |  |
| <b>50</b> | 21/1430/FUL<br>Salcombe<br>Regis Ward                            | Mr Roger Rex                       | Summer Leaze, Laskeys Lane, Sidmouth, EX10 8JW.<br>Demolition of existing porch and erection of new porch with balcony on same footprint.  |
|           | <b>SUPPORT</b>   |                                    |  |
| <b>51</b> | 21/1345/LBC<br>Sidbury Ward                                      | Mrs Christina<br>Cicconi           | Court House, Fore Street, Sidbury, Sidmouth, EX10 0RS.<br>Refurbish garden room, works to include: replace 3no.windows; replace double doors; widen existing door to install double doors; install hardwood floor over existing concrete floor; repair internal plaster and section of ceiling install shelving and cupboards. |
|           | <b>SUPPORT</b> subject to the views of the Conservation Officer. |                                    |  |
| <b>52</b> | 21/1523/FUL<br>Sidbury Ward                                      | Sara Hook and<br>Colin<br>Hamilton | Flat 1, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 0SB. Conversion of outbuilding for use ancillary to flat 1.   |
|           | <b>SUPPORT</b>   |                                    |  |
| <b>53</b> | 21/1524/LBC<br>Sidbury Ward                                      | Sara Hook and<br>Colin<br>Hamilton | Flat 1, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 0SB. Conversion of outbuilding for use ancillary to flat 1.   |
|           | <b>SUPPORT</b> subject to the views of the Conservation Officer. |                                    |  |

- 54 21/1493/FUL Mr Alan Dyer East Devon Log Bank, Land at Knapp Copse, Sidbury. Erection of a polytunnel.  
Sidbury Ward
- SUPPORT:** Note: Members advise a temporary permission for up to 5 years only.
- 55 21/1342/LBC Charlotte Flat 2, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 Sidbury Ward Warren OSL. Retrospective replacement of existing summer house  
**SUPPORT** subject to the views of the Conservation Officer.
- 56 21/1341/FUL Charlotte Flat 2, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 Sidbury Ward Warren OSL. Retrospective replacement of existing summer house  
**SUPPORT**
- 57 21/1476/FUL Mr Paul The Reef, Boughmore Road, Sidmouth, EX10 8SH. Single South Ward Crawford storey front/side extension and first floor front/rear extension and erection of a detached garage.  
**SUPPORT**
- 58 21/1549/FUL Mr & Mrs Selbourne, Radway, Sidmouth, EX10 8TW. Two storey side and South Ward Markham rear extension.  
**SUPPORT**
- 59 21/1544/VAR Mr S Smale Radway Croft, Radway, Sidmouth, EX10 8TW. Variation of South Ward condition No. 2 (approved plans) of planning permission ref: 19/2077/FUL to allow for increase in ground floor level and omission of glazed panel from north elevation and rooflights.  
**SUPPORT**
- 60 21/1605/LBC Mr Robert 4 Alma Terrace, Coburg Road, Sidmouth, EX10 8NQ. South Ward Lillicrap Replacement ridge tiles, removal of internal wall, new internal walls to form bathroom & en-suite, re-roofing rear extensions, replacement of existing windows on rear elevation.  
**SUPPORT** subject to the views of the Conservation Officer.
- 61 21/1604/LBC Mr Robert 4 Alma Terrace, Coburg Road, Sidmouth, EX10 8NQ. South Ward Lillicrap Replacement ridge tiles, removal of internal wall, new internal walls to form bathroom & en-suite, re-roofing rear extensions, replacement of existing windows on rear elevation.  
**SUPPORT**
- 62 **Tree Preservation Orders**  
(a) Notification of any new Tree Preservation Orders  
None reported.  
(b) Notification of any works which constitute an exemption to a Tree Preservation Order or works considered an exception to the Conservation Area Legislation  
Notification of Tree works considered an exception to 85/0042/TPO.  
(c) Applications for trees covered by a Tree Preservation Order  
None reported.
- 63 **Appeals**  
a) Appeal Ref: APP/U1105/D/21/3268793 20/1129/FUL, Greystones, Dunscombe Lane, Salcombe Regis EX10 OJQ. The appeal is allowed, and planning permission is granted for two storey side extension, single storey extension wing, at Greystones, Dunscombe Lane, Salcombe Regis EX10 OJQ, in accordance with the terms of the application.

**64 Unsupported decisions**

None reported.

**65 Enforcement Letters**

No Enforcement letters were received.

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**CHAIR OF THE PLANNING WORKING GROUP**

**Minutes of a Meeting of Sidmouth Town Council's  
Tourism and Economy Working Group  
on Monday 14 June 2021 at 6.30 pm**

(Due to the current COVID-19 situation, the Tourism and Economy Working Group met virtually)

- Councillors present: Ian Barlow  
Louise Cole  
Charissa Evans  
Deirdre Hounsom  
Chris Lockyear  
Hilary Nelson  
Richard Thurlow
- Invited Reps: Chamber of Commerce – David Cook, Sally Mynard  
Ignyte Ltd – Tina Veater  
TIC Manager – Jeff Bailey
- Apologies: Steven Kendall-Torry  
SW Tourism Alliance – Alistair Handyside

The meeting started at 6.30pm and finished at 8.15pm

**PART 'A'**

**1 Minutes**

The Minutes of the Tourism & Economy Working Group meeting held on Monday 8 March 2021 were approved as a true and accurate record.

**2 Declarations of Interest**

There were no Declarations of Interest received for items on this agenda.

**3 East Devon District Council Public Toilets consultation**

The Chair reported that the EDDC consultation process had not started yet and as a result, Nick Christo, Streetscene Operations Manager had advised he was unable to attend this meeting but had stated that he would be attending a future full Council meeting.

**4 Tourism Advisory Group Update**

Councillor Cole, Chair of the Tourism Advisory Group described the structure and purpose of the Tourism Advisory Group and gave an update of the work being carried out by the group, particularly the refurbishment of the Tourist Information Centre.

Some Members raised concerns regarding the front page of the Visit Sidmouth website which regularly advertised events elsewhere, eg. Lyme Regis. Members were advised that other area events were automatically drawn onto the page if no local events were happening on that day. It was agreed that a priority system would be looked at for Sidmouth events but also that organisers should contact Visit Sidmouth with details of as many major events as possible to populate the online diary.

Councillor Evans reported regarding the work being carried out by the Council's in house staff on the new Town Council website and Facebook page. These will carry more localised information for residents about Sidmouth and the Town Council's work rather than tourism promotion.

**RESOLVED:** That the Tourism Advisory Group reports be noted and Ignyte would ensure that Sidmouth events would take precedence on the website over those in other towns.

#### **5 Information Centre Manager's Update**

Jeff Bailey, Information Centre Manager, reported that the refurbished Information Centre had opened on Monday 24 May, and he presented the Information Centre's Finance Report for May 2021. He explained how the new surroundings had been welcomed by visitors and staff alike and how the new branding was reflected in the presentation. Improvement of signage around the town was being looked at to maximise visitor footfall. Members also discussed how to capitalise the use of the newly refurbished TIC and reach out to other Councils, especially as many nearby TICs had been closed.

**RESOLVED:** That the Sidmouth Information Centre Reports be noted.

#### **6 Tourism & Promotion Contract Update**

Tina Veater of Ignyte, presented the report of the promotional activity work carried out with and on behalf of the Town Council. 45,000 copies of the Town Map had been printed, had been well very received and the majority had already been distributed to Sidmouth businesses. It was probable that additional copies would be printed to ensure sufficient supplies were available throughout the year.

The online Guide had been produced and issued via online and social media newsletters and website traffic continued to increase ahead of what was expected to be a very busy season with one of the key performance indicators of 1 million views already achieved during the year. Ignyte staff were in daily contact with Sidmouth businesses making sure that the Visit Sidmouth website and social media were kept up to date.

The Chair reported that a digital visitor survey would be carried out during the summer season and would include a variety of questions that would enable the Beach Management Plan Committee to claim beach amenity funding from the Environment Agency.

**RESOLVED:** That the Tourism & Promotion contract update report be noted.

#### **7 Air Show Update**

The Town Clerk gave an update on preparations for the Sidmouth Air Show and possible Firework Display taking place on 27 and 28 August 2021. The Red Arrows had already been booked along with the Battle of Britain flight of Dakota and in addition, two vintage Spitfires. The plans were all subject to large scale events being permitted to take place with the final decision being left until the end of July. The event was being organised to help keep major costs incurred to a minimum and as late into the timetable as possible.

The Town Clerk asked whether the Chamber of Commerce would be able to supply collectors during a possible firework display to help offset the costs.

**RESOLVED:** That the Air Show update report be noted.

#### **8 Tourism & Promotion Budget Spend and Committed 2020/2021**

The Chair presented the Tourism & Promotion Budget report as at the end of May 2021.

**RESOLVED:** That the Tourism & Promotion Budget report be noted.

#### **9 Matters Raised by Invited Representatives**

Sally Mynard, Chamber of Commerce, reported that:

- Tina Veater from Ignyte had attended a recent Chamber of Commerce breakfast meeting and members had been impressed with the tourism promotion work being carried out for Sidmouth.
- It may be difficult to expect members to collect on both evenings when businesses were trying to recover from the difficulties experienced during the covid restrictions.

- Mike Lavers was making preparations for the Classic Car Show which it was hoped would take place in September.
- Sally had already started preparations for the 2021 Christmas Late Night shopping event.

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CHAIR OF THE TOURISM & ECONOMY WORKING GROUP

**Sidmouth Town Council - Detailed Income and Expenditure Report  
Month 2 - May 2021**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b><u>Council Services</u></b>					
Public Conveniences	0	0	32,000	32,000	0
Youth Service Support	0	10,000	40,000	30,000	0
Flower Beds, Planters & Watering	0	624	16,000	15,376	0
Christmas Lighting & Events	0	0	13,500	13,500	0
Donation to Christmas Lighting (Income)	0	0	-1,500	-1,500	0
Tourism Promotion	2,867	4,261	50,000	45,739	0
Tourism Promotion Income	0	0	-15,000	-15,000	0
Verge Cutting, Town Maintenance & Weeding	1,695	3,391	16,500	13,109	0
Verge Cutting DCC Grant (Income)	0	0	-4,690	-4,690	0
Street Furniture	0	0	1,000	1,000	0
Sidmouth Information Centre	0	0	30,000	30,000	0
Water Fountains & Defib Mtce	117	117	700	583	0
Dog Hygiene Bins	0	0	1,600	1,600	0
War Memorials	0	0	100	100	0
Parish Paths Partnership Payments	347	409	0	-409	-409
Parish Paths Partnership (Income)	0	0	0	0	0
	<b>£5,026</b>	<b>£18,802</b>	<b>£180,210</b>	<b>£161,408</b>	<b>-£409</b>
<b><u>Discretionary Expenditure</u></b>					
Grants	9,200	24,976	20,000	-4,976	-5,000
Sidmouth Folk Festival	0	34,000	34,000	0	0
Sidmouth Town Band	0	5,000	5,000	0	0
Sidmouth in Bloom	0	7,000	7,000	0	0
South West Museum Development	0	0	800	800	0
Air Display	0	0	10,000	10,000	0
Donation to Air Display (Income)	0	0	0	0	0
Sidmouth Hopper Bus	0	0	0	0	0
Donation to Hopper Bus (Income)	0	0	0	0	0
Environment Working Group	0	0	10,000	10,000	0
Covid-19 Expenses	660	4,981	8,000	3,019	0
Port Royal Regeneration	0	0	0	0	0
Community Infrastructure Levy Payments	2,034	2,034	0	-2,034	-2,034
Community Infrastructure Levy (Income)	0	0	0	0	0
Woolley Bequest Payments	0	5,000	0	-5,000	-5,000
Woolley Bequest (Income)	0	0	0	0	0
	<b>£11,894</b>	<b>£82,991</b>	<b>£94,800</b>	<b>£11,809</b>	<b>-£12,034</b>



## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 2 - May 2021

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
<b><u>Woolcombe House</u></b>					
Services Gas/Water/Elec	186	374	3,600	3,226	0
Woolcombe House Business Rate	0	3,556	7,600	4,044	0
Woolcombe House (Loan Interest&Repayment)	0	0	14,890	14,890	0
Woolcombe House-General Maintenance	464	494	8,500	8,006	0
Woolcombe House Building Reserve	0	0	0	0	0
	<b>£650</b>	<b>£4,424</b>	<b>£34,590</b>	<b>£30,166</b>	<b>£0</b>

### **Other Property**

Alma Lane Field	0	0	1,000	1,000	0
Manstone Youth Centre	837	2,300	85,000	82,700	0
Manstone Sports and Play Areas	0	0	2,000	2,000	0
Long Park & Play Area	85	170	1,500	1,330	0
Seafront Amenity Building	2,045	3,403	33,000	29,597	0
Conservatory Maintenance	130	2,368	1,000	-1,368	-2,238
Fire Beacon Stewardship	0	0	7,000	7,000	0
Fire Beacon Stewardship (Income)	0	0	0	0	0
Sidmouth Golf Club (Income)	0	0	-5	-5	0
Elec Pole Rent (Income)	0	-37	-40	-3	0
	<b>£3,097</b>	<b>£8,204</b>	<b>£130,455</b>	<b>£122,251</b>	<b>-£2,238</b>

### **Trust Property**

#### **The Ham**

The Ham Ground Mtce	110	220	2,000	1,780	0
The Ham Other Mtce	2,334	2,334	4,000	1,666	0
The Ham Play Equipment	0	0	1,500	1,500	0
The Ham Reserve	0	0	2,000	2,000	0
The Ham Macerator Building	0	21,895	20,000	-1,895	-1,895
The Ham 3Phase Power	-832	-733	1,800	2,533	0
The Ham Rent (Income)	0	-1,000	-9,000	-8,000	0

#### **Manstone**

Manstone Land Ground Mtce	60	120	800	680	0
Manstone Other Maintenance	0	0	1,600	1,600	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	0	0	-1,310	-1,310	0

#### **Salcombe Regis**

S.R. Allotment Field	0	0	0	0	0
S.R. Recreation Field	0	0	0	0	0
S.R. Recreation Field Rent (Income)	0	0	-525	-525	0
	<b>£1,672</b>	<b>£22,836</b>	<b>£24,865</b>	<b>£2,029</b>	<b>-£1,895</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 2 - May 2021

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b><u>Members</u></b>					
Members/Chair's Allowances	0	0	6,100	6,100	0
Chair's Expenses	0	0	2,000	2,000	0
Members Expenses/Training	0	0	800	800	0
Elections	0	0	1,000	1,000	0
Civic & Hospitality	0	0	1,000	1,000	0
Civic Regalia	0	0	0	0	0
	<b>£0</b>	<b>£0</b>	<b>£10,900</b>	<b>£10,900</b>	<b>£0</b>
<b><u>Staff</u></b>					
Salaries	7,973	15,945	96,500	80,555	0
Pensions	1,587	3,174	20,000	16,826	0
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	0	1,000	1,000	0
Officers Expenses	0	0	500	500	0
	<b>£9,560</b>	<b>£19,119</b>	<b>£118,100</b>	<b>£98,981</b>	<b>£0</b>
<b><u>Office Expenses</u></b>					
Postage	151	151	1,700	1,549	0
Stationery	43	43	1,200	1,157	0
Telephone	176	888	3,600	2,712	0
Subscriptions	90	2,252	2,400	148	0
Photocopier	108	108	1,000	892	0
Internet, website and webcams	0	0	4,000	4,000	0
Computer Software Contracts	159	159	1,500	1,341	0
Computer Maintenance Contingency	0	0	1,000	1,000	0
Advertisements	0	0	500	500	0
Audit	150	150	1,600	1,450	0
Insurance	0	0	5,500	5,500	0
Sundry	0	11	1,200	1,189	0
Bank Charges	10	20	200	180	0
Bank Interest Received (Income)	-5	-9	-300	-291	0
	<b>£882</b>	<b>£3,773</b>	<b>£25,100</b>	<b>£21,327</b>	<b>£0</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report Month 2 - May 2021

Expense Group Totals	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	5,026	18,802	180,210	161,408	-409
Discretionary Expenditure	11,894	82,991	94,800	11,809	-12,034
Woolcombe House	650	4,424	34,590	30,166	0
Other Freehold Property	3,097	8,204	130,455	122,251	-2,238
Trust Property	1,672	22,836	24,865	2,029	-1,895
Members	0	0	10,900	10,900	0
Staff	9,560	19,119	118,100	98,981	0
Office Expenses	882	3,773	25,100	21,327	0
Precept Received	0	-309,510	-619,020	-309,510	
<b>Net Income over Expenditure</b>	<b>£32,781</b>	<b>-£149,361</b>	<b>£0</b>	<b>£149,361</b>	<b>-£16,576</b>

### Current/Deposit Bank Accounts

£893,746

*of which*

### Woolley Bequest

£5,955

### Earmarked Reserves

£527,107