



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

28 September 2021

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

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 4 October 2021 at 6.30pm

You are hereby summoned to attend the above meeting to be held at the **Methodist Church Hall, High Street, 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.

Due to COVID-19 best practice guidance, 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>
<u>PART 'A'</u>	
1 Apologies To receive any apologies for absence.	
2 Minutes To confirm the minutes of the Council meeting of the Town Council held on Monday 6 September 2021.	4 – 6
3 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.	
4 Matters of Urgency or Report from the Chair 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 two 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 **Sid Valley Admiral Nurse Campaign**

Members will be aware that the Town Council has each year supported the Sid Valley Admiral Nurse Campaign with grants made from the Woolley Bequest.

This commitment has been in place since the January 2016 budget meeting when it was resolved:

‘That an amount of £10,000 be allocated from the Woolley Bequest to support the Admiral Nurse campaign. A further £5,000 per annum for five years be pledged from the Woolley Bequest from 2017/18 onwards dependent on when an Admiral Nurse is appointed and remains in post.’

In recognition of the importance of this service, Adrian Ford, Admiral Nurse Committee Chair, has been invited to the meeting to give a short presentation to explain how the funding has been used, how a future budget allocation could help support the service and supply a copy of their latest audited accounts. It is hoped that Tracey Hansford, the Sid Valley Admiral Nurse, may also be available to attend to describe her NHS role.

8 **Police Report**

To receive the September 2021 Police Report.

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

9 **Working Group Reports**

9.1 Planning Working Group Reports

To receive the reports of the Planning Working Group meetings held on Wednesdays 8 and 22 September 2021.

7 – 13

9.2 Tourism & Economy Working Group

To receive the report of the Tourism & Economy Working Group meeting held on Monday 13 September 2021.

14 – 15

9.3 Environment Working Group Report

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

9.4 Council Resources Review Working Group

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

9.5 Youth Provision Working Group

To receive a report from Councillor Cole regarding the work of the Youth Provision Working Group.

10 Reports from Members with Special Responsibilities10.1 Finance Report

To receive the Finance Report for August 2021.

16 – 19

10.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

11 Public Conveniences

Following the recent meeting of the Council Resources Review Working Group, Members are asked to confirm the recommendation made at that meeting, see the attached report.

20 – 22

12 Exclusion of the Public and Press

The Vice-Chair of the Council to move the following:

“that under the Public Bodies (Admission to Meetings) Act 1960

the public (including the press) be excluded from the meeting due to the confidential nature of its contents.”

PART ‘B’**13 Sidford to Sidbury cycle/footpath link**

Hannah Clark, Transport Planning Team Leader from Devon County Council will attend this meeting along with Cllr Hughes, Cabinet Member for Highway Management, to brief Members on the Sidford to Sidbury cycle/footpath link.

14 Former Councillor John Rayson

To receive a report from the Town Clerk.

PLEASE NOTE:

Venue for future Council meetings (until further notice): Methodist Church Hall, High Street, Sidmouth

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at Sidmouth Methodist Church Hall
on Monday 6 September 2021 at 6.30pm

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

The meeting started at 6.30pm and finished at 7.55pm.

PART 'A'

52 Minutes

The minutes of the meeting of the Town Council held on Monday 9 August 2021 were signed as a true and accurate record.

53 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr John Loudoun	56 Public Conveniences	Personal	Remained in the meeting during discussion and voting	EDDC Councillor and Portfolio Holder

54 Matters of Urgency or Report from the Chair

- The Chair reported that he would bring forward item 10 on the agenda so that the EDDC representative could leave the meeting early.
- The Chair reported that the very successful Sidmouth Air Show event had a higher attendance than previous years and had received donations of over £13,000 with additional donations anticipated from car parks.

55 Public Open Question Time

- Cllr Rixson asked whether Council meetings would continue to be held in person during the winter months with the need for ventilation. The Town Clerk replied that legislation did not allow for Councils to hold meetings remotely and the LGA, DALC, SLCC, SLCC and EDDC's Monitoring officer had advised the Town Clerk that remote full Council meetings could not legally be held under current law.

56 Public Conveniences

Tom Wood, East Devon District Council Streetscene officer, attended the meeting to give background information on the ongoing Public Conveniences consultation.

Members raised many concerns and were advised to include all into the Town Council's response to the consultation document.

The Chair reminded Members that they had all been invited to attend the next meeting of the Council Resources Working Group to be held via zoom on Wednesday 8 September at 12 noon.

RESOLVED: That Tom Wood be thanked for attending and the consultation information be noted.

57 Police Report

The Town Clerk reported that PC Rob Clatworthy had left the police service which left only one PC and one PCSO to cover Sidmouth. Sgt Hutter intended to supply a police report for future meetings when able, the monthly newsletter would continue to be issued to all Members and he would meet with the Police Council Advocates on a quarterly basis. The Town Clerk was asked to write to the Police Crime Commissioner to raise the Town Council's concerns with regard to lack of personnel covering Sidmouth and request that the promised meeting be held between her and the Town Council.

58 Committee/Working Group Reports

58.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 11 and 25 August 2021.

RESOLVED: That the Planning Working Group reports be noted.

58.2 Tourism & Economy Working Group Report

Councillor Cole, Chair of the Tourism & Economy Working Group, reported that there would be an official launch of the refurbished TIC by local MP Simon Jupp on 30 September. New Visit Sidmouth products were now available in the TIC and had been sold at events such as the Air Show and Classic Car Show.

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

58.3 Environment Working Group Report

Councillor Lockyear, Vice-Chair of the Environment Working Group, reported that a consultant would be visiting Sidmouth and, with the Environment Working Group would be looking for suitable locations to plant urban trees and would create a strategy for trees in the Sidmouth area.

RESOLVED: That the Environment Working Group report be noted.

58.4 Council Resources Review Working Group

Councillor Barlow reported that a meeting of the Council Resources Working Group would be held via zoom on Wednesday 8 September at 12 noon.

RESOLVED: That the Council Resources Working Group report be noted.

58.5 Youth Provision Working Group

Councillor Cole, Chair of the Youth Provision Working Group, reported that the group was working on the feasibility study for the new build project of a replacement Youth Centre.

RESOLVED: That the Youth Provision Working Group report be noted.

58.6 Beach Management Plan

Councillor Lockyear reported on the work which had been carried out recently by the Beach Management Plan Working Group; the government had changed its funding model which meant that there should be additional funding available for the Beach Management Plan. The

engineering committee had considered and modelled many options and were preparing an outline business case to be presented to the Environment Agency.

RESOLVED: That the Beach Management Plan report be noted.

58.7 Parish Paths Partnership

Councillor Turner described the work carried out by the P3 volunteers who had been working hard throughout the summer months on all the rural footpaths in the Sid Valley.

Unfortunately, there had been complaints regarding the urban footpaths which had become overgrown with weeds and narrowed the available walkway. This had primarily been caused by the replacement of hedges with boundary fences around resident's gardens. Councillor Turner asked Members if they received complaints or were aware of this problem in their wards to contact the boundary owners and request that they maintain both sides of their garden fences.

RESOLVED: That the P3 report be noted.

59 Reports from Members with Special Responsibilities

59.1 Finance Report

a) Councillor Lockyear presented the Finance Report for July 2021.

RESOLVED: That the Finance Report for July 2021 be noted and agreed.

b) Members were asked to note the receipt of completion of review of the Annual Governance & Accountability Return (AGAR) from the Town Council's auditor; PKF Littlejohn. The statutory Conclusion of Audit Notice for 2020/21 had be advertised on the Town Council's website.

RESOLVED: That the Conclusion of Audit Notice be noted and agreed.

60 October Council Meeting Date Change

Members were asked to note that the October Council meeting date would be changed from 11 October to 4 October. The Environment Working Group meeting previously scheduled for 4 October would be rearranged and confirmed in due course.

RESOLVED: That the change of date for the October Council meeting be noted.

.....
CHAIR OF THE COUNCIL

**Matters considered by
Sidmouth Town Council's Planning Working Group
held on Wednesday 8 September 2021**

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

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

Apologies: Chris Lockyear and Jeff Turner.

The meeting started at 10.00 am and finished at 11.10am.

138 Declarations of Interest

Kelvin Dent	21/2273/VAR Former Council Offices, Knowle, Sidmouth, EX10 8HL.	Personal Interest	Remained in the meeting during discussion- but did not speak or vote, this item was chaired by Cllr Barlow,	Members was a neighbour of the property
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139 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.

140 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 25 August 2021.

Applications for consideration

RESOLVED: That in respect of the Planning Applications set out below, 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.

141 21/1903/ADV Mr Ben French HSBC, Fore Street, Sidmouth, EX10 8AA. Replacement of 2 x East Ward non-illuminated fascia signs and 2 x non-illuminated hanging signs.

APPROVED

142 21/2261/FUL Mrs C 16 Lawn Vista, Sidmouth, EX10 9BY. Single storey rear North Ward McCormick extension and extension to existing roof space to include a rear dormer.

SUPPORT

143 21/2307/FUL Mr Chris 5 Primley Road, Sidmouth, EX10 9LB. Single storey rear Primley Ward Cruise extension and side extension.

SUPPORT

144 21/2155/FUL Mr & Mrs Akora, Southway, Sidmouth, EX10 8JL. Proposed renovation of Salcombe Stewart the existing dwelling, new eastern extension, and change of Regis Ward roof form from hipped to gabled. Demolition of the existing garage, and new double garage constructed to the south of the

site. Associated landscaping works, including new pedestrian access gate and formation of path across verge.

UNABLE TO SUPPORT - Although Members also did not support the previous application, they considered that it was preferable to the current proposal.

- 145** 21/2181/LBC Chris Vallins 22 Cotford Road, Sidbury, Sidmouth, EX10 0SQ. Replace Sidbury Ward window with door and create new raised thatched porch roof on north elevation.

SUPPORT subject to the views of the Conservation Officer.

- 146** 21/1299/LBC Mr Daniel Sidholme Hotel, Elysian Fields, Sidmouth, EX10 8UJ. External South Ward Warren works: to repair or replace sections of the roof to include slate roofs; Repair or replace any windows; Repair or replace all other timber joinery; repair or replace any rainwater goods; repair external finishes and render. Internal works: to repair or replace water damaged areas of ceilings, walls and floors.

SUPPORT subject to the views of the Conservation Officer.

- 147** 21/2241/FUL Sidholme Annexe, Sidholme Hotel, Elysian Fields, Sidmouth, South Ward EX10 8UJ. Internal alteration to create 6no x self catering hotel rooms.

SUPPORT

- 148** 21/2272/FUL Mr John Rosemount Cottage, Station Road, Sidmouth EX10 8NZ South Ward Emmott Demolition of existing conservatory and garage, installation of new garden wall & fence, replacement windows and change of roof material.

SUPPORT

- 149** 21/2277/FUL Mr and Mrs S Erica, Seafield Road, Sidmouth, EX10 8HE. Erection of a car South Ward Barnes port including integrated solar panels on roof.

SUPPORT

- 150** 21/1829/FUL Mr M Malloch- 24A Witheby, Sidmouth, EX10 8SR. Installation of car parking South Ward Brown area for charging electric cars.

SUPPORT—Subject to the proposed tree protection scheme being implemented.

- S151** 21/2273/VAR S George Former Council Offices, Knowle, Sidmouth, EX10 8HL. South Ward (Lifestory Variation of conditions 2 (approved plans) and 10 Group) (development carried out in accordance with bat mitigation strategy) of application 16/0872/FUL.

SUPPORT - Members are pleased to note that the local wildlife is being protected.

- 152** 21/2240/RES Mrs Amanda Land Adjoining 77 Alexandria Road, Sidmouth. Construction of West Ward Pettit bungalow with garage (application for approval of details of access, appearance, landscaping, layout and scale pursuant to outline planning permission ref. 19/0251/OUT)

UNABLE TO SUPPORT

The proposed design of the building would not be in keeping with the character of the area and be contrary to Policy 7 (Local Distinctiveness) of the Sid Valley Neighbourhood Plan.

- 153** 21/2184/LBC Mrs Van Hecke Town House, Station Road, Sidmouth, EX10 8NZ. Internal West ward alterations to include the part removal of two ground floor walls, blocking internal doorway by installing internal window,

and the removal of a second floor partition wall and install a pair of timber glazed doors.

SUPPORT subject to the views of the Conservation Officer.

154 **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 16/0056/TPO.

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

None reported.

- a) 21/1982/TRE Linda Ward Amberleigh, Beatlands Road, Sidmouth, EX10 8JH. T1, Salcombe Sycamore : Fell as roots are causing blockage of drain and Regis Ward sewage flooding into garden
- APPROVED**
- b) 21/1918/TRE Dr Liz Elliott Rockshaw Moorcourt Close, Sidmouth, EX10 8SU. Beech, T1 : South Ward 1.5 m lateral reduction to retain tree height of 15m and lateral spread of 7m, to prevent encroaching into neighbouring properties; maximum diameter cuts 50mm, as discussed on site with EDDC's tree officer preapplication.
- APPROVED**
- c) 21/2096/TRE Carolcrest, Bickwell Valley, Sidmouth, EX10 8SQ. T1, Ginkgo South Ward biloba : Thin by 20%, as was done in 2018, maximum pruning cuts of no more that 75mm, in order to lessen the sail affect, due to dense crown and included bark union at base of tree, a listed wall in close proximity and home owners concern is over safety of tree during strong winds.
- DEFERRED** (Report not recived)
- d) 21/1937/TRE Mr Bruce Regency House, Seafield Road, Sidmouth, EX10 8HE. T1, South Ward Smith (Sid Leylandii DBH 30+inches : Fell T2, Leylandii DBH 30+inches : Valley Fell T3 Leylandii DBH 24+inches – Fell Reason : Blocking light to Tree Surgery neighbour, unwanted species, wrong trees, wrong place. No Ltd) amenity value.
- APPROVED**
- e) 21/1961/TRE Julie Englefield 19 Higher Woolbrook Park, Sidmouth, EX10 9ED. Oak - T1 - West Ward Fell to ground level Reason - Advanced decay. See Aspect Tree Consultancy report (05658.Tree Risk Assessment with Picus Tomography. 02.07.2021) for full details

APPROVED

155 **Trees in Conservation Areas**

To note the following proposed works to trees in a Conservation Area.

- a) 21/2065/TCA Barnsley The Bays, Coburg Road, Sidmouth, EX10 8NF. Hedge 3, Bay East Ward hedge: Reduce by 4-5m to previous trim height to keep the hedge in a good cycle of management. Hedge 5, mixed species

hedge L fell to near ground level to resolve the problem of the branches disturbing neighbouring properties.

WORK NOTED

- 156 Appeals**
None reported.
- 157 Unsupported decisions**
None reported.
- 158 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 22 September 2021**

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

Councillors present: Ian Barlow (Chair)
Rachel Perram
John Loudoun
Steven Kendall-Torry
Jenny Ware
Deidre Hounsom
Chris Lockyear

Apologies: Kelvin Dent and Jeff Turner.

The meeting started at 10.00 am and finished at 11.10am.

159 Declarations of Interest

Cllr Ian Barlow	21/2399/FUL 2 Brooklyn, Stowford, Sidmouth, EX10 0NA. Single storey side extension.	Personal Interest	Remained in the meeting during discussion- but did not speak or vote, this item was chaired by Cllr Lockyear,	Members sold the property to the applicant.
Cllr John Loudoun	21/2221/TCA The Bays, Coburg Road, Sidmouth, EX10 8NF.	Personal Interest	Remained in the meeting during discussion. but did not speak or vote,	Acquainted with the applicant

160 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.

161 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 8 September 2021.

Applications for consideration

RESOLVED: That in respect of the Planning Applications set out below, 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.

162 21/2399/FUL Mr & Mrs 2 Brooklyn, Stowford, Sidmouth, EX10 0NA. Single storey side North Ward Coletti extension.

SUPPORT

163 21/2226/LBC Prof Lucy 11 Sid Lane, Sidmouth, EX10 9AN. Re-slate whole roof and carry Salcombe Woodall out roof repairs where necessary. Regis Ward

SUPPORT subject to the views of the Conservation Officer.

164 21/2364/FUL Mr Colin 4 Burnt Oak, Sidbury, Sidmouth, EX10 0RB. Erection of Sidbury Ward Ryan storage/workshop.

SUPPORT

- 165 21/2350/FUL Mr Eric 26 Windsor Mead, Sidford, Sidmouth, EX10 9SJ. Rear and side
Sidford Ward Stonham extension, additional rear and front dormer windows, rooflights to
side, loft conversion for habitable use.

SUPPORT – Members carefully considered the objections put forward by residents but could not substantiate those objections.

- 166 21/2344/FUL Julie and Glendevon Hotel, Cotmaton Road, Sidmouth, EX10 8QX. C1 hotel
South Ward Richard change of use to C3 dwelling house, demolition of flat roofed rear
Fuell extension, installation of in-roof photovoltaic panels to main roof
and external rendering to side and rear walls.

UNABLE TO SUPPORT

- Members did not wish to see the loss of important hotel accommodation and associated employment in the town.
- Members did not believe that marketing a hotel business during the exceptional times of a pandemic and in at times, a locked-down economy, met the marketing requirements of the East Devon Local Plan Policy E18 and criteria.
- If the Local Planning Authority were to agree to this application, Members advised strongly against and refusal of the render on 3 sides of the building in a Conservation Area as the brick work was an important part of the character of the area and therefore contrary to Policy P7 of the Sid Valley Neighbourhood Plan.

- 167 21/2281/FUL Ms Kim 9 Witheby, Sidmouth, EX10 8SR. Erection of guarding around
South Ward Harris existing terrace, and installation of new door/window within
existing window opening.

SUPPORT

- 168 21/2372/FUL Kate Cutlers Hill House, Higher Greenway Lane, Sidmouth, EX10 0LY.
West Ward Stamp Conversion with loft extension and alteration of outbuilding for use
as self-contained unit of holiday accommodation and annexe, and 2
parking areas and alterations to fenestrations.

SUPPORT subject to the building having a legal tie placed on it to the main house.

169 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 17/0122/TPO.

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

None reported.

170 Trees in Conservation Areas

To note the following proposed works to trees in a Conservation Area.

- a) 21/2294/TCA Mrs Bundels, Ridgeway, Sidbury, Sidmouth, EX10 0SF. T1, Beech:
Sidbury Ward Johanna Pruning of branches as indicated in photographs and as discussed
Mitchell with the tree officer on 23rd May 2021; clearance of branches
within 2m of buildings; avoid making cuts of more than 50mm;
removal of holly and dense growth around the base of the tree.

WORK NOTED

- b)** 21/2221/TCA Barnsley East Ward The Bays, Coburg Road, Sidmouth, EX10 8NF. T1 - magnolia. Reduce overhanging branches over Twyford House by up to 2 metres. Crown lift over pavement to 3 metres. Reduce upper canopy by up to 1.5 metres to suitable growth points, clearing BT lines. Reduce garden side profile by up to 1m to suitable growth points to for a more uniform, balanced crown. Approximate diameter of crown when work completed will be 4 metres. Works required to reduce overhang into neighbouring property, improve pedestrian access to footpath and clear BT lines.

WORK NOTED

- 171 Appeals**
21/2038/CPL 1 Woolbrook Rise, Sidmouth, EX10 9UB. Single storey rear and side extension.
- 172 Unsupported decisions**
None reported.
- 173 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 13 September 2021 at 6.30 pm**

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

Councillors present: Ian Barlow

Louise Cole

Steven Kendall-Torry

Richard Thurlow

Invited Reps: Chamber of Commerce – Sally Mynard

Ignyte Ltd – Tina Veater

TIC Manager – Jeff Bailey

Tourism Advisory Group – Jo Watson

Apologies: Jack Brokenshire, Chris Lockyear, Hilary Nelson, Charissa Evans,

SW Tourism Alliance – Alistair Handyside

The meeting started at 6.30pm and finished at 8.30pm

PART 'A'

10 Minutes

The Minutes of the Tourism & Economy Working Group meeting held on Monday 14 June 2021 were approved as a true and accurate record.

11 Declarations of Interest

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

12 Tourism Advisory Group Update

Councillor Cole, Chair of the Tourism Advisory Group, gave an update of the work that had been carried out by the Tourism Advisory Group during the summer months and reported that she and Cllr Nelson were currently in discussions with other nearby local towns who no longer had a TIC, to help work with them and coordinate a tourism strategy, maximising the improved and enhanced tourism offer Sidmouth now had.

Jo Watson reported on the very busy summer months in the hospitality businesses who had benefitted by the 'staycation' trend, but it was noted this had been restricted by a serious lack of staff, initially caused by the requirement to self-isolate but now continuing as younger workers returned to education.

RESOLVED: That the Tourism Advisory Group report be noted.

13 Information Centre Manager's Update

Jeff Bailey, Information Centre Manager, reported that the TIC refurbishment was complete apart from a large flag to advertise that the TIC was open; the refurbished TIC would be officially opened on 30 September 2021 with MP Simon Jupp in attendance. The new Visit Sidmouth merchandise offer had been rearranged and TIC staff were attending the Classic Car Show on Saturday 18 September with a stall of maps, information and merchandise.

It was noted that East Devon District Council had recently stopped taking cash in their car parks and this was upsetting visitors as the machines were not user friendly when taking electronic payments; TIC staff regularly assisted people to pay for their parking. The TIC visitor numbers had averaged around 75/80 per day which was down on previous seasons and there had been very few international visitors this season.

RESOLVED: That the Sidmouth Information Centre reports be noted.

14 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. Louise Avis, Ignyte’s Sidmouth account manager, had visited Sidmouth regularly throughout the season in order to create and maintain relationships with Sidmouth accommodation providers and businesses. A Visit Sidmouth Shopify platform was being created so that merchandise could be purchased via the website. The 2021 Town Map had been very successful and had been distributed to visitors via the TIC, town centre car parks and town businesses.

It was anticipated that the 2022 Town Map would be incorporated as a centre page pull out in a 16-page publication which would have other maps and information about the town; the final decision would be determined by the printing costs. The Visit Sidmouth independent shopping videos would be filmed on Tuesday 14 September and would then be placed on the website and social media platforms; all retail members had been invited and four members had asked to be included in the filming opportunity.

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

15 Tourism & Promotion Budget Spend and Committed 2020/2021

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

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

16 Sidmouth Air Show 2021

The Town Clerk gave a report on the success of the Sidmouth Air Show which took place on 27 August 2021; all car parks had been full and additional spaces to the usual EDDC car parks had been organised as usual, working with the Rugby and Cricket clubs and private landowners. The police had estimated that between 30 and 35 thousand people were spectating during the event. Just under £13,000 in cash had been collected by volunteers as donations towards the event with additional income still being received from the car parking facilities. Jo Watson was thanked for the support given by Sidmouth Hotels by supplying a central venue for the event’s safety centre. It was suggested that the Town Clerk prepare a report which could show income and cost streams but also indicate the largely unperceived benefits to charitable and other organisations and operators of for example, the car parking and show how additional facilities are included in the event planning, which could then be used as a template to help other event organisers.

Members were asked to consider how to encourage additional community run events during the 2022 Bank Holiday weekend to complement the Sidmouth Air Show and Sailing Regatta. It was suggested that events could be offered to include information on helping promote the Council’s environment and economic agenda and demonstrating how the Council offsets the carbon footprint of the air show. Councillor Richard Thurlow volunteered to begin contacting various local groups in the town with a view to holding a meeting with those who may be interested in becoming involved in organising a weekend of complementary events.

RESOLVED: That the Sidmouth Air Show report be noted.

17 Matters Raised by Invited Representatives

Sally Mynard, Chamber of Commerce, reported that:

- The Classic Car Show was due to be held on Saturday 18 September. As ever, the event was weather dependant and it was essential that the cricket ground was dry enough to use for the display cars. It was noted that this was the Chamber of Commerce’s biggest income event so it would be very disappointing if it couldn’t take place again this year.

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CHAIR OF THE TOURISM & ECONOMY WORKING GROUP

**Sidmouth Town Council - Detailed Income and Expenditure Report
Month 5 - August 2021**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<u>Council Services</u>					
Public Conveniences	0	0	32,000	32,000	0
Youth Service Support	0	20,000	40,000	20,000	0
Flower Beds, Planters & Watering	2,276	7,980	16,000	8,020	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	6,804	20,668	50,000	29,332	0
Tourism Promotion Income	-816	-1,544	-15,000	-13,456	0
Verge Cutting, Town Maintenance & Weeding	1,696	8,589	16,500	7,911	0
Verge Cutting DCC Grant (Income)	0	0	-4,690	-4,690	0
Street Furniture	0	2,345	1,000	-1,345	-1,345
Sidmouth Information Centre	0	10,000	30,000	20,000	0
Water Fountains & Defib Mtce	91	654	700	46	0
Dog Hygiene Bins	0	0	1,600	1,600	0
War Memorials	0	0	100	100	0
Parish Paths Partnership Payments	107	1,289	0	-1,289	-1,289
Parish Paths Partnership (Income)	0	-2,150	0	2,150	2,150
	£10,158	£67,831	£180,210	£112,379	-£484

Discretionary Expenditure

Grants	0	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	800	800	0	0
Sidmouth Air Show	5,588	6,601	10,000	3,399	0
Donation to Sidmouth Air Show (Income)	-251	-251	0	251	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	1,081	6,411	8,000	1,589	0
Community Infrastructure Levy Payments	0	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
	£6,418	£91,571	£94,800	£3,229	-£12,034

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 5 - August 2021

	Actual	Actual	Current	Budget	Cumulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
					EMReserves
<u>Woolcombe House</u>					
Services Gas/Water/Elec	127	829	3,600	2,771	0
Woolcombe House Business Rate	0	3,556	7,600	4,044	0
Woolcombe House (Loan Interest&Repayment)	0	7,444	14,890	7,446	0
Woolcombe House-General Maintenance	310	1,581	8,500	6,919	0
	£437	£13,410	£34,590	£21,180	£0
<u>Other Property</u>					
Alma Lane Field	0	0	1,000	1,000	0
Manstone Youth Centre	1,507	5,482	85,000	79,518	0
Manstone Sports and Play Areas	0	100	2,000	1,900	0
Long Park & Play Area	85	425	1,500	1,075	0
Seafront Amenity Building	518	11,548	33,000	21,452	0
The Arches East (Income)	0	-5,625	0	5,625	0
Conservatory Maintenance	0	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)	-1	-38	-40	-2	0
	£2,109	£14,260	£130,455	£116,195	-£2,238
<u>Trust Property</u>					
<u>The Ham</u>					
The Ham Ground Mtce	110	710	2,000	1,290	0
The Ham Other Mtce	377	3,186	4,000	814	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	33	-634	1,800	2,434	0
The Ham Rent (Income)	-1,568	-7,677	-9,000	-1,323	0
<u>Manstone</u>					
Manstone Land Ground Mtce	60	300	800	500	0
Manstone Other Maintenance	226	1,770	1,600	-170	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	-10,000	-10,327	-1,310	9,017	0
<u>Salcombe Regis</u>					
S.R. Allotment Field	0	0	0	0	0
S.R. Allotment Field Rent (Income)	0	0	0	0	0
S.R. Recreation Field	0	0	0	0	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	-£10,762	£8,698	£24,865	£16,167	-£1,895

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 5 - August 2021

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<u>Members</u>					
Members/Chair's Allowances	0	5,011	6,100	1,089	0
Chair's Expenses	0	131	2,000	1,869	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
	£0	£5,142	£10,900	£5,758	£0
<u>Staff</u>					
Salaries	7,973	39,862	96,500	56,638	0
Pensions	1,587	7,935	20,000	12,065	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
	£9,560	£47,797	£118,100	£70,303	£0
<u>Office Expenses</u>					
Postage	0	151	1,700	1,549	0
Stationery	0	101	1,200	1,099	0
Telephone	176	1,806	3,600	1,794	0
Subscriptions	0	2,262	2,400	138	0
Photocopier	0	108	1,000	892	0
Internet, website and webcams	0	1,500	4,000	2,500	0
Computer Software Contracts	0	878	1,500	622	0
Computer Maintenance Contingency	0	0	1,000	1,000	0
Advertisements	0	0	500	500	0
Audit	1,600	1,750	1,600	-150	0
Insurance	-1,008	5,297	5,500	203	0
Sundry	105	64	1,200	1,136	0
Bank Charges	9	49	200	151	0
Bank Interest Received (Income)	-4	-21	-300	-279	0
	£878	£13,945	£25,100	£11,155	£0

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 5 - August 2021

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
Council Services	10,158	67,831	180,210	112,379	-484
Discretionary Expenditure	6,418	91,571	94,800	3,229	-12,034
Woolcombe House	437	13,410	34,590	21,180	0
Other Freehold Property	2,109	14,260	130,455	116,195	-2,238
Trust Property	-10,762	8,698	24,865	16,167	-1,895
Members	0	5,142	10,900	5,758	0
Staff	9,560	47,797	118,100	70,303	0
Office Expenses	878	13,945	25,100	11,155	0
Precept Received	0	-309,510	-619,020	-309,510	
Net Income over Expenditure	£18,798	-£46,856	£0	£46,856	-£16,651

Current/Deposit Bank Accounts

£768,664

of which

Woolley Bequest

£5,955

Earmarked Reserves

£527,032



Report to: Council
Date of Meeting: 4 October 2021
Public Document: Yes
Exemption: None

Agenda Item 11

Subject: East Devon District Council Public Toilet Review

Purpose of report: The purpose of this report is to consider the discussion and recommendation of the Resources Working Group following referral to that's group of the Council's Response.

Recommendation: That the Council considers the draft response as recommend by the Resources Working Group

Reason for recommendation: To respond to the East Devon District Council consultation.

Officer: Town Clerk

Financial implications: Currently None. However, very significant for STC precept in future depending on the outcome of the EDDC Review.

Risk: Low Risk

Background information: EDDC Public Toilet Consultation report to Cabinet, 12 May 2021.

Report in full

1. Background

- 1.1 Following consideration by Council on September 6, Members asked the Council's Resources Working Group to discuss and recommend, if possible, a response to the East Devon District Council Public Toilet Review.
- 1.2 The review had come about and was required by EDDC "to look both at costs related to closing our budget deficit (MTFP saving of £200k against toilet provision and overall budget deficit of around £3mil), and the quality of our facilities."
- 1.3 The EDDC Cabinet report had recommended three categories (A, B and C) in the Public Toilet Review paper and consultation, which took into account these factors:
 - Financial implications
 - Usage
 - Opportunities for alternative uses
 - Building condition
 - Proximity to other toilet facilities

The Categories are as follows:

Cat A facilities – Recommended to be kept open and refurbished where needed

Cat B Facilities – Less important & open for redevelopment or commercial use

Cat C Facilities – Not required and with little chance of redevelopment

The District Council have advised that the categorisation of facilities is open for amendment and that this could be recommended in a consultation response.

2. Resources Working Group Discussion and Observations

2.1 The Council's Resources Working Group met on 8 September to discuss the

ongoing consultation and how the Town Council could respond. Members agreed that the consultation was in the early stages and that only limited information had been made available. They noted that the Council had been advised by EDDC's officers, that only a 'broad brush' and strategic response was needed at this time.

2.2 During the discussions, the following points had been made:

- a) The costs attributed to rebuilding Ca. A Toilets seemed huge and overestimated
- b) The aims to be 'the best' and the rebuilding regime adopted by EDDC was excessive. Toilets did not need to be award winning, they should be clean, accessible and serviceable.
- c) Sidmouth is a vibrant and busy tourist town, closing any toilet in the town would have a huge impact on remaining facilities. With the town expected to get busier each year, all facilities were vital.
- d) The EDDC data shows that the Sidmouth Toilets in the Town Centre and Ham are amongst the busiest in East Devon - categorising them both as Cat. B is questionable; both should be Cat. A. as their removal would significantly increase the use of any remaining toilets with a likelihood of significant queues at busy times.
- e) All toilets in the town were in a poor condition and needed updating and modernising.
- f) Marked Place and Port Royal toilets could be combined into a new single facility for both areas but locating such a facility would be difficult – the town cannot afford to lose parking spaces
- g) Port Royal Toilets were in a poor position, wasting a prime position.
- h) Long Park Toilet should be re categorised into A as it was in a busy area near shops, a chemist, car parks, play parks, skate park, football club and supermarkets.
- i) Both Sidbury and Sidford Cat C toilets were, it was acknowledged poorly located and in poor condition but were important to those communities who had no other facilities.
- j) The future provision of facilities could include contributions by the Town Council as and part of a wider asset transfer discussion.
- k) Toilets should not be eyed simply as assets when and if offered. They were costly facilities and services provided by the District Council who had difficult choices to make. The Town Council should be careful not to end up with those costs and liabilities due to the choices of EDDC and was not in a position to be able to comment on this due to the limited information currently available.
- l) A meeting with EDDC Officers and Cllrs to discuss wider asset transfer would be desirable in advance of a consultation response. District Councillors would try and arrange such a meeting. If this was not possible, a response could be made which advised that all facilities should be retained but that the Town Council was willing to enter into discussions if necessary.

2.3 The Resources Working Group discussion ended in a general consensus that a meeting with senior EDDC Officers and Members would be desirable to examine possible approaches and solutions that may be available. Whilst Councillors acknowledged there were difficult decisions for EDDC to make, they were the District Council's decisions and the Town Council could only assist if it was fully informed and able to do so.

3. **Current Position**

3.1 Following clarification and communication with the District Council's officers, the Town Clerk was advised that EDDC Officers would not be in a position to be able meet ahead of the completion of the public consultation and urged the Town Council to respond as previously requested.

3.2 With EDDC unwilling to discuss any possible outcomes ahead of the end of the consultation and due to the need to reply to the consultation it is clear that a response to the District Council consultation should be agreed.

Recommended:

That Council responds to the East Devon District Council Public Toilet Review in the following way:

- 1) Sidmouth Town Council strongly opposes the proposed closure of all toilet facilities in Sidmouth, Sidford and Sidbury and disagrees with the suggested categorisation of facilities. The Sid Valley has a vibrant and busy local community, the economy and employment of which relies on a fast growing tourism sector and providing the current facilities as a clean, accessible and serviceable public toilet provision, is vital to it's continued success and as a result, this benefits the wider area of East Devon significantly. In addition, the town also higher proportion of retired people who are more likely to need toilet facilities close by.

Further Recommendation:

That the Council also responds with the following separate statement:

- 1) Sidmouth Town Council acknowledges the difficult choices that East Devon District Council has to make in the provision of its services and facilities and is willing to enter into discussions to explore possible ways for the two Councils to mutually assist one another regarding this.

Town Clerk
October 2021