



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

3 August 2021

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

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 9 August 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 5 July 2021.	4 – 5
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 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 July 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 7 and 21 July 2021.

6 – 11

8.2 Tourism & Economy Working Group

To receive an update, if appropriate, from the Chair of the Tourism & Economy Working Group.

8.3 Environment Working Group Report

To receive the report of the Environment Working Group meeting held on Monday 12 July 2021.

12 – 15

8.4 Council Resources Review Working Group

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

8.5 Youth Provision Working Group

a) To receive a report from the Chair of the Youth Provision Working Group.

b) Councillor Hilary Nelson wishes to join the Youth Provision Working Group.

9 **Reports from Members with Special Responsibilities**

9.1 Finance Report

a) In accordance with section 2.2 of the Town Council's Financial Regulations Members are asked to note that the Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of June 2021.

b) To receive the Finance Report for June 2021.

16 – 19

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

10 **Premises Licence Application 1 to 5 June 2022 – Sidmouth Jazz & Blues Festival at The Ham, Port Royal, Sidmouth, EX10 8DB**

Members are asked to consider the attached Premises Licence Application for the Sidmouth Jazz & Blues Festival to be held on The Ham from 1 to 5 June 2022.

20 – 26

At the June 2021 meeting, the Council as Trustee, gave permission to Sidmouth Jazz & Blues Festival to use the Ham on the dates listed below in 2022. The Licensing application made to East Devon District Council for the licensable activities (to which Sidmouth Town Council is a consultee) is in line with that permission.

- *Thu 26 to Tue 31 May – move on to site and build/set up*
- *Wed 1 to Sun 5 June – afternoon and evening concerts (site closure **11pm** each day)*
- *Sunday evening concert should finish no later than **10pm***
- *Mon 6 to Thu 9 June – take down and move off site*

11 **Twinning Representative**

To receive nominations for the Town Council's Twinning Representative. Due to involvement in other Council projects, Councillor Deidre Hounsom wishes to step down from her role as Twinning Representative.

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 Sidbury Village Hall
on Monday 5 July 2021 at 6.30pm

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

The meeting started at 6.30pm and finished at 7.05pm

PART 'A'

36 Minutes

The minutes of the meeting of the Town Council held on Monday 7 June 2021 were signed as a true and accurate record.

37 Declarations of Interest

Cllr Hilary Nelson Public Open Question Time	Personal Interest	Remained in the meeting during discussion.	Acquainted with the applicants.
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38 Matters of Urgency or Report from the Chair

There were no matters of urgency or items of report from the Chair of the Council.

39 Public Open Question Time

- In his absence, The Town Clerk read a question from Cllr Turner asking District Councillors if the recent cutting of the Byes grass in the public useable space areas would be continued more regularly now that Streetscene staff numbers were back to more acceptable levels.
Cllr Denise Bickley reported that the delays in cutting the lawn areas had indeed been as a result of severe staff shortages within Streetscene which still had 25 vacancies. She stressed that the intention to keep some areas as uncut would continue in line with encouraging biodiversity but that the parkland lawn areas would continue to be cut to allow enjoyment by all.

- Cllr Hilary Nelson asked District Councillors why the Sidmouth International School had been denied discretionary business rate relief for the year after it had received rate relief in the previous year.
Cllr Bickley read a reply from the Council Tax section of the District Council which stated that there were other grant schemes available to help the school and that it had received substantial benefits from these so far. District Councillors agreed however, to pursue the issue further.

40 **Police Report**

In the absence of PC Rob Clatworthy, the Town Clerk presented the June 2021 police report and commented that the monthly newsletter would be sent to all Members and available on the Council's website shortly.

41 **Committee/Working Group Reports**

41.1 Planning Working Group Reports

In the absence of the Chair and Vice Chair of the Planning Working Group, Councillor Barlow presented the reports of the Planning Working Group meetings held on Wednesdays 9 and 23 June 2021.

RESOLVED: That the Planning Working Group reports be noted.

41.2 Tourism & Economy Working Group Report

Councillor Cole, Chair of the Tourism & Economy Working Group, presented the report of the Tourism & Economy Working Group meeting held on Monday 14 June 2021.

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

41.3 Environment Working Group Report

a) Councillor Bickley, Chair of the Environment Working Group, reported that the next meeting of the group was on Monday 12 July.

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

RESOLVED: 1) That the Environment Working Group report be noted.

2) That Cllr Hughes be removed from the Membership of the Working Group.

41.4 Resources Working Group Report

a) Councillor Barlow reported on the work of the Resources Working group and highlighted the opening of the Arches (East) Unit as a sandwich takeaway and café. Members were advised that planning permission for change of use was pending but the operator had opened on a temporary permission as advised by the Planning Authority.

b) Members were asked if the Resources Working Group could begin to work on a document inviting expressions of interest from potential users of the former South West Water building at the Ham. These could be commercial and/or community based companies or groups.

RESOLVED: 1) That the Resources Working Group report be noted.

2) That expressions of interest be invited from commercial and/or community groups for future uses of the former South West Water building at the Ham

42 **Reports from Members with Special Responsibilities**

42.1 Finance Report

Councillor Lockyear presented the May 2021 Finance Report.

RESOLVED: that the May Finance Report be noted and agreed.

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CHAIR OF THE COUNCIL

**Matters considered by
Sidmouth Town Council's Planning Working Group
held on Wednesday 7 July 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

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

66 Declarations of Interest

All Cllr's	21/1608/FUL and 21/1609/ADV The Arches Visitor Centre, the Esplanade, Sidmouth, EX10 8NS	Personal Interest	Remained in the meeting during discussion and voted.	The Town Council own the building.
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67 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.

68 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 23 June 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.

69 21/1636/ADV Gareth East Ward Creswell Anchor Inn, Old Fore Street, Sidmouth, EX10 8LP. Erection of new signage to replace existing.

DEFERRED

70 21/1761/FUL Mr & Mrs Salcombe Wiltshire Regis Ward Coombe Cottage, Alma Lane, Sidmouth, EX10 8JP. Single storey side extension.

SUPPORT

71 21/1628/LBC Mr Simon Sidbury Ward Price 4 Oak Bridge, Sidbury, Sidmouth, EX10 0SE. Reposition door from rear elevation to side north west elevation (revised scheme to listed building consent 17/0697/LBC)

SUPPORT subject to the views of the Conservation Officer.

72 21/1385/FUL Mr Oliver Sidford Ward Hemson 52 Sidford High Street, Sidford, Sidmouth, EX10 9SQ. Side extension above existing single storey side extension. Alterations to fenestration.

SUPPORT

73 21/1600/VAR Dawsey Bindon Residential Home, 32-42 Winslade Road, Sidmouth, South Ward Developments Ltd EX10 9EX. Variation of condition 2 of planning consent 20/2898/FUL (Conversion of former care home into 6 new detached and terraced dwellings with off street parking) to facilitate reduction in the overall layout and scale of the development and removal of existing built extensions to each unit with the creation of smaller new extensions.

SUPPORT

74 21/1608/FUL Dan Lakeman The Arches Visitor Centre, the Esplanade, Sidmouth, EX10 8NS. South Ward Change of use from (F1c) visitors centre to food outlet (Sui generis).

SUPPORT

Note: Members took account objections raised but supported the idea of a new dynamic business and felt there was a need for more facilities to support the beach side economy and service the growing numbers of visitors to the town. Members advised that they would not like to see the premises open after 9pm.

75 21/1609/ADV Dan Lakeman The Arches Visitor Centre, the Esplanade, Sidmouth. South Ward Installation of 2 x fascia signs and 4 x window displays.

DEFERRED

76 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
None reported.

77 Appeals

None reported.

78 Unsupported decisions

21/0778/PDO 40 – 42 High Street, Sidmouth, EX10 8EB. Change of use to class C3.
Sidmouth Town Council
Support
EDDC
Refused

79 Enforcement Letters

No Enforcement letters were received.

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CHAIR OF THE PLANNING WORKING GROUP

APPROVE

Note: The Council would advise against the future use of A boards outside the property once the permission is implemented. The new advertising panels and signage along the footway must be located inside of the drainage channels and off of the public highway.

- 85** 21/1791/FUL Mr V Bastyan 9A Brookside, Sidmouth, EX10 9UN. Conversion of roof space to habitable use to include a side dormer.
North Ward
SUPPORT
- 86** 21/1774/FUL Mr Marton Pugsley 2 Woolbrook Rise, Sidmouth, EX10 9UB. Single storey rear extension, part conversion of garage to habitable use with alterations to fenestration and addition of cladding
North Ward
SUPPORT
- 87** 21/1865/FUL Rosling Copplestones, Ridgeway, Sidbury EX10 0SF. Alterations to fenestrations (application previously approved under 21/1071/LBC).
Sidbury Ward
SUPPORT
- 88** 21/1856/LBC Roger and Sara Higher Sweetcombe, Sidbury EX10 0QR. Construction of single storey rear extension, extension to terrace and retaining wall, relocation of external steps, addition of external insulation and internal alterations including the removal of partition wall in the utility room. Relocation of oil tank.
Sidbury Ward Davey
SUPPORT subject to the views of the Conservation Officer.
- 89** 21/1855/FUL Roger and Sara Higher Sweetcombe, Sidbury EX10 0QR.
Sidbury Ward Davey
Construction of single storey rear extension, extension to terrace and retaining wall, relocation of external steps, addition of external insulation and internal alterations including the removal of partition wall in the utility room.
SUPPORT Relocation of oil tank.
- 90** 21/1832/FUL Mr and Mrs G Guck 19 Lower Brook Meadow, Sidford, Sidmouth, EX10 9PS.
Sidford Ward
Proposed single storey extension to side / front elevation to achieve a cloakroom and utility, and proposed shelter to house refuse bin, recycling boxes and wood storage.
UNABLE TO SUPPORT
- The proposed development was incompatible with the rest of the building by reason of design, all the other buildings in the street have pitched roofs.
- 91** 20/2653/FUL Mr Aldam 87 Sidford High Street, Sidford, Sidmouth, EX10 9SA.
Sidford Ward
Demolition of the existing dwelling and redevelopment of the site to provide four dwellings and a new vehicular access.
SUPPORT Note members would like any windows on the east or west elevations of plots 1 and 2 to have opaque glass.
- 92** 21/1566/FUL Dr Stephanie Tallis Westcombe, Moorcourt Close, Sidmouth, EX10 8SU.
South Ward
Installation of patio doors and balcony.
SUPPORT
- 93** 21/1829/FUL Mr Malloch-Brown 24A Witheby, Sidmouth, EX10 8SR. Installation of car parking area for charging electric cars.
South Ward M Malloch-Brown
SUPPORT

- 94 21/1315/FUL Kate and Kamlesh Westwards, Bickwell Valley, Sidmouth, EX10 8RF. Creation of
South Ward Cawkwell and basement for indoor swimming pool below re-built terrace and
Raichura two storey side extension (already granted 20/0277/FUL).

SUPPORT

- 95 21/1609/ADV Dan Lakeman The Arches Visitor Centre, the Esplanade, Sidmouth.
South Ward Installation of 2 x fascia signs and 4 x window displays.

REFUSED; Members refused as they believe the application is contrary to aims 1,3 and 5 of the Sid Valley Neighbourhood Plan which ensures that:

1. The advertisement is appropriately positioned in relation to the design of the building and is of an appropriate scale.
2. Advertisements are kept to the minimum, and amalgamated wherever possible, to avoid clutter which would detract from the character of the building and the street scene.
3. The construction materials and the colours of the advertisement are sympathetic to the building and area.

Note: Members would be supportive if the proposed signs above the windows, affixed to the masonry, were removed from the application altogether.

- 96 21/1779/FUL Mr Jonathan Glen Garrif, 33 Upper Highfield, Sidmouth EX10 8XB.
South Ward Purdue Replacement of flat roof with two pitched roofs and
demolition of existing conservatory to be replaced by single
storey extension.

UNABLE TO SUPPORT

- The proposed development was incompatible with the rest of the building by reason of design.
- The proposed design would be over development for the size of the area.
- The proposal would remove valuable parking space from the property.

97 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) 21/1698/TRE Scarlett McNally Salcombe Lodge, Sid Road, Sidmouth, EX10 9AH.
Holm Oak (T2) - To sectional fell as low to the ground as possible. The tree has a significant lean across the highway and a cause of concern for high-sided vehicles. To remove this tree will alleviate potential problems and 'free up' the large Horse Chestnut behind. Pine (T3) - To carry out a crown lift of the lower branches up to 5m from the ground and deadwood removal where appropriate.

APPROVED

- b)** 21/1716/TRE MR LOUIS HILL 7 Bennetts Hill, Sidmouth, EX10 9XH. T1, T2 Beech: remove the lowest branches overhanging my property to a height of 4.5 metres above ground level.

APPROVED

98 Trees in Conservation Areas

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

- a)** 21/1671/TCA Scarlett McNally Salcombe Lodge, Sid Road, Sidmouth, EX10 9AH. Macrocarpa (T1) - To sectional fell as low to the ground as possible. The tree is showing significant die back in the crown and decay at the base of the tree into the stem.

WORK NOTED

99 Appeals

None reported.

100 Unsupported decisions

None reported.

101 Enforcement Letters

No Enforcement letters were received.

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CHAIR OF THE PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of a Meeting of Sidmouth Town Council’s
Environment Working Group held on
Monday 12 July 2021 at 6.30 pm

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

Councillors present: Denise Bickley (Chair)
Chris Lockyear (Vice Chair)
Ian Barlow
Emma Murdoch
Marianne Rixson
Rachel Perram

Invited Reps: Jon Ball (Sidmouth Arboretum)
Ed Dolphin(Sidmouth Arboretum)
Stefan Drew (Sidmouth Biodiversity Group)
Diana East (Sidmouth Arboretum)
Richard Eley (Sidmouth Chamber of Commerce)
Val Huntingdon (Sid Vale Association)
Jeremy Woodward (Vision Group of Sidmouth)

Presenting: Keith Sacre (Arboricultural Consultant for Barcham Trees Plc)

Also present: Stephen Blakeway (Salters Meadow resident)

Apologies Cllr Charissa Evans,
Dave Bramley (Vision Group)
Lynette Talbot (Sidmouth in Bloom)

The meeting started at 6.30pm and finished at 8.20pm

PART ‘A’

1 Minutes

The minutes of the Environment Committee meeting held on Monday 26 April 2021 were confirmed and agreed as a true record subject to the following amendments:

- Addition of Cllr Murdoch’s apologies
- Richard Eley had suggested that a list of local landowners be compiled to try engage with them to encourage a more sensitive hedgerow management style but would not be carrying this out himself
- Correction of the date in the header

2 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Denise Bickley	All items	Personal	Remained in the Meeting during discussion and voting	Member of Extinction Rebellion, Member of Friends of the Earth, Member of Greenpeace, Member of Surfers Against Sewage and SW Representative, Chair of Sidmouth Plastic Warriors Member of Sidmouth Biodiversity Group

Cllr Chris Lockyear	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group
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3 Matters of Urgency and Report

There were no matters of urgency or report.

4 Exclusion of the Public

There were no items required to be dealt with under Part B.

5 Natural Environment: Life on the Verge - Current status, including update on the cutting in the Byes

Councillor Denise Bickely explained how staff shortages and sickness at EDDC' Streetscene, had resulted in a greatly delayed spring grass cutting in the town and particularly in the Byes which had resulted in an increase in complaints itself largely down to poor communication from the District Council. It was noted that since staff had returned to work and sickness reduced, work from Streetscene had resumed and the Byes and other areas had been cut in line with the agreed schemes which maintained large closely cut areas of parkland for all to enjoy whilst also encouraging edges and under tree spaces to be left more wild to encourage wildlife.

It was agreed that many areas had to be cut shorter to allow enjoyment by families and young people wishing to picnic and play sports safely and also to encourage biodiversity itself. It was also suggested that the wilder areas should be cut in the autumn by farmers in conjunction with EDDC who were better placed to take away the cuttings rather than leave them.

6 Natural Environment: Ham renovation update

In the absence of Councillor Louise Cole, Councillor Denise Bickley gave a brief update on the successful work being carried out at the Ham including the planting of flower beds, inclusion of fish painted at schools and the installation of new wave and pebble seating. It was noted that the work involved a large number of local groups and residents and had been receiving much praise from other residents and visitors alike.

7 Natural Environment: Biodiversity Plan Development

Jeremy Woodward gave an update on the plan and announced that it had developed and evolved into the Nature Recovery Plan which would widen the appeal and work of the initiative and was being introduced and encouraged by the Government.

He reported how the first Biodiversity week consisting of a number of events had helped commemorate the first anniversary of the Biodiversity group and plans were already underway for the following year. The group would be continuing to work with other events in the year such as the Science Festival in October.

8 Natural Environment: Urban Trees

Guest speaker Keith Sacre, an Arboricultural Consultant for Barcham Trees Plc. gave a presentation on growing trees in urban environments. He spoke of how choosing the best species for the site was of course vital but also described a matrix developed in conjunction with the University of Leeds which gave a carbon credit over time 'rating' to each species in the form of a colour coded indicator similar to domestic white good energy efficiency ratings. It was agreed that if this data could be shared and developed into an easily applicable chart, the possibility of incorporating it into the work of the Planning Working Group when deciding on tree replacements could be achieved.

RESOLVED: that Keith would be invited back for a meeting in September to answer questions and look around the town.

- 9 Natural Environment: Replanting of Connaught Gardens**
Jon Ball of Sidmouth Arboretum gave an update on the work to create a Jurassic themed bed in Connaught Gardens which was nearing completion.
- 10 Low Carbon Town: Litter around youth centre**
The issue of continued litter and debris towards the rear of the Youth Centre by the Multi Use Games Area was discussed.
RECOMMENDED: that an additional litter bin be purchased and installed near the rear of the Youth Centre which could be emptied in conjunction with the other bin in the area by EDDC's Street scene.
- 11 Low Carbon Town: Feedback of Pedestrian priority idea update**
It was noted that the Town Council had supported the consultation being carried out by Devon County Council Highways to introduce a pedestrian area into the town centre as a continuation of the temporary Covid-19 temporary scheme. The Council had however criticised the reintroduction of traffic into what would be perceived as a safe and traffic free zone and which was likely to cause conflict and accidents through the reintroducing Taxis and the numerous Blue Badge holders in the zone.
- 12 Bucket and spade lending box**
It was noted that this was due to be introduced shortly and would be located on the beach in front of the Arches and managed in conjunction with the new business there.
- 13 Sustainability; Glyphosate update from EDDC**
Councillor Denise Bickley agreed that the action from the last meeting that a list of local landowners should be compiled to try engage with them to encourage a more sensitive hedgerow management style where possible, should be done by letter and that a letter would also be drawn up from the Working Group to Simon Jupp, MP regarding this and reducing the use of chemicals.
RESOLVED: that a letter encouraging the use of alternatives to Glyphosate and other chemicals where possible be drafted and sent from the Working Group to Simon Jupp MP.
- 14 Sustainability; Beach clean board update**
It was noted that the new Beach Clean board was in place outside the Sidmouth Lifeboat boathouse and was being used and working well.
- 15 Sustainability; Bus Shelters**
The Working Group noted that Devon County Council Transport and Highways were working to replace many bus shelters and that some in Sidmouth would be replaced using a pilot scheme of environmentally friendly sedum rooved type shelters.
- 16 Engagement; VGS Awards**
Jeremy Woodward reported that the nominations for the first Sustainable Sidmouth Champions Awards 2021 were open and thanked the Town Council for helping to publicise the scheme on its website and through social media. The awards aimed to help celebrate the role local people have played in our community by going out of their way to offer help or support in the past difficult year.
- 17 Engagement Environment newsletter sign off**
It was agreed that the draft newsletter previously circulated would be approved for circulation via the Council website and social media channels and that future editions would be produced quarterly.
RESOLVED: that the first edition newsletter be finalised and published quarterly.
- 18 Engagement Our place our planet – Exmouth**
Councillor Bickley explained that she was working her way through the template for this initiative and would report again at a future meeting.

19 Items raised by invited representatives

Councillor Bickley reminded the Working Group of a forthcoming event:

The Thelma Hulbert Gallery and Sidmouth Coastal Community Hub(SCCH) would co-host the first in a series of Climate Conversations from 11am - 4pm at The Ham and Shed 4 in the Fisherman's Yard where families could enjoy art activities from the Creative Cabin, craft activities including a pot making demo with Dave French from East Devon Withy Pots and story-telling from the Coral garden. The fun-packed event would offer music, bar and great food including Vanilli Bean ice-cream, Angel Chops cakes and fish baps from Sidmouth Trawlers.

The idea of promoting Sidmouth as an environmentally aware and friendly town was discussed and it was suggested that marketing and a video working with the Tourism and Economy Working Group should be explored.

RESOLVED: That the Chair and Vice Chair of the Working Group liaise with the Chair and Vice Chairs of the Tourism and Economy Working Group to discuss ways of including the environmental initiatives and positives of the town in future promotions.

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CHAIR OF THE ENVIRONMENT COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 3 - June 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	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	2,642	6,903	50,000	43,097	0
Tourism Promotion Income	-382	-382	-15,000	-14,618	0
Verge Cutting, Town Maintenance & Weeding	1,696	5,087	16,500	11,413	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	10,000	10,000	30,000	20,000	0
Water Fountains & Defib Mtce	210	327	700	373	0
Dog Hygiene Bins	0	0	1,600	1,600	0
War Memorials	0	0	100	100	0
Parish Paths Partnership Payments	296	705	0	-705	-705
Parish Paths Partnership (Income)	-2,000	-2,000	0	2,000	2,000
	£12,462	£31,264	£180,210	£148,946	£1,295

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	800	800	800	0	0
Air Display	0	0	10,000	10,000	0
Donation to Air Display (Income)	0	0	0	0	0
Environment Working Group	0	0	10,000	10,000	0
Covid-19 Expenses	164	5,145	8,000	2,855	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
	£964	£83,955	£94,800	£10,845	-£12,034

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 3 - June 2021

Woolcombe House

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Services Gas/Water/Elec	166	540	3,600	3,060	0
Woolcombe House Business Rate	0	3,556	7,600	4,044	0
Woolcombe House (Loan Interest&Repayment)	7,444	7,444	14,890	7,446	0
Woolcombe House-General Maintenance	70	564	8,500	7,936	0
	£7,680	£12,104	£34,590	£22,486	£0

Other Property

Alma Lane Field	0	0	1,000	1,000	0
Manstone Youth Centre	552	2,852	85,000	82,148	0
Manstone Sports and Play Areas	100	100	2,000	1,900	0
Long Park & Play Area	85	255	1,500	1,245	0
Seafront Amenity Building	6,357	9,760	33,000	23,240	0
The Arches East (Income)	-2,813	-2,813	0	2,813	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)	0	-37	-40	-3	0
	£4,281	£12,485	£130,455	£117,970	-£2,238

Trust Property

The Ham

The Ham Ground Mtce	110	330	2,000	1,670	0
The Ham Other Mtce	475	2,809	4,000	1,191	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	-700	1,800	2,500	0
The Ham Rent (Income)	0	-1,000	-9,000	-8,000	0

Manstone

Manstone Land Ground Mtce	60	180	800	620	0
Manstone Other Maintenance	1,544	1,544	1,600	56	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	-327	-327	-1,310	-983	0

Salcombe Regis

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	0	-525	-525	0
	£1,895	£24,731	£24,865	£134	-£1,895

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 3 - June 2021

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<u>Members</u>					
Members/Chair's Allowances	4,706	4,706	6,100	1,394	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
	£4,706	£4,706	£10,900	£6,194	£0
<u>Staff</u>					
Salaries	7,972	23,917	96,500	72,583	0
Pensions	1,587	4,761	20,000	15,239	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
	£9,559	£28,678	£118,100	£89,422	£0
<u>Office Expenses</u>					
Postage	0	151	1,700	1,549	0
Stationery	0	43	1,200	1,157	0
Telephone	0	888	3,600	2,712	0
Subscriptions	0	2,252	2,400	148	0
Photocopier	0	108	1,000	892	0
Internet, website and webcams	1,500	1,500	4,000	2,500	0
Computer Software Contracts	336	495	1,500	1,005	0
Computer Maintenance Contingency	0	0	1,000	1,000	0
Advertisements	0	0	500	500	0
Audit	0	150	1,600	1,450	0
Insurance	0	0	5,500	5,500	0
Sundry	0	11	1,200	1,189	0
Bank Charges	12	32	200	168	0
Bank Interest Received (Income)	-4	-13	-300	-287	0
	£1,844	£5,617	£25,100	£19,483	£0

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 3 - June 2021

Expense Group Totals	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	12,462	31,264	180,210	148,946	1,295
Discretionary Expenditure	964	83,955	94,800	10,845	-12,034
Woolcombe House	7,680	12,104	34,590	22,486	0
Other Freehold Property	4,281	12,485	130,455	117,970	-2,238
Trust Property	1,895	24,731	24,865	134	-1,895
Members	4,706	4,706	10,900	6,194	0
Staff	9,559	28,678	118,100	89,422	0
Office Expenses	1,844	5,617	25,100	19,483	0
Precept Received	0	-309,510	-619,020	-309,510	
Net Income over Expenditure	£43,391	-£105,970	£0	£105,970	-£14,872

Current/Deposit Bank Accounts

£818,543

of which

Woolley Bequest

£5,955

Earmarked Reserves

£528,811

PREMISES AND CLUB PREMISES LICENCE APPLICATIONS, VARIATIONS AND MINOR VARIATIONS RECEIVED UNDER THE LICENSING ACT 2003

Guidance about this document:

1. The table overleaf lists licensing applications that have been received by the Licensing Authority. The licensing applications listed are serving a 28 day notice period or 10 working day notice period in the case of Minor Variations. Once the notice period has ended applications will be removed from this list.
2. Details of any Premises Licence or Club Premises Licence can be also viewed through the Licensing Register which can be accessed from the main Licensing page of the East Devon District Council website.
3. Any objections (representations) should be submitted to the Licensing Authority in writing before the end of the notice period. Please refer to our current applications page on our website for further information.
4. Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

Licensing Service, East Devon District Council, Blackdown House, Border Road,
Heathpark Industrial Estate, Honiton, EX14 1EJ
Telephone: 01404 515616
Email: licensing@eastdevon.gov.uk

Last updated: 14th July 2021

Ref No.	Premises	Ham Recreational Ground (The) Port Royal, SIDMOUTH, Devon, EX10 8DB
052285	Ward	Sidmouth Town
	Name of applicant	Sidmouth Jazz & Blues Festival Limited

TIME LIMITED Premises Licence Application from 01/06/22 – 05/06/22

Premises Licence Application to include

Premises Open Hours requested	Time From	Time To
Wednesday to Sunday	11:00	23:00
Activities - Times requested		
E. Performance of live music (Indoors & Outdoors)		
Wednesday to Saturday	11:00	23:00
Sunday	11:00	22:00
F. Playing of recorded music (Indoors & Outdoors)		
Wednesday to Saturday	11:00	23:00
Sunday	11:00	22:00
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)		
Wednesday to Saturday	11:00	23:00
Sunday	11:00	22:00
J. Supply of alcohol for consumption ON the premises only		
Wednesday to Saturday	12:00	22:45
Sunday	12:00	22:00

CONDITIONS OFFERED BY APPLICANT

ANNEXE 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

Arrangements for planning and organising this event will - where reasonably practicable - be in accordance with guidance issued by the HSE and the HSE and IOSH supported 'Purple Guide'. As such, the event has contracted the services of an Event Safety Advisor with experience of outdoor events and festivals. They will be responsible for the writing and implementation of the Event Safety and Management Plan and Event Risk Assessment. The objective of these documents will be to ensure, so far as is reasonably practicable, the safety of the public and staff in their enjoyment of the event and to promote a unified, co-ordinated response should any emergency arise from the event. To achieve this objective, the main aims of this plan will be to:

- To identify roles, duties and responsibilities for the creation of an Event Management Team and key contractors
- To identify lines of communication and control
- To identify safety and welfare measures and the implementation of them

The Event Management Team will use their knowledge and experience of similar events when planning this event to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event. Additionally, we will use the "4Cs" in planning for safety - Competence, Control, Co-operation and Communication.

Last updated: 14th July 2021

COMPETENCE - All staff and contractors employed for this Event will be chosen for their competence in their particular field

CONTROL & COOPERATION - The Event Management team and Event H&S Advisor will have input into the planning of the Event and will use the outcomes of the team meetings and site visits to determine a hierarchy of control and a set of documents relating to the control of the Event as a whole. The Event Management Team will involve Responsible Authorities, other Local Council Departments, Emergency Services and contractors as necessary in planning the Event.

COMMUNICATION - Effective communication is seen as the key to controlling risks and ensuring safe and professional operation of the Event. To enable a safe and well managed event to take place, communication must be maintained throughout. This will include communication prior to and during the event between the Event Management Team and Responsible Agencies; communication with the public before and during the event; and during the event open periods, provision of an effective Event Control system primarily using radios and with back-up systems of mobile phones and group messages to act as a communication centre to receive, log, distribute and control the flow of information across all departments during the event.

No bar staff under the age of 18 will be employed.

All bar staff will be fully briefed by DPS on licensing legislation prior to the gates opening.

Challenge 25 policy in operation

SIA registered security staff will be on duty from gate opening to close and will monitor the event site at all times.

Illegal substances will not be permitted on the event site.

Bag and random body searches (via attendee profiling) will be in operation at the ticket checkpoints.

The main access and egress points will be stewarded and lit after dark.

Advice will be sought from Devon & Cornwall Police Authority and additional measures will be taken if thought necessary.

Acknowledgment of the audience demographics will be taken into account with regards to security provision and bag searches.

All aspects of staff and public safety are addressed in the Event Safety & Management Plan and associated appendices. As a minimum, the following measures will be in place:

- All aspects of the event operation will be risk assessed and necessary provisions made to limit the impact of that risk.

Last updated: 14th July 2021

- All interested parties (including SAG) will be consulted throughout the event planning stages and measures will be taken as necessary.
- Event briefings will take place prior to gate opening, throughout the event (if necessary) and a hot debrief will take place as required after each day of the event.
- The following provisions will be in place in line with the "Event Safety Guide" and as dictated by the Event Risk Assessment.
 - Medical and First aid
 - Stewards & Security
 - Fire provision inc appropriate FFE
 - Sanitary facilities
- A maximum capacity for the venue will be adhered to in order to ensure the safety of all whilst arriving, on site and leaving the event site.
- Access for emergency vehicles to be maintained at all times

The following measures will be in place to limit the impact of the event on the local area:

- Advice to be sought on the recommended sound levels and monitoring of sound levels will be carried out throughout each event open period.
- Event site PA directed away from residential properties.
- Event finish time will be in accordance with published timings and as agreed with the venue.
- Waste Management and continual litter picking will take place during each event day; all waste associated with the event will be removed immediately after the event with a final sweep carried out the following morning post event.

All children under the age of 18 will be accompanied by a parent/guardian.

- As parties enter the site each child will be issued with a wrist band onto which guardians will be encouraged to write a mobile phone number. Should a child then be misplaced the number can be called and the child re-united with the guardian.
- All misplaced children will be cared for in the "Disney Tent" by DBS checked stewards. This area will have strict access limitations.
- Guardians/Parents will be required to complete a "Lost Child" document prior to re-uniting
- Proof of age provisions will be in place at all public bars; all bar staff will be briefed on age restriction policies.
- All stewards to be fully briefed on the measures in place to protect children/vulnerable adults from harm.
- All members of staff will be made aware of the Lost and Found Child Procedure, set out in a separate document and appended to the Event Management & Safety Plan

An Event Noise Management Plan is entered as part of the Licensing process and will be updated/amended and distributed again to Statutory Bodies not later than 28 days prior to the event start date.

An Event Safety Management Plan will be entered as part of the licensing process no later than two months prior to the event start date and updated/amended and distributed again to Statutory Bodies not later than 28 days prior to the event start date.

The Licence Holder must ensure that the Venue Manager receives all health and safety data relevant to the premises, prior to the premises being open to the public.

The Licence Holder must ensure that radio contact between festival stewards and SIA Security staff is maintained during the hours that the premises are open to the public.

The Licence Holder must ensure that all festival stewards receive training in safety routines prior to premises being opened to the public.

The Licence Holder must fully comply throughout the duration of the licence with the festival safety and other policies as submitted to the Licensing Authority with the application for the grant of the Premises Licence.

The Licence Holder must ensure that all security stewards are correctly registered with the Security Industry Authority.

The Licence Holder must ensure that all vulnerable areas are fenced off with appropriate fencing.

The Licence Holder must ensure that adequate lighting is provided throughout the premises during the hours that the premises are open to the public.

The Licence Holder must, throughout the duration of the licence, have regular contact with the Licensing Authority and Devon and Cornwall Police.

The Licence Holder must fully comply throughout the duration of the licence with the Risk Assessment submitted to the Licensing Authority.

The Licence Holder must ensure the public are informed of emergency procedures prior to the commencement of all concerts and events.

The Licence Holder must ensure that an appropriate method for checking the number of people entering and leaving the premises is employed and steps will be taken so that, once the maximum occupancy is reached, no further persons are admitted.

The Licence Holder must ensure that trained stewards are on duty at all times that the premises are open to the public.

SIA stewarding levels will be commensurate with the determined risk levels for the venue concerned. Exact numbers of SIA and stewarding staff to be defined and documented through consultative process with relevant authorities not later than 60 days prior to event commencement. To this end the Licence holders would wish to convene a "Safety Advisory Group" meeting with relevant authorities to explain our actions and take advice where necessary.

Stewards/Security will not consume, or be under the influence, of alcohol or controlled substances whilst on duty.

The Licence Holder must ensure that the fire safety measures with which the premises are provided are maintained in good working order, and their adequacy must be determined on a regular basis, by the carrying out of a fire risk assessment as required by, and in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Licence Holder must ensure that noise levels are monitored and adjusted to comply and levels as determined in consultation with the Environmental Health Officer responsible for the event.

Last updated: 14th July 2021

The License holder will ensure that children under 18 will either be accompanied by a responsible adult.

The Licence Holder must ensure that alcohol is not purchased or consumed by under-age persons.

No beverages, either alcoholic or non-alcoholic, should be sold in glass bottles. All glass bottled beverages are to be poured into glasses at the point of sale. All glasses will be plastic.

The extent of the area within which the various licensable activities will be permitted is as shown outlined in RED on the plan submitted to and approved by the Licensing Authority.

A "Challenge 25" policy will be in operation throughout the event.

Last Date for receipt of representations by the Licensing Authority 10th August 2021

Last updated: 14th July 2021

