

# SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

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To: All Members of the Town Council  
Town Clerk

28 March 2023

For information:

District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

## Meeting of Sidmouth Town Council Monday 3 April 2023 on the Rising of the Annual Town Assembly

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

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Holland'.

**Christopher E Holland**  
Town Clerk

### A G E N D A

- |   | <u>Page/s</u> |
|---|---------------|
| <b><u>PART 'A'</u></b>  |               |
| 1 <b>Apologies</b><br>To receive any apologies for absence.   |               |
| 2 <b>Minutes</b><br>To confirm the minutes of the Town Council meeting held on Monday 6 March 2023.   | 3 – 5         |
| 3 <b>Declarations of Interest</b><br>To receive any Members' declarations of interest in respect of items on the agenda.<br>Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered. |               |
| 4 <b>Matters of Urgency or Report from the Chair</b><br>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 <b>Exclusion of the Public</b><br>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 Advocate Report**  
 To receive the Police Advocate report from Councillor Dent.  
*(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  
 To receive the reports of the Planning Working Group meetings held on Wednesdays 1 and 15 March 2023. 6 – 12
- 8.2 Tourism & Economy Working Group  
 To receive the report of the Tourism & Economy Working Group meeting held on Monday 13 March 2023. 13 – 15
- 8.3 Environment Committee  
 To receive an update, if appropriate, from the Chair of the Environment Committee.
- 8.4 Council Resources Working Group  
 To receive an update, if appropriate, from the Chair of the Council Resources Working Group.
- 8.5 Youth Provision Working Group  
 To receive an update, if appropriate, from the Chair of the Youth Provision Working Group.
- 9 **Reports from Members with Special Responsibilities**
- 9.1 Finance Report  
 To receive the Finance Report for February 2023. 16 – 19
- 9.2 Other Reports from Members with Special Responsibilities  
 To receive other notified reports from other Members.

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held in the Council Chamber, Woolcombe House,**  
**Woolcombe Lane, Sidmouth**  
**on Monday 6 March 2023 at 6.30pm**

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

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

**PART 'A'**

**125 Minutes**

The minutes of the meeting of the Town Council held on Monday 6 February 2023 were signed as a true and accurate record.

**126 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Stuart Hughes	132 Sidbury Millennium Green Pond repair fund	Personal	Remained in the meeting during discussion and voting	Had given donation from DCC Locality Fund

**127 Police Advocate Report**

Councillor Dent, Devon and Cornwall Police Advocate, gave a verbal update.

**RESOLVED:** 1) That the Police Advocate report be noted.  
 2) That the issues of the Shopwatch scheme and CCTV in the town would be raised with the Chamber of Commerce at the next Tourism and Economy Working Group meeting.

**128 Working Group Reports**

128.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 1 and 15 February 2023.

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

### 128.2 Tourism & Economy Working Group Report

The next meeting of the Working Group was Monday 13 March.

### 128.3 Environment Committee

a) Councillor Barlow, Chair of the Environment Committee, presented the report of the Environment Committee meeting held on Monday 13 February 2023.

b) Members were asked to note that the recommended Environment Committee grant allocations would be considered under Part B of this meeting.

**RESOLVED:** that the Environment Committee report be noted.

### 128.4 Council Resources Review Working Group

Councillor Lockyear, Chair of the Council Resources Review Working Group reported on the items discussed at its recent meeting, which included:

- Coronation Projects
- The Ham Utility Building
- Staffing

**RESOLVED:** that the Council Resources Review Working Group report be noted.

### 128.5 Youth Provision Working Group

Councillor Nelson, Vice Chair of the Youth Provision Working Group, reported that a review meeting had been held with Design West who were working towards running two stakeholder workshops this month. It was anticipated that a full report would be issued at the end of May which would recommend various options for youth support in the Sid Valley.

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

## **129 Reports from Members with Special Responsibilities**

### 129.1 Finance Report

Councillor Turner presented the Finance Report for January 2023.

**RESOLVED:** That the Finance Report for January 2023 be noted.

### 129.2 Meeting with South West Water

Councillor Lockyear reported that a very successful meeting had been held with South West Water and Simon Jupp MP where a number of actions had been agreed.

**RESOLVED:** That the Meeting with South West Water report be noted.

### 129.3 Beach Management Plan Report

Councillor Lockyear gave a verbal update on the Beach Management Plan.

**RESOLVED:** That the Beach Management Plan report be noted

## **130 Coronation of King Charles III - Saturday 6 May 2023**

In addition to the current list of projects of how the Town Council would mark the coronation of King Charles III, at the Estimates and Grants meeting it was resolved that consideration would also be given to sourcing a large clock and possible tide clock to be erected on the exterior of The Arches that could be viewed from the esplanade and beach. Initial enquiries had been carried out and the purchase and installation of a marine grade large clock could be financed from the Rayson Bequest Party/Celebrations fund in the sum of approximately £3,000.

**RESOLVED:** That further work be carried out to provide a 'Coronation Clock' for installation on the exterior of The Arches, to be financed from the Rayson Bequest Party/Celebrations fund in the sum of up to £3,000.

## **131 Confirmation of Feedback made on EDDC Consultation**

Due to the restriction on consultation time allowed by the District Council which fell between meetings, a request to use District Council land, was informed to and considered by all Members via email prior to the meeting.

**RESOLVED:** That the recent response to East Devon District Council be confirmed, that Sidmouth Town Council supports the application for the Sidmouth Jazz and Blues Festival in Blackmore Gardens however it is imperative that the lessons from last year must be incorporated into the procedures used by the operator as well as the conditions imposed by the landowner and licensing authority.

Sidmouth Town Council's guidelines on events in the Sid Valley state: When making assessments under these Guidelines, the Town Council will consider the economic, social, environmental and equality impact of the event as a whole and in making its decisions, will seek to strike a balance between the positive and negative impacts on the community in the Sid Valley. Blackmore Gardens is owned by East Devon District Council and Sidmouth Town Council would urge the District Council to use the same principles when considering the request as both licensor and owner.

In particular Sidmouth Town Council would urge East Devon District Council to

1. Consider the reasonableness of duration of the event including the proposed hours of operation, set up, and set down.
2. Consider the proximity of residential accommodation to the venue.
3. Consider event management plans including noise mitigation and other measures which reduce disruption to local residents.
4. Consider requesting that no single use plastics should be used or sold at events.

**132 Sidbury Millennium Green Pond repair funding support**

The Town Clerk had received an email and detailed report from Chris Woodruff, Trustee Sidbury Millennium Green, which requested the Town Council support towards the urgent need to repair the pond on the site.

**RESOLVED:** That the Town Council support the Sidbury Millennium Green Pond repair with a grant of £4,000 to be financed from the Rayson Bequest Natural/Sidmouth History fund.

**133 Exclusion of the Public and Press**

**RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) be excluded from the meeting due to the confidential nature of its contents.

**PART 'B'**

**134 Environment Committee Grant Allocations**

Members were asked to consider the proposed grant allocations as recommended by the Environment Committee; £1,000 each to Sid Valley Biodiversity Group, Sidmouth Arboretum and Vision Group for Sidmouth.

**RESOLVED:** That grant payments be allocated from the Environment Committee 2023/24 budget as follows:

- £1,000 Sid Valley Biodiversity Group
- £1,000 Sidmouth Arboretum
- £1,000 Vision Group for Sidmouth

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CHAIR OF THE COUNCIL

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 1 March 2023**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)  
Jeff Turner (Vice Chair)  
Deirdre Hounsom  
Rachel Perram  
Ian Barlow

Apologies: Chris Lockyear, John Loudoun and Jenny Ware

The meeting started at 10.00am and finished at 11.25am

**347 Declarations of Interest**

Cllr Ian Barlow	Land Adjacent Higher Fortescue, Sid Road, Sidmouth, Devon, EX10 9QE.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with a neighbour.
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**348 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.

**349 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 15 February 2023.

**350 Applications for consideration**

**RECOMMENDED:** 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.

**351** 23/0349/FUL Antony Miller 27 Primley Mead, Sidmouth, Devon, EX10 9LQ. Construction of Primley Ward single storey rear extension and alterations

**SUPPORT**

**352** 23/0344/FUL P Cooper Uplands, Boughmore Road, Sidmouth, Devon, EX10 8SJ. South Ward Installation of 5no. pairs of ground mounted solar panels.

**SUPPORT**

**353** 23/0363/FUL Mr H Ryder 86 Alexandria Road, Sidmouth, Devon, EX10 9HG. Change of use South Ward from owners accommodation and guest house to just owners property.

**UNABLE TO SUPPORT**

- Members did not wish to see the loss of guest house accommodation and associated employment in the town.
- No evidence had been provided that the guest house had been marketed in accordance with Policy E18 of the Local Plan.

**354** 23/0370/FUL Mr Bob and Jen Turner Carlton Park, Bickwell Valley, Sidmouth, EX10 8SG. Side infill station South Ward and internal and external alterations.

**SUPPORT**

- 355** 22/2818/LBC Mr Haslar Gwydir Cottage, Station Road, Sidmouth, Devon, EX10 8NZ. Replace South Ward 2 no. windows on ground floor (north) elevation and replace door glass on (west) elevation with double glazing.
- SUPPORT** - subject to the views of the Conservation Officer.
- 356** 23/0152/VAR Mr David Land Adjacent Higher Fortescue, Sid Road, Sidmouth, Devon, EX10 Salcombe Whelan 9QE. Variation of condition no. 2 (approved plans) of planning Regis Ward permission 22/1498/FUL to be replaced with partially glazed porch to the North elevation, an additional window to the South elevation and to increase the width of the South facing terrace to co-ordinate with the proposed new window. The landscape steps are also adjusted in orientation.
- SUPPORT**
- 357** 23/0323/FUL Mr and Mrs Silver Trees, Redwood Road, Sidmouth, EX10 9AD. Proposed Salcombe George extension to include first floor extension, partial loft conversion, Regis Ward porch and rear extension. Extend existing dormers. Re-roofing and **SUPPORT** external alterations to fenestration.
- 358** 23/0204/LBC Francis 37 Church Street, Sidbury, Devon, EX10 0SB. Repairs to roof and Salcombe Pearce walls of outbuilding; build new roof structure; replace broken tiles Regis Ward with reclaimed; rebuild collapsed stone walls and make good other walls using lime mortar; replace rotten timber with black-painted, feather-edge boarding.
- SUPPORT** - subject to the views of the Conservation Officer.
- 359** 23/0066/FUL Mrs Joanna Pengrove House, Roncombe Lane, Sidbury, Sidmouth, EX10 0QL. Sidbury Ward Lane Proposed extension, garage conversion, attached garage & retaining wall.
- SUPPORT**
- 360** 23/0333/FUL Mr 26 Windsor Mead, Sidford, Devon, EX10 9SJ. Proposed timber Sidford Ward Stonham Orangery (partial amendment to 21/2350/FUL).
- SUPPORT**
- 361** 23/0291/FUL Rob and Runnymede, Orchard Close, Manor Road, Sidmouth EX10 8RS. Sidford Ward Sue Removal of timber sheds, greenhouse and garage and construction Doughty of a new garage, shower room and study.
- SUPPORT**- Members would like to see the building used only in conjunction with, and ancillary to, the use of the main building as a single dwelling house and not be used as a separate dwelling or for any commercial, industrial or business purpose.
- 362** **Trees in Conservation Areas** - None received.
- 363** **Trees with Preservation Orders**  
Notification of any applications to trees covered by Tree Preservation Orders.
- a)** 23/0086/TRE 4 Brownlands Road, Sidmouth, EX10 9AR. T1, Oak : repollard to Salcombe historic pollarded pruning points; cut back, lower, lateral, branches Regis Ward on NW side by up to 1.5m, with maximum targeted pruning cuts, of no more than 50mm. T2, Sycamore : reduce sail effect by thinning tree, by up to 10% of its leaf area, maximum pruning cuts of no more than 50mm; cut back lower, lateral branches on NW side by up to 1.5m, with maximum target pruning cuts of no more than 50mm.

## **SPLIT DECISION**

The Council hereby **GRANTS** permission to carry out work described below subject to the following conditions:

T1, Oak : cut back, lower, lateral, branches on NW side by up to 1.5m, with maximum targeted pruning cuts, of no more than 50mm. T2, Sycamore : reduce sail effect by thinning tree, by up to 10% of its leaf area, maximum pruning cuts of no more than 50mm; cut back lower, lateral branches on NW side by up to 1.5m, with maximum target pruning cuts of no more than 50mm.

1. The works hereby consented to shall be carried out within a period of 2 years from the date of this decision notice. (Reason - To ensure that the works are carried out within a reasonable period of time.)
2. The works hereby consented to shall be carried out in accordance with British Standard 3998: 2010 (Tree Work - Recommendations). (Reason - In the interests of amenity and to ensure the works are carried out in a satisfactory manner.)

The Council hereby **REFUSES** permission to carry out work described below for the following reasons: T1, Oak : re pollard to historic pollarded pruning points;

1. The oak tree in the application is an apparently healthy specimen growing in a visually prominent location, and it makes a significant contribution to public amenity and to the character of the landscape. The proposed re pollarding would detract very substantially from the appearance of the tree and the value to amenity it provides, and with reference to the reasons stated in support of the application the harm is considered not to be justified, and permission is refused.

### **364 New Tree Preservation Order**

None received

### **365 Exemption to a Tree Preservation Order**

None received

### **366 Appeals**

None received

### **367 Unsupported decisions**

22/2275/FUL Hillhead St Mary, Broadway, Sidmouth, EX10 8RQ.

Sidmouth Town Council

EDDC

Not Supported

Approved

22/2140/FUL 16 Furzehill, Sidbury, Devon, EX10 0RJ.

Sidmouth Town Council

EDDC

Not Supported

Approved

22/2351/FUL 12 Cambridge Terrace, First Floor Flat, Salcombe Road Sidmouth, EX10 8PL.

Sidmouth Town Council

EDDC

Not Supported

Approved

22/1767/FUL 4 Coburg Road, Sidmouth EX10 8NG.

Sidmouth Town Council

EDDC

Not Supported

Approved



22/1720/FUL 65 Peaslands Road, Sidmouth EX10 8XD.

Sidmouth Town Council

EDDC

Not Supported

Approved

**368 Enforcement Letters**

No Enforcement letters were received.

**369 Local Plan update.**

The Chair reported that the preparation of the new Local Plan was in abeyance pending a further examination of housing figures and the forthcoming election.

**370 Salcombe Regis Campsite/ proposed Static Caravans - 23/0027/CPL –**

Situation noted.

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**CHAIR OF THE PLANNING WORKING GROUP**

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 15 March 2023**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)  
Jeff Turner (Vice Chair)  
Deirdre Hounsom  
Rachel Perram  
Ian Barlow  
John Loudoun  
Jenny Ware  
Steven Kendall-Torry  
Marianne Rixson (for item 380)

Apologies: Chris Lockyear

The meeting started at 2.30pm and finished at 3.35pm

**371 Declarations of Interest**

Cllr Rachel Perram	23/0388/TCA Southcote, Convent Road, Sidmouth, EX10 8RL.	Personal Interest	Remained in the meeting during discussion and did not vote.	Is the applicant.
Cllr Kelvin Dent	23/0437/FUL 23 Manstone Avenue, Sidmouth, EX10 9TF.	Personal Interest	Remained in the meeting during discussion and did vote.	Acquainted with applicant.

**372 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.

**373 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 1 March 2023.

**374 Applications for consideration**

**RECOMMENDED:** 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.

**375** 23/0437/FUL Jane Cottey 23 Manstone Avenue, Sidmouth, EX10 9TF.  
North Ward Retention of extension, alterations to roof and fenestration to existing rear extension.

**SUPPORT**

**376** 23/0440/FUL Mr Peter 9 Victoria Road, Sidmouth, Devon, EX10 8TZ.  
South Ward Regan Proposed two-storey side extension.

**DEFERRED** pending a Site Visit by the Local Members

**377** 23/0447/FUL NGED Electricity Sub Station, Ascerton Close, Sidmouth.  
South Ward Single storey extension of the existing switchroom building at NGED's operational primary substation site off Temple Street.

**SUPPORT**

**378** 23/0172/FUL Mr and Mrs Clover Cottage, Boughmore Road, Sidmouth, EX10 8SJ.  
South Ward D Hall Proposed single storey rear/side extension.

**SUPPORT**

**379** 23/0427/FUL Abigail 32 Woolbrook Park, Sidmouth, EX10 9DX.  
West Ward Howell Construction of two storey side extension.

**SUPPORT**

**380** 22/2063/MO Messrs Ford Alexandria Industrial Estate, Station Road, Sidmouth.  
UT West Outline application for redevelopment seeking approval for a total  
Ward additional business floor space of 1,701 sq. m. comprising: approval  
of reserved matters relating to access, appearance, layout and scale  
(reserving details of landscaping) for Phase 1 (Blocks A and B); partial  
demolition of Block C (approval of reserved matters relating to  
access, layout and scale, reserving details of appearance and  
landscaping), and approval of reserved matters relating to access  
and layout (reserving details of appearance, landscaping and scale)  
for phase 2 (Block D).

**SUPPORT**

- Members would like to see this application processed promptly in order to provide clarity for the new Local Plan
- The fire doors at the rear of Block A should be kept closed except in case of emergency.
- Members recommend that any gatherings of personnel should be at the front rather than the rear of the building.

**381 Trees in Conservation Areas**

a) 23/0115/TCA Mr Tristan Myrtle Lodge, Millford Road, Sidmouth, EX10 8DP.  
Salcombe Miles T1, Sycamore: re pollard to existing pollard points, to prevent  
Regis Ward failure of regrowth. T2, Ash tree: remove to ground level.

**NOTED**

b) 23/0256/TCA Mr Jones Dundridge, Sid Road, Sidmouth, EX10 9AA.  
Salcombe T1: Norway spruce - fell. T2: Cherry - fell. T3: Blue Cypress - fell.  
Regis Ward

**NOTED**

c) 23/0416/TCA Hunters Moon Hotel, Sid Road, Sidmouth, EX10 9AA.  
Salcombe Monterey Pine (T1) - fell. Eucalyptus Tree (T2) - fell. Both trees are  
Regis Ward within 3m of each other.

**DEFERRED awaiting report from EDDC**

d) 23/0388/TCA Southcote, Convent Road, Sidmouth, EX10 8RL.  
South Ward Pittisporum - light crown reduction/reshape removing up to 1m,  
pruning cuts not exceeding 50mm.

**DEFERRED awaiting report from EDDC**

e) 23/0198/TCA Mr Raichura Westwards, Bickwell Valley, Sidmouth, EX10 8RF. T1: Oak - pruning  
South Ward of two minor, lowest limbs on the south side of the canopy which  
are encroaching on the neighbouring garage roof; max. length of  
cut 2m and max. dia. cut 4cm.

**NOTED**

**382 Trees with Preservation Orders**

Notification of any applications to trees covered by Tree Preservation Orders.

- a) 23/0371/TRE 32 Witheby, Sidmouth, EX10 8SR.  
South Ward T1: Lime - Remove northern stem, making one cut approximately 400mm in diameter. Remove one western low primary branch making one cut approximately 100mm in diameter. Remove approximately 5 western branches at approximately 50mm in diameter to achieve approximately 1.5 meters clearance above the garage of no. 32.

**DEFERRED** awaiting report from EDDC.

**383 New Tree Preservation Order**

None received

**384 Exemption to a Tree Preservation Order**

None received

**385 Appeals**

None received

**386 Unsupported decisions**

None received

**387 Enforcement Letters**

No Enforcement letters were received.

**388 Local Plan update.**

The chair reported that there was nothing to report and would not be till after the local elections in May.

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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 March 2023 at 6.30 pm  
(The Tourism and Economy Working Group met virtually)**

Councillors present: Ian Barlow  
Louise Cole  
Deidre Hounsom  
Chris Lockyear  
Hilary Nelson  
Rachel Perram  
Richard Thurlow

Invited Reps: Chamber of Commerce – David Cook  
TIC Manager – Tim Shardlow

Apologies: Charissa Evans  
Chamber of Commerce – Sally Mynard  
Ignyte Ltd – Tina Veater  
South West Tourism Alliance – Alistair Handyside

The meeting started at 6.30pm and finished at 8.40pm

**PART 'A'**

**33 Minutes**

The Minutes of the Tourism & Economy Working Group meeting held on Monday 21 November 2022 were approved as a true and accurate record.

**34 Declarations of Interest**

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

**35 Tourism Advisory Group Update**

Councillor Cole gave an update of the work that had been carried out by the Tourism Advisory Group since the last meeting and reported that:

- A new publicity campaign promoting Sidmouth Festivals and Events including a video showing content of the key events throughout the year was due to be released shortly.
- The Sidmouth@Christmas campaign had been a pilot collaborative approach to market Sidmouth during the shoulder season which had been well received and the dedicated page had received over 1,000 views.
- A suggestion for additional funding to support the Jazz & Blues Festival free music events had been received and Members were asked to consider allocating funds from the existing budgets or Tourism Earmarked Reserve.
- The Chair reminded the Working Group that the Members of the TAG were: Cllrs Cole, Nelson and Hounsom, TIC Manager: Tim Shardlow, Chamber of Commerce: Sally Mynard, Marketing: Louise Thompson and accommodation provider: Jo Watson.

**RESOLVED:** That:

- 1) the Tourism Advisory Group report be noted.
- 2) £3,000 funding would be made available from the Tourism & Economy Promotion budgets to support the free music events during the 2023 Sidmouth Jazz & Blues Festival.

### **36 Information Centre Updates**

Tim Shardlow, Tourist Information Centre Manager, gave a comprehensive report of TIC activities and reported that:

- Jazz & Blues Festival headline act tickets were being sold from the TIC.
- Folk Festival sales were more than double compared to those at the same time last year.
- From mid-April the TIC would move to 'shoulder season' opening times and be open until 4pm Monday to Saturday with one member of staff and then later in May would move to 'summer season' hours of 10am to 5pm Monday to Saturday and 10am to 4pm Sunday, with two members of staff.
- The TIC would again hold the register for booking the popular Walking Festival trips running from 16 to 22 September.
- The Greenslade Tours program was expected shortly and a new company Wayfarer Tours, had contacted the TIC and wished to have an agency presence within the Sidmouth TIC to sell tickets for their coach trips.
- The 2023 Town Maps had been printed and were due to be received soon.
- The LGA Culture, Tourism and Sport website enabled local authorities to share events and community news for local events.
- The TIC staff had a good working relationship with the Chamber of Commerce and the Manager had attended the CofC AGM which had been well attended.
- The Manager had attended a zoom day run by Creative UK which presented information about TV and film production locations outside London.
- Many visitors were enquiring when the EDDC Electric Vehicle charging points would be available for use.

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

### **37 Tourism & Promotion Contract Update**

In the absence of Tina Veater, Ignyte, Cllr Louise Cole presented the report of the promotional activity work carried out with and on behalf of the Town Council and described the functionality of the new, improved Visit Sidmouth website which would be launched on 22 March 2023.

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

### **38 Tourism & Promotion Finance Report**

The Chair presented the Tourism & Promotion Finance report for the period ending February.

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

### **39 IRF Project Update**

The Chair presented the IRF (Coast Meets Country project) Finance report for the period ending February 2022 and Cllrs Cole and Nelson gave an update on the progress of the IRF Project:

- Karen Whittaker had been employed as the new IRF Project Manager.
- The IRF project focus was moving towards the sustainability part of the program, partnering with Green Champions to create a Sustainable Tourism Roadmap and Carbon Action Plan with Sidmouth as the pilot town for this element.
- The Travel Foundation ran a very successful, well attended 'Imaginarium' event at the Victoria Hotel, held to inspire innovation and share knowledge enabling businesses to achieve greater sustainability and move towards their net zero targets.
- Link to the Travel Foundation – Sidmouth CMC appears at the end of the page.  
<https://www.thetravelfoundation.org.uk/project/destination-stewardship-planning/>

**RESOLVED:** That the IRF Project report be noted.

**40 Sidmouth Regatta**

Members considered and debated how best to support and develop Sidmouth Regatta which takes place in the August Bank Holiday. It was agreed that the Town Council was a coordinator and that other than the Regatta Airshow and Fireworks, individual organisations and groups would run their own events as in 2022.

**RESOLVED:** 1) That a small Sub Working Group be set up to act as coordinator, enabler and facilitator for the Sidmouth Regatta Weekend bringing together the work of Sidmouth Town Council, Community event organisers and the Coast Meets Country Project.

2) Membership of the Sub Working Group to include Cllrs Barlow, Nelson, Perram and Thurlow.

3) A group of volunteers including Graham Symington and Duncan Woods together with others from the participating organisations as required, be invited to operational level meetings.

4) That the Coast Meets Country sustainable Tourism pilot project be reflected in the event.

5) That the Council through the Town Clerk will be the single point of contact for the marketing, communications and publicity for the event.

**41 Matters Raised by Invited Representatives**

David Cook Chamber of Commerce, recognised and commended all the valuable work carried out by the Tourism & Economy Working Group and reported that:

- Tickets for the Chamber of Commerce Coronation Street Party, to be held on Sunday 7 May 2023, would be available from The Anchor Inn, from 25 March onwards.

Members also discussed the forthcoming EDDC Licensing Committee’s meeting and agreed that a formal letter be sent to East Devon District Council and Cllr Cole would attend the meeting to voice concerns raised by the Tourism & Economy Working Group.

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CHAIR OF THE TOURISM & ECONOMY WORKING GROUP

**Sidmouth Town Council - Detailed Income and Expenditure Report**

**Month 11 - February 2023**

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
<b><u>Council Services</u></b>					EMReserves
Public Conveniences	0	-1,076	32,000	33,076	0
Youth Service Support	0	47,626	44,500	-3,126	0
Flower Beds, Planters & Watering	1,700	15,480	16,000	520	0
Christmas Lighting & Events	150	15,064	14,500	-564	0
Donation to Christmas Lighting (Income)	0	-1,750	-1,500	250	0
Tourism Promotion	0	55,586	50,000	-5,586	-27,500
Tourism Promotion Income	-1,601	-17,255	-22,000	-4,745	0
Innovation & Resilience Fund	0	92,239	0	-92,239	-92,239
Innovation & Resilience Fund (Income)	0	-176,209	0	176,209	176,209
Verge Cutting, Town Maintenance & Weeding	1,896	20,894	20,500	-394	0
Verge Cutting DCC Grant (Income)	0	-4,838	-4,800	38	0
Street Furniture	0	0	5,000	5,000	0
Sidmouth Information Centre	0	32,600	32,600	0	0
Water Fountains & Defib Mtce	100	1,596	1,400	-196	0
Dog Hygiene Bins	0	1,380	2,000	620	0
War Memorials	0	4,154	100	-4,054	-2,000
Parish Paths Partnership Payments	0	1,208	0	-1,208	-1,208
Parish Paths Partnership (Income)	0	-2,000	0	2,000	2,000
	<b>£2,245</b>	<b>£84,699</b>	<b>£190,300</b>	<b>£105,601</b>	<b>£55,262</b>

**Discretionary Expenditure**

Grants	0	21,000	21,000	0	0
Admiral Nurse	0	5,000	5,000	0	0
Sidmouth Folk Festival	0	35,000	35,000	0	0
Sidmouth Town Band	0	5,000	5,000	0	0
Sidmouth in Bloom	0	10,000	10,000	0	0
South West Museum Development	0	800	800	0	0
Sidmouth Air Show	0	24,420	12,500	-11,920	0
Donation to Sidmouth Air Show (Income)	-1,700	-9,893	0	9,893	0
Environment Committee	0	2,361	4,000	1,639	0
Covid-19 Expenses	0	533	2,500	1,967	0
Community Infrastructure Levy Payments	0	57,035	0	-57,035	-57,035
Community Infrastructure Levy (Income)	-17,714	-17,714	0	17,714	17,714
Rayson Bequest - Fireworks/Light Displays	0	490	0	-490	-490
Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
Rayson Bequest - Party/Celebrations	0	4,308	0	-4,308	-4,308
Woolley Bequest Payments	0	0	0	0	0
Woolley Bequest (Income)	0	-3	0	3	3
	<b>-£19,414</b>	<b>£138,337</b>	<b>£95,800</b>	<b>-£42,537</b>	<b>-£44,116</b>



# Sidmouth Town Council - Detailed Income and Expenditure Report

## Month 11 - February 2023

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
<b><u>Woolcombe House</u></b>					
Services Gas/Water/Elec	979	5,992	5,000	-992	0
Woolcombe House Business Rate	0	7,111	7,600	489	0
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1	0
Woolcombe House-General Maintenance	1,010	13,590	6,000	-7,590	-7,590
	<b>£1,989</b>	<b>£41,582</b>	<b>£33,490</b>	<b>-£8,092</b>	<b>-£7,590</b>
<b><u>Other Property</u></b>					
Alma Lane Field	0	105	200	95	0
Manstone Youth Centre (Income)	-9,817	-9,817	0	9,817	0
Manstone Youth Centre	3,047	61,417	85,000	23,583	0
Manstone Sports and Play Areas	137	3,550	2,000	-1,550	-1,550
Long Park S106 Income	0	-34,623	0	34,623	0
Long Park & Play Area	85	46,915	1,500	-45,415	-10,800
Seafront Amenity Building	1,657	15,354	33,000	17,646	0
The Arches East (Income)	0	-18,253	-22,500	-4,247	0
Conservatory Maintenance	130	1,039	2,000	961	0
Knowle Parkland & Amphitheatre	0	0	20,000	20,000	0
Stowford Community Centre	0	765	0	-765	-765
Fire Beacon Stewardship	0	0	7,000	7,000	0
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-41	-40	1	0
	<b>-£4,761</b>	<b>£66,406</b>	<b>£128,155</b>	<b>£61,749</b>	<b>-£13,115</b>
<b><u>Trust Property</u></b>					
<b><u>The Ham</u></b>					
The Ham Ground Mtce	110	1,270	2,000	730	0
The Ham Other Mtce	0	13,882	14,000	118	0
The Ham Play Equipment	26,351	100,450	1,500	-98,950	-17,384
The Ham S106 (Income)	0	0	0	0	0
The Ham Reserve	0	0	2,000	2,000	0
The Ham Utility Building	0	2,349	5,000	2,651	0
The Ham 3Phase Power	0	1,744	1,800	56	0
The Ham Rent (Income)	0	-10,014	-10,000	14	0
<b><u>Manstone</u></b>					
Manstone Land Ground Mtce	60	660	800	140	0
Manstone Other Maintenance	0	570	1,600	1,030	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	0	-1,702	-1,380	322	0
<b><u>Salcombe Regis</u></b>					
S.R. Allotment Field	0	3,500	0	-3,500	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	<b>£26,521</b>	<b>£112,184</b>	<b>£18,795</b>	<b>-£93,389</b>	<b>-£17,384</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report Month 11 - February 2023

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b><u>Members</u></b>					
Members/Chair's Allowances	0	4,401	6,100	1,699	0
Chair's Expenses	0	1,600	2,000	400	0
Members Expenses/Training	0	75	800	725	0
Elections	0	0	10,000	10,000	0
Civic & Hospitality	0	0	1,000	1,000	0
Civic Regalia	0	1,957	0	-1,957	-1,957
	<b>£0</b>	<b>£8,033</b>	<b>£19,900</b>	<b>£11,867</b>	<b>-£1,957</b>
<b><u>Staff</u></b>					
Salaries	8,723	96,291	98,000	1,709	0
Pensions	1,730	19,037	20,000	963	0
Project Support	0	6,000	20,000	14,000	0
Staff Eye Tests	0	95	100	5	0
Training & Conferences	0	165	1,000	835	0
Officers Expenses	0	100	500	400	0
	<b>£10,453</b>	<b>£121,688</b>	<b>£139,600</b>	<b>£17,912</b>	<b>£0</b>
<b><u>Office Expenses</u></b>					
Postage	0	494	1,000	506	0
Stationery	-140	1,607	1,200	-407	0
Telephone	211	3,887	3,800	-87	0
Subscriptions	35	2,288	2,400	112	0
Photocopier	0	101	800	699	0
Internet, website and webcams	0	3,623	4,000	377	0
Computer Software Contracts	0	2,151	1,500	-651	-651
Computer Maintenance Contingency	339	2,656	1,000	-1,656	-1,656
Advertisements	0	0	500	500	0
Audit	0	1,750	2,000	250	0
Insurance	0	5,352	5,500	148	0
Sundry	0	536	1,000	464	0
Bank Charges	10	196	300	104	0
Bank Interest Received (Income)	0	-304	-300	4	0
	<b>£455</b>	<b>£24,337</b>	<b>£24,700</b>	<b>£363</b>	<b>-£2,307</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report Month 11 - February 2023

Expense Group Totals	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	2,245	84,699	190,300	105,601	55,262
Discretionary Expenditure	-19,414	138,337	95,800	-42,537	-44,116
Woolcombe House	1,989	41,582	33,490	-8,092	-7,590
Other Freehold Property	-4,761	66,406	128,155	61,749	-13,115
Trust Property	26,521	112,184	18,795	-93,389	-17,384
Members	0	8,033	19,900	11,867	-1,957
Staff	10,453	121,688	139,600	17,912	0
Office Expenses	455	24,337	24,700	363	-2,307
Precept Received	0	-650,740	-650,740	0	
<b>Net Income over Expenditure</b>	<b>£17,488</b>	<b>-£53,474</b>	<b>£0</b>	<b>£53,474</b>	<b>-£31,207</b>

### Current/Deposit Bank Accounts

£1,042,656

*of which*

Woolley Bequest	£5,981
Rayson Bequest Fireworks/Light Displays	£55,689
Rayson Bequest Natural/Sidmouth History	£56,180
Rayson Bequest Party/Celebrations	£51,872
Innovation & Resilience Fund	£83,970
Earmarked Reserves	£531,777