



# 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 September 2022

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

Dear Sir/Madam,

## Meeting of Sidmouth Town Council Monday 3 October 2022 at 6.30pm

You are hereby summoned to attend the above meeting to be held in the Council Chamber, Woolcombe House, Woolcombe Lane, Sidmouth.

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

Yours faithfully,

**Christopher E Holland**  
Town Clerk

### A G E N D A

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|---|---------------|
| <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 5 September 2022  | 3 – 6         |
| 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 **Sidmouth Jazz & Blues Festival 2022**  
 To receive a report from Ian Bowden, Director Sidmouth Jazz & Blues Festival, regarding the inaugural festival held in June 2022 and plans for next year’s event to be held in May 2023.
- 8 **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.)*
- 9 **Working Group Reports**
- 9.1 Planning Working Group  
 To receive the reports of the Planning Working Group meetings held on Wednesdays 7 and 21 September 2022. 7 – 13
- 9.2 Tourism & Economy Working Group  
 To receive the report of the Tourism & Economy Working Group meeting held on Monday 12 September 2022. 14 – 17
- 9.3 Environment Working Group  
 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 an update, if appropriate, from the Chair of the Youth Provision Working Group.
- 10 **Reports from Members with Special Responsibilities**
- 10.1 Finance Report  
 To receive the Finance Report for August 2022 18 – 21
- 10.2 Other Reports from Members with Special Responsibilities  
 To receive other notified reports from other Members.
- 11 **Guidelines on Events in the Sid Valley**  
 To agree the attached guidelines to be used to assist in decision making when responding to Principal Councils on events to be held in the Sid Valley and when considering permission for events on Town Council controlled land as landowner or Trustee. 22 – 23

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held at Sidmouth Methodist Church Hall**  
**on Monday 5 September 2022 at 6.30pm**

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

The meeting started at 6.30pm and finished at 7.58 pm.

*A minutes silence was held as a mark of respect and in memory of former long-time Councillor, Simon Pollentine, who was Chair of the Council from 1996 to 1998 and also for Gary Palmer, husband of member of staff, Liz Palmer, who had recently passed away.*

**PART 'A'**

**56 Minutes**

The minutes of the meeting of the Town Council held on Monday 8 August 2022 were signed as a true and accurate record.

**57 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Chris Lockyear	58(i)	Personal	Remained in the meeting during discussion	Governor of Sidmouth College
Cllr Louise Cole	58(v) & 59	Personal	Remained in the meeting during discussion	Director of Sidmouth Coastal Community Hub CIC

**58 Matters of Urgency or Report from the Chair**

- I. The Chair of Council reported that the recent set of A Level and GCSE results from Sidmouth College were excellent and amongst the best in the South West in terms of value add for GCSE. Disadvantaged students had a positive value add for the first time in a number of years.  
**RESOLVED:** Members agreed that a letter of congratulations be sent to Sidmouth College.
- II. The Chair of Council confirmed that the Council is investigating providing its own separate Council emails for Members to allow Council and private emails to be better differentiated
- III. The Chair of Council confirmed the recent costly spate of vandalism at the Arches Toilets which had been reported in the press. Members agreed that all possible deterrents

including charging for use should be investigated ahead of the final budget setting in the new year.

- IV. The Chair of Council confirmed that as President of the Twinning Circle, he would be inviting a delegation from Sidmouth's Twin Town of Le Locle to the Town for a Twinning Visit on 19 June 2023 for around a week. The Chair of Council would be attending a number of events and possibly be holding a small reception in Woolcombe House.
- V. The Chair confirmed that a draft document setting out some broad guidelines would be drawn up to help the Council respond to event consultations from the Principal Councils. It was hoped that if agreed by Members, the document may help in the future response to any event in the Council area.
- VI. The Chair of Council reported that the bus operator Stagecoach had been called to a public inquiry by the Traffic Commissioner. Devon County Council had been asked by the Traffic Commissioner to collate evidence and information and were asking for any representations to be sent to them. The Chair of Council also reported that he was contacting the other Chairs and Mayors to see if a coordinated letter and response could be sent to Stagecoach and the inquiry.
- VII. Members agreed with the Chair of Council, that a letter of thanks be sent to the Sidmouth Lifeguard Team, operated by Sidmouth Lifeboat, to thank them for their services during the summer.

**RESOLVED:** that a letter of thanks be sent to the Sidmouth Lifeguard Team.

#### **59 Public Open Question Time**

A Member of the Public attending asked the Chair of Council if he agreed that the Council should continue to support events in the town and that the Council should not be dissuaded or pressurised into adopting restrictions on such events at the request of individuals who may not speak for the majority of residents. The Chair of Council answered that the forthcoming broad guidelines on responding to events, would hopefully help in making sure that events continue within an agreed framework for the enjoyment of all.

#### **60 Police Advocate Report**

Councillor Dent gave a report on the latest crime figures and incidents as advised by Devon and Cornwall Police. In addition, it was noted that a new Chief Constable, Will Kerr OBE, had been appointed.

**RESOLVED:** that a letter congratulating Will Kerr OBE be sent and an invitation to visit Sidmouth made.

#### **61 Working Group Reports**

##### 61.1 Planning Working Group Reports

a) Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 10 and 24 August 2022.

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

b) Councillor Dent, Chair of the Planning Working Group, presented the report of an Informal Meeting of Sidmouth Town Council's Planning Working Group meeting held on Wednesday 17 August 2022.

- RESOLVED:**
- 1) That the informal meeting of the Planning Working Group meeting report be noted.
  - 2) That because of the effect on the landscape and the strain on local services, the Council would continue to resist the allocation of housing on the sites proposed.
  - 3) That the Chair of Planning would explore convening a meeting of representatives of the main towns together with Devon County Council, East

Devon District Council and local MPs to discuss the strain on local services and infrastructure which the proposed housing allocation would only exacerbate.

#### 61.2 Tourism & Economy Working Group

Councillor Cole, Chair of the Tourism & Economy Working Group, advised that the Working Group would be meeting on 12 September and asked Members to note the date change of the following meeting of the Tourism & Economy Working Group meeting from 12 December to 21 November 2022.

**RESOLVED:** That the Tourism & Economy Working Group Report be noted.

#### 61.3 Environment Working Group

Councillor Barlow, Chair of the Environment Working Group reported that the Working Group were meeting at the end of October but were currently collating a number of project costings to include at the Pre Budget meeting on 17 October 2022.

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

#### 61.4 Council Resources Working Group

Councillor Lockyear, Chair of the Council Resources Working Group advised that there was due to be a meeting of the group on 8 September 2022.

**RESOLVED:** That the Council Resources Working Group Report be noted.

#### 61.5 Youth Provision Working Group

Councillor Cole, Chair of the Youth Provision Working Group, advised that there was a meeting of the group on 6 September. Members were also reminded of the 'Skate Jam' which had been rescheduled for Saturday 10 September from midday.

Councillor Lockyear, Chair of Council added that the recent fire damage to the Youth Centre had been dealt with quickly by both the Fire Service, Police and Young Devon.

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

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

#### 62.1 Finance Report

a) Councillor Thurlow presented the Finance Report for July 2022.

**RESOLVED:** That the Finance Report for July 2022 be noted.

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 2021/2022 had been advertised on the Town Council's website.

**RESOLVED:** That the completion of review of the Annual Governance & Accountability Return be noted.

#### 62.2 Other Reports from Members with Special Responsibilities

a) Councillor Lockyear updated Members on recent communications he had made on behalf of the Council with the Environment Agency and South West Water. Both had replied to enquiries by the Council but had also not answered a number of questions leaving many issues unresolved regarding the use of sewage overflows. Members were also concerned over the recent press releases by the EA which were accepted by the public as official warnings when in fact in many cases they were forecasts only. This had a huge impact on towns and communities in terms of wellbeing and their economies.

### **63 Council Meetings**

The Chair of Council asked Members their views on returning to the Council Chamber at Woolcombe House for full Council meetings. There was general consensus amongst Members that whilst the Methodist Hall was an excellent space, the different situation with regard to health guidance, the difficult acoustics and cost factors meant that they would support

returning to Woolcombe House for full Council meetings. The Chair of Council advised that he would be canvassing those members who had given apologies but that it would be possible that meetings from October might return to the Council's Council Chamber at Woolcombe House.

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CHAIR OF THE COUNCIL

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 7 September 2022**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)  
Deirdre Housom  
Ian Barlow  
Rachel Perram  
Chris Lockyear

Apologies: John Loudoun, Jenny Ware, Jeff Turner (Vice Chair).

The meeting started at 10.00 am and finished at 11.25am

**153 Declarations of Interest**

Name	Application	Type of Interest	Action Taken	Nature of Interest
Cllr Ian Barlow	22/1661/FUL Land South of Crowpits Covert, Putts Corner, Sidbury	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicant.
Cllr Ian Barlow	22/1565/ADV Base of Core Hill Road/A3052 Sidmouth	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicant.
Cllr Chris Lockyear	22/1768/FUL Bickwell Farm, Mutersmoor Road, Sidmouth, EX10 8RH	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted to the applicant.

**154 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.

**155 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 24 August 2022.

**156 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.

**Urgent items or Amended Plans received after formulation of the agenda**

- 157** 22/1750/LBC Mr T Hillier 4 Counters Court, Mill Street, Sidmouth, EX10 8DW. Replace windows and doors: W1 front south elevation; W2 front ground floor south elevation; W3 side first floor west elevation; W4 rear ground floor north elevation; W5 rear first floor north elevation; D1 front south elevation and D2 French double doors side west elevation.

**SUPPORT** - subject to the views of the Conservation Officer.

- 158 22/1565/ADV Mrs Base of Core Hill Road/A3052 Sidmouth. Installation of a 1.5m  
North Ward Caroline advance sign indicating business premises located off the A3052.  
Martin

**REFUSE**

- Members considered that the sign was too large. They also felt that this was a busy junction, and any sign could confuse drivers and would constitute clutter.

- 159 22/1791/FUL Mr and Mrs 4 St Martins Close, Sidmouth, Devon, EX10 9JQ. Single storey rear  
Primley Ward Machin extension and alterations to parking area off private road.

**UNABLE TO SUPPORT**

- Members considered that the application contravened Policies 6 of the Sid Valley Neighbourhood Plan
- Members felt the development would change the street scene was detrimental to the neighbourhood and classed as over development.

- 160 22/1806/FUL Mr Carlo Donkey Sanctuary, Paccombe Farm, Trow, Salcombe Regis.  
Salcombe Bove Concrete lay of hardcore/hoggin base and surface.  
Regis Ward

**SUPPORT.**

- 161 22/1896/FUL Leslie and Westcot, Harcombe, Sidmouth, EX10 OPR. Single storey side  
Sidbury Ward Julie extension and single storey rear extension.  
Mansbridge

**SPLIT DECISION**

- Members **SUPPORT** the extension to the rear
- Members were **UNABLE TO SUPPORT** the extension on the side as it was out of keeping with the rural setting and contravened Policies 7 of the Sid Valley Neighbourhood Plan.

- 162 22/1897/LBC Leslie and Westcot, Harcombe, Sidmouth, EX10 OPR. Single storey side  
Sidbury Ward Julie extension and single storey rear extension.  
Mansbridge

**SPLIT DECISION**

- Members **SUPPORT** the extension to the rear.
- Members were **UNABLE TO SUPPORT** the extension on the side as it is out of keeping with the existing house and contravened policy 7 of the Sid Valley Neighbourhood Plan.

- 163 22/1661/FUL Messrs Land South of Crowpits Covert, Putts Corner, Sidbury. Change of  
Sidbury Ward Emmott use of agricultural building to mixed use agriculture, storage and  
office use; and associated works.

**UNABLE TO SUPPORT.**

- The building was erected in the countryside relatively recently to fulfill an agricultural need and would not have been supported if Members had been aware that an application would be submitted for a change of use. It should continue for agricultural use.

- 164 22/1833/LBC Kerry and Old Clockhouse, 12 Fore Street, Sidbury, Sidmouth, EX10 OSD.  
Sidbury Ward Shane Replace 1no. window at first floor and 2no. windows at second  
Wallace floor on rear elevation

**SUPPORT** - subject to the views of the Conservation Officer.

- 165 22/1768/FUL Mr K Baker Bickwell Farm, Muttersmoor Road, Sidmouth, EX10 8RH.  
South Ward Temporary agricultural workers dwelling (mobile home).

**SUPPORT** - for a temporary period



- 166 22/1646/FUL Mr Simon Ascerton Cottage, 77 Temple Street, Sidmouth, EX10 9BH.  
South Ward Ribbans Demolition of existing cottage and erection of a single storey 2-bed cottage Dwelling.
- SUPPORT**
- 167 22/1817/FUL Potburys Potburys Yard, Temple Street, Sidmouth, EX10 9BN. Change of use  
South Ward of redundant auction room to storage.  
**SUPPORT** – Members would like to see restricted hours of access.
- 168 **Trees in Conservation Areas**  
To note the following proposed works to trees in a Conservation Area: None received
- 169 **Tree with Preservation Orders**  
Notification of any applications to trees covered by Tree Preservation Orders.
- a) 22/1528/TRE Mrs Long Reach, Boughmore Road, Sidmouth, EX10 8SH.  
South Ward Naccache T1 beech dbh 600mm, located in West corner of property by red brick wall, on western side over driveways raise crown to 5.5m pruning cuts of no more than 75mm on North side prune back to trunk 1 x first order branch approximately 130mm in diameter, to allow vehicles to get to property's without hitting Tree branches. T2 Oak dbh 1400mm, located next to T1 on on SW side of property, raise crown on SW side only over shared driveway to 5.5m pruning cuts of no more than 75mm to allow vehicles access to property's without hitting any branches. Deferred  
**GRANTED** subject to conditions as recommended by the Arboricultural Officer.
- b) 22/1558/TRE Mr and Mrs 9 Sidmount Gardens, Sidmouth, EX10 8XQ.  
South Ward Stevens T1, Turkey Oak: remove first order branch at approximately 4m on N side; shorten back second and third order branches over the garden and neighbouring property by approximately 2m; shorten back over roof by approximately 2m to a natural pruning position.  
**GRANTED** subject to conditions as recommended by the Arboricultural Officer.
- c) 22/1557/TRE Mrs Moy Halwell, West Park Road, Sidmouth, EX10 9DH.  
South Ward T1 and T2, lime - re-pollard to previous pollard points. Reason - to continue previous management of the trees. T3 Large Pittosporum - remove long limb at approximately 2m over drive and shorten upper growth over drive by 1.5m. To allow vehicular access. T4 small Pittosporum - remove low stem over drive at 1.5m and shorten back remainder over drive by 1m. To allow vehicular access.  
**GRANTED** subject to conditions as recommended by the Arboricultural Officer.
- 170 **New Tree Preservation Order**  
None received
- 171 **Exemption to a Tree Preservation Order**  
None received.
- 172 **Appeals**  
an appeal has been made to the Secretary of State against the Council's decision to refuse planning permission for the proposed development. 22/0479/FUL Blue Ridge, Elm Way, Sidford, Sidmouth, EX10 9SY. Raising of roof to provide first floor accommodation.

**173 Unsupported decisions**

22/1467/FUL 41 Fleming Avenue, Sidmouth, EX10 9NH. First floor side extension.

Sidmouth Town Council

EDDC

Split decision

Refused

**174 Enforcement Letters**

No Enforcement letters were received.

**175 Local Plan.**

No update given.

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**CHAIR OF THE PLANNING WORKING GROUP**

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 21 September 2022**

(The Working Group met virtually)

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

Apologies: Kelvin Dent (Chair)

The meeting started at 10.00 am and finished at 10.45am

**176 Declarations of Interest**

Name	Application	Type	Action Taken	Nature of Interest
Cllr Jeff Turner	22/1007/FUL 9 Newlands Close, Sidmouth, EX10 9NW.	Personal Interest	Remained in the meeting during discussion and did vote.	The application is a neighbour.
Cllr Chris Lockyear	22/0090/TRE 2 Bennetts Hill, Sidmouth, EX10 9XH.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted to the applicant.

**177 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.

**178 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 7 September 2022.

**179 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.

**Urgent items or Amended Plans received after formulation of the agenda.**

**180** 22/1739/LBC Duncan 1 Amyatts Terrace, Sidmouth, EX10 8PE. Removal of a section of East Ward Austin internal wall and raising and replacement of rear 'lean to' roof with roof lights and glazed gable end.

**SUPPORT** subject to the views of the Conservation Officer.

**181** 22/1738/FUL Duncan 1 Amyatts Terrace, Sidmouth, Devon, EX10 8PE. Removal of a East Ward Austin section of internal wall and raising and replacement of rear 'lean to' roof with roof lights and glazed gable end

**SUPPORT**

**182** 22/1811/LBC A Cripps/I Aurora, Barton Close, Sidmouth, Devon, EX10 8NL. Removal of East Ward Carr/N dangerous brickwork skin to main facade and install new, Hancock/J together with reinstatement of balconettes and apron canopies. Abbot

**SUPPORT** subject to the views of the Conservation Officer.

- 183** 22/1007/FUL Mr Gareth 9 Newlands Close, Sidmouth, EX10 9NW. Conversion of the  
Primley Ward Carson existing attached single garage into a bedroom/en-suite for holiday  
let purposes
- UNABLE TO SUPPORT**
- Members considered that this was a residential area and having a holiday let would be out of keeping and would lead to a loss of amenity to the neighboring properties.
  - Members also thought that the proposal would lead to a possible increase in parking problems.
- 184** 22/1988/FUL Mrs Beechdene, Hillside Road, Sidmouth, EX10 8JF. Single storey rear  
Salcombe Howcroft extension.  
Regis Ward
- SUPPORT**
- 185** 22/1933/FUL Cottington Cottington Court, Sidmouth, EX10 8HD. Replacement of existing  
South Ward Court balcony balustrade with new.  
Freehold  
Ltd (Mr  
Pollard)
- SUPPORT**
- 186** 22/1924/FUL Mr & Mrs Silverdale, Bickwell Valley, Sidmouth, EX10 8SG. Single storey side  
South Ward Chambers extension with associated alterations and erection of a detached  
double garage with home office above.
- SUPPORT** Members would like to see a legal tie to the main building.
- 187** **Trees in Conservation Areas**  
To note the following proposed works to trees in a Conservation Area: None received
- a)** 22/1804/TCA Mr Martin 20 Temple Street, Sidmouth, Devon, EX10 9AY. T1, Ash: To re-  
Johnstone pollard to historic pruning points approximately 2.5 m. above  
ground level. T2, Sycamore: To re-pollard to historic pruning points  
approximately 2.5 m. above ground level. T3, Ash: To coppice this  
tree approximately 1 m. above ground level. T4, Sycamore: To re-  
pollard to historic pruning points approximately 2.5 m. above  
ground level. T5, Ash: To crown reduce by approximately 10%  
crown lifting to approximately 1.5 metres above the neighbouring  
properties and outbuildings and removing all significant deadwood  
from within the crown of this tree making maximum diameter  
pruning cuts of 25 mm. and removing branch lengths of up to  
0.5m.
- GRANTED** subject to conditions as recommended by the Arboricultural Officer.
- b)** 22/1792/TCA Dr Duncan Clover Cottage, Boughmore Road, Sidmouth, EX10 8SJ. T1,  
Hall Japanese Maple: reduce the canopy spread towards the house by  
2.0m, with maximum diameter cuts of 65mm, to address the crown  
bias and begin re-forming the architecture of the crown.
- GRANTED** subject to conditions as recommended by the Arboricultural Officer.
- 188** **Tree with Preservation Orders**  
Notification of any applications to trees covered by Tree Preservation Orders.

- a) 22/0090/TRE Kim Goonesekera 2 Bennetts Hill, Sidmouth, EX10 9XH. Oak tree: 2-3 metre reduction on lateral limbs on south side of the tree overhanging the front side of the property - 2 Bennetts Hill, Sidmouth due to excessive shading within the house.

**NOTED**

- b) 22/1707/TRE Mr & Mrs Mulder Bickwell Lodge, Bickwell Valley, Sidmouth, Devon, EX10 8RF. T2, Western Red Cedar: To reduce weight on the lowest primary limb to the southern aspect via the reduction of the two extended secondary limbs back to upright growth points, pruning cuts of up to 100mm diameter. To reduce weight and balance crown. T3, Birch: To crown lift via removal of the lowest primary limb, pruning cut of 60mm diameter. To balance crown and improve light levels below. T4, Western Red Cedar: To reduce extended limb on the northern aspect growing toward adjacent Birch, removing branch end of approx 4 metres, 75mm pruning cut diameter. To remove extended primary limb interfering with overhead lines to the western aspect back to branch collar, pruning cut diameter of 150mm. To improve the aesthetic of the tree and remove risk of failure of limb interfering with the overhead line and to separate crowns of WRC and Birch. T5, Western Red Cedar: To reduce extended upright limbs on southern aspect by approx 4 metres, pruning cut of 75mm diameter. To improve form.

**NOTED**

**189 New Tree Preservation Order**

None received

**190 Exemption to a Tree Preservation Order**

None received.

**191 Appeals**

None received.

**192 Unsupported decisions**

None received.

**193 Enforcement Letters**

No Enforcement letters were received.

- 194 Local Plan.** Update given by Cllr Loudoun. There had been a meeting to discuss Sidmouth 2 weeks before which he had attended and there was a meeting to discuss Sidbury on 22 October which he would also be attending. Cllr Loudoun commented that he would be raising the infrastructure issue at each meeting where possible.

**Minutes of a Meeting of Sidmouth Town Council’s  
Tourism and Economy Working Group  
on Monday 12 September 2022 at 6.30 pm  
(The Tourism and Economy Working Group met virtually)**

Councillors present: Ian Barlow

Louise Cole

Chris Lockyear

Hilary Nelson

Richard Thurlow

Invited Reps: South West Tourism Alliance – Alistair Handyside

Acting TIC Manager – Tim Shardlow

Apologies: Cllr Charissa Evans, Ignyte Ltd Tina Veater, Chamber of Commerce Sally Mynard

The meeting started at 6.30pm and finished at 8.15pm

*A minute’s silence was held as a mark of respect and remembrance  
following the death of HM Queen Elizabeth*

**PART ‘A’**

**11 Minutes**

The Minutes of the Tourism & Economy Working Group meeting held on Monday 13 June 2022 were approved as a true and accurate record.

**12 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Louise Cole	19 Air Show Evaluation Working Subgroup	Personal	Remained in the meeting during discussion	SCCH Director

**13 Matters of Urgency and Report**

- Councillor Barlow presented a proposal to support a new event planned for April 2023. Sidmouth Running Club already organised an annual Exe to Axe Run and it had been suggested that this could be extended to include junior and senior fun runs on Saturday 1 April, followed by the Exe to Axe, a Golden Coast Marathon, coastal path long distance walk, Coleridge Trail walk and a cycling event on Sunday 2 April. The various events would be organised under the name ‘East Devon Mighty Green Weekend’ and would attract between 700/800 individuals from across the country.

**RESOLVED:** 1) That a provisional allocation of £2,500 be made from the Tourism Promotion EMR to support the East Devon Mighty Green Weekend  
2) That the Tourism Advisory Group would work with the organisers to take planning of the event forward and maximise promotion including acknowledgement of the financial support given by the Town Council.

**14 Tourism Advisory Group Update**

Councillor Cole, Chair of the Tourism Advisory Group, asked Members to acknowledge all the voluntary work, time and skills given by various individuals to the TAG on a regular basis.

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:

- The Town Entrance Signs had been installed and included Visit Sidmouth branding.

- The TAG was currently in discussions with Connaught @ Christmas and the Chamber of Commerce to create a seasonal marketing campaign to include all events due to be held in the town over the Christmas period; it would be an itinerary based marketing campaign to promote all events.
- The TAG was working with East Devon District Council's Licensing Service and the Chamber of Commerce regarding the Prohibitive Street Trading issue and had discussed a temporary summer season lifting of restrictions to enable more control by EDDC and the Town Council. The Town Clerk would follow up with Steve Saunders, EDDC Licensing Officer.

**RESOLVED:** That the Tourism Advisory Group report be noted.

## **15 Information Centre Updates**

Tim Shardlow, acting Information Centre Manager, reported that:

- Folk Festival tickets had been very successful and the TIC had received a higher commission than expected.
- The TIC opening hours would be moving to the shoulder season opening times of 10am to 4pm and then to winter season of 10am to 1.30pm. Next year there would be a need for additional staff to cover the Easter to summer season.
- Footfall had slightly reduced in September with more frequent visitors coming to the town many of whom already had a planned itinerary and therefore didn't need the TIC services as much as new visitors in the summer months.
- Many events may be affected by the Queen's mourning period and the funeral, including the Walking Festival and Sidbury Village Fair week.
- The TIC would have a table at the Classic Car Show including sales of Visit Sidmouth merchandise which had been well received at previous events.
- Marketing photographs were due to be taken of the TIC staff beside the new Town Entrance signs.

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

## **16 Tourism & Promotion Contract Update**

In the absence of Tina Veater of Ignyte, the Chair presented the report of the promotional activity work carried out with and on behalf of the Town Council.

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

## **17 Tourism & Promotion Finance Report**

The Chair presented the Tourism & Promotion Finance report for the period ending August 2022.

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

## **18 IRF Project Update**

The Chair presented the IRF Finance report for the period ending August 2022, gave an update on the progress of the IRF Project and reported that:

- Voyage Marketing had prepared copy and brand packages for the partner towns.
- Filming of new videos for partner towns was underway, although it was unfortunate that the original schedule had been delayed by six months.
- Bridget McCombe had been appointed as Project Manager.
- The Travel Foundation, the IRF sustainability partner, would be holding a Strategic Stakeholder meeting on 13 October and Simon Jupp MP would be in attendance along with over 20 other local attendees.
- New web pages for the partner towns were currently under development.

Hilary Nelson reported that she had attended the Proclamation at EDDC and had received positive feedback from leaders of the other partner towns for the work being carried out by the IRF team.

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

## 19 **Air Show Evaluation Working Subgroup**

Cllr Nelson, Chair of the Air Show Working Group reported:

- The Red Arrows had been unable to perform and this had to be communicated at very short notice; Cllr Nelson thanked both the Town Clerk and the Ignyte team in their quick and efficient response.
- There had been between 18 to 21,000 attendees but unfortunately due to the last-minute display changes on the day, the visitor survey had not been responded to in the way it had been hoped, therefore it was unlikely that this would give any meaningful data.
- Approx. £7,000 had been collected in buckets with around £2,000 expected from the various car parks run by organisations around the town.
- Ignyte were working on an equivalence calculation to estimate how much it would cost in marketing to obtain the same number of visitors to the town.
- The company employed to run the traffic survey were unfortunately experiencing significant operational difficulties and it may be that useful data will not be available from this company.
- It was anticipated that a report would be made to the November Council meeting.

Cllr Thurlow gave an update of the Regatta Weekend Events:

- A variety of events had been held along the seafront and around the town by many organisations including the Surf Lifesaving, Gig, Sailing, Rotary Clubs and Sidmouth Lifeboat displays. Prizes had been sponsored by the Town Council.
- In addition to these, the Regatta Weekend had included giants on The Esplanade, the Air Show, Fun Fair and Saturday night firework display.
- Each club had covered their own insurance as it had not been possible to cover it all under one event policy.
- It was anticipated that the event would expand over the next few years to become a town wide weekend and a follow up meeting would be held with all the groups, with a written report to follow.

**RESOLVED:** That the Air Show Evaluation Working Group report be noted.

## 20 **Meeting Date Change**

Members were asked to note that the final 2022 Tourism & Economy Working Group meeting would be brought forward from 12 December to 21 November 2022.

**RECOMMENDED:** That the date change of the final 2022 Tourism & Economy Working Group meeting be noted and agreed.

## 21 **Matters Raised by Invited Representatives**

Alistair Handyside, South West Tourism Alliance, reported that:

- The Regatta Weekend and Air Show had been very successful events.
- Accommodation booking levels were generally down from the 2021 levels and there was currently an oversupply of short-term accommodation available in the South West.
- There was a short period of time to respond online to the consultation 'Call for Evidence on Statutory Registration in England'. It was a complicated process, so he



had prepared a paper of suggested responses to assist individuals to complete the document. This would be forwarded to Members following the meeting.

- South West Water sewage outflows had been very bad for the South West especially the Blue Flag beaches. Cllr Lockyear gave a short update on his work endeavouring to obtain outflow data and trying to keep SWW to account.

Sally Mynard, Chamber of Commerce, had been unable to attend the meeting but had sent the following statement:

**Statement from Sidmouth Chamber of Commerce**

“As we mourn the loss of Her Majesty Queen Elizabeth. Our sincere thanks to the Town Clerk for his kind email reminding the officers that the union flags flying in Sidmouth needed to be taken down, as they couldn’t be flown at half-mast. Thank you for bearing with us, as we attempted to get these down as soon as possible. Whilst I believe now that only one flag remains due to access issues, I am reassured that this will be down in the morning. As a mark of respect, we have removed all bunting too.

After careful consideration, we have decided that the Sidmouth Classic Car Show will take place on Saturday. There will be a minute’s silence at 1pm followed by the national anthem. The event first started in 2012 to mark the Queens Jubilee, so felt it would be fitting for this to go ahead.”

.....  
CHAIR OF THE TOURISM & ECONOMY WORKING GROUP

## Sidmouth Town Council - Detailed Income and Expenditure Report Month 5 - August 2022

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
<b><u>Council Services</u></b>					
Public Conveniences	0	-1,076	32,000	33,076	0
Youth Service Support	3,813	23,813	44,500	20,687	0
Flower Beds, Planters & Watering	3,317	8,230	16,000	7,770	0
Christmas Lighting & Events	0	65	14,500	14,435	0
Donation to Christmas Lighting (Income)	0	0	-1,500	-1,500	0
Tourism Promotion	2,639	35,374	50,000	14,626	-25,000
Tourism Promotion Income	-600	-2,528	-22,000	-19,472	0
Innovation & Resilience Fund	110	110	0	-110	-110
Innovation & Resilience Fund (Income)	0	-168,209	0	168,209	168,209
Verge Cutting, Town Maintenance & Weeding	2,896	8,123	20,500	12,377	0
Verge Cutting DCC Grant (Income)	0	0	-4,800	-4,800	0
Street Furniture	0	0	5,000	5,000	0
Sidmouth Information Centre	5,000	17,600	32,600	15,000	0
Water Fountains & Defib Mtce	83	663	1,400	737	0
Dog Hygiene Bins	1,200	1,380	2,000	620	0
War Memorials	0	0	100	100	0
Parish Paths Partnership Payments	0	973	0	-973	-973
Parish Paths Partnership (Income)	0	-2,000	0	2,000	2,000
	<b>£18,458</b>	<b>-£77,482</b>	<b>£190,300</b>	<b>£267,782</b>	<b>£144,126</b>
<b><u>Discretionary Expenditure</u></b>					
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	1,315	8,409	12,500	4,091	0
Donation to Sidmouth Air Show (Income)	-330	-330	0	330	0
Environment Working Group	45	805	4,000	3,195	0
Covid-19 Expenses	53	486	2,500	2,014	0
Community Infrastructure Levy Payments	0	57,035	0	-57,035	-57,035
Community Infrastructure Levy (Income)	0	0	0	0	0
Rayson Bequest - Fireworks/Light Displays	0	490	0	-490	-490
Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
Rayson Bequest - Party/Celebrations	475	4,308	0	-4,308	-4,308
Rayson Bequest - Fireworks/Light Displays (Inc)	0	0	0	0	0
Rayson Bequest - Natural/Sidmouth History (Inc)	0	0	0	0	0
Rayson Bequest - Party/Celebrations (Inc)	0	0	0	0	0
	<b>£1,558</b>	<b>£148,003</b>	<b>£95,800</b>	<b>-£52,203</b>	<b>-£61,833</b>

# Sidmouth Town Council - Detailed Income and Expenditure Report

## Month 5 - August 2022

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
					EMReserves
<b><u>Woolcombe House</u></b>					
Services Gas/Water/Elec	558	2,481	5,000	2,519	0
Woolcombe House Business Rate	0	3,556	7,600	4,044	0
Woolcombe House (Loan Interest&Repayment)	0	7,445	14,890	7,445	0
Woolcombe House-General Maintenance	864	3,277	6,000	2,723	0
	<b>£1,422</b>	<b>£16,759</b>	<b>£33,490</b>	<b>£16,731</b>	<b>£0</b>
<b><u>Other Property</u></b>					
Alma Lane Field	0	0	200	200	0
Manstone Youth Centre	896	14,694	85,000	70,306	0
Manstone Sports and Play Areas	0	466	2,000	1,534	0
Long Park S106 Income	0	0	0	0	0
Long Park & Play Area	85	22,430	1,500	-20,930	-9,000
Seafront Amenity Building	148	5,724	33,000	27,276	0
The Arches East (Income)	0	-5,625	-22,500	-16,875	0
Conservatory Maintenance	0	130	2,000	1,870	0
Knowle Parkland & Amphitheatre	0	0	20,000	20,000	0
Fire Beacon Stewardship	0	0	7,000	7,000	0
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	-1	-41	-40	1	0
	<b>£1,128</b>	<b>£37,773</b>	<b>£128,155</b>	<b>£90,382</b>	<b>-£9,000</b>
<b><u>Trust Property</u></b>					
<b><u>The Ham</u></b>					
The Ham Ground Mtce	110	440	2,000	1,560	0
The Ham Other Mtce	0	4,479	14,000	9,521	0
The Ham Play Equipment	0	21,172	1,500	-19,672	-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	0	5,000	5,000	0
The Ham 3Phase Power	39	194	1,800	1,606	0
The Ham Rent (Income)	-935	-7,793	-10,000	-2,207	0
<b><u>Manstone</u></b>					
Manstone Land Ground Mtce	60	240	800	560	0
Manstone Other Maintenance	0	275	1,600	1,325	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	0	-1,012	-1,380	-368	0
<b><u>Salcombe Regis</u></b>					
S.R. Allotment Field	0	3,500	0	-3,500	0
S.R. Recreation Field	-105	0	0	0	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	<b>-£831</b>	<b>£20,970</b>	<b>£18,795</b>	<b>-£2,175</b>	<b>-£17,384</b>

**Sidmouth Town Council - Detailed Income and Expenditure Report  
Month 5 - August 2022**

	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	155	2,000	1,845	0
Members Expenses/Training	0	0	800	800	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>£6,513</b>	<b>£19,900</b>	<b>£13,387</b>	<b>-£1,957</b>
<b><u>Staff</u></b>					
Salaries	8,150	40,749	98,000	57,251	0
Pensions	1,616	8,076	20,000	11,924	0
Project Support	0	0	20,000	20,000	0
Staff Eye Tests	0	60	100	40	0
Training & Conferences	0	0	1,000	1,000	0
Officers Expenses	0	100	500	400	0
	<b>£9,766</b>	<b>£48,985</b>	<b>£139,600</b>	<b>£90,615</b>	<b>£0</b>
<b><u>Office Expenses</u></b>					
Postage	0	4	1,000	996	0
Stationery	359	862	1,200	338	0
Telephone	176	1,909	3,800	1,891	0
Subscriptions	0	2,228	2,400	172	0
Photocopier	29	62	800	738	0
Internet, website and webcams	0	1,500	4,000	2,500	0
Computer Software Contracts	67	938	1,500	562	0
Computer Maintenance Contingency	0	482	1,000	518	0
Advertisements	0	0	500	500	0
Audit	1,600	1,750	2,000	250	0
Insurance	5,352	5,352	5,500	148	0
Sundry	0	230	1,000	770	0
Bank Charges	10	54	300	246	0
Bank Interest Received (Income)	-7	-21	-300	-279	0
	<b>£7,586</b>	<b>£15,350</b>	<b>£24,700</b>	<b>£9,350</b>	<b>£0</b>

**Sidmouth Town Council - Detailed Income and Expenditure Report  
Month 5 - August 2022**

	Actual	Actual	Current	Budget	Cummulative
<b>Expense Group Totals</b>	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	18,458	-77,482	190,300	267,782	144,126
Discretionary Expenditure	1,558	148,003	95,800	-52,203	-61,833
Woolcombe House	1,422	16,759	33,490	16,731	0
Other Freehold Property	1,128	37,773	128,155	90,382	-9,000
Trust Property	-831	20,970	18,795	-2,175	-17,384
Members	0	6,513	19,900	13,387	-1,957
Staff	9,766	48,985	139,600	90,615	0
Office Expenses	7,586	15,350	24,700	9,350	0
Precept Received	0	-325,370	-650,740	-325,370	
<b>Net Income over Expenditure</b>	<b>£39,087</b>	<b>-£108,499</b>	<b>£0</b>	<b>£108,499</b>	<b>£53,952</b>

**Current/Deposit Bank Accounts**

£1,085,785

*of which*

**Woolley Bequest**

£5,978

**Rayson Bequest Fireworks/Light Displays**

£55,689

**Rayson Bequest Natural/Sidmouth History**

£56,180

**Rayson Bequest Party/Celebrations**

£51,872

**Innovation & Resilience Fund**

£168,099

**Earmarked Reserves**

£532,811

# Guidelines on Events in the Sid Valley

These Guidelines are designed to assist Sidmouth Town Council in responding to requests to stage events in the Sid Valley and to inform local residents of its approach.

The Town Council may be asked to consider an event in two different ways. The first is where a request is made to stage an event on Town Council land or Town Council controlled land where it acts as Trustee. In this case, the Town Council has a discretion to approve or disallow the request and to impose terms on the use of Town Council controlled land under the terms of its letting agreement with the event organiser.

The second situation is where an application has been made for a Premises Licence to EDDC as the relevant licensing authority, where the Town Council may be asked for feedback as a consultee as to whether it believes the event should go ahead, and if so, whether any restrictions should be imposed upon the event. Where the event is not on Town Council controlled land, the final decision as to what is and is not permitted rests with EDDC as the Licensing Authority.

The Guidelines have been issued to provide transparency on the principles that will be used by the Town Council in making decisions and recommendations in both these situations.

## **Guiding Principle**

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. When voting on these decisions, Town Councillors will exercise their individual judgment based on the evidence before them.

## **Events Held on Town Council Controlled Property (as landowner or Trustee)**

Applications for use of Town Council controlled property are considered monthly, when required, at Meetings of the Town Council or where the Council is acting in its capacity as Trustee. Details of these applications are included with the Agendas for these meetings and are published one week in advance of the meeting on the Town Council website and on the Council Office, Market Square and Ham notice boards.

Members of the public, event organisers or other interested parties are permitted to attend Trustee Meetings and present their opinions on the use of Town Council property under Council Standing Orders. Members of the public may also contact the Town Council or individual councillors to present opinions on proposed events.

Event organisers are required to comply with the Town Council's standard conditions in its letting agreement. The Town Council may decide to impose special conditions for individual events.

Event organisers wishing to use Town Council controlled property will be required to justify the timing, length of use and hours of operation of the event, these timings to include set up, operation and set down time. No machinery shall be operated, or other activity conducted, on site outside the times agreed in the letting agreement for set up, operation and set down.

Where the Town Council deems it appropriate, the event organiser may be required to provide an emergency contact phone number, which shall be manned by the event organiser during the hours of set up, operation and set down.

Where an event is to be held at the Ham, notice of this event shall be posted on the Ham noticeboard no less than one week prior to the event. This requirement is additional to any requirements for notice which may be imposed by the Licensing Authority.

The frequency of events requiring a Full Premises Licence, or events where attendance exceeds 500 people on one site at any one time, shall be considered when the Town Council makes decisions about permitting the use of Town Council controlled land for events.

The proximity of residential buildings to events shall be considered as part of the general consideration of the overall economic, social, environmental and equality impact on the Sid Valley. Where appropriate, the Town Council may ask event organisers to consider noise mitigation measures or other measures to limit disruption and inconvenience to local residents.

As part the Town Council's ongoing commitment to sustainable environmental practices, no single use plastics shall be sold or used at events taking place on Town Council property.

The Town Council may include terms in its letting agreement which permits the Town Council to retain all or part of the bond paid by users of its property, in the event of any breach of conditions relating to the use of the site (for example, site left in poor state or operation out of hours).

### **Events not held on Town Council Property**

Where events are not held on Town Council property, the Town Council may be consulted by EDDC as the Licensing Authority and asked for its views on whether the event should be permitted and if so, whether any conditions should be imposed on the event. The Town Council will be consulted as part of the process for issuing a Full Premises Licence (for large events, where attendance at any one venue exceeds 500 people or where the event goes on for more than 7 days). The Town Council will not normally be consulted where a smaller event is licensed under a Temporary Event Notice.

Where the Town Council acts as a consultee, it shall consider the economic, social, environmental and equality impact of the event as a whole and when making recommendations to EDDC as the Licensing Authority, shall seek to strike a balance between the positive and negative impacts on the community in the Sid Valley. This could include:

- Considering the reasonableness of the proposed hours of operation, including set up and set down time.
- Considering the frequency of large events where crowds in excess of 500 are expected.
- Considering the proximity of residential accommodation to the venue.
- Where appropriate, requesting the Licensing Authority consider event management plans including possible noise mitigation measures and other measures which reduce disruption to local residents.
- Requesting that no single use plastics should be used or sold at events.
- A presumption for supporting repeat events which have passed off previously without issues.