



# SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

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To: All Members of the Town Council  
Town Clerk

4 January 2023

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

Dear Sir/Madam,

## Meeting of Sidmouth Town Council Monday 9 January 2023 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

### **PART 'A'**

Page/s

- 1 **Apologies**  
To receive any apologies for absence.
- 2 **Minutes**  
To confirm the minutes of the Town Council meeting held on Monday 5 December 2022 3 – 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 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 30 November and 14 December 2022.

6 – 12

### 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

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

### 8.4 Council Resources Review Working Group

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

### 8.5 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 November 2022.

13 – 16

### 9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

## 10 **Weddings in Connaught Gardens**

To consider the attached East Devon District Council letter and report regarding weddings in Connaught Gardens.

17 – 24

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held in the Council Chamber, Woolcombe House,**  
**Woolcombe Lane, Sidmouth**  
**on Monday 5 December 2022 at 6.30pm**

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

The meeting started at 6.30pm and finished at 7.40pm.

## **PART 'A'**

### **95 Minutes**

The minutes of the meeting of the Town Council held on Monday 7 November 2022 were signed as a true and accurate record.

### **96 Declarations of Interest**

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

### **97 Public Open Question Time**

- A member of public, who had attended last month's meeting, commented on the high quality of debate and that Members had shown great consideration and respect of others' views.

### **98 Citizen's Advice East Devon**

Dean Stewart, Chief Executive, Citizen's Advice East Devon, attended the meeting to give a briefing to Members about the work being carried out in Sidmouth to support those with financial, social and medical/disability difficulties. CAED now rented the library on Tuesday mornings so that in person, drop-in support could be provided and further premises were being sought so that other times and days could be made available.

**RESOLVED:** That:

1. Dean Stewart be thanked for his presentation, a copy of which would be emailed to Members for their information.
2. The Town Clerk would work closely with the CAED to offer local information to assist with access to premises and other public supporting organisations.

## **99 Police Advocate Report**

Councillor Dent had nothing to report as the Devon and Cornwall Police Advocate.

**RESOLVED:** That the Police Advocate report be noted.

## **100 Working Group Reports**

### 100.1 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 2 and 16 November 2022.

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

b) Councillor Dent, Chair of the Planning Working Group, presented the briefing note on the draft East Devon Local Plan and reported that following debate in Parliament on the Levelling Up and Regeneration Bill, the number of houses to be built in the district would be advisory rather than mandatory. There would be an EDDC presentation of the draft Local Plan on Tuesday 6 December at Kennaway House.

**RESOLVED:** That:

- 1) the Town Clerk would write to EDDC to ask what their proposals were regarding the draft Local Plan following the recent parliamentary debate on the Levelling Up and Regeneration Bill.
- 2) the recommendations in the briefing note be accepted as the Town Council's response to the consultation process, with the addition that the current Change of Use policy should be revised and strengthened.

### 100.2 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 21 November 2022. Cllr Cole reported that Steve Saunders, EDDC Licencing, had advised that there would be a Street Trading consultation commencing in January 2023.

**RESOLVED:** That:

- 1) the Tourism & Economy Working Group report be noted.
- 2) in line with Financial Regulation 18.2, Standing Order 18(c) and Financial Regulation 11.1(b) be suspended, to allow the appointment of Ignyte Ltd. as the preferred contractor to deliver tourism promotion services for the Visit Sidmouth brand.  
The reason for the suspension, was to allow the timely continuation and progression of Sidmouth Town Council's tourism promotion strategy and services.

### 100.3 Environment Working Group

Councillor Barlow, Chair of the Environment Working Group presented the report of the Environment Working Group meeting held on Monday 31 November 2022. Work had commenced on planting 14,000 trees in the Sid Valley.

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

### 100.4 Youth Provision Working Group

Councillor Cole, Chair of the Youth Provision Working Group reported that Design West had commenced work on the consultation process in order to develop a strategy for youth services including the use and possible redevelopment of the youth centre.

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

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

### 101.1 Finance Report

Councillor Turner presented the Finance Report for October 2022.

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

101.2 Beach Management Plan

Councillor Lockyear gave an update report on the Beach Management Plan.

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

**102 Meeting Dates Jan 2023 to May 2024**

Members were asked to note the draft list of meeting dates for January 2023 to May 2024.

**RESOLVED:** That the draft list of meeting dates be noted to include the already amended date for the next Environment meeting; Monday 13 February 2023.

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CHAIR OF THE COUNCIL

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 30 November 2022**

**(The Working Group met virtually)**

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

Apologies: Chris Lockyear and Steven Kendall-Torry

The meeting started at 10.00 am and finished at 10.27am

**263 Declarations of Interest**

<b>Name</b>	<b>Application</b>	<b>Type of Interest</b>	<b>Action Taken</b>	<b>Nature of Interest</b>
All Cllr's	22/2541/FUL Manstone Youth Centre, Manstone Lane, Sidmouth, EX10 9TS.	personal interest	Remained in the meeting during discussion and did vote.	Members of the Council.

**264 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.

**265 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 16 November 2022.

**266 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.**

**None**

- 267** 22/2459/VAR Mr & Mrs Questant House, Sid Road, Sidmouth, EX10 9AL. Variation of Condition No.2 (Approved Plans) Condition No.3 (Landscaping Scheme) on application 2 1/2921/FUL for substitution of drawing numbers/revisions.

**SUPPORT**

- 268** 22/2541/FUL Ron Peppin Manstone Youth Centre, Manstone Lane, Sidmouth, EX10 9TS. Installation of bike shed to car park next to existing garage.

**SUPPORT**

**269 Trees in Conservation Areas**

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

- a) 22/2319/TCA Mr Brian Gorseway Well Cottage, Convent Road, Sidmouth, EX10 8JT1.  
South Ward Sherlow Eucalyptus: Cut down and remove. T2, Birch: Cut down and remove. G3, Palm: Cut down and remove clump - grind stumps. Blue Spruce: cut down and remove. Cyprresses (x2) and 1 Elaeagnus: reduce bottom to approx.. 2 metres and trim. Magnolia: reduce at the side of property by approx.. half, remove branches growing towards house. Camellias at front: reduce by approx. half and reduce the width in line with the wall.

**DEFERRED**, awaiting Arboricultural Officer's report.

**270 Trees with Preservation Orders**

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

- a) 22/2163/TRE Mr Tim Ford Alexandria Industrial Estate, Station Road, Sidmouth. T1, Oak: Crown lift to 3m above ground level to the south only G2, Scots Pine: Crown lift 2 no. of trees to 3m above ground level to the south only T3, Oak: Crown lift by removing 2 no. of limbs on the northern aspect only T4, Oak: Crown lift to 3m above ground level on southern aspect only T5, Scots Pine: Crown lift above containers to achieve a 2m clearance T6, Scots Pine: Prune back low branches away from containers to gain a 1m clearance G7, Mixed species: Crown lift entire group above containers only to achieve 2m clearance G7a, Sycamore: Reduce western aspect overhanging containers by 2-3m G7b, Ash: Reduce western aspect overhanging containers by 2-3m All works proposed as part of routine arboricultural maintenance.

**GRANTED** subject to conditions as recommended by the Arboricultural Officer

- b) 22/2320/TRE Stephen 6 Knowle Drive, Sidmouth, Devon, EX10 8HP. Sycamore: one first order branch on north westerly aspect, diameter 100mm: prune back to trunk; one first order branch on south westerly aspect, diameter 100mm: prune back to trunk; crown thinned by 10% maximum, pruning widths of 50mm to allow more light and lessen sail effect.

**GRANTED** subject to conditions as recommended by the Arboricultural Officer

**271 New Tree Preservation Order**

None received

**272 Exemption to a Tree Preservation Order**

None received

**273 Appeals**

None received

**274 Unsupported decisions**

22/2285/AGR Chineway Farm, Putts Corner, Sidbury, EX10 0QQ. Proposed building for hay, fertiliser, and agricultural machinery storage.

**Sidmouth Town Council**

Unable to support

**EDDC**

Approved

22/1791/FUL 4 St Martins Close, Sidmouth, Devon, EX10 9JQ. Single storey rear extension and alterations to parking area off private road.

**Sidmouth Town Council**

Unable to support

**EDDC**

Approved

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

**Sidmouth Town Council**

Unable to support

**EDDC**

Approved

**275 Enforcement Letters**

No Enforcement letters were received.

**276 Local Plan.**

A short update was given by Cllr Loudoun on the draft of the East Devon Local Plan which was out for public consultation. There is a public display in Kennaway House, Sidmouth, on 6th December from 3pm to 7pm.

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**CHAIR OF THE PLANNING WORKING GROUP**



**Sidmouth Town Council's Planning Working Group  
held on Wednesday 14 December 2022**

*(The Working Group met virtually)*

Councillors present: Kelvin Dent (Chair)  
Jeff Turner (Vice Chair)  
Deirdre Hounsom  
Ian Barlow  
Rachel Perram  
Jenny Ware  
John Loudoun  
Chris Lockyear

The meeting started at 10.00 am and finished at 10.45am

**277 Declarations of Interest**

<b>Name</b>	<b>Application</b>	<b>Type of Interest</b>	<b>Action Taken</b>	<b>Nature of Interest</b>
Cllr Dent	22/2616/FUL 2 Glebelands, Sidmouth, EX10 8UB.	personal interest	Remained in the meeting during discussion and did vote.	Acquainted with the applicant.
Cllr Perram	22/2609/FUL Wheatons Cottage, Church Street, Sidford, Devon. EX10 9RE.	personal interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicant.
Cllr's Perram, Loudoun, Barlow	22/2129/LBC Flat 1, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 0SL.	personal interest	Remained in the meeting during discussion and did vote.	Acquainted with the applicant.

**278 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.

**279 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 30 November 2022.

**280 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. None**

- 281** 22/1767/FUL Sally Cabrini 4 Coburg Road, Sidmouth, Devon, EX10 8NG. External alterations East Ward including replacement windows, doors and garage doors, removal of canopy, new porch roof and repainting.

**UNABLE TO SUPPORT**

- Members considered that the development still contravened Policies 6 and 7 of the Sid Valley Neighbourhood Plan

- Members maintained that the development would be out of keeping with the other houses and not in keeping with the conservation area.
- Members were still concerned with overlooking into the house across the road.

**282** 22/2677/FUL Mr & Mrs 3 Woolbrook Rise, Sidmouth, EX10 9UB. Ground floor extension to North Ward Colin & west side to form bedroom suite; convert existing garage to utility and study; construct new garage to east side. Lynn Moore

**SUPPORT**

**283** 22/2488/FUL Mr Carlo Donkey Sanctuary, Paccombe Farm, Trow, Salcombe Regis. Steel Salcombe Bove framed barn extension to provide additional shelter and feeding Regis Ward area for Donkeys.

**SUPPORT**

**284** 22/2657/FUL Mr & Mrs Bovetts Farm, Sidbury, Sidmouth, EX10 0QN. Replacement storage Sidbury Ward Christopher shed with new outbuilding for use as a Domestic Stone Garage/Workshop/Studio.

**SUPPORT** Members would like to see a legal tie to ensure that the building was used only ancillary to the main building and not used for residential accommodation.

**285** 22/2129/LBC Ms Hook Flat 1, Sidbury House, Buckley Road, Sidbury, Sidmouth, EX10 0SL. Sidbury Ward and Mr Install double doors leading into sitting room and the insertion of a Hamilton supporting lintel.

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

**286** 22/2609/FUL Ms Annie Wheatons Cottage, Church Street, Sidford, Devon. EX10 9RE. Sidford Ward Corbin Single storey rear extension.

**SUPPORT**

**287** 22/2616/FUL Mr & Mrs 2 Glebelands, Sidmouth, EX10 8UB. Proposed new rooflights, South Ward Butler external raised terrace, new ground floor windows.

**SUPPORT**

**288 Trees in Conservation Areas**

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

**a)** 22/2319/TCA Mr Brian Gorseway Well Cottage, Convent Road, Sidmouth, EX10 8RJ1. South Ward Sherlow Eucalyptus: Cut down and remove. T2, Birch: Cut down and remove. G3, Palm: Cut down and remove clump - grind stumps. Blue Spruce: cut down and remove. Cypressess (x2) and 1 Elaeagnus: reduce bottom to approx 2 metres and trim. Magnolia: reduce at the side of property by approx half, remove branches growing towards house. Camellias at front: reduce by approx half and reduce the width in line with the wall.

**NOTED**

**b)** 22/2437/TCA Mrs Louise Northcombe Farm, Salcombe Regis, EX10 0JQ. Sycamores (T1 - Salcombe Eccles T4) - reduce crowns by 1/3rd. T1 - Some of the lowest limbs will be cuts of max diameter 15cm reducing them back by 3 metres in length. T2, T3, T4 - cuts no greater than 10cm in diameter, reducing to 2.5 metres in length. T5 - dismantle to ground level. Regis Ward

**NOTED**

- c) 22/2458/TCA Mrs Linda Lynstead, Vicarage Road, Sidmouth, EX10 8UQ. Ash (T1):  
East Ward McNeal dismantle.
- NOTED**
- d) 22/2508/TCA Mrs Laura Broadway Cottage, Broadway, Sidmouth, Devon, EX10 8RQ.  
South Ward Harding Holm Oak - raise the crown from the ground to a height of  
about 1.5 meters. Crown reduction would also be in the  
region of 1.5 metres, and the canopy to the left and right sides  
reshaped in in line with this. An indicative line has been  
marked upon the photographs attached with a view to  
demonstrating the lifting and reduction. The reshaping has to  
be proportionate. The works will only be commissioned by an  
appropriate tree surgeon- as has been the case before.
- NOTED**
- e) 22/2529/TCA Miss Lucy Cotmaton Field, Cotmaton Road, Sidmouth. Tree 1: Ash (540) -  
South Ward Buckingham fell. Tree 2: Ash (812) - remove southern aspect stems at 5m  
high and monolith the south stem.
- NOTED**
- f) 22/2514/TCA Mr Grant Boughfield, Bickwell Valley, Sidmouth, EX10 8SG. T1 Cherry.  
South Ward Fell
- NOTED**
- g) 22/2260/TCA Mrs Aldridge Powys House, Flat 1, All Saints Road, Sidmouth. EX10 8DE. T1,  
South Ward Holmoak: DBH aprox 35" located by car parking area at Powys  
House and growing over the rear garden of 12 Sidlands; on  
north to north easterly aspect, crown raise by removing 1 x  
forth order branch, on higher codominant stem, aprox 125 mm  
in diameter; then above this branch, are 3 times smaller  
diameter branches between 50-80mm growing over  
Pittisporum and variated Holly to be pruned back to trunk -  
this is to give more light to 12 Sidlands garden and give the  
crown a level appearance.
- NOTED**
- h) 22/2449/TCA Mr Hardman Roselawn, All Saints Road, Sidmouth, EX10 8EX. Pittosporum  
South Ward (T1) - prune away from wires and re-shape to clear 1m. Yew  
(T2), Pear (T3), Palm (T4) - prune away from wires to clear 1m  
and reshape as necessary.
- NOTED**
- i) 22/2515/TCA Turner Carlton Park, Bickwell Valley, Sidmouth, EX10 8SG. G1 Group  
South Ward of 4 Ash. Fell T2 Ash. Fell.
- NOTED**

## 289 Trees with Preservation Orders

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

- a) 22/2495/TRE Mr Simon Council Offices Lane to The Knowle, Knowle, Sidmouth, EX10 8HL.  
South Ward Bryant Judas Tree (10) - remove extended branch over driveway to  
(McCarthy growth point circa 1.3m above ground level. Hornbeam (15) -  
Stone) prune to provide 4-5m clearance over driveway and prune away

from crown of tree 16. Oak (19) - reduce length of branches over road by circa 2m. Sycamore (36) - remove SW limb at circ 5m above ground level, pruning back to side branch 3m from trunk. Reduce W crown by circa 1.5m. Sycamore (56) - Prune SW extending branches circa 1.5m. Eucalyptus (76) - remove E growing stems. Leyland Cypress (78) - cut back from driveway to provide circa 1m clearance from kerb edge. Noble Fir (79) - dismantle to the ground. Tree number 5, 10, 12, 15, 19, 36, 56, 71, 76, 78, 79 and areas A - G the reason for undertaking the tree works is good arboricultural husbandry. All tree works are outlined on the Tree Works Plan that has been submitted with this application.

- DEFERRED**, awaiting Arboricultural Officer’s report.

**290 New Tree Preservation Order**

None received

**291 Exemption to a Tree Preservation Order**

None received

**292 Appeals**

None received

**293 Unsupported decisions**

22/1007/FUL 9 Newlands Close, Sidmouth, EX10 9NW. Conversion of existing attached single garage into a bedroom/en -suite for holiday let purposes.

**Sidmouth Town Council**

Unable to support

**EDDC**

Approved

**294 Enforcement Letters**

No Enforcement letters were received.

**295 Local Plan.**

A short update was given by Cllr Loudoun on the draft of the East Devon Local Plan which was out for public consultation.

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**CHAIR OF THE PLANNING WORKING GROUP**

# Sidmouth Town Council - Detailed Income and Expenditure Report

## Month 8 - November 2022

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
<b><u>Council Services</u></b>					<b>EMReserves</b>
Public Conveniences	0	-1,076	32,000	33,076	0
Youth Service Support	0	35,719	44,500	8,781	0
Flower Beds, Planters & Watering	0	10,580	16,000	5,420	0
Christmas Lighting & Events	0	7,214	14,500	7,286	0
Donation to Christmas Lighting (Income)	0	0	-1,500	-1,500	0
Tourism Promotion	250	45,781	50,000	4,219	-25,000
Tourism Promotion Income	-5,646	-9,437	-22,000	-12,563	0
Innovation & Resilience Fund	1,578	63,541	0	-63,541	-63,541
Innovation & Resilience Fund (Income)	-5,000	-176,209	0	176,209	176,209
Verge Cutting, Town Maintenance & Weeding	1,896	14,707	20,500	5,793	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	15,000	32,600	32,600	0	0
Water Fountains & Defib Mtce	75	1,152	1,400	248	0
Dog Hygiene Bins	0	1,380	2,000	620	0
War Memorials	2,884	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>£11,037</b>	<b>£29,314</b>	<b>£190,300</b>	<b>£160,986</b>	<b>£86,460</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	0	24,420	12,500	-11,920	0
Donation to Sidmouth Air Show (Income)	0	-8,193	0	8,193	0
Environment Working Group	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
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
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
Woolley Bequest Payments	0	0	0	0	0
Woolley Bequest (Income)	0	-3	0	3	3
	<b>£0</b>	<b>£157,751</b>	<b>£95,800</b>	<b>-£61,951</b>	<b>-£61,830</b>

# Sidmouth Town Council - Detailed Income and Expenditure Report

## Month 8 - November 2022

### Woolcombe House

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
					EMReserves
Services Gas/Water/Elec	456	3,549	5,000	1,451	0
Woolcombe House Business Rate	0	7,111	7,600	489	0
Woolcombe House (Loan Interest&Repayment)	0	7,445	14,890	7,445	0
Woolcombe House-General Maintenance	310	11,668	6,000	-5,668	-5,668
	<b>£766</b>	<b>£29,773</b>	<b>£33,490</b>	<b>£3,717</b>	<b>-£5,668</b>

### Other Property

Alma Lane Field	0	105	200	95	0
Manstone Youth Centre	6,763	54,714	85,000	30,286	0
Manstone Sports and Play Areas	0	3,370	2,000	-1,370	-1,370
Long Park S106 Income	-34,623	-34,623	0	34,623	0
Long Park & Play Area	85	44,860	1,500	-43,360	-9,000
Seafront Amenity Building	2,272	11,963	33,000	21,037	0
The Arches East (Income)	0	-12,128	-22,500	-10,372	0
Conservatory Maintenance	0	260	2,000	1,740	0
Knowle Parkland & Amphitheatre	0	0	20,000	20,000	0
Knowle Parkland & Amphitheatre (Income)	0	0	0	0	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>-£25,503</b>	<b>£69,240</b>	<b>£128,155</b>	<b>£58,915</b>	<b>-£11,135</b>

### Trust Property

#### The Ham

The Ham Ground Mtce	110	940	2,000	1,060	0
The Ham Other Mtce	0	7,138	14,000	6,862	0
The Ham Play Equipment	0	74,099	1,500	-72,599	-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	1,238	2,349	5,000	2,651	0
The Ham 3Phase Power	61	1,683	1,800	117	0
The Ham Rent (Income)	0	-9,483	-10,000	-517	0

#### Manstone

Manstone Land Ground Mtce	60	480	800	320	0
Manstone Other Maintenance	0	275	1,600	1,325	0
Manstone Reserve	0	0	2,000	2,000	0
Manstone Rent (Income)	0	-1,357	-1,380	-23	0

#### Salcombe Regis

S.R. Allotment Field	0	3,500	0	-3,500	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	<b>£1,469</b>	<b>£79,099</b>	<b>£18,795</b>	<b>-£60,304</b>	<b>-£17,384</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 8 - November 2022

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
<b><u>Members</u></b>					
Members/Chair's Allowances	0	4,401	6,100	1,699	0
Chair's Expenses	75	518	2,000	1,482	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>£75</b>	<b>£6,876</b>	<b>£19,900</b>	<b>£13,024</b>	<b>-£1,957</b>
<b><u>Staff</u></b>					
Salaries	13,075	70,124	98,000	27,876	0
Pensions	2,540	13,846	20,000	6,154	0
Project Support	6,000	6,000	20,000	14,000	0
Staff Eye Tests	0	95	100	5	0
Training & Conferences	0	0	1,000	1,000	0
Officers Expenses	0	100	500	400	0
	<b>£21,615</b>	<b>£90,165</b>	<b>£139,600</b>	<b>£49,435</b>	<b>£0</b>
<b><u>Office Expenses</u></b>					
Postage	137	358	1,000	642	0
Stationery	98	1,634	1,200	-434	0
Telephone	176	2,883	3,800	917	0
Subscriptions	0	2,228	2,400	172	0
Photocopier	39	101	800	699	0
Internet, website and webcams	0	2,040	4,000	1,960	0
Computer Software Contracts	141	2,151	1,500	-651	-651
Computer Maintenance Contingency	0	1,000	1,000	0	0
Advertisements	0	0	500	500	0
Audit	0	1,750	2,000	250	0
Insurance	0	5,352	5,500	148	0
Sundry	6	352	1,000	648	0
Bank Charges	10	164	300	136	0
Bank Interest Received (Income)	-23	-114	-300	-186	0
	<b>£584</b>	<b>£19,899</b>	<b>£24,700</b>	<b>£4,801</b>	<b>-£651</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 8 - November 2022

	Actual	Actual	Current	Budget	Cummulative
<b>Expense Group Totals</b>	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	11,037	29,314	190,300	160,986	86,460
Discretionary Expenditure	0	157,751	95,800	-61,951	-61,830
Woolcombe House	766	29,773	33,490	3,717	-5,668
Other Freehold Property	-25,503	69,240	128,155	58,915	-11,135
Trust Property	1,469	79,099	18,795	-60,304	-17,384
Members	75	6,876	19,900	13,024	-1,957
Staff	21,615	90,165	139,600	49,435	0
Office Expenses	584	19,899	24,700	4,801	-651
Precept Received	0	-650,740	-650,740	0	
<b>Net Income over Expenditure</b>	<b>£10,043</b>	<b>-£168,623</b>	<b>£0</b>	<b>£168,623</b>	<b>-£12,165</b>

#### Current/Deposit Bank Accounts

£1,136,251

*of which*

<b>Woolley Bequest</b>	£5,981
<b>Rayson Bequest Fireworks/Light Displays</b>	£55,689
<b>Rayson Bequest Natural/Sidmouth History</b>	£56,180
<b>Rayson Bequest Party/Celebrations</b>	£51,872
<b>Innovation &amp; Resilience Fund</b>	£112,668
<b>Earmarked Reserves</b>	£522,121



Direct email: cdavey@eastdevon.gov.uk  
Our ref: WED22  
Date: 9 December 2022

Dear Chris

### **Weddings in Connaught Gardens**

Following consultation with East Devon District Council Cabinet Members. It has been advised that the events team should gather views from Sidmouth Town Council on our report.

Following the success of recent wedding ceremonies at Connaught Gardens between the 14th of August 2021 and 22nd of October 2022 the Events Team have put together a brief wedding report by way of an update for your review. This concludes the trial of 4 wedding ceremonies at the gardens agreed last year after local stakeholder feedback raised issue with this type of use. The trial has allowed us to gain consensus and feasibility of this provision, before future next steps are carried forward.

The report outlines;

- A brief background on the provision of weddings, including initial concerns.
- A report on the four wedding ceremonies that have taken place so far.
- Proposals on how we would like to move forward.

In summary we are looking to build on the successful trial of these 4 weddings and continue as set out in our events strategy and policy approved by Cabinet in March 2021, hold up to 6 wedding ceremonies a year at Connaught Gardens.

We would be grateful of any feedback, questions or concerns.

Yours sincerely

Caitlin Davey  
Events Officer

## **Background**

Following on from recruiting an Events Officer, it was decided we would licence Connaught Gardens for weddings and receptions. Connaught Gardens became legally licenced for weddings in February 2021. As part of the fallout from the Covid-19 pandemic, guidance for weddings was changed multiple times. You can now legally get married outdoors, without a temporary structure. This has given us more locations in Connaught Gardens to hold ceremonies.

Our in house Graphic Designer produced a brochure for us to advertise weddings, this was used on our website and we paid to advertise on 'Hitched'. Once we started advertising the weddings, we received some negative feedback in regards to holding receptions in the gardens. This came from a variety of stakeholders including local residents and Councillors. It was then decided to postpone holding weddings and receptions in Connaught Gardens. We already had one ceremony booked for August 2021, so it was agreed this wedding could go ahead as a trial.

## **Initial Concerns**

There were concerns raised in a letter dated 25 March 2021 with regards to weddings at Connaught Gardens, of which we feel we have addressed during our wedding trial and subsequent weddings.

Many of the concerns tied to the lack of supervision for wedding parties, however two staff members from the Events team are present at all weddings and oversee the setup, running and clean-up after each event. We ensure the peace of the gardens is upheld and only allow acoustic music as accompaniment, make sure all litter is disposed of correctly and complete a site inspection at the end of each event, and supervise wedding guests to assure safety and respectful behaviour. A risk assessment is also completed for each wedding to protect the wedding party's safety.

Only wedding ceremonies are now held at Connaught Gardens. From setup to takedown, these events last approximately 4 hours, which has far less impact on the general public. As we do not permit the erection of marquees, weddings only happen across one day. We have continued to allow 6 weddings a year; in 2022 weddings have been booked in May, June and October, which avoids disrupting the main summer holiday season.

## **Julie & Steve Wedding – 14 August 2021**

Our first wedding in Connaught Gardens took place in the Sunken Garden. Signs were put up 1 week before, to let members of the public know the Sunken Garden would be closed between 2- 5pm.

The Events Support Officer and Team Leader for Sidmouth were in attendance, to act as venue representatives. Duties included to move on the public and barrier off the area, check those entering were guests, welcome in the chair hire company, and help with set up, answer any last minute questions, greet the registrars and manage parking at the gardens.

We were able to barrier off the Sunken Garden, allowing members of the public to use the rest of the gardens freely. Many members of the public commented on how good the gardens looked. When we explained we were setting up for a wedding, lots of the public stayed in the gardens to see the bride, we had a lot of people come in to take photos as well. When the violinist started to play, a lot more people were drawn to the area, the public were more than happy to be told it was a wedding and the area was closed. We had no negative comments during the time.

During the ceremony, the Team Leader for Sidmouth stood behind the 'bus shelters' on the walkway around the back of the sunken garden, this was so we didn't get heads of people in the back of photos. Quite a few guests were late due to lack of parking, and not being able to find another car park, this prompted our idea that we need to make a guide to pass onto those who have booked weddings, on where local facilities are. The photographer also suggested more neutral barriers, so they blended in better.

The registrars and Hire Company were very impressed with the venue, the guests also couldn't believe how stunning it was. We received some great feedback from the happy couple and we made front page of the Sidmouth Herald.

*"We can't honestly thank you and Alan enough. We had the best day ever of our lives and we will always be extremely grateful to you all. You made our day magical and emotional. The memories will last a lifetime."*



### **Sarah and Mark Wedding – 21 May 2022**

The first wedding of 2022 happened on Saturday 21<sup>st</sup> May and was a huge success. We posted a sign near the viewpoint a week before the event to let visitors know that a wedding would be taking place on Saturday and the viewpoint would be closed between 12-4pm.

The Events Officer and Events Support Officer were in attendance, to act as venue representatives. Duties included to move on the public and barrier off the area, manage those entering the venue (checking they were all guests) welcome in the chair hire company, help with set up, greet the registrars and manage parking at the gardens.

We were able to barrier the walkway so that Jacob's ladder, the beach access and access to the Clock Tower Café were all still accessible, whilst providing an element of privacy for the bridal party.

During the wedding set up, many members of the public came to ask what was happening, but out of general curiosity, as opposed to annoyance. Members of the public were also taking pictures of the setup, commenting on how beautiful the location was and also asked for more information on how to get married in Connaught Gardens.

The Registrars were complimentary about the use of the space and the choice of venue. South West Event Hire were able to deliver their items with ease and little disruption to the public. We have since received feedback from the Bride and Groom as well:

*"It was a dream come true getting married in Connaught Gardens and I honestly would not have changed on single thing, it was just so perfect and magical. It was just perfect and just makes me emotional thinking about it. I would love to do it all over again."*

Out of the many members of public we spoke to, only two interactions were negative. One did not understand that she could still access the beach using an alternative pathway and the other raised a complaint that she had had to pay over £6 for the car park.



The pictures below show the setup of the wedding on Jacob's Ladder viewpoint.



### **Josie and Andrew Wedding – 11 June 2022**

The second wedding of 2022 took place in the Sunken Garden on Saturday 11<sup>th</sup> June. We met with the couple earlier in the week to show them around the venue space and to discuss details for the day. We also used this time to post a sign in the Sunken Gardens to alert the public that a wedding would be happening on the Saturday and the area would be shut between 11:30am-5pm. The sign had the EDDC logo on it so the public knew who to contact with any concerns about this.

The Events Officer and Events Support Officer were in attendance, to act as venue representatives. Duties included to move on the public and barrier off the area, manage those entering the venue (checking they were all guests) welcome in the chair hire company, help with set up, greet the registrars and manage parking at the gardens.

We were able to barrier off the Sunken Garden, allowing members of the public to use the rest of the gardens freely. Many members of the public commented on how good the gardens looked. When we explained we were setting up for a wedding, lots of the public stayed in the gardens to see the bride, we had a lot of people come in to take photos as well. One member of the public commented “*what a lovely way to use this space*” and another elderly gentleman stood talking with us for several minutes about the set up and said it was a shame all of his daughters were already married and couldn’t get married there themselves. During the wedding, a member of the public asked a member of the Events team for contact details, as her friend would like to get married in the gardens. There were no negative repercussions or comments at this wedding.

We have since received positive feedback from the bride and groom: *The experience of planning our ceremony at Connaught Gardens was incredible from start to finish. Kate and Caitlin were quick to respond and answer any questions we had. They sent lots of pictures of options for settings in the gardens as we are based in Cambridge so couldn’t visit easily. They also met us there the week of the wedding to have a look at the spaces so that we could make a final decision. We noted the name of the supplier for our chairs on the application, and they had already called to arrange to meet them the morning of the wedding without us even having to*



*ask. The groomsmen had an easy job! Everything was set out when they arrived including extra touches of the flowers wrapped round the banisters on the stairs. Kate and Caitlin were so smiley and lovely, we can't thank them enough for making the day run so smoothly.*

Coutts hire company delivered the chairs for the ceremony. This was their first visit to Connaught Gardens and they commented how unique and beautiful the space was for a wedding. They were unaware the Council were involved with these kind of events and asked for the Events Team email, to get in touch about further occasions in the future.



#### **Keith and Sophie Wedding – 22 October 2022**

Keith and Sophie's wedding was the final wedding of the year for 2022, bringing us to 4 weddings total. We met with the couple two weeks before their wedding date to introduce ourselves and talk through final details. Meeting the couples before the ceremony is something we would like to implement for all future ceremonies as it allowed us to build a more comfortable relationship and be familiar faces when working the wedding on the ceremony day.

As the wedding was in the autumn months, the gardens were much quieter than the summer season. We posted signs in the gardens explaining that wedding would be happening on the Saturday and the area would be shut between 11:30am-3:30pm, as we have done for previous ceremonies. As soon as we posted one sign, a couple read it and said *"oh, a wedding is happening. That's lovely!"* The sign had the EDDC logo on it so the public knew who to contact with any concerns about this.

The Events Officer and Events Support Officer were in attendance, to act as venue representatives. Duties included to move on the public and barrier off the area, manage those entering the venue (checking they were all guests) welcome in the chair hire company, help with set up, greet the registrars and manage parking at the gardens.

This was our first wedding where it was impacted by the weather. The forecast was cloudy and dry however there were several rain showers throughout the setup of the ceremony. The groomsmen brought large umbrellas for the guests and the EDDC team members ensured chairs were wiped and dried each time. When the registrar arrived they said they were happy to continue outside if the groom was and fortunately no further rain occurred throughout the whole ceremony.

This wedding was held in the Extended Gardens, which we have not used before as a ceremony venue. This was extremely simple to barrier off and allow the other visitors to the garden to continue exploring the other areas freely. We did have a family want to come in to complete a clue in an online 'treasure hunt', but Caitlin was able to work out that the clue they needed was in the lawn area, not the Extended Garden. They were happy and said they would explain to other families treasure hunting.



There were very few members of the public in the gardens during the ceremony, but one woman stood quietly and watched the bride's entrance from the other side of the barrier. She said *"what a lovely venue, this is absolutely beautiful"* and teared up as the bride and groom met and then left.

As this wedding occurred recently before this report was written, we have been unable to get direct feedback from the Bride and Groom. This will be added once we have had a response from them. However, on the day they said they were very happy and all the guests told us how wonderful the ceremony was.



### **Impacting local businesses**

By hosting wedding ceremonies only at Connaught Gardens, we are positively impacting local businesses in Sidmouth and East Devon. Using Josie and Andrew's wedding as an example: they and their 80-100 guests stayed locally in hotels in Sidmouth the night before the wedding. They then booked their reception with a local hotel and ate and drank most of the day and evening. Some guests chose to stay at this hotel on the night of the wedding, spreading out the bookings across Sidmouth. These guests also had time before the wedding on the Saturday morning and many told us that they spent the morning shopping in Sidmouth and complimented the variety of small, local shops in the town.

Couples also use local event suppliers, including Cotts and South West Hire to decorate their venue.

Julie and Steve also returned to Sidmouth on their anniversary and spent the day in Sidmouth celebrating, including having lunch at the Clock Tower Café.

### **Moving Forward**

Following the success of three weddings in Connaught Gardens, we now want to build on this success by booking further weddings. We have two more booked for this year and have secured bookings for two more weddings in 2023.

In order to do this, we wish to plan for the following:

- Relaunch of the wedding web pages on the EDDC website
- Advertising – The three websites below offer the best value and all appear on the first Google page when searching "wedding ceremony venues in Sidmouth"

- **Guides for Brides:** Standard package - Includes a full-feature professional profile with 50 photos, videos, calendar, reviews and a link to your website. Listing in your own county and nationally. £14.50 / month or £145 / year (+VAT)
- **Wed online:** Wedding directory standard listing: £200 per year. This includes a selection of images, text, web link and contact number, A mini site featuring links to your coverage on wedmagazine.co.uk
- **Bridebook:** Unlimited photos, Direct Contact Details, Description of services, Links to Social Media, Pricing Information, Client reviews & testimonials, Supplier recommendations, Unlimited videos, Selection of products, Industry awards and features. Free account
- To attend wedding fayres to showcase Connaught as a wedding ceremony venue.
- Partnership with the Clock Tower Café. We would like to meet with the owners of the Clock Tower Café to discuss a possible partnership with a local Sidmouth business regarding catering packages and to arrange an agreement for Lime Kiln Garden as a venue choice. As of September 2022, we have had an initial conversation with the owners, who responded positively to the above ideas. This needs to be explored further and a secure agreement arranged, which we will visit in Winter 2022.
- Maintain 6 wedding ceremonies a year (max.) with the possibility of revising this in Winter 2023.
- Update our wedding brochure with newer pictures, remove those that indicate wedding receptions are allowed. Show all of the sites where you can get married, including approximate numbers each area can hold as well. This also needs to show wider inclusivity for couples, including LGBTQ+.
- Produce a guide for 'once your wedding has been booked'. With details of car parking etc.
- Purchase more neutral barriers

### **Costings**

We would like to increase the rate of hiring the gardens for weddings. For all weddings booked, we will keep our current rate the same (£500). From 1 April 2023, we would like to charge £500 for weekday weddings, £665 for Saturdays and £720 for Sundays. This will then go towards paying for the two staff members to be on site for 4 hours. We will include this in our Portfolio Holder Report.

### **Research**

We have conducted research into neighbouring wedding venues in East Devon as to how much they charge for wedding ceremonies. Out of the 10 venues explored, 4 of them offer a ceremony only option. Kennaway House, Sidmouth allow for 1.5 hours for ceremonies, which cost between £400 for 30 max. guests and £700 for 75 max. Guests. Allowing for a drinks reception costs an additional £595.

Escot House, Ottery St Mary charge £3,000 for all wedding sizes and all days and times of the year. An additional marriage fee of £325 is charged for ceremonies, on top of Registrar fees. Any food or drink is an extra cost.

Rockbeare Manor, Rockbeare charge £3,250 Sun-Friday and £4,750 for Saturday venue hires. A ceremony or blessing incurs an additional £150 fee. Any food or drink is an extra cost.

Cranberries Hideaway, Axminster charge £2,500 for venue hire and ceremony set up.

The other Sidmouth-based venue, Sidmouth Harbour Hotel, offers wedding packages only, ranging from £3,600-9,600.

On the Devon County Council website, there are 4 Approved Venues in Sidmouth. Kennaway House, Sidmouth Harbour Hotel, The Donkey Sanctuary (who are no longer offering weddings at present) and Connaught Gardens, meaning we are a 1/3 of wedding venues in Sidmouth and 1/2 of venues which offer Ceremony only.

### **Connaught Gardens Venues**

See *Appendix 1* for a map of Connaught Gardens, with all the ceremony spaces we can use in the gardens. The lines show where the barriers can be placed to ensure an element of privacy for the bridal party, but continue to allow the public access to the majority of the gardens.

## Conclusion

Wedding ceremonies at Connaught Gardens have proved to be successful and we want to build on this success as part of our key business strategy. As per our Events Policy, which was agreed at Cabinet on 31 March 2021, we will continue to hold 6 weddings a year.

We will review all costings associated with wedding bookings, including more cost-effective staffing of the wedding itself, along with analysis of advertising costs to ensure holding weddings nets an income, and is not a cost to the council. It must be noted however that these wedding ceremonies also help improve the profile of Sidmouth and East Devon and support local businesses. We will build in an analysis of the associated positive economic impacts from these ceremonies into the review of costs.

### *Appendix 1:*

Sidmouth Viewpoint: 50 guests

Extension Garden: 100 guests

Bandstand and The Lawn: 1,000 guests (lawn) 30 guests (bandstand)

Raised Garden: 50 guests

Jacob's Ladder Viewpoint: 40 guests

Lime Kiln Garden: 100 guests

Sunken Garden: 100 guests

