

SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE
WOOLCOMBE LANE
SIDMOUTH
DEVON
EX10 9BB

Telephone: 01395 512424
Email: towncouncil@sidmouth.gov.uk
Website: www.sidmouth.gov.uk
VAT Reg. No. 142 3103 24

To: All Members of the Town Council
Town Clerk

8 May 2024

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

Dear Sir/Madam,

Annual Meeting of Sidmouth Town Council Monday 13 May 2024 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.

All Members are requested to read agenda papers in advance of the meeting. If any Member has a query about an agenda item, they should contact the Town Clerk, Chair or Vice Chair prior to the date of the meeting.

Members of the public are very welcome to attend and speak at this meeting during item 6 of the agenda. 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.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Holland', written over a horizontal line.

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

- 1 **Election of the Chair of the Council**
 - 1.1 It will be proposed by Councillor Nelson and seconded by Councillor Walker that Councillor Lockyear be elected to the position of Chair of Sidmouth Town Council for the forthcoming year.
 - 1.2 To receive any other nominations for the position of Chair of Sidmouth Town Council.
 - 1.3 To receive the elected Chair's Declaration of Acceptance of Office.

2 **Appointment of the Vice Chair of the Council**

2.1 It will be proposed by Councillor Lockyear and seconded by Councillor Willis Fleming that Councillor Nelson be appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

2.2 To receive any other nominations for the position of Vice Chair of Sidmouth Town Council.

2.3 To receive the elected Vice Chair's Declaration of Acceptance of Office.

3 **Apologies**

To receive any apologies for absence.

4 **Minutes**

To confirm the minutes of the meeting of the Town Council held on Monday 8 April 2024.

6 – 9

5 **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.

6 **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).

7 **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.

8 **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.)

9 **Committee/Working Group Membership**

10

To consider and approve the list of appointments to Council Committees and Working Groups for the ensuing year:

a) Planning Working Group:

i) Planning Working Group Membership

ii) It will be proposed by Cllr Nicholson and seconded by Cllr Goodman that Cllr Dent be appointed Chair of the Planning Working Group.

iii) It will be proposed by Cllr Dent and seconded by Cllr Willis Fleming that Cllr Perram be appointed Vice Chair of the Planning Working Group.

- b) Tourism & Economy Committee
 - i) Tourism & Economy Committee Membership
 - ii) It will be proposed by Cllr Lockyear and seconded by Cllr Walker that Cllr Nelson be appointed Chair of the Tourism & Economy Committee.
 - iii) It will be proposed by Cllr Nelson and seconded by Cllr Brown that Cllr Willis Fleming be appointed Vice Chair of the Tourism & Economy Committee.
- c) Environment Committee
 - i) Environment Committee Membership
 - ii) It will be proposed by Cllr Nelson and seconded by Cllr Dent that Cllr Barlow be appointed Chair of the Environment Committee.
 - iii) It will be proposed by Cllr Barlow and seconded by Cllr Walker that Cllr Blakeway be appointed Vice Chair of the Environment Committee.
- d) Other Working Group Memberships:
 - i) Youth Provision Working Group
 - ii) Council Resources Working Group
 - iii) Parish Paths Partnership Working Group (P3)
 - iv) Emergency Working Group
 - v) Past Chairs and Personnel Working Group
 - vi) Sidmouth Regatta Working Group

10 **Members with Special Responsibilities**

To consider and approve the list of nominations received for Members with Special Responsibilities. 11

11 **Representatives on Outside Bodies**

To consider and approve the list of nominations received for Town Council representatives on outside bodies. 12

(Members are reminded to confirm with the outside body to which they are appointed, that sufficient insurance is in place to cover their activities. The Town Council's insurance does not apply to Members serving on other bodies)

12 **Annual Subscriptions**

The following subscriptions are to be considered for renewal: Paid 2023/24

Organisation:	Devon Association of Local Councils	£1,606
	Society of Local Council Clerks	£ 296
	South West Councils	£ 485
	Information Commission	£ 35
	International Tree Foundation	£ 25
	Campaign to Protect Rural England	£ 10

13 **Register of Members' Interests and Register of Gifts and Hospitality**

Members are reminded to complete/update their registers in respect of Members' Interests and gifts/hospitality; this must be completed by 1 June 2024 at the latest.

14 **Members' Allowances**

Members are reminded to notify the Town Clerk if they are **not** claiming a Members' Allowance; otherwise please reply to the email you will receive so that bacs payments can be made for 2024/2025.

*(Bacs payments will be made on 31 May 2024 if your details are not received by this date then it will be assumed that you do **not** wish to claim the allowance.)*

- 15 **Council Property**
To note that Deeds and Trust documents in the custody of the Town Council are available for Members' inspection in the office on request to the Town Clerk.
- 16 **Standing Orders**
To confirm and note that no changes have been made to Sidmouth Town Council's Standing Orders; document received by Members May/Nov 2023.
- 17 **Financial Regulations**
To confirm and note that no changes have been made to Sidmouth Town Council's Financial Regulations; document received by Members May/Nov 2023.
- 18 **Code of Conduct**
To confirm and note that no changes have been made to Sidmouth Town Council's Code of Conduct; document received by Members May/Nov 2023.
- 19 **Internal Audit**
To receive and agree Sidmouth Town Council's Schedule of Internal Audit. 13
- 20 **Risk Assessment**
To receive and agree Sidmouth Town Council's Risk Assessment and Management. 14 – 15
- 21 **Police and Police Advocate Report**
To receive the Police report (when available) and a report from the Police Advocate, Councillor Nelson.
(Members are asked to notify the Town Clerk of questions to be raised in advance of the meeting where possible.)
- 22 **Committee/Working Group Reports**
22.1 Planning Working Group Reports
To receive the reports of the Planning Working Group meetings held on Wednesdays 27 March, 10 and 24 April 2024. 16 – 27
22.2 Environment Committee Report
To receive the report of the Environment Committee meeting held on Monday 22 April 2024. 28 – 30
22.3 Tourism & Economy Working Group
To receive an update, if appropriate, from the Chair of the Tourism & Economy Working Group.
22.4 Council Resources Working Group
To receive an update, if appropriate, from the Chair of the Resources Working Group.
22.5 Youth Provision Working Group
To receive an update, if appropriate, from the Chair of the Youth Provision Working Group.

23	Reports from Members with Special Responsibilities		
	<u>23.1 Finance Report</u>		
	a) In accordance with section 2.2 of the Town Council’s Financial Regulations Members are asked to note that Cllr Chris Lockyear, Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of March 2024.		
	b) To receive the Finance Report for the year ending 31 March 2024.		31 – 34
	c) Members are asked to consider the release of the conditional grant allocation made to Sidmouth Watersports Hub following the receipt of the attached email from Miles Hapgood.		35
	<u>23.2 Other Reports from Members with Special Responsibilities</u>		
	To receive other notified reports from other Members.		
24	Transfer of Public Conveniences from District Council to Town Council	Members are asked to consider the attached email/report received from Doug Stanton MRICS Project Manager Estates, East Devon District Council, which outlines the potential transfer of some public conveniences to the Town Council.	36 – 40
25	The Arches Café	Members are asked to consider the attached proposal for the ‘Installation of Benches outside The Arches Beach Café’ received from Dan Lakeman.	41 – 45

Forthcoming meetings:

MAY	Wed	22	PLANNING WORKING GROUP
JUN	Mon	03	COUNCIL
	Wed	05	PLANNING WORKING GROUP
	Wed	12	TOURISM & ECONOMY COMMITTEE
	Wed	19	PLANNING WORKING GROUP
JUL	Mon	01	COUNCIL
	Mon	08	ENVIRONMENT COMMITTEE
	Wed	17	PLANNING WORKING GROUP
	Wed	31	PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 8 April 2024

Ward	Councillors Present:
Sidmouth North	Stephen Blakeway
	Bernie Davis
	Stuart Hughes
Sidmouth South	Kelvin Dent
	Paul Dodds
	Chris Lockyear (Chair)
	John Nicholson
	Rachel Perram
Sidmouth East	Lorraine Brown
Sidmouth West	Phil Weaver
Primley	Francetta Bridle
	Hilary Nelson (Vice Chair)
	Kevin Walker
Sidford	Mike Goodman
Salcombe Regis	Ian Barlow
	Edward Willis Fleming
Apologies:	John Loudoun

The meeting started at 6.30pm and finished at 7.50pm.

PART 'A'

130 Minutes

The minutes of the meeting of the Town Council held on Monday 4 March 2024 were signed as a true and accurate record.

131 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	Sidmouth Festival of Flags	Discloseable Prejudicial	Did not take part in discussion or voting	Director Sidmouth School of Art

132 Matters of Urgency or Report from the Chair

- The Chair reported that there would be an Informal meeting held on Monday 29 April 2024 where Members would be able to discuss and plan priorities for the forthcoming year.
- Cllr Perram had reported the poor condition of the Costa Coffee building which is a Listed Building. Cllr Barlow would raise this issue with EDDC's Conservation Officer but thought that letters should also be written from the Town Council and Chamber of Commerce to strengthen the concerns raised.

- The Chair reported that, meetings had been held with District Cllr Geoff Jung, Ed Dolphin and the Town Clerk intended to attempt to simplify the mowing regimes carried out by the District Council and to issue a joint press release designed to give residents more relevant information regarding grass cutting in their areas. As the Town Council managed areas already had previously agreed strict management regimes, it was noted that further questions or concerns regarding areas not managed by the Town Council should be made directly to the District Council. Members accepted that many areas were not under the jurisdiction of the Town Council but that the issue of grass cutting could be added to a future meeting of the Environment Committee so that Members could consider any comments made to the District Council.

133 Public Open Question Time

- There were no questions from the public.
- Cllr Perram raised the issue regarding the disgusting state of the public conveniences in the town which were not being cleaned properly. This had been reported to the relevant EDDC officers, but no response had been received. It was suggested that EDDC's Environmental Health department could be asked to take samples and test to see if the lack of cleanliness was now a public health issue. Letters would be written to the EDDC Leader Paul Arnott and Chief Executives to report this issue.

134 South West Water

Charlie Ford, of South West Water attended the meeting to give an update of the Sid Valley major improvement works project:

- SWW had been on site, with Glanville, for delivery of the infiltration reduction. This had been slightly hindered by high rainfall, but the overall programme schedule had been maintained.
- The detailed design and forecast construction programme for the tank element of the project had been collated, with internal approval forecast for July 2024. This would maintain the mobilisation commencement date of September 2024 and construction completion of March 2025, to be followed by reinstatement of the grassed surface anticipated to be available for the 2025 Folk Festival in July/August 2025.
- A Sidmouth Sewer Improvements website had been launched with the programme and general updates; this can be accessed at: www.southwestwater.co.uk/sidmouth-sewer-improvements and would be linked to the Town Council's website for easy access for Members and residents.
- The Chair of Council requested that access to the South West Coastal Path, Alma Bridge and the pathway alongside The Ham be maintained throughout the construction and reinstatement phases of the project.
- Members understood that the 2024 Carnival Fun Fair and 2025 Sea Fest would need to be relocated elsewhere and both organisations should be informed.

RESOLVED: That Charlie Ford be thanked for attending the meeting and the South West Water report be noted.

135 Police and Police Advocate Report

Councillor Nelson, Police Advocate, reported that the next meeting would be held on Tuesday 9 April so there would be more to report at the next Council meeting.

136 Working Group Reports

136.1 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 28 February and 13 March 2024.

RESOLVED: that the Planning Working Group minutes be noted and decisions agreed.

b) Councillor Dent reported that he had received a quote from Chris Broughton, who had worked on the Sid Valley Neighbourhood Plan, for a Housing Needs Survey report. This was in the sum of £5,850 and Cllr Dent requested Member's agreement for the Planning Working Group to proceed with this project.

RESOLVED: that a sum of £5,850 be allocated from the SVNP Community Actions EMR for a Housing Needs Survey report.

136.2 Tourism & Economy Committee Report

a) Councillor Nelson, Chair of the Tourism & Economy Committee, presented the report of the Tourism & Economy Committee meeting held on Wednesday 20 March 2024.

RESOLVED: that the Tourism & Economy Committee minutes be noted and decisions agreed.

b) Members were asked to receive and confirm the adoption of the Sustainable Tourism Roadmap as a working document.

RESOLVED: That:

1. the Sustainable Tourism Roadmap be adopted as a working document.
2. Cllr Hilary Nelson and Louise Cole be formally thanked for their extensive work on the overall IRF CMC project and the creation of the document.

136.3 Environment Committee

Councillor Barlow, Chair of the Environment Committee reported that the next meeting would be held on Monday 22 April 2024.

136.4 Council Resources Working Group

Councillor Lockyear, Chair of the Council Resources Working Group, reported that a meeting would be arranged in the following weeks.

136.5 Youth Provision Working Group

Councillor Nelson, Chair of the Youth Provision Working Group, reported that the feasibility study into replacement of the current Youth Centre Building would be circulated shortly.

137 Reports from Members with Special Responsibilities

137.1 Finance Report

Councillor Lockyear presented the Finance Report for February 2024.

RESOLVED: That the Finance Report for February 2024 be noted.

137.4 Beach Management Scheme (BMS)

Councillor Lockyear reported that work was ongoing and meetings had been held with KIER and Atkins who were working on a design with construction anticipated for commencement in 2026/27.

RESOLVED: That the report on the BMS be noted.

138 Vacancy – Sidford Ward

Members formally noted the resignation of Louise Laybury from the Sidford Ward of the Council.

A successful election petition had been received by the Returning Officer who had set a polling date, but no candidates had put themselves forward.

139 Sidmouth Festival of Flags – A Celebration of Sidmouth project

Members were asked to consider an email received from Lousie Cole, Director Sidmouth Coastal Community Hub, who had requested permission to use the catenary wires running through the town centre for a flag display in the summer. The creative community project focused on building new creative skills and confidence, placemaking through community cooperation with the shared aims of community cohesion, sense of civic pride and belonging. The Town Clerk had liaised with the Council’s lighting contractors who had confirmed that the catenary wires were stress tested each year and could be used for this purpose if Members gave permission.

RESOLVED: That permission be granted to Sidmouth Coastal Community Hub to use the catenary wires running through the town centre for a flag display in the summer.

.....
CHAIR OF THE COUNCIL

COUNCIL COMMITTEES & WORKING GROUPS 2024-25

Current Members / Nominations

Environment Committee

Councillors: Barlow, Blakeway, Davis, Goodman, Lockyear, Nelson, Nicholson, Walker, Weaver and invited representatives

(Meets quarterly to coordinate and improve the natural and built environment of the Sid Valley. Invited non-voting group representatives include Sidmouth Arboretum, Sidmouth in Bloom, Sidmouth Plastic Warriors, Sidmouth Chamber of Commerce, Sid Vale Association and others as required.)

Planning Working Group

Councillors: Davis, Dent, Lockyear, Loudon, Nicholson, Perram

(Meets fortnightly as a statutory consultee to give views on Planning applications.

Also determines advertisement and tree applications. Should have at least one Member from each ward in membership.)

Tourism & Economy Committee

Councillors: Barlow, Bridle, Brown, Dodds, Lockyear, Loudoun, Nelson, Nicholson, Perram, Walker, Weaver, Willis Fleming

(Meets quarterly – Considers how best to help promote the tourist town of Sidmouth, the associated hospitality industry and encourage and stimulate local business.)

Youth Provision Working Group

Councillors: Barlow, Bridle, Davis, Dodds, Lockyear, Nelson, Nicholson, Perram,

(Meets quarterly working with Young Devon and other agencies to provide the Youth Centre at Manstone and other activities in the area)

Council Resources Working Group

Councillors: Chair & Vice Chair of main Committee Chairs (Barlow, Dent, Nelson, Lockyear)

(Meets to examine, review and recommend to Council regarding Council properties and resources)

Parish Paths Partnership Working Group (P3)

Councillor Walker and 1 vacancy + volunteers

(Coordinates a group of volunteers working with Devon County Council to keep the many miles of Rights of Way and pathways in the area maintained and accessible)

Emergency Working Group

Chair and Vice Chair of the Council and Councillor Hughes (as Devon County Council)

(Meets as and when necessary and in times of serious emergency when the town is completely cut off from the main emergency providers and principal authorities such as EDDC and DCC)

Past Chairs and Personnel Working Group

Chair and Vice-Chair of the Council and former Chairs serving on the Council:

(Barlow, Lockyear Nelson, Hughes)

(Meets when required for senior officer recruitment)

Sidmouth Regatta Working Group

Councillors: Barlow, Bridle, Nelson, Perram, Willis Fleming & Community Groups

(To assist and help coordinate the Town's Annual Regatta with community groups)

MEMBERS WITH SPECIAL RESPONSIBILITIES 2024/25
--

Current Post Holder(s)/Nominations

Finance	Councillor C. Lockyear Councillor J. Nicholson (Deputy)
Emergency Coordinator	Chair of Council
Public Conveniences	Councillor I. Barlow Councillor M. Goodman Councillor J. Loudon
Hope Cottage / Sidmouth Museum	Councillor K. Dent
South West Water Liaison	Councillor C. Lockyear
Members for Equalities	Chair of Council Vice Chair of Council

<p>SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2024/2025</p>

<u>Outside Body</u>	<u>Current Representatives/Nominations</u>
Kennaway House	Chair of the Council and Cllr. K. Dent
Sidmouth in Bloom	Cllr. H. Nelson
Citizen’s Advice Bureau	Cllr. H. Nelson
Devon Association of Local Councils	Chair and Vice Chair of the Council
Norman Lockyer Observatory Management Committee	Cllr. S. Hughes
Sidmouth Cricket, Tennis, Croquet and Hockey Club	Cllr. K. Dent
Sidmouth Consolidated Charities	Cllr. R. Perram
Sidmouth Twinning	Chair of the Council (as President automatically)
East Devon Arts and Culture Forum	Cllr. I. Barlow
Sidmouth Folk Festival Trust	Cllr. C. Lockyear
Stowford Rise Community Centre Management Steering Group	Cllr. J. Loudon
Jurassic Coast Trust	Chair of Tourism and Economy & Cllr K. Walker (Deputy)
Sidmouth Fair Trade	Chair of the Council & Cllr J Nicholson
Sidmouth Hospice at Home	Cllr. H. Nelson & Cllr. I. Barlow (Deputy)
Sidmouth Arboretum & Tree Wardens	Cllr. C. Lockyear & Cllr. I. Barlow (Deputy)
Sidmouth Biodiversity Group	Cllr. C. Lockyear & Councillor S. Blakeway
EDDC Sidmouth Beach Management Plan	Councillor C. Lockyear & Councillor I. Barlow (Deputy)
Devon and Cornwall Police Advocate	Councillor Nelson & Councillor L. Brown (as Deputy)
Sid Valley Help	Cllr. B. Davis
Sidmouth W.H.A.T. Group	Cllr. B. Davis
Sidmouth Voluntary Services	Cllr. H. Nelson
Vision Group Sidmouth	Cllr K. Walker

Sidmouth Town Council - Schedule of Internal Audit

The Internal Audit is required to examine and test that:

1. The recording of receipts and payments is accurate and kept up to date. Specifically, the quality and accuracy of data input to the council's computerised records of receipts and payments is to be verified through monitoring and sampling data entries and records and balances are subjected to frequent verification against bank statements and any cash held.
2. The council's financial regulations have been subjected to periodic review and update, and that administration is compliant with these regulations and the council's standing orders in respect of tendering (where applicable) and the ordering, procurement and payment for goods and services.
3. In respect of payments for the purchase of goods and services, the supporting paperwork confirms there is a fully approved invoice and proper authorisation for payment, verified by random sampling of payments traced through from order, invoice receipt, authority for payment and payment bacs/cheque/bank statement reconciliation. The audit should check also that VAT is identified appropriately for reclaim.
4. The council has assessed the significant risks to delivering its services and that budget setting and reviews of insurance cover are conducted annually to mitigate risks. The annual budget has been properly prepared and approved by the council in setting the precept. Budgetary control should ensure that adequate, but not excessive reserves are maintained commensurate with the estimates and risks involved.
5. Progress on expenditure and income is monitored continuously and that regular financial reports, including variance analysis on both expenditure and income, are presented to, and agreed by, council.
6. A proper system of accounting for petty cash expenditure is in operation supported by receipts where necessary and that delegated limits on expenditure (where appropriate) are authorised to named staff in writing.
7. Payments of Wages and Salaries are made using up to date pay scales as set out in contracts of employment and that PAYE/NIC is correctly deducted from gross pay and paid to HM Revenue & Customs.
8. A register of significant assets and investments is maintained and kept up to date as assets are acquired or disposed of.
9. Frequent reconciliation is conducted between balances shown on bank statements and balances calculated independently in the council's financial records (based on cheque counterfoils, paying-in books, receipts and any other forms of income and expenditure records).
10. A year-end financial statement is produced using an appropriate accounting basis, allowing the figures to be followed through for accuracy and comparison with the budget, end of year balances and reserves and highlighting any significant changes to the council's assets and liabilities.

This Schedule of Internal Audit was presented for approval to
Sidmouth Town Council on 13 May 24
Minute number:

Sidmouth Town Council General Risk Assessment and Management

Area	Risk	Risk Level	Control
<u>Assets</u>	Protection of physical assets	M	Buildings fully insured. Value increased annually by RPI
	Security of Buildings, Equipment	H	Contents insured. Chubb Locks and external security lighting and fire alarm system in place at Woolcombe House and Manstone Youth Centre. Youth Centre has monitored security alarm system and CCTV.
	Maintenance of Buildings	M	Buildings currently maintained on an as required basis in consultation with Members with Special Responsibility for Finance and Property & Maintenance.
	Civic Regalia	M	Insurance cover on Chair's Chain & Jewel and Vice Chair's Pendant. Repairs made when necessary.
	Various individual items	M	Specified and insured.
<u>Finance</u>	Banking	M	Active Saver account with Barclays Bank which is automatically added/subtracted on a daily basis to maintain a working balance of £10,000. Other fixed term 'high interest' deposits held with other banks reviewed at end of term in consultation with the Member with Special Responsibility for Finance.
	Loss of Rental Income	M	Insurance cover. Sum insured £2,000 in respect of Fishermen's Sheds and Shop at The Ham.
	Loss of cash through theft or dishonesty	H	£250,000 covered by insurance. No employee is permitted to carry in excess of £5,000 and up to this amount is covered by insurance whilst in transit and/or whilst in locked safe or strong room. £250 is covered by insurance whilst in locked receptacles other than safe or strong room. No payments are permitted be made electronically without two signatures authorising each transaction.
	Financial Controls & Records	M	Monthly reconciliation prepared by office and presented to Council by Member with Special Responsibility for Finance. Town Clerk's and two bank mandate signatories on bacs and cheque payments. Internal IT security and backup systems as approved by Town Clerk in consultation with Member with Special Responsibility for Finance. Internal and External Audit in line with Financial Regulations.
	Compliance with Customs and Excise Regulations	M	VAT payments and claims calculated by staff using MTD enabled accounting software. Internal Auditor provides independent check.
	Sound budgeting to underlie Annual Precept	M	Details of nine months' expenditure, together with projection for next three months anticipated expenditure / income presented to Council at a meeting in January. Recommendation for future budget, with following year's proposed Precept presented by Member with Special Responsibility for Finance to Council for consideration.

	Sub Committees	M	Sub Committees with authority to raise and spend money on behalf of the Town Council must not commit expenditure over income.
<u>Liability</u>	Risk to third party, property or individuals	M	Insurance in place.
<u>Employer Liability</u>	Compliance with Employment Law	M	Membership of various national and regional bodies including Devon Association of Local Councils South West Regional Assembly (South West Provincial Employers and South West Local Government Association) National Association of Local Councils and the Society of Local Council Clerks.
	Compliance with Inland Revenue requirements	M	Regular advice from Inland Revenue and Sage. Internal and External Auditors undertake independent checks.
	Safety of Staff and Visitors	M	Regular checks undertaken. Compliant with Government's Safe Working Environment guidelines.
<u>Legal Liability</u>	Disability Discrimination Act	M	Level access from car park. Lift to the second floor. Improved lighting and sound system fitted in Council Chamber. Improved Manstone Youth Centre car park entrance.
	General Data Protection	M	Subscription paid and renewed annually.
	Ensuring that activities are within legal powers	M	Town Clerk clarifies position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets every month, receives and agrees Minutes of previous meeting. Minutes of Council and Committees made available to press and public on website.
	Proper document control	M	Deeds, leases and legal documents in reception office; contained in locked, fireproof safe. Other data storage to comply with General Data Protection Regulations.
<u>Councillor Propriety</u>	Register of Interests & Gifts	M	Register of Members' interests completed within 14 days of election to office. Members reminded to update at least annually.
	Code of Conduct	M	Ensured that Members have received correct advice on Code of Conduct and training where necessary.

This General Risk Assessment and Management schedule
was presented for approval to
Sidmouth Town Council on: 13 May 2024
Minute number:

**Sidmouth Town Council's Planning Working Group
held on Wednesday 27 March 2024**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)
Chris Lockyear
John Loudoun
John Nicholson
Rachel Perram

Apologies: Cllr Bernie Davis

Also present: Cllr Ian Barlow

The meeting started at 10.00am and finished at 11.50am

820 Declarations of Interest

Cllr Kelvin Dent	24/0263/MFUL Former Council Offices Knowle, Sidmouth	Personal	Left the meeting and did not vote.	Resident of Knowle Drive
Cllr Chris Lockyear	24/0256/FUL Greenway, Cotmaton Road, Sidmouth	Personal	Remained in the meeting but did not vote.	Acquainted with the applicant
All Members	24/0454/FUL Avoca Manor Road, Sidmouth	Personal	Remained in the meeting and did vote.	Acquainted with an objector
Cllr Chris Lockyear	24/0035/LBC The Richmond Hotel, Elysian Fields, Sidmouth	Personal	Remained in the meeting and did vote.	Acquainted with the applicant

821 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.

822 Minutes

Members agreed that delegated authority be given to the Chair of the Planning Working Group to sign as a true and accurate record the Minutes of the Planning Working Group meetings of 13 March 24.

823 Urgent Items

None received

824 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.

825 24/0457/LBC Mr J 122 Woolbrook Road, Sidmouth, EX10 9EA.
North Ward Roberts Replacement of 11 windows in south west elevation.

NO OBJECTIONS

Note: Members wanted to ensure the windows would be manufactured in wood.

826 24/0295/FUL Mr David 25 Ashley Crescent, Sidmouth, EX10 9UF.
North Ward Fergie Waterproof cement render to be applied to front and side of porch.

NO OBJECTIONS

827 24/0558/FUL Johanna 7 Tyrrell Mead, Sidmouth, Devon, EX10 9TW.
Primley Ward Morris Single storey rear extension, and side facing new entrance door & window.

NO OBJECTIONS

828 24/0298/FUL Mr Donkey Sanctuary, Mire Lane, Salcombe Regis, Devon, EX10
Salcombe Regis Matthew ONU.
Ward Maslen Demolition of existing stables 1-4, The Ressies, Stallion Boxes & staff/office. Proposal to erect 5no. donkey shelters/stables, and a staff accommodation building.

NO OBJECTIONS.

NOTE: Members would like to see the addition of solar panels on the staff accommodation building.

829 24/0531/AGR Mr William Mortice Farm, Salcombe Regis, Sidmouth, EX10 0JH.
Salcombe Regis Spiller General agricultural building for storage of machinery and fodder, steel portal frame building with Yorkshire boarding and concrete panels.

NO OBJECTIONS

830 24/0498/HRN Miss Lucy Combe Wood Farm, Salcombe Regis, Sidmouth, EX10 0JN.
Salcombe Regis Buckingham Removal of 5m of hedgerow.

NO OBJECTIONS

Note: Members would like to express regret that hedgerow should need to be removed.

831 23/2603/FUL Sue Byes Lodge, Drakes Avenue, Sidford, EX10 9QY.
Sidford Village Wiltshire
Ward Proposed loft conversion with construction of second floor rear dormer with cladding.

NO OBJECTIONS

832 24/0263/MFUL Mr Paull Former Council Offices Knowle, Sidmouth, Devon, EX10 8HL.
South Ward Redevelopment of site to provide: (a) Care home building (Class C2) with associated parking, landscaping, staff and resident facilities and associated works, (b) Extra care apartment building (53 units) with associated communal lounge, wellbeing suite, restaurant and care provision (class

C2) (c) Retirement living apartment building (33 units) with associated communal lounge (Sheltered housing) and (d) Erection of 4 houses and 3 townhouses (Class C3). Along with accesses, internal car parking, roads, paths, retaining walls, refuse and landscaping associated with development; retention/refurbishment of building B, erection of habitat building and sub-stations. (Demolition of buildings other than building B) (Variation to previous application (23/0571/MFUL) showing removal of balconies and elevational changes to west elevation of Retirement Living block). (Amendment).

OBJECT:

Members had, at previous meetings, expressed significant concerns and made objections regarding proposals, citing various issues that required urgent attention and revision. These have not been addressed by the applicant in the latest application. Members reiterated that the proposed development's nonalignment with Policy 1 Sid Valley Development Principles was a primary concern. The policy emphasised the importance of avoiding adverse impacts on the environmental and aesthetic quality of the Sidmouth area and aims to protect or enhance the Sid Valley. However, as outlined in previous communications, there were several key areas where the proposed development fell short:

- 1) Population Impact: The anticipated increase in elderly residents without a corresponding plan to address healthcare and support services challenges the existing infrastructure's capacity and raised major concerns about meeting the needs of both current and future residents. This issue was also raised in an objection by Dr Joe Stych of Sid Valley Medical Practice.
- 2) Environmental Concerns: The scale, design, and impact on the surrounding landscape, including overlooking adjacent properties, remained significant issues that needed to be addressed to ensure the development respected the character and scale of the existing neighbourhood. The increase in the number of units proposed would mean the removal of a number of mature trees which would have acted to screen any development from lines of sight from all angles around the valley. This development is therefore contrary to Strategies 6 and 26 and Policy D1 of the East Devon Local Plan 2013-2031, Policy 7 of the Sid Valley Neighbourhood Plan, 2018-2032 and National Planning Policy Framework, 2023 in particular paragraphs 131, 135 and 139.
- 3) Design and Aesthetics: Despite minimal efforts to revise the proposals, concerns persisted regarding the attractiveness, design quality, and compatibility with the surrounding area, including the impact on a listed 'Folly' and overall visual harmony. Furthermore, the presence of an additional 18 balconies overlooking the park raised privacy and aesthetic concerns, impacting both residents and park users negatively. The development proposals are contrary to Policy D1 of the East Devon Local Plan 2013-2031, Policy 6 of the Sid Valley Neighbourhood Plan, 2018-2032 and National Planning Policy Framework in particular paragraph 135.
- 4) Housing Market Considerations: Given the over-supply for retirement living accommodation that already exists within the valley, and the national trend for older residents to shun such purpose built properties, questions about the demand for such units and the balance of priorities in addressing housing needs, particularly regarding age-restricted units, required careful

consideration and justification. These concerns have been raised on many occasions and by many residents of the Sid Valley. 51% of residents in the valley are over the age of 65. The Sid Valley no longer needs or can manage this type of accommodation. Members did not agree that with the assertion that local residents would downsize. Historic sales of such flats revealed that they were mainly sold to incoming residents. McCarthy and Stone will be aware of the poor sales performance of a recent Churchill Development in Sidford, as it is part of the same group of companies.

5) Parking and Traffic Management: Insufficient parking is provided within the complex, both for residents and the large number of accompanying care staff and visitors. This would lead to over-spill parking on surrounding streets, causing congestion, safety risks, and inconvenience for residents, visitors, and staff.

6) The site does not conform with the current Local Plan 2013-2031. This proposed an allocation of just 50 new homes on this site. Sidmouth's need is for housing for families, at the affordable end of the market. In addition, this application does nothing to address the need for low cost accommodation for support staff.

Recent objections and negative feedback from the community highlighted additional concerns that should be addressed. Residents were in fear that the proposed development's scale and size would be detrimental to Sidmouth, leading to increased demands on essential services such as healthcare, emergency services, and carers. Suggestions, such as reserving a portion of the flats for carers/workers should be given serious consideration to ensure the development's sustainability and positive impact on the community.

Other objections noted a potential lack of light between the tall apartment blocks. This would reduce quality of life for its future residents. Environmental concerns included an apparent lack of provision for renewable energy and a proposal to include astroturf at the care home. The latter is unacceptable, leads to greater water run off, break down into microplastics and is likely to be banned in the forthcoming revision of the NPPF. Considering these collective concerns and objections, Members requested that the applicants reconsider and collaborate closely with the community to develop a revised proposal that addressed the issues comprehensively which would help to contribute to its long-term success and positive integration into the Sidmouth area.

833	24/0256/FUL South Ward	Mr Mark Agnew & Dr Mary Hobley	Greenway, Cotmaton Road, Sidmouth, EX10 8SW. Proposed new roof dormer to East (front) elevation, proposed new side facing first floor window, and new roof-light on North elevation, new side facing rooflight on south elevation (roof).
------------	---------------------------	---	--

NO OBJECTIONS.

834	24/0454/FUL South Ward	Mr & Mrs Murray Cowen	Avoca Manor Road, Sidmouth, Devon, EX10 8RR. Proposed new dwelling with parking and garden.
------------	---------------------------	-----------------------------	--

OBJECT:

Members considered that the proposal constituted overdevelopment of the site and the design did not reflect the character of the immediate locality contrary to Policy 7 of the Sid Valley Neighbourhood Plan - Local Distinctiveness.

- 835** 24/0035/LBC Mrs The Richmond Hotel, Elysian Fields, Sidmouth, Devon, EX10
South Ward Melanye 8UJ.
Luscombe
To remove flat roofed extension to the curtilage cottage, to
remove laundry building and refurbish the roof of the curtilage
cottage all within the grounds of Grade II* listed building.

SUPPORT

- 836** 24/0462/FUL Mr Roger Unit 4, Alexandria Industrial Estate,
West Ward Taylor Extension to vehicle repair and MOT workshop.

NO OBJECTIONS.

837 Trees in Conservation Areas

None received.

838 Trees with preservation order

Applications relating to Trees protected by a Tree Preservation Order.

- a)** 24/0277/TRE Sherwood, Salcombe Hill Road, Sidmouth, Devon, EX10 8JS.
Salcombe Regis T1, Lime: re-pollard to previous reduction points. (DR)
Ward

APPROVED: subject to the conditions recommended by the Arboricultural Officer.

- b)** 24/0472/TRE Mrs Enid Tudor House, Connaught Close, Sidmouth, EX10 8TU.
South Ward Holden Holm oak : crown reduction of 3m, reducing canopy lateral
spread from 11m to 8m; crown lift to 3.5m above ground level
above road access.

DEFERRED: AWAITING OFFICERS REPORT

839 Exemption to a Tree Preservation Order

None received.

840 Appeals

None received.

841 Unsupported decisions

None received.

842 Enforcement Letters

None received.

843 Urgent Items

None received.

844 New Draft Local Plan Update

The District Council will shortly undertake formal consultation on the provision of Employment Land and the Town Council may well wish to comment.

.....
CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 10 April 2024**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)
John Loudoun
John Nicholson
Rachel Perram

Apologies: Cllr Bernie Davis, Chris Lockyear

Also present: Cllr Ian Barlow

The meeting started at 10.00am and finished at 10.40am

845 Declarations of Interest

There were no declarations of interest.

846 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.

847 Minutes

Members agreed that delegated authority be given to the Chair of the Planning Working Group to sign as a true and accurate record the Minutes of the Planning Working Group meetings of 27 March 24.

848 Urgent Items

No urgent items were reported.

849 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.

850	24/0429/LBC East Ward	Mr David Evans	Flat 4 Carlton Mansions, The Esplanade, Sidmouth, EX10 8BE. Replace rooftiles with new on a like for like basis.
------------	--------------------------	-------------------	---

NO OBJECTIONS subject to the observations of the Conservation Officer.

Note: Members commented that a 'like for like' scheme on the Listed Building should require the use of Welsh Slate and not a Spanish import as stated in the application.

851	23/2513/FUL East Ward	Mr P Verstage	H S B C, Fore Street, Sidmouth, EX10 8AA. Alterations to the Shopfront, removal of the entrance from New Street to Fore Street, and a new DDA Access.
------------	--------------------------	------------------	--

NO OBJECTIONS

852	24/0343/FUL Sidbury Ward	Mr & Mrs C Baily	Chris Baily Engineering, Putts Corner, Sidbury, Sidmouth, EX10 0QQ. Alterations to exterior of workshop and internal layout.
------------	-----------------------------	---------------------	---

NO OBJECTIONS

853 22/2756/FUL Mr Victoria Hotel, The Esplanade, Sidmouth, Devon, EX10 8RY.
South Ward Matthew Construction of two new poolside family rooms and associated
Raistrick parking spaces, and extension to existing poolside family guest
room.

NO OBJECTIONS

854 24/0435/FUL Mr Michael 24 Woolbrook Park, Sidmouth, Devon, EX10 9DU.
West Ward Sykes Proposed dormered loft extension, external works to increase
rear patio and parking areas.

NO OBJECTIONS

Note: Members requested that plastic/composite wall cladding is not used.

855 Trees in Conservation Areas

The following works noted were considered as an exemption to the Conservation Area
Legislation:

Belvedere Court, Hillside, Sidmouth – Remove the failed limb of a Monterey Pine.

856 Trees with preservation order(s)

Applications relating to Trees protected by a Tree Preservation Order.

a) 24/0576/TRE Mr Luke Balfour Manor, Station Road, Sidmouth, EX10 8XW.
South Ward Hyson 0358, Holm Oak (the tree is tagged on site): reduce eastern
stem by 3 to 4m and remaining 2 stems by 2m leaving tree at
approximately 19m, with an overall canopy spread of 8.5m.
Maximum diameter cuts 75-100mm.

DEFERRED: AWAITING OFFICERS REPORT

b) 24/0577/TRE Mr Luke G1, Holm Oaks: overhanging Broadway, crown reduce by 2-3m
South Ward Hyson and reduce side branches by 2m to clear overhead telecom
cables whilst maintaining shape. G2, Laurel: crown lift to 5.2m
above ground level and prune back to reduce lateral
branches over road.

DEFERRED: AWAITING OFFICERS REPORT

c) 24/0472/TRE Mrs Enid Tudor House, Connaught Close, Sidmouth, EX10 8TU.
South Ward Holden Holm oak : crown reduction of 3m, reducing canopy lateral
spread from 11m to 8m; crown lift to 3.5m above ground level
above road access.

DEFERRED: AWAITING OFFICERS REPORT

d) 24/0128/TRE Abbeydale, Manor Road, Sidmouth, EX10 8TA.
South Ward T1, Monterey Cypress : Dismantle in sections to near ground
level and grind out stump to allow replacement planting
(standard Pinus sylvestris 8-10cms girth or a Quercus spp.)
(DR)

APPROVED: subject to the conditions recommended by the Arboricultural Officer.

857 Exemption(s) to Tree Preservation Orders

None received

858 Appeals

None received.

859 Unsupported decisions

None received.

860 Enforcement Letters

None received.

861 Urgent Items

None received.

862 New Draft Local Plan Update

No new Sidmouth area specific issues to report.

.....
CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 24 March 2024**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)
Bernie Davis
Chris Lockyear
John Nicholson

Apologies: Cllr John Loudoun
Cllr Rachel Perram

Also present: Cllr Ian Barlow

The meeting started at 10.00am and finished at 11.30am

863 Declarations of Interest

Cllr Kelvin Dent	24/0263/MFUL	Personal	Stayed in the meeting and voted.	Acquainted with the objector
Cllr Kelvin Dent	24/0263/MFUL	Personal	Left the meeting and did not vote.	Resident of Knowle Drive

864 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.

865 Minutes

Members agreed that delegated authority be given to the Chair of the Planning Working Group to sign as a true and accurate record the Minutes of the Planning Working Group meeting of 10 April 2024.

866 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.

867 24/0546/FUL Mr and Mrs 10, The Grove, Sidmouth, Devon, EX10 8UL.
East Ward D Buggins Construction of deck in rear garden [Retrospective].

DO NOT SUPPORT

Members agreed with the Environment Agency's objection but were concerned about building a structure in such proximity to the 'main' part of the river. They felt it may set a precedent and were concerned about the appearance as seen from the Byes.

868 24/0647/FUL Mr and Mrs 1 Albany Villas, Salcombe Road, Sidmouth, EX10 8PW.
East Ward A Arkless and Neighbour Construction of side extension, window replacement to front elevation and internal alterations.

NO OBJECTIONS

- 869** 24/0745/FUL Mrs Fiddlers Green, Core Hill Road, Sidmouth, Devon, EX10 9XE.
North Ward Lovelock Proposed garage conversion into residential accommodation, ancillary use for the purposes of the main dwelling.

NO OBJECTIONS

Note: Members suggested the inclusion of a condition that the use of the proposed conversion should be ancillary to the main dwelling.

- 870** 24/0610/FUL Mr Nicholas Riverside Cottage, Harcombe, Sidmouth, EX10 0PR.
Sidbury Ward Bennett Removal of existing internal boiler, construction of concrete base, installation of proposed new external floor mounted boiler and associated timber fence screen.

DO NOT SUPPORT

Members felt a source of renewable heating could be used and considered the external boiler not to be in keeping with the listed building.

- 871** 24/0611/LBC Mr Nicholas Riverside Cottage, Harcombe, Sidmouth, EX10 0PR.
Sidbury Ward Bennett Removal of existing internal boiler, construction of concrete base, installation of proposed new external floor mounted boiler and associated timber fence screen.

DO NOT SUPPORT

Members considered the external boiler not to be in keeping with the listed building and would like the Applicants to consider other options.

- 872** 24/0689/FUL Mr Kenber, Frys Lane, Sidford, Devon, EX10 9SR.
Sidford Ward Benjamin Lomax Single storey extension to rear of property; existing outbuilding at rear to be demolished and enlarged with addition of side extension.

NO OBJECTIONS

NOTE: The following item was chaired by Councillor Lockyear

- 873** 24/0263/MFUL Mr Paull Former Council Offices, Knowle, Sidmouth, Devon, EX10 8HL.
South Ward Redevelopment of site to provide:
- (a) Care home building (Class C2) with associated parking, landscaping, staff and resident facilities and associated works
 - (b) Extra care apartment building (53 units) with associated communal lounge, wellbeing suite, restaurant and care provision (class C2)
 - (c) Retirement living apartment building (33 units) with associated communal lounge (Sheltered housing) and

(d) Erection of 4 houses and 3 townhouses (Class C3) along with accesses, internal car parking, roads, paths, retaining walls, refuse and landscaping associated with development; retention/refurbishment of building B, erection of habitat building and substations. (Demolition of buildings other than building B) (Variation to previous application (23/0571/MFUL) showing removal of balconies and elevational changes to west elevation of Retirement Living block, and alterations to the southern end/elevations of the Retirement Living and Extra Care buildings).

OBJECT:

Despite the previous submissions, members felt it was essential to emphasise that Sidmouth Town Council's stance remained unchanged from our communication on April 3rd. All previous objections to the proposed development persist and were still applicable.

Of particular concern was the letter from the NHS supporting Dr. Stych from our Medical Centre, which underscored the fears surrounding the capacity of our current healthcare and support services to accommodate the influx of elderly residents that such a development would bring. The existing strain on healthcare resources in Sidmouth is already significant, and the addition of a large number of elderly residents would undoubtedly exacerbate this issue, leading to understandable apprehension among Sidmouth residents about the implications of such a substantial increase in demand.

Given these ongoing concerns and the consistent objections raised by the community and relevant authorities, it is imperative that the developers heed these warnings and reconsider the proposed development comprehensively. The well-being and quality of life of Sidmouth residents must be paramount in any decision-making process regarding such a significant project.

Members urge the local planning authority to take into account the genuine fears and reservations expressed by the Sidmouth community.

874 PART 'B'

Exclusion of the Public and Press RESOLVED:

That under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) was excluded from the meeting due to the confidential nature of its contents, namely the terms of a proposed contract with the Council.

Housing Needs Survey

Members considered a proposal by CNB Housing to undertake a Housing Needs Survey for Sidmouth. At its meeting on 8th April, the Council had agreed to fund the survey.

Also considered was a note from East Devon District Council regarding social properties and the waiting list in Sidmouth and an email from EDDC's Planning Policy Manager with some observations on the proposed survey.

Members of the Working Group were minded to accept the proposal and to ask CNB Housing to undertake the work as the results of the survey could assist the Council in responding to consultation on the new Local Plan, in responding to planning applications and appeals and in preparing a new Neighbourhood Plan in due course. However, the Chair was asked to request confirmation on the following point:

Strategy 4 of the current Local Plan seeks to achieve balanced communities in East Devon with regard to employment, social facilities and age range. Will the survey by CNB Housing indicate what a balanced community looks like age-wise, whether Sidmouth meets the definition and, if not, what housing is required to achieve an acceptable balance?

It was also suggested that the EDDC's social housing information should be sent to CNB Housing to assist their survey and that their attention should be drawn to a District-wide Local Needs Assessment 2022 referred to by EDDC's Planning Policy Manager.

875 Trees in Conservation Areas

None received.

876 Trees with preservation order

None received.

877 Exemption to a Tree Preservation Order

None received.

878 Notification of a CPE.

a) 24/0626/CPE

Synderborough Farm, Sidbury, EX10 0QJ.

Certificate of Existing Lawfulness for confirmation that Planning Permission has been implemented and that continued development of dwellings as per the application 19/2349/FUL is legal.

NO OBSERVATIONS.

879 Appeals

a) 23/0810/FUL Mr Alan
APP/U1105/D/24 Stevenson
/3341105

8 Mill Street, Sidmouth, EX10 8DF.

Proposed two storey rear extension.

880 Unsupported decisions

None received.

881 Enforcement Letters

None received.

882 Urgent Items

None received.

883 New Draft Local Plan Update

Councillor Barlow reported that EDDC's Strategic Planning Committee were endeavouring to keep up to date with progress.

.....
CHAIR OF THE PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of Sidmouth Town Council’s
Environment Committee held in the Council Chamber,
Woolcombe House, Woolcombe Lane, Sidmouth
on Monday 22 April 2024 at 6.30pm

Councillors: Ian Barlow (Chair)
 Stephen Blakeway
 Bernie Davis
 Kelvin Dent
 Paul Dodds
 Mike Goodman
 Chris Lockyear
 Hillary Nelson
 John Nicholson
 Kevin Walker
 Philip Weaver

Invited Reps: Ed Dolphin (Sidmouth Arboretum)
 Jon Ball (Sidmouth Arboretum)
 Diana East (Sidmouth Arboretum)
 Charles Sinclair (River Sid Project)
 Lynette Talbot (Sidmouth in Bloom)
 Roger Woolley (Sidmouth in Bloom, Sid Bashers)
 Dave Bramley (CAPS)
 Jeremey Woodward (SVA)

Apologies: Councillor Edward Willis-Flemming
 Councillor Rachel Perram

The meeting started at 6.30pm and finished at 8.50pm

PART ‘A’

52 Minutes

The minutes of the Environment Working Group meetings held on Monday 12 February 2024, were agreed, and signed.

53 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow and Cllr Chris Lockyear	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group Member of Sidmouth Arboretum
Cllr Kelvin Dent				Resident of Knowle Drive adjacent to Knowle Gardens
Cllr Chris Lockyear, Cllr Kevin Walker	All items	Personal	Remained in the Meeting during discussion and voting.	Member of Sidmouth Biodiversity Group

54 Matters of Urgency and Report

None reported.

55 Natural Environment:

55.1 Charles Sinclair from River Sid Partnership gave a verbal update regarding their ongoing work on the River Sid project and the funding from South West Water. He gave thanks to the Town Council for the consultation and thanks were given by the Committee for their ongoing dedication and hard work. A meeting will be held at Kennaway House on 10 May for further discussion.

55.2 Ed Dolphin gave an update on the 'Shingle Beach Nature Area'. Unwanted plants had been cleared, making way for new planting.

RESOLVED: The Chair informed the Committee that the information sign was in the final stages of production, costing £1k. Permission has been granted by East Devon District Council (EDDC) for its placement.

55.3 Jon Ball from the Arboretum gave an update on the 10-year treeconomics report. The survey will start in June, running through to September.

55.4 Councillor Kevin Walker gave a report from the new Friends of the Knowle Group and their activities.

RECOMMENDED:

1) that Councillor Walker officially joins the Council's Knowle Park and Gardens Working Group.

2) that a donation of £250 to cover the initial one off set up costs of group be made.

55.5 Councillor Chris Lockyear gave an update regarding his dialog with South West Water and the works they were progressing in Sidmouth. 10 Million pounds would be invested by South West Water into Sidmouth over the next few years.

55.6 Jeremy Woodward gave thanks to the Environment Committee on behalf of the Cherish Sidmouth Cemeteries Group and the Sid Vale Association for the purchase of Hi Viz jackets for the volunteers. Thanks was given by the Committee to the ongoing commitment and work of the VGS group.

56 Built Environment

56.1 The Chair reported on assisting the County Highways with the ongoing issue of Potholes and drainage in the Sid Valley.

RESOLVED:

1) that all residents should be encouraged to report any blocked drains or potholes to Devon County Council (DCC).

2) that Councillor Paul Dodds would set up a Working Group to monitor and assist DCC via the Road Wardens Programme. Volunteers to be sent on a Road Wardens training day provided by Stuart Hughes and DCC.

56.2 Councillor Kelvin Dent gave a brief update on the idea of Woodland Burial Plots in the Sid Valley. Councillor Dent and Walker were working to investigate costings and potential sites. Diana East gave an update on a plot of land on Redwood Road for sale.

56.3 Potential Tidy up Sidmouth Day/s.

RESOLVED: That a Working Group be set up with Councillors Perram, Weaver, Davis and Walker meet to discuss collaborating with Sidmouth Plastic Warriors, Sidmouth in Bloom and all other groups at the meeting to ensure a good turnout at the event and make a visible difference to the town .

57 Engagement

57.1 An update on the Caps project was given by Dave Bramley who suggested it become a signpost for the Environment Group. More engagement was needed with the Community, forwarding information and educating about climate awareness. A request for £400 to fund educating talks was given. Lynette Talbot from Sidmouth in Bloom suggested to set up a speakers list on the council website for anyone who wants one.

RECOMMENDED: that £200 for talks to help inform residents on renewables and sustainability, following up with sponsorship for the remaining amount be agreed.

57.2 Councillor Bernie Davis presented a concise report on the Plant Based Treaty Campaign group and how parts of their 'Treaty' could be incorporated into the Council's Environment Policy. The Chair of Council had previously agreed for the item to be included on the Environment Committee Agenda as it had been raised by a member of the public at the Annual Town Assembly meeting held on 4 March 2024.

RESOLVED: that a working group with Councillors Davis, Lockyear, Blakeway and Nicholson be set up to review the Environment Policy.

.....
CHAIR OF THE ENVIRONMENT COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2024

Cumulative

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Council Services</u>					
Public Conveniences	22,922	22,922	32,500	9,578	0
Youth Service Support	0	47,626	47,630	4	0
Flower Beds, Planters & Watering	0	16,858	17,000	142	0
Christmas Lighting & Events	0	16,220	15,500	-720	0
Donation to Christmas Lighting (Income)	0	-1,750	-1,750	0	0
Tourism Promotion	5,994	36,485	50,000	13,515	13,515
Tourism Promotion Income	-1,622	-16,903	-26,000	-9,097	-9,097
Innovation & Resilience Fund	0	56,757	0	-56,757	-56,757
Verge Cutting, Town Maintenance & Weeding	1,986	23,325	24,500	1,175	0
Verge Cutting DCC Grant (Income)	0	-4,983	-4,950	33	0
Street Furniture	204	2,654	5,000	2,346	2,346
Sidmouth Information Centre	0	32,700	32,700	0	0
Water Fountains & Defib Mtce	440	2,100	2,000	-100	0
Dog Hygiene Bins	0	1,650	2,000	350	0
War Memorials	0	0	2,500	2,500	2,500
Parish Paths Partnership Payments	1,283	3,853	0	-3,853	-3,853
Parish Paths Partnership (Income)	0	-2,150	0	2,150	2,150
	£31,207	£237,364	£198,630	-£38,734	-£49,196
<u>Discretionary Expenditure</u>					
Grants	0	21,400	23,000	1,600	1,600
Sidmouth Folk Festival	0	36,000	36,000	0	0
Sidmouth Town Band	0	5,500	5,500	0	0
Sidmouth in Bloom	0	11,000	11,000	0	0
South West Museum Development	0	800	800	0	0
Sidmouth Regatta Air Show	0	41,757	12,500	-29,257	-29,257
Donation to Sidmouth Regatta Air Show (Income)	-113	-11,133	0	11,133	11,133
Environment Committee	311	4,708	12,000	7,292	7,292
Donation to use of Marquee (Income)	0	-50	0	50	0
Community Infrastructure Levy Payments	0	0	0	0	0
Community Infrastructure Levy (Income)	0	-19,199	0	19,199	19,199
Rayson Bequest - Fireworks/Light Displays	0	4,642	0	-4,642	-4,642
Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
Community Infrastructure Levy (Income)	0	2,288	0	-2,288	-2,288
Rayson Bequest - Fireworks/Light Displays (Inc)	-4,624	-14,624	0	14,624	14,624
Rayson Bequest - Natural/Sidmouth History (Inc)	-4,624	-14,624	0	14,624	14,624
Rayson Bequest - Party/Celebrations (Inc)	-4,624	-14,624	0	14,624	14,624
Woolley Bequest Payments	0	3,018	0	-3,018	-3,018
	-£13,674	£56,859	£100,800	£43,941	£43,891

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2024

Cummulative

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Woolcombe House</u>					
Services Gas/Water/Elec	1,423	6,828	7,000	172	0
Woolcombe House Business Rate	0	8,426	7,600	-826	0
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1	0
Woolcombe House-General Maintenance	2,484	9,114	7,000	-2,114	-2,767
	£3,907	£39,257	£36,490	-£2,767	-£2,767

Other Property

Alma Lane Field	326	326	200	-126	0
Manstone Youth Centre (Income)	-9,125	-20,000	0	20,000	20,000
Manstone Youth Centre	16,234	66,192	85,000	18,808	18,808
Manstone Sports and Play Areas	193	1,379	2,000	621	0
Long Park & Play Area	778	7,847	1,500	-6,347	-6,347
The Arches	26,202	58,796	36,000	-22,796	-22,796
The Arches East (Income)	-6,603	-26,414	-24,250	2,164	2,164
Conservatory Maintenance	0	650	2,000	1,350	1,350
Knowle Parkland & Amphitheatre	1,000	6,105	10,000	3,895	3,895
Knowle Parkland & Amphitheatre (Income)	0	-50,000	0	50,000	50,000
Fire Beacon Nature Reserve	0	4,630	7,000	2,370	2,370
Fire Beacon Nature Reserve (Income)	0	-3,088	0	3,088	3,088
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-39	-40	-1	0
	£29,005	£46,379	£119,405	£73,026	£72,532

Trust Property

The Ham

The Ham Ground Mtce	121	1,452	2,000	548	548
The Ham Other Mtce	4,446	40,341	24,000	-16,341	-16,341
The Ham Play Equipment	0	3,615	1,500	-2,115	-2,115
The Ham Reserve	0	2,000	2,000	0	0
The Ham Utility Building	0	3,903	5,000	1,097	1,097
The Ham 3Phase Power	4,171	6,020	3,000	-3,020	-3,020
The Ham Rent (Income)	0	-12,817	-10,000	2,817	2,817

Manstone

Manstone Land Ground Mtce	66	792	800	8	0
Manstone Other Maintenance	0	1,600	1,600	0	0
Manstone Reserve	0	1,085	2,000	915	915
Manstone Rent (Income)	-345	-1,380	-1,380	0	0

Salcombe Regis

S.R. Allotment Field	0	0	0	0	0
S.R. Recreation Field	0	0	0	0	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	£8,459	£46,086	£29,995	-£16,091	-£16,099

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2024

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<u>Members</u>					
Members/Chair's Allowances	0	3,181	6,100	2,919	0
Chair's Expenses	0	1,282	2,000	718	0
Members Expenses/Training	0	0	800	800	0
Elections	0	3,365	5,000	1,635	1,635
Civic & Hospitality	0	1,277	2,000	723	0
	£0	£9,105	£15,900	£6,795	£1,635
<u>Staff</u>					
Salaries	9,240	111,510	109,000	-2,510	0
Pensions	1,897	22,888	22,000	-888	0
Project Support	0	6,000	20,000	14,000	14,000
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	105	1,000	895	0
Officers Expenses	0	144	500	356	0
	£11,137	£140,647	£152,600	£11,953	£14,000
<u>Office Expenses</u>					
Postage	0	260	500	240	0
Stationery	128	1,171	1,500	329	0
Telephone	0	4,730	4,000	-730	0
Subscriptions	0	2,457	2,600	143	0
Photocopier	-116	485	800	315	0
Internet, website and webcams	0	3,865	4,000	135	0
Computer Software Contracts	326	3,233	3,000	-233	0
Computer Maintenance Support	1,520	4,327	3,000	-1,327	0
Advertisements	0	0	500	500	0
Audit	0	2,500	2,500	0	0
Insurance	0	6,710	5,500	-1,210	0
Sundry	0	711	1,000	289	0
Bank Charges	10	202	300	98	0
Bank Interest Received (Income)	-5,287	-17,849	-2,500	15,349	0
	-£3,419	£12,802	£26,700	£13,898	£0

Sidmouth Town Council - Detailed Income and Expenditure Report Month 12 - March 2024

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
Expense Group Totals					
Council Services	31,207	237,364	198,630	-38,734	-49,196
Discretionary Expenditure	-13,674	56,859	100,800	43,941	43,891
Woolcombe House	3,907	39,257	36,490	-2,767	-2,767
Other Freehold Property	29,005	46,379	119,405	73,026	72,532
Trust Property	8,459	46,086	29,995	-16,091	-16,099
Members	0	9,105	15,900	6,795	1,635
Staff	11,137	140,647	152,600	11,953	14,000
Office Expenses	-3,419	12,802	26,700	13,898	0
Precept Received	0	-680,520	-680,520	0	
Net Income over Expenditure	£66,622	-£92,021	£0	£92,021	£63,996

Current/Deposit Bank Accounts £1,176,456

of which

Woolley Bequest £2,963

Rayson Bequest Fireworks/Light Displays £65,672

Rayson Bequest Natural/Sidmouth History £65,709

Rayson Bequest Party/Celebrations £64,208

Innovation & Resilience Fund £674

Earmarked Reserves £711,256

Dear Chris,

A further update re the grant award you are holding in reserve for the Sidmouth Watersports Hub for a proposed solar scheme. The good news is that we have resolved the electrical supply issues which were one of the barriers to a solar scheme, and we now have a fully functioning 3 phase supply. The bad news is that, following more detailed investigations, it's clear that the existing roof structure would need considerable reinforcement to support panels in such an exposed location. The costs for this are beyond our means and we have decided not to proceed with another grant application to EDDC this year.

Might the Town Council, in these circumstances, consider an alternative use of the allocated grant funding in support of the Watersports Hub? The Hub itself is making excellent progress in bringing together a number of Clubs under one roof. We have also been able to expand the use of the building by other community groups, e.g. Pilates groups and groups for family and mental health support. The building has required significant adaptation to meet the requirements of all the affiliated organisations (gig rowers, sailing club, angling club, Sidmouth Lifeboat, surf lifesaving club and kayakers) and we were successful in obtaining matched funding from the Keith Owen Fund for a 50k upgrade programme which is nearing completion.

However, we are hampered by the lack of appropriate disability access and other facilities for disabled people. The structure of the building is such that there is no straightforward option for an internal lift and we have worked up an external platform lift option to the rear of the building which will cost 27k. We have thus far received local pledges for 16k, with other funding sources being explored. Sidmouth Rotary are also interested in the project and have indicated that they may be able to secure additional funding for an internal lift if we can come up with a costed proposal for this. We have identified one option for which we will be getting quotations shortly. All in all, we believe that we are on the way to achieving some form of lift access and our request to the Town Council is that the grant reserved for the solar scheme is made available for a disability lift scheme once we can demonstrate that the full funding has been secured.

We appreciate that this may not be possible under the terms of the grant but felt it appropriate to ask the question. It's great to see these premises being better used and we want to ensure that disabled people, and those with mobility problems, can participate fully.

On a related note, I've been told that you have installed an internal platform lift in your offices. If this is the case, might it be possible to view it and see what we can learn from your installation?

Regards

Miles

Thanks for your time a couple of weeks ago. And apologies I have not got round to formalising the offer to transfer the Long Park and Sidbury Village Hall toilets sites sooner, nor communicated formally the Council's approach to the Sidford Cross site which we had discussed previously.

By way of some background a report was presented to EDDC's overview committee on 9th November 2023 and to cabinet on 3rd January 2024 at which an agreed process (gateway approach) and timetables were approved by cabinet as follows:

- To amend the current approved HOTS to be less onerous/more flexible, together with a shift from leasehold to freehold interests being offered to Parish and Town Councils to allow for success i.e. more commercial opportunities / scope to raise investment and potential income generation from the sites following transfer.
- Officers to progress and conclude negotiations for the freehold transfers of Cat B & C sites to Parish & Town Councils as a priority, which if unsuccessful will lead to the next step of offering the sites with a publicly accessible toilet provision and failing that, without, to a commercial operator.
- Where Parish / Town Councils say yes to the transfer, their commitment is to be provided by way of signed HOTS and the necessary authorities being in place by no later than 31st March 2024; unconditional contracts are exchanged no later than 30th June 2024, with completion of the transfer set for an agreed date, but no later than 31st March 2025.
- Where a Parish / Town Council has not provided the necessary commitment by 31st March 2024, the site will be marketed with a toilet provision and if a commitment is secured in the interim, but unconditional contracts are not in place by 30th June 2024, then the sites will be marketed without a toilet provision being required.

Obviously this deadline will be missed by STC, but as previously discussed we understand that STC are not interested in the Sidbury or Sidford Cross sites (and we both acknowledge STC already own Long Park PC Block) so this email is in effect providing both EDDC and STC with the paper trail confirming the position that has already been discussed but would ask for formal decisions on the Sidmouth and Sidbury sites before end of June along with confirmation that STC has no objection to the Council's proposals for Sidford Cross.

Outline Terms of the Transfer to a Town Council (TC)

1. Freehold interest to be transferred for a £1.
2. For 1st 10 years there must be a publicly accessible toilet provision in at least part – the form of this provision to be agreed prior to transfer.
3. EDDC consent required to sale of freehold following transfer, for the 1st 10 years. Consent may include partaking in the proceeds (similar to overage).
4. A lease can be granted but if it includes the public toilet part, the lessee must enter into a direct covenant with EDDC.
5. For 1st 10 years the transferee/TC cannot charge users more for public toilets than EDDC are charging.
6. For 1st 10 years, toilets must be open 7 days a week at agreed times - not less than other EDDC sites in [Location of toilets] - this detail to be agreed.
7. After the 1st 10 years the TC can use the entire building as they choose, with or without a public toilet, charge what they like and choose their opening hours.
8. Overage – EDDC would be entitled to 50% of the gross increase in market value following a disposal.
9. A leasehold disposal less than [x years – to be agreed] would be excluded from the overage provision – to facilitate the TC being able to let out part etc.
10. Option for EDDC to purchase site back if the public toilets form part of a future development site. Either the public toilets then to be re-provided elsewhere by EDDC or fair compensation given.

Long Park/Arcot Road PC Block

Please see attached title and title plan. *(plan only)*

Based on our legal due diligence and as discussed, this block appears to be owned by Sidmouth Town Council as it was included as part of the transfer of Long Park Recreation Ground in 2010.

We can't therefore offer a transfer of the FH interest, but we will be agreeing a date in due course for when STC take over maintenance, cleaning etc of the block from EDDC, so long as this is no later than 31st March 2025.

As previously set out EDDC's Streetscene team will set out the terms and costs on which they can provide cleaning services with consumables, but this cannot include repairs and maintenance – this will need to be managed direct by STC.

Sidbury Village Hall PC Block

Please see attached title and title plan. *(plan only)*

Available to the Town Council as per the outline terms and timescales set out above. Please note there is a potential defect in the title / title plan which is being investigated and is likely to need rectification prior to transfer. As per earlier discussions we understand STC are not interested in taking a transfer of this block and we are in early discussions with a neighbouring property occupier to take a transfer – as it stands we will not be marketing the premises due to the complexities of the block and that the current party we are talking to is the most suitable transferee.

Once we have confirmation from STC we are keen to progress discussions with the other party promptly to enable transfer no later than 31st March next year.

Sidford Cross

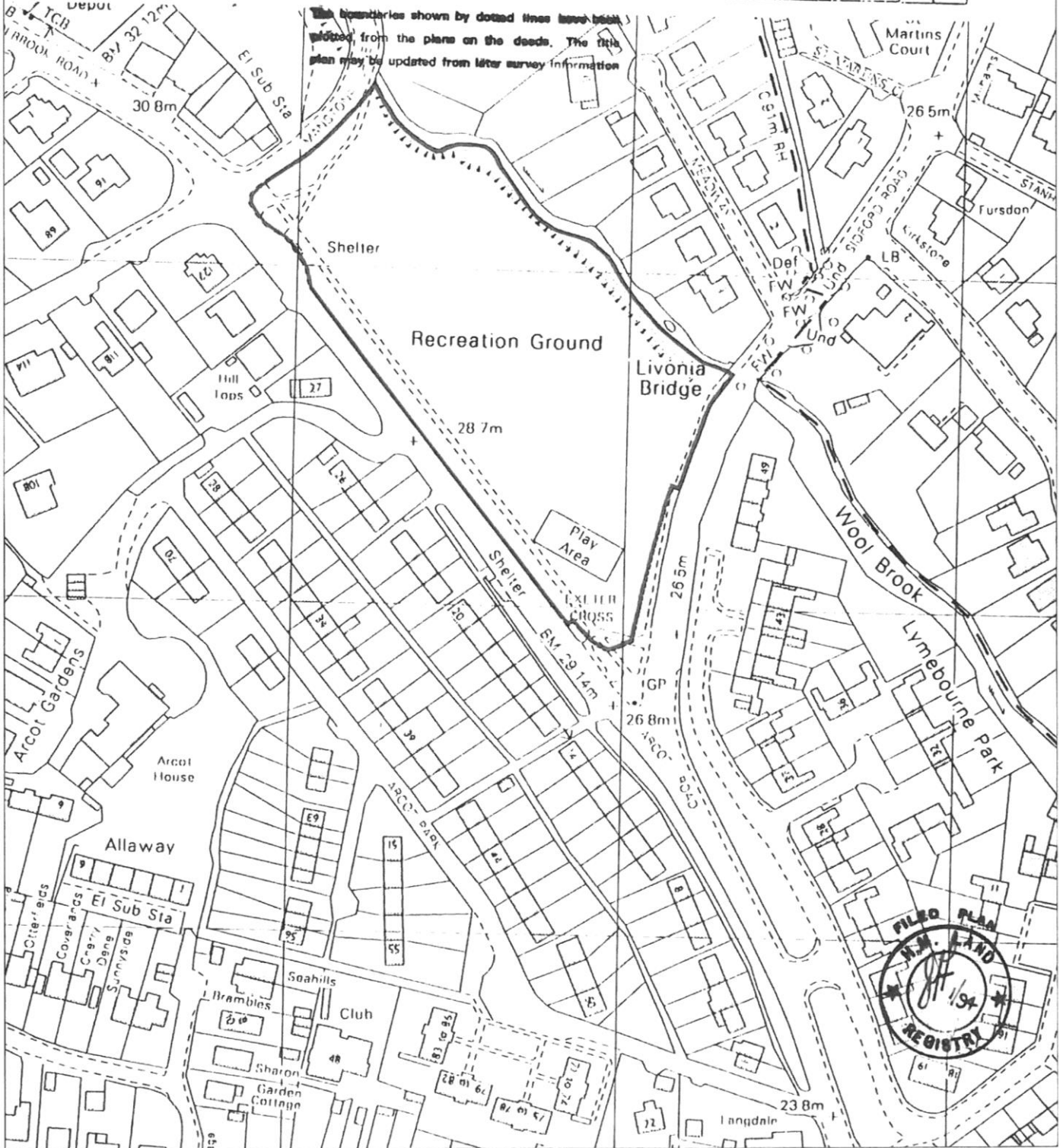
Please see attached title and title plan, and what is a current work in progress / draft transfer plan. *(plan only)*

This site is somewhat different to Sidbury and Long Park as it has been shut for over 4 years, prompted by covid but accepted by STC that it would not re-open due to lack of local demand. The site also has potential development potential. It is not therefore being offered to STC on the terms above.

Our intention is to look at the options for this site over the coming months, and market it for sale / redevelopment. Please confirm this is understood / there is no objection with this.

If you need any further information in order to consider these sites please let me know.

H.M. LAND REGISTRY		TITLE NUMBER	
		DN335109	
ORDNANCE SURVEY PLAN REFERENCE	SY1288	SECTION	Scale 1/1250 Enlarged from 1/2500
COUNTY DEVON	DISTRICT EAST DEVON		© Crown copyright



This official copy is incomplete without the preceding notes page.

H.M. LAND REGISTRY		TITLE NUMBER	
		DN345102	
ORDNANCE SURVEY PLAN REFERENCE	SY 1391	SECTION C	Scale 1/1250 Enlarged from 1/2500
COUNTY DEVON	DISTRICT EAST DEVON		© Crown copyright 1983

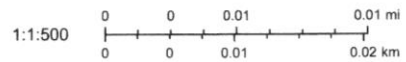


This official copy is incomplete without the preceding notes page.

Sidford Cross PC, Sidmouth



© Crown Copyright and database rights 2024 Ordnance Survey AC0000809498



Map Tile: SY1390SW Full Reference: SY13364 90009



Proposal: Installation of Benches Outside the Arches Beach Cafe

Dear Councillors,

After having customers repeatedly asking, we thought we would write to you ahead of your meeting on Monday 8th April 2024 to respectfully propose to place three benches outside the Arches Beach Cafe on the pavement owned by the Sidmouth Town Council. We understand the importance of adhering to regulations and ensuring the safety and accessibility of public spaces, and we assure you that our proposal aligns with these principles.

As per the Sidmouth Neighbourhood Plan, we share in the council's vision of maintaining and promoting the Sid Valleys rural and coastal beauty and believe that the placement of benches would appeal to both young and older folk – especially during the summer months – and help with the stated aim of 'supporting a high quality of life, work and visitor experience' to the area. Plus, allowing people to socialise outside is always a bonus – especially in these post pandemic days.

In the Summer months, we also regularly incur a loss of trade as people wish to enjoy our items outside, especially hot beverages, but don't like consuming them from disposable packaging. Thus, any customers sitting on the benches, will be able to enjoy a drink from a ceramic cup. This also helps us, as per the Neighbourhood Plan become more economically resilient – especially in the face of still rising costs.

Rationale

1. **Enhancement of the Seafront:** The addition of benches outside our cafe will contribute positively to the aesthetic appeal and functionality of the Sidmouth seafront. It will provide both residents and visitors with a comfortable and inviting outdoor space to enjoy the picturesque surroundings.
2. **Safety and Accessibility:** We acknowledge that you will likely have concerns regarding disabled access and obstruction of the pavement. Rest assured, the proposed benches will be one scaffold board wide and will be removed every evening to ensure unimpeded access for pedestrians, including those with mobility challenges. These will be placed right up against the large arched windows to allow ample space on the pavement to accommodate wheelchair users and pedestrians, mitigating any potential safety hazards. Devon Highways also agree with this statement in their attached statement. We would also like to note, that there is no drop curb by the Arches and so those with mobility issues, have normally left the path before they reach the café thus meaning any benches won't prove to be an obstruction to them. With the likelihood of a crossing and hole in the sea wall going ahead shortly, this is likely to be the case even more so.
3. **Conservation Area Considerations:** Being located in a UK conservation area necessitates careful consideration of any alterations to the surroundings. We assure the council that the proposed benches will be in harmony with the character and heritage of the area. Their design will be simple and unobtrusive, complementing rather than detracting from the beauty of the Sidmouth seafront.
4. **Financial Contribution:** In recognition of the privilege to utilise public space for our patrons' enjoyment, we are willing to pay the Sidmouth Town Council an annual fee equivalent to that required by Devon County Council (£101 per annum). This contribution could go towards supporting the

maintenance and improvement of public amenities in the area. While EDDC's planning department, as per their response below note that we will not require planning permission, they do say that we will need a street license from EDDC. However, as per EDDC's own website, we can confirm that this **will not** be the case in this instance, as they state "If the land in question is private land you do not need a pavement licence but do need permission from the land owner"

(<https://eastdevon.gov.uk/licensing/pavement-licence/information-about-a-pavement-licence/>).

Conclusion:

In conclusion, the installation of benches outside the Arches Beach Cafe presents an opportunity to enhance the Sidmouth seafront, provide a safe and accessible outdoor space for patrons, and contribute to the local community. We assure the council that every precaution will be taken to address concerns related to safety, accessibility, and conservation. We respectfully request the council's support and approval of our proposal and have attached images below. Please note, this is to give you an idea of how the bench will visually look – the materials will be larch, which has been felled in the Teign Valley. Our benches won't be as 'chunky' as those below due to being needed to be carried in each evening.

Thank you for considering our proposal. We are open to further discussion and collaboration to ensure the successful implementation of this initiative.

Sincerely,

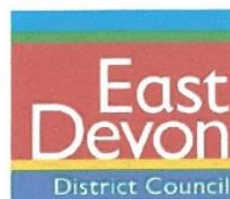
Dan, Josh and Helen

Appendix 1 – Rough Visual of Bench



Appendix 2 – EDDC Planning Response

Date: 11 March 2024
Contact number: 01395 517565
Email: planninghouseholder@eastdevon.gov.uk
Reference: 24/0097/ENQ



Mr Dan Lakeman
The Arches Youth Cafe
The Esplanade
Sidmouth
EX10 8NS

East Devon District Council
Blackdown House
Border Road
Honiton
EX14 1EJ
Tel: 01395 516551
www.facebook.com/eastdevon
www.twitter.com/eastdevon

Dear Mr Lakeman

Town and Country Planning Act 1990

Proposal: Install Moveable Benches on the Pavement

Location: The Arches Youth Café, The Esplanade, Sidmouth, EX10 8NS

I refer to your householder enquiry form dated the 8th March 2024 regarding your request to install moveable benches on the pavement.

On the basis of the information that you have supplied I am writing to confirm that an application for planning permission will not be required in this instance however you **will** need to apply for a pavement license.

'A pavement licence constitutes deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid'

This can be done through the following link: <https://eastdevon.gov.uk/licensing/pavement-licence/apply-for-a-pavement-licence/> further information on pavement licensing can be found through: <https://www.gov.uk/government/publications/pavement-licences-draft-guidance/draft-guidance-pavement-licences-outdoor-seating-proposal>

Please note that the view that planning permission is not required is an informal opinion only and is based on the information supplied by yourself and an officer's interpretation of the relevant legislation.

Do not hesitate to contact me again should you require any further information.

Yours sincerely

Callum Moir
Householder Planning
East Devon District Council

East Devon – an outstanding place

Chief Executive: Mark R Williams Deputy Chief Executive: Richard Cohen



Appendix 3 – Devon County Council Highway Response

devonhighways@devonhighways.co.uk <devonhighways@devonhighways.co.uk>
To: danzlakeman@gmail.com

Tue, Mar 19, 2024 at 5:15 PM

Devon Highways - Update - ENQ241728700



Dear Sir/Madam,

ENQ241728700

Highway Comments, Enquiry
Location: The Esplanade, Sidmouth

Thank you for contacting us about this issue, which was originally reported on 18-March-2024. The record was completed on the 19-March-2024.

The following information is now available;

Devon County Council would have no objections as long as the benches were not placed on the public highway. As this section of land is owned by The Town Council and they have not got an issue then neither does DCC.