



SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE
WOOLCOMBE LANE
SIDMOUTH
DEVON
EX10 9BB

Telephone: 01395 512424

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Website: www.sidmouth.gov.uk

To: All Members of the Town Council
Town Clerk

29 January 2025

For information:

District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

**Meeting of Sidmouth Town Council
Monday 3 February 2025
on the rising of the Trustee Meeting**

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,

Christopher E Holland
Town Clerk

A G E N D A

- | | <u>Page/s</u> |
|---|---------------|
| <u>PART 'A'</u> | |
| 1 Apologies
To receive any apologies for absence. | |
| 2 Minutes
To confirm the minutes of the Town Council meetings held on Mondays 6 and 20 January 2025. | 4 – 13 |
| 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 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.)
- 8 **Committees and Working Group Reports**
- 8.1 Planning Committee
To receive the reports of the Planning Committee meeting held on Wednesday 8 January 2025. 14 – 17
- 8.2 Tourism & Economy Committee
To receive an update, if appropriate, from the Chair of the Tourism & Economy Committee.
- 8.3 Environment Committee
To receive the reports and recommendations of the Environment Committee meeting held on Monday 13 January 2025. 18 – 21
- 8.4 Council Resources Working Group
To receive an update, if appropriate, from the Chair of the Council Resources Working Group.
- 8.5 Youth Provision Working Group
- a) To receive an update, if appropriate, from the Chair of the Youth Provision Working Group.
- b) To consider allocation of up to £5,000 from the 2025/6 Youth Provision budget for ‘Give It a Go’ grants. A report outlining the project is attached for information. 22 – 24
- c) To consider the recommendation from the Youth Provision Working Group that it becomes the Youth Provision Committee and that it have spending powers to allocate from within the Youth Provision budget. A draft terms of reference for the Committee is attached for information. 25

9 **Reports from Members with Special Responsibilities**

9.1 Finance Report

26 – 29

a) To receive the Finance Report for December 2024.

b) In accordance with section 2.2 of the Town Council’s Financial Regulations Members are asked to note that the Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of December 2024.

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

10 **Draft Revised Risk Assessment/Risk Register**

Members are asked to consider the Draft Revised Risk Assessment/Risk Register document as attached to the agenda email.

Document attached to the agenda email

Forthcoming meetings:

FEB	Wed	19	PLANNING COMMITTEE
MAR	Mon	03	COUNCIL
	Wed	12	PLANNING COMMITTEE
	Wed	19	TOURISM & ECONOMY COMMITTEE
APR	Wed	02	PLANNING COMMITTEE
	Mon	07	COUNCIL & TOWN ASSEMBLY (Venue – Sidmouth Guide HQ, Lawn Vista, EX10 9BY)
	Mon	14	ENVIRONMENT COMMITTEE
	Wed	23	PLANNING COMMITTEE

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 6 January 2025 at 6.30pm

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
Primley	Francetta Bridle
	Hilary Nelson (Vice Chair)
	Kevin Walker
Sidbury	John Loudoun
Sidford	Mike Goodman
Apologies:	Ian Barlow, Edward Willis Fleming

The meeting started at 6.30pm and finished at 6.55pm.

PART 'A'

92 Minutes

The minutes of the meeting of the Town Council held on Monday 2 December 2024 were signed as a true and accurate record.

93 Declarations of Interest

No Declarations of Interest were received at this meeting.

94 Public Open Question Time

- Cllr Dodds asked how much the County Council had been allocated from the governments funding for repairing potholes. County Cllr Hughes replied that Devon County Council had been allocated £83m and that this was to be used for all road repairs, resurfacing etc.

95 Police Advocate Report

Cllr Nelson reported that there would be an in-person meeting held in Honiton on Wednesday 8 January, where she would report all the matters raised by Members at the December Council meeting.

RESOLVED: That the Police Advocate report be noted.

96 **Committee/Working Group Reports**

96.1 Planning Working Group and Committee Reports

Councillor Dent presented the reports of the Planning Working Group meeting held on Wednesday 4 December and the Planning Committee meeting held on Wednesday 18 December 2024.

RESOLVED: That the Planning Working Group and Planning Committee reports be noted and decisions agreed

96.2 Tourism and Economy Committee Report

Councillor Nelson presented the report of the Tourism & Economy Committee meeting held on Wednesday 11 December 2024.

RESOLVED: That the Tourism and Economy Committee report be noted.

96.3 Environment Committee Report

Councillors Blakeway and Dodds reported that a small working party had been set up which would meet with representatives from EDDC's Streetscene to discuss areas around Sidmouth that required additional cleansing.

In the meantime, if Members were aware of any unkempt areas in their Wards, they should forward information to Cllr Dodds who through the Town Clerk, was helping to coordinate the weeding and street cleaning work being carried out by the Town Council's contractor.

RESOLVED: That the Environment Committee report be noted and agreed.

96.4 Council Resources Working Group

There was nothing to report from the Council Resources Working Group.

96.5 Youth Provision Working Group

Councillor Nelson, Chair of the Youth Provision Working Group, reported that a Tender for Youth Services had been issued as a Press Release.

Young Devon had been the Town Council's service provider for 10 years.

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

97 **Reports from Members with Special Responsibilities**

97.1 Finance Report

Cllr Lockyear, Member with Special Responsibility for Finance, presented the Finance Report for November 2024.

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

97.2 Beach Management Plan

Cllr Lockyear reported that Steve Donnelly had been appointed as the District Council's Beach Management Project Manager.

97.3 CAPS Eco Hub

Cllr Davis reported that a schedule of topics had been drawn up for the pilot CAPS Eco Hub events which would be held on the 2nd and 4th Saturdays of each month, alternating between the TIC and Library.

98 Sidmouth Town Council Environment Policy

Members were asked to consider the adoption of the updated Town Council Environment Policy document which following adoption would be circulated to all Sidmouth Environment related groups via the Environment Committee.

RESOLVED: That subject to minor re-formatting, the updated Sidmouth Town Council Environment Policy document be adopted.

(Cllr Nicholson asked that his vote against adoption of the Environment Policy be noted in the minutes.)

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CHAIR OF THE COUNCIL

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held in the Council Chamber, Woolcombe House,
Woolcombe Lane, Sidmouth
on Monday 20 January 2025 at 6.30pm

Ward	Councillors Present:
Sidmouth South	Kelvin Dent
	Chris Lockyear (Chair)
	John Nicholson
	Rachel Perram
Sidmouth East	Lorraine Brown
Primley	Francetta Bridle
	Hilary Nelson (Vice Chair)
	Kevin Walker
Sidbury	John Loudoun
Sidford	Mike Goodman
Salcombe Regis	Edward Willis Fleming
Apologies:	Ian Barlow, Bernie Davis

The meeting started at 6.30pm and finished at 7.25pm.

PART 'A'

99 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Chris Lockyear	Sidmouth Science Festival	Personal	Remained in the meeting during discussion and voting	Trustee of Sidmouth Science Festival
Cllr Chris Lockyear	Sidmouth Biodiversity Group	Personal	Remained in the meeting during discussion and voting	Member of Sidmouth Biodiversity Group
Cllr Chris Lockyear	Sidmouth Folk Festival	Personal	Remained in the meeting during discussion and voting	Trustee of Sidmouth Folk Festival
Cllr Chris Lockyear	Sidmouth Arboretum Trust	Personal	Remained in the meeting during discussion and voting	Trustee of Sidmouth Arboretum Trust
Cllr Hilary Nelson	Sidmouth in Bloom	Personal	Remained in the meeting during discussion and voting	Council Representative for Sidmouth in Bloom
Cllr Francetta Bridle	Sidmouth in Bloom	Personal	Remained in the meeting during discussion and voting	Council Representative for Sidmouth in Bloom

Cllr Kelvin Dent	South West Museum Development	Personal	Remained in the meeting during discussion and voting	Council Representative for Sidmouth Museum
Cllr Kevin Walker	Sidmouth Community Food Forest	Personal	Remained in the meeting during discussion and voting	Member of Sidmouth Community Food Forest
Cllr Kevin Walker	Cherishing Sidmouth Cemeteries	Personal	Remained in the meeting during discussion and voting	Member of Cherishing Sidmouth Cemeteries
Cllr Kevin Walker	Sid Valley Biodiversity Group	Personal	Remained in the meeting during discussion and voting	Member of Sid Valley Biodiversity Group
Cllr Edward Willis Fleming	Sidmouth Jazz & Blues Festival	Personal	Remained in the meeting during discussion and voting	Sponsor of Sidmouth Jazz & Blues Festival
Cllr Mike Goodman	Sidmouth Rotary Club	Personal	Remained in the meeting during discussion and voting	Member of Sidmouth Rotary Club
Town Clerk, Christopher Holland	Sidmouth Town Band	Personal	Remained in the meeting during discussion and voting	Member of Sidmouth Town Band

100 Matters of Urgency or Report from the Chair

- The Chair read out a letter received from Sidmouth Folk Festival raising concerns over the lack of provision of toilets in The Ham area.

The Chair asked that District Council Members raise this issue at the District Council and Cllrs Goodman and Loudoun confirmed that they would do so.

The Chair and Town Clerk would also discuss with Sidmouth Folk Festival that, as they provided food and drink outlets, whether it would be sensible that they should also supply additional toilets outside the marquee area.

101 Exclusion of the Public

RESOLVED: that the classification given to the documents to be submitted to the Council be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

102 Proposed Estimates 2025/2026

Councillor Lockyear presented the proposed estimates report for 2025/2026.

RESOLVED: That:

- the Town Council precept for 2025/2026 be set at £778,015 representing £105.91 Parish Tax at Council Tax Band 'D'.
- the breakdown of estimates for 2025/2026 be agreed, as attached schedule.

103 Exclusion of the Public and Press

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

PART 'B'

104 Grant Applications

Members were asked to consider Grant applications for the financial year 2025/2026.

RESOLVED: That:

1. the total grant allocations to Festivals and Events be set at £56,700.
2. the total grant allocations to Special Funding Support be set at £31,500.
3. the total grant allocations to Community Small Grant be set at £19,030.
4. 2025/2026 Grants, total of £107,230 be allocated to organisations, as the attached schedule.

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CHAIR OF THE COUNCIL

SIDMOUTH TOWN COUNCIL 2025-2026 BUDGETS LISTING

Council Services

Youth Service Support	£54,000
Flower Beds, Planters & Watering	£20,000
Christmas Lighting & Events	£17,500
Donation to Christmas Lighting (Income)	-£1,750
Tourism Promotion	£50,000
Tourism Promotion (Income)	-£15,000
Verge Cutting, Town Maintenance & Weeding	£26,000
Verge Cutting DCC Grant (Income)	-£5,100
Street Furniture	£2,000
Sidmouth Information Centre	£44,000
Water Fountains & Defib Mtce	£3,000
Dog Hygiene Bins	£2,000
War Memorials	£500
	£197,150

Discretionary Expenditure

Festival and Events Grants	£56,700
Special Funding Support	£31,500
Community Small Grants	£19,030
Sidmouth Regatta	£22,000
Donation to Sidmouth Regatta (Income)	-£10,000
Environment Committee	£4,000
	£123,230

Woolcombe House

Services Gas/Water/Elec	£8,500
Woolcombe House Business Rate	£10,500
Woolcombe House (Loan Interest&Repayment)	£14,890
Woolcombe House General Maintenance	£10,000
	£43,890

Other Freehold Property

Alma Lane Field	£500
Youth Premises Provision	£62,000
Manstone Sports and Play Areas	£3,000
Long Park & Play Area	£3,000
Long Park Public Conveniences	£45,000
The Arches	£35,000
Arches Public Conveniences servicing	£20,000
The Arches East (Income)	-£28,000
Conservatory Maintenance	£2,000
Knowle Parkland & Amphitheatre	£15,000
Sidmouth Golf Club (Income)	-£5
Elec Pole Rent (Income)	-£40
	£157,455

Trust Property

The Ham

The Ham Ground Mtce	£2,000
The Ham Other Mtce	£10,000
The Ham Play Equipment	£2,000
The Ham Utility Building	£20,000
The Ham 3Phase Power	£6,000
The Ham Rent (Income)	-£11,000

Manstone

Manstone Ground Mtce	£900
Manstone Other Maintenance	£1,600
Manstone Rent (Income)	-£1,640

Salcombe Regis

S.R. Recreation Field Rent (Income)	-£670
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£29,190

Members

Members/Chair's Allowances	£7,400
Chair's Expenses	£2,000
Members Expenses/Training	£1,000
Elections	£1,000
Civic & Hospitality	£1,000
Civic Regalia	£1,000

£13,400

Staff

Salaries	£160,000
Pensions	£32,500
Staff Eye Tests	£100
Training & Conferences	£500
Officers Expenses	£500

£193,600

Office Expenses

Postage	£500
Stationery	£1,500
Telephone	£5,500
Subscriptions	£3,000
Photocopier	£800
Internet, website and webcams	£6,000
I.T. Software Contracts	£4,500
I.T. Maintenance Contingency	£6,000
Advertisements	£1,000
Audit	£2,500
Insurance	£7,500
Sundry	£1,000
Bank Charges	£300
Bank Interest Received (Income)	-£20,000

£20,100

Expense Group Totals

Council Services	£197,150
Discretionary Expenditure	£123,230
Woolcombe House	£43,890
Other Freehold Property	£157,455
Trust Property	£29,190
Members	£13,400
Staff	£193,600
Office Expenses	£20,100
Total Estimated Precept	£778,015

Represents Parish Tax at Council Tax Band 'D' £105.91

SIDMOUTH TOWN COUNCIL GRANTS 2025/2026

<u>FESTIVALS AND EVENTS</u>	<u>2025/2026</u>	<u>2026/2027</u> <i>(in principle)</i>	<u>2027/2028</u> <i>(in principle)</i>	<u>2028/2029</u> <i>(in principle)</i>
Sidmouth & East Devon Walking Festival	1,500	1,500	1,500	1,500
Sidmouth Carnival	1,500	1,500	1,500	1,500
Sidmouth Coastal Community Hub CIC (Seafest)	3,500	3,500	3,500	3,500
Sidmouth Folk Festival	32,000	32,000	32,000	32,000
Sidmouth Jazz & Blues Festival	15,000	15,000	15,000	15,000
Sidmouth Science Festival	3,200	3,200	3,200	3,200
 <u>SPECIAL FUNDING SUPPORT</u>				
Sid Valley HELP	15,000	15,000	15,000	15,000
Sidmouth in Bloom	14,000	14,000	14,000	14,000
Sidmouth Town Band	2,500	2,500	2,500	2,500
 <u>COMMUNITY SMALL GRANTS</u>				
Cherishing Sidmouth Cemeteries Volunteers	850			
East Devon Explorers	1,000			
East Devon Support Group (Parkinsons UK)	750			
Libraries Unlimited	970			
Oasis Drop in Café	1,040			
Pride of Sidmouth College Award Scheme	750			
Sid Defib	1,000			
Sid Vale Community Productions	650			
Sid Valley Biodiversity Group	1,200			
Sidmouth Amateur Radio Society	600			
Sidmouth Arboretum Trust	1,000			
Sidmouth Community Food Forest	1,250			
Sidmouth Methodist Church Community Peace Garden	1,000			
Sidmouth Parish Church (Clock)	190			
Sidmouth Parish Church (Patronage Fund)	100			
Sidmouth Rotary Club	750			
Sidmouth School of Art (Ham Wallspace)	1,560			
Sidmouth School of Art (Sensory Garden)	1,390			
Sidmouth Surf Lifesaving Club	860			
South West Academy of Fine & Applied Arts	950			
South West Museum Development	800			
Vision Group for Sidmouth	370			
TOTAL GRANT ALLOCATIONS	£107,230	£88,200	£88,200	£88,200

**Sidmouth Town Council’s Planning Committee
held on Wednesday 8 January 2025**

Councillors present: Cllr Kelvin Dent (Chair)
Cllr Rachel Perram (Vice Chair)
Cllr Bernie Davis
Cllr Chris Lockyear
Cllr John Nicholson

Apologies: Cllr Ian Barlow
Cllr John Loudoun
Cllr Hilary Nelson
Cllr Edward Willis-Flemming

The meeting started at 10.00am and finished at 10.50 am

277 Declarations of Interest

Cllr Bernie Davis	24/2263/LBC Salcome Regis	Personal	Remained in the meeting and did vote	Acquainted with the Applicant
Cllr Chris Lockyear	24/2263/LBC Salcome Regis	Personal	Remained in the meeting 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

The minutes of the meeting of the Planning Working Group held on Wednesday 18 December 2024 were signed as a true and accurate record.

280 Matter arising on the minutes:

- a) 24/2570/TCA
Salcombe Regis
Ward
- The Dairy House, Salcombe Regis, Devon, EX10 0JH.
PROPOSAL: T1, Leylandii : halve in size in line with the top of low roof level; boughs overhanging the low roof of the Dairy House will be pruned back to 1m; any boughs overhanging the neighbouring property will be removed. T2, Leylandii : halve the height, bringing it down to the level of the low roofs of both properties.

NOTED

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.

- 281** 24/2434/MOUT Sidbury LVA Land Adjacent Furzehill, Burnt Oak, Sidbury.
Sidbury Ward LLP Outline planning application for the erection of up to 43 residential dwellings, with associated access, landscaping and open space, as well as the provision of the second phase of the Sidford to Sidbury multi-use path (all matters reserved save for access).

(Previously objected to at the meeting held on 18 December 2024- Members also agreed to formulate a list of measures aimed to mitigate should the application be approved by the local planning authority. A number of suggestions by Local Residents had been forwarded by the Ward Member.)

RESOLVED: That delegated authority be given to the Town Clerk in consultation with the Chair and Vice Chair of the Committee to review the suggestions by Local Residents and to submit a list of mitigation measures for consideration by the Planning Committee at its next meeting on 29th January with a view thereafter to submitting the Town Council's formal response as consultee.

- 282** 24/2572/FUL Mr T Ford Core Hill Cottage, Core Hill Road, Sidmouth, EX10 0JR.
North Ward Rebuilding of existing garage and store building as Gym and store for use in conjunction with main house.

NO OBJECTIONS: Members recommend the inclusion of a condition to ensure that the use of the gym and store remains ancillary to the use of the house.

- 283** 24/2582/FUL Bill Watkins 10 Primley Paddock, Sidmouth, EX10 9LA.
Primley Ward Proposed single storey side extension

NO OBJECTIONS

- 284** 24/2536/FUL Carole Clark 21 Fleming Avenue, Sidmouth, EX10 9NZ.
Primley Ward Proposed garage conversion and boundary treatments.

SPLIT DECISION:

NO OBJECTIONS: To the proposed garage conversion.

OBJECT:To the boundary fencing. Members considered that any fencing would be out of character with the open plan nature of the of the immediate area and contrary to Policy 7 of the Sid Valley Neighbourhood Plan.

- 285** 24/2263/LBC Dr Brian Egypt, Millford Road, Sidmouth, EX10 8DP Replace deteriorating
Salcome Regis Golding windows with slimline heritage double glazing as follows (letters refer to labels on elevation sketches, photos and plans): replace 1no. French window on ground floor (K), 2no. sash windows at first floor on front elevation (I,J); replace 1no. French window (L) and 1no. window (M) on ground floor rear elevation; replace 2no. dormer windows on second floor front elevation (C,D,E,F,G,H); replace 1no. window on second floor side (north) elevation (B) and 1no. window on second floor side (south) elevation (A).

NO OBJECTIONS

286 24/2521/FUL Abby 15 Hillside, Sidbury, Sidmouth, EX10 0QZ.
Sidbury Ward Bartram Proposed two storey rear extension.

NO OBJECTIONS

287 24/2417/FUL Mr Phillip Myrtle Farm, Fore Street, Sidbury, Sidmouth, EX10 0RS.
Sidbury Ward Wallace Erection of 2 no. sheds.

NO OBJECTIONS

288 24/2531/FUL Mr & Mrs 10 Convent Fields, Sidmouth, EX10 8QR.
South Ward Robert & Erection of two storey front extension, single storey side
Alison extension, and first floor side extension above existing garage.
Jenkins

NO OBJECTIONS

289 Trees in Conservation Areas

a) 24/2644/TCA Mrs Bruce 11 Cranford, Sidmouth, Devon, EX10 8UT.
South Ward Smith T1: Juniper - fell.

DEFERRED awaiting Officer's report

290 Tree Preservation Orders

Applications relating to Trees protected by a Tree Preservation Order.

a) 24/2360/TRE Lusways, Salcombe Hill Road, Sidmouth, EX10 8JS.
Salcombe Regis T5, Gean Cherry : fell to ground level.
Ward

AGREED: as recommended by the Arboricultural Officer.

b) 24/2296/TRE Beatlands House, Beatlands Road, Sidmouth, EX10 8JH.
Salcombe Regis T1 - Lime: crown reduce by 4-5m in height and 3m in lateral
Ward spread. Maximum Diameter of Cuts (MDC) 100mm. Remove
major hazardous deadwood. T2 - Lime: crown reduce by 3m all
over, MDC 75mm. Remove major hazardous deadwood.

AGREED: as recommended by the Arboricultural Officer.

c) 24/2317/TRE Flat 1 The Heights, 70 Sidford High Street, Sidford, Sidmouth,
Sidford Ward EX10 9SQ.
T1, Beech: remove the lowest branch to the west and then
reduce the other westward growing branches in length by
approximately 3m, decreasing to 2m and 1m as you go up the
tree, in order to maintain a reasonable crown shape and keep
the integrity of the tree intact.

SPLIT DECISION: as recommended by the Arboricultural Officer.

- d) 24/2596/TRE Mr Endean 5 Deans Mead, Sidmouth, Devon, EX10 8XP.
South Ward T1: Oak - remove upper rubbing limb to leave lower larger limb,
reducing weight via thinning.

DEFERRED: Awaiting Officers report.

291 Notification of any works which constitute an exemption to a Tree Preservation Order

None received.

292 Notification of a new Tree Preservation Order

None received.

293 Appeals

None received

294 Unsupported decisions

None received.

295 Enforcement Letters

None received.

296 New Draft East Devon Local Plan Update:

No further update was available as meetings of the Strategic Planning Committee on 13th December and 7th January had been cancelled.

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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 13 January 2025 at 6.30pm

Councillors: Stephen Blakeway (Vice Chair)
 Bernie Davis
 Paul Dodds
 Mike Goodman
 Chris Lockyear
 Hillary Nelson
 Kevin Walker
 Edward Willis-Flemming

Invited Reps: Ed Dolphin (Sidmouth Arboretum)
 Jon Ball (Sidmouth Arboretum)
 Jan Metcalf (River Sid Project)
 Charles Sinclair (River Sid Project)
 Dave Bramley (CAPS)

Apologies: Ian Barlow (Chair)
 Rachel Perram

The meeting started at 6.30pm and finished at 8.50pm

PART 'A'

74 Minutes

The minutes of the Environment Working Group meetings held on Monday 21 October 2024, were agreed, and signed, subject to Councillor Lockyear declaration of interest in the Biodiversity Group and being a Member of Sidmouth Arboretum.

75 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Chris Lockyear	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group Member of Sidmouth Arboretum

76 Matters of Urgency and Report

None reported.

77 The committee acknowledged the adoption of the updated Environment Policy by the Council and discussed its implications for their future work. Emphasis was placed on aligning committee activities with the new policy.

- 78** Suggestion for locations of future meetings:
The committee considered meeting in a workshop format once or twice a year to encourage greater engagement from other groups and improve structured discussion. It was debated that integrating this into regular Environment Committee meetings would not be feasible because of time pressure. Instead, as a trial, an additional workshop session would be set up soon after Sidmouth Nature Day on Sat 7th June to focus on work on the River Sid and gather feedback that will be reported back at the July Environment Committee meeting.
- 79** Feedback on Traffic Light Engagement and Support Tool:
There was positive feedback on the traffic light system. A summary of red points from projects that had used it was circulated in advance of the meeting to demonstrate how it is already highlighting common areas of need. Members found the approach helpful. It was noted that the system could also be referred to as 'RAG (red, amber, green) rating' rather than 'traffic lights'.
- 80** Cllr Walker opened a discussion on ways by which groups could be supported with regard to Volunteer issues, with the following suggestions:
Create a poster listing the groups available.
Add a dedicated volunteers page on the Sidmouth Town Council (STC) website.
Transform the 'What's On' section into a calendar format.
Provide information on where to go if you want to volunteer in Sidmouth.
Develop a simplified system to alert people about volunteering opportunities.
Add an agenda item for the June workshop on how environment groups during the workshop how they would like to enhance their social media presence to promote their work.
RESOLVED: Cllr Walker to discuss these suggestions with the Town Clerk and to work with Sidmouth Town Council to update the listings/contacts.
- 81 Natural Environment:**
- 81.1** Charles Sinclair provided leaflets and talked through the River Sid Catchment Group Plan, a visionary plan within SVBG to restore the Sid to full health. The plan engages with 'water', 'land', and 'people'. West Country Rivers Trust were being employed to map the quality of the river and its habitats, and to start visible action this year to address the multiple man-made barriers to fish passage, particularly salmon, trout and eels (a globally endangered species). All this would require significant public engagement and SVBG requested the support and endorsement of STC in this work. This marks a significant development in re-vitalising the River Sid catchment. The Vice Chair and Members thanked and congratulated the River Sid Catchment Group on their excellent communication, report, and leaflet.
RESOLVED: STC fully support and endorse the project.
- 81.2** Jan Metcalf reported on citizen science work on the River Sid. All evidence suggested the Woolbrook, in particular is in very poor health, with significant pollution, no fish and little other life. It is the Environment Agency's role to investigate the apparent pollution to find the main source of the problem. However, the EA is overstretched nationally and in the absence of their action, the Committee started to consider how it could address the challenge through community action. Members thanked the Jan for their ongoing hard work. There also appeared to be pollution challenges in the Bickwell Brook and Salcolme Regis stream that needed to be addressed by the EA.
RESOLVED: To ask an EA Project Officer to look at the Salcombe Regis stream.

- 81.3 Cllr Chris Lockyear reported about his dealings with South West Water. Works at the Ham had been postponed until September.
Mindful of the widely-publicised problems in Exmouth caused when pipes cracked under the higher pumping pressure used by SWW to increase sewage flow rate, Cllr Lockyear had been chasing SWW to measure the wall thickness of Sidmouth sewage pipes before adopting the same 'solution' in Sidmouth. Despite his work, it seemed SWW hadn't yet measured pipe wall thickness despite having increased pumping pressure. They were going to do so.
The committee discussed potential conflicts from SWW delays at the Ham interfering with various other work (eg Rockfish) and festivals in the area.
- 81.4 Tess Bisson, now Chair of the SVBG, gave updates on the Food Forest and the Coastal Beach Garden. She gave thanks to Cllr Ian Barlow for his ongoing help with the project.
- 81.5 Ed Dolphin updated Members about the 14,000 tree planting project. They have secured funding from national companies for the project so far. He emphasised that planting would continue even after reaching the target. Jon Ball also informed the Committee about the upcoming Tree Week.
- 81.6 Stefan Drew introduced a new proposal for making Sidmouth a Civic Food Forest, potentially a national/global first, as another vehicle to encourage the Sidmouth Community to come together around food production, the natural environment and sustainability.
RESOLVED: That STC endorse the concept of a Civic Food Forest.
- 81.7 Cllr Kevin Walker proposed that Cherish Sidmouth Cemeteries (CSC) receive recognition from STC for their excellent work to date.
RESOLVED: Members expressed full support for CSC and extended their gratitude for their continued dedication.

82 Built Environment

- 82.1 Cllr Paul Dodds reported on progress in improving the quality of paths and roads in Sidmouth. He explained how the work has progressed and how it is organised and presented a map highlighting six areas in Sidmouth affected by potholes, with Fortescue being the most concerning. Members thanked Cllr Dodds for his progress so far and his continuing efforts in addressing this issue.
- 82.2 Cllr Willis-Flemming presented an idea to invite the green belt into the Sidmouth town starting with three stone planters outside the Radway Cinema and exploring the possibility of approaching the Conservative Club to plant hedging. He suggested the idea be extended, planting trees wherever possible, and working with others including the scouts, cubs, and guides. Concern was raised about the viability of trees planted in pots which require specialised care. He would collaborate with the Arboretum to assess areas in the town where planting might be possible to improve the overall look of Sidmouth. However, DCC and EDDC between them they own most of the land so their agreement would be needed before anything can progress.
RESOLVED: That STC supported the idea. The Arboretum to conduct an inventory of available planting locations. Cllr Willis-Flemming to speak to Stuart Hughes, EDDC, and DCC to discuss how they can support this initiative.

83 Engagement

83.1 Report from CAPS:

Cllr Davis reported on the Eco Hub trial. Cllr Davis made a request for funds to be made available to purchase a banner to stand outside the venue during Eco Hub sessions. It was explained the issue was urgent as the next Environment Committee would not take place for a further three months, by which time the trial would nearly be over. Stands were available therefore only was flag required. The Vice Chair and Members thanked Cllr Davis for her progress with the Eco Hub. Dave Bramley provided an update on CAPS' involvement with ECOE and shared that an information leaflet for residents has been created.

RECOMMENDED: That up to £200 be allocated from the Environment Committee budget for the production of an 'ECO HUB' banner.

RESOLVED: Dave Bramley and Cllr Lockyear would coordinate with the Town Clerk to print and distribute the ECOE information leaflet to Sidmouth households.

84 Members confirmed the date for the next meeting as Monday 14 April.

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CHAIR OF THE ENVIRONMENT COMMITTEE

PROPOSAL FOR SIDMOUTH TOWN COUNCIL GRANT SUPPORT FOR YOUNG PEOPLE

“GIVE IT A GO” GRANTS AND ACTIVITY INFORMATION PROJECT

Rationale:

Sidmouth Town Council is committed to improving young people’s outcomes and engagement with society and recognises that encouraging participation in activities and partnership working with the myriad voluntary organisations that support young people in the Sid Valley is one of the most important ways this can be achieved.

Various interventions supported by Sidmouth Town Council, including the Action East Devon/Sid Valley Help mentoring scheme and the Mental Health Youth Worker Scheme, aim to direct young people towards involvement in community groups where they can be supported and their wellbeing improved.

The Sidmouth Young People’s Survey (February 2023) identified various barriers to young people’s participation in activities. 19% of respondents, or 85 individuals, reported that cost was a barrier to them joining activities in which they wanted to participate. Young people engaging with additional support for higher needs are likely to be disproportionately affected by financial hardship.

21% of respondents (95 individuals) reported that not knowing what was on offer was a barrier to their participation in activities.

In order to address these two issues, the Youth Provision Working Group proposes:

- (1) To fund a limited bursary or grant scheme to address financial barriers to access, with a working title of “Give It a Go” grants;
- (2) To improve communication of the activities on offer by means of a Freshers’ Fayre style event and production of a leaflet/virtual directory of activities.

This proposal was agreed by the Youth Provision Working Group at its meeting on 26th November 2024 and is now presented to Full Council for consideration.

Detail:

The proposal is for Sidmouth Town Council to fund a limited bursary or grants scheme to support young people who are most in need to engage with activities.

The aim is to work closely with student support services at Sidmouth College to identify recipients who would most benefit from this assistance. Discussions with the College have been positive and they support this proposal.

The first year would be a pilot project, running from 1 April 2025 – 31 March 2026. An evaluation of the project would be undertaken to determine the impact of the bursary scheme and whether it should continue in future years.

The bursary scheme will run alongside other Town Council initiatives aimed at overcoming barriers to participation as identified in the Young People's Survey, namely:

- Developing printed and online resources to inform young people of the activities on offer in the Sid Valley and beyond. The project would print c.200 copies of the directory and distribute these to key sites such as schools and libraries and distribute the virtual guide through local schools;
- Organising a "Freshers' Fayre" style event at Sidmouth College to provide face to face contact between young people and organisers of activities – this has been provisionally booked for 28th March 2025 and will involve students from Sidmouth College, Sidmouth Primary School and St Johns School;
- Reviewing other national and local means of financial support available to young people wanting to access activities and disseminating information about them, to ensure that Town Council funding does not duplicate existing support.

The funding for the pilot project would be capped at £5,000 for the first year. It is estimated that the costs of the Freshers' Fayre and activities directory will be £500, leaving £4,500 for the grant scheme. This would mean an estimated 45 young people successfully applying for grant support, at an estimated average of £100 per grant. Grants will normally be capped at £250. In exceptional circumstances where a grant of over £250 is sought, this must be directly approved by the Youth Provision Working Group of STC.

Sufficient allocation has already been made within the Youth Provision 2025/6 Budget for this spend, should Council be in agreement.

Grant Criteria:

Recipients would be:

- Students living within the Sidmouth Town Council area.
- Aged between 11 and 18 years old on 1st April 2025
- Who are prevented by financial hardship from accessing an activity that would be beneficial to their physical, educational, social or future career or skills development and to whom one of the following criteria applies:
 - Have been referred to the Early Help Scheme
 - Receiving higher levels of support through social services
 - Students who are classified by OFSTED as "disadvantaged" and who require financial support to achieve outcomes supported by the Sidmouth College mentoring or Mental Health Youth Worker Schemes
 - In exceptional circumstances, students who do not fit into any of the categories above but who are classified by OFSTED as "disadvantaged".¹

Funding would only be given for participation in a fully constituted community organisation which has appropriate safeguarding procedures in place.

What we will fund:

- Clothing/kit
- Hire or purchase of equipment required for activity, where these cannot be borrowed free of charge from the activity provider in question
- Membership fees/subscriptions
- Class/course fees
- Travel costs within the South West/the UK

What we won't usually fund:

- Activities taking place solely within school
- Foreign travel
- Costs over £250 per student
- Costs where an activity provider already has a financial assistance scheme in place.

Administration

Sidmouth College is willing, in principle, to be the joint administrator of the Give It a Go Grant scheme.

Sidmouth College's student support team know their students well and have good awareness of their relative needs and the likelihood that any individual will benefit from the scheme. It is therefore proposed that they decide which students should be supported, subject to application of the grant criteria stipulated above.

A letter on headed College paper from a Vice Principal in charge of student support or Principal would be sufficient for an award to be made. Activity providers and Sidmouth Town Council do not need to know the precise reason for access to bursary funds but the letter should include a clear statement:

"In the opinion of The College this student (named) should be supported by the Sidmouth Town Council "Give It a Go" Grants Scheme."

Monitoring

To monitor the effectiveness of the scheme, it is proposed that Sidmouth College will record amounts requested and awarded to young people and whether their participation in the scheme is continuing at year end. A simple questionnaire will be provided to young people who have been supported through the scheme to get their feedback at the end of the year, with all responses anonymised.

Monitoring of the effectiveness of the Fresher's Fayre and directory would also be undertaken through questionnaires to students and organisations.

¹ "Disadvantaged" pupils are those who were eligible for free school meals at any time during the last 6 years and children looked after, i.e. in the care of the Local Authority for a day or more or who have been adopted from care.

Sidmouth Town Council Youth Provision Committee

Terms of Reference

Purpose

The Committee shall succeed the Youth Provision Working Group and is formed to oversee provision of youth services in the Sidmouth Town Council area, ensuring the best outcomes for Sidmouth's young people and community. This includes, but is not limited to:

- Reviewing, and where possible supporting, provision of services to people aged 0 – 25 in the Sidmouth Town Council area, their parents and caregivers;
- Commissioning, procuring and monitoring of any Town Council provided non-statutory youth services;
- Liaising with other non-statutory and statutory providers of services to young people, with a view to facilitating joint working where possible and improving outcomes for young people;
- Actively engaging with young people and their opinions, and encouraging participation of young people in local democracy and in shaping youth services;
- Where appropriate, providing support for young people to become involved with community organisations, events and businesses;
- Allocating the Youth Provision budget for the benefit of young people and recommending any additional budgetary requirements to Full Council.

Membership

Membership of the Committee shall be made by full Council and is open to any Town Councillor who wishes to join, subject to the approval of the Council.

The Chair of Council is an ex officio member of the Committee.

The Chair and Vice Chair of the Youth Provision Committee shall be elected each year by members of the Committee, at the first meeting of the Committee following the Annual Meeting of the Town Council.

Meetings

The Committee shall meet at least four times a year, and more frequently if required, reporting minutes to Full Council.

Meetings of the Committee shall be in person.

Members of the public and the press may be admitted to meetings, subject to the provisions of the Public Bodies (Admission to Meetings) Act 1960, where confidential matters are discussed.

Review

Terms of Reference of the Committee will be reviewed regularly by the Committee; any changes requiring the approval of full Council.

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 9 - December 2024

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
<u>Council Services</u>					
Public Conveniences	0	0	16,000	16,000	0
Youth Service Support	0	38,248	49,000	10,752	0
Flower Beds, Planters & Watering	0	15,933	18,500	2,567	0
Christmas Lighting & Events	0	8,739	16,500	7,761	0
Donation to Christmas Lighting (Income)	0	-1,750	-1,750	0	0
Tourism Promotion	0	20,286	50,000	29,714	0
Tourism Promotion Income	-4,248	-10,182	-24,000	-13,818	0
Verge Cutting, Town Maintenance & Weeding	1,985	17,868	24,500	6,632	0
Verge Cutting DCC Grant (Income)	0	-5,132	-5,100	32	0
Street Furniture	0	7,070	16,800	9,730	0
Sidmouth Information Centre	0	25,000	32,800	7,800	0
Water Fountains & Defib Mtce	175	1,502	2,500	998	0
Dog Hygiene Bins	0	1,909	2,000	91	0
War Memorials	0	0	500	500	0
Parish Paths Partnership Payments	0	745	0	-745	-745
Parish Paths Partnership (Income)	0	-2,000	0	2,000	2,000
	-£2,088	£118,236	£198,250	£80,014	£1,255
<u>Discretionary Expenditure</u>					
Festival and Events Grant	0	50,000	50,000	0	0
Special Funding Support	0	29,500	29,500	0	0
Community Small Grants	0	15,250	18,000	2,750	0
Sidmouth Regatta	0	467	20,000	19,533	0
Donation to Sidmouth Regatta (Income)	0	-307	0	307	0
Environment Committee	0	8,851	8,000	-851	-851
Community Infrastructure Levy Payments	0	380	0	-380	-380
Community Infrastructure Levy (Income)	0	-7,866	0	7,866	7,866
Rayson Bequest - Fireworks/Light Displays	0	6,263	0	-6,263	-6,263
Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
Rayson Bequest - Party/Celebrations	0	0	0	0	0
Woolley Bequest Payments	0	0	0	0	0
	£0	£102,538	£125,500	£22,962	£372
<u>Woolcombe House</u>					
Services Gas/Water/Elec	459	3,144	8,000	4,856	0
Woolcombe House Business Rate	0	8,489	9,600	1,111	0
Woolcombe House (Loan Interest&Repayment)	7,445	14,889	14,890	1	0
Woolcombe House-General Maintenance	438	11,266	10,000	-1,266	-1,266
	£8,342	£37,788	£42,490	£4,702	-£1,266

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 9 - December 2024

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<u>Other Property</u>					
Alma Lane Field	0	0	500	500	0
Youth Premises Provision	33,421	78,699	85,000	6,301	0
Manstone Sports and Play Areas	2,296	6,040	2,000	-4,040	-4,040
Long Park & Play Area	152	3,212	1,500	-1,712	-1,712
The Arches	896	12,641	45,000	32,359	0
The Arches East (Income)	-6,855	-20,564	-27,000	-6,436	0
Conservatory Maintenance	130	885	2,000	1,115	0
Knowle Parkland & Amphitheatre	1,000	17,333	15,000	-2,333	-2,333
Fire Beacon Nature Reserve	0	0	0	0	0
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-40	-40	0	0
	£31,040	£98,201	£123,955	£25,754	-£8,085
<u>Trust Property</u>					
<u>The Ham</u>					
The Ham Ground Mtce	121	1,089	2,000	911	0
The Ham Other Mtce	0	1,359	10,000	8,641	0
The Ham Play Equipment	0	532	2,000	1,468	0
The Ham Utility Building	0	0	1,000	1,000	0
The Ham 3Phase Power	286	3,638	4,500	862	0
The Ham Rent (Income)	0	-12,287	-12,800	-513	0
<u>Manstone</u>					
Manstone Land Ground Mtce	66	594	900	306	0
Manstone Other Maintenance	0	750	1,600	850	0
Manstone Rent (Income)	-345	-1,035	-1,480	-445	0
<u>Salcombe Regis</u>					
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	-2,530	-670	1,860	0
	£128	-£7,890	£7,050	£14,940	£0
<u>Members</u>					
Members/Chair's Allowances	0	5,681	7,200	1,519	0
Chair's Expenses	350	350	2,000	1,650	0
Members Expenses/Training	0	163	800	637	0
Elections	0	1,208	1,000	-208	-208
Civic & Hospitality	0	0	1,000	1,000	0
Civic Regalia	0	0	1,000	1,000	0
	£350	£7,402	£13,000	£5,598	-£208

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 9 - December 2024

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
<u>Staff</u>					
Salaries	10,163	87,528	115,000	27,472	0
Pensions	2,077	17,916	24,000	6,084	0
Project Support	3,775	26,106	40,000	13,894	0
Staff Eye Tests	0	30	100	70	0
Training & Conferences	0	0	500	500	0
Officers Expenses	0	120	500	380	0
	£16,015	£131,700	£180,100	£48,400	£0
<u>Office Expenses</u>					
Postage	0	323	500	177	0
Stationery	10	952	1,500	548	0
Telephone	0	3,769	4,700	931	0
Subscriptions	25	2,823	3,000	177	0
Photocopier	0	500	800	300	0
Internet, website and webcams	0	4,064	4,000	-64	0
I.T. Software Contracts	5	3,172	4,000	828	0
I.T. Maintenance Support	0	2,748	6,000	3,252	0
Advertisements	0	0	500	500	0
Audit	0	2,080	2,500	420	0
Insurance	-531	6,758	6,800	42	0
Sundry	121	593	1,000	407	0
Bank Charges	14	106	300	194	0
Bank Interest Received (Income)	-6,289	-17,490	-12,000	5,490	0
	-£6,645	£10,398	£23,600	£13,202	£0

Sidmouth Town Council - Detailed Income and Expenditure Report Month 9 - December 2024

Expense Group Totals	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	-2,088	118,236	198,250	80,014	1,255
Discretionary Expenditure	0	102,538	125,500	22,962	372
Woolcombe House	8,342	37,788	42,490	4,702	-1,266
Other Freehold Property	31,040	98,201	123,955	25,754	-8,085
Trust Property	128	-7,890	7,050	14,940	0
Members	350	7,402	13,000	5,598	-208
Staff	16,015	131,700	180,100	48,400	0
Office Expenses	-6,645	10,398	23,600	13,202	0
Precept Received	0	-713,945	-713,945	0	
Net Income over Expenditure	£47,142	-£215,572	£0	£215,572	-£7,932

Current/Deposit Bank Accounts

of which:

Woolley Bequest

£2,963

Rayson Bequest Fireworks/Light Displays

£59,409

Rayson Bequest Natural/Sidmouth History

£65,709

Rayson Bequest Party/Celebrations

£64,208

Earmarked Reserves

£710,260

General Reserve at 1Apr24

£213,432

Balance of Precept held

£223,504

Control accounts

-£19,216
