

MINUTES
OF THE
MEETING OF
SIDMOUTH TOWN COUNCIL
HELD ON
MONDAY 15TH JUNE 2009
AT 6.30 PM
WOOLCOMBE HOUSE
SIDMOUTH, DEVON

Members Present:

Sidmouth North	Councillor Mrs. S. Carr Councillor S. Hughes Councillor P. Sullivan	(Vice-Chairman) (Chairman)
Sidmouth South	Councillor J.G.T. Dyson Councillor C.F.A. Gibbings Councillor Mrs. M. Jolly	
Sidmouth East	Councillor Mrs. F.I. Newth	
Sidmouth West	Councillor Mrs. A.E. Liverton Councillor G.K. Liverton Councillor C.H. Wale	
Primley	Councillor J. Turner	
Sidford	Councillor I.J. McKenzie-Edwards	
Sidbury	Councillor Mrs. C.E. Drew Councillor J.W. Hollick	
Salcombe Regis	Councillor A.W.J. Reed	

09:06/1 PRAYERS

Prayers were taken by the Prebendary Reverend David James.

09:06/2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S.J. Brokenshire, Mrs. L.W.A. Kelly and S.P. Pollentine.

09:06/3 MINUTES

The Minutes of the Town Council meeting held on Mondays 11th and 13th May 2009 were received and signed as a true and accurate record.

09:06/4 MATTERS OF URGENCY

There were no matters of urgency brought forward by the Chairman.

As no questions had been received Standing Orders were not suspended for a
PUBLIC OPEN QUESTION TIME

09:06/5 DECLARATIONS OF INTEREST

There were no Declarations of Interest received with regard to items on this agenda.

09:06/6 MATTERS OF REPORT FROM THE CHAIRMAN

The Chairman's Diary (as attached) was circulated to Members at the meeting and the Chairman reported the following:

- The Chairman read out a letter received from John Braithwaite thanking the Town Council for its financial assistance and support; acknowledgement would be given in programmes and at venues.
- The Sidmouth British Legion had sent an invitation for Members to attend the Veterans Day on 27th June 2009 commencing with a march from the Conservative Club at 2.30pm. Councillor Mrs. Liverton reported that the Youth Council would be running a cake stall on The Ham and requested assistance from any Members available.
- The Chairman reported a request for a Road Closure Order for the Sidmouth Regatta to be held on 29th and 30th August closing The Esplanade from its junction with Ham Lane to the Port Royal.

09:06/7 POLICE REPORT

09:06/7.1 A letter had been received from Inspector Jim Gale advising that he left his post in Honiton at the end of May to take up a role at Police Headquarters, Middlemoor, stating; 'I would like to take this opportunity to thank all members of the Council for the support given to the local neighbourhood policing team. Working closely with partners and local councils makes policing much more effective for communities, and I am very appreciative.'

RESOLVED: That this be noted.

09:06/7.2 Information had been received that a Police Liaison Meeting (East Devon) would be held on Tuesday 23rd June 2009 at 7.30pm at The Institute, Yonder Street, Ottery St. Mary.

RESOLVED: That this be noted.

09:06/7.3 PC Steve Lemon presented the May 2009 Police Report.

RESOLVED: That the Police Report be noted.

09:06/8 COMMITTEE/WORKING PARTY REPORTS

09:06/8.1 Planning Committee Reports

The Chairman of the Planning Committee, Councillor McKenzie-Edwards, presented the reports of the Planning Committee meetings held on Wednesdays 6th, 20th May and 3rd June 2009.

RESOLVED: That the Planning Reports be noted and agreed.

09:06/9 REPORTS FROM MEMBERS WITH SPECIAL RESPONSIBILITIES

09:06/9.1 Finance Report

Member with Special Responsibility for Finance, Councillor Turner, presented the Finance Reports for April and May 2009.

RESOLVED: That the Finance Reports be noted and agreed.

09:06/9.2 Sidmouth Museum

At the May meeting Councillor Mrs. Jolly gave a verbal report from the Museum committee meeting regarding necessary repairs to Hope Cottage and a potential extension to the building.

RESOLVED: That this item should be deferred to the Trustee meeting to be held on Monday 22nd June 2009.

09:06/9.3 Parish Paths Partnership

Councillor Dyson presented his report (as attached) and requested the release of funding for works at Peak Hill, costing £836 and BR41 at Fire Beacon; total costing exceeds £4,000 but P3 share would not exceed £1,000.

RESOLVED: That this be noted and agreed.

09:06/10 COUNCIL VACANCY – PRIMLEY WARD

Following Councillor Cox's resignation a Formal Notification was made to the District Council who had replied notifying that a petition requiring an election to fill the vacancy for Primley Ward had been received. An election would, therefore, be held and an election date be notified in due course.

RESOLVED: That this be noted.

09:06/11 STOWFORD COMMUNITY CENTRE

At the May meeting the Town Council had been asked whether it would consider releasing some of the earmarked contribution towards the project and also whether the officer appointed to co-ordinate the project might be able to work from the Town Council's offices. It was resolved that Councillor Turner would attend the next Stowford Community Centre project meeting and present a written report to the June Council meeting in order that a decision could be made; Councillor Turner's report (as attached) was circulated with the agenda.

RESOLVED: That the Town Council release £10,000 for funding the post of coordinator/facilitator.

09:06/12 FLOOD & WATER MANAGEMENT BILL

At the May meeting it was resolved that the draft Flood & Water Management Bill would be placed on this agenda for discussion; see item 09:05/32 (ii). The Chairman & Vice Chairman recommended that a Working Party be formed to consider this matter together with the Shoreline Management Plan (see Item 09:06/18)

RESOLVED: That a Working Party be formed to discuss this item together with item 09:06/18 consisting of the Chairman and Vice-Chairman and Councillors Dyson, Mrs. Kelly, Pollentine and Reed.

09:06/13 LAND ADJOINING PINE COTTAGE, LENNOX AVENUE

At the May meeting it was resolved (as successor to the former Sidmouth Urban District Council) that the sale of the freehold in respect of the piece of garden land shown on the plan be agreed and that any value of the freehold should be shared equally between East Devon District Council and Sidmouth Town Council.

A further letter had been received from Rob Speers, District Council Senior Estates Surveyor, informing that he had provisionally agreed with the executor the consideration of £5,000 for the freehold of the garden plot. This would be subject to a covenant that the land should not be used for any purpose other than as a garden to Pine Cottage. Mr. Speers was seeking the District Council's agreement to surrender its leasehold interest back to Sidmouth Town Council to enable a transfer of a clean freehold title of the land. The consideration of £5,000 would be shared 50/50 between the two Council's, with the applicant paying both Council's legal and surveyor's costs.

RESOLVED: That this be noted and agreed.

09:06/14 **ANNUAL RETURN**

The Council's Internal Auditor, Mr. John Richardson, had visited the Council Offices and undertaken the Audit of the Council's accounts. Attached with the agenda was a copy of Mr. Richardson's letter and Internal Audit Report; together with a statement of the Reserves Schedule and the final Statement of Accounts which now had to be signed by the Chairman and Clerk. Members were asked to note the Annual Governance Statement in Section 2 as this would require completion prior to signing.

RESOLVED: That the Annual Return be noted and agreed; the Town Clerk and staff be thanked for their work on the accounts throughout the year.

09:06/15 **ESPLANADE SHELTERS / SEAFRONT AMENITY BUILDING**

The architect, Mr. Roger Norton, had written to confirm that the planning application had been in process for over a month and there had not been any unfavourable comments to date. The Full Plans Building Regulations application had also been sent to the District Council. It was anticipated that tenders would be received on Monday 15th June for consideration at the meeting.

RESOLVED: That this item be deferred to Part B to enable Members to discuss the tender prices.

09:06/16 **SUSTAINABLE COMMUNITIES ACT**

The District Council had written that it was committed to helping Town and Parish Councils take up the opportunities offered by the newly introduced Sustainable Communities Act and would welcome suggestions. Information and a copy of the proposal form could be found on www.eastdevon.gov.uk/sustainablecommunitiesact . As final proposals had to be forwarded to the Secretary of State by 31st July, the deadline for proposals to reach the District Council was Monday 22nd June.

RESOLVED: That this be noted and a 'watching brief' be maintained.

09:06/17 **PEBBLEBED HEATHS CONSERVATION TRUST**

Sidmouth Town Council was invited to comment on an Options Appraisal for Future Management carried out by Footprint Ecology on behalf of the Pebblebed Heath Conservation Trust and the RSPB. A short version of the report (44 pages) and a summary report (12 pages) had been received and were available in the office. The Town Clerk had sought advice from Toby Taylor of the RSPB who had confirmed that this report did not affect Fire Beacon Nature Reserve

RESOLVED: That no further action be taken.

09:06/18 **CONSULTATION ON THE SHORELINE MANAGEMENT PLAN FOR SOUTH DEVON AND DORSET**

The Shoreline Management Plan (SMP) for the coast between Durlston Head, Swanage and Rame Head, Plymouth was being reviewed. The plan process would set the agreed policies used to determine shoreline defences and thus shape this length of coast over three time periods, up to the next 100 years. Sidmouth Town Council was invited (at very short notice) to attend one of a series of events held as part of the formal consultation for the SMP. Councillor Pollentine attended on behalf of the Council and would report to a future meeting.

RESOLVED: That a Working Party be formed to discuss this item and item no. 09:06/12 consisting of the Chairman and Vice-Chairman and Councillors Dyson, Mrs. Kelly, Pollentine and Reed.

09:06/19 **EAST DEVON AONB ANNUAL FORUM**

East Devon AONB Partnership would hold their Annual Forum at Bicton College on Thursday 2nd July at 7pm to 9.30pm. A representative of Sidmouth Town Council was invited to attend.

RESOLVED: That Councillor Mrs. Drew would attend and report back to the next meeting.

09:06/20 **EVENTS ON COUNCIL LAND**

- Cambridge University Student Theatre had made a request to stage a play at Connaught Gardens on the 27th June 2009 at 7.30pm. They wished to perform ‘Cardenio – Shakespeare’s Lost Play’; this would be in support of the Buturi School and Water Project.
- Laurelie Gifford had asked if her folk band could play at Connaught Gardens on 12th July 2009 at 2.30pm.
- Sidmouth Running Club had requested permission to hold their annual Festival Run on 9th August 2009; they wished to use one of the shelters in Connaught Gardens for their race HQ and remove the gate at the top of the cliff field as in previous years.
- The Rotary Club of Sid Valley had requested permission to use Blackmore Gardens on the 25th July 2009 for their annual Summer Fayre. This would consist of a marquee and various old fashioned stalls to sell goods for the Rotary’s charities.
- Churches Together in Sidmouth had applied to hold religious services in Connaught Gardens on the 2nd, 9th, 16th and 23rd August 2009.

The Town Council was asked whether it had any objection to the above events.

RESOLVED: That these be noted and agreed.

09:06/21 **LOCAL DEVELOPMENT FRAMEWORK**

Enclosed with the agenda was a copy of a report written by the Sid Vale Association responding to the LDF questionnaire.

RESOLVED: That this be noted.

09:06/22 **QUALITY COUNCIL STATUS**

Confirmation had been received that the panel had finished the re-accreditation process and confirmed that Sidmouth was re-accredited as a Quality Council. The email from the DAPC stated “the Panel liked your training needs form – you will be aware that you will need to monitor against your Training Statement of Intent, so collecting information in this focused way will be useful.”

RESOLVED: That this be noted and the Town Clerk congratulated on successfully completing the application process.

09:06/23 **EMPOWERING COMMUNITIES IN DEVON**

A conference for Parish and Town Councils was being organised by the DAPC on behalf of the Devon Local Government Steering Group on Wednesday 22nd July at Sandy Park, Exeter. The event was free unless late cancellations were made (£40). The topics included: legal updates, local government review in Devon, the Police perspective, health provision, asset transfer, community engagement and case studies and working sessions.

RESOLVED: That Members be emailed with this information.

09:06/24 **WOOLCOMBE HOUSE**

09:06/24.1 Drain Covers – Some weeks ago Drainsolve were called in to solve a problem with the drains at Woolcombe House, during investigation it was reported that two of the external manhole covers were in need of replacement. The cost for new frames and covers would be £236.38 and would be suitable for a 12.5 tonne loading.

RESOLVED: That this be noted and agreed.

09:06/24.2 Signage – One of the final items outstanding following the refurbishment of Woolcombe House was signage. A quotation had been received totalling £200. This would cover 13 signs, including external warnings that the entrance was now at the rear together with replacement ‘etchings’ for the two main doors.

RESOLVED: That this be noted and agreed.

09:06/24.3 Chamber Board – When the Chairman and Clerk met with Signs Express regarding the above signage, discussion took place on the chamber honours board and new names, etc. Three options had been received for the Council’s attention:

- Option 1 Attend site and paint new lines of text £120
- Option 2 Take Board away, paint full Coat of Arms and new text £350-£450
- Option 3 Attend site, paint new lines of text and apply printed sticker of Coat of Arms £200

RESOLVED: That a quote be obtained for a new Honours Board to replace the existing. The new board would be hung behind the Chairman’s position in the Chamber, with the existing SUDC board being repositioned to the right of the display cabinet.

09:06/25 ITEMS FOR TRAFFIC MANAGEMENT GROUP

Members were invited to put forward items for the next Traffic Management Group meeting to be held on Tuesday 21st July 2009. Members were asked whether they wished to have another Town Council representative on the Traffic Management Group.

RESOLVED: That Councillor Mrs. Jolly would join the Traffic Management Group.

09:06/26 QUESTIONS TO COUNTY & DISTRICT COUNCILLORS

There were no questions raised at this meeting.

PART ‘B’

EXCLUSION OF THE PUBLIC AND PRESS

**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.**

09:06/15 ESPLANADE SHELTERS / SEAFRONT AMENITY BUILDING

The Chairman and Town Clerk reported that three tenders had been received and opened with the architect prior to the meeting.

The quotes received were as follows:-

Mike Williams Building Contractor	£54,303.00
Skinner Construction	£39,640.00
Bagwells Limited	£36,848.88

RESOLVED: That (i) It was unanimously agreed that the quote from Bagwell Builders be accepted in the sum of £36,848.88; subject to a ten week Penalty Clause.

- (ii) Roger Norton, Architect, to act as the Town Council's agent throughout the building project at a possible cost of £1,625.
- (iii) Expenditure exceeding the available budget would be transferred from the Woolley Bequest.
- (iv) An amended planning application be made to enclose the other two shelters.
- (v) The Cricket Club be contacted regarding the Town Council's concerns with respect to the parking of large vehicles on top of the shelters during Folk Week.
- (vi) A meeting be held with the Sidmouth Youth Initiative; Councillor Mrs. Liverton to attend this meeting.

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CHAIRMAN OF THE COUNCIL