

MINUTES
OF THE
MEETING OF
SIDMOUTH TOWN COUNCIL
HELD ON
MONDAY 7TH NOVEMBER 2011
AT 6.30 PM
WOOLCOMBE HOUSE
SIDMOUTH, DEVON

Members Present:

Sidmouth North	Councillor S. Hughes Councillor Ms. D. Manley Councillor P. Sullivan	(Chairman)
Sidmouth South	Councillor Mrs. M. Baldwin Councillor J.G.T. Dyson Councillor Mrs. M. Jolly	
Sidmouth East	Councillor Mrs. F.I. Newth Councillor S.P. Pollentine	
Sidmouth West	Councillor Mrs. A.E. Liverton Councillor G.K. Liverton Councillor C.H. Wale	
Primley	Councillor D. Addis	
Sidford	Councillor S.J. Brokenshire Councillor I.J. McKenzie-Edwards	(Vice-Chairman)
Sidbury	Councillor Mrs. C.E. Drew Councillor J.W. Hollick	
Salcombe Regis	Councillor I. Barlow Councillor D.S. Barratt	

11:11/1 PRAYERS

Prayers were taken by the Reverend Roger Trumper.

11:11/2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J. Turner

11:11/3 MINUTES

The Minutes of the Town Council meeting held on Mondays 3rd and 24th October 2011 were signed as a true and accurate record.

11:11/4 MATTERS OF URGENCY

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

11:11/5

Standing Orders were suspended for
PUBLIC OPEN QUESTION TIME

- Clare Norman of Arcot Road asked whether there is a limit to the number of dwellings that could be built on each building plot.
The Chairman replied that the Adopted East Devon Local Plan PPG3 advised local planning authorities to encourage housing development which makes more efficient use of land (between 30 and 50 dwellings per hectare).
- Jo Frith of Fortfield Terrace asked whether the Town Council would consider becoming involved in the discussions between the County Council, District Council and Health Authority to arrive at a compromise solution to the issue of expanding the Health Centre facilities in Sidmouth.
The Chairman responded that both as individuals and as a body the Town Council were already involved in meetings and were encouraging all parties involved to achieve a positive conclusion to this matter.

There being no further questions Standing Orders were reinstated

11:11/6 DECLARATIONS OF INTEREST

Declarations of Interest were received as follows:

- 11:11/12 Cllr Wale – EDDC Deputy Portfolio Holder
11:11/13 Cllr Mrs. Newth – Member of EDDC Manor Pavilion Steering Group
11:11/20.2 Cllr Pollentine – Resident of Arcot Park

11:11/7 MATTERS OF REPORT FROM THE CHAIRMAN

The Chairman's diary, as attached, was tabled for Members information.

- The Devon & Somerset Fire & Rescue Service was consulting on a proposal to change the way it responds to calls resulting from automatic fire alarm activations. Focus groups were also being arranged around Devon and Somerset in November and December to discuss this proposal in more detail.
- The East Devon AONB Partnership advised that a meeting would be held on Wednesday 16th November 2011 at the Knowle from 9.30am to 12.45pm. Councillor Dyson agreed to attend on behalf of the Town Council.
- All Members of the Town Council had been invited to a preview of an exhibition of the new Recycling Centre for Sidmouth to be held at the Knowle on Monday 21st November 2011 between 6pm and 7pm.
- The 'Making it Local' team had written to advise that there would be an event held on the evening of 29th November to let people know about their plans for the next two years and to find out what help projects need most. More information would be emailed next week.

11:11/8 POLICE REPORT

PC James Tyrell presented the September and October Police Reports. A copy of a letter received from Joy Norris, Assistant Chief Executive of Devon & Cornwall Police Authority was attached to the agenda for Member's information.

11:11/9 COMMITTEE/WORKING PARTY REPORTS

11:11/9.1 Planning Committee Reports

The Chairman of the Planning Committee, Councillor Hollick presented the reports of the Planning Committee meetings held on Wednesdays 5th and 19th October 2011.

RESOLVED: That the Planning Committee reports be noted and agreed.

11:11/9.2 Tourism & Publicity Committee Report

The Chairman of the Tourism & Publicity Committee, Councillor Pollentine, presented the report of the Tourism & Publicity Committee meeting held on Wednesday 5th October 2011.

RESOLVED: That the Tourism & Publicity Committee report be noted and agreed.

11:11/10 **REPORTS FROM MEMBERS WITH SPECIAL RESPONSIBILITIES**

11:11/10.1 Finance Report

In the absence of Councillor Turner, the Town Clerk presented the Finance Report for September and the Interim Finance Report for October 2011.

RESOLVED: That the Finance Reports be noted and agreed.

11:11/10.2 Twinning Visit to Lelocle:

The Former Chairman of the Council, Councillor Peter Sullivan reported on his recent visit to Lelocle representing the Town Council. He presented the gifts that he had received on behalf of the Town Council; a book on watches and 6 wine glasses. Councillor Sullivan had also been given a book of Fredric Howiet and asked whether the Town Council would consider donating this book to the Twinning library. Councillor Sullivan reported on the naming of an area in Le Locle as Sidmouth Square.

RESOLVED: That this be noted and agreed.

11:11/10.3 Emergency Working Party

A list of buildings available for emergency usage had been tabled for Members to complete any contact details and other information; when completed, these forms should be returned to the Town Clerk for the next meeting of the Emergency Working Party on the 16th January 2012.

RESOLVED: That this be noted and agreed.

11:11/11 **DEVON DISABILITY NETWORK**

Diane Silcock from the Devon Disability Network attended the meeting to make a presentation regarding this project.

RESOLVED: That Ms. Silcock be thanked for attending and the Town Council's website would include a link to the Devon Disability Network website.

11:11/12 **EAST DEVON DISTRICT CAR PARKS REVIEW**

Town and Parish Councils in East Devon were being asked to comment on a review of East Devon's off street Car Parks. (as attached letter from EDDC and page from website referring to Sidmouth). The District Council had notified that the consultation was available online at:

www.eastdevon.gov.uk/carparksreview2011

On the webpage the Off Street Car Parks Review report could be found. There were also questionnaires for views to be given:

1. A general East Devon District questionnaire, asking for comments on all the proposals that could affect car parks throughout the District.

2. Questionnaires for each of the areas that have car parks in which changes or consultation have been recommended through the review.

In both cases East Devon District Council were asking for one co-ordinated response from each Town/Parish Council and asked that one person be nominated to complete and submit the form containing all the Council's views. All responses had to be submitted by Monday 14th November. The District Council stated that this consultation was for Town and Parish Councils, EDDC Elected Members and Chambers of Commerce, Residents were not being asked to complete the forms directly but if they wished to comment to submit their views to the Town Council so that the Council could submit one co-ordinated response from the whole Parish. If businesses had comments they would be asked to contact their Chambers of Commerce.

RESOLVED: That

(i) in response to Question 1 Temple Street:

- This car park should be monitored more vigilantly.
- Residents would not pay for permits when others are parking with no permits.
- The number of bays for permits should be increased in order to increase income.
- Temple Street businesses will not survive without this car park.
- The District Council should provide this car park as a service to the community.

(ii) in response to Question 2 Manor Pavilion:

- Any decision should be deferred until negotiations between the District Council and the Town Council, with regard to the Manor Pavilion and Arts Centre, were completed.

(iii) A Working Party would be set up to consider all car park issues; membership as follows; Councillors Barlow, Brokenshire, Mrs. Drew, Dyson, Mrs. Jolly, Mrs. Liverton, G.K. Liverton, Ms. Manley and Pollentine.

11:11/13 MANOR PAVILION THEATRE & ARTS CENTRE

Following the presentation made by the Manor Pavilion/Arts Centre Working Party at the Council's informal budget meeting, the Town Council needed to consider whether it agreed the following:

- a) A bid would be made to East Devon District Council for sufficient S106, or other, funding to be allocated to the renovation and enhancement of the Manor Pavilion Theatre/Arts Centre.
- b) EDDC be asked to continue its subsidy on a reducing scale over five years, paid quarterly in advance.
- c) EDDC be asked to confirm that the Manor Pavilion, Arts Centre & Car Park, would be transferred to Sidmouth Town Council for a nominal sum.
- d) The Town Council would invite interested parties to come forward to be Trustees of the Theatre/Arts Centre.
- e) Defer any decisions on Manor Road car park until this matter is resolved.

RESOLVED: That with the addition of e) this be noted and agreed.

11:11/14 DIAMOND JUBILEE CELEBRATIONS

It was proposed at the informal budget meeting that the Town Council's project for the Queen's Diamond Jubilee in 2012 should be the refurbishment/upgrade of the Manor Pavilion Theatre & Arts Centre.

RESOLVED: That this be noted and agreed, subject to the Manor Pavilion being transferred into the ownership of the Town Council.

11:11/15 DOG HYGIENE BINS

It was proposed at the informal budget meeting that an embargo be placed on the purchase and replacement of dog hygiene bins in the 2012/13 budget.

RESOLVED: That this be noted and agreed.

11:11/16 MAINTENANCE BUDGETS

It was proposed at the informal budget meeting that a Working Party would be formed to consider if reductions could be made to the annual maintenance budgets.

RESOLVED: That Councillors Barlow, Turner and the Town Clerk would review the maintenance budgets.

11:11/17 ANNUAL AUDIT

In May the Town Council sent its annual return to the Audit Office. A report had been received stating; "on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

RESOLVED: That this be noted and the Council's thanks be minuted to Mrs. Hall for her work on the accounts and Annual Report.

11:11/18 CHAIRMAN EAST DEVON DISTRICT COUNCIL

A letter had been received from Councillor Peter Halse thanking the Chairman and the Town Council for his warm welcome at the last Council meeting. Councillor Halse also wrote that the kind gift of the picture of Sidmouth was much appreciated and would be hung in the Chairman's Room and 'help to brighten up their surroundings'.

RESOLVED: That this be noted.

11:11/19 FREE PARKING AT CHRISTMAS

East Devon District Council was offering (as in previous years) an opportunity to take advantage of free parking in EDDC car parks from 2pm on one afternoon of choice in the run up to Christmas. The Town Council was asked to advise of the appropriate concession date for its town by the end of November. The Town Clerk reported that Mr. Richard Eley, Chairman of the Chamber of Commerce, had suggested Saturday 3rd December.

RESOLVED: That this be noted and agreed.

11:11/20 TRAFFIC MANAGEMENT GROUP

11:11/20.1 Attached to the agenda was the report from the Traffic Management Working Party meeting held on Tuesday 25th October 2011.

RESOLVED: That this be noted.

11:11/20.2 Members were asked to consider the Traffic Orders agreed by the Traffic Management Working Party in respect of the following:

▪ **No Waiting At Any Time**

Arcot Road	Ascerton Close	Beatlands Road	Cliff Road
High Street	Manor Road	Manstone Mead	Newlands Road
Old Fore Street (pedestrian zone)		Redwood Road	Seafield Road
Sid Road	The Esplanade	Woolcombe Lane	

▪ **No Waiting Mon-Fri 8am-6pm**

Peaslands Road Beatlands Road

▪ **No Waiting Mon-Sat 8am-6pm**

Woolbrook Road

▪ **No Waiting 10am-6pm**

School Street, Sidford Glen Road, Sidmouth

▪ **No Waiting Mon-Fri 8am-9.30am and 3pm-4.30pm**

Woolbrook Road

▪ **No Loading At Any Time**

Ham Lane High Street The Esplanade

▪ **No Loading 10am-5pm**

High Street

▪ **Limited Waiting Mon-Sat 8am-6pm 1 Hour No Return within 2 Hours**

Woolbrook Road

▪ **Limited Waiting Mon-Sat 10am-6pm 30 Minutes No Return within 30 Minutes**

High Street

▪ **Loading only at any time.**

High Street The Esplanade

The Clerk gave a power point presentation on the changes being suggested.

RESOLVED: That these be noted and agreed with the following comments/alterations:

- Ham Lane & The Esplanade – there should be an arrangement made to enable disabled parking for a short period of time for access to the disabled toilets.
- High Street – No Loading/Unloading should be included outside The Factory Shop; this was not shown on the plan

11:11/20.3 Members were invited to propose items for the next meeting of the Traffic Management Group.

RESOLVED: That the following items be requested to be added to the current list of Traffic Orders:

- Cllr Mrs. Newth – cars parking on the corner of Cottington Court and Cottington Mead were obstructing drivers view.
- Cllr Mrs. Liverton – cars parking on the corner of Tyrell Mead and Manstone Lane were obstructing drivers view.
- Cllr Brokenshire – cars parking on the corner in Salters Meadow were causing obstruction for safety vehicles to reach the end of the close.

11:11/21 NOTICEBOARD FOR SIDBURY

There was sufficient funds in the budget for one new notice board (similar to that at Sidford) in this year's Council budget and Councillor Hollick had requested that a replacement board be installed at Chapel Street, Sidbury (opposite Pound Close)

RESOLVED: That this be noted and agreed.

11:11/22 COUNCIL CHRISTMAS DINNER

Enclosed with the agenda was a letter containing details of this year's Christmas Dinner. Members were asked to complete and return, with menu choice and payment, as soon as possible. Members were advised that cheese and biscuits were also available instead of a sweet.

RESOLVED: That this be noted.

11:11/23 ROAD CLOSURES & TRAFFIC INFORMATION

Notification had been received of the following road closures:-

7 th Nov – 8 th Nov	Bedford Square	Sewer Connection
10 th Nov – 11 th Nov (18.00-06.00)	Coburg Road	Sewer Connections
21 st Nov – 22 nd Nov	Peaslands Road	Utility Works
23 rd Nov – 25 th Nov	Ice House Lane	Utility Works
24 th Nov – 7 th Dec	Beatlands Road	DCC - Resurfacing
12 th Dec – 14 th Dec	Bickwell Lane	Utility Works
3 rd Jan – 30 th Jan	School Street, Sidford	Western Gas
10 th Jan – 11 th Jan	Fire Beacon Lane	Water Utility Repairs
11 th Jan – 12 Jan	May Terrace	DCC – Resurfacing
13 th Jan – 18 th Jan	Knowle Drive	DCC – Resurfacing
16 th Jan – 18 th Jan	Branscombe Cross (next Parish)	New Water Services
19 th Jan – 23 rd Jan	Radway	DCC – Resurfacing
24 th Jan – 25 th Jan	South Lawn, Sidford	DCC – Resurfacing
26 th Jan – 1 st Feb	Primley Mead, Primley Road & Primley Gardens	DCC – Resurfacing
2 nd Feb – 3 rd Feb	Newlands Road	DCC – Resurfacing
6 th Feb – 7 th Feb	Windsor Mead	DCC – Resurfacing

On the 3rd January (for one day) there would be a temporary suspension of prohibition of driving restrictions at Core Hill Road, Hollow Head Cross to White Cross for the Exeter Trial – Motor Cycling Club

RESOLVED: That these be noted.

11:11/24 EDDC STUDY ON OPEN SPACE/RECREATION& SPORT

Enclosed with the agenda was a letter from East Devon District Council in respect of the above, together with a map and list of areas of open space and amenity land, formal recreation areas, play areas, etc., in the Sidmouth area. The Council was asked to confirm that the data was accurate. There was also a questionnaire which they asked to be completed. As this had to be returned by the 30th November, the Council were asked whether they wished to consider a small Task & Finish Forum.

RESOLVED: That Members would respond to the Town Clerk who would collate and reply to the District Council.

11:11/25 LAND ADJACENT TO 148 SIDFORD ROAD

East Devon District Council had been approached by a local Architect, acting for a client, asking whether the District Council would agree to sell a strip of land edged red on the attached plan. The Park Development Officer had stated he would prefer a strip of at least one metre of grass between any fence and the footpath and would oppose any access onto the footpath. Before considering the request the District Council would be pleased to receive the views of the Town Council.

RESOLVED: That the Town Council would prefer this amenity land to be retained as a peaceful access to the Sidford surgery and car park.

11:11/26 EDDC INVITATION – EVENT 2ND DECEMBER

East Devon District Council had sent an invitation for the Town Council to send one representative to an event which would be held on Friday 2nd December between 9.30am and 3pm at Knowle. The invitation stated that those attending could find out more about the health, wellbeing and welfare reforms that were happening in East Devon and find out more about the Coalition Government's Localism agenda. Guest speakers included representatives from East Devon Citizen's Advice Bureau and NHS Devon. Attendees would also be from East Devon's voluntary and community organisations as well as Town and Parish Councils. There would also be an opportunity to suggest changes to what the District Council plans to do over the next four years in its draft plans for Housing & Communities, Economy & Environment (Consultation documents would follow).

RESOLVED: That Members would inform the Town Clerk if they were able to attend.

11:11/27 2012 COUNCIL DATES

Enclosed with the agenda was a 'colour coded' list of Council Dates for 2012.

RESOLVED: That this be noted and agreed.

11:11/28 DOCUMENTS AND PERIODICALS

The following had been received and were available in the office:-

- Devon Playing Fields Association – The Playing Field Newsletter
- Home Start Exeter – Annual Report and Accounts 2010/11
- East Devon Area of Outstanding Natural Beauty – Annual Review 2010-2011
- Senior Council for Devon – Everyone's Tomorrow – October 2011
- Landscape and Amenity – September 2011
- Travel GBi – October 2011
- Royal Horticultural Society – Growing Communities – Autumn 2011
- The Tree Council – Tree News – Autumn/Winter 2011
- Coach Monthly – October 2011

RESOLVED: That these be noted and agreed.

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.**

11:11:29 STAFF MATTERS

The closing date for applications for the post of Town Clerk & Responsible Financial Officer had closed at mid-day on the 7th November. The Personnel Committee reported that over thirty applications had been received and they had shortlisted down to six candidates who would be interviewed on the 21st November. Members were reminded that they were invited to The Reading Room at the Royal York & Faulkner Hotel between one and two to meet with the candidates.

RESOLVED: That this be noted.

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CHAIRMAN OF THE COUNCIL