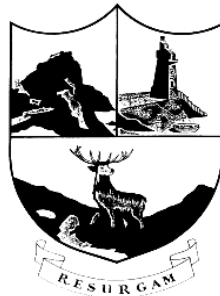


***LYNTON AND LYNMOUTH  
TOWN COUNCIL***



***COUNCIL MEETING***

***THURSDAY  
27th April 2006***

*Town Hall  
Lee Road  
Lynton  
North Devon EX35 6HT*

*Tel : 01598 752384*

**LYNTON AND LYNMOUTH TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD AT THE TOWN HALL,  
LYNTON ON THURSDAY 30th MARCH 2006 AT 2.30pm**

**PRESENT:**

**Councillors:** T Parker (Town Mayor)  
B Hobbs (Deputy Mayor)  
Mrs C G Bowden  
Mrs S Hibbert  
B J Howells  
C Lethaby  
T Prosser  
Mrs E Rodway  
Mrs C F Sim  
J F Travis

**Officers:** Town Clerk and Town Council Secretary

**Also in Attendance:** County Councillor Mrs Andrea Davis

**Apologies:** Apologies were received from Councillors B Peacock and B Windsor

The meeting opened with Prayers led by Councillor Mr T Prosser

**PUBLIC QUESTION TIME**

Prior to the commencement of the formal Council meeting The Mayor adjourned the meeting to enable to general public to ask questions of the Council.

There were no questions asked.

The Mayor reconvened the meeting.

**267/05 MINUTES**

The Minutes of the Council Meeting held on the 23rd February 2006 copies of which had been previously circulated be confirmed as a true and correct record and signed by the Chairman.

**268/05 MATTERS ARISING FROM COUNCIL MINUTES**

**Council Minute Number 262/05 Report of Town Clerk** Councillor Travis enquired when the car park charges would come into force and the Town Clerk informed him that these alterations would be included in the car park order issued by North Devon District Council approximately in June 2006.

*The Mayor requested members approval to bring forward agenda item 10 Police Report to this point in the meeting.*

**269/05 POLICE REPORT**

PC Bourne presented apologies from Sergeant Sean Harris and went on to report that crime figures were down to 24 plus 4 non crimes, the figures for the same period last year being 40 including 4 non crimes.

He reported that youngsters were running around the village playing a harmless game but the Police had talked to them.

Councillor Lethaby asked the present position with regard to drug dealing in the village. The question of the traffic giving the correct access at the top of Lynmouth Hill was discussed. PC Bourne was aware of the problems and made note of Councillors comments.

Councillors Travis and Hibbert had attended a meeting of the Hollerday Hill Group and reported that young people were congregating there and there was an amount of litter (including alcohol bottles) being left. The Police undertook to contact local stores to make sure they were not retailing alcohol to minors but commented that some of the problem related to minors bringing it from home.

#### **270/05 COMMUNICATIONS**

The Town Clerk outlined the contents of a letter received from Ilfracombe Sub Aqua Club who had been diving on a vessel sunk in the Second World War and wished to hold a memorial service at the Rhenish Tower on the 28<sup>th</sup> May 2006.

#### **RESOLVED:**

To agree to their request

#### **271/05 NOMINATION OF MAYOR ELECT**

It was proposed that due to the exceptional year facing the council in 2006/7 consideration of nomination of the Mayor Elect be deferred for one month

#### **RESOLVED:**

That the nomination of the Mayor Elect be deferred for one month until April 2006

#### **272/05 OUTSTANDING BUSINESS**

There was no outstanding business

#### **273/05 COMMITTEE REPORTS**

#### **RESOLVED:**

That the open reports of the following committees, having been circulated, be received and noted and the recommendations contained therein adopted, subject to any matters annotated.

#### **Estates & Amenities Committee 8<sup>th</sup> March 2006**

#### **Minutes 267/05 – 271/05**

Minute number 269/05 –

#### **A. iii Railing**

#### **RESOLVED:**

That the paragraph starting .... The question of tying banners..... be moved up this minute to follow on from the paragraph ending..... The possibility of placing flower tubs.

**A. v External Paintwork**

**RESOLVED:**

It was stressed that the main problem with the poor performance of the existing paintwork was due to the preparation prior to the painting.

Minute 269/05

**B. ii Valley of the Rocks – Fencing/Cattle Grids**

Recommendation Number 3

*Councillor Mrs E Rodway declared a prejudicial interest in this matter as she is the Commoner in the Valley left the room and did not speak or vote thereon*

The Town Clerk outlined the present position regarding the erection of the fences and the construction of the cattle grids within the Valley. Members again expressed their concern at the damage being done by the Goats and reluctantly accepted that they could do nothing at the moment but needed to reassess the situation once the cattle grids were in position.

**RESOLVED:**

Councillors Parker and Hobbs, together with the Town Clerk to meet with the representative of the Friends of the Goats as soon as possible.

Minute 269/05 – Preparation of Lottery Bids – Position Statement

**ii. 1. Access Area**

**RESOLVED**

That this minute be amended to read.....of which £42,000 was for “Greening of the Car Park Surface”.

Minute 269/05

**E Lynmouth – Suggestion required for alternative site for road sweepers hut**

**RESOLVED:**

That this minute be amended to read

2. Adjacent to the electricity sub station in the Esplanade Car Park
3. Other locations within the Esplanade Car Park

As a point of information the Town Clerk advised members that he had spoken to the Road Sweeper and a meeting had been arranged between himself, Mr Hobbs (Road Sweeper) and North Devon District Council Greensweep Department

Minute 269/05

**F Farmer Market 7<sup>th</sup> October 2006 – Possible use of Town Hall Forecourt**

The Town Clerk advised members that he had spoken to the Chairman of the Lynton and Barnstaple Railway Company who was happy with the Farmers Market being held in the foyer and the forecourt of the Town Hall on the same day as their AGM.

Minute 271/05

**Patient Forum Group**

Councillor Mrs C G Bowden advised members that the plans were now with the strategic health authority and their business plan had also been prepared. She briefly outlined the details of the draft proposals.

## **Minute numbers 272/05 – 278/05**

Minute 274/05

### **a. iv. Pavilion**

Councillor Mrs C F Sim expressed concern that should this item be removed from future Agendas there would be no further information available to the Town Council. She was assured that regular progress reports would be brought.

*Councillor Mrs S Hibbert declared a prejudicial interest in this item as she is a business property owner in Lynmouth, left the room and did not take part in the debate and did not speak or vote thereon.*

*Councillor Hobbs declared a prejudicial interest in this item as he is a business property owner in Lynmouth, left the room and did not take part in the debate and did not speak or vote thereon.*

Councillor Travis outlined the present position regarding Exmoor National Park occupation of the ground floor and expressed concerns that there was still a long way to go before a final decision was taken

Minute 274/05

### **D. JCC Minutes**

Councillor Travis expressed concern that the Minute regarding the Town Hall toilets did not indicate a year for construction.

#### **RESOLVED:**

1. That North Devon District Council be contacted and asked to amend the minute to reflect the decision that the Town Hall toilets would proceed this year.
2. That the action point list from the JCC be included on the Agenda for the Policy and Finance committee.

Minute 274/05

### **G. Decision Register – Workforce apprentice**

#### **RESOLVED:**

The Town Clerk instructed to bring this matter to a personnel committee meeting in May 2006

Minute 274/05

### **H. Town Clerks report and questions to the Town Clerk**

3. Licensing Application

#### **RESOLVED:**

That the application be worded to bring Saturday and Sunday activities in line with the rest of the week

## **274/05 REPORTS FROM OTHER COMMITTEES**

### **Hollerday Hill Management Group**

Councillor Mrs Hibbert reported on the Management Group meeting held on the 21<sup>st</sup> March and mentioned briefly that there had been 2 very successful volunteer days. Outstanding issues were Tree Planting. (Exmoor National Parks Ranger to arrange an expert to advise). Seat Repairs being undertaken by in house labour force.

Members also discussed the possibility of an informative pamphlet regarding Hollerday Hill (a draft was being prepared) and the impact of the stock proof fence on Hollerday Hill and the problems with Rhododendron re-infestation.

The next meeting of the Management Group would be on the 29<sup>th</sup> September at 9.00am

**RESOLVED:**

1. That the report be noted
2. The letter be sent to the volunteer organiser thanking him for all his work that his group had undertaken

**Renewable Energy Group**

Councillor Mrs E Rodway updated members on the Renewable Energy Group and mentioned in particular that we were awaiting a decision as to whether we would be accepted onto the next phase of the program.

**RESOLVED:**

That the report be noted

**Tourism Sub Group**

Councillor Parker updated members on the meeting held by the Tourism Sub group and in particular mentioned that a general meeting of the public would be held on the 27<sup>th</sup> April 2006 @ 7.30pm.

**RESOLVED:**

That the report be noted.

**275/05 MOTIONS**

There were no notices of motions

**276/05 QUESTIONS**

Pursuant to Standing order 24

Councillor Travis put a series of questions to the Town Clerk and received the answers. The questions and answers are given under.

Q: Has the Valley been divided into zones for the purpose of clearing rhododendrons?

A: Yes, the Valley been divided into zones for the purpose of clearing rhododendrons

Q: Which parts of the Valley are scheduled to be cleared this year?

A: All works on the list will be treated this year.

Q: How much of the works scheduled for this year has been done and how much remain to be done?

A: I am unsure of the actual percentage of work scheduled for treatment that has already been done as this has been assessed by English Nature but we will not pay until all the work is carried out.

Q: What processes are being used to eradicate the Rhododendron?

A: The processes were as per the method statement attached to the reply.

Q: Who is responsible for monitoring that the work is being done properly?

A: The person responsible for the monitoring the quality and effectiveness of the work is Dr Flemming Ulf Hansen, English Nature.

- Q: Has the work done so far been inspected to establish that all Rhododendrons in the specified zones have been dealt with successfully?
- A: When I spoke to Dr Ulf Hansen a week ago, he had not yet been to see the work but had intended to do so within the next week or so.
- Q: Does the contract require the contractors to carry out follow up work after a specified time to deal with any Rhododendrons have that not been eradicated?
- A: The contract actually specifies a sequence of work over a 3 year period.
- Q: When is it expected that the will be completed and who will then inspect to ensure that all Rhododendrons have in fact been eradicated?
- A: The responsibility for the quality control is that of English Nature, Dr Flemming Ulf Hansen.

#### **277/05 ENQUIRIES AND REPORT OF THE DISTRICT COUNCILLOR**

A question was asked regarding the removal of the recycling shed in the Valley of the Rocks, Councillor Travis reminded members that it was North Devon Districts Councils reaction to the need to reduce costs. It was noted that there would still be a problem with Cardboard and paper waste. Councillor Travis tabled his report and summarised the issues that had occupied him over the previous month.

#### **278/05 ENQUIRIES AND REPORT OF THE COUNTY COUNCILLOR**

Councillor Mrs C G Bowden enquired of the County Councillor how much of the Devon County Councils increase in Youth Group Budget would come through to the Grass Roots Work. Councillor Mrs Davies undertook to replace at the next Council meeting. The County Councillor was requested to keep pressure on to improve the bus routes to Lynmouth and to continue pressing for a successful completion of the works on Lynmouth Hill.

A technical explanation was given why a sugar derivative was not included on the salting procedures carried out the County Council.

It was noted that Social Services would not be attending the Annual Meeting of the Parish to give details of the proposals for Lydiate Lodge but these would be given by County Councillor Mrs Andrea Davies.

County Councillor Mrs Andrea Davies then gave a report a resume of which is as follows and covered the following items.

- Devon in Touch – Changes to the way the mobile information vehicle will be used in that it will visit all 32 of Devon Market and Coastal towns to help people access information and services.
- Winter Highway pre-salting – The County Councillor touched on the additional costs incurred by salting and gritting roads during the recent batch of bad weather of approximately £250,000.
- DCC Customer Service Centre Update – Due to be based in Tiverton and open in May and fully operational by February 2007. The idea is that just a few numbers will access all Devon County Council services.

Others issues touched on by the County Councillor, the 300 bus service and its problems with part of the route, free bus travel for people over 60, the controversial new Devon Logo

**279/05 REPORT OF THE COMMUNITY DEVELOPMENT TRUST REPRESENTATIVE**

Councillor Mrs C G Bowden apologised for not attending the meeting as she had family business to attend to.

Councillor Mrs S Hibbert acting Chairman of the Community Development Trust reported on the meeting, which had mainly concerned itself with receiving a report regarding the latest position on the MCTI, Middleham Gardens and successful negotiations of the Market Hall rent.

**280/05 REPORT OF TOWN CLERK**

The Town Clerk reported on

- The condition of Mr B Bament, Council Caretaker, following his operation
- Wedding License – now received (a hire charge urgently needed)
- Valley of the Rocks cattle grids, meeting being held between Lee Abbey, Councillors and Devon County Council
- In answer to a question from Councillor Hobbs, he replied that the work had not yet been done on the extra car parking spaces on Upper Lyndale Car Park, although stated that this was a priority as the seasonal opening work had now been completed
- Cross Street Car Park wall should be completed for the opening of Easter
- Town Clerk to write to North Devon District Council expressing concern at the amount of rubbish left in the road following refuse and recycling collections

**281/05 REPORTS OF ANY OTHER COUNCILLORS**

There were no reports from any other Councillors

**282/05 ANY OTHER URGENT BUSINESS**

There was no urgent business

**283/05 EXMOOR NATIONAL PARK PLANNING RECOMMENDATIONS**

**There was none**

The Chairman moved:

That pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as subsequently amended, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of information which, in the opinion of the Council, would be prejudicial to the public interest and/or is of a confidential nature

**284/05 CONFIDENTIAL COMMITTEE REPORTS**

**Confidential Minutes of Policy & Finance Committee 15th March 2006**

**Minute number 278/05**

The meeting closed at 4.55 pm Chairman

## LYNTON AND LYNMOUTH TOWN COUNCIL

**CONFIDENTIAL MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD AT THE TOWN HALL, LYNTON ON THURSDAY 30th MARCH 2006 AT 2.30pm**

**PRESENT:**

**Councillors:** T Parker (Town Mayor)  
B Hobbs (Deputy Mayor)  
Mrs C G Bowden  
Mrs S Hibbert  
B J Howells  
C Lethaby  
T Prosser  
Mrs E Rodway  
Mrs C F Sim  
J F Travis

**Officers:** Town Clerk and Town Council Secretary

**Also in Attendance:** County Councillor Mrs Andrea Davis

**Apologies:** Apologies were received from Councillors B Peacock and B Windsor

The meeting opened with Prayers led by Councillor Mr T Prosser

The Chairman moved:

That pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as subsequently amended, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of information which, in the opinion of the Council, would be prejudicial to the public interest and/or is of a confidential nature

Policy and Finance committee  
Minute 278/05

The meeting closed at 4.55 pm

**MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE MEETING HELD  
AT THE TOWN HALL, LYNTON ON THURSDAY 30<sup>th</sup> MARCH 2006**

**Present:** Councillors  
T Parker (Chairman)  
B Hobbs (Vice Chairman)  
Mrs C G Bowden  
Mrs S Hibbert  
C Lethaby  
Mrs C F Sim

**Officers:** Town Clerk

**Apologies:** B Windsor

**In Attendance:** Finance Officer

**IN PRIVATE**

**EXCLUSIONS OF THE PUBLIC AND PRESS**

The Chairman moved:

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**286/05 MATTERS FOR RECOMMENDATION**

- 1. NALC – Implications of the National Agreement on salaries and conditions of service of local Council Clerks in England and Wales. Position statement.**

The meeting closed at 5.45pm

Chairman

# LYNTON AND LYNMOUTH TOWN COUNCIL

## MINUTES OF THE MEETING OF THE ESTATES AND AMENITIES COMMITTEE HELD IN THE COUNCIL CHAMBER AT THE TOWN HALL LYNTON ON WEDNESDAY THE 12<sup>th</sup> April 2006 @ 6.30pm

**Present:** Councillors  
C Lethaby (Chairman)  
Mrs C G Bowden (Vice Chairman)  
Mrs S Hibbert  
B Hobbs  
B Howells  
T Parker  
B J Peacock  
T Prosser  
Mrs S F Sim  
Mrs E Rodway (Although not a member of this committee)

**Officers:** Town Clerk and Town Council Secretary

**Apologies:** Councillor J Travis

### **287/05 MINUTES**

Resolved that the minutes of the Estates and Amenities Committee held on the 8<sup>th</sup> March 2006, copies of which had been previously circulated, be confirmed as a true and correct record, and signed by the Chairman.

*At this point the Chairman introduced Mr N Facey to the committee and with committee's approval moved item 4d (Manor Residential Home) to this point on the Agenda.*

The Chairman moved that pursuant to the provisions of the public bodies (submission to meetings) act 1960, subsequently amended, the public and press be excluded from the meeting for the following item as it involves the likely disclosure of information, which, in the opinion of the council, would be prejudicial to the public interest and is of a confidential nature.

### **288/05 MATTERS FOR RECOMMENDATION**

- d. **Manor Residential Home**  
Report from Mr N Facey – Town Council Valuer

*The mayor meeting then reconvened in open committee.*

### **289/05 MATTERS FOR INFORMATION**

The following items of correspondence and/or reports were noted by committee

- a. **Street Collection Permit - RNLI Thursday 3rd August 2006.**

- b. **Street Collection Permit – Guide Dogs for the Blind Association Wednesday 23rd August 2006.**
- c. **Planning decisions**  
None

**290/05      MATTERS FOR RECOMMENDATION**

**a.      Town Hall - Internal Refurbishment / Position Statement**

**i.      Kitchen**

Councillor Parker reported that the installation of the new kitchen was substantially complete and in response to a question from a Councillor, confirmed that it complied with Fire Regulations. Discussions were held regarding the management of the kitchen now that it was complete. It was noted this was due to be discussed by the small sub committee who would also consider the scale of charges.

**ii.     Lift**

The Town Clerk informed committee that he had heard that afternoon that planning permission and listed building permission had been received for the lift.

**iii.    Railings**

Preparatory work was proceeding with the railings and they were currently being fabricated by Stoneman Engineering. The Town Clerk confirmed that he would obtain a Layout Specification.

**RECOMMENDED**

1.      That parking on the Town Hall Forecourt be considered by Policy and Finance.
2.      The Town Clerk obtain Site Layout Plan from Stoneman Engineering's to enable holes to be drilled for the railings in the coping stones

**b.      Valley of Rocks - Position statement**

**i.      Management Group**

The Town Clerk advised members that a Meeting date for the Management Group had not been set as he was awaiting the return from holiday of the representative from the Friends of the Goats.

It was noted that the meeting due to be held between the Mayor, Deputy Mayor, Town Clerk and a representative from the Friends of the Goats had not been held for the same reason.

**RECOMMENDED**

That a meeting of the Management Group be called as soon as possible and if no member of the Friends of the Goats was available then this should not delay the meeting.

**ii.     Fencing/Cattle Grids**

*Councillor Mrs E Rodway declared a prejudicial interest in this matter as she if the commoner in the Valley, she left the room and did not speak or vote thereon*

The Town clerk advised members that the fence within the Picnic Area had now been erected and that the work on the installation of the cattle grids would commence on the 17<sup>th</sup> April.

**RECOMMENDED**

That the remainder of the gates in the Valley be “Hung” and closed as soon as possible.

**iii. Erection of Grazing Animal Sign**

To be considered with the erection of the cattle grids

**RECOMMENDED**

That the workforce be asked to clean up Model Gate shelter as soon as possible.

**c. Preparation of Lottery Bids – Position Statement**

**i. Holman Park**

**ii. Valley of Rocks**

- 1. Access Area**
- 2. Meadow Land Project**
- 3. Wringcliffe Bay**

**iii. Town Hall**

Town Clerk advised members that the available paperwork had been forwarded to the consultant for his consideration and he was awaiting a response. Councillor Peacock reminded the Council that the sub committee needed to look into an alternative solution for Wringcliffe Bay as the option of using Army Engineers did not seem possible

**d. Manor Residential Home**

Dealt with earlier on the Agenda

**e. Manor Grounds – Stone Dedication**

It was noted that this scheme had been considered for implementation over an 18 month period but it was essential that the views of local people be sought before any actual works were carried out.

**RECOMMENDED**

That an item be placed in the Lyn Valley News under the Mayors newsletter seeking resident’s views.

**f. Parking Manor Foreshore**

It was noted that members of public attending the Annual Meeting of the Parish had voted in favour of a proposition that car parking on the Manor Foreshore should only be allowed in emergencies or at the Council’s discretion.

**RECOMMENDED**

That the Town Clerk bring a schedule of suggested opening dates for limited parking on the Foreshore up to a maximum of 28 days.

Special note to be taken of the Spring Bank Holiday, the Lynton and Lynmouth Music Festival and Lions Open Day.

A projected income statement to be brought at the same time.

- g. Frying Pans Allotment site – Outside Depot**  
The Town Clerk reminded members that this had been placed on the Agenda following a statement from a member of the public at the Annual meeting of the Parish. He advised members that they had sought alternative sites for an outside depot for a period of years without success. He outlined the steps that the Town Council had taken in reducing the amount of organic waste deposited on the site and advised members that discussions were being held with Exmoor National Park Authority to create a temporary storage site within Frying Pans allotment area to enable inorganic waste to be deposited and then removed to a landfill site when a quantity had built up.  
It was noted that the site had been used in its current purpose for in excess of 20 years.  
**RECOMMENDED**  
That the Mayor, Deputy Mayor and the Chairman of the Estates and Amenities Committee meet the Allotment Holder concerned on site to discuss this matter.
- h. Footpath Adjacent to Lydiate Lodge**  
The Town Clerk reminded members that County Councillor Mrs Andrea Davis had brought alternative design proposals for a re routed footpath to the Annual Meeting of the Parish on behalf the Social Services Department and that option ( c ) which was a footpath adjacent to the previous footpath with a fence dividing it from Lydiate Lodge was the preferred option.  
**RECOMMENDED**  
That the Town Clerk write to Social Services accepting their recommendation.
- i. Lower Lyndale Car Park – Fund raising event 26th June 2006, request to use 2 coach spaces for approximately 2 hours.**  
The Town Clerk advised members that he had received a request from an Army Warrant Officer who was walking the Two Moors Way for Charity purposes with a mixed team of Army and civilian personnel. A request had been received to make two coach spaces available for 2 hours on the 26<sup>th</sup> June 2006.  
**RECOMMENDED**  
That this be agreed.
- j. Clean Neighbourhood & Environmental Act 2005** (advisory letter attached) **Decision required as to whether the Council takes advantage of the delegated powers.**  
The Town Clerk drew member's attention to the paragraph within the advisory letter, which requested that members confirm their intention of investigating the possibility of taking on additional powers prior to requesting booklets.  
**RECOMMENDED**  
That the Town Clerk obtain the booklets from DEFRA, as the Town Council would be interested in taking on the additional powers.

**k. Sites for replacement Trees**

Discussion was held regarding possible sites for planting of trees to replace those removed during routine maintenance.

**RECOMMENDED**

Councillor Mrs S Hibbert be asked to lead on this and report back to the Estates and Amenities committee.

**l. Lynmouth – Litter bin replacement**

The Town Clerk displayed a photograph received from Environmental Services, North Devon District Council with a possible replacement Litter Bin for those on the Esplanade. Members felt that these were unsuitable for a resort of the quality of Lynmouth and that the Town Clerk open negotiations with North Devon District Council and the Highways Department to investigate the possibility of constructing Litter Bins similar to those constructed by the Town Council workforce on Manor Grounds.

**m. Decision Register (attached)**

The following points were raised by members and the Town Clerk.

**ZIGZAG FOOTPATH**

Renovation of the signs attached to the limekilns to be progressed

**CAR PARK SIGNS**

The possibility of containing information on the existing Car Park Signs of the availability of parking within the Valley of the Rocks together with the attraction of the Wild Goats in the Valley of the Rocks to be considered when the new car park charges are introduced.

**LACT ADVERTISING BOARDS**

Due to be erected weekending 15<sup>th</sup> April

**SIR GEORGE NEWNES BUST**

After discussion, members felt that the sign prepared was inappropriate for the front of the Town Hall and Councillor Prosser to look of the possibility of a smaller sign.

**n. Town Clerks Report and questions to the Town Clerk**

The Town Clerk reported that

1. He had received a note reminding members of the Holman Football Cup competition to be held on Monday April 16<sup>th</sup> at 2pm in Holman Park
2. A request for members of the Council to meet with the Radio Devon representative following the completion of the 2 Moors Walk between Ivy bridge and Lynmouth.
3. Cross Street Car Park – The Town Clerk to FAX SWEB Connect offering to make a contribution towards the repair of the Car Park lights, which had been defective for a considerable period.
4. Tennis Courts – The Town Clerk to progress the return of the seats in the Tennis Courts following Winter Maintenance.
5. Toilet Cleaning – Conflicting reports were being received regarding the twice a day cleaning of the toilets within Lynton and Lynmouth. The Town clerk to seek confirmation and bring back to the Policy and Finance committee if this is not received.

6. North Walk Road Repairs – The Town Clerk to advised members that he had had discussion with the County Council regarding these works but it would appear that insufficient funds were available.

**291/05            MATTERS UNDER DELEGATED POWERS**

**a.            PLANNING**

1.        **Ref: 62/41/06/005 Park Farm, Lydiate Lane, Lynton**  
Telecommunications installation involving 15m monopole, three antenna, 600mm dish and equipment cabinet.  
**RESOLVED**  
To recommend approval
2.        **Ref: 62/41/06/006 Land adjacent to 24 Crossmead, Lynton, Devon**  
Application for the variations of condition 2 (details of slate sample), condition 3 (details of natural stone), condition 11 (details of front boundary treatment) and condition 14 (details of garage space and access) of application 62/41/02.041 for the erection of a dwelling house and garage.  
**RESOLVED**  
To note that the conditions had now been complied with.
3.        **Ref: No. 62/41/06/008 The Rising Sun Hotel, Mars Hill Way, Lynmouth**  
*Councillor Parker declared a prejudicial interest in this matter as he was involved in the site works for The Rising Sun, he left the meeting and did not speak or vote thereon.*  
Application for the variation of condition 2 (details of slate sample) and condition 4 (details of chimney) of application 62/41/04/047 (various external alterations including new roof extension over existing courtyard and rear buildings) and the alteration of roof layout over boiler room and staff bedroom 4.  
**RESOLVED**  
To note that condition were complied with.
4.        **Ref: No. 62/41/06/009LB The Rising Sun Hotel, Mars Hill Way, Lynmouth**  
*Councillor Parker declared a prejudicial interest in this matter as he was involved in the site works for The Rising Sun, he left the meeting and did not speak or vote thereon.*  
Listed Building Consent application for the variation of condition 2 (details of slate sample) and condition 4 (details of chimney) of application 62/41/04/047 (various external alterations including new roof extension over existing courtyard and rear buildings) and the alteration of roof layout over boiler room and staff bedroom 4.  
**RESOLVED**  
To note that conditions had been complied with.
5.        **Ref: 62/41/06/010 48 Lee Road, Lynton**  
Certificate of existing lawful use and development for the use of the ground floor as a domestic garage.

*Councillor Mrs Bowden declared a prejudicial interest in this matter as she had given written evidence to the Planning Officer and was a friend of the applicant, left the room and did not speak or vote thereon.*

*Councillor Hobbs declared an interest in this matter as he is a friend of the application and had given evidence on his behalf, left the room and did not speak or vote thereon*

**RESOLVED**

To note that the Town Council had no knowledge of the buildings use as a commercial premises

**6. Ref: 62/41/06/007 High Tallet, Normans Cleave, Lynton**

(1) Erection of single storey extension

(2) Erection of garage following earthworks

Discussions were held regarding the effect of the proposed garage on other residents within Normans Cleave

**RESOLVED**

To defer a decision on the application until the Policy and finance committee on the 19<sup>th</sup> April 2006 to enable members to carry out a site investigation

**7. Ref: 62/41/06/011 Highmead, Furzehill, Lynton**

Certificate of lawfulness for the occupation of the dwelling for more than ten years not in compliance with condition (1) attached to N.E. 3198 namely "the occupation of the dwelling shall be limited to persons whose employment, or latest employment is or was, employment in agriculture as defined by section 119 of the Town & Country Planning Act 1947 or in forestry and including also the dependants of such persons aforesaid".

**RESOLVED**

To note that the Town Council had no knowledge of its use for agricultural purposes

**292/05 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

## **PART 2**

### **7. EXCLUSION OF THE PUBLIC AND PRESS**

The Chairman will move

That pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as subsequently amended, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of information which, in the opinion of the Council, would be prejudicial to the public interest and/or is of a confidential nature

#### **288/05 MATTERS FOR RECOMMENDATION**

- a. Manor Grounds – Manor House Residential Home**
- b. Town Hall Caretaker - Implications**

# LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF THE POLICY AND FINANCE COMMITTEE  
MEETING HELD AT THE TOWN HALL, LYNTON ON WEDNESDAY 19<sup>th</sup> APRIL 2006  
@ 6.30pm

**Present:** Councillors  
Mrs S Hibbert (Chairman)  
Mrs E Rodway (Vice Chairman)  
Mrs C G Bowden  
B Hobbs  
B J Howells  
C Lethaby  
B J Peacock  
J Travis  
B Windsor

**Also in attendance:** T Prosser

**Officers:** Town Clerk

**Apologies:** Apologies were received from Councillor T Parker

## 293/05 MINUTES

**RESOLVED:** That the Minutes of the meeting of the Committee held on the 15<sup>th</sup> March 2006, a copy of which had been previously circulated, be confirmed and signed by the Chairman as a true and correct record.

## 294/05 MATTERS FOR INFORMATION

### Devon County Council – Devon In Touch Monthly News round-up April 2006.

#### **GAP (Grazing Animals Project) News Spring 2006**

Visit Exmoor News – Annual Visit Exmoor Tourism meeting 11th May  
Porlock Village Hall.

#### **PLANNING DECISIONS**

##### **Ref: 62/41/05/034 Copper Top, Hollerday Drive, Lynton**

Alterations to existing garden to form additional car parking space, as amended plans received 14/12/05 (Full)

##### **CONDITIONAL PERMISSION GRANTED**

##### **Ref: 62/41/05/035LB Lynton Town Hall, Lee Road, Lynton**

(1) Installation of new three-phase power supply (2) Installation of new kitchen enclosure and appliances within White room (Listed Building).

##### **PERMISSION GRANTED**

**Ref: 62/41/06/001 24 Cross Street, Lynton**

Conversion of existing garage and residential accommodation to independent dwelling. Related external alterations (Full)

**CONDITIONAL PERMISSION GRANTED**

**Ref: 62/41/06/004 15 Park Gardens, Lydiate Lane, Lynton**

Erection of first floor rear extension, balcony and bridge link to garden (Full)

**CONDITIONAL PERMISSION GRANTED**

**Ref: 62/04/06/002LB Churchill House, Church Hill, Lynton**

Listed Building Consent for re-rendering to windows and external joinery, redecoration of external rendering, woodwork and metal work (Listed Building)

**PERMISSION GRANTED**

**Ref: 62/41/06/003 Store adjacent to 21 Watersmeet Road, Lynmouth**

Change of use of partially converted store to separate dwelling and erection of porch extension (Full)

**CONDITIONAL PERMISSION GRANTED**

**295/05 MATTERS FOR RECOMMENDATION**

**a. Preparation of Lottery Bids – Position Statement**

The Town Clerk advised members that he had spoken to the consultant who was considering the draft Lottery Statements and was hoping to update members again at Full Council in April.

- i. Holman Park**
- ii. Valley of Rocks**
- iii. Access Area**
- iv. Meadow Land Project**
- vi. Wringcliffe Bay**

**b. Town Hall Charges**

- i. Hire of kitchen**
- ii. Hire for Weddings**

The two Agenda items were considered jointly as they were inter-related. Councillor Peacock advised members that the small sub committee had held a preliminary meeting to discuss the charges structure for the hire of the kitchen and the conduct of weddings in the Town Hall. He stressed that the more the group considered the options, the more they realised how complex the x issue was, but they had met knowing that the Town Hall had been booked for a wedding and the prospective hirers needed to be advised of a price

**RECOMMENDED:**

1. That a charge of £250.00 + VAT, inclusive of cleaning should be charged for the wedding in July 2006. This price has been set in recognition of the fact that the license was
2. purchased by an individual to enable this wedding to take place at the Town Hall
3. That once the scale of charges had been prepared, a press release be made to as many local papers as possible

4. The Town Clerk investigate the costs of producing a brochure
5. The present working to continue to work on producing a charging schedule for member's consideration.

**c. West Somerset District Council – Draft Statement of Community Involvement – Pre-Submission consultation (closing date 12th May 2006)**

The Town Clerk introduced this item and advised members that the Town Council had been inadvertently missed from the consultation procedure by West Somerset District Council. They had now forwarded a draft statement of community involvement for the Town Councils consideration. The Town Clerk requested members to nominate a small working party to work in conjunction with the Town Clerk on preparing the submission

**RECOMMENDED:**

The Councillors Prosser and Hibbert work with the Town clerk on preparing the submission.

**d. JCC minutes – Action List**

The Town Clerk tabled for member's consideration a copy of the previously distributed Action List from the JCC minutes. He advised members that all those items requiring action by the town Council had been completed and that he should soon be able to update members on the action taken by North Devon District Council and others on the other Action Points.

Members discussed in particular the problems caused to Lynton and Lynmouth by the once a day toilet-cleaning regime that had been introduced this year.

**RECOMMENDED:**

That the Town Clerk write to North Devon District Council reminding them of the discussion at the JCC where the Town Council had stressed the need for a more frequent cleaning schedule, copying the letter to Councillor R Cann who was the lead member for North Devon District Council.

**e. North Devon Sports & Classic Car Club – Request to use Manor Grounds 16th July 2006.**

**RECOMMENDED:**

That permission be granted and their offer of £2.00 per car be accepted.

**f. Request for grant**

**i. LLAMA – North Devon Festival**

The Town Clerk tabled a letter from LLAMA requesting a grant towards the costs of the Lynton and Lynmouth Music Festival.

**RECOMMENDED:**

That a grant of £350.00 be made.

**ii. The Joshua Foundation**

The Town Clerk tabled and read out a letter from a representative of the Joshua Foundation. It was noted that the Two Moors Way Walk had already been completed but the target fund raising date was May 2007. It was also noted that the charity was for worthwhile causes but outside of the Lynton and Lynmouth area.

A recommendation that a grant of £50.00 be made was not seconded.

A further proposal that a letter be sent to the organisers regretting that the Town Council were not in a position to make a grant but expressing support for their activities be sent was proposed and seconded.

**RECOMMENDED:**

That no grant be made

That a letter be sent to the organisers regretting that the Town Council were not in a position to make a grant but expressing support for their activities.

**g. JCC Representation**

The Town Clerk introduced this item by reminding members that discussions were being held with the firm of external auditors employed by North Devon district Council to discuss the renewal of the Agency agreement and briefly outlined some of the issues that had been raised in those discussions. He stressed that although discussions had been going well, the forthcoming year would be a very difficult one for the Council, as they would need to both re-negotiate the Agency and successfully operate the Agency during an Election year.

**RECOMMENDED:**

1. That membership of the JCC at Town Council level be reconsidered after the successful re-negotiations of the Agency agreement.
2. Progress on the Agency re-negotiations to be an item on the JCC Action List.

**h. Decision Register (attached)**

Members considered and asked question on various items on the Decision Register including

- Plaque – Sir George Newnes Bust – Councillor Prosser showed the plaque that he had prepared and it was agreed that this be placed underneath the Bust
- Swings – Manor Grounds – to be given priority.
- Lydiate Lodge Footpath Decision – The Town Clerk advised members that they had considered this at the Estates and Amenities meeting and it would become a resolution of Council at the end of April.

**i. Town Clerk's Report and Questions**

**REPORT OF THE TOWN CLERK**

1. The Town Clerk advised members that Exmoor Search and Rescue had requested to hold a simulated Air, Sea Rescue on Hollerday Hill on the 30<sup>th</sup> April at approx 11.30am

2. David Wyborn had replaced Chris France as the Exmoor National Park Chief Planning Officer
3. He updated members on the present position of those members of staff including contracted staff who were sick.
4. He advised members that he had now learnt that Lynton and Lynmouth toilets would only be cleaned once a day although this item was due to be discussed again by North Devon District Council executive committee in the future.

**QUESTIONS TO THE TOWN CLERK**

The Town Clerk was instructed to treat the potential improvement to Upper Lyndale Car Park as a priority

Exmoor National Park Picnic Area

The Town Clerk to write to the Director of Exmoor National Park expressing concern that the car parking machine was not yet operational

Double Decker Bus Route

The Town Clerk to speak to Councillor Mrs Andrea Davis the possibility of trimming trees along Station Hill.

Town Hall Electrics

The Town Clerk advised members that he was arranging for the electricians to carry out a "PAT" tests on the electrical equipment to ascertain why the trip switch was failing.

Watersmeet Road - Blocked Lay-by

The Town Clerk to discuss with Mr S Govier, Devon County Council the reason for the road material stored in the Lay-by

**Monthly review by the Mayor, Chairman of Estates and the Town Clerk and work foreman to be carried out on site.**

**Cross Street Car Park Lights**

The Town Clerk advised members that he had spoken again to SEC Connect who were aware of the problem and had undertaken to remedy the problems as soon as possible. He was due to phone again before Council and would update members then.

**296/05 MATTERS REFERRED FROM ESTATES AND AMENITIES**

**1. Parking on Town Hall Forecourt**

Members discussed the problems to users of the Town Hall caused by unauthorised parking on the Town Hall forecourt and

**RECOMMENDED:**

- a. That the possibility of limiting parking on the stretch of xLee Road between Costcutters and Lacey's Tea Room to 30 minutes be considered by the Traffic Management Group
- b. The possibility of closing the existing Taxi Rank as there was now no longer a Taxi in Lynton and Lynmouth be discussed by the Traffic Management Group

**2. Parking on Manor Foreshore**

Members discussed the best way to achieve limited parking on the Manor Foreshore and it was

**RECOMMENDED:**

That the Town Clerk prepare a draft proposal for distribution before Full Council to enable members to take a decision during the current cycle.

**3. Zig Zag Footpath – signs**

Councillor Mrs S Hibbert to forward proposals to the Town Clerk, where they would be replaced under routine maintenance.

**RECOMMENDED:**

Signs to be replaced under the maintenance budget.

**297/05 MATTERS UNDER DELEGATED POWERS**

**a. FINANCIAL STATEMENT –**

The Financial Statements for March 2006, circulated with the agenda, were considered by Councillors

**RESOLVED:**

That the Statement, a resume of which is as follows be received be approved.

OPENING CREDITS	£305,318.80
TOTAL RECEIPTS	£ 20,212.57
TOTAL PAYMENTS	£ 52,385.21
CLOSING BALANCE	£273,146.16

**b. SEASONAL UNDERTAKINGS**

The statement of income for March 2006, which had been distributed with the Agenda, was considered by Councillors.

**RESOLVED**

That the report be noted.

**c. CHEQUES**

A List of the cheques was tabled for member's consideration.

The cheques were signed at Committee.

The Chairman advised members that she had examined the Bank Statements.

*Councillors Mrs Bowden, Mrs Hibbert and Hobbs declared an interest in cheque number 5681 as they were members of the Lyn Community Development Trust*

**RESOLVED:**

That the action of the Councillors in signing the cheques in accordance with the list circulated, be approved and the cheques be passed for payment. A copy of the list of cheques paid be attached to the signed minutes

**d. PLANNING APPLICATIONS**

**Ref: 62/41/06/007 High Tallet, Normans Cleave, Lynton**

**(1) Erection of single storey extension (2) Erection of garage following earthworks**

(Referred from Estates & Amenities 12 April 2006.)

*Councillor Travis reminded members that in planning matters should he obtain additional information on applications when he attended Exmoor National Park Planning meetings this might necessitate him changing his views.*

**RESOLVED:**

1. To recommend approval for the erection of single storey extension
2. To recommend refusal on the Erection of a garage following earthworks due to the loss of two car parking spaces.

**298/05 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**  
None

**PART 2**

**EXCLUSION OF THE PUBLIC AND PRESS**

he Chairman moved

That pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as subsequently amended, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of information which, in the opinion of the Council, would be prejudicial to the public interest and/or is of a confidential nature

**295/05 MATTERS FOR RECOMMENDATION**

The meeting closed at 8.41pm Chairman