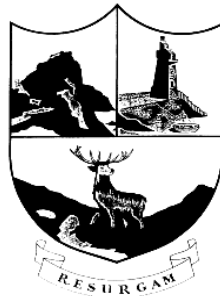


***LYNTON AND LYNMOUTH  
TOWN COUNCIL***



***COUNCIL MEETING***

***THURSDAY  
28th September 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 27th JULY 2006 at 2.30pm**

**PRESENT:**

**Councillors:**

Mrs S Hibbert (Town Mayor)  
B Hobbs (Acting Deputy Mayor)  
B J Howells  
B J Peacock  
Mrs E Rodway (part meeting)  
Mrs C F Sim  
J Travis  
B Windsor

**Officers:** Town Clerk

**Apologies:** Apologies were received from Councillors Mrs C G Bowden, C Lethaby, T Parker, T Prosser and County Councillors Mrs A Davis

The meeting opened with Prayers led by Councillor Mrs S Hibbert (Mayor) who asked those present to spare a special thought for Councillor Colin Lethaby and his family during his illness.

**PUBLIC QUESTION TIME**

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

There were no questions asked

The Mayor reconvened the meeting.

**071/06 MINUTES**

**RESOLVED:**

The Minutes of the Council Meeting held on the 28th June 2006, copies of which had been previously circulated be confirmed as a true and correct record and signed by the Chairman subject to the following points.

**072/06 MATTERS ARISING FROM COUNCIL MINUTES**

**Minute 046/06 Committee Reports – Policy & Finance Committee 21st June 2006, minute 036/06 Matters for Recommendation (h) Town Clerks Report and Questions to the Town Clerk – Parking Manor Foreshore**

**RESOLVED**

This minute be amended to read *'the Town Clerk, the Mayor and the acting Deputy Mayor to meet to arrange what days be used to replace those days already lost due to poor weather for parking on the Manor Foreshore, together with a further 17 days so as to maximise the trading benefits to the business' of Lynton & Lynmouth'.*

*With members permission the Town Mayor moved agenda item 10 "Police Report" to this point in the meeting.*

#### **073/06 POLICE REPORT**

PCP Bourne commenced his report by extending the best wishes of the Police to Councillor Colin Lethaby and his family.

*(at this point Councillor Mrs E Rodway joined the meeting).*

- PC Bourne reported that there had been a drop in crimes of the reported crimes, 3 were crimes where the car park machines operated by Lynton & Lynmouth Town Council were broken into. The cost of the damage was £800 although only a very small sum of money was taken.
- Last year's crime figures totalled 122 to the end of June 2006, this year there were 82 crimes.
- Sergeant Shaun Harris advised members that the Police Authority wanted to maintain 3 officers at Lynton and that PC Kidd at his own request had been moved for training purposes only. It was envisaged that PC Kidd would rejoin the Lynton Police Force within 5 months.
- Concern was expressed by Councillors that the Police presence had been lowered during the peak tourist season and requested that the Police keep a close eye on any problems.
- It was noted that PC Bourne was a valued member of the community and had the full support of the Town Council.

The Mayor thanked Sergeant Harris and PC Bourne for attending the meeting.

#### **074/06 COMMUNICATIONS**

The Mayor reported she had received an acknowledgement from the Chief Constable (now retired) to her letter expressing concern at the drop in Police presence in Lynton & Lynmouth and the letter had been passed to Chief Superintendent Terry to reply on the Devon & Cornwall Constabulary's behalf.

#### **075/06 OUTSTANDING BUSINESS**

There was no outstanding business

#### **076/06 COMMITTEE REPORTS**

##### **RESOLVED:**

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

**Minute 058/06**

In response to a question, the Town Clerk confirmed that a risk assessment had been carried out on the risks associated with using the Manor Foreshore for parking , and that no undue risks had been identified.

**Estates and Amenities Committee      24th July 2006**  
**Minutes 059/06 – 063/06**

**Minute 061/06 Matters for Recommendation (a) Town Hall Internal Refurbishment/Position Statement (ii) Jubilee Room Floor.**

**RESOLVED**

To note that Councillor Mrs Rodway would discuss with the Lyn Valley Society the possibility of doing works to the parquet floor after the cost of the present tranche of works are identified.

**Minute 061/06 Matters for Recommendation (a) Town Hall Internal Refurbishment/Position Statement (iii) Parking – Town Hall Forecourt**

**RESOLVED**

That the Town clerk request that car park attendants monitor parking on the forecourt and place out bollards to allow Councillors to park on the day of full council.

**Minute 061/06 Matters for Recommendation (b) Preparation of Lottery Bids – Position Statement (i) Holman Park.**

**RESOLVED**

It be noted that a consultant had been appointed for the feasibility study on work to Holman Park.

**Policy & Finance Committee      19th July 2006**  
**Minutes 064/06 – 070/06**

**Minute 066/06 Matters for Recommendation (a) Town Hall (i) charges for hire of kitchen (ii) charges for hire for weddings**

Councillor Parker re-tabled his report which had been considered briefly by Policy & Finance Committee and it was

**RESOLVED**

1. To accept the charges outlined in the report and attached to these minutes subject to any management changes required.
2. Check the possibility of amending the licence to enable weddings to be carried out on the mezzanine floor.

**Minute 066/06 Matters for Recommendation (a) Town Hall (v) estimate of costs for construction of lift and toilets for the disabled.**

The Town Clerk confirmed that he hoped to be able to call a special council meeting by the middle of August.

**Minute 067/06 Matters referred from Estates & Amenities (1) Jubilee Room Carpet.**

The Town Clerk confirmed that Councillor Parker had arranged for three quotations to come for the cost of the carpet and it was

**RESOLVED**

That Councillors Mrs C Bowden, Mrs S Hibbert, Mrs E Rodway and Mrs C Sim meet to decide on the colour and type of carpet. It was noted that a strong base with a slight pattern would be the preferred option.

**Minute 067/06 Matters referred from Estates & Amenities (3) Raft Race.**

**RESOLVED**

That this minute be not adopted as an alternative method of making the bridge safe had been used, but the Council cover the cost incurred by the Lyn Lions.

**077/06        REPORTS FROM OTHER COMMITTEES**

Councillor Mrs Hibbert detailed the present position regarding the regeneration of the Pavilion site.

**RESOLVED**

To note her comments and to record the Council's appreciation for the way she presented the Council's case at the meeting with North Devon District Council and Exmoor National Park.

**078/06        MOTIONS**

There were none

**079/06        QUESTIONS**

There were none.

**080/06        REPORT AND QUESTIONS OF NORTH DEVON DISTRICT COUNCILLOR**

**1.        Report of the North Devon District Councillor**

Councillor Travis reported briefly on:

- i. The present position regarding the work being undertaken by North Devon District Council on the Rhenish Tower and Sea Wall where tenders are to be opened in the next two weeks (mid August). The work is scheduled to commence in the autumn (preferably October) and be completed before the arrival of the winter storms.
- ii. An Option Survey on the long term future and siting of the depot will appear as an agenda item before North Devon District Council Executive Committee in August for the release of the necessary funds.
- iii. Car Park Options Survey, has been approved by the Executive for the release of funds.
- iv. Lynton Town Hall toilets. A meeting is being arranged following a feasibility survey by North Devon District Council architects. The meeting will be between the portfolio holder for North Devon District Council (Councillor Cann) Mr G Barclay, Lead Officer at North Devon District Council, Town Clerk and Councillor Travis.

- v. Feasibility Study for Hydro Electric Power Plant on the East Lyn. Quotes now being obtained by North Devon District Council for payment through the agency account.
- vi. Car Parking Charges. Councillor Travis advised Council that there will be a special meeting of North Devon District Council's Executive Committee to discuss car parking charges.

**RESOLVED**

That in view of the late increase of car parking charges from North Devon District Council and the poor season being experienced by traders in Lynton & Lynmouth, that the Town Council consider at August recess sub committee whether or not to proceed with their proposed increases.

**2. Questions of the District Councillor**

In answer to a question on the 309/310 Bus Service Councillor Travis undertook to keep pressurising the County Council to improve the bus service to Lynton.

**081/06 REPORT AND QUESTIONS TO THE DEVON COUNTY COUNCILLOR**

**1. Report of the Devon County Councillor**

In the absence of the Devon County Councillor there was no report but the Town Clerk advised members that County Councillor Davis had advised him that the design work for the footpath adjacent to Lydiate Lodge had now been completed, the necessary expenditure invoices issued, and the work would start shortly.

**2. Questions of the Devon County Councillor**

There were no questions but Councillor Travis undertook to ensure that they worked together to keep pressure on Devon County Council to improve the bus service to Lynmouth.

There were no other questions to the County Councillor but the Council wished to record their thanks for her work in alerting the closure date for Countisbury Hill to outside the holiday period.

**082/06 REPORT OF THE COMMUNITY DEVELOPMENT TRUST REPRESENTATIVE**

- 1. **Pavilion** - Councillor Parker reported on the present position with the Pavilion whereby the future of the development there was uncertain due to the withdrawal of the developer who had submitted the successful tender. The Community Development Trust were leading on trying to develop a new scheme for this area.
- 2. **Middleham Gardens** were proceeding well and there would be a low key opening on the 15th August 2006 at 3pm, all Councillors were invited to attend.
- 3. **Market Hall** – the present position regarding the Market Hall was discussed where again the community development Trust were working to keep open the facility by the use of volunteer labour. Thanks were due to Councillor Mrs Hibbert for her work on this.

**083/06 TOWN CLERK**

**1. Report of the Town Clerk**

The Town Clerk reported on:

- 1. The new cash boxes for the car park machines which had to be purchased following the recent vandalism, would have revolving screws to make them more secure.

2. He was continuing to press for a site meeting with City Electrical Factors to discuss the defective lights on Manor Grounds. This should be held by the middle of August.
  3. The works to footpath 41 (adjacent to Lower Lyndale Car Park) had been deferred to outside the holiday season.
- 2. Enquiries of the Town Clerk**
1. In answer to a question, the Town Clerk confirmed that where possible, he would react to prevailing weather etc., to ensure that the parking on the Foreshore was not utilised unnecessarily. It was also noted that concessionary tickets would not be available for use on the Foreshore.
  2. Gates to the rear of Blacklands Cottage. The Town Clerk confirmed that he had written to the owner of Blacklands Cottage asking her to ensure that the gates were locked as the ready access to the beach had resulted in an increase in cars driving onto the beach.
  3. Town Hall Forecourt – Railings. The Town Clerk confirmed that he was applying member’s policy of not allowing banners to be hung on the railings.
- RESOLVED**  
That this be reconsidered by Estates & Amenities Committee

**084/06            REPORTS OF ANY OTHER COUNCILLORS**

1.     **MAPLE**  
Councillor Parker reported on the present position of MAPLE, stating that they had prepared a written constitution and a mission statement and had started to prepare a media relations plan.
  2.     **Cleaner Neighbourhood Seminar**  
The Town Clerk reported on behalf of Councillor Prosser that he had attended the Cleaner Neighbourhood Seminar and was arranging for the booklets to be obtained.
  3.     **Exmoor National Park**  
In response to a question from Councillor Howells regarding the lack of feed back from Councillors who had attended the meeting with Exmoor National Park recently, it was pointed out that full feed back had been given.
  4.     **Hospital Group**  
Councillor Mrs Hibbert reported that a recent meeting with the Hospital Group had resulted in the information that there would not be a new hospital to replace the existing hospital in Lynton but plans for the extension of the Health Centre to a resource centre were being prepared. The local GP’s were leading on this and were investigating the viability which would include the potential of purchasing 5 beds at Lydiate Lodge.
- RESOLVED**  
That the Council pledge their support to the local GPs and undertake to give whatever help is required by them in their pursuit of a solution beneficial to the residents of Lynton & Lynmouth. The Mayor undertook to write a letter to the local GPs pledging the Councils support.

**085/06 EXMOOR NATIONAL PARK PLANNING RECOMMENDATIONS**

There were none that had not been reported to committee

**086/06 ANY OTHER URGENT BUSINESS of which prior notice has been given and which the Chairman considers to be urgent.**

There was none

**PART 2**

**EXCLUSION OF THE PUBLIC AND PRESS**

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

**087/06 CONFIDENTIAL COMMITTEE REPORTS**

**Confidential Policy & Finance Committee  
Minute Number 070/06**

**19th July 2006**

The meeting closed at 5.15pm

Chairman



**LYNTON AND LYNMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE AUGUST RECESS SUB COMMITTEE HELD**  
**AT THE TOWN HALL, LEE ROAD, LYNTON ON**  
**WEDNESDAY 16th AUGUST 2006 AT 2.30pm**

**PRESENT:**

**Councillors:** Mrs S Hibbert (Town Mayor)  
B Hobbs  
T Parker

**Officer:** Town Clerk and Town Council Secretary

**Prior to the commencement of the meeting a minutes silence was observed in memory of Councillor Colin Lethaby who passed away earlier in the month**

**QUESTION TIME**

The Mayor adjourned the proceedings to allow a member of the public to make a statement and ask questions of the Council.

There were none and the Mayor re-convened the Meeting.

*Councillor Hobbs requested that with The Mayor and members permission, Standing Order 30 should be suspended to enable members to remain seated during discussion.*

**088/06 MATTERS FOR INFORMATION**

The following items of correspondences and/or reports were noted by Committee:-

- a. **Street Collection Permit – Royal Airforce Association Wednesday 6th September 2006.**

**RECOMMENDED**

Permission be granted

- b. **Road Closure - Cross Lane, Brendon 25th to 29th September 2006**

**RECOMMENDED**

Dates noted

- c. **Temporary Traffic Lights - Top of Countisbury Hill 29th September for approximately 4 weeks.**

The Town Clerk informed members that the actual date for these works to commence was the 29th August and not the 29th September as on the agenda. These traffic lights to be erected by the National Trust to allow them to do remedial works to the stone walling.

**RECOMMENDED**

The Town Clerk to write to the National Trust stating that although they appreciated that this work had to be done, they were not happy about the temporary traffic lights being put in place at a peak time.

- d. **The Playing Field – Devon Playing Fields Association Newsletter**  
Available for members in the general office
- e. **North Devon District Council – Draft Education Contributions, Code of Practice.**  
Available for members in the general office
- f. **West Somerset Local Development Framework – statement of community involvement**  
Available for members in the general office
- g. **PLANNING DECISIONS**  
**Ref: 62/41/06/017LB – Old Methodist Church, Lee Road, Lynton**  
Listed Building Consent for alterations and replacement of gates handrails and signage (Listed Building)  
**APPROVAL GRANTED**  
**Ref: 62/41/06/018 Lyn Valley Art & Craft Centre, Old Methodist Church, Lee Road, Lynton**  
Advertisement consent for new and replacement signage (advert)  
**CONSENT GRANTED**

Councillor Parker requested that agenda item 4d (a)Planning Application number 62/41/06/013 be brought forward to this point in the meeting.

**089/06           MATTERS UNDER DELEGATED POWERS**

- a. **PLANNING APPLICATIONS**  
**Ref: 62/41/06/013 Fish on the Harbour, 1 Riverside, Lynmouth**  
Relocation and retention of timber kiosk for sale of shellfish (retrospective) with proposed alterations to external appearance, as amended by description and drawing 8/06/2/B/29 and additional drawing 8/06/2/B/29 dated 8/08/06.  
**RECOMMENDED**  
Approval be granted but a request be made that the kiosk be of natural colour

**090/06           MATTERS FOR RECOMMENDATION**

- a. **Town Hall – Jubilee Room Carpet/quotations**  
The Mayor moved that this item be dealt with as a confidential item.
- b. **Lyn Lions – Raft Race bridge safety measures – consideration of invoice**  
An invoice from Lyn Lions amounting to £89.83 had been received, relating to bridge safety measures taken for the raft race

**RECOMMENDED**

This amount be paid in full

- c. **Memorial Tree – Woman’s World Movement, suggested for grassed area adjacent to Bottom Meadow Car Park.**

The Woman’s World Movement were donating a tree and had requested that this should be planted in the grass area adjacent to Bottom Meadow Car Park. After discussion it was decided that this was not an appropriate site for this tree due to electricity cables etc.

**RECOMMENDED**

The Mayor to look for other alternative sites and liaise with the Woman’s World Movement representative.

- d. **Manor Lights**

The Town Clerk reminded members of the background information on the problems being experienced. He reported that he had contacted the company who had supplied the lights but that the original company who had supplied then, were no longer the agents for these lights and therefore not being terrible helpful.

**RECOMMENDED**

The Town Clerk to write to the suppliers of the lights asking for a site visit within 7 days and stating that if no action is taken, the Town Council will be instructing their Solicitors to deal with the matter.

- e. **Manor Grounds – Use by the National Trust for their annual fete Sunday 27th August 2006.**

The Town Clerk had received a request from the National Trust to hold their annual fete on the Manor Grounds on the 27th August 2006.

**RECOMMENDED**

Approval be granted

- f. **Exmoor National Park – Core Strategy ‘Issues and Options’, comments required**

**RECOMMENDED**

The Mayor and Councillors Hobbs and Parker to complete a draft recommendation to be tabled at next Estates & Amenities meeting and discussed at the following Policy & Finance meeting.

- g. **Devon County Council – Devon County Minerals and Waste Development Framework – consultation paper.**

Available in the general office

- h. **Decision Register**

The decision register was discussed and the comments duly noted.

**RECOMMENDED**

The amendments be made to the decision register as discussed.

i. **Town Clerks Report and questions**

**1. Town Clerks Report**

a. **Manor House Residential Home** – The Town Clerk reported that although one prospective purchaser had dropped out, another prospective buyer had been in contact with him and was to make an appointment to meet.

**2. Questions to the Town Clerk**

a. **Parking Manor Foreshore** – Questions were asked as to opening days and income from the parking. The Town Clerk informed the meeting that he had met with the staff and amended the original list of days for opening.

b. **Railings around Cenotaph** – The Town Clerk to chase this work.

c. **Town Hall Forecourt** – The Town Clerk informed the meeting that a proof had been received of the ‘no unauthorised parking notices’ and that the he and the Mayor were dealing with this matter. Members requested that ‘in only’ and ‘out only’ signs also be erected and also that notes informing members of the public that no parking was permitted on the forecourt be left in the Council chamber for members to place on cars should they feel this necessary.

d. **Lottery Bid** – Members enquired about the present position on the Consultants approved fees

e. **Fencing Valley of Rocks** – Although the goats were coming across the cattle grids, no complaints had been received. The Town Clerk was obtaining quotations for fencing the slope.

f. **Valley of Rocks Management Committee** – Councillor Hibbert to arrange this.

g. **Councillor Vacancy** – Providing the requisite number of electorate requested it, a by election would have to take place, due to the death of Councillor Colin Lethaby.

**091/06            MATTERS UNDER DELEGATE POWERS**

**1. FINANCIAL STATEMENT JULY 2006**

The financial statement for July 2006 which had been attached to the agenda was considered. Councillor Howells queried the bank charges.

**RESOLVED:**

- The Town Clerk to query the bank charges
- That the statement, a resume of which is as follows be received and approved.

Opening Credits	£306,933.28
Total Receipts	£ 59,641.50
Total Payments	£ 55,530.74
Closing Cash Balance	£311,044.04

**2. STATEMENT OF SEASONAL UNDERTAKINGS JULY 2006**

A copy of this statement, which had been distributed prior to the meeting was considered by Councillors.

**RESOLVED:**

That the report be noted.

**3. CHEQUES**

A list of cheques was tabled for members consideration. The cheques were signed at Committee.

**RESOLVED:**

That the Chairman of Policy and Finance check the bank statements as soon as possible and that the cheques be passed for payment. A copy of the list of cheques paid to be attached to the signed minutes.

**4. PLANNING APPLICATIONS**

**Ref: 62/41/06/025LB Gable Lodge, Lee Road, Lynton**

Installation secondary glazing to inside of windows.

**RESOLVED**

To recommend approval

**Ref: 62/41/06/026 Manor Farm, Ilkerton, Lynton, Devon**

Erection of a two storey extension

**RESOLVED**

To recommend approval

**Ref: 62/41/06/027 Whindles, Valley of Rocks, Lynton**

Proposed first floor extension

**RESOLVED**

To recommend approval

**Ref: 62/41/06/028LB Cliff Top Café, Lee Road, Lynton**

Proposed addition of three removable awnings.

**RESOLVED**

To recommend approval

Councillors requested that planning applications be numbered in future.

**092/06 URGENT BUSINESS**

There was no urgent business

**PART 2**

**EXCLUSION OF THE PUBLIC AND PRESS**

The Mayor 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

**093/06 MATTERS FOR RECOMMENDATION**

**a. Town Hall – Jubilee Room Carpet/quotations**

The Mayor moved that this item be dealt with as a confidential item.

The meeting closed at 4.05pm

Chairman

# LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL HELD AT THE TOWN HALL, LYNTON ON TUESDAY 12TH SEPTEMBER 2006 AT 6.30pm

## PRESENT:

### Councillors:

Mrs S Hibbert	(Town Mayor)
B Hobbs	(acting Deputy Mayor)
Mrs C G Bowden	
B J Howells	
T Parker	
B Peacock	
Mrs E Rodway	
J Travis	
B Windsor	

**Officers:** Town Clerk

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

## 094/06 TOWN HALL – LIFT FOR DISABLED PERSONS AND ASSOCIATED WORKS.

*Prior to commencing discussion on this item, the Chairman welcomed members of the public who were in attendance and with members permission, suspended Standing Orders 29J and 30 to enable Councillors to speak more than once and to remove the requirement for Councillors to stand when addressing Council.*

The Town Clerk took members through the briefing note (previously circulated) highlighting the key points and outlining the options open to Council. The key points made were :-

- The estimated cost for the installation of a lift for the disabled, toilets for the disabled, together with associated building works, is £150,000 plus fees of approximately £10,000 (£160,000)
- An alternative scheme to use a platform lift to gain access to the semi mezzanine floor in the main hall with a provision of a disabled lift in the existing store room for the Tourist Information Centre has been roughly costed and would produce savings amounting to, at the most, £5,000.
- Available monies to the Town Council to proceed at the moment are £80,000 (Lyn Valley Society) £30,000 (Town Council contribution) leaving a funding gap of £50,000.
- The only sure way of arriving at accurate estimates would be to go out to tender to interested builders but this would involve the Council incurring additional costs in fees etc., of approximately £10,000.

- The introduction by the Big Lottery Fund of the Community Buildings has given the Town Council a unique opportunity to gain funding.
- Preliminary investigations would indicate that a scheme for the provision of a lift for the disabled, associated works etc., would qualify for the Big Lottery Fund, Community Building element.
- If the Town Council went down this road then it would involve a delay of up to 2 years before a scheme could commence and would require some rapid further works by the architect to prepare a package of proposals as a one off bid would need to be made for all the outstanding works at the Town Hall.

Councillors discussed the implications of the briefing note and the implications of the present financial position of this project.

*With member's permission, the chairman suspended Standing Orders to enable members of the Lyn valley Society, who were attending this meeting, to comment.*

The members of the Lyn Valley Society expressed disappointment that should the Council decided to proceed with a lottery application, it would result in a delayed start to the commencement of the project however, they fully accepted that the financial position of the Council meant that difficult decisions had to be taken.

*The Chairman reinstated Standing Orders.*

#### **RESOLVED**

1. That the Town Council make application for the internal renovation of the Town Hall including a lift and toilets for the disabled, central heating and other necessary renovation works under the Community Building Section of the Big Lottery Fund and the necessary technical expertise to be used to facilitate that bid.
2. If the application is unsuccessful in obtaining stage 1 approval from the Lottery Commission then the Town Council seek to raise loans to expedite the first stage of their proposals namely the installation of a lift and toilets for the disabled as soon as possible.
3. The Town Clerk to investigate the possibility of using Mr M Fines or other consultants to write the bid for submission to the Lottery Fund.

In answer to a question it was noted that the Lyn Valley Society had originally commenced with fund raising for the total renovation of the Town Hall but had concentrated on the objective of installing a lift and toilets for the disabled after it became apparent that the Town Council could not proceed with all the work at once.

#### **095/06 COMMUNITY AWARD**

The Chairman moved that this item be dealt with as a confidential item.

The meeting closed at 8.05pm

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 13<sup>TH</sup> SEPTEMBER 2006 AT 6.30pm

- Present:**
- |                    |                 |
|--------------------|-----------------|
| <b>Councillors</b> |                 |
| Mr B Hobbs         | (Chairman)      |
| Mrs C G Bowden     | (Vice Chairman) |
| Mrs S Hibbert      |                 |
| B Howells          |                 |
| T Parker           |                 |
| B J Peacock        |                 |
| Mrs C Sim          |                 |
- Officers:** Town Clerk and Town Council Secretary
- Apologies:** Councillors T Prosser and J Travis
- Also in Attendance** Councillor Mrs E Rodway (although not a member of this Committee).

#### **096/06 MINUTES**

Resolved that the minutes of the Estates and Amenities Committee held on the 12<sup>th</sup> July 2006, copies of which had been previously circulated, be confirmed as a true and correct record, and signed by the Chairman.

#### **097/06 MATTERS FOR INFORMATION**

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

**a. North Devon Homes Annual Report 2006**

Available in the general office

**b. Village Green September 2006**

Available in the general office

**c. Depot – Lease negotiations**

A letter had been received from North Devon District Council informing the Council that a new 2 year lease was about to be signed although it was outside the Landlord & Tenant Act and therefore no security of tenure could be given.

**RECOMMENDED**

1. This item be placed on the agenda for the forthcoming JCC Meeting and a report then made to Estates & Amenities Committee.
2. To commence searching for alternative premises.



- d. **Exmoor National Park** – Report on Exmoor’s Biodiversity  
Available in the general office
- e. **Planning**  
None

**098/06            MATTERS FOR RECOMMENDATION**

**a. Town Hall**

**i. Position Statement**

A Special Council Meeting had been and a recommendation made that the Town Council make application for the internal renovation of the Town Hall including a lift, the toilets for disabled and central heating and other necessary renovation works under the Community Building Section of the Big Lottery Fund and the necessary technical expertise to be used to facilitate that bid.

**ii. Jubilee Room Floor**

The Councillors concerned with the flooring had been unable to meet due to prior commitments and it was

**RECOMMENDED**

The Town Clerk obtain a book of carpet samples from the successful contractor for members to choose from.

**iii. Chairs**

This item had been placed on the agenda at members request due to the poor condition of the chairs in the main hall.

**RECOMMENDED**

The Town Clerk obtain quotations for renovation and/or renewal of 200 chairs in the main hall.

**iv. Town Hall Licence – personal licence holder**

Due to the death of Councillor Lethaby, Keith Blackwell of LLAMA had taken the post of personal licence holder. However the rules had changed and a PLH could be responsible for more than one venue.

**RECOMMENDED**

- The Town Clerk to write to all licence premises and Lyn Lions etc., asking them if they would like to be included on the list of Personal Licence Holders for the Town Hall.
- An advert be included in the next available issue of the Lyn Valley News.

**v. Proposed use of room by Barnstaple & Lynton Railway Company**

A meeting had been held with the representatives of the Barnstaple & Lynton Railway who had requested sole use of a room for their displays etc., They had been requested to come back with information and suggestions etc., but to date nothing had been received.

**RECOMMENDED**

- No action be taken until suggestions received from the Barnstaple & Lynton Railway Company.
- The Town Hall Working Party to then deal with the matter.
- The item be placed on the Decision Register.

**vi. Variation to Wedding Licence**

Members had received a copy of a letter from Devon County Council outlining the cost of including the Mezzanine Floor for marriages.

**RECOMMENDED**

This item be placed on the agenda for the next meeting of the Policy & Finance Committee.

**b. 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**

The Town Clerk reported that the draft submissions had been sent out to all interested parties for their comments before submission at the end of the month. A copy of the proposed submission was available for members to inspect in the general office.

**c. Manor Ground**

**i. Badger Fence**

Members discussed the options of a steel or wooden fence to avoid badger damage to the putting greens this winter. In principal a wooden fence was preferred but it was

**RECOMMENDED**

Members look at the area in question and the item be placed on the agenda for the next meeting of the Policy & Finance Committee.

**ii. Band Stand**

A letter had been received requesting the Council to consider allowing the Lyn & Exmoor Vision (formerly MCTi) to look into the possibility of erecting a band stand on Manor Grounds as part of their vision statement.

**RECOMMENDED**

In principal, the Town Council would agree to the erection of a band stand subject to detail being submitted for their consideration.

**d. Exmoor National Park – Core Strategy ‘Issues and Options’, comments required (August Recess Sub Committee)**

Draft Recommendation *‘The Mayor and Councillors Hobbs and Parker to complete a draft recommendation to be tabled at next Estates & Amenities meeting and discussed at the following Policy & Finance meeting.’*

**RECOMMENDED**

A copy of the Core Strategy by circulated to all members for discussion at the next meeting of the Policy & Finance Committee.

**e. Harbour chains Renewal – Position Statement**

Two quotations had been received for the renewal of the Harbour Chains and it was

**RECOMMENDED**

- This item be placed on the agenda for the next meeting of the Policy & Finance Committee

- The Harbour Management Group hold a meeting very shortly
- f. Valley of Rock – Proposals to renovate Poets Corner**  
 Members had been circulated with a copy letter making suggestions for the renovation of Poets Corner.  
**RECOMMENDED**  
 The Town Clerk and Valley of Rocks Working Party to deal with this matter.
- g. Councillor Lethaby – Suggestion for memorial**  
 Members had received a copy of an email from Councillor Lethaby's family requesting a possible memorial for him. The Council were informed that his family were erecting a seat in his memory in Holman Park. After discussion it was  
**RECOMMENDED**
- The Council workforce to erect the base for the memorial seat in Holman Park .
  - The Holman Park Working Party to consider erecting an appropriate plaque once the development was completed,
- h. Light Quest – 'Light up the Valley of Rocks'**  
*Councillor Mrs E Rodway, although not a member of this Committee, declared a prejudicial interest in this matter as she is the commoner in the Valley, she left the room and did not take any part in the debate*  
 Councillor Hibbert informed the meeting that she had been approached by the organiser of Light Quest who organised walks for Charity, requesting permission to look into the possibility of a light walk in the Valley of Rocks. Councillors felt this would be an excellent opportunity to promote the area but noted that the commoner who was also a Councillor had objected and taken legal advice.  
**RECOMMENDED**  
 That the Council should give in principle permission for the organiser to pursue the proposal to see whether it would be possible to hold this event in the Valley of Rocks.
- i. Longmead Cemetery – proposed works**  
 This item had been placed on the agenda to remind members that work would be done to the wall as well as some pollarding to trees. Members felt that major works were required in this area to possibly make it, a quiet area for residents and visitors to visit.  
**RECOMMENDED**  
 Councillors visit the area and come back to the next meeting of Estates & Amenities with possible suggestions.
- j. Decision Register**  
 Members considered the items on the decision register and updated the actions that had been taken.  
 In particular they discussed;
1. Works to Lynbridge car park
  2. When works to Lydiate Lodge footpath would commence

3. Car park signs, Councillor Howells reported that there was no sign in Upper Lyndale Car Park directing members of the public to the public toilets.
4. Replacement Trees
5. Manor Lights – the Town Clerk informed members that he had attended a meeting with the suppliers who would be reporting back.
6. South West Water – meeting to be arranged
7. Painting of lamp posts which was about to commence.
8. Town Hall wedding charges

**RECOMMENDED**

1. Lynbridge car park be considered at the next meeting of the Estates & Amenities Committee.
2. The Town Clerk to apply pressure for work to commence on Lydiate Lodge footpath.
3. The Town Clerk to have sign made indicating the way to the public toilets from Upper Lyndale Car Park.  
Car Park signs generally – The Town Clerk and Councillor Hobbs to make an inspection of all car park signs and amend and alter as necessary.
4. The Town Clerk to contact Exmoor national Park with regard to replacement trees.
5. Manor Lights – If no positive reply received from suppliers of lights before next meeting of Policy & Finance, the Town Clerk to write to suppliers informing them that solicitors would be instructed within 7 days unless action taken to put right the lights.
8. Town Hall Wedding Charges – a meeting of the working party to be held.

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

**1. Town Clerks Report**

- i. The Town Clerk reminded members that the next meeting of the JCC was to be held on the 5th October and that he would be sending out an update on items with the agenda for Policy & Finance. Councillor Hibbert reported that due to the death of Councillor Lethaby she would like to request Councillor Mrs C Bowden to join this Committee. The Town Clerk asked members for possible JCC agenda items and was requested to place the depot on this list.

**RECOMMENDED**

- ii. Councillor Mrs C Bowden join the JCC Committee.
- iii. The Depot be placed on the agenda for the JCC meeting.

**2. Questions of the Town Clerk**

- i. Councillor Bowden reported that she and several other Councillors had received complaints about the mess the ponies were making in the Picnic Area and North Walk etc.
- ii. Councillor Hobbs was concerned about the state of some hedges on land not belonging to the Council.
- iii. Dog fouling – the Town Clerk was requested to obtain a new bin for Manor Ground.

**RECOMMENDED**

- i. A meeting of the Valley of Rocks Working Party be called to discuss the question of the ponies.

- ii. Councillor B Hobbs and the Town Clerk to make an inspection of the hedges and report back to Estates & Amenities.
- iii. A new dog litter bin be obtained for Manor Ground.

**099/06            MATTERS UNDER DELEGATED POWERS**

**a.        PLANNING**

**i. Ref: 62/41/06/029 Park Farm, Lydiate Lane, Lynton, Devon EX36 3LA.**

Erection of 20m telecommunications monopole antenna, 1No 300mm dish and equipment cabinets within fence compound.

**RECOMMENDED**

Approval be granted

**ii. Ref: 62/41/06/030 – 3 Normans Cleave, Lynton, Devon**

Retention of raised timber decking to front elevation of house (Retrospective).

**RECOMMENDED**

Approval be granted

**iii. Proposed Bridleway Dedication – South Stock Farm, Barbrook**

**RECOMMENDED**

No objections or comments to submit

**100/06 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

There were none

The meeting closed at 8.07pm

Chairman

# LYNTON AND LYNMOUTH TOWN COUNCIL

## MINUTES OF THE MEETING OF THE POLICY AND FINANCE COMMITTEE MEETING HELD AT THE TOWN HALL, LYNTON ON WEDNESDAY 20TH SEPTEMBER 2006 at 6.30pm

**Present:** Councillors  
T Parker (Chairman)  
B J Howells (Vice Chairman)  
B Hobbs  
B Peacock  
Mrs E Rodway  
J Travis  
B Windsor

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

**Apologies:** Councillors Mrs C Bowden and Mrs S Hibbert. Although not on this Committee Councillor T Prosser

### 101/06 MINUTES

**RESOLVED:** That the Minutes of the meeting of the Committee held on the 19th July 2006, a copy of which had been previously circulated, be confirmed and signed by the Chairman as a true and correct record.

### 102/06 MATTERS FOR INFORMATION

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

**a. Lynton & Lynmouth Cricket Club – notification of proposed fencing works**

A copy of the letter received from Lynton & Lynmouth Cricket Club had been circulated to members for their attention. Councillor Peacock requested that the question of fencing around the cricket ground be put on the agenda for the next meeting of the Estates & Amenities Committee.

**RECOMMENDED**

The position of the fence around the practice nets of Lynton & Lynmouth Cricket club be placed on the agenda for the next meeting of the Estates & Amenities Committee.

**b. Exmoor national Park – Exmoor Moorland Forum, Moorland Hall, Wheddon Cross Thursday 19 October 2006.**

Councillor Peacock offered to attend this forum providing he had no prior commitments.

**c. Devon Talk – Autumn 2006**

Available for members in the general office.

**d. PLANNING DECISIONS**

**Ref: 62/41/06/023 Lee Abbey, Lynton**

Alterations and additions to existing garage/workshops in association with provision of youth support accommodation, as amended plan dated 25/07/06 (Full)

**CONDITIONAL PERMISSION GRANTED**

**103/06 MATTERS FOR RECOMMENDATION**

**a. Town Hall**

**i. Charges for Hire of kitchen**

**iii. Charges for Hire for Weddings**

**RECOMMENDED**

The sub Committee set up to deal with weddings to meet again to discuss the various points which had arisen following experience of using the new charging schedule .

**b. MAPLE (marketing Association Promoting Lynton & Lynmouth in Exmoor) request for funding**

*Councillor T Parker declared a prejudicial interest in this matter as he is the chairman of MAPLE, he left the room and did not take any part in the debate*

*Councillor B Hobbs declared a personal interest in this matter as he is a Town Council representative on the MAPLE Committee.*

*Councillor B Howells declared a personal interest in this matter as he is a Town Council representative on the MAPLE Committee.*

*Councillor B Howells took the chair as vice chairman in the absence of Councillor T Parker for this item.*

A letter detailing the aims and policies of MAPLE had been circulated to members together with a request for funding. After some discussion it was

**RECOMMENDED**

- The Town Council should make an immediate grant of £1,000
- Make a further grant of up to £1,000 to match fund monies raised by local traders in Lynton & Lynmouth.

**c. Meeting with Magna Housing reference local needs future housing**

The Town Clerk had received a request from Jennifer Gould of Magna Housing to meet with Councillors to re-assess local housing needs. It was

**RECOMMENDED**

Councillors Mrs S Hibbert, Mrs C Bowden and J Travis together with the Town Clerk meet with Jennifer Gould to discuss the local housing needs. The Town Clerk to arrange this meeting.

**d. Exmoor Visitor 2007 – request for items for newspaper**

The Town Clerk requested members to inform him by the 15 October of any items they wished advertised in the Exmoor Visitor for 2007. Councillor Travis requested that when the Town Clerk replied, he stressed the need for better information on public transport to be included.

## **RECOMMENDED**

When the Town Clerk replied with dates to the Exmoor Visitor he requested the National Park to include more information about public transport.

**e. Valley of Rocks – extension to existing stock proof fencing.**

The Chairman moved that this item be dealt with as a confidential matter as it involved the letting of a contract.

**f. Decision Register**

Circulated with the agenda and noted

1. Manor Green Lights – The suppliers had undertaken to reply within the week.
2. South West Water the Town Clerk was trying to arrange for a meeting to be held as soon as possible

## **RECOMMENDED**

1. Only matters relating to Policy & Finance and Estates & Amenities to be discussed at those meetings.
2. South West Water/sewerage – the Town Clerk to report back as soon as possible

**g. Town Clerk’s Report and Questions to the Town Clerk**

**1. Report of the Town Clerk**

- i. Rhenish Tower – The Town Clerk reported that he had seen the pre-contract documents and works were projected to start on the 2<sup>nd</sup> October. Members enquired what work would be done and who would be overseeing this.
- ii. Land at Station Hill – the land between Lydiate Lane and the rear of Normans Cleave belonged to North Devon Homes.
- iii. JCC – The Town Clerk asked for JCC agenda items and also reminded members that a meeting was to be held with Exmoor National Park the day before that meeting and asked for agenda items for this meeting as well.

## **RECOMMENDED**

- i. Rhenish Tower – The Town Clerk to seek further information on the proposed works.
- ii. Land at Station Hill – The Town Clerk to write to North Devon Homes requesting them to cut the hedge and tidy the area.
- iii. The Town Clerk to distribute notes of meeting with Exmoor National Park together with the agenda for Full Council.

**2. Questions of the Town Clerk**

- i. Councillor Peacock requested the Town Clerk to find out the ownership of the fence in Holman Park and Councillors felt that this could be raised at the JCC meeting.
- ii. Councillor Howells requested that the putting green and tennis courts should stay open later into the year

## **RECOMMENDED**

- i. The question of the ownership of the fence in Holman Park be placed on the agenda for the JCC and a request made that members should bring a list of issues for inclusion on the agenda to full Council.
- ii. The Putting Greens and Tennis Courts to stay open longer at the discretion of the Town Clerk, the Works Foreman and Putting Green staff.



**104/06            MATTERS REFERRED FROM ESTATES AND AMENITIES**

**a.    Variation to Wedding Licence**

The Town Clerk reminded members that to include the Mezzanine floor as an area to conduct weddings would cost a further £100.00

**RECOMMENDED**

This area be included in the wedding licence and the fee of £100 be paid.

**b.    Agenda items for JCC**

Members had received an update on previous matters discussed and it was

**RECOMMENDED**

1. The following items be included on the agenda for the forthcoming JCC meeting:

- The Depot
- Fence Holman Park
- Town Hall toilets – refurbishment
- Housing Issues
- Closure of the Pathfinder Centre
- Global Warming – sea defences etc.

2. An annual meeting be called with representatives of Devon County Council including County Councillor Andrea Davis.

**c.    Manor Ground – Badger Fence**

The Chairman moved that this item be dealt with as a confidential matter as it may involve the letting of a contract.

**d.    Exmoor National Park – Core Strategy ‘Issues and Option’ comments required.**

Members had previously been circulated with a copy of the core strategy ‘issues and options’ and a request made for their comments. The Town Clerk tabled a draft response and it was

**RECOMMENDED**

Councillor Travis and the Town Clerk to meet and formulate a response on behalf of the Town Council.

**e.    Harbour Chains renewal**

The Chairman moved that this item be dealt with as a confidential matter as it involved the letting of a contract.

**105/06            MATTERS UNDER DELEGATED POWERS**

**a.    FINANCIAL STATEMENT –**

The Financial Statements for August 2006, was tabled and considered by Councillors

**RESOLVED:**

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

OPENING CREDITS	£311,044.04
TOTAL RECEIPTS	£ 97,247.37
TOTAL PAYMENTS	£ 37,832.80
CLOSING BALANCE	£370,458.61

**b. SEASONAL UNDERTAKINGS**

The statement of income for August 2006 was tabled and considered by Councillors

**RESOLVED**

That the report be noted.

**c. CHEQUES**

A List of the cheques for signature was tabled for member's consideration and the Town Clerk answered questions on the details of some of the cheques.

The cheques were signed at Committee.

**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**

- i. **Exmoor National Park** – Proposed public footpath dedication, SWCP, North Devon

**RESOLVED**

Dedication approved

**/06 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

There was no urgent business.

**PART 2**

**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

**106/06 MATTERS FOR RECOMMENDATION**

- a. **Valley of Rocks – extension to existing stock proof fencing**

**107/06 MATTERS REFERRED FROM ESTATES & AMENITIES**

- a. **Manor Ground – Badger Fence**  
b. **Harbour Chains Renewal**

The meeting closed at 7.58pm Chairman