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To: Members of the Garage Management Review  
Task and Finish Forum:  
(Douglas Hull, Jim Knight, Pat Rous, Sue Saunders,  
Pauline Stott, Chris Wale)

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Sue Bewes – Landlord Services Manager  
Dennis Boobier - Housing Needs and Strategy Manager  
Pauline Druce – Street Scene Finance Officer  
John Golding – Head of Housing  
Andrew Hancock – Street Scene Manager  
Andrew Harris – Street Scene Area Manager West  
Tim Harris – Street Scene Area Manager East  
Joyce Murphy – Estate Management Officer  
Mark Pollard – Parks Development Officer  
Graham Symington - Housing Asset & Business Development Officer  
Mandy White - Accountant

For information:

Councillor Jill Elson – Portfolio Holder, Sustainable Homes and Communities

Councillor Stephanie Jones – Deputy Portfolio Holder, Sustainable Homes and Communities

## **Meeting of the Grounds Maintenance Task and Finish Forum**

**Friday 26 April 2013 at 10am**

**Room One, Knowle, Sidmouth**

Councillors and members of the public are reminded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting.

### **AGENDA**

**Page/s**

1. To receive any apologies for absence.
2. To receive the notes of the meeting held on 15 March 2013. 3 - 7
3. To receive any declarations of interest relating to items on the agenda.
4. To receive a demonstration of Street Scene's Down to Earth (DTE) system – Parks Development Officer.

5. To consider a list of garden licences held by Housing – Housing Landlord Services Manager. 8 - 10
6. Discussion on improvement of communication and consistency of approach to garden licences across Council teams.
7. Work programme and date of next meeting.

### **Decision making and equality duties**

- The Council will give due regard under the Equality Act 2010 to the equality impact of its decisions.
  - An appropriate level of analysis of equality issues, assessment of equalities impact and any mitigation and/or monitoring of impact will be addressed in committee reports.
  - Consultation on major policy changes will take place in line with any legal requirements and with what is appropriate and fair for the decisions being taken.
  - Where there is a high or medium equalities impact Members will be expected to give reasons for decisions which demonstrate they have addressed equality issues.

### **Members and co-opted members remember!**

- You must declare the nature of any disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered. Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.]
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Council's Monitoring Officer or Standards Committee.

# **EAST DEVON DISTRICT COUNCIL**

## **Notes of a meeting of the Grounds Maintenance Task and Finish Forum held at Knowle, Sidmouth on 15 March 2013**

### **Present:**

#### **Councillors:**

Christine Drew  
Douglas Hull  
Pauline Stott

#### **Tenants:**

Pat Rous  
Sue Saunders

#### **Officers:**

Sue Bewes – Landlord Services Manager  
Andrew Hancock – Street Scene Manager  
Andrew Harris – Street Scene Area Manager, West  
Tim Harris – Street Scene Area Manager, East  
Joyce Murphy – Estate Management Officer  
Mark Pollard – Parks Development Officer  
Graham Symington – Housing Asset & Business Development  
Officer  
Alethea Thompson – Democratic Services Officer  
Mandy White - Accountant

### **Apologies:**

#### **Councillors:**

Jim Knight  
Stephanie Jones

#### **Tenant:**

Pat Rous

#### **Officers:**

Jane Reading – Tenant and Communities Section Leader

The meeting started at 10.05am and ended at 11.55am.

### **\*1 Election of Chairman and opening remarks**

Councillor Pauline Stott was elected as Chairman. She welcomed all the members of the Forum.

### **\*2 Appointment of Vice Chairman**

Tenant member Pat Rous was appointed as Vice Chairman of the Forum.

**\*3 Membership**

**RESOLVED:** that Councillor Christine Drew be added to the membership of the Forum.

**\*4 Declarations of interest**

Board Member	Minute number	Type of interest	Nature of interest
Douglas Hull		Personal	His sister lives in a Council owned property.
Sue Saunders		Personal	She is a sheltered housing tenant.
Pat Rous		Personal	She is a Council housing tenant.

**\*5 Scope**

The Forum considered the scope of work for the Task and Finish Forum, which was presented at the meeting. Those present agreed the scoping document and the need to be clear in what the TaFF was trying to achieve.

**RESOLVED:** that the scope of the TaFF be agreed as set out in the agenda.

**\*6 Grounds maintenance report to the Housing Review Board**

Members noted the report of the Landlord Services Manager which had previously been considered by the Housing Review Board on 10 January 2013. The report set out the current position on grounds maintenance following concerns raised that the service might be in need of review. Some residents had indicated that they would welcome an improved service. Consultation had revealed mixed views on the subject. The Housing Review Board had agreed to establish a Task and Finish Forum to review current working practice and to consider ways forward for the grounds maintenance of external communal housing areas.

**\*7 2007 Service Level Agreement between Housing and Street Scene Services**

The 2007 Service Level Agreement (SLA) between Housing and Street Scene Services had been circulated with the agenda for members' consideration. The SLA was a large document, but officers had pulled out the parts relevant to Housing.

The main work of Street Scene in relation to housing grounds maintenance was:

- Hedge maintenance
- Grass maintenance
- Shrub maintenance

\*7

## **2007 Service Level Agreement between Housing and Street Scene Services (cont')**

Street Scene also had a significant inventory of sites and it was suggested that the DTE (down to earth) system be displayed on the projector at a future TaFF meeting and officers give a few examples of what tasks were carried out where, and the costs involved.

### **Hedge maintenance**

The Parks Development Officer outlined the general contract in relation to housing, contained in the SLA. Hedges were generally classified into two categories and would be cut at the time specified for the species:

- Formal – to be cut twice annually
- Informal – cut once a year

The Forum discussed the maintenance of private property hedges that overhung onto public footpaths and roads. The action taken would depend on who owned the footpath/road. If it was Devon County Council (DCC) then it would be for them to take action. If the footpath/road was on EDDC land it would be possible to serve notice on the owner if the hedge was causing a hazard. Often if the hedge was in a housing land maintained area Street Scene would trim the outside edge of the hedge.

The Landlord Services Manager outlined the responsibilities of housing estate management. It was suggested that it would be helpful to provide details of the area each of the four Estate Management Officers covered on the Council's website. It was noted that the Customer Service Centre had a list of questions and routes to take when members of the public initially rang the Council, so that the call could be directed to the most appropriate officer.

### **Grass Maintenance**

Grass cutting was the biggest service that Street Scene provided to Housing. The Parks Development Officer explained that there were ten grades of grass cutting contained within a schedule in the SLA. He outlined to the categories most common on housing land, which resulted in approximately 15 cuts per year.

It was noted that Devon County Council had reduced their grass cutting service to four times a year (increased from two following a large number of complaints) and that this was causing problems in areas where there was both DCC and EDDC grass areas. The Street Scene Manager reported that he had been in discussions with DCC regarding Street Scene services taking on some of DCC grass cutting. However DCC was only offering enough money to cover four cuts a year. He would continue negotiations and explore the option of EDDC cutting DCC owned grass in areas adjacent to EDDC housing land. The TaFF agreed that an officer from DCC should be invited to a future meeting.

The Street Scene Manager cautioned the TaFF to be aware of public perception of the different standards of grass cutting for housing stock/owned land and the rest of the Council's communal grass areas.

\*7 **2007 Service Level Agreement between Housing and Street Scene Services (cont'd)**

Concerns were raised over grass cuttings being left on the ground and killing the grass beneath it, resulting in an unattractive appearance. Members also asked why there seemed to be discrepancies in the appearance and quality of the cutting. The Parks Development Officer replied that the quantity of cuts was the same, but that the machinery used may differ, sometimes resulting in different appearance.

The Street Scene Manager explained that it was not standard procedure for Street Scene operatives to rake up and remove grass cuttings, except in relation to sheltered housing. It was possible to change working practices, however it was very costly to remove arisings (cost of disposal and transport, as well as an increased carbon footprint) and there would be a need to change the machinery used. This would dramatically increase the cost of the service. The issue of mud and grass cuttings being dragged onto adjacent paths was raised. The Street Scene Manager replied that there had been particular problems with mud last year due to the wet weather. If the service had waited for ground dry conditions then complaints would have been received from tenants that the grass was not being cut frequently enough. It was possible to change the method of cutting, but the current methods were used due to the time and cost efficiencies they delivered. It would be possible to carry out a cost analysis on the methods of cutting and machinery used, the frequency of cuts and the removal of arisings.

Concern was expressed that tenants currently paid twice for grass cutting; through their Council Tax and also through their rents. This was common also for Housing Associations and private estates. The rent charge was not separated for the Street Scene grounds maintenance service and the Accountant was asked to look into the charge per household.

It was suggested that a trial be undertaken and monitored on a controlled area in order to get a better idea of the costs involved in an enhanced grass cutting service. It was agreed that Street Scene would discuss cost implications and present ideas for a trial at a future meeting of the TaFF.

### **Hard surface maintenance**

A request was made for particular attention to be paid to moss on pathways, causing slippery surfaces. This was a problem periodically, varying in different areas and was not in the programme of works. It was suggested that consideration be given to reinstating this.

Other areas of the SLA discussed by the TaFF included:

- Playgrounds
- Graffiti and fly posters
- Litter and rubbish removal, including tree debris
- Drainage, stream and ditch maintenance
- Seats, benches and picnic tables
- Allotments (only 3 areas in Sidmouth managed by EDDC – the rest of the allotments in East Devon were administered by the local town/parish council)

\*7 **2007 Service Level Agreement between Housing and Street Scene Services (cont'd)**

- Council gardens scheme (after a lot of initial complaints the scheme was now working well and had reduced the number of people that were previously receiving the service for free)
- Refuse disposal
- Drains, services and statutory undertakings

The TaFF discussed using grasscrete when providing parking on grassed areas. This made grass cutting very difficult. Task and Finish Forums had previously looked at parking on Council housing land and the management of Council owned garages. These had both identified areas for development and car parking provision which would affect the grounds maintenance service. The Parks Development Officer would need to be informed of any changes to grass, hedges, land as he was responsible for the inventory of the areas for grounds maintenance.

The TaFF also considered ground covered under individual licences. There were a number of issues relating to previously issued garden licences and it was agreed that there needed to be a consistent set of rules applied. The Landlord Services had a list of the areas under garden licence and would bring these to a future TaFF meeting, which would also consider the garden licence policy. It was suggested that officers from the estates department be invited to attend a future meeting discussing land and garden licence agreements and that any proposed changes be discussed with the legal department.

\*8 **Programme of future meetings**

Consideration was given to a suggested programme of meetings. This was amended at the meeting:

- How grounds maintenance works now & expectations on the service (including monitoring, levels of maintenance required, frequency of cuts, DTE system and technology).
- Benchmarking, customer feedback.
- Service improvements that could be delivered (including rotas, mobile working, use of technology, using volunteers or hard landscaping. Cost analysis of different options.
- Who should be paying for this service, burden on HRA with sold properties etc, ensuring systems updated when properties sold, on information passed from previous Garages & Car Parking TAFFs).
- New Service Level Agreement.

It was agreed that the next meeting would consider:

- Garden licences
- Emap
- DTE system

Specific focus would be on how the service worked now and highlighting any problem areas. The Chairman thanked all those present for attending the meeting.

**RESOLVED:** that the next meeting of the Grounds Maintenance Task and Finish Forum be held at 10am on Friday 26 April 2013.

Customer Reference	Customer name	Gross Amount	Product Code	Invoice Narrative
MA0354		15	LICENCEFEE1	LICENCE FEE FOR LAND AT THE REAR OF: xxx, SIDFORD DUE ANNUALLY ON 3RD DECEMBER
PA0343		15	LICENCEFEE1	LICENCE FEE FOR GARDEN PLOT ADJOINING: xxx, WHIMPLE DUE ANNUALLY ON 1ST SEPTEMBER
CO0368		15	LICENCEFEE1	LICENCE FEE FOR VEHICULAR ACCESS TO: REAR OF xxx, SEATON DUE ANNUALLY ON 15TH SEPTEMBER
TA0065		15	LICENCEFEE1	LICENCE FEE FOR VEHICULAR ACCESS TO: REAR OF xxx, SEATON DUE ANNUALLY ON 21ST AUGUST
GO0402		15	LICENCEFEE1	GARDEN LICENCE FOR: PLOT x REAR OF xxx, SIDMOUTH DUE ANNUALLY ON 6TH JULY
LE0014		15	LICENCEFEE1	LICENCE FEE FOR : PLOT xxx, SIDMOUTH DUE ANUALLY ON 27TH MAY
LU0001		15	LICENCEFEE1	LICENCE TO UTILISE LAND AT xxx, SIDFORD DUE ANNUALLY ON 1ST APRIL
LA0414		15	LICENCEFEE1	LICENCE FEE FOR GARDEN PLOT AT REAR OF: xxx, SIDMOUTH DUE ANNUALLY ON 5TH JANUARY
OR0048		15	LICENCEFEE1	LICENCE FEE FOR LAND ADJOINING: xxx EXMOUTH DUE ANUALLY ON 1ST APRIL
EV0166		15	LICENCEFEE1	RENT PAYABLE FOR LAND ADJOINING: xxx, DALWOOD DUE ANNUALLY ON 1ST DECEMBER
SM0100		15	LICENCEFEE1	GARDEN LICENCE FORLAND AT REAR OF: xxx, EXMOUTH DUE ANNUALLY ON 29TH APRIL
FU0001		15	LICENCEFEE1	LICENCE FEE FOR LAND ADJOINING: xxx, HONITON DUE ANNUALLY ON 22ND JUNE
BA0018		15	LICENCEFEE1	LICENCE FEE IN RESPECT OF ACCESS RIGHTS TO: xxx SIDMOUTH DUE ANNUALLY ON 29TH JUNE
BA0941		15	LICENCEFEE1	Garden licence for Plot x rear of xxx, Sidmouth Due annually on 1st May
SA1000		15	LICENCEFEE1	GARDEN LICENCE - FOR LAND ADJOINING xxx, SIDMOUTH £15.00 PAYABLE YEARLY IN ADVANCE ON 28 APRIL
JO0235		20	LICENCEFEE1	LICENCE FEE FOR VEHICULAR ACCESS TO: xxx, SIDMOUTH DUE ANNUALLY ON THE 11TH JANUARY
DE0023		15	LICENCEFEE1	GARDEN LICENCE FOR PLOT NO. xxx, SIDMOUTH £15.00 PER ANNUM
CO0130		120	LICENCEFEE1	LICENCE FOR HARD STANDING ON LAND ADJOINING xxx, SIDFORD, SIDMOUTH DUE ANNUALLY IN ADVANCE ON 25TH January
JO0429		15	LICENCEFEE1	LICENCE FOR VEHICULAR ACCESS TO: xxx, SEATON DUE ANNUALLY ON 7TH NOVEMBER
SA0200		15	LICENCEFEE1	LICENCE FOR VEHICULAR ACCESS TO xxx, HONITON DUE ANNUALLY ON 20TH AUGUST
BA0082		20	LICENCEFEE1	LICENCE FOR GARDEN AT xxx, COLYTON DUE ANNUALLY ON 23 OCTOBER 2006
SM0002		40	LICENCEFEE1	LICENCE FOR LAND ADJOINING xxx, EXMOUTH
LI0012		25	LICENCEFEE1	GARDEN LICENCE FOR LAND ADJOINING REAR OF xxx FARWAY DEVON £25.00 DUE ANNUALLY ON 12TH SEPTEMBER
OS0012		15	LICENCEFEE1	LICENCE FEE FOR: USE OF LAND ADJOINING xxx, MEMBURY DUE ANNUALLY ON 9TH SEPTEMBER
IF002104		15	LICENCEFEE1	LICENCE FEE FOR PLOT NO xxx, SIDMOUTH DUE ANNUALLY ON 15TH AUGUST
WO0400		15	LICENCEFEE1	LICENCE FEE IN RESPECT OF GARDEN LICENCE FOR LAND AT: xxx, SIDFORD DUE ANNUALLY ON 3RD SEPTEMBER
HA0039		12	LICENCEFEE1	Garden Licence agreement for land at rear of xxx, Honiton. The sum of £12.00 due on 5th July per annum until agreement terminated
HA0059		25	LICENCEFEE1	For Garden Land adjacent to xxx, Sidford, Sidmouth, Devon
VA0005		52	LICENCEFEE1	GARDEN LICENCE FOR LAND ADJOINING xxx, SIDMOUTH £52.00 DUE ANNUALLY ON 8TH JULY
CL0021		20	LICENCEFEE1	GARDEN LICENCE FOR LAND ADJOINING xxx, COLYTON PAYABLE ANNUALLY IN ADVANCE ON 5TH OCTOBER £20.00
LE0011		15	LICENCEFEE1	licence fee in respect of garden plot at: xxx Awliscombe due annually on 21st March
HI0123		30	LICENCEFEE1	LICENCE FEE FOR 2 GARDEN PLOTS AT: xxx,COLYTON DUE ON 1ST APRIL
FR0015		25	LICENCEFEE1	LICENCE FOR LAND AT REAR OF xxx COLYTON DUE ANNUALLY ON 18TH SEPTEMBER
JA0286		25	LICENCEFEE1	GARDEN LICENCE FEE FOR LAND ADJOINING: xxx, EXMOUTH DUE ANNUALLY ON THE 20TH FEBRUARY
HA0030		25	LICENCEFEE1	LICENCE FEE FOR LEASE OF LAND AT: xxx, BROADHEMBURY DUE ANNUALLY ON 28TH JULY
LO0003		5	LICENCEFEE1	LICENCE TO UTILISE LAND AT: REAR OF xxx DUE ANNUALLY ON 1ST JANUARY
GR0003		25	LICENCEFEE1	RENT FOR LAND ADJOINING: xxx DUE ANNUALLY ON 27TH JANUARY
HA0715		13	LICENCEFEE1	LICENCE FEE FOR GARDEN LICENCE IN RESPECT OF: xxx, SIDBURY DUE ANNUALLY ON THE 28TH AUGUST
DE0469		15	LICENCEFEE1	LICENCE FEE FOR ACCESS TO: REAR OF xxx, AXMINSTER DUE ANNUALLY ON 27TH DECEMBER
HA0033		15	LICENCEFEE1	RENT FOR LAND AT REAR OF xxx, OTTERY ST MARY DUE ANNUALLY ON 21ST APRIL
BA0278		15	LICENCEFEE1	LICENCE FEE FOR VEHICULAR ACCESS RIGHTS TO: REAR OF xxx, SEATON DUE ANNUALLY ON 21ST APRIL
HI0008		15	LICENCEFEE1	LICENCE FEE FOR LAND ADJOINING: xxx, SHELDON, HONITON DUE ANNUALLY ON 11TH SEPTEMBER
AC0080		25	LICENCEFEE1	ANNUAL LICENCE FEE FOR RIGHT TO USE LAND ADJOINING: xxx, EXMOUTH DUE ANNUALLY ON 19TH MARCH
WE0224		25	LICENCEFEE1	LICENCE FEE FOR RIGHT TO USE LAND ADJOINING: xxx, DUNKESWELL DUE ANNUALLY ON 14TH AUGUST
SI0469		25	LICENCEFEE1	RENT FOR LAND ADJOINING: xxx, SEATON DUE ANNUALLY ON 16TH MARCH
EL0165		25	LICENCEFEE1	GARDEN LICENCE FOR LAND AT: REAR OF xxx, UPLYME DUE ANNUALLY ON 15TH JANUARY



BE0446	25 LICENCEFEE1 LICENCE FEE FOR LAND AT: REAR OF xxx, AXMINSTER DUE ANNUALLY ON 14TH APRIL
BA0592	15 LICENCEFEE1 LICENCE FEE IN RESPECT OF LAND AT : REAR OF xxx, AXMINSTER DUE ANNUALY ON 10TH DECEMBER
BA0592	15 LICENCEFEE1 LICENCE FEE FOR ACCESS RIGHTS AT: REAR OF xxx, AXMINSTER DUE ANNUALLY ON 22ND JANUARY
WO0007	15 LICENCEFEE1 LICENCE FOR LAND AT: REAR OF xxx, KILMINGTON DUE ANNUALLY ON 16TH NOVEMBER
PO0043	50 LICENCEFEE1 ANNUAL LICENCE FEE FOR RIGHT OF VEHICULAR ACCESS TO: REAR OF xxx, AXMINSTER DUE ANNUALLY ON 1ST APRIL
AC0062	25 LICENCEFEE1 LICENCE FEE FOR RIGHT TO USE LAND ADJOINING: xxx, SIDMOUTH DUE ANNUALLY ON 22ND SEPTEMBER
MA0029	25 LICENCEFEE1 LICENCE FOR LAND ADJOINING: xxx, SIDMOUTH DUE ANNUALLY ON 19TH MARCH
GO0045	15 LICENCEFEE1 LICENCE FEE FOR USE OF LAND AT: REAR OF xxx, UPLYME DUE ANNUALLY ON 13TH JANUARY
JA0007	25 LICENCEFEE1 LICENCE FEE FRO USE OF LAND AT: REAR OF xxx, COTLEIGH DUE ANNUALLY ON 22ND MARCH
LO0007	15 LICENCEFEE1 LICENCE FEE IN RESPECT OF LAND AT: xxx, YETTINGTON DUE ANNUALLY ON 1ST DECEMBER
NE0010	70 LICENCEFEE1 RENT FOR LAND AT: xxx, HONITON - USED AS CAR PARK DUE ANNUALLY ON 17TH AUGUST
GO0008	15 LICENCEFEE1 LICENCE FEE PAYABLE IN RESPECT OF LAND AT: REAR OF xxx DUE ANNUALLY ON 29TH DECEMBER
CO0004	5 LICENCEFEE1 FOOTPATH ACCESS TO: xxx, SIDFORD DUE ANNUALLY ON 1ST SEPTEMBER
WA0900	25 LICENCEFEE1 RENT FOR LAND AT: xxx, EXMOUTH DUE ANNUALLY ON 14TH NOVEMBER
DA0013	15 LICENCEFEE1 LICENCE FEE IN RESPECT OF LAND ADJOINING: xxx, EXMOUTH DUE ANNUALLY ON 6TH NOVEMBER
VA0003	10 LICENCEFEE1 LICENCE TO UTILISE LAND AT: REAR OF xxx, SIDFORD DUE ANNUALLY ON 1ST SEPTEMBER
SP0008	5 LICENCEFEE1 LICENCE FEE IN RESPECT OF GARDEN AGREEMENT FOR LAND AT: REAR OF xxx, SIDMOUTH DUE ANNUALLY ON 21ST SEPTEMBER
FO0325	50 LICENCEFEE1 LICENCE FOR LAND ADJOINING: xxx, EXMOUTH DUE ANNUALLY IN ADVANCE ON 1ST SEPTEMBER
SM0007	50 LICENCEFEE1 LICENCE FEE FOR LAND AT: REAR OF xxx, SIDFORD, SIDMOUTH DUE ANNUALLY ON 29TH SEPTEMBER
GY0001	15 LICENCEFEE1 LICENCE FEE IN RESPECT OF LAND ADJOINING: xxx EXMOUTH DUE ANNUALLY ON 27TH DECEMBER
BR0440	25 LICENCEFEE1 LICENCE FEE IN RESPECT OF LAND AT xxx, YETTINGTON £25.00 DUE ANNUALLY ON 10TH AUGUST
HO0033	15 LICENCEFEE1 FEE FOR GARDEN LICENCE FOR LAND AT REAR OF xxx, BUDLEIGH SALTERTON £15.00 DUE ANNUALLY ON 8TH MAY
AI0028	50 LICENCEFEE1 LICENCE FOR LAND ADJOINING xxx, MONKTON PAYABLE ANNUALLY ON 18TH JULY
SA0032	25 LICENCEFEE1 LICENCE FOR LAND ADJOINING THE REAR OF xxx, SIDMOUTH £25.00 PAYABLE ANNUALLY ON 1ST JUNE
RO0314	12 LICENCEFEE1 LICENCE FEE FOR GATED ACCESS ONTO PUBLIC OPEN SPACE AT: xxx, EXMOUTH DUE ANNUALLY ON 1ST JUNE
PR0001	10 LICENCEFEE1 RENT FOR FORMER SEWAGE WORKS AT: REAR OF xxx, WOODBURY SALTERTON, EXETER DUE ANNUALLY ON 1ST JUNE
FA0320	15 LICENCEFEE1 GARDEN LICENCE FOR LAND ADJACENT TO xxx SIDMOUTH DEVON £15 PAYABLE ANNUALLY ON 29TH JUNE
PR0385	15 LICENCEFEE1 GARDEN LICENCE - xxx, WILMINGTON, DEVON £15 PER ANNUM PAYABLE ANNUALLY IN ADVANCE ON 3RD AUGUST EACH YEAR
SM0570	15 LICENCEFEE1 GARDEN LICENCE PLOT x. FOR LAND BY xxx, OTTERY ST MARY £15 PER ANNUM PAYABLE IN ADVANCE ON 17TH JUNE
DA0596	30 LICENCEFEE12 Garden Licences for land adjacent to the rear of: xxx, Broadclyst and xxx, Broadclyst £15.00 due annually for each one on 4th August
CO0123	50 LICENCEFEE1 Licence for Land for Porch at xxx, Axmouth, Seaton £50.00 per annum due on 3rd November
CH0248	25 LICENCEFEE1 Garden Licence for: housing Land adjacent to xxx, Farway £25.00 due per annum on 1st May
SA0287	25 LICENCEFEE1 Garden Licence for: Land adjoining xxx, Ottery St Mary £25.00 due per annum payable on 1st March
RE5678	50 LICENCEFEE1 Licence for Vehicualr Access Rights to rear of xxx, Seaton £50.00 due per annum on 11th January
WI0023	50 LICENCEFEE1 Licence for Grazing Land opposite xxx, Colyton The new lease starts on 10th June for £50.00 per annum
HU0300	25 LICENCEFEE1 LICENCE FOR LAND ADJOINING THE REAR OF xxx SIDMOUTH £25.00 PER ANNUM PAYABLE ON 14TH OCTOBER
GU0258	15 LICENCEFEE1 Garden Licence for Plot x of Land by xxx, Ottery St Mary £15.00 due per annum payable on 12th June
AB0100	50 LICENCEFEE1 RENT FOR LAND ADJOINING: xxx, EXMOUTH DUE ANNUALLY ON 29TH OCTOBER
HA0044	50 LICENCEFEE1 LICENCE FOR PEDESTRIAN ACCESS ONTO THE xxx FROM THE xxx £50.00 DUE ANNUALLY ON 1ST APRIL
LCC521	30 LICENCEFEE1 Exmouth Estuary Allotment Plot Licence agreement for xxx at Exmouth Estuary £30.00 per year due on 11th January
YO8521	15 LICENCEFEE1 Licence for Land to the Rear of xxx, Membury, Axminster £15.00 per annum due on the 26th February
GR0258	15 LICENCEFEE1 Garden Licence for land adjoining xxx, Colyton £15.00 payable per annum on the 2nd December
CORO123	15 LICENCEFEE1 Garden Licence for Land adjoining xxx, Colyton £15.00 due annually on 29th Janury
CO0022	25 LICENCEFEE1 Licence for pedestrian access at xxx, Sidmouth Due annually on 17th February
SH0321	10 LICENCEFEE1 RENT FOR PLAY AREA AT: xxx, SHELDON £10.00 DUE ANNUALLY ON 1ST JULY
AD0210	15 LICENCEFEE1 Garden Licence for: Plot xxx, Sidmouth £15.00 due per annum on 24th September
CC123	25 LICENCEFEE1 Licence for Gated Pedestrian Access at xxx, Exmouth £25.00 due per annum on 23rd September

HE0233	25 LICENCEFEE1 LICENCE FEE IN RESPECT OF VEHICULAR ACCESS TO: REAR OF xxx, SIDMOUTH DUE ANNUALLY ON 1ST JANUARY
CA0278	15 LICENCEFEE1 Garden Licence for: Land in the vicinity of xxx, Ottery St Mary £15.00 due per annum on the 28th August
SW0200	20 LICENCEFEE1 LICENCE TO USE LAND ADJOINING xxx AXMOUTH £20 PER ANNUM DUE ON 21ST SEPTEMBER
DE0025	180 LICENCEFEE1 LICENCE FOR VEHICULAR ACCESS RIGHTS TO xxx, EXMOUTH, DEVON £180.00 PER ANNUM DUE 1ST SEPTEMBER
BE0260	50 LICENCEFEE1 GARDEN AGREEMENT FOR LAND ADJOINING xxx LYMPSTONE £50 PER ANNUM DUE ON 19 SEPTEMBER
IF016981	60 LICENCEFEE1 Licence for Land at the rear of xxx, Exmouth £60.00 per annum payable on 14th September each year
PA0271	15 LICENCEFEE1 Garden Licence for: xxx Axminster £15.00 due per annum on 22nd November
MO2641	30 LICENCEFEE1 Licence fee for Allotment Plot x at Exmouth Estuary £30.00 per annum due on the 25th October
BA0293	15 LICENCEFEE1 LICENCE FEE FOE LAND AT: REAR OF xxx, SIDMOUTH DUE ANNUALLY ON 13TH MAY
TR0023	50 LICENCEFEE1 GARDEN LICENCE FOR LAND AT xxx, MONKTON £50.00 DUE ANNUALLY ON 19TH JUNE
PU0032	100 LICENCEFEE1 LICENCE FOR LAND TO THE REAR OF xxx, SIDBURY £100.00 PAYBLE ANNUALLY ON 1ST MAY EACH YEAR
HA6523	15 LICENCEFEE1 Garden Licence for Land behind xxx, Broadclyst £15.00 due per annum on the 10th May
WE0009	10 LICENCEFEE1 ANNUAL RENT FOR LAND AT REAR OF xxx, SIDFORD DUE ANNUALY ON 1ST APRIL
ED4763	75 LICENCEFEE1 Garden Licence for: Land at xxx £75.00 due per annum on the 21st November
BR0578	25 LICENCEFEE1 Garden Licence for Land adjoining xxx £25.00 due annually on 15th February
LY5214	100 LICENCEFEE1 Licence fee for Land to the rear of xxx, Axminster £100.00 due per annum on the 22nd September
BA2641	30 LICENCEFEE1 Licence for Allotment Plot x at Exmouth Estuary £30.00 per annum due on the 25th october
IF012827	15 LICENCEFEE1 Licence fee for Plot x of land by xxx, Ottery St Mary £15.00 per annum due on 11th June
HUG025	40 LICENCEFEE1 Licence fee for Land at rear of xxx, Shute, Axminster £40.00 due per annum on 12th June
HO0456	25 LICENCEFEE1 Licence for Land at rear of xxx Axminster £25.00 per annum due on 14th October
CH0036	25 LICENCEFEE1 LICENCE FOR LAND ADJOINING xxx, WHIMPLE DUE ANNUALLY COMMENCING ON 26 JUNE
LO0032	30 LICENCEFEE1 LICENCE FOR LAND ADJOINING xxx, WHIMPLE, DEVON £30.00 PER ANNUM DUE ON 1ST APRIL
HO0011	20 LICENCEFEE1 LEASE OF LAND ADJOINING xxx DUE ANNUALLY ON 21ST APRIL
QU2975	25 LICENCEFEE1 Garden Licence for Land at xxx, Honiton £25.00 due per annum on 1st August
DA1458	50 LICENCEFEE1 Garden Licence for: Land adjoining xxx Exmouth £50 per annum payable yearly in advance
KO0001	25 LICENCEFEE1 Garden Licence for: Land at rear of xxx, Exmouth £25.00 due per annum on 24th August
ST1496	15 LICENCEFEE1 Garden Licence for: xxx, Lympstone £15.00 due per annum on 9th September
HA1496	15 LICENCEFEE1 Garden Licence for: land at xxx, Lympstone £15.00 due per annum on 9th September
MA2879	25 LICENCEFEE1 Garden Licence for: land at xxx Exmouth £25.00 due per annum payable on 1st September
NE2879	25 LICENCEFEE1 Garden Licence for: Land at xxx, Exmouth
MO0710	15 LICENCEFEE1 Licence fee for Vehicular Hardstanding adjacent to xxx Exmouth due annually in August
IF010963	25 LICENCEFEE1 Garden Licence Agreement for Land at xxx, Exmouth £25.00 due per annum payable on 3rd May
WA0285	15 LICENCEFEE1 Garden Licence for land adjacent to the rear of xxx, Exmouth £15.00 due annually on 1st July
IF027900	15 LICENCEFEE1 Garden Licence for Plot xxx, Ottery St Mary £15.00 per annum due on 5th July
IF021550	15 LICENCEFEE1 Garden Licence for Plot xxx, Ottery St Mary £15.00 per annum due on 17th July
FA8531	25 LICENCEFEE1 Licence fee for Land to rear of xxx, Awliscombe, Honiton £25.00 due on 1st July
LO7956	25 LICENCEFEE1 New Garden Licence for Land at the rear of xxx, Exmouth £25.00 due per annum on 25th June
LO0550	25 LICENCEFEE1 GARDEN LICENCE FOR LAND TO THE REAR OF xxx, SIDBURY THE AGREEMENT IS FOR 1 YEAR COMMENCING 13 JUNE 2011 AND THEREAFTER FROM MONTH TO MONTH UNT
OS0450	25 LICENCEFEE1 GARDEN LICENCE FOR LAND TO THE REAR OF xxx UPLYME £25 PER ANNUM DUE ON THE 1ST JUNE EACH YEAR
LO0307	15 LICENCEFEE2 LICENCE FEE FOR RIGHT TO USE LAND ADJOINING: xxx, DUNKESWELL DUE ANNUALLY ON 28TH JULY
SW0003	50 LICENCEFEE2 RENT FOR ELECRTCITY SUB-STATION AT: xxx, EXMOUTH DUE ANNUALLY ON 1ST DECEMBER
FA0510	15 LICENCEFEE2 GARDEN LICENCE FOR LAND AT xxx, BROADCLYST £15 PER ANNUM PAYABLE IN ADVANCE ON 12 AUGUST EACH YEAR
HA0037	25 LICENCEFEE2 LEASE FOR THE OLD TICKET COLLECTORS HUT AT xxx, BUDLEIGH SALTERTON £25.00 DUE ANNUALLY ON 28TH SEPTEMBER
SA0019	535 LICENCEFEE3 GRAZING AGREEMENT FOR LAND FORMERLY PART OF xxx, SEATON THE LICENCE FEE IS £535.00 FROM 1 APRIL 2011 TO 20 MARCH 2012 THE FEE IS PAYABLE BY ON 1ST
RI0008	130 LICENCEFEE3 Licence to Graze on land at xxx, Exmouth This is for the season 1st October to 31st March
CO0037	15 LICENCEFEE3 LICENCE FEE FOR GARDEN AGREEMENT FOR LAND ADJOINING: xxx, AXMINSTER DUE ANNUALLY ON 26TH NOVEMBER
BA0026	500 LICENCEFEE3 GRAZING LICENCE FOR xxx, SIDMOUTH, DEVON FOR THE PERIOD 1ST APRIL 2012 TO 25TH MARCH 2013 ONLY