

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 8 September 2025

The meeting commenced at 7.38pm.

PRESENT

Cllr P Lewis (Chair of the Town Council and Town Mayor)
Cllr J Billington
Cllr A Chaplin
Cllr C Cunningham
Cllr S Horn
Cllr P Manfield
Cllr L Miszewska
Cllr D Walsh
Cllr G Woodcraft

In attendance: Mrs A Gater-Wildgust (Town Clerk), District Cllr C Fitzgerald, District Cllr M Martin, District Cllr H Ridell and one member of the public.

25.171 Public Speaking Time

There were no public speakers.

25.172 Apologies for Absence

Apologies were received and accepted from Cllr S Cook and Cllr R Doorbar.

25.173 Declarations of Interest

No interests were declared.

25.174 Minutes

The Minutes of the meeting of the Town Council held on 14 July 2025 had been circulated prior to the Meeting. It was unanimously agreed they be signed as a true record.

25.175 Reports of Committees

The minutes of the meeting of the Foreshores and Footpaths Committee held on 18 August 2025 were noted.

25.176 Chair's Report

The Chair, Cllr Penny Lewis, reported that it had been a successful summer for attracting visitors, supported by fine weather. However, the lack of rainfall required significant effort to maintain the town's appearance, and thanks were given to Budleigh in Bloom and in particular to Cllr Jan Billington. Appreciation was also expressed to the Budleigh Salterton Lions and local societies for organising activities on the esplanade over the August Bank Holiday.

Since the last Council meeting on 14th July, the Chair had attended or been involved in the following:

- A meeting with representatives from Budleigh Information Centre on 29th July, noting its continued value to residents and visitors.
- Liaison regarding the recent rockfall west of Steamer Steps, while the Clerk was on annual leave.
- The Royal British Legion's Victory in Japan 80th anniversary commemoration on 15th August, where the Chair laid a wreath on behalf of the Council and a donation was made.
- The Budleigh Salterton Art Club reception on 15th August.
- An Exeter City Council webinar on Local Government Reorganisation, which included proposals for a new Unitary Authority that could encompass Budleigh Salterton.

The Chair reported that preparations were ongoing for the Celebration of Civic Service on 28th September, themed on kindness and inclusive for all. The Lord Lieutenant's Deputy would present tokens of gratitude to Alderman Christine Channon and Caz Sismore-Hunt in recognition of their long service.

Forthcoming commitments included the Literary Festival reception (16th September), the Otter to Exe meeting and a time capsule ceremony at the Firs Care Home (25th September), and judging Carnival floats (4th October).

The Chair thanked members for considering a change to the meeting schedule and explained the reasoning behind the suggestion, but confirmed acceptance of the decision to retain the existing arrangements for September.

Finally, the Chair drew attention to a serious fraud affecting residents, where fraudsters posed as police officers and attempted to persuade victims to withdraw and hand over cash. The community was urged to remain vigilant and to raise awareness of such criminal activity.

25.177 Clerk's Report

The Clerk reported that they had attended a meeting with Mark Barrow (EDDC) on 20 August regarding the Community Asset Transfer process. A summary of the discussions had been circulated. Mark Barrow had been invited to attend a future Council meeting to brief members further, with the date to be confirmed.

An update was provided on the timetable under the English Devolution and Community Empowerment Bill 2025: EDDC would make a submission in November 2025, with the outcome due in May 2026; a Shadow Board would be established in April 2027; and the new Unitary Authority would come into effect in April 2028.

The Clerk advised that the Terrorism (Protection of Premises) Act 2025 was now in force, with a 24-month compliance period until March 2027. As the Public Hall fell within scope, work was underway to draft guidance and Standard Operating Procedures, which would be circulated to members for review and approval in due course.

Members were reminded of statutory requirements under the Local Government Act 1972 regarding the signing of minutes, and of the Clerk's and RFO's responsibility to prioritise statutory obligations over other work.

The Clerk also confirmed work with the EDDC Commonplace Team on a consultation regarding S106 development funding. Two specific suggestions for use of funds would be included, alongside an opportunity for residents to contribute further ideas.

Forthcoming meetings included a session with Paul Osborne (EDDC) on SANGS and open spaces (11 September), and the Otter to Exe meeting at Lymptone Village Hall (25 September).

25.178 Reports of Council Representatives on Other Bodies

Cllr Manfield provided an update following a meeting with the Knowle Village Hall Committee. The Committee were undertaking extensive fundraising efforts for the playpark and hall, and were currently addressing issues with equipment that had reached the end of its life.

Cllr Walsh reported that Budleigh Salterton Library had raised £500 from its August Bank Holiday book sale. He also noted that the Budleigh Salterton Garden Club would be hosting an event on 25th September featuring Toby Buckland from Gardeners' World.

25.179 Reports of County and District Councillors

East Devon District Council

Cllr Martin reported on progress with Local Government Reorganisation, now being led by Cllr John London, Deputy Leader of EDDC. A submission was being prepared for central government by 28 November with support from KPMG. The EDDC partnership plan would involve East Devon, Mid Devon, North Devon, Torridge and Exeter, while Plymouth would stand alone, and South Hams, Teignbridge, West Devon

and Torbay would form a new unitary authority. An alternative Exeter plan also included Budleigh Salterton and surrounding parishes.

She updated members on the rollout of new public toilets across East Devon, noting concerns raised after the Exmouth incident. The matter was due to be considered at the Overview Committee on 30 September, with discussions to include vandalism, charging, and the potential introduction of a residents' discount card, which she intended to support.

Cllr Martin also reported on the Housing Review Board meeting of 31 July, which considered the EDDC Build and Buy Initiative. The plan aimed to deliver five hundred homes over five years, split between new builds on council-owned land and acquisitions via private partnerships. Most of the homes would be for social rent. The project remained at an early stage and would require finance approval before progressing to Cabinet.

She further noted the relaunch of the Carbon Action Fund, which would provide grants for community organisations and businesses to invest in renewable energy and carbon reduction measures. The previous round had awarded over £580,000 to 28 projects. Applicants would be required to submit a carbon survey and reduction plan when applying.

Finally, Cllr Martin reported the sad news of the passing of Cllr Andrew Toye, Haldon Ward, Exmouth, and extended condolences to his family.

Cllr Fitzgerald reported on the Strategic Planning Committee meeting held on 2 September, where the Exmo20 site was discussed in detail. The Regulation 19 consultation responses had been considered, with concerns raised by National Highways regarding road access. The Committee discussed whether the site could accommodate seven hundred houses; even with the restriction of no development within four hundred metres of the SSSI, it was noted that sufficient space remained.

Exmouth was identified as taking the second largest amount of development in the region, after Cranbrook, representing a 13% increase in housing stock, with c.1100 homes. The session was available to view on YouTube, and Cllr Fitzgerald confirmed they would be happy to answer any further questions from members.

25.180 Finance Inspection

- (i) Payments for the month of August 2025 were approved.
- (ii) It was noted that Cllr G Woodcraft has carried out the internal finance inspection for May – Aug 2025.

25.181 Standing Orders

The Model Standing Orders from NALC (National Association of Local Councils) were received and agreed.

8.18pm County Cllr N Hookway joined the meeting

25.182 CASA Environmental – Asbestos Survey

Consideration was given to the recent asbestos survey, and it was:

RESOLVED:

- i. the report was accepted
- ii. It was agreed that BSTC would move to an annual review at a cost of £250.00 per annum

NOTED: With the agreement of the Chair Co Cllr Hookway shared their report.

25.179 cont. Report of Devon County Councillors

Cllr Hookway reported that highways resurfacing work had been completed at night over the summer in the town.

Regarding the East Devon Local Plan, he reported attending the Strategic Planning Committee meeting and stated that he was not prepared to support changes to the road leading down to the Ting Tong that have been proposed to support the development referred to as Exmo_20.

The Exmo_17 development of four hundred homes is going ahead and he was due to meet Littleham residents on 9th September to discuss their concerns.

He noted that further consideration of the Exmo_20 site highlighted the difficulties of the development but suggested that access could potentially be achieved via the new roundabout at Exmo_17 and Liverton. He also mentioned that the proposed new town on the outskirts of Exeter could eventually include 10,000 dwellings, raising questions about what more EDDC could realistically do to meet its housing targets when so much had already been done.

On local government reorganisation, he expressed concern regarding Exeter's proposed land allocation and noted that recent government changes could lead to further developments.

Finally, he welcomed the opportunity for Budleigh Salterton Town Council to submit a bid for locality funding.

25.183 BSTC Public Hall Christmas Lights

Consideration was given to the quotation from Mike Harding Lights Ltd. It was:

RESOLVED:

- i. To accept the quote for the installation of fixings and pull testing.
- ii. To accept the quote for the installation and removal of the Public Hall Christmas Lights for 2025.

25.184 Budleigh Salterton Town Christmas Lights

The report was considered and accepted. It was:

RESOLVED:

- i. That BSTC would donate a maximum of £5,000 towards the installation costs of the 2025 Christmas lights on Budleigh Salterton High Street.

25.185 Request for Grant Aid 2025/26: Shop Budleigh

The request was considered and it was:

RESOLVED:

- i It was agreed to make a donation.
- ii It was agreed that a donation of £5000.00 would be made .

25.186 Request for Grant Aid 2025/26: Citizens Advice East Devon

The request was considered and it was:

RESOLVED:

- i It was agreed to make a donation.
- ii It was agreed that a donation of £2000 would be made.

25.187 Request for Grant Aid 2025/26: Museum South West – Fairlynch Museum

The request was considered and it was:

RESOLVED:

- i It was agreed to make a donation
- ii It was agreed that a donation of £800 would be made.

25.188 Budleigh Information Centre (BIC) – Winter Treat

Details of the request from the BIC were received. It was:

RESOLVED:

- i. That normal charge rates would apply, in line with other similar events. It was further noted that BSTC would consider applications for grants.

25.189 Water Refill Station

Consideration was given to the agenda proposal, and it was:

RESOLVED:

- i. The water refill station would be installed as a first preference on the exterior wall of the Public Hall, facing Station Road (at the Norman Centre end). If this proves difficult it was agreed that installation on the exterior wall of the Station Road Toilet block was also acceptable.
- ii. It was further agreed that the Clerk was to move forward with an application for building regulations.

25.190 Review of Grant Processes

Consideration was given to the report reviewing grant processes. It was:

RESOLVED:

- (i) that a grant policy would be developed for use in future years
- (ii) a working group, comprising Cllrs Cunningham and Lewis, (and with Cllrs Jones and Doorbar, pending their agreement), was agreed upon to begin work on this matter. The group would meet virtually and report back to the Town Council by February 2026.

25.191 Upper Station Road Car Park

Consideration was given to the request to reserve two spaces for BSTC staff at the entrance to the Upper Station Roads Car Park, in order to support staff safety. It was:

RESOLVED:

- i. No agreement was made to reserve spaces in this area for staff. Members agreed to look at the possibility of obtaining a car parking permit for the Lower Station Road Permit in lieu of this.

25.192 Benches: Foreshores and Footpaths Committee

Consideration was given to the proposal from the above committee. It was noted that BSTC cannot permanently take over this piece of work but would like to support EDDC on a temporary basis. It was:

RESOLVED:

- i. that, following agreement with EDDC, a contractor (Montgomery Coates) be appointed to sand, repaint, and conduct minor in-situ repairs, up to a value of £7,000, such costs to be met from the Town Improvement Fund Budget.

25.193 Press Release : OVA/ORCA

Consideration was given to the press release issued on 21 July 2025 and it was:

RESOLVED:

- i. the press release was received and agreed.

NOTED: With the agreement of the Chair, Agenda Items 24 and 25 were swapped.

25.194 Committee Membership

To appoint additional members to BSTC Committees, as required.

It was:

RESOLVED:

- i. Cllr Catriona Cunningham was appointed to the Staffing Committee and the Climate Change Group.

25.195 Staffing Committee

Consideration was given to the appointment of a Chair of the Staffing Committee. It was noted that Cllr M. P. Lewis had previously agreed to take on this role, with a review in September 2025. It was:

RESOLVED:

- i. **Nomination:** Cllr P. Lewis nominated **Cllr C Cunningham**
Seconded: Cllr G. Woodcraft.
The motion was carried.

25.196 Correspondence Received

Devon County Council:

Temporary Prohibition of Through Traffic:

- High Street, Budleigh Salterton, from Victoria Place to Junction with the Lawn: 10 Sept 2025 (engineering work ref underground structure for cabling work. Ref: TTRO2564085).
- High Street, Budleigh Salterton: 28 – 30 Sept 2025: Evening Works: 1830hr – 0700hrs. Ref: TTRO2565235)
- Temporary Prohibition of Through **Traffic & Parking** (Upper Stoneborough Lane): 4 Oct 2025 from 16:00 (Budleigh Salterton Carnival). Ref: TTRO2562552

Temporary Prohibition of Parking

- Station Road, Budleigh Salterton, from Budleigh Salterton Library to Council Chambers): 14-16 October 25 (pipe lining preparation). Ref: TTRO2564509.

Temporary Prohibition of Pedestrians

- Footpath 51 (adjacent to Lower Station Road Car Park): 6 Oct 2025 – 22 Nov 2025 (placement of site compound and welfare facilities. Ref: TTRO2564933). Also, letter received from SWW regarding this.
- Footpath 11 (South West Coast Path: 26 July to 3 October 2025 (due to landslides) – **No Longer in force**

Budleigh Music Festival: Letter of thanks and a summary of the event

St Peter's Church, Mini Mag, September 2025

25.197 Any Other Business

No other business was raised

25.198 Dates of Next Meetings

Monday 29th September 2025

Planning Committee (PC) at 7.00pm

Monday 13th October 2025

Planning Committee at 7.00pm

Town Council

Public Hall

Monday 27th October 2025

Planning Committee Power to Act

There being no further business, the Meeting closed at 9.45pm.

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Chair

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Date