

## **BUDLEIGH SALTERTON TOWN COUNCIL**

**MINUTES** of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 23 February 2026.

The meeting commenced at 7.03pm

### **PRESENT**

Cllr P Lewis – Chair and Town Mayor  
Cllr S Cook  
Cllr R Doorbar  
Cllr P Jones  
Cllr G Woodcraft

Cllr A Chaplin  
Cllr C Cunningham  
Cllr S Horn  
Cllr P Manfield  
Cllr S Woodman

**In Attendance:** Mrs A Gater-Wildgust (Town Clerk), District Cllr C Fitzgerald and one member of the public.

### **25.439 Public Speaking Time**

There were no public speakers.

### **25.440 Apologies for Absence**

Apologies were received and accepted from Cllr L Miszewska.

### **25.441 Declarations of Interests in Items on the Agenda**

There were no interests declared.

### **25.442 Minutes**

The Minutes of the Meeting of the Town Council held on 26 January 2026 had been circulated prior to the meeting. It was unanimously agreed that they be signed as a true record.

### **25.443 Report of Committee**

It was noted that the following meeting had taken place and minutes were pending:

- 9 February 2026: CIL, Public Hall and CCE Committees.
- 10 February 2026: Traffic and Transport Group (TTG)

### **25.444 Chair's Report**

The Chair welcomed Cllr Woodman to their first Town Council meeting.

Members were thanks for supporting the office in the preceding week.

The Chair confirmed that the co-option process, for the current Town Councillor vacancy, had opened and would remain open until 13 March 2026.

Members were reminded that the Parish Meeting would take place on Thursday 12 March in the evening. Councillors were asked to indicate their availability. Cllrs Doorbar, Cook, Cllr S Horn, Woodman, Champlin were all planning to attend

The Chair thanked everyone who had taken part in one or both of the recent library events, noting that their support and participation were appreciated.

### **25.445 Clerk's Report**

The Town Clerk reported on the following:

Norman Centre: initial works completed. Further painting to be carried out when time allows

CiLCA: they were starting their [CiLCA](#) course in March. It was expected to take twelve months to complete

### **25.446 Reports of Council Representatives on Other Bodies**

Cllr S Horn – Exmouth and District Community Transport

It was noted that the Annual General Meeting of Exmouth and District Community Transport would take place at 2:00 pm on 25.2.26. Cllr S Horn had sent apologies for

the meeting. There was no other TC representative available to attend. Cllr Horn will acquire the minutes and report pack.

### **23.447 Reports of County and District Councillors**

#### **EDDC**

#### **District Councillor C Fitzgerald reported that:**

**Budleigh Almshouses:** [Shandford Trust Almshouses had](#) opened for applications. The three properties were expected to be ready for occupation from May 2026. This initial phase was aimed at older people, with eligibility based on pension income and savings and were suitable for individuals or couples. It was understood that further almshouses might be developed in future, potentially not limited to older residents.

**Rights for Rivers:** It was reported that a motion had been submitted to Full Council on 25 February to establish a right of rivers in the district to flow free from pollution. The motion followed similar action by Devon County Council and other authorities. If approved, it would highlight the council's responsibility to protect rivers, review cross-agency work, and identify opportunities for improved collaboration, particularly in light of local government reorganisation.

**Local Plan Reg 19 – Second Consultation:** The consultation had concluded on 26 January 2026. The Strategic Planning Committee had considered whether a 400m buffer zone should be left outside the allocated site area to protect the SSSI near the B3179 in East Budleigh parish. It was concluded that the buffer zone would be better protected within the site boundary, as it was a nationally mandated area of limited development where housing was not permitted. Retaining it within the boundary would enable the local authority to ensure appropriate uses, such as biodiversity provision or suitable recreational facilities.

**Playing Pitch Strategy:** EDDC had completed the consultation on its revised Playing Pitch Strategy, covering provision for football, cricket, rugby and hockey up to 2042. A lack of recognition was identified regarding the relationship between Budleigh and Raleigh parishes and potential provision linked to the Exmo\_20 allocation. This matter would be raised with relevant council representatives. A letter has already gone to Councillor N Hookway in his capacity as [Portfolio Holder Culture, Leisure, Sport and Tourism](#) to express concern that the proposed Playing Pitch and Outdoor Space Strategy (PPOSS) did not adequately address the needs of this ward. In particular, it was noted that there was a lack of provision for young people and no 3G pitch available locally. It was further noted that there may be potential opportunities arising from Exmo20 to support the development of playing pitch provision in the future.

**Cricket Club Retrospective Applications:** Concern was raised that Budleigh Salterton Cricket Club had submitted several retrospective planning applications following complaints made directly to planning enforcement, without prior notice. The financial and volunteer burden on the club was noted. Members were asked to be mindful of this and to encourage courtesy notification to organisations, particularly charitable bodies, before formal enforcement action was taken.

### **25.448 Finance Inspection – deferred until March 2026\***

This was deferred until 23.3.26

\*the Town Clerk noted that Cllr Woodcraft had carried out a full check of BSTC's bank statements up to 31.1.26.

### **25.449 Grant Allocations**

Consideration was given to the frequency with which grant applications should be considered. Following a discussion it was:

**Resolved:** to move to a quarterly timetable

In order to begin this timetable any existing application will be assessed in March 2026 and would be the first tranche under the new quarterly arrangement.

July, Oct, Jan will be the next three months for accessing grants. In 2027 Q1 grants will be assessed in April.

Reference was made to work in progress on grant approval process.

### **25.450 Data protection**

Consideration was given to the above and in accordance with data protection and safeguarding guidance, it was:

**Resolved:** that councillors' home addresses and personal phone numbers shall no longer be published on the Council's website or in publicly available documents, and that official contact shall be via council managed communication channels.

#### **25.451 Adoption of Personal Equipment Charging Policy**

Consideration was given to the proposed Personal Equipment Charging Policy for the Public Hall in accordance with the recommendations contained within the most recent Fire Risk Assessment. It was:

**Resolved:** to adopt the policy.

#### **25.452 Playing Pitch and Outdoor Sports Strategy (PPOSS).**

Consideration was given to the above strategy. It was:

**Resolved:** to submit a response using the report prepared by Cllr Fitzgerald as a base.

#### **25.453 Local Government Reorganisation**

It was noted that the above consultation is now open. Details are available here:

[Local government reorganisation in Devon, Plymouth and Torbay - GOV.UK](#)

Following a discussion it was:

**Resolved:**

- i. Share this information as widely as possible via BSTC's communication channels and at the forthcoming Annual Parish Meeting (12/3/26). Any information received could be used to inform the BSTC response to the consultation.
- ii. that Members would complete the consultation personally in order to better understand the process
- iii. that a final response would be agreed on the forthcoming meeting of the Town Council on 23.3.26 in time to respond formally by the 25.3.26 closing date.

#### **25.454 Climate Change and the Environment**

- i. Gala Week, Community Event

Details were received regarding a proposed BSTC event to take place in Gala week. It was:

**Resolved:** that the event will go ahead on 27.5.26, 10.00am – 12.00pm and would be supported by members.

- ii. 20 is plenty for us

Details were received of the recommendation of the CEC to adopt the '[20 is plenty for us](#)'\* campaign promote it within the town. It was:

**Resolved:** to adopt and promote the campaign

\*It was noted that a large area of the town plus the area adjacent to St Peter's Primary School is a 20 mph zone, but it is not wholly heeded.

#### **25.455 East Devon District Council:**

##### **Event Notification**

It was noted that no objections were raised to the following event:

Budleigh Salterton Literary Festival 2026 – 23-27 Sept 2026

##### **Licence Application**

It was noted that no objections were raised to the following new premises alcohol licence: Staddons Garage

#### **25.456 Correspondence Received**

- **Devon County Council:**

- Temporary Prohibition of Through Traffic – Station Road: 25 March to 1 April 2026 (Resurfacing) – 7.00pm – 6.00am - TTRO2668022
- Temporary Prohibition of Through Traffic – High Street: 5 Feb 2026:

(It was noted that this order was not adhered to. Devon Co County Council Highways Enforcement Officer visited the site and applied a fine to the contractor for setting up works during the day time. It was agreed that the Town Clerk would follow up on use of this fine)

**25.457 Any Other Business at the Chairman’s Discretion**

- Cllr R J Doorbar requested an update on the Town of Culture initiative launch in 2025. They were referred to the minutes of the [Town Council Meeting \[Min 25.360\]](#).
- The Town Clerk reminded Members that the Annual Meeting of the Town Council will take place on Monday, 11 May 2026. This is a statutory meeting, the purpose of which is to organise the Council for the forthcoming year and to confirm key roles and responsibilities.

**25.458 Dates of Next Meetings**

9 March 2026	Planning Committee Community Gardens Committee Foreshores and Footpaths Committee
12 March 2026	Annual Parish Meeting – Public Hall
23 March 2026	Planning Committee Town Council
11 May 2026	Annual Meeting of the Town Council

The Chair Moved that:  
Under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting as exempt information is likely to be discussed.

**PART B**

**25.459 Staffing**

Details were received on a number of staffing matters, and an appropriate course of action was agreed.  
See confidential minutes

There being no further business, the Meeting closed at 8.58pm.

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Chair

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Date