



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
Council Offices, Station Road
Budleigh Salterton
Devon, EX9 6RJ
T: 01395 442245

E: office@budleighsaltertontowncouncil.gov.uk

**Meeting of the Town Council
24 February 2025
Agenda Item 11: Request for Grant Aid 2024/25
Budleigh Information Centre**

**Total contribution being asked for: £2505 – 2825 + VAT
See overleaf**

**BUDLEIGH
INFORMATION
CENTRE**

LOVEBUDLEIGH.CO.UK



Mrs Alice Gator-Wildgust
Budleigh Town Council
Station Road
Budleigh Salterton
Devon

14th February 2025

Dear Alice, Jo and Councillors

We are currently planning on holding a street party in Budleigh High Street to celebrate the 80th Anniversary of VE Day. The street party will be held on Sunday 4th May from 12.30 pm, and we have already applied for the street to be closed so that we can have 660 people sat at 110 tables from Cliff Road to Rolle Road.

The street party we held in 2023 to celebrate the King's coronation was a wonderful community event and created a fantastic atmosphere thoroughly enjoyed by all. People still talk about it and we are always being asked when we are going to hold another one. Those attending also supported the town by buying from local businesses and take-away venues while they partied the afternoon away with friends and family.

The quotations we have received for holding this event have increased by at least 50% since 2023. We attach a couple of quotes from the company that have provided the lowest prices for the tables and chairs. One includes labour to set up everything up as it is always difficult to find volunteers who can help with the physical work. In addition to the cost of the tables and chairs, there are further expenses for the music and entertainment that help the party go with a swing.

We would be very grateful if the council would consider supporting this wonderful community event which the government is encouraging the nation to celebrate. We kindly ask if the town council could cover the cost of the tables and chairs so we can keep ticket prices as low as possible for the residents of the town.

We are very much looking forward to again bringing a great party atmosphere to Budleigh High Street, while also remembering the celebrations of VE Day and the people who gave so much for this country.

We hope you will consider our request and look forward to hearing from you.

Yours sincerely,

The Love Budleigh Team

Sarah, Karen and the Love Budleigh Team
Budleigh Information Centre



Budleigh Information Centre
 Budleigh Information Centre.
 Fore Street .
 Budleigh Salterton.
 EX9 6NG

Ministry Of Marquees Ltd Incorporating Western Event Hire
 SeaScape.
 Woodland Avenue.
 Teignmouth
 TQ14 8UU
 enquiries@westerneventhire.co.uk
 01392 252 351
 www.westerneventhire.co.uk

Quotation: VE Day 85th Anniversary Budleigh Salterton

Order Date	03/02/2025	Delivery Address
Our Reference	EX0000003233	
Your Reference	info@visitbudleigh.com	Budleigh Salterton High Street
Rental Period	02/05/2025 09:00 to 05/05/2025 17:00	
Use	04/05/2025 09:00 to 04/05/2025 09:00	

Item	Type	Quantity	Price	Surcharge	Total
Tables					
6ft x 2ft6 Plastic Trestle Table	Rental	110	6.00	0.00	660.00
Total for Tables:					£660.00
Chairs					
Black/Charcoal Grey Folding Chair	Rental	660	2.50	0.00	1650.00
Total for Chairs:					£1,650.00
Transport					
Delivery & Collection	Service	1 x 1	95.00		95.00
Total for Transport:					£95.00
Weekend Fee	Rental	1	100.00	0.00	100.00
Labour	Rental	4	80.00	0.00	320.00



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Fore Street .
Budleigh Salterton.
EX9 6NG

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SeaScape.
Woodland Avenue.
Teignmouth
TQ14 8UU
enquiries@westerneventhire.co.uk
01392 252 351
www.westerneventhire.co.uk

Quotation: VE Day 85th Anniversary Budleigh Salterton

Rental charges	£2,730.00	Charge total	£2,825.00
Sale charges	£0.00	Tax total	£565.00
Service charges	£95.00	Charge and tax total	£3,390.00

Quote 2 - No Labour - £2500 inc VAT



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Quotation: VE Day 85th Anniversary Budleigh Salterton

Order Date 03/02/2025
Our Reference EX0000003233
Your Reference info@visitbudleigh.com
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Budleigh Salterton High Street

Item	Type	Quantity	Price	Surcharge	Total
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Delivery & Collection	Service	1 x 1	95.00		95.00
Total for Transport:					£95.00
Weekend Fee	Rental	1	100.00	0.00	100.00



Budleigh Information Centre
Budleigh Information Centre,
Fore Street
Budleigh Salterton
EX9 6NG

Ministry Of Marquees Ltd Incorporating Western Event Hire
SeaSpace
Woodland Avenue
Tegmoult
TQ14 3JU
enquiries@westerneventhire.co.uk
01392 252 351
www.westerneventhire.co.uk

Quotation: VE Day 85th Anniversary Budleigh Salterton

Rental charges	£2,410.00	Charge total	£2,505.00
Sale charges	£0.00	Tax total	£501.00
Service charges	£95.00	Charge and tax total	£3,006.00



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Meeting of the Town Council 24 February 2025 Agenda Item 12: Public Hall upgrade

Final Costings

PH Upgrade			
Sound Events	Rigging	£13,790.00	
	Lighting	£8,895.00	V1 or
		£11,110.00	V1.5 or
		£12,820.00	V2
	Audio	£7,145.00	
Spencer House	Profession	£300.00	Paid
		£300.00	Technical drawings
The Woolly Shepherd		£8,609.06	
Total Cost		£39,039.06	V1 or
		£42,964.06	V2 or
		£41,254.06	V1.5
Contribution from Film Soc		£5,000.00	

All figures are exclusive of VAT with exception of Film Soc contribution

V1 Original Costing

V2 Costing to include all hall users wish list

V1.5 is an increase on our original spec with some upgrades following consultation with PH users

Installation Schedule

Monday 14th – Saturday 26th April 2025

V2 PRICED
(V1 PRICED LESS)

Page 4



Schedule of Works

For Supply & Installation of New Rigging, Audio & Lighting System at Budleigh Salterton Hall

Definitions/Parties

Supplier/Installer - Sound Events Ltd (SE)

Client – Budleigh Salterton Town Council (BSTC)

Venue – Budleigh Salterton Public Hall, Station Rd, Budleigh Salterton, EX9 6RJ

Brief & Initial Spec

Audio – To provide playback & amplification for a number of uses including Dance classes, Stage Performances, Meetings & Social Events. The system included within this schedule has been specified to produce a suitable sound level of professional quality audio with a focus on ease of use.

Lighting - To provide a Stage Lighting system for a number of uses including Dance classes, Stage Performances, Meetings & Social Events. The system included within this Schedule of works has been specified to produce a suitable level of professional quality lighting and has been done so in consultation with a number of regular users to suit all the above applications with a large focus on ease of use.

Rigging/Hardware - To service and (where applicable) replace the installed rigging and hardware system currently in use in the hall with a main focus on safety for hall users and performers alike. The system in this schedule of works has been designed to give equal (or in some cases) better functionality than the existing system. This has been done so in consultation with a number of regular hall users and the Council's preferred Structural Engineer (Spencer House Structural Engineering).

Ammendments and developments from initial Quotation.

Please refer to the attached documents for a more detailed specification of each of the elements of the works. For a more brief description of how the initial design has developed following further consultation with the various stakeholders, please see below:

Audio –

- To date, nothing has needed to change with this spec.

Lighting –

- A New DMX Feed will be installed to run from the rear of the hall (by the Bar) to the stage end control centre
- 5 additional DMX feeds and sockets have been added to facilitate DMX to the 3 pulley bars and 2 fixed lighting bars that we weren't planning to rig lights to.
- 5 additional twin 13amp sockets have been added to facilitate Power to the 3 pulley bars and 2 fixed lighting bars that we weren't planning to rig lights to.
- A number of fixtures have been replaced with the Fixtures That Rolly from Imperial Productions has requested. Also, this brings the total number of fixtures from 12 – 16.

Rigging –

- No previous spec/quotation has been supplied to date.

Proposed Timeframe

The following is the proposed outline timeframe for the works.

- By 28th February 2025 – Finalise the and sign off the rigging design with Spencer House Structural Engineering.
- By 5th March 2025 – Complete finalised drawings of Sound, Lighting & Rigging.
- By 7th March 2025 – Order all Equipment required for the installation.
- By 12th March 2025 – Complete all RAMS Documents for the installation (some in conjunction with Woolly Shephard who SE will be working alongside for one of the build days).
- By 4th April 2025– Complete all prep work on all associated equipment to reduce time onsite (at SE HQ).
- 14th – 25th April 2025 – Undertake removal of all associated existing equipment and rigging. Complete installation of all new equipment and rigging.
- By 25th April 2025 – Complete testing and programming of all lighting equipment. Test and Tune the Audio system.
- 26th April 2025 (am) – Hand over the system to hall users with a full briefing of how to use the system.

Staged Payment Plan

The following outlines the proposed Staged Payment plan for the project to be paid by BSTC to SE.

By 28th February 2025 – Full payment of all Associated Equipment Costs. Currently stands at £23,040.00incVAT

By 7th April 2025 – 50% payment for Associated Labour and Tooling Costs. Currently Stands at £8,733.00incVAT

By 9th May 2025 – 50% payment for Associated Labour and Tooling Costs plus any additional costs that accrue during the build (to be consulted with BSTC throughout the build). Currently Stands at £8,733.00incVAT

SE will consult with BSTC any additions or alterations to the above figures as soon as the need for any changes to supply and installation costs become necessary.

Health & Safety

Throughout all associated works SE will adhere to all relevant Health and Safety Legislation as required in both our methods of work and the specification in which the installation is completed. Please refer to the attached Health & Safety Policy that SE works to for generic works. A more specific set of RAMS will be produced (as per the proposed timeframe).



£13790.00

Quotation For Supply & Installation of Rigging System at Budleigh Salterton Hall

Brief & Initial Spec

To remove the existing lighting and set bars above the Stage at the Hall. To supply and reinstall a similar but safer system of Rigging. The system included within this quotation has been specified to produce a suitable level of professional quality Rigging with a large focus on safety and ease of use.

What's included...

- Removal of Existing Rigging System & cabling.
- Design, Supply and installation of new Unistrut grid system to create safer load points in the roof space of the Hall.
- Supply and install of new Curtain track for the rear curtain of the stage. Curtain to be adjusted to suit.
- Supply and Install new rigging points for the 6 sight Curtains at the sides of the stage.
- Supply and Install new rigging points for all Lighting Bars.
- Supply and Install new pulley system and ropes for all drop bars. Bars to be replaced with 48mm Aluminium tube.
- Full professional installation of above rigging system.
- Replace Worn Steel Wire for front curtain. All other rigging for this curtain to remain as is.
- To test & sign off all rigging associated with the stage area of the Hall.

What's the deal?

The total cost for the supply and installation of the above system is **£13,790.00+VAT**

Please note, this does not include any costs associated with any of Spencer House Structural Engineering.

Prices are subject to change and products subject to availability.

Kind Regards



£7145.00

Quotation For Supply & Installation of Audio System at Budleigh Salterton Hall

Brief & Initial Spec

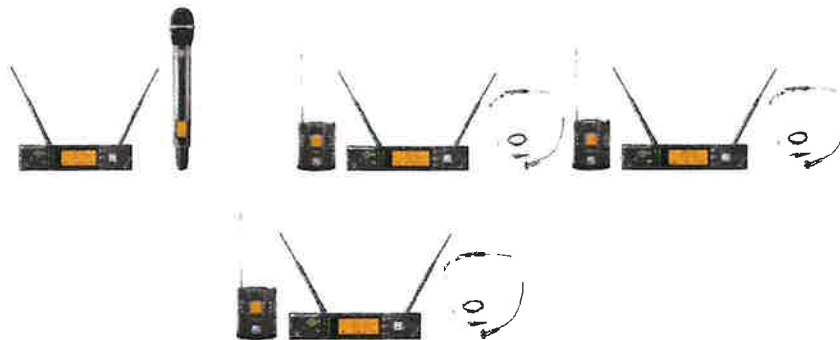
To provide playback & amplification for a number of uses including Dance classes, Stage Performances, Meetings & Social Events. The system included within this quotation has been specified to produce a suitable sound level of professional quality audio with a focus on ease of use.

What's included...

- 2 of EV Full Range (2 Way 12" Woofer) Speakers – wall mounted either side of the stage on heavy duty brackets with full tilt function
- 2 of EV Full Range (2 Way 10" Woofer) Speakers – wall mounted part way down the hall on heavy duty brackets with full tilt function
- 2 of 2 Channel Dynacord Power amplifiers with onboard DSP – to run main speakers
- 3 of EV Wireless Mic Set (Headset)
- 1 of EV Wireless Mic Set (Handheld)
- 1 of Compact 12 channel Digital Mixer with WiFi router - to facilitate remote control from tablet or smart phone
- 1 of Hearing loop system
- 1 of Wall Mounted rack unit with drawer & lockable Door - to house Control, amplifiers, Wireless Mic receivers, Mics & Headsets
- High Quality Cabling to suit above installation
- Full professional installation, programming & tuning of above system.

How Does it Look?

Below are a few photos of some of the products included within the quotation to give you an idea of how it would look:



Benefits of the System Design & Spec

- The inclusion of speakers with 12" woofers will give better bass response and lower extension within the whole room.
- The 2 speakers mounted part way down the room (10" woofer) will ensure even distribution of Medium to High frequency audio. By using the inbuilt DSP within the amplifiers, these can be time aligned with the front speakers to provide a tight, even & cohesive sound throughout the main hall.
- The inclusion of 2 of 2 way amplifiers (as opposed to 1 of 4 way amplifier) provides a contingency should there be any issues with one of your amplifiers. For example, if there is a fault with one of the amplifiers, the system could be run from 1 amplifier whilst the other is away for repair.
- The inclusion of the wall mounted rack unit means all of the control for this system will be neatly housed within the rack. It includes a drawer for storage of your wireless mics & headsets, and has a lockable front door to limit access to approved persons only.
- The digital mixer includes 12 channels of inputs allowing for a number of uses (small band, additional mics, DJ inputs etc)
- The digital mixer includes **Automatic Mic mixing & Gain assistant**. This is perfect for speech applications improving clarity & reducing background noise. It makes it an excellent choice for conferences, meetings, presentations, and other situations where clear and crisp audio is vital.
- The Digital mixer also includes **Feedback Assistant**. The mixer continuously monitors all outputs for potential feedback, addressing the issue before it becomes a problem.
- The system can be easily remotely control via an app on either a tablet or smart phone.
- The whole system will be set up & optimised prior to handover. This will include the programming of easy to use interfaces for remote control on a tablet or smart phone. More advanced control (password protected) will be available via the digital mixers 7" touchscreen to accommodate more complex events such as musical performances.

What's the deal?

The total cost for the supply and installation of the above system is **£7145.00+VAT**

Prices are subject to change and products subject to availability.

The above is a suggested spec based upon the information gathered thus far. We would be more than happy to amend this to suit a change in requirements or a specific budget.

In terms of installation, we are more than happy to schedule this around the hall's busy bookings diary. I would expect this installation to be done within 2 days and, as mentioned during our recent site visit, this could be over a weekend.

Kind Regards

James Keating
Managing Director



£8895.00

Quotation For Supply & Installation of Lighting System at Budleigh Salterton Hall (V1)

Brief & Initial Spec

To provide a Stage Lighting system for a number of uses including Dance classes, Stage Performances, Meetings & Social Events. The system included within this quotation has been specified to produce a suitable level of professional quality lighting to suit all the above applications with a large focus on ease of use.

What's included...

- 2 of Cameo Flat Pro 7 G2 – RGBWA Sin1 LEDs Wash with Silent & flicker free operation for Theatre, Broadcast & Film
- 2 of Cameo TS 100 WW Theatre Spot – 100W LED with Fresnel Lens, zoom & barn doors
- 8 of Cameo Flat Pro Flood 600 – RGBWA+UV 6in1 LEDs Flood for rich colours, soft pastels & intense UV effects. Convection cooled for silent running.
- 8 of Barn Doors – to fit Cameo Flat Pro Flood 600
- 1 of DMX Splitter
- 1 of Cuety LPU interface with WiFi router - to facilitate lighting control from a tablet (tablet is not included within the quotation).
- Clamps & Safeties for all fixtures
- High Quality Cabling to suit above installation
- Removal of Existing System & cabling.
- Supply and installation of new power supplies and DMX cabling
- Full professional installation, & programming of above system with presets for each application.

How Does it Look?

Below are a few photos of some of the products included within the quotation to give you an idea of how it would look:



Benefits of the System Design & Spec

- All the above fixtures are either silent running or are fitted with super silenced temperature controlled fans to ensure minimal noise from the lighting system when in use.
- The system will deliver a high quality & even light to the stage area, which will be in keeping with not only the current system you have in place, but also what would be expected for a stage of this size
- All fixtures are LED which will not only run more efficiently than your current system, but will also negate the need for lamp replacement.
- The system can be easily remotely control via an app on a tablet or smart phone
- The whole system will be set up & optimised prior to handover. This will include the programming of easy to use interfaces and scenes (static colours or chases) for each 'use' which can be remotely controlled via a tablet or smart phone. More advanced control (password protected) will be available on the tablet to accommodate more complex events such as musical performances.

What's the deal?

The total cost for the supply and installation of the above system is **£8895.00+VAT**

Please note, the above price does not include any Load testing on the halls existing rigging as this is being dealt with under a separate contract (as discussed).

Also not included in the above cost is the supply of a tablet for control. We are more than happy to supply this at an extra cost if this isn't something you already have at the hall. This tablet could also be used to control the audio (see other quotation from us).

Prices are subject to change and products subject to availability.

The above is a suggested spec based upon the information gathered thus far. We would be more than happy to amend this to suit a change in requirements or a specific budget.

In terms of installation, we are more than happy to schedule this around the hall's busy bookings diary. I would expect this installation to be done within 4-5 days and, as mentioned during our recent site visit, this could be over a couple of weekends.

Kind Regards

James Keating
Managing Director



£12820.00

Quotation For Supply & Installation of Lighting System at Budleigh Salterton Hall (V2)

Brief & Initial Spec

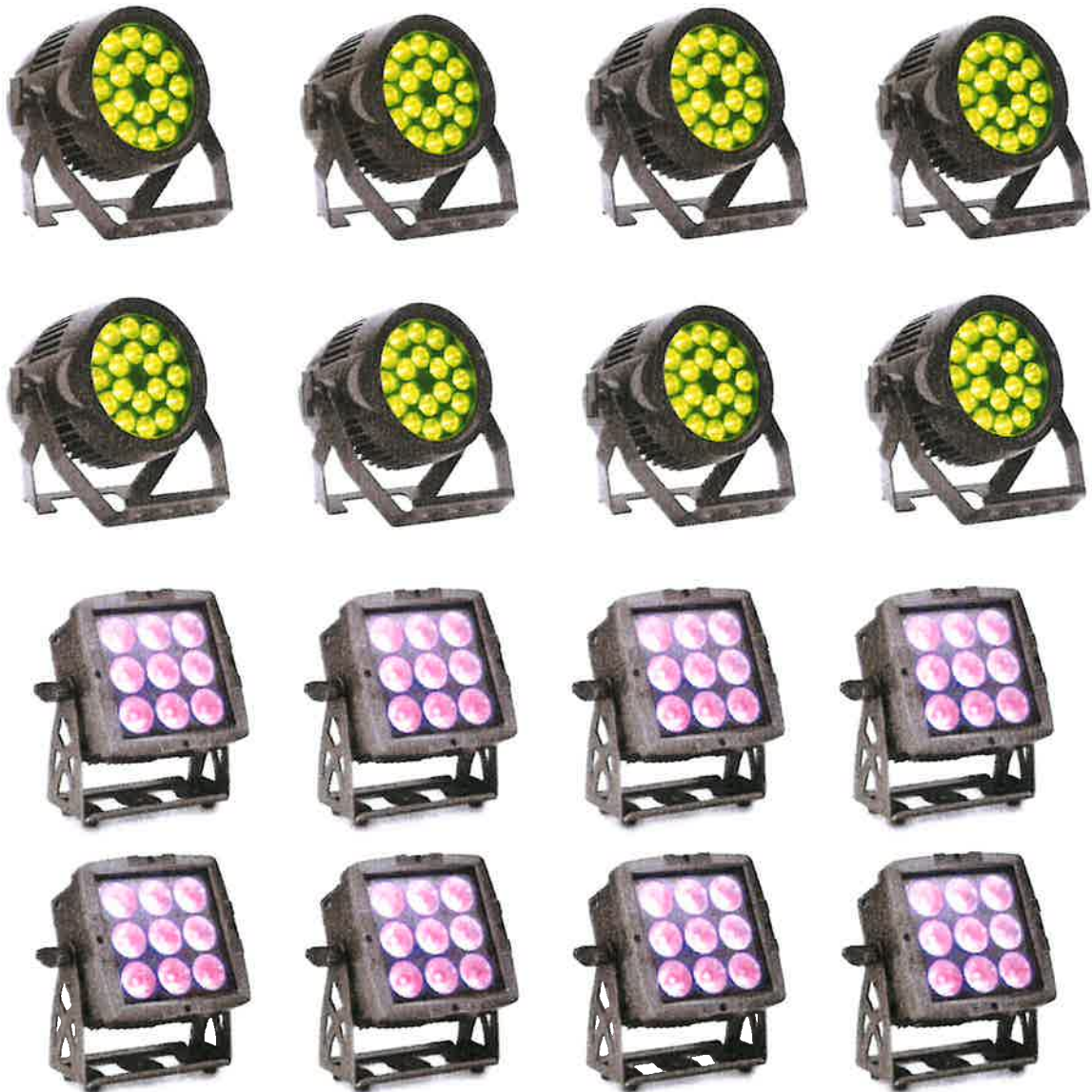
To provide a Stage Lighting system for a number of uses including Dance classes, Stage Performances, Meetings & Social Events. The system included within this quotation has been specified to produce a suitable level of professional quality lighting to suit all the above applications with a large focus on ease of use.

What's included...

- 8 of Cameo Flat Pro Flood 600 – RGBWA+UV 6in1 LEDs Flood for rich colours, soft pastels & intense UV effects. Convection cooled for silent running.
- 8 of Barn Doors – to fit Cameo Flat Pro Flood 600
- 8 of ADJ Encore LP18IP RGBL LED Parcans
- 8 of Barn Doors – to fit ADJ Encore LP18IP
- 1 of DMX Splitter
- 1 of Cuety LPU interface with WiFi router - to facilitate lighting control from a tablet (tablet is not included within the quotation).
- Clamps & Safeties for all fixtures
- High Quality Cabling to suit above installation
- Additional DMX & Power outputs to all Lighting & Pulley Bars
- Additional DMX feed to Rear of Hall (By the Bar)
- Removal of Existing System & cabling.
- Supply and installation of new power supplies and DMX cabling
- Full professional installation, & programming of above system with presets for each application.

How Does it Look?

Below are a few photos of some of the products included within the quotation to give you an idea of how it would look:



Benefits of the System Design & Spec

- All the above fixtures are either silent running or are fitted with super silenced temperature controlled fans to ensure minimal noise from the lighting system when in use.
- The system will deliver a high quality & even light to the stage area, which will be in keeping with not only the current system you have in place, but also what would be expected for a stage of this size
- All fixtures are LED which will not only run more efficiently than your current system, but will also negate the need for lamp replacement.
- The system can be easily remotely control via an app on a tablet or smart phone
- The whole system will be set up & optimised prior to handover. This will include the programming of easy to use interfaces and scenes (static colours or chases) for each 'use' which can be remotely controlled via a tablet or smart phone. More advanced control (password protected) will be available on the tablet to accommodate more complex events such as musical performances.

What's the deal?

The total cost for the supply and installation of the above system is **£12,820.00+VAT**

Please note, the above price does not include any Load testing on the halls existing rigging as this is being dealt with under a separate contract (as discussed).

Also not included in the above cost is the supply of a tablet for control. We are more than happy to supply this at an extra cost if this isn't something you already have at the hall. This tablet could also be used to control the audio (see other quotation from us).

Prices are subject to change and products subject to availability.

Kind Regards

James Keating
Managing Director



Quotation For Supply & Installation of Lighting System at Budleigh Salterton Hall (V1.5)

Brief & Initial Spec

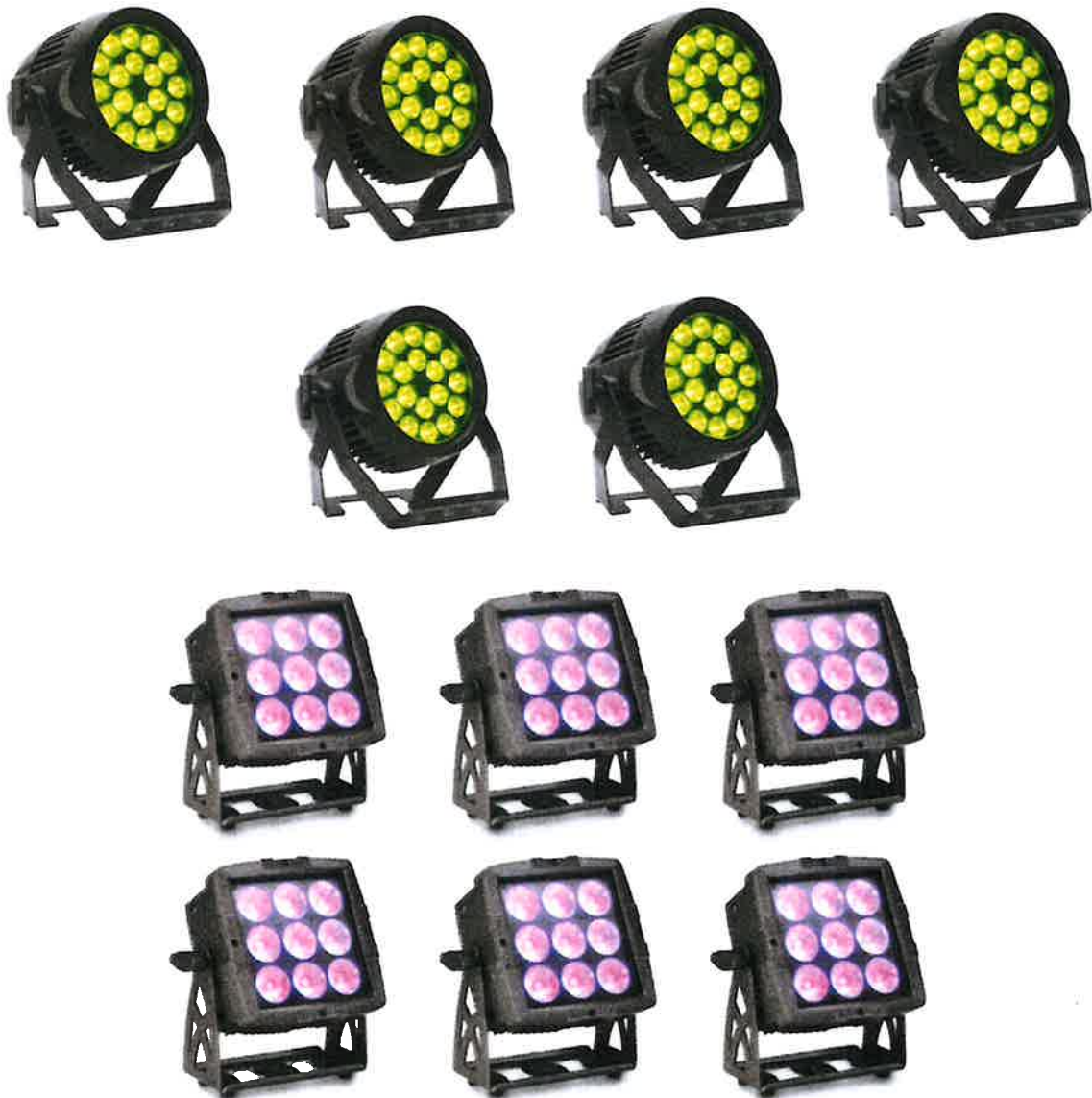
To provide a Stage Lighting system for a number of uses including Dance classes, Stage Performances, Meetings & Social Events. The system included within this quotation has been specified to produce a suitable level of professional quality lighting to suit all the above applications with a large focus on ease of use.

What's included...

- 6 of Cameo Flat Pro Flood 600 – RGBWA+UV 6in1 LEDs Flood for rich colours, soft pastels & intense UV effects. Convection cooled for silent running.
- 6 of Barn Doors – to fit Cameo Flat Pro Flood 600
- 6 of ADJ Encore LP18IP RGBL LED Parcans
- 6 of Barn Doors – to fit ADJ Encore LP18IP
- 1 of DMX Splitter
- 1 of Cuety LPU interface with WiFi router - to facilitate lighting control from a tablet (tablet is not included within the quotation).
- Clamps & Safeties for all fixtures
- High Quality Cabling to suit above installation
- Additional DMX & Power outputs to all Lighting & Pulley Bars
- Additional DMX feed to Rear of Hall (By the Bar)
- Removal of Existing System & cabling.
- Supply and installation of new power supplies and DMX cabling
- Full professional installation, & programming of above system with presets for each application.

How Does it Look?

Below are a few photos of some of the products included within the quotation to give you an idea of how it would look:



Benefits of the System Design & Spec

- All the above fixtures are either silent running or are fitted with super silenced temperature controlled fans to ensure minimal noise from the lighting system when in use.
- The system will deliver a high quality & even light to the stage area, which will be in keeping with not only the current system you have in place, but also what would be expected for a stage of this size
- All fixtures are LED which will not only run more efficiently than your current system, but will also negate the need for lamp replacement.
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What's the deal?

The total cost for the supply and installation of the above system is **£11,110.00+VAT**

Please note, the above price does not include any Load testing on the halls existing rigging as this is being dealt with under a separate contract (as discussed).

Also not included in the above cost is the supply of a tablet for control. We are more than happy to supply this at an extra cost if this isn't something you already have at the hall. This tablet could also be used to control the audio (see other quotation from us).

Prices are subject to change and products subject to availability.

Kind Regards

James Keating
Managing Director

8609.06 +
VAT



The Woolly Shepherd Ltd
Company No. 8455319
Leatside
Foxes Yard
Milverton Road
Tonedale
Wellington
TA21 0AJ
Tel: 01823400321
info@woollyshepherd.co.uk

Ref: WS24/CG/BSPH/001

Date: 10 January 2024

Report and Quotation

Customer: Jo Vanstone
Town Clerk & Hall Bookings
Budleigh Salterton Public Hall
Station Road
Budleigh Salterton
Devon
EX9 6RJ

Tel: 01395 442245
Email: jo.vanstone@budleighsaltertontowncouncil.gov.uk

Site: Budleigh Salterton Public Hall

The site was visited by Colin Gummer MIOA and Dan Eustice on 5th January at the request of the customer, to carry out an acoustic survey of the above-named hall.

The space is used for a variety of activities, including a monthly film club, an annual literary festival, exercise classes and live music.

The customer informs us that the acoustics of the hall have long been a problem, but that the patrons of the film club and literary festival – both recent additions to the roster – have complained about the situation.

The precise nature of our survey was to establish the reverberation time for the room and to identify any specific acoustical problems attributable to the architecture of the room.

The survey was carried out in accordance with the guidelines set out in British Standard 3382-2:2008, entitled 'Acoustics – Measurement of room acoustic parameters – Part 2: Reverberation time in ordinary rooms', and in the Association of Noise Consultants 'Good Practice Guide – Acoustic Testing of Schools'.

Our report focuses entirely on the acoustic environment within a room and no assessment is made with regard to sound transmission (passage of sound from room to room).

Therefore, the following elements are considered:

- The cubic volume and proportions of the building
- Architectural form
- Surface finishes
- Occupants' behaviour in response to the room acoustics
- Needs of people using the space

The acoustic performance of a room, in relation to the above, is generally measured as a reverberation time (T_{60}).

In order to achieve a solution that will reduce the level of distracting noise and allow groups to carry out their activities without being aware of the acoustics, we would recommend the installation of

36 x Woolly Shepherd Ceiling Suspended Rectangles
 Dims: 106cm x 64cm x 10cm
 Suspension Drop: 25cm
 Finish: Natural Wool Felt

Product Pricing

Installed by Customer

Product	Quantity	Price/Unit	Net	VAT	Gross
Suspended Rectangle	36	£215.00	£7,740.00	£1,548.00	£9,288.00
Delivery (DIY install)			£322.45	£64.49	£386.94
Total			£8,062.45	£1,612.49	£9,674.94

Installed by Woolly Shepherd

Product	Quantity	Price/Unit	Price	VAT	Total
Suspended Rectangle	36	£215.00	£7,740.00	£1,548.00	£9,288.00
WS Installation			£869.06	£173.81	£1,042.87
Total			£8,609.06	£1,721.81	£10,330.87

Payment In Advance To:

The Woolly Shepherd Ltd
 Sort Code: 60-83-71
 Acc no: 61921008

Alternatively, please send a cheque made payable to "The Woolly Shepherd Ltd" to the address above.

All goods supplied by us, including installed items, remain the property of the Woolly Shepherd Ltd until full payment has been received.

Installation prices are based on access within the hours of 08:00 – 18:00
 Monday – Friday.

Prices quoted are for absorbers covered in our standard range of Dove (light) Grey, Heather (dark) Grey or Clotted Cream wool felt.

If you would like an alternative colour or photos, logos, or personalised designs for your absorbers, please contact us and we can discuss available options with you.

All absorbers are supplied with fittings, installation guidance and aftercare information.

Quote : Re Hall
Spencer House

Re: Budleigh Salterton Town Council Hall upgrade

Technical Draw

From Spencer House <spencer@spencer-house.com>

Date Thu 2025-02-13 4:08 PM

To Alice Gater-Wildgust <alice.gater-wildgust@budleighsaltertontowncouncil.gov.uk>

Cc Jo Vanstone <jo.vanstone@budleighsaltertontowncouncil.gov.uk>

c. £300.

Hello Alice,

Thanks for your email.

Due to the nature of the project it's difficult for me to know exactly how long I'll need to complete my work.

I had a good conversation with James from Sound Events and I don't think he needs much from me to proceed, I would just like to oversee his work and carry out a couple of inspections during the works.

I've invoiced (and been paid) £300 to date. I think if you allow for another £300 in your budget, this would cover 6 hours of my time. I expect this would be enough to check James' sketches and carry out a couple of quick site visits.

Please note that if we were to uncover something unforeseen which needed to be strengthened or replaced then 6 hours is unlikely to be enough to cover the time required and additional fees would be needed.

I trust this all makes sense, however, please let me know if you have any queries or wish to discuss further.

Best wishes,

Spencer.

spencer@spencer-house.com

07894549979

On Thu, 13 Feb 2025 at 15:24, Alice Gater-Wildgust <alice.gater-wildgust@budleighsaltertontowncouncil.gov.uk> wrote:

Hi Spencer

I am taking over from Jo at Budleigh Salterton Town Council.

Just gathering the final pricing for the hall sound and lighting update. I don't have the pricing details for any works that you will carry out on our behalf. Please could you please share them with me when you have a moment?



Budleigh Salterton Town Council

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E: office@budleighsaltertontowncouncil.gov.uk

Meeting of the Town Council 24 February 2025

Agenda Item 13: Station Road Toilets Operational Costs and Considerations

- i. To discuss and agree winter and summer opening and closing times
(To note; EDDC toilets are open 8am to 7pm)
- ii. To discuss and agree on a preferred supplier regarding cleaning, opening and closing
(pricing below).

(Quotes have been sought to increase the cost of cleaning from 2 cubicles to 6)

Note: opening hours and no of cubicles to use were discussed at length when the heads of terms were received in early 2024. Full file is available to view, in the office

Notes: at the present time we will require a contract to lock and unlock the toilets on weekends only. Mon – Fri we can have the cleaner lock the cubicles only as The Community Workshop are willing to supporting us with opening the toilet Mon – Friday on a long term basis.

- iii. To discuss the proposal regarding the installation of CCTV and accept the quotation from our existing supplier, Tamar Security



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Station Road Toilets Operational Costings Figures prepared 18.2.25

CLEANING required - 5 days cleaning and locking cubicles plus 2 days cleaning, opening and locking cubicles 2.5 hours daily x 5 days, 3.5 hours daily x 2 days (weekends) = 19.5 hours weekly		
Cleaning South West	£22,308.00 annual fee (22 p/h ex VAT)	Recommendation from East Budleigh Parish Council
Jewel Cleaning	unable to close on a daily basis	Cleaning, closing OR opening at the time of cleaning including cleaning and opening and closing, consumables (aparts from toilet rolls)
	Jewel is priced £22 per hour inc HQ	Jewel Cleaning already have contracts with EDDC/ Pavilion/ LED
Minster Cleaning	£32,169.80	6 cubicles. Cleaning plus opening/closing
EDDC.	£21,446.52	Cleaning only
	£20,401.14	2 cubicles. Cleaning only. Opening / closing not available
OTHER COSTS OF OPERATION		
Insurance	£200.00	per annum
Water	£2,180.70	(2023 usage)
Electricity	£1,281.07	(2023/24 usage)
Maintenance	Unknown	
CCTV	£2071.75	One off cost
Min. annual cost of operation	£29,631.54	
CCTV, one off cost	£2,071.75	

All pricing is ex VAT with the exception of Jewel Cleaning

TAMAR SECURITY

Tamar Security Ltd
Unit A, Ulysses Park,
Heron Road
Exeter, EX2 7PH

admin@tamarsecurity.co.uk
www.tamarsecurity.co.uk
01392 368830

QUOTE No. 15251

Order No.
Valid for 30 days

Budleigh Salterton Town Council

Station Road
Budleigh Salterton
Devon
EX9 6RG

Site: Station Road
Budleigh Salterton
EX9 6RG

Date: 31/01/2025

Dear Alice,

Thank you for your recent enquiry. We are pleased to provide the following quotation as requested.

To upgrade the existing CCTV system to 16 channel XVR5216A-I3-8TB
To install a new switch by rear fire exit for new cameras.
To replace the internal fire exit camera in hall to DH-IPC-HDW3541EMP-S-0280B-S2 camera.
To replace the outside rear fire exit camera with a DH-IPC-HDW3649HP-AS-PV-0360B-PRO
To install a DH-IPC-HFW3649T1P-AS-PV-0280B-PRO new camera to cover the toilet block in car park.

Our charge for the above works would be;

Upgrade CCTV system

Sub Total ex VAT	£1,726.46
T1 @ 20 %	£345.29
Total Inc VAT	£2,071.75

If you have any questions please do not hesitate to contact us.

Yours sincerely

Gary Hyland
Technical Manager

Customer Signature



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Meeting of the Town Council 24 February 2025

Agenda Item 14: East Devon Local Plan Regulation 19 Consultation

To note the consultation that is now open (until 31 March 2025)
To discuss a Town Council response and how this might be achieved.

A six-week **consultation** on East Devon's new Local Plan is being held before it is reviewed by a Government inspector and after that it should be adopted. The document being considered, outlines what development should go from now until 2042.

See here: [ED Local Plan to 2042 Consultation](#)



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Meeting of the Town Council 24 February 2025

Agenda Item 15: Devolution

Following the recent DALC Meetings on Devolution they have asked that we share with them our vision for the community in order to help them build up an evidence basis to take their representations on Devolution forward.

See the notes overleaf from the meeting that took place on 23.1.25 inc the follow up action to:

- create a statement about what is important in our communities, what we already do, and what would be missed.
- undertake assets/services mapping and start considering what they will want to take on and what they don't. This might including consulting with the community about what's important as well as looking at what used to be in place prior to 1972.

Devolution and the White Paper -Larger Council Meeting

Thursday 23 January 2025

Liz Brookes-Hocking, Chair of DALC opened the meeting and mentioned the open letter sent to the government from Cllr Keith Stevens, Chair of NALC. Justin from NALC joined the meeting and gave a short presentation regarding NALC's current position with the proposed changes, and what is known to-date. See slides.

In summary, Cllr Stevens/Justin advised the following.

- The initial response from NALC re the White Paper is that it is positive.
- It could be an important opportunity for councils to play a bigger role in their respective communities.
- We need to nurture neighbourhood governance to ensure the success of the white paper.
- Effective devolution must recognise the role of the town and parish councils.
- Town and parish councils are well placed to meet the needs of their communities.
- We need to make things simpler, such as permitting an element of remote meetings.
- Thirty-nine principal councils have initially expressed an interest in being involved in the first tranche, Devon being one.
- All districts have been meeting together since 16.12.24 – DALC has not been invited.
- **From Liz:** We understand that the districts will be doing some work with DCC later this month. Town and Parish councils do not currently have a forum to express thoughts. We hope we will know more by the end of January 2025.

The meeting was opened to the representatives of the larger councils attending to give feedback. This has been summarized as a question or a consideration around devolution.

Questions

1. When districts and county look to transfer services to town and parish councils, do they understand about precepting arrangements?
2. Can DALC have conversations with DCC about when precepts are set (they don't seem to be aware) and also to push for 'costed business plans' regarding assets/services that are being considered to be devolved.
3. What will the government do if the principal councils and the town and parish councils cannot reach an agreement regarding the transfer of an asset/service?
4. Are we looking at previous examples of devolution having taken place at the same pace as currently intended? Somerset was "rushed" which had severe negative outcomes.
5. Timelines for transferring services – Is it understood that different councils will work at different paces?
6. Has the government considered "double taxation" as part of devolution?
7. How are town and parish sizes to be calculated/determined?
8. What is Devon's proposal – There appears to be confusion.
9. Will there be a funding package to help pay for the actual transfer of a service? E.g. legal fees?
10. Does the government appreciate what town and parish councils already do? It appears not!

11. Will there be a framework which will include time deadlines and funding available for services being transferred?
12. Will there was the option for the government to impose finer details if we cannot agree?
13. How do we promote to Government what parishes and towns actually do? (This is where evidence is needed to show what is important to our members, which we have asked for) – is this something that NALC will take forward?
14. DALC to ask NALC to lobby for funding to help town and parish councils with the processes – a member said that this should include processes regarding possible staff transfers too (TUPE)

Observations

Learning from the past

1. The devolution project is not a new phenomenon (déjà vu) and there are already areas with unitary councils. There are examples of large town councils struggling in a unitary arrangement because they have been passed services to run without adequate funding.
2. The LGA produced a document several years ago to support this process, local service delivery and place-shaping: A framework to support parish and town councils.

Uncertainty

3. There is uncertainty around the timelines and the place of town and parish councils.

Services and asset transfer

4. Justin said that NALC will 'point the government' to where things do work well and where they don't from experiences of devolved authorities, as most of England is already unitary or two tier.
5. Timescales – and the example of Somerset being 'rushed' into devolution, with the impact being that a lot of councils found it hard to say 'no' to some things as these were forced on them at very short notice, and they had not had sufficient time to explore them fully before committing. It was mentioned that assets were transferred in Somerset almost immediately after becoming a unitary authority, whereas other counties have devolved at different rates. One of the questions asked was how quickly is the transfer of assets/services going to be and can we establish this? (as part of this the suggested action was that councils start service/asset mapping now and consider what they would want to take on, or not).
6. The key will be what Town and Parish councils end up with, both in assets and funding. One of the larger councils said that they have been working on an 'Asset Transfer Policy' and could share this with members
7. The cost of running a service for county and/or district councils may be different to that of a town and parish council because the latter will not have the advantage of applying economies of scale considerations.
8. Any service being transferred must have a robust business plan along with realistic costing. The principal councils must scope a service properly.
9. There is serious concern that the county/district councils will keep the money-making services such as car parks.

10. Just because a town and parish council may be offered a service transfer, it does not mean that they must agree.
11. If local services do not take on a service offered and the service then closes, (e.g. closing a toilet block) the town and parish councils will get the blame for not having taken the service on.
12. Smaller town and parish councils cannot benefit from economies of scale.
13. Excellent partnership working is crucial.
14. When assets are transferred, appropriate diligence will be needed both formally and informally.
15. Some town and parish councils will be better placed than others due to already having taken on some services.
16. It will be difficult to establish the cost of running a particular service. 1 The district may not have this information and 2. The district will benefit from economies of scale whereas it is unlikely a town/parish council will.

The part of town and parish councils

17. Town and Parish councils must be taken seriously from the start of these projects.

Opportunity for town and parish councils and what can be done now.

18. Town and parish councils have a window of opportunity for each council to establish what is of value to their community. This will inform later discussions when assets and services may be considered to “pass down” – Do community engagement now to ascertain community views.
19. Establish what assets did your town and parish have prior to the reorganization of local government in the 70’s – These should be repatriated to the town/parish council if services are transferred.
20. Create relationships with district and county now.
21. Town and parish councils to produce an asset and service map now.
22. Establish your town and parish council’s priorities NOW. Especially so when they are “discretionary services” – DALC encourages all town and parish councils to undertake asset and service a mapping now so that they will be in a strong position when discussing with districts, specifically to include ‘discretionary’ services: those that are essential in their community. Members said that this information needs to be passed on to the District Councils.

Representation

23. We need county organisations to have a voice.
24. Lobby your local MP’s.

Other

25. The precept should be spent on matters pertaining to your elector, but this does not always happen as other people come into your parish and benefit.
26. Some town and parish councils will be richer than others due to assets retained historical.
27. Election pressure in 2027.

28. Town and parish councils are not currently appropriately staffed to take on more services.
29. The University of Exeter study (2019) looking at Cornwall and unitisation is a useful document apparently. Also mentioned was the LGA 'Local Service Delivery and place-shaping' framework to support parish and town councils. Apparently, it contains useful examples and has been used by a number of authorities that have devolved.

Follow-up actions

Members to:

- create a statement about what is important in their communities, what you already do, and what would be missed. Send that to DALC to help Liz build an evidence basis
- undertake assets/services mapping and start considering what they will want to take on and what they don't. This might include consulting with the community about what's important as well as looking at what used to be in place prior to 1972.

DALC to

- ask DCC if there's any way of them sharing details of the fixed assets they own
- reach out to districts where possible to request engagement
- to keep members updated
- circulate slides from Justin, Cornish devo report, and more information as we have it (I don't have slides yet).

DALC to ask NALC:

- to lobby for funding for local councils to help them with the process
- to produce an advice note on asset transfers and associated legal matters
- Justin to return to a later meeting, perhaps in February
- Some examples of best practice in devolution/local government reorganisation.



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Meeting of the Town Council 24 February 2025 Agenda Item 16: Keep Britain Tidy

To discuss the forthcoming national campaign and determine if BSTC will participate.

From 21st March – 6 April 2025

'Love where you live - pledge now

Since 2016 our army of millions of amazing #LitterHeroes have shown they love where they live by pledging to pick more four million bags of litter during the Great British Spring Clean - the nation's biggest mass-action environmental campaign.

The Great British Spring Clean and [Great Big School Clean](#) 2025 will take place from 21 March to 6 April, and you can pledge to pick up a bag of litter – or more – from today.'



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Pre meeting Presentation 24 February 6.45pm

from Clinton Devon Estates Heath to Sea Project Team 24.2.24 @ 6.45pm

Short summary for the Town Council:

The Heaths to Sea project team will be attending the Town Council on 24th February to present on the new Landscape Recovery Project in the lower Otter valley. There will be an opportunity for questions.

Led by Clinton Devon Estates, the Heaths to Sea Landscape Recovery Project represents one of the most exciting nature enhancement opportunities in the UK, powering nature recovery across 4,500 hectares of heathland, woodland and agricultural land in the lower River Otter Catchment. The project areas extends from Newton Poppleford to the Otter Estuary, bordered on each side by the Pebblebed Heaths National Nature Reserve (NNR). Our project vision is for this diverse landscape to be nature rich and ecologically healthy whilst also supporting food production, net zero, timber and access needs.

The project received 2 years funding from Defra's Landscape Recovery tier of the environmental land management schemes (ELMS). By the end of this development phase, we will have a 20+ year land management plan for areas of the lower Otter Valley whose land managers have signed up to the Landscape Recovery scheme, with the focus including river/floodplain restoration and woodland creation. Supporting plans of public access, stakeholder engagement, monitoring and evaluation, and a business model also need to be submitted to Defra by December 2025, with the view to commence long-term project deliverables in April 2026.

Heaths to Sea website: www.heathstosea.com

Regarding the consultation, the survey is designed for individual responses. However, we'd be very happy to receive a written response from the Town Council detailing any concerns you may have about the project and how they could be mitigated, what you hope to see in the next 20-30 years for sustainable nature recovery in the valley and how you think the project could work with or support the Town Council's plans for public amenities (including access), socio-economics and climate resilience in the area. The 26th March is not a problem to receive a response by.

For individual responses, the survey is now live at: <https://forms.office.com/e/MNPajgCzfx>. I will bring paper copies with me to the Town Council meeting as well. Also attached is the flyer for the drop-in events that will be happening. These have been put around the town in the Library, Wesley's café, Tesco's and the Town Hall.

Many thanks,
Bethiah Humphrey Heath to Seas Project Support Officer