

3 July 2025 – Meeting with EDDC and a Representative of Mr/S Whirley: Trading Licence Proposal

A meeting was held on 3 July 2025 with representatives from East Devon District Council (EDDC) and Mr/S Whirley regarding a trading licence for a proposed beachfront café. The purpose of the meeting was to hear more about the proposal to install a horse box near the concrete benches on the seafront, to the left of the Steamer Steps.

Following the meeting, a more detailed map of the proposed location was received. The next step will be the submission of a new application to EDDC for this location. BSTC will be formally consulted on the application in the usual manner.

9 July 2025 – Meeting with Mat Helm, new local inspector for Exmouth Police**Utilities: Gas and Electricity**

The process of transferring the electricity account for the Station Road premises to the Council's main energy provider, British Gas is completed. A cost reduction has also been secured for the main electricity account relating to the Public Hall.

All five utility accounts are now aligned to terminate simultaneously in October 2027. This alignment will enable the Council to approach the renewal as a single, consolidated contract, providing an opportunity to negotiate more favourable rates at that time.

5 accounts are:

Electricity:	Public Hall	Norman Centre	Station Road Toilets
Gas:	Public Hall	Norman Centre	

S106

Cllr Woodcraft and I held a Teams call with Louis Belfield, East Devon District Council regarding the development of a consultation process for the allocation of Section 106 (S106) funds using Commonplace. The discussion focused on how to ensure that the process is inclusive, transparent, and aligned with both community priorities and planning obligations.

Moving forward, and in line with Minute 25.103, the Town Council has agreed to support AFC Budleigh in submitting an application for S106 funding. In order to make the most efficient and effective use of these funds, it will be important to coordinate this application with a wider consultation and ensure it is considered alongside other local priorities. This will help to avoid duplication, maximise community benefit, and strengthen the case for funding by demonstrating broad local support and alignment with the strategic aims of the Neighbourhood Plan. Further updates on the consultation timeline and application process will be brought to Council as they become available.

Agenda Proposal

- (i) To consider the installation of a water fountain adjacent to Station Road Toilets, in support of the Budleigh Salterton Climate Group Action Plan 2022-2026 on Water Supply and Flooding.

Excerpt from the Climate Change Action Plan. Full plan is [here](#)

'Desired Outcome: Reduce wasted clean water/reduce use of plastics

Means: Promote "fill your water bottle" scheme/survey provision of plastic packaging and bags

Responsibility: BSTC/CofC'

- (ii) To consider the grant offer of up to £1800 (£1500 PLUS VAT) for a chilled water bottle and water fountain station to be installed on the exterior wall of the Station Road Car Park Toilet Block.

The substance of the matter

Budleigh Salterton Town Council has been offered a grant by [Sea-Changers Coastal Fountain Fund](#), a charity with the remit of reducing plastic pollution in coastal towns.

This fulfills part of the existing criteria of the Climate Change Group for the provision of a water fountain within the town. There is one on the seafront at the Public Toilets and RockFish also offer one but there is nothing within the town. This will be the only readily available water bottle refill station within Budleigh Salterton town centre itself. It will be attached to the exterior of the toilet block by the Station Road car park. These are the only free toilets within the town centre and adjacent to the primary free carpark at Station Road. The site is also the location of the town centre bus stops and where coaches drop and collect visitors and where sports teams are collected and dropped.

This location has an extremely high footfall because it is the main transport and social hub within the town and is used by visitors, residents and workers alike. The adjacent Public Hall is the centre of town activities with physical activities such as the Zumba Classes and Dance Classes as well as hosting the Farmer's Market and Festival Events. It is the venue from which the local running club set off each week and at the end of the cycle path through The Green.

Clarity about what the Council is being asked to decide: proposed motion to make a choice.

The Grant is for the cost of the chilled water unit £1800 (£1500 plus VAT).- , should we choose to accept it

The associated costs of installation and maintenance would have to be met by BSTC.

- 1) **Installation**
- Pipework from Bagwells £361
 - Unit installation costs by ThirstyWork £175
 - Water metre installation £30

Total set up cost: £565.00

2) **Servicing and Maintenance**

Twice annual servicing filter changing and maintenance. £400 plus VAT per annum).

Annual: £400.00

The pros and cons, both short and long term and any risk to the Council, current or future.

Pros

1. Taking our Climate Change Group's remit seriously to provide a Public Hall water bottle refill/water fountain and reduce single use plastic is setting a good example within the town
2. Meeting our objectives as part of Plastic Free Budleigh.
3. Appearing on the national map of Refill Stations and associated publicity.
4. Cementing our environmental commitment as the only town within the National Landscape.

Cons

1. Installation Costs.
2. Costs of increased water at the site. (This latter will be metred so that its consumption can be gauged by the Refill Scheme).
3. Small cost of electricity for chilled water. (Same as running a domestic fridge).
4. Annual maintenance costs (Set to be £400 plus VAT per year).

Any cost, financial or staff time, to the council.

Costs as set out above. Minimal staff time involved.

Agenda Item: 12 Foreshores and Footpaths ToR TC 14/7/25

Budleigh Salterton Town Council

Foreshore and Footpaths Terms of Reference May 2025 (draft)

1 Purpose of the Committee

The Committee has a liaison role within the community and is a non-statutory committee accountable to Budleigh Salterton Town Council.

The primary role of the Committee is to monitor the Foreshore and Footpaths of Budleigh Salterton for the benefit of the local community and our many visitors.

- The Committee liaises with numerous bodies including East Devon District Council, Devon County Council, Devon Highways & other mainly local groups such as Shop Budleigh, Budleigh Lions etc and is a non-statutory committee.
- To ensure that the work of the Committee aligns with and supports the objectives laid out in the Neighbourhood Plan (see attached summary)
- Any directions / requests issued on behalf of the Town Council must go through the Town Clerk.

2 Membership

The committee shall consist of at least 4 members of Budleigh Salterton Town Council, as agreed and minuted in a Budleigh Salterton Town Council meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker but should be kept informed of meetings and decisions.

3 Appointment of Members

Budleigh Salterton Town Council shall at their annual meeting in May determine the members of the committee.

4 Frequency of Meetings

The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the Committee. A quorum at each meeting shall be 3 members.

5 Record of Meetings

The committee shall ensure that an agreed written record of each of their meetings is forwarded to Budleigh Salterton Town Council.

6 Attendance

All members are expected to attend all meetings. Apologies must be sent to the Chair/Clerk, in advance where possible, Recurring non-attendance may trigger a membership review.

7 Terms of Reference

The Committee's Terms of Reference will be reviewed annually at the first committee meeting after the Council's Annual Meeting, or sooner if requested by the Full Council.

8 Functions of the Committee

- To advocate for regular Preventative Maintenance and periodic upkeep of physical assets.
- To seek to secure an adequate Reserve Fund for future work.

Agenda Item: 12 Foreshores and Footpaths ToR TC 14/7/25

- The Committee shall prepare annual estimates for work required based on at least 2 quotes and submit them to the Finance Committee in time for its budget meeting.
- Pursue external grants and sponsorships for footpath enhancements and beach access projects and liaise with the relevant bodies eg: EDDC before applying.
- Maintain a Register of Issues for reporting to the Full Council, EDDC and other relevant bodies.

Prepared by: F&F Committee

Summary of the [Neighbourhood Plan](#)

The Objectives of the Neighbourhood Plan have been identified through engagement with the community and are as follows:

Objective One: To encourage sustainable development in the town that meets the needs of and reflects the wishes of the residents and conserves and enhances the EDAONB. See Chapter 5

Objective Two: Ensure that new development should maintain the local distinctiveness of the town and seafront, including its distinct urban form, and is of the highest design and build quality. See Chapter 6

Objective Three: The special architectural and historical interest of the town's heritage assets will be a primary development consideration including designated and non-designated heritage assets. See Chapter 6

Objective Four: Protect and enhance the natural environment within the designated protection areas and retain the biodiversity and wildlife habitats of the Parish. See Chapter 7

Objective Five: To improve opportunities and infrastructure for developing new and existing business/retail enterprises. See Chapter 8

Objective Six: Enhance and protect community facilities for the benefit and needs of the community. See Chapter 9

Objective Seven: Promote and support the pastoral needs and wellbeing of the community. See Chapter 9

Objective Eight: To enhance and protect green spaces and recreational facilities of value to the community and visitors. See Chapter 9

Objective Nine: Address traffic, cycling, parking and pedestrian safety issues and ensure that public transport links are maintained at least at current levels. See Chapter 10

POLICY H1: Meeting local housing need over the period of the plan

Subject to other policies in this plan new housing development will be supported where:

- a) it is of modest scale in compliance with the Local Plan notably Strategies 1, 6, 21, 34 and 35; it will provide good quality new homes.
- b) on developments of 5 or over dwellings there should be a proportion of two / three bedroom family homes, and/or dwellings suitable for the elderly.
- c) the proposal is to provide affordable housing as outlined in Strategies 21, 34 and 35 of the now adopted Local Plan.

Housing proposals that exceed current technical standards for sustainable construction will be encouraged.

COMMUNITY ACTION H1:

Maintain contact with EDDC to ensure that they appreciate the values and opinions expressed by the local community.

Responsibility: BSTC

POLICY H2: Maintaining local character



New housing development should maintain the local distinctiveness of the town and its setting, in particular, it should:

- a) Safeguard the character and biodiversity of the Dorset and East Devon WHS as well as the Coastal Preservation Area and the Otter Estuary SSSI;
- b) Conserve the landscape and scenic beauty of the East Devon AONB;
- c) Preserve or enhance the character and appearance of Budleigh Salterton Conservation Area and its setting.

New housing development should not have a harmful impact on listed buildings or their settings. It should also have regard for the scale, massing, density, height, design and materials of buildings in other distinctive areas of the town outside the conservation area.

POLICY H3: Infill developments and extensions



The effect of infill and extensions should not be detrimental to the character of the town and the neighbourhood areas. Development should be sensitively designed to reflect the character of the area and that of its neighbours, and in particular meet the following criteria:

- a) not result in overdevelopment and loss of amenity of neighbouring properties
- b) retain trees of local amenity or ecological value
- c) the development, including garden size,

should reflect the existing grain / density / pattern of surrounding development

d) principles of designing out crime should be incorporated

e) have regard for the parking standards of the Local Plan, except where this conflicts with Conservation Area and / neighbourhood design objectives. Modern design will be supported provided the local character is respected or enhanced

POLICY H4: Built-up area boundary

Developments outside the BUAB must be able to demonstrate that the development conserves and enhances the EDAONB and demonstrates an exceptional need which could not be accommodated outside the EDAONB. The semi-rural character of the area surrounding the town and the gateways to the town outside the BUAB - ie the B3179 road from Exmouth and the B3018 road from Sidmouth are to be maintained.

MAP REF BUILT UP AREA BOUNDARY PAGE 73

POLICY B1: Identity of town and seafront



New development should preserve or enhance the character and appearance of Budleigh Salterton Conservation Area and its setting. Developments should take into consideration the unique identity of the town and seafront, the distinctive urban form in terms of street patterns, groups of buildings, the unspoilt, uncommercialised natural beach and the open spaces. This includes the many varied walls which are found throughout the town.

POLICY B2: Protection of key views and vistas



Key views and vistas should be protected: this includes any development or building which impacts on the skyline (e.g. public visible elevations) or removal of trees; of particular importance is the northern ridge and skyline of the town where this is the boundary to the conservation area. [MAP REF: VIEWS AND VISTAS PAGE 74](#)

COMMUNITY ACTION B1:

Encourage the adjacent parish of Otterton to maintain the iconic view of the trees east of the Otterhead.

Responsibility: BSTC

POLICY B3: Heritage Assets



Heritage assets and their setting: The special architectural and historic interest of the heritage assets of the town will be a primary development consideration. Proposals for development which have the potential to affect a heritage asset should identify their likely impact relative to its significance. Any harm will be weighed against the merits of the proposed development. [MAP REF: BUDLEIGH SALTERTON CONSERVATION AREA AND LISTED BUILDINGS PAGE 72](#)

Heritage Assets Include:

- The designated nationally listed buildings, the designated Conservation Areas and the World Heritage Site.
- The non-designated assets, the emerging Local Heritage Assets list.



COMMUNITY ACTION B2:

Upgrade the overall character of the built environment of the town and seafront by maintaining and improving the street furniture and encouraging good maintenance of buildings on the High Street and Fore Street.

EDDC should be encouraged to adopt the submitted local heritage assets list.

Responsibility: BSTC, EDDC

COMMUNITY ACTION B3:

Extension of the Conservation Area will be explored and encouraged to continue to enhance the unique character of Budleigh Salterton.

Responsibility: Otter Valley Association, EDDC

COMMUNITY ACTION B4:

Review the nationally listed buildings assets list
See Appendix C

Responsibility: EDDC

POLICY NE1: Conservation of the Natural Environment

Conservation of the outstanding natural environment will be a primary planning consideration. This includes the protection and enhancement of the EDAONB, the geodiversity, existing habitats, the landscape and the semi-rural character of the town. The green infrastructure of the town integrates and blends the built environment into the high quality EDAONB landscape and new development must take into account EDDC's and DCC's landscape character assessments management guidelines.

Development proposals will ensure that the development enhances or maintains the biodiversity of the site.

MAP REF: ECOLOGICAL AREAS PAGE 74 AND EAST DEVON LOCAL PLAN, PAGE 73

POLICY NE2: Protection of Local Green Spaces



Local Green Spaces allocated in this document should be protected. Proposals for development will be resisted unless they are ancillary to the use of the land as a Local Green Space. The Local Green Spaces allocated in this document are:

- (1) Jubilee Fields, (2) The Green (Station Rd),
(3) Little Common (Exmouth Road),
(4) Budleigh Salterton Community Gardens,
(5) Greenway Gardens, (6) Frewins Gardens,
(7) Barn Lane Playing Field,
(8) Norman Crescent Playing Area, (9) The Burial Ground, Dark Lane and (10) Hospital Garden.

MAP REF: LOCAL GREEN SPACES PAGE 36

SEE ALSO POLICY CLW1 'PROTECTION OF RECREATIONAL FACILITIES' PAGE 52. SEE MAP ON PAGE 72

POLICY NE3: Conservation of Biodiversity



Development should conserve and enhance the biodiversity and geodiversity of the town, surrounding countryside and coastal area, including maintenance and enhancement of habitat connectivity on a landscape scale.

POLICY NE4: Maintain Trees and Hedgerows

To maintain wooded areas: existing trees and hedgerows are important in the setting of the town and provide habitat for wildlife and should be retained wherever possible and replaced if lost. Where there are woodland boundaries to the town these should not be lost.

COMMUNITY ACTION NE1:

The Town Council will produce a strategy for the planting and regeneration of trees.

Responsibility: BSTC

POLICY NE5: Development within the Coastal Preservation Area

Development will not normally be permitted within the Coastal Preservation Area which acts as buffer for the Jurassic WHS to the west of the town, unless it can be demonstrated that no harm to the character and purpose of this area will occur. Encroachment by private gardens onto the coastal path environs should not be supported.

MAP REF: ECOLOGICAL AREAS PAGE 74

POLICY NE6: Protection of railway amenity wildlife corridor

This green corridor offers the opportunity to enhance and increase biodiversity and wildlife habitats. Further encroachment by private gardens onto this space should not be supported.

OS Ref SY 064824-067826

COMMUNITY ACTION NE2:

Designate a green network along the railway amenity line, with the creation of a green corridor.

OS Ref SY 064824-067826

Responsibility: EDDC

COMMUNITY ACTION NE3:

Manage this corridor to enhance the wildlife.

Responsibility: BSTC to lobby EDDC

POLICY NE7: Protection of Green Wedge

The green wedge and the three Devon County Wildlife Sites separating Exmouth Road from Knowle Road should be protected to maintain landscape and wildlife interest and prevent coalescence of the two settlements. OS Ref SY 053823 MAP REF: ECOLOGICAL AREAS PAGE 74

POLICY NE8: Protection of Allotments



Proposals that would result in the loss of all or part of existing allotment spaces will not be supported unless alternative allotment space and replacement numbers are equivalent or greater than the existing is provided.

COMMUNITY ACTION NE4:

The value of the allotments to sections of the community are such for BS Town Council to seek a nomination for inclusion on EDDC's Assets of Community Value, subject to criteria being met.

Responsibility: BSTC

POLICY EC1: Supporting the Development of Small Business Enterprises

To assist the development of sustainable small businesses the following will be supported:

- **The conversion of existing buildings for small scale employment use.**
- **Integrated home/work locations within existing dwellings and extensions to enable home working.**
- **The development of new small scale business premises.**
- **Improvement in Network phone coverage and provision of high speed Broadband.**

All such proposals should be well related to the settlement and not have a significant negative impact on the following criteria:

- **Residential amenity**
- **Access, traffic and car parking**
- **The landscape and character of the area**

All such proposals should also conform with other Neighbourhood Plan policies.

COMMUNITY ACTION EC1:

When Business Rate collection is devolved to EDDC the Neighbourhood Plan will support the reduction of Business Rates by councillors and will encourage re-investment in local businesses and the implementation of initiatives and incentives to promote business development in the town.

Responsibility: BSTC, EDDC, DCC, Chamber of Commerce

COMMUNITY ACTION EC2:

The Neighbourhood Plan will support initiatives to formulate and establish an integrated promotional plan encompassing the town's location on the unique World Heritage coastline and in the East Devon AONB, its Leisure activities and walks, beach, festivals, retail, accommodation and dining facilities. To facilitate this the Plan will encourage business groups in the town to work together with BSTC to formulate a future Town management plan.

Responsibility:
BSTC, Chamber of Commerce, EDDC, AONB, Natural England

COMMUNITY ACTION EC3:

The Neighbourhood Plan vigorously supports all actions to keep the last remaining bank in Budleigh Salterton. The Plan will support all actions necessary to maintain Post Office services at their current level.

Responsibility:
BSTC, Lloyds Bank, Post Office, Chamber of Commerce

COMMUNITY ACTION EC4:

BSTC will encourage shop owners and landlords to maintain their shop frontages in good decorative order, improve the environment and overall appearance of the High Street and its environs. BSTC will encourage good design and refurbishment in keeping with the environment when considering planning applications in the High Street. See also Community Action TT3.

Responsibility:
BSTC, EDDC (Local Authority Business Growth Incentives LABGI), Chamber of Commerce

COMMUNITY ACTION EC5:

The Neighbourhood Plan would encourage and support the implementation of signage at key junction locations in East Devon detailing the highlights of the town and its locality.

Responsibility:
BSTC, DCC, BS Chamber of Commerce, BS Traffic group

POLICY CLW1: Protecting and Enhancing Recreational Facilities

The following outdoor sports and recreation facilities will be protected:

- Football - Budleigh Salterton AFC, Greenway Lane
- Golf - East Devon Golf Club, Links Road
- Croquet - Budleigh Salterton Croquet Club, Westfield Close
- Bowls - Budleigh Salterton Bowls Club, Cricket Field Lane
- Tennis - Cricket Field Lane
- Children's Play Parks - Greenway Lane; Norman Crescent; Lime Kiln Car Park
- Allotments - Budleigh Salterton Community Gardens, Greenway Gardens and Frewins
- Adult Gym Equipment - The Green, Lime Kiln Car Park
- Moormead Community Orchard

Proposals to enhance and improve these and any other local outdoor and recreation facilities will be supported where they:

- a) do not have an adverse impact on residential amenity
- b) provide suitable access and car/cycle parking

POLICY CLW2: Relocation of Budleigh Salterton Cricket Club

Proposals that would result in the relocation of the Cricket ground from its present site in East Budleigh to Budleigh Salterton will be supported if:

- a) a suitable site can be found in the parish which is of an equivalent or larger size to the existing provision:
- b) the quality of the alternative site must be of an appropriate recreational standard:
- c) the location of the alternative site must be accessible by foot and adequate parking facilities should be provided: and
- d) any adverse impact of a new site is satisfactorily mitigated.

COMMUNITY ACTION CLW1:

The Neighbourhood Plan supports initiatives to explore opportunities to use existing swimming pool facilities at St Peter's School for the public within the town.

Responsibility: BSTC, St Peter's School

COMMUNITY ACTION CLW2:

The Town should ensure that the seafront and beach area remain an attractive, clean and safe environment for leisure.

Responsibility: BSTC, EDDC, DCC, Environment Agency, East Devon AONB, OVA

COMMUNITY ACTION CLW3:

The Town should provide support and provision for greater use of the seafront and beach for non-motorised water sport activities eg. kayaking, paddle-boarding and fishing, while retaining the overall character of the town and beach. It should be emphasised that this Community Action relates solely to the seafront and beach area as the River Otter has a SSSI designation which discourages its use for such activities (except fishing).

Responsibility: BSTC, EDDC and local clubs and societies

COMMUNITY ACTION CLW4:

The Neighbourhood Plan recognises and supports the contribution to the wellbeing of the community from the diverse range of:

- quality festivals spanning a wide range of interests
- clubs; groups; societies and cultural activities
- youth clubs (inc. cubs, brownies and guide groups)

Responsibility: BSTC, EDDC, DCC, Festival Committees, Club and Society Committees

COMMUNITY ACTION CLW5:

The Neighbourhood Plan supports initiatives to redevelop Budleigh Salterton Library on its present site. Should this option not prove feasible the Plan supports proposals to relocate the library should a suitable site and adequate funding become available. Any redevelopment should ideally consider provision of desk space, wi-fi facilities and casual meeting rooms for business use.

Responsibility:
BSTC, EDDC, DCC, Friends of BS Library, Chamber of Commerce

COMMUNITY ACTION CLW6:

The Neighbourhood Plan recognises the need for the children at St Peter's C of E Primary school to have classrooms that are modern, inspiring and fit for purpose.

Responsibility: Central government, DCC, Diocese of Exeter

COMMUNITY ACTION CLW7:

The Neighbourhood Plan recognises the need to provide adequate accommodation at the school to meet the demand for school places.

Responsibility: DCC, Central government, School governors, Diocese of Exeter

COMMUNITY ACTION CLW8:

The Neighbourhood Plan recognises the need to provide the town and the school with a large multi-purpose sports hall to meet the needs of the community.

Responsibility: Central government, DCC, Diocese of Exeter

COMMUNITY ACTION CLW9:

The Neighbourhood Plan supports the provision of a MUGA (multi-use-games-area) to allow for all year outside sports access.

Responsibility: Central government, DCC, Diocese of Exeter, BSTC and residents

COMMUNITY ACTION CLW10:

The Town should have sufficient child care and wrap around care including holiday provision to meet the needs of the town.

Responsibility: EDDC, DCC, BSTC, Private Sector

COMMUNITY ACTION CLW11:

The Town should ensure that there is available provision for an integrated Health & Social Care facility on a central site within the community which should be easily accessible.

Responsibility: NHS, NEW Devon CCG, DCC

COMMUNITY ACTION CLW12:

The Town will support the continued provision of good quality, safe and accessible health and social care from the Medical Centre, the Budleigh Community Hospital Hub and local care providers to meet the future needs of all age groups.

Responsibility: Budleigh Salterton Medical Centre, Care Providers, DCC, NHS

COMMUNITY ACTION CLW13:

It should be noted that the East Devon Local Plan Strategy 36 relating to Budleigh Salterton identifies that Budleigh Salterton requires a minimum additional 10 care/extra care home bed spaces, with potentially up to 50 care /extra care home bed spaces over the next few years given the high elderly population and that consideration should be given to finding a suitable location for them with close access to a GP Surgery. The town will strive to become a dementia friendly community and raise awareness within the town.

Responsibility: DCC, EDDC, BSTC, NHS, Private Sector and Business Community

COMMUNITY ACTION CLW14:

The Town should encourage and support community values and engagement. The town will look to support fundraising events and encourage the voluntary sector in partnership with local businesses and professionals to work together on community based projects on an ongoing basis.

Responsibility: BSTC, Voluntary Sector, Chamber of Commerce, Budleigh in Business

COMMUNITY ACTION CLW15:

The Town will actively promote healthy lifestyles and family values with Health, Care and Well-being at the heart of the community.

Responsibility: Hospital Community Hub, BSTC, Budleigh Salterton Medical Centre, St Peter's Primary School, Churches, Youth Clubs

COMMUNITY ACTION CLW16:

The town should continue to recognise the vital role played by the various churches in our community, and will support them as they seek to serve the community in different ways.

Responsibility: Budleigh Churches' Partnership, individual churches, event organisers, Town Council, St Peter's Primary School, Voluntary Sector, Health and Wellbeing Hub

COMMUNITY ACTION TT1:

The Neighbourhood Plan will support the improvement of footpath provision at locations around the town where there are no footpaths or present footpaths are inadequate.

Responsibility: BSTC, EDDC, DCC, Highways Authority

COMMUNITY ACTION TT2:

The Neighbourhood Plan will support and promote pedestrian safety measures in the High St and at other high risk locations eg. St Peter's School on Barn Lane, Rhyll Lane and 19 Steps on Marine Parade and Pebble Lane on Fore Street.

Responsibility: DCC, Highways Authority

COMMUNITY ACTION TT3:

The Neighbourhood Plan supports the appointment of an independent Town/Transport Planning Consultant to undertake a High Street Design Review. The aim will be to examine a broad range of low cost and deliverable options regarding traffic flow, parking and pedestrian safety in the High St, Fore St and immediate environs. See also *Community Action EC4*.

Responsibility:

BSTC, EDDC, DCC, BSTC Traffic Group, Chamber of Commerce

COMMUNITY ACTION TT4:

The Neighbourhood Plan will support and encourage the Town Council in its efforts to maintain the status of the free car parks adjacent to The Green in Station Rd and in Brook Rd. A review of parking charges in the town's other pay and display car parks and on street parking charges and restrictions on Marine Parade needs to be considered in conjunction with this action to encourage their greater utilisation and thus reduce on street free parking and the congestion this can cause.

Responsibility:

BSTC, EDDC, DCC, BSTC Traffic Group, Chamber of Commerce

COMMUNITY ACTION TT5:

BSTC will explore possible solutions to the problem of access for emergency vehicles in the Town's side streets in consultation with the residents directly affected and the Emergency Services.

Responsibility: BSTC, EDDC, DCC, BSTC Traffic Group, Devon & Cornwall Police, Devon & Somerset Fire Service, South Western Ambulance Service, Residents

COMMUNITY ACTION TT6:

BSTC will explore the feasibility of creating more medium term coach parking spaces in the town.

Responsibility: BSTC, EDDC, DCC, BSTC Traffic Group

COMMUNITY ACTION TT7:

BSTC will continue to support a review of traffic management issues at the junction of Knowle Village/Exmouth Road/Knowle Hill in order to assess the need and feasibility for any potential change.

Responsibility: BSTC, EDDC, DCC, Highways Agency, BSTC Traffic Group

COMMUNITY ACTION TT8:

The Neighbourhood Plan will support and encourage Devon Public Transport consortium to maintain the bus service provision to the town at its current level. BSTC will work with Devon Public Transport to pursue improvements in timetable synergy between linking routes (including rail services to and from Exmouth) particularly outside peak hours.

Responsibility:

BSTC, DCC (Transport Co-ordination Service) Devon Public Transport consortium

COMMUNITY ACTION TT9:

The Neighbourhood Plan will support initiatives to integrate and improve the cycle routes and related signage in the town without conflicting with or compromising pedestrian safety.

Responsibility: BSTC, EDDC, DCC

COMMUNITY ACTION TT10:

The Neighbourhood Plan supports initiatives by the Local Authority to install Electric Vehicle Charging points in key locations in Budleigh Salterton. These could potentially be sited in Lime Kiln and Station Road car parks.

Responsibility: BSTC, EDDC, Environment Agency

Budleigh Salterton Town Council**Working Party on Christmas Lights in the High Street**

The finance, storage, and erection of the Christmas lights in the High Street comes up each year. BSTC has been asked to contribute significant funds over the years. With changes in who takes responsibility for the lights, and the lessening of the capacity of groups outside BSTC to continue to commit to this, BSTC believe it is time to look at all the elements behind the provision of the lights, and subsequently to appraise options and make recommendations for the future, in particular in regard to the role of BSTC. Therefore on 23rd June 2025, BSTC agreed to the formation of a task and finish working party.

Purpose and Functions

- To clarify the necessary functions, issues and responsibilities behind the erection the Christmas Lights in Budleigh Salterton High Street, to include storage, costs, maintenance, insurance and erection.
- To clarify previous arrangements over the last 5 years, including donations/grant requests and administration relating to the lights
- To appraise options and make recommendations to BSTC on 29th September Town Council meeting

The work of this group addresses the following elements of the Neighbourhood Plan:

- Chapter 8 Employment and Commerce)
 - Community Action EC4. BSTC will encourage shop owners and landlords to maintain their shop frontages in good decorative order, improve the environment and overall appearance of the High Street and its environs. BSTC will encourage good design and refurbishment in keeping with the environment when considering planning applications in the High Street
 - Community Action EC5. BSTC would encourage and support the implementation of signage at key junction locations in East Devon detailing the highlights of the town and its locality
- Objective 6. Enhance and protect community facilities for the benefit and needs of the community (Chapter 9 Community Leisure and Wellbeing)
- Chapter 9 Community Leisure and Wellbeing)
 - Community Action CLW14. The Town should encourage and support community values and engagement. The town will look to support fundraising events and encourage the voluntary sector in partnership with local businesses and professionals to work together on community based projects on an ongoing basis.

Extent of the Remit

The remit of the group is to appraise options and make recommendation on Christmas Lights for the High Street to BSTC Town Council meeting.

In doing so, there may also be recommendations the group wish to make related to decorative lighting for the Public Hall.

Membership

The committee shall consist of at least three members of Budleigh Town Council, as agreed and minuted at Budleigh Salterton Town Council meeting on 23rd June 2025

Cllr Stephen Horn, Cllr Richard Doorbar, Cllr Alan Chaplin

Appointment of Members

The group may wish to invite representation from Shop Budleigh, Budleigh Information Centre, Budleigh Salterton Lions, members of the previous Chamber of Commerce, and identify any other organisations that can help inform the options to be considered.

Attendance and Involvement of Members

It is expected that all members will be involved in the work of the group.

Meetings and progressing the work

The Committee shall meet as often as required to undertake the work and will, between face to face meetings, undertake the work electronically using BSTC channels of communication. The Town Clerk need not attend meetings but should be regularly informed of committee's recommendations and work.

Liaison with outside organisations

Beyond membership of the group, any formal communication to anyone outside BSTC and on behalf of BSTC, will be conducted by the Town Clerk.

Record of Work, Meetings, and Recommendations

As a task and finish group, it is anticipated that the group will be able to present a record of the work, along with option appraisals and recommendations, to the Town Council meeting on 29th September 2025.

Accountability

The Committee is accountable to Budleigh Salterton Town Council, taking direction and reporting to the Town Council. No decision on expenditure or the use of resources can be taken or promised by the group alone.

Standing Orders and Policies

Budleigh Salterton Town Council Standing Orders and Policies apply to the group.

Agreed 27th June 2025 [Min 25.107]

Agenda Proposal - BSTC to review the Terms of Reference AND Action Plan of the Climate Change Group.

The substance of the matter

The Terms of Reference and Action Plan (2022-2026) for this Committee need revising by the BSTC as little has been achieved to meet key objectives of this committee within the timeframe of this plan for several reasons.

- 1) Lack of engagement and attendance from key players causing meetings to be cancelled as no quorum is achieved or unproductive meetings perhaps because the brief is too broad or too onerous or because the incorrect key players from External Groups are being represented or invited when others have left or retired.
- 2) Too broad a scope or unachievable ambitions and BSTC has not prioritised due to lack of staff time and funds.

The full Terms of Reference are here.

<http://www.budleighsaltertontowncouncil.gov.uk/ UserFiles/Files/BS%20Climate%20Change%20Group%20-%20Terms%20of%20Reference.pdf>

The defined purpose of the Climate Change Group is:

The defined purpose of the Budleigh Salterton Climate Change Group is to ensure that Budleigh Salterton Town Council responds appropriately to the climate and ecological emergency and plays its part in working towards a net-zero carbon Devon, in line with the Devon Carbon Plan of having net-zero emissions by at latest 2050 and an interim target of 50% reduction by 2030.

This Group will recommend steps to reduce the environmental impact of Budleigh Salterton Town Council's activities and infrastructure by working with higher tier local authorities and other external organisations, such as Devon Association of Local Councils and Devon Climate Emergency. It will also influence external stakeholders locally and nationally to incorporate sustainability into economic and strategic frameworks, strategies, plans and service operations.

The current Action Plan is here.

<http://www.budleighsaltertontowncouncil.gov.uk/ UserFiles/Files/BS%20Climate%20Change%20Group%20-%20Action%20Plan.pdf>

Clarity about what the Council is being asked to decide.

It is proposed that BSTC make a choice between

A) sticking to the currently defined purpose of the CCG but simplifying and prioritising actions that can be achieved by BSTC

OR

B) Changing the scope and ambitions of the CCG to become less focused on BSTC's climate and carbon footprint and becomes more town and resident centric.

A) BSTC chooses to stick with the existing brief to reduce emissions and prioritise by the only three areas available to it given its lack of buildings and decision making powers:

1) re-roofing and solar panels on BSTC. A big job but there are grants available to meet a substantial amount of the costs. A number of grants have been identified which could generate up to 50% of the costs, if not more. This could be explored and worked up into a costed proposal in partnership with the Public Hall Committee.

2) Looking hard at traffic emissions within the town (undoubtedly they will get significantly worse should the developments at EXMO-17&20 go ahead); acknowledging that there are serious issues with traffic flow and High Street parking within the town given our demographic. Also looking at ways of improving these to reduce emissions and car traffic within the town. There are grants available to look at this and we could start by engaging in East Devon District Council's Carbon Action Programme <https://eastdevon.gov.uk/business-and-investment/carbon-action-programme-cap/details/> to undertake a review of our existing carbon footprint, how it will be increased rather than decreased with increased traffic coming into the town.

3) Plant a lot of trees on public land. EDDC has a strategy to increase non woodland tree coverage to 30% by 2050. Budleigh Salterton currently has only 22.9 at present – as per this https://eastdevon.gov.uk/media/maslyxjp/eddc_treewoodlandhedgerowstrategy_v2-7_lores.pdf by Geoff Jung. (I am not sure why we were not involved in this consultation process AGAIN). There are a lot of tree planting grants available and a lot of evidence of the value of trees within town to reduce temperature and uptake carbon.

OR

B) BSTC needs to change the brief of the CCG so that it does not relate to directly to BSTC's own actions reducing emission and meeting net zero targets and and so it becomes more about improving community awareness of issues and working collaboratively with groups within the town. I have looked at many Town and Parish Councils Climate Change Strategy and the only one that I have found that has opted for this second approach is Sidmouth - <https://sidmouth.gov.uk/directory/climate-awareness-partnership-sidmouth/>. This approach will have no direct impact by reducing carbon emissions or helping the Town Council to meet the net zero objectives that it was set up to address but it is a lot easier to implement smaller changes. Sidmouth seems to also be very successful at attracting support for climate related projects.

How the matter relates to the Neighbourhood Plan or the remit of BSTC

There is no reference within the Neighbourhood Plan relating directly to the reduction of carbon emission (other than a reference to car charging points and more sustainable living. There is nothing about meeting net zero targets. The Neighbourhood Plan's focus is in preserving rather than future proofing. This might be an area of the Neighbourhood Plan that needs attention.

The pros and cons, both short and long term, for each decision and any risk to the Council, current or future.

Option A.

Pros - As the only town within the ED National Landscape BSTC would be seen to be taking our Climate Change Group's remit seriously and leading by example to ensure that BSTC and the town are as carbon efficient and tackling emissions as far as possible for future generations. If Exmo-20 is to go ahead funding for these big projects can hopefully be leveraged from EDDC and DCC to address these issues.

Cons - Time. These are three big pieces of work that need scheduling over the next few years. We have a new Town Clerk with a big workload and 50% new councillors. BSTC must decide if these, (or if not these then what) are its priorities and it needs to be able to justify this to the residents.

Option B

Pros – We save a lot of time, effort and money short term.

Cons - Long term we are not preparing Budleigh Salterton for, or protecting it from, climate change and the impact that increased footfall and carbon emission will have from local development. Nor are we looking after the next generation. Increasing the tree canopy by 10% alone could reduce the temperature under those trees by 10-20 degrees depending on the material below. There is VERY little shade within Budleigh as recent days have shown.

Any cost, financial or staff time, to the council.

Yes. Depending upon which option the BSTC chooses.

Desired outcome

The aim is that BSTC vote to decide which direction it would like the Climate Change Group to go in (or there may be a third option). This would provide clarity for a working group to prepare some revised Terms of Reference to reflect BSTC's Climate Change priorities and new achievable action points. This in turn would allow the BSTC to decide who would be the most appropriate representatives from EDDC, DCC and other parties on this working group and ultimately on the Group itself.

Proposer: Jan Bilington
Chair of Climate Change Group



Buddleigh Salterton Town Council

Town Clerk: Mrs J E Vanstone
Council Offices, Station Road
Buddleigh Salterton
Devon, EX9 6RJ
T: 01395 442245

E: office@buddleighsaltertontowncouncil.gov.uk

Buddleigh Salterton Climate Change Group

Terms of Reference

The purpose of the Buddleigh Salterton Climate Change Group is to ensure that Buddleigh Salterton Town Council responds appropriately to the climate and ecological emergency and plays its part in working towards a net-zero carbon Devon, in line with the Devon Carbon Plan of having net-zero emissions by at latest 2050 and an interim target of 50% reduction by 2030.

Membership: Buddleigh Salterton Town Council
East Devon District Council
Devon County Council
St Peter's Church of England Primary School
The Lions Club of Buddleigh Salterton
Buddleigh Salterton & District Chamber of Commerce
Buddleigh Community Workshop Trust
Clinton Devon Estates
Otter Valley Association

Quorum: Four members

Power: Climate Change and Sustainable Energy Act 2006

Delegated Authority: No

Terms:

1. The Council's Standing Orders apply to all meetings of the group.
2. Councillors shall be appointed on an annual basis at the annual meeting of the Town Council.
3. The first order of business of the first meeting after its annual appointment will be to elect a chairman.
4. The meeting will be monthly.
5. Meetings shall not be open to the public.
6. Members of the group will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
7. Meeting notes will be published in accordance with the Council's Standing Orders.

Responsibilities:

1. Recommend steps to reduce the environmental impact of Budleigh Salterton Town Council's activities and infrastructure
2. Work with existing Town Council groups and committees to ensure that recommendations are cognisant of any associated climate and environmental impact and that mitigation, reduction or removal is considered in all decisions and ongoing operations
3. Collaborate with our members to promote the reduction of carbon dioxide emissions and other environmental threats with a focus on environmental, economic and social benefits.
4. Communicate to people and organisations through Budleigh Salterton that the Town Council and community together need to respond to the climate emergency.
5. Provide supporting information to residents and businesses to enable individual and group action.
6. Work with higher tier local authorities, Devon Association of Local Councils and Devon Climate Emergency to deliver this plan through all relevant means.
7. Act as a voice for the community in discussions around setting of appropriate targets for carbon reduction both locally and nationally in policy.
8. Influence external stakeholders locally and nationally to incorporate sustainability into economic and strategic frameworks, strategies, plans and service operations.

Agenda Proposal: Approval is sought for the meeting to go ahead with two BSTC representatives who will submit a short report back to the full council - with a possible invitation for Daniel Wynn to talk to the full council at some future date.

Subject: Meeting between Daniel Wynn – Manager of East Devon National Landscape and BST Councillors Gina Woodcraft and Jan Billington – 23rd July.

Know how the matter relates to the Neighbourhood Plan or the remit of BSTC

Budleigh Salterton Town Council's Neighbourhood Plan focuses on the preservation of our town as the only town within the East Devon National Landscape. This is an introductory meeting to see how Daniel Wynn of EDNL feels that Budleigh Salterton fits as a town within the NL, what precedents there are for similar towns in other NLs, and what our responsibilities and obligations might be as we meet future challenges.

The substance of the matter

Comments have been made that BSTC could improve its communications and establish relationships with residents of the town and other organisations. This low-key exploratory meeting is to listen and find out the aims and priorities of EDNL and to find out what protections/considerations are given to the town. It has also been suggested that Richard Jefferies, East Devon Portfolio Holder for Environment – Nature and Climate be invited to attend and observe.

The pros and cons, both short and long term, for each decision and any risk to the Council, current or future.

This connection has been a long time in establishing because EDNL is extremely short staffed and has a wide remit.

- The pros are that we open a door to establishing a relationship with another regional strategic organisation and develop a relationship.
- There are no cons at present as there is not a preconceived agenda beyond establishing communication.

Any financial or staff time to the Council

Not at present and none foreseen beyond Councillor time establishing relationships and writing up reports.

Clarity about what the Council is being asked to decide: proposed motion.

Approval is sought for the meeting to go ahead with two BSTC representatives who will submit a short report back to the full council - with a possible invitation for Daniel Wynn to talk to the full council at some future date.

Proposed by: Cllr Billington and Cllr Woodcraft

Agenda Proposal

Subject: Brook Road Toilets and Car Park – Consideration of Representation to EDDC

How this relates to the Neighbourhood Plan:

This matter relates to several objectives outlined in the Budleigh Salterton Neighbourhood Plan, including:

POLICY H1: Meeting local housing need over the period of the plan. Budleigh Salterton, like other towns in East Devon, is expected to accommodate a share of the district's housing growth over the coming years, c. 1000 dwellings per year to 2040. In order to support this planned growth, it is essential that adequate infrastructure—both physical and community-based—is protected and enhanced

Community Action TT4: 'The Neighbourhood Plan will support and encourage the Town Council in its efforts to maintain the status of the free car parks adjacent to The Green in Station Rd and in Brook Rd....encourage their greater utilisation and thus reduce on street free parking and the congestion this can cause'

The substance of the matter:

The Brook Road toilet block has been closed for a number of years and is in a visibly deteriorating state. The car park remains in use but has known issues with accessibility. There have been repeated community concerns regarding the lack of toilet provision and reports of anti-social behaviour at the site.

EDDC is expected to consider the future of this site at its Budget Setting and Capital Allocation Panel in September 2025. It is also understood that, in the context of wider regional devolution proposals, EDDC may be re-evaluating its assets and considering their future use, value, or possible transfer of responsibility. The Brook Road site may therefore be subject to further strategic review in the coming months. This presents an opportunity for BSTC to make a formal representation in advance of that meeting, outlining concerns and preferences regarding the site's future use, safety, and potential redevelopment. Accordingly, the continued availability of the Brook Road car park should be regarded as a critical component of the town's infrastructure planning

Pros and Cons of Making a Representation:**Pros:**

- Allows BSTC to formally express the community's concerns and preferences
- May influence EDDC's investment priorities for Budleigh Salterton
- Demonstrates proactive engagement with local infrastructure issues
- Could contribute to the improvement / repurposing of a long-neglected public asset

Cons:

- Unclear at this stage what EDDC's intentions are for the site

- Possibility that recommendations may not be acted upon
- Time and resource commitment required to draft and submit a formal representation

Clarity about what the Council is being asked:

The Council is asked to consider whether it wishes to prepare and submit a formal representation to East Devon District Council, in advance of the Budget Setting and Capital Allocation Panel in September 2025, regarding the future of the Brook Road toilets and car park.

This may include requests for refurbishment, redevelopment, or alternative use of the site, as well as improvements to safety, maintenance, and accessibility.

Proposed by:

Alice Gater-Wildgust

Town Clerk

ROAD TRAFFIC REGULATION ACT 1984

SECTION 14

**THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (VICTORIA PLACE, BUDLEIGH
SALTERTON) (NO. 2) NOTICE 2025**

TEMPORARY PROHIBITION OF THROUGH TRAFFIC

DEVON COUNTY COUNCIL hereby give **NOTICE** that:

From **FRIDAY 11 JULY 2025**
for a maximum of 5 days

Until **TUESDAY 15 JULY 2025** (both dates inclusive)

Between the hours of **17:30** and **23:59**

No person shall cause or permit any vehicle to proceed on the sections of Affected Roads.

Roads affected -

**VICTORIA PLACE, BUDLEIGH SALTERTON , (FROM THE JUNCTION AT WEST
HILL TO OUTSIDE NUMBER 18 - CLOSURE WILL BE REMOVED OVER THE
WEEKEND)**

THERE IS NO ALTERNATIVE ROUTE.

This temporary restriction is considered necessary to enable -

1 X BLOCKAGE IN CARRIAGEWAY & RENEW FRAME & COVER CARRIAGEWAY

For additional information contact:

FREEFLOW TRAFFIC MANAGEMENT

Telephone: **07368977325**

Dated: **FRIDAY 11 JULY 2025**

Meg Booth
Director of Climate Change, Environment and
Transport
Devon Highways
Devon County Council
County Hall
Exeter
EX2 4QD

Ref: **TTRO2564306**



NB 2/7/25
TC 14/7/25 (Published 9.7.25)
FB 2/7/25
WDB 2/7/25

