

Budleigh & Raleigh ward councillor update October 2025**Charlotte FitzGerald****EDDC****Budleigh Salterton Beach Management Plan**

Community representatives will be contacted within the next few weeks regarding the first meeting of the Beach Management Project Liaison group for Budleigh beach and coast. Following a number of cliff falls at Budleigh over recent years, East Devon officers brought through an option to have a beach management plan of our own in the ward, along similar lines to that of Exmouth and Sidmouth, which I have welcomed and supported. Key actors such as the Budleigh Salterton Town Council Foreshores and Footpaths committee and Clinton Devon Estates which owns the cliffs at Budleigh, will form part of this group. Note that plans for Budleigh are likely to be different from Exmouth and Sidmouth on the basis that EDDC doesn't own the cliffs and as they form part of the Jurassic UNESCO Heritage coastline, no structural work is allowed to the cliffs themselves to prevent further falls. Therefore the work, which has yet to be scoped, is most likely to concentrate on access via the cliff paths and safety under the cliffs.

Marlcombe recognised in national programme for next generation new towns

Marlcombe, the district's new community which will take 8,000 of the new homes allocated to East Devon, has been recognised as in the government's next-generation new towns programme. The New Towns Taskforce Report, published 28 September, highlights Marlcombe's potential to "unlock economic growth, accelerate housing delivery, and create an environmentally resilient, well-connected community". It follows nearly a year of proactive engagement with the Taskforce since East Devon submitted a response to government's Call for Evidence in late 2024.

Although located outside this ward by some margin, nevertheless the construction of 8,000 new dwellings during a twenty-year period will have knock-on effects for the whole district, including those of us to the south who will share access roads into Exeter with it. Having myself voted for the new town as part of the East Devon strategic plan for housing allocations over the coming twenty years, I made representations to the Strategic Planning Committee then about sustainable and active transport into Exeter from the new town. I will continue to press for the best standards of transport available to mitigate the inevitable effects this new development will have on already highly congested access routes into Exeter.

Land West of Barn Lane (25/0086/FUL)

A planning application for 35 houses at Land West of Barn Lane in Budleigh Salterton, otherwise known as Budl_02, has been made. This is the site adjoining Evans Field at the entrance to Knowle when travelling along the B3178 from East Budleigh. Officers have been working closely with the applicant since January to forge this into something suitable and acceptable to planning requirements, given the highly sensitive nature of the site (noting that the whole of the Budleigh & Raleigh district ward is located in a National Landscape). This is the largest site that will come forward in the ward between now and 2042, so it is important we approve the right design. The Town Council are

concerned about the lack of sufficient affordable housing planned (though the proportion required has been decided previously by the district based on updated feedback on the feasibility of constructing the required number of AF dwellings per site and is meant to be achievable). Both Nick Hookway, the county council member for Budleigh Salterton and I are concerned about highways access, especially footpath provision and the extension of the 30mph zone to incorporate the new site and Evans Field. I am also hoping to secure greater assurances that safe off-road access will be provided to the school from the site. Residents will note that Evans Field has only recently benefitted from proper footpath access along the B3178 to Knowle. All the district member councillors have been lobbying for this for years now, so having that built earlier this year was a welcome development. Now it is essential we do not repeat past mistakes with the adjoining site.

As such I have lodged an objection to the planning application and am anticipating it will come before committee in the coming weeks to discuss the above concerns.

Local Government Reorganisation

Full Council meets on 26 November to debate and vote on our final recommendations for organising a unitary authority in the area. Our preferred arrangement once agreed will then be communicated to the Department for Housing, Local Government and Communities which will then put various options out for consultation to residents and via Town and Parish councils for your views. I believe the consultation will run from December until March 2026.

Budleigh Salterton Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
29 September 2025
Our Ref:
DV0077
SAAA Ref:
SB01456

Budleigh Salterton Town Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Mrs Gater-Wildgust

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Budleigh Salterton Town Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

N.B. 30/9/25

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference DV0077 or Budleigh Salterton Town Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

ADD TO JON agenda

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Emergency Plan

- i. To review and discuss the draft Budleigh Salterton emergency plan (EP) and finalise outstanding details
- ii. To agree a review cycle
- iii. To note that the role of the Emergency Group is to review and update the EP as required.

To note: BSTC is endeavouring to put a contingency plan in place to act in the best interests of the community in the initial hours after the onset of an town wide emergency.

As you know the local authorities have the lead role in the overall support of the community in an emergency situation. Some examples are linked below:

[EDDC Emergency Planning](#)

[DCC Emergency Planning - Schools](#)

[DCC - Salting / Roads](#)

Additionally, the following organisations in the Town have an emergency plan in place*:

Budleigh Salterton Medical Centre

St Peters Primary School

*Please note that this is not an exhaustive list.

Budleigh Salterton Emergency Plan



Version 3 Dec 2024
Prepared by Cllr Stephen Horn

DEVON COMMUNITY RESILIENCE FORUM



Amendments

Ensure updated copies are distributed to all individuals and organisations who hold a full or restricted version of the plan. The plan distribution list can be found in Annex ?.

[illegible]

Aim

The aim of the plan is to increase resilience within the Budleigh Salterton Community to flooding and other possible emergencies by using a co-ordinated approach that compliments the plans of responding agencies

Objectives

- o identify the risks most likely to impact the community -
- o identify steps to mitigate and respond to emergency situations including warning the community, if required
- o identify vulnerable people, groups and establishments in the community
- o identify community resources available to assist during an emergency
- o provide key contact details for the community response team, the emergency services and local authorities
- o provide information and assistance to the emergency services upon their arrival and, if appropriate, on an ongoing basis

Commented [AG1]: Not yet identified

Commented [AG2]: Not yet identified

Commented [AG3]: What form would this take.

Types of Emergencies and Risks to Budleigh Salterton

Emergencies that may impact community are:

Risk	Probability	Impact on the community
Flooding, Snow and severe weather events	High	Potentially High
Electricity, water or gas failure	Medium	Medium / High
Road Accidents	Low	Low
Fire, explosions, gas leaks or building collapse	Low	Low / High
Acts of terrorism or dangerous individuals	Low	Medium / High
Disease / Pandemic	Medium	Medium / High
Cyber Crime	Medium	Medium

Community Emergency Response Team

Commented [AG4]: Requires revision

Role	Name	Telephone	Address
Co-ordinator	Stephen Horn	0739 1053235	3 Granary Lane
Team Member	Cas Sismore-Hunt	07786 707602	Cobwebs, 3 Tidwell Close, EX9 6SH
Team Member	Caitriona Cunningham	07484 771922	19 Clarence Road, EX9 6SB
Team Member	Keith Wood	07863 355823	15 Greenway Lane, EX9 6SG
Team Member	Steve Hitchcock		
Team Member	Marc Jacobson		

Role of the Community Response Team Co-ordinator;

- o pull together the Community Emergency Plan
- o ensure the plan is revised and updated
- o report any change to other Council Members and Plan Co-ordinators
- o act as a main contact point for East Devon District Council, Devon County Council, and the Emergency Services to ensure two-way communication is maintained
- o ensure that appropriate authorities and individuals are notified
- o communicate important messages to the community
- o delegate specific roles to others on the Emergency Committee
- o activate resource is required

Commented [AG5]: How will messages be communicated?

All members of the community emergency response team should;

- o Reside in the community
- o Have good local knowledge
- o Be able to activate the support of the community and speak on its behalf
- o Make sure that the vulnerable are provided with additional assistance and assurance during an emergency

Commented [AG6]: How to identify the vulnerable

Incident Co-ordination

Location	What.Three.Words	Address
Public Hall	///additives.shredder.plump	Station Road, EX9 6RJ
Budleigh Salterton Football Club	///alleyway.according.digests	Greenaway Lane, Budleigh Salterton, EX9 6SG

Community Shelters / Evacuation Point / Assembly Points		
Location	What.Three.Words	Capacity
Public Hall Station Road EX9 6RJ	///additives.shredder.plump	200 Capacity (is it more?) Kitchen / Accessible building and WC
Budleigh Salterton Football Club	///alleyway.according.digests	Greenaway Lane, Budleigh Salterton, EX9 6SG
Seachange	///holds.wool.processor	
Launchpad		
Knowle Village Hall EX9 6AP	///daydream.fewer.reception	75/100 Capacity Kitchen / Accessible building and WC

Other large capacity building that are in our community		
Location	What.three.words	Capacity
St Peters Church	///motorist.starring.thatched	300
The Lawn		
EX9 6LT		
The Peter Hall	///motorist.starring.thatched	80
Adj, St Peters Church		

Helicopter Community Landing Sites		
Location	Address	What three words
Budleigh Salterton Football Club Primary Landing site during darkness	Greenway Lane, EX9 6SG	///alleyway according digests
<p>Guidance from Devin Air Ambulance Trust – Other landing sites</p> <p>During the day, the crew may choose alternative sites based on HEMS exception rules and their expertise. The goal is to land as close to the patient as possible, ensuring the site is large enough, accessible, and clear of obstructions. Bystander numbers will also be considered.</p> <p>Possible landing sites include the Lime Kiln Car Park, parts of the beach (in suitable conditions), Jubilee Park, and the Green</p>		

Defibrillator Location Points – Public Access
Public Hall, Station Road, EX9 6RJ
Devon Air Ambulance Shop, High St, EX9 6L9 G
Toilet Block @ Steamer Steps EX9 6NS
Fifty Degrees North Cafe, Salting Hill, EX9 6BG (on the seafront)
Knowle Village Hall, EX9 6AP
East Devon Golf Club, 10th Tee, EX9 6DG
Non public access Defibrillator
Budleigh Salterton Medical Centre, The Lawn, EX9 6LS
Budleigh Salterton Football Club, Greenaway Lane, EX9 6SG
Budleigh Salterton Lions Club – contact?

Plan Maintenance

The emergency committee will meet on a six monthly basis to

- update plan as necessary
- check all contacts, venues and their contact details
- review any incident in the town that may have occurred.

Incident Log

Date	Time	Info / Action	Signature

Key Contact numbers		
Emergency Services		
	Emergency	Non-Emergency
Police	999	101
Fire		01392 87200 Fire/Flood Rescue
Ambulance		
Coastguard		0870 6006505
Activation		
Devon County Council	0345 155 1015	General Enquiries
EDDC	0330 6782382 01404 515 616	Out of Hours/Emergency
Flooding		
Environment Agency Floodline	0345 988 1188	
Incident Hotline	0800 807060	
Met Office	0370 900 0100	

Utilities		
South West Water	0800 169 1144	Non-Domestic Water Leaks
National Grid	0800 678 3105	Power Cuts
Gas Emergency	0800 111999	Gas Leaks
BT	0800 800150	Telecommunications
Healthcare		
Emergency	999	
NHS Advise	111	
Budleigh Salterton Medical Centre	01395 441212	

Vehicle Recovery		
RAC	0333 2000 999	
AA	0800 887766	
St Peters Primary	01395 443167	
RSCPA Animal Welfare	0300 1234 999	

Risks and related actions

Risk	Actions
Flooding	Environment Agency Flood line 0345 9881188
Heavy Snow	Devon Highways
Severe Winds	Report fallen trees Devon Highways / Fire Brigade
Sustained electrical or water disruption	consider evacuation of affected dwellings
Sustained water supply failure	Emergency Committee to meet Identify affected area check for vulnerable persons consider evacuation of dwellings
Major emergencies ie severe fire	1. emergency services responsibility 2. meet and offer assistance

Community Resilience Volunteer List

See list attached

Community Resilience Store

Suggested location – Public Toilets, Station Road

Item	No. required
Sand Bags	
Shovels	
Torches	
Blankets	
Life Jackets	
Small Generator	
First Aid supplies	
Pens / Paper	
Log Sheets	
Towels	
Tins of food / soup	
Signage Boards	
2 way radio	

Community Flood Plan

Floodline (quick dial)

0345 988 1188 Option 1

Location of areas in Budleigh Salterton at risk of flooding

1. Junction of High Street / Fore Street
2. Western Pathway adj. to River Otter Floodplain (both North and South of South Farm Road)
3. Bottom of Granary Lane
4. Knowle Brook
5. Sea Front

Action to be taken after a flood

1. Trapped water may require pumping away
2. Repair flood defences and structures, if damaged
3. Investigate the cause of the floor
4. Re-stock resources eg sandbags
5. Remember anything in contact with floor water is contaminated
6. Collate reports from Floor Wardens
7. Details of flooded properties to be reported to the Flood Risk Management Team at DCC, EDDC and Environment Agency
8. Produce an incident report for each floor event to include the timing of onset of flooding, duration, and direction of flow
9. Support multi-agency recovery

Commented [AG7]: Is this for the TC or Primary Agencies?

Instructions for the establishment/operation of the Emergency Assembly Point (EAP)

When an evacuation is deemed necessary and appropriate, people will need a safe place to gather to receive vital information about the emergency. This safe place is the EAP and will be our main assembly points of the Hall, FC, Seachange, Launchpad?

Activation of the EAP.

The EAP would be activated if the Community Emergency Response Team decides that due to unique incident / factors, it is necessary to provide this facility before the arrival of the emergency services

Staff required for EAP

1. EAP Coordinator
2. Receptionist x 2 – to register names
3. Volunteer cook
4. Volunteer evacuation assistants

Recovery Management

Stand Down

Following an emergency, procedures should include

1. Emergency closed – CERT coordinators to seek confirmation from the emergency services that the emergency is closed
2. Return home of evacuees
3. Equipment – return and stow away all equipment / resources
4. Staff/ volunteers – stand down where appropriate
5. Debrief – progress actions required for recovery

Fire Risk Assessment

To receive details of the quotation from James Hallam and Associates and Chubb Fire and Security

To appoint a provider to carry out the Fire Risk Assessment

Author: Town Clerk

1. Purpose of the Report

To inform the Town Council of a proposal to commission a comprehensive Fire Risk Assessment (RA) for BSTC, a statutory requirement.

2. Background

BSTC last commissioned a Fire Risk Assessment in 2019, which was carried out by WPS (now part of James Hallam and Associates). To ensure that BSTC remains fully compliant with current statutory requirements, it is necessary to engage a specialist provider to update the Fire Risk Assessment. Once the updated assessment is in place, it can be reviewed annually by the Town Council.

3. Scope of Work

The appointed provider will be responsible for:

- Conducting a full Fire Risk Assessment of the premises.
- Identifying fire hazards and risks to people and property.
- Recommending appropriate remedial actions and control measures.

Providing a detailed written report in compliance with current legislation and best practice standards.

4. Proposal

The Town Clerk proposes the following course of action:

Fire Risk Assessments carried out by certified providers are broadly similar in cost. The Town Council's existing provider, James Hallam and Associates, has offered a rate of **£750.00 plus VAT**, reflecting the ongoing relationship with BSTC. In addition, they have a detailed understanding of the Town Council and of local authority operations more generally.

For comparison, attached is pricing from Chubb Fire and Security, who have quoted **£1,068.00 plus VAT**.

5. Recommendation

The Town Clerk recommends that the Town Council approve the request to appoint James Hallam and Associates.

FW: Fire Risk Assessment

From Jim Nicholson <Jim.Nicholson@jhrm.co.uk>

Date Mon 2025-09-22 4:50 PM

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

Good afternoon Alice

It was nice to speak with you earlier today and I apologise for not calling you before.

I did the fire risk assessment before and can certainly update it again. The assessment should be reviewed when there are significant changes to the building or activity undertaken within. It should also be reviewed at regular intervals which most people take to mean annually. Annually is a good idea but not written in legislation.

I tend to advise people that, at first, get a n assessor in to do the first assessment then, if nothing has changed, you can review it yourself the following year. If something significant has changed I would recommend an assessor again. Reviewing the assessment yourself every year is also not recommended as you may not be aware of legislative changes or change to best practise.

For me to undertake the fire risk assessment would normally be £1000 + VAT however has you are an existing insurance client, this would be reduced to £750 + VAT.

If this is acceptable, we can discuss availability and dates.

Kind regards

Jim

Jim Nicholson

Risk Manager

t: [07811456611](tel:07811456611) m: [07811456611](tel:07811456611) e: Jim.Nicholson@jhrm.co.uk

w: www.jameshallam.co.uk

From: Jim Nicholson <Jim.Nicholson@jhrm.co.uk>

Sent: 12 September 2025 17:14

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

Subject: RE: Fire Risk Assessment

Thanks Alice

I'll give you a call after 11 on Monday.

Thanks

Jim

Jim Nicholson

Risk Manager

t: [07811456611](tel:07811456611) m: [07811456611](tel:07811456611) e: Jim.Nicholson@jhrm.co.uk

w: www.jameshallam.co.uk

From: Alice Gater-Wildgust <alice.gater-wildgust@budleighsaltertontowncouncil.gov.uk>
Sent: 12 September 2025 16:54
To: Jim Nicholson <Jim.Nicholson@jhrm.co.uk>
Subject: Re: Fire Risk Assessment

Super, thank you Jim.

Yes, I believe it is to be updated on an annual basis. Is that correct?
In 2019 one item that was for action was the main stairs / evacuation route from the upstairs office to the exterior. I do not believe this work was carried out.

One way or another I would be great to chat about this next week. I am free Mon/Tue if you are?

Mon - after 11am
Tue - up to 1.30pm
Thur - all day

Let me know what suits you

Kr
Alice

From: Jim Nicholson <Jim.Nicholson@jhrm.co.uk>
Sent: 12 September 2025 4:49 PM
To: Alice Gater-Wildgust <alice.gater-wildgust@budleighsaltertontowncouncil.gov.uk>
Cc: Steve Harvey <Steve.Harvey@jameshallam.co.uk>
Subject: Fire Risk Assessment

Good afternoon Alice

Steve Harvey has asked me to contact you regarding updating the fire risk assessment done a few years ago. Is this the same location?

Its certainly something we can do for you and I'd be happy to chat it through with you sometime next week if that is good for you?

I look forward to hearing from you

Kind regards

Jim

james hallam
risk management

Jim Nicholson
Risk Manager

t: [07811456611](tel:07811456611) m: [07811456611](tel:07811456611) e: Jim.Nicholson@jhrm.co.uk
w: www.jameshallam.co.uk



Proposal

Chubb

POWERED BY API GROUP

Ref: QUO-43515-G4Q7F9 Date: 08/09/2025 www.chubb.co.uk

Site Details	Invoice Details	Chubb Contact
Alice Gater-Wildgust Budleigh Salterton Town Council Station Road Budleigh Salterton EX9 6RG	Alice Gater-Wildgust Budleigh Salterton Town Council Station Road Budleigh Salterton EX9 6RG	Lily Holt-Milsom Email: lily.holt-milsom@chubbfs.com

Thank you for requesting a proposal from Chubb Fire & Security. Should you wish to proceed please check the details above are correct then click the link on the email to confirm the purchase and proceed to payment. You will receive a confirmation email, and we will be in touch to schedule your delivery / service.

I would like to propose the products and services listed below:

Description	Price
Fire Risk Assessment	£1,068.00

This proposal is subject to a credit check and an international trade compliance check by us and is valid for 30 days from the date above. The agreement between us will be subject to the Chubb Standard Terms and Conditions which, should you choose to proceed, you may review at Chubbprotect.com. Chubb's registered company number is 524469 and our registered address is Chubb House, Shadsworth Road, Blackburn, Lancashire, BB1 2PR.



Chubb is a leading UK provider of fire safety and security solutions for businesses and organizations. For over 200 years, we have aimed to make the world safer by offering essential systems, equipment, and services. With increasing demands on businesses, Chubb is a partner you can trust.

Benefits of partnering with Chubb:

- 24/7 nationwide branch network
- Full range of fire and security products and services
- Reliable service and maintenance
- Easy online account management
- Trusted partner



Making the world a safer place

Life Safety & Fire Protection Systems • Security Solutions • Connected Services
Remote Monitoring • Service & Maintenance • Compliance & Training

Chubb

POWERED BY API GROUP

Budleigh Salterton Town Council**Climate Change and the Environment Committee****Draft ToR****Background and Commitment**

In 2019, Budleigh Salterton Town Council pledged to reduce its carbon footprint by 50% by 2030 and achieve net-zero emissions by 2050. The current Council is responsible for actively progressing toward these targets within the specified timeframes.

The Budleigh Salterton Neighbourhood Plan (2017–2031) outlines a range of policies and actions that reflect the aspirations of local residents. Many of **these** fall within the remit of the Climate Change and Environment Committee and require **coordinated** collaboration with other BSTC committees and community groups to be **successfully** implemented.

Relevant Neighbourhood Plan Policies include:

Natural Environment (NE):

- NE2 – Protection of green spaces
- NE3 – Conservation of biodiversity
- NE5 – Limiting development **within** the coastal preservation area
- NE6 – Protection of the railway **amenity wildlife** corridor
- NE7 – Protection of **green** wedges

Community Access and Transport (CA TT):

- CA TT1 – Development of footpaths
- CA TT2 – **Pedestrian safety**
- CA TT3 – Traffic **flow** **throughout** the town
- CA TT4 – Parking
- CA TT8 – **Bus** routes
- CA TT9 – Provision of **cycle** routes
- CA TT10 – Electric **vehicle** charging points

The Town Council also plays a vital role in guiding and supporting individuals and organisations in reducing their own carbon footprints and promoting environmental stewardship across Budleigh Salterton and its surrounding areas.

Committee Remit

The Climate Change and Environment Committee is tasked with:

- Advising all BSTC committees on reducing the Council's carbon footprint and shaping environmentally responsible decisions.

- Producing an annual report for the Annual Town Meeting detailing progress on carbon reduction.
- Supporting and promoting sustainable transport options that reduce reliance on fossil fuels.
- Encouraging biodiversity and ecological resilience within the town.
- Supporting a network of engaged individuals and organisations to collaboratively address climate and environmental issues.

Membership and Participation

- The Committee shall comprise a minimum of four Town Councillors, appointed and recorded during a full Council meeting or the Annual Meeting.
- All members are expected to actively contribute to the Committee's work.
- All BSTC Councillors are encouraged to support the Committee's objectives and initiatives.

Meetings and Operations

- The Committee will meet as often as necessary to fulfil its responsibilities. Work may also be conducted electronically via BSTC communication channels.
- The Town Clerk is not required to attend every meeting but must be kept informed of the Committee's activities and recommendations.
- At least one formally minuted meeting will be held annually to summarise the Committee's work, identify risks, and present recommendations to the Town Council. These minutes will be recorded by the Town Clerk and entered into the official Minute Book.
- A sub-committee will be formed comprising the same members and will meet as required (face to face or electronically). The Town Clerk need not attend all meetings but must be informed of the proposals and actions of the sub-committee.
- **Collaboration and Liaison**

Internal Liaison: Committee members will work closely with the following BSTC bodies:

- Planning Committee
- Public Hall Committee
- Community Gardens and Allotments Committee
- Finance Committee
- Foreshores and Footpaths Committee
- Budleigh Salterton Traffic and Transport Group

External Liaison:

- All formal communications with external parties on behalf of BSTC must be conducted by the Town Clerk.

- The Committee will seek guidance and support from East Devon District Council, Devon County Council, or their successor authorities.
- A separate, independent network of individuals and organisations will be encouraged to evolve. This network may apply for Council grants like any other local organisation.

Records and Accountability

- The Committee will maintain written records of its meetings and activities, which will be submitted to the Town Council for noting at the next scheduled Town Meeting. These records will be made publicly available alongside the Council's agenda and minutes.
- The Committee is accountable to Budleigh Salterton Town Council and must seek Council approval for any expenditure or use of resources (for example staff time).
- Proposed activities and initiatives will be presented to the Full Council for review and authorisation.

Governance

All Budleigh Salterton Town Council Standing Orders and Policies apply to the Climate Change and Environment Committee.

Terms of Reference presented for consideration and approval on:

13th October 2025

Date for Review

May 2027

Budleigh Salterton Town Council**Climate Change and the Environment Committee****Prepared by Penny Lewis****Anticipated activities.**

At the Full Council meeting on 14th July 2025, BSTC agreed to focus the actions of the Budleigh Salterton Town Council Climate Change Group, identifying three key areas of work. Budleigh Salterton Town Council is asked to consider and agree each of the following activities to be overseen and largely conducted by members of the Climate Change and Environment Committee for the next six months in order to progress the overarching activities agreed in July (reroofing / solar panels on the Public Hall, Traffic Emissions & Promoting the planting of Trees).

To ensure Budleigh Salterton Town Council responds appropriately to the climate and ecological emergency and plays its part in working towards net zero by at least 2050 and an interim target of 50% by 2030.

1. BSTC applies to EDDC for an East Devon Carbon Action Fund grant for a Carbon Reduction Audit for the Public Hall.

This is a decarbonisation support programme fully funded by East Devon District Council. Through that support programme, BSTC will have a Carbon Survey, and could later be supported to achieve a Carbon Reduction Plan which would identify areas in which BSTC can reduce its carbon footprint and consider the best changes to make. Signing up to the Carbon Action Programme will entail minimal staff time and no direct financial cost to BSTC.

2. The Climate Change and Environment Committee reports on the progress of a Carbon Reduction Plan for Full Council to consider. The amount of staff and councillor time to create the Carbon Reduction Plan or take part in the training is at present unknown.

To note: A Carbon Reduction Audit is required if applying for a grant under the East Devon Carbon Action Fund. Until the Plan is in place, the feasibility of applying for a grant within the timescale is unknown.

The Carbon Reduction Audit will inform BSTC on best steps to, on its journey to making the Public Hall carbon neutral and what preparatory work needs to be completed to apply for any grants.

3. To work with the Public Hall Committee on any proposals and applications for funding grants to be considered by Full Council.
4. To ask the Town Clerk and Finance Committee to explore shifting the Public Hall on to green energy tariffs.

To look at reducing carbon emissions by traffic within the town, including the flow of traffic and car parking.

5. BSTC is asked to view Budleigh and Raleigh Carbon Footprint Report for residents within the ward. This shows the town has a higher amount of emissions related to travel than the average in East Devon or the Country as a whole, most of which is on private transport. In the other categories in the report, the town is considerably lower.

6. The Climate Change and Environment Committee will work with the Traffic and Transport Group to advocate for reducing private car travel. The Traffic and Transport group is asked to include in its Terms of Reference the following Community Action Targets in the Neighbourhood Plan:
- CA TT1 – development of footpaths
 - CA TT2 – pedestrian safety
 - CA TT3 - traffic flow throughout the town
 - CA TT4 – parking
 - CATT8 – bus routes
 - CATT9 – provision of cycle routes

Encourage biodiversity in the town, by participating in East Devon District Trees Hedgerow and Woodland Strategy (THAWS) initiative to increase tree canopy cover by 2035. Also by improving biodiversity and ensure equitable access to green space for all residents.

7. The Council supports the work of Budleigh Salterton Tree Wardens in participating in THaWS. In doing so, the initiative contributes to addressing the following Community Action Targets in the Neighbourhood Plan:
- NE2 – protection of green spaces
 - NE3 – conservation of biodiversity
 - NE5 – limiting development within the coastal preservation area
 - NE6 – protection of the railway amenity wildlife corridor
 - NE7 – protection of green wedges

There is also a role for the Town Council in enabling guidance and support of individuals and organisations in the reduction of their carbon footprint and stewardship of the natural environment of the town and surrounding area.

8. The Climate Change and Environment Committee will support the creation of a local network to share best practices in sustainability.
9. Community Climate Event. BSTC will consider supporting the network to convene an event for the community to look at various ways individuals and organisations can respond to the consequence of climate change. The amount and nature of BSTC support that might be required cannot yet be determined at this stage.

Budleigh Salterton Town Council

Traffic and Transport Group Terms of Reference

The Traffic Group has been running for many years, established by Budleigh Salterton Town Council as a forum to share issues around traffic with partner organisations, and facilitate actions

Participants are:

Nominated Budleigh Salterton Town Councillors

Devon County Councillor for Exmouth and Budleigh Salterton Coastal Division

East Devon Councillors for Budleigh and Raleigh Ward

Devon County Council Highway Neighbourhood Officer (Exmouth & Budleigh Coastal)

Budleigh Salterton Town Clerk

Additional Members:

Otter Valley Association

Representative from East Budleigh Parish Council

Representative from Otterton Parish Council

Remit of the Traffic and Transport Group

The Budleigh Salterton Neighbourhood Plan cites objective 10 as

“Address traffic, parking and pedestrian safety issues and ensure that transport links are maintained at least at current levels.”

CA TT1 – support the improvement of footpath provision at locations around the town where there are no footpaths or present footpaths are inadequate

CA TT2 – support and promote pedestrian safety in the High Street and other high risk locations

CA TT3 – support the appointment of an independent Town / Transport 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 Street, Fore Street, and immediate environs.

CA TT4 – support and encourage the Town Council in its efforts to maintain the status of the free car parks adjacent to The Green in Station Road and Brook Road. A review of parking charges in the towns 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.

CA TT5 – explore solutions to the problem of access for emergency vehicles in the Town's side streets in consultation with residents directly affected.

CA TT6 – explore the feasibility of creating more medium-term coach parking spaces in the town.

CA TT7 – support a review of the 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.

CA TT8 - support Devon Public Transport consortium to maintain the bus service provision to the town at its current level. To pursue improvements in timetable synergy between linking routes (including rail services to and from Exmouth) particularly outside peak hours.

CA TT9 – support initiatives to integrate and improve the cycle routes and in Budleigh Salterton related signage in the town without conflicting or compromising pedestrian safety.

CA TT10 – support initiatives by the Local Authority to install Electric Vehicle Charging points in key locations.

In addition, residents write to the Town Council with views and comments about roads and pavements. These are to be discussed and shared with the Traffic and Transport group.

Devon County Council Highways Directorate updates the group on progress of initiatives and upcoming road closures.

Speeding by individuals is a matter for the Police and not the Traffic and Transport group, however the positioning and nature of speed limits does come into the remit of the group.

Record of Work, Meetings, and Recommendations

The Group shall ensure that an agreed written record of the work and meetings of the committee is forwarded to the Budleigh Salterton Town Council for noting at the next normal Town Meeting, this will form a public document and be published with the Town Council agenda and minutes.

Partner organisations and participants will use their own internal routes of communication

Accountability

The nominated BSTC councillors on the group are accountable to Budleigh Salterton Town Council, taking direction and reporting to the Town Council. No decision on expenditure or the use of resources (for example staff time) can be taken by the group alone.

Standing Orders and Policies

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

Terms of Reference presented for consideration and approval on:

13th October 2025

Date for Review

May 2027

Author

Cllr Penny Lewis

