

Public Hall & Norman Centre Bookings

To note current levels of use of event space and explore opportunities to increase bookings and community engagement.

To follows report from edge : Hall bookings by volume from 1.6.26 – 1.6.27

# Facility Usage

between 01/06/26 and 01/06/27

	No bookings	Hours booked	Hours closed	Daily Hours available	No days	Total Hours available	%age used	Income
<b>Deposit Invoice</b>								
Sun	3	32.98	0.00	23.97	52	1,246.27	2.65%	£210.13
Wed	1	5.98	0.00	23.97	52	1,246.27	0.48%	£35.00
Fri	2	21.97	0.00	23.97	52	1,246.27	1.76%	£141.50
Sat	2	23.98	0.00	23.97	52	1,246.27	1.92%	£138.50
Deposit Invoice Total	8	84.92	0.00	167.77	366	4,985.07	1.70%	£525.13
<b>Norman Centre</b>								
Sun	6	46.98	0.00	15.98	52	831.13	5.65%	£680.00
Mon	4	7.00	0.00	15.98	53	847.12	0.83%	£190.00
Tue	15	45.00	0.00	15.98	53	847.12	5.31%	£785.00
Wed	2	3.00	0.00	15.98	52	831.13	0.36%	£185.00
Thu	19	58.98	0.00	15.98	52	831.13	7.10%	£775.00
Fri	9	57.97	0.00	15.98	52	831.13	6.97%	£940.00
Sat	6	56.97	0.00	15.98	52	831.13	6.85%	£890.00
Norman Centre Total	61	275.90	0.00	111.88	366	5,849.90	4.72%	£4,445.00
<b>Public Hall</b>								
Sun	17	160.93	0.00	23.98	52	1,247.13	12.90%	£3,202.50
Mon	59	166.48	0.00	23.98	53	1,271.12	13.10%	£3,723.00
Tue	103	264.97	0.00	23.98	53	1,271.12	20.85%	£6,963.00
Wed	53	284.48	0.00	23.98	52	1,247.13	22.81%	£5,115.00

# Facility Usage

between 01/06/26 and 01/06/27

	<u>No bookings</u>	<u>Hours booked</u>	<u>Hours closed</u>	<u>Daily Hours available</u>	<u>No days</u>	<u>Total Hours available</u>	<u>%age used</u>	<u>Income</u>
Thu	79	258.43	0.00	23.98	52	1,247.13	20.72%	£6,868.50
Fri	39	237.40	0.00	23.98	52	1,247.13	19.04%	£5,520.00
Sat	26	226.87	0.00	23.98	52	1,247.13	18.19%	£5,157.00
Public Hall Total	376	1,599.57	0.00	167.88	366	8,777.90	18.22%	£36,549.00
Total	445	1,960.38	0.00	447.53				

## Community Workshop and Toilet Block Proposal

**Decision required:** To consider the request for the community workshop to alter and rent a proportion of the toilet block, with a view to developing a recommendation for presentation to Full Council for a decision.

### Summary

Budleigh Salterton Community Workshop has requested that Budleigh Salterton Town Council (BSTC) consider the rental of three cubicles and a portion of the storage area within the Station Road Toilet Block.

### Current Situation

BSTC owns the Station Road Toilet Block together with a small parcel of surrounding land, including the corridor between the toilet block and the Community Workshop. The purchase was completed on 31 March 2025.

As a condition of the sale, the property cannot be sold for a minimum period of ten years.

The building currently comprises six cubicles and a storage area running the length of the rear of the block. The proposal would involve the rental of three cubicles (no 1-3) and an agreed section of the existing storage area to the Community Workshop, leaving the remaining three cubicles and additional storage space under the Council's control.

It is aimed to convert this area into a Machine Workshop (MW) to house cutting and noisy machines to allow more space and reduce the noise in the CW.

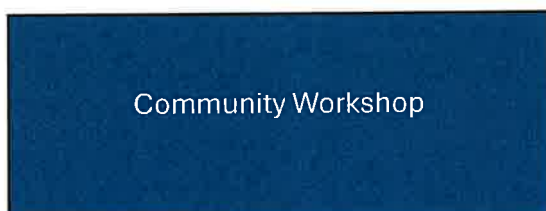
It is proposed to install a pair of double doors for access in the left-hand wall of the service corridor, as you walk in, where they have permission to install an awning adjacent to the CW (previously agreed by the Town Council).

Physically this could be achieved with some alterations to the existing services but at the end nearest the Public Hall.

The CW would engage professionals to advise on the feasibility of the alterations etc.

### Current Site Plan of Station Road Toilet Block: (not to scale)

Cubicle 6 Accessible toilet	Cubicle 5	Cubicle 4	Cubicle 3	Cubicle 2	Cubicle 1
Store Area					



**Proposed Site Plan**

Cubicle 6 Accessible toilet	Cubicle 5	Cubicle 4	Community Workshop	Community Workshop	Community Workshop
Store Area			Community Workshop		



## Public Hall Planters

### **Purpose of Report**

To review the current condition of the planters surrounding the Public Hall and to consider appropriate options for improvement, including maintenance standards and the suitability of existing planter types in relation to climate resilience and water retention performance.

### **Decision Required**

To consider making a recommendation to the Town Council on whether additional resources should be allocated to the ongoing upkeep of the Public Hall planters.

### **Background**

The planters surrounding the Public Hall form part of the building's immediate public realm and contribute to its overall presentation. They are visible to residents, visitors, and event users and therefore have a direct impact on the perception of the site.

Budleigh Salterton Town Council (BSTC) currently funds the supply of raw materials, with planting undertaken by Budleigh in Bloom (BiB).

Concerns have been raised regarding the current condition, appearance, and ongoing maintenance requirements of the planters.

### **Previous Arrangements (2025)**

During 2025, watering of the planters was undertaken daily by a Town Councillor, who also acted as the BiB representative.

### **Current Arrangements**

BiB has advised that the planters require watering, and the Town Clerk has requested that the Caretaker provide interim watering on an ad hoc basis.

However, this arrangement places additional demands on an already busy schedule. The Caretaker is not based at the Public Hall on a routine basis, and duties are carried out in line with the operational schedule of the hall rather than for ongoing external maintenance.

### **Options for Consideration**

1. Maintain current arrangements on an ad hoc basis
2. Introduce a formalised watering/maintenance schedule
3. Allocate additional resource or contract support for upkeep
4. Review and potentially redesign planter types to improve resilience and reduce maintenance demand