

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 13 October 2025.

The meeting commenced at 7.19 pm.

PRESENT

Cllr P Lewis (Chair of the Town Council and Town Mayor)

Cllr A Chaplin

Cllr S Cook

Cllr C Cunningham

Cllr S Horn

Cllr P Jones

Cllr P Manfield

Cllr L Miszewska

Cllr D Walsh

Cllr G Woodcraft

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

25.232 Public Speaking Time

There were no public speakers.

25.233 Apologies for Absence

Apologies were received and accepted from Cllr J Billington, Cllr R Doorbar, District Cllr M Martin and Co Councillor N Hookway.

25.234 Declarations of Interests

There were no interests declared.

25.235 Minutes

The Minutes of the Meeting of the Town Council held on 8 September 2025 had been circulated prior to the Meeting. It was unanimously agreed that they be signed as a true record.

25.236 Reports of Committees

The Minutes of the following Meetings were noted:

Finance Committee held on 8 September 2025

CIL Committee held on 29 September 2025.

25.237 Chairman's Report

The Chair, Cllr Penny Lewis, apologised for not submitting her report in time for publication with the other meeting papers, noting that there had been several unexpected demands on her time during the week.

-On behalf of the Council and the Town, the Chair expressed condolences to Melinda Swallow on the recent death of her father, Malcolm Dobbins. Malcolm had contributed to marine safety by updating the local tide times for nearly thirty years. His funeral will take place next week.

-The Chair reported that the Celebration of Civic Service had received very positive feedback. Over one hundred people attended the afternoon tea alone with more attending the service. There was a comprehensive write-up with photographs in the Exmouth Journal.

-Since the last Town Council meeting, the Chair had undertaken the following engagements on behalf of the Council:

Budleigh Salterton Carnival – attended and participated in judging the floats. The event was well supported and blessed with fine weather. Entries across all categories were

of a high standard, making judging challenging. The “Wow Factor Prize,” funded through a legacy to the Carnival Club, was awarded to the float created by the local Brownies and Rainbows. The Chair thanked the Budleigh Salterton Carnival Club, and in particular Julie Meredith, for their continued hard work in organising this popular annual event.

-Budleigh Literary Festival Reception – attended on behalf of the Council.

-Otter to Exe Meeting – attended jointly with the Clerk. The meeting brings together parish and town councils from across the local area to discuss shared matters of interest.

-Firs Residential Home Tea Party – attended at the invitation of the organisers. A time capsule was buried in the garden, containing photographs and information about residents and current world events.

-The Chair also reported that Remembrance Sunday events, organised by the Royal British Legion, would take place on 9th November. Attendees are to gather at the War Memorial at 1:45 p.m. for a 2:00 p.m. wreath-laying ceremony, followed by a service at St Peter’s Church at 2:45 p.m. Attendees are asked to make their own way to the church. The Town Council will be laying a wreath on behalf of the Town.

25.238 Clerk’s Report

-Beach Matting Removal: East Devon District Council (EDDC) had removed the beach access matting on 16th September 2025 in preparation for the winter season and to protect it from damage during forecast storm conditions. The matting will be reinstated in spring 2026, subject to weather and operational conditions.

-On behalf of the Council and the community, a letter of sympathy has been sent to the family of Mr Malcolm Dobbins, who recently passed away. Mr Dobbins was a long-standing contributor to local marine safety, having voluntarily updated and displayed the Budleigh Salterton Tide Times for nearly thirty years.

-Otter to Exe Meeting, 25.9.25: The Town Clerk attended this meeting which provided an opportunity to meet with neighbouring town clerks and council chairs to discuss shared matters of concern. The meeting focused on strengthening collaboration between local councils on issues of joint importance, including cross-boundary planning applications, concerns relating to South West Water, and the group’s potential role in making representations on the development of SANGs (Suitable Alternative Natural Green Spaces) within local towns and communities.

-Devon Association of Local Councils (DALC) AGM: The Town Clerk attended the DALC Annual General Meeting on 1st October 2025. The event provided a valuable opportunity to network with other parish and town council officers and to receive updates on local government policy, training opportunities, and forthcoming legislative changes affecting the local council sector. The clerk attended the following additional workshops: ‘Setting the Precept’, ‘Emergency Planning’ and ‘Assertion 10 (relating to digital and data compliance)’.

25.239 Reports of Council Representatives on Other Bodies

Cllr P. Manfield – Knowle Village Hall (KVH) Report

Cllr Manfield reported that the Knowle Village Hall Committee continues to meet monthly. He noted the hard work and dedication that this group put into fundraising for the Playpark and Hall. The trampoline in the play area is scheduled for repair at a cost of £3,500 which the group have fundraised for. It was noted that £62,000 was originally raised for improvements to this area. The hall remains well used and busy, hosting regular parties and community events.

25.240 Reports of County and District Councillors

East Devon District Council: Cllr Charlotte Fitzgerald

Budleigh Salterton Beach Management Plan: Councillor Fitzgerald reported that community representatives had been due to be contacted regarding the first meeting of the Beach Management Project Liaison Group for Budleigh beach and coast. The plan was proposed by East Devon District Council (EDDC) following several cliff falls

in recent years. Key stakeholders, including the Budleigh Salterton Town Council Foreshores and Footpaths Committee and Clinton Devon Estates, were to be involved. The plan was expected to focus on access via cliff paths and safety under the cliffs, as structural work on the cliffs themselves was prohibited due to their inclusion in the Jurassic Coast UNESCO Heritage Site.

Marlcombe – Next Generation New Towns Programme: Marlcombe, a new community planned to deliver 8,000 homes in East Devon, had been recognised in the government's next-generation new towns programme. The New Towns Taskforce Report (published 28 September) highlighted Marlcombe's potential to support economic growth, accelerate housing delivery, and create a resilient, well-connected community. Councillor Fitzgerald noted that although the site lay outside the ward, the development would affect district-wide traffic, particularly access routes into Exeter. Cllr Fitzgerald had made representations to the Strategic Planning Committee regarding sustainable and active transport links and intended to continue pressing for high standards of transport provision.

Land West of Barn Lane (Planning Application 25/0086/FUL): A planning application for 35 houses on the site adjoining Evans Field had been submitted. Councillor Fitzgerald explained that officers had been working with the applicant since January to ensure the proposal met planning requirements, noting the ward's designation as a National Landscape. Cllr Fitzgerald highlighted concerns over highways access, footpaths, the extension of the 30mph zone, safe off-road access to the school, and the proportion of affordable housing. Councillor Fitzgerald had lodged an objection to the application and anticipated it would be considered by the planning committee in the coming weeks.

Local Government Reorganisation (LGR): Councillor Fitzgerald reported that Full Council would meet on 26 November 2025 to debate and vote on final recommendations for a unitary authority. Once agreed, the proposals would be submitted to the Department for Housing, Local Government and Communities for public consultation, which was expected to run from December 2025 to March 2026, including input from town and parish councils.

25/1632/FUL: it was noted that this application had been recommended for approval as it was felt that the amendments were acceptable and the remaining retail space was of a reasonably substantial size.

Devon County Council – Cllr N Hookway

Apologies were received from the County Councillor, who was unable to attend due to urgent commitments at East Devon District Council.

The Councillor reported that they have now returned from a period of sick leave and are resuming normal duties. A contribution of £500 from the County Councillor's Locality Budget has been allocated to support the St Peter's C of E Primary School Breakfast Club.

The Councillor confirmed they had reviewed the Budleigh Salterton Traffic and Transport Group's Terms of Reference and are broadly supportive of its aims. It was noted that, while the current County regime provides an opportunity to pursue the themes identified, progress may be limited by financial constraints and will likely require a long-term approach.

Two Traffic Regulation Orders (TROs) are expected to be published shortly:

- High Street: introduction of double yellow blips in the pull-in areas to prevent parking.
- 9 Fore Street: installation of double blips to prevent parking where delivery lorries currently cause congestion, particularly near Tesco and Spar.

These works are provisionally scheduled for summer 2027, though may be subject to delay due to Local Government Reorganisation (LGR).

25.241 Finance Inspection

- (i) The payments for the month of September 2025, in accordance with Appendix A, were approved.
- (ii) It was noted that Cllr G Woodcraft has carried out the internal finance inspection for September 2025.

25.242 Audit of Accounts: Year Ended 31 March 2025

It was noted that the Audit has been successfully completed.

25.243 Emergency Plan

Following a review and discussion of the draft Budleigh Salterton emergency plan (EP) it was

Resolved:

- i. The EP will move forward as a working document with amendments to address details for sites listed in the plan.
- ii. the EP would be reviewed again by March 2026.
- iii. It was noted that the role of the Emergency Group is to review and update the EP as required.
- iv: that the clerk would review the resources listed within the EP and develop a register of community resources
- v: The following members were appointed to the EP Group: Cllr Horn, Cllr Lewis and Cllr Walsh.

25.244 Fire Risk Assessment

Details of the quotation from James Hallam and Associates and Chubb Fire and Security were received. It was:

Resolved:

- i. To appoint James Hallam & Associates to carry out the Fire Risk Assessment.

25.245 Mailing list

Consideration was given to the development of a residents mailing list, in accordance with GDPR guidance with a view to improving communication and engagement with the community. It was:

Resolved:

- i. To review BSTC's policies to ensure they are in line with the operation of a mailing list

25.246 Banking

Consideration was given to the addition of two additional Councillors to the existing banking approvals group. It was:

Resolved:

- i. Cllr Cook & Cllr Cunningham were appointed

24.247 Emergency Contacts

It was agreed that the emergency contacts for the Public Hall are as follows:

- Cllr Alan Chaplin
- Cllr David Walsh
- Steve Moore – BSTC Caretaker

It was further noted that these particular keyholder details are for use in emergencies only and are not to be used for general enquiries.

This list is displayed in the Town Council Reception Office and has also been shared with the Devon and Somerset Fire Service, the Devon and Cornwall Police, as well as Town Council staff and members.

Operation Contacts are provided separately and directly to hall users for use during event booking.

25.248 Royal British Legion – Poppy Appeal 2025

Consideration was given to an appropriate donation for the wreath/s: It was:

Resolved:

- i. A donation of £200.00 would be made. It was further resolved that one wreath on behalf of the Town to be laid by the Town Council was appropriate for 2025.

25.249 Climate Change Group

Terms of Reference (ToR)

The draft ToR were received and it was:

Resolved:

- i. the draft ToR was accepted and will be reviewed following the Annual Meeting. It was noted that membership of a committee is for twelve months or less and is reviewed annually in May following the annual meeting of the Town Council.
- ii. that the group be designated a Town Council Committee going forward, rather than a group.
- iii. That the committee be titled the 'Climate Change and Environment Committee'

Committee Activities

Details of the proposed activities for the next half year were received and it was:

Resolved:

- i. To accept the list of activities developed by the CCG. It was further noted that this list had been prepared by the CCG as a whole and drafted by Cllr M P Lewis.

25.250 Committee Membership

It was noted that Cllr Billington had joined the Traffic Group.

25.251 Traffic Group

Details of the draft ToR were received and it was:

Resolved:

- i. The draft ToR were accepted
- ii. The group would be known henceforth as the Traffic and Transport Group (TTG)

It was noted that there was a desire to standardise the look of ToR into a consistent format.

Two points remain still to be actioned at the next Meeting of the TTG:

- Clarity regarding membership terms for partner organisation within the group membership.
- A date for review of these ToR.

25.252 Correspondence Received

It was noted that the following correspondence had been received:

- Museum Development South West – Letter of Thanks
- Budleigh Information Centre – Letter of Thanks
- Citizens Advise – Letter of thanks for Donation
- Letter from Melinda Swallow
- OVA – 2025/26 Focus Areas

25.253 Any Other Business at the Chairman's Discretion

Cllr Walsh drew attention to the forthcoming Devon County Council consultation regarding Libraries Unlimited. The Clerk will liaise with the County Councillor to obtain further information. The consultation is scheduled to open in November 2025 and will run for 12 weeks.

Exmouth and District Community Transport: Cllr Horn shared that he was unable to attend the forthcoming AGM and requested a replacement to attend.

Cllr Manfield raised a query regarding the Section 106 consultation. The Clerk confirmed that supporting one option does not preclude a contributor from also supporting another. (*The Section 106 consultation includes three questions/options for contributors to respond to.*)

Cllr Cunningham reported that around 23 October 2025, Budleigh in Bloom (BiB) would be replanting the planters surrounding the Public Hall and hoped that some members might be willing to volunteer to assist with the work.

Cllr Cook followed up on the meetings the Clerk had arranged with Mark Barrow (EDDC) regarding Local Government Reorganisation (LGR) and Community Asset Transfer (CAT). The Clerk advised that a meeting had been proposed but, despite several follow-ups, it had not yet been confirmed. The Clerk will continue to pursue this matter.

25.254 Dates of Next Meetings

Planning Committee	27 Oct 2025 – Power to Act.
Planning Committee (PC):	10 Nov 2025 at 7.00pm
Finance Committee (FC):	10 Nov 2025 on the rising of the PC
Foreshores and Footpaths (F&FC)	10 Nov 2025 on the rising of the F&FC
Planning Committee:	24 Nov 2025 at 7.00pm
Town Council:	24 Nov 2025 on the rising of the PC
Community Gardens Committee:	24 Nov 2025 on the rising of the TC
Planning Committee:	15 Dec 2025 at 7.00pm
Town Council:	15 Dec 2025 on the rising of the PC
Christmas and New Year break. Meetings resume 13 Jan 2026	
Town Council Meetings – Fourth Monday of the Month*	
Planning Committee Meetings – Second and Fourth Monday of the Month*	
** with exception of bank holidays	

There being no further business, the Meeting closed at 8.39pm.

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Chair

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Date