



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

17 May 2023

Dear Sir/Madam,

**Meeting of Sidmouth Town Council
in its Capacity as Trustee
Monday 22 May 2023
on the rising of the Council Meeting**

You are hereby summoned to attend the above meeting to be held in the Council Chamber, Woolcombe House, Woolcombe Lane, Sidmouth.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

- 1 **Apologies**
To receive any apologies for absence.
- 2 **Minutes**
To confirm the minutes of the Trustee Meeting held on Monday 3 April 2023. 3 – 4
- 3 **Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda.
Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered.
- 4 **Matters of Urgency**
To consider any items that in the opinion of the Chair should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes)
- 5 **Exclusion of the Public**
To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Town Clerk recommends should be dealt with in this way.

- 6 **Request to sell ice-creams and snacks at The Ham**
To consider the attached email as an initial request to sell ice-creams and snacks at The Ham. If Members resolve that this an appropriate use of The Ham, then Charlotte Norton will be asked to complete the usual Letting Agreement form and supply copies of the relevant insurance and licence documentation. 5
- 7 **Use of Ham Utility Building (Former Macerator)**
To receive a report from the Chair of Council and Recommendation of the Resources Working Group.
- 8 **Request to use The Ham – Rowlands Fun Fair – Wednesday 7 to Saturday 10 June 2023**
To consider the attached request, received from David Rowland, to use The Ham for a fun fair in June. 6 – 7
Town Clerk's note: the relevant insurance and risk assessment documentation has been received.

SIDMOUTH TOWN COUNCIL
Minutes of the meeting of Sidmouth Town Council
in its Capacity as Trustee
held in Sidbury Village Hall on Monday 3 April 2023
on the rising of the Council Meeting

Ward	Councillors Present:
Sidmouth North	Stuart Hughes
	Jenny Ware
Sidmouth South	Kelvin Dent
	Chris Lockyear (Chair)
	Hilary Nelson (Vice Chair)
	Rachel Perram
Sidmouth East	Steven Kendall-Torry
Sidmouth West	Louise Cole
Primley	Jeff Turner
Sidford	Marianne Rixson
Sidbury	John Loudoun
Salcombe Regis	Ian Barlow
	Richard Thurlow
Apologies:	Deirdre Hounsom, Emma Murdoch

The meeting started at 8.20pm and finished at 8.25pm.

PART 'A'

The Council, when acting as Trustee to discuss agenda items placed before it, considers economic, social, environmental and equality impacts as a whole and in making its decisions, seeks to strike a balance between the positive and negative impacts on the community in the Sid Valley. When considering issues, Town Councillors exercise their individual judgment based on the evidence before them.

28 Minutes

The minutes of the Trustee meetings held on Monday 6 March 2023 were signed as a true and accurate record.

29 Declarations of Interest

There were no Declarations on Interest received for items on this agenda.

30 Salcombe Regis Recreation Field – Biodiversity Plan

The 1st Sid Vale Scout Group had written to request permission to carry out various work at Salcombe Regis Recreation Field “so the Scout Group can work biodiversity and sustainability activity into the young people’s programme, but also to improve the ecology of the area for the local community.”

1. Create a 2m ‘long-grass/wild-flower’ strip on the southern edge of the field by the boundary.
2. Convert the existing camp-fire pit into a wet-land wildlife pond.
3. Create a new group (but smaller) fire-pit nearer the pavilion.

“I have included a sketch of the proposed changes to help visualise our proposals. If there is general approval, our plan would be to work with a local conservationist/ecologist to ensure we do all we can to maximise biodiversity of the plans.”

RESOLVED: That:

1. 1st Sid Vale Scouts be asked to move their new shed away from the hedge road boundary to a position behind the Scout Centre building.
2. Permission be granted to 1st Sid Vale Scouts to carry out biodiversity work on the Salcombe Regis Recreation Field; this must be carried out in consultation with the Sidmouth Biodiversity Group and Sidmouth Arboretum.

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CHAIR OF THE COUNCIL

Request to use The Ham to sell ice-creams and snacks

From: Charlotte Norton

Sent: Tuesday, May 2, 2023 4:45 PM

To: Christopher Holland <townclerk@sidmouth.gov.uk>

Cc: louise@sidmouthcoastalcommunityhub.org; denisebickley@hotmail.com

Subject: Permission to trade - Temp Ham Cafe

Hi Chris

Charlotte here from VanilliBean and OneWave, I hope you're well and had a lovely Bank Holiday weekend.

I'm writing to ask whether you and your colleagues at the Town Council would consider a new idea for this summer?

As you know I have a small ice cream business including a little tuk tuk (which I use for Seafest etc) and a tricycle which I use on the seafront (with a pedlars licence).

I've been thinking of a way to make better use of my tuk tuk and cease trading on the seafront as it's become quite difficult so I wanted to ask if the Town Council would consider giving me permission to park my little truck around the new play park area on The Ham or around the sensory garden. Perhaps just on a temporary basis this summer to see if it could work.

I recently took some children to the park and often pass though thinking that it would be so good to have somewhere near to buy refreshments. I think the area is in need of an outlet nearby which could provide a drink or snack without having to stray too far from the park and I feel I could provide a great service.

I spoke to a few families with kids who go to the park and they confirmed that they'd love this kind of option, buying ice creams, snacks or drinks without going into town and being able to keep an eye on their kids.

I would ideally like to have permission to be on site at weekends and potentially more in the summer months, particularly every day during the summer holidays and wonder if that could be a consideration?

I think it could be a great way to test how a little micro-cafe could do in that position and not have the complications of a permanent fixture, although that itself would be great idea for the redevelopment of the riverside area and something I'd love to be involved with should it be in the future plans.

If this is something you'd be willing to talk to me about and maybe putting into action I'd be super grateful, you'd be helping a little local business thrive and providing a cute and cool service for play park guests. It would also make great use of the green space, encouraging more folks to stay and use it. There's nothing at that end of the esplanade so it would benefit the Port Royal beach (dog owners etc) and more too. I hope you'll consider.

I spoke to Louise Cole this morning who has given the idea her blessing and support and I've also chatted to Denise Bickley who's very supportive too (both Cc'd).

Many thanks and best wishes
Charlotte Norton



Application to use Trustee Land

When making assessments the Town Council, as Trustee, will consider the economic, social, environmental and equality impact of the event as a whole and in making its decisions will seek to strike a balance between the positive and negative impacts on the community in the Sid Valley. When voting on these decisions Town Councillors will exercise their individual judgement based on the evidence before them.

For the hire of:	The Ham for Corporate / Private Events – Fun Fair
Name of Applicant:	David Rowland
Address:	[REDACTED]
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Emergency Contact telephone number: <i>(Contact must be available during the hours of set up, operation and take down)</i>	[REDACTED]

Description of Event: <i>(You must supply a summary of planned activities and basic risk assessment together with relevant Public Liability Insurance documentation)</i>	Family funfair to include family rides, kids rides, bouncy castles, game stalls. Security on site Friday and Saturday. Rides to include waltzers, dodgems etc, large mixture of rides for adults and kids
Dates requested: <i>(This must also include set up/take down days where appropriate)</i>	Pull on site Monday 5 th June open Wednesday 7 th until Saturday 10 th . Pull down Sunday 11 th
Start/End times: <i>(This must include operating times and also set up/take down times)</i>	Weekdays 5pm – 9:30 Saturday 1pm – 9:30 Set up times 8am / 8pm Monday 5 th & Tuesday 6 th Take down Sunday 11 th 8am / 8pm
Licences applied for: <i>(Please supply a copy of any licences)</i>	N/A

If approved, a contribution to the Council as Trustees for this land will be required in the sum of £65 for each set up and take down day and £185 for active days (charges plus VAT)

An invoice will be issued and the hire charge is payable in advance, not less than 28 days before the start date of the event

Please pay by Bacs:

Sidmouth Town Council Barclays Bank PLC Account No: 70807966 Sort Code: 20 30 47

TERMS & CONDITIONS OF USE FOR SIDMOUTH TOWN COUNCIL PROPERTY/LAND

The applicant signs to undertake to comply with the following Terms & Conditions of Use:

- Relevant Public Liability Insurance documentation **must** be supplied with this form.
- A summary of planned activities accompanied by a basic risk assessment for your event **must** be provided with this form.
- ~~No vehicles shall be taken onto the land.~~ **n/a for this event, although care should be taken**
- No damage shall be caused to the property.
- In line with the Town Council's Environment Policy no single use plastics are to be used and/or sold at this event.
- All rubbish & litter shall be removed at the end of the event and the property returned to the state at which the hirer took possession.
- Where marquees, tents and other structures are to be erected for the duration of the event and/or vehicles are approved to be brought onto the site a **bond of £500** shall be paid to Sidmouth Town Council **not less than 28 days before the date of the event.** This will be held against any damage caused or litter clearance needed and will be repayable after the event upon completion of the Council's inspection.
- You should contact East Devon District Council Licensing to enquire if a Street Trading and/or Temporary Event License is required for your event; a copy of which must be enclosed with this form.
- If the operator/hirer requires any Licence from the Licensing Authority (EDDC) as well as permission from the Town Council and the terms of the EDDC Licence are less strict than the permission given by the Town Council (eg the hours of operation), the Town Council's permission will take precedence.
- The Town Council may decide to impose additional special conditions for individual events.

Signature of applicant ..DROWLAND..... Date
16/05/23.....

Please print name ..DAVID ROWLAND..... Position in
Organisation....DIRECTOR