



SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE
WOOLCOMBE LANE
SIDMOUTH
DEVON
EX10 9BB

Telephone: 01395 512424
Email: towncouncil@sidmouth.gov.uk
Website: www.sidmouth.gov.uk
VAT Reg. No. 142 3103 24

To: All Members of the Town Council
Town Clerk

6 June 2023

Dear Sir/Madam,

**Meeting of Sidmouth Town Council
in its Capacity as Trustee
Monday 12 June 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 22 May 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

At the May meeting Members considered an initial outline request to sell ice-creams and snacks at The Ham. This item was deferred to enable the completion of an Application Form in order to obtain additional information that would be required to enable Members to consider the request. Please see application form and additional information attached.

Town Clerk's note: the relevant insurance and food safety certification has been received.

5 – 8

SIDMOUTH TOWN COUNCIL
Minutes of the meeting of Sidmouth Town Council
in its Capacity as Trustee
held in the Council Chamber, Woolcombe House, Sidmouth
on Monday 22 May 2023
on the rising of the Council Meeting

Ward	Councillors Present:
Sidmouth North	Bernie Davis
	Stuart Hughes
Sidmouth South	Kelvin Dent
	Chris Lockyear (Chair)
	Rachel Perram
Primley	Kevin Walker
	Hilary Nelson (Vice Chair)
Sidbury	John Loudoun
Salcombe Regis	Ian Barlow

Apologies:

The meeting started at 7.35pm and finished at 8.10pm.

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.

1 Minutes

The minutes of the Trustee meetings held on Monday 3 April 2023 were signed as a true and accurate record.

2 Declarations of Interest

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

3 Request to sell ice-creams and snacks at The Ham

Members were asked to consider an initial outline request to sell ice-creams and snacks at The Ham.

RESOLVED: That this item be deferred to the next Trustee meeting to enable the completion of an Application Form in order to obtain additional information that would be required to enable Members to consider the request.

4 Use of The Ham Utility Building

Members were asked to consider a recommendation from the Resources Working Group to allow a one-year licence to Sidmouth Coastal Community Hub to use the building as a centre for their art and creative activities and equipment storage. This would also include using the pottery kiln currently stored in the building, subject to installation and safety checks.

RESOLVED: That a one-year licence be given to Sidmouth Coastal Community Hub to use the building as a centre for their art and creative activities and equipment storage, including the use of the pottery kiln currently stored in the building, subject to installation and safety checks. A suitable rental figure to be agreed by the Town Clerk in consultation with the Chair and Vice Chair.

5 Request to use The Ham – Rowlands Fun Fair – Wed 7 to Sat 10 June 2023

Members were asked to consider a request from David Rowland to use The Ham for a fun fair in June.

RESOLVED: That:

- 1) Permission be granted to David Rowland to use The Ham for a fun fair on the following dates and times:
 - Arrive and set up on Monday 5 and Tuesday 6 June – 8am to 8pm
 - Fun Fair on Wednesday 7 to Friday 9 June – 5pm to 9.30pm
 - Fun Fair on Saturday 10 June – 1pm to 9.30pm
 - Take down and leave site on Sunday 11 June – 8am to 8pm

- 2) David Rowland be reminded of the issues listed on his signed application form and which was attached to the agenda:
 - All litter is to be removed from The Ham prior to departure.
 - On site security is to be arranged and paid for by Rowlands Fun Fair.
 - No single use plastics are to be used and/or sold at the event.

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CHAIR OF THE COUNCIL

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

Additional Information to accompany application for temporary trading at The Ham with VanilliBean.

- My aim is to provide a temporary seasonal mobile café to supply ice creams and refreshments to the public using The Ham and playground this summer.
- I feel it's of benefit to the area to provide a service which would allow families to enjoy the space as much as possible.
- Many of my friends who take their children to the playground have expressed their desire to purchase refreshments whilst allowing their children to continue to play, or to bring them during or after their playtime to relax on the green.
- I would be selling from my cute tuktuk truck which I would drive down every day and position wherever you feel is appropriate. The truck itself is motorised but the appliances run from batteries, so it is silent and as eco-friendly as possible.
- I only use consumables which are eco-friendly and compostable and always provide a bin for those items to be removed from site and recycled.
- I sell organic fresh fruit lollies, dairy ice cream and vegan ice cream with gluten and dairy free options so all dietary requirements are catered for. I would also sell cold soft drinks using health-conscious items such as fruit juice. I would like to sell coffee and tea for the older visitors too but at present it's not a possibility. If permitted and achievable I would look into buying the equipment to be able to provide those items.
- I hold a level 2 Food Hygiene certificate and a five star rating with The Food Standards Agency.
- I have full Public Liability Insurance which I have attached.
- I realise there could be concern about allowing one trader to operate on the site and that decision opening up the floodgates to other potential traders wanting a pitch. I would like to assure you that the decision would be that of a temporary situation which would simply be a trial to see the potential of any future business or partnership with the council on the site.
- I hope that you will see it as a way to test the waters and ascertain the viability of a café or trading opportunity on the land if there comes a time in the future to regenerate the area.
- I would be willing to pay a daily fee for trading. Unfortunately, not knowing the potential of the site it's not easy to gauge my daily turnover as yet. I would be willing to negotiate but not sure if I could afford to rent the space at a high cost.
- I would only be able to trade when the weather permitted so if it was raining heavily, I would not be on site. I would suggest that I make a monthly payment to the council taking into account the days actually trading.

- I have attached a picture of the vehicle at a local event and hope that you'll see it could enhance the fun new environment at The Ham.



- I would like to assure you that I would treat the area with respect and take full responsibility for refuse disposal and ensure the space was left in a good condition after trading each day.

Thank you so much for considering my application, please let me know if you have any questions or require any further information.



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
Name of Applicant:	CHARLOTTE NORTON TRADING AS VANILLIBEAN.
Address:	[REDACTED] SIDMOUTH EX10 [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>	ROGER NORTON. (FATHER) [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>	TEMPORARY SEASONAL SALES OF REFRESHMENTS FROM A SMALL VEHICLE DURING SUMMER 2023. PLEASE SEE ADDITIONAL INFORMATION.
Dates requested: <i>(This must also include set up/take down days where appropriate)</i>	WEATHER PERMITTING.* WEEKENDS STARTING 24/06/23 - 24/09/23 EVERY DAY DURING SUMMER HOLIDAYS.
Start/End times: <i>(This must include operating times and also set up/take down times)</i>	OPERATION TIMES TO BE DECIDED BUT POTENTIAL TRADING BETWEEN 10am - 6pm.
Licences applied for: <i>(Please supply a copy of any licences)</i>	

If approved, a contribution to the Council as Trustees for this land will be required in the sum of **£90** for each set up and take down day and **£245** for the day of the event plus **£20** per stall/table for a market or sale event
(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.
- 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  Date 05.06.23

Please print name CHARLOTTE NORTON Position in Organisation OWNER / TRADER

Christopher E Holland, Town Clerk
Sidmouth Town Council
Woolcombe House, Woolcombe Lane, Sidmouth, EX10 9BB
Tel: 01395 512424 Email: towncouncil@sidmouth.gov.uk

For office use only:

Trustee meeting:	
Approved/Rejected:	
Special conditions imposed:	
Invoices issued:	
Invoices paid:	