



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

28 November 2023

Dear Sir/Madam,

**Meeting of Sidmouth Town Council
in its Capacity as Trustee
Monday 4 December 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 6 November 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 **Use of The Ham – Sidmouth Sailing Club – National Scorpion Open – 14 to 16 June 2024**
Sidmouth Sailing Club has written to request use of The Ham in June 2024 to hold a National Scorpion open meeting. Members are asked to consider the attached application form showing the requested dates and times for overnight boat parking.

5 – 6

Movements on and off The Ham approximately:

Friday 14 June 2024 – 12pm to 9pm for arrivals

Saturday 15 and Sunday 16 June 2024 – 8am to 7pm for races and departures

The whole event would be weather permitting.

Note: copies of Sidmouth Sailing Club's Public Liability Insurance and Safe Sailing Policy have been received.

- 7 **Use of The Ham – Sidmouth Folk Festival – 24 July to 13 August 2024**

Sidmouth Folk Festival has written to request use of The Ham for the 2024 Folk Festival.

Access would be needed from Wednesday 24 July to Tuesday 13 August; this includes build and take down periods, allowing some snagging days.

Events would run from Thursday 1 August until Friday 9 August; hours of operation would be 9.30am to 11pm daily.

Members are asked to consider the attached letter and application form which shows all the relevant dates and times.

Note: copies of Sidmouth Folk Festival Public Liability Insurance and Risk Assessment have been received.

7 – 9

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 6 November 2023

Ward	Councillors Present:
Sidmouth North	Bernie Davis Stuart Hughes
Sidmouth South	Kelvin Dent Chris Lockyear (Chair) Rachel Perram
Sidmouth East	Lorraine Brown
Primley	Kevin Walker Hilary Nelson (Vice Chair)
Sidbury	John Loudoun
Sidford	Mike Goodman Louise Laybury
Salcombe Regis	Ian Barlow
Apologies:	none

The meeting started at 6.35pm and finished at 6.40pm.

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.

19 Minutes

The minutes of the Trustee meetings held on Monday 2 October 2023 were signed as a true and accurate record.

20 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	21 Use of The Ham – Winter Lights Festival	Discloseable Prejudicial	Did not take part in discussion or voting	Sidmouth School of Art Director

21 Use of The Ham – Sidmouth On Sea – Winter Lights Festival – 19 Jan to 19 Feb 2024

At the September Council meeting it was resolved that; £2,500 be allocated from the Woolley Bequest to Sidmouth School of Art's Sidmouth Winter Lights Festival. And that the applicant be reminded that an application to use The Ham, for relevant parts of the festival to include all dates, times, planned activities, would need to be made and considered by the Council acting as Trustee.

Members were asked to consider the detailed formal request to use The Ham for a Winter Lights Festival on the following dates:

Friday 9, Saturday 10 February 2024 - Switch on times from 5.30pm to 8pm.

Thursday 15 to Saturday 17 February 2024 - Switch on times from 5.30pm to 8pm.

RESOLVED: That permission be granted to Sidmouth School of Art to hold a Winter Lights Festival as detailed in their application to the Town Council.

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CHAIR OF THE COUNCIL



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 Community Events
Name of Applicant:	Sidmouth Sailing Club
Address:	Port Royal, Esplanade Sidmouth, EX10 8BG
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>	National Scorpion open meeting. Sailing races on the Saturday and Sunday with competitors from all over the country. Some boats probably arriving on the Friday afternoon. Boats will leave the ham on Saturday morning and return late afternoon and again on Sunday but returning early afternoon when they will be packed up for transporting home. Road trailers will be left on the Ham for the duration of the event. No cars will be permitted on the grass. The whole event will be weather permitting.
Dates requested: <i>(This must also include set up/take down days where appropriate)</i>	Friday 14 th June afternoon for arrivals, Boat parking Saturday 15 th and Sunday 16 th June 2024
Start/End times: <i>(This must include operating times and also set up/take down times)</i>	Boat parking for the three days with movements on and off the Ham approximately, Friday 12pm to 9pm for arrivals. Saturday and Sunday between 8am and 7pm. All weather permitting
Licences applied for: <i>(Please supply a copy of any licences)</i>	N/A

PLEASE NOTE:

No charge will be made for the use of The Ham
For Community Events

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 [REDACTED] Date7-11-23.....

Please print name ..Oliver Salter..... Position in Organisation..Representing Commodore.....

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:	



Christopher Holland
Town Clerk
Sidmouth Town Council

Town.clerk@sidmouth.gov.uk

Jason Knight
General Manager
Sidmouth FolkWeek Productions Ltd
27 Eastwood Close
Hayling Island PO11 9DY

GeneralManager@SidmouthFolkWeek.co.uk
07843 348656

23 November 2023

Dear Chris

Sidmouth Folk Festival 2024 - Ham, Sidmouth

Please accept this letter as formal request for The Sidmouth Folk Festival to use the Ham in Sidmouth as follows:

- Access required from Wednesday 24th July to Tuesday 13th August 2024 – this includes build and take down periods and allows some snagging days
- Events run from 1st – 9th August
- License is through EDDC and will be applied for shortly
- Hours of operation are 0930hrs – 2300hrs daily during the event
- Contact on site is John Radford (JRES)

Many thanks.

Yours sincerely

Jason Knight
General Manager



Application to use Trustee Land

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For the hire of:	The Ham for Corporate / Private Events
Name of Applicant:	Sidmouth FolkWeek Productions Ltd
Address:	27 Eastwood Close Hayling Island PO11 9DY
Telephone Number:	[REDACTED]
Email address:	generalmanager@sidmouthfolkfestival.co.uk
Emergency Contact telephone number: <i>(Contact must be available during the hours of set up, operation and take down)</i>	John Radford – [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>	Sidmouth Folk Festival – a multifaceted folk arts festival and associated trading. 2023 Risk Assessment attached (2024 currently being worked on) Current PLI attached, renews in June and new one will be supplied then.
Dates requested: <i>(This must also include set up/take down days where appropriate)</i>	Wednesday 24 th July to Tuesday 13 th August 2024

<p>Start/End times: <i>(This must include operating times and also set up/take down times)</i></p>	<p><u>Set up</u></p> <p>Wednesday 24th through to Wednesday 31st July - 8am to 10pm daily</p> <p><u>Festival</u></p> <p>Thursday 1st through to Friday 9th August – 9.30am to 11pm daily</p> <p><u>Breakdown</u></p> <p>Friday 9th August after-show PA & lighting take down, no hammering or staging take down - 11pm-1.30am</p> <p>Saturday 10th to Tuesday 13th August breakdown - 8am to 10pm daily</p>
<p>Licences applied for: <i>(Please supply a copy of any licences)</i></p>	<p>Currently being applied for.</p>

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)

PLEASE NOTE:

There will be no rental hire charge for use of the land, however the Town Council's grant allocation will be reduced by £1,500 to be used as a flat fee contribution towards the use of the 3Phase Power connection

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- The Town Council may decide to impose additional special conditions for individual events.