



SIDMOUTH TOWN COUNCIL

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DEVON
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To: All Members of the Town Council
Town Clerk

2 January 2024

Dear Sir/Madam,

**Meeting of Sidmouth Town Council
in its Capacity as Trustee
Monday 8 January 2024
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 4 December 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 or Report from the Chair**
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 Coastal Community Hub CIC – Sea Fest 14 - 19 May 2024

Sidmouth Coastal Community Hub CIC has written to request use of The Ham in May 2024 to hold the annual Sea Fest 'Seas the Day'.

Members are asked to consider the attached application form showing the detailed request for dates and times of the 2024 event.

- Set up Tuesday 14 May until Friday 17 May
- Fundraising event on Friday 17 May
- Free Community Family Fun Day on Saturday 18 May
- Take down day on Sunday 19 May

5 – 6

Note: copies of SCCH's Public Liability Insurance and Risk Assessment have been received.

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 4 December 2023

Ward	Councillors Present:
Sidmouth North	Stephen Blakeway
	Bernie Davis
Sidmouth South	Kelvin Dent
	Paul Dodds
	Chris Lockyear (Chair)
	John Nicholson
	Rachel Perram
Sidmouth East	Lorraine Brown
Sidmouth West	Phil Weaver
Primley	Francetta Bridle
	Hilary Nelson (Vice Chair)
	Kevin Walker
Sidbury	John Loudoun
Sidford	Mike Goodman
	Louise Laybury
Salcombe Regis	Ian Barlow
Apologies:	Stuart Hughes, Edward Willis Fleming

The meeting started at 8.10pm and finished at 8.20pm.

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.

22 Minutes

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

23 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Chris Lockyear	24 Use of The Ham – Sidmouth Folk Festival – 24 July to 13 August 2024	Personal	Remained in the meeting during discussion and voting	Folk Festival Charity Board member

24 Use of The Ham – Sidmouth Sailing Club – National Scorpion Open – 14 to 16 June 2024

Sidmouth Sailing Club had written to request use of The Ham in June 2024 to hold a National Scorpion open meeting. Members were asked to consider the application form which showed the requested dates and times for overnight boat parking. The whole event would be weather permitting.

RESOLVED: That permission be granted to Sidmouth Sailing Club to hold a National Scorpion open meeting in June 2024, with movements on and off The Ham on the following dates and times:

Friday 14 June 2024 – 12pm to 10pm for arrivals

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

25 Use of The Ham – Sidmouth Folk Festival – 24 July to 13 August 2024

Sidmouth Folk Festival had 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 included build and take down periods and allowed some snagging days.

Events would run from Thursday 1 August until Friday 9 August.

Members were asked to consider the letter and application form which showed all the requested dates and times.

RESOLVED: That permission be granted to Sidmouth Folk Week Productions to use The Ham from Wednesday 24 July to Tuesday 13 August 2023, for the 2024 Folk Festival as applied for, subject to the following conditions:

- Set up – Wednesday 24 July to Wednesday 31 July – if necessary, quiet work may be carried out between the hours of 6pm and 11pm. (Quiet Work is defined as “Indoor work or construction activity conducted on the construction site, which is NOT audible by adjacent sites by homeowners or visitors”.)
- Festival Days – the concerts must finish no later than 10.30pm each night.
- Take down – Friday 9 August – there is to be NO de-rig work of any kind to be carried out after 11pm following the Friday evening show.
- In line with the Town Council’s Environment Policy NO single use plastics are to be used and/or sold at this event.

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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 Coastal Community Hub CIC
Address:	92 Winslade Road, Sidmouth, EX10 9E2
Telephone Number:	07881585395
Email address:	louise@sidmouthcoastalcommunityhub.org
Emergency Contact telephone number: <i>(Contact must be available during the hours of set up, operation and take down)</i>	As above

Description of Event: <i>(You must supply a summary of planned activities and basic risk assessment together with relevant Public Liability Insurance documentation)</i>	<p>Sidmouth Sea Fest 2024 – Seas The Day - Community festival with fundraising event on Friday 17th May and free community family fun day on Saturday 18th May.</p> <p>The event will host a wide range of community groups and local organisations, art and crafts activities, environmental and marine conservation stalls, food stalls, local traders, live music, choirs, games, entertainment, a community choir, a bar, cake and coffee stalls.</p>
Dates requested: <i>(This must also include set up/take down days where appropriate)</i>	Set up from Tuesday 14 th May 2024 from 6pm – take down Sunday 19 th May.

Start/End times: <i>(This must include operating times and also set up/take down times)</i>	14 th – 6pm to 10pm 15 th – 10 to 7pm 16 th – 10 to 7pm 17 th – 9am to 11pm 18 th – 7.30 to 11pm 19 th – 9am to 5pm
Licences applied for: <i>(Please supply a copy of any licences)</i>	TENS licence Traders licences will be applied for. Road Closure – Devon County Council – Turning Circle to Lifeboat station

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.