



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

20 November 2024

Dear Sir/Madam,

**Meeting of Sidmouth Town Council
in its Capacity as Trustee
Monday 6 January 2025
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 November 2024. 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 is one item which the Town Clerk recommends should be dealt with in this way.

6 Use of The Ham – Sidmouth Folk Week 31 July to 8 August 2025

Sidmouth Folk Festival has written to request use of The Ham for the 2025 Folk Festival. Access would be needed from Wednesday 23 July to Tuesday 12 August; this includes build and take down periods, allowing some snagging days.

Events would run from Thursday 31 July until Friday 8 August; hours of operation would be 9.30am to 11pm daily.

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

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

5 – 6

7 Exclusion of the Public and Press

The Vice-Chair of the Council to move the following:

“that under the Public Bodies (Admission to Meetings) Act 1960

the public (including the press) be excluded from the meeting due to the confidential nature of its contents.”

PART ‘B’

8 The Ham – Naming and Maintenance

To receive a report from the Chair of Council.

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 November 2024

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

The meeting started at 7.30pm and finished at 8.00pm.

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.

13 Minutes

The minutes of the Trustee meeting held on Monday 7 October 2024 were signed as a true and accurate record.

14 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	16 The Ham Sensory Garden – Gabion Art Trail	Personal	Remained in the meeting during discussion and voting	SSA Trustee Director
Cllr Edward Willis Fleming	15 Manstone Recreation Ground	Personal	Remained in the meeting during discussion and voting	Friend and supporter of Jazz & Blues Festival
Cllr Stuart Hughes	15 Manstone Recreation Ground	Personal	Remained in the meeting during discussion and voting	Football Club President

- 15 Manstone Recreation Ground – 2025 Sidmouth International Jazz & Blues Festival**
 Members were asked to consider a request received from festival organisers to use Manstone Recreation Ground for parking of up to 30 vehicles during the 2025 Jazz & Blues Festival in conjunction with Sidmouth Association Football Club. Accommodation dates would be from Friday 23 to Tuesday 27 May 2025 and all profits related to overnight fees would be passed directly to the football club.
RESOLVED: That permission be granted to the Sidmouth Jazz & Blues Festival to use Manstone Recreation Ground for parking of up to 30 vehicles from Friday 23 to Tuesday 27 May 2025. The festival organisers and football club would be responsible for ensuring that noise and disturbance to neighbours was kept to a minimum and all refuse removed from the site.
- 16 The Ham Sensory Garden – Gabion Art Trail**
 Members were asked to consider a request received from Sidmouth School of Art to instal a gabion art trail in the Sensory Garden at The Ham for up to a year. This initiative had been discussed with and was supported by the Sidmouth in Bloom committee.
RESOLVED: That permission be granted to Sidmouth School of Art to instal a gabion art trail in the Sensory Garden for up to a year; Sidmouth School of Art and Sidmouth in Bloom would be responsible for the ongoing maintenance and refuse clearance of installation.
- 17 The Ham – Expression of Interest for the future use of The Ham Utility Building Agreement to Lease Macerator Building**
 Members were asked to consider granting delegated authority to the Town Clerk in consultation with the Council’s legal representative, Chair and Vice Chair to enter into an Agreement for Lease for the former Ham macerator building with Sidmouth Coastal Community Hub for a period of two years to enable them to raise funds to develop the building in line with their plans and submission previously received and updated. If funding was successfully raised, a grant of a five-year lease would follow; the Council’s legal costs in all these matters to be paid for in full by Sidmouth Coastal Community Hub.
RESOLVED: That:
1. Delegated authority be granted to the Town Clerk in consultation with the Council’s legal representative, Chair and Vice Chair to enter into negotiations for an Agreement for Lease for the former Ham macerator building with Sidmouth Coastal Community Hub for a period of two years to enable SCCH to raise funds to develop the building in line with their plans and submission previously received and updated.
 2. If funding was successfully raised, a grant of a five-year lease would follow.
 3. The Council’s legal costs in all these matters to be paid for in full by Sidmouth Coastal Community Hub

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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 Corporate / Private Events
Name of Applicant:	Sidmouth FolkWeek Productions Ltd
Address:	27 Eastwood Close Hayling Island PO11 9DY
Telephone Number:	07843 348656
Email address:	generalmanager@sidsmouthfolkfestival.co.uk
Emergency Contact telephone number: <i>(Contact must be available during the hours of set up, operation and take down)</i>	John Radford – 07956 933356

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. 2024 Risk Assessment attached (2025 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 23 rd July to Tuesday 12 th August 2025

<p>Start/End times: <i>(This must include operating times and also set up/take down times)</i></p>	<p><u>Set up</u> Wednesday 23rd through to Wednesday 30th July - 8am to 10pm daily</p> <p><u>Festival</u> Thursday 31st July through to Friday 8th August – 9.30am to 11pm daily</p> <p><u>Breakdown</u> Friday 8th August after-show PA & lighting take down, no hammering or staging take down - 11pm-1.30am</p> <p>Saturday 9th to Tuesday 12th August breakdown - 8am to 10pm daily</p> <p>This includes all build and take down periods and allows for some snagging days</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

**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.