

**Agenda for consultative meeting of the  
Exmouth Queen's Drive Delivery Group  
Tuesday, 30th November, 2021, 10.00 am**



**Members of Exmouth Queen's Drive Delivery Group**

Councillors P Arnott (Vice-Chair), M Armstrong, O Davey,  
P Hayward, N Hookway (Chair), A Colman,  
D Ledger, B Taylor, J Whibley, C Wright,  
S Gazzard, A Bailey, B De Saram and  
J Rowland

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**[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)**

**Venue:** Online via the Zoom app

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(or group number 01395 517546)  
Monday, 22<sup>nd</sup> November 2021

**Important - this meeting will be conducted online and recorded by Zoom only.  
Please do not attend Blackdown House.  
Members are asked to follow the [Protocol for Remote Meetings](#)**

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LVl4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-public-meetings/#article-content>

Between 27<sup>th</sup> July 2021 to 17<sup>th</sup> January 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

- 1 Public speaking
- 2 Minutes of the previous meeting held on 19 October 2021 (Pages 3 - 7)
- 3 Apologies
- 4 Declarations of interest
- 5 Temporary Uses Update (Pages 8 - 11)

[Decision making and equalities](#)

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**

**EAST DEVON DISTRICT COUNCIL**

**Minutes of the consultative meeting of Exmouth Queen's Drive Delivery Group held Online via the Zoom app on 19 October 2021**

**Attendance list at end of document**

The meeting started at 10.02 am and ended at 1.24 pm

**8 Public speaking**

No members of the public had registered to speak.

**9 Minutes of the previous meeting held on 7 September 2021**

The minutes of the previous consultative meeting held on 7 September 2021 were received and noted.

**10 Declarations of interest**

Minute 11. Resourcing - verbal update.

Councillor Aurora Bailey, Personal, Member is an Exmouth Town Councillor.

Minute 11. Resourcing - verbal update.

Councillor Bruce De Saram, Personal, Member is an Exmouth Town Councillor.

Minute 11. Resourcing - verbal update.

Councillor Joe Whibley, Personal, Member is an Exmouth Town Councillor.

Minute 11. Resourcing - verbal update.

Councillor Nick Hookway, Personal, Member was Chair of Save Exmouth Seafront until May 2019 and confirmed that he is not pre-determined on any matters regarding the seafront and Queen's Drive redevelopment.

Minute 11. Resourcing - verbal update.

Councillor Olly Davey, Personal, Member is an Exmouth Town Councillor.

Minute 11. Resourcing - verbal update.

Councillor Steve Gazzard, Personal, Member is an Exmouth Town Councillor.

Minute 15. Harbour View Café tenant renovation proposals - guest speaker.

Councillor Megan Armstrong, Personal, Member has assisted the tenant since 2015.

Minute 15. Harbour View Café tenant renovation proposals - guest speaker.

Councillor Olly Davey, Personal, Member is a regular patron of Harbour View Café.

Minute 15. Harbour View Café tenant renovation proposals - guest speaker.

Councillor Paul Arnott, Personal, Member has had a meeting with a member of Coastwatch.

Minute 15. Harbour View Café tenant renovation proposals - guest speaker.

Councillor Paul Millar, Personal, Member has assisted the tenant previously.

Minute 15. Harbour View Café tenant renovation proposals - guest speaker.

Councillor Peter Faithfull, Personal, Member has used the facilities at Harbour View Café.

Minute 15. Harbour View Café tenant renovation proposals - guest speaker.  
Councillor Steve Gazzard, Personal, Member is a regular patron of Harbour View Café.

## 11 **Resourcing - verbal update**

Tim Child, Service Lead – Place, Assets and Commercialisation, provided an update on progress with the recruitment of the two new Officer posts. Further work on recruitment had been undertaken since the previous meeting. Job descriptions and salaries had now been approved for both the Senior Project Officer (two year fixed term) and Project Manager (18 month fixed term) roles and an external recruitment agency would be appointed to manage the process in what is currently a very challenging market. The advert was expected to be live at the start of November, with interviews in early December for successful candidates to be in post in the early Spring.

Questions and discussion included the following points:

- Terms and conditions for both roles are based on existing posts and at current EDDC salary levels.
- Regarding the length of the fixed term contracts, it was expected that the first six months in post would concentrate on looking at the options with comprehensive engagement and consultation with key stakeholders. A report in late summer would set out a series of options for Members to consider. The timescale moving forward would depend on which options were agreed by Members.
- The timescales for the production of the new Local Plan and for the Exmouth Place Making project are not currently aligned and this is a cause for concern for Officers.
- The appointment of the two new Officers is key to unlocking the potential for the Delivery Group to deliver on the project.

The update was noted.

## 12 **Introduction by National CoastWatch Institution - guest speaker**

Ivor Jones and Hugh DeSouza provided an introduction to the work of National CoastWatch Institution (NCI) and included the following points:

- NCI has been operational in Exmouth since 1998 and continued throughout the Covid-19 pandemic.
- The NCI trained volunteers work closely with the Royal National Lifeboat Institution, Her Majesty's CoastGuard and the emergency services and forms an integral part of the search and rescue capability for the UK.
- The current small facility does not allow NCI to function as it would like and the conditions are affecting the equipment and the ability of NCI to respond to emergencies.
- NCI's aspirations for its facility in Exmouth are to increase CCTV coverage and additional space with potential for a Jurassic Coast visitor centre and training for NCI volunteers.

Questions and comments from Members included the following points:

- NCI does not receive any public funding and depends on donations.

- Examples of risks in Exmouth include a strong tidal race and shifting sands, reckless use of jet skis and risks compounded by visitors being unaware of local conditions.
- Incidents this year had increased due to staycations.
- NCI has a dedicated radio channel 65 and a local weather station.
- A new facility would be fitted out by NCI through various funding initiatives.
- It was noted that the Lookout is integral to the Harbour View Café building, whereas CoastWatch House is a separate space.

Tim Child advised Members that work had been done previously on developing a new improved facility for NCI and referred Members to concept plans from 2018/19 and a report to Cabinet in 2020. Members were advised that upgrading the facility should be considered as part of the wider re-development and uses of the site.

Members were very supportive of the valuable service provided by NCI and were generally of the view that a new facility should be provided as soon as possible on safety grounds. Members' preference would be for the new project Officers to move forward with this matter when in post.

Provision of an upgraded facility for NCI would be added to the forward plan.

The Chair thanked Ivor Jones and Hugh DeSouza for their very informative presentation and for the excellent work undertaken by NCI.

### 13 **Forward Plan discussion**

As the work of the Delivery Group was gaining momentum, Tim Child proposed that a forward plan would assist the work of future meetings.

During the discussion on items for inclusion in the forward plan, Tim Child advised that sequencing of delivery was key, but that this could not be agreed until the stakeholder engagement and wider consultation work had been completed.

It was suggested that Ed Freeman be asked to attend the November meeting to provide an update on Local Plan work.

Following discussion, initial forward plan items were identified:

- Temporary uses on the Queen's Drive site for next year,
- CoastWatch tower provision,
- Progress with planning application for permanent planning consent for temporary uses.

### 14 **Confidential / exempt item**

There is one item to follow which Officers recommend should be dealt with after the public and press have been excluded, in accordance with local government legislation.

The Chair thanked those who had been watched the meeting online.

Accordingly, the public part of this meeting ended and the live stream to YouTube was switched off.

15 **Harbour View Cafe tenant renovation proposals - guest speaker**

The tenant of the Harbour View Café outlined proposals for the renovation of the building and the outside space.

Tim Child advised Members on the background and issues surrounding the café.

Simon Davey, Strategic Lead Finance, advised Members of the need for reports when considering this matter and before making a decision. Should Members be mindful to make a recommendation to Cabinet, Officers would then advise Cabinet on all related legal and procurement issues.

**RECOMMENDATION TO CABINET**

That the present tenant of the Harbour View Café be given an extended lease with an appropriate rent, subject to an independent valuation.

**Attendance List**

**Councillors present:**

P Arnott (Vice-Chair)  
M Armstrong  
O Davey  
N Hookway (Chair)  
D Ledger  
B Taylor  
J Whibley  
S Gazzard  
B De Saram  
J Rowland  
S Gazzard (Exmouth Town Council)  
A Bailey (Exmouth Town Council)

**Councillors also present (for some or all the meeting)**

M Chapman  
P Faithfull  
G Jung  
G Pratt  
E Wragg  
P Millar

**Officers in attendance:**

Tim Child, Service Lead - Place, Assets & Commercialisation  
Simon Davey, Strategic Lead Finance  
Susan Howl, Democratic Services Manager  
Sarah Jenkins, Democratic Services Officer

**Also in attendance:**

Justin Moore – Ocean  
Lisa Bowman – Town Clerk, Exmouth Town Council

**Councillor apologies:**

P Hayward

A Colman

C Wright

**Other apologies:**

P Gilpin – CEO LED

Chair .....

Date:

Report to: Exmouth Queens Drive Delivery Group



Date of Meeting 30<sup>th</sup> November 2021

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Temporary Uses Update

### Report summary:

Following the Part B report on this subject to the Delivery Group on 7<sup>th</sup> September, a meeting with existing traders on 15<sup>th</sup> October and feedback obtained from others on the 2021 season, this report sets out how the 2022 season is to be approached.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the Queen's Drive Delivery Group note the content of this report.

### Reason for recommendation:

This report is to provide Members with an understanding of the proposals for 2022 and the work being undertaken.

Officer: Tim Child, Service Lead – Place, Assets & Commercialisation [tchild@eastdevon.gov.uk](mailto:tchild@eastdevon.gov.uk)  
01395 571692

### Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information**

## [Link to Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## Report in full

- 1.1 There is an opportunity now to start planning for the 2022 season. By doing so we can ensure that we can properly market the various opportunities, ensure rental levels are reviewed for all to secure market rents and to provide those operators who will be trading next year with certainty in advance of the season starting to enable investment and planning. The site will also require further investment by the Council if temporary uses are to continue and any continued use will be conditional on grant of planning following expiry of the existing consent.
- 1.2 The report of 7<sup>th</sup> September 2021 was Part B as it contained commercial data relating to individual traders during 2021. This report focusses entirely on arrangements for the 2022 season.
- 1.3 A very positive meeting took place with a number of the existing traders to review the successes and learnings from this season. Our Events Team have also contacted others who could not attend and obtained further feedback. The feedback from the meeting and other contacts is as follows:
  - That the site should be plastic free – this did not apply in 2021 to the Events Space and therefore defeated the measures put in place by the traders and the site’s general sustainability credentials.
  - The funfair brought in lots of families however some families did comment it was expensive.
  - Most had a good year of trade, but felt 2020 was busier.
  - A suggestion was raised of a more traditional funfair going forward on the rear Events Space.
  - If the site was busy, everyone was busy, but if it was quiet everyone was quiet.
  - We could do with promoting recycling and the environment more on site.
  - We could improve the evening event offering – this was one of the strongest messages that came across as it was felt that the site really only operated during daytime only. Events generally, but also evening events could generate significant revenue potential, potentially for the Council, but also for the traders themselves.
  - Lots of members of the public made comments to the traders on how difficult it was for them to park whilst visiting.
  - The suggestion posed by Officers of an additional trader, with a healthier or plant based food focus was well received.
  - The need to secure commercial rents for 2022 and to ensure that rental levels were consistent across the site. This seemed to be understood by the traders present at the meeting but we assured them that we did not wish to lose them, just that they needed to all pay a commercial rent. Discussions would take place individually in the hope that terms could be agreed for them to return and it would only be if those discussions failed, that the pitch would be marketed.
  - Storage sheds have been popular this year and it was made clear to Officers that we will need an additional storage shed if we have an additional trader.

## Proposals for 2022

- 1.4 Based on this feedback and the discussion at the September Delivery Group meeting, proposals for 2022 are as follows:
- 1.5 Traders – There is insufficient capacity within the core Estates Team due to a vacant post. Arrangements already exist with Torbay Development Agency who support the Team on valuation and estates matters. With their experience of the arrangements around Torbay and their knowledge of the market generally and rental charges for these types of offerings they are the obvious choice to take forward this work. The intention is that the pitches will be valued in December and discussions commence with the existing traders in early January with agreement of terms by the end of January or if agreement not reached, marketing of that vacant pitch alongside marketing of the additional pitch being created. Subject to planning consent being granted, the traders will then have 2 months to plan for the 2022 season along with ample time to conclude the new leases.
- 1.6 Events Space – We tender for a funfair operator, but with a stricter remit. We will need to set noise limits, ride limits, consider traditional versus commercial – most likely the former if we receive interest, that it be a plastic free site and be prescriptive over operating hours. This has the potential to generate significant income. The Events Team to lead on this work.
- 1.7 Bar – In the first instance, to discuss arrangements for 2022 with LED. Their running of the bar, relationship with the traders and their thoughts around the running of events, either by them, or jointly with EDDC to encourage more visitors and greater spend is a real opportunity for next season and LED are ideally placed to support / lead this. As with the traders, Torbay Development Agency be asked to have those negotiations with LED. If terms cannot be agreed, which would be disappointing, we could then market.
- 1.8 Fitness Space - The operator this year has had a difficult season and consequently has ended the agreement early. There are issues both with drainage causing boggy puddles but also rutting, both causing health & safety concerns. There is also a lack of lighting and issues with people walking across the site, despite clear signage. There have also been access issues with people parking cars in front of the access gate when the car park is busy which on at least one occasion resulted in a class being cancelled as should there have been an accident, no emergency access was available. Lastly, the absence of anywhere to shelter from the rain was also a concern. These issues together resulted in the site being used a maximum of 3 hours a week and the agreement then being terminated early in September with only a nominal income due for this season. There is one possible interested party for next season but no other expressions of interest have been received. It is therefore quite possible that this grass will remain unlet for 2022. Officers will need not only to look at marketing, but to explore first whether it is viable to undertake further ground works to make this space suitable for fitness uses but the possible further investment required will most likely make this unviable for what at best is only a nominal income. If not viable, we will consider alternative uses.
- 1.9 Ticketed Events – this is an area Officers would like to explore further with LED. The Events Team do not have the capacity to run these alone, but might be able to work with LED, or otherwise, other possible operator.

- 1.10 Investment Costs – A specification of the works needed to the seating, lighting, drainage, wifi, shelter for those in wheelchairs and a seagull scarer will be determined over the next 2 months with a further report back to the Delivery Group in 1<sup>st</sup> instance. Early indications are that this cost is likely to be upwards of £40,000. The infrastructure currently on-site was only ever intended to be there for a few years and hence the need in recent years and for next year for further investment to enable uses to continue until such time as permanent uses of the site are agreed.

#### Arrangements for winter

- 1.11 Some of the banners and flags will be removed shortly to preserve them over the winter but the storage sheds will not be removed.

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#### **Financial implications:**

Although the report is not recommending at this stage, a budget is required for maintenance and improvements to the site. A sum of £40k upwards is highlighted as a possible request for members to consider in a future report.

#### **Legal implications:**

Legal Services will work with colleagues to provide the appropriate agreements needed for the various activities and lettings. There are no specific issues raised within the report.