

Report to: Placemaking in Exmouth Town and Seafront Group

Date of Meeting 16 June 2026

Heading/Title: Review of the Placemaking in Exmouth Town and Seafront Group Terms of Reference

Cabinet Member(s): Cllr Hookway

Director/Assistant Director: Andy Wood – Director of Place / Tim Child – Assistant Director, Place, Assets & Leisure

Author and Directorate: Naomi Harnett, Corporate Lead - Placemaking and Major Projects – Place Directorate

Contact Details: Naomi.Harnett@eastdevon.gov.uk

Key decision No: n/a

If a Key Decision has it appeared on Forward Plan

Document classification: Part A Public Document

Exemption applied: None

1. Background

- 1.1 This report sets out the reviewed Terms of Reference for the Placemaking in Exmouth Town and Seafront Group (PETS). The key change involves adding Devon County Council representatives to the membership of the PETS Group.
- 1.2 The Exmouth Town Centre and Seafront Placemaking Plan (EPP) was reviewed during 2025 and early 2026. This included a public consultation exercise held in November and December 2025.
- 1.3 Following the consultation, several minor revisions were made to the Plan. The final version was subsequently endorsed at PETS on 17th March 2026, followed by approval from Devon County Council's (DCC) Highways and Traffic Orders Committee (HATOC) on 20th March 2026, Exmouth Town Council members on 23rd March 2026, and ultimately EDDC Cabinet on 1st April 2026.
- 1.4 To date, DCC have not been represented on the PETS group. However, given that many of the EPP's actions relate to DCC-owned land, and that DCC has formally endorsed the Plan, it is considered appropriate to include DCC representation. This will support effective coordination and ensure that delivery is informed by all key stakeholders on an equal basis.
- 1.5 Officers have therefore reviewed and updated the Terms of Reference for the PETS Group, with the main change being the addition of DCC representatives to the membership. The revised Terms of Reference are now presented to the PETS Group for consideration and approval (see Appendix 1).

2. Recommendations/Decision

- a) That members of the PETS Group approve the changes to the Terms of Reference, including the addition of Devon County Council representatives as members.
- b) That Members recommend to Cabinet the revised Terms of Reference for the PETS Group under the review clause set out in the paper of the 23rd January 2024.
- c) Subject to a) and b) that the Council write on behalf of the Leader to invite nominees from Devon County Council to sit on the group.

3. Reasons for Recommendations/Decision

- 3.1 Supporting the recommendations will enable better communication between the 3 stakeholder Councils in the delivery of Placemaking in Exmouth.

4. Options

- 4.1 Two options have been considered for reviewing the Terms of Reference:
- 4.1.1 Do nothing – no changes to the Terms of Reference, maintaining membership from only East Devon District Council and Exmouth Town Council
 - 4.1.2 Amend to include Devon County Council
- 4.2 Given that many of the Exmouth Placemaking Plan's actions relate to DCC-owned land, and that DCC has formally endorsed the Plan, it is considered appropriate to include DCC representation in the revised Terms of Reference. This will support effective coordination and ensure that delivery is informed by all key stakeholders on an equal basis.

5. Relevance to Council Plan/priorities

Set out how report links to the Council Plan/priorities:

- A supported and engaged community that has the right homes in the right places, with appropriate infrastructure
- A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery.
- A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality.
- A well-managed, financially secure and continuously improving council that delivers quality services

The stated recommendation to revise the Term of Reference will support effective coordination and ensure that delivery of the Exmouth Placemaking Plan is informed by all key stakeholders on an equal basis.

6. Financial Comments/Implications

- 6.1 There are no new financial implications identified in this report.

7. Legal Comments/Implications

7.1 There are no specific legal implications to this report.

8. Risk Implications

8.1 Each of the individual projects discussed above have their own risk registers that are regularly updated.

8.2 This report provides an update on the projects and makes no recommendation which has an implication on risk. Accordingly, there is no risk associated with the recommendation.

9. Equality Implications (Public Sector Equality Duty)

9.1 This relevance assessment aims to analyse gathered information for potential relevance to equality. If a Full Equality Impact Assessment is required ([Equality analysis impact assessment form](#)), include it as an appendix. At the minimum, the following table must be completed.

<p>Scope (<i>Provide an overview, including objectives and desired outcomes</i>)</p>	<p>This report provides a recommendation to amend the Terms of Reference for the Placemaking in Exmouth and the Seafont Group (PETS). The group will review projects identified in the Exmouth Placemaking Plan, but this report does not seek to make any recommendations on any project.</p> <p>Individual projects endorsed by the PETS group will need to undertake a relevant assessment and potentially a fully Equality Impact Assessment.</p>
<p>Evidence gathered and engagement (<i>List stakeholders consulted and relevant processes, policies, and data sources</i>)</p>	<p>None for the production of this report.</p>
<p>Relevance assessment findings (<i>If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information</i>)</p>	<p>A full EIA is required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Pregnancy and maternity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Race <input type="checkbox"/> Gender reassignment <input type="checkbox"/> Sex <input type="checkbox"/> Marriage or Civil Partnership <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Armed Forces <input type="checkbox"/> Other, e.g. carers, care leavers, low income, rurality/isolation, etc.</p> <p>If no, explain why:</p>
<p>Relevance ranking</p>	<p><input type="checkbox"/> High – Very relevant to protected characteristics</p>

	<input type="checkbox"/> Medium – Somewhat relevant to protected characteristics <input checked="" type="checkbox"/> Low – Not relevant to protected characteristics
Key findings and impacts	None
Conclusion drawn (<i>i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers</i>)	No negative impact from the recommendation of this report.
Actions (<i>Proposed actions to mitigate negative impacts on identified groups</i>)	None
Signed off by	

10. HR and Workforce Implications

10.1 None

11. Community Safety Implications (Crime and Disorder)

11.1 None

12. Climate Change Implications

12.1 None

13. Health & Safety and Health & Wellbeing Implications

13.1 None.

14. Procurement and Social Value implications

14.1 The [Public Services \(Social Value\) Act](#) came into force on 31 January 2013. The Act requires public authorities to consider how the services they commission and procure might improve the economic, social, and environmental well-being of their area.

14.2 This report does not provide any updates on projects in Exmouth, therefore this report gives no further consideration of this matter.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 None.

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 N/a

17. Digital and Data

17.1 None.

18. Consultation and Engagement

18.1 The Exmouth Town Centre and Seafront Placemaking Plan (EPP) was reviewed during 2025 and early 2026. This included a public consultation exercise held in November and December 2025.

19. Communications

19.1 None.

20. Next Steps

20.1 If the proposed Terms of Reference have been adopted the Council will write on behalf of the Leader to invite nominees from Devon County Council to sit on the group.

21. Appendices

21.1 Appendix 1 – Placemaking in Exmouth Town and Seafront Group Terms of Reference.

22. Background Papers

22.1 No need to refer to minutes or previous reports on the same matter as these are already publicly available.

Appendix 1 - Placemaking in Exmouth Town and Seafront Group

Terms of Reference

Version 2 – April 2026

Purpose

To bring together representatives from East Devon District Council, Devon County Council and Exmouth Town Council to provide informed advice, oversight and recommendations that support the successful delivery of Placemaking in Exmouth Town and Seafront for the benefit of residents, businesses and visitors.

Objectives and responsibilities

- To provide a reference group of district, county, and town councillors and stakeholders, supported by officers, to inform progress and to make recommendations to East Devon District Council's Cabinet and Devon County Council's Executive, to enable them to take forward the development and management of Placemaking in Exmouth Town and Seafront.
- To receive briefings and reports from officers and to act as a point of reference for the successful delivery of Placemaking in Exmouth Town and Seafront.
- To monitor progress on achieving the delivery of the Placemaking in Exmouth Town and Seafront.
- To advise on and input to external expert and professional consultancy.
- To support further engagement of public and stakeholders.
- To promote best practice, help overcome barriers and promote optimal outcomes for the benefit of Placemaking in Exmouth Town and Seafront.
- To promote the objectives and successes of Placemaking in Exmouth Town and Seafront.
- To liaise with and share information with relevant stakeholder groups as appropriate.

Membership

Councillor Paul Arnott (Vice-Chair)

Councillor Aurora Bailey

Councillor Olly Davey

Councillor Tim Dumper

Councillor Steve Gazzard

Councillor Anne Hall

Councillor Paul Hayward

Councillor Nick Hookway (Chair)

Councillor Todd Olive

Councillor Joe Whibley

Councillor Graham Deasy (Exmouth Town Council)

Councillor Dianne Conduit (Exmouth Town Council)

[add a DCC councillor here] (Devon County Council)

[add a DCC councillor here] (Devon County Council)

Additional participants

To assist the Delivery Group they may, through the Chair, invite individuals with relevant expertise to attend on a 'one-off' basis to discuss a particular issue.

Public awareness

The Placemaking in Exmouth Town and Seafront Group will be open to the public (Part A) but may have a private part to the meeting (Part B) to discuss confidential and sensitive matters.

To ensure that there is public awareness of the Placemaking in Exmouth Town and Seafront Group's activities, discussions and project progress, notes of meetings will be publicly available and published as part of the District Council's Cabinet agendas.

Secretariat

East Devon District Council will provide the secretariat service for the Placemaking in Exmouth Town and Seafront Group.

Review

The Placemaking in Exmouth Town and Seafront Group will be subject to review in four years' time to assess need for continuation and/or whether any changes are appropriate.

Contact information

Support officer: Sarah James. 01395 519978 Email: sarah.james@eastdevon.gov.uk

