



Minutes of the Seaton Town Council Meeting On Monday 5th August 2019

Present

In the chair: Cllr K Beer

Councillors: T Antoniou, A Davies, D Haggerty, D Ledger, S Read, J Rowland (Vice Chairman), J Russell, H Sanham, M Shaw and A Singh

Officers: Admin Officer

Public: Cllr Geoff Pook (EDDC) and 2 members of the public

68. Apologies for absence

There were no apologies for absence received.

Cllr D Squire was absent.

69. Declarations of Interest

Cllrs Rowland and Ledger declared personal interests as Councillors with East Devon District Council (EDDC)

Cllr Shaw declared a personal interest as a Councillor with Devon County Council (DCC)

Cllr Rowland declared a personal interest for agenda item 12 'Seaton Speed Limits' as he is a member of the Seaton Down Hill Community Speed Watch Team.

70. Minutes

The Council **RESOLVED** to approve the minutes of the meeting on 3rd June 2019.
(moved Cllr Read; seconded Cllr Singh)

The Council **RESOLVED** to approve the minutes of the meeting on 1st July 2019.
(moved Cllr Russell; seconded Cllr Read)

The Council **RESOLVED** to approve the minutes of the meeting on 15th July 2019
(moved Cllr Sanham; seconded Cllr Read)

71. Chairman's Report

The Chairman reported that Sovereign Housing, who have purchased a block of Shared Ownership flats on Pebble Beach were having an Open Day on Friday 16th August between 12.00pm and 2.30pm to which all Councillors were invited to come and be shown around.

The Council **NOTED** the Chairman's Report

72. Public Question Time

Paul Hayward wanted to ask a question of the Town Council which was:

- Who is Seaton Town Council's Data Protection Officer?

The Chairman, Cllr Beer, responded saying that as the Council do not have a permanent Clerk at present, they do not have an official Data Protection Officer currently.

- Mr Hayward presented three letters to the Chairman requesting a written confirmation of receipt and asked the Chairman to attend to these for him.



Peter Burrows spoke on agenda item 17 – Seaton Town Council Opening Hours. He understood why the Council was thinking of reducing the opening hours because the Council was without a Clerk, but it did not give a good message out to the public. So personally, he thought it was a retrograde step.

Also, on the agenda under item 3 – Minutes it stated to agree the minutes of one meeting on 1st July, but the minutes of two other meetings were agreed which were not on the agenda. The Chairman, Cllr Beer, agreed with this statement and said that the matter of the Town Council's opening hours would be dealt with later on the agenda.

73. Police Report

There was no report from the Police.

74. County Councillor Report

Cllr Shaw's report had been circulated to Councillors ahead of the meeting

Cllr Shaw wanted to highlight the proposal to merge the Seaton, Beer and Branscombe Traffic Group with the Coly Valley Traffic Group. This would mean more frequent meetings and issues could be followed up more quickly.

The Council **NOTED** the County Councillor Report (moved Cllr Beer)

75. District Councillor Reports

Cllr Ledger and Rowland's district report had been circulated ahead of the meeting.

Discussion took place around:

- Climate Change Emergency and the different target dates which County, District and Town Councils were endorsing. There needed to be an agreement between County, District and Town Councils to aim for the same date.
- Polling Place Review 2019. The district council were carrying out a review of polling stations and it was hoped that voters in the western side of Seaton would not have to go to Beer to vote in future elections. Cllr Rowland said the district councillors had committed to comment on this in the consultation, but there was no guarantee the present arrangement would change if there was a snap General Election.
- The Seaton Fire Officer would be visiting the Seaton Heights site on Monday 5th August and would be reporting back to Cllr Rowland.

Cllr Hartnell's district report had been circulated ahead of the meeting.

Discussion took place around:

- The removal of the perimeter fence at the Skate Park. It is just the fence that goes around the Skate Park. This had to be removed so the sides of the skate park could be built up for safety reasons.
- South West Water's offer to sponsor water bottle refill stations on the seafront. The Town Council had not discussed this item at any meetings

Cllr Beer to write to Cllr Hartnell to ask for clarification on which perimeter fence was going to be removed.



(moved Cllr Sanham; seconded Cllr Antoniou)

District Councillor Geoff Pook reported verbally with the following matters:

District specific:

- More funding streams available from People's Postcode Trust, Postcode Community Trust and Postcode Local Trust for various charities and community groups with amounts ranging from £500 to £20,000.
- Car charging points EDDC are doing a lot of work on this currently and some of the East Devon District Car Parks have electric charging stations.
- At EDDC there was a Working Party developing the Council's response to the Climate Change Emergency.

Seaton specific:

- Closure of some of the morning classes at the LED Colyton Leisure Centre. From 2nd September 2019, community use during the school day in term-time will cease for the forthcoming academic year, to allow the school to make full use of the sports hall and studio space, and to alleviate safeguarding concerns. LED will continue to operate classes and all other regular activities after school, at weekends and throughout the school holidays.
- Discussions were taking place regarding the various employment options in Seaton.

The Council **NOTED** the District Councillor's Reports (moved Cllr Beer)

76. Reports from Council representatives on Outside Bodies

Cllr Rowland's report on Seaton Area Health Matters had been circulated ahead of the meeting.

- The response received was encouraging about transforming Seaton Hospital into a Health and Wellbeing Hub. If the hospital site could be purchased from NHS Property Services they would receive a capital receipt, the RD&E NHS Foundation Trust had tenants who were paying a high premium for the clinics they run at the hospital and perhaps they could be offered a better deal and finally the hospital site would be secured for the local community. NHS Property Services were going to be carrying out valuations of the site to ascertain the value of the site.
- Lyme Regis (Lyme Forward), Axminster (Light up Axminster) and Seaton Area Health Matters had agreed, as a group which covers an estimated population of 42,000, to arrange to try to meet the current Chairs of Devon Clinical Commissioning Group and Dorset Clinical Commissioning Group in one meeting.

The Council **NOTED** Cllr Rowland's report
(moved Cllr Beer)

77. Committee meeting minutes

The Council **RESOLVED** to adopt the minutes for:

- Planning Committee 1st July 2019, 15th July 2019
- Finance & General Purposes Committee 17th June 2019
- Communities and Open Spaces Committee 4th July 2019
- Personnel Committee 2nd July 2019 & 15th July 2019

(moved Cllr Sanham; seconded Cllr Rowland)



78. Dog Ban Areas and Signage

Cllr Ledger reported that he was meeting with Officers from the district council and requested that this item was brought back to the next meeting in September.

79. Seaton Speed Limits

The Council considered the report from Cllr Shaw on Seaton Speed Limits and discussion took place around:

- The change of speed limit on Seaton Down Hill was going to take place during the week commencing 12th August. The Police were proposing an implementation plan during which they would carry out educational activities, including online in September. In October they would begin taking enforcement action on speeding.
- Cllr Shaw would discuss with the Police the content of the education about the speed limit.
- Did the Town Council wish to have more input about speed issues in the town generally and involve resident? Residents of Seafeld Gardens would like a 20mph speed limit there due to speeding issues.
- The County Council were adopting proposals to look at 20mph speed limit areas more seriously than they had in the past.
- The Town Council said they would like to be more involved regarding speed limits in the town.
- Cllr Rowland asked for it to be placed on record his thanks to the founder of the group that started the campaign for a slower speed limit on Seaton Down Hill, Paul Allan, as he had worked tirelessly for this campaign to get the speed limit changed.
- Other speed limits in the town needed to be reviewed.

Councillors asked for this item to be put on the agenda for the next Council meeting.

80. Maintenance of grounds surrounding Premier Inn

Cllr Rowland reported that he had received complaints from residents concerning the grounds surrounding the Premier Inn. The ground inside the wooden palisade fencing was Premier Inn's responsibility. Premier Inn had said they were having problems with the original contractor and were recruiting a new one. Cllr Rowland had spoken to the Tesco manager as they were responsible for the area outside of the fencing by the Premier Inn. Tesco had received approval from their Head Office to do the contracting work on a regular basis. Cllr Rowland had received assurances from Tesco that this was about to happen. Discussion took place around:

- Whether the Royal Observer road sign on the eastern side which was regularly knocked down could be incorporated into this work and perhaps relocated further into the land.
- Where Tesco responsible for the maintenance of Thury Harcourt Place? The part outside the Tesco store was Tesco's responsibility especially the trees. Tesco had said they would deal with this when the other ground maintenance work was being carried out.

81. EDDC Maintenance Contribution 2019/2020

Cllr Rowland reported that historically East Devon District Council had paid the Town Council £7,500 every year as part contribution towards litter picking and weeding around the town. It had been suggested that instead of the district council paying the Town Council this contribution it was retained by the district council on the proviso the Town Council receive a guarantee that it was used for the intended purpose of keeping the town centre and esplanade tidy. Discussion took place around:



- Would this work be carried out via an agency? If so, does that mean the costs would be higher than if the Town Council did the work and therefore the amount of work delivered would be less
- The £7,500 was the agreed costs for the work the district council should have been doing, so it would not matter if it was an agency doing the work as they should undertake to do the same work the district council would have done.
- If the district council do not honour their commitment what comeback do the Town Council have?

The Council **RESOLVED** that Seaton Town Council agreed to forego the annual contribution of £7,500 from East Devon District Council towards the cost of litter picking on EDDC owned land provided the Town Council receive assurances in writing that the £7,500 would be used by EDDC to pay towards the cost of providing an additional person for the Streetscene team to clean streets and pavements and litter pick around the Town shopping area and along West and East Walks.
(moved Cllr Rowland; seconded Cllr Ledger)

82. Update on Priorities for Seaton Town Council 2019/2020

To receive an update progress report on the top six priorities agreed at the Seaton Town Council meeting on 3rd June 2019:

1. Progress the seafront enhancement scheme to start Phase 1 to secure the existing planning permissions and secure grant funding for subsequent phase by the end of the municipal year.
2. Start and complete the renovation and painting of street furniture, finger posts and bus shelters to complete by October 2019.
3. Ensure maintenance contracts are in place for Town Hall and Marshlands Centre by 31 July 2019.
4. Increase the number of hirers of facilities in Marshlands and that the remaining office space is rented out to increase income.
5. Ensure staffing levels are adequate to deliver the service expected and that Council websites and social media outlets are kept up to date.
6. Review the SLA with Devon Wildlife Trust for the Tourist Information Centre service by 24th June 2019 and make recommendations to Council on 1st July 2019.

Discussion took place around:

- There was a separate report on the agenda regarding the Seafront Enhancement Scheme
- This should be a standing item on the agenda so that the Town Clerk can report on the progress made and until such time that the priorities were completed, and they drop off and another priority could be added.
- Most of the finger posts had been painted, two bus shelters had been completed and the rest should be completed shortly. Quotes were being obtained for the cost of painting the lamp posts.
- Current tenants had enquired about taking more space and time at Marshlands. Guidance needed to be given to staff about what the charges for room hire were.
- It had been agreed that Cllr Beer and Rowland meet with Richard Drysdale, Manager of Seaton Jurassic regarding the Service Level Agreement.

83. Climate Emergency Working Party Feedback

Cllr Shaw reported that the Working Party had meet with Extinction Rebellion. Ottery St Mary Town Council reported on how they had proceeded with this. Ottery St Mary Town Council had declared a



Climate & Environmental Emergency as they felt the issues were broader than just Climate. They had held a public meeting and set up working groups and would produce a report. They were part of a network of other towns. The people at the meeting were very keen that Seaton formally declared a Climate & Environmental Emergency and join with the rest of the towns with the aim of making the town carbon neutral by 2030. The Town Council could take this as an aspiration, and it should hold a public meeting in the autumn. The Climate Emergency Working Party made the following recommendations:

1. Seaton should declare a Climate and Environmental Emergency with the aim of making the town carbon-neutral by 2030.
2. We should learn from Ottery and other towns about how to go about a carbon audit, and take part in the proposed network of towns pursuing these policies.
3. We should hold a public meeting in the autumn with the aim of involving residents in addressing the Climate and Environmental Emergency, possibly in a format involving separate tables for topics like transport, housing, food and biodiversity.
4. We should establish a webpage on our site and/or Facebook page to publicise Seaton Climate and Environmental Emergency activities.
5. We should incorporate climate-neutral policies into our forthcoming Neighbourhood Plan and take account of these considerations when renewing our vehicles and fuel policies, etc.

Discussions took place around:

- Point 5 on the recommendations mentions a Neighbourhood Plan which Seaton has not got currently. This will be removed from the recommendations.
- There should be a public statement from the Town Council that they support declaring a Climate Emergency.
- Point 5 to read 'We should incorporate climate-neutral policies and take account of these considerations when renewing our vehicles and fuel policies etc.'

The Council **RESOLVED** to accept these recommendations, but for the moment remove the reference to a Neighbourhood Plan in Point 5.

(moved Cllr Shaw; seconded Cllr Rowland)

84. Seaton Town Council Opening Hours

This had been discussed at a Personnel Committee meeting as a short term measure to enable more time for the staff to focus on the work of the Council until a new Clerk was in place. Discussion took place around:

- Concerns raised that this would be a permanent arrangement. This was until the Full Time Clerk was in post
- Amend the resolution to read 'To consider reducing the opening hours of the Town Council to 3 days a week, opening from 10am to 1pm or 11am to 2pm until a Full Time Clerk is in post'

The Council **RESOLVED** to reduce the opening hours of the Town Council to 3 days a week, opening from 10am to 1pm or 11am to 2pm until a Full Time Clerk was in post.

(moved Cllr Rowland; seconded Cllr Sanham)

85. To note the Offer of Affordable Housing at Pebble Beach, Seaton

Cllr Beer reported that Sovereign Housing Association had purchased some Shared Ownership flats on Pebble Beach, Seaton. There was an open day on Friday 16th August between 12.00pm to 2.30pm to which Councillors were invited and would be shown around the properties purchased.



Discussion took place around:

- Where were the properties sited on Pebble Beach?
- What were their policies for the allocation of Shared Ownership properties?

The Council **NOTED** Sovereign Housing Association's invitation to their open day.

86. Seaton Seafront Enhancement Working Party

The Council considered the Seaton Seafront Enhancement Working Party report. Cllr Read and Cllr Sanham reported the following:

- The requirement to relocate the taxi rank on Marine Place. A consultation process needs to take place with the local and East Devon taxi trade, as well as with trade and the public.
- An estimate/quotation for the works had been received. Cllr Read reported that he had asked the Project manager whether this was an estimate or a quotation as it stated both. No mention on the estimate/quotation of VAT and whether that was included in the price or not. Was it a fixed price contract or a remeasurement one? Looking at the paperwork received it was based on a remeasurement one. The Project Manager responded saying it was an estimate because the surveys had not been carried out to establish the existing levels. Once the survey had been done and the existing levels established then it would be converted into a fixed price estimate via a tender quotation. The quote was for £41,000, but there was no contingency in that figure. Excluding VAT, a realistic estimate for the work would be around £50,000.

Discussion took place around:

- The first estimate was for £28,000, but the area had been increased hence the price increase to £50,000. Phase 1 had been increased to incorporate Phases 1 and 2.
- The Working Party were looking for approval, which had been agreed in principle, for the commencement of work on the seafront enhancement scheme, the use of tarmac and construction to start in October. The Working Party were also asking for approval to instruct the Project Manager to formally discharge the conditions attached to the planning approval, and to delegate to the working party the decision to approve the draft tender documents.

The Council **RESOLVED** to:

- Approve to commence work on the seafront enhancement at an estimated cost of £50,000.
- Approve the use of tarmac for the road surface.
- Construction to commence in October 2019.
- To instruct Project Manager to formally discharge the conditions attached to the planning approval
- To delegate to the working party the decision to approve the draft tender documents

(moved Cllr Sanham; seconded Cllr Read)

87. Town Council Working Parties

Cllr Singh reported that the Website Working Party had held its second meeting and was looking at the current Town Council website and getting it revamped to incorporate not only Seaton Town Council but other areas of the community. Areas which the Working Party would like to incorporate into the new website include: Community Information, Local Societies and Businesses. This would require extra staff to manage the website.

Discussion took place around:



- Decisions had been taken to look at staffing structures when the new clerk was in place. Discussions were taking place reference Marketing and Events to be provide by a contractor or inhouse
- Tourist Information Centre website covered by the Service Level Agreement in place
- More information required on the proposals and costs involved.
- Current websites out of date. Are the websites remaining as they were for the present?
- The Council needs a permanent employee to look after the website on a daily basis. The new website will be a professional one where retailers/businesses will be able to advertise etc. which will produce an income. A contractor will cost more than an employee to maintain the website.
- Will need to take all the good information from the various town websites and amalgamate them into the new one which will be built as the Council wants. This would take approximately three months.
- Short term need to get the town council website updated. Need to know what is required now to bring the current website up to date and what the council wants to do going forward.

The Council **RESOLVED** to hold an Extra Ordinary Council meeting on Monday 12th August at 6pm to receive a report and recommendations from the Town Council Website Working Party.
(moved Cllr Rowland; seconded Cllr Sanham)

88. Update on Standing Orders and Policies

The Chairman. Cllr Beer understood that all Chairmen of Committees were looking at their Standing Orders and Policies and were bringing them up to date. He requested that this item was brought back to the next Council meeting in September.

89. Public Payphone Removal Consultation

There was a consultation taking place concerning the removal of underused public payphones. The one listed in Seaton for removal was outside the Co-op grocery store in Harepath Road. The payphone had been used once in the last twelve months.

The Council **RESOLVED** no objection to the removal of the public payphone outside the Co-op in Harepath Road.

(moved Cllr Sanham; seconded Cllr Read)

90. Provision of Lifeguard Service for Seaton Beach

A resident had contracted Cllr Read asking about the provision of a lifeguard patrol covering Seaton and Axmouth Harbour after two recent incidents where the Search and Rescue Service needed to be called out. The resident felt that there was a need for a lifeguard patrol and was willing to set up a fundraising facility with other likeminded Seaton business proprietors. They were willing to contribute the sum of £1000.00 to initiate the fund. There were two ways this service could be funded. One was through the RNLI or on your own. For the Town Council to provide the service it would be prohibitively expensive. The RNLI would provide the equipment needed but the Council would have to pay other costs which again would be expensive.

Discussion took place around:

- Having a lifeguard service would not have helped in the two incidents due to one person being swept out to sea very quickly and the other emergency services would still have needed to be called and there have been no other reported incidents.



- Seaton was not a surfing beach and only a small number of people were using the sea at any one time. Difficult to justify the cost of the service and East Devon District Council own the beach.
- If the resident was still willing to contribute £1,000 it could go towards the cost of another defibrillator which would be of more use along the seafront all the year round. If the Council could match fund the £1,000 the Town Council could possibly get two defibrillators.

The Council **RESOLVED** to contact the resident, thank them for their kind offer and explain the reasons why the Council thought there was insufficient evidence to have a lifeguard and if they were still willing would they consider putting the money towards a defibrillator which the Council could match fund. (moved Cllr Rowland; seconded Cllr Antoniou)

91. Confidential Matters

The Chairman moved, and the Committee **RESOLVED**, that in accordance with the Council's Standing Orders 1c the press and public be excluded from the meeting during the following discussions as there was likely to be a disclosure of confidential information.

92. Staffing Matters

93. Temporary Caretaker at Marshlands