



**NOTICE**

**THIS WILL BE A REMOTE MEETING WHICH MEMBERS OF THE PUBLIC MAY ATTEND BY FOLLOWING THE LINK BELOW**

**To: All Members of Seaton Town Council**

**Remote Meeting of Seaton Town Council  
on Monday 5<sup>th</sup> October 2020**

**30 September 2020**

You are hereby summoned to attend the above meeting to be held on **Monday, 5<sup>th</sup> October 2020 at 6pm or immediately following the meeting of the Planning Committee, whichever is the earliest.** In accordance with the provisions of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Log on to: [www.zoom.us](http://www.zoom.us)

Click on: 'Join Meeting' and then enter:

- Meeting ID: 952 2081 7554
- Passcode: 147897

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.

**This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.**

**Julia Mutlow  
Town Clerk**

**AGENDA**

**20/COU/01 Apologies for absence**  
To receive any apologies for absence



**20/COU/02 Declarations of interest**

To receive any Members' declarations of interest in respect of items on the agenda

**20/COU/03 Minutes**

To agree the minutes of the Council meeting held remotely on Thursday 9th September 2020

**20/COU/04 Chairman's Report**

**20/COU/05 Public Question Time**

To allow any questions or reports from members of the public

**20/COU/06 Police Report**

To note the report

**20/COU/07 County Councillor Report**

To note the report

**20/COU/08 District Councillor Reports**

To note the report

**20/COU/09 Town Clerk's report and update on 2020/21 priorities, including recommendations as to budgetary and other decisions as appropriate**

To receive an update on the Council's work and priorities for the 2020/21 municipal year

It is **RECOMMENDED** that Members:

1. note the Clerk's report
2. authorise the Clerk to write to Cllr Shaw, as Chair of the Seaton & Colyton Traffic Group and raise the issue of repairs to the wall at Fisherman's Gap
3. approve a print run of 3000 postcards depicting the new Marshlands Art Boards at a cost of £160 and authorise the Clerk to negotiate with artists/sellers the arrangements for sale as necessary

**20/COU/10 Request by Seaton Jurassic**

Presentation by Richard Drysdale of Devon Wildlife Trust on the proposed extension of Seaton Jurassic seeking:

- the support of the Council for the upcoming application to EDCC for planning permission
- possible financial support for the project



- 20/COU/11 Sensory Garden - Cllr. Briggs**  
To consider a report and proposal for the creation and funding of a sensory garden in Seaton
- 20/COU/12 Seaton Museum – Cllr Beer**  
To discuss the concerns raised by a local resident, concerning the future of Seaton Museum and consider ways in which assistance may be provided to secure its future
- 20/COU/13 Town Guide/Map 2021**  
To consider whether the Council should produce a Town Guide for 2021 or an alternative such as a Town Map
- 20/COU/14 Advertising in Coach Tours UK & Ireland Magazine – Cllr Haggerty**  
To consider whether to advertise in this publication and, if approved, to agree budget
- 20/COU/15 Driving recklessly in Seaton – Cllr Ledger**  
To discuss options of how the Council might aid both the police and DCC in making the highways in Seaton safer
- 20/COU/16 Update on Promote Seaton – Cllr Haggerty**  
To receive an update on Promote Seaton
- 20/COU/17 Any other business**  
To consider any other business the Chairman considers urgent

### **Confidential Items**

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussions of items 18 and 19 on this agenda as there are matters being discussed which include information that is commercially sensitive.

- 20/COU/18 Outdoor Gym Equipment**  
To consider the report including costs and specifications of equipment and to approve supplier
- 20/COU/19 Water Refill Station**  
To consider the report including costs and specifications of water refill unit and to approve a supplier



**Minutes of the Seaton Town Council Meeting  
on Wednesday 9 September 2020**

**Present:**

**Chair:** Cllr K Beer

**Town**

**Councillors:** D Ledger, D Haggerty, A Singh, J Russell, E Bowman, C Wood, D Wright, K Briggs and M Macaskill

**Other Councillors:** Cllr Shaw (DCC)

**Officers:** Town Clerk

**Public:** No members of the public present

**Note:** All attendees accessed the meeting remotely and could be either seen and/or heard

**52. Apologies for absence**

Apologies for absence were received from Cllr Hartnell and from Cllr Rowland in his capacity as an East Devon District Councillor.

**53. Declarations of interest**

Cllr Ledger declared a personal interest as a Councillor with East Devon District Council (EDDC)

**54. Minutes**

Members **RESOLVED** to approve the minutes of the Council meeting held remotely on 3rd September 2020  
(proposed Cllr. Singh; seconded Cllr. Haggerty)

The Chairman suspended standing orders and changed the order of business to bring forward the county councillor's report.

**55. County Councillor Report**

Members received and noted the report by Cllr Martin Shaw.

**56. Chairman's Report**

Members received and noted the Chairman's report.

**57. Public Question Time**

There were no questions from the public.



### 58. **Review of Committee Structure**

Members considered the existing committee structure and noted that business currently within the remit of the Communities & Open Space Committee could be more effectively dispatched by the Clerk through the scheme of delegations, the Council and other committees. Members therefore **RESOLVED** to dissolve the Communities & Open Spaces Committee.  
(proposed Cllr. Singh; seconded Cllr. Haggerty)

### 59. **Appointments to Committees**

Members **RESOLVED** to make the following appointments to the vacancies on the Council's Committees:

1. Planning – Cllrs Wood, Wright & Macaskill
2. Finance & General Purposes – Cllr Wood
3. Personnel – Cllr Haggerty
4. Appeals – Cllrs Bowman & Wright

(proposed Cllr. Bowman; seconded Cllr. Haggerty)

### 60. **Town Clerk's report and update on 2020/21 priorities, including recommendations as to budgetary and other decisions as appropriate**

Members received an update on the Council's work and priorities for the 2020/21 municipal year and **RESOLVED** to:

1. note the update on the Council's 2020/21 priorities
2. delegate authority to the Clerk, in consultation with the Chair and Chair of Finance, to engage such specialist advice, within the approved Seafront Enhancement budget, as may be required to discharge the pre-commencement conditions and carry out a tender process in line with the Council's Financial Regulations.

(proposed Cllr Ledger; seconded Cllr Wood)

### 61. **Elizabeth Road Play Park**

Cllr Ledger asked Members to consider the purchase and installation of a set of goal posts for Council's Elizabeth Road site to replace those that had previously been removed. Quotations for the supply and installation of said goalposts had been received.

Members **RESOLVED** to approve the supply and installation of a set of goal posts at Elizabeth Road GB Sport & Leisure Ltd at a total cost of £1,132,66.  
(proposed Cllr. Ledger; seconded Cllr. Singh)

### 62. **Police Report**

Members received and noted the police report.





### 63. **District Councillor Reports**

Members received and noted a report by Cllr Rowland (EDDC).

### 64. **Payments, Receipts and Unpaid Invoices**

Members noted the schedule of payments, receipts and unpaid invoices to 31 August 2020 and **RESOLVED** to:

- approve payments & receipts
- note there were no outstanding unpaid invoices

(proposed Cllr. Ledger; seconded Cllr. Singh)

### 65. **Budget to date**

Members reviewed and noted the expenditure against budget to date for the 2020/21 financial year. Members noted the update.

### 66. **Bank Reconciliation**

Members noted and **RESOLVED** to approve the bank reconciliation to 31 August 2020.

(proposed Cllr. Ledger; seconded Cllr. Singh)

### 67. **Petty Cash Reconciliation**

Members noted and **RESOLVED** to approve the petty cash reconciliation to 31 August 2020.

(proposed Cllr. Ledger; seconded Cllr. Singh)

### 68. **Update on Promote Seaton**

- Cllr Haggerty provided an update on the recent Promote Seaton and the positive engagement by all those who attended. In particular, the possibility of arranging an event for 2022, where the centre piece might be a display by the Red Arrows. Cllr Bowman was working on this and Cllr Haggerty said that he would be seeking volunteers via Promote Seaton to form a working party to take this proposal forward. along with other ideas of the group. The idea was to narrow the many ideas down to a smaller number which could be taken forward in the short, medium and longer terms.
- The next meeting would be held on 30 September 2020. Members noted the update.

Members noted the update.

### 69. **Any other business**

- Cllr Haggerty raised the question of a Town Guide for 2021 and whether this should be replaced with an alternative such as a town map for shoppers should be produced for 2021. Cllr Briggs suggested that it would be helpful to liaise with business owners to seek their views as to what may be most helpful. Cllrs Haggerty and Briggs agreed to consult with businesses to



seek their thoughts and the matter would be listed as an item of business on the Council's next agenda.

- Cllr Singh raised the question of securing the gates at the Martial Arts Centre. To prevent the land at the rear being used for dog fouling. The Clerk would discuss this with the Town Maintenance Officer and report back to Cllr Singh.

### Confidential Items

#### 70. Staffing Matters

Members **RESOLVED** to ratify the appointments of Fred Pritchard-Tagg as Deputy Town Clerk and Jo Hemery as Administration & Community Events Officer on the terms and conditions detailed in the report provided.  
(proposed Cllr. Beer; seconded Cllr. Singh)

#### 71. Salaries

Members **RESOLVED** to approve the 2.75% pay award for all staff as recently agreed by the National Joint Council, backdated to 1 April 2020.  
(proposed Cllr. Beer; seconded Cllr. Singh)

Meeting closed at 19.15pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## **20/COU/09 Town Clerk's report and update on 2020/21 priorities, including recommendations as to budgetary and other decisions as appropriate**

### **Introduction**

1. For ease of reference, going forward, the Clerk has collated all of the work being done by Seaton Town Council's officers and, where applicable, councillors and volunteers into a spreadsheet. This will act as a useful internal working document for staff and will be kept updated and presented to Council at its monthly meetings so councillors can easily identify:
  - ongoing projects and events, and the stage they are at
  - future proposals
  - completed projects
  - works carried out or pending in/on the Council's land and buildings
  - what is happening on the various administrative and statutory processes
  - who is responsible for what
  - engagement with stakeholders and others
  - issues that require decisions by Council
2. It is intended that this document will provide a comprehensive live working summary, for officers and councillors alike, of all the Council's activities and provide the basis for any recommendations made by the Clerk in her monthly report to Council.
3. Matters that Members should particularly note, or where recommendations are made, and decisions required will be highlighted in a brief cover report.

### **Matters to note**

4. **Seafront Enhancement Project**
  - The Clerk has repeatedly chased the planning agents regarding a contract for the services they will provide in arranging the discharge of the pre-commencement conditions which must be done prior to the start of the development
  - Members should be aware that the Clerk has concerns as to the legal power, under which the Scheme can be taken forward, and she is attempting to clarify the position and will keep Members updated.
5. **Postcards of Art Boards**
  - A proposal has been received from Andrew Gwynn Davies - who worked with artists to co-ordinate the popular new art boards at Marshlands – that the Council arranges and funds the **production of an initial postcard print run**, depicting the new art boards, to be sold locally. The cost would be a one-off sum of approx. £160 for 3000 postcards - 500 per artist.



- These could be sold via local outlets, such as the Tourist Information Centre or shops, with a possible 60/40 split of income to the artist/seller. Any print runs beyond the initial 500 would be the responsibility of individual artists/sellers.
- The post cards would include the Council's logo and website so would provide a useful promotional tool for the town and the proposed Seaton Art Trail for minimal outlay.

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

1. note the Clerk's report
2. authorise the Clerk to write to Cllr Shaw, as Chair of the Seaton & Colyton Traffic Group and raise the issue of repairs to the wall at Fisherman's Gap
3. approve a print run of 3000 postcards depicting the new Marshlands Art Boards at a cost of £160 and authorise the Clerk to negotiate with artists/sellers the arrangements for sale as necessary

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## 1. Summary: the planning application and request for funding

The original plans for Seaton Jurassic in 2013 included an outdoor space that was significantly larger and included the southern area of the car park and the 'waste' area alongside the Tramway. Due to budgetary constraints, the outside space was reduced in size but there always remained an ambition to increase it, if funds became available.

At the start of 2020 Devon Wildlife Trust (DWT) submitted an expression of interest (EOI) for European funding through the Rural Development Programme for England (RDPE) to extend the outside space and create a publicly accessible area that would go up to the edge of Sheeps Marsh. This EOI was successful but coincided with the Coronavirus pandemic and so planning applications, agreements and submission of the funding application were put on hold.

In August we were informed by the RDPE that they had extended the funding deadline to October 31<sup>st</sup> 2020 and changed some of the requirements around planning and agreements.

The planning application was validated at the end of September and local ward councillors from East Devon District Council were updated on progress. The extension of Seaton Jurassic's outside space is one of a suite of measures to enhance the accessibility and engagement for the public in the area and includes the Sheep's Marsh to Seaton wetlands access point; the Tram stopping point with access coming into Colyford common from the tramline and cycle route connection.

## 2. The Planning Application

The planning application involves two main elements – please see Appendix 1 for the proposed site plan. Firstly, it is to extend the external space of Seaton Jurassic across the car park (which would involve the removal of 17 car parking spaces) and into the currently fenced off 'waste' area. This extension would enable the Centre to offer a more comprehensive year-round offer, an increased facility for education groups and critical address Devon Wildlife Trust messages around the ecological and climate emergencies. It would feature both 'Living Landscapes' and 'Living Seas' areas.

Secondly, the application would have a defined area running between the car park and the Tram line which would be freely accessible and, through interpretation boards and interpretative elements, engage people in our disconnect with nature and link the work of DWT and the Countryside team at Seaton Wetlands. This area would run up to the ditch abutting Sheeps Marsh.

Both areas are owned by East Devon but there would be a lease and management agreement in place that would allow DWT to lease the land that would form part of

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their external area and to manage and maintain the new elements that would be installed in the area running up to Sheeps Marsh.

It is expected that the planning application will be considered at the 04 December 2020 planning meeting. In the meantime, Seaton Jurassic will be displaying boards in the Centre of the proposed changes and will be encouraging visitors and locals to come in and examine the proposed site plan.

### **3. Funding Application Request**

The planning application is running in tandem with the funding application to the RDPE. As well as making the changes as identified in the planning application, we forecast that these changes will increase visitor dwell time in Seaton; increase average visitor spend per head; increase footfall between October and May; increase coach and tour parties stopping in Seaton and increase visitor giving and support for the natural environment.

The application is for £188,000 of which the RDPE will support a maximum of £150,400. This means that match-funding of £37,600 needs to be identified before submission at the end of October 2020.

The final decision of the RDPE is to be made in the Spring of 2021 and work must be completed by Christmas 2021.

*DWT is presently requesting match funding commitments from a range of partners and organisations and would welcome a letter of support from Seaton Town Council to accompany the application and we would also like to request a financial contribution to the project. This would only be realised if we firstly are granted planning permission and secondly are successful in this or future funding applications.*

Further queries and comments can be directed to the Head of Visitor Centres, Richard Drysdale, either by email [rdrysdale@devonwildlifetrust.org](mailto:rdrysdale@devonwildlifetrust.org), by phone 01297 300 390, or by post to

Richard Drysdale  
c/o Seaton Jurassic  
Devon Wildlife Trust  
The Underfleet  
Seaton  
Devon  
EX12 2WD



Area hatched red - Corner set aside for Seaton Tramway second line

1. DDA compliant footpath runs from the Seaton Jurassic fence to the ditch abutting Sheep's Marsh. 5m long rope walkway sits to the east of the footpath.

2. Area running from Seaton Jurassic to Seaton Wetlands engages people in 'Living with Nature' and the challenges of climate change with a number of interpretation panels and a variety of interpretative objects (balancing logs, wooden animals, bark rubbings, natural percussion). Area marked off by a fence of posts and rope. Every five posts there would be a gap to allow access

3. The fence is in the same style as the Seaton Jurassic fence running parallel to the Underfleet. A wooden gate resembling a sea groyne/sea defence to allow access between Seaton Jurassic and the freely accessible interpretation. Footpath style is consistent on both sides of fence

4. Gate for access to Seaton Jurassic garden and storage area moved to between car park bays. Existing fence to be used for this.

5. This area 'Living Landscapes' would have a raised, sloped centre (approx 3m - using existing earth mound) with play tunnels (badger setts). Seating for rest or for educational use and a dipping-pond with jetty. Side facing Tramway is planted with trees.

6. This area 'Living Seas' has a raised surface (approx 450mm above Ordnance Datum) to allow for a DDA compliant footpath to run from the existing garden (fence removed) to the 'Living Landscapes' area. Soft blue matting replicates the Axe estuary and the fence facing the car park is the same style as the existing fence immediately facing the car park.



Contractors to check all dimensions on site. Any discrepancies must be reported to the supervising officer before proceeding.  
Do not scale from this drawing: work from figure dimensions only. Unless for planning purposes.  
This drawing must be read in strict conjunction with all construction details, specifications of works, and all relevant structural and other consultants drawings.

**Notes**

Area hatched red - Corner set aside for Seaton Tramway second line

**Notes**

**Revisions**

21/9/20 Scale added and checked

TITLE  
Proposed Site Plan PP-08853244

Seaton Jurassic

DETAIL

Scale @ A1 1:500

SCALE DATE DRAWN BY CHECKED BY  
2 July 2020 CDH - Onsurface

DRAWING NO. REVISION

Rev. Date. Amendment. Drawn Checked

2 July 2020

A: 15-9-20 Correction to Living Landscape Area Northern Boundary Line\*  
15-9-20 Correction to Ordnance Datum



# Seaton Sensory Gardens Project

by Cllr Kerri-Ann Briggs

I would like to propose the idea of creating one or more sensory garden spaces in Seaton. The idea is to help Seaton become as inclusive as possible. Sensory gardens are not only beautiful spaces for all but are especially important for those with additional needs. I have detailed below the benefits of sensory gardens, suggestions of locations and have also added some photo suggestions and possible cost outlines.

- 1 Cliff field gardens, space where the exercise equipment has been removed. This is the ideal space next to a play park where siblings are happy playing those who do not cope well in busy play parks may like to spend time with their parents in the calmer sensory space.
- 2 Jurassic park, entrance next to carpark on the left hand side under the trees. Again situated in an open space and next to where other children are able to play.

## What is a Sensory Garden?

Sensory gardens are carefully designed areas which are devoted to engaging the senses. This may involve interactive elements – for example, inviting visitors to engage with various sensory panels, or trigger the sounds themselves. Conversely, some gardens provide sensory experiences on a constant basis, ‘washing over’ the visitor as they walk around or sit.

The purpose of a sensory garden is to trigger various neurological experiences, some of which are new, some familiar and often in exciting combinations. These sensory experiences can be highly impactful – visitors become more receptive to the world around them in a positive manner. This allows children and adults to improve elements of their cognitive function, whilst remaining in a safe, relaxing environment.

Ideas of things to include in a sensory garden:

- Scented plants
- Edible plants
- [Engraved seating](#)
- [Play sculptures](#)
- Mirrors
- Water features

You could also enhance the interactive aspect of a sensory garden with [outdoor musical instruments](#) and [drawing equipment](#). For example:

- Chimes
- Glockenspiels
- Rain-wheels
- Drums
- Chalkboards

I would like to approach the project as a community project. First asking the community about their thoughts on the idea to find out if it is wanted. Next asking for volunteers and donations of equipment that could possibly be used. From there look at using a top up budget from the council. I believe that with community support and local businesses and donations that the budget per sensory garden could be as little as £3000 per sensory garden.

Obviously there would need to be consultation with whoever owns the land and also looking into insurances if required.

I hope that I have outlined the project enough for you to see the potential in it and will give it some consideration. Ideally I would like to look at putting the sensory gardens in place by Spring 2021. If we could look at a date in March 2021 for community installation gathering together of volunteers, councillors and staff etc.



Bug House – this could be created using recycled materials gathered from the community.

Rubbing stones & Nature clay insets - these could possibly be designed and made by local artists. I'm sure that they would be keen to get involved.



Herbs and scented plants – these I'm sure we could arrange to be donated by local garden centres.



Water feature – some for a safe water feature that will offer the calm sound of trickling water.



A colourful pebble pathway. We could ask the community to each paint a pebble which we could create a pathway out of. We would need to order in the pebbles and I'm sure most people will have their own paints or I can offer a painting drop in session at the art shop if needs be.



Hanging wooden chims that when move create soft sounds. This could be in a small size or slightly larger for children to interact with.

In terms of a final design it would be worth building a community team to consult and prepare a design (depending on the space we can use) and then presenting the final design to the council for approval.