

**NOTICE**

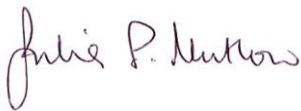
**To: All Members of Seaton Town Council  
Meeting of Seaton Town Council  
on Monday 4 October 2021 at 6pm**

**29 September 2021**

You are hereby summoned to attend the above meeting to be held on **Monday, 4<sup>th</sup> October 2021 at 6pm or immediately after the Planning Committee, whichever is the earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

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**

- 21/COU/01 Apologies for absence**  
To receive any apologies for absence
  
- 21/COU/02 Declarations of Interest**  
To receive any Members' declarations of interest in respect of items on the agenda
  
- 21/COU/03 Minutes**  
To agree the minutes of the Council's meeting held on Monday, 6<sup>th</sup> September 2021.
  
- 21/COU/04 Chairman's Report**
  
- 21/COU/05 Public Question Time**  
To allow any questions or reports from members of the public.

**21/COU/06 Police Report**

To note the report

**21/COU/07 County Councillor's Report**

To note the report

**21/COU/08 District Councillors' Reports**

To note the reports

**21/COU/09 Town Clerk's Report**

To receive an update on the Council's work and priorities for the 2021/22 municipal year. It is **RECOMMENDED** that Members note the updated work log.

**21/COU/10 Committee meeting minutes**

To receive and note the minutes of the following committee meetings:

- Planning Committee – 6 September 2021
- Finance & General Purposes Committee – 19 July 2021

**21/COU/11 Local Council Awards Scheme**

To note the application and confirm that all documentation and information is in place for the Foundation Award. It is **RECOMMENDED** that Members resolve that all documentation and information is in place for the Foundation Award

**21/COU/12 Platinum Jubilee**

To consider how the Council may wish to mark HM The Queen's Platinum Jubilee in 2022

**21/COU/13 Review of Earmarked Reserves**

To review earmarked reserves, agree adjustments and resolve to ratify recommendation of the Finance & General Purposes Committee regarding the cleaning of the sea wall from earmarked reserves.

It is **RECOMMENDED** that Members:

- resolve to ratify the recommendation of the Finance & General Purposes Committee regarding the engagement of Supplier 1 based on the quotation supplied for cleaning the sea wall
- approve the reallocation of £5,000 from EMR321 Seafront Enhancements to a new EMR – Disability Beach Access

- note and confirm the ongoing requirement for the remaining earmarked reserves after said adjustment is made

**21/COU/14 Cliff Field Gardens**

To note the results of the pilot scheme in Cliff Field Gardens and to authorise officers to develop a comprehensive asset management policy for approval, to include fees and charges and conditions of hire

**21/COU/15 Updates on tourist information services and town marketing**

To update Members on the latest tourist information figures, the town marketing film and feedback from the Travel & Tourism Show 2021

**21/COU/16 Seaton Wards**

To confirm, for administrative purposes, Cllr Hartnell as the councillor co-opted for the Seaton Hole Ward.

**12/COU/17 Coach Friendly – Cllr Haggerty**

To receive a verbal update on Seaton's application for Coach Friendly status

**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 item 18 on this agenda as there are matters being discussed which may include commercially sensitive information.

**21 COU 18 Update on Marshlands Centre**

**Minutes of the Seaton Town Council ('the Council')  
Meeting  
on Monday, 6 September 2021**

**Present:**

**Chair:** Cllr K Beer

**Town**

**Councillors:** E. Bowman, D. Haggerty, M. Hartnell, J. Russell, M. Steven, C. Wood and D. Wright

**Officers:** Town Clerk

**Public:** Two members of the public were present.

**70. Apologies for absence**

Apologies for absence were received from Cllrs Ledger, Macaskill and Singh and it was noted that Cllr Briggs had tendered her resignation as a councillor.

**71. Declarations of Interest**

Cllr Hartnell declared a personal interest as a Devon County and East Devon District Councillor.

**72. Minutes**

Members **RESOLVED** to agree the minutes of the Council meeting held on Monday, 5 July 2021 (moved Cllr Wright, seconded Cllr Bowman)

**73. Chairman's Report**

As the Chairman had had to send his apologies, there was no report available.

**74. Public Question Time**

Questions were raised regarding:

- the reason for the proposed deferral of the fireworks event
- the relocation of the zebra crossing on Harbour Road
- signage regarding dogs

**75. Police Report**

Members noted the report and Cllr Hartnell advised that he had recently met with Sergeant Hutter and Inspector Grey and they had indicated that, looking forward,

it was their intention to improve engagement with councillors thereby enabling incidents to be more easily reported. It was however acknowledged that resources available were extremely limited and the ability to take action would reflect this.

**76. County Councillor's Report**

Members noted the report.

**77. District Councillors' Reports**

Members received and noted a report from Cllr. Jack Rowland. Questions were raised regarding the following matters and the responses are detailed:

- Seaton Heights – a planning application had been received and was awaiting validation
- Seaton Hospital – the prospect of having beds back at Seaton Hospital had now passed.
- Seafront Enhancements – a written report was awaited from EDDC officers regarding recent meetings with the developer of Fosseyway Court. Furthermore, the deferred Hook & Parrot application was discussed and it was confirmed that a slightly revised application to reduce the height and some of the bulk would be submitted which it was hoped would be such that it would amount to an amendment of the existing application rather than a new submission.

**78. Town Clerk Report**

Members noted the town clerk's update on the Council's work and priorities for the 2021/22 municipal year.

**79. Committee minutes**

Members **RESOLVED** to accept the minutes of the Planning Committee for 5 and 19 July 2021. (moved Cllr Hartnell, seconded Cllr Wright)

**80. Decisions made under the Council's Scheme of Delegations**

Members **RESOLVED** to ratify the schedule of decisions made under the Council's Scheme of Delegations. (moved Cllr Hartnell, seconded Cllr Wood)

**81. Policy updates**

Members **RESOLVED** to adopt the following new policies:

- Training & Development Policy (moved Cllr Hartnell, seconded Cllr Wright)
- Gazebo Hire Policy (moved Cllr Wood, seconded Cllr Haggerty)

Members **RESOLVED** to update the following policy:

- Non-Smoking & Non-Vaping Policy (moved Cllr Wood, seconded Cllr Haggerty)

**82. External Auditor's Report**

Members **RESOLVED** to note the completion certificate and report from the Council's external auditors, PKF Littlejohn, on the 2020/21 annual return. (moved Cllr Haggerty, seconded Cllr Wright)

**83. Local Council Award Scheme**

Members **RESOLVED** that the Council should apply for accreditation under the Local Council Award Scheme. (moved Cllr Beer, seconded Cllr Wright)

**84. Appointments to committees**

Members **RESOLVED** to make the following appointments to the Council's committees:

1. Planning Committee – Cllr Steven
  2. Personnel Committee – Cllr Steven
- (moved Cllr Wood, seconded Cllr Beer)

**85. Review of working groups**

Members **RESOLVED** to defer this matter until the next meeting to enable it to take account of any proposals for changes to Promote Seaton and whether that should become a working group of the Council (moved Cllr Hartnell, seconded Cllr Haggerty)

**86. Harbour Road Bus Stop**

A request had been received from residents regarding the relocation of this bus stop due to issues of privacy and parking. Cllr Hartnell explained that he had spoken to highways officers at Devon County Council (DCC) and the general view was that it would not be practicable to move the stop closer to Premier Inn as there would be insufficient space for a crossing also. DCC officers were considering what possible solutions there may be. The issue of whether moving the bus stop would be a good use of public money was also raised. It was **RESOLVED** that a response be sent to DCC stating that the Council had considered this, and its view was that it saw no reason for the bus stop to be moved. (moved Cllr Beer, seconded Cllr Wright)

**87. EDDC Public Toilets Consultation**

Members considered the consultation document and **RESOLVED** that Members should send comments to the Clerk by email and she would collate a response to submit to East Devon District Council on behalf of the Council (moved Cllr Wood, seconded Cllr Beer)

**88. Update on Tourist Information Services**

Members noted the update on tourist information services

**89. Christmas Lights Event**

Members **RESOLVED** that the Christmas lights switch on would take place on 27 November 2021 and that the Clerk would liaise with local stakeholders to establish the type of Christmas event that would take place this year. (moved Cllr Hartnell, seconded Cllr Beer)

**90. Fireworks Event**

Members noted the outstanding issues over location for the fireworks and **RESOLVED** that in order to allow time for further discussions to take place and obtain the necessary consents, the event should be deferred for the time being. (moved Cllr Beer, seconded Cllr Wright)

**Confidential Items**

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public be excluded from the meeting during the discussion of the following items due to their commercially sensitive information and information that could identify an individual.

**91. Staffing**

Members **RESOLVED** to ratify the decisions on staffing made under the Council's Scheme of Delegations and detailed in the report accompanying this agenda item. (moved Cllr Russell, seconded Cllr Wright)

**92. Update on Town Hall**

Members **RESOLVED** to approve the recommendations in the report accompanying this agenda item. (moved Cllr Beer, seconded Cllr Wright)

**93. Update on Marshlands Centre**

Members **RESOLVED** to:

- note the update
- approve the relocation of the Tourist Information Centre to the seafront side of Marshlands, once necessary works had been carried out
- approve the other recommendations in the report accompanying this agenda item.

(moved Cllr Hartnell, seconded Cllr Haggerty)

**94. Seawall Cleaning**

Members requested that the Clerk investigate further the approach from a second potential contractor and **RESOLVED** to:

- agree that the works are within the specialist services exception under the Financial Regulations, thereby circumventing the need for 3 quotations, if it were not possible to obtain three.
- devolve the final decision of choice of contractor to the Finance & General Purposes Committee once further information was available.  
(moved Cllr Beer, seconded Cllr Wright)

Meeting closed at 7.48pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



## **EDDC Councillor report for Seaton Town Council meeting on 4 October 2021**

**Report produced by Jack Rowland on 28 September 2021**

### **Seaton specific subjects**

#### **Seafront Enhancement Scheme / Moridunum**

The EDDC Seaton Ward Councillors (Hartnell, Ledger and myself) plus Cllr Hayward (in view of his portfolio responsibility for Economy, Asset Management and Regeneration) are due to meet the Directors of FTL along with EDDC Officers on 5 October to discuss the next steps regarding the Moridunum site and then a meeting is also scheduled for 20 October to involve Seaton Town Council.

My comments in my September report regarding the Levelling Up fund round 2 bid and my reference to a plan B for funds for the seafront scheme still apply and are unchanged at this stage.

#### **Seaton Jurassic Centre**

As you know Devon Wildlife Trust (DWT) served notice to break the lease and gave EDDC 6 months notice that finished on 17 September. At the same time DWT gave their tenant, Taste of the West, the same notice.

In my September report I mentioned the remedial work that is required inside the building before EDDC can consider setting out a tender invitation process. The next steps regarding the remedial work will be contained in a recommendation report to be presented to Cabinet on 6 October.

#### **Seaton Hospital**

As part of my role of chairing Seaton Area Health Matters (SAHM), I continue to have discussions with NHS Estates / Property Services regarding the longer term future of the site. When answers are provided to my latest set of questions I will arrange a meeting of the SAHM Steering Group to discuss the next steps. I had hoped to have had answers to those questions by now, but in the absence of a response I will be arranging a meeting of the Steering Group later in October.

#### **Seaton Heights**

I have been battling to make this derelict site more secure and to have the existing buildings demolished to reduce the fire risk and associated safety issues from people gaining access.

A planning application, reference 21/1782/MFUL, is now available to view on the EDDC site to enable comments to be submitted.

### Disabled access to Seaton Beach / Fisherman Gap toilets

In view of comments and requests raised by Nicky Dack on social media regarding access to the beach and toilets for people with disabilities using wheelchairs Pete Blyth (EDDC Beach Safety Officer), Cllr Hartnell and myself met Nicky, other wheelchair users and others on 16 September at Fishermans Gap.

Having listened to the concerns and also explaining some of the history plus the current financial difficulties faced by EDDC we did agree the following:

- To look at providing easier door access to the disabled toilet for wheelchair users.
- To look at the cost of purchasing specialist mobimatt on a stretch of the beach as a proof of concept (plus maintenance and winter storage) and whether joint funding could be achieved from all 3 levels of local government.
- Whether Nicky Dack could become a disability champion with Seaton Town Council on a voluntary basis.

### Land adjacent to Holyford Woods

An opportunity had arisen in September for EDDC to bid to purchase plots of land adjacent to Holyford Woods that had been put up for sale by the owner under a sealed bid process. Extraordinary meetings of the Cabinet and then Council were held to seek agreement on whether EDDC should submit a bid. The idea was to increase the public access in that area and also plant more trees as part of the current policy of the administration on the climate change agenda and carbon reduction target. Although agreement was reached to submit a bid the bid was unsuccessful on the day

### **District wide subjects**

#### New Council Plan 2021 - 2023

As part of the process for this administration to produce a new Council plan the latest draft was considered by a joint meeting of the Overview and Scrutiny Committees on 16 September and received approval. This enables the plan to be considered by Cabinet and then full Council in October.

#### Innovation and Resilience Fund (IRF)

The policy and terms of reference for administering this fund were agreed by Cabinet on 8 September to enable the fund application process to be launched. The first meeting of the IRF panel, of which I'm a member, takes place on 29 Sept.

#### Public Toilet Review

The survey closes on 1 October and as a reminder for anyone that has not responded to date the survey can be accessed via [www.eastdevon.gov.uk/publictoiletreview](http://www.eastdevon.gov.uk/publictoiletreview)

An equalities impact assessment will be carried out as part of the decision making process on future provision.

Jack Rowland

EDDC Councillor – Seaton Ward

Portfolio Holder – Finance [JRowland@eastdevon.gov.uk](mailto:JRowland@eastdevon.gov.uk)

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>4 October 2021</b>
<b>Item of business</b>	<b>21 COU 09</b>
<b>Details</b>	<b>Town Clerk’s Summary</b>
<b>Purpose of Report</b>	<b>To provide an update on the ongoing work of Seaton Town Council</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members note the summary and work log.

## **1. Introduction**

As in previous months, Members are referred to the work log, detailing all completed projects and ongoing work and projects currently being undertaken by the Council’s officers and the status of each. To assist Members, a summary has been provided below of matters to note since the last meeting. This is, of course, over and above the general day-to-day operational work being carried out to manage the Council’s assets.

## **2. Summary of matters to note**

- **Art Trail** – in partnership with local artists and the project management skills of Andrew Gwyn Davies who has voluntarily led this initiative, the Council has funded the second phase of the Seaton Art Trail which is well on the way to completion Three boards have been installed at the coach park, other artists have been commissioned to paint artworks directly onto privately owned walls with the consent of the owners. The location of a final board is being negotiated with Western Power on their site at Thury Harcourt.
- **Travel & Tourism Show 2021** – Cllr & Mrs Haggerty attended the show to man the Council-funded stand to raise the profile of the town and boost the visitor economy. They reported that the show was a great success.
- **Seaton Film** – the promotional film funded by the Council by a local young film maker had its first showing at the Seaton Outdoor Cinema event in early September

- **Sea wall cleaning** – the Clerk is currently liaising with the Environment Agency and the contractor. Consent has been secured from the EA subject to their appraisal of the test section, once carried out.
- **Seaton in Bloom** – a presentation for the winners was successfully held on 9 September. Cllr Steven has secured coverage in upcoming editions of the Midweek Herald and ‘*East Devon Resident*’ Magazine.
- **Youth Provision** – officers have met again twice with Youth Genesis Trust Ltd and an update received. Interviews are underway and it is hoped that the youth engagement service will commence after half term in early November. This project will help inform future decision making as to youth provision.
- **Sensory Garden** – in partnership with EDDC, a site has been agreed for the garden project and site visits undertaken. Officers are working in conjunction with EDDC and Re:Store to identify funding sources and assistance in kind for this project. The Clerk and EDDC officers met a local landscape designer on-site and she has been commissioned by EDDC through the Welcome Back Funding at a cost of £600 to produce a design for the scheme.
- **Welcome Back Funding** – ongoing work is being done with EDDC officers to secure up to £10,000 funding for new benches, bunting, planters and items for the sensory garden. The final list of items secured through this funding will be reported to Members in due course.
- **Tourist Information Centre** – a great deal of work has been done by the Deputy Clerk to secure the necessary quotations for work for the relocation of the TIC to the seafront-side of Marshlands. These will be considered in a separate agenda item and it is anticipated that the new centre will be ready to open for the 2022 tourist season.
- **Public Toilets Consultation** – the Clerk collated Members’ responses which stressed the importance, for locals and visitors, of retaining adequate free public toilets and submitted this to EDDC.

## RECOMMENDATIONS

It is **RECOMMENDED** that Members note the summary and work log.

## Seaton Town Council Work/Project Log

Details	Officer/Cllr/Volunteer	Status	Action
<b>Council Administration &amp; Finance</b>			
Interim audit 2021/22	JPM	Interim audit booked for 27 October 2021	Interim audit booked
Volunteer Policy & Risk Assessments	JPM/JH/Cllrs	To engage the community and ensure volunteers are safe and protected by the Council's insurance policy when engaged in community projects, this policy is being developed and will be brought to Council for approval in due course.	Ongoing
Budget 2022/23	JPM	Proposals being worked on for presentation to F&GP in October 2021	Draft budget in process of being compiled by Clerk for consideration at the Strategic Planning and subsequent F&GPC meetings in October
Banking	JPM	Dual authorisation set up and, once payments approved, Clerk sets up payment and Chair of Finance confirms. Separate debit card account being set up.	DC account being set up.

2020/21 AGAR	JPM	RBS Rialtas scheduled to complete year end with Town Clerk on 5.5.2021. Internal auditor scheduled for year end audit on 12.5.2021. Query raised and answered	AGAR signed off by external auditor. Completed.
Finance - general and ongoing budgetary reviews, in light of pandemic	JPM	All payments made and financial records up-to-date. Budget kept under regular review by Council. Budget quarterly review prepared for F&GP on 19 July and various virements agreed.	Budget report in advance of 2022/23 budget review due at October F&GP
Asset register (priority)	JH/JPM	Comprehensive review and update of the Council's Asset Register has been completed and assets owned by EDDC/DCC identified.	Approved and ongoing maintenance schedules and budgets being worked on
Website Accessibility	JPM	Compliance with Accessibility Regulations which came into force in 2020 to be checked. .Now incorporates the TIC.	Completed and a year after inception is regularly updated and working well.
Staffing	JPM	Staffing structure/requirements being reviewed in light of the results of the community consultation.	Ongoing
Welcome Back Fund	JPM	Approach made to EDDC regarding town centre circular bench and additional benches. Clerk liaising with EDDC funding officers and Streetscene to work to secure this funding for benches, sensory garden equipment, bunting.	Ongoing. £600 committed for design of Sensory Garden

Community Grants Scheme	JH	JH will be responsible for the Community Grants Scheme, promulgating the Scheme, checking applications as received and seeking further information where required. Applications encouraged via social media. Policy, application form and website updated to reflect amendments agreed on 5 July 2021 by Council	Ongoing
Members Code of Conduct	JPM	Under review. Update will be brought to Members when EDDC's updated code approved.	Ongoing.
Development of a corporate plan including a community consultation (priority)	JPM/Cllr Ledger	Draft consultation document agreed and input into survey monkey. Advertising posters prepared and ready to launch on 1 August. Community consultation launched on 1 August 2021 and concluded on 31 August 2021. Results collated for discussion at strategic planning meeting in October. Draft Council Plan prepared by Clerk for consideration at same meeting with a view to formulating recommendations to Council.	Paper to Council in November/December



Asset strategy & transfer (priority)	JPM	Initial approach made to EDDC to establish a list of ownership of assets across the town. Response to asset consultation confirming that the Council was supportive in principle. Information on timeframes awaited. Also working on income generation generally and how that might be improved. Reponse to consultation to public toilets submitted to EDDC on 8 September 2021	Ongoing
CCL Accounts	JPM	Research being carried out in order to prepare a paper re possibilities for investment	Ongoing
Local Council Awards	JPM	Report to Council to consider whether application should be made for Foundation Award status	Application prepared. Report to October meeting for resolution
<b>Staff &amp; Member Training/Seminars</b>			
Introduction to Local Government Administration (ILCA)	JH	Booked	Ongoing
Legionella Training	JPM/JH/PT	Online training booked.	Ongoing

## Facilities Management & Maintenance

### Buildings (inc TIC)

<p>Marshlands-redevelopment/maintenance (priority)</p>	<p>JPM/JH</p>	<p>Prior to commissioning a feasibility study, as resolved by Council in July 2020, a formal request has been made to DCC to seek their views on the overage provisions binding the use of Marshlands and whether these might be waived or amended. DCC responded on 13.10.2020. Members looking at the short, medium and long term plans for Marshlands. Valuation of the site for all purposes has been received. Response to enquiry on planning uses received. EPC report received and circulated. One tenant has vacated. Others to vacate over next few weeks. Trades set up to come in and quote for the works to the front offices of the building to make ready to relaunch the TIC from there.</p>	<p>Deputy Clerk has been liaising with various contractors seeking quotations for the works to the seafront side of building to make it fit for TIC and Council offices. Planning agents instructed re change of use. Tenants have vacated now vacated. Report to Council on 4 October to approve contractors</p>
<p>Tourist Information Centre (priority)</p>	<p>JPM/TIC Working Group</p>	<p>JPM and Cllr Haggerty, as Chair of TIC Working Group, met with Richard Drysdale too discuss TIC and matters of tourism generally on 25/9. Regular catch ups between TIC and JPM will be arranged. Quarterly reports received from DWT for Q1 &amp; Q2 and circulated. DWT announced their withdrawal from Seaton Jurassic. Alternative means of providing TIC being considered. Council has taken the TIC back in house and arrangements have been made to divert to STC all calls, emails etc from TIC website. Regular updates to</p>	<p>TIC currently busy with enquiries, particularly in person and by telephone. Quotations awaited for works to new TIC seafront location once tenants vacate. New signage procured and temporary alterations made to signs.</p>

		Members on level and nature of enquiries.	
Marshlands - Business Rates	JH	In light of the nature of the building and the somewhat confusing valuation previously carried out, JH is liaising with the VOA and preparing a comprehensive plan of Marshlands and the various obligations for business rates, particularly in light of the recent vacation of the tenants.	Ongoing
Covid Safety - Marshlands	HJ	Track & Trace procedures set up by HJ and agreed with tenants in order to comply with new Government guidance. The guidance is being kept under review and risk assessments will be updated according to new regulations and easing of lockdown restrictions.	Ongoing

Town Hall - Gateway	JPM	Lease considered and the respective obligations of STC as landlord and Gateway as tenant established. JPM in discussions with Gateway trustees re lease and ensuring all safety aspects are in order. JPM met with Cllr Hartnell. Outstanding monies due to 31 March 2021 identified and Gateway advised. Meeting on 11 June 2021 with Trustees. Cllrs & officers met with trustees to discuss lease and consider possible ways forward. Quotation sought from Tozers to deal with variation to lease.	JPM - ongoing discussions re lease. JH working with Gateway team to ensure H&S compliance.
Town hall - Museum	JPM	Meeting with trustees	Ongoing
Town Hall - survey	JH	Three survey quotes received to assess repairs to TH in short, long and medium term. Wessex Surveyors instructed and survey carried out on 17 March 2021. Survey completed. Paper to be brought to Council on 21st June.	Completed and schedule of works being considered
<b>Play parks, open spaces &amp; other land</b>			
Allotments	HJ	Inspection carried out by HJ & JM in March. Annual invoices including water fees and updated tenancy agreements sent out along with questionnaire regarding the purchase of picnic benches and a shed from allotment funds for a communal area. 41 names on the waiting list. Picnic benches now ordered and will be installed by PT	All allotments now occupied. Shed erected.

		when capacity permits. Benches now installed. Shed ordered and awaited.	
Cliff Field Gardens	JH/JPM	PT continues the ongoing maintenance of the benches. Tap at bottom of gardens now disconnected and SW Water have confirmed it has been disconnected and final bill now paid. The labyrinth boards are in poor condition therefore Beer Men's Shed approached regarding repair/replacement. Approaches received from individuals and organisations for the use of CFG. Labyrinth boards being repaired and reinstalled by Beer Men's Shed.	Results of trial of use of CFG as an events venue report to Council on 4 October 2021. Overall asset strategy/policy on rental of all Council land and buildings being developed to be brought to Council in November for consideration.
Seaton Down Hill - refreshments van	JPM	Requests received from two potential traders and will be considered once policy agreed	Ongoing, dependant on above
Underfleet/ Elizabeth Road - tree works	JPM/PT	PT identified tree works in Underfleet. JPM notified EDDC on 29 June and EDDC officers due to inspect and take such action as is necessary. Tree works completed by EDDC. Trampoline springs repaired.	Quotations being sought for review of trees as recommended by previous arboriculture report obtained in 2019

Footpaths	HJ	Grant application to Devon County Council has been submitted. HJ will continue to liaise with footpath wardens throughout the year regarding any maintenance issues. Recent inspection by volunteer footpath wardens concluded that footpaths in good order with no issues to report.	Ongoing.
Tree Warden	HJ	HJ spoken to EDDC and obtained criteria for recruiting a volunteer Tree Warden for Seaton.	Approved by Council on 26.4.2021
Rewilding	HJ	Proofs received for signs and these will be installed at SDH and Underfleet. Signs received and now installed.	As such positive feedback has been received further sites to be identified.
<b>General amenities</b>			
Repairs, replacement and painting of planters and benches in the town	PT	Ongoing as required.	Ongoing
<b>Projects &amp; Events - ongoing &amp; future possibilities</b>			
Progression of Seafront Enhancement Scheme (priority)	All Cllrs	11.9.2020 - Planning Agents instructed. Awaiting contract. JPM Chased on 11/9, 25/9, 19/10 and 26/10. PP no longer live. Response awaited from EDDC's project management team regarding any possible way forward. Ongoing discussions with EDDC as to resubmission of existing planning application and whether a mirrored scheme would be appropriate, funding	Meeting EDDC in mid-October for progress report.

		and other matters. Holding response received from EDDC.	
Summer Weekend First Aid Station	JH	Agreed under delegated powers and being implemented as from 3 July 2021. Grant funding for 50% of cost agreed by ReStore and further funds being sought from locality budget, SWW and Council will make up any shortfall in cost. Publicity done and by and large positive feedback received from other stakeholders in the town. Report will be brought at its consultation advising on use of the station etc. Station extended to cover Seaton Carnival and Classic Car Show dates.	Final report on project will be brought to Members in due course.
Telephone Kiosk at Seaton Hole	PT (Maintenance) /Cllrs/JPM	Paper to be brought to Council in due course	Steer sought from Council - 1.3.2021

Town Art Trail (priority)	AGD/JPM/DL	The new Art Boards at Marshlands have been well received. JPM meeting with AGD w/c 28 September to discuss ways forward and action required. JPM & Cllrs Ledger & Briggs met with AGD and artists on 9/10/2020 to discuss possibilities and budgets required to take forward. AGD is liaising with owners, including EDDC and permission being sought for installations. Mock ups of work prepared. Meeting with EDDC Green Spaces Officer. In principle, agreement for locations given. Liaison with EDDC officers over artworks ongoing. Clerk to meet with AGD shortly.	AGD has taken this forward and first 4 new boards prepare. 3 now installed. Negotiations ongoing re location of board 4. Direct installations in progress.
Town Marketing	JH/JPM	Short film commission to be used for the website, the NEC Travel Show and general marketing purposes.	Final edit being done and then will be circulated.
Town Guide or Town Map or alternative	Marketing Working Group	Considered by Council on 5/10/2020. Was agreed not to produce TG in its current format for 2020/21 and for the Marketing Working Group to consider the Council's print and marketing strategy in its entirety and recommend a way forward.	Ongoing



Sourcing/design of new banners for town	JPM/Cllr Ledger/Cllr Briggs (with assistance from AGD)	Research to be done and brought to Council. Possibility of a fallow year for 2021 whilst lamp posts being painted etc and possible tie-in with Art Trail considered and proposals brought to Council in due course. Council agreed not to replace the banners in 2021 with a view to reinstatement in 2022 with potentially new designs as part of Art Trail.	Ongoing
Sensory Garden	JPM	Proposal by Cllr Briggs considered by Council on 5/10/2020 Agenda. Budget agreed. HJ looking into suitable locations and products & materials. Site identified in CFG. Research into this project ongoing. Town Clerk met EDDC officers at Seafeld on 20 July to discuss a joint project and further site visit in early September. Site agreed next to play park. Clerk approached Sensory Trust and local landscape designers for initial advice. Potential funding available from Re:Store, DCC Connect Fund (Re:Store made application for this purpose, possible application of CIL funds and also Welcome Back Fund.	Ongoing. Further site meeting with EDDC and landscape gardener commission via the Welcome Back Fund to prepare a design.
Floral Display Sponsorship	JH/Promote Seaton	Quotes obtained re signage and sponsorship fees revisited. Council to consider whether to revisit scheme for 2021. All planters now sponsored and invoiced. Signs received and now in situ. £1,100 revenue received from sponsorship. .	Reviewed at F&GP in October and scheme to be extended next year

Seaton in Bloom	HJ	This event is now being advertised and application forms available with judging due in mid July.	Closing date now passed and judging done. Winners notified. Presentation for winners with Councillors arranged for 9 September.
SW in Bloom	HJ	HJ to investigate and report to Members in light of judges' comments on last entry and Cllrs discussions earlier in the year. Ongoing. More posters being put up. Midweek Herald advertisement was expensive and so discounted.	To be revisited during budget planning process, as to investments Council may wish to make in 2021 or 2022
Firework Display 2021	JH/Cllrs Singh & Haggerty with Promote Seaton	Budget request placed as part of budget setting for 2021/22 and Cllrs Singh & Haggerty researching this. JH assisting. Site visits carried out by two companies. Report to be brought to Council. Report to Council 5.7.2021. Agreed in principle. Permissions sought. On further investigation it was not possible to secure the necessary consents to conduct the events safely therefore this was deferred to 2022 for further work to be done.	Ongoing

Cleaning of seawall	JPM	F&GP approved up to £10k expenditure from EMR to clean sea wall - 19.7.2021. EA approached for consent and confirmation received from them as to their requirements in terms of testing/ method statements etc. Quotations sought. Site visit carried out with one contractor on 26 August 2021. Five other approached so far. Four declined to quote and due to unavailability/inability to take on a job of this nature. Two quotations obtained and contractor approved.	EA have given permission for test panel to be carried out on basis of RAMS received from contractor. Test being arranged.
Promoting tourism in Seaton	JH/Cllr. Haggerty (Chair)/Regular attendance by several other Cllrs.	JH will attend Promote Seaton minutes and assist with agendas and minutes and keep JPM updated of the work of Promote Seaton in order that reports may be brought to Council, as the Clerk considers appropriate on items the Council may be able to support. 5 page advertisement published in Coach UK - November edition. Monthly updates to Council.	Ongoing
Markets	HJ	HJ is researching the issue of market for Seaton and a comprehensive report will be brought to Members in due course.	Ongoing
Youth Genesis	JH/Councillors	Cllrs had a meeting with Youth Genesis on 30.11.2020. Proposal received. Service Level Agreement finalised and recruitment underway with a view to the project starting in August. Two meetings held by officers with Youth Genesis with third scheduled	Start delayed to widen recruitment. Meeting scheduled on 29 September for update.

Young Car Enthusiasts	Cllrs	Informal Zoom meeting arranged with Councillors, police and local youngsters regarding meeing with cars Underfleet. Further meeting to be arranged.	Ongoing
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**Minutes of Finance & General Purposes Committee Meeting  
Monday 19 July 2021**

**Present:**

**Chairman: Cllr. D Wright**

**Councillors: K Beer, D Ledger, J Russell & A Singh**

**In attendance: Town Clerk and Cllr Hartnell (non-committee member)**

**1. Election of Chairman**

Cllr Wright was **ELECTED** as Chair of the Finance and General Purposes Committee for the municipal year 2021/22 (moved Cllr Singh, seconded Cllr Beer)

**2. Election of Vice Chair**

Cllr Singh was **ELECTED** as Vice Chair of the Finance and General Purposes Committee for the municipal year 2021/22 (moved Cllr Beer, seconded Cllr Russell)

**3. Apologies for absence**

Apologies for absence were received from Cllr. Bowman and Cllr. Wood.

**4. Declarations of Interest**

Cllrs Ledger and Hartnell declared a personal interest as East Devon District Councillors (EDDC).

**5. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 26 April 2021.  
(moved Cllr Beer, seconded Cllr Ledger)

**6. Public Question Time**

No questions from the public.

**7. Payments, receipts & unpaid invoices**

Members received a report of payments, income and unpaid invoices as at 30 June 2021 and **RESOLVED** to:

- ratify the schedule of payments, as already approved under the Council's Scheme of Delegations
- note the receipts

- note the outstanding unpaid invoices and agree to the write off of the invoice for £17.11 (November 2020) relating to unpaid water recharges due in respect of an allotment as the tenant had since vacated.  
(moved Cllr Singh, seconded Cllr Wright)

### **8. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 30 June 2021.  
(moved Cllr Ledger, seconded Cllr Singh)

### **9. Petty Cash Reconciliation**

Members **RESOLVED** to approve the petty cash reconciliation to 30 June 2021.  
(moved Cllr Singh, seconded Cllr Ledger)

### **10. Play Park Inspections**

Members **RESOLVED** to note the weekly play inspection reports of the Town Maintenance Officer and raised the question as to whether additional signage was necessary on the lily basket equipment in case it became hot in the current excessively hot weather. The Town Clerk would discuss this with the Town Maintenance Officer and add additional signage if considered necessary.  
(moved Cllr Wright, seconded Cllr Beer)

### **11. Budgetary Review**

Members reviewed the Council's budget as at the end of the first quarter of 2021/22 and discussed the existing ear marked reserves along with a request from EDDC seeking the Council's view on the use of CIL/s106 monies and **RESOLVED** to:

- note the explanations for material variances
- approve the following virements:
  - £450 from 120/4485 (insurance) to 120/4135 (photocopies)
  - £1,000 from 225/4912 (Cyclefest) to 120/4190 (IT Support)
  - £6,500 from 225/4912 (Cyclefest) to 170/4405 (Amenities Maintenance)
- approve the following expenditure from earmarked reserves:
  - up to £10,000 from EMR321 to fund pressure washing of the sea wall on the road-side, subject to the Clerk obtaining 3 quotations as required by the Council's Financial Regulations
  - £2,483.93 from EMR331 towards the shortfall, identified by EDDC's Planning Obligation Officer, for cable installation works to Seaton Football Club's new changing rooms, if required
- authorise the Town Clerk to confirm the Council's support for the allocation of s106 receipts held by EDDC towards the shortfall as described above.  
(moved Cllr Wright, seconded Cllr Ledger)

Meeting closed at 6.38pm



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www.seaton.gov.uk  
Town Mayor: Cllr Dan Ledger  
Town Clerk: Julia Mutlow

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**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Minutes of the Planning Committee  
Meeting on Monday 6 September 2021**

**Present:**

- Chairman:** Cllr M Hartnell
- Councillors:** K Beer, J Russell & D Wright
- Officers:** Planning Committee Clerk

**70. Apologies for absence**

Apologies were received and accepted from Cllr Ledger and Cllr Macaskill.

**71. Declarations of Interest**

Cllr Hartnell declared a personal interest as a Councillor with Devon County Council (DCC) and East Devon District Council (EDDC).

**72. Minutes of the Planning Committee meeting held on Monday 19<sup>th</sup> July 2021**

The Committee **RESOLVED** to agree the minutes of the meeting held on 19<sup>th</sup> July 2021.  
(moved Cllr Wright; seconded Cllr Russell)

**73. District Council Members**

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

**74. Environment Policy**

Members are reminded that in reaching decisions they should take into consideration the Town Council's Environment Policy that the Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Seaton.

**75. Public Question Time**

No members of the public were present.



**Applications for consideration:**

- |                        |   |   |
|------------------------|---|---|
| <b>76. 21/2167/FUL</b> | <b>Mr Tom Bosworth<br/>Jurassic Fibre</b> | <b>Playing Fields, Scalwell Lane,<br/>Seaton</b><br>A compound comprising of a kiosk unit to house data exchange for telecommunications (Jurassic Fibre) including concrete slab for placement, and timber perimeter fencing. |
|------------------------|---|---|

The Committee **RESOLVED** to propose no objection to the application but wanted it recorded that the Town Council is the landlord of the Playing Fields in Scalwell Lane and is receiving a rental income from Jurassic Fibre.  
(moved Cllr Beer; seconded Cllr Russell)

- |                        |                         |  |
|------------------------|-------------------------|--|
| <b>77. 21/2219/VAR</b> | <b>Tesco Stores Ltd</b> | <b>Swan Road, Seaton EX12 2US</b><br>Variation of condition 17 (operating hours) on application<br>09/0019/MFUL. |
|------------------------|-------------------------|--|

Discussion took place around:

- Tesco had made use of the temporary lifting of delivery curfews due to Covid and had regularly taken deliveries out of the normal permitted hours with no complaints from surrounding properties since April 2020.
- There have been a number of objections from residents of the surrounding properties who accepted and understood that deliveries were made outside the normal permitted hours due to Covid and the lifting of delivery curfews but did not like it.
- The Planning Committee were in favour of deliveries starting at 6.00am but not 5.00am. There is nothing stopping an HGV lorry, not delivering to Tesco, driving along Harbour Road at any time during the night if they wanted to. The current planning restriction could be abused with lorries waiting on the road side until deliveries could be accepted.

The Committee **RESOLVED** that in light of the number of objections received Seaton Town Council would support a compromise of deliveries commencing at 6.00am with a maximum of two deliveries between 6.00am and 7.00am.  
(moved Cllr Beer; seconded Cllr Russell)

**78. Planning Comments**

Comments to be circulated in respect of application 21/2219/VAR.



## 79. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/1208/FUL – 5 Barnards Hill Lane, Seaton** Single storey side extension (partially retrospective) – **APPROVED** – standard time limit.
- b) **21/1446/FUL – Montpelier House, 78 Queen Street, Seaton** Change of use from police station to dwelling – **APPROVED** – with conditions.
- c) **21/1470/FUL – Baycliffe, East Walk, Seaton** Insulation of the front elevation and part of the east side elevation with alterations to the cladding and fenestration – **APPROVED** – with conditions.
- d) **21/1598/FUL – 7A Poplar Tree Drive, Seaton** Single storey front extension with tiled roof over; replace PVC rear conservatory with brick built conservatory with flat roof – **APPROVED** – with conditions.
- e) **21/1640/FUL – 2 Springmead, Colyford Road, Seaton** Construction of single storey front extension to extend garage and creation of porch – **APPROVED** – standard time limit.
- f) **21/1676/FUL – 52 Scalwell Lane, Seaton** Single storey rear extension and conversion of roof space to habitable use to include a rear dormer and two side rooflights – **APPROVED** – standard time limit.
- g) **21/1672/FUL – 16 Townsend Avenue, Seaton** Single storey side extension, addition of front porch, enlargement of front roof dormer, and enlargement of driveway – **APPROVED** – with conditions.
- h) **21/1259/FUL – Tower House, 8 Ryalls Court, Seaton** Demolition of existing single storey extension, erection of new two storey extension, minor internal remodelling and essential maintenance work to windows and doors, external render and masonry on the existing property – **WITHDRAWN**.
- i) **21/1531/FUL – 36 Lydgates Road Seaton** Single storey rear extension and provision of render – **APPROVED** – standard time limit.
- j) **21/1819/FUL – 102 Scalwell Lane Seaton** Renewal and upgrade of existing front entrance to property – **APPROVED** – standard time limit.
- k) **21/1910/FUL – 15 Churston Rise, Seaton** Replacement of existing veranda with rear balcony and a single storey rear extension – **APPROVED** – standard time limit.



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- I) 21/1968/FUL – 30 Scalwell Park, Seaton Single storey rear extension –  
APPROVED – standard time limit.

The meeting closed at 6.01pm.

Signed CHALIST

Dated 20/9/21



Council Name: Seaton Town Council  
 Date of application: 7 October 2021  
 Award level applied for: Foundation Award



<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p> <p>Yes</p>	<p>Hyperlink to council resolution:</p> <p>To be added once resolution passed</p>
<p><b>Criteria</b></p> <p>Please note that the review dates for each policy are detailed in the index, link below:</p> <p><a href="https://seaton.gov.uk/wp-content/uploads/2021/09/Chapter-1-Introduction-to-the-Constitution-1.pdf">https://seaton.gov.uk/wp-content/uploads/2021/09/Chapter-1-Introduction-to-the-Constitution-1.pdf</a></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p> <p>Most are published on the Council's website - <a href="http://www.seaton.gov.uk">www.seaton.gov.uk</a> – and direct links listed below. Items not available on the website are highlighted in yellow and attached to this application.</p>
<p>1 Its standing orders</p>	<p>Yes</p>	<p><a href="#">Chapter-2-Standing-Orders-May-2021.pdf (seaton.gov.uk)</a></p>
<p>2 Its financial regulations</p>	<p>Yes</p>	<p><a href="#">Chapter-3-Financial-Regulations-May-2021.pdf (seaton.gov.uk)</a></p>
<p>3 Its Code of Conduct and a link to councillors' registers of interests</p>	<p>Yes</p>	<p><a href="#">Chapter-5-Members-Code-of-Conduct.pdf (seaton.gov.uk)</a></p> <p><a href="#">Seaton Town Council - East Devon</a></p>
<p>4 Its publication scheme</p>	<p>Yes</p>	<p><a href="#">Chapter-13-Publication-Scheme-May-2021.pdf (seaton.gov.uk)</a></p>
<p>5 Its last annual return</p>	<p>Yes</p>	<p><a href="https://seaton.gov.uk/wp-content/uploads/2021/09/AG-AR-2020-21.pdf">https://seaton.gov.uk/wp-content/uploads/2021/09/AG-AR-2020-21.pdf</a></p>
<p>6 Transparent information about council payments</p>	<p>Yes</p>	<p>This information can be found on the monthly reports to the Finance &amp; General Purposes Committee:</p> <p><a href="#">Finance &amp; General Purposes Committee Archives - Seaton Devon</a></p>

Council Name: Seaton Town Council  
 Date of application: 7 October 2021  
 Award level applied for: Foundation Award

		Additionally, all payments of £500 and over are published at the link below: <a href="#">Payments-500-and-over-Q1-April-June-2021.pdf</a> <a href="#">(seaton.gov.uk)</a>
7	A calendar of all meetings including the annual meeting of electors	Yes <a href="#">Meetings, agendas &amp; minutes - Seaton Devon</a>
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes <a href="#">Meetings, agendas &amp; minutes - Seaton Devon</a>
9	Current agendas	Yes <a href="#">Meetings, agendas &amp; minutes - Seaton Devon</a>
10	The budget and precept information for the current or next financial year	Yes <a href="#">Finance - Seaton Devon</a>
11	Its complaints procedure	Yes <a href="#">Chapter-6-Complaints-Policy-May-2021.pdf</a> <a href="#">(seaton.gov.uk)</a>
12	Its accessibility statement	Yes <a href="#">Accessibility-Statement-September-2020.pdf</a> <a href="#">(seaton.gov.uk)</a>
13	Its privacy notice	Yes <a href="https://seaton.gov.uk/disclaimer/">https://seaton.gov.uk/disclaimer/</a>
14	Council contact details and councillor information in line with the Transparency Code	Yes <a href="#">Councillors - Seaton Devon</a>
15	Its action plan for the current year	Yes <a href="#">Seaton-Town-Council-Priorities-2021-22.pdf</a>
16	Evidence of consulting the community	Yes Please see attached recent Community Consultation document.
17	Publicity advertising council activities	Yes <a href="http://www.seaton.gov.uk">www.seaton.gov.uk</a> and the Council's Facebook page and notice boards
18	Evidence of participating in town and country planning	Yes <a href="#">Planning Committee Archives - Seaton Devon</a>

<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?  Yes	Hyperlink to council resolution:  To be added once resolution passed
<b>Criteria</b>	Do you meet these criteria?	Where are these published? Can they be provided electronically?

Council Name: Seaton Town Council  
 Date of application: 7 October 2021  
 Award level applied for: Foundation Award

19 A risk management scheme	Yes	The Council also has a risk management strategy and risk register:  <a href="#">Chapter-7-Risk-Management-Strategy-May-2021.pdf (seaton.gov.uk)</a>  <a href="https://seaton.gov.uk/wp-content/uploads/2021/05/Chapter-8-Risk-Register-May-2021.pdf">https://seaton.gov.uk/wp-content/uploads/2021/05/Chapter-8-Risk-Register-May-2021.pdf</a>
20 A register of assets	Yes	Please find attached to application.
21 Contracts for all members of staff	Yes	The contracts are in place but clearly confidential. A generic contract for each post can be supplied, should this be required.
22 up-to-date insurance policies that mitigate risks to public money	Yes	The Council has a policy of insurance as confirmed by Minute 183 below:  <a href="#">Signed-Minutes-Full-Council-26-April-2021.pdf (seaton.gov.uk)</a>
23 Disciplinary and grievance procedures	Yes	<a href="#">Chapter-4-Staff-Handbook-December-2020-1.pdf (seaton.gov.uk)</a>
24 A policy for training and training and development of and councillors	Yes	<a href="https://seaton.gov.uk/wp-content/uploads/2021/09/Chapter-26-Training-Development-Policy-September-2021.pdf">https://seaton.gov.uk/wp-content/uploads/2021/09/Chapter-26-Training-Development-Policy-September-2021.pdf</a>
25 A record of all training undertaken by staff and councillors in the last year	Yes	Please find attached to application.
26 A clerk who has achieved 12 CPD points in the last year	Yes	The Town Clerk achieved the CiLCA qualification on 23 August 2021, thereby accruing 20 CPD points in the last year

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>4 October 2021</b>
<b>Item of business</b>	<b>21 COU 11</b>
<b>Details</b>	<b>Report on Local Council Awards</b>
<b>Purpose of Report</b>	To provide an update to Members on Local Council Awards and seek the resolution required to progress application
<b>Power/authority</b>	<b>Local Government Act 1972, s111</b> – power to do anything incidental to discharge of Council’s powers and functions
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members resolve that: <ul style="list-style-type: none"> <li>• all documentation and information are in place for the Foundation Award</li> </ul>

## 1. Introduction

Members will recall that on 6 September Members resolved that the Council should seek accreditation under the Local Council Awards Scheme to demonstrate to the public, other Council and stakeholders that it had attained a good standard of governance and accountability. Since that resolution, the Town Clerk has registered the Council’s interest in taking part in this scheme with the National Association of Local Council.

## 2. Application Process

The application has now been completed and is attached at Appendix 1 for Members’ information demonstrating that all documentation and information are in place for the Foundation Award. As part of the application process, the Council is required to confirm by way of resolution that:

- all documentation and information are in place for the Foundation Award

This is demonstrated by the attached application at Appendix 1.

## RECOMMENDATIONS

It is **RECOMMENDED** that Members note the application and resolve to confirm that:

- all documentation and information are in place for the Foundation Award

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>4 October 2021</b>
<b>Item of business</b>	<b>21 COU 13</b>
<b>Details</b>	<b>Report on Earmarked Reserves</b>
<b>Purpose of Report</b>	To review earmarked reserves, agree adjustments and resolve to ratify recommendation of the Finance & General Purposes Committee regarding the cleaning of the sea wall from earmarked reserves
<b>Power/authority</b>	<b>Local Government Act 1972, s111</b> – power to do anything incidental to discharge of Council's powers and functions; <b>Local Audit &amp; Accountability Act 2014;</b> <b>Seaton Town Council Financial Regulations 2021 - Reg. 4</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• resolve to ratify the recommendation of the Finance &amp; General Purposes Committee regarding the engagement of Supplier 1 on the basis of the quotations supplied for cleaning the sea wall</li> <li>• approve the reallocation of £5,000 from EMR321 Seafront Enhancements to a new related EMR – Disability Beach Access</li> <li>• note and confirm the ongoing requirement for the remaining earmarked reserves after said adjustment is made</li> </ul>

## 1. Introduction

As part of the Council’s budgetary control process, and in line with its financial regulations, reviews should be conducted throughout the financial year of the Council’s earmarked reserves to consider their ongoing fitness for purpose and make such adjustments as Members consider necessary.

As part of its financial management, a prudent council sets aside earmarked reserves to be used for specified areas of work, including building resources to fund the



replacement of assets such as play equipment, as and when the current equipment reaches the end of its life, or when major works are required to the Council's buildings or land

The last quarterly review was carried out by the Finance & General Purposes Committee in July. As the second quarter has now concluded, this report is intended to provide an update to Members with recommendations for adjustments.

## 2. Current Position

The following table summarises the amount currently held by the Council in ear marked reserves:

EMR	Amount
Elizabeth Road Playpark Maintenance	£5,000
Underfleet Playpark Maintenance	£5,000
Marshlands Maintenance	£8,500
Town Hall Maintenance	£13,500
Vehicle Replacement	£8,532
Staffing Contingency	£4,491
Seafront Enhancements	£62,834
Bus Shelters	£2,800
Community Infrastructure Levy (CIL)	£2,484
Allotments	£2,509
<b>TOTAL</b>	<b>£115,650</b>

The points that should be noted in respect of the above are:

- Marshlands Maintenance - depending on decisions made later in the agenda regarding Marshlands, some or all of this amount is likely to be utilised towards the works necessary for the relocation of the TIC
- Allotments - this amount is held separately specifically for the purposes of expenditure on the allotments and should not be reallocated to other EMRs
- Seafront Enhancements –

- following the previous resolution in July, by the Finance & General Purposes Committee, that a sum of up to £10,000 expenditure from this EMR be utilised towards the cleaning of the sea wall as a means of improving the seafront, quotations were obtained in line with the financial regulations and presented to the Committee in September who recommended the approval of a specific contractor. The Council is asked to ratify this recommendation.
- one of the high priorities that came out of the community consultation was the possibility of enabling disabled access to the beach and improving seafront/beach facilities. EDDC officers and councillors, including Cllr Hartnell, have already met with members of the public to discuss the possibility of access from the seafront onto the beach by the installation of specialist matting. Preliminary costings have been prepared by EDDC's Beach Safety Officer initially a small test scheme to establish whether a larger project would be viable, if funding could be secured. The test scheme would cost £10,482 for the matting (which could be repurposed into a longer run, if the larger scheme were rolled out). Additional costs would include plant hire to prep the beach, in the region of £500 a day, officer resources of 4/5 operatives for two days twice a year to install and remove and operatives to keep the matting swept. It is therefore proposed that £5,000 of this EMR be reallocated to a separate but related EMR for Disability Beach Access. If such funds are committed, in principle at this stage, as the Town Council's contribution towards this project then it will go some way to assist EDDC's assessment of the viability this test project.

### **3. Conclusions**

In summary, all existing earmarked reserves remain relevant and will be reviewed again at the conclusion of the third quarter, subject to the reallocation of £5,000 from the general Seafront Enhancements EMR to a new Disability Beach Access EMR.

### **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

- resolve to ratify the recommendation of the Finance & General Purposes Committee regarding the engagement of Supplier 1 based on the quotation supplied for cleaning the sea wall
- approve the reallocation of £5,000 from EMR321 Seafront Enhancements to a new related EMR – Disability Beach Access
- note and confirm the ongoing requirement for the remaining earmarked reserves after said adjustment is made

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>4 October 2021</b>
<b>Item of business</b>	<b>21 COU 14</b>
<b>Details</b>	<b>Summary of issues arising from the use of Cliff Field Gardens (CFG) as pilot for events, and proposal for work to help maximise the income generation potential of the Council’s assets</b>
<b>Purpose of Report</b>	<b>To note the results of the pilot scheme in CFG and to authorise officers to develop a comprehensive asset management policy for approval, to include fees and charges and conditions of hire</b>
<b>Power/Authority</b>	<b>Local Government Act 1972, s145 – provision of entertainment; Public Health Act 187, s 164 – power to maintain land for public recreation</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• authorise officers to draft a comprehensive asset management plan to include all relevant Council owned assets including proposals for fees and charges and conditions of hire</li> <li>• authorise officers to investigate the cost of upgrading the existing power supply and the cost of installing a second supply</li> </ul>

## 1. Background and Introduction

The Council occasionally receives enquires to use Cliff Field Gardens as an event space. It is currently used by a sole trader for the purposes of outdoor exercise classes and personal training for which the Council charges a monthly fee.

During 2019 to 2021, the site was also used to hold 3 outdoor cinema events and an outdoor street food event.

At the annual general meeting held on 4<sup>th</sup> May 2021, the Council approved a request by a local events company to use CFG for four evening street food events throughout the summer, held on the first Friday of each month. Whilst Members expressed concerns

regarding accessibility, provision of toilet facilities and litter stations, the Council resolved to permit the use of CFG for a small fee on the understanding that the events would act as a pilot scheme. This would help to inform the Council's future policy as to the use of CFG and other assets for events and to enable the development of an appropriate policy for future hire.

## **2. Issues identified by the trial scheme**

Feedback has been sought from the two primary event organisers and the following issues have been identified:

### **2.1 Electricity Supply**

There is only one supply located at the bottom of the gardens towards the Castle Hill entrance. This supply provides two 16-amp sockets, both of which are dependent on one 16-amp source. Depending on the type of event being held, this may not always be sufficient. For example, it was insufficient to power the two traders on-site as well as all the cinema equipment at the outdoor cinema event which meant that the event organiser had to source an alternative supply from a nearby residential property.

Consideration will need to be given to upgrading the supply to provide a minimum of two 32-amp sockets, running from one 64-amp source. Consideration may also need to be given to installing a second supply in the top left-hand corner of the gardens adjacent to Beer Road. This would provide the added benefit of reducing the length of cables that are needed to run across the site by providing power where needed in the top half of the site thereby reducing the need for cable mats and decreasing the risk of trip hazards.

Whilst the possibility of a backup generator has been considered, this would create additional maintenance and storage issues. There is also the potential for fuel leakage and the noise emitted would not be appropriate for an event such as an outdoor cinema.

### **2.2 Parking**

There is no dedicated parking for the site, the nearest available parking is in Orchard Road and along the seafront. This may pose a barrier to accessibility for those with limited mobility. It should be noted that Blue Badge holders will have access to on-street parking and may also be exempt from limits on parking times. Blue Badge holders can also park for up to three hours on yellow lines; except where there is a ban on loading or unloading or other restrictions, as shown by a single or double yellow bar marked on the edge of the pavement.

### **2.3 Lighting**

When leaving the site after dark, exits are poorly lit and should be marshalled to ensure safety. Consideration may need to be given to the provision of temporary lighting to allow people to exit the site safely. This could potentially be powered by the existing electricity supply for Castle Hill and, subject to an additional power supply being installed in the top left of the site, powered for the Beer Road exit.

## **2.4 Signage**

One of the event organisers reported that CFG is difficult to find due to poor signage within the town. In addition, the no dogs' signs are not sufficiently prominent to ensure that the 'no dogs' policy is adhered to therefore making it difficult to manage during the course of an event.

## **2.5 Toilet facilities**

The nearest public toilets are located at the bottom of Castle Hill some distance away from CFG. This may discourage families with young children and people with health and/or mobility issues from attending an event. Officers have concerns that, by not providing toilet facilities, this could increase the risk of event attendees using the local area for "comfort breaks". Portaloos were provided for the outdoor cinema event and were used. As this event took place the day after the last street food event, the latter also provided two portaloos, and reported that these were a positive addition to the event. Whilst there are additional costs associated with the provision of toilet facilities, as well as the added responsibility for the event organiser in terms of their security, it will be recommended that the provision of portaloos must form part of the terms and conditions of hire.

## **2.6 Litter**

There are static litter stations in the gardens which fill up quickly. Despite additional waste stations being supplied for the second street food event, this did not reduce the pressure on the Council-owned bins, as event attendees tended to place their litter in the receptacle nearest to them. This meant that overfilled bins needed to be emptied the following day. During the first bank holiday weekend at the end of May, CFG were strewn with litter as a result of unemptied bins and the Council received numerous complaints. The outdoor cinema placed their litter bins in front of the static ones to encourage people to use them instead. The Council does not have the capacity to provide waste disposal services at weekends, therefore the asset hire policy is likely to include a requirement that all event-associated waste be removed by the event organiser.

## **2.7 Noise**

CFG is surrounded by residential properties and, as such, any event will need to be carefully assessed to ensure a balance between the benefit provided to the town by the event and any noise disturbance to local residents. Consideration will also need to be given to the frequency of events to mitigate the risk of complaints.

## **3. Proposed costs for the use of the gardens as an event space**

During 2021, a nominal fee per event was charged to take into account that all events held formed part of a pilot hire scheme. In order to inform future policy, officers are conducting a benchmarking exercise to ensure that any proposed charges are in line with neighbouring town councils and East Devon District Council's hire fees and are appropriate for the type of event taking place.

## **4. Conclusion**

Currently the Council generates very little income from its assets, aside from a small amount of revenue received through the hire of the function room at Marshlands. Whilst the Town Hall is also owned by the Council, this is let to the Gateway Theatre Company for a peppercorn rent, as the Council's contribution towards maintaining the town's primary events venue. Therefore sites, such as CFG or Seaton Town Hill Picnic Site, the latter having been the subject of recent enquiries by mobile catering providers) may provide a means of income generation for the Council.

The use and management of the Council's assets has a fundamental role to play in the delivery of the Council's priorities. The use of CFG as an events site could provide the Council with an opportunity to generate income, subject to the development of a clear policy and procedures for its hire. The development of an asset management plan, to include all relevant Council-owned assets, will assist the Council in ensuring that all assets are efficiently managed including building ongoing budgetary provision to ensure they remain fit for purpose and in good order, provide value for money and support the community's needs. The plan would cover, as a minimum:

- planned maintenance for each asset
- health and safety requirements for each asset
- energy efficiency, environmental and sustainability issues associated with each asset in line with the Council's environment policy
- hire charges, hire policy and terms and conditions of use for each asset

As it is highly likely that CFG will be used for events when the policy is developed, officers seek authority at this stage to investigate further the possibility of upgrading the existing power supply and the cost of installing a second supply

## 5. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- authorise officers to draft a comprehensive asset management plan to include all relevant Council owned assets including proposals for fees and charges and conditions of hire
- authorise officers to investigate the cost of upgrading the existing power supply and the cost of installing a second supply



<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>4 October 2021</b>
<b>Item of business</b>	<b>21 COU 15</b>
<b>Details</b>	<b>Report on Tourist Information Services &amp; Town Marketing</b>
<b>Purpose of Report</b>	<b>To provide an update on tourist information services, the Travel &amp; Tourism Show 2021 and the Seaton Marketing Film</b>
<b>Power/Authority</b>	<b>Local Government Act 1972, s144 – power to encourage visitors</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members note the updates.

## 1. Background

Following the withdrawal of Devon Wildlife Services from Seaton Jurassic, tourist information enquiries are now being managed by Seaton Town Council. As an interim measure the service is being offered from the Harbour Road-side of Marshlands, until a more permanent base on the seafront-side of the building can be established.

## 2. Summary of Enquiries

In order to inform future decision making, the Town Clerk considered that it may be helpful to Members to provide regular updates as to the level and nature of enquiries being received. The table below provides a summary of the enquiries received since 10 May:

	<b>Visit</b>	<b>Email- recorded since w/c 26 July</b>	<b>Telephone</b>
<b>May 2021</b>	13	-	22
<b>June 2021</b>	34	-	31
<b>July 2021</b>	52	9	22
<b>August 2021</b>	37	2	18
<b>September 2021 (to 28 Sept)</b>	51	-	13
<b>Nature of</b>	<ul style="list-style-type: none"> <li>• Dogs</li> </ul>		

<b>enquiries</b>	<ul style="list-style-type: none"><li>• Accommodation lists</li><li>• Beach huts</li><li>• Restaurants</li><li>• Local attractions</li><li>• Bus timetables</li><li>• Cycle &amp; walking routes</li><li>• Activities &amp; events</li><li>• Parking permits</li><li>• Leaflets for holiday lets</li><li>• General leaflets &amp; town maps</li></ul>
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### **3. Travel & Tourism Show 2021**

Cllr & Mrs Haggerty attended Birmingham NEC to promote the town at the Travel and Tourism Show 2021. Cllr Haggerty will provide a verbal update on the event where the Council's stand was very well received.

### **4. Town Marketing Film**

This short film was produced by local film maker - George Merrick of Metrix Productions - and will soon be uploaded on to the Council's website and social media platforms and promulgated as widely as possible to publicise the town. It was initially broadcast at the Seaton Outdoor Cinema event on 4 September 2021.

### **5. RECOMMENDATIONS**

It is **RECOMMENDED** that Members note the updates.