

**Minutes of the Seaton Town Council
Meeting
on Monday, 21 June 2021**

Present:

Chair: Cllr D Ledger

Town

Councillors: K. Beer, K. Briggs, D. Haggerty, M. Hartnell, A. Singh, C. Wood and D. Wright

Officers: Town Clerk

Public: One member of the public was present.

33. Apologies for absence

Apologies for absence were received from Cllr Bowman and Cllr Russell. Cllr Rowland of EDDC had also apologised for being unable to attend.

34. Declarations of Interest

Cllr Hartnell declared a personal interest as a Devon County and East Devon District Councillor. Cllr Ledger declared an interest as an East Devon District Councillor. Cllrs Hartnell, Singh, Briggs and Haggerty declared an interest as local business owners with regard to the tourist information update.

35. Minutes

Members **RESOLVED** to agree the minutes of the Council meeting held on Wednesday 19 May 2021(moved Cllr Singh, seconded Cllr Haggerty)

36. Chairman's Report

The Chairman stated that it had been a quiet month and Members noted the report.

37. Public Question Time

The member of the public in attendance raised two questions:

- when the Tesco store was opening in Seaton it was subject to a planning condition that two zebra crossings would be built on Harbour Road. One subsequently had to be removed as it encroached on access to a property. This has been raised with DCC but had never been replaced so the planning breach remained. Would the Town Council raise this matter with Devon County Council? Members agreed that a letter should be written copying in Cllr Hartnell as the County Councillor for Seaton.

- the ongoing issue of dog fouling was highlighted and the Town Council was asked whether it had any knowledge of the beach wardens that the member of the public had been advised were being appointed by East Devon District Council? The Town Council confirmed it had no knowledge of this but the Chairman confirmed he would look into this and report back in due course.

38. Police Report

Members noted the police report.

39. County Councillor Report

Cllr Hartnell confirmed that he would provide a county wide report to distribute to all parishes within his area and provide verbal updates on issues specific to each parish. He went on to explain that the process and criteria for accessing the locality budget had been tightened and it was intended as a fund of 'last resort', when other funding avenues had been exhausted. Members noted Cllr Hartnell's report.

40. District Councillor Reports

No reports were available this month.

41. Town Clerk Report

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

42. Committee meeting minutes

Members noted the minutes of the Planning Committee for 7 April, 28 April and 4 May 2021

43. Summer First Aid Station

Members noted the report and the grant of £1,350 from Re:Store towards providing the first aid station and **RESOLVED** to ratify the decisions made under the Council's Scheme of Delegations to:

- engage Rapid Emergency Medical Services to deliver a first aid service as detailed in said report, on Saturdays and Sundays, from 12pm to 6pm from 3rd July to 29th August 2021.
- use the seafront courtyard area at Marshlands for the siting of the first aid station.
- approve the virement of funds from the beach management budget to a maximum cost of £1,350 for the provision of this service, subject to this being offset against any further monies received by way of grant funding.

(moved Cllr Singh, seconded Cllr Haggerty)

44. Seaton Marketing Film

Members noted the report and **RESOLVED** to ratify a decision made under the Council's Scheme of Delegations to commission a short film by Metrix Productions to be used as a promotional tool for the Council to highlight the town's assets and the costs thereof of up to £1,000.
(moved Cllr Haggerty, seconded Cllr Briggs)

45. Update on Tourist Information Services

Members noted an update on the level and nature of tourist information enquiries during May and the first half of June 2021.

46. Seaton Webcam

Members considered the offer from Chris Pickles to provide a webcam of views of the town and **RESOLVED** to:

- approve the establishment of a Seaton webcam.
- authorise the Town Clerk to liaise with Blaze and arrange the installation and thereafter monitor and review its use, with regard to any unanticipated technical issues.

(moved Cllr Briggs, seconded Cllr Haggerty)

47. Shopfront Improvement Grants

Members noted the applications and **RESOLVED** to ratify a decision made under the Council's Scheme of Delegations to approve the following applications for shopfront grants:

- The Vending Shed - £500
- The Mariners Hotel - £500

(moved Cllr Hartnell, seconded Cllr Haggerty)

48. Review of Shopfront Improvement Grants Policy

Members considered the Shopfront Improvement Grants Policy generally in light of the fact that it had been introduced to assist businesses as they came through the pandemic to improve their premises with a view to improving the town for visitors and residents. Whilst the scheme had been a success, Members concluded that as many restrictions had now been lifted and it was intended that the remaining restrictions would be lifted on 19 July that it was appropriate to wind close applications from that date. Members **RESOLVED** to close the scheme as from 19 July 2021.

(moved Cllr Hartnell, seconded Cllr Ledger)

49. Review of leisure facilities

Members reviewed the draft response to EDDC's consultation on leisure facilities in Seaton and, subject to amendments, **RESOLVED** to approve the response as drafted.

(moved Cllr Haggerty, seconded Cllr Singh)

50. Community Grants

Members reviewed the application from Seaton Cricket Club and **RESOLVED** to approve a community grant of £1,000.

(moved Cllr Hartnell, seconded Cllr Wood)

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 sensitive nature/potential to identify individuals.

51. Update on Marshlands Centre

Members noted the update.

52. Update on Town Hall

Members noted the update and **RESOLVED** to:

- agree to prioritise the installation of a new fire alarm system, for which the responsibility of who bears the cost would be negotiated with The Gateway Theatre Company.
- instruct officers to obtain 3 quotations to review and /or renew the heating and ventilation systems.
- instruct officers to obtain 3 quotations to address maintenance issues rated 3 in the schedule of condition.
- instruct officers to draft a 5-year maintenance plan for areas rated 2 and 1 in the schedule of condition which prioritises maintenance issues pertaining to:
 - the pitched and ridged artificial slate tiled roof covering to the rear of the main hall
 - rainwater fittings
 - interior and exterior walls
- give consideration to alternative, more suitable premises for Seaton Museum
- note the update on the recent meeting with trustees of the Gateway.

(moved Cllr Ledger, seconded Cllr Haggerty)

Meeting closed at 7.21pm.

Signed _____



Marshlands Centre, Harbour Road,
Seaton, Devon. EX12 2LT
01297 21388
admin@seaton.gov.uk
www.seaton.gov.uk
Town Mayor: Cllr Dan Ledger
Town Clerk: Julia Mutlow

Dated _____

**Minutes of the Planning Committee
Meeting on Monday 7 June 2021**

Present:

Chairman: Cllr M Hartnell

Councillors: K Beer, J Russell & D Wright

Officers: Planning Committee Clerk

Public: Three members of the public were present

12. Election of Chairman for the Municipal Year 2021/2022

The Committee unanimously **ELECTED** Cllr Marcus Hartnell as Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Wright, seconded Cllr Russell)

13. Election of Vice Chairman for the Municipal Year 2021/2022

The Committee unanimously **ELECTED** Cllr David Wright as Vice Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Beer, seconded Cllr Russell).

14. Apologies for absence

There were no apologies for absence received.
Cllr Ledger and Cllr Macaskill were absent.

15. Declarations of Interest

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

Cllr Hartnell declared a disclosable pecuniary interest (DPI) in respect of application 21/1431/FUL, Bridleways, Holyford Lane, Colyford, Colyton EX24 6HW as the applicant was Cllr Hartnell's accountant. He would not take part in the debate or vote on this application.

16. Minutes of the Planning Committee meeting held on Tuesday 4th May 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 4th May 2021.
(moved Cllr Beer; seconded Cllr Wright)



17. 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.

18. 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.

19. Public Question Time

Mr Colin Roberts spoke on agenda item 9, planning application 21/1124/PD20A, stating he objected to the application. Mr Roberts said the application submitted for Kings Court was not suitable. It was a retirement block in all but name and should be exempt from this situation. On the top floor there were elderly residents who were frail and very angry and stressed over the application. These residents would have to live directly under a building site if this application were approved. There would be noise, vibration and dust from the building works with sheeting down the sides. A lot more scrutiny was needed before this application was approved and the work went ahead.

On the ground and first floor the residents were mainly couples in their 70's and 80's. They would also have to tolerate the noise, dust and vibration along with the erected scaffolding which would be required. Residents would have to accept all this just for five new apartments without any extra car parking spaces provided. All residents had their own allocated parking space so any cars without a space would have to park at the nearest car park or on the seafront. There was a programme on 1 June on Radio 4 about similar developments in general blocks of flats and the consequences which residents had to endure such as burst pipes, poor workmanship and the value of the flats decreasing because of the work done.

This proposal was not fit for purpose and had only come about since the planning order was amended and updated. None of the residents were happy about the application and wanted the Town Council to support them in their objections to the application.

Cllr Russell wished it to be minuted that he agreed with the last speaker that how dare the applicant change the value of somebody's investment on their flat.

Applications for consideration:

- | | | |
|--------------------------|--------------------------|---|
| 20. 21/1124/PD20A | Mr David Truslove | Kings Court, Harbour Road,
Seaton
Prior approval of construction of additional top floor providing 5no. dwellings (Resubmission 20/2874/PD20A). |
|--------------------------|--------------------------|---|

Discussion took place around:

- The proposed development would be overbearing in terms of the height and would dominant the surrounding area.
- The planning officer, in their delegated report for the last application, considered Kings Court to be a detached building as it was constructed at a later date to the adjoining Victorian villas and they each had their own separate but adjoining walls. Members struggled with this definition and wanted this included in the Town Council's comments on the application to the district council.
- The proposed development would be a visual unsightly intrusion on the surrounding area.
- No mention was made in the application about how the applicant intended to address the environmental impact of this application. The solar panels in the last application had to be removed, but no other environmental initiatives had been included in this application.
- Residents had mentioned in their letters of objection problems with the drainage, waste and sewage infrastructure of the building. Members asked that South West Water were consulted on the application.
- The outdoor amenity space had been lost to accommodate a bicycle store which would be largely irrelevant to the age range of residents.

The Committee **RESOLVED** to object to the application on the grounds of:

- The apartment block would be overbearing and dominant in the surrounding area due to its increased height.
- The apartment block was not detached as there was a party wall with an adjoining property in Harbour Road.
- The proposed development would be a visual unsightly intrusion on the surrounding area.
- No mention in the application of any environmental measures the applicant intended to include to address the environmental impact of the development.
- As residents stated in their letters of objection there were problems with the drainage, waste and sewage infrastructure of the apartment block. Members asked that South West Water be consulted on the application.

- Loss of the outdoor amenity space to provide a bicycle store which would be largely irrelevant to the age range of residents.

(moved Cllr Hartnell; seconded Cllr Wright)

21. 21/1259/FUL

Dominic Makemson

**Tower House, 8 Ryalls Court,
Seaton EX12 2HJ**

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.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Beer)

22. 21/1260/LBC

Dominic Makemson

**Tower House, 8 Ryalls Court,
Seaton EX12 2HJ**

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.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Beer)

23. 21/1404/FUL

Mr & Mrs M Waters

**Picton House, 72 Beer Road,
Seaton EX12 2PR**

Hip to gable roof extension incorporating a new, South facing dormer. Additional refurbishment of external elements to include re-modelled second floor bay window, enlarged South facing balcony, replacement fenestrations, updated cladding and finishes palette.

The Committee **RESOLVED** to propose no objection to the application.

(moved Cllr Beer; seconded Cllr Hartnell)

The Vice Chairman, Cllr Wright, took the chair for the following application.

**24. 21/1431/FUL Mr Chris Hammett Bridleways, Holyford Lane,
Colyford, Colyton EX24 6HW**
Landscaping and terrace.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Wright; seconded Cllr Russell)

Cllr Hartnell returned to chair the meeting.

**25. 21/1208/FUL Mr Chris I Hill 5 Barnards Hill Lane, Seaton
EX12 2EP**
Retrospective single storey front
extension.

Discussion took place around:

- The application form stated modern cladding to be applied to the exterior to finish, graphic in colour. Was that meant to be graphite in colour? The Committee wanted clarity on this from the district council. The Committee wanted to see a lighter colour or white used for the cladding so as to blend in with the streetscene.

The Committee **RESOLVED** to propose no objection in principle to the application. However, they made the following observations which they wanted clarification on by the district council:

- Was the proposed colour of the cladding graphic, as stated on the application form, or was that an error and the colour was graphite? The Committee would like to see a lighter colour or white used for the cladding to blend in with the streetscene.

(moved Cllr Wright; seconded Cllr Beer)

26. Planning Comments

Comments to be circulated in respect of application 21/1124/PD20A.

27. To note and ratify comments submitted to East Devon District Council for planning application 21/1214/FUL - 17 Ryalls Court, Seaton EX12 2HJ

The Committee noted and ratified the comments submitted to East Devon District Council for this application.

28. Colyton Neighbourhood Plan

To discuss and agree a response to the Colyton Neighbourhood Plan. The Colyton Neighbourhood Plan can be viewed at:

<https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/neighbourhood-plans/neighbourhood-plans-being-produced-in-east-devon/colyton/#article-content>

The Committee noted the Colyton Neighbourhood Plan but did not want to submit a response to the district council.

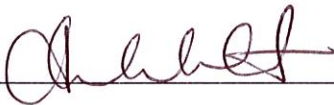
29. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/1086/CPL – Field Adjacent 109 Beer Road, Seaton** Certificate of Lawfulness for construction of 2m closed boarded fence along northern boundary of field with gate at existing access point. Certificate of Lawfulness for construction of 2m closed boarded fence along northern boundary of field with gate at existing access point – **CPL APPROVED Part 2** – no consultations requested for this application.
- b) **21/0083/VAR – 4 Court Lane, Seaton** Variation of condition 3 of reserved matter consent 19/0890/RES to facilitate changes to the appearance - **APPROVED** – with conditions.
- c) **21/0833/FUL – Mariners Hotel, East Walk, Seaton** Replacement of 2no. windows with doors in south elevation - **APPROVED** – with conditions.
- d) **21/0341/TRE – Land Adjacent To 27 Honey Ditches Drive, Seaton** Reduce weight of limb growing to south over drive by thinning by 25%; reduce weight of limb growing to north west by thinning by 25%; reduce weight of limb to east over grass area by thinning by 25%. Reason: to reduce weight of limbs to reduce risk of failure - **APPROVED** – with conditions.
- e) **21/0710/FUL – Brambledale, Westwood Way, Seaton** Construction of two storey rear extension, side, front dormer windows (revision of 18/1240/FUL) - **APPROVED** – with conditions.
- f) **21/0737/TRE – 5 Riverdale Orchard, Seaton** T1, Ash : removal of limb with fungal fruiting body present. Removal of deadwood from throughout the crown - **APPROVED** – with conditions.
- g) **20/2104/FUL – 31 Poplar Tree Drive, Seaton** Construction of two storey side extension, two storey front extension and rear gable dormer window including balcony. Insertion of first floor side window and provision of cladding - **APPROVED** – with conditions.

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- h) **21/1046/FUL – 5 Armada Close, Seaton** Single storey front extension - **APPROVED** – standard time limit.
- i) **21/0993/FUL – 9 Wychall Park, Seaton** Construction of single storey extension and porch - **APPROVED** – standard time limit.
- j) **21/0801/FUL – 1 Jubilee Cottages, Fore Street, Seaton** Demolition of existing conservatory, construction of new single storey rear extension; addition of weatherboard cladding to parts of existing cottage - **APPROVED** – with conditions.
- k) **21/0644/TRE – Lime Tree Cottage, Fremington Road, Seaton** 4 x Lime trees, re-pollard to previous pollard points to maintain cyclical management of pollarded trees within a highway setting - **APPROVED** – with conditions.
- l) **21/1021/CPL – 11 Turnstone Avenue, Seaton** Certificate of lawfulness for the conversion of garage to habitable space - **CPL APPROVED Part 1** – no consultations requested for this application.

The meeting closed at 6.38pm.

Signed 

Dated 21/6/21

**Minutes of the Planning Committee
Meeting on Monday 21 June 2021**

Present:

Chairman: Cllr M Hartnell

Councillors: K Beer & D Wright

Officers: Planning Committee Clerk

30. Apologies for absence

Apologies were received and accepted from Cllr Russell due to personal circumstances.

Cllr Ledger and Cllr Macaskill were absent.

31. Declarations of Interest

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

32. Minutes of the Planning Committee meeting held on Monday 7th June 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 7th June 2021.

(moved Cllr Wright; seconded Cllr Beer)

33. 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.

34. 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.

35. Public Question Time

No questions from members of the public.

Applications for consideration:

36. 21/1446/FUL Mr Graham Hughes Montpelier House, 78 Queen Street, Seaton EX12 2RJ
Change of use from police station to dwelling.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Beer; seconded Cllr Hartnell)

37. 21/1485/FUL Neil Way Combecroft, 85 Beer Road, Seaton EX12 2PT
Proposed single storey side extension, installation of dormer window and balcony doors to the rear to facilitate a loft conversion for habitable use, enlargement of first floor window on east elevation, and creation of extended raised patio area with glass balustrade.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Beer)

38. 21/1531/FUL Mr Scource 36 Lydgates Road, Seaton, EX12 2BX
Single storey rear extension.

Discussion took place around:

- As the application was for quite a large extension Members would have liked to have seen some environmental considerations incorporated into the build of the extension.

The Committee **RESOLVED** to propose no objection in principle to the application. However, because of the size of the proposed extension the Town Council would like to know if any environmental considerations have been made by the applicant with regards to energy efficiency and carbon emissions.

(moved Cllr Wright; seconded Cllr Hartnell)

39. Planning Comments

No comments for circulation.

40. Seaton Neighbourhood Plan

Discussion took place around:

- East Devon District Council are working on a new Local Plan for East Devon. All adopted Neighbourhood Plans have to comply with the current Local Plan. If there are changes will any adopted Neighbourhood Plans have to be remade to comply with the new Plan.
- Could the Neighbourhood Planning Officer be asked for their views as to whether now was a good time to start on any preliminary work for the Seaton Neighbourhood Plan or was it better to wait until the new Local Plan has been adopted.

The Committee **RESOLVED** to propose to ask the Planning Clerk to write to the Neighbourhood Planning Officer at East Devon District Council asking for their advice on whether any preliminary work for the Seaton Neighbourhood Plan could be started now or was it better to wait until the new Local Plan has been adopted.

(moved Cllr Hartnell; seconded Cllr Wright)

41. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/0957/TRE – 27 Eyewell Green, Seaton T1:** Ash, fell Reason: The tree is dying from ash dieback - **REFUSAL.**
- b) **21/0140/FUL – 11 Newlands Park, Seaton** Construction of new dwelling and alterations/extensions to existing (including replacement roof to detached garage) - **APPROVED – with conditions.**

Planning Appeal Decision

- a) **20/1481/FUL – 18 Fore Street, Seaton** To demolish the later read additions and erect a three storey building to form 3 x 1 bedroom apartments; carry out internal alterations to existing property to create additional 1 bedroom dwelling – **APPEAL DISMISSED.**

The meeting closed at 6.00pm.

Signed _____

Dated _____

Seaton Town Council Work/Project Log

Details	Officer/Cllr/ Volunteer	Status	Action
Council Administration & Finance			
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	AGAR lodged with external auditor and conclusion awaited.
Finance - general and ongoing budgetary reviews, in light of pandemic (priority)	JPM	All payments made and financial records up-to-date. Budget kept under regular review by Council.	Budget quarterly review will be presented to F&GP in July
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.
Civic Regalia	JH	Costings obtained. Mayoral chain now refurbished and new Mayor added. Roll of Honour in Council Chamber updated. Beer Mens Shed making new case	Chain repaired and Beer Mens Shed making new case.
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	Ongoing
Members Code of Conduct	JPM	Under review. Update will be brought to Members when EDDC's updated code approved.	Ongoing.
Shop Front Grants Scheme	JH	JH has taken this over to assess applications as received and will seek any missing information. Complete applications will be brought to Council for consideration as received. So far, 10 applications have been approved and paid out, 2 approved with payment pending and 1 for approval. Report to Council on 21 June 2021 when it was agreed that the scheme would close from 19 July 2021 and a press release issued regarding its success.	Ongoing.
Development of a corporate plan including a community consultation (priority)	JPM/Cllr Ledger	Draft plan and consultation document are being prepared for consideration by Council	Draft consultation document on agenda for 5.7 2021 for consideration.
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.	Ongoing
CCL Accounts	JPM	Research being carried out in order to prepare a paper re possibilities for investment	Ongoing

	Council's Priorities 2021/22
	JH
	JPM
	Cllr-led
	HJ

Staff & Member Training/Seminars			
Certificate in Local Government Administration (CiLCA)	JPM	Registered 25.9.2020. Unit 1 of 5 passed on 16.11.2020. Unit 2 & 3 started and being worked on as time permits.	Ongoing
Introduction to Local Government Administration (ILCA)	JH	Booked	Ongoing
Legionella Training	JPM/JH/PT	Online training booked.	Ongoing

Marshlands			
Redevelopment (priority)	JPM/JH	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.	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
Building maintenance and repairs	PT/HJ/JH	JH looking at fire safety issues including emergency exits and lighting. HJ seeking quotes from heating engineers re radiator thermostats in upstairs offices which do not work	Ongoing as required
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.	Ongoing
Utilities	JH	JH will look at competitive quotes for gas and electricity as and when the existing contracts come to an end in 2021.	Review 2021

Other Buildings			
Town Hall - lease - tenant/landlord obligations	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.	Ongoing. Meeting on 11 June 2021 with trustees to discuss maintenance, obligations under lease and costs incurred.
Town Hall - roof repairs	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.	Various quotations being sought.
Town Hall - repairs to Museum walls	HJ	On hold until roof repaired, awaiting survey	Ongoing
Play parks, open spaces & other land			
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 when capacity permits. Benches now installed. Shed ordered and awaited.	Notice given to three allotment holders and these will be relet.

Cliff Field Gardens	PT/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 Mens Shed approached regarding repair/replacement. Approaches received from individuals and organisations for the use of CFG	Labryrinth boards being repaired/by Beer Men's Shed, use of CFG as an events venue being trialled and policy developed.
Seaton Down Hill - refershmenst van	JPM	Request received and in principle decision sought from Members	Ongoing
Underfleet	JPM/PT	PT identified tree works in Underfleet. JPM notified EDDC on 29 June and EDDC officers due to inepsct and take such action as is necessary.	Ongoing
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.	Ongoing. Recent inspection by volunteer footpath wardens concluded that <u>footpaths in good order</u>
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.
Projects & Events - ongoing & future possibilities			
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 as to whether it is practicable and financially viable for STC or others to resubmit a planning application. Report awaited from EDDC Officers. Seafront Working Group meeting arranged on 30 June 2021.Meeting with EDDC arranged for 5 July.
Water re-fill station - seafront	JPM	Supplier of floor mounted bottle refill station approved by Council on 5/10/2020. Subsequent emails confirmed blue as most popular choice. JM confirmed price with A&S Kingdon. Location agreed with EDDC. Order placed and delivery awaited.	Water station received in mid May (delayed in Suez canal!). Licence agreed and received. Liaising with EDDC & A&S Kingdon re any further action/survey required due to freestanding nature of station.
Water Fountain - 2	JM	Report to Council to agree location for second refill station. EDDC contacted and reply awaited.	Ongoing

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.
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)	JPM/DL/AGD	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.
Seaton Webcam	JH	Webcam for the website to be provided by Chris Pickles	Embedding into site being arranged.
Town Marketing	JH/JPM	Short film commission to be used for the website, the NEC Travel Show and general marketing purposes.	Ongoing
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	Cllr Briggs/HJ	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.
Floral Display Sponsorship	JH/Promote Seaton	Quotes obtained re signage and sponsorship fees revisited. Council to consider whether to revisit scheme for 2021	All first tranche of planters now sponsored and invoiced. Signs received and now in situ.
Seaton in Bloom	HJ	This event is now being advertised and application forms available with judging due in mid July.	Ongoing. More posters being put up. Midweek Herald advertisement was expensive and so discounted.

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.	To be revisited during budget planning process, as to investments Council may wish to make in 2021 or 2022
Cyclefest 2021	HJ	The organisers have advised that the provisional date for the 2021 event will be either 4 or 11 July. Update - due to the 18 month road closure on the seafront, an alternative route has been identified. Postponed until September 2021 due to pandemic.	This is unlikely to go ahead in 2021. Awaiting confirmation from the organiser.
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.

General

Repairs/painting of planters and benches in the town	PT	Ongoing as required.	Ongoing
Tourist Information Centre (priority)	JPM/TIC Working Group	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 & 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 Members on level and nature of enquiries.
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
Travel & Tourism Show	Cllr Haggerty	Cllr Haggerty will be attending the show in March on behalf of STC to promote Seaton. Backdrops are being sourced for the stand. JPM & Cllr Haggerty met with both Seaton Tramway and Seaton Jurassic in September.	This has been postponed until September 2021 due to Covid restrictions. JH is arranging photos and stand design.
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.
Young Car Enthusiasts	Cllrs	Informal Zoom meeting arranged with Councillors, police and local youngsters regarding meeting with cars Underfleet. Further meeting to be arranged.	Ongoing
Completed Work/Projects			
Word Press training	JH	New staff will attend training with Blaze on 6/10 so they are able to assist in keeping the website updated.	Completed

Seaton Coronavirus Community Group	JPM	As the Re:Store CIC has now been established an set up its own bank account, Authority has been sought from the DCC Covid-19 Prompt Action Team to transfer the grant funds received to Re:Store to administer and report on. This was granted and the funds transferred.	Completed
Outdoor Cinema Event	AGD with Cllrs volunteering as stewards	The outdoor cinema event for Seaton Coronavirus Community Group volunteers on 11/9 was a great success.	Completed
Secure emails	Cllrs	Arrangements made and should now be in use by all members and officers who access STC business remotely. A new planning email has also been set up.	Completed
Covid-19 social distancing signage for the town centre	PT	In liaison with EDDC officers implementation Covid-19 safety signage around town	Completed
Removal of bunting and banners	PT/Harcombes	As is customary at the end of the summer season these are scheduled for removal. Union flags will also be removed.	Completed
New IT Provision	JPM/HJ	New PC and associated equipment supplied and installed by Core IT in Office 2 on 28 September	Completed
Seaton Down Hill	PT	Benches there have been cleaned and repainted	Completed
Cleaning of offices and communal areas	HJ	New cleaner employed-Seaton-based - K's Cleaning. Two thorough cleans were carried out initially of the whole building, to make up for the months when we were without a cleaner and going forward, Kay will do 4.5 hours a week at £15 per hour.	No further action required
Allotment Notice Board	PT	Due to the recent demise of the allotment notice boards, PT has upcycled the large notice board that was stored at Marshlands and not being used and is installing it at the allotments.	Completed
Keys	JH	JH identified and logged all keys and all stored safely and logged in key cabinet in assistant's room.	Completed
Martial Arts Club - Gates	PT/Cllr. Singh	Cllr Singh will discuss with Pink Hippos and then padlock and, if vandalised again, PT will arrange to permanently shut it up.	No further action required at this stage
AGAR 2019/20	JPM	Accounts signed off by external auditor (PKF Littlejohn) for 2019/20.	Completed
Pay roll	JPM	After a delay, due to Covid-19, payroll has now been transferred to EDDC as from October 2020.	Completed
New Member Training - DALC	New Cllrs	Training booked for 20 & 21/10/2020	Completed
Coach UK Magazine	JPM/Cllr. Haggerty	5 page editorial and advertisement agreed and published in the November edition	Completed
PAT testing	JH	After much chasing an alternative contractor identified and all of the Council's electrical appliances tested on 3.11.2020	Completed
Remembrance Day	HJ	HJ to arrange wreaths and liaise with key players regarding attendance to ceremonies, in November	Not due until Nov 2021
Art Trail Postcards	JPM/AGD	Approved by Council on 5/10/2020. Printed and distributed by AGD	Completed
Outdoor Gym Equipment	JPM/HJ	5/10/20 - Council approved purchase of equipment from CIL funds, subject to a two week consultation via social media, regarding location. Consultation completed. Results - 26 positive/5 would prefer an alternative location but, in the main, are glad it is being reinstalled. EDDC instructed to place order for supply and installation.	Installation completed on 3.11.2020
Mid-year internal audit 2020/21	JPM	Completed with only minor observations. Reported to Council on 7.12.2020	Completed
Risk Register/Risk Management Policy Review	JPM	Review of Risk Management Policy & risk register completed. Report to Council for approval 7.12.2020	Completed
Youth First - NALC Seminar	Cllr.Ledger	Booked for 17.11.2020 in Frome	Completed

First Aid Training	JH/HJ	Online training booked	Completed
Purchase of new picnic benches for Elizabeth Road	HJ	Ready to order from Marmax products once a delivery date has been agreed.	Ongoing
Purchase of new barrier baskets for railings outside the new Hub	HJ/PT	Phil painting railings in blue then HJ will order flower baskets. John Widger to plant and maintain	Ongoing
2021-22 - Budget planning	JPM	Draft budget 2021/22 prepared. Considered by F&GP on 19/10/2020 and 16/11/2020. Final consideration on 14.12.2020	Approved by Council 21.12.2020. Claim to EDDC submitted. Completed.
Electrical Inspection (EICR)	JH	Mandatory 5 year inspection started on 6 November. To be completed in later November.	Completed
Policy reviews	Various	H&S Policy, Memorial Bench Policy, Standing Orders, Financial Regs, Risk Register & Policy all reviewed and updated	Approved by Council - 7.12.2020
Elizabeth Road Play Park - goal posts	PT/HJ	New goalpost approved by Council 9.9.2020. GB Sport & Leisure engaged to supply and fit. PT has imported 2 tonnes of additional soil to prepare the ground. Three new picnic benches ordered (HJ)	Installed goalposts on 27.11.2020. Completed.
Christmas Lights Virtual Switch On Event	PT/HJ/JH	6.9.2020 - HJ & JPM met with Eleanor Carr (Seaton Eats) and June Millman (Majorettes/Carnival) to discuss possibilities, in light of Covid restrictions. Agreed to review in early October. However, 'rule of 6' subsequently implemented and so was decided that a switch on event would not be possible in 2020. New 3 year contract entered into with LITE and additional lights purchased. Christmas trees erected and lights installed. JH working with Cllr Haggerty to co-ordinate the best lights competition.	Virtual switch on 4.12.2020
Health & Safety Review	JH	Comprehensive H&S review of Marshlands carried out by JH - noticeboard, COSHH cupboard, fire safety log book, signage and training arranged. Buildings H&S risk assessment carried out by JH and reported to Council.	Ongoing
Legionella testing	JH	Approve by Council on 2.11.2020. Done and risk assessment received.	Completed
Underfleet Play Park	PT/JPM	Recent repair to lily basket not satisfactory. Raised with HAGS in early August and a site visit requested. PT met on site with HAGS Head of Contracts on 14/9 who agreed with his assessment and agreed to report back to his team. JPM chased this up on 25/9 and 7/10. On 19/10 HAGS agreed to replace whole unit. Delivery time approx. 5 weeks. HAGS chased on 30.11.2020	HAGS finally completed repairs to the Lily basket. Completed.
Fire Warden Training	JH/HJ	Online training completed	Completed
Review of grounds maintenance contracts	HJ/JPM	Contract now awarded to John Widger for a further three years.	Completed
Smoke detectors	JH	All being replaced. Booked for 15.1.2021	Completed 22.2.2021
Town Hall - replacement doors	HJ	Doors have been repaired by Door Care South West	Completed
Red Arrows	Cllr Bowman/Promote Seaton	At Council on 9/9 it was acknowledged that this event would take sometime to plan. Cllr Bowman is working on preparing a comprehensive report on this future possible event. After some investigative work by Cllr Bowman, it appears that this is not viable in the immediate future.	Completed
Seaton Down Hill	PT	New bench has now arrived and was installed on 7.4.2021	Completed

Painting of lamp posts (part of priority 1)	JPM/HJ	JPM chased on 24/8, 14/9 and 22/10. Response received from DCC on 23/10/2020 stating that STC could progress painting. JPM raised questions on 27/10 as to whether any columns would be replaced as a result of the roll out of new LED lighting so as to avoid unnecessary works to lampposts being replaced. DCC have responded saying this may be the case but any such replacement is unlikely to be for at least 12-18 months. Contractors instructed accordingly but works unlikely to start until the new year now, due to weather.	Completed - May 2021. Request made to DCC seeking reimbursement.
Insurance	JH	Comprehensive quotations obtained for 2021/22.	Completed for 2020/21
Sea Hill Telephone Kiosk	JPM	Prposal for STC to adopt this kiosk and integrate it into the Art Trail.	This idea not taken forward as could not be used as part of Art Trail as BT would only permit a defibrillator.
Repairs to the brick flower bed on the seafront (part of priority 1)	HJ/Cllr. Bowman	JPM approached DCC Highways, who advised that the matter be raised at the next Seaton & Colyton Traffic Meeting to gauge views and consider possible solutions. Bricks now cleaned by Town Maintenance Man and Fishman's Gap end to be rebuilt (w/c 12/4/20210) Cllr Wood sought support of Cllr Shaw for reimbursement by DCC for the reapiir work. Long term solutions being considered and report will be brought to Members in due course.	Completed. Request will be made to DCC seeking reimbursement
Painting railings (part of priority 1)	Cllrs/volunteers	Over three weekend in May and early June councillors and volunteers have painted many of the town's railings	Completed
Committee Terms of Reference Review	JPM	These will be reviewed as the respective committees meet and brought to Council for approval in due course.	Reviewed and adopted at AGM on 4 May 2021
Asbestos Report	JH	Two quotes been obtained. A third being sought. Contractor instructed and survey carried out. Report received and circulated; no works required.	Completed
Policy Reviews	JPM/HJ/JH	Ongoing review of existing policies and identifying where new ones needed. All relevant policies reviewed and adopted at the AGM on 4 May as required by the Council's Standing Orders.	Up-to-date. New policies and annual reviews will be brought to Council for approval as and when.
Elizabeth Road Play Park - new goals, benches and gate mechanism	PT/HJ	New goalpost installed on 27.11.2020. Picnic benches have now arrived and have been been installed. Gate mechanism now replaced.	Completed
Consultation on leisure facilities	JPM	Request circulated to Members for their opinions. Response awaited.Draft response prepared by town clerk and approved by Council and sent on 21.6.2021	Completed
New planters outside The Hub	HJ	New planters for the railings by the hub have now been installed and planted	Completed
Website	JPM	The website is being kept up to date. Possible plug-ins are being looking into ensure compliance with the new Accessibility Regulations that have recently come into force. HJ/JH will check regularly that there are no accessibility issues and, insofar as possible rectify accordingly. PDF reader plug in added. This has been operating effectively for a year now and is updated regularly. It now incorporates the TIC	Completed and a year aftre inception isregularly updated and working well.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 July 2021
Item of business	21 COU 09
Details	Report on Community Grants Policy
Purpose of Report	To review and agree amendments to the Community Grants Policy and note current expenditure
Power/authority	Local Government Act 1972 s137 – power to spend a limited amount on activities for which a local council has no specific power, but which the authority considers ‘will bring direct benefit to the area, or any part of it or all of some of its inhabitants’.
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • adopt the updated Community Grants Policy, including any further such amendments as considered appropriate • note current expenditure

1. Background

At a recent meeting of the Council considered an application under its Community Grants Policy and Members expressed a view that the policy would benefit from revisions in terms of when applications will be considered during each financial year and whether there should be limits placed on how often a group or organisation may apply, thereby ensuring that the available funds are spread across a wider section of worthwhile community projects.

Appendix 1 addresses the concerns raised by:

- permitting applications to be considered throughout the financial year, as they are received, rather than just in January and July as previously
- inserting a clause to prevent an application from the same group or organisation within 2 years of the date of grants of a previously successful application.

2. Budget

During the financial year 2020/21, the Council allocated £8,000 towards such grants. This was increased to £18,000 during the financial year due to underspends in other budget lines, arising from the Covid-19 pandemic, and widened to include the shopfront improvements scheme to assist business owners in improving the town as it came through repeated lockdowns. In the event, £6,279 was paid out in grants during 2020/21, possibly due to the fact that many community groups and organisations' activities were inevitably restricted due to the pandemic.

The approved budget for such grants for 2021/22 has been set at £10,000. Currently £3,220 has been paid out with a further £1,500 in grants approved, at the time of writing this report.

3. Recommendations

It is **RECOMMENDED** that Members:

- adopt the updated Community Grants Policy, including any further such amendments as considered appropriate.
- note current expenditure.



Seaton Town Council Constitution

Chapter 16 Community Grants Scheme

Marshlands Centre, Harbour Road, Seaton EX12 2LT

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Community Grants Scheme

1. Introduction & Policy Statement

1.1 Seaton Town Council (“the Council”) recognises the immense value of voluntary and community activity and its contribution to residents’ well-being, the local economy and the sustainability of a wide range of services which benefit visitors and people living and working in the town. The following policy and procedures are based on the principles of fairness, responsiveness to local need and accountability.

1.2 The Council has the authority to make grants under the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers ‘will bring direct benefit to the area, or any part of it or all of some of its inhabitants’. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

1.3 The grants are usually one-off payments for projects, such as the provision of new equipment.

1.4 The Council allocates a finite amount of funding each year for capital grants.

1.5 Capital grant requests usually exceed the funds available.

1.6 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure that the finite resources are distributed fairly. Capital grant requests exceeding £1,000 will not normally be met in full.

2. Principles

2.1 Recipients of previous grants should not assume that they will be awarded a grant in future years. Grants will be awarded based on the criteria and assessment process set out in this policy, as amended from time to time.

2.2 Grants are awarded at the absolute discretion of the Council.

3. Eligibility Criteria

3.1 Grants will only be awarded to organisations or partnerships which demonstrate that they:

- a) Have a need for grant funding. Grants will not be given to any organisation with significant uncommitted funds
- b) Have, in the opinion of the Council, sound governance arrangements
- c) Have, in the opinion of the Council, sound financial management and plans
- d) Represent good value for money

e) Have clear policies on equality and inclusion covering service users, subject to recognised exemptions

3.2 Applications from consortia and partnerships are accepted, when submitted by an organisation accepting lead responsibility for delivery. This organisation must be able to provide evidence and supporting documents confirming their eligibility.

3.3 Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Seaton.

4. Application and Determination Process

4.1 Application forms are available on the Council's website.

4.2 Grant applications can be submitted for consideration at any time during the Council's financial year. Available grant funding does diminish over the course of the financial year and early applications are therefore encouraged.

4.5 Original applications are circulated to all members of the Council for scrutiny. On occasions, the Town Clerk may be asked to seek further information or clarification from the applicant and visits to applicants' organisations may be requested.

4.6 All organisations in receipt of grants will be required to provide a short report for the Annual Town Meeting each year, to explain how the grant has been used for the benefit of their organisation.

5. Supporting documentation required

5.1 The following items are required in support of each application:

- Insurance: evidence of current Public Liability Insurance covering a minimum of £2 million, Employer's Liability Insurance (if you are employing staff) and buildings / contents insurance (if applicable)
- Accounts – you must provide a copy of your audited accounts for the latest complete financial year and bank statements covering the last three months
- Aims of the organisation/constitution/memoranda and articles/terms of reference
- Child protection and vulnerable adult policies

5.2 The application itself must contain the following information:

- a) Names and addresses of key contact
- b) The overall aims and objectives of your organisation
- c) Description of the service provided, project or event to be supported
- d) Reason for application with details of how the grant will be used

- e) Number of clients served
- f) How much funding is being applied for
- g) How the grant will benefit the town and people of Seaton
- h) Other sources of funding for the same purpose, whether secured or unsecured

6. Eligibility

The eligibility of applications will be assessed against the following criteria:

6.1 If the applicant has received funding in previous years, the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level.

6.2 Applicants must answer all the questions on the application form.

6.3 Applications must demonstrate direct benefit to the inhabitants of Seaton.

6.4 The funding requested must be commensurate with the benefit obtained by the inhabitants of Seaton.

6.5 A schedule of awarded grants will be published on the Council's website annually.

6.6 Feedback on individual grant applications may be given on request to the organisation concerned.

6.7 Once an application is received from a group or organisation, no further application will be considered from the same group or organisation for a period of 2 years from the date a grant is made in respect of that application.

7. Conditions

7.1 Minor changes may be allowed subject to the funding being used in line with the original application. Any such changes must be applied for to the Council and agreed in writing.

7.2 Records should be kept showing how the grant has been spent.

7.3 Any funds not utilised for the original purpose must be returned to the Council.

Reviewed & adopted - July 2021

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5th July 2021
Item of business	21 COU 10
Details	Report on a fireworks event for 2021 including details of possible suppliers
Purpose of Report	To consider the organisation of a Seaton fireworks event on 5th or 6th November 2021
Power / Authority	Local Government Act 1972 s145 – provision of entertainment
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • Approve, in principle, the organisation of a fireworks event for Seaton to take place on the East Esplanade site, subject to: <ul style="list-style-type: none"> ○ all relevant site permissions/consents being obtained. ○ appropriate insurance cover being available. ○ support from the police and fire service to ensure the safety of the event. ○ preparation of comprehensive risk assessments by both the supplier and the Council and evidence of the chosen supplier’s public liability insurance cover ○ securing the services of enough volunteer marshals to ensure the security and safety of the event. ○ officers taking any such other action as may be necessary to ensure the safety of the event. • Subject to the outcome of the above, to approve Supplier 3 as the preferred supplier and agree

	which budget the associated costs thereof should be taken from.
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Introduction and Background

In October 2020, Promote Seaton - a voluntary group of local business owners, community group volunteers, members of the public and councillors - initially considered the possibility of staging an annual fireworks event for the town. With restrictions slowly easing and with support from the Council, it is hoped that this event can take place in November 2021, subject to weather conditions and Covid-19 restrictions in place at that time.

Seaton Fireworks 2021

It was originally thought that Cliff Field Gardens would be the best location for a display and, as such, Supplier 1 was approached in October 2020 and asked to conduct a site visit and provide a quotation. Unfortunately, due to the impact of repeated lockdowns, the company closed in April this year as it could no longer viably trade. In June, the Deputy Clerk, together with Cllr Haggerty and Cllr Singh, met with two other firework display companies, Suppliers 2 and 3.

During discussions with both organisations, it became apparent that there were advantages and disadvantages to holding the display in Cliff Field Gardens and an alternative site - the beach at East Esplanade between the Axe Yacht Club and the Estuary - was also identified and considered. The advantages and disadvantages of both are detailed below:

- **Cliff Field Gardens ('the Gardens')**
This site is smaller and therefore the type of fireworks that can be used at this location would be restricted. The Gardens would need to be the space allocated for viewing and the launch of the fireworks would need to take place on the grassed area outside, which is owned by East Devon District Council and therefore their permission would need to be sought. The fireworks that could be used here would be lower and the display would be wider therefore, the best views would be from within the Gardens, meaning numbers would have to be restricted and depending on social distancing requirements in place at the time, may have to be reduced even further. Should strong winds prevail in-shore on the date of the event, it would need to be cancelled for safety reasons as there would be insufficient space to make suitable adjustments to ensure safety.

- **East Esplanade Beach between Axe Yacht Club and Estuary (the Esplanade')**

This site would allow a range of higher impact fireworks to be launched which would be visible to anyone viewing from the beach, the Esplanade, Axmouth bridge, Cliff Field Gardens and Castle Hill. Audience numbers would therefore not be limited and the ability to comply with any social distancing regulations prevailing at the time would be easier. The site is owned by East Devon District Council and permission would need to be sought. All fireworks would be angled to fire out to sea, with all products already confirmed as biodegradable and marine friendly. There is sufficient space to adjust the display should the wind blow in-shore on the evening of the event and the associated risk of cancellation due to weather is lower.

In order to ensure that the event can take place in line with prevailing social distancing regulations, and in accordance with all safety requirements, it is proposed that street food and drink vendors will not be arranged. Instead, the event would be promoted as an opportunity to support local hospitality businesses, who may choose to open and offer takeaway food and drink for people to purchase on the evening of the display.

Quotations

In line with Council's Financial Regulations, three quotations have been obtained:

Supplier 1 (no longer operating):

£4,500.00 for a 15-minute display

Supplier 2 (£10 million public liability cover):

£3750.00 + VAT for a 10-minute display at the Esplanade on Saturday 6th November

£3750.00 + VAT for a 12-minute display in Cliff Field Gardens on Saturday 6th November

25% deposit required with balance due 14 days prior to the event.

Supplier 3 (£5 million public liability cover which could be extended to £10 million, for an additional fee):

£3250.00 inc. VAT for a 15-minute display at the Esplanade on Friday 5th November. An additional amount of Pyrotechnics will be fired free of charge during the display, as part of the Event Startup discount.

25% deposit required at the time of booking with balance due 2 months prior to the event.

There is a risk of cancellation due to bad weather and/or prevailing Covid-19 restrictions. In the event of bad weather, a second date will be provided by the chosen supplier. In the event of further Covid-19 restrictions preventing the display from going ahead, Supplier 3 will refund any deposit less the cost of firework products already purchased or carry the deposit over to 2022. Supplier 2 will carry over any monies paid to 2022.

The preferred supplier would be Supplier 3 due to the comprehensive risk assessment and method statement already supplied.

Budget

In its events budget for 2021/22 the Council has allocated the following, any of which could be utilised for this event:

- Promote Seaton Events - £5,000
- Post-Covid Event - £3,000
- Events Budget – General - £1,000

There may be additional costs pertaining to advertising literature and additional insurance cover.

Conclusion

In order for the fireworks display to take place, there are several issues requiring careful consideration, but it is hoped that the Council can collaborate with other local community groups, such as Re:store and the Carnival Committee, in order to ensure the smooth and safe running of the event for the benefit of the town.

Officers believe that the East Esplanade site would be preferable for the reasons stated in this report.

The following provides a summary of issues to be considered, albeit there may be others arising as further work is done:

- Relevant permissions will need to be obtained from East Devon District Council, prior to engaging a supplier to deliver the event.
- Permission will be required from Axe Yacht Club, as specific areas around this site will need to be cordoned off for safety reasons.

- Consideration needs to be given to the areas of the town that would require marshals, as well as the total number of marshals required to ensure the safety of the event.
- The Council would need to obtain additional insurance cover for this event. which is likely to incur a small additional premium.
- The Council will be required to complete its own risk assessment for the event in addition to the chosen supplier's risk assessment and health and safety documentation. Some of the issues to be included in the risk assessment would be prohibiting the sale of sparklers, unauthorised use of fireworks by members of the public, children remaining under the supervision of an adult at all times, crowd control and antisocial behaviour and adverse weather. The fireworks display company would be responsible for producing a risk assessment pertaining to the firing area and its supervision, the dropping zone of spent fireworks and any associated debris.
- The Council would need to secure the support of the local police and fire service to assist in ensuring the safety of the event.

Recommendations

It is **RECOMMENDED** that Members:

- Approve, in principle, the organisation of a fireworks event for Seaton to take place on the East Esplanade site, subject to:
 - all relevant site permissions/consents being obtained
 - appropriate insurance cover being available
 - support from the police and fire service to ensure the safety of the event
 - preparation of comprehensive risk assessments by both the supplier and the Council and evidence of the chosen supplier's public liability insurance cover
 - securing the services of enough volunteer marshals to ensure the security and safety of the event
 - officers taking any such other action as may be necessary to ensure the safety of the event
- Approve Supplier 3 as the preferred supplier and agree which budget the associated costs thereof should be taken from.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 July 2021
Item of business	21 COU 13
Details	Report on Mayor’s Civic Award Policy
Purpose of Report	To consider a proposal for the adoption of a civic awards policy and to authorise the cost of the associated awards
Power/authority	Local Government Act 1972 s249 – local honours
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • adopt the Civic Awards Policy, including any such amendments as they consider appropriate • approve the associated expenditure to procure awards from Fattorini Ltd and virement from the town awards budget to the Mayor’s allowance, as appropriate to fund such expenditure • approve the constitution of the review panel and appoint a third councillor to said panel

1. Background

In Seaton there are many individuals who volunteer their time and expertise for the good of the community, or add social, cultural, economic or environmental value to the town.

It is proposed that the Council adopts a scheme to recognise and celebrate people who have volunteered their time and energy to help others or benefit the town. The awards will be presented to the most deserving individuals.

2. Award Categories

It is proposed that awards are made in a number of categories and these are set out in the draft policy attached as appendix 1. Nominations will be made via the application form and appendix 2.

3. Methodology

3.1 Individuals who meet the criteria may be identified by councillors by completing the Civic Award Nomination Form.

3.2 The Town Clerk will validate the details and prepare a briefing paper for the review panel.

3.3 A review panel comprising of the Mayor, Deputy Mayor and one other councillor, will judge all entries and make recommendations for winners in each category.

3.4 These recommendations will then be presented to a meeting of the Council for ratification if other councillors agree they should be.

3.5 Individuals would then be notified of the award and invited (with a guest) to attend a simple award ceremony where the individual or group would be formally recognised. There would also be publicity for themselves, their deeds and the group to which they belong.

3.6 The Mayor would present each recipient with a certificate and appropriate award such as lapel badge.

4. Costs

The Council has allocated £1,000 in the budget for 2021/22 to implement such a scheme and recognise such individuals and organisations. The cost of obtaining awards in the form attached would fall well within the allocated budget. As the Council does not have the general power of competence, the amount required may need to be vired from the town awards budget to the Mayor's allowance to ensure that expenditure is properly made.

5.RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- adopt the Civic Awards Policy, including any such amendments as they consider appropriate
- approve the associated expenditure to procure awards from Fattorini Ltd and virement from the town awards budget to the Mayor's allowance, as appropriate to fund such expenditure
- approve the constitution of the review panel and appoint a third councillor to said panel



Seaton Town Council Constitution

Chapter 24 Civic Awards Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

SEATON TOWN COUNCIL
CIVIC AWARDS POLICY

1. Background

In Seaton there are many individuals who volunteer their time and expertise for the good of the community, or add social, cultural, economic or environmental value to the town.

The Mayor of Seaton's Civic Awards recognises and celebrates people who have volunteered their time and energy to help others or benefit the town. The awards will be presented to the most deserving individuals.

2. Award Categories

These categories and allotted award numbers are for guidance only and may be subject to change during the consideration of nominations.

- a. **Community Involvement Civic Award:** recognises individuals, or community voluntary groups, who have made a positive contribution to the town. This could range from organising community events, improving facilities for a neighbourhood, supporting a charity in their own time or helping an individual. Maximum of 3 awards.
- b. **Youth Civic Award:** recognises a young person or group of young people aged 18 or under, who have made a positive contribution to their local community. Nominations would be for exceptional young people who have helped others or shown outstanding commitment in improving their community. Maximum of 1 award.
- c. **Art and Culture Civic Award:** recognises an individual's work in a voluntary or professional level who has made a significant or outstanding contribution to the arts and culture in Seaton. This could be drama, dance, music, arts and crafts, photography or the delivery of an event. Maximum of 1 award.
- d. **Environment Civic Award:** recognises an individual or group who has made a significant difference to the conservation or protection of an area within the town. It could be a recycling champion or someone involved in an environmental project. Maximum of 1 award.
- e. **Independent Business Civic Award:** recognises an independent business in Seaton whose presence has had a positive impact on the local community. It could be a business that has created local jobs or invested in Seaton. Maximum of 1 award.
- f. **Honorary Freeman of Seaton:** recognises a member of the community who is a person of distinction or a person who has, in the opinion of the Council rendered eminent services to the town. Maximum of 1 award.

3. Methodology

3.1 Individuals who meet the criteria may be identified by councillors by completing the Civic Award Nomination Form.

3.2 The Town Clerk will validate the details and prepare a briefing paper for the Review Panel.

3.3 A Review Panel comprising of the Mayor, Deputy Mayor and one other councillor, will judge all entries and make recommendations for winners in each category.

3.4 These recommendations will then be presented to a meeting of the Council for ratification if other councillors agree they should be recognised.

3.5 Individuals would then be notified of the award and invited (with a guest) to attend a simple award ceremony where the individual or group would be formally recognised. There would also be publicity for themselves, their deeds and the group to which they belong.

3.6 The Mayor would present each recipient with a certificate and appropriate award.

4. Criteria

- The contribution is solely for the benefit of the Seaton community
- The nominee must still be involved in the activity for which they are nominated

5. Instructions

- All nominations must be submitted using the Civic Award Nomination Form,
- No self-nominations or nominations from relatives,
- The nominee must have made significant and sustained contribution to the Seaton community.

6. Roles

The Town Clerk's office will:

- Promote the Civic Awards via media coverage and handle enquiries pertaining to the Civic Awards
- Receive and collate all nominations
- Check all nominations meet the eligibility criteria
- Produce a report summarising all the eligible nominations for the Review Panel
- Following the review process, contact the award winners to invite them and a guest to the Civic Award Ceremony
- Following the review process, invite the proposers (and guest) of winning nominees to the Civic Award Ceremony
- Collaborate with the Mayor to create certificates for the winners

- Collaborate with the Mayor to plan a suitable accolade for the winners
- Annually, agree a budget for the Civic Award Scheme (as part of the Mayor's allowance)

Mayor

The Mayor will:

- Champion the Civic Award Scheme
- Should there be a tied vote in the review process, make the final decision on winners
- Make a presentation to each winning nominee at the Civic Award Ceremony

Members

Members will:

- Support the Civic Award Scheme.



Mayor of Seaton's Civic Awards Nomination Form

Category of Civic Award

(select one only)

	Community Involvement
	Youth
	Art and Culture
	Environment
	Independent Business
	Honorary Freeman of Seaton

Details of Nominee

Is the nomination for an individual or group?	
Name:	
Address:	
Email address:	
Tel No:	

Panel use only

Ref:	
Date received:	
Endorsed:	

Recommendation

Please complete details of why you are nominating the individual or group for a Civic Award (attach separate sheet if required).

Please describe the benefits to the community resulting from the individual's or group's work (attach separate sheet if required).

Councillor Proposer

Name:	
Address:	
Email address:	
Tel No:	
Relationship to nominee:	
Signature:	
Date:	

This form collects your name and contact information for the purposes of the Civic Awards.

Seaton Town Council takes your privacy seriously and will never share your personal data with a third party without your consent.

You can find out more about how we use your data from our Privacy Notice which is available from our website www.seaton.gov.uk or from the Council's offices.

Return completed forms to townclerk@seaton.gov.uk to:

Town Clerk
Seaton Town Council
Harbour Road
Seaton
Devon
EX12 2LT

Closing date for nominations: _____2021