

**Minutes of the Seaton Town Council  
Extraordinary Meeting  
on Wednesday, 19 May 2021**

**Present:**

**Chair:** Cllr D Ledger

**Town**

**Councillors:** E. Bowman, K. Briggs, M. Hartnell, J. Russell, A. Singh, C. Wood and D. Wright

**Officers:** Town Clerk

**Public:** Two members of the public attended at different stages of the meeting present.

**25. Apologies for absence**

No apologies for absence were received.

**26. Declarations of Interest**

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

**27. Minutes**

Members **RESOLVED** To agree the minutes of the Council meeting held on Tuesday 4 May 2021 (moved Cllr Singh, seconded Cllr Wright)

**28. Report of Internal Auditor 2020/21**

Members noted the report of the Internal Auditor and accompanying documents (moved Cllr Singh, seconded Cllr Wright)

**29. Annual Governance Statement 2020/2021**

Members **RESOLVED** to approve Section 1 - Annual Governance Statement (proposed Cllr. Russell; seconded Cllr. Wood)

**30. Accounting Statements 2020/2021**

Members **RESOLVED** to approve Section 2 – Accounting Statements (proposed Cllr. Wright; seconded Cllr. Wood)

**31. Co-option of new councillor**

After hearing from Del Haggerty, Members unanimously **RESOLVED** to co-opt Del Haggerty onto the Council (moved Cllr Russell; 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.

### **32. Staffing**

Members considered the report on staffing and **RESOLVED** to:

- approve an increase the hours of the Administrative & Community Events Officer hours from 24 to 30 hours per week for an initial period of 3 months from week commencing 17 May 2021, with a review thereafter;
- authorise the Town Clerk, if she considers it necessary, to engage a temporary member of staff, to assist with tourist information and general administrative work to support the permanent staff;
- approve one additional SCP for Town Clerk to reflect relevant qualifications, as per her contract, backdated to 1 April 2021;
- approve the costs associated with the above recommendations above, as set out in the report accompanying the agenda; and
- ask the Town Clerk to investigate the benefits and cost of engaging SLCC to carry out a job evaluation of the role of Seaton Town Clerk and bring a comprehensive report to Members for consideration.  
(proposed Cllr. Hartnell; seconded Cllr. Wright)

Meeting closed at 6.18pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_



## MONTHLY PARISH COUNCIL REPORT SEATON

### Crime Figures – May 2021

**Total Crimes Recorded: 20 (Reduction of 16.7% – 24 crimes recorded in May 2020).**

- 1 x Violence with injury
- 3 x Violence without injury
- 1 x Harassment
- 3 x Shoplifting
- 1 x Other theft offence
- 5 x Criminal damage
- 2 x Public order offences
- 1 x Possession of drugs
- 3 x Other offence

The area's we have seen an increase in are criminal damage & shoplifting. However, two of the criminal damage reports relate to one incident and the shoplifting relates to one store in Seaton with the same suspects for each offence.

**Total Incidents Recorded: 62 (Increase of 1.6% – 61 recorded in May 2020).**

- 7 x Anti-social behaviour
- 4 x Crime recorded
- 41 x Public safety
- 10 x Transport

### June 2021 Seaton Neighbourhood Team Priorities

1. Vehicle offences & Anti – Social Driving
2. Anti – social behaviour.
3. Drug possession & Supply

### Other news/ messages

- Inspector John Gait has now retired from Devon and Cornwall Police! Inspector Phil Gray has taken over the role as Rural East Devon Sector Inspector.
- 17<sup>th</sup> – 23<sup>rd</sup> May 2021 was National Road Safety Week. During this week, Seaton Neighbourhood Team seized two vehicles, reported six drivers for offences including no insurance, no M.O.T, driving without due care and attention and parking on zig-zag lines. Two section 59 notices were also issued to motorists for driving in an anti-social manner. Speed checks & monitoring were conducted throughout the week in several locations around Seaton.

## June 2021 Report from Cllr Marcus Hartnell – Devon County Council

Since the election I have spent a lot of my time attending learning and induction sessions that have been put on for newly elected councillors at Devon County. They have ranged from understanding the role of scrutiny to highways and traffic management.

The Annual Council meeting was held at Sandy Park on 27<sup>th</sup> May, with all 60 County Councillors present and social distancing/Covid guidelines adhered to.

For the ensuing year I am on the following committees:

- Corporate Infrastructure and Regulatory Services Scrutiny Committee
- Investment & Pension Fund Committee
- Member Development Steering Group
- East Devon Highways & Traffic Orders Committee
- East Devon Locality (County) Committee

I am also appointed to the Devon & Severn Inshore Fisheries & Conservation Committee, which is an outside body from the Council.

As a new member of Devon County Council, I will be taking every opportunity to learn about the role and to understand how the Council works. The way we all work as Councillors is still very different and challenging, although it will become easier once restrictions are eased. It has been great to attend some face-to-face meetings over the past couple of weeks, and I am looking forward to working with all the Towns and Parishes in the division for the best interests of everyone in our communities.

### **Seaton & Colyton Traffic Group**

I have met with Steve Kelly the Neighbourhood Highway Officer (NHO) for the division, whom many of you already know. The bi-monthly Traffic Group meetings will start again in early July. I will get the date and time emailed to Clerks and representatives once confirmed. I am planning to hold the first meeting at Marshlands in Seaton. Please let me know if the nominated Councillor for your council has changed following annual meetings in May.

### **Highways matters**

My top 'postbag' items are all highways related. I am aware of several issues, many of which are longstanding items I have inherited from my predecessor. In the first instance all highways defects, including drainage, potholes, footways and parking enforcement should be reported online at <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

This will ensure the issue is dealt with by the correct department and relevant officers will inspect and action any necessary works. I can follow up on specific problems if required and

of course the Traffic Group meetings will also do this with our NHO also present to answer any questions.

### **Locality Budget**

If you wish to put forward projects for funding from my locality budget the process has changed. In the first instance you should contact me to get an in-principle agreement for your proposed project or activity. Once you have an in-principle decision you will need to apply online at <https://www.devon.gov.uk/democracy/councillors-nav/locality-budgets/>

Your application will then be checked for completeness and eligibility.

As a reminder, the locality budget of £10k per year is for local needs within the division and full guidance can be found on the Devon County Council web link above.

### **Coronavirus Vaccines in Devon**

The NHS in Devon are reminding people how vital it is to have both doses of the Covid-19 vaccination, which gives the best protection from the virus and circulating variants. The number of people in Devon not attending their second appointment has risen in recent weeks. Data published by NHS England shows that 769,059 people in Devon received a first vaccine dose between 8 December and 30 May, meaning over 95% of those aged 55 or over have received a first dose vaccine.

### **Go for the Flow campaign**

Devon County Council has launched the Go for the Flow campaign to encourage people in Devon to take twice-weekly rapid lateral flow tests, helping to identify those who may unknowingly have Covid and help break the chain of transmission. Launched on 30 April, the campaign has been running on various media channels including social media and newspaper and radio adverts. A toolkit has now been shared with stakeholders across Devon with various media images that can be shared locally. I've emailed the toolkit attachment with this report for those who can share the campaign message through local social media groups etc. To find out how to get tested go to [Coronavirus \(COVID-19\) advice for people and businesses in Devon](#)

### **Historic fourth term at County Hall**

The Conservatives won an historic fourth term in office at Devon County Council following May elections. Cllr John Hart remains leader of the Council with two new members on his cabinet, Cllr Phil Twiss and Cllr Andrew Saywell. The two foremost and major challenges that lie ahead for Devon County Council are ensuring the Devon economy recovers from the impact of the Covid pandemic and increasing efforts to combat climate change.

## **Contact**

You can contact me by email [marcus.hartnell@devon.gov.uk](mailto:marcus.hartnell@devon.gov.uk)

Mobile 07515 285 725

## Seaton Town Council Work/Project Log

Details	Officer/Cllr/ Volunteer	Status	Action
<b>Council Administration &amp; Finance</b>			
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	JPM/HJ/JH	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	Ongoing 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.	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	On work schedule
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
Consultation on leisure facilities	JPM	Request circulated to Members for their opinions. Response awaited	Draft response to Council for approval 21.6.2021
<b>Staff &amp; Member Training/Seminars</b>			

Council's Priorities 2021/22

JH

JPM

Cllr-led

HJ

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
<b>Marshlands</b>			
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 is being arranged.	Outstanding enquiry with EDDC planning officers as to current planning uses. EPC Assessment booked for 15th June.
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
CCL Accounts	JPM	Research being carried out in order to prepare a paper re possibilities for investment	Ongoing
<b>Other Buildings</b>			
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.
Town Hall - repairs to Museum walls	HJ	On hold until roof repaired, awaiting survey	Ongoing
<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 when capacity permits.	Notice given to three allotment holders and these will be relet. Benches now installed. Shed awaited.



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	Labrynth boards being repaired/by Beer Men's Shed, use of CFG as an events venue being trialled and policy developed.
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
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	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 as to whether it is practicable and financially viable for STC or others to resubmit a planning application. Report awaited from EDDC Officers
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. Awaiting date from A&S Kingdon for installation.
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 being sought from locality budget, SWW and Re:Store and Council will make up any shortfall in cost.	Ongoing
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/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.
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.	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 and second tranche being offered for sponsorship.
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. Advertisement for Midweek Herald being considered.
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.	Ongoing
<b>General</b>			
New planters	HJ	New planters for the railings by the hub have been ordered and delivery awaited.	Ongoing
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 to 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 (priority)	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 being finalised with aview to the project stating in August.
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
<b>Completed Work/Projects</b>			
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/Harcobes	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 Hippios 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 advertismnt 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	Clr.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 Clr Haggerty to co-ordinate the best dlights 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 assesement received.	Completed

Underfleet Play Park	PT/JPM	Recent repair to lilly 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	Clr 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 12/4/2021) Cllr Wood sought support of Cllr Shaw for reimbursement by DCC for the repair 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 installed. Gate mechanism now replaced.	Completed

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**Minutes of the Remote Planning Committee Meeting  
on Tuesday 4<sup>th</sup> May 2021**

**Present:**

**Chairman:** Cllr M Hartnell

**Councillors:** K Beer, M Macaskill, J Russell & D Wright

**Officers:** Planning Committee Clerk

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

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

**1. Apologies for absence**

There were no apologies for absence received.

**2. Declarations of Interest**

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

**3. Minutes of the Planning Committee meeting held on Wednesday 28<sup>th</sup> April 2021**

The Committee **RESOLVED** to agree the minutes of the meeting held on 28<sup>th</sup> April 2021. (moved Cllr Beer; seconded Cllr Wright)

**4. 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.

**5. 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.

## 6. Public Question Time

Mr Bernard Hanson spoke on agenda item 9, planning application 21/1101/FUL, stating he objected to the application. Mr Hanson said in terms of the loft conversion the juliet balcony, which is six feet wide and six feet high, gives a significant overview of his garden and the rest of Beer Road up to the crossroads with Marlpit Lane as well as properties in Ryalls Court and Havenview Road. In the Design and Access Statement submitted with the application it states there are no changes to the existing parking and access arrangements. There is no parking available at 36 Beer Road and the applicants do not have access to the side or rear of the property. Mr Hanson said Mr & Mrs Beckett do not live permanently at 36 Beer Road. The proposed home office in the garden is quite a large building and the applicants work from their home in Bath. Therefore, this building is unnecessary and the application submitted for it should be for a B1 Business use in planning terms.

Mr Paul Foster spoke on agenda item 7, planning application 21/0891/FUL, stating he objected to the application. Mr Foster lives next door to the application site and agreed that something needed to be done to the site, however, he felt the height of the proposed building was too high. Where he lived Mr Foster felt he would be squeezed in by the size of the new building and possibly lose a view from his side windows and would only see a big black wall from these windows if the building was built to the proposed height. He would like the people who live in this area to be considered a little more and requested that the building was put back to the build line. Mr Foster said he would like to see the first ten car parking places on the seafront between the roundabout and opposite the Gallery registered as residents parking, perhaps just for the summer months, as parking for residents was an issue in this area and was likely to get worse once the restaurant/bar opened. This would be way of a little compensation for all the disturbance residents would have to put up with whilst the building was being constructed.

### Applications for consideration:

#### 7. 21/0891/FUL

**Mr Steven Porter**

**Hook & Parrot Inn, East Walk,  
Seaton EX12 2LN**

Demolition of existing public house and 3 residential apartments and construction of replacement bar/restaurant and 9 apartments.

Discussion took place around:

- The proposed height and colours of the building. Members thought the colours of the materials proposed were rather dark and they would like to see lighter colours used. This would soften the image and make the building appear less tall.
- No vehicle should have to reverse on to the highway from the car parking facility at the rear of the building. Members would like clarification on what measures will be taken to ensure vehicles can safely enter and exit the car parking area.



- In line with the Town Councils Environment Policy the Planning Committee would like to see more information with regards to the environmental credentials of the building and the apartments.
- Clarification on the hours of business of the bar/restaurant and the impact that will have on the neighbouring residential properties and apartments.
- Confirmation that the balconies on the southern elevation do not encroach across the building line. This could be checked by the Officers at the district council.
- On the plans submitted with the application it shows that in Units 1, 2, 5, 4 & 8 Bedroom 2 does not appear to have any obvious means of escape or natural light coming into them. Members would like this clarified and any amendments made to the plans if necessary.

The Committee **RESOLVED** to propose no objection to the principle of development of site and supported the application. However, the committee wanted the points above taken into consideration by the district council when deciding on the application.  
(moved Cllr Hartnell; seconded Cllr Beer)

**8. 21/0830/COU**

**Ms Amanda Gowler**

**Unit 5, Grattan House,  
41 Fore Street, Seaton  
EX12 2AD**

Change of use from storage and distribution (use class B2) to a gym (use class E(a))

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

**9. 21/1101/FUL**

**Mrs Jo Beckett**

**Flat 2 Stanmore, 36 Beer  
Road, Seaton EX12 2PG**

Conversion of roof space to habitable use to include a rear dormer with juliet balcony, front dormer and gable end window single storey outbuilding to rear for use as 2 x offices and a den.

Discussion took place around:

- It was thought that the home office in the garden should have a Change of Use planning application submitted for it as it will be primarily used as an office and therefore an application for a B1 Business use should have been submitted which

would cover the proposed use of the home office. Therefore, two separate planning applications should have been submitted for this proposal.

- Concerns were expressed about overlooking into neighbouring gardens from the juliet balcony proposed in the loft conversion to the rear of the property. This should be removed and replaced with a dormer window to prevent any overlooking issues.

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

- The home office should have a Change of Use planning application submitted for a B1 Business use as it appears that more than just one room is going to be used for business purposes.
- Does not comply to Policy D1-Design and Local Distinctiveness of the East Devon Local Plan 2013-2031 which states that proposals should not adversely affect the amenity of occupiers of adjoining residential properties.

(moved Cllr Macaskill; seconded Cllr Russell)

## 10. Planning Comments

Comments to be circulated in respect of applications 21/0891/FUL and 21/1101/FUL

## 11. Decisions

The Committee noted the planning decisions made by East Devon District Council:

- a. 21/0855/FUL – 34 Seaton Down Road, Seaton** Proposed raised decking to front elevation - **APPROVED** – with conditions.
- b. 21/2826/FUL – Car Park Adjacent To Jubilee Mews, Seaton** Installation of 2 no. 5m poles supporting CCTV & security lights (retrospective application) - **APPROVED** – with conditions.

The meeting closed at 6.26pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**Minutes of the Remote Planning Committee Meeting  
on Wednesday 7<sup>th</sup> April 2021**

**Present:**

**Chairman:** Cllr M Hartnell

**Councillors:** K Beer and J Russell

**Officers:** Planning Committee Clerk

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

**107. Apologies for absence**

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

**108. Declarations of Interest**

Cllr Hartnell declared a personal interest as a Councillor with East Devon District Council (EDDC).  
Cllr Beer declared a personal interest in agenda item 8 as the applicant was a neighbour.

**109. Minutes of the Planning Committee meeting held on Monday 15<sup>th</sup> March 2021**

The Committee **RESOLVED** to agree the minutes of the meeting held on 15<sup>th</sup> March 2021.  
(moved Cllr Beer; seconded Cllr Russell)

**110. 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.

**111. Environment Policy 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.

**112. Public Question Time (PQT)**

No members of the public were present.

**Applications for consideration:**

**113. 21/0644/TRE**

**Paul Satterly**

**Lime Tree Cottage, Fremington Road  
Seaton EX12 2HX**



4 x Lime trees, re-pollard to previous pollard points to maintain cyclical management of pollarded trees within a highway setting.

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

**114. 21/0737/TRE**                      **Mr Duncan Driver**                      **5 Riverdale Orchard, Seaton EX12 2BN**  
T1, Ash : removal of limb with fungal fruiting body present. Removal of deadwood from throughout the crown.

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

**115. 21/0789/FUL**                      **Mr & Mrs S Parker**                      **13 Elizabeth Road, Seaton EX12 2DS**  
Proposed single storey rear extension.

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

**116. 21/0710/FUL**                      **Nathan Lawrence**                      **Brambledale, Westwood Way, Seaton EX12 2DH**  
Construction of two storey rear extension, side, front dormer windows (revision of 18/1240/FUL).

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

**117. 21/0855/FUL**                      **Antony & Louise Critchfield & Paine**                      **1 Jubilee Cottages, Seaton EX12 2AE**  
Demolition of existing conservatory, construction of new single storey rear extension; addition of weatherboard cladding to parts of existing cottage.

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

**118. 21/0789/FUL**                      **Mr Geoff Stringer**                      **34 Seaton Down Road, Seaton EX12 2SB**



Proposed raised decking to front elevation.

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

**119. 21/0833/FUL**

**Lisa & Dean Barry**

**Mariners Hotel, East Walk, Seaton EX12 2NP**

Replacement of 2no. windows with doors in south elevation.

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

#### **120. Planning Comments**

No comments for circulation.

#### **121. Planning Appeal for 18 Fore Street, Seaton EX12 2LA**

The Planning Committee **RESOLVED** to note that a planning appeal had been made to the Secretary of State against the decision of the East Devon District Council to refuse to grant planning permission 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 at 18 Fore Street Seaton EX12 2LA.

(moved Cllr Hartnell; seconded Cllr Beer)

#### **122. Decisions**

The Committee noted the planning decisions made by East Devon District Council:

- a) **21/0404/FUL – 65 Elizabeth Road , Seaton** Construction of garage to side - **APPROVED** – standard time limit.
- b) **21/0124/TRE – 9 Garrett Close, Seaton** T1, sycamore - dismantle and fell. Reason : signs of sooty bark disease - die-back in crown, black spots on bark - similar to adjacent sycamores previously felled - **APPROVED** – with conditions.
- c) **21/0281/TRE – 5 Hillymead, Seaton** Willow (T6) CM1 Site plan - Reduce height to previous pollarding position to reduce possibility of truck splitting further owing to its present state of decay. Should this tree fall in its present dangerous condition there is possibility of this falling on to the busy public footpath linking the town centre to the wetlands and adjoining cycle track. Taking these measures should extend the life of the tree - **APPROVED** – with conditions.

The meeting closed at 5.57pm.

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

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



## Minutes of the Remote Planning Committee Meeting on Wednesday 28<sup>th</sup> April 2021

### Present:

**Chairman:** Cllr M Hartnell

**Councillors:** K Beer, J Russell & D Wright

**Public:** One member of the public was present

**Officers:** Planning Committee Clerk

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

### 123. Apologies for absence

There were no apologies for absence received.  
Cllr Macaskill was absent.

### 124. Declarations of Interest

Cllr Hartnell declared a personal interest as a Councillor with East Devon District Council (EDDC) and a personal interest in respect of application 21/0341/TRE as the applicant was East Devon District Council Streetscene. He also declared a disclosable pecuniary interest (DPI) in respect of application 20/2887/FUL, Land Adjacent Harepath Hill, Seaton EX12 2TF as the applicant was Cllr Hartnell's accountant. He would leave the meeting for the duration of the discussion of the application.

### 125. Minutes of the Planning Committee meeting held on Wednesday 7<sup>th</sup> April 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 7<sup>th</sup> April 2021.  
(moved Cllr Beer; seconded Cllr Russell)

### 126. 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.

### 127. Environment Policy 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.



### 128. Public Question Time (PQT)

Mr Justin Werb spoke on agenda item 9, planning application 20/2887/FUL and said he was representing the Harepeth Hill residents, and they were objecting to the application. Mr Werb stated that his property was the closest to the proposed application site. He said the large new building would not just be an agricultural building but would represent a new commercial industrial operation on his doorstep. Mr Werb said he was careful to choose a property to buy which was not near a business or a farm. Now to be threatened again with the possibility of smell, noise, fly and vermin nuisance was unfair and unacceptable. He said that as the proposed new farm building was extremely close to his property the smell of excrement, particularly during the summer, would be horrendous along with muck spreader stench, animal waste and diesel fumes. Bedroom windows could not be opened during the summer months and the family would not be able to enjoy their outdoor space. There was a farm a mile and a half away and when the wind was in the right direction one could smell the stench from it, so having this proposal just across the road would be horrendous. The proposed building needed to be allocated far away from residential properties.

### Applications for consideration:

**129. 21/0341/TRE**

**Mr Paul Johns  
(EDDC Streetscene)**

**Land Adjacent to 27 Honey Ditches Drive, Seaton**

Amended plans for consultation.  
These amendments relate to change of proposal description to:  
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.

The Committee felt that the EDDC Arboricultural Officer should make the decision on the application as there was no detailed information online as to whether the works proposed were necessary due to health and safety issues.

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

**130. 21/0649/FUL**

**Mr T Sidhu**

**Axe Valley Mini Travel/Sureware,  
26 Harbour Road, Seaton EX12 2NA**

Demolition of existing retail store and Bus Garage and construction of residential apartment block containing 9 residential units together



with associated landscaped gardens and private parking.

Discussion took place around:

- Where would the bus depot be relocated to? If the business were to close because it could not relocate it would have a considerable impact on the local economy with the potential for the loss of jobs and it provided bus services which were vitally important to many residents as it was their only means of travel within the local area.
- The Committee would like to see a boundary wall erected of a reasonable height on the southern boundary of the site which separates it from the Mariners Hotel before the first apartment is occupied to protect the privacy of the Mariners Hotel.
- Overlooking and privacy concerns of neighbouring properties on the eastern and southern boundaries of the site.

The Committee **RESOLVED** to propose no objection to the principle of development of the site. However, the following concerns were raised:

- Where would the bus depot relocate to and what the knock on effects would be if the business were to cease trading.
- The overlooking and privacy concerns of the occupiers of neighbouring properties on the eastern and southern boundaries .
- A boundary wall needs to be constructed between the site and the Mariners Hotel to protect the privacy of the hotel.

(moved Cllr Hartnell; seconded Cllr Beer)

Cllr Hartnell declared a Disclosable Pecuniary Interest in respect of the following application and left the meeting at 6.05pm.

Cllr Beer chaired the meeting in Cllr Hartnell's absence.

**131. 20/2887/FUL**

**Chris Hammett**

**Land Adjacent Harepath Hill, Seaton EX12 2TF**

Amended plans for consultation. These amendments relate to updated agricultural appraisal and farm holding plan in relation to planning application for a proposed agricultural storage building and associated works, including new access (resubmission of planning application 19/1141/FUL).

Discussion took place around:

- The Committee had studied the amended plans submitted but felt nothing of significance had changed to overcome the Council's objection to the application and the comments submitted to East Devon District Council on 26 January 2021.





- No Waste Management Plan had been submitted with the application.
- The keeping of lambs should be in sight and sound of the farmhouse.
- Some improvements had been made to the access to the site, but not enough to overcome an objection to the application on highway grounds.

The Committee **RESOLVED** to object to the application on the same grounds as those submitted to East Devon District Council on 26 January 2021 as it did not meet the criteria of the strategies and policies listed below of the East Devon Local Plan 2013 – 2031:

- Strategy 7 - Development in the Countryside of the East Devon Local Plan 2013-2031.
- Strategy 46 - Landscape Conservation and Enhancement and AONB's of the East Devon Local Plan 2013-2031.
- Policy D1 - Design and Local Distinctiveness of the East Devon Local Plan 2013-2031.
- Policy D7 - Agricultural Buildings and Development of the East Devon Local Plan 2013-2031.
- Policy TC4 - Footpaths, Bridleways and Cycleways Policy of the East Devon Local Plan 2013-2031.
- Policy TC7 - Adequacy of Road Network and Site Access of the East Devon Local Plan 2013-2031.

(moved Cllr Beer; seconded Cllr Wright)

Cllr Hartnell returned to the meeting at 6.09pm.

**132. 21/0957/TRE**                      **Mr Michael Stanford**                      **27 Eyewell Green, Seaton EX12 2BN**  
T1: Ash, fell Reason: The tree is dying from ash dieback.

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

**133. 21/0993/FUL**                      **Mr S Hawkins**                      **9 Wychall Park, Seaton EX12 2EW**  
Construction of single storey extension and porch.

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

**134. 21/1046/FUL**                      **Mr S Taylor**                      **5 Armada Close, Seaton EX12 2UT**  
Single storey front extension.

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

**135. Planning Comments**

Comments to be circulated in respect of application 20/2887/FUL.



**136. Decisions**

The Committee noted the planning decisions made by East Devon District Council:

- a) **21/0678/FUL – 29 Eyewell Green, Seaton** Construction of two storey side extension, and single storey rear extension - **APPROVED** – with conditions.
- b) **21/0021/FUL – 11 Everest Drive Green, Seaton** Construction of a two storey side extension to form an annex to replace existing garage - **APPROVED** – with conditions.
- c) **21/1021/CPL – 11 Turnstone Avenue, Seaton** Certificate of lawfulness for the conversion of garage to habitable space – **APPROVED**.
- d) **21/0789/FUL – 13 Elizabeth Road, Seaton** Proposed single storey rear extension - **APPROVED** – with conditions.

The meeting closed at 6.12pm.

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

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

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>3 June 2021</b>
<b>Item of business</b>	<b>Approved under delegated powers and ratified by the Council on 21 June 2021</b>
<b>Details</b>	<b>Report on the provision of a first aid station</b>
<b>Purpose of Report</b>	<b>To consider the provision of a mobile first aid station</b>
<b>Power/Authority</b>	<b>Public Health Act 1936, s236 – power to provide life saving appliances</b>
<b>Recommendations</b>	<p>It is <b>RECOMMENDED</b> that Members:</p> <ul style="list-style-type: none"> <li>• approve the engagement of Rapid Emergency Medical Services to deliver a first aid service as detailed, on Saturdays and Sundays, from 12pm to 6pm from 3<sup>rd</sup> July to 29<sup>th</sup> August 2021.</li> <li>• approve the use of the seafront courtyard area at Marshlands for the siting of the first aid station.</li> <li>• approve the virement of funds from the beach management budget line to a maximum cost of £2,700 for the provision of this service, subject to this being offset against monies received by way of grant funding.</li> </ul>

## **1. Background**

Following discussions at Promote Seaton in November 2020, a decision was made to investigate the possibility of providing a mobile first aid station in Seaton during the busy summer months. As such an invitation was extended to Mark Ellis, of Rapid Emergency Medical Services (REMS), to the Promote Seaton meeting held in March 2021 to discuss this.

In February this year, travel firms highlighted the record number of staycation bookings for 2021 and it is anticipated that Seaton will see a large increase in visitors to the area.

With the average cost of an ambulance call out being £244, a first aid station would not only save the NHS money, but also relieve pressure on an already overburdened service.

Seaton Town Council has the power to provide life-saving appliances at such places, whether places used for bathing or not, as they think fit under s236 of the Public Health Act 1936. It is considered that provision of a first aid station would fall within this power.

## **2. Aims and Objectives**

The overall aim of the service is to administer treatment to people who may have a minor injury or illness and be there to administer basic life support until an ambulance arrives. Due to increased demand on the emergency services, it is possible that an injured or ill person will have to wait a considerable time before an ambulance arrives due to the non-life-threatening nature of the call. South Western Ambulance Services declared a critical incident over the recent Bank Holiday weekend due to extreme pressures and the HM Coastguard Search and Rescue Team, based in East Devon, have also now been asked to patrol in Seaton at weekends.

The intention is to provide a temporary cabin, situated in the front garden of Marshlands on Saturdays and Sundays, from 12pm to 6pm each day, for 9 weeks during the months of July and August. The service will be delivered by Rapid Emergency Medical Services and the cabin will be staffed by two first responders who will provide medical attention to those who require it. It will also provide a safe place for vulnerable people and lost children. Essentially a safe, caring environment will be provided for those that are ill, injured or in a vulnerable state thereby alleviating some of the pressure on the ambulance service and in turn allowing the emergency services to focus on life-threatening incidents.

## **3. Rapid Emergency Medical Services**

REMS was established in 2018. The founder is Mark Ellis who is a degree level qualified paramedic. He has 10 years' experience in emergency services, working on the 999 frontline for the South Western and West Midlands Ambulance services and the RNLI. The company is equipped for any service, including, but not limited to cuts and grazes, burns, fractures, medical emergencies, full advanced life support and resuscitation, labour and childbirth. All staff are qualified in their field and able to establish whether further assistance is needed, in which case the ambulance service can be engaged at that point.

The service will be promoted widely through social media and all local businesses will be made aware of its location in order that they will be able to direct anyone in need of medical treatment. REMS will supply signs and flags to denote their location and during any quiet periods, one member of staff will patrol the beach.

#### **4. Costs**

The total cost to provide equipment and two first responders, for 6 hours a day on Saturdays and Sundays commencing on 3<sup>rd</sup> July 2021 until 29<sup>th</sup> August 2021 will be £2,700.00.

South West Water have already indicated that this initiative meets the eligibility criteria for the newly launched Neighbourhood Fund. Seaton's newly elected Devon County Councillor has agreed to consider a contribution from his locality funding budget and a local community interest company (Re:Store) has been approached with a funding request. The Town Clerk is currently reviewing budgets and identifying any likely underspends and a report will be brought to the Finance & General Purposes Committee in July. However, at this stage, it is proposed that any shortfall required, over and above grant monies received, could be vired from the town council's beach management budget line which is no longer required as East Devon District Council has secured the required funds for this.

#### **5. Conclusion**

The first aid station would provide a much-needed resource to the town during the busy tourist season and relieve pressure on South Western Ambulance by providing treatment for minor injuries. Furthermore, this is an opportunity for the Council to demonstrate its commitment to ensuring that the health, safety and wellbeing of the public as a priority. The

#### **6. Recommendations**

It is **RECOMMENDED** that Members ratify the following decisions made under the Council's Scheme of Delegation:

- to engage Rapid Emergency Medical Services to deliver a first aid service as detailed, on Saturdays and Sundays, from 12pm to 6pm from 3<sup>rd</sup> July to 29<sup>th</sup> August 2021.
- approve the use of the seafront courtyard area at Marshlands for the siting of the first aid station.
- approve the virement of funds from the beach management budget line to a maximum cost of £2,700 for the provision of this service, subject to this being offset against monies received by way of grant funding.



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

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<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>21 June 2021</b>
<b>Item of business</b>	<b>21 COU 11</b>
<b>Details</b>	<b>Report on Seaton Promotional Film</b>
<b>Purpose of Report</b>	<b>To ratify the decision made under the Council’s Scheme of Delegations to commission a promotional film of the town</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 and ratify the decision made under the Council’s Scheme of Delegations to commission Metrix Productions to produce a promotional film of the town and agree the cost thereof.

## **1. Background**

At Christmas 2020, the Council engaged George Merritt of Metrix to produce a short promotional video of the Christmas lights switch on. This received a very positive response and the possibility of commissioning a similar short film showcasing the town generally was discussed.

## **2. Seaton Promotional Film**

On Tuesday 1 June 2021, the Town Clerk and Deputy Town Clerk met with George Merritt who is undertaking freelance work to discuss the possibility of such a film. The film would highlight what Seaton has to offer and could be used on the Council’s website, at the NEC Travel & Tourism Show at which the Council has a stand, and generally as promotional material to market Seaton as a tourist destination. Potential locations to be filmed include, but are not limited to:

- Seaton Wetlands
- The Beach
- The Estuary
- Cliff Field Gardens
- Seaton Hole

- Staged walkers in Couchill Woods
- The cricket and football grounds
- Bowls and mini golf in Seafield Gardens
- Seaton Tramway
- The Seaton to Beer walk

The intention is to produce a 2-3 minute film with a newly created animated Seaton logo. Metrix Productions will ensure that the footage is made available to us by the end of the summer so that it can be used at the NEC Travel and Tourism exhibition in September.

Permissions will be sought from EDDC and LED to film on their sites where necessary and contributor release forms will be obtained from anyone who appears in the video. Metrix Productions will be responsible for their own risk assessments.

## **2. Budget**

The cost of this film will not exceed £1,000 and this fee will cover all filming and editing time and the creation of a new animated logo. The Council has £5000 allocated in the 2021/22 budget for marketing purposes.

As and when restrictions ease and events are able to take place (for example the Grizzly), Metrix Productions will film these and the additional footage can be added to the film for a small fee, in order that the film does not date, and Seaton can be marketed as a year-round destination.

In the Clerk's view this provides extremely good value, as the film can be updated as time goes on and the quality of work has already been demonstrated by the earlier film which was produced pro bono.

## **3. Delegated Decision**

Having consulted with Members via email, Members were in favour of this and therefore the Clerk, in consultation with the Chairman and Deputy Chairman, has commissioned this film in line with the Council's Scheme of Delegations.

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members note and ratify the decision made under the Council's Scheme of Delegations to commission Metrix Productions to produce a promotional film of the town and agree the cost thereof.



<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>21 June 2021</b>
<b>Item of business</b>	<b>21 COU 12</b>
<b>Details</b>	<b>Report on Tourist Information Centre</b>
<b>Purpose of Report</b>	<b>To provide an update on tourist information services</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 update.

## 1. Background

Following the withdrawal of Devon Wildlife Services from Seaton Jurassic, all tourist information enquiries are now being directed to 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 and the Administrative & Community Events Officer has increased her working hours to provide the service 5 days a week.

## 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</b>	<b>Telephone</b>
<b>May 2021</b>	13	2	22
<b>June (up to 11<sup>th</sup>)2021</b>	5	-	13
<b>Nature of enquiries</b>	<ul style="list-style-type: none"> <li>• Dogs</li> <li>• Accommodation</li> <li>• Beach huts</li> <li>• Restaurants</li> <li>• Local attractions</li> <li>• Bus timetables</li> </ul>		



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

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	<ul style="list-style-type: none"><li>• Cycle routes</li><li>• Activities &amp; events</li></ul>
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### 3. RECOMMENDATIONS

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

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>21 June 2021</b>
<b>Item of business</b>	<b>21 COU 13</b>
<b>Details</b>	<b>Report on Seaton Webcam</b>
<b>Purpose of Report</b>	<b>To consider the establishment of a Seaton webcam link</b>
<b>Power/Authority</b>	<b>Local Government Act 1972, s144 – power to encourage visitors</b>
<b>Recommendations</b>	<p>It is <b>RECOMMENDED</b> that Members:</p> <ul style="list-style-type: none"> <li>• approve the use of the webcam.</li> <li>• 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.</li> </ul>

## 1. Introduction & Background

In March 2021, the Council approved a community grant for Beer Men’s Shed. By way of showing thanks for the Council’s support, Chris Pickles, the project’s Chairman, has set up a Seaton webcam to help visitors and members of the local community assess local weather and sea conditions. The webcam is currently being tested to check that there is sufficient internet stability and officers have accessed it.

It is set up at Chris Pickles’ home overlooking Seaton Bay. Additional hardware has been added and to date, the internet connection remains stable. Chris Pickles has confirmed that he has also set up webcams for Beer Parish Council and Beer Sailing Club.

## 2. Using the Webcam

In principle, the webcam can be embedded into Council’s website follows:

- The video stream is sent to a separate site where it is allocated a special address.

- A code is generated which would be embedded into a specific Seaton Town Council website page to direct it to the webcam address. This code would be generated by Chris Pickles and sent to officers by email.
- The code, along with details of the specific Council's webpage, would be given to Blaze (Council's website provider) who would embed the webcam address into the Council's website. Blaze have confirmed that this is a relatively quick and simple piece of work, the cost of which would be less than £50 + VAT.
- All internet traffic would be driven to the Council's website. However, consideration will need to be given to whether including the webcam on the website's home page would place additional pressure on Chris Pickles' server. An alternative option would be to embed it into the Welcome to Seaton page in the Your Visit section of the website. This can be assessed in consultation with Chris Pickles.

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

- approve the use of the 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.



# Seaton Town Council Constitution

## Chapter 18 Shop Front Improvement Grants Scheme

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

[townclerk@seaton.gov.uk](mailto:townclerk@seaton.gov.uk)

## **Seaton Town Council Shop Front Improvement Grant**

1. The purpose of the grant scheme is to assist businesses in Seaton to improve the look and appearance of their premises which in turn will improve the look of the town and make it more attractive for residents and visitors, post the Covid-19 lockdown. The scheme will prioritise retail and hospitality businesses (Use classes A1-A5)<sup>i</sup>, but will consider other applications on merit.

Businesses in the following areas will be prioritised:

- Fore Street
- Queen Street
- Beer Road (from Queen St up to junction with Orchard Car Park)
- Cross Street
- Marine Place
- The Square
- Harbour Road
- Esplanade
- Seafront (all kiosks and cafes)

2. Eligible businesses should:

- be independent, with no more than 2 shops
- have traded in the parish of Seaton for at least 6 months
- have a shop premises registered with East Devon District Council for business rates
- either own the property or have permission from the landlord to carry out improvements

Limitations:

- Any business, be it a sole trader, limited company or partnership, may apply only once within any 4-year period, regardless of the number of premises owned or operated by said business
- Only one application for any premises may be made within any 4 year period, regardless of turnover or ownership/occupation of that building i.e.. if business X applies successfully for a grant and closes its doors a year later, no further application can be made in respect of that premises for a period of 4 years after the previous grant has been awarded, even if the premises is under new ownership/occupation

- An application will not be considered unless three quotations have been obtained from parties unrelated to the applicant i.e. quotations from family members of the applicant will not be accepted
3. Seaton Town Council will pay a grant of up to 50% of the eligible project cost, to a maximum of £500. Applications cannot be made retrospectively. The type of works that can be funded include:
    - Repair to any or all of a shop front fixture that is visible from the street and is for commercial use
    - Improving accessibility to premises
    - Repainting of shop fronts, where the paintwork is in poor condition
    - Hanging baskets (or other fixed floral display)
  4. The grant can be used to fund materials and labour for works. All relevant planning/advertising consents should be sought by the business, as applicable. Fees or charges incurred for surveys/consultancy/professional advice are not covered by this scheme.
  5. In order to apply a business **MUST** obtain 3 like-for-like quotations and submit these with the application form and a brief schedule of works. An application will not be considered without three quotations being supplied in support thereof.
  6. Businesses may only apply once. In order to access payments, approved grants will be paid directly to the supplier, therefore it will be the responsibility of the applicant, on completion of the works, to seek two invoices for the works from their supplier – one in the amount of the grant which should be directed to the Council and the balance of the amount due to be invoiced to the business directly.
  7. Where possible the business should use local suppliers within the East Devon area and must use environmentally safe and sustainable materials.
  8. If the business grant is approved works must be completed within 2 months of the date printed on the approval letter and photos provided showing 'before' and 'after' the works.
  9. The business agrees to take part in any publicity or media events that the Town Council uses to promote Seaton.

1. Name of Business	
2. Address of Business	
3. Is the business VAT registered? If so, please provide the VAT No.	
4. Name of business owner	
5. Email address	
6. Contact telephone number	
7. Are the premises owned or leased? Please state which. If leased have you obtained the consent of your landlord	
8. Please give a description of your project – you should include detail about how it will improve the street scene and what steps you have taken to ensure environmental sustainability. <i>Continue on a separate sheet if necessary.</i>	



9. Total project cost (excluding VAT if registered)	
10. Funding requested from Seaton Town Council (Up to 50% Max £500)	
11. I agree to	
12. BACS Details <i>This must be the account used for your business.</i>	Sort Code:  Account No:  Account Name:
<p><b>DECLARATION</b></p> <p>I declare I have completed this form accurately and truthfully to the best of my knowledge. I confirm I will check with East Devon District Council Planning Department to ascertain if planning permission is required and obtain this before any works commence, if necessary. I understand that Seaton Town Council will make checks to verify this information and I give consent for my data to be held by Seaton Town Council for the purpose of administrating this grant application.</p> <p>Signed:</p> <p>Print Name:</p> <p>Date:</p>	
<p><b>Checklist</b></p> <ul style="list-style-type: none"> <li>✓ Fully completed application form</li> <li>✓ Copy of business rates invoice from East Devon District Council <ul style="list-style-type: none"> <li>✓ 3 like-for-like quotations from local suppliers</li> <li>✓ Schedule of works document</li> </ul> </li> <li>✓ Photograph(s) of property as it is now</li> </ul>	

Office Checklist:

- ✓ Check VAT no. online
- ✓ Check business rates online/with EDDC
- ✓ Check business had been trading for a minimum of 6 months
- ✓ Check quotes are like-for like

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<sup>i</sup> Class A1 – Shops & Retail outlets

Class A2 – Professional services

Class A3 – Food & Drink

Class A4- Drinking establishments

Class A5 – Hot food & takeaway

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>21 June 2021</b>
<b>Item of business</b>	<b>21 COU 15</b>
<b>Details</b>	<b>Report on review of Shopfront Improvement Grants Policy</b>
<b>Purpose of Report</b>	<b>To review the policy and approve such amendments as Members consider appropriate.</b>
<b>Power/Authority</b>	<b>Local Government Act 1972, ss 111 &amp; 144 – power to encourage visitors and ancillary power to incur expenditure</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members approve the updated policy, subject to any such further amendments as they consider appropriate.

### **1. Background**

In July 2020, as part of the Council’s response to the pandemic, the Council introduced a shopfront improvements grants scheme. At the time, there were several commercial frontages in the town in need of repair and Members took the view that if assistance could be provided to improve these premises then this would improve the overall appeal of the town for residents and visitors alike.

### **2. Current position**

The scheme was well received and, since its implementation, a total of £4,712.66 has been awarded/approved:

- £3,212.66 has been paid out in completed Shop Front Improvement Grants
- £1,500.00 has been approved - payment is pending receipt of confirmation of completed works and receipted invoices

### **3. Budget**

During the financial year 2021/22, £2,500 has been either paid out or approved, amounting to 25% of the Council’s total budget for all grants.

#### **4. Policy Update**

As with all the Council's policies, regular reviews are necessary to ensure their fitness for purpose, fairness and the best use of public funds. As the scheme has been implemented it is the Clerk's view that certain elements should be amended to ensure best value and to ensure the scheme properly reflects the purposes for which it was established, which was to improve the overall aesthetic of the town.

Therefore, in summary, the attached draft at Appendix 1 includes the following suggested provisions which reflect that:

- Any business, be it a sole trader, limited company or partnership, may apply only once within any 4-year period, regardless of the number of premises owned or operated by said business
- Only one application for any premises may be made within any 4 year period, regardless of turnover or ownership/occupation of that building i.e.. if business X applies successfully for a grant and closes its doors a year later, no further application can be made in respect of that premises for a period of 4 years after the previous grant has been awarded, even if the premises is under new ownership/occupation
- An application will not be considered unless three quotations have been obtained from parties unrelated to the applicant i.e. quotations from family members of the applicant will not be accepted
- Applications will not be considered unless 3 quotations for the works are provided, none of which must come from those related to the applicant and the element of the supplier costs covered by the grant be submitted directly to the Council.
- It is further proposed that signage, new shop fronts and external lights are excluded from the types of works funded as these do not amount to improvements to the town generally.

#### **RECOMMENDATIONS**

It is **RECOMMENDED** that Members approve the updated policy, subject to any such further amendments as they consider appropriate.

Rachel Fowler  
Strategic Leisure Limited  
Eardington Mill  
Eardington  
Bridgnorth  
Shropshire  
WV16 5LA

Monday, 21 June 2021

Dear Ms. Fowler

### **RESPONSE FROM SEATON TOWN COUNCIL ON LEISURE FACILITIES**

Thank you for your email consulting Seaton Town Council on their views on existing leisure facilities within the town. You are engaged by East Devon District Council to carry out this consultation.

In answer to each of your questions in turn, the Council offers the following views:

- Your views of existing leisure facilities in the district?
  - Distribution does not seem evenly spread throughout the district
- Your view of existing leisure facilities in your town?
  - the current LED facilities in Seaton are excellent
  - outdoor facilities - tennis/playparks are good
- What, if anything, could be improved?
  - the LED facilities could be more inclusive by allowing supervised younger children, for examples, aged 8 and over to attend. Health in children is a much-discussed topic and the Council believes that the town lacks facilities for the young to encourage physical activity.
  - maintenance of footpaths is hit and miss, really needs regular attention in the summer to keep free of weeds & brambles and most get waterlogged in winter
- Are there any gaps in provision?
  - more use of the nature landscape ie the beach and water – for example, floating platform off shore that swimmers can use, beach volleyball nets, easy access to launch boats
  - access to free or more afford indoor and outdoor physical activities for the young and teenagers would be something the Council would like to see more of. Ideas include another basketball court, racket ball wall, water activities Inc paddle boarding / kayaks, climbing wall etc.
  - a leisure/sports pool for the whole community to use
- What do you think is needed in the future?
  - in terms of leisure facilities for entertainment, the Council believes that Seaton Is rather lacking in classic 'family fun' e.g. soft play, bowling alley, cinema,



trampoline space, climbing wall space, interactive family museum or other entertainment should I feel be a priority. If principal councils don't have funding to create these facilities maybe a program of support could be created that reaches out to potential business start-ups.

- focus on accessibility for all and encouragement for the whole community to get active

The Council trusts this assists and please do not hesitate to revert with any further questions you may have.

Kind regards

Julia Mutlow

**Town Clerk**

**Seaton Town Council**

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