



**Minutes of the Seaton Town Council Meeting
on Monday, 1 March 2021**

Present:

Chair: Cllr. K. Beer

Town

Councillors: E. Bowman, D. Ledger, D. Haggerty, M. Hartnell, M. Macaskill, J. Russell, A. Singh, C. Wood and D. Wright

Other

Councillors: Cllr. Shaw (DCC), Cllr. Rowland (EDDC)

Officers: Town Clerk

Public: Two members of the public were present

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

158. Apologies for absence

Apologies for absence were received from Cllr Briggs.

159. Declarations of interest

Cllrs. Hartnell and Ledger declared personal interests as East Devon District Councillors. Cllr Ledger declared an interest on item 21 COU 13 as Portfolio Holder for Strategic Planning.

160. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council ('the Council') held remotely on 1 February 2021.
(proposed Cllr. Beer; seconded Cllr. Haggerty)

161. Public Question Time

A comment was received from a member of the public requesting that an update on the Seafront Enhancement Scheme be a standing item on the agenda.

A second member of the public requested that any supporting reports be available on the website prior to each meeting.

162. Police Report

Sergeant Roy Hutter and PC Beth Salter attended the meeting and highlighted the fact that crime rates overall had decreased over the same month in 2020. They also confirmed that, following a recently reported altercation in Tesco Supermarket, an individual had been charged and remanded in custody. Members noted the report.



163. County Councillor Report

Cllr Shaw presented his report and confirmed that the increase in the County Council's precept for 2021/22 would be 4.99% with 3% being directed towards the increasing costs of social care and 1.99% towards other general services.

Members noted the report.

164. District Councillor Reports

Cllrs Rowland and Ledger presented their reports. In particular, Cllr Rowland highlighted that EDDC's precept would be 3.41% due to the financial implications of the pandemic. However, car parking charges would not be increased for the coming year. He also spoke about the seafront enhancement project and confirmed that an update was awaited from officers at EDDC. Cllr Ledger highlighted recent correspondence received by the Council from EDDC as regards the transfer of assets and asked that this be added to the next Council agenda for consideration. Furthermore he confirmed that he had secured further signage relating to the disposal of dog waste in light of the increasing problems in the town.

Members noted the reports.

165. Town Clerk's Update

Members noted the updated work log and the progress made since the Council's February meeting.

166. Committee Minutes

Members received and noted the minutes of the following committees:

- Finance & General Purposes Committee – 18 January 2021
- Planning Committee – 18 January 2021

(proposed Cllr. Singh; seconded Cllr. Macaskill)

167. Annual Town Meeting 2021

Members **RESOLVED** that the Annual Town Meeting would be held on Thursday, 15 April 2021 via a Zoom link and confirmed that their preferred speaker was James Chubb of East Devon District Council to speak about Seaton Wetlands and the link project, possibly in conjunction with Seaton Tramway. The Town Clerk was asked to contact James Chubb and establish his availability. If unavailable Andrew Gwyn Davies should be approached as an alternative to discuss the projects he has been involved in in the town over the preceding year.

(proposed Cllr. Ledger; seconded Cllr. Singh)

168. Community Grant

Members considered an application for a grant from Beer Men's Shed and **RESOLVED** to approve a grant in the sum of £1,000.

(proposed Cllr. Hartnell; seconded Cllr. Wood)



169. Telephone Kiosk

Members considered the future possible use of the telephone kiosk at Seaton Hole and agreed that views of local residents should be sought via social media as to possible future uses of the kiosk and brought back to Council in due course.

170. East Devon Local Plan Consultation Response

Members **RESOLVED** to accept the recommended draft consultation response prepared by the Council's Planning Committee and approved submission to East Devon District Council.
(proposed Cllr. Hartnell; seconded Cllr. Russell)

171. Update on Promote Seaton

Cllr Haggerty provided an update on the work of Promote Seaton.
Members noted the report.

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.

172. Refurbishment of mayoral regalia

Members **RESOLVED** to approve the additional expenditure of £109.35, identified by Fattorini as necessary, to repair the enamel on the pendant of the mayoral chain. (proposed Cllr. Singh; seconded Cllr. Wood)

173. Staffing

Members considered the report on staffing and **RESOLVED** as from 1 April 2021 to:

- approve the contractual salary increase to the next spinal column point, for the following employees:
 - Town Maintenance Officer
 - Administrative & Community Events Officer; and
- increase the rate paid to the Planning Clerk in line with the Administrative & Community Events Officer
(proposed Cllr. Haggerty; seconded Cllr. Macaskill)
- approve the appointment of Jo Hemery to the role of Deputy Clerk (24 hours per week) as of 1 April 2021 on the terms set out in the accompanying report.
(proposed Cllr. Haggerty; seconded Cllr. Singh)



174. Protocol updates

Members **RESOLVED** to approve the protocol surrounding the death of a national senior figure.

(proposed Cllr. Haggerty; seconded Cllr. Wright)

Meeting closed at 7.34pm

Signed _____

Dated _____



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/03/2021 to 31/03/2021 - Seaton

Offence	Recorded Crime 01/03/2021 to 31/03/2021	Recorded Crime 01/03/2020 to 31/03/2020	Recorded Crime % Difference
Violence with Injury	4	1	300.0%
Violence without Injury	5	4	25.0%
Vehicle Offences	2	0	-
Other Theft	0	2	-100.0%
Criminal Damage	4	4	0.0%
Public Order Offences	2	1	100.0%
Possession of Weapons	2	0	-
Possession of Drugs	2	0	-
Other Offences	2	0	-

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	Ongoing
Finance - general and ongoing budgetary reviews, in light of pandemic (priority)	JPM	All payments made and financial records up-to-date. Petty cash & bank reconciled and approved by F&GP to 31 December. Budget kept under regular review by Council.	Update on Q2 &3 to Council 1.2.2021
Policy Reviews	JPM/HJ/JH	Ongoing review of existing policies and identifying where new ones needed.	Ongoing - will be brought to Council for approval, as reviewed and updated.
Committee Terms of Reference Review	JPM	These will be reviewed as the respective committees meet and brought to Council for approval in due course.	Upadte and review to be brought to AGM on 4 May 2021.
Asset register	JH/JPM	Comprehensive review and update of the Council's Asset Register.	Approved and ongoing maintenance schedules and budgets being worked on
Website (priority)	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.	HJ currently updating community and business listings and taking photos to add to the site.
Civic Regalia	JH	Costings obtained. Mayoral chain currently with Fattorini for refurbishment. Beer Mens Shed making new case	Repairs to Mayoral regalia completed. 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

	Council'
	JH
	JPM
	PT
	HJ
	Cllr-led

Shop Front Grants Scheme (priority)	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, 7 applications have been approved and 3 completed and paid out.	Ongoing
Community Consultation	JPM/Clr Ledger	A draft consultation documents is being prepared and it is hoped that this can be brought to Council in November for input and sign off and decision as to distribution	Draft document in progress
Asset transfer	JPM	Initial approach made to EDDC to establish a list of ownership of assets across the town.	EDDC consultation document on agenda 26.4.2021
Insurance	JH	Comprehensive quotations obtained for 2021/22.	Comprehensive quotations obtained and on agenda for decision 12.4.2021
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. JH completed.
Marshlands			
Future options for Marshlands (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.
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. Work being done on reopening safely as permitted by the Governemnt's road map.
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 of STC and tenants alike.	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
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
Town Hall - survey	JH	Three survey quotes received to assess repairs to TH in short, long and medium term. Wessex Surveyors instructed and survey carried out on 17 March 2021.	Survey now received and will be circulated to Members shortly.
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.	Annual report to Council 26.4.2021
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, use of CFG for Seaton Eats and play group meeting - agenda - 26.4.2021
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.	Agenda - 26.4.2021
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

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.	Delivery due in March. This has been chased up. Terms of licence agreed and awaited EDDC.
Water Fountain - 2	JM	Report to Council to agree location for second refill station. EDDC contacted and reply awaited.	Ongoing
Painting of lamp posts (priority)	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.	Ongoing - work provisionally scheduled by contractor for May 2021.
Telephone Kiosk at Seaton Hole	PT (Maintenance) /Cllrs/JPM	Paper to be brought to Council in due course	Consultation via social media as to town's preferred use. Report to be brought to Members.
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.
Sea Hill Telephone Kiosk	JPM	Proposal for STC to adopt this kiosk and integrate it into the Art Trail.	Agenda 26.4.2021
Town Guide or Town Map or alternative -2021	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.	HJ working with Cllr Briggs on this project.
Floral Display Sponsorship	JH/Promote Seaton	Quotes obtained re signage and sponsorship fees revisited. Council to consider whether to revisit scheme for 2021	Agenda 26.4.2021
Seaton in Bloom	HJ	This event is now being advertised and application forms available with judging due in mid July.	Ongoing
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 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.	Ongoing
Firework Display 2021	JH/Cllr Haggerty with Promote Seaton	Budget request placed as part of budget setting for 2021/22 and Cllr Haggerty researching this. JH assisting.	Ongoing
Grizzly 2022		This has been rescheduled for March 2022	
General			
Repairs to the brick flower bed on the seafront	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.	Ongoing. Fisherman's Gap section repaired. Workes to second damaged section due to start w/c 19/4/2021
Repairs/painting of planters and benches in the town	PT	Ongoing as required.	Ongoing
Tourist Information Centre	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 will be kept updated.
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
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.	Ongoing
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 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	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
Elizabeth Road Play Park	PT/HJ	New goalpost installed on 27.11.2020. Picnic benches have now arrived and will be installed as soon as the Town Maintenance Officer has capacity to do so. Gate mechanism now replaced. New benches purchased and now installed.	Completed
Asbestos Report	JH	Two quotes been obtained. A third being sought. Contractor ins	Report received. Completed.



**Minutes of Finance & General Purposes Committee Meeting
Monday 15th February 2021**

Present:

Chairman: Cllr. D Ledger

Councillors: K Beer, E Bowman, D Haggerty, J Russell, A Singh & C Wood

In attendance: Town Clerk

64. Apologies for absence

Apologies for absence were received from Cllr Hartnell.

65. Declarations of Interest

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

66. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 18 January 2021.
(moved Cllr Haggerty, seconded Cllr Singh)

67. Public Question Time

No questions from members of the public.

68. Payments, receipts & unpaid invoices

Members received a report of payments, income and unpaid invoices as at 31 January 2021 and **RESOLVED** to:

- ratify the schedule of payments up to 31 January 2021, as already approved under the Council's Scheme of Delegations
 - note the receipts up to 31 January 2021
 - note the outstanding unpaid invoices as at 31 January 2021
- (moved Cllr Beer, seconded Cllr Haggerty)

69. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 31 January 2021, to be signed by Cllr Ledger when he next met with the Town Clerk.
(moved Cllr Beer, seconded Cllr Singh)

70. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 31 January 2021, to be signed by Cllr Ledger when he next met with the Town Clerk.
(moved Cllr Beer, seconded Cllr Haggerty)



71. New Barrier Planter Baskets

Members considered the proposal to purchase 4 additional barrier planter baskets for the railings outside The Hub through to Harbour Road at a cost of £146.95 each (£587.80 + VAT) and **RESOLVED** to approve the purchase (moved Cllr Haggerty, seconded Cllr Russell) and asked that arrangements also be made to pain the railings at the end of Harbour Road in blue (moved Cllr Haggerty, seconded Cllr Wood)

72. Elizabeth Road Picnic Benches

Members considered the proposal to amend the previously approved purchase of wooden picnic benches (2 x rectangular and 1 x round) for Elizabeth Road play park for recycled plastic benches in blue and approved the increase in cost to £1391 + VAT including delivery (moved Cllr Haggerty, seconded Cllr Wood)

73. Play Park Inspections

Members noted the play park inspections reports including the repairs to the gate mechanism at Elizabeth Road, the Lilly basket at the Underfleet and the ongoing repairs to the Titan equipment.

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 discussions of item 11 matters being discussed may include commercially sensitive information.

74. Town Hall Maintenance & Survey

Members received an update on the maintenance to the town hall and considered the three quotations received for a full external and interior survey of the building and **RESOLVED** to authorise the instruction of Wessex Surveyors Limited at the cost set out in the accompanying report.

(moved Cllr Russell, seconded Cllr Singh)

Meeting closed at 6.03pm

Chairman: _____

Date: _____



**Minutes of the Remote Planning Committee Meeting
on Monday 1st February 2021**

Present:

Chairman: Cllr M Hartnell

Councillors: K Beer, J Russell, C Wood & D Wright

Officers: Planning Committee Clerk

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

69. Apologies for absence

Apologies were received and accepted from Cllr Macaskill due to work commitments.

70. Declarations of Interest

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

71. Minutes of the Planning Committee meeting held on Monday 18th January 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 18th January 2021.
(moved Cllr Beer; seconded Cllr Wood)

72. 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.

73. Public Question Time (PQT)

No members of the public were present.

Applications for consideration:

74. 20/2826/FUL

Mr Danny Mercer

**Car Park Adjacent To Jubilee Mews,
Seaton EX12 2NU**

Installation of 2 no. 5m poles
supporting CCTV & security lights
(retrospective application).

The Committee noted the objections which had been submitted online for this application. However, it was thought they could not be taken into account in deciding on the acceptability of the proposal in planning terms and therefore raised no objection to the application.



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

75. 21/0083/VAR

Mr Naylor

4 Court Lane, Seaton EX12 2AT

Variation of condition 3 of reserved matter consent 19/0890/RES to facilitate changes to the appearance.

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

76. 21/0113/FUL

Mr & Mrs Pyle

64 Primrose Way, Seaton EX12 2XQ

Construction of single storey side/rear extension.

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

77. 21/0124/TRE

Mrs Newcombe

9 Garrett Close, Seaton EX12 2FE

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.

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

78. 21/0140/FUL

Mr McLean

11 Newlands Park, Seaton EX12 2SF

Construction of new dwelling and alterations/extensions to existing (including replacement roof to detached garage).

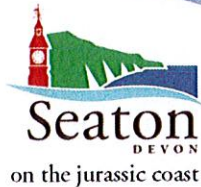
The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Wright)

79. Planning Comments

No comments for circulation.


80. Decisions

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



- a) **20/2602/FUL – 6 Seaton Down Road, Seaton** Proposed single storey rear extension and alterations to front retaining wall to parking area to alter entrance steps to property and provide a cycle store – **APPROVED** – standard time limit
- b) **20/2239/TRE – 13 Honey Ditches Drive, Seaton** T10 - Crown lifting (Oak) T11 - Crown lifting (Field Maple) T13 - Crown reduction (Field Maple) T14 - Crown reduction (Oak) T15 - Crown reduction (Oak) – **SPLIT DECISION**
- c) **20/2286/COU – 9 Celandine Close, Seaton** Change of use of part of dwelling from residential to mixed residential/takeaway use (pre-booked) – **APPROVED** – with conditions
- d) **20/2249/TRE – 15 Honey Ditches Drive, Seaton** To carry out a crown lift of the double stemmed Oak at the rear of the property. Limbs to be taken back on the property side not the field side, to a height above the apex of the bungalow roof.
The tree has had the limbs taken back previously however this was not sufficient and there is still excessive shade and excessive Organic matter from the tree causing issues for the property and homeowner – **SPLIT DECISION**
- e) **20/2870/FUL – 7 Honey Ditches Drive Seaton** Single storey extension to bungalow - **APPROVED** – standard time limit

The meeting closed at 5.55pm

Chairman: 

Date: 1/3/21



**Minutes of the Remote Planning Committee Meeting
on Monday 1st March 2021**

Present:

Chairman: Cllr M Hartnell

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

Officers: Planning Committee Clerk

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

81. Apologies for absence

There were no apologies for absence received.

82. Declarations of Interest

Cllr Hartnell declared a personal interest as a Councillor with East Devon District Council (EDDC) and a personal interest in agenda item 7 as the applicant is known to him.

83. Minutes of the Planning Committee meeting held on Monday 1st February 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 1st February 2021.
(moved Cllr Beer; seconded Cllr Russell)

84. 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.

85. Public Question Time (PQT)

No members of the public were present.

Applications for consideration:

86. 21/0021/FUL	Mr Michael Howard	11 Everest Drive, Seaton EX12 2ED
		Construction of first floor extension over the existing garage.

The Committee noted the letter of objection which had been submitted online for this application. However, it was thought it could not be taken into account in deciding on the acceptability of the proposal in planning terms as the disposal of asbestos was not a planning consideration. The



proximity of the proposed first floor extension over the existing garage would not increase the footprint of the property and was within the boundaries of the property and would still be in keeping with the streetscene.

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

87. 21/0281/TRE

Mr D Mitchell

5 Hillymead, Seaton EX12 2LF

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.

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

88. 20/2658/FUL

Mr & Mrs Shoebridge

45 Ash Grove, Seaton EX12 2TT

Construction of two storey rear and side extensions (Amended floor, roof and elevation plans).

East Devon District Council issued a Grant of Planning Permission to approve the application, with no conditions attached, on Monday 1st March 2021 which was noted by the Committee.

89. 21/0404/FUL

Mr Bouyer

65 Elizabeth Road, Seaton EX12 2DS

Construction of garage to side.

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

90. 21/0341/TRE

Mr Paul Johns

Land Adjacent to 27 Honey Ditches Drive, Seaton

Reduce weight of limb to south by thinning by 25%. Reduce weight of limb to east by thinning by 25%.

The Committee noted the letter of objection which had been submitted online for this application.



The Committee felt that due to this letter and its contents 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 Macaskill; seconded Cllr Wright)

91. 20/2104/FUL

Mr Pradeep Kapur

**31 Poplar Tree Drive, Seaton
EX12 2TW**

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.

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

92. Planning Comments

Comments to be circulated in respect of application 21/0341/TRE.

93. Environment Policy

The Planning Committee **RESOLVED** to approve the wording for a standing item on agendas and minutes relating to the new Environment Policy approved by the Council on Monday 1 February 2021.

(moved Cllr Beer; seconded Cllr Russell)

94. A New Local Plan for East Devon – Issues and Options Report Consultation

The Planning Committee **RESOLVED** to approve the draft response to the Issues and Options Report Consultation on the New Local Plan for East Devon and recommended to Council approval of the response for submission to East Devon District Council.

(moved Cllr Beer; seconded Cllr Wright)

95. Decisions

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

- a) **20/2602/FUL – 6 Seaton Down Road, Seaton** Proposed single storey rear extension and alterations to front retaining wall to parking area to alter entrance steps to property and provide a cycle store – **APPROVED** – standard time limit
- b) **20/2239/TRE – 13 Honey Ditches Drive, Seaton** T10 - Crown lifting (Oak) T11 - Crown lifting (Field Maple) T13 - Crown reduction (Field Maple) T14 - Crown reduction (Oak) T15 - Crown reduction (Oak) – **SPLIT DECISION**
- c) **20/2286/COU – 9 Celandine Close, Seaton** Change of use of part of dwelling from residential to mixed residential/takeaway use (pre-booked) – **APPROVED** – with conditions



- d) **20/2249/TRE – 15 Honey Ditches Drive, Seaton** To carry out a crown lift of the double stemmed Oak at the rear of the property. Limbs to be taken back on the property side not the field side, to a height above the apex of the bungalow roof.
The tree has had the limbs taken back previously however this was not sufficient and there is still excessive shade and excessive Organic matter from the tree causing issues for the property and homeowner – **SPLIT DECISION**
- e) **20/2870/FUL – 7 Honey Ditches Drive Seaton** Single storey extension to bungalow - **APPROVED** – standard time limit

The meeting closed at 6.25pm

Chairman: _____

Date: _____



Minutes of the Remote Planning Committee Meeting on Monday 15th March 2021

Present:

Chairman: Cllr K Beer

Councillors: J Russell, & D Wright

Public: Two members of the public were present

Officers: Planning Committee Clerk

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

96. Election of Chair

In the absence of the Chairman, Cllr M Hartnell, the Committee unanimously **ELECTED** Cllr Ken Beer as Chairman for the meeting
(moved Cllr Wright; seconded Cllr Russell)

97. Apologies for absence

Apologies were received and accepted from Cllr Hartnell due to personal commitments.
Cllr Macaskill was absent.

98. Declarations of Interest

No declarations of interest were made.

99. Minutes of the Planning Committee meeting held on Monday 1st March 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 1st March 2021.
(moved Cllr Russell; seconded Cllr Wright)

100. 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.

101. 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.



102. Public Question Time (PQT)

Mr Chris Read spoke on agenda item 7, planning application 20/2865/FUL, stating he objected to the application. Mr Read said that his property backed onto the application site. He was concerned about the increase in traffic as there were two entrances to the estate but only one exit, the Townsend Road exit. The entrance to Townsend Avenue was one way although regularly cars would go past the 'No Entry' sign and travel the wrong way down Townsend Avenue to its junction with Seaton Down Road. If there was not sufficient parking on the new estate it would mean the extra parking of vehicles on the roads around Townsend Avenue/Townsend Road.

Mr Read said that he and his neighbours had concerns that the proposed houses on the new estate would be two storey rather than bungalows. Townsend Avenue on the south, west and north sides was predominantly bungalows. He was concerned that Plot 4 on the application site would be very close to the existing Devon bank which was the dividing line between his back garden and the application site. Mr Read said he and his neighbours were concerned about the overbearing nature of the proposed dwellings on Plots 3, 4 & 5 in relation to their properties.

Applications for consideration:

103. 20/2865/FUL

Townsend Park Ltd

**Land Rear Of 15 Townsend Road
Seaton EX12 2AY**

Demolition of existing house and erection of 8 dwellings, 5 no. 4 bed and 3 no. 3 bed, and enlargement of existing access.

Discussion took place around:

- Concerns raised by the Planning Officers at the district council concerning the submitted ecology report which they considered was not complete as further survey work was required in relation to reptiles and therefore the application remained invalid.
- The objections from South West Water to the proposal to discharge roof/surface water to the public sewer which they said was unacceptable. This should be managed by use of a soakaway which had not been explored.
- Townsend Road was steep and not very wide. If cars parked on this road it could cause issues for large vehicles and emergency vehicles needing to gain access to properties on Townsend Avenue/Townsend Road. If insufficient parking was provided on the new estate for residents and visitors there was nowhere else to park nearby.
- Too many dwellings proposed for the size of the application site. Having two storey dwellings in an area which was predominantly bungalows was not in keeping with the character of the surrounding area. It was overdevelopment of the site.

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

Fails to comply to Policy D1 Design and Local Distinctiveness of the East Devon Local Plan 2013-2031 as it does not respect the key characteristics and special qualities of the area in



which the development is proposed and does not ensure that the scale, massing, density, height, fenestration and materials of the proposed dwellings relate well to their context.

- Fails to comply to Policy EN5 – Wildlife Habitats and Features of the East Devon Local Plan 2013-2031 as the submitted ecology report was incomplete as further work was required relating to reptile surveys and mitigation measures.
- Fails to comply with Policy EN22 – Surface Run-Off Implications of New Development of the East Devon Local Plan 2013-2031 as South West Water have advised that the proposal to discharge roof/surface water to the public sewer was unacceptable as the use of soakaway for this purpose had not been explored and was the required means of drainage.
- Fails to comply with Policy TC7 - Adequacy of Road Network and Site Access of the East Devon Local Plan 2013-2031 as the traffic generated by the development would be detrimental to the safe and satisfactory operation of the local highway network.

(moved Cllr Beer; seconded Cllr Wright)

104. 21/0678/FUL

Mr A Harding

29 Eyewell Green, Seaton EX12 2BN

Construction of two storey side extension, and single storey rear extension.

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

(moved Cllr Wright; seconded Cllr Russell)

105. Planning Comments

Comments to be circulated in respect of application 20/2865/FUL.

106. Decisions

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

- 21/0113/FUL – 64 Primrose Way, Seaton** Construction of single storey side/rear extension – **APPROVED** – standard time limit.
- 20/2658/FUL – 45 Ash Grove, Seaton** Construction of two storey rear and side extensions - **APPROVED** – standard time limit.

The meeting closed at 5.59pm

Chairman: _____

Date: _____

EAST DEVON DISTRICT COUNCIL COMMUNITY ASSET TRANSFER PROCEDURE

1.0 INTRODUCTION

1.1 East Devon District Council (EDDC) believes community asset transfer is about giving local people and community groups control in the future of their area. In England the idea was introduced through the Quirk Review (DCLG 2007) and now has legislative force via the provisions of the 2011 Localism Act. If local groups own or manage community buildings and land it will help foster a sense of belonging and bring together people from different backgrounds. Community ownership and management of buildings can also play a part in raising local people's aspirations, in enhancing the local economy, environment and have the capacity to strengthen the community, voluntary and social enterprise sector.

2.0 PURPOSE OF THE PROCEDURE

2.1 This procedure outlines the Council's approach to Community Asset Transfer (CAT). The term 'community asset transfer' relates primarily to granting long leases or passing on the freehold of property assets at potentially less than best financial consideration to voluntary, community organisations, Parish Councils, Town Councils and social enterprises (Community Groups). This procedure is about ensuring a transparent process, should a suitable asset/s be identified. This is not about offering up all assets for transfer as in many instances this will simply not make sense to either the community or to this Council. This is also not generally about transferring of assets piecemeal but more about a community and the Council taking a holistic approach.

2.2 Benefits to the local community, Community Groups and the Council:

- Devolving power to neighbourhoods or locally based Community Groups with an interest in the neighbourhood, in an effort to enable citizen involvement and community action.
- Act as a catalyst for social, environmental and economic regeneration (including the development of community enterprise).
- Stimulate the involvement of local people in shaping and regenerating their communities.
- Catalyst for local volunteering and increasing community cohesion and integration.
- Support the creation of community leaders, social capital and inspire others to improve their community.
- Enhance and promote local economic activity at a local level.
- Potential to create stronger, more sustainable Community Groups, providing financial security, recognition and management capacity.
- Ability to lever in additional resources, which would be unavailable to the Council acting independently.

- Enabling the ‘up-scaling’ of activities that promote social – economic wellbeing within community.
- Working in partnership with Community Groups can help the Council to achieve its priorities.
- Contribute towards efficiency savings and drive the diversification of public services in an era of austerity.
- Help to rationalise the Council portfolio and facilitate more effective and efficient use of its asset base.
- A stimulus for partnership working between Community Groups and the Council and improving the provision and accountability of services within communities.

2.3 The Council recognises the many benefits of CAT and will be proactive in using asset transfer as one of the tools at its disposal. The Council, therefore, aims to create a transparent, positive and proactive framework to enable asset transfer from the Council to Community Groups to happen and be successful in the long term.

2.4 Where the Council is to work in partnership with Community Groups post transfer, in some instances the Council might consider formalising this aspect contractually as part of any transfer.

3.0 LOCAL POLICY CONTEXT AND LINKS TO OTHER COUNCIL STRATEGIES

3.1 The operation of this Procedure will need to have regard to the desired outcomes of other relevant Council policies and strategies.

3.2 The Council Statement of Intent sets out our main priorities and forms the focus of what we aim to achieve.

Our vision is to achieve a positive difference to residents’ lives and our environment in East Devon and this vision is integral to this Statement and will inform our Council Plan.

3.3 We believe that EDDC can achieve this through four key themes:

- (1) A Greener East Devon, which prioritises climate change and our natural environment
- (2) Better Homes and Communities for all with a priority on the importance of good quality, affordable housing suitable in size and location
- (3) A Resilient Economy bringing prosperity to the district notwithstanding the current challenging circumstances
- (4) Services that matter to all of us

4.0 PRINCIPLES UNDERPINNING THE ASSET TRANSFER PROCEDURE

4.1 The CAT Procedure will be underpinned by the following principles:

Commitment to a thriving Community & Voluntary Sector

- The Council recognises that community led solutions can sometimes achieve better outcomes than central initiatives.
- Use asset transfer as a means of supporting Community Groups to become sustainable on a long term basis.
- CAT might require a long term partnership commitment on the part of the Council and the Community Group. This is the best way of minimising the risk of failure.
- Flexible lease terms to enable Community Groups to adapt and achieve long term sustainability or the transfer of the freehold interest.
- Measurable and accountable benefits to local people. EDDC might want to set standards e.g. for play equipment.
- The Council expects that this Procedure will encourage openness, conversation and understanding between groups and wider community.

Pro-active and strategic asset management intent

- CAT will become integrated in Council practice as an option for dealing with surplus property assets or assets that can be more effectively managed at a local level for the benefit of the local community. Any transfer will not increase costs to EDDC. This procedure does not restrict EDDC's ability to sell assets commercially nor will EDDC transfer an asset if it impacts on our ability to manage assets in a locality moving forward.

Clarity and transparency in decision-making

- A single gateway approach is taken, providing a clear point of contact for Community Groups with CAT enquiries.
- The Council will encourage Community Groups to consider taking on an Asset subject to the restrictions and requirements contained within this procedure.
- Community Groups will not be required to undertake detailed feasibility work until an 'in principle' decision has been taken by the Council.

5.0 WHO CAN APPLY

- 5.1 Interest will be welcome from Community Groups which may be area based around communities of geography, identity or shared interest. Ideally, all applicants should meet the following criteria:
- Be community led and demonstrate support for the CAT and have clearly defined objectives which would be enhanced through the addition of the asset/s in question.
 - The primary purpose must be non-commercial or with profits invested back into local communities.
 - Must have a clear vision of the activities they wish to deliver, demonstrating positive measurable impacts.
 - Demonstrate good governance operating open and accountable processes and a constituted governing board who follow clear Terms of Reference.
 - Meet statutory requirements and demonstrate an inclusive approach in its policies and practices including a commitment to promoting community cohesion and integration.
 - Have the skills to deliver services and manage the asset/s to be transferred.
 - Demonstrate the asset/s will be run without Council subsidies or support.
 - A sustainable operating model for revenue requirements, use and maintenance will be needed.
 - Demonstrate how asset transfer will support the aims and priorities of the Council.

6.0 BASIS OF TRANSFER

- 6.1 Community Groups may need to provide contractual assurances to ensure that the asset is retained for community benefit. If this is not possible a detailed explanation of Memorandum and Articles of Associations should be provided. It is standard practice for the Council to place a restriction on use although there might be exceptions.
- 6.2 The Council will offer legal agreements to enable Community Groups to manage and develop the land or property as an asset ensuring the use of the asset as a community asset is retained by the applicant. Consideration to payment of professional fees and whether the Council seeks reimbursement for its own costs will be on a case-by-case basis.
- 6.3 The Council will pursue Freehold or Leasehold arrangements with the term being set after carefully considering the needs of the Community Group, the position of the Council, the condition of the asset/s and the requirements of potential funders or lenders. As a guide:

Freehold Transfer – will be considered if preferred. Any transfer proposal will need to make a strong case that freehold is a necessity for success and provide reassurance that community benefit will be maintained in the long term and is beneficial to the Council.

Transfer by Lease - A lease may be granted if appropriate and if a business case demonstrates special circumstances or requirements from funders/lenders.

Overage provisions may well provide ensuring uplifts in value are shared.

- 6.4 Community Groups may be expected to produce a statement of community benefit on an annual basis – annual report accompanied by accounts as appropriate will usually suffice. The benefits to be realised shall be agreed in advance and in some instances incorporated into a Service Level Agreement with the Council where the Council wishes to retain some control.
- 6.5 When there are a number of interested parties in an asset/s the Council will aim to encourage collaboration. When this is not possible and as a last resort a competitive process will be used to decide the organisation which will become the Council's preferred partner in the transfer process.
- 6.6 The Council will ensure that information relating to the condition of the asset/s and running costs is passed to the applicant to support decision making.
- 6.7 There is a general expectation that the asset transfer will be cost neutral to the Council from year 1.

7.0 HOW TO APPLY & HOW WE WILL ASSESS

- 7.1 Community Groups should in the first instant submit an Expression of Interest Form to the Council for an in principle decision on the proposed Transfer. The Expression of Interest Form is found here: [\[Link to CAT EOI Form\]](#) (appendix A).
- 7.2 If after submitting an initial Expression of Interest, the Council deems the application to be unsuccessful the applicants will be advised directly. If successful at this initial stage the Council will then request a further detailed and more robust business case to enable the Council to make an informed decision whether to agree to the proposed Transfer. The expected content of the detailed business case is detailed below. This is only a guide and will be dependent on each particular case and informed by the Council's requirements.
 - About your organisation - Track record, current plans, partnerships and people, governance, legal structure.
 - Summary of the project - Project objectives and expected outcomes, proposed programme for delivery, proposed impact/benefits of the project to the local community, together with proposals for management and operation of the asset (staff, volunteers, SLA with the Council).

- Market Need – what local needs will the project be responding to (who will be the beneficiaries)?
- Pricing – what is the rationale for pricing (for services, renting space etc.)?
- Sustainability – how the performance of the asset/s will contribute to sustainability through its life cycle.
- Equality, Diversity & Community Cohesion – evidence the project will meet all the relevant requirements of the Equality Act 2010 and assist the Council in promoting community cohesion.
- Resources/Financial projections - Cash flow for first year, should include budget (3-5 years), should include examination of profit and loss and capital expenditure (if capital is required to redevelop the land or building/s). The long term financial sustainability of the proposal should be clearly demonstrated along with recognition of implication of any reduction in income stream.
- Risk assessment/management/mitigation - Identification of the different risks and a description of the implications of those risks occurring. Risks should be evaluated in two ways – the likelihood that the risk item will occur and the level of impact if the risk item does occur. A description of what the strategy will be to prevent the risk items from occurring, or coping with them if they do, should also be provided.
- Evidence that ongoing staffing liabilities through TUPE obligations have been properly considered.
- The applicant will also be expected to submit copies of governing documents, any evidence of external advice provided, expressions of support from partners/customers, copies of accounts (where available).

7.3 If the District Council requires, this process can be fast tracked.

8.0 KEY STAGES AND INDICATIVE TIMESCALES

8.1 In considering the potential for asset transfer the Council will follow the process already detailed with the following indicative timescales.

8.2 The Portfolio Holder for Economy and Assets will retain an overall responsibility for Cabinet guidance to ensure a strategic decision is taken supporting community needs and Council objectives. Other Portfolio Holders will be involved depending on the type of asset/s.

8.3 The timeline set out below is purely indicative and will vary depending upon the complexity of each application. It is also envisaged some of the points below will run concurrently with the process becoming more proficient as each application is considered. This process and timeline is further explained in Appendix B. The process of Asset Transfer takes time and therefore must be fully understood by the Council and reflected in decision making in respect of budget settlement.

8.4 **1. Request – from Community Group**

Submit a request for a transfer by completing an initial Expression of Interest Form. If an application is deemed unsuccessful after this stage the Council will inform the applicant of its decision and reasons. A response will be provided within four months. This decision will be made by the Portfolio Holder for Economy and Assets in consultation with others as deemed appropriate and following an Officer recommendation from the Service Lead – Place, Assets & Commercialisation. An application will always be considered 1st by the Council's Senior Management Team (SMT) then by Asset Management Forum. In all cases the Ward Member(s) will be informed and views sought.

8.5 **2. Preparation and consideration of Full Business Case**

If the application is considered for progression then the body making the application will be asked for a Detailed Business Case. The Council will verify the credentials of the Community Group and ensure that if appropriate other parties in the area are aware, consulted and have been able to make representation. An officer recommendation from the Service Lead – Place, Assets & Commercialisation will be made to the Portfolio Holder for Economy and Assets and the matter taken to SMT then Cabinet for a decision unless decision is deemed necessary from Council. This step is expected to take no longer than six months from receipt of a Full Business Case. If unsuccessful the applicant will be informed. If successful then the process will move to the next step.

8.6 **3. Processing detailed Heads of Terms**

The decision above will be 'in principle' and will be a decision to proceed and consider (if not already done so) the basis and terms of the asset transfer and determine potential level of market discount, length and condition of lease or if appropriate the transfer of the freehold interest. Concluding this step will result in completion of documentary and legal formalities. Cabinet or Council to delegate responsibility for agreeing detailed terms of transfer to the Service Lead – Place, Assets & Commercialisation in consultation with Portfolio Holder for Economy and Assets along with any other relevant Portfolio Holder depending on nature of asset.

8.7 It is recognised that a pre-requisite of transfer success is the ability for the Community Group to be self-sufficient in managing those assets or if reliant on support from others, that this is identified and understood at an early stage and this is to be referenced within any heads of terms.

Date: 25th February 2021
Direct phone: 01395 517509
Direct email: PlaceandProsperity@eastdevon.gov.uk

To: All Town/Parish Clerks

Dear Town/Parish Clerk

Town and Parish Council CONSULTATION Community Asset Transfer (CAT) – DRAFT PROCEDURE

As requested by Asset Management Forum. East Devon District Council has prepared a Draft Procedure for Community Asset Transfer. The Council has a number of land and property assets across the district and recognises the benefits of Community Asset Transfer. When agreed, the procedure will become integrated in Council practice as an option for dealing with surplus property assets or assets that can be more effectively managed at a local level for the benefit of the local community. Community Asset Transfer will not be appropriate for all assets and it will be for the District Council to determine through this procedure which assets are suitable if applications are made.

The attached draft document and appendices outlines the proposed approach and procedure. We ask that Town/ Parish Council's review the document and we welcome any comments that your Council wishes to make, but ask that they are made using the online web form available at:

<https://wh1.snapsurveys.com/s.asp?k=161425419707>

We will listen to your comments and use these to develop the procedure.

The closing date for completion/submission of the online web form is 25th April 2021.

Blackdown House, Border Road, Phone: 01404 515616
Heathpark Industrial Estate, Email: csc@eastdevon.gov.uk
Honiton, EX14 1EJ eastdevon.gov.uk
DX 48808 Honiton @eastdevon

Download the free East Devon App
to access council services at
eastdevon.gov.uk/app

Please note that this consultation relates to the draft Community Asset Transfer Procedure and it is not the opportunity to discuss individual assets at this stage, however, for a broad overview of the land and property assets (non-housing) in your town or parish, please use the following link:

<https://eastdevon.gov.uk/property-estates/find-out-if-we-own-a-particular-piece-of-land/>

If you have any questions or queries, please contact:

PlaceandProsperity@eastdevon.gov.uk

Yours faithfully

Linda Perry

Place Prosperity Officer
Place, Assets and Commercialisation
East Devon District Council

Admin

From: SAVE food hub <savefoodhub@gmail.com>
Sent: 25 March 2021 08:34
To: Town Clerk
Cc: Admin
Subject: Use of Marshlands

Hi Jules

I am very aware that with lockdown easing that the time will come when SAVE food hub will not be able to use Marshlands in the evening or Sunday afternoon for our food distribution..

I have been actively looking for an alternative venue and was hopeful I could move our evening operations to Saint Gregory's Church Centre. I have been partially successful in that we can use the centre on a Monday & Wednesday night once restrictions have eased. They also asked me to let them know when we need to leave Marshlands.

It seems Friday, Saturday & Sunday nights are difficult nights to find a venue. I suppose it's not surprising as they are popular nights for events. I will continue to look for alternative venues. My search is hampered by lock down as most locations are closed and it is difficult to speak to anyone to see if they may be available. We had hoped to use Natural Worx for our evening collections but unfortunately we can't use the downstairs due to space limitations and the stairs are so steep it will be difficult to use the upstairs room we currently use for the community Larder for our evening collection. We are concerned one of our volunteers or service users would fall carrying food up/down the stairs. Natural Wrox have ambitions to put in a stair lift but will need to raise funds for that so it is unlikely to happen very soon.

So I have a few questions for you....

When do we need to vacate Marshlands?

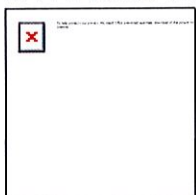
After we have vacated Marshlands is there an evening we could continue to use Marshlands for our evening sessions whilst we continue to search for an alternative venue.

Thank you for your continued support.

Aileen

--

SAVE food hub Community Group



www.savefoodhub.org.uk



20th April 2021

Response to consultation with Allotment holders regarding the creation of a communal seating area on empty plot number 49 to include a picnic bench and a shed with internal shelving for recycling tools or surplus produce.

Total number of plot holders	96
Number of plot holders who responded	36
Number of plot holders in support of communal seating area	30
In support but made comments	3
Number of plot holders against having a communal seating area	3

In support of communal area but commented as follows:

- Plot 49 is unsuitable as too shaded under the tree and access is not safe due to the deep ditch.
- The area near to the top gate adjacent to plot 53 would be a better location.
- The communal area may be used as a dumping ground for rubbish people want to get rid of, i.e. plastic pots and seed trays. It will need regular monitoring by volunteers.
- Could there be a communal compost bin for rotten fruit and vegetables?
- Plot 49 is an unsuitable location, could the bench and the shed be located in the car park instead?
- Jenny Oldfield of plot 40A has volunteered to help manage the communal area
- Mark & Mandy Summers of plot 15A have also volunteered to help manage the area

Comments Against:

- Any vacant space that is available to be converted into a communal area, should be rotavated and top soil added, then new plots will be created for people on the waiting list.
- Plot 49 was always a well cared for and regularly attended plot. Why can't it be cleared and used again for it's intended purpose?
- The area next to plot 53 would be much more suitable.
- How will the area be managed? It could easily become a dumping ground for unwanted rubbish.



21 COU 13

Report on Seaton Allotments – April 2021

Inspection Results

An inspection of the allotments was undertaken by officers on 8 March 2021. The majority of the plots were tidy and well-tended and it was evident that most tenants were proactively working their plots in accordance with the Allotment Rules ('the Rules'), as issued by the Council.

However, three plots, occupied since 2002, were untidy and very overgrown, and did not appear to be being tended in any meaningful manner. The occupiers of these plots have been sent warning letters, as per the Rules, to bring all three plots to a satisfactory condition by 10th May 2021 and warned that, should appropriate action not be taken, then the tenancies will be terminated with immediate effect. This follows several previous warnings over the period since 2019, with little improvement.

In light of the lengthy waiting list for plots, if no response and no decisive action is taken by the tenants, within the required time frame, it is proposed that the tenants be evicted and all three plots re-allocated to applicants on the waiting list.

A first warning letter has been issued to one other tenant and two other tenants have been reminded of their obligations to ring fence their plot securely and to clearly display the plot number on all four corners. This will be monitored.

Waiting List

The waiting list currently has 41 names on the list, with 3 of those waiting for a specific plot only, which leaves 38 new applications on the list. The name at the top of the list first registered on 22nd January 2020. The anticipated waiting time is currently at least 12-18 months and people are informed of this at the time of registering.

Finance

The statement of allotment funds is attached as **Appendix 1** to this report. Members will note a deficit of £509 for 2020/21. This reflects the fact that during this period, two bills were received from SW Water, in Spring and Autumn of 2020. Only the Spring bill (£1,738) has since been recharged to tenants, as shown in the statement. For ease of administration, the recharge relating to the Autumn bill has been added to the 2021/22 invoices which were sent out to tenants on 1 April 2021 therefore, whilst the annual statement shows a deficit for 2020/21 this is explained by the water charges and funds will be replenished once the outstanding water rates have been recharged to plot holders.

As at 1 April 2020, the Council held £3,000 in an ear marked reserve to for allotments reflecting the balance of fees over the previous year. Due to the deficit described above, as at 31 March 2021, the balance of allotment funds available stood at £2,509. It is proposed that the EMR be adjusted to reflect this.

Allotment Rules

Along with the annual invoices, updated tenancy agreements were sent to all tenants for their signature and return to the office, thereby ensuring that all tenants are aware of the current rules which were adopted by the Council in July 2020.

Communal Area

Cllr Briggs is an allotment holder herself and has advised officers that several tenants have suggested the creation of a communal area at the allotment including the purchase of two benches and a shed for the swapping of seeds, pots and the like.

Officers have identified a potential location for such an area on a plot (plot 49) which remains vacant broadly due to its position under a large oak tree, leading to less-than-ideal growing conditions. A letter has been sent to all tenants to ask whether they support or object to a communal area being created on the vacant plot and their views on the purchase of benches and a shed for sharing seeds and unused tools, etc.

Attached is a summary of the different types of shed and prices (**Appendix 2**) and the current prices for picnic tables (**Appendix 3**).

A summary of tenants views received in response to the consultation can be found at **Appendix 4**.

RECOMMENDATIONS

Members are asked to note the update and statement of account for Seaton Allotments and to:

- confirm the balance, to be held as an ear marked reserve for allotments, as at 1 April 2021 as £2,509
- approve the purchase of a shed and picnic tables for communal use of allotment holders, to be sited as the Clerk, in consultation with the Town Maintenance Officer, considers appropriate having regard to the results of the consultation
- authorise the Clerk to enforce the Allotment Non-Statutory Rules and terminate the tenancies of the three plot holders in breach of said Rules, should the breach not be rectified by the required date



Seaton Allotments
Annual Statement of Accounts 2020/21

INCOME	£
Allotment fees	2,938.00
Water rates recharge	1,738.00
Total	4,676.00
EXPENDITURE	
Water rates	3,015.00*
Annual Grounds Contract	1,140.00
Administration charge	1,000.00
Maintenance - general	12.00
Total	5,167.00
Surplus/deficit	-£491.00*

- * The water rates covered two bills received from SW Water in Spring and Autumn of 2020. Only the Spring bill has since been recharged to tenants as shown above (£1,738). For ease of administration, the recharge relating to the Autumn bill has been added to the 2021/22 invoices which will be sent out to tenants on 1 April 2021 therefore, whilst the annual statement shows a deficit for 2020/21 this is explained by the water charges and funds will be replenished once the outstanding water rates have been recharged to plot holders.
- * EMR – as at 1 April 2020, the Council held £3,000 in an earmarked reserve that reflected surplus unspent fees for previous years. At the end of each financial year, the EMR is adjusted to reflect the deficit or surplus for any given year. Therefore, as at 31 March 2021, the said reserve will stand at £2,509 to reflect the deficit above for the period 2020/21.

Garden Sheds Available from **Screwfix**

Forest Delamere Shed 6 ft x 4 ft - £361.49 inc Vat



- 12mm Tongue & Groove Shiplap Cladding
- Boarded Timber Flooring & Softwood Walls
- OSB Roof
- Green Mineral Fabric Roof
- PAR Frame
- Dip-Treated Golden Brown
- Single Door
- Hasp & Staple Lock
- 2 x Fixed Shatterproof PET Windows
- 10 Year Manufacturer's Guarantee (T&Cs Apply)

Forest Apex Garden Shed 6ft x 8ft - £443.99 inc Vat



- 7mm Overlap Cladding
- Boarded Timber Flooring & Softwood Walls
- OSB Roof
- Black Felt Roof
- Sawn Frame
- Pressure-Treated Natural Timber
- 2 x Doors
- Hasp & Staple Lock
- 2 x Fixed Shatterproof PET Windows
- 15 Year Manufacturer's Guarantee (T&Cs Apply)

Forest 6ft x 4ft Reverse Apex Shed - £269.99 inc Vat



- 7mm Overlap Cladding
- Boarded Timber Flooring & Softwood Walls
- OSB Roof
- Black Felt Roof
- Sawn Frame
- Dip-Treated Golden Brown
- Single Door
- Hasp & Staple Lock
- 2 x Fixed Shatterproof PET Windows
- 10 Year Manufacturer's Guarantee (T&Cs Apply)

Garden Sheds Available from **Wickes**



Forest Garden 3ft x 5ft Windowless £228 inc Vat

- **Depth:** 1580 mm
- **Height:** 1970 mm
- **Width:** 991 mm
- **Wall Thickness:** 7mm
- **Size Imperial:** 5 ft x 3 ft
- **External Area Coverage:** 1.56 m²
- **Internal Area Coverage:** 1.31 m²
- **Weight:** 80.60 kg
- **Material:** Mixed species softwood

- **Construction:** Overlap
- **Colour:** Autumn gold
- **Finish:** Unpainted
- **Treatment:** Dip treated
- **Number of Windows:** 0

Forest Garden 5ft x3ft Windowless £246 inc Vat



- **Depth:** 1009 mm
- **Height:** 2016 mm
- **Width:** 1639 mm
- **Wall Thickness:** 7mm
- **Size Imperial:** 5 ft x 3 ft
- **External Area Coverage:** 1.65 m²
- **Internal Area Coverage:** 1.48 m²
- **Weight:** 102 kg
- **Material:** Mixed species softwood

- **Construction:** Overlap
- **Colour:** Autumn gold
- **Finish:** Unpainted
- **Treatment:** Dip treated
- **Number of Windows:** 0
- **Roof Shape:** Apex
- **Roof Protection:** Black sand felt
- **Number of Doors:** 1

Forest Garden 4ft x 3ft Small Apex £238 inc Vat



- **Depth:** 1009 mm
- **Height:** 1941 mm
- **Width:** 1338 mm
- **Wall Thickness:** 7mm
- **Size Imperial:** 4 ft x 3 ft
- **External Area Coverage:** 1.35 m²
- **Internal Area Coverage:** 1.17 m²
- **Weight:** 101 kg
- **Material:** Mixed species softwood

- **Construction:** Overlap
- **Colour:** Autumn gold
- **Finish:** Unpainted
- **Treatment:** Dip treated
- **Number of Windows:** 0

21 COU 13 – Appendix 3 Prices for Picnic Benches for Seaton Allotments

From Marmax Products Ltd – 1st April 2021

Heavy Duty Recycled Plastic Picnic Bench - £389 plus Vat and delivery



Adult Round Olympic Picnic Bench - £549 plus Vat and delivery



21/COU/14 Report on request to use Cliff Field Gardens

Introduction

A request has been received for permission to use Cliff Field Gardens for events over the coming months.

Risk assessments have been sought from the applicant and public liability insurance has also been requested.

Details of the request

Seaton Eats Boutique – a request has been received from Seaton Eats to hold events on the following dates:

- Friday 29 May 2021
- Friday 2 July 2021
- Friday 6 August 2021
- Friday 3 September 2021

Set up would be from 3pm and trading from 4 to 9pm.

A similar request from Seaton Eats was agreed by the Communities & Open Spaces Committee in January 2020 with a charge per event of £50 payable in advance. Unfortunately, due to the pandemic the 2020 events could not take place this is a renewed application.

Fees and charges

As the Council's fees and charges have not been reviewed for some time, a report will be brought to Members in due course. However, currently the Council's fee schedule for Marshlands may be appropriate to use as a guide as to an appropriate amount to charge. The current fees for use of Marshlands are as follows:

Commercial rates:	£12 per hour/£15 after 5pm
Charity & community rates:	£7 per hour/£10 after 5pm

RECOMMENDATIONS

Subject to appropriate risk assessments and details of public liability insurance being supplied, to approve the following request **and agree fees** for the use of Cliff Field Gardens:

- Seaton Eats Boutique - to stage Seaton Eats events on the following dates - Friday 29 May, 2 July, 6 August, 3 September 2021

East Devon Tree Wardens: Frequently Asked Questions

For our contact details and further information about tree wardens in East Devon, visit our website: [East Devon Tree Warden Network - East Devon](#).

What is the Tree Warden Scheme?

The Tree Warden Scheme is an initiative that enables people to play an active role in conserving and enhancing their local trees and woods.

How is the scheme run in East Devon?

We coordinate the scheme at a district level, providing resources, training, advice and guidance. The parish, and town councils appoint tree wardens and work with them for the benefit of the local environment and local community.

How do I become a tree warden?

Contact your parish council or equivalent organisation. If you are appointed as a tree warden, they will inform us and we will send you a membership pack full of useful information and guidance.

Can a parish (or equivalent organisation) have more than one Tree Warden?

Yes.

There is no limit on the number of tree wardens. Do I have to pay for membership?

No, membership is free.

Will I be working on my own?

This depends on the number of tree wardens in your area, the appointing organisation and how you all wish to work. Some tree wardens like to work as a group, whilst others work within different areas of their parish or on different projects, but come together to provide support when needed.

What is the role of a tree warden?

This varies according to the needs of the local area, the tree warden's own interests, and any programme your fellow parish tree wardens may have. Examples include surveying local trees, liaising with and involving the local community, and organising practical activities.

As a tree warden, am I insured?

Yes, once you have been appointed as a tree warden, you will be covered by public liability insurance for the work you are likely to undertake. Contact us for more details.

Is there any practical work such as cutting down trees?

This will depend on the tree warden's own interests, their capabilities and the needs of the local area. As a tree warden, for example, you could survey the trees in your local area, set up a 'friends of ...' woodland group undertaking conservation work or hold a planting project in your local area.

How many hours do I have to volunteer?

Time commitment is not specified and varies according to local needs. It may vary seasonally, with more time needed at certain points in the year, or you may be able to give a couple of hours a week

– perhaps combining it with regular daily activities such as walking the dog. Whatever time you feel able to give will then prescribe what you may be able to do.

Do you need any experience to become a tree warden?

A prospective tree warden does not need to be a tree specialist, the main criterion is that they are passionate about trees and their local community. You will be provided with free training as part of the scheme.

Is there any training?

Yes, there is an ongoing training and events programme for the year. Examples are orchard surveying, pests and diseases, trees in parklands, tree law, and planting hedges for food.

How do I get in touch with my local tree warden/who is my local tree warden?

Contact the parish, town or district council as they have details of their current tree wardens. Contact details for the councils in East Devon are available on our website: www.eastdevon.gov.uk.

What powers do tree wardens have?

Only those of an ordinary person - Tree Wardens are there to help and offer information/advice, and cannot legally enforce specified action.

What is the Tree Council?

The Tree Council is the UK's lead tree campaigning partnership, and works with its member organisations, tree wardens and others: for more trees, of the right kind, in the right place; for better care for all trees, of all ages; and to inspire effective action for trees. Its goal is to make trees matter to everyone – and Tree Wardens are key to achieving this.

Who is the coordinator for East Devon?

Will Jones is the East Devon Tree Warden Network Coordinator. He can be contacted on wjones@eastdevon.gov.uk



21 COU 15 Report on Volunteer Tree Warden for Seaton

EDDC are aiming for each parish to have a nominated Tree Warden, at the moment about 74% of the parishes within the East Devon District currently have an active person(s) in post.

The role is voluntary and anyone who lives in the parish can be nominated. The position is both reactive; acting as a bridge between authorities and the local community as and when needed, and also proactive; taking the initiative to improve local tree landscapes. Tree wardens are volunteers who play an active role in conserving trees and woods in their communities. The types of activities that tree wardens can get involved in include:

- surveying local trees and gathering information about them
- liaising with the local community
- protecting trees and woods
- organising activities, such as planting and caring for new trees.

It might also be helpful to know that the Tree Council are the organisation who run the scheme which is co-ordinated in this area by Will Jones at Wild East Devon (EDDC), and Parish Councils appoint their own warden(s). Some FAQs are attached to the report.

Will Jones, who is the EDDC Engagement & Participation Officer, has been contacted by a local resident called Paulette Xavier who is interested in the Tree Warden role for Seaton and STC officers have been in contact with her. She is keen to be the Tree Warden and is happy to meet officers at Marshlands to discuss the post in more detail and the way forward.

It is **RECOMMENDED** that Members approve the appointment of Paulette Xavier as a volunteer tree warden for Seaton.

21 COU 16

Labyrinth Information Board Repairs

Introduction & Background

Following a routine inspection by the Town Maintenance Officer, it was noted that the labyrinth information board, situated in Cliff Field Gardens, requires urgent renovation and repair.

Whilst the legs remain solid and intact, the information board that sits on them is rotten. After closer inspection, it would appear that there are planks underneath which support a sheet of plywood. The plywood, as well as the surrounding frame, is rotten and beyond repair.



In addition, the finger maze, which is carved into a piece of oak, is splitting along the grain. The weather has worn away the grooves rendering the maze difficult to see and to feel.

Repair Costs

Information Board

Beer Men's Shed are willing to undertake the necessary repairs as follows:

- Remove the existing information board from the legs and replace with a newly built one.
- The new information board would be made out of at least two layers of marine plywood, for strength, rigidity and weather-resistance, with a surrounding frame made from sapele, a solid hardwood that is used in boat-building.
- The board would be covered with several layers of varnish to ensure adequate weather protection.
- The plaques that describe the maze, including the one in Braille, would be transferred to the existing board.

TOTAL COST OF MATERIALS: approximately £100.00

Finger Maze

The finger maze is considered to be a piece of artwork and therefore the original artist, Michael Fairfax, has been contacted. Mr Fairfax has verbally quoted the following for works to the finger maze:

- Replacement of the finger maze in oak - £750.00
- Replacement of the finger maze cast in bronze - £5,000.00

Mr Fairfax has also verbally agreed to relinquish rights to the artwork and allow the Beer Men's Shed to replicate the finger maze.

Beer Men's Shed have estimated the cost of materials for replacement wood to replicate the finger maze at £30.00.

Mr Fairfax has been contacted with a request to confirm, in writing, his quotations and permission to allow Beer Men's Shed to replicate his artwork.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the quotation from Beer Men's Shed to replace the information board and transfer the existing information plaques.
- approve, subject to receipt of written confirmation from the original artist, the quotation from Beer Men's Shed to make a replacement finger maze.



21 COU 17 SEATON HOLE TELEPHONE KIOSK

Response to Facebook post inviting the public to suggest ideas for use of the redundant red telephone box located at Seaton Hole.

Total number of responses	13
Seed bank & flower cuttings / small plants	2
Defibrillator	5
Book swap venue	3
Leaflet & information library	1
Coffee & tea kiosk	1
Phone that connects to The Ministry of Magic!	1
A Micro Pub	1

Axe Valley Heritage Association

Town Clerk
Julia Mutlow
Market Bank
Seaton

E. S. Gosling
Curator & Secretary
20 Jubilee Lodge
The Underfleet
Seaton
Devon
EX12 2WF
Tel: 01297 21278

19th July 2021

Dear Julia Mutlow

We hope to open the museum for the 2021 season on Thursday July 15th, the committee will have the museum ready that day. If possible could the town major perform the opening ceremony. The keys for the museum stewards were kept at Seaton Print who have now moved to Harbour rd. To help our stewards we intend to have a key box fitted outside the front door. At the same time the wood notice board made over thirty years ago by councillor Des Garrett is held together by sticky tape and needs replacing. Could the council help with a grant of £200 to replace the notice board, a new key box, fixing a redecorating the entrance walls

Your ~~steward~~
Ted Gosling

Although I send newsletters to the councillors I have missed you.
Please find enclosed two newsletters

Planters	Type of Planter	Material or Colour	Number of Planters	Suggested Sponsorship Fee per item exc VAT	VAT	TOTAL
Axe Yacht Club	Boat / Fish Feature?	Ornate bespoke design	1	£208	£42	£250.00
Co-op (by Sports Shop)	Large Square Planter	Wooden?	1	£125	£25	£150.00
Cross Street	Square Planter	Wooden?	1	£42	£8	£50.00
Cross Street	Round Planter	White / Concrete	4	£42	£8	£50.00
The Square	Round Planter	Wooden?	1	£42	£8	£50.00
The Square	Square Planter	Wooden?	1	£42	£8	£50.00
The Square	Hexagonal Planter	Wooden?	1	£42	£8	£50.00
The Square	Round Planter	White / Concrete	2	£42	£8	£50.00
Beer Road / Queen Street	Hexagonal Planter	Wooden?	2	£83	£17	£100.00
Beer Road / Queen Street outside Post Office	Trough	White / Concrete	1	£83	£17	£100.00
Beer Road / Queen Street outside Post Office	Square Planter	Wooden?	1	£42	£8	£50.00
Underfleet / Thury Harcourt	Large Square Planter	Wooden?	2	125	£25	£150.00
Fisherman's Gap	Square Planter	White / Concrete	6	£42	£8	£50.00
Fisherman's Gap	Rectangular Window Boxes	Plastic	3	£29	£6	£35.00
Outside Hook & Parrott	Rectangular Window Boxes	Plastic	22	£29	£6	£35.00
Outside Hook & Parrott	Trough	White / Concrete	2	£83	£17	£100.00
Moridunum	Rectangular Window Boxes	Plastic	3	£29	£6	£35.00

Planters	Type of Planter	Material or Colour	Number of Planters	Suggested Sponsorship Fee per item exc VAT	VAT	TOTAL
Moridunum	Large Square Planter	Wooden	3	125	£25	£150.00
Seafront / Marshlands	Large Square Planter	Wooden	2	£125	£25	£150.00
Seafront / Marshlands	Square Planter	Plastic	1	£42	£8	£50.00
Seafront / Marshlands	Square Planter	White / Concrete	2	£83	£17	£100.00
Outside Catholic Church	Large Square Planter	White / Concrete	1	£125	£25	£150.00
Outside Town Hall	Rectangular Window Boxes	Plastic	2	£29	£6	£35.00
Various Locations	Hanging Baskets	Half Basket	30	£21	£4	£25.00
Various Locations	Hanging Baskets	Round Basket	40	£21	£4	£25.00
Fisherman's Gap	Roundabout	Large Floral Display	1	£208	£42	£250.00

Admin

From: Ann Kelf <annkelf@yahoo.co.uk>
Sent: 06 April 2021 19:09
To: Town Clerk
Subject: Seaton Wildlife Network

Good morning Julia

I contacted you back in November regarding increasing bio-diversity within Seaton.

I am now working with the Axe Vale & District Conservation Society to do just this – we are calling ourselves the Seaton Wildlife Network.

The inspiration behind this is the realisation that insects are important as they pollinate our food crops and provide food for much of our wildlife and yet they are in serious decline. Two of the many reasons for this are habitat loss and habitat fragmentation.

I have mapped the majority of open spaces within Seaton and, as expected, they are mostly highly fragmented. But AVDCS members are inspecting them with a view to discovering their current bio-diversity and also suggesting ways of increasing this.

We would like Seaton Town Council to support this initiative in principle. Could you ask the Council if they would do this?

Two sites within your control have already been identified where it should be easy to increase biodiversity. To this end we are asking the Town Council to reduce the mowing on the bank between the picnic site and the road at the top of Seaton Down Hill and also on the strip of land between Cliff Field Gardens and the sea. Ideally these would be mown once in October and the arisings removed from the site.

If the Council agrees to this you might find there are complaints of “untidiness” so that it might be a good idea to put up signs explaining what is being done.

For further information on these ideas you and your Councillors might like to look at the Wildlife Trusts “Action for Insects” document.

I do hope the Council will be able to support this initiative.

Regards

Ann

Sent from [Mail](#) for Windows 10



YG Youth Genesis

Inspiring young people with a vision for life

Youth Genesis Proposal: Streetbase Seaton

Introduction

The aim of 'Streetbase' is to work with young people who 'hang-out' on the streets and to help make an improvement in their lives of those teenagers involved in anti-social and risk taking behaviour and give them the opportunity, through the appropriate package of work, support and provision of activities, to make a positive difference.

Streetbase workers make contact with young people on the streets by working in close partnership with the Police and other organisations and community groups. The workers provide a range of support that helps young people to explore their own behaviour and its effect on others and the community. By offering information on a range of issues that can affect teenagers, the Streetbase workers enable young people to make informed choices about their lifestyle.

Streetbase teams can be effective in preventing anti-social behaviour and conflict on the streets through diversionary activities. The added benefit is that young people tend not to see the Streetbase teams as a form of authority, so don't feel threatened or challenged in the same way that they might be towards perceived authority.

Streetbase workers carry first aid kits, foil blankets, water, glow sticks and information which can be used in an emergency. When supporting community events, festivals and gatherings, the Streetbase teams are often seen as a valuable resource to compliment other festival staff such as volunteer paramedics, security staff and the police.



Proposed Activities – ‘Streetbase Seaton’

In order to reignite youth services in Seaton and engage young people in generic open-access activities, Youth Genesis proposes a Streetbase Team consisting of two paid Youth Support Workers provide a service on a weekly basis that:

- Engages young people’s ideas and voice within the town
- Connects young people with other youth activities and sports
- Helps to reduce any anti-social behaviour and divert young people away from low-level crime
- Reduce the number of young people at risk of engaging in drugs, alcohol & substance misuse
- Work with young people to co-design long term youth services and activities (e.g. a Youth Drop-In)

The primary focus will be to complement existing youth activities within the town and target any areas identified as being affected by anti-social behaviour with a view to engage hard to reach young people and groups. The Streetbase sessions could be delivered, for example, every Friday evening from 1900-2100 hrs, with a view to extend the offer to an additional night via the recruitment of volunteers through a six week training course for – this course covers topics such as: Basic Youth Work Skills, Working with Teenage Issues, Substance Misuse, Working with Challenging Behaviour and Safeguarding and Good Practice.



As well as general engagement and diversionary activities, the Streetbase Team will offer discussions through pop-up workshops which will include: the dangers of drug and alcohol misuse, emotional resilience, positive relationships, active citizenship, healthy lifestyles, anti-bullying, online safety and support around accessing further training and employment.



Funding Requirements

The total cost of the Streetbase activities in Seaton over twelve months will be £8,027.50. The proposal costs are set out below:

Requested Funding - Streetbase Sessions	12 Months
x1 Session Leaders @ £11.50 per hour for 3 hours per week (over 39 weeks)	1345.5
x1 Session Worker @ £11 per hour for 3 hours per week (over 39 weeks)	1170
2 customised jackets (@£42.12 each)	84.24
2 hoodies (@£19.20 each)	38.4
2 Hi-Vis Vests (@£11.34 each)	22.68
Activity resources i.e. i.e. games, rucksack, first aid kit, mobile phone etc.	350
Marketing (Leaflets)	125
Volunteer Training & Development	1850
Admin support i.e. purchasing, processing orders, preparation and correspondence	209.68
Stationery i.e. printing forms, feedback sheets etc.	120
Total (requested)	5315.5
Funds Matched by Youth Genesis	
Office costs i.e. rent, heating and lighting etc.	300
Volunteer Expenses	350
Marketing	200
Project Development i.e. staff recruitment, induction training and supervision	1782
Payroll	80
TOTAL Matched	2712
PROJECT TOTAL	8027.5

The total funding requirement from Seaton Town Council is **£5,315.50** with matched funding of £2,712.00 being provided by Youth Genesis via other sources that are available to the Trust e.g. Devon Community Foundation, The National Lottery fund and other trust funds.

It is proposed that the Youth Genesis Trust works in partnership with Seaton Town Council to deliver the proposed activities, this partnership would be managed via a Service level Agreement.

Outcomes

The suggested outcomes after one year for a typical Streetbase project will be:

- The numbers of young people engaging in sessions:
 - 70 Reached
 - 35 Regular Contact
- 10 young people supported to engage in volunteering activities within the local community.

As well as the number of contacts involved in the project, we anticipate that local young people will have increased skills and knowledge around:

- Awareness of social and environmental factors
- Improved confidence and self-belief
- Raised realistic positive aspirations
- Increased self-awareness
- Awareness of positive and negative influences
- Learnt coping mechanisms and emotional resilience
- A clear plan for the future
- Awareness of cultural impact
- Understanding relationships
- Improved behaviour management



Monitoring & Evaluation

As part of our reflective practice, we will be collecting information to monitor progress of the sessions and development of the young people as they participate. This will be done by a registration form, session register and session recording sheet which will enable us to evaluate the sessions. As the sessions progress, we will also get comments from young people to see how the sessions are for them.

At each session a register will be used to collect attendance information, along with demographic information. This will be the responsibility of the delivery workers.

Summary

The 'Streetbase Seaton' sessions will provide young people hanging-out on the streets an opportunity to engage in activities that will capture their voice and ideas as well as divert them away from risk taking behaviour. The activities will be delivered on a weekly basis during term time and will provide pop-up workshops that will facilitate young people's growth and development as well as promote healthy lifestyles that engender positive wellbeing. The sessions will be supported by Seaton Town Council and offer a platform to grow further long-term activities for young people living in the town.

Jonathan Oliverio
04/12/2020

21 COU 21 – Report on Youth Genesis Proposal

Introduction & Background

On 30th November 2020, councillors Clerk attended a meeting, via zoom with Jonathan Oliverio from Youth Genesis Trust Ltd to discuss how Youth Genesis may engage with young people within the Seaton community to revive youth services within the town.

A proposal was subsequently received by Youth Genesis Trust Ltd detailing their proposal for their Streetbase sessions and associated costs. A copy of the proposal is attached to this report at **Appendix 1**.

This proposal was considered in the budget setting process and, in January 2021, an amount of £6,500 was approved as part of the budget allocation for 2021/22.

The proposal by Youth Genesis for Streetbase Seaton would cost £5,315.50. This would fund a Session Leader and a Session Worker for 3 hours per week for 39 weeks. Youth Genesis would contribute, an amount of £2,712.00 in kind to the project.

Next Steps

As a result of the latest national lockdown restrictions, implemented at the beginning of 2021, the Council has been unable to progress this proposal. However, due to the gradual easing of restrictions, it can now be revisited.

Jonathan Oliverio has recently confirmed that Youth Genesis are in a position to go ahead with this proposal and for the Council to contact him if additional information or attendance at any meetings is required.

In order to proceed, consideration needs to be given to a start and end date and the preferred evening for the delivery of the sessions. Youth Genesis have suggested a Friday evening and the current aim is for all government restrictions to be lifted on 21st June. A start date of 25th June would potentially maximise the opportunity to engage with GCSE and A-level cohorts who have completed their examinations and are no longer in education. The delivery of 26 sessions between that date and 17th December will ensure that the 6-week summer holiday period and the October half term period are included. The lighter and warmer evenings will possibly increase the likelihood of young people socialising outdoors and will potentially maximise the opportunity for engagement.

The remaining 13 sessions could re-commence after the Christmas period, thereby allowing a period of time to reflect on any monitoring and evaluation information already provided by Youth Genesis and to consider whether a further allocation for youth services is required in the 2022/23 budget.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- Approve the expenditure of £5,315.50 from the approved budget to engage the services of Youth Genesis for the above project.
- Agree a start date of Friday 25th June for the delivery of Streetbase sessions in Seaton, subject to Covid restrictions.
- Approve a temporary suspension of sessions from week beginning 20th December to consider any monitoring and evaluation information that may inform the budget for 2022/23. The remaining 13 sessions to be delivered in 2022 subject to Covid restrictions. Dates to be agreed with Youth Genesis.
- Authorise officers to take such action is necessary to work with Youth Genesis to deliver Streetbase Seaton.

21 COU 22 SEATON TOWN COUNCIL

Schedule of Meetings 2021/22*

PLEASE READ NOTES BELOW AND CHECK EACH AGENDA FOR THE LOCATION OF EACH MEETING AS MAY BE SUBJECT TO CHANGE

Date	Time	Council/Committee	Venue
Wednesday, 28 April	5.45pm	Planning Committee	Zoom
Tuesday, 4 May	5.45pm	Planning Committee	Zoom
Tuesday, 4 May	6.15pm or immediately after Planning	Council - AGM	Zoom
Thursday, 13 May	7pm	Annual Town Meeting	Outside Marshlands – car park
Monday, 21 June	5.45pm	Planning Committee	Marshlands
Monday, 21 June	6.15pm or immediately after Planning	Council	Marshlands
Monday, 5 July	5.45pm	Planning Committee	Marshlands
Monday, 5 July	6.15pm or immediately after Planning	Council	Marshlands
Monday, 19 July	5.45pm	Planning Committee	Marshlands
Monday, 19 July	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands
Monday, 2 August	5.45pm	Planning Committee	Marshlands
Monday, 2 August	6.15pm or immediately after Planning	Council	Marshlands
Monday, 16 August	5.45pm	Planning Committee	Marshlands
Monday, 16 August	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands
Monday, 6 September	5.45pm	Planning Committee	Marshlands
Monday, 6 September	6.15pm or immediately after Planning	Council	Marshlands
Monday, 20 September	5.45pm	Planning Committee	Marshlands
Monday, 20 September	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands

Monday, 4 October	5.45pm	Planning Committee	Marshlands
Monday, 4 October	6.15pm or immediately after Planning	Council	Marshlands
Monday, 18 October	5.45pm	Planning Committee	Marshlands
Monday, 18 October	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands
Monday, 1 November	5.45pm	Planning Committee	Marshlands
Monday, 1 November	6.15pm or immediately after Planning	Council	Marshlands
Monday, 15 November	5.45pm	Planning Committee	Marshlands
Monday, 15 November	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands
Monday, 6 December	5.45pm	Planning Committee	Marshlands
Monday, 6 December	6.15pm or immediately after Planning	Council	Marshlands
Monday, 20 December	5.45pm	Planning Committee	Marshlands
Monday, 20 December	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands
Monday, 3 January	5.45pm	Planning Committee	Marshlands
Monday, 3 January	6.15pm or immediately after Planning	Council	Marshlands
Monday, 24 January	5.45pm	Planning Committee	Marshlands
Monday, 24 January	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands
Monday, 7 February	5.45pm	Planning Committee	Marshlands
Monday, 7 February	6.15pm or immediately after Planning	Council	Marshlands
Monday, 21 February	5.45pm	Planning Committee	Marshlands

Monday, 21 February	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands
Monday, 7 March	5.45pm	Planning Committee	Marshlands
Monday, 7 March	6.15pm or immediately after Planning	Council	Marshlands
Monday, 21 March	5.45pm	Planning Committee	Marshlands
Monday, 21 March	6.15pm or immediately after Planning	Finance & General Purposes Committee	Marshlands

* Meetings scheduled **prior to 7 May** may still legally be held via Zoom. Thereafter, it is likely that meetings will have to revert to face-to-face, subject to the outcome of a pending court action regarding the legitimacy of holding meetings remotely on a permanent basis.

** Due to the limited space available at Marshlands, making social distancing impossible, it is currently proposed that the Annual Town Meeting will be held outside in the car park at Marshlands.

*** Thereafter, depending on the rollout of the Covid road map remaining as currently envisaged, and the outcome of the aforementioned court case, meetings will be held in person. The usual meetings schedule has been amended to reflect this and the next Council meeting deferred until the 21 June, when is hoped that face to face meetings will be more easily arranged due to the removal of restrictions.

Meetings may from time to time be rescheduled and agendas will be published in line with the relevant statutory requirements.

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