

## **NOTICE**

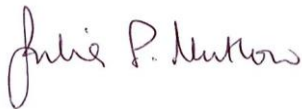
**To: All Members of Seaton Town Council  
Meeting of Seaton Town Council  
on Monday, 6 March 2023 at 6pm**

**1 March 2023**

You are hereby summoned to attend the above meeting to be held on **Monday, 6th March 2023 at 6pm**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

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



**Julia Mutlow  
Town Clerk**

## **AGENDA**

- 23/COU/01 Apologies for absence**  
To receive any apologies for absence and, in light of the 6-month rule, to accept Cllr Wright's standing apologies until such time as he is able to return, or until the elections, whichever is soonest
- 23/COU/02 Declarations of Interest**  
To receive any Members' declarations of interest in respect of items on the agenda
- 23/COU/03 Minutes**  
To agree the minutes of the Council's meeting held on Monday, 6<sup>th</sup> February 2023.
- 23/COU/04 Chairman's Report**  
To note the report.

**23/COU/05 Public Question Time**

To allow any questions or reports from members of the public.

**23/COU/06 Motion by Cllr Hartnell**

**‘Seaton Town Council reconsider application 22/2781/MOUT Baker Estates Ltd Land Adjacent to Harepath Road, Seaton EX12 2WH at the meeting of Council on 6th March. This will allow for more time to consider the response from the Environment Agency along with details from Devon County Highways and any other public responses.’**

*Outline planning application (with details of access to be considered and all other matters reserved) for mixed use development comprising of up to 130 dwellings to the east of Harepath Road and the laying out of a new community football pitch, parking and welfare facilities to the west of Harepath Road, formation of accesses on Harepath Road and Colyton Road, public open space and other associated infrastructure.*

**23/COU07 County Councillor’s Report**

To note the report.

**23/COU/08 District Councillors’ Reports**

To note the reports.

**23/COU/09 Town Clerk’s Report**

To receive an update on the Council’s ongoing work. It is **RECOMMENDED** that Members note the Town Clerk’s Report.

**23/COU/10 Committee meeting minutes**

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

- Planning Committee –14 February 2023
- Finance & General Purposes Committee – 6 February 2023

**23/COU/11 Update on the Tourist Information Centre**

To note the update on the tourist information services

**23/COU/12 Insurance renewal for 2023-24**

To note the revised premium for the Council’s insurance cover for 2023/24 (as part of a 3-year agreement) and delegate authority to the Town Clerk to renew the motor insurance cover for 2023/24 with the provider that represents best value.

- 
- 23/COU/13 Direct debits & regular payments 2023-24**  
To approve direct debits and regular payments 2023-24
- 23/COU/14 Request to install plaque in Cliff Field Gardens**  
To consider a request from Seaton Summer School to install a plaque in Cliff Field Gardens
- 23/COU/15 Update report on events for 2023**  
To note progress on the Seaton Summer Celebration, Coronation, Children & Young Person's Festival and Outdoor Cinema
- 23/COU/16 Schedule of meetings for municipal year 2023-24**  
To note the schedule of meeting dates for municipal year 2023-24 and change of date for the annual town meeting
- 23/COU/17 Approval of Asset Register**  
To review and approve the Council's asset register and disposals
- 23/COU/18 Seaton Project Group**  
To receive an update on the work of Seaton Project Group
- 23/COU/19 Play Park Inspections**  
To receive inspection reports on the Council's play parks

### **Confidential Items**

The Chairman will move that, in accordance with the Council's Standing Order 1(d), press and public will be excluded from the meeting during the discussion of item 20, 21 & 22 on this agenda as there are matters being discussed which may include commercially sensitive information.

- 23/COU/20 Update on Marshlands Centre heating replacement**
- 23/COU/21 Town Hall clock tower repairs**
- 23/COU/22 VAT Report**

**Minutes of the Seaton Town Council ('the Council')  
Meeting  
on Monday, 6 February 2023**

**Present:**

**Chair:** Cllr Singh

**Town**

**Councillors:** K. Beer, P. Burrows, D. Haggerty, M. Hartnell, J. Russell & M. Steven

**Officers:** Town Clerk, Deputy Town Clerk & Facilities & Projects Officer

**Public:** One member of the public was in attendance

**131. Apologies for absence**

Apologies for absence were received from Cllrs. E. Bowman, D. Ledger & C. Wood. Members agreed to accept standing apologies from Cllr. Wright until he was in a position to return to his duties as a councillor, should he wish to do so, whilst recognising that the 4 -yearly election cycle would take place in May in any event (proposed Cllr. Burrows; seconded Cllr. Beer). East Devon District Councillor Rowland (EDDC) also requested that his apologies be noted as he was attending a meeting in Exmouth.

**132. Declarations of Interest**

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

Cllr. Beer declared a personal interest in the application by Seaton Twinning Association for a community grant, as he was treasurer to the organisation

Cllr. Burrows declared a personal interest in the application by Seaton Library for a community grant, as he was a Friend of Seaton Library

**133. Minutes**

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday, 9 January 2023. (proposed Cllr. Beer; seconded Cllr. Singh)

**134. Chairman's Report**

Members noted the Chairman's Report.

**135. Public Question Time**

A member of the public spoke on behalf of Seaton Twinning Association and requested support from the Council for their application for a community grant to assist with the

cost of hosting visitors from Thury Harcourt in France, to celebrate 40 years of friendship between the two towns.

Members **RESOLVED** to suspend standing orders and bring forward item 23/COU/15 (Community Grants), as there was a member of the public present with an interest in this item of business (proposed Cllr. Singh; seconded Cllr. Beer)

### **136. Community Grants**

Members noted that Seaton Summer School had decided not to proceed with an application at this stage. Members considered the remaining applications and **RESOLVED** to approve the following community grants:

- £1,000 – Project Food (proposed Cllr. Hartnell; seconded Cllr. Haggerty)
- £500 - Seaton Twinning Association (proposed Cllr. Burrows; seconded Cllr. Russell)
- £549.99 – Seaton Library (proposed Cllr. Haggerty; seconded Cllr. Beer)

### **137. County Councillor's Report**

Members noted the county councillor's report and Cllr Hartnell confirmed that the works to the A3052 were due to be completed on 7 February.

### **138. District Councillors' Reports**

Members noted the written report by Cllr Rowland. A verbal report was received from Cllr. Hartnell, in which he highlighted:

- Seaton Jurassic Centre - EDDC's ongoing negotiations with Seaton Tramway, regarding heads of terms for the lease of the Jurassic Centre were proving more complicated than first envisaged, due to conditions restricting the use of the centre, imposed by the original funders - the National Lottery and DCC – as conditions for funding. This added complexity to discussions over the new lease.
- Levelling Up Bid – whilst it was disappointing that this had been unsuccessful, there had been significant concerns from the beginning of the process as to whether the bid was able to deliver sufficient economic benefit to meet the criteria for a successful application. However, more information would be available once feedback on the application had been received from the Government. Cllr Hartnell also confirmed that there was an ongoing party wall dispute with the owner of Fosseyway Court, so it was difficult to market the Moridunum, whilst this was ongoing

### **139. Town Clerk's Report**

Members noted the Town Clerk's report.

### **140. Committee meeting minutes**

Members **RESOLVED** to note the minutes of the following committee meetings:

- Planning Committee – 15 December 2022 & 16 January 2023  
(proposed Cllr. Beer; seconded Cllr. Burrows)

#### **140. Update on Tourist Information Centre**

Members noted the update.

#### **141. Investment Proposals**

Members considered the report and, after reviewing the risk of investing in the fund balanced against the Council's duty to maximise assets for the benefit of the public and the likely return from the fund of £730 per month at current rates, **RESOLVED** to:

- invest the sum of £250,000 from the Council's reserves into the CCLA Public Sector Deposit Fund. This amount comprised the general reserves that the Council was required to hold as a matter of prudent financial governance and a specific reserve earmarked towards the future replacement of the town's play parks as and when this was required
- authorise the Town Clerk to take the necessary action to give effect to the agreed deposit, in line with the Council's Investment Policy  
(proposed Cllr. Burrows; seconded Cllr. Hartnell)

#### **142. Members' Code of Conduct**

The Town Clerk advised Members that it had come to her attention that, due to the complexity of the new model code, EDDC had decided to review the code with a view to possibly simplifying it. In light of this, coupled with the imminent local elections Members **RESOLVED** to defer the adoption of a new Code of Conduct for the time being.  
(proposed Cllr. Hartnell; seconded Cllr. Singh)

#### **143. Safeguarding Policy**

Members considered the draft Safeguarding Policy and **RESOLVED** to adopt it.  
(proposed Cllr. Haggerty; seconded Cllr. Burrows)

#### **144. Bus Shelters**

Members considered the review of the town's bus shelters and **RESOLVED** to:

- note the report
- should funding be available via BSIP, to authorize the Town Clerk to:
- work in partnership with officers at Devon County Council and their suppliers to secure the maximum funding available and to arrange the replacement, improvement, installation and standardization of the town's bus shelters; and
- authorize expenditure up to £12,500, should it be required, towards the replacement of the bus stops in the town
- should funding not be available via BSIP, to authorize the Town Clerk to:

- arrange for the replacement of the three bus shelters requiring imminent replacement up to a maximum cost of £12,500, including installation costs (proposed Cllr. Hartnell; seconded Cllr. Haggerty)

#### **145. Play Park Inspections**

Members noted the inspection reports on the Council's play parks

#### **Confidential Items**

The Chairman moved, seconded by Cllr Beer 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 the inclusion of commercially sensitive information

#### **146. Photocopier Contract**

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

- authorize the Town Clerk to enter into a new 3-year hire agreement with existing supplier - Grenke Leasing Ltd/Copycare Office Equipment Ltd - retaining the existing machine at a reduced cost of £14.99 + VAT per month with copy costs at rates of £0.00385/£0.0385 per page, once the existing agreement expires in March 2023.

(proposed Cllr. Burrows; seconded Cllr. Singh)

#### **147. Update on Marshlands Centre**

Members considered a comprehensive update on the progress being made on works to the Marshlands Centre and noted, in particular, that:

- the Facilities & Projects Officer had carried out much of the preparatory works in readiness for the construction works to begin, which would lead to a reduction in the agreed costs of the refurbishment of the first floor
- the refurbishment of the lift would be completed by 8 February, thereby providing access to the first floor of Marshlands for all and ensuring compliance with relevant legislation
- a grant of £9,950 had been successfully bid for and received from Devon County Council, to meet 50% of the costs of the refurbishment of the lift
- an approach had been received from a potential tenant, interested in taking on a lease on part of the Marshlands complex

Members **RESOLVED** to:

- note the update in the report

- authorise the Town Clerk to investigate further the possibility of a lease on the Harbour Road-side of Marshlands and to work with the potential tenant in the preparation of a joint business case and financial model for consideration by the Council in due course
- allow the reconsideration of the resolution of 5 December 2022 approving the option A refurbishment works
- reverse the resolution to proceed with option A made on 5 December 2022 and, instead, implement the option B refurbishment works (ie to include carrying out the structural works to knock two of the first floor rooms into one larger room and associated costs, as detailed in the report dated 5 December 2022 (proposed Cllr. Hartnell; seconded Cllr. Haggerty)

Meeting closed at 7.02pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_



| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |   |
|--|---|
| <b>Date of report</b>                          | <b>6 March 2023</b>   |
| <b>Item of business</b>                        | <b>23 COU 04</b>  |
| <b>Details</b>                                 | <b>Chairman’s Report</b>  |
| <b>Purpose of Report</b>                       | <b>To provide a summary of the Chairman’s engagements in the last month</b> |
| <b>Recommendations</b>                         | It is <b>RECOMMENDED</b> that Members note the report.                      |

### **1. Introduction**

The Chairman engagements since the December meeting of Council are detailed below.

### **2. Summary of engagements**

- 15 February – Seaton Project Group meeting
- 15 February – Seaton Chamber of Commerce meeting

### **RECOMMENDATIONS**

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

## 23/COU/08 – District Councillor Jack Rowland’s Report

### Seaton specific subjects

#### Axe Valley Levelling Up bid

As reported last month the bid was unsuccessful and we were waiting for feedback to assist in the event of a bid being made in the event of a round 3 process being announced. Yesterday, Monday 27th February, I saw the feedback that was received that day that could prove beneficial if a new bid is made.

However, as you know, the Moridunum site was included in the round 2 bid and a decision has now been made to put the site for sale on the open market this spring. In addition the bid involved 2 EDDC owned designated employment sites in Seaton and a report is due to be presented to Cabinet (after the May elections) regarding the options on these which may involve also putting these on the open market.

In the event of that possibility together with marketing the Moridunum site does remove a large part of what was included in the round 2 Levelling Up bid and calls into question what would be included in a round 3 bid for Seaton that would meet the as yet unknown criteria or timescale for a further bid.

However, I still intend to explore what options may be available concerning the rest of the seafront enhancement scheme.

#### Jurassic Centre

As reported previously the Heads of Terms have been issued to the Tramway and detailed discussions continue on a range of subjects. As you know from my previous reports 2 of the original funders of the building costs, Devon County Council and the Heritage Lottery Fund, still want an element of an interpretation and educational for the local area included in any new lease otherwise they can clawback from EDDC a percentage of the original costs. Cllr Hartnell, in his County Councillor role, has obtained a verbal agreement from the relevant County Councillor Portfolio Holder that is subject to a check with their legal officers that hopefully will satisfy DCC on what is being proposed in the centre. Further discussions with the Heritage Lottery Fund are to be arranged. Realistically, even if all the legal aspects of a new lease can now be resolved to satisfy all parties the amount of internal work required to install what the Tramway are proposing, I cannot see this being completed by the original Tramway timescale of this Easter which was suggested when the EDDC Cabinet agreed last September to accept the Tramway proposal to enter into lease negotiations.

#### EDDC Estate inspections in Seaton

On Monday 27th February I accompanied EDDC Officers at their invitation when they carried out external inspection visits on EDDC residential properties in Powell Close, Summersby Close, Harepath Road, Eyewell Green and Elizabeth Road. On the properties themselves action notes were identified concerning blocked overgrown gutters, blocked air bricks (due to actions by residents), fly tipping at garage blocks and maintenance work required on garages. Where there are communal garden sites a number of residents have also fenced off areas and personalised the area in contravention of the tenancy agreement.

#### Seaton Heights site

I have no further news to add to my last report on this subject.

#### Motorhome & Campervan parking in EDDC car parks

As I cannot be a member of a local Task & Finish Group as I'm a Cabinet member then the onus is on another EDDC District Councillor to lead a TAFF to consider further using the Jurassic Centre carpark and involving local consultation in order to make any agreed recommendations to Cabinet.

#### EDDC Coachpark - Underfleet

I continue to speak to the EDDC Carpark Services Manager regarding the proposed solution I suggested and in view of the current situation I have asked the carpark services manager to set up a meeting to invite the coach company, Colyford Grammar School, another EDDC Officer, Marcus and myself as soon as possible.

#### District wide subjects within my Finance Portfolio that also impact Seaton

The EDDC budget and precept for 2023/24 were formally voted on and approved at a Full Council meeting 22 February. This will result in a £5 per annum increase (less than 10p per week) for the average band D ratepayer equivalent to a 3.19% increase. The current frontline services are being maintained by using an amount from the general reserve fund whilst still maintaining that fund within the range required and producing a balanced budget. Bearing in mind the inflationary pressures and the overall reduction in Central Government funding over the last decade whilst still retaining the frontline services this has been a difficult budget to achieve when you consider the dire financial situation many Councils are facing at the moment and in future years.

#### Other subjects

##### Seaton Area Health Matters

Many of you may recall that I was instrumental in setting up this group and chairing for a number of years. My driving motivation was to try and secure the future use of Seaton Hospital following the loss of the inpatient beds.

At one stage we had made good progress in discussions with NHS Property Services and the RDE regarding a business plan for a Health & Well-being Hub at the site that would have fully utilised the space. However, NHS Property Services back tracked on one aspect concerning how NHS hospital sites can be declared surplus and then we experienced the Covid lockdown period.

During that period I worked with a number of people giving support to local residents with shopping, collecting prescriptions etc and that group has now become the Re:Store CIC company. As a result I made a proposal to the Seaton Area Health Matters steering group to discontinue and transfer the funds to Re:Store. That proposal was accepted and I am in the process of closing that bank account and transferring the funds.

*Jack Rowland*

Cllr Jack Rowland  
EDDC Councillor - Seaton Ward  
Portfolio Holder - Finance

| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |  |
|--|--|
| <b>Date of report</b>                          | <b>6 March 2023</b>  |
| <b>Item of business</b>                        | <b>23 COU 09</b>   |
| <b>Details</b>                                 | <b>Town Clerk’s Summary</b>  |
| <b>Purpose of Report</b>                       | <b>To provide a summary of highlights of the ongoing work of Seaton Town Council</b> |
| <b>Recommendations</b>                         | It is <b>RECOMMENDED</b> that Members note the summary and work log.                 |

## 1. Introduction

The Town Clerk maintains a spreadsheet detailing all ongoing projects and the day-to-day work of officers. This document provides a summary of the highlights for Members to note. This is, of course, over and above the general day-to-day operational work being carried out to manage the Council’s assets.

## 2. Summary of matters to note

- **Warm Hub** – the Council’s warm hub has opened each Tuesday since 1 November. Toys, games and art & craft supplies have kindly been donated by local residents and businesses and refreshments provided by Tesco and the Council. 6 volunteers have been recruited to assist with this initiative and all regularly offer their time. Devon Communities Together and Exeter Community Energy have each attended 2 warm hub sessions to offer energy advice, information leaflets and resources. A selection of brand new thermal hats, gloves, bed socks and fleece throws have been donated to the Warm Hub, via Re:store, and distributed to attendees. Attendance has been erratic with some sessions being busier than others. To date a total of 111 people have attended the sessions to date, some return each week however a total of 47 individuals have visited at least one session. The sessions have been well supported by community enablers and Rachel Cox, social prescriber working alongside Seaton’s GPs. It would seem that other reasons for attending are social interaction and general advice on accessing other services. Devon Carers will support the session on 7<sup>th</sup> March as part of their Carer Friendly Communities campaign.

- **Marshlands** – the Facilities Officer has stripped out the first floor insofar as is possible, thereby saving a considerable amount on the original quotation. He has also been liaising with heating contractors regarding the replacement of the defunct heating at Marshlands. See separate report.
- **Finance** – as at the 28 February 2023, the Council's finances are in good order with expenditure standing at 88.7% of the month 11 target of 91.6%. The application to deposit £250,000 in the CCLA Public Sector Deposit Fund has now been completed.
- **Seaton Summer Celebration, Children's Festival, Outdoor Cinema & Coronation 2023** – preparations for all 4 events are well underway with event infrastructure such as WCs and bins now being booked (after 3 quotations sought) and provisional bookings of 4 live music acts. Officers met representatives of a variety of community groups on Friday 27 January to discuss how they might like to be involved in any or all of the events. The meeting was very well attended 19 in attendance representing 14 different groups and a second meeting is scheduled for 3 March. Information regarding the small community grants for Coronation events has been distributed to the groups. Applications totalling £550 have been received from the Gateway Theatre Company.
- **Youth Project** - research by the Facilities & Projects Officer is ongoing as to the types of activities that might be popular with young people in the town and how this might be funded. A report will be brought in due course.
- **Seaton Beach School** – the Seaton Beach School half term sessions were well attended - Jolly Jellyfish and Crazy Crabbing. The beach school programme for the rest of 2023 has now been confirmed with Crazy Crabs delivering 3 sessions per week during the school summer holidays.
- **Town Hall clock restoration** – officers have liaised with 3 separate building contractors and the results are included in a separate report on the agenda
- **Christmas Lights** – Officers are working on how best to deliver the Christmas Lights switch on going forward, now that the 3 year contract with LITE has come to an end and preparing costings which will be brought to Council in due course, including the possibility of updating some existing frames already owned by the Council.
- **Elections** –STC and EDDC local elections will take place on 4 May. Nomination packs will be available from shortly and published on the Council's websites and notice board.
- **Water Safety Awareness Project** – Council officers are awaiting the final artwork proof and are liaising with RNLI and EDDC regarding the installation of the vinyl stickers on all life rings within the Seaton and Axmouth area.



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

---

## **RECOMMENDATIONS**

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

---

**Minutes of Finance & General Purposes Committee Meeting  
Monday, 6 February 2023**

**Present:**

**Chairman:** Cllr. K. Beer

**Councillors:** M. Hartnell, D. Haggerty & A. Singh

**In attendance:** Town Clerk & Deputy Town Clerk

**Public:** None

**Others:** Cllrs. P. Burrows and J. Russell were in attendance, but not members of this committee.

**81. Apologies for absence**

Apologies for absence were received from Cllrs. E. Bowman, D. Ledger, C. Wood and D. Wright.

**82. Declarations of Interest**

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

**83. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 17 October 2022 and 16 January 2023.  
(moved Cllr. Singh, seconded Cllr. Haggerty)

**84. Public Question Time**

None.

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

Members received a schedule of payments, receipts and outstanding invoices as at 31 December 2022 and **RESOLVED** to:

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

(moved Cllr. Haggerty, seconded Cllr. Singh)

**86. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 31 December 2022.  
(moved Cllr. Beer, seconded Cllr. Haggerty)

**87. Petty Cash Reconciliation**

Members **RESOLVED** to approve the petty cash reconciliation to 31 December 2022.  
(moved Cllr. Haggerty, seconded Cllr. Singh)

**88. Budgetary Report – Q3 2022-23**

Members reviewed the Council’s financial position as against budget as at the end of Q3 (31 December 2022) and **RESOLVED** to:

- note the explanations for material variances
- approve the following virements between budget codes:
  - £255 from 190/4505 Gas to 190/4515 Water Rates
  - £1,477 from 140/4230 Civic Expenses to 120/4190 IT Support & Software
  - £2,775 from 190/4502 Marshlands Feasibility Study to 190/4505 Marshlands Refurbishment
- note movements from earmarked reserves
- note and approve expenditure to East Devon District Council of £5,000, as a contribution towards the extension of the beach matting - the balance of £3,105 to be taken from the allocated budget remaining for 2022-23 and £1,895 as a pre-payment from the budget allocated for 2023-24

(moved Cllr. Haggerty, seconded Cllr. Singh)

Meeting closed at 5.56pm

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

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



| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |  |
|--|--|
| <b>Date of report</b>                          | <b>6 March 2023</b>  |
| <b>Item of business</b>                        | <b>23 COU 11</b>   |
| <b>Details</b>                                 | <b>Report on Tourist Information Centre</b>                          |
| <b>Purpose of Report</b>                       | <b>To provide an update on tourist information services</b>          |
| <b>Power/Authority</b>                         | <b>Local Government Act 1972, s144 – power to encourage visitors</b> |
| <b>Recommendations</b>                         | It is <b>RECOMMENDED</b> that Members note the update.               |

## 1. Background

The new Tourist Information Centre opened on the seafront-side of the Marshlands Centre on 11 April 2022. In order to inform future decision making, the Town Clerk considered that it may be helpful to Members to provide regular updates as to the level of enquiries being received.

## 2. Summary of Enquiries

The table below provides a summary of the enquiries received since 11 April 2022:

| Month                 | Visits  |         | Telephone |         | Total STC/TIC Enquiries 2022/23 (2021 figures in brackets) |
|-----------------------|---------|---------|-----------|---------|--|
|                       | STC     | TIC     | STC       | TIC     |  |
|                       | 2022/23 | 2022/23 | 2022/23   | 2022/23 |  |
| <b>April(16 days)</b> | 60      | 141     | 23        | 9       | 233 (no stats)   |
| <b>May</b>            | 77      | 156     | 63        | 11      | 307 (35)   |
| <b>June</b>           | 82      | 427     | 71        | 22      | 602 (65)   |
| <b>July</b>           | 116     | 461     | 80        | 20      | 677 (85)   |
| <b>August</b>         | 97      | 384     | 70        | 21      | 572 (57)   |
| <b>September</b>      | 104     | 219     | 65        | 5       | 398 (no stats)   |
| <b>October</b>        | 69      | 79      | 51        | 2       | 201 (no stats)   |

---

|                 |    |    |    |   |                |
|-----------------|----|----|----|---|----------------|
| <b>November</b> | 66 | 18 | 59 | 3 | 146 (no stats) |
| <b>December</b> | 26 | 3  | 36 | - | 65 (no stats)  |
| <b>January</b>  | 48 | 15 | 51 | 1 | 115 (no stats) |
| <b>February</b> | 52 | 34 | 63 | 3 | 152 (no stats) |

#### 4. RECOMMENDATIONS

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

| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |   |
|--|---|
| <b>Date of report</b>                          | <b>6 March 2022</b>   |
| <b>Item of business</b>                        | <b>23 COU 12</b>  |
| <b>Details</b>                                 | <b>Insurance Renewal 2023/24</b>  |
| <b>Purpose of Report</b>                       | <b>To provide an update on the insurance renewal premium for 2023/24</b>  |
| <b>Recommendations</b>                         | <p>It is <b>RECOMMENDED</b> that Members:</p> <ul style="list-style-type: none"> <li>• note the revised premium for insurance cover for 2023/24</li> <li>• delegate authority to the Town Clerk to renew the motor insurance cover for 2023/24 with the provider that represents best value.</li> </ul> |

## **1. Background**

In April 2021, Members approved a 3-year policy quotation provided by Came and Company and subsequently entered into a long-term agreement with this insurance provider. Came and Company now operate under the name ‘Gallagher’ (a subsidiary of Arthur J Gallagher Insurance Brokers Ltd).

## **2. Insurance Premium 2023/24**

No additional items have been purchased over the course of the last 12 months that need to be added to the policy schedule. The premium therefore for 2023/24 is £3895.77 plus insurance premium tax of £467.50 plus an administration fee of £75.00. The total amount due will be £4438.27. For Members’ information, the premium for 2023/24 was £4055.25 inclusive of IPT and administration fees. The increase in premium will be due to the index linking of sums insured.

Gallagher have also been asked to provide renewal terms for motor insurance cover for 2023/24 and two additional quotations will be sought in order to ensure that this quotation represents value for money. The motor insurance cover is due to expire on 21<sup>st</sup> April 2023.

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

- note the revised premium for insurance cover for 2023/24
- delegate authority to the Town Clerk to renew the motor insurance cover for 2023/24 with the provider that represents best value.

| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |   |
|--|---|
| <b>Date of report</b>                          | <b>6 March 2023</b>   |
| <b>Item of business</b>                        | <b>23 COU 13</b>  |
| <b>Details</b>                                 | <b>Direct debits and regular payments 2023-24</b>   |
| <b>Purpose of Report</b>                       | <b>To approve direct debits and regular payments 2023-24</b>  |
| <b>Power/authority</b>                         | <b>Financial Regulation 5; Local Audit &amp; Accountability Act 2014</b>  |
| <b>Recommendations</b>                         | It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• approve direct debits and regular payments 2023-24</li> </ul> |

### **Introduction**

Each month the Council makes a number of regular payments. These payments are paid by direct debit or via online banking. It is good practise for the Council to review these payments from time to time and confirm their continued appropriateness. This report is intended to discharge this duty.

### **Schedule of Monthly Payments**

| <b>Payee</b> | <b>Details</b>                               | <b>Amount (inc. VAT, where applicable)</b> | <b>Method</b> |
|--------------|--|--|---------------|
| EDDC         | Business rates                               | £1,074                                     | DD            |
| Grenke       | Photocopier lease                            | £17.98                                     | DD            |
| Talk Talk    | Telephone/broadband                          | £67 approx<br>(variable)                   | DD            |
| Copycare     | Photocopies                                  | Variable                                   | DD            |
| Engie        | Gas  | Variable                                   | DD            |
| EDF          | Electricity                                  | Variable                                   | DD            |
| Core IT      | IT support, secure emails and cloud services | £622 approx<br>(variable)                  | BACS          |

---

|                         |                       |           |      |
|-------------------------|-----------------------|-----------|------|
| Scalwell Lane Nurseries | Grounds maintenance   | £1,320.60 | BACS |
| R. Hardy                | Window cleaning       | £95.00    | BACS |
| K. Clark                | Marshlands - cleaning | Variable  | BACS |

## RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve direct debits and regular payments 2023-24

## **23 COU 14 – Request to install a plaque in Cliff Field Gardens by Seaton Summer School**

As we mentioned we are helping organise the Seaton Summer school again this year and wanted to obtain permission from Seaton Town Council to place a plaque in Cliff Field Gardens as a way of acknowledging and celebrating the connection between the two towns. The aim would be to hopefully place a plaque in Weil Der Stadt also.

For over 40 years, students from Weil Der Stadt in Germany have stayed with host families in Seaton as part of improving their English education and strengthening the links between our two towns. After a 2 year break, due to the covid pandemic, we are restarting the connection once again this year with 43 students and 3 teachers visiting Seaton from 16<sup>th</sup> July to 23<sup>rd</sup> July 2023. As part of the trip to Seaton the students attend classes locally with local tutors employed to teach them and we organise trips for them to experience local attractions. This year we are arranging an educational tour of the Wetlands, a trip on the Tramway, a social evening with the host families at the Gateway, a walk along the South West Coastal Path and a gathering in Cliff Field Gardens.

I would be grateful if the idea of a plaque in Cliff Field Gardens could be discussed by the councillors at their upcoming meeting.

Andrew Gwyn Davies  
9 February 2023

| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |  |
|--|--|
| <b>Date of report</b>                          | <b>6 March 2023</b>  |
| <b>Item of business</b>                        | <b>23 COU 15</b>   |
| <b>Details</b>                                 | <b>Update report on planned events for 2023</b>  |
| <b>Purpose of Report</b>                       | <b>To provide an update on progress for the events planned to commemorate the King’s Coronation, Seaton Summer Celebration, Children’s / Young People’s Event and Outdoor Cinema.</b>  |
| <b>Power/authority</b>                         | <b>Local Government Act 1972, s145 – power to provide entertainment</b>  |
| <b>Recommendations</b>                         | <p>It is <b>RECOMMENDED</b> that Members:</p> <ul style="list-style-type: none"> <li>• note the updated report</li> <li>• delegate authority to the Town Clerk to take such action as is necessary to secure wildflower seeds as a memento for children resident in Seaton to commemorate the King’s Coronation subject to the final cost not exceeding £1600.00de</li> <li>• approve a community grant of £550 to the Gateway Theatre Company for the delivery of two screenings over the weekend of the Coronation and delegate to the Town Clerk the authority to approve any further Coronation grant applications received (up to £250 per application), subject to any application fulfilling the grant criteria and budget being available</li> <li>• resolve that it is not best use of public funds to offer a shuttlebus service for the Seaton Summer Celebration event.</li> <li>• approve the use of Underfleet play park as the venue for the children’s / young people’s event</li> <li>• approve the infrastructure and entertainment costs obtained for the children’s / young people’s event, as detailed in this report and delegate</li> </ul> |



|  |   |
|--|---|
|  | <p>authority to the Town Clerk to take such action as necessary to secure the bookings from third party suppliers</p> <ul style="list-style-type: none"> <li>• delegate authority to the Town Clerk to take such action as necessary to invite local businesses to provide sponsorship for the children’s / young people’s event</li> </ul> |
|--|---|

## 1. Introduction

At a meeting of the Council held in November 2022, Members resolved to approve the principle of delivering the following events:

- Seaton Summer Celebration – Saturday 4<sup>th</sup> June 2023
- Seaton Children’s/Youth Festival – Friday 25<sup>th</sup> August 2023
- Coronation Event/Activities – weekend of 6<sup>th</sup> and 7<sup>th</sup> May 2023
- Seaton Outdoor Cinema – Saturday 26<sup>th</sup> August 2023

These are subject to further research confirming the ability to deliver all within approved budgets. In addition, Members agreed to delegate to the Town Clerk the authority to take such action and allocate such expenditure, within approved budgets, in order to deliver the events and to make such adjustments as might become necessary.

## 2. Progress Update

Planning for these events is now well underway and a summary of progress to date is as follows:

### King Charles III Coronation Event

**Venue:** Windsor Gardens and the Gateway Theatre Company

**Entertainment:** The Gateway Theatre Company have agreed to live screen the Coronation event on the morning of Saturday 6<sup>th</sup> May. This will be offered free of charge however, for health and safety reasons, it is anticipated that there will be a requirement to reserve a space in advance. Similarly, the Gateway has also offered to live screen the concert from Windsor Castle which will be televised on Sunday, 7<sup>th</sup> May, (times to be confirmed). In line with the approved proposal to offer a small community grant scheme to local community groups wishing to deliver activities to commemorate the occasion, the Gateway have submitted 2 application forms for the amounts of £300 and £250 to cover the costs associated with the screenings of the coronation event and concert respectively.

Windsor Gardens has been reserved for use by community groups who wish to deliver activities in combination with the Gateway's screening events. EDDC have confirmed that its use will be free of charge if it is in relation to community events to celebrate the King's Coronation.

**Community Groups:** The Town Clerk and Deputy Clerk attended a meeting with local community groups on 27<sup>th</sup> January to outline the Council's vision for its forthcoming events this year. The meeting was well attended, with 14 groups being represented. Groups were asked to consider their capacity to participate in any or all of the events and to bring ideas to a second meeting scheduled to take place on 3<sup>rd</sup> March at 1pm. It is hoped that activities to commemorate the coronation will be agreed at this meeting and a further verbal update can be provided to Members at the full council meeting on 6<sup>th</sup> March. The official theme for Sunday 7<sup>th</sup> May is the 'Big Lunch' and it is hoped that community groups will be willing to support a picnic style event in Windsor Gardens on this day.

The official theme for the bank holiday Monday 8<sup>th</sup> May is the 'Big Help Out' and Cllr Burrows has offered to organise a beach clean in conjunction with Surfers against Sewage and the Council.

**Budget:** A budget of £5000.00 has been allocated to deliver activities to commemorate this occasion of which it is anticipated that £1600.00 will be used to fund mementoes to be issued to all primary school aged children resident in Seaton. Officers are currently researching the possibility of offering a packet of wildflower seeds, the design of the packet to include the official coronation logo surrounded by the wording "*a gift of wildflower seeds for you to plant from Seaton Town Council*". This would be in keeping with King Charles' passion for conservation and Members are therefore asked to give consideration to this being offered as a commemorative memento to all Seaton resident children subject to the cost not exceeding the budget allocated.

### **Seaton Summer Celebration Saturday 3<sup>rd</sup> June 3pm – 9pm:**

**Venue:** Cliff Field Gardens is the agreed event site.

**Infrastructure:** Officers have secured the provision of portaloos from Event Hire Solutions Ltd, waste bins and recycling units from Coastal UK and first aid cover from Rapid Emergency Medical Services. Quotations for stage barriers and event insurance are yet to be sought as the Council's existing insurance provider declined to quote for the latter prior to the renewal period for 2023/24 insurance cover.

A quotation for the provision of a free shuttlebus service to assist with accessing the gardens at the start of the event and leaving at the end of the event has been obtained and at £1,040.00 is considerably higher than the cost for last year's service which was

£610.00. A comprehensive review of last year's event highlighted that the shuttlebus service offered was not used as anticipated, therefore Members are asked to consider whether the same service should be offered for this year's event.

**Entertainment:** Due to its popularity last year, a booking has been made for a circus skills workshop. 3 live music acts have been booked and officers are awaiting confirmation of a fourth act. Provision of a small stage, PA system and lighting has also been secured.

**Community Groups:** As confirmed above, the Town Clerk and Deputy Clerk attended a meeting with local community groups on 27<sup>th</sup> January and is due to meet with again on 3<sup>rd</sup> March at which the following will be discussed and agreed:

- which community groups are able to participate in this event and their proposed activity
- site plan
- risk assessments and public liability insurance

Seaton Majorettes have already agreed to offer a Majorettes display and to deliver a tombola stall.

All activities will be offered free of charge, the public will be asked to make a donation, should they so wish. All donations will be retained by the community group offering that activity. Officers are currently investigating whether fundraising licences will be required or whether permission from the Council will suffice.

**Budget:** A budget of £10,000 has been allocated in order to deliver this event. In light of last year's successful application, it is officers' intention to apply once again to the National Lottery Community Fund for funding to assist with the costs of infrastructure and entertainment for this event. However, Members are requested to note that a successful bid is not guaranteed.

**Publicity:** The Deputy Clerk will approach the designer of last year's poster for a quotation to assist with the design of this year's publicity material. Officers will also make use of various social media platforms to promulgate event information.

**Health and Safety:** A comprehensive site plan will be drafted once all community groups have confirmed their participation. Risk assessments completed for last year's event will be reviewed and amended as appropriate, details of which will be presented to Members in May for approval.

**Volunteer Stewards:** Officers who have kindly offered to work on the Saturday will take time off in lieu. However, volunteer stewards will also be required to ensure the smooth

running of the event. The Deputy Clerk will contact those who assisted with last year's event and will advertise for volunteers via social media.

### **Children's / Young People's Event Friday 25<sup>th</sup> August 10am – 4pm:**

**Venue:** Permission has been sought from EDDC for the use of Underfleet play park as a possible venue. Elizabeth Road play park was suggested as a possible site however officers have deemed this to be too difficult for third parties to access to set up activities. The advantages and disadvantages of Cliff Field Gardens and Underfleet play park have been explored and, whilst there was the potential to save on duplicate infrastructure costs such as portable toilets, bins and insurance cover, by combining both the Seaton Children's Festival the day before Seaton Outdoor Cinema in Cliff Field Gardens, Members are asked to give consideration to the use of Underfleet play park as the confirmed event site due its increased accessibility.

**Infrastructure:** 3 quotations have been received with the following representing best value:

- Portaloo hire: 1 disabled unit and 3 single units at **£340.00**
- Waste bins/ recycling unit hire: 5 general waste and 5 DMR at **£636.25**
- First Aid provision: paramedic, first aider, emergency vehicle at **£323.40**

**Entertainment:** Quotations have been obtained as follows for the provision of children's entertainment:

- Circus Skills – 4 hour workshop at **£300.00**
- Beach School workshop – morning only at **£255.00**
- Creative Cabin – arts and crafts all day at **£250.00**
- Magic workshop, walkabout balloon modelling, gameshow **£495.00**

In addition to the above, quotations have also been sought for the provision of a science workshop and for smoothie bike hire.

**Community Groups:** The Town Clerk and Deputy Clerk attended a meeting with local community groups on 27<sup>th</sup> January and are due to meet with them again on 3<sup>rd</sup> March at which the following will be discussed and agreed:

- which community groups are able to participate in the event and their proposed activity
- site plan

- risk assessments and public liability insurance

Community groups have been asked to consider delivering the following activities:

- Facepainting / glitter tattoos
- Storytelling
- Arts and Crafts – jewellery making, badge making
- Bug hunt / Scavenger hunt
- A sports activity
- Table top games
- Information stands

**Budget:** In addition to the infrastructure and entertainment costs reported above, budget for delivery of the remaining aspects of the event has been allocated as follows:

- |                                       |         |
|---------------------------------------|---------|
| • Event insurance:                    | £500.00 |
| • Publicity design and printing:      | £625.00 |
| • Temporary Events Notice:            | £ 25.00 |
| • Community group activity resources: | £300.00 |
| • Additional entertainment:           | £600.00 |

This brings the total estimated costs to date to £4649.65 against an allocated budget of £6,100.00.

**Publicity:** Members are asked to give consideration to the idea of local business sponsorship for this event to offset some of the delivery costs. Businesses will be invited to contribute £48 (inc. VAT) as a sponsorship fee and in return, will be added to promotional material and invited to have a stand at the event. This has the potential to support those local businesses that specialise in children's toys and activities.

**Health and Safety:** A comprehensive site plan will be drafted once all community groups have confirmed their participation. Risk assessments will also be completed and will be presented to Members in May for approval.

**Volunteer Stewards:** This is a normal working day for 4 of the 5 officers and any additional hours worked will be taken in lieu. However, volunteer stewards will be required to ensure the smooth running of the event. The Deputy Clerk will contact those who assisted with last year's Seaton Summer Celebration event and will advertise for volunteers via social media.

### **Outdoor Cinema Saturday 26<sup>th</sup> August 9pm – 11pm**

**Venue:** Cliff Field Gardens

**Entertainment:** a screening of '*Jurassic Park*' to mark the 30<sup>th</sup> anniversary of the film. This will be promoted as a family event, perfect for the Jurassic Coast, with the potential to work with the Gateway to combine with a screening of a newer Jurassic Park film leading up to the weekend or the Lego Jurassic Park movie as a matinee on the same day as the event. Permission for the screening of this film is still to be confirmed.

Officers are working closely with Andrew Gwyn-Davies to explore ideas to encourage ticket sales such as a Jurassic Park themed quiz to take place 1 week prior to the screening of the outdoor cinema, the use of other venues within the town to act as additional ticket outlets thereby enabling members of the public to purchase tickets, on a cash-only basis, outside of the Tourist Information Centre's opening hours and increased promotion of the event via generic Seaton Outdoor Cinema banners which could be used in subsequent years, with the simple addition of the film's details. These ideas are not exhaustive and a further update will be brought to Members in due course.

**Infrastructure:** Once relevant screening consents have been obtained, quotations will be sought for the provision of portaloos and waste bin hire. A budget of £2,000 has been allocated to deliver this event.

**Volunteer Stewards:** As in previous years, the coordination of the event will be led by Andrew Gwyn Davies with the support and assistance of officers, in advance of the event, and volunteer stewards at the event.

## RECOMMENDATION

It is **RECOMMENDED** that Members:

- note the updated report
- delegate authority to the Town Clerk to take such action as is necessary to secure wildflower seeds as a memento for children resident in Seaton to commemorate the King's Coronation subject to the final cost not exceeding £1600.00
- approve a community grant of £550 to the Gateway Theatre Company for the delivery of two screenings over the weekend of the Coronation and delegate to the Town Clerk the authority to approve any further Coronation grant applications received (up to £250 per application), subject to any application fulfilling the grant criteria and budget being available
- resolve that it is not best use of public funds to offer a shuttlebus service for the Seaton Summer Celebration event.
- approve the use of Underfleet play park as the venue for the children's / young people's event

- approve the infrastructure and entertainment costs obtained for the children's / young people's event, as detailed in this report and delegate authority to the Town Clerk to take such action as necessary to secure the bookings from third party suppliers
- delegate authority to the Town Clerk to take such action as necessary to invite local businesses to provide sponsorship for the children's / young people's event.

## 22 COU 16 - SEATON TOWN COUNCIL

### Schedule of Meetings 2023/24\*

| Date                                  | Time                                 | Council/Committee                    |
|---------------------------------------|--------------------------------------|--------------------------------------|
| Thursday, 23 March                    | 6pm                                  | Annual Town Meeting 2023             |
| Monday, 11 April                      | 5.45pm                               | Finance & General Purposes Committee |
| Monday, 15 May                        | 5.45pm                               | Planning Committee                   |
| Monday, 15 May                        | 6pm or immediately after Planning    | Council - AGM                        |
| Monday, 5 June                        | 5.45pm                               | Planning Committee                   |
| Monday, 5 June                        | 6pm or immediately after Planning    | Council                              |
| Monday, 19 June                       | 5.45pm                               | Planning Committee                   |
| Monday, 3 July                        | 5.45pm                               | Planning Committee                   |
| Monday, 3 July                        | 6pm or immediately after Planning    | Council                              |
| Monday, 17 July                       | 5.45pm                               | Planning Committee                   |
| Monday, 17 July                       | 6pm or immediately after Planning    | Finance & General Purposes Committee |
| NO MEETINGS IN AUGUST                 |                                      |                                      |
| Monday, 4 September                   | 5.45pm                               | Planning Committee                   |
| Monday, 4 September                   | 6pm or immediately after Planning    | Council                              |
| Monday, 18 September                  | 5.45pm                               | Planning Committee                   |
| Monday, 2 October                     | 5.45pm                               | Planning Committee                   |
| Monday, 2 October                     | 6pm or immediately after Planning    | Council                              |
| Monday, 16 October                    | 5.45pm                               | Planning Committee                   |
| Monday, 16 October                    | 6pm or immediately after Planning    | Finance & General Purposes Committee |
| Monday, 6 November                    | 5.45pm                               | Planning Committee                   |
| Monday, 6 November                    | 6.15pm or immediately after Planning | Council                              |
| Monday, 20 November                   | 5.45pm                               | Planning Committee                   |
| Monday, 20 November                   | 6pm or immediately after Planning    | Finance & General Purposes Committee |
| Monday, 4 December                    | 5.45pm                               | Planning Committee                   |
| Monday, 4 December                    | 6pm or immediately after Planning    | Council                              |
| Monday, 18 December                   | 5.45pm                               | Planning Committee                   |
| NO MEETING OF FULL COUNCIL IN JANUARY |                                      |                                      |
| Monday, 8 January                     | 5.45pm                               | Planning Committee                   |
| Monday, 8 January                     | 6pm or immediately after Planning    | Finance & General Purposes Committee |
| Monday, 22 January                    | 5.45pm                               | Planning Committee                   |
| Monday, 5 February                    | 5.45pm                               | Planning Committee                   |



|                     |                                      |   |
|---------------------|--------------------------------------|---|
| Monday, 5 February  | 6pm or immediately after<br>Planning | Council                                 |
| Monday, 19 February | 5.45pm                               | Planning Committee                      |
| Monday, 4 March     | 5.45pm                               | Planning Committee                      |
| Monday, 4 March     | 6pm or immediately after<br>Planning | Council                                 |
| Monday, 18 March    | 5.45pm                               | Planning Committee                      |
| Monday, 8 April     | 5.45pm                               | Planning Committee                      |
| Monday, 8 April     | 6pm or immediately after<br>Planning | Council                                 |
| Monday, 22 April    | 5.45pm                               | Planning Committee                      |
| Monday, 22 April    | 6pm or immediately after<br>Planning | Finance & General<br>Purposes Committee |
| Thursday, 18 April  | 6pm                                  | Annual Town Meeting<br>2024             |

\* All meetings will be scheduled to begin at 5.45pm and held at the Marshlands Centre, unless the summons for the meeting states otherwise. Other meetings may from time to time be scheduled and agendas will be published in line with the relevant statutory requirements.

| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |   |
|--|---|
| <b>Date of report</b>                          | <b>6 March 2023</b>   |
| <b>Item of business</b>                        | <b>23 COU 17</b>  |
| <b>Details</b>                                 | <b>Report on Seaton Town Council’s Asset Register</b>   |
| <b>Purpose of Report</b>                       | <b>To review and approve asset register as of 28 February 2023</b>  |
| <b>Power/authority</b>                         | <b>Local Government Act 1972; Financial Regulation 14</b>   |
| <b>Recommendations</b>                         | It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• approve the asset register</li> <li>• approve the disposal of the items listed</li> </ul> |

## 1. Introduction & Background

An annual review of the Council’s asset register is a requirement of the Council’s Financial Regulations (Reg. 14.6). A comprehensive review of the existing asset register was completed during the financial year 2020- 2021, in consultation with East Devon District Council (EDDC). Data was taken from an asset register dated 2015, although this was incomplete in places. Historical invoices were scrutinised to ascertain original purchase values for some assets. For many items, evidence of original purchase cost is unavailable and a like for like replacement value has been attached to allow the Council to consider a rolling maintenance schedule and to consider the allocation of a realistic maintenance budget on an annual basis. The asset register (appendix 1) has been updated throughout the financial year and was last reviewed by the Council in April 2022. The additions and disposals during 2023-24 are highlighted in yellow.

## 2. Asset Register

The first sheet of the spreadsheet file lists all assets belonging to the Council. The assets are divided into categories as follows:

- Land & Buildings
- Vehicles
- Marshlands equipment
- Play equipment

- Other
- Maintenance equipment
- Town fixtures

## **2. Planters**

This sheet lists all the planters and window boxes within the town, that are currently maintained by the Town Maintenance Officer. Replacement values, based on internet research and discussions with the Maintenance Officer, have been attached, as no records are available to evidence the original purchase costs. The asset register dated 2015 listed an item “Street Furniture” with a value of £24,000. However, it is not known what exactly this covered. Members will need to consider whether the replacement values allocated are realistic and sufficient for insurance purposes.

## **3. Town Fixtures**

This sheet lists all other town fixtures/street furniture that are owned by the Council and was generated in consultation with officers at EDDC. Purchase costs for some items have been identified, but for those items that have been donated, or for which an original purchase price cannot be identified, a replacement value has been allocated.

## **4. Benches**

This sheet lists all the benches that are the Council’s responsibility to maintain. There are 3 items that are highlighted in yellow which are assumed to belong to Devon County Council, this is yet to be determined. Values allocated are replacement values based on the cost of similar items. Council members will need to consider whether the replacement values allocated are sufficient.

## **5. EDDC Owned**

To avoid future confusion, a sheet listing all assets confirmed as belonging to EDDC is also included in the spreadsheet file.

## **6. Disposed Items**

This sheet lists all items deemed to be beyond economic repair that require disposal. Any future items that require replacement or are deemed no longer fit for purpose, will be transferred to this sheet to maintain a clear audit trail of the Council’s assets.

## **RECOMMENDATIONS**

It is **RECOMMENDED** that Members:

- Approve the asset register



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

- 
- Approve the disposal of the items listed

| <b>SEATON TOWN COUNCIL<br/>(‘the Council’)</b> |  |
|--|--|
| <b>Date of report</b>                          | <b>6 March 2023</b>  |
| <b>Item of business</b>                        | <b>23 COU 18</b>   |
| <b>Details</b>                                 | <b>Report on Seaton Project Group</b>  |
| <b>Purpose of Report</b>                       | <b>To update Members on the work of the Seaton Project Group, led by Devon County Council</b>              |
| <b>Power/authority</b>                         |  |
| <b>Recommendations</b>                         | It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• note the update</li> </ul> |

## 1. Background

In 2022, Devon County Council (‘DCC’) commissioned a consultancy firm to work with 8 towns in Devon to develop regeneration strategies. As part of this work, a project board was established in each town comprising town, district and county councillors and officers and representatives of local businesses and charities. Seaton Project Group (‘the Group’) was administered by officers from East Devon District Council (‘EDDC’). The Group met several times and developed a Seaton Regeneration Strategy (‘the Strategy’) which identified 21 projects under the following themes:

- Economy and Employment - Strategic economic projects = 3
- Economy and Employment - Locally significant projects = 8
- Seafront and Town Centre public realm - Strategic economic projects = 3
- Seafront and Town Centre public realm - Locally significant projects = 2
- Transport and Accessibility - Strategic economic projects = 3
- Transport and Accessibility - Locally significant projects = 2

An extract from the Strategy is attached as appendix 1. Essentially, the aim of the work was to identify projects, that could be taken forward by different stakeholders in the town, for example, the newly formed Chamber of Commerce. The Group has no statutory or legal basis.

Not every project could be delivered due to a lack of available resources and funding, and for other factors beyond the Group’s control. However, by developing the Strategy,

it is intended that the town is in a better place when bidding for any future funding as many funders, particularly central Government, like to see that the bidder is engaged in the town with local stakeholders such as the town council and local businesses and organisations. By having the Group in place, along with the completed strategy document, it is hoped that this will form a basis for future funding bids.

## **2. The Seaton Regeneration Strategy**

The Strategy identifies a lead stakeholder for each project. In light of the number of projects identified, the Group will need to prioritise which ones to focus on first. Where DCC or EDDC are not the lead stakeholder, support will be offered by those authorities in terms of signposting and liaising with relevant services within their organisations to ensure that the lead stakeholder is supported and offered guidance as appropriate on how a project might be progressed.

## **3. The Seaton Project Group**

It is intended that the Group will meet on a quarterly basis moving forward where the agenda will focus on progress on the priority projects and the lead stakeholder can report on their respective projects. In between these meetings, there may be small project sub-groups established to meet more regularly to progress a project.

## **4. 'Quick Win' Project**

Currently, Seaton Town Council is progressing the Marshlands Quick Win project. EDDC is reviewing the approach for the employment sites at Harepath Road and Colyford Road (no 6.3). EDDC is also working with Hardisty Jones on the Business Case for the E-bike project. (no. 8.2). The Town Council may have their views on other priority projects they want to pursue, where the Town Council is the lead stakeholder, for example. These can be reviewed as part of the exercise of reviewing the Council's 5-year Town Plan in due course.

## **5. Future Meetings**

The Town Council has been asked whether it might wish to resource the administration of future meetings of the Group. EDDC will set up the meetings for the next 12 months, but may not be resourced to provide meetings notes every time.

It is **RECOMMENDED** that Members:

- note the update



## 6. Economy and Employment

Create a high quality of employment with a thriving and diverse local economy with training and education options, including for young people.

### Strategic economic projects

| Project Description  | Lead stakeholder                                | Contributes to Net Zero ambitions | Potential benefits  | Potential sources of funding | Approximate timescale <sup>1</sup> |
|--|---|-----------------------------------|---|------------------------------|------------------------------------|
| 6.1 Identify skills gaps in local area and support young people through training in these areas. Initial suggestions have been made for hospitality, care, or tech training for the elderly. Need to identify the level of local demand for this.            | Seaton Chamber of Commerce. EDDC                | Reduced need to travel for work   | Businesses can hire the right skills locally<br>Residents can access local work opportunities                 | DCC                          | Short term                         |
| 6.2 Sustainable use of Seaton Jurassic Visitor Centre Building. The Council has now concluded the marketing of the site and Seaton Tramway has been selected as the preferred operator. Negotiations are now taking place regarding the lease of the centre. | EDDC, but preferred operator now Seaton Tramway | Reduces need for new sites        | Use of vacant strategic building for tourism purposes, drawing in more visitors and increased spend in Seaton | -                            | Short term                         |
| 6.3 Delivery of business premises and employment land,   | EDDC Local Plan process.                        | Reduced need to travel for work   | Supports small business   | Potential for DCC            | Medium term                        |

<sup>1</sup> Short term projects generally have funding secured and/or can be delivered within one year. Medium term projects have potential funding sources identified (but not yet secured) and may take between one and three years to deliver. Long term projects have no funding source identified and could take three years or more to deliver.





| Project Description  | Lead stakeholder  | Contributes to Net Zero ambitions | Potential benefits  | Potential sources of funding                             | Approximate timescale <sup>1</sup> |
|--|---|-----------------------------------|---|--|------------------------------------|
| <p>particularly smaller light industrial units and grow-on space which are in high demand in the area.</p> <p>After the removal of a restrictive covenant on the Marshlands Centre, STC is open to part of the Centre being used to accommodate employment. There is potential to redevelop the currently unused top floor into office space which will be occupied on a permanent basis by a number a small businesses.</p> <p>There is also potential to develop a space to deliver vocational skills training to local residents.</p> | <p>Delivery of sites and premises at Colyford Road and Harepath Road (EDDC owned sites) through LUF bid (if successful).<br/>STC will need to take the lead on conversion of Marshlands and future operation.</p> |                                   | <p>establishment and growth.<br/>Creates diverse employment opportunities</p> | <p>Quick Win funding if an economic case can be made</p> |                                    |

## Locally significant projects

|     | Project Description  | Lead stakeholder   | Contributes to Net Zero ambitions   | Potential benefits  | Potential sources of funding   | Approximate of timescale |
|-----|--|--|-------------------------------------|---|--|--------------------------|
| 6.4 | <p>A tourism Forum for Seaton, Sidmouth, Budleigh Salterton, Ottery St Mary and Honiton is currently being developed by Sidmouth Town Council and Seaton Town Council, as part of the IRF funded Coast to Coast Project.</p> <p>This is intended to improve online reach and recognition of the partner towns, provide a platform through which local tourism and hospitality businesses can market and sell their services, and nurture and grow responsible tourism in the five towns and across East Devon.</p> <p>East Devon District Council has prepared a Tourism Strategy for the District, aiming to promote year-round tourism activity which supports growth and net zero objectives.</p> | <p>STC pushing forward on this, in partnership with the three other towns.</p> <p>EDDC delivering tourism strategy</p> | -                                   | <p>Increased tourism in East Devon.<br/>Improved promotion and increased awareness of Seaton.</p>       | <p>Innovation Resilience Funding</p> <p>East Devon strategy lists UKSPF, innovation funds, Arts Council England funds, and the County Deal</p> | Already underway         |
| 6.5 | <p>Identify a suitable site for a year-round indoor market to support economic activity outside of peak summer months, for example, for independent market stalls, food, and boutique shops. Potential to combine local events with Axminster i.e. rotate market stalls between towns. Project needs more consideration and detail in terms of what the market should offer, how often it should operate, can we learn from previous attempts etc.</p>   | <p>Chamber of Commerce – business led.<br/>EDDC could enable through licencing arrangements where required</p>         | Reduced need to travel for shopping | <p>Supports local micro businesses<br/>More year-round jobs<br/>Contributes to town centre vitality</p> | Potential for DCC Quick Win funding if an economic case can be made  | Short term               |



| Project Description |   | Lead stakeholder   | Contributes to Net Zero ambitions | Potential benefits  | Potential sources of funding                                       | Approximate timescale |
|---------------------|---|--|-----------------------------------|---|--|-----------------------|
| 6.6                 | Support small businesses to offer apprenticeships by raising awareness of providers, particularly of those offering digital training.   | Identify lead stakeholder – potential for Seaton and Axminster Chambers of Commerce to work together (when Seaton Chamber up to speed) | Reduced need to travel for work   | Training opportunities for young people<br>More skilled labour for local businesses       | DCC can support skills/training initiatives if demand can be shown | Short term            |
| 6.7                 | Create a hub for business administration support. Potential to work in cooperation with the Business Information Point enterprise agency. Offer workshops in Seaton for local businesses, bringing together resources currently available into one place and publicise to businesses. Potential for business support to be offered to Axminster and Seaton jointly. | Seaton Chamber of Commerce with potential cooperation from Business Information Point if possible                                      | -                                 | Many small/young businesses in East Devon which could benefit from administrative support | -  | Short term            |
| 6.8                 | Provision of flexible workshop space in a vacant unit. Need to understand local requirement and desire for this. More market research required  | Need to identify a lead stakeholder  | Reduced need to travel for work   | Supports small local businesses.<br>Use of vacant unit                                    | -  | Short term            |
| 6.9                 | Formation of a Business Improvement District (BID). Need to understand local demand for this. Crowdfunding may be preferable to increased business rates.   | Seaton Chamber of Commerce to consider, once established   | -                                 | Better quality environment could bring vitality and footfall to the town,                 | -  | Short term            |

| Project Description |  | Lead stakeholder  | Contributes to Net Zero ambitions               | Potential benefits  | Potential sources of funding  | Approximate timescale |
|---------------------|--|---|---|---|---|-----------------------|
|                     |  |   |   | leading to more employment in the town  |   |                       |
| 6.10                | Potential for development of the Gateway Theatre. Proposal includes provision of studio workplaces for education, recording studios, and technical studios. The development of the theatre would require relocating the Museum to a different location (suggestion for the Marshlands Centre). | Seaton Gateway Theatre<br>A 30 year lease has been granted to the theatre, to enable it to bid for funds.<br>EDDC's Cultural Strategy provides a context for this | Reduced need to travel for cultural activities. | Provision of cultural and leisure facilities.<br>Provision of activities for young people.<br>Supports local jobs | EDDC to provide bid writing support, subject to securing UKSPF funding.<br><br>DCC to provide support to identify funding | Medium to long term   |
| 6.11                | New Business and Intellectual Property Centre (BIPC) hub at Seaton Library. This will support local business owners and entrepreneurs to start or grow their small business and boost the local economy.   | Libraries Unlimited   | -   | Supports small local businesses   | BIPC and Libraries Unlimited  | Short term            |



## 7. Seafront and Town Centre Public Realm

Improve the quality of seafront and town centre public realm

### Strategic economic projects

| Project Description  | Lead stakeholder   | Contributes to Net Zero ambitions | Potential benefits  | Potential sources of funding  | Approximate timescale |
|--|--|-----------------------------------|---|---|-----------------------|
| 7.1<br>Reapply for planning consent for seafront enhancement. Contingent on the outcome of the LUF bid.  | EDDC leading on LUF bid. EDDC considering preparatory works for this project   | -                                 | Increased attractiveness draws in more visitors, spend, and investment. Ultimately increases economic vitality and employment | LUF bid   | Short term            |
| 7.2<br>Deliver seafront enhancements (either via LUF or alternative route). Proposals include:<br><ul style="list-style-type: none"> <li>Development of Moridunum site including public realm improvements above.</li> <li>Pedestrianisation of Esplanade to offer an accessible safe space for leisure and events.</li> </ul> | EDDC leading on LUF bid<br>If unsuccessful then consider alternatives, building on preparatory work that may be undertaken.<br>Potential to start with Moridunum | -                                 | Increased attractiveness draws in more visitors, spend, and investment. Ultimately increases economic vitality and employment | Alternatives to be considered after LUF bid decision.<br>Potential for community led project, with support from Town Council and community led fundraiser | Short to medium term  |

| Project Description  | Lead stakeholder  | Contributes to Net Zero ambitions                     | Potential benefits   | Potential sources of funding  | Approximate timescale |
|--|---|---|--|---|-----------------------|
| <ul style="list-style-type: none"> <li>Improve accessibility at the seafront by dropping kerbs and moving bus stops.</li> <li>Resize the roundabout at Fisherman's Gap to create a larger town square to improve connectivity and public realm.</li> </ul>   |   |   |  |   |                       |
| 7.3 Shop front improvement scheme to improve public realm in the town centre. In the longer term there is an aim to constantly refresh/upkeep shop fronts to maintain their attractiveness. Need to identify a suitable local property to begin this scheme. | Need to identify a lead stakeholder. Possibly Seaton Chamber of Commerce once up to speed | Improved town centre reduced need to travel elsewhere | Improved shopfronts should bring vitality and footfall to the town, leading to more employment in the town | Potential for DCC Quick Win funding if an economic case can be made | Short term            |

## Locally significant projects

| Project Description   | Lead stakeholder                    | Contributes to Net Zero ambitions | Potential benefits  | Potential sources of funding | Approximate timescale |
|---|-------------------------------------|-----------------------------------|---|------------------------------|-----------------------|
| 7.4 Short term Seafront enhancements, such as Festoon lighting along the Esplanade and Flagpoles.   | Need to identify a lead stakeholder | -                                 | Improved public realm increases tourism   | -                            | Short term            |
| 7.5 Improved leisure and culture offer for young people in Seaton – support the provision of more activities including sports clubs, water sports, indoor activities such as a soft play facility, and arts, theatre and music clubs. | Need to identify a lead stakeholder | -                                 | Increased tourism offer<br>More leisure activities for young people in the town | -                            | Short term            |



## 8. Transport and Accessibility

Improved accessibility, transport, and parking, with a variety of eco travel options including for EV's and bikes

### Strategic economic projects

| Project Description   | Lead stakeholder  | Contributes to Net Zero ambitions                  | Potential benefits  | Potential sources of funding                           | Approximate timescale |
|---|---|--|---|--|-----------------------|
| 8.1 Improve public transport options between nearby towns including Honiton, Sidmouth and Lyme Regis. Transport options should operate in the evenings to encourage day visitors to stay longer and allow visitors in nearby areas to travel into Seaton in the evenings. There is a need for more data on bus routes to understand gaps in transport provision. There is Potential to coordinate with Axminster to increase transport options. | DCC is responsible for this, so discussions should take place with the Council's transport team | Reduces congestion and pollution                   | Increased connectivity. Potential for more local tourism. Increased leisure options for residents | -  | Short term            |
| 8.2 Active travel options to improve access to and from Seaton e.g. E-bikes, car sharing options.- potential for this to be successful if car sharing encouraged by employers. E-bike stations should be located near or on the Stop Line Way cycle path.   | DCC to consider further   | Active travel reduces congestion and pollution     | Increased connectivity for residents and for visitors   | -  | Short term            |
| 8.3 Supporting the delivery of the Stop Line Way for improved links from Seaton to Axminster. DCC has committed funding to deliver the Seaton to Colyford element of the Stop Line Way next year, meaning that the Kilmington to Axminster section remains missing. There is potential for some of this to be delivered temporarily along quiet lanes.  | DCC. South Western Railway is supportive of the Seaton-Axminster and                            | Active travel reduces congestion and air pollution | As well as improving local accessibility this will draw more visitors to the town,                | Business Case to support bids for future funding being | Medium term           |

| Project Description  | Lead stakeholder       | Contributes to Net Zero ambitions | Potential benefits                                    | Potential sources of funding                                      | Approximate timescale |
|--|------------------------|-----------------------------------|---|---|-----------------------|
| Note: The ultimate ambition is to deliver the entire length of the Stop Line Way along offroad cycle paths. This requires cross county cooperation between Devon and Somerset County Councils. | Axminster-Chard routes |                                   | which generates more spending and supports employment | developed by HJA. DCC funding committed for part of Stop Line Way |                       |

## Locally significant projects

| Project Description   | Lead stakeholder                    | Contributes to Net Zero ambitions              | Potential benefits                                       | Potential sources of funding | Approximate timescale |
|---|-------------------------------------|--|--|------------------------------|-----------------------|
| 8.4 Improved signage to raise awareness of walking and cycling routes and highlight points of interest in town.   | Need to identify a lead stakeholder | Active travel reduces congestion and pollution | Improved population health. Supports walking and tourism | -                            | Short term            |
| 8.5 Capitalise on the popularity of the Lyme Regis to Seaton section of the South West Coast Path- to transform Seaton as a popular place to stay overnight. Support accommodation providers and encourage restaurants to stay open in the evening. | Need to identify a lead stakeholder | -  | Increased spending in Seaton                             | -                            | Short term            |





ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 20th February 2023

Time Finished: \_\_\_\_\_

12.03

| EQUIPMENT     | HAZARD   | RECOMMENDED ACTION                                   |
|---------------|--|--|
| CAROUSEL DISH | Gets hot in strong sunshine. Rubber crumb is lifting in places       | Check written warning (mostly in the Summer) Monitor |
| ROUNABOUT     | Gap re: Rospa report, too large also rubber crumb shrinkage and wear | Monitor all issues.                                  |
| FOOTBALL GOAL | Worn playing surface   | Monitor  |
| GAMES AREA    | Worn backboard, loose bolts  | Monitor. Investigate costs to replace backboard      |
| MULTIPLAY     | Slight rust. Hole in matting. Chainlink notching, loose bolts.       | Monitor all issues. Bolts tightened today            |
| TODDLER MULTI | No Hazard  | Monitor  |
| PICNIC TABLES | No Hazard  | Monitor  |
| BENCHES       | Some decay and cracks  | Monitor  |
| GATES X 3     | No Hazard  | Monitor  |

| EQUIPMENT             | HAZARD  | RECOMMENDED ACTION   |
|-----------------------|---|--|
| ROCKING HORSE         | Gap underneath too large Re: Rospa report                             | Monitor  |
| SPINNING UNIT (TITAN) | Chain link / D Shackle / T Bar notching. Rubber crumb wear            | Monitor all issues.  |
| TODDLER 1 BAY-2 SEAT  | Rubber crumb wear and shrinkage                                       | Monitor  |
| JUNIOR 1 BAY 2 SEAT   | 'D' shackle and chain link notching. Rubber crumb shrinkage and wear. | Monitor all issues.  |
| SWING NET             | 'D' shackle and chain link notching. Rubber crumb shrinkage and wear. | Monitor all issues.  |
| SLIDE                 | Hole in rubber matting  | Monitor  |
| FENCE                 | No Hazard   | Monitor  |
| WOODEN GUARDS         | REMOVED   |  |
| PATH                  | No Hazard   | Monitor  |
| TREES                 | See latest tree survey report   | Carry out recommendations as per tree survey, some works completed |

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|-----------|--------|--------------------|
| GENERAL   |        |                    |

# UNDERFLEET

# OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 20th February 2023

FINISH TIME: 10.30am

| EQUIPMENT                | HAZARD   | RECOMMENDED ACTION                             |
|--------------------------|--|--|
| CYCLE STAND              | No Hazard  | Monitor  |
| GOAL NET X2 POSTS        | Worn playing surface, rabbit scratchings/scrapes and holes                                   | Monitor all issues                             |
| CYCLOPS (SPIN NET)       | No Hazard  | Monitor  |
| TITAN (ROTARY)           | D shackle wear, chain link, T Bar notching, uneven matting and hole in matting.              | Monitor all issues                             |
| SPIDERS WEB              | No Hazard  | Monitor  |
| CLIMBING WALL            | No Hazard  | Monitor  |
| DINO (ZIP WIRE)          | Uneven matting.  | Monitor  |
| NEXUS VIPER (ROPE SWING) | Swiss link, shackle and chain link notching, tape added to rope end, hole in uneven matting. | Added new tape to rope end. Monitor all issues |
| WILLY JEEP               | No Hazard  | Monitor  |

| EQUIPMENT                    | HAZARD  | RECOMMENDED ACTION                       |
|------------------------------|---|--|
| GAPING GHYLL                 | No Hazard   | Monitor                                  |
| LOPING BALANCE WEAVE         | Some cracking in wooden posts                           | Monitor                                  |
| WALK/STRETCH POSTS           | Some cracking in wooden posts                           | Monitor                                  |
| NET TUNNEL                   | Some cracking in wooden posts                           | Monitor                                  |
| 6M NET PYRAMID               | Wear to 3rd rope from the top                           | Monitor wear to added tape on rope.      |
| CIRCUS TRAMPOLINE            | No Hazard   | Monitor                                  |
| LANDSCAPE TUNNEL             | No Hazard   | Monitor                                  |
| UNIMINI KERRA (TODDLER UNIT) | Slight rust and peeling paint, wear to plywood platform | Monitor                                  |
| LILLIE BASKET (SWING BASKET) | No Hazard   | Monitor                                  |
| ROTY INCLUSIVE ROUNDABOUT    | Movement in worn bearings, loose bolts                  | Monitor all issues. Bolts tightend today |

| EQUIPMENT                      | HAZARD  | RECOMMENDED ACTION   |
|--------------------------------|---|--|
| BENCH ON MOUND                 | No Hazard   | Monitor  |
| 2.4 SLEEPER BENCH X 3          | No Hazard   | Monitor  |
| DINSOSAUR RIBCAGE WALKWAY ARCH | No Hazard   | Monitor  |
| GATES X 2                      | No Hazard   | Monitor  |
| FENCE                          | No Hazard   | Monitor  |
| BOULDER SEATS                  | No Hazard   | Monitor  |
| PATH                           | Generally worn in places especially at base of landscape tunnel | Monitor  |
| TREES                          | See tree survey   | Act upon recommendations in tree survey, some works carried out already. |