

NOTICE

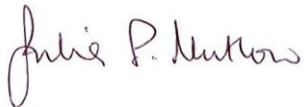
**To: All Members of Seaton Town Council
Meeting of Seaton Town Council
on Monday 6 June 2022 at 6pm**

27 May 2022

You are hereby summoned to attend the above meeting to be held on **Monday, 6th June 2022 at 6pm or immediately after the Planning Committee, whichever is the earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

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

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



**Julia Mutlow
Town Clerk**

AGENDA

- 22/COU/01 Apologies for absence**
To receive any apologies for absence
- 22/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 22/COU/03 Minutes**
To agree the minutes of the Council's meeting held on Monday, 3rd May 2022.
- 22/COU/04 Chairman's Report**
To note the report.

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- 2/COU/05 Public Question Time**
To allow any questions or reports from members of the public.
- 22/COU/07 County Councillor's Report**
To note the report.
- 22/COU/08 District Councillors' Reports**
To note the reports.
- 22/COU/09 Town Clerk's Report**
To receive an update on the Council's ongoing work. It is **RECOMMENDED** that Members note the updated work log.
- 22/COU/10 Committee meeting minutes**
To receive and note the minutes of the following committee meetings:
- Planning Committee – 11 April 2022 & 16 May 2022
- 22/COU/11 Members' Code of Conduct**
To review and adopt an updated Members' Code of Conduct
- 22/COU/12 Overnight parking on the seafront**
To consider the Council's position on the overnight parking of motor homes on the seafront
- 22/COU/13 Update on the Tourist Information Centre**
To note the update on the tourist information services
- 22/COU/14 Review of litter issues and bin provision within Seaton**
To note the review and conclusions
- 22/COU/15 Windsor Gardens picnic benches**
To consider the purchase of two picnic benches for Windsor Gardens
- 22/COU/16 Appointments of representatives to outside bodies**
To appoint representatives to:
- East Devon District Council's Arts & Culture Forum (and substitute)
 - Seaton Project Group (name to be decided) in conjunction with East Devon County Council & Devon County Council
- 22/COU/17 Allotment Management Package**

To consider the purchase of allotment management software and a tablet, to add to the Council's existing equipment and software to improve the management of its allotment site

22/COU/18 Update on Fireworks Event

To consider an update on the possibility of holding such an event and to decide whether or not to take this forward

22/COU/19 Community Grants

To consider the following application for a community grant:

- Seaton Majorettes - £1,000
- Seaton Tramway - £1,000

22/COU/20 Play Park Inspections

To receive inspection reports on the Council's play parks

22/COU/21 Update on Seaton Sensory Garden

To note update on Seaton Sensory Garden and ratify costs of up to £500 for art proposal by Colyton Grammar School

Confidential Items

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

22 COU 22 Update on Town Hall

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Tuesday, 3 May 2022**

Present:

Chair: Cllr Ledger opened the meeting and chaired the first item and the incoming Chair – Cllr Singh - then took the Chair.

Town

Councillors: K. Beer, E. Bowman, P. Burrows, D. Haggerty, M. Hartnell, M. Macaskill, J. Russell, A. Singh, D. Wright & C. Wood

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

Public: No members of the public were present.

1. Election of Mayor/Chair for the Municipal Year 2022/2023

The Council **ELECTED** Cllr. Singh as Mayor/Chair of Seaton Town Council for the forthcoming municipal year and the Mayor/Chair read out and signed the prescribed Declaration of Acceptance of Office.
(proposed Cllr. Beer; seconded Cllr. Russell)

2. Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2022/2023

The Council **ELECTED** Cllr. Hartnell as Deputy Mayor/Deputy Chair of Seaton Town Council for the forthcoming municipal year and the Deputy Mayor/Deputy Chair read out and signed the prescribed Declaration of Acceptance of Office.
(proposed Cllr. Beer; seconded Cllr. Wright)

3. Apologies for absence

Apologies for absence were received from Cllr Steven. East Devon District Cllr Rowland also asked that his apologies be noted.

4. Declarations of Interest

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

5. Council Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday 4th April 2022. (proposed Cllr. Ledger; seconded Cllr. Beer)

6. Committee meeting minutes

Members received and noted the minutes of the following committee meeting:

- Planning Committee – 21 March

(proposed Cllr. Beer; seconded Cllr. Haggerty)

7. Public Question Time

There were no questions from members of the public.

8. Appointments to Committees

The following councillors were appointed to the Council's Committees, with a vote being undertaken in relation to the Finance & General Purposes Committee, for the 2022/2023 Municipal Year:

<p>Planning</p> <p>5 seats + Chair/Deputy Ex Officio</p>	<p>1. Cllr Singh (ex officio) 2. Cllr Hartnell (ex officio) 3. Cllr Beer 4. Cllr Burrows 5. Cllr Macaskill 6. Cllr Russell 7. Cllr Wright (proposed Cllr. Ledger; seconded Cllr. Haggerty)</p>
<p>Finance & General Purposes</p> <p>6 seats + Chair/Deputy Ex Officio</p>	<p>1. Cllr Singh (ex officio) 2. Cllr Hartnell (ex officio) 3. Cllr Bowman 4. Cllr Haggerty 5. Cllr Hartnell 6. Cllr Ledger 7. Cllr Wood 8. Cllr Wright (proposed Cllr. Ledger; seconded Cllr. Hartnell)</p>
<p>Personnel</p> <p>4 seats + Chair or Deputy</p>	<p>1. Cllr Singh 2. Cllr Beer 3. Cllr Russell 4. Cllr Ledger 5. Cllr Haggerty (proposed Cllr. Macaskill; seconded Cllr. Haggerty)</p>
<p>Appeals</p>	<p>Members to be appointed by Council as and when it is necessary to convene an appeals hearing, to include Chair, as</p>

	Deputy Chair sits on the Personnel Committee
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9. Appointments to Outside Bodies

The following councillors were appointed as representatives on the following outside bodies for the 2022/2023 Municipal Year:

Outside Bodies	
Axe Valley Christians Against Poverty	Cllr Beer
Axe Valley Local Action Group	Cllr Beer
Councillors Police Advocate Scheme	Cllr Beer
DALC County Committee	Cllr Beer
Gateway Theatre Company	Cllr Wood
IRF Stakeholder Group	Cllr Wright
Seaton Area Health Matters	Cllr Burrows
Seaton Beach Management Plan Stakeholders Forum	Cllr Wright

(proposed Cllr. Hartnell; seconded Cllr. Wright)

10. Terms of Reference for Committees

Members **RESOLVED** to approve the Council's Terms of Reference for each of its Committees for the 2022/2023 Municipal Year.
(proposed Cllr. Ledger; seconded Cllr. Beer)

11. Review of Council's Constitutional Documents & Policies

Members reviewed and **RESOLVED** to the following documents for the 2022/2023 Municipal Year:

- Standing Orders
- Financial Regulations
- Risk Register
- Scheme of Delegations
- Complaints Policy
- Risk Management Policy
- Data Protection Policy
- Data Breach Policy
- Member & Officer Protocol
- Freedom of Information Policy
- Publication Scheme
- Social Media & Electronic Communications Policy
- Community Grant Policy
- Training & Development Policy
- Equality & Diversity Policy
- Investment Policy
- Tree Management Policy

(proposed Cllr. Ledger; seconded Cllr. Bowman)

12. Report of Internal Auditor 2021/22

Members noted the report of the Internal Auditor and **RESOLVED** that thanks to the Town Clerk be recorded for her hard work in achieving an audit with no recommendations for improvements
(proposed Cllr. Ledger; seconded Cllr. Wood)

13. Annual Governance Statement 2021/2022

Members **RESOLVED** to:

- approve Section 1 - Annual Governance Statement
- note the dates for exercise of public rights

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

14. Accounting Statements 2021/2022

Members **RESOLVED** to:

- approve Section 2 – Accounting Statements
 - note the explanation of variances
- (proposed Cllr. Beer; seconded Cllr. Russell)

15. Update on Platinum Jubilee Event

Members noted the update on the Platinum Jubilee Event and **RESOLVED** to:

- approve quotation 2 for event insurance cover at a cost of £392
- approve quotation of up to £650 from Supplier 1 to provide a shuttlebus service to and from Cliff Field Gardens on 2nd June between 3.30pm and 10.30pm and agreed that enquiries should be made as to additional stops at different locations in the town up to a total cost for the shuttle service of £1,000, should this be necessary.
- approve the risk assessment attached to the report as Appendix A and delegated authority to the Town Clerk to sign on behalf of the Council, the fire risk assessment, emergency evacuation procedures and beacon lighting risk assessment once finalised
- subject to a suitable voucher system being formulated, agreed to fund one free ice cream for each attendee under 18, subject to a maximum cost of £1,000 (500 ice creams) (proposed Cllr. Beer; seconded Cllr. Ledger)

16. Town Clerk's Summary

Members noted the summary.

17. Police Report

Due to a change in personnel, no police report was available.

18. County Councillor Report

Members noted the County Councillor's written report.

19. District Councillor Reports

No reports were available.

Confidential Items

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

20. Report on quotations for tree works

Members **RESOLVED** to:



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-
- approve Teign Trees & Landscapes to carry out the required works at a cost of £1,812 + VAT
 - authorised the Town Clerk to instruct the Advanced Arboriculture experts to carry out further inspections, in the Summer, to report on is issue of ash die back at a cost of £250 + VAT

(proposed Cllr. Haggerty; seconded Cllr. Wright)

Meeting closed at 6.31pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 June 2022
Item of business	22 COU 09
Details	Town Clerk’s Summary
Purpose of Report	To provide an update of the highlights of ongoing work of Seaton Town Council
Recommendations	It is RECOMMENDED that Members note the summary and work log.

1. Introduction

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

- **Tourist Information Centre** – the new TIC at Marshlands was opened in early April and received a positive response from all those who attended. It officially opened to the public on 11 April and has been exceptionally busy with enquiries since then.
- **Volunteer Policy** – this has been publicised and projects are awaited from Members.
- **Year-end 2021-22** – the Notice of Public Rights has now been issued and the Annual Governance and Accountability Return submitted to the external auditor
- **Allotments** – only 2 invoices remain outstanding for payment. 8 plots have been relinquished and are the smaller plots offered to those on the waiting list. However, some of the larger plots are being split to enable more people on the waiting list to benefit. The Spring inspection has been carried out and letters sent to tenants, where required. Officers have attended a trial with the Council’s financial software providers to consider the addition of the allotment

management suite to improve management of the Council's land. See separate agenda item.

- **Seaton Summer/Jubilee Celebration** – most of the Deputy Clerk's time, since the last meeting, has been taken up with the delivery of this event which was delivered on 2 June. A verbal update will be brought to this meeting.
- **Beach Clean Station** – a licence has been provided by EDDC for this to be sited at Fisherman's Gap. This is now in situ and is being taken in and out each day by EDDC; another partnership initiative.
- **Outdoor Cinema** – the planning and publicity for this are well-advanced, with Andrew Gwynn Davies kindly leading on this. 'Rocketman' will be screened in Cliff Field Gardens on Friday, 23 September. This is a town council event with the cost being defrayed against ticket sales.
- **Jurassic Fibre** – the licence was completed in May and the fee is due within 30 days of completion.
- **Tree works** – these have now been completed in the Underfleet and the works in Elizabeth Road are scheduled.
- **Sensory Garden** – this has almost been completed now. At the time of writing, the wall was about to be prepared ready for the mural by Colyton Grammar School.
- **Beach matting pilot** – the pilot beach matting is due to be installed in June 2022. Another project delivered in partnership with EDDC, which was requested frequently by residents, in the community consultation. This is a year ahead of schedule. Cllr Hartnell has committed £1,500 from his Locality Budget towards this important project.

RECOMMENDATIONS

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

**Minutes of the Planning Committee
Meeting on Monday 11 April 2022**

Present:

Chairman: Cllr M Hartnell

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

Officers: Planning Committee Clerk

Public: No members of the public were present

In the absence of the Chairman, Cllr M Hartnell, the committee **RESOLVED** that Cllr K Beer took the chair and opened the meeting.
(moved Cllr Macaskill; seconded Cllr Russell)

187. Apologies for absence

Apologies for absence were received and accepted from Cllr Burrows.

188. Declarations of Interest

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

189. Minutes of the Planning Committee meeting held on Monday 21st March 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 21st March 2022.

(moved Cllr Russell; seconded Cllr Macaskill)

Cllr M Hartnell, the Chairman, entered the meeting and took over the chair from Cllr K Beer.

190. 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.

191. 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.

192. Public Question Time

No questions from members of the public.

Applications for consideration:

**193. 22/0675/FUL Mr Thomas Salcombe House, Fore Street,
Seaton, EX12 2LE**
Replacement of shop front.

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

**194. 22/0653/FUL Mr & Mrs Adkin Willoughby House, Fore Street,
Seaton, EX12 2AD**
Change of use from Office (Use Class E(g)(i)) and alteration of Willoughby House to create 2no. dwellinghouses (Use Class C3). Erection of 3no. dwellinghouses with integral garages, plus formation and layout of internal access road and parking. Creation of pedestrian access to Underfleet including construction of steps.

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

195. Planning Comments

No comments for circulation.

196. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/2167/FUL – Playing Fields, Scalwell Lane, Seaton** Kiosk unit to house data exchange for telecommunications (Jurassic Fibre) including concrete slab for placement – **APPROVED** – with conditions.



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- b) **21/2991/FUL – 101 Harbour Road, Seaton** Change of use of part of the building and yard to a bus depot, using part of the existing workshop for bus maintenance and part of the yard for bus and staff parking and as a wash bay for buses – **APPROVED** – standard time limit..

The meeting closed at 6.00pm.

Signed _____

Dated _____

**Minutes of the Planning Committee
Meeting on Monday 16 May 2022**

Present:

Chairman: Cllr D Wright

Councillors: P Burrows, M Hartnell, M Macaskill A Singh

Officers: Planning Committee Clerk

Public: No members of the public were present

1. Election of Chairman for the Municipal Year 2022/2023

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

2. Election of Vice Chairman of the Municipal Year 2022/2023

The Committee unanimously **ELECTED** Cllr Peter Burrows as Vice Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Wright, seconded Cllr Singh)

3. Apologies for absence

Apologies for absence were received and accepted from Cllr Beer & Cllr Russell.

4. Declarations of Interest

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

5. Minutes of the Planning Committee meeting held on Monday 11th April 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 11th April 2022.
(moved Cllr Burrows; seconded Cllr Wright)

6. 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.

7. 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.

8. Public Question Time

No questions from members of the public.

Applications for consideration:

- | | | |
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| <p>9. 22/0853/TCA</p> | <p>Mr J Slade</p> | <p>Brockwell, 43 Fore Street,
Seaton EX12 2AD
Tree 02, Monterey cypress - located in the garden of 43 Fore Street, Seaton, EX12 2AD (see attached plan for the location of the tree). The proposal is to fell the tree. The tree is structurally defective with an included main union at 2m. A reduction in the height and width of the crown will lead to the tree's death / decline. This species is not suitable for crown reduction at this age. The only reasonable option is to fell the tree.</p> |
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The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Burrows; seconded Cllr Macaskill)

- | | | |
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| <p>10. 21/3321/FUL</p> | <p>Mr & Mrs Rogers</p> | <p>58 Scalwell Lane, Seaton
EX12 2LE
Amended plans to show the amendments to the side rooflights and replacement of rear balcony with hip to gable extension and Juliet balcony.</p> |
|-------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Discussion took place around:

- The amended plans showed a more imposing and overbearing bungalow. This was considered to be overdevelopment of the bungalow.
- The proposals were not in keeping with the character of the area or streetscene.
- The design of the Juliet balcony was overbearing and would increase the potential for overlooking into neighbouring gardens.
- The previous reasons of objection had not been addressed with the amended plans.

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

- Contrary to Policy D1- Design and Local Distinctiveness of the East Devon Local Plan 2013-2031 as it was overdevelopment of the bungalow and not in keeping with the area or streetscene. The amended plans had not addressed the original reasons for objection.
- The creation of a Juliet balcony and its design was overbearing and would increase the potential for overlooking into neighbouring gardens.
- The increase in the length of the roof would block more daylight and further increase the negative impact on neighbour's rights to enjoy natural daylight and their rights to privacy.

(moved Cllr Wright; seconded Cllr Macaskill)

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|------------|--------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 11. | 22/0895/VAR | J Dukes | Flint House, Fremington Road,
Seaton, EX12 2HX
Removal of Condition No.2
(Approved Plans) of application
21/2482/FUL. |
|------------|--------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|

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

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| 12. | 22/0966/FUL | J Rowe | Kingsland, Castle Hill, Seaton
EX12 2QW
Landscaping front garden to form
parking area. |
|------------|--------------------|---------------|---------------------------------------------------------------------------------------------------------|

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

- | | | | |
|------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 13. | 22/1020/TCA | Mrs Jean Cleare | Ashley House, Fore Street,
Seaton EX12 2AD
a) Lawson Cyprus: Fell because of
excessive shading (no replacement |
|------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|

planned) Tree to be cut down at ground level.

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

14. Planning Comments

Comments to be circulated in respect of application 21/3321/FUL.

15. Decisions

To note planning decisions made by East Devon District Council:

- a) **22/0352/OUT – 77 Seaton Down Road, Seaton** Construction of a single storey dwelling accessed from Marlpit Lane following demolition of an existing car port; and construction of a parking bay accessed from Seaton Down Road. (Outline application with all matters reserved.) - **REFUSED**.
- b) **22/0490/TRE – The Mount, 199 Beer Road, Seaton T1 - Lime.** Remove all epicormic growth on main stem up to a height of 5m, crown lift remaining to 6m above ground level. Maximum diameter of cuts 75mm T2 - Monterey Cypress. Remove major hazardous deadwood Reason for works: T1 is a repeat operation that was originally done in 2014, pruning is considered appropriate arboricultural management. T2 is exempt but thought it prudent to include in the application – **APPROVED** – with conditions.
- c) **22/0561/TRE – 18 Townsend Road, Seaton T1, Oak :** DBH 25 inches, located in rear garden left hand rear boundary corner, raise crown to 6m, reduce height and width of tree by up to 1.5m, maximum pruning cuts of up to 120mm. The tree was last reportedly pruned in 2003 and not to good arboricultural practice at that time, since then it has become very dense, due to the poor pruning and is blocking light getting to the property. The tree has become too large for the area that it is in, there are also concerns over the lower lateral branches end loads, along with wanting to reduce the sail effect, after branches were lost during the recent storms – **SPLIT DECISION**.
- d) **22/0468/FUL – 8 Meadow Road, Seaton** Erection of single storey rear extension. Construction of rear dormer extension. Removal of front porch enclosure and provision of replacement porch roof – **APPROVED** – with conditions.
- e) **22/0444/FUL – 3 Fortfield, Seaton** Enlargement of existing dormer window on front (south) roof elevation – **APPROVED** – with conditions.
- f) **21/2499/RES – Land North of Macwood Drive, Seaton** Details of layout, scale, landscaping and appearance of the building and the means of access thereto,



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pursuant to outline planning permission 18/1196/OUT (Outline application for two bedroom detached bungalow with off street parking space, and demolition of existing building) – **APPROVED** – with conditions.

- g) 21/3172/FUL – Thorncombe, Highcliffe Crescent, Seaton** Single storey extensions and detached double garage – **APPROVED** – standard time limit.

The meeting closed at 6.01pm.

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 June 2022
Item of business	22 COU 11
Details	Report on Members’ Code of Conduct
Purpose of Report	To approve an updated Code of Conduct
Power/Authority	Localism Act 2011, s27(2) – duty to adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
Recommendations	It is RECOMMENDED that Members adopt the updated Members’ Code of Conduct (June 2022).

1. Background

Under the Localism Act 2011, all local authorities are required to adopt a code of conduct (‘the Code’) that sets out the standards of conduct expected of elected and co-opted members of the authority, when acting in that capacity.

This Council has historically adopted the Code adopted by East Devon District Council (EDDC), as principal authority. The current Code was adopted in 2017 and reviewed annually at the Council’s annual meeting. In 2022 the Code was not reviewed at the annual meeting but delayed pending the outcome of EDDC’s review of their Code of Conduct. This has now been completed and an updated Code of Conduct adopted by EDDC, that will take effect from 20 May 2022.

As such, Members are asked to review the draft Code attached as Appendix 1 to this Report and adopt said Code.

2. RECOMMENDATIONS

It is **RECOMMENDED** that Members adopt the updated Members’ Code of Conduct (June 2022).

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 June 2022
Item of business	22 COU 13
Details	Report on Tourist Information Centre
Purpose of Report	To provide an update on tourist information services
Power/Authority	Local Government Act 1972, s144 – power to encourage visitors
Recommendations	It is RECOMMENDED that Members note the update.

1. Background

Following the withdrawal of Devon Wildlife Services from Seaton Jurassic, tourist information enquiries were redirected to Seaton Town Council. As an interim measure the service was offered from the Harbour Road-side of Marshlands, until the new Tourist Information Centre was opened on the seafront-side of the building on 11 April 2022.

2. Summary of Enquiries

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

Month	Visits		Telephone		Total STC/TIC Enquiries 2022 (2021 figures in brackets)
	STC	TIC	STC	TIC	
	2022	2022	2022	2022	
April (16 days)	60	141	23	9	233 (no stats)
May (to 26/5) 19 days	65	126	55	7	253 (35)
June					(65)



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July					(85)
August					(57)

Total enquires to TIC/STC between 11 April and 26 May 2021 (35 open days).

4. RECOMMENDATIONS

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

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 June 2022
Item of business	22 COU 14
Details	Report on waste issues and bin provision, including dog bins, within Seaton
Purpose of Report	To review the adequacy of bin provision within the town and provide recommendations and, if appropriate, costings as to how this may be improved
Power/authority	Litter Act 1983, ss 5-6 – power to provide and maintain litter bins
Town Plan 2021-2026 Priority	To carry out a comprehensive review of litter and bins in the town and investigate the cost of provision and emptying of more recycling bins and more bins generally, should this be required
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the review

1. Introduction

There is a general perception that the more bins that are available, the less waste there is on the streets of a town. This argument has some merit. However, the mere existence of bins does not mean individuals will use them appropriately and, in some cases, may even abuse them by using them to deposit general household waste. This report provides an overview of litter and bin provision, within the boundaries of Seaton, and provides summarises improvements that officers consider could be made.

2. Waste Collection and Street Cleaning Service Administering Authority (EDDC)

East Devon District Council (EDDC) is the authority with primary responsibility for the collection of waste and emptying of bins throughout the town. They employ two operatives to empty the general waste - one working Friday to Tuesday and the other on Wednesday and Thursday, thereby providing cover all year round, including bank holidays. Additionally, EDDC engage an external waste contractor to empty the dog bins 3 days a week - Monday, Wednesday and Friday.

This Council pay a fee to EDDC for the emptying of a number of bins and dog bins situated on STC-owned land and other land within the town. They also contribute towards a mobile operative (details at paragraph 5 below).

As EDDC already provide a high number of bins in the town, it is unlikely that more bins cannot be funded, therefore if requests for additional bins are received these may be considered by this Council, depending on funds available and whether the Council considered this to be the best use of available funds.

3. Types of bins in Seaton

Currently, Seaton has four categories of bins within the town (images below). These are:

- general waste bins
- general waste/mixed recycling bins
- recycling bins
- dog bins

It should be noted that dog waste may also be placed in general waste bins.

3.1 General Waste Bins:

(Glasdon Jubilee 240 Wheelie Bin Housing)



(Glasdon Plaza Bins)



(Concrete Bins)



(Metal Bins)



3.2 General Waste/Mixed Recycling Bins:

(Broxap Double Derby Slimline)



(Broxap Double E Double)



3.3 Mixed Recycling Bins:

(Glasdon Streamline Jubilee)



3.4 Dog bins:

(Post Mountable Doggybin Dog Waste Bin)



4. Types of bins in Seaton

There are 94 bins in total positioned throughout the town, as summarised below:

4.1 Waste and Recycling Bins:

Bins (total = 66)	Company	Model	No. of Bins
	Broxap	Double Derby Slimline	4
	Broxap	Double E Double	3
	Glasdon	Plaza	34
	Glasdon	Jubilee 240 Wheelie Bin Housing	9
	Glasdon	Streamline Jubilee	5
		Concrete Bins	3
		Metal bins	8

4.2 Dog Bins:

Dog bins (total = 28)	Company	Model	No. of Bins
	Kingfisher Direct	Red mounted Dog Bin	28

As at April 2022, the cost to EDDC of replacing all bins in Seaton, like for like, would be £39,434.38.

5. Costs to this Council of waste provision in Seaton

In addition to the services provided by EDDC, this Council also contributes to waste provision in Seaton and pays a fee to EDDC for the emptying of a number of bins and dog bins situated within Elizabeth Road and the Underfleet Play Parks, Seaton Down Hill Picnic Site and other land at a cost of approximately £2,500 per annum.

Additionally, this Council - in partnership with EDDC - employs a mobile operative to work across the town and wider area at a cost of £7,500 per annum to this Council. Their role is to monitor the litter situation and address any issues. This contribution allows the standards in the town to be retained at an appropriate level. The benefits of this are clearly seen when said operative is on leave, as small items of litter build up throughout the town.

6. Primary sources of litter

The primary sources of litter in the UK are products designed to be single-use and disposable such as:

- cigarette stubs
- sweet wrappers
- drinks containers
- food packaging
- paper tissues
- plastic bags

Most of these items, and other common types of litter, are made of plastic. Plastic typically takes around 400 years to decay and, even if recycled, will eventually break down into fine plastic dust. Plastic waste is currently the greatest environmental pollutant.

6.1 How significant is the problem of litter in Seaton?



The photos above were taken by officers on Monday, 25 April 2022 at 13:27 which provide a representative example of the town on an average day, indicating that litter is a minimal problem in Seaton.

In the past Councils have used a littering assessment tool known as NI195. This separated issues of environmental and street cleanliness into 4 categories - (a) Litter, (b) Detritus, (c) Graffiti, (d) Fly-posting. Whilst this rating system is no longer widely used and has yet to be replaced by an alternative system, using this as a basis, the town would be likely to achieve grades A and B for most areas, depending on usage and time of year.

Grade A – No litter or refuse

Grade B – Predominately free of litter and refuse, except for some small items

Grade C – Widespread distribution of litter and refuse, with minor accumulations

Grade D – Heavily littered, with significant accumulation

The greatest cause of litter in Seaton is smoking-related, followed by sweet wrappers and drinks containers. This accords with national data (*Keep Britain Tidy Survey 2017 – 2018*), so not specifically a local problem.

6.2 Dog Fouling and Location of bins

It is an offence to fail to carry insufficient means to clean up after a dog. It is a requirement by law to pick up the faeces of a dog by the owner and within the Seaton area there are 89 bins (general waste and dog bins) where an owner can deposit such waste. There is no correlation between the location of dog bins and the amount of dog fouling. Sadly, it has been proven that increasing the numbers of dog bins does not encourage owners who do not pick up after their pets, to change their habits.

This is a national and ongoing issue. In 2014, as part of a 'Keep Britain Tidy' initiative, a social experiment was conducted to combat dog fouling using a poster campaign in targeted hotspots.

Having read the findings of that experiment, the Facilities & Projects Officer has concluded that the Council has already taken such action as feasible within its powers and budgets, to improve the issue of dog fouling in Seaton such as working with EDDC to improve signage.

7. Conclusions

It is acknowledged that, whilst occasional issues may occur when the town is exceptionally busy, it is the Facilities & Projects Officer's view, from his research for this report and his general knowledge of working with the Streetscene team over several years in a previous role that littering is not a significant issue in the town.

In conclusion, he has formed the view that bin and waste collection provision within the town, and this Council's contribution to that, is adequate at this time.

RECOMMENDATIONS

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

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 June 2022
Item of business	22 COU 15
Details	Report on benches for Windsor Gardens
Purpose of Report	To consider whether benches should be purchased and approve expenditure
Power/Authority	Public Health Act 1875, s164 – power to provide and maintain land for public recreation
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • consider whether to purchase two benches as detailed in this report • if the purchase is approved in principle, that funding be met by virement from the beach school budget

1. Background

Over the last two years, the Council has purchased a number of new picnic benches for the following sites:

- Cliff Field Gardens
- Seaton Down Hill
- Elizabeth Road Playing Fields
- Cliff top adjacent to Cliff Field Gardens
- Allotments

Members decided that the benches purchased should be in blue recycled plastic and, after quotations were sought, these were requisitioned from a company called Marmax Ltd.

2. New bench proposals

Over recent months, enquiries have been received from members of the public as to whether picnic benches could be installed at Windsor Gardens so that picnics could be enjoyed in that location also.

As this site is owned by East Devon District Council (EDDC), the possibility was raised with their officers.

EDDC responded in the affirmative, subject to benches being funded by this Council and of a particular style. Therefore, if picnic benches were to be installed in Windsor Gardens, they would need to be Glasdon (Clifton design) in black. The cost of these would be:

- Standard picnic bench - £600.46 + VAT
- wheelchair access bench - £761.74 + VAT

The cost of purchasing one of each would be £1,362.20 + VAT.

The benches would be installed by EDDC and added to their repair and replacement schedules.

Members are asked to consider whether they wish to proceed with this purchase. Should they be minded to do so, then how these should be funded.

3. Budgets

If Members are minded to purchase the benches proposed, these could be funded by a virement from the beach school budget. This budget was set before the tender process was carried out and lottery funding secured in respect of its delivery. This budget will therefore be underspent in 2022/23

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- consider whether to purchase two benches as detailed in this report
- if the purchase is approved in principle, that funding be met by virement from the beach school budget

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 June 2022
Item of business	22 COU 17
Details	Report on Allotments Management
Purpose of Report	To note report and approve purchase of allotment software and app, ongoing costs and tablet
Power/Authority	<p>Small Holding and Allotments Act 1908, s23 – power to provide land for allotments</p> <p>Local Government Act 1972, s111 – power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers or functions</p>
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the report • approve the addition of the allotment management package and app, to the existing financial software provided by RBS Rialtas, at a total cost per annum of £920 for 2022/23 and £400 per annum thereafter, to be met from the allotments budget • approve the purchase of an iPad to be supplied by the Council’s IT support supplier and met from the equipment budget

1. Background

Seaton Town Council owns an allotment site which currently comprises 105 plots. Over recent years, especially during the pandemic, demand for plots has grown and, with it an increased administrative burden.

Information regarding the allotments - such as the contact details of tenants, inspection results, waiting lists, correspondence, plot histories and fees - is currently recorded by way of spreadsheets and electronic files. Invoicing is done via the Council’s financial

software which is supplied by RBS Rialtas.

2. How might allotment management be improved?

As the administrative role relating to the management of the allotments has increased, officers have been considering ways in which it might be streamlined and made more efficient to improve reporting systems and avoid the need for increasingly unwieldy spreadsheets.

As such, an online demonstration was arranged with RBS Rialtas, which the Town Clerk and Administrative Officer attended. They were shown the 'add on' that could be purchased to manage the allotments as well as an 'app' that would sit alongside it to improve the inspection process. This would ensure consistency in the reporting on inspections and provide the necessary audit trail, as to the history of plots that are problematic. Where warning letters are required, these can be automatically generated by the system as can various reports.

The RBS Rialtas finance software, was acquired in 2017 and has proved an effective reporting and financial management tool, enabling the Council to achieve a clear audit at the 2021/22 year end, with no observations.

Having viewed the allotments management package and app, officers consider that this would be a far more effective means of managing the allotments going forward. It would also improve resilience as the systems would be far easier for new staff to manage, should personnel increase or change in the future.

It is accepted that it will take some officer time to transfer the data from the spreadsheets. However, once that initial task is done, this would provide a further tool in the improved efficiency of the Council's systems and transparency (as spreadsheets are not always as straightforward to interpret, as the standardised tools and reports provided by the proposed system) and would save officer time in the longer run.

Furthermore, this upgrade could be improved by the purchase of a tablet which, in due course, could also be used, for play park inspections (once appropriate software has been researched) and in the tourist information centre, as items to purchase are expanded.

3. Costs

The purchase costs of acquiring the allotment management software would be **£520**.

The additional costs thereafter would be:

- Annual RBS support fee £175
- App integration £ 75
- App annual fee £150

Total = £ 400

The total cost in **2022/23 would therefore be £920, and £400 per annum thereafter.** This cost could be met from the allotment fees. These are detailed in the quotation attached as Appendix 1.

A quotation has been sought from the Council's IT Support supplier (Core IT) and the cost of a tablet would **be in the region of £450** and it is proposed that this is met from the Council's general equipment budget as it will not just be used for management of the allotments.

4. Conclusions

Officers consider that the acquisition of this package would significantly improve and standardise the management of the allotment site for tenants and from the Council's perspective.

5. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report
- approve the addition of the allotment management package and app, to the existing financial software provided by RBS Rialtas, at a total cost per annum of £920 for 2022/23 and £400 per annum thereafter, to be met from the allotments budget
- approve the purchase of an iPad to be supplied by the Council's IT support supplier and met from the equipment budget

QUOTATION

Prepared for Seaton 6553

Dated 18/05/2022

1a. Purchase of Rialtas Allotment Management Software

Purchase Installation of the following:

Rialtas Allotment Management Software	£ 295
Initial online set up of software and training	£ 225
Purchase of Software	£ 520
1 st Year Annual Support and Maintenance Multi 5 User Licence	£ 175 per annum
Total Costs 1st Year for Purchase of Software	£ 695

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence	£175 per annum
or	
Annual Support and Maintenance Single User Licence	£126 per annum

1c. Optional Functionality

Allotments Inspections Mobile App Integration	£75 per annum*
------------------------------------------------------	----------------

* The Mobile Inspections App is licensed separately from our Partner BBits, for which an additional charge from BBits will apply. If you are interested in this optional functionality, then we can provide more details upon request.

Bbits Mobile Allotments Inspection App

Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at info@bbits.co.uk.

If you wish to place an order with bbits either email them at info@bbits.co.uk or visit <https://bbitsai2.co.uk/surveys/> and select the Allotment Inspection App Service.



All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.
9. Rialtas are providing the following aspects of the solution:
 - a. Ability to import the Mobile Inspections App data.
 - b. Ability to view the photographs captured by the Mobile App.
 - c. Ability to provide an export of Plots and Conditions to enable BBits to configure the App with relevant information for the customer.
10. BBits are providing the following aspects of the solution, their terms and conditions will apply, and you should contact them if you have any queries.
 - a. Mobile Inspections App User Support
 - b. Mobile Inspections App Maintenance
 - c. Mobile Inspections App Database Support, Maintenance and Security
 - d. Mobile Inspections Portal to download Inspections Data
 - e. Mobile Inspections App configuration of Plot and Condition list.
11. Rialtas and BBits are each responsible for their respective aspects of the solution. As per points 9 and 10, the customer understands and will contact the relevant company related to the functionality.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 June 2022
Item of business	22 COU 18
Details	Report on a Seaton Fireworks Display
Purpose of Report	Update on the feasibility of a holding a firework display in Seaton and to decide whether this should be taken forward
Power/authority	Local Government Act 1972 s145 – provision of entertainment
Recommendations	It is RECOMMENDED that Members resolve that for the environmental, safety and financial reasons stated in this report that it is not feasible nor the best use of public funds or officer time for an application for this particular event to be progressed.

1. Introduction

In July 2021, the Council considered a report regarding the feasibility of holding a fireworks display in November in Seaton. Subject to certain conditions, it was agreed in principle, that officers should research further the viability of holding such an event. However, it soon became clear that the necessary landowner consents could not be obtained in time for an event in 2021. Members also had some ongoing concerns regarding the environmental impact of such a display.

2. Current position

Since his appointment in April 2022, the Facilities & Projects Officer has now had the opportunity to investigate further this possibility. The report identifies the process and work involved in taking such an event forward along with possible locations and costs.

3. Possible locations

In 2021, two sites were identified to stage the event:

- Site 1 - Axmouth Harbour
- Site 2 - open space adjacent to Cliff Field Gardens

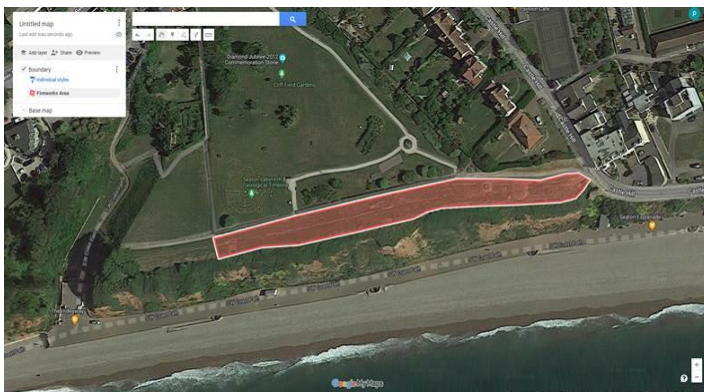
These sites are owned by East Devon District Council (EDDC) and their consent is therefore required to hold any events on their land. The merits, or otherwise, of each site are detailed below.

3.1 Axmouth Harbour:



Following discussions with EDDC and the Harbour Master, officers have established that consent will not be given for a display in this location for safety reasons, as it is considered that the fireworks will be too close to fuel containers and marine vessels stored in this location during the winter months.

3.2 Open space adjacent to Cliff Field Gardens:



This site is smaller and therefore the type of fireworks that could be used at this location are restricted. Fireworks would be launched from the open space and spectators would watch from within Cliff Field Gardens as the fireworks that could be used would be lower and the display would be wider therefore, the best views would be from within the

gardens. The disadvantage of this site is that, should strong winds prevail in-shore on the date of the event, it would have to be cancelled as there would be insufficient space to make suitable adjustments to ensure safety.

In summary, therefore, should the Council wish to take further steps to deliver such an event then the only option would be the site adjacent to Cliff Field Gardens.

4. Application to use EDDC Land

EDDC require event organisers to submit an online application, via their website.

Application process

As part of the application process, the following documents must be prepared by the application and submitted:

- event management plan, including:
 - site plan
 - evacuation procedures
 - fire and other appropriate risk assessments
 - security provision
 - traffic management
 - first aid provision
 - marshalling proviso
- administration fee of £40

Officers would need to meet on site with prospective firework companies to prepare an initial scope of the works and then, when a supplier was chosen, produce the above documentation in consultation with the chosen supplier.

Additionally, a consultation process with emergency services and first aid providers would be required to address traffic, medical, security and all safety provision.

Other considerations

Event licence consents

EDDC Licensing Manager has confirmed that such an event does not require a licence, unless it includes regulated activities, such as amplified music or the sale of food. Such activities are not proposed as part of this event.

Public Liability Insurance (PLI)

The event is categorized as 'C' or 'Large' by EDDC, therefore the Council will be required to have PLI cover of £10,000,000.

Attendance at a Safety Advisory Group (SAG)

As part of the application, it would be considered by EDDC's SAG and officers of this Council would be required to attend a SAG meeting as part of the consultation process. SAG is an EDDC group established to consider any proposed event as a whole and whether appropriate health and safety measures are in place. They can then make recommendations to the Events Officer. Officers have been advised that this process could take 6-9 months so no event could take place until 2023, in any event.

Environmental Impact:

- Noise – the Council has been advised by EDDC's Events Officer that EDDC will be taking a report to council in June or July 2022, proposing a ban on fireworks on EDDC-owned land with noise levels of over 90 decibels. This is a further consideration in planning any display as it could lessen the impact.
- Materials – the materials from which fireworks are made would need to cause minimum impact on the environment so this would need factoring into the planning of such an event

Pets and other livestock

When the event was first considered, some concerns were raised by local residents with pets and some councillors about the impact that the noise of a display would have on pets and those concerns also have to be balanced against those residents in favour of a display taking place.

5. Fireworks suppliers

Three firework companies were approached in 2021:

- Supplier 1 - is no longer trading
- Supplier 2 - provided a quotation for a display on the land adjacent to Cliff Field Gardens
- Supplier 3 - provided a quotation for the Axmouth Harbour site, which is no longer a viable option

Therefore, to comply with the Council's Financial Regulations, if an application is to proceed, an up-to-date quotation - taking into account noise levels and materials - will need to be sought from supplier 2 and two further suppliers identified and comparable quotations sought.

6. Costs

If an event is to proceed, estimated costs are listed below, albeit the aforementioned considerations could increase these.

- Firework display
In 2021, the suppliers contacted provided quotations in the region of £4,500 + VAT for a 12-15 minute display

- Public Liability Insurance
Officers have sought quotations from various insurers including the Council's existing provider. Two declined to provide a quotation, a third quoted a premium of £850 (with £1000 excess) and the existing provider required comprehensive risk assessments before a quotation could be provided but stated that an additional premium would be likely. If the premium for the Seaton Summer Celebration were used as a guide, the premium would be likely to be at least £400-500, possibly more due to the specific risks posed by firework displays. It should be noted that none of these quotations include cancellation insurance. Should such insurance be available, again using the quotation for the Seaton Summer Celebration as a guide, this would likely to be in excess of £2,000.
- Medical provision:
£285 daily rate
- EDDC application and land hire fee
 - £40 admin fee
 - £38 per day hire fee
- Crowd barriers
£140 for 10 x 2 metre

Therefore, the total cost would be in the region of £5,500 + VAT for the basic application, firework display, insurance and medical provision, or £7,500 + VAT, should cancellation insurance be available and taken out. There would also be other costs such as publicity and a considerable amount of officer time to take forward the application process with no subsequent guarantee of consent being given.

6. Summary of issues to note

In summary, the following matters are pertinent to whether this event should be considered further:

- environmental impact of noise and materials
- concerns from local pet owners and impact on livestock
- site – the only available site would provide a less impressive display, due to the restricted nature of the fireworks permitted there
- SAG lead times – due to these, no event could take place in 2022/23 financial year in any event

- risk - the event is extremely weather dependant and prevailing winds could lead to cancellation/postponement at short notice. Consideration therefore needs to be given to the time and cost of organising the event, as against that risk
- event stewards would be required
- officer time – a considerable amount of officer time would be required to consult with stakeholders such as the police and fire service to collate information and prepare the comprehensive health and safety assessments and plans that would be required to get to the application stage for such an event
- emergency evacuation – due to the topography of Cliff Field Gardens and its proximity to a road, officers have concerns that, should an evacuation be necessary, this may not be feasible and would have to be investigated further.

Conclusions

In light of the above, and the fact that there is no guarantee of approval after a considerable amount of work is undertaken, Members are asked to consider whether further officer time should be committed to this project or whether, as a result of considerations detailed above, they wish to note the issues identified and decide that the event should not proceed, and other events should be considered for the forthcoming year.

Recommendations

It is **RECOMMENDED** that Members resolve that for the environmental, safety and financial reasons stated in this report that it is not feasible nor the best use of public funds or officer time for an application for this particular event to be progressed.

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine.	Check written warning (Summer time)
ROUNABOUT	Gap re: Rospa report, too large also rubber crumb shrinkage and wear.	Monitor all issues.
FOOTBALL GOAL	Net supports bent and rusty. Worn uneven playing surface.	Monitor all issues.
GAMES AREA	Worn backboard, loose bolts. Graffiti Tags	Monitor. Investigate replacing backboard
MULTIPLAY	Slight rust. Hole in matting. Chainlink notching. Graffiti Tags	Monitor all issues.
TODDLER MULTI	No Hazard (Graffiti Tags)	Monitor
PICNIC TABLES	No Hazard (Graffiti Tags)	Monitor
BENCHES	Some decay and cracks	Monitor
GATES X 3	No Hazard	Monitor
ROCKING HORSE	Gap underneath too large Re: Rospa report	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
SPINNING UNIT (TITAN)	Chain link / D Shackle / T Bar notching. Rubber crumb wear.	Monitor all issues. Parts on order
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage. Graffiti Tags	Monitor
JUNIOR 1 BAY 2 SEAT	Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear. Graffiti Tags	Monitor all issues.
SWING NET	Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear	Monitor all issues.
SLIDE	Hole in rubber matting. Graffiti Tags	Monitor
FENCE	No Hazard	Monitor
WOODEN GUARDS	No Hazard	Monitor
PATH	No Hazard	Monitor
TREES	See latest tree survey report	Carry out recommendations as per tree survey, some works completed

UNDERFLEET WEEKLY INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 23rd May 2022

FINISH TIME: 11.40am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Holes in playing surface, rabbit holes/scratchings. Holes in	Monitor all issues. But new nets?
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 (parts on order)
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Worn wooden tread	Parts on order
NEXUS VIPER (ROPE SWING)	Hole in matting, uneven ground, notching in chainlink / D Shackle	Monitor all issues
WILLY JEEP	General rust	Monitor and paint in good weather
GAPING GHYLL	Artificial grass is worn away on the corner	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
LOPING BALANCE WEAVE	No Hazard	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	Monitor (dismantle and assess in conjunction with other repairs)
BENCH ON MOUND	No Hazard	Monitor
2.4 SLEEPER BENCH X 3	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
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 & fill holes
TREES	See tree survey	Act upon recommendations in tree survey, some works carried out already.