

**To: All Members of the Town Council**

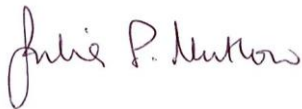
**Meeting of Seaton Town Council  
on Monday, 6<sup>th</sup> November 2023 at 6pm**

**31<sup>st</sup> October 2023**

You are hereby summoned to attend the above meeting to be held on **Monday, 6<sup>th</sup> November 2023 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**

- 23/COU/01 Apologies for absence**  
To receive any apologies for absence.
- 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 approve the minutes of a meeting of Seaton Town Council held on Monday, 2<sup>nd</sup> October 2023
- 23/COU/04 Public question time**  
To allow any questions or reports from members of the public.

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- 23/COU/05 Seaton Hospital – Cllr Hartnell**  
To discuss and consider what action, if any, the Town Council may take to assist the local campaign to secure the future of the former wards at Seaton Hospital
- 23/COU/06 Chairman’s Report**  
To note the report
- 23/COU/07 County Councillor’s Report**  
To note the report
- 23/COU/08 District Councillors’ Reports**  
To note the report
- 23/COU/09 Town Clerk’s Report**  
To provide a summary of the ongoing work of Seaton Town Council and to consider whether a transfer should be made from EMR327 (Town Hall Heating) to EMR321 (Fisherman’s Gap Improvements)
- 23/COU/10 Committee minutes**  
To receive and note the approved minutes of the following meeting of the Planning Committee – 18<sup>th</sup> September 2023
- 23/COU/11 Update on Seaton Tourist Information Centre**  
To note an update on enquiries to the tourist information centre and current position regarding weekend opening.
- 23/COU/12 Community grant applications**  
To consider the following applications for community grants:
- Inspiring Connections - £900
  - Seaton & District Art Society - £903 (deferred)
- 23/COU/13 Playpark inspection reports**  
To note the play park inspections
- 23/COU/14 Report on civic regalia**  
To consider options to ensure the longevity of the Mayoral Chain of Office

### **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 items 15, 16 & 17

on this agenda as there are matters being discussed which include commercially sensitive information.

**23/COU/15 Report on quotations for equipment – mobile scaffold tower**

**23/COU/16 Report on grounds maintenance & planting tender**

**23/COU/17 Seaton Beach School**

**Minutes of the Seaton Town Council ('the Council')  
Meeting  
on Monday, 2 October 2023**

**Present:**

**Chair:** Cllr. A. Singh

**Town**

**Councillors:** K. Beer, E. Bowman, P. Burrows, N. Dyke, D. Haggerty, M. Hartnell, J. Russell & C. Wood

**Officers:** Town Clerk & Deputy Town Clerk

**Public:** 6 members of the public were in attendance

**84. Apologies for absence**

Apologies for absence were received from Cllrs. K. Brooks A. Mendham & D. Ledger and approved.

**85. Declarations of interest**

Cllrs. Haggerty & Hartnell declared a personal interest as an East Devon District Councillors (EDDC) and Cllr Hartnell declared a personal interest as a Devon County Councillor (DCC). Cllrs. Dyke, Singh & Wood declared personal interests as they volunteered at the Gateway Theatre Company. Cllr. Burrows declared an interest as a member of the Seaton Carnival Committee and left the Council Chamber during this item of business.

**86. Public Question Time**

One member of the public, Sharon Bruce, spoke in support of the application by Axe Valley Christians Against Poverty for a community grant. She also wished to place on record her thanks for all the work the Council was doing in the town, in particular in relation to play parks and open spaces and the staging of events.

A second member of the public, Jack Rowland, stated that he had read with interest the reports from the East Devon District councillors and was pleased to see progress being made in several areas. EDDC Councillor Haggerty confirmed, in response, that solutions were being considered regarding the issue of coach parking and, in his view, the solution would not be to implement parking charges but to change the configuration of spaces.

Finally, a member of the Seaton Chamber, James Tribble, spoke to thank the Council for facilitating the Christmas lights being switched on in advance of the town's late night shopping event on 25 November.

### **87. Minutes**

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 4 September 2023. (proposed by Cllr. Russell; seconded by Cllr. Haggerty).

### **89. Chairman's Report**

Members noted the report.

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

Cllr. Hartnell provided an update on parking on the seafront, in particular relating to motor homes. Whilst the majority of motor homeowners who parked on the seafront were responsible, he acknowledged the concerns of residents regarding the minority who did not behave responsibly or respect the local environment. As such, Devon County Council was considering changes to the timings on the traffic order from 9am – 6 pm to 8am – 8pm. The rationale behind this was to encourage visitors staying overnight to arrive later and leave earlier. Additionally, there was a proposal going to DCC Cabinet imminently to increase the number of civil enforcement officers. Members noted the report

### **91. District Councillors' Reports**

Members noted the written reports and the following additional points were highlighted by the District Councillors:

- Pebble Beach - Councillors had met with residents of Pebble Beach to discuss their concerns regarding potential breaches of s106 obligations. Cllr. Hartnell had spoken to EDDC's planning officers and the various issues were being investigated.
- Seaton Jurassic – Cllr. Hartnell stated that Cabinet had made a recommendation to full Council at EDDC that the capital receipt received in respect of Seaton Jurassic be ringfenced for projects in Seaton. He was not able to disclose the amount of said receipt at this stage. However, at the specific request of both DCC and the Heritage Lottery, any projects would have to align with the original criteria and vision that applied to Seaton Jurassic, when grant funding was awarded.
- Moridunum – there was no timescale currently available regarding the sale of this site, but it was hoped that officers would have more capacity to progress this now that Seaton Jurassic had been advanced.
- Employment sites at Colyford Road and Fosseway – a question was raised as to whether these sites could be used to build affordable housing. Councillors confirmed that the problem with this would be that, as these sites had already been allocated for employment uses, then if this changed then alternative employment sites would have to be found as, if more homes were built, employment and infrastructure would be needed to for those living in them.

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

Members noted the Town Clerk's report and, in particular, the invitation that had been extended to the Town Clerk to speak at the Annual Conference of the Devon Association of Local Councils on 27 September 2023 at Exeter Racecourse.

### **93. Committee Minutes**

Members received and adopted the minutes of the following meetings:

- Planning Committee – 4 September 2023  
(proposed Cllr. Beer; seconded Cllr. Haggerty)

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

Members noted the update and acknowledged the welcome help from volunteers who manned the tourist information at weekends during the summer months.

### **95. Report on events 2023**

Members noted the report and Cllr Hartnell asked that thanks be recorded to officers for all their hard work in the delivery of the events. Cllr. Burrows added that in 2024 the Carnival events schedule was likely to be extended over a two-week period and this could possibly include the Outdoor Cinema event, Members **RESOLVED** to:

- note the overall delivery costs and feedback for:
  - Coronation activities
  - Seaton Summer Celebration
  - Seaton Children's Festival
  - Seaton Outdoor Cinema
- approve, in principle, the delivery of an extended Seaton Summer Celebration event in June 2024 to include:
  - children's activities such as beach school, magician, science workshop
  - live music
  - community group participation, to include a BBQ
  - one food concession and ice cream van

subject to further research confirming the ability to deliver it within existing staff capacity and within budget, once the budget for 2024/25 has been approved by Council

- approve, in principle, the establishment of a Seaton Summer Celebration/Events Working Group and delegate authority to the Deputy Clerk to prepare any associated terms of reference and membership
- approve in principle the delivery of a Seaton Outdoor Cinema event in 2024 to include additional activities, subject to further research confirming the existing outdoor cinema team's ability to deliver it on a voluntary basis
- delegate to the Town Clerk authority to take such action and allocate such expenditure, within the approved events budget, as she considers necessary to deliver the following events on the terms proposed in the report and to make such adjustments to the schedule as become necessary, in 2024:

- Seaton Summer Celebration, extended to incorporate Children's Festival
- Seaton Outdoor Cinema

(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

#### **96. Report on youth consultation**

Members noted with interest the results and conclusions of the youth consultation and considered that, in principle, a youth forum may be an option worthy of further consideration. Cllr Burrows commented that the Council had tried to establish a youth council on several occasions in the past but, unfortunately, on each occasion, interest had quickly waned. Members **RESOLVED** that officers should carry out further research into how other councils engaged with young people in their towns and with what degree of success and bring a further report to Council, when this work had been carried out. (proposed Cllr. Wood; seconded Cllr. Haggerty)

#### **97. Community grant applications**

Members considered and **RESOLVED** to approve the following applications for community grants:

- Re:Store – £1,000 (deferred application) - (proposed Cllr. Beer; seconded Cllr. Russell)
- Axe Valley Ring & Ride - £1,000 - (proposed Cllr. Wood; seconded Cllr. Russell)
- Axe Valley Christians Against Poverty - £1,000 - (proposed Cllr. Haggerty; seconded Cllr. Russell)

Members **RESOLVED** to defer the following application to the next meeting so that Members could consider the full accounts supplied by the Seaton & District Art Society:

- Seaton & District Art Society - £903 - (proposed Cllr. Wood; seconded Cllr. Dyke)

#### **98. Playpark inspection reports**

Members noted the play park inspection reports.

#### **99. Town Hall maintenance costs – further credit to the Gateway**

In 2023-24, expenditure incurred on the town hall amounted to £22,877, and the Gateway were responsible for half of this amount (£11,438.50), in accordance with the lease. In September the Council approved a proposal to reduce this amount by £1,167.50 conditional on payment being made by the Gateway by 31 October, rather than at the end of the 2023-24 financial year. The reduced amount due was £10,271. Members considered concerns expressed by the Gateway that, if early payment were made, then this could lead to a potential loss of interest of £250. Therefore, to recognise this, the Council **RESOLVED** that the amount due should be reduced by a further £250 making a total of £10,021, due by 31 October 2023. Any further expenditure incurred during the financial year would be invoiced at the end of the financial year. (proposed Cllr. Wood; seconded Cllr. Russell)



**100. Seaton Christmas Lights Switch On 2023**

Members **RESOLVED** to award £500 to the Carnival Committee towards the cost of a first aid station and the attendance of morris dancers at the Christmas Lights Switch On 2023.

(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

**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 discussion of the following item on the agenda as matters being discussed included commercially sensitive information.

**101. Report on quotations for tree works**

Members **RESOLVED** to:

- note the emergency works carried out by Teign Trees & Landscapes and associated costs of £395 + VAT, along with other tree works at the Underfleet at a cost of £120 + VAT at Underfleet Play Park
- approve the instruction of Scalwell Lane Nursery to carry out the required works in Cliff Field Gardens at a cost of £200
- note the recommendation for future tree planting, to replace stock lost to disease.

(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

Meeting closed at 7.18pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_



<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>6 November 2023</b>
<b>Item of business</b>	<b>23 COU 06</b>
<b>Details</b>	<b>Chairman’s Report</b>
<b>Purpose of Report</b>	<b>To provide a summary of the Chairman’s engagements since the last meeting of Council</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members note the report.

### **1. Introduction**

The Chairman engagements since the July meeting of Council are detailed below. These have been less than usual due to annual leave and family commitments.

Unfortunately, the Chairman was unable to attend the Seaton in Bloom Presentation, due to illness.

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

- **9 October 2023** – *Devon Carers* training
- **11 October 2023** – Seaton Project Board
- **23 October 2023** – filming a video with *Devon Carers*

### **RECOMMENDATIONS**

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

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>6 November 2023</b>
<b>Item of business</b>	<b>23 COU 09</b>
<b>Details</b>	<b>Town Clerk’s Report</b>
<b>Purpose of Report</b>	<b>To provide a summary of highlights of the ongoing work of Seaton Town Council and to consider whether a transfer should be made from EMR327 (Town Hall Heating) to EMR321 (Fisherman’s Gap Improvements)</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• note the report</li> <li>• consider whether monies should be transferred from EMR 327 to EMR 321, and the amount thereof</li> </ul>

## 1. Introduction

Each month the Town Clerk presents a summary of ongoing projects and actions taken during the last month. This is, of course, over and above the general day-to-day operational work being carried out to manage the Council’s assets. Where relevant, substantive reports on some projects also appear as separate items of business on the agenda.

## 2. Summary of matters to note

- **Committees:**
  - **Planning Committee** – this committee met on 2 October 2023.
  - **Finance & General Purposes Committee** – this committee met on 16 October 2023.
- **Bus Shelters** – the Facilities Officer has been working closely with officers from EDDC, DCC and other interested parties, including Seaton Chamber, and a meeting was held on the 30 October. The following actions are scheduled:
  - a draft plan has been produced including a 5-bay shelter.

- estimated costs for the above improvements to that area will be between £30,000 - £70,000 (including an estimated £30-40K for the removal of flowerbeds and resurfacing of the Fisherman's Gap area). More precise costs are being investigated. In order to remove flowerbeds at Fisherman's Gap and resurface/reconfigure the area, capital funding will be required and this is being looked into, in conjunction with EDDC. **See recommendation below.**
- a traffic order is being worked on, which will go out for public consultation in December. All of the above will be dependant on the traffic order being made.
- Further to discussions at F&GPC on 16 October, where Members established an EMR for Fisherman's Gap Improvements and the subsequent information that arose from the meeting on 30 October, Members may wish to increase the amount in this EMR. See **RECOMMENDATIONS** below.
- **Tenders** – tender documents and associated reports have been prepared in respect of the Council's future contracts for the maintenance and planting in the town and Seaton Beach School. These are included as separate agenda items.
- **Budget 2024-25** – a draft budget has been prepared by the Town Clerk and presented to F&GPC on 16 October. This was approved in principle for recommendation to Council, subject to further review at the next meeting of the committee on 20 November.
- **Community Consultation 2023** – the consultation concluded on 7 October and 228 responses were received. A report and summary will be brought to Council in due course.
- **Christmas Lights** – the official switch on event, as organised by the Carnival Committee will take place on 1 December. However, arrangements have been put in place to enable most of the lights (excluding the Christmas trees) to be illuminated for the town's late night shopping event on 25 November.
- **DALC Conference** – the Town Clerk's presentation at the DALC Conference was well received and she has since been approached by the CEO of Scribe regarding the possibility of delivering a webinar for them.
- **Seaton Project Board** – Officers and councillors attended Seaton Project Board on 12 October along with representatives of DCC, EDDC and other organisations in the town.
- **Correspondence** - various correspondence has been dealt with by officers including correspondence with the Council's tenants, liaison with EDDC and day-to-day correspondence answering general enquiries and complaints from members of the public on matters including Seaton Hospital, planning issues at Pebble Beach, and tourism.

- **Seaton Summer Celebration 2024** – meetings have either taken place or are due to take place with various third parties who are willing to assist once again with the organisation and delivery of this event. An update report will be brought to Members in due course.
- **Allotments** – the water has now been turned off for the winter. The Facilities and Maintenance Officers have replaced one of the footbridges at the allotments that was rotten.
- **Vehicle** – this has passed its annual MOT, requiring only a minor repair to wing mirror glass
- **Bad weather precautions** – a supply of sandbags have been collected from DCC and sand ordered to fill said bags. As in previous years, residents can visit the car park at Marshlands and take bags and sand, if required as a precaution against flooding
- **Asset mapping** – the Facilities Officer has been trialling an asset mapping system (Parish Online) which enables comprehensive mapping and asset information to be entered, regarding all of the Council’s land building and assets. This will sit alongside the Council’s asset register and help officers prepare condition surveys and future budget planning for maintenance to assets.
- **Marshlands:**
  - toilet flush mechanism and tap fixed in ladies WC on Harbour Road-side.
  - PAT Testing due beginning of November and booked in.
  - gutter clearance has been undertaken.
  - the Facilities Officer is pursuing the selected contractor for a start date for the first floor refurbishment works
  - the Council’s insurers have agreed that the Council can instruct contractors to carry out works to rebuild the damaged wall and the Facilities Officers is liaising with them The Council will be required to pay the excess under its policy for the works and the insurers will endeavour to recover this from the third party who caused the damage, although recovery is not guaranteed. The excess is £400.
- **Training** – the following training and development has been undertaken since the last meeting:
  - **Deputy Clerk** – Action Counters Terrorism (Protect UK)
  - **Member Training** – Cllr Brooks has attended the ‘Becoming a Good Councillor’ training provided by DALC
  - **Facilities Officer** – Facilities Management Diploma (Level 7) – this has been completed with excellence achieved in all modules.
  - **All staff** – all staff attended training by Devon Carers on 9 October

## RECOMMENDATIONS

In addition to noting this report, Members may wish to consider increasing the amount in the EMR 321 for Fisherman's Gap Improvements. The EMR currently stands at £22,500. If Members saw fit this amount could be increased to £30,000 or more, which would go some way to improving this area of town.

This could be funded by way of a transfer from EMR327 Town Hall Heating. This EMR currently holds £9, 276 and is no longer required for the heating project as this has now been completed.

It is **RECOMMENDED** that Members:

- note the report
- consider whether monies should be transferred from EMR 327 to EMR 321, and the amount thereof



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Seaton, Devon EX12 2LT  
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www.seaton.gov.uk  
Town Mayor: Cllr Amrik Singh  
Town Clerk: Julia Mutlow

## Minutes of the Planning Committee Meeting on Monday 18 September 2023

### Present:

**Chairman:** P Burrows

**Councillors:** K Brooks, D Haggerty & J Russell

**Public:** No members of the public were present

### 68. Apologies for absence

Apologies for absence were received and accepted from Cllr Beer and Cllr Singh.

### 69. Declarations of Interest

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

### 70. Minutes of the Planning Committee meeting held on Monday 4<sup>th</sup> September 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 4<sup>th</sup> September 2023.

(moved Cllr Haggerty; seconded Cllr Brooks)

### 71. 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.

### 72. 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.

### 73. Public Question Time

No questions from members of the public.





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**Applications for consideration:**

**74. 23/1845/TRE Mrs Michael Summerhayes 24 Ryalls Court, Seaton  
EX12 2HJ**  
T1: Lime - pollarded to a height of  
approximately 8m (half the existing  
height).

The Committee **RESOLVED** to propose no objection to the application and would support the recommendation of the East Devon District Councils Arboricultural Officer.  
(moved Cllr Burrows; seconded Cllr Haggerty)

**75. 23/0187/LBC Mr & Mrs Makemson Tower House, 8 Ryalls Court,  
Seaton EX12 2HJ**  
Demolition of existing single storey  
workshop and conservatory and  
construction of single storey  
extension, insertion of new  
openings, alterations to existing  
opening and garage and minor  
internal alterations to main  
dwellinghouse.  
Amended plans for consultation  
showing new design/proposal and  
additional Consultee comments  
from East Devon District Council  
Conservation Team dated 19 April  
2023.

The Committee **RESOLVED** to propose no objection to the amended plans for this application.  
(moved Cllr Burrows; seconded Cllr Russell)

**76. 23/0186/FUL Mr & Mrs Makemson Tower House, 8 Ryalls Court,  
Seaton EX12 2HJ**  
Demolition of existing single storey  
workshop and conservatory and  
construction of single storey  
extension, insertion of new  
openings, alterations to existing  
opening and garage and minor  
internal alterations to main  
dwellinghouse.



Amended plans for consultation showing new design/proposal and additional Consultee comments from East Devon District Council Conservation Team dated 19 April 2023.

The Committee **RESOLVED** to propose no objection to the amended plans for this application.  
(moved Cllr Burrows; seconded Cllr Russell)

**77. 23/1898/PDMA      Mr Andrew Wilkinson      Office 1, 14 Seafield Road,  
Seaton EX12 2QS**  
Prior notification for the change of use from office to a flat.

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

#### **78. Planning Comments**

There were no comments for circulation.

#### **79. Tree Preservation Orders**

To note Tree Preservation Order confirmed by East Devon District Council:

**a) 23/0037/TPO – Land at 27 Ryalls Court, Seaton**

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land at 24 Ryalls Court, Seaton.

**b) 23/0039/TPO – Land at and adjacent to Fring House, 26 Marlpit Lane and Little Fring 34 Marlpit Lane, Seaton**

A Tree Preservation Order (TPO) has been made in respect of Land at and adjacent to Fring House, 26 Marlpit Lane and Little Fring 34 Marlpit Lane, Seaton.

#### **80. Decisions**

To note planning decisions made by East Devon District Council:

- a) 23/1371/VAR – Former Co-op Store, The Underfleet, Seaton** Variation of condition no. 12 on planning permission 22/1635/FUL to allow extended delivery hours – **WITHDRAWN.**

The meeting closed at 5.52pm.





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01297 21388  
admin@seaton.gov.uk  
www.seaton.gov.uk  
Town Mayor: Cllr Amrik Singh  
Town Clerk: Julia Mutlow

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Signed

Dated

*[Handwritten signature]*  
*2/10/23*

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>6 November 2023</b>
<b>Item of business</b>	<b>23 COU 11</b>
<b>Details</b>	<b>Report on Tourist Information Centre (‘TIC’)</b>
<b>Purpose of Report</b>	<b>To provide an update on tourist information enquiries</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 the Council took the service back in-house in 2021:

Month	Visits		Telephone		Total STC/TIC Enquiries
	STC/TIC	STC/TIC	STC/TIC	STC/TIC	
<b>2021/22 (May-Oct) (Harbour Road)</b>	187		117		304
	<b>STC</b>	<b>TIC</b>	<b>STC</b>	<b>TIC</b>	
<b>2022/23</b>	825	2007	687	100	3619
	<b>2023/24</b>				
	<b>STC</b>	<b>TIC</b>	<b>STC</b>	<b>TIC</b>	
<b>April</b>	72	187	47	8	314
<b>May</b>	122	193	65	4	384
<b>June</b>	106	310	76	14	506

	STC	TIC	STC	TIC	Weekdays	Weekends	Total
July	73	522	58	13	424	244	666
August	100	557	60	8	410	315	725
September	52	309	60	96	354	163	517
October	69	103	49	13	61	14	234
November							
December							
January							
February							
March							
<b>2023/24 TOTAL</b>							<b>3346</b>

### 3. Opening hours

Between October and Easter, the tourist information centre is open from 9am to 1pm from Monday to Thursday.

### 4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update



## COMMUNITY GRANT SCHEME

Two applications have been received, a brief summary of which is provided below for your consideration:

Name	Amount Sought	Detail	Comments
Inspiring Connections	£900	To assist with the costs of working in partnership with Seaton Foodbank, Restore and Pebbles Café to provide a Christmas Day meal to residents in the Axe Valley area, 70% of whom will be local to Seaton.	<p>Operation Rudolph is coordinated by Inspiring Connections and have been supporting the community in Honiton at Christmas for the last 4 years. However, more recently, IC has become involved in supporting the lower Axe Valley / Seaton area.</p> <p>More information can be found here: <a href="http://inspiring-connections.org">Operation Rudolph – Inspiring Connections SW (inspiring-connections.org)</a></p>
Seaton & District Art Society	£903.00	To assist with the associated with the replacement of display panels, card display unit and advertising banner	Members resolved to defer this application at the full council meeting held on 2 <sup>nd</sup> October pending sight of the full application which is attached .

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 23rd October 2023

Time Finished: 11.00am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine. Rubber crumb is lifting in places	Check written warning in hot weather. 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, rusty support bar at base of board	Monitor.
MULTIPLAY	Hole in matting. Chainlink notching	Monitor all issues.
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 tree survey	Monitor



# UNDERFLEET

# OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 23rd October 2023

FINISH TIME: 10.00am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Worn playing surface, rabbit holes/scratchings. Tatty football nets. Worn playing surface.	Monitor all issues.
CYCLOPS (SPIN NET)	Top and bottom coupling links are notching	Monitor
TITAN (ROTARY)	Uneven ground & matting	Monitor
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground and matting, wear on platform, chain notching, tyre stop is cracking up.	Monitor all issues
NEXUS VIPER (ROPE SWING)	Swiss link, shackle and chain link notching, tape added to rope end, hole in uneven matting.	Monitor all issues
WILLY JEEP	General rust & flaking/peeling paint	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GAPING GHYLL	Cracked wood	Monitor
LOPING BALANCE WEAVE	Some cracking in wooden posts	Monitor
WALK/STRETCH POSTS	Some cracking in wooden posts. Worn and missing Astro Turf	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. Checked today, added more tape today
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	Worn Astro Turf, slight movement in middle block	Monitor
UNIMINI KERRA (TODDLER UNIT)	No Hazard	Monitor
LILLIE BASKET (SWING BASKET)	No Hazard	Monitor
ROTY INCLUSIVE ROUNDABOUT	No Hazard	Monitor

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	No Hazard	Monitor

<b>SEATON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>6 November 2023</b>
<b>Item of business</b>	<b>23 COU 14</b>
<b>Details</b>	<b>Report on the options for future proofing the mayoral chain of office</b>
<b>Purpose of Report</b>	<b>To consider the available options to ensure sufficient engravable links are made available within the mayoral chain</b>
<b>Power/authority</b>	<b>Local Government Act 1972, s111 – power to do anything that will facilitate, be conducive to or incidental to the discharge of powers and functions</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members consider the quotations and approve: <ul style="list-style-type: none"> <li>• the reasons for not obtaining alternative quotations</li> <li>• the commission of a new mayoral chain of office to provide 48 years of engravable links and associated presentation case for existing chain of office</li> </ul>

## 1. Introduction

In December 2020, Members approved a quotation provided by Fattorini, to refurbish the mayoral regalia. Subsequently, additional actions were identified as required and in March 2021, Members approved the additional costs if repairing and re-finishing damaged enamel on the pendant.

At the meeting of Council in March 2021, the possibility of future proofing the chain of office was also discussed as there are no blank links available for engraving, therefore, additional links need to be added.

At the time, Fattorini advised that they do not hold these links in their tooling library. However, an alternative was suggested of retiring 8 or 9 of the existing links, from the outer section of the chain, and replacing them with a different engravable link for which tooling was available. These new links would be inserted, alternating with the existing

links (similar in format to the current inner row, which alternates an oval shaped link with a large rectangular link). The retired links would be re-finished and mounted in a wall hung display case complete with plaque showing the town council crest.

## 2. Proposals

Since the previous work was undertaken, the Deputy Clerk has liaised with Fattorini to determine the most cost-effective options available, to ensure that the mayoral chain of office can be used for many years to come. Fattorini have submitted quotations for the following:

### Option 1

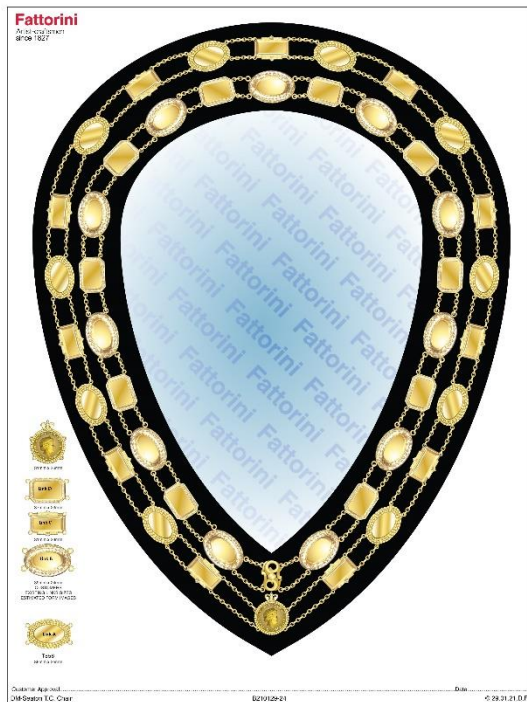
- Removal of 2 links from the top of the outer chain – those currently engraved for J A Knight 1997-1999 and for D Ledger 2021. These would then be added to the existing inner chain providing a total of 21 links.
- Retire 6 links from the outer chain (the oldest links subject to Members' approval) to be mounted in a display case.
- 10 new links would be manufactured in sterling silver gilt and would be added to the inner chain, alternating with the existing oval links.
- A new velvet backing would also be required as the existing one would no longer fit.

Costs for this work are:

- Move 1 x oval link and 1 x large rectangular link from the back of the outer row and add to the back of the inner row.
- Remove 6 x oldest small rectangular links from the outer chain and replace with 10 x new 'blank for engraving' sterling silver gilt links plus joining rings, alternating with remaining 11 x small rectangular links to outer chain.
- Refinish full double row chain in polished hard gold.  
**£2594.63 + VAT**
- To provide a hand-made and tailored velvet backing with inner padding/stiffener for the double row chain of office  
**£376.22 + VAT**
- Flash plate the 6 x retired small rectangular links and joining rings.
- Mount in wall hung display case with printed plaque, detailing council crest or logo and text as required.  
**£607.13 + VAT**

**TOTAL COST: £3577.98 + VAT**

This option would provide 10 years of engravable links. Images depicting the proposed changes are shown below:



### Option 2 (Recommended by Officers)

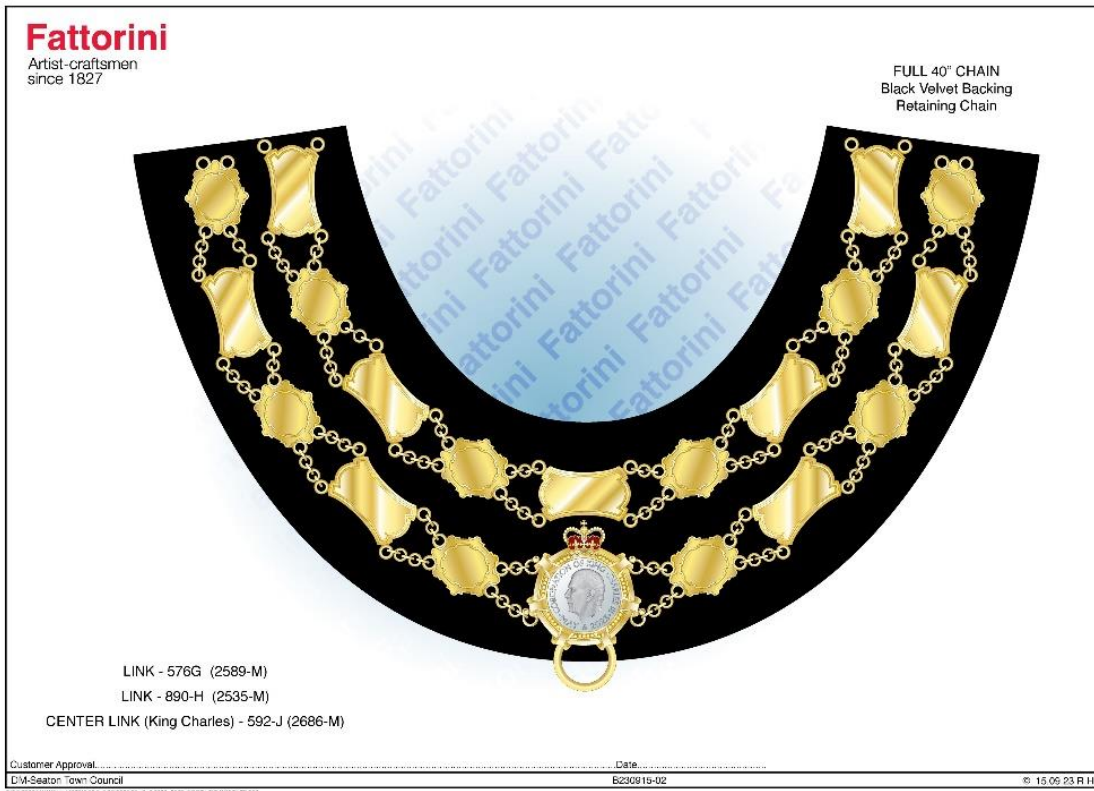
An alternative to the above option would be to retire the whole of the existing chain of office, have this wall mounted and start again with a new chain of office.

Fattorini have also provided the following quotation for this work:

- Hallmarked Sterling silver gilt double row 40-inch chain of office on a black velvet backing, consisting of alternating links (576-G) size 39mm x 25mm with links (890-H) size 31mm x 24mm
- Complete with joining rings, retaining chain in polished hard gold finish.
- Outer row centre link, Coronation Link with King Charles III profile centre complete with large bottom ring for existing pendant.
- Parcel gilt finish, sateen centre, polished link.
- Packed in a bespoke presentation case.

**Total cost: £8,257.22 + VAT**

This option would provide 48 years of engravable links. Fattorini have provided artwork for a proposed new chain as follows:



### 3. Financial Regulations

The Council's financial regulations require the Council ensure the best terms are available as far as reasonable and practicable. This process is usually demonstrated by securing 3 quotations for any works, goods or service. However, where 3 quotations have not been secured, an explanation should be given. In this case and following previous research carried out when the chain of office was repaired in 2021, the proposed supplier was chosen as, historically, Fattorini had dealt with all of the Council's regalia and hold full details of how the chain is structured. They had been commissioned to add the jubilee link in the centre in 2001 and were able to regild the chain in the same material. Members considered that the historic knowledge they held would lead to consistency and provide reassurance that regalia would be treated appropriately. Taking that all into account, officers consider that it would be most practicable for any works to be carried out by this supplier.



#### 4. Summary & budgets

The only civic regalia owned by Seaton Town Council is the Mayoral chain of office. Whilst the Mayor's is broadly ceremonial in nature, the Mayor is called upon by many local organisations to attend and open events in the town. The Mayor is also the first citizen of the town. This ceremonial role sits alongside the Mayor's duties as Chair of the Council.

Whilst, in the short term, option 1 would be cheaper, this would have to be revisited in 10 years' time, whereas option 2 would provide almost 5 times the longevity of option 1 for just over double the cost. Officers would therefore recommend that option 2 be taken.

Either could be accommodated as part of the 2024-25 budget or during this financial year, by transfer from underspends on other budget lines..

#### Recommendations

It is **RECOMMENDED** that Members consider the quotations and approve:

- the reasons for not obtaining alternative quotations
- the commission of a new mayoral chain of office to provide 48 years of engravable links and associated presentation case for existing chain of office