



**Correspondence
&
Complaints Log
2023 - 24**

Correspondence & Complaints – April 2023 to December 2023

Date	Details	Location (if applicable)	Action taken	Officer
APRIL 2023				
16 th April 2023	New application for an allotment plot	Seaton Allotments	HJ replied by email and added name to the current waiting list	HJ
17 th April 2023	New application for an allotment plot	Seaton Allotments	HJ replied by email and added name to the current waiting list	HJ
18 th April 2023	Angry cyclist complaining about overgrown brambles in the town	Seaton in general	HJ & PJ in office explained it's the responsibility of Devo County or private landowners and to report online	HJ & PJ
19 th April 2023	Town looks rundown, Jurassic Centre closed. Shops not open.	Seaton Town overall	HJ replied by email	HJ
MAY 2023				
1 st May 2023	Councillor asked for public liability documents to be printed off for the upcoming big clean	Seaton beach and town centre	HJ actioned request and responded	HJ
3 rd May 2023	Altercation with locals over dog exclusion orders on seafront	Seaton seafront	HJ replied by email	HJ
4 th May 2023	Complaint from allotment holder about low water pressure	Seaton Allotments	HJ replied by email explaining low pressure pumping uphill & to make more use of guttering and rain water collection tanks	HJ
11 th May 2023	Member of public complaining about breach of dog control orders	Seafront and Esplanade	HJ reported to EDDC environmental health department	HJ
15 th May 2023	Resident complaining about overgrown vegetation on footpath	By sewage treatment works in Seaton	HJ reported to EDDC as they are the landowner	HJ
15 th May 2023	Complaint from allotment holder about abandoned and unused plots	Seaton Allotments	HJ replied by email explaining inspection process and eviction procedures in place	HJ

18 th May 2023	Complaint from allotment holder about rats at the allotments	Seaton Allotments	HJ replied by email explaining correct methods for rat control and referred to district council website for advice	HJ
Date	Details	Location	Action Taken	Officer
20 th May 2023	Allotment holder advising us of her new address	Seaton Allotments	HJ updated STC records and Rialtis system	HJ
25 th May 2023	Allotment holder requesting to swap to a bigger plot	Seaton Allotments	HJ replied by email and made a note on the waiting list	HJ
27 th May 2023	Allotment holder wrote in response to a warning letter we had sent to her	Seaton Allotments	HJ replied and acknowledged content of email and made notes on spreadsheet	HJ
31 st May 2023	Overflowing rubbish bins on seafront	Seaton seafront	Referred to EDDC Streetscene Dept and replied by email to explain collections	HJ
31 st May 2023	New allotment application from a resident of Beer	Seaton Allotments	HJ replied by email - not eligible for a Seaton Allotment because they live in the parish of Beer	HJ
JUNE 2023				
1 st June 2023	New application for an allotment	Seaton Allotments	HJ replied by email and added to waiting list	HJ
2 nd June 2023	Applicant on waiting list chasing up his position for getting a plot	Seaton Allotments	HJ replied by email and advised position on the waiting list	HJ
5 th June 2023	Allotment holder wrote in response to a warning letter we had sent to her	Seaton Allotments	HJ replied and acknowledged content of email and made notes on spreadsheet	HJ
6 th June 2023	Resident worried about her mother in a care home being given wrong legal advice	Residential	HJ replied and advised to speak to a solicitor and the citizens advice bureau	HJ
7 th June 2023	Allotment holder complaining about poor state of empty plots	Seaton Allotments	HJ replied by email explaining inspection process and eviction procedures in place	HJ
7 th June 2023	New application for an allotment	Seaton Allotments	HJ replied by email and added to waiting list	HJ
9 th June 2023	Allotment holder wrote in response to a warning letter we had sent to her	Seaton Allotments	HJ replied and acknowledged content of email and made notes on spreadsheet	HJ

15 th June 2023	Member of the public came into the office to complain that toilets closed	Thury Harcourt	HJ explained toilets closed due to vandalism and fire damage	HJ
Date	Details	Location	Action Taken	Officer
26 th June 2023	Person on Allotment waiting list has viewed the site and chosen to take on a vacant plot	Seaton Allotments	HJ emailed reply, updated spreadsheet and sent out letter and agreements etc. in post.	HJ
27 th June 2023	Member of the public complained about trip hazard	Queen Street, Seaton	HJ reported online to Devon County Highways	HJ
29 th June 2023	Lack of benches on seafront and scruffy town center, i.e. shops	Seafront and town center	Town Clerk replied by email advising benches being refurbished by EDDC	JM
JULY 2023				
4 th July 2023	Person on Allotment waiting list has viewed the site and chosen to take on a vacant plot	Seaton Allotments	HJ emailed reply, updated spreadsheet and sent out letter and agreements etc. in post.	HJ
6 th July 2023	Resident complaining about low branches from tree on pavement	Harbour Road, Seaton	HJ reported online to Devon County Highways	HJ
12 th July 2023	Allotment holder complaining about a bee's nest on her plot	Seaton Allotments	HJ emailed reply advising relevant agencies to contact for help (Beekeeping Associating)	HJ
12 th July 2023	Exmouth Town Council want details of our beach matting	Seaton Beach	HJ consulted with Paul Johns and replied by email with the relevant information	HJ & PJ
13 th July 2023	Allotment holder advised us she is giving up her plot	Seaton Allotments	HJ emailed reply and acknowledged plot is now vacant & updated spreadsheet	HJ
14 th July 2023	Report of live lizard on beach	West beach on seashore	HJ replied by email.	HJ
18 th July 2023	Person on allotment waiting list wants to know his position	Seaton Allotments	HJ replied by email advising person of his current position on the waiting list	HJ
19 th July 2023	Existing plot holder complaining about unused and untidy plots	Seaton Allotments	HJ replied by email explaining inspection process and eviction procedures in place	HJ
23 rd July 2023	Visitor to Seaton complained about car parking machine not working in carpark	Underfleet West Car Park	HJ reported online to EDDC as the landowners of the car park	HJ
25 th July 2023	Complaint about too many wild flower	Seaton town & seafront	Town Clerk replied by email	JM

	beds & not enough formal planting			
25 th July 2023	Seaton Jurassic closed and Hook & Parrott pub on seafront closed & scruffy	Jurassic Center & Hook & Parrott pub on Esplanade	Town Clerk replied to explain EDDC re-letting Jurassic Centre & pub is on the market for sale. Private ownership	JM
Date	Details	Location	Action Taken	Officer
29 th July 2023	Visitor complained about toilets being closed	Thury Harcourt	HJ explained this is due to vandalism and fire damage	HJ
AUGUST 2023				
9 th August 2023	Notification from maintenance officer about graffiti in Cliff Field Gardens	Cliff Field Gardens	HJ forwarded photos to Neighbourhood Police Dept	HJ & PT
8 th August 2023	Beer branch of RNLI asked to be included in STC events	Various across the town	Liaised with deputy clerk who replied to lady directly	JH
22 nd August 2023	Complaint from resident about his neighbour feeding sea gulls	Fore Street, Seaton	HJ replied by email referring to EDDC environmental health Dept.	HJ
23 rd August 2023	Member of the public complaining about dogs off leads on the Esplanade and beach	Esplanade and Beach	HJ reported to EDDC environmental health Dpt requesting more signage and stencils	HJ
7 th August 2023	New application for an allotment	Seaton Allotments	HJ replied by email and added to the waiting list	HJ
15 th August 2023	Resident complaining about fallen fence next door which is an EDDC owned property	Harepath Road, Seaton	HJ referred to EDDC Housing Dept and Estates Dept.	HJ
17 th August 2023	Resident has highway complaints	Various locations in Seaton	Town Clerk replied by email referring resident to County Council Highways	JM
22 nd August 2023	Resident of neighbouring town Colyton reported abandoned car	Rosemary Lane, Colyton	HJ referred to local neighbourhood policing team	HJ
23 rd August 2023	Resident complaining about dogs on beach in exclusion zones	Seaton beach and sea shore	HJ replied by email explaining EDDC beach management & referred to Streetscene	HJ
25 th August 2023	Resident complaining about overgrown hedging along Public Footpath	Celandine Close, Seaton	HJ reported to EDDC and Devon County as ownership in question	HJ
27 th August 2023	Resident complaining about overgrown brambles along footpath	Tracy's Avenue, Seaton	HJ reported to Devon County Highways	HJ

29 th August 2023	Person on Allotment waiting list complaining about number of abandoned plots and unused plots	Seaton Allotments	HJ replied by email explaining inspection process and eviction procedures in place	HJ
Date	Details	Location	Action Taken	Officer
SEPTEMBER 2023				
2 nd September 2023	Member of public complained there is no dropped kerb outside the STC office so hard to park there	Esplanade	HJ explained the pavement is owned by Devon County and is not a parking space	HJ
4 th September 2023	Visitor complaining all shops and restaurants closed too early	Seaton town centre	HJ replied by email	HJ
18 th September 2023	Allotment holder reporting a fallen tree at the allotments	Seaton Allotments	HJ replied by email. Maintenance officer inspected and tree surgeon called to attend site and remove fallen tree.	HJ & PT
20 th September 2023	Member of the public reported unauthorized metal shed on roof of café owned by EDDC	The Hideaway Café, The Chine, Seaton	HJ referred to EDDC planning dept and property dept.	HJ
24 th September 2023	Allotment holder wrote in response to a warning letter we had sent them. He explained his circumstances and that he wants to keep the plot	Seaton Allotments	HJ replied and acknowledged content of email and made notes on spreadsheet	HJ
26 th September 2023	University student asked if she could use our allotments holders' opinions in a survey she is conducting as part of her thesis	Seaton Allotments	HJ replied by email and circulated details of survey to all allotment holders for them to partake in the survey if they wish	HJ
27 th September 2023	Resident concerned about multiple occupancy in house next door	Townsend Avenue, Seaton	HJ referred to EDDC Planning Dept	HJ
28 th September 2023	Email from allotment holder who has given up her plot and gave notice	Seaton Allotments	HJ replied and acknowledged notice period and amended spreadsheet	HJ
29 th September 2023	Email from someone on the allotment waiting list who has been offered a plot	Seaton Allotments	HJ replied by email and acknowledged the chosen plot and sent out letter and agreements in the post	HJ

Date	Details	Location	Action Taken	Officer
OCTOBER 2023				
3 rd October 2023	Resident complaining about illegal parking in pedestrian zone	Queen Street, Seaton	HJ reported online to Devon County Highways	HJ
4 th October 2023	Faulty streetlight reported by a resident	Eyewell Green, Seaton	HJ reported online to Devon County Council Highways	HJ
5 th October 2023	Phone call from member of the public who was witnessing graffiti taking place	Esplanade, Seaton	HJ emailed local neighbourhood police	HJ
16 th October 2023	Application for an allotment plot received by email	Seaton Allotments	HJ replied by email and added name to list on spreadsheet	HJ
17 th October 2023	Resident of a flat in Seaton wants foliage cut back from the car park opposite	EDDC Coach Park on the Underfleet	HJ contacted EDDC Streetscene and liaised between them and the resident and the situation resolved quickly.	HJ
17 th October 2023	Faulty streetlight reported by a resident	Scalwell Lane, Seaton	HJ reported online to Devon County Council Highways	HJ
18 th October 2023	Application for an allotment plot received by email	Seaton Allotments	HJ replied by email and added name to list on spreadsheet	HJ
23 rd October 2023	Faulty streetlight reported by a resident	Barnards Hill Lane, Seaton	HJ reported online to Devon County Council Highways	HJ
24 th October 2023	Resident asked for streetlamps to be turned on along the Esplanade	Esplanade	HJ reported to EDDC Streetscene	HJ
24 th October 2023	Allotment holder complaining about an unused and untidy plot near his	Seaton Allotments	HJ replied by email explaining inspection process and eviction procedures in place	HJ
25 th October 2023	A member of the public reported vandalism in Cliff Field Gardens. Maintenance officer took photos	Cliff Field Gardens	Town Clerk circulated photos to all Councillors and local police.	PT & JM

Date	Details	Location	Action Taken	Officer
NOVEMBER 2023				
4 th November 2023	Seaton resident complaining about water run-off from the allotments that has flooded her driveway and garden	Seaton Allotments	HJ replied by email acknowledging the problem and consulted with colleagues	HJ and ongoing
16 th November 2023	Member of the public reported lump in tarmac on cycle path	The Underfleet, Seaton	HJ reported online to Devon County Highways	HJ
22 nd November 2023	Member of public complaining about decision to replace Mayoral regalia and asking how representations could be made	N/A	Email sent explaining the Council's decision-making process and public speaking procedures	JM
27 th November 2023	Application for an allotment plot received by email	Seaton Allotments	HJ replied by email and added name to list on spreadsheet	HJ
DECEMBER 2023				
1 December 2023	Resident requesting appointment to certify life for her Belgian pension form	Marshlands	Appointment arranged and certification completed	JM/HJ
4 December 2023	EDDC requesting EDDC's views on the nomination of Seaton Hospital as an asset of community value	Seaton Hospital	Letter put before STC on 11 December and resolutions passed to write a letter to EDDC supporting the nomination	JM
9 December 2023	Seaton resident sending statement to be read out at the meeting of Council on 11 December regarding the decisions to replace the civic regalia	N/A	Acknowledgment sent and statement read to Council JM	JM
7 th December 2023	Lloyds bank called us to say a car driver has just smashed into a bench and knocked a sign over & slabs	The Square, Seaton	Reported to Devon County Council	HJ
7 th December 2023	Three potholes, one very large,	Durley Road, Wessiters	Reported online to Devon County	HJ

	reported by resident.		Pothole repaired on 14 th December '23	
11 th December 2023	Resident of Everest Drive complaining about cars parking at the junction of Harepath Road and blocking vision for pulling out	Everest Drive, Seaton	Reported to Parking at Devon County Council and yellow lines requested. Case closed on 15 th December, NO yellow lines will be installed.	HJ
12 th December 2023	Resident requested street lights come on earlier along the Esplanade	West Walk, the Esplanade	Forwarded email to EDDC to request lights are turned on earlier than 6am	HJ
13 th December 2023	Seaton resident complaining about a white car parked 24/7 outside The Malthouse Pub	The Square, Seaton	HJ investigated, car is road legal so not a police issue, leave to the DCC parking enforcement officer	HJ
14 th December 2023	VO enquiry regarding Marshlands	Marshlands	Town Clerk responded and confirmed position	JM
19 th December 2023	Tourist telephoned to ask if a Weatherspoon's pub is opening up in Seaton	The Square, Seaton	HJ replied and said to the best of all our knowledge, no.	HJ
21 st December 2023	EDDC consultation regarding beach hut colours	Seaton Seafront	Holding email sent confirming response would be send after the next meeting	JM
JANUARY 2024				
4 th January 2024	Seaton Chamber requesting a meeting to discuss Christmas 2024	Seaton	Meeting arranged with officers	JM
9 th January 2024	Resident asking for email from EDDC to be forwarded to current Beach Management Representative	Seaton	Email forwarded to Chair until new appt made. JM	
11 th January 2024	EDDC invitation to Town Clerk & Mayor to take part in Peer Challenge Review	N/A	Confirmed they would both attends	JM
15 th January 2024	Email from Seaton Scouts asking that the annual invoice be sent to new treasurer	Seaton	Confirmed new address	JM
15 th January 2024	Email from tenant regarding parking query	Marsh Lane	Town Clerk responded	JM

Date	Details	Location (if applicable)	Action taken	Officer
2.01.2024	Email from resident who got his foot tangled up in brambles by bus shelter and fell over. Wants foliage trimmed back.	Harepath Road, Seaton	HJ asked for more details of the exact location so that action can be taken to cut back brambles. Private property or Highways?	HJ
3.01.2024	Phone call from resident complaining about neighbor's roof tiles falling off in the wind and may hurt someone	Tanyard's Court, Beer Road, Seaton	HJ said STC can't help as private property. Resident not happy and said he was going to phone the police instead.	HJ
3.01.2024	Member of public phoned to say a tree had fallen over on footpath no 24 behind St Gregory's Church	Footpath 24 next to the wetlands	HJ told maintenance officer who then went to site and removed fallen tree and cleared path	HJ & PT
4.01.2024	Member of the public reported a large black rubber item stranded on the beach. Identified as a fishing boat fender that had detached from the vessel and washed up on the beach	Seaton beach	HJ reported to EDDC Streetscene who removed the object	HJ
8.01.2024	Local resident emailed asking if there were any plans to build a multi use all weather outdoor games area in Seaton	In the town of Seaton	HJ forwarded to all three EDDC Cllrs to respond	HJ
10.01.2023	Resident asked us, as a local authority, to sign his overseas pension form to confirm he is still alive and resident in the UK	In the council office	HJ signed and stamped the form	HJ

12.01.2023	Resident reported water leak in road, burst pipe	Townsend Road, Seaton	HJ reported online to Southwest Water who later attended site and made repairs	HJ
15.01.2024	Resident wanting to view planning application documents	In the council office. (Ref: Bunts Lane)	HJ printed material and advised. Took 20 minutes	HJ
15.01.2024	Another resident wanting to ask questions about same planning application as the above	In the council office. (Ref: Bunts Lane)	HJ printed some documents and advised. Took 10 minutes	HJ
15.01.2024	Elderly gentleman wanted help to access council housing and housing association property as soon becoming homeless	In the council office	HJ found tel numbers and advised him to contact CAB and EDDC. Took 15 mins.	HJ
16.01.2024	Former STC Cllr wanted co-option forms to rejoin the council as there is a vacancy	In the council office	HJ referred to JM who advised timeline & procedure	HJ & JM
17.01.2024	Resident returned a Home Safeguard alarm unit	In the council office	HJ received unit. Awaiting collection by EDDC	HJ
17.01.2024	Another resident returned another Home Safeguard unit	In the council office	HJ received unit. Awaiting collection by EDDC	HJ
22 nd and 23 rd January 2024	Two residents reported a road sign on the corner of Queen Street and Manor Court had fallen off and is so rusted there are sharp edges all around which may cause a public safety issue. There are a lot of young children around here and it is very dangerous.	Manor Court is an EDDC owned property on the corner of Queen Street	HJ reported to EDDC customer services and EDDC property department.	HJ
19.1.2024	Visitor from Bridgwater had incident in country lane at Colyton at the weekend. Car fell into ditch whilst they avoided flooded puddle and pot holes. They sent emails to STC reporting the incident.	Cownhayne Lane, Colyton	HJ forwarded email and photos to the County Council Cllr who reported to Highways. Email response sent from Highways which was forwarded to owner of the car explaining a scheme is in place to make improvements.	HJ & Cllr Marcus Hartnell

22.1.24	Phone call enquiring about room hire	STC Function room	HJ quoted hourly rate and details	HJ
22.1.24	EDDC sent email advising new premises opening and has applied for alcohol license.	1 The Burrow, Seafront, Seaton.	For info, forwarded to all offices and Cllrs.	None taken
22.1.24	Email enquiring if STC are still running the artisan markets	Seaton markets	HJ replied to say the markets ceased in 2021	HJ
22.1.24	Telephone call to enquire about hiring the function room	Marshlands	HJ gave rates and terms verbally	HJ
22.1.24	Person came into office asking for co-option forms to become a Cllr	In the office	HJ referred to Town Clerk	HJ and JM
22.1.24	Visit from local Police neighbourhood team PCSO	In the office	All staff engaged for a community catch up	HJ, JM and JH
23.1.2024	DCMS Cultural Infrastructure Research Enquiry	Email	Referred to the Gateway	JM
23.1.2024	Enquiry about becoming a councillor	Email	Informal meeting arranged to provide background about the council and its work	JM
25.1.24	Seaton resident came in asking how to register a death	In the office	HJ advised and printed off various pieces of information from the internet about what to do when someone passes away	HJ
25.1.24	Member of the public wanted posters put up in our noticeboards	In the office	HJ received posters	HJ
25.1.24	Two tourists wanted info on the Seaton Wetlands	Seaton Wetlands	HJ gave leaflets and maps	HJ
26.1.24	Enquiry regarding design work for the Council	Email	Referred to Deputy Clerk as a possible supplier for events marketing	JM
29.1.24	Phone call from Seaton resident asking who owns the wave sculpture on the seafront	Esplanade	HJ advised was the Seaton Visitor Centre Trust which no longer exists so probably now owned by the Tramway as they own Seaton Jurassic	HJ
29.1.24	Room hire enquiry	Marshlands	HJ advised	HJ

30.1.24	Resident complaining about overgrown trees hanging over her garden fence from neighbouring property	Burnham Close / Fosseyway Industrial Estate	HJ emailed EDDC as they own the land and the trees	HJ
31.1.24	Allotment holder asked if STC could remove his dilapidated shed.	Seaton Allotment	HJ said no and gave tel numbers for local gardener and handy men	HJ
30.1.24	Enquiry about car parking permits	Seaton car parks	HJ advised look online at EDDC website for different options for purchasing permits	HJ
31.1.24	Report of life rings lots on the seafront	Esplanade	HJ emailed EDDC Streetscene	HJ
31.1.24	Request to renew maintenance access permit in town centre	Fore Street and Queen Street	HJ issued new permits	HJ
31.1.24	Property management company wants to use our main function room for a resident's meeting	Marshlands	HJ took booking and will email invoice etc.	HJ

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FEBRUARY 2024

4.2.24	Resident emailed to say planters on seafront opposite Coast Café has been pushed off the railings and vandalised	Seafront opposite Coast Café	Phil Tuckley & Paul Johns rescued and replaced. Transpires thieves were trying to steal metal from building site & steal the planters and were caught on CCTV and apprehended by local police.	HJ, PT & PJ
5.2.24	Application received for allotment plot	Allotments	HJ added to allotment waiting list	HJ
5.2.24	Tourist wanting parking info	Car parks in Seaton	HJ replied with relevant details	HJ
5.2.24	Seaton Primary school want to borrow our litter pickers for a beach clean	Seaton beach	HJ responded accordingly	HJ
7.2.24	Resident wanted to renew parking permit for delivery access	Queen Street	HJ issued new permit	HJ
8.2.24	Tramway volunteers came in with	Tramway	Had discussions with HJ about the season	HJ

	new seasons brochures		ahead and the re-opening of the Jurassic Centre	
8.2.24	Lady with National Garden Scheme booklets for new season	East Devon District	HJ took delivery of booklets	HJ
9.2.24	Telephone call from a local business wanting to put advertising banners on metal railings outside their café	Esplanade near Hook and Parrott pub	HJ advised they need to contact Devon County Council for permission	HJ
12.2.24	Resident telephoned asking for financial help	Seaton	HJ advised they contact the Citizens Advice for sign posting to the relevant authority for benefits and cost of living support	HJ
12.2.24	Someone who had been offered an allotment plot called to arrange a site visit to the allotments	Allotments	HJ arranged time to meet at the allotments	HJ
12.2.24	Carpet fitter arrived to measure upstairs rooms for new carpets	Top floor of Marshlands	HJ guided carpet fitter to the relevant area to be re-fitted with new carpets	HJ
14.2.24	Lady came in to report her lost purse	Somewhere on the seafront	HJ took details and telephone number in case the purse is handed into STC	HJ
14.2.24	Visitor wanting details on local walks	Seaton area and coast path	HJ advised and gave out leaflets	HJ
15.2.24	Telephone call from someone wanting to hire a function room for a regular yoga class	Marshlands	HJ advised rates and availability	HJ
19.2.24	Email from upset resident regarding new cycleway/footpath that has now blocked access and gates have been locked with "No Entry" signs and barbed wire on top	Colyford Road cycle path adjacent to Wetlands. Land was compulsory purchased by DCC to build new path	HJ and Paul Johns studied maps and google maps and came to the conclusion the private landowner has now started to block access to their land. Issue referred to Cllr Marcus Hartnell the DCC Cllr	HJ and PJ
19.2.24	Email received from resident with the same concerns as above regarding blocked access to new footpath	As above	As above	HJ
19.2.24	Lady came in office to put her name on the allotment waiting list	Allotments	HJ added name to list	HJ
19.2.24	Phone call from Axmouth Parish clerk wanting to know how often we inspect our play parks and how do we record it	Axmouth Parish	HJ advised weekly inspections and forwarded a template of our inspection log sheets	HJ

19.2.24	Fran from Scribblers club paying February invoice for room hire	Marshlands	HJ took money and gave receipt	HJ
20.2024	Lady with new spring Ramblers walking leaflets	TIC	For the TIC office	HJ
20.2024	Resident hand delivering Councillor co-option application form	STC	For cop-option onto the Council	HJ
20.2.2024	New resident just moved to Seaton wanted council tax info etc.	In the office	HJ gave EDDC contact details	HJ
20.2.24	Allotment holder came in to discuss dividing her plot and what to include.	Allotments	HJ took note for the spreadsheet and waiting list	HJ
21.2.2024	Mother with two children wanted info and leaflets on Seaton for a school project they were doing	Seaton as a tourist destination and the Jurassic Coast	HJ provided leaflets and maps and postcards	HJ
21.2.2024	Telephone call from Public Health Nurses enquiring about space at Marshlands for a regular room hire	Marshlands	HJ gave details and quoted £12 per hour unless a tenancy arrangement which would be dealt with by own Clerk	HJ
21.2.2024	Allotment holder chasing up her position on the waiting list	Allotments	HJ advised accordingly	HJ
22.2.2024	Person from Camberley in Surrey asked for information on Seaton and surrounding area to be posted	Seaton & Beer	HJ posted leaflets with a covering letter	HJ
23.2.2024	Resident wants to add name to Allotment waiting list	Allotments	HJ added name to list	HJ
23.2.2024	Miles Davis from BBC Devon contacted by email asking for comments on the spending of £8k for a new mayoral chain.	Mayoral chain of office	HJ referred to Town Clerk who replied accordingly	HJ
24.2.2024	Application for pavement license for new café to have outside tables on the seafront.	Esplanade	HJ forwarded to all Cllrs for comments	HJ
