

To: All Members of the Town Council

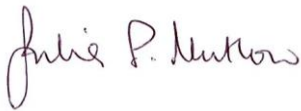
**Meeting of Seaton Town Council
on Monday, 11th December 2023 at 6pm**

6th December 2023

You are hereby summoned to attend the above meeting to be held on **Monday, 11th December 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

MOST ITEMS CARRIED FORWARD FROM MEETING ORIGINALLY SCHEDULED ON 4
DECEMBER 2023 AND POSTPONED DUE TO POOR WEATHER CONDITIONS

- 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, 6th November 2023
- 23/COU/04 Chairman's Report**

To note the report

23/COU/05 County Councillor's Report

To note the report

23/COU/06 District Councillors' Reports

To note the reports

23/COU/07 Public Question Time

To allow any questions or reports from members of the public

23/COU/08 Town Clerk's Report, including update on Local Council Awards

To note the report

23/COU/09 Committee Minutes

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

- Planning Committee – 2 October & 6 November 2023
- Finance & General Purposes Committee – 16 October 2023

23/COU/9A Seaton Hospital-Community Right to Bid Nomination

To consider how the Council wishes to comment on Seaton & District Hospital League of Friends nomination

23/COU/10 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/11 Community grant applications

To consider the following application:

- Coffee & Tots Toddler Group - £1,000

23/COU/12 Playpark inspection reports

To note the play park inspections

23/COU/13 Events 2024 Update

To provide an update on events planning for 2024

24/COU/14 Allotments Risk Assessment

To consider and approve the draft risk assessment for the allotment site

24/COU/15 Updates from councillor representatives on outside bodies

To receive verbal update on:

- Gateway Theatre Company – Cllr. Wood

24/COU/16 Seaton Town Council Budget 2024-25

To consider the Council's budget, as recommended by the Finance & General Purposes Committee on 20 November, and approve, subject to any adjustments that the Council considers necessary, and to set the precept for 2024-25. **(NOTE: This item is subject to the tax base being available from East Devon District Council at the time of the meeting)**

Confidential Item

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 17 & 18 on this agenda as there are matters being discussed which include commercially sensitive information.

23/COU/17 Report on office space at Marshlands

23/COU/18 Report on Seaton Beach School tender process

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

Present:

Chair: Cllr. A. Singh

Town

Councillors: E. Bowman, K. Brooks. P. Burrows, N. Dyke, M. Hartnell, D. Ledger, J. Russell & C. Wood

Officers: Town Clerk & Deputy Town Clerk

Public: 42 members of the public were in attendance for the item regarding Seaton Hospital. Thereafter, three members of the public remained whilst the applications for community grants were considered and one of those members of the public (Mr. Jack Rowland) was present for the rest of the public agenda items.

102. Apologies for absence

Apologies for absence were received from Cllrs. K. Beer and D. Haggerty and approved.

103. Declarations of interest

Cllrs. Hartnell & Ledger declared personal interests as an East Devon District Councillors (EDDC) and Cllr Hartnell declared a personal interest as a Devon County Councillor (DCC).

104. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 2 October 2023. (proposed Cllr. Singh; seconded Cllr. Burrows).

105. Public Question Time

Three members of the public, including Mr. Jack Rowland and the Chief Executive of Seaton Hospital League of Friends, spoke in support of taking such action as might be necessary, including the possibility of making an application to declare the hospital an asset of community value, in order to retain Seaton Hospital for the benefit of the residents Seaton and the wider area.

Mr Rowland also asked that district & county councillors provided written reports in advance, where possible, so that questions could be asked by members of the public on matters arising during public question time, as this item was ordinarily listed on the agenda prior to the EDDC and DCC reports. As it was not always possible for

councillors to provide written reports in advance, the Town Clerk agreed that, on future agendas, public question time could be listed after the reports, to enable questions to be raised by members of the public that arose from verbal reports provided.

One member of the public spoke in support of the application for a community grant by Seaton & District Art Society.

106. Seaton Hospital

A motion by Cllr. Hartnell was brought to consider what action, if any, the Council might take to assist the local campaign to secure the future of the former wards at Seaton Hospital, including the possibility of registering the hospital as an asset of community value. This was discussed at length and the Council considered that the Seaton Hospital League of Friends would be the most appropriate body to make such an application, with the support of the Council. Members **RESOLVED** to support the proposition that Seaton Hospital be registered as an asset of community value and further agreed that the Council would support discussions with Seaton Hospital League of Friends to enable an application to be submitted. Should NHS Property Services seek to dispose of the hospital, a request would be made that the Council be fully consulted prior to any final decision being made. (proposed Cllr. Hartnell; seconded Cllr. Ledger).

Members **RESOLVED** to suspend standing orders to bring forward the following item of business – consideration of community grants. (proposed Cllr. Singh; seconded Cllr. Hartnell).

107. Community grant applications

Members considered two applications for community grants and **RESOLVED** to award:

- Inspiring Connections - £900 (proposed Cllr. Wood; seconded Cllr. Ledger).
- Seaton & District Art Society - £500 (proposed Cllr. Wood; seconded Cllr. Hartnell).

108. Chairman's Report

Members noted the report.

109. County Councillor's Report

Members noted the written report.

110 District Councillors' Reports

Members noted the following updates from East Devon District Councillors:

- Cllr. John Heath:
 - advised that he had assisted a resident in a dispute over a council tax banding

- thanked Cllr Hartnell for facilitating the cutting of undergrowth on Beer Road
- had alerted Streetscene to the Chine being overgrown in places
- had written to Sarah Wollaston regarding Seaton Hospital and was part of the newly formed steering group. He stated that he would support and work with Seaton residents to retain Seaton Hospital for the benefit of Seaton and surrounding areas
- Cllr. Dan Ledger advised that:
 - EDDC's Chief Executive had retired
 - nature and rewilding were a significant issue across the district and a comprehensive strategy and policy was being developed which would assist in informing town and parish councils
 - it was hoped that the strategic plan would be going forward for adoption, albeit there had been slippage of about 18 months
 - the number of voids (empty properties) in the district had reduced

111. Town Clerk's Report

Members **RESOLVED** to:

- note the report
- approve the transfer of £9,651.79 from EMR327 (Town Hall Heating) to EMR 321 (Fisherman's Gap Improvements)

(proposed Cllr. Hartnell; seconded Cllr. Wood)

112. Committee Minutes

Members noted the minutes of the following meeting:

- Planning Committee – 18 September 2023

113. Update on Tourist Information Centre

Members noted the update. Cllr. Bowman said he would like to organise a meeting of the volunteers, who had assisted in the summer months, and he and the other Volunteer Co-ordinators were encouraged to arrange this.

114. Playpark inspection reports

Members noted the play park inspections.

115. Report on civic regalia

Members considered the options regarding updating or replacement of the mayoral chain of office and the importance of maintaining the town's only piece of civic regalia. They considered that, if the option were taken to mount the existing chain of office in a case to preserve it and replace it at a total cost of £8,257.22, then this would provide best value as the chain would last for at least 48 more years at a cost of 5p per resident person per year. Members therefore **RESOLVED** to:

- approve the reasons for not obtaining alternative quotations
- commission a new mayoral chain of office to provide 48 years of engravable links and associated presentation case for existing chain of office at a cost of £8,257.22.

(proposed Cllr. Burrows; seconded Cllr. Russell)

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.

116. Purchase of mobile scaffold tower

Members considered three quotations and **RESOLVED** to:

- approve the purchase of a Lewis 250 Industrial Scaffold Tower (8 Rung) at a cost of £1,168.03 + VAT
- approve the use of the tower, conditional on appropriate PASMA training being undertaken by users

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

117. Grounds maintenance & planting tender 2024-2027

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

- promulgate the tender via:
 - the government's national procurement website – Contract Finder
 - local advertising
- agree to alternative planting in the larger flower beds, if advised as viable by those tendering
- approve the draft advertisement and tender document, including such amendments as considered necessary by the Town Clerk to give effect to the Council's decision regarding alternative planting
- authorise the Town Clerk to take such action as was necessary to implement the tender process and report the outcome back to Council for a decision

(proposed Cllr. Wood; seconded Cllr. Dyke)

118. Seaton Beach School

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

- note the feedback regarding the Seaton Summer Beach School programme for 2023 as outlined in the above report
- approve the proposed format and estimated cost for the delivery of a beach school programme for 3 years from 2024/25



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

- approve the draft proposed tender document
- authorise the Town Clerk to take such action as she considers necessary to implement the tender process

(proposed Cllr. Ledger; seconded Cllr. Wood)

Meeting closed at 7.58pm

Signed _____

Dated _____

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|---|
| Date of report | 4 December 2023 |
| Item of business | 23 COU 08 |
| Details | Chairman’s Report |
| Purpose of Report | To provide a summary of the Chairman’s engagements since the last report |
| Recommendations | It is RECOMMENDED that Members note the report. |

1. Introduction

The Chairman engagements since the last report are detailed below. These have been less than usual due to annual leave and family commitments.

2. Summary of engagements

- **29 October 2023** – meeting in Beer regarding Seaton Hospital
- **5 November 2023** – meeting at The Old Picture House regarding Seaton Hospital
- **27 November 2023** – meeting of steering committee regarding Seaton Hospital
- **1 December 2023** – Seaton Christmas Lights Switch On
- **2 December 2023** – opening of charity bowling with the Mayor and Town Crier of Honiton, arranged by Food Save, Honiton

RECOMMENDATIONS

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

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|--|
| Date of report | 4 December 2023 |
| Item of business | 23 COU 08 |
| Details | Town Clerk’s Report |
| Purpose of Report | To provide a summary of highlights of the ongoing work of Seaton Town Council |
| Recommendations | It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the report |

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 6 & 20 November 2023.
 - **Finance & General Purposes Committee** – this committee met on 20 November 2023.
- **Tenders** – tenders are underway in respect of the Council’s future contracts for the maintenance and planting in the town and Seaton Beach School.
- **Budget 2024-25** – the draft budget was further reviewed at the meeting of the committee on 20 November and adjustments agreed. The Town Clerk has updated the draft to reflect those amendments and other information that has become available since that meeting and this will be brought to Council for final approval once the tax base is confirmed by EDDC.
- **Christmas Lights** – these have all been installed in time for the Christmas shopping event on 25 November. The Christmas lights switch-on organised by the Carnival Committee is due to take place on 1 December.

- **Correspondence** - various correspondence has been dealt with by officers including liaison with EDDC and day-to-day correspondence answering general enquiries and complaints from members of the public on matters including community grants, decisions made by the council and tourism. Thank you letters have been received from two grant recipients. A statement was issued correcting the record with regard to the Council's recent decision to replace the civic regalia.
- **Seaton Summer Celebration 2024** – further meetings have taken place with various third parties and community groups, who are once again assisting with the organisation and delivery of this event. A further series of 3 meetings have been scheduled for the new year. Acts, activities, and infrastructure are in the process of being booked by the Deputy Clerk. A separate update report is a separate item on the agenda.
- **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.
- **Bus Shelters** – the Facilities Officer has continued to work with officers from EDDC and DCC and the latest meeting was held on the 27 November. The Town Clerk has been liaising with officers of other authorities reiterating the importance of this project being completed in 2023-24 and offering whatever help STC can give to ensure this happens. A chronology and confirmation of the funds that STC have available in an EMR for improvements at Fisherman's Gap has been confirmed.
- **Vehicle** – this has passed its MOT and car tax purchased for the next year.
- **Storm Cieran** – significant damage was sustained to the brick planter on the seafront. The debris has been cleared from the public highway by officers and is currently stored at Marshlands. DCC have indicated that they are sending out a contractor to assess the damage. The Facilities Officer will chase this up again, when the initial 1 month period allocated for their response has passed. However, it is hoped that a reply will be received within the month, by 10th December 2023.
- **Allotment storm damage** – there was damage caused to the allotment tracks by the recent storms leaving large potholes. These have been cordoned off with cones and signs and all tenants asked not to drive over the tracks, to avoid damage to their vehicles. The Facilities Officer has prepared a risk assessment and repairs will be undertaken when capacity and weather permit.
- **Marshlands:**
The following works have been undertaken:
 - annual PAT Testing has been completed.
 - the Facilities Officer continues to pursue the selected contractor for a start date for the first-floor refurbishment works

- contractors have removed the damaged elements of the wall and rebuilding will take place in the New Year, when capacity permits
- the seafront office on the first floor is being decorated by the Facilities Officer and quotations for flooring are being obtained. See separate report regarding the possible rental of this room.
- Advice is being sought regarding the cost of preventing and repairing damage from water ingress in the Town Clerk's office
- One of the front windows of the TIC has developed a crack and arrangements have been made to have this replaced
- **Training & development** – the following training and development has been undertaken since the last meeting:
 - **Town Clerk** – ‘Devolution in Devon’ (9 November), ‘Martyn’s Law Seminar -SLCC/NALC/Home Office (16 November), Highways Safety Awareness Training (10 November)
 - **Deputy Clerk** – ‘Martyn’s Law Seminar’ -SLCC/NALC/Home Office (16 November) , ‘Clerks Essentials 3’ (22nd November), ‘Engage more effectively with young people’ (30th November)
 - **Facilities Officer** - Highways Safety Awareness Training (27 November)
 - **Member Training** – Cllr Brooks has attended the ‘Becoming a Good Councillor’ training provided by DALC

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report



PRESIDENT: ALAN COTTON MBE FRSA D LITT

BY HAND

Cllr. Amrik Singh
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton
EX12 2LT

Monday, 13 November 2023

Dear Mr. Mayor,

I am writing to thank you and the other Councillors of Seaton Town Council for your generosity in awarding Seaton & District Art Society a Community Grant of £500.

It will make an enormous difference to what we will be able to achieve this year in completing the replacement of our time-expired exhibition displays.

We look forward to showing you and your colleagues the results of our endeavours at the 52nd. Annual Art Exhibition to be held 10th. to 18th. August 2024 at the Marshlands Centre.

With gratitude and best wishes from all the members of the Society.

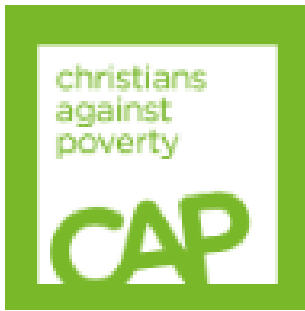
Yours sincerely,

Christine Sullivan
Chairperson

Chairman: CHRISTINE SULLIVAN, Tel: 07773 588456, e-mail: chairman@seatonartsociety.co.uk

Secretary: JACKY WHEELER, Tel: 01297 23166, e-mail: secretary@seatonartsociety.co.uk

Treasurer: ROBERT OLDFIELD, Tel: 07973 845413, e-mail: treasurer@seatonartsociety.co.uk



www.capuk.org

Axe Valley Christians Against Poverty

St Gregory's Church Centre
Colyford Road
Seaton
EX12 2DF

Debt Centre Manager: Sharon Bruce
07519 751999

sharonbruce@capuk.org

Seaton Town Council
Marshlands Centre
Harbour Road
SEATON
EX12 2LT

14th November 2023

Dear Friends,

Thank you so much for the generous grant of £1,000 to Axe Valley Christians Against Poverty, recently made by Seaton Town Council.

This is already helping with our ongoing printing and paper costs and also buying diaries and calendars for 2024, to help our clients organise their meetings and life commitments.

We are also hoping to use some of the funds to organise at least one much needed Easter holiday for a young family in 2024. This year, Trill on the Hill generously offered two young families a free holiday but this was an exceptional situation.

The work of CAP in the Axe Valley is expanding rapidly as more people are discovering the services we offer to help them leave behind the scourge of debt in a safe and secure environment.

We do appreciate the support of the Council and pray that you will continue to be blessed in all that you do in Seaton and beyond.

Yours sincerely,

Sharon Bruce
Debt Centre Manager

**Minutes of Finance & General Purposes Committee Meeting
Monday, 16 October 2023**

Present:

Chairman: Cllr. K. Beer

Councillors: P. Burrows, M. Hartnell & A. Singh

In attendance: Town Clerk

Public: None

Others: Cllr. E. Bowman was also in attendance, but not a member of the committee.

12. Apologies for absence

Apologies for absence were received from Cllrs. Brooks, Dyke Haggerty & Wood and accepted. Cllr Burrows asked that, in future, all apologies should be accompanied by a reason for absence.

13. Declarations of Interest

Cllr. Hartnell declared a personal interest as an East Devon District and Devon County Councillor. Cllr. Singh declared a personal interest as Chair of Seaton Martial Arts Centre.

14. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 17 July 2023.
(moved Cllr. Burrows, seconded Cllr. Singh)

15. Public Question Time

No members of the public were present.

16. Payments, receipts & unpaid invoices

Members received a schedule of payments, receipts and outstanding invoices as at 30 September and **RESOLVED** to:

- note the receipts
- note the outstanding unpaid invoices

(moved Cllr. Singh, seconded Cllr. Burrows)

17. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 30 September 2023.

 1

(moved Cllr. Singh, seconded Cllr. Burrows)

18. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 30 September 2023.
(moved Cllr. Singh, seconded Cllr. Burrows)

19. Budgetary Report – Q2 2023-24

Members reviewed the report on the Council's financial position as against budget as at the end of Q2 (30 September 2023). In particular Members discussed the ongoing work to replace the bus shelters across the town and **RESOLVED** to:

- note the actual financial position, as against budget, on 30 September 2023
- note the material variances
- approve the following movement between budget codes:
 - £250 from 120/4485 (insurance) to 120/4120 (stationery/postage)
- approve the following adjustments to earmarked reserves:
 - to amend the name of EMR321 Seafront Enhancements which currently stands at £10,000 to the more specific 'Fisherman's Gap Improvements'
 - to move £6,000 from EMR334 to EMR321 and to move £6,500 from general reserves into EMR 321 giving a total of £22,500.

(moved Cllr. Hartnell, seconded Cllr. Singh)

20. Report on Council's cash holdings and Financial Services Compensation Scheme (FCSS) protections

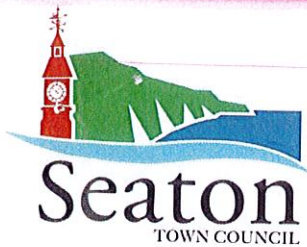
Members considered the report on the Council's cash holdings, in particular, the question of risk and whether monies could be placed in alternative investments or accounts to generate income. Due to the limit on protection available under the FSCS for local authorities with budgets of 500,000 euros or more, it was not considered prudent to split the Council's cash holdings over a number of different institutions. However, Members considered that, in light of recent increases in interest rates, it would be appropriate to increase revenue by opening and depositing a sum into an interest-bearing business account with Lloyds Bank. Members **RESOLVED** to:

- authorize the Town Clerk to take such action as necessary to open an interest-bearing business account with Lloyds Bank
- to deposit £75,000 in said account

(moved Cllr. Hartnell, seconded Cllr. Burrows)

21. Budgetary Review & Planning 2024/25

Members considered the initial draft budget proposal for 2024/25 and **RESOLVED** to agree that the draft proposal (V.1), plus an additional £5,000 - over and above the recommendations in V.1 - to cover additional security measures required for events, should proposed legislation arising from 'Martyn's Law' come into effect – was



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

reasonable. However, further consideration of the draft would take place at the next meeting of the Finance & General Purposes Committee on 20 November to establish whether further adjustments should be made, prior to a recommendation being finalised for full Council (moved Cllr. Beer, seconded Cllr. Hartnell)

Meeting closed at 6.48pm

Chairman:

Date:

**Minutes of the Planning Committee
Meeting on Monday 2 October 2023**

Present:

Chairman: P Burrows

Councillors: K Beer, D Haggerty, J Russell & A Singh

Other Councillors: E Bowman

Officers: Town Clerk

Public: Five members of the public were present

81. Apologies for absence

Apologies for absence were received and accepted from Cllr Brooks.

82. Declarations of Interest

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

83. Minutes of the Planning Committee meeting held on Monday 18th September 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 18th September 2023.
(moved Cllr Beer; seconded Cllr Russell)

84. District Council Members

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

85. 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.

86. Public Question Time

Mr Jack Rowland spoke on planning application 23/1969/FUL - Seaton Jurassic and raised the following points:

- Was pleased to see this application on the agenda as it has been just over two years since Devon Wildlife Trust had to surrender the lease on the building.
- As a Member of the Cabinet at East Devon District Council at the time the lease was surrendered Mr Rowland attended many meetings and was in favour and voted for a lease being offered to Seaton Jurassic. After a number of conversations with Officers it was decided the best way forward was to have a freehold for the building as he didn't want to see a similar situation occur in a few years' time.
- Mr Rowland was really pleased to see this development as it has taken a long time to get to this stage and he hoped that the Planning Committee would support it.

Applications for consideration:

87. 23/1969/FUL Miss Jennifer Nunn

**Seaton Jurassic, The Underfleet,
Seaton EX12 2WD**
Change of use from Exhibition Hall
(Class F1) to a mixed use as
Exhibition Hall, café and soft play
area (Classes F1/E).

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

88. 23/01975/FUL Mr Shaw

**Flat 1, 4 Harbour Road, Seaton
EX12 2LS**
5 no. PVCu replacement windows
to first floor flat.

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

89. Planning Comments

There were no comments for circulation.

90. Tree Preservation Orders

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



a) **23/0045/TPO – Land at 138 Harepath Road, Seaton**

A Tree Preservation Order (TPO) has been made and confirmed in respect of Land at 138 Harepath Road, Seaton.

91. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/0257/FUL – Flats 1 - 3, 1 The Burrow, Seaton** Partial re-rendering, alterations to fenestration and balustrading and replacement slate roof – **APPROVED** standard time limit.
- b) **23/1655/FUL – Thorncombe, Highcliffe Crescent, Seaton** Replace defective flat roof on garage with low pitched roof – **APPROVED** standard time limit.
- c) **23/1689/CPL – Greenbay, Fremington Road, Seaton** Certificate of Proposed Lawful Development for erection of roof windows to East Elevation – **APPROVED CPL Approve Part 1** – no consultations were requested for this application.

The meeting closed at 5.51pm.

Signed _____

Dated _____

**Minutes of the Planning
Committee Meeting on Monday
6 November 2023**

Present:

Chairman: P Burrows

Councillors: K Brooks, J Russell & A Singh

Officers: Town Clerk

Public: Fifty five members of the public were present

92. Apologies for absence

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

93. Declarations of Interest

There were no declarations of interest.

94. Minutes of the Planning Committee meeting held on Monday 2nd October 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 2nd October 2023.

(moved Cllr Singh; seconded Cllr Russell)

95. 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.

96. 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.

97. Public Question Time

Richard Ayre from Baker Estates Ltd said that the amended plans submitted for consultation were in response to comments from some of the consultees and the application itself has not changed. Baker Estates have supplied the district council with more information in response to the Landscape and Green Infrastructure Officers report. There is an existing employment allocation on a large part of the application land so the residential proposals and context of employment which are larger will have a less visual impact than a commercial development on the site. Natural England have not objected to the application. The district council's ecologist has raised some issues which Baker Estates Ltd have responded to. The Environment Agency are not objecting to the application but just sought more information. There are flooding issues in the area which the applicant is aware of and the application proposals gives the applicants the opportunity to address those problems which would not have been available without the development. The County Highway Authority have raised no objections. The merits of the application are still the same as they were. The application will provide a much needed football pitch, affordable housing, a high quality development along with some environmental enhancements.

Eight members of the public spoke on planning application 22/2781/MOUT – Land Adjacent to Harepath Road, Seaton and raised the following points:

- Strength of feeling in the community regarding this application. We seem to be fighting the Council whereas we should all be working together to oppose the application. The outcome of the last meeting where this application was discussed was less convincing. Councillors need to represent the feelings of the community. Councillors are not elected to give guidance to a developer which is what happened at the last meeting. There is nothing good about this application so please would the Councillors show some leadership and push back and refuse the application.
- No decision should be made regarding this application until assessments from Devon County Council and outside bodies have been made available concerning flood risk from surface water and ordinary watercourses in Seaton along with East Devon District Councils water cycle reports.
- There is a proposal to build a public flood water sewer, a public storm sewer and several other projects to deal with surface water drainage in a submitted document which is difficult to read. A clearly worded explanation is needed and will Baker Estates pay to have these measures undertaken? It appears that surface water is to be diverted away to the south corner of the site and send it westwards. This is not a solution. It will only pass the problem of surface water drainage from the developer to the council. The water will be carrying nitrates and phosphates along with some chemicals. The weirs and ponds shown on the plan will help a little with the nitrates and phosphates but will require long term management which will be expensive. Are Baker Estates prepared to finance this in the long term?

- Seaton Wetlands brings in many visitors. The building and destruction caused by this application will seriously affect the Wetlands. Several species of birds have been seen for the first time this season. The Wetlands must be preserved for the enjoyment of future generations. This site should be removed from the Local Plan so the Wetlands can continue to thrive.
- The Baker Estates development at Rowan Drive is an important site for bat species connected to Beer Quarry and caves and lies just above the application site. A covenant was drawn up to protect the bats from light pollution from this development but they only last five years. Baker Estates are proposing that this application will be a dark development but this will be totally impossible. Bat flight paths on the Rowan Estate were supposed to be protected by the applicant but it appears that this has been handed to residents to look after. Who is going to be responsible for the bat flight paths on this much larger development? This development is an environmental disaster which is irreversible if approved.
- The ecology report for Baker Estates states that there would be no likely significant effects from the proposed development on the River Axe. Nitrates, phosphates and chemicals from the site could enter the ditch to the south of the site and continue downstream across to White Cross Farm and from there to the River Axe and the sea. Any water from the site which enters Stafford Brook on the Seaton/Colyford border will end up at Colyford Common Nature Reserve. So, any chemicals etc. in the water will flow into the wetlands. The East Devon District Councils Countryside team should be consulted as to whether they are happy about contaminated water flowing into the common considering the sixty seven species of different animals which are living there. Colyford Common is owned by the Burgesses of Colyford who have not been consulted over the use of the common as part of a flood prevention scheme for the development.

A letter was read out by the Town Clerk from a member of the public regarding planning application 22/2781/MOUT – Land Adjacent to Harepath Road, Seaton which raised the following points:

- Since 2005 there has been a significant increase in the frequency and intensity of short duration of rainfall and resulting flash flooding. These will increase over the coming decades. Why are Baker Estates using data that goes up to 2005 to inform their design of storm network.
- Sustainable Urban Drainage Systems require professional maintenance in perpetuity. This involves high costs and or potential poor quality work.
- Any subsequent upstream implementation SUD's in the Stafford and Holyford Brook catchment area including the industrial area will adversely affect their performance from the development site and down to the Wetlands. Even with upstream attenuation the likelihood of flooding downstream still increases.

One member of the public spoke on planning application 23/2222/FUL – Land At Rear of Chestnut House, Bunts Seaton and raised the following points:

- The combined Deign and Access Statement and Planning Statement lack essential information. There is a complicated history attached to this application site. Since 2007 there have been approximately seven applications and three appeals relating to this site. It is not known which of the previous applications is integral to this current application and this is vital information for anyone wishing to comment on the current application. The following details have been requested from the planners at East Devon District Council:
 1. All previous applications still relevant to 23/2222/FUL to have their references included (e.g., 12/0966/OUT) and Document 16/00014/REF made available.
 2. Minutes of the Pre-application site meeting, and subsequent emails from Mr Upfield, to be made available.
 3. A Construction Management Plan for the whole site to include:- Access for construction vehicles and deliveries, parking for construction workers, traffic management, public safety, waste management, pollution prevention, construction working hours, liaison with neighbouring properties.
- The application seems to rely heavily on the pre-application site meeting. Access remains a major issue not only from a road safety point of view but also from the unacceptable access from Bunts Lane which has been unfit for its purpose for some time.
- Could the deadline for the application be extended from 18 November for a further three weeks so this vital information can be considered.

98. Amendment in the order of business

Cllr Singh proposed and the Planning Committee agreed to change the order of the meeting to allow agenda items 8, 9 and 10 to be considered first.

Cllr Singh proposed and the Planning Committee agreed to suspend Standing Orders so that agenda items 8,9 and 10 be considered first.
(moved Cllr Singh; seconded Cllr Brooks)



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

Applications for consideration:

99. 22/2781/MOUT Baker Estates Ltd

**Land Adjacent to Harepath Road
Seaton EX12 2WH**

Amended plans for consultation.
**These amendments relate to the
Surface Water Drainage Strategy
Plan.**

Discussion took place around:

- Regarding Margaret Leppards' statement why are Baker Estates using updated reports. More relevant data should be given by the applicant for consideration and consultation.
- Because of the recent storms there is a lot of surface water on the righthand side of the site and it is impossible to see how much as you cannot get access to the site.

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

- Current data regarding surface water drainage should be submitted for consideration and consultation as the data currently available is not up to date.
- More information must be supplied by the developer concerning surface water drainage proposals on the proposed site so that a proper and informed decision can be made by the Planning Committee regarding the amendments to the Surface Water Drainage Strategy Plan.

(moved Cllr Singh; seconded Cllr Brooks)

100. 22/2781/MOUT

Baker Estates Ltd

**Land Adjacent to Harepath Road,
Seaton EX12 2WH**

Amended plans for consultation.
**These amendments relate to the
Technical Note which addresses
the comments made by East
Devon District Council's
Ecologist.**

Discussion took place around:

- On environmental grounds with the potential threat to wildlife habitat this application is not supported in its current form.
- The reply to the statement submitted by East Devon District Council's Ecologist from EAD Ecology does not go anywhere to mitigating what the district ecologist submitted in their report.

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

- The environmental impact the development would have and the potential threat to wildlife habitat.
- The reply to the statement submitted by East Devon District Council's Ecologist from EAD Ecology does not go anywhere to mitigating what the district ecologist submitted in their report.

(moved Cllr Burrows; seconded Cllr Singh)

101. 23/2222/FUL Mr David Rice

Land At Rear Of Chestnut House,

Bunts Lane, Seaton EX12 2HU

Proposed new dwelling and alteration to previously approved access.

Discussion took place around:

- An Outline planning application for a proposed dwelling in 2015 was dismissed on appeal as the Planning Inspector considered the site was unsuitable for the proposed dwelling as it would have a harmful impact upon highway safety.
- The application is for a proposed dwelling on the right hand side of the site. The 2015 application showed the proposed dwelling would be on the left hand side of the plot with access onto Bunts Lane. One cannot see traffic approaching from either direction at this point on Bunts Lane and traffic coming from either direction cannot see emerging traffic from the site. This makes it one of the most dangerous roads in Seaton.

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

- The new dwelling would negate the existing approved house being able to use Marlpit Lane and the alterations for the approved access at Bunts Lane should be refused as it is one of the most dangerous accesses in Seaton.

(moved Cllr Burrows; seconded Cllr Singh)

102. 23/2198/FUL Mr James Griffin

**139A Harepath Road, Seaton
EX12 2EB**

Proposed single storey rear extension.

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

(moved Cllr Singh seconded Cllr Russell)

103. 23/2237/FUL Mr M Tubbs

7 Greenway, Seaton EX12 2SE
Construction of garden room.

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

104. 23/1912/FUL Mr Pete Bull

**Seacot, 20 Havenview Road,
Seaton EX12 2PF**
Loft extension to include creation
and alteration of side-facing
dormers and small ground floor rear
extension.

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

105 22/1478/FUL Mr T Sidhu

**Axe Valley Mini Travel, 26
Harbour Road, Seaton EX12 2NA**
Amended plans for consultation.
**These amendments relate to
Amended Flood Risk
Assessment (rev F) and
Environmental Agency
comments dated 15/9/2023.**

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

106. Planning Comments

Comments to be circulated in respect of applications 22/2781/MOUT and
23/2222/FUL.

107. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/1624/LBC – De La Pole Court, Fore Street, Seaton** Replacement of arched sash window on rear elevation – **APPROVED** with conditions.
- b) **23/1898/PDMA – Office 1, 14 Seafield Road, Seaton** Prior notification for the change of use from office to a flat – **PDMA Prior Approval** granted
- c) **23/1702/TRE – Land Adjacent 25 Ryalls Court , Seaton T1:** Holm Oak re-pollard,



only removing re-growth – **DECIDED Split Decision**. Permission granted for the reduction of the new growth resulting from the previous 'topping' operation by up to

3m, to leave a finished height no less than 10.5m. Permission refused for T1: Holm Oak re-pollard, only removing re-growth.

- d) **23/1326/FUL – 106 Scalwell Lane, Seaton** Proposed alterations to roof of dwelling and insertion of dormer windows – **APPROVED** with conditions.
- e) **23/1643/RES – 9 Meadow Avenue, Seaton** Reserved matters planning application pursuant to outline planning approval 21/3315/OUT for the details of layout, scale, appearance and landscaping of the site for the construction of a dwellinghouse – **APPROVED** with conditions.
- f) **23/0741/FUL – 113-115 Harbour Road, Seaton** Erection of 2 no. buildings and storage container with refuge platform auxiliary to existing operations and demolition of existing buildings – **APPROVED** with conditions.
- g) **23/1969/FUL – Seaton Jurassic, The Underfleet, Seaton** Change of use from Exhibition Hall (Class F1) to a mixed use as Exhibition Hall, café and soft play area – **APPROVED** with conditions.
- h) **23/1845/TRE – 24 Ryalls Court, Seaton** T1, Lime: 1. Crown lift to approx. 4m over the footpath by shortening pendulous branches. 2. Lowest 1st order branch over the garden - reduce back pendulous growth by approx. 1.5m (pruning cuts distal to the old pruning point) 3. Reduce the height of the tree by up to 2.5m and the lateral spread by approx. 1.5m 4. Prune branches overhanging the lamp post to clear the lamp itself by 1.5m – **APPROVED** with conditions.
- i) **23/1456/FUL – Land North of Driftwood Close, Seaton** Construction of a new detached single storey dwelling with garage and the relocation of two existing garages, including access and landscaping – **REFUSED**.
- j) **23/1868/CPL – Honeywood, Seaton Down Close, Seaton** Certificate of Lawful Development for an outbuilding to be used for a swimming pool – **CPL Refuse Part 1** – no consultations were requested for this application.

The meeting closed at 6.24pm.

Signed _____

Dated _____

COMMUNITY RIGHT TO BID

NOMINATION FORM


This Nomination Form is for groups interested in nominating an asset for inclusion on the list of assets of community value.

Under the terms of the Localism Act 2011, all Nominations under the Community Right to Bid must be provided in writing. The Regulations accompanying the Act specify the information required in a Nomination, so it is important that you answer all the questions in this form as fully as possible, and provide additional information where appropriate. Nominations may be made before or after a property is put on the market; however the added protection involved in the Community Right to Bid only happens once an asset has been listed.

Part A: INFORMATION ABOUT THE ASSET

1. Identification of the Asset.

To help us identify the asset being nominated please provide as much information as possible:

| | |
|---|--|
| Type of Asset | Please circle.  Building Land |
| Name of the Asset and its proposed boundaries [By reference to a plan] | For example, Name of the building? Seaton Hospital |
| Address | Valley View Seaton Devon EX12 2UU |
| Any further information | For example, details of any additional information that you have supplied which will help us identify the asset. |

2. Asset Owners

Please provide details about the existing occupants (if relevant) and names and current or last known address of all those holding a freehold or leasehold estate in the asset

| Occupant / Freeholder / Leaseholder #1 | |
|--|--|
| Name (s) | NHS Property Services |
| Connection to the Asset | Please Circle Occupant <u>Freeholder</u> Leaseholder |
| Address | Regent House Heaton Lane Stockport Cheshire SK4 1BS |
| Phone Number | |
| Email | customerservice@property.nhs.uk |
| Occupant / Freeholder / Leaseholder #2 | |
| Name (s) | Devon Integrated Care Board (ICB) |
| Connection to the Asset | Please Circle Occupant Freeholder <u>Leaseholder</u> |
| Address | NHS Devon County Hall Topsham Road Exeter Devon EX2 4QD |
| Phone Number | 01392 205 205 |
| Email | d-icb.corporateservices@nhs.net |

3. Community Value

Under the Community Right to Bid regulations, an asset is of community value if in the opinion of the Council:

- It is at least partly within the local authority's area
- A main use (i.e. not ancillary) is to further the social wellbeing or social interests of the local community and could realistically; do so in the future, or has been so used in the recent past and could realistically be brought into such use. within the next 5 years

Please provide reasons below why the asset you have identified qualifies as an asset of community value. You should include an outline of how continued or proposed community use would be viable.

Seaton Hospital was built in the 1980s. The local community raised funds for this, and paid for much of the construction as well as for later additions and enhancements. Local money was also used to purchase equipment used in the hospital. In today's terms this will amount to between £4 and £5 million.

The ownership of the property was passed without any consultation to NHS Property Services in 2016.

Devon ICB (then CCG) took the decision to close beds in community hospitals in 2017; this was despite a consultation which overwhelmingly rejected this idea and due largely to a last minute politically motivated intervention. Since then, much of the hospital has sat empty and unused, a wasted resource which costs the ICB a huge sum every year.

This building is the only secondary care NHS building in Seaton, and public transport in this area is sadly lacking; there is no train service in Seaton (the nearest station is in Axminster) and the bus journey to the nearest acute hospital in Exeter are slow, expensive and infrequent. For communities living in the surrounding villages the transport problems are even greater.

There is a need for accessible local care in this area to support the work of the NHS. The recent article by Professor Sir Chris Whitty (Chief Medical Officer for England and Chief Medical Advisor to the UK Government for the UK) highlights the need for investment in good quality, local care for communities such as ours. [Prof Sir Chris Whitty says UK faces rural and coastal ageing crisis - BBC News](#)

[Chief Medical Officer's annual report 2023: health in an ageing society - GOV.UK \(www.gov.uk\)](#)

We can see how this report reflects the truth of our community, prevalence statistics for the year 2021-2022 from NHS Digital show that the GP practices with the highest prevalence of dementia in Devon are Seaton & Colyton Medical Practice, followed by Townsend House.

[gof-2122-prev-ach-pca-neu-prac.xlsx \(live.com\)](#)

Local charities based in the hospital (Seaton & District Hospital League of Friend and Re:store) are drawing up plans to use this void space as a health and wellbeing hub to address many of the needs of our local community including mental health, dementia, frailty, isolation, obesity and palliative care. These plans are a partnership between local charities and other providers such as Royal Devon University Healthcare NHS Foundation Trust. Social Services, LED, local primary care services, Seaton Hospice at Home other local charities such as the Memory Café, and private organisations providing dementia care and childcare.

In the event of NHS PS deciding at some future date to declare the hospital site surplus to requirements then The Seaton & District Hospital League of Friends in partnership with the community wish to be in a position to purchase the site to retain and enhance the services described in the previous paragraph. This would allow us to provide space for high quality, appropriate and much needed care which would not only enhance and improve the lives of those receiving it but would also reduce the burden on our overstretched NHS by preventing admissions, ambulance call outs and A&E attendances but also in the longer term by improving the overall health of our population thus reducing its dependence on the healthcare service.

We urge the council to support us in this bid to protect a community hospital that already morally belongs to the community and that the community have an immense desire to use to support those amongst us who are in some way vulnerable.

Please include, attach or provide links to any relevant supporting information.

PART B: INFORMATION ABOUT YOUR ORGANISATION

Nominations can be submitted by community interest organisations with a local connection. Please refer to the Procedure for details of these organisations and what 'local connection' means.

Please provide information about the nominating organisation:

| | |
|----------------------|--|
| Name of organisation | Seaton & District Hospital League of Friends |
| Type of organisation | A charity. Charity number 1146357 |

| | |
|---|--|
| Proof of eligibility to make a community nomination | Charity overview, SEATON AND DISTRICT HOSPITAL LEAGUE OF FRIENDS - 1146357, Register of Charities - The Charity Commission |
|---|--|

PART C: CONTACT DETAILS

We will need to contact you to respond to your application, please provide contact details for the person who is leading this nomination.

| | |
|-------------------|--|
| Name | |
| Address: | |
| Telephone Number: | |
| Email address: | |

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|--|
| Date of report | 4 December 2023 |
| Item of business | 23 COU 10 |
| Details | Report on Tourist Information Centre (‘TIC’) |
| Purpose of Report | To provide an update on tourist information enquiries |
| Power/Authority | Local Government Act 1972, s144 – power to encourage visitors |
| Recommendations | It is RECOMMENDED 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 | |
| 2021/22 (May-Oct) (Harbour Road) | 187 | | 117 | | 304 |
| | STC | TIC | STC | TIC | |
| 2022/23 | 825 | 2007 | 687 | 100 | 3619 |
| | 2023/24 | | | | |
| | STC | TIC | STC | TIC | |
| April | 72 | 187 | 47 | 8 | 314 |
| May | 122 | 193 | 65 | 4 | 384 |
| June | 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 | 220 | 14 | 234 |
| November | 65 | 26 | 43 | 2 | 136 | - | 136 |
| December | | | | | | | |
| January | | | | | | | |
| February | | | | | | | |
| March | | | | | | | |
| 2023/24 TOTAL | | | | | | | 3482 |

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

One application has been received, a brief summary of which is provided below for your consideration:

| Name | Amount Sought | Detail | Comments |
|---|----------------------|---|--|
| Coffee & Tots Toddler Group – Seaton Methodist Church | £1000 | To assist with the purchase of sensory room resources | This is an unincorporated group run by volunteers at Seaton Methodist Church. The group aims to create a calm and safe space for all with many neuro diverse children attending. The sensory room is becoming increasingly popular. The group is reliant on suggested donations from families. |

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 27th November 2023

Time Finished: 12.00pm midday

| 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 and waterlogged. | 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 shrinkage and 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: 27th November 2023

FINISH TIME: 11.00am

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|--------------------------|--|---------------------|
| CYCLE STAND | No Hazard | Monitor |
| GOAL NET X2 POSTS | Worn playing surface, rabbit holes/scratchings. Tatty football nets. Waterlogged 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. Puddled. | Monitor |
| TREES | See tree survey | Monitor |

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|--|
| Date of report | 4 December 2023 |
| Item of business | 23 COU 13 |
| Details | Update report on events to be delivered by Seaton Town Council in 2024 |
| Purpose of Report | To provide Members with an update on progress for the Seaton Summer Celebration event and Seaton Outdoor Cinema event planned for 2024 |
| Power/authority | <p>Local Government Act 1972, s144 – power to encourage tourism</p> <p>Local Government Act 1972, s145 – power to provide entertainment</p> <p>Local Government Act 1972, s137 - power to spend money, subject to a statutory limit, on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.</p> |
| Recommendations | <p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the update • note the agreed date of Saturday 15th June and extended time of the Seaton Summer Celebration in 2024, to begin at 1pm and end no later than 10pm • note the information regarding potential additional site security requirements and associated costs for the Seaton Summer Celebration event in 2024 • note the risks associated with the Seaton Outdoor Cinema event for 2024 • resolve to support, by way of a small grant scheme and officer advice and guidance, any local community groups or third party providers who wish to organise and deliver an event to commemorate the 80th anniversary of the |

| | |
|--|---|
| | Normandy Beach landings, in the terms detailed in the report. |
|--|---|

1. Introduction

At the meeting of the Council, held in October 2023, Members approved, in principle the following:

- the delivery of an extended Seaton Summer Celebration event in June 2024, to include additional children’s activities. As in previous years, the event will also include live music and community group participation, all 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.
- the establishment of a Seaton Summer Celebration/Events Working Group with authority delegated to the Deputy Clerk to prepare the associated terms of reference, including membership.
- 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.

In addition, members agreed to delegate authority 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 Seaton Summer Celebration 2024 event, on the terms proposed and to make such adjustments to the schedule as become necessary.

This report seeks to provide Members with an update on the progress to date with regard to the events planned for 2024.

2. Establishment of a Seaton Summer Celebration / Events Working Group

The recommendation to establish an events working group was brought to Members for the following reasons:

- To aim to more evenly distribute the substantial amount of work involved in the organisation and delivery of the Seaton Summer Celebration event
- To allow a stronger focus on different aspects of the event planning, such as health and safety and publicity, by allocating specific tasks to individuals who possess a relevant skill set
- To allow the collaboration and the exchange of ideas to prevent the format of the event from becoming stale and to enable the event to grow and develop further

Enquiries were made of community group representatives who have previously assisted with the event regarding their capacity and willingness to join a working group. Unfortunately, these were not met with a positive response. Whilst it would appear that much eagerness remains to support and participate in a Seaton Summer Celebration event for 2024, people lack the time to become involved in an additional layer of meetings, due to the multiple demands already placed on their time.

Officers have discussed the idea of a working party further and concluded that:

- sufficient knowledge and expertise exist amongst the officer team to undertake any specialist tasks associated with the delivery of the event
- should supplementary advice be required, officers have access to a range of specialist guidance from organisations such as EDDC, Tozers, Devon and Cornwall Police and DCC
- individuals who have previously assisted with the organisation and delivery of the Seaton Summer Celebration event have already met with the Deputy Clerk and are fully committed to supporting next year's event in key areas, such as the procurement of music acts and publicity
- as it would not be possible to replace the community group meetings with working group meetings, the creation of an additional working group would defeat the original aim of allowing the Deputy Clerk to use her time more effectively and efficiently
- whilst the intention was to also invite Members to be part of a working group, as any working group would not have decision-making powers and would only be able to make recommendations to Council, this has the potential to delay critical decisions associated with the event planning. In any event, as in previous years, authority s already been allocated to the Town Clerk to take such action and allocate such expenditure, within the approved events budget, as she considers necessary to deliver the event on the terms proposed and to make such adjustments to the schedule as become necessary. This allows for more effective and efficient event planning and delivery.

Members are therefore asked to note officers' updated advice that a working party is no longer required and that other information sharing mechanisms, such as the Town Clerk's Report can be used to ensure councillors are kept updated with progress being made. This would mean that, in the event of any unforeseen crisis that prevents an officer from playing a critical role in the delivery of this event, comprehensive information will have been disseminated amongst a wider team thereby ensuring that the event can proceed, as planned, with no issues, as in fact happened in 2023.

3. Seaton Summer Celebration 2024 Progress Update

Venue: As in previous years, the event will be held in Cliff Field Gardens.

Date: Saturday 15th June 2024. This date is the only Saturday in June when both the stage and sound system equipment are available.

Summary: This event was initially delivered in order to celebrate the Queen's Platinum Jubilee however, due to the overwhelmingly positive feedback that was received in response to both the 2022 and 2023 events, it is evident that there is the potential for it to evolve and become an annual fixture in Seaton's social calendar. Furthermore, there is also the potential for the event to grow and develop incrementally over the coming years.

Whilst a suggestion was made to use next year's event as an opportunity to celebrate the 80th anniversary of the D-Day landings, the view of officers and others who are integral to the successful delivery of the event, is that to allocate a theme each year, and tailoring activities on offer to that particular theme, would detract from the original ethos. In any case, events to mark D-Day are, by their very nature commemorative, rather than celebratory, which is another reason why it would not be appropriate to use this as a theme for the event.

Therefore, using feedback received from the general public, community groups, volunteers, music acts and contracted infrastructure suppliers, it is proposed that the event in 2024 should once again be a free and inclusive community picnic event for the whole community to attend. Entertainment will take the form of live music and activities to suit all ages and abilities and it is proposed to extend the duration of the event from 1pm to 9.30pm to enable additional activities to be included, which will prevent the format from becoming stale. This will also reflect the fact that the 2024 Summer Celebration will be combined with the Children's Festival, for reasons set out in the previous report on events.

Infrastructure: Officers have secured one quotation for the provision of first aid cover and a further 2 quotations are awaited. Quotations are yet to be sought for the provision of portaloos, waste bins and recycling units, stage barriers and event insurance. Officers will once again seek quotations for the provision of a shuttle bus service to assist with accessibility issues however, given the increased costs quoted for this 2023, this service may not be realistically deliverable within the events budget allocation proposed for 2024/25.

Entertainment: The Deputy Clerk is working with Simon Durrant and Marek Steven to secure live music acts. The headline act has now been booked and confirmation of 3 additional bands is awaited. Provision of a small stage, PA system and lighting has also been secured. Due to their popularity at this year's Children's Festival, the circus skills

workshop, creative cabin, pop-up beach school and magic show have all confirmed their availability and costs and have been provisionally booked.

Community Groups: The Deputy Clerk convened a meeting with local community groups on 6th November and further meetings have been scheduled to take place in January, February and March next year. Community groups have agreed to participate as follows:

- Seaton Majorettes will once again offer a majorettes display and a tombola stall
- RNLI will offer activities centred on calling for help, buoyancy aids, float to live, spot the dangers, name the RNLI water safety dogs. In addition, Stormy Sam (RNLI mascot) may also be available for an hour or two and as 2024 will see the RNLI's 200th anniversary there is the possibility of offering a display in the bay.
- Seaton Lions will offer a coconut shy and popcorn.
- Seaton Carnival are able to supply a hook a duck activity and the Carnival Queen's throne to use as a photo opportunity.
- Save Food Hub will offer a cake stall
- Seaton Scouts have indicated that they would be willing to offer glitter tattoos once again.
- Churches Together would like to offer a tea and coffee stand.
- Seaton Guides & Brownies would also like to be involved once again - details of their activity are to be confirmed.
- Seaton PTFA, Restore and WI are all to confirm their involvement.
- The Deputy Clerk is meeting with the Sunshine Samba Band in January 2024 to discuss the possibility of their involvement.
- The Deputy Clerk has been approached by East Devon Rock Choir who are keen to participate in next year's event. Their contact details have been passed to Simon Durrant and Marek Steven for further discussion.

Budget: Based on the costs incurred for the 2023 Summer Celebration, inflationary price increases and additional costs for site security, particularly if required in order to ensure compliance with potential new legislation ('Martyn's Law'), it is envisaged that this extended event can be delivered as part of the overall events budget allocation of £17,000. An allocation for this amount has been proposed in the draft budget for 2024/25. The majority of costs incurred are likely to be associated with the delivery of live music, including the acts and infrastructure and with event security.

It is officers' intention to apply once again for external funding to assist with the costs of infrastructure and entertainment however, this will depend on what funds may be available for which the event meets their criteria, so successful bids cannot be guaranteed. As in previous years, an ice cream van will be secured and a percentage of

overall takings, in lieu of pitch fee, will be agreed. Donation buckets will also be available at all exit gates at the end of the event.

Publicity: The Deputy Clerk has met with the designer of last year's publicity materials and requested a quotation to assist with the design of next year's materials and support with social media promotion. Additional quotations have been sought from 2 other graphic designers. Officers will also make use of various social media platforms to promulgate event information, in addition to promoting the event via local press and distribution of flyers, posters and banners.

Health and Safety: A comprehensive site plan will be drafted once all community groups have confirmed their participation. Risk assessments completed for last year's event will be reviewed and amended as appropriate. In light of potential new legislation, in the form of Martyn's Law, officers are currently undertaking appropriate training and researching the options of contracting additional site security. An additional security risk assessment will be required, should draft legislation come into force prior to June 2024. Details of all proposed health and safety measures will be brought to Members for approval in April 2024.

Food and drink concessions: In order to ensure that the family picnic ethos of the event remains, the event will be promoted as such and attendees will be encouraged to bring their own food and drink. However, officers have listened to feedback received requesting that some food be made available on the day and the Deputy Clerk is currently liaising with the Royal British Legion to research the feasibility and viability of offering a hot dog stand for a specific period of time on the day. The advantages would be:

- It will allow for people who attend the event spontaneously, without a picnic, to remain and enjoy the entertainment
- It will act as a fundraising opportunity for the community group who takes responsibility for it

The disadvantages are:

- The potential for lengthy queues and subsequent complaints as it will be difficult to gauge demand and there is a possibility of insufficient supplies
- It will be difficult to offer a vegetarian / vegan option as space and volunteer resource is limited and there is no capacity to have 2 BBQs, therefore a simple alternative vegetarian/vegan option may need to be sourced in order to ensure inclusivity

- Compliance with various food hygiene regulations will need to be evidenced to the EDDC environmental health team and volunteers / officers will be required to complete food hygiene training.

Volunteer Stewards: A considerable number of volunteer stewards will be required to ensure the smooth running of the event, in particular a dedicated team of stewards to assist with the transfer of music equipment from Beer Road vehicle gate to the stage area. The Deputy Clerk will contact those who assisted with last year's event and will begin an intensive volunteer recruitment campaign as a matter of priority.

Staffing: Council staff have been asked to work on the Saturday, to deliver this event and will be remunerated accordingly. In previous years the Council was able to rely on a visible police presence in order to ensure site safety, however this cannot be guaranteed in 2024 and it is likely that additional security will be required in the form of contracted staff. This will obviously increase the overall delivery costs of the event. Officers will research practical options and a report will be brought to Members in February 2024.

Risks: as with any event held in the UK, the weather prevailing at the time cannot be guaranteed. Provision of a marquee has been previously considered but deemed not appropriate due to the location and layout of Cliff Field Gardens. Activities may have to be curtailed in the event of bad weather with cancellation of the whole event should extreme weather conditions prevail. Any cancellation due to adverse weather would incur a cost to the Council in terms of cancellation fees charged by contracted activity providers.

4. Seaton Outdoor Cinema 2024

In previous years the Council has been reliant on the considerable amount of time given by the outdoor cinema volunteer team, to organise, promote and deliver this event with additional time provided by officers to support. Discussions regarding an event for next year are yet to take place, due to the lead volunteer's onerous work commitments. The Deputy Clerk has scheduled a meeting by Zoom to take place in mid December. Initial ideas regarding opportunities to improve the viability and deliverability of the event for 2024 include:

- online ticket sales - the option of using an app such as Eventbrite or Ticketsource could also be explored however this would incur additional charges which would need to be included in the overall costs. Seaton Tramway have approached the Council with an offer to sell tickets next year, subject to negotiation of the details. This offer may include the option of online ticket sales by the Tramway's website.

- an option to pay by credit card - tickets this year were sold on a cash only basis from the Tourist Information Centre, Owl and Pyramid and Coastal Craft Collective. This could be combined with expanding ticket sales outlets.
- subsidising ticket costs – an adult ticket was £12 and a child’s ticket was £9 was higher than the ticket price for a large indoor cinema to view a recently released film. The outdoor cinema event at Exeter’s Northernhay Gardens charged £8 for an adult ticket and £5 for under 25s or students.
- sponsorship for the event from local businesses and/or other organisations
- expanding the event to include additional activities prior to the screening of the film, to attract greater attendance such as walkabout entertainment and buskers.
- family friendly films to be shown to mitigate the risk of low attendance due to childcare issues
- additional “cinema-friendly” food concessions such as candy floss, popcorn, ice cream

Risks: in common with the terms and conditions of previous outdoor cinema events, the event would only be cancelled in the event of extreme weather. Should it be necessary to cancel, then all tickets costs would be refunded. However, Members should note that some costs will still be incurred in the form of non-refundable deposits. Furthermore, because the Council is heavily reliant on the outdoor cinema volunteer team to organise and deliver this event, should their capacity in 2024 be significantly reduced, this event will not be able to go ahead.

5. 80th anniversary of the Normandy Beach Landings

Commemorative events are due to take place around the country on 6th June 2024 to celebrate the 80th anniversary of the D-Day landings. Whilst the sacrifices of those who took part in this operation are fully acknowledged and recognised, for the reasons stated above and also because the established Seaton Summer Celebration will take place on the 15th June, there will be no capacity to organise and deliver an additional event to commemorate the anniversary of the Normandy Beach landings.

However, in line with King Charles’ Coronation activities in 2023, Members may wish to give consideration to the Council paying their respects and honouring those who lost their lives in 1944 by way of providing small grants and practical advice. The scheme would mirror the Coronation Small Grants Scheme with a limit of £250 per grant, with a total budget of £2,000 overall which could be met from the events budget.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update
- note the agreed date of Saturday 15th June and extended time of the Seaton Summer Celebration in 2024, to begin at 1pm and end no later than 10pm
- note the information regarding potential additional site security requirements and associated costs for the Seaton Summer Celebration event in 2024
- note the risks associated with the Seaton Outdoor Cinema event for 2024
- resolve to support, by way of a small grant scheme and officer advice and guidance, any local community groups or third party providers who wish to organise and deliver an event to commemorate the 80th anniversary of the Normandy Beach landings, in the terms detailed in the report

Seaton Town Council Allotments
RISK ASSESSMENT



Activity Name and date:

| What are the hazards? | Who might be harmed | Risk Rating before control measures | | | Control Requirements | Risk Rating after control measures | | | Actioned by who |
|-----------------------|------------------------|-------------------------------------|----------------|-----------|--|------------------------------------|----------------|-----------|-----------------|
| | | Severity 1-3 | Likelihood 1-3 | RISK RATE | | Severity 1-3 | Likelihood 1-3 | RISK RATE | |
| Machinery | Tenant, General Public | 2 | 1 | 2 | <p>Instructions for the use of machinery lie with the owner/operator. It is a requirement that tenant's wear the recommended safety equipment when operating machinery (irrespective of the owner).</p> <p>When strimmer's and mowing machines are being used on an adjacent plot, stones and other flying objects can cause injuries. The instructions for these items of equipment refer to the dangers. It is the responsibility of the operator to take due care.</p> <p>Children can act unpredictably exposing themselves to risk from machinery. It is the responsibility of the tenant to ensure that children are supervised. When young children are present on a plot, cultivators or strimmer's should only be used where there are two adults – one operating, one supervising.</p> | 1 | 1 | 1 | |

Activity Name and date:

| | | | | | | | | | |
|--|------------------------|---|---|---|--|---|---|---|--|
| | | | | | No children to operate machinery under any circumstances. | | | | |
| Weedkillers, wood preservatives & pesticides | Tenant, General Public | 3 | 2 | 6 | <p>Biodegradable chemical free Weedkillers & Pesticides should be used as an alternative, if at all needed.</p> <p>There is a risk if chemicals are not used in accordance with the manufacturer's instructions. All chemicals should be used and sprayers etc. rinsed after use, in accordance with the manufacturers' instructions.</p> <p>If chemicals are held on a tenant's plot they should be stored securely and clearly identifiable. Troughs must not be used to rinse sprays or containers.</p> | 2 | 2 | 4 | |
| Garden tools & equipment | Tenant, General Public | 2 | 3 | 6 | <p>Injuries to hands and feet if equipment is not used correctly.</p> <p>Garden tools and equipment should be used correctly and appropriate gloves & footwear worn as necessary.</p> <p>Garden tools and equipment should not be left on common paths where they could be a trip hazard or left available for others to use.</p> | 2 | 2 | 4 | |

Activity Name and date:

| | | | | | | | | | |
|---|------------------------|------------|------------|------------|--|----------------------------|----------------------------|----------------------------|--------------|
| | | | | | Garden tools should be stored or taken away after use. | | | | |
| Garden structures, i.e., Sheds, Glasshouses, wooden plant boxes etc. Asbestos on Structures. | Tenant, General Public | 2 3 | 2 1 | 4 3 | Structures to be maintained to a good standard and any loose material, secured, and repaired to a good condition. Hazards on the ground should be clearly visible and identified to avoid trip, slips, or falls. If the hazard is not fixed or a part of the garden allotment, then it should be removed and disposed of, or stored securely If asbestos material identified. Contact STC and proper removal by qualified personnel needs to take place and disposed of in the correct manner | 1 1 | 1 1 | 1 1 | |
| Adverse weather – strong winds: risk of injury to person and damage to equipment, structures | Tenant, General Public | 2 | 2 | 4 | Weather forecast and predicted windspeeds, including gusts, will be monitored. All tenants and members of the public should dress appropriately for the weather conditions. Tenants to inspect and take necessary action to secure any owned pieces of equipment and structures on their allotment plot. So that it is not a danger to others. | 2 | 1 | 2 | STC Officers |

Activity Name and date:

| | | | | | | | | | |
|---|------------------------|---|---|---|---|---|---|---|--------------|
| | | | | | <p>Tenants to make good choices and not attend the allotments in poor weather conditions.</p> <p>STC staff to regularly check allotments after extreme weather events.</p> | | | | |
| <p>Adverse weather – heavy rain: risk of injury due to wet, muddy ground</p> <p>Frozen ground and ice</p> | | 2 | 2 | 4 | <p>Weather forecast and predicted rain, will be monitored. If flooding occurs, council staff members will decide on whether to close the allotments for a short period, depending on the severity to minimise the risk.</p> <p>All tenants and members of the public should dress appropriately for the weather conditions.</p> <p>Tenants to make good choices and not attend the allotments in poor weather conditions.</p> <p>Do not try and cross ice patches and avoid. Select an alternative route if necessary.</p> <p>STC staff to regularly check allotments after extreme weather events.</p> | 2 | 1 | 2 | STC Officers |
| Tracks and Paths | Tenant, General Public | 1 | 2 | 2 | Grass paths to be cut on a regular basis, to expose any hazards, lying underneath in the long grass. | 1 | 1 | 1 | |

Activity Name and date:

| | | | | | | | | | |
|-----------------------|------------------------|---|---|---|--|---|---|---|--------------|
| | | | | | <p>Tracks to be regularly inspected to identify hazards that could potentially damage vehicles or be a trip hazard.</p> <p>Track damage to be closed off and alternative access found, if hazards are identified, until suitable repairs to the surface can be conducted.</p> <p>Signage to be put in a place to let the tenants and public know that there is a hazard identified on a road or path.</p> <p>Tenants to be informed via email of any changes to the allotment imposed by structural damage and hazards identified.</p> | | | | |
| Water Ditches/Channel | Tenant, General Public | 3 | 2 | 6 | <p>Water ditches to be maintained and cleared of any material that impedes the flow of water to reduce the risk of flooding.</p> <p>Banks should be cleared of vegetation, to identify the edges of a ditch/water channel and signage placed to identify the hazard.</p> <p>Drain grates, road storm drains to be cleared of vegetation or mud/stones that can restrict the flow of water into the channels.</p> | 2 | 2 | 4 | STC Officers |

Activity Name and date:

| | | | | | | | | | |
|------------------------|------------------------|---|---|---|---|---|---|---|--------------|
| Wooden Bridges | Tenant, General Public | 3 | 2 | 6 | <p>Wooden bridges to maintained to a safe and good condition. With a regular inspection conducted to the stability and condition of the material.</p> <p>Abutment of bridges on water channel embankments, will be regularly checked for erosion. After major rain events, where volume of water will be high, the checks for erosion will be immediate.</p> <p>Any hazards identified with wooden bridges, will be cordoned off from the tenant/public, until repairs can be conducted.</p> <p>Signage to be put in a place to let the tenants and public know that there is a hazard identified on a bridge.</p> <p>Tenants to be informed via email of any changes to the allotment imposed by structural damage and hazards identified.</p> | 2 | 1 | 2 | STC Officers |
| Allotment Fence Lines. | Tenant | 2 | 2 | 4 | Tenants should keep all boundaries in good condition and free from obstructions. | 2 | 1 | 2 | |

Activity Name and date:

| | | | | | | | | | |
|---|------------------------|---|---|---|---|---|---|---|--------------|
| | | | | | <p>Wooden fence posts should be securely fitted into the ground and replaced if rotten.</p> <p>Mental posts should be secured into the ground and free from sharp edges that can causing snagging.</p> <p>Fence wire should be in good condition and free from sharp edges that can causing snagging.</p> | | | | |
| Natural hazards: risk of insect bites and stings, cuts and grazes, splinters from hedges. | Tenant, General Public | 2 | 2 | 4 | <p>Allotments to be checked for any wasp, bee, or other insect nests. Tenants to inform the council if there is a danger to the public and advise will be sort from pest control experts.</p> <p>Allotments to be checked for any trailing brambles or nettles and trimmed back or removed.</p> <p>Hedges to be trimmed back on a regular maintenance schedule.</p> | 2 | 1 | 2 | STC Officers |
| Rats, Rodents & Animals | Tenant, General Public | 2 | 2 | 4 | <p>The presence of rats should be reported to the Parish Council.</p> <p>Where rat poison has been laid down, notices are to be displayed to inform tenants.</p> <p>Poison for rats should only be used in closed off areas such as sheds or</p> | 2 | 1 | 2 | |

Activity Name and date:

| | | | | | | | | | |
|--|---------------------------|---|---|---|--|---|---|---|--------------|
| | | | | | <p>chicken runs in the appropriate holders to prevent accidental poisoning of the myriad of animals that use the allotments.</p> <p>Alternatively contact the council, who can seek advice from a pest control expert.</p> | | | | |
| Overhanging Branches/ Diseased/Fallen Trees | Tenant, General Public | 3 | 1 | 3 | <p>Onsite trees to be inspected on a regular basis by a qualified arborist. Work to trees recommended, will be contracted out to suitable qualified tree company.</p> <p>Tenants to maintain trees to a height of 2m and regularly cut back branches that are obstructing access ways or a bodily contact hazard for a person.</p> <p>Low hanging branches and dangerous branches should be reported to the Council so that appropriate action may be taken.</p> | 2 | 1 | 2 | STC Officers |
| Bonfires | Tenant, General Public | 3 | 2 | 6 | <p>There is an inherent danger in a bonfire spreading if unattended. It is the responsibility of the tenant to conform to the council rules covering bonfires.</p> <p>Means of extinguishing fire should always be at hand.</p> | 2 | 1 | 2 | |

Activity Name and date:

| | | | | | | | | | |
|--|---------------------------|---|---|---|---|---|---|---|--|
| Vehicles on allotment site | Tenant, General Public | 2 | 2 | 4 | <p>Vehicles should access the allotment site through the bottom entrance gate.</p> <p>Any vehicles that need access through the top wooden gate of the allotment site, should only be accessed by permission from contacting the council to seek arrangements. Top gate is locked to prevent unauthorised access.</p> <p>Vehicles to manoeuvre around the site using the designated tracks.</p> <p>Vehicles to travel at a maximum of 5 mph when on site. Tenants and public to be aware of other persons using the tracks.</p> <p>Vehicle drivers to use hazard warning lights, when darkness falls, if manoeuvring in the winter months.</p> <p>Vehicle drivers to scan area for other vehicles or pedestrians when entering or exiting the allotment site.</p> | 2 | 1 | 2 | |
| General public safety: risk of harm and/or injury due to inappropriate behaviour | Tenant, General Public | 2 | 2 | 4 | <p>Tenants to respect each other and to conduct themselves appropriately. Any abuse should be reported to the council and an investigation will be activated.</p> <p>Any tenant who is in breach of their tenancy agreement through</p> | 1 | 1 | 1 | |

Activity Name and date:

| | | | | | | | | | |
|---|---------------------------------------|---|---|---|--|---|---|---|--|
| | | | | | <p>inappropriate behaviour, maybe removed from the plot, depending on the findings of the investigation.</p> <p>In the event of disorderly or dangerous behaviour, the police will be called via 999 in an emergency or informed through the website channels to record the abusive behaviour.</p> | | | | |
| Theft/Damage | Tenant, Council | 2 | 2 | 4 | <p>Tenants to secure any items of value in locked storage.</p> <p>Theft from or damage to allotment plots should be reported to the council, where the police will be informed through website channels, so that the discoverer statement can be recorded and a crime number sort for insurance purposes.</p> | 2 | 1 | 2 | |
| Complaints from neighbouring properties | Tenants, Council | 2 | 1 | 2 | <p>All complaints will be investigated and appropriate action to be taken to resolve the complaint in a timely manner.</p> <p>Complainant to be informed of course of action to resolve the issues in question within a reasonable timeframe, or given a reasonable estimate, if this is not going to be the case.</p> | 1 | 1 | 1 | |
| Lone Working | Tenant, General Public, Council staff | 2 | 2 | 4 | Tenants to inform family members or friends of whereabouts, carry a mobile phone. Dial 112 or 999 for emergency services from a mobile. | 2 | 1 | 2 | |

Activity Name and date:

| | | | | | | | | | |
|-----------------------------------|------------------------|---|---|---|--|---|---|---|--|
| | | | | | <p>Consider risk from malicious intruders.</p> <p>Council staff to inform colleagues of general movements of activities for the day.</p> | | | | |
| Vulnerable People Slips and Trips | Tenant, General Public | 2 | 2 | 4 | <p>Manoeuvre around site with caution. Scan area before proceeding.</p> <p>Report any issues to STC as soon as possible, if trip hazard is identified.</p> <p>STC staff to regularly check allotments to identify any potential trip and slip hazards.</p> | 2 | 1 | 2 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Activity Name and date:

Completing the risk assessment:

For each hazard that you can identify, you must assess the likelihood of the risk occurring and the impact it would have if it did occur. Score both items on a scale from 1 to 3 (3 being highest) and multiply the two together to get a Risk Rate.

Then identify steps that can be taken to reduce or remove the risk. Does the mitigation give a significantly lower risk score? If not, what further mitigation must be put into place to bring the Risk Rate to an acceptable level? If the risk remains “Intolerable” or “Substantial,” what can you do to remove that activity or area of risk completely?

| | | Severity/Consequence | | |
|------------|------------------------|-----------------------------|-------------------------------|-------------------------------|
| | | Slightly harmful (1) | Harmful (2) | Extremely harmful (3) |
| Likelihood | Highly unlikely (1) | Trivial risk (Score 1) | Tolerable risk (Score 2) | Moderate risk (Score 3) |
| | Unlikely (2) | Tolerable risk (Score 2) | Moderate risk (Score 4) | Substantial risk (Score 6) |
| | Likely (3) | Moderate risk (Score 3) | Substantial risk (Score 6) | Intolerable risk (Score 9) |

| | |
|----------------------------------|-------|
| Signature: | Date: |
| Name: | |
| Position at Seaton Town Council: | |