

To: All Members of the Town Council


**Meeting of Seaton Town Council
on Monday, 5th February 2024 at 6pm**

31st January 2024

You are hereby summoned to attend the above meeting to be held on **Monday, 5th February 2024 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

- 24/COU/01 Apologies for absence**
To receive any apologies for absence.
- 24/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 24/COU/03 Minutes**
To approve the minutes of a meeting of Seaton Town Council held on Monday, 11th December 2023
- 24/COU/04 County Councillor's Report**
To note the report
- 24/COU/05 District Councillors' Reports**
To note the reports

24/COU/06 Public Question Time

To allow any questions or reports from members of the public

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

To note the report and correspondence log and, in particular the Council's achievement of the Quality status under the Local Council Award Scheme

24/COU/09 Committee Minutes

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

- Planning Committee –20 November and 11 December 2023
- Finance &General Purposes Committee – 20 November 2023

24/COU/10 Interim Audit Report 2023-24

To receive and the interim audit report and:

- note the observations and actions taken
- decide whether to obtain an updated valuation of the town hall and Marshlands for insurance purposes
- decide which supplier to engage, should a decision be made to seek an updated valuation

24/COU/11 Update on Seaton Tourist Information Centre

To note an update on enquiries to the tourist information centre and the new Blue Plaque Heritage Trail.

24/COU/12 Seaton Beach Huts Consultation

To agree a response to the consultation

24/COU/13 Playpark inspection reports

To note the play park inspections

24/COU/14 Appointment of outside representative to Beachfront Management Stakeholder Group

To appoint a councillor representative to this outside body and to receive an update from Cllrs. Beer & Burrows who attended the meeting of this group on 25 January 2024

24/COU/15 Asset Register

To note and approve the asset register and disposals as at 31 January 2024

24/COU/16 Co-option Policy

To adopt the draft Co-option Policy

24/COU/17 Civility & Respect Training

To consider a recommendation from the Personnel Committee that mandatory training on civility and respect should be undertaken by councillors

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

24/COU/18 Grounds maintenance and planting tender

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 11 December 2023**

Present:

Chair: Cllr. A. Singh

Town

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

Officers: Town Clerk & Deputy Town Clerk

Public: 2 members of the public were in attendance

119. Apologies for absence

Apologies for absence were received from Cllr. D. Ledger and approved.

120. Declarations of interest

Cllrs. Hartnell & Haggerty declared personal interests as an East Devon District Councillors (EDDC) and Cllr Hartnell declared a personal interest as a Devon County Councillor (DCC). Cllrs. Dyke & Wood declared personal interests as Volunteers at the Gateway.

121. Minutes

A motion to amend the minutes of the meeting of 6 November 2023 was brought. (proposed Cllr. Dyke; seconded Cllr. Wood). Cllrs. Bowman, Dyke & Wood and Bowman voted in support of the motion, and Cllr. Wood requested a recorded vote. Cllrs. Beer, Burrows, Hartnell & Russell voted against the motion to amend. Cllrs. Brooks, Haggerty & Singh abstained. Therefore, the motion was not carried.

Members therefore moved to the recommendation on the agenda - to approve the minutes as drafted - and **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 6 November 2023. (proposed Cllr. Burrows; seconded Cllr. Russell). Cllrs. Beer, Burrows, Hartnell & Russell voted in favour of approval. Cllrs. Bowman, Dyke & Wood voted against approval. Cllrs. Brooks, Haggerty & Singh abstained.

122. Chairman's Report

Members noted the Chairman's report.

123. County Councillor's Report

Members noted Cllr. Hartnell's verbal update. The following matters were highlighted:

- Highways - as part of the Government's Autumn statement additional funding had been announced for highways maintenance. DCC would receive just in excess of £6.5 million in the current financial year and the same amount in 2024-25. Sixty-six schemes had been brought forward across the county. In Seaton, this would include repairs to Valley View, which had been in a poor state of repair for some time. The additional funds would not be sufficient to cover all the maintenance work required across Devon, but would at least enable some schemes to be completed.
- Multi-use trail – a couple of outstanding matters were being resolved by the contractors around planting. It was hoped that this would be open by the end of the year.
- Bus shelters – Cllr. Hartnell had attended a number of meetings regarding the town's bus shelters with officers from DCC, EDDC and this Council and it was intended that the replacement of the existing shelters on the seafront – which required removal and re-siting and replacement by one larger shelter - would be part of wider improvements to the Fisherman's Gap area of the seafront, for which Seaton Town Council had earmarked funding. EDDC had agreed to consent to the works being undertaken on their land and DCC were obtaining quotations from contractors to carry out the works. It was hoped that this would be completed by the end of this financial year and would include removal of the flowerbeds to make space for the shelter, resurfacing and the creation of space for possible future events.
- Seaton Hospital – Cllr. Hartnell had attended the first steering group. The main outcome was that the Chair and Chief Executive of the Seaton & District League of Friends (SDLOF) were working up a business plan for use of the vacant space at the site, alongside a public campaign led by two local residents – Martin Shaw & Jack Rowland. There would be a further meeting of DCC's Heath & Adult Care Scrutiny Committee towards the end of January 2024 and the focus would be to keep pressure on NHS Property Services and NHS Devon Integrated Care Board (ICB)
- Underfleet cycle path – this project had received some funding from the regeneration group to prepare a feasibility study

124. District Councillors' Reports

Members noted the following updates from East Devon District Councillors:

- Cllr. Haggerty reported on the following:
 - attendance at bus shelter replacement meetings as referred to by Cllr Haggerty above.
 - attendance at Coast meets Country meetings with councillors from Sidmouth to consider options to take this forward after the funding ends. A report will be brought to the Council, in due course.
 - he had also been working with colleagues at East Devon on expanding 'coach friendly' status across the county
 - the legalities attached to the sale of Seaton Jurassic were awaiting formal sign off

- Cllr. Hartnell added that:
 - all EDDC ward councillors had been consulted on SDLOF's bid to nominate Seaton Hospital as an asset of community value and this was unanimously supported. A previous application has been turned down by officers, based on the relevant policy framework. It was uncertain whether the current process would be a decision made under delegated powers or one that would go to Council.
 - there has been a review of the costs of emptying bins across East Devon and these would be increasing, which would impact on the Town Council who currently paid EDDC for emptying the bins owned by the Town Council
 - as parking charges had increased significantly in the last year a review had been carried out as to the impact this had had. The conclusion reached was that the increase in fees had had little negative impact.
 - as regards the marketing of the Moridunum, despite several expressions of interest during the marketing period, no bids had been forthcoming and ward members would be meeting with officers in January 2024 to discuss next steps.

125. Town Clerk's Report, including update on Local Government Awards Scheme

The Town Clerk reported and highlighted the following:

- there had been substantial damage to the allotment tracks during the recent storms. These had been cordoned off and tenants notified to prevent damage to vehicles travelling over them. The Facilities & Town Maintenance officer were in the process of repairing them with the assistance of Harcombe Engineering
- the bus shelters replacement project was progressing, and officers had been working closely with colleagues at DCC and EDDC to deliver this scheme. A further meeting of Council may be needed in January to make a final decision as regards the funding for the improvements to Fisherman's Gap.
- the Council's application for Quality accreditation under the Local Government Awards Scheme was in its final stages. One further document had been requested by the accreditation panel and final determination was awaited.

Members **RESOLVED** to note the report and thank officers for their work on the accreditation application. (proposed Cllr. Burrows; seconded Cllr. Beer).

126. Public Question Time

The Town Clerk read a statement from a member of the public that had been submitted in advance, expressing concerns about the Council's decision to purchase new civic regalia and requested a response from the Chair. The Town Clerk advised that a response had already been sent to the individual concerned, explaining the Council's decision and reasoning, and the Chair asked that this be reiterated.

One member of the public, Mr Jack Rowland, spoke in public question time and reiterated many of the points made by Cllr. Hartnell in his report. He had been working on the following, as regards Seaton Hospital:

- assisting the Chief Executive of SDLOF on the bid to nominate Seaton Hospital as a community asset in his role as Chair of the Seaton Hospital Steering Group
- a petition containing more than 9,000 signatures which had been handed in on 6 December 2023
- attendance at a meeting with the ICB ON 5 December with representatives of EDDC, SDLOF and the Seaton Hospital Steering Group
- further meeting of the Steering Group was schedule for the 14 December 2023

Mr. Rowland also asked Cllr Hartnell what impact there might be on services in the town in the next financial year, due to the increasing financial pressures DCC was under. Cllr. Hartnell confirmed that there was a great deal of work going on, but it was difficult to say with certainty at this stage and decisions on funding were often made by central government at a late stage. However, he highlighted the likelihood of pressure around spending on special educational needs and it was hoped that significant funding would be available from central government by way of a 'safety valve' intervention (a form of financial assistance with strict conditions attached).

127. Committee Minutes

Members noted the minutes of the following meeting:

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

Members noted the minutes.

128. Seaton Hospital - Community Right to Bid Nomination

Members **RESOLVED** to authorise the Town Clerk to write a letter confirming the Council's support for the Seaton & District Hospital League of Friends nomination for their community right to bid. (proposed Cllr. Singh; seconded Cllr. Burrows)

129. Update on Tourist Information Centre

Members noted the update.

130. Community grant applications

Members considered and **RESOLVED** to approve the following application for a community grant:

- Coffee & Tots Toddler Group - £1,000

Members further **RESOLVED** that the recipients of community grants be invited to attend future meetings of the Council and explain how the funds had made a

difference to their group or organisation. (proposed Cllr. Singh; seconded Cllr. Bowman)

131. Playpark inspection reports

Members noted the play park inspections.

132. Events 2024 Update

Members considered the update report on events planning for 2024 and **RESOLVED** to:

- 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 organize and deliver an event to commemorate the 80th anniversary of the Normandy Beach landings, in the terms detailed in the report.

(proposed Cllr. Singh; seconded Cllr. Beer)

133. Allotments Risk Assessment

Members considered and **RESOLVED** to approve the risk assessment for the allotment site. (proposed Cllr. Singh; seconded Cllr. Burrows)

134. Updates from councillor representatives on outside bodies

Members received and noted the update from Cllr. Wood, in her capacity as the Council's representative attending a meeting of the trustees of the Gateway Theatre Company on 6 December 2023, including the following:

- there had been an increase in community-led events, and of particular note was a weekly 'tea & chat' event and an upsurge in events involving children and young people
- nostalgia film events were now being shown
- ticket sales had increased in the preceding two-months, across a variety of live and cultural events, as they were understanding more what the community wanted
- the Gateway were keen to understand the proposed maintenance to the town hall for the following financial year
- the trustees had decided to change the fire safety consultant.

135. Seaton Town Council Budget 2024-25

Members noted that the Council's current financial position as at month 8 was on target and considered the draft budget for 2024-25 (V.4 – 11 December 2023), as

recommended by the Finance & General Purposes Committee on 20 November 2023 and **RESOLVED** to:

1. approve the Council's budget for 2024-25 (V.4. – 11 December 2023), with gross expenditure estimated at £483,839, offset by predicted income of £49,076
2. approve the precept for 2024-25 at £434,763 – a rise of £6.52 per year/12p per week on a Band D property - increasing the total annual payment from £126.11 to £132.63 on a Band D property.

(proposed Cllr. Beer; seconded Cllr. Burrows)

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.

136. Office space at Marshlands

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

- note the work being undertaken by officers to prepare the room
- authorise the Town Clerk to negotiate heads of terms with the potential tenant based on the rental cost detailed in the report for use of office and communal areas, to include all utilities (excluding telephone/broadband, contents insurance and business rates)
- agree to a lease in excess of 12 months
- authorise the Town Clerk to instruct Tozers to prepare the necessary lease

(proposed Cllr. Burrows; seconded Cllr. Singh)

137. Beach School Tender

Members considered the results of the beach school tender and **RESOLVED** to:

- approve the award of the Seaton Summer Beach School 2022 programme to Contractor A at the maximum cost detailed in the report
- authorise the Town Clerk to take such action as she considers necessary, to ensure the programme is able to support Seaton Tramway's Natural Seaton Festival in 2024

(proposed Cllr. Singh; seconded Cllr. Wood)

Meeting closed at 7.30pm

Signed _____

Dated _____

DRAFT

County Councillor report for January 2024 – Cllr Marcus Hartnell

Happy New Year.

This month's report focuses on the finances of Devon County Council ahead of target setting for the various service areas of the Council ahead of budget setting for 2024/25 in what is going to be an interesting year for everyone in Local and National Government.

Budget 2024/2025

Setting the DCC Budget for 2024/25 is like any year, a huge task for a large-scale organisation. Over 79% of the nett revenue budget of £743.4million proposed for 2024/25 is spent on children's and adult service areas i.e. £588.5m with £154.8m for the others.

Demand in these two areas in particular continues to surge, where DCC must legally provide them, often at very high costs over and above what is termed discretionary services, such as routine roads maintenance (other than safety issues) of a 12,000 mile road network, bus service subsidies, climate change initiatives and much more.

	2023/24 Adjusted Base Budget £000	Inflation and National Living Wage £000	Other Growth and Pressures £000	Savings, Alternative Funding and Additional Income £000	2024/25 Target Budget £000	Net Change 2023/24 to 2024/25 £000 %	
Integrated Adult Social Care	340,245	29,887	20,025	(29,411)	360,746	20,501	6.0%
Children and Young People's Futures	206,278	9,795	20,862	(9,150)	227,785	21,507	10.4%
Public Health, Communities & Prosperity	21,678	533	289	(1,577)	20,923	(755)	-3.5%
Corporate Services	49,755	2,160	1,361	(4,831)	48,445	(1,310)	-2.6%
Climate Change, Environment & Transport	81,619	6,144	2,348	(4,629)	85,482	3,863	4.7%
Totals	699,575	48,519	44,886	(49,598)	743,382	43,807	6.3%

The 2023/24 Base Budget has been adjusted for permanent virements (budget transfers from other budget lines)

The funding for this comes from a wide range of Core funding income from the Government and Other Grants totalling around £236.4m, but most of the income is derived from Council tax and a share of Business rates.

This is set against set against a background inflationary cost of living pressures and huge challenges to Local Government in general. Social care provision is particularly impacted by increases to the national living wage, which at first glance a 30p per hour increase announced by the Government does not seem vast. However, it will add an extra £25.7m to the DCC wage bill, which will need to come from further savings and efficiencies.

There is an above inflation proposed 10.4 per cent increase in the revenue budget for children's services with a 6 per cent rise in adult services and 4.7 per cent extra for climate change, environment, and transport.

Reductions in other departmental spending means an overall rise of 6.3 per cent in the council's budget for next year within the total spend of over £743 million where Officers of the Council have worked closely with the DCC Cabinet to secure best value across Devon's operations and ensure continuing financial sustainability.

To set a balanced budget, savings, alternative funding, and additional income of £49.6 million have been identified. Overall, there is additional funding of £43.8 million or 6.3% for services next year. It is not planned to support the proposed budget targets by using general reserve balances. This reflects a strategy of DCC living within its means and to set service budgets that are affordable.

Changes to Taunton Bus Service

There is a small but important enhancement to the 20 bus service that operates from Seaton to Taunton with Dartline. The enhancement will extend the morning and afternoon peak journeys to Richard Huish College. This will greatly benefit students who currently must walk between the Town centre and the College.

From the 3rd January 2024, the 07:01 journey from Honiton to Taunton will continue to Richard Huish College, and the 17:15 departure from Taunton will now depart from the college at 17:05. This will operate on college days only.

To allow extra time for the route extension to college, the 15:00 journey from Seaton will now depart at 14:50 Monday to Saturday and run 10 minutes earlier throughout the journey to Taunton. This will happen on every day of operation (regardless of the college being open or closed) to give daily continuity for passengers.

Multi-use Trail update – Seaton

There was a soft opening of the new section of the multi-use trail over the Christmas period. There is a section that is narrowed around the electricity pole which is due to be rectified in the new year. It is likely that we'll have to temporarily close the path in early Jan for the planting to be complete. Once this is done a formal opening date will be announced.

Additional highways funding

The autumn statement awarded an additional £13m+ in highways funding for DCC, with £6.6m available as an in-year award. This means that identified schemes within the county can be brought forward and delivered sooner than expected. For Seaton &

Colyton this means Valley View will be patched and surface dressed this financial year along with additional schemes in Widworthy.

As a reminder, please use the “Report a problem” page on the DCC website to report potholes, fallen trees, blocked drains and much more. This is the quickest and easiest way to inform DCC of defects or problems, with the ability upload photos and pinpoint problems for our teams to locate and fix.

[Report a problem - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk/roads-transport/report-a-problem)

Minor Highways Improvements could be funded by Town & Parishes

Communities who ask to use their own money to make minor improvements to roads in their area will soon be able to do so after DCC cabinet today gave a trial scheme the go-ahead.

Self-delivery schemes could be for a 20mph zone or traffic calming for instance.

In December the cabinet approved recommendations for a Community Self-Delivery of Highway Improvements trial, a proposal that had cross-party support. A step-by-step guide or ‘checklist’ will be published enabling communities to understand the steps that are required before any work is carried out. Our highways service receives requests from communities for permission to pay for and make small improvements to a highway in their area. These requests are where communities have funding in place, but our highways service lacks the capacity to deliver it on their behalf as quickly the community would like. The results of the trial will then help us determine if the proposal should be turned into a permanent scheme.

The guide itself has been co-authored by the Highways and Traffic Management Service with the support of the Engineering Design Group and lays out the typical steps that need consideration before work is carried out.

Steps include appointing a competent designer, environmental considerations, road safety and maintenance audits, consultation with affected parties and any changes to Traffic Regulation Orders.

Proposed changes to Seafront Bus Stops

DCC are currently consulting on plans to change the configuration of bus stops on Seaton seafront. You can view and comment on the plans by 15th January here [All proposed traffic schemes - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk/roads-transport/proposed-traffic-schemes)

ENDS

24 COU 05 District Councillor Reports

Cllr DEL HAGGERTY - EDDC COUNCILLOR SEATON WARD

1. Coach Friendly East Devon

Since lockdown coach tourism has been very harsh, only now is the coach tourism market making real growth, with the return of the Tourism Show in 2024, which prompted me to put a motion forward to EDDC to make East Devon a coach friendly tourist area. The motion was carried and went to Overview Committee who are now considering forming a small committee. This motion was put as a non-political motion, as it is one that I hope will progress, whichever administration runs EDDC. It is sad when the value of coach tourism in any village, town, or city is not recognised as all businesses and attractions need people visiting daily. I will keep STC updated on this. It is helpful to understand the differences between coaches and buses - coaches are one of the greenest and most accessible forms of travel, due to the regulations imposed on them, together with millions of pounds spent disabled lifts on coaches.

2. Seaton Coach Park

Part of the above is also caused where buses and coaches are misunderstood and parking fees charged to some vehicles. When I started out on this project, former Cllr. Jack Rowland was the then EDDC member who helped progress matters. Seaton was due for inspection, and then pandemic hit; only now are getting back on track.

While I don't expect this to be easy ride, I believe it is important.

3. Coast meets Country

I have been the representative for STC on this EDDC-funded group, which also required my EDDC hat.

Now funding has stopped the, group must stand on its own. The East Devon towns involved are looking at how to fund it going forward. The group meets again next month.

4. I have also been involved with a safeguarding issue, that originally stc councillors

That then became an eddc issue, relocating and rehousing a person, this was passed to the safeguarding team at EDDC.

5. I also had a person come to me re another delicate matter with environmental health,

I now have some more information I can give to the person concerned, on my return.

6. I understand that Cllr John Heath will be speaking on a youth initiative for Seaton. Whilst I do not know what Cllr Heath will say, as part of an EDDC incentive I believe this could be a good thing, remembering the work when I chaired Promote Seaton, Much of the work was done by officers, especially Jo Hemery, the deputy clerk, without whose input a lot of things just would not have happened.

7. I will doing some training to join the EDDC Planning Committee

8 . Other groups I am part of are the Personnel and Poverty Committees; both surprised me at the work being done, that nobody really knows about.

Sorry I am not here at tonight's meeting. I am on annual leave and only get back after this meeting concludes.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 February 2024
Item of business	24 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 11 December 2023 and 22 January 2024
 - **Finance & General Purposes Committee** – this committee met on 8 January 2024
 - **Personnel Committee** – this committee met on 8 January 2024
- **Tenders** – the tender process for grounds maintenance and planting has now concluded and the subject of a separate report.
- **Local Council Award Scheme** – it was confirmed on the 14 December that NALC had finalised their assessment of the Council’s application for Quality Award status and this was granted. This was reported in both NALC and DALC media updates.
- **Budget 2024-25** – the budget for 2024-25 was agreed on 11 December and the request for precept submitted to EDDC.
- **Interim internal audit 2023-24** – this took place on the 19 December and the report and recommendations are attached as a separate item of business.

- **Councillors** – Cllr. Mendham tendered her resignation as a councillor in early January and the appropriate notice was served on EDDC. The time for electors to call an election has now passed and a sperate item deals with the adoption of a co-option policy.
- **Christmas Lights** – the Christmas lights have now been dismantled and officers are working on obtaining quotations from external contractors to enable the Council to consider whether the erection of the lights should be undertaken externally next year. A report will be brought to members in due course. Additionally, officers have had an initial meeting with representatives of Seaton Chamber to discuss how the event may be improved in 2024. It is likely that the Chamber will take over running of the actual switch on event, as the Carnival Committee do not intend to have a procession in 2024. The Council will remain responsible for the infrastructure (lights). Officers have therefore advised the Chamber of the matters they need to start looking at such as road closures, pavement licences, risk assessments, site plans and the like and are awaiting their suggestions as to where lights in the town could be enhanced. This will be dependent on power sources and funding.
- **Correspondence** - various correspondence has been dealt with by officers including liaison with DCC, EDDC and other partners and a summary of correspondence is attached.
- **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. 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. 2 further community group meetings have been scheduled for February and March. Music acts, children’s activity providers have all been contacted to secure bookings. Infrastructure has been booked and the Deputy Clerk has obtained quotations for additional site security which will be booked imminently. Work is now being undertaken to draft a robust site plan and comprehensive risk assessments, to include a new terrorism risk assessment, in line with impending ‘Martyn’s Law’. Quotations to assist with publicity are also being sought.
- **Bus Shelters** – the consultation period in respect of the removal of the flower beds and repositioning of bus shelter has now been carried out by EDDC/DCC and F&GPC have committed the funding in EMRS for Fisherman’s Gap Improvements and CIL Contributions towards this work. An additional £2,000 has been committed by Cllr Hartnell from his DCC Locality Budget
- **General maintenance** - the allotments track is now repaired and, so far, is withstanding the inclement weather. General maintenance of DCC footpaths has been carried out by the Town Maintenance Officer after the storms.

- **Website** – whilst the TIC has been quieter during the winter months, the Administration & TIC Officer has taken the opportunity to update the website, insofar as possible, with business listings.
- **Blue Plaque Trail** – the Administration & TIC Officer has produced a blue plaque trail, which may be of interest to residents and visitors. Copies will be available in the TIC.
- **Marshlands:**
The following works have been undertaken:
 - the first-floor refurbishment works commenced in w/c 8 January
 - contractors began rebuilding the damaged element of the wall in w/c 29 January
 - the seafront office on the first floor is being decorated by the Facilities Officer and quotations for flooring are being obtained.
 - Further site visits and meetings have taken place with potential tenants.
 - advice is being sought regarding the cost of preventing and repairing damage from water ingress in the Town Clerk's office
- **Training & development** – the following training and development has been undertaken since the last meeting:
 - **Town Clerk** – 'Local Council Awards Scheme' – attended as one of 3 speakers at a webinar delivered by NALC to promote the benefits of LCAS (12 December 2023). Attended Devon SLCC AGM (8 December 2023).
 - **Deputy Clerk** – 'Emergency First Aid at Work' (24 January 2024)
 - **Facilities Officer** – 'Emergency First Aid at Work' (24 January 2024)
 - **Maintenance Officer** – 'Emergency First Aid at Work' (24 January 2024)
 - **Administration & TIC Officer** – 'Emergency First Aid at Work' (24 January 2024)

Representatives from local community groups were invited to attend the first aid training for a nominal training, alongside officers, thereby providing a further opportunity to strengthen community partnerships in the town.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report



**Correspondence
&
Complaints Log
2023 - 24**

Correspondence & Complaints – April 2023 to December 2023

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

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

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

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

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

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

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

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

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

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

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

**Minutes of the Planning Committee
Meeting on Monday 20 November 2023**

Present:

Chairman: P Burrows

Councillors: K Beer & A Singh

Officers: Town Clerk

Public: No members of the public were present

108. Apologies for absence

Apologies for absence were received and accepted from Cllr Brooks, Cllr Haggerty & Cllr Russell.

109. Declarations of Interest

There were no declarations of interest.

110. Minutes of the Planning Committee meeting held on Monday 6th November 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 6th November 2023.

(moved Cllr Singh; seconded Cllr Burrows)

111. 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.

112. 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.

113. Public Question Time





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

No questions from members of the public.

Applications for consideration:

114. 23/2167/FUL Churchill Retirement Living

Tanyards Court, Beer Road, Seaton EX12 2PA
Erection of seagull netting on roof of Tanyard's Court [Retrospective].

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

115. 23/1968/FUL Laura Sharpe

Seaswift House, Sea Hill, Seaton EX12 2QT
Change of use of former nursing home (Use Class C2 residential institutions) to form house of multiple occupation (Sui Generis).

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

116. 23/2337/TRE Mr Anthony Jerrard

Bramble Hill, Seaton Down Hill, Seaton EX12 2JD
T5, Wellingtonia : fell to ground level. T11, Cypress : removal of two stems to north of main trunk back to main trunk junction, and removal of south-western stem to a height of 1-2m (leaning towards garage).

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

117. 23/2392/TCA Mr Ian White

Lyndhurst, Manor Road, Seaton EX12 2AQ
T1: Box Elder reduce crown height from 7m to 5.5m and crown spread from 6m to 4m (at its widest).

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

118. Planning Comments

There were no comments for circulation.

119. Tree Preservation Orders

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

- a) **23/0056/TPO – Land at 7 Ryalls Court, Seaton**
A Tree Preservation Order (TPO) has been made and confirmed in respect of Land at 7 Ryalls Court, Seaton.
- b) **23/0057/TPO – Land at Tower House, 8 Ryalls Court, Seaton**
A Tree Preservation Order (TPO) has been made and confirmed in respect of Land at Tower House, 8 Ryalls Court, Seaton.
- c) **23/0058/TPO – Land to the East of Barnards Hill Lane and to the r/o Oaklands Close, Seaton**
A Tree Preservation Order (TPO) has been made and confirmed in respect of Land to the East of Barnards Hill Lane and to the r/o Oaklands Close, Seaton.

120. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/2178/FUL – 49 Elizabeth Road, Seaton** Erection of single storey rear extension – **APPROVED** standard time limit.
- b) **23/0186/FUL – Tower House, 8 Ryalls Court, Seaton** Demolition of existing single storey workshop and conservatory and construction of single storey extension, insertion of new openings, alterations to existing opening and garage and minor internal alterations to main dwellinghouse – **APPROVED** standard time limit.
- c) **23/0187/LBC – Tower House, 8 Ryalls Court, Seaton** Demolition of existing single storey workshop and conservatory and construction of single storey extension, insertion of new openings, alterations to existing opening and garage and minor internal alterations to main dwellinghouse – **APPROVED** with conditions.
- d) **23/2198/FUL – 139A Harepath Road, Seaton** Proposed single storey rear extension – **APPROVED** standard time limit.

The meeting closed at 5.54pm.





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

Signed _____

Dated _____

[Handwritten signature]
11/12/23

**Minutes of
Finance & General Purposes Committee Meeting
Monday, 20 November 2023**

Present:

Chairman: Cllr. K. Beer

Councillors: P. Burrows, N. Dyke, M. Hartnell, A. Singh & C. Wood

In attendance: Town Clerk

Public: None

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

22. Apologies for absence

Apologies for absence were received from Cllrs. Brooks & Haggerty and accepted.

23. Declarations of Interest

Cllr. Hartnell declared a personal interest as an East Devon District and Devon County Councillor. Cllrs. Hartnell & Singh declared personal interests as local business owners.

24. Minutes of the previous meeting

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

25. Public Question Time

No members of the public were present. However, Cllr. Bowman spoke in support of his budget proposals including the installation of flags on the seafront and a new noticeboard at Marshlands. He also spoke in support of the town holding events to commemorate D-Day and would be speaking to Seaton Chamber and others to generate interest. The Town Clerk advised that an approach had been received from a member of the public regarding a community grant for such an event and had been advised that, whilst the policy did not permit the award of grants to individuals, as the proposal was for an event at the Gateway, he had been advised to discuss it with the Manager of the Gateway who may wish to apply for a community grant to assist with funding such an event.

26. Lloyds Business Savings Account

Members noted that a 32-day notice, interest-bearing account had been set up with Lloyds and was currently paying 2.6% interest. A sum of £75,000 had been deposited in said account.

27. Budget 2024-25

Members considered the draft budget that had been agreed in principle at the October meeting of this committee, line by line, along with further proposals from Cllrs. Bowman & Wood that had been put forward since that date (V3.). Various adjustments were agreed and the Town Clerk would arrange for the draft budget to be updated to V4 to reflect these. The Town Clerk advised that a further meeting of Council may be required in December or early January once the tax base was confirmed by EDDC. Members **RESOLVED** to recommend the updated draft to Council for approval, including the agreed adjustments, once the tax base had been received from EDDC so that the precept determined could be calculated. (moved Cllr. Hartnell, seconded Cllr. Beer)

Meeting closed at 7.36pm

Chairman: K Beer

Date: 8 January 2024



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

**Minutes of the Planning Committee
Meeting on Monday 11 December 2023**

Present:

Chairman: P Burrows

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

Other Councillors: E Bowman

Officers: Town Clerk

Public: One member of the public was present.

121. Apologies for absence

There were no apologies for absence received.

122. Declarations of Interest

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

123. Minutes of the Planning Committee meeting held on Monday 20th November 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 20th November 2023.
(moved Cllr Singh; seconded Cllr Burrows)

124. 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.

125. 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.

126. Public Question Time

Mr Jack Rowland spoke regarding an application that had been validated for the demolition of all buildings located at the former Seaton Heights Hotel. The presumption was that demolition could proceed without requiring planning permission unless there were objections on the grounds of the method of demolition and the proposed restoration of the site. Due to the time restraints for sending in a response for this application and that objections could only be raised if Seaton Town Council objected to the application on the grounds of the method of demolition and the proposed restoration of the site the Planning Committee agreed to send in comments stating that the Town Council did not object to the application. This complies with the Councils Scheme of Delegations which states that the Town Clerk, after consultation with members of the Planning Committee, is delegated to submit comments for planning applications to East Devon District Council on any applications received, where the deadline for a response is before said application may be considered by a meeting of the Planning Committee.

Mr Rowland raised the following points:

- There are still quite a few problems with this site that have been raised by the District Planning Officer at East Devon District Council.
- When on the district Council Mr Rowlands spent a considerable amount of time dealing with issues on this site, doing site visits etc. and was always pointing out his concerns regarding the potential for the starting of fires as there are several wooden chalets nearby and a petrol filling station. Sadly, this is what occurred in October which has led to an application being submitted to demolish the buildings on the site.
- If the application had been on the agenda Mr Rowland would have supported it as it was long overdue.
- This has been going on for a long time and Mr Rowland tried his best to get a resolution to this whilst he was on the district council.
- The latest East Devon District Councils response to the previous application is an Ecology Report dated 9 October 2023 objecting to the loss of bat habitats. Part of the demolition order will be to include a provision of habitats for bats.

Applications for consideration:

127. 23/2454/FUL Mr Colin Spearing

**21 Upper Churston Rise, Seaton
EX12 2HD**

Formation of external decking including retaining walls and widening of steps [partially (retrospective)].



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

128. 23/2507/TRE Mr Michael Pritchard

**Foxley, 23 Marlpit Lane, Seaton
EX12 2HH**

T1: Chestnut - crown lift to remove the two lower limbs, the large lateral limb and limb above. T2: Chestnut - crown lift and target prune smaller branches back to an appropriate growth point to remove the lower limb/s encroaching into Foxley. T3: Cedar - radial crown lift to 3m height from ground level. T4: Yew - crown lift to 2m above ground level and overall crown reduction of up to 2m.

The Committee **RESOLVED** to propose no objection to the application and would support the recommendations of the East Devon District Council's Arboricultural Officer.
(moved Cllr Burrows; seconded Cllr Singh)

129. 23/2472/TEL Cornerstone

**Land At Underfleet Car Park
West, The Underfleet, Seaton**

Proposed installation of a 20m monopole comprising 6 no antennas and 2 no dishes together with 3 no ground based cabinets and ancillary development thereto.

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

130. 23/2561/FUL East Devon District Council

**Toilets West Walk, Castle Hill,
Seaton EX12 2QW**

Proposal to demolish existing public toilets and replace with a new public toilet building.

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





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

**131. 23/2575/FUL Mr Daniel Ledger and
Ms Abigail Down**

**29 Poplar Tree Drive, Seaton
EX12 2TW**

Raising of roof and conversion of
roof space to habitable space,
including front and rear dormers
and balcony.

The Committee **RESOLVED** to not comment on the application as one of the applicants is
a Member of Seaton Town Council.

132. Planning Comments

There were no comments for circulation.

133. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/2104/FUL – Just Hair, 42 Queen Street, Seaton** Change of use of the existing
hairdressers (Class E(c)(ii) - Shop) to form 1 no. residential unit (Class C3 dwelling-
house/residential) whilst keeping part of the existing shop and associated external
works – **APPROVED** with conditions
- b) **23/1561/FUL – 2 York Road, Seaton** Proposed dormer window – **APPROVED** with
conditions..
- c) **23/2237/FUL – 7 Greenway, Seaton** Construction of garden room – **REFUSED**.

The meeting closed at 6.00pm.

Signed _____

Dated _____

22/1/24



Julia Mutlow
Town Clerk
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton
Devon
EX12 2LT

27th December 2023

Dear Julia,

Interim Audit Cover Letter

An audit was carried out by Kevin Rose on Tuesday 19 December 2023. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 202 items. A total of 141 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. The balance of 61 items will be checked during the Year End audit.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)*
- the Transparency Code (for Smaller Authorities) (Box L)*
- Trust Funds (Box O)*

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Payroll (Box G)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Exercise of Public Rights (Box M)
- the Publication of the Annual Governance and Accountability Return (Box N)

Of the 117 applicable items tested a Positive response was obtained in respect of 112 tests. There were 5 Negative responses identified and 8 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	112
Negative response	5
Not Applicable to your Council	24
Total tests carried out	141

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director


Interim audit summary Seaton Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Interim Audit Date 19 December 2023

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.		6	6	0	0	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	5	34	33	1	2	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	10	9	1	2	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1	15	15	0	0	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		21	20	1	1	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		9	9	0	0	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.		1	1	0	0	
Box H	Asset and investments registers were complete and accurate and properly maintained.		0	0	0	0	
Box I	Periodic bank account reconciliations were properly carried out during the year.		7	5	2	3	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		2	2	0	0	
Box K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	3	N/A	N/A	N/A	N/A	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	7	N/A	N/A	N/A	N/A	
Box M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		5	5	0	0	
Box N	The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		7	7	0	0	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	7	N/A	N/A	N/A	N/A	
Totals		24	117	112	5	8	0

Seaton Town Council							
Financial Year 2023-24							
Interim Internal Audit Observations							IAC Audit and Consultancy Ltd
							Audit date: 19 December 2023
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>						
No.	Audit Test	Response	Observation	Recommendation	Priority	Town Clerk's Comments	
1	Has the Council formally Minuted confirmation of bank signatory arrangements?	No	<i>From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.</i>	Council to formally review and approve the bank signatory arrangements.	Medium	This will be reviewed and reconfirmed at the next meeting of F&GPC on 8 January 2024.	
2	Have valid VAT invoices been obtained to support reclaim of VAT?	Yes	<i>It was noted that invoices received from Bramshaws in respect of works at the theatre have been addressed to 'Seaton Town Hall'</i>	Council to contact the supplier and arrange for replacement invoices to be provided addressed to Seaton Town Council.	Medium	Noted.	
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	Assets included in the assets register are covered under the Councils insurance policy	Yes	<i>It was noted that Council has two major buildings recorded on its insurance policy. It is unclear when these were last valued for insurance purposes (the insurance values appear low) .</i>	Council should obtain a professional insurance valuation of its buildings and update the insured values of its buildings accordingly.	High	Quotations will be obtained to value the buildings for insurance purposes.	
2	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	No	<i>The value of the Councils Fidelity Insurance does not cover the value of the Councils cash & bank holdings. As at the date of the interim Internal Audit the balance per the cashbook was £554,718 and the insured value was £500,000</i>	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	An enquiry has been made of the Council's insurers to establish the cost of the additional premium to increase the fidelity insurance to £600,000 so that this can be reviewed by the Council.	

	E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>						
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
	1	If the Council receives income under leases, are the lease agreements current?	No	<i>It is understood that a lease arrangement with a local Scouts group has expired is currently under renewal.</i>	Council to note.	Medium	This is currently under discussion with Seaton Scouts.	
	I	<i>Periodic bank account reconciliations were properly carried out during the year.</i>						
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
	1	Any cash floats are regularly reconciled to cash on hand (interim)	No	<i>It was noted that the Council maintains a £20 float for providing change for cash income. This is not currently recorded in the Councils accounts.</i>	The Council to ensure that the £20 cash float is recorded in the Omega accounting system.	Medium	This was money received for sale of postcards which, instead of being banked was held as float, against future sales. Rialtas will be updated to record this.	
	2	There a bank reconciliation for each account (Interim)	No	<i>Bank reconciliations have been prepared and subject to independent review. It was noted that it is not currently practice for the reconciliation of the deposit account to be supported by a bank statement. (The Current account reconciliation is supported by a statement which has been initialled by Councillors reviewing the reconciliation.)</i> <i>It was noted that the month end bank reconciliation does not record the balance on the CCLA PSDF account.</i>	The Council to ensure that bank reconciliations are carried out for each of the Councils bank accounts and that they are supported by bank statements. Accounts with a lower frequency of transactions may be reconciled on a quarterly rather than monthly basis.	High	The deposit account was only established in November 2023, and at the time of audit, no statement had been received. An enquiry has been made of Lloyds who advised that statements are issued at the end of each month. A request has been made for the reissue of the November statement and, going forward, statements to be emailed to the Town Clerk. A fourth cashbook has been established on Rialtas to record the PSDF deposit. Therefore, ther Council now has the following cashbooks - Treasurer's, petty cash, deposit and PSDF.	
	3	There are no unexplained balancing entries in any reconciliation (Interim)	Yes	<i>August interest earned on the CCLA was not recorded. (It had initially been recorded, but to the wrong cashbbok account). This was subsequently corrected.</i>	Council to note.	Low	This had been corrected, as noted in the observation.	

24 COU 10
SEATON TOWN COUNCIL

Vaulation for insurance purposes of the Council's buildings

Introduction:

Seaton Town Council are the owners of two buildings in the town - the Marshlands Centre and Seaton Town Hall and responsible for the insurance of the same, to cover and damage to the properties.

The Council currently insures the buildings for a figure that was set historically and increased by a % each year. However, officers are unsure how or when the original rebuild figure for insurance purposes was arrived at.

At the recent interim audit, an observation was raised as to the sufficiency of the current valuations. If the valuations are too low, and the Council had cause to make a claim, then any payment would be reduced to reflect the under valuation.

As such, and in light of the impending renewal of the Council's insurance policy, officers have sought quotations from building surveyors to carry out a valuation of the two buildings for insurance purposes. These are as follows:

Quotations:

Surveyor 1: £2,900 plus VAT

Surveyor 2: £3,000 plus VAT

Surveyor 3: £2,000 plus VAT

A fourth quotation has been sought and, as at the time of writing, is still awaited.

Recommendations:

It is the **RECOMMENDED** that officers are authorized to engage the services of surveyor 3 or, should it be less expensive quotation 4 when received, to provide an updated valuation of both buildings for insurance purposes.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	5 February 2024
Item of business	24 COU 11
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	73	26	46	2	147	-	147
December	24	2	39	-	65	-	65
January	61	9	31	1	102	-	102
February						-	
March						-	
2023/24 TOTAL							3660

3. Opening hours

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

As might be expected, there are less visitors and enquiries in the Winter months so the Administrative Officer has taken the opportunity to update the website and also collate a Blue Plaque Heritage Trail for visitors to the town. A copy is attached at appendix 1.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update

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4. RECOMMENDATIONS

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- note the update

Seaton and Axmouth Blue Plaque Scheme

To celebrate the one thousandth anniversary of Seaton's Charter in 2005, and the centenary of the founding of Rotary International in Chicago that year, the Rotary Club of Seaton, with support from Seaton Town Council and the Axe Valley Heritage Association, put up blue plaques on those buildings in the town with some historic interest to residents and visitors alike.

What follows is a trail linking these buildings.

Starting from the Tourist Information Centre (TIC) on the Esplanade:

1. Exit the TIC and turn left then left again into Beach Road. On the left is

The Mansion House – 1806 – Beach Road, O/S Grid Ref: SY 24733/89907

Built by J Kingdon, the house became the Beach Hotel with assembly rooms added in 1892. The name was later changed to White Cliff and the building was owned for a time by the Willoughbys and the Trevelyan, both Lords of the Manor of Seaton at different times.

2. At the end of Beach Road turn left onto Harbour Road. At the end of Harbour Road at the junction of Marine Place, turn right into The Square where the road forks left and on the corner is

The Malthouse – 17th Century – The Square. O/S Grid Ref: SY24476/90002

Previously called The Famous George Inn, it was actually built as a Malthouse.

3. Continue up Queen Street and on the left is

White Cross Cottage – 16th Century – Queen Street, O/S Grid Ref: SY24432/90039

On the site of Seaton's first farmhouse at the time of the Domesday Survey. The original building was much larger with a great hall and 8 bedrooms. It was named after the white cross that stood on the corner of Queen Street and Beer Road – where the monks preached before the 12th century.

4. Cross over to the opposite side of the road and in front of you is

Overmass House – part 15th century – Queen Street, O/S Grid Ref: SY 24410/90085

Seaton's largest farmhouse in the 1500s, called Manstones Tenement. It was later called Lowman's Farm, then Ridgeway and now Overmass House. It was the early home of the Head family.

5. Continue to walk up Queen Street and cross over the road to

Church House 1889 – Queen Street, O/S Grid Ref: SY24398/90150

Formerly the Church of the Good Shepherd, which was the first Church of England church in the town of Seaton, as opposed to the Parish Church which was built in an area called Fleote. The church was sold for development in 1984.

6. Cross back over to the other side of Queen Street. Walk past all the shops on the left and before you reach the traffic lights is

Montpelier House – 1824 - Queen Street, O/S Grid Ref: SY24364/90228

This was built by the Cann family and was Seaton's first brick house also called "The Brick House". It was later the Friedenheim School for Girls and later called Montpelier House. Helen Mather wrote "Coming Through the Rye" here.

7. At the traffic lights turn right into Manor Road, then right again at the roundabout into Fore Street. On the right is

The Manor House – part 16th Century, Fore Street O/S Grid Ref: SY24505/90261

The original rear part of the building is Tudor, first occupied by the Starr family in the 1500's and called Pale House. The Manor House was later owned by the Willoughbys, early Lords of the Manor of Seaton. In 1682 when Sir John Willoughby died, the manor and the house were inherited by George Trevelyan through his marriage to Sir John Willoughby's daughter. It was the Trevelyans who extended the house frontage in 1800.

8. Cross over the road and at the junction on the left is

Town Hall – 1904 – Fore Street, O/S Grid Ref: SY24509/90121

Opened by Sir John Kennaway MP in 1905. The rear hall was Fewings Mineral Water Factory. Part of the Town Hall had to be rebuilt after a disastrous fire in 1945. Seaton Town Council occupied an office in the building until they moved into Marshlands in 2016.

9. Continue to walk down Fore Street and on the left is

Netherhayes – 18th Century – Fore Street, O/S Grid Ref: SY24506/90052

Originally a farmhouse, it was converted by Henrietta Head to become Seaton's first surgery when she married Seaton's first doctor, Dr Thomas Cann (1805-1859)

10. Continue to walk down Fore Street and again on the left is

Vintage House – 1843 – Fore Street, O/S Grid Ref: SY24495/89986

Built by John Head, Seaton's first major property developer. It was originally built as two gentleman's houses for both of his sons.

11. Continue to walk down Fore Street into Marine Place and onto the seafront. At Fisherman's Gap turn right along the Esplanade past the ice cream kiosk. On the right set up in the cliff side is

WWII Coastal Artillery Searchlight Emplacement – West Walk, the Esplanade SY 24311/89852

12. At the top, turn left onto Beer Road and on the left is

Check House – Beer Road - O/S Grid Ref: SY24000/89932

Formerly Calverley Lodge built by local builder Joseph Good, for Sir Walter Trevelyan and his wife Pauline. Lady Trevelyan was patron to several members of the Pre-Raphaelite Movement. The house was renamed Check House in 1918. The Trevelyan's were, and still are, Lords of the Manor of Seaton.

13. Continue walking along Beer Road, take the footpath to the left to join the Old Beer Road where you will see on the left

Seaforth Lodge – 1863 – Old Beer Road, O/S Grid Ref: SY23797/89842

Built for Lady Ashburton by local builder Joseph Good. Notable figures such as Florence Nightingale, Thomas Carlyle, Alfred Lord Tennyson and Pre-Raphaelites such as Ruskin, Swinburne and Millais, have all stayed here as guests of Lady Ashburton.

The road here is closed now due to several landslides happening over the past 30 years, the most major one in 2012 where a couple of fields and half of the road itself, fell into the sea.

**THE MANOR HOUSE
PART 16TH CENTURY**

14. Retrace your steps along Beer Road and then turn right into Cliff Field Gardens (opposite the junction with Wessiters). Follow the path through the gardens and turn left at the end gate and walk down the hill to the promenade. Continue to walk all along the Esplanade until you reach the end at the Axe Yacht Club. Walking through the boat yard out onto Harbour Road, opposite on the other side of Harbour Road is

Bridge Cottage, Axmouth – 1877 - O/S Grid Ref: SY25201/89975

This cottage was built as a toll house at the same time as the first Axmouth Bridge was built, and was one of the very first concrete buildings constructed in England. The charges for crossing the bridge were one old penny per person, four pennies for a horse and cart, one penny per leg for a harnessed animal and half a penny per leg for loose animals. Tales abound of how attempts were made to evade these charges. In 1907 the tolls were scrapped and the tollgates burned.

15. Cross back over to the opposite side of Harbour Road and take the pedestrian only bridge across the River Axe adjacent to the harbour.

This is **Axmouth Old Bridge** – a Scheduled Ancient Monument, being the earliest remaining concrete bridge in the country. **O/S Grid Ref: SY25304/89987**

There is a blue plaque on Axmouth Bridge, O/S Grid Ref: SY25279/89988 and also, a plaque on the harbour wall, O/S Grid Ref: SY25404/89894

16. Turn right and walk along the river and the harbour to the river mouth at the end.
Here you will see a **World War II Pillbox, Axmouth. O/S Grid Ref: SY25649/89762**

17. The artillery battery at the mouth of the River Axe is the first in a 40-mile defence line terminating at Highbridge on the Bristol Channel. The pillbox was manned by a six pound Hotchkiss gun that was seconded from the French army ready for the invasion that fortunately, never came.

There are also other blue plaques within the town of Seaton:

Axe Vale & District Conservation Society – Tower Hide, Seaton Wetlands

O/S Grid Ref: SY252/914

George S Clare, Marine Place, Seaton. **O/S Grid Ref: SY24456/89868**

Czechoslovak Forces, Marine Place, Seaton. **O/S Grid Ref: SY24423/89893**

Gordon's Tram, Seaton Tram Station, The Underfleet, **O/S Grid Ref: SY246/901**

Dennis William Greenslade, Tower Hide, Seaton Wesytlands, **O/S Grid Ref: SY252/914**

Manor Road to Harbour Road Link, The Underfleet, **O/S Grid Ref: SY24658/90088**

Sea Defence Scheme, Marine Place, **O/S Grid Ref: SY24464/89865**

United States Forces, Fore Street, **O/S Grid Ref: SY24499/90107**

Washington House, Castle Hill, **O/S Grid Ref: SY24432/90039**



DEVON'S HISTORIC PLAQUES

SEATON

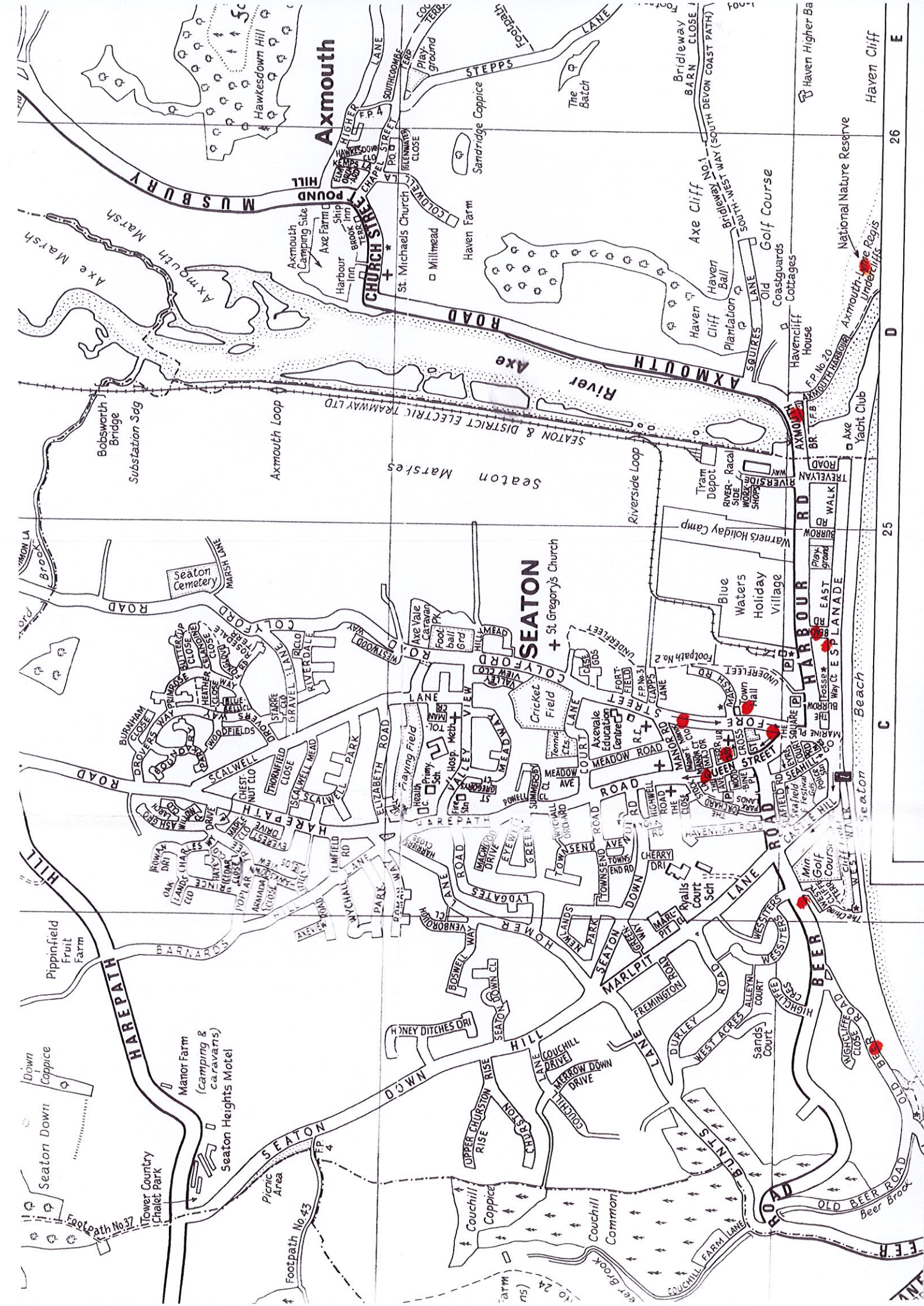
A list of Seaton's Historic Plaques appear in alphabetical order below. Click on '**Seaton Plaques**' to view the whole album, or on "**View**" beside the name of an individual plaque to view that plaque:

Seaton Plaques:

Devon Plaques ▾



	Plaque Name	Location	O/S Grid Ref.
View	Axe Vale & District Conservation Society	Tower Hide, Seaton Wetlands, Seaton	SY 252/914
View	Axmouth Artillery Beach Battery	Axmouth Harbour, Seaton	SY 25649/89762
View	Axmouth Bridge	Old Bridge, Harbour Road, Axminster	SY 25279/89988
View	Axmouth Harbour Wall	Axmouth Harbour, Seaton	SY 25404/89894
View	Axmouth Old Bridge	Old Bridge, Harbour Road, Axminster	SY 25304/89987
View	Check House	Beer Road, Seaton	SY 24000/89932
View	Church House	Queen Street, Seaton	SY 24398/90150
View	Clare, George S.	Marine Place, Seaton	SY 24456/89868
View	Czechoslovak Forces	Marine Place, Seaton	SY 24423/89893
View	George Inn, The (Malt House)	The Square, Seaton	SY 24476/90002
View	Gordon's Tram	Seaton Tram Station, The Underfleet, Seaton	SY 246/901
View	Greenslade, Dennis William	Tower Hide, Seaton Wetlands, Seaton	SY 252/914
View	Manor House, The	Fore Street, Seaton	SY 24505/90261
View	Manor Road to Harbour Road Link	The Underfleet, Seaton	SY 24658/90088
View	Mansion House, The	Beach Road, Seaton	SY 24733/89907
View	Mountpellier House	Queen Street, Seaton	SY 24364/90228
View	Netherhayes	Fore Street, Seaton	SY 24506/90052
View	Overmass House	Queen Street, Seaton	SY 24410/90085
View	Sea Defence Scheme	Marine Place, Seaton	SY 24464/89865
View	Seaforth Lodge	Old Beer Road, Seaton	SY 23797/89842
View	Seaton's Searchlight Emplacement	West Walk, Seaton	SY 24311/89852
View	Toll House, The	Harbour Road, Seaton	SY 25201/89975
View	Town Hall	Fore Street, Seaton	SY 24509/90121
View	United States Forces	Fore Street, Seaton	SY 24499/90107
View	Vintage House	Fore Street, Seaton	SY 24495/89986
View	Washington House	Castle Hill, Seaton	SY 24405/89880
View	White Cross Cottage	Queen Street, Seaton	SY 24432/90039



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EMAIL RECEIVED FROM EDDC

SEATON TOWN COUNCIL BEACH HUTS CONSULTATION – JANUARY 2024

I work for East Devon District Council and am in charge of the administration for the beach huts that we have across the region, and I am writing to you specifically today as you are the town councils for the three areas that have tenant owned beach huts. In each of your towns the tenants own their beach hut but rent the plot of land they sit on from East Devon District Council.

We have been asked on a few occasions this year whether the rules around the choice of colours that we permit our tenants to paint their beach huts are a little outdated. The current tenancy agreements, and new agreements we are in the process of asking the tenants across the region to sign, all state that the beach huts should be painted in a pastel colour, although since 2015 this has not been enforced. We do have examples of beach huts painted in bright and vibrant colours across East Devon. However, the new and old agreements state the following:

The tenant shall: paint the Beach Hut in a pastel colour to the satisfaction of Authorised Officer. The Beach huts may be painted in stripes of no more than two pastel colours provided that the stripes follow the timber boards. Motifs and patterns are not permitted on the Beach Hut.

As these tenant owned beach huts are within your towns, I would be grateful if you could have a discussion in your next town council meeting to let me know your thoughts on whether you would be happy for East Devon District Council to permit the beach hut tenants to paint their beach huts in bright colours, or if you would prefer East Devon District Council to continue only permitting the tenants to paint their beach huts in accordance with the tenancy agreement. The questions I have which I would be grateful if you could answer are below:

- Can beach hut tenants paint their beach huts in bright colours in your town?
- Do they have to keep their beach huts in pastel colours in your town?
- Either decision above : Do we maintain the two colour rule?
- Are you happy we leave the situation as is? (Leave the wording in but not enforce)
 - However send an addendum stating that should a hut be painted in a scheme that is vulgar, garish, have inappropriate images or with obscenities which is not within keeping of the local environment or to the satisfaction of the authorised officer be asked to repaint.

If you have any questions on the above, any additional feedback around what the town council would like our tenants to be permitted to do in terms of painting their beach huts, what type of colours etc then please do let me know.

Robert Pow
Business Support Officer | StreetScene | East Devon District Council

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 29th January 2024

Time Finished: 11.30am

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, muddy 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: 29th January 2024

Time Finished 10.28am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Worn playing surface, rabbit holes/scratchings. Tatty football nets. Waterlogged and muddy 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. Parts on order
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	No Hazard	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	5 February 2024
Item of business	24 COU 15
Details	Report on Seaton Town Council’s Asset Register
Purpose of Report	To review and approve asset register as of 31 January 2023
Power/authority	Local Government Act 1972; Financial Regulation 14
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the asset register, subject to an update of buildings values when these are received • approve the disposal of the items listed

1. Introduction & Background

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

2. Asset Register

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

- Land & Buildings
- Vehicles
- Marshlands equipment

- Play equipment
- Other
- Maintenance equipment
- Town fixtures

2. Planters

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

3. Town Fixtures

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

4. Benches

This sheet lists all the benches that are the Council’s responsibility to maintain. Values allocated are replacement values based on the cost of similar items.

5. EDDC Owned

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

6. Disposed Items

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

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the asset register, subject to an update of buildings values when these are received
- approve the disposal of the items listed

Seaton Town Council Fixed Asset Register 2023-24

Asset Type	Description	Date Acquired	Purchase Price	Current Location	Comments	Date of last check	Date asset disposed of
Land & Buildings	Town Hall	Apr-16	£ 1.00		Asset transfer from EDDC	Feb-24	
	Marshlands Centre	Apr-16	£ 86,000.00		Purchased from Devon County Council	Feb-24	
	Cliff Field Gardens	Sep-09	£ 1.00		Asset transfer from EDDC	Feb-24	
	Elizabeth Road Park and Playing Field	Sep-09	£ 1.00		Asset transfer from EDDC	Feb-24	
	Seaton Down Road Picnic Site	Oct-09	£ 1.00		Asset transfer from EDDC	Feb-24	
	Allotments	1974	£ 1.00		Local Government Reorganisation	Feb-24	
	Scout Hut, Scalwell Lane	Sep-09	£ 1.00		Asset transfer from EDDC	Feb-24	
	Martial Arts Hut, Scalwell Lane	Sep-09	£ 1.00		Asset transfer from EDDC	Feb-24	
	Air Ambulance Landing Strip Emergency Lighting Installation	Invoice dated 18/9/18	£ 6,408.31	Seaton Cricket Ground	Purchase price inc cost of installation. Breakdown: Bespoke Hinged Lighting column c/w floodlight bracket & cut out £1226.50 2 No 150 watt LED High Output Floodlighting £682.50 GSM Switch / Power Pack / Relay Aerial to form Control Unit £519.77 Assorted cables £225 & £333.17		
	Fishermand Gap Roundabout		£ 1.00			Feb-24	
Vehicles	Van	22-Nov-22	£ 11,100.00	Marshlands car park	Included purchase price and highways warning livery	Feb-24	
	Shark Vacuum Cleaner	Jan-22	£ 100.00			Feb-24	
Marshlands Equipment	Tables x 10	04/04/2016	£ 1,308.00	Function Room		Feb-24	
	Tables semi circles x 10	04/04/2016	£ 1,536.00	Function Room		Feb-24	
	Chairs x 50	04/04/2016	£ 813.50	Function Room			
	Buffalo convection oven	11/07/2016	£ 399.99	Ground Floor Kitchen			
	Caterlite Double Induction Hob x 2	11/07/2016	£ 239.98	Ground Floor Kitchen			
	Bosch Dishwasher	approx 2018	£ 120.00	Ground Floor Kitchen	Purchased second hand as Elite not fit for purpose		
	Elite Dishwasher	28/09/2016	£ 1,250.00	Ground Floor Kitchen			
	Office Chairs x 2	06/01/2002	£ 119.98	Reception / Admin Office / DC Office /	Authorised by Clerk & two Cllrs under Scheme of Delegation	Feb-24	
	Urn	15/01/2020	£ 62.39	Ground Floor Kitchen	Authorised by Clerk & two Cllrs under Scheme of Delegation		
	Crockery and Cutlery	08/08/2016	£ 714.65	Ground Floor Kitchen		Feb-24	
	Chairs x 30	08/11/2017	£ 484.40	Ramp		Feb-24	
	TIC Reception Desk	01/03/2022	£ 1,350.00	TIC		Feb-24	
	Wimius Projector	07/11/2019	£ 215.00	DC Office	Authorised by Clerk & two Cllrs under Scheme of Delegation	Feb-24	
	Office equipment	unknown	£ 5,000.00	DC Office	Taken from Asset Register 2015 but possibly includes Epson Projector, 2 x large office desks, reception furniture, admin office furniture, display boards in Home Care office, 2 x Henry Hoovers, Security Safe and pictures transferred from Town Hall	Feb-24	
	Shredder	06/01/2020	£ 72.00	Function Room	Authorised by Clerk & two Cllrs under Scheme of Delegation	Feb-24	
	Buffalo Coffee Maker	unknown	£ 120.00	Kitchen	Original purchase price and date not located so an approximate replacement value has been provided	Feb-24	
	PC & IT Equipment		£ 1,172.00	Reception / Admin Office / DC Office / TC Office		Feb-24	
	HP Multifunction Colour Network Printer	08/10/2020	£ 477.00	TC Office		Feb-24	
	iZettle card reader & dock	20/04/2020	£ 81.60	Admin Office		Feb-24	
	Regalia	unknown	£ 4,000.00	Office Safe / Mayor's Home Address	from asset register 2015	Feb-24	
	Grant of Arms	unknown	£ 659.00	Function Room	from asset register 2015	Feb-24	
	Toy Library Shed	04-Apr-22	£ 267.00	Courtyard		Feb-24	
	iPad	16-Jun-22	£ 366.00	Store room		Feb-24	
	Laptop	21-Jul-22	£ 1,070.00	Store room		Feb-24	
	Giant Deckchair	16/02/2022	£ 555.00	New TIC office		Feb-24	
	Exterior signs x 2	15/02/2022	£ 1,100.00	Marshlands - seafront side		Feb-24	
	Interior perspex sign	15/02/2022	£ 155.00	New TIC office		Feb-24	
	Travel Show - STC Stand Display	01/09/2022	£ 1,830.00	Maintenance Store Room		Feb-24	
Television	24/01/2022	£ 249.00	New TIC office		Feb-24		
Windchaser Flags x 2	15/02/2022	£ 270.00	Marshlands - seafront side				
Play equipment (Underfleet)				Total value of equipment £57243.73			
Lillie Toddler steel basket swing	29/02/2016	£ 1,145.70	Underfleet	This has been replaced since original purchase	Feb-24		
Roty Inclusive roundabout	29/02/2016	£ 1,077.94	Underfleet		Feb-24		
Circus trampoline	29/02/2016	£ 3,912.50	Underfleet		Feb-24		
Landscape tunnel	29/02/2016	£ 787.42	Underfleet		Feb-24		
Walk and Stretch posts (balance walk)	29/02/2016	£ 311.45	Underfleet		Feb-24		
6m high net pyramid (climbing frame)	29/02/2016	£ 8,946.14	Underfleet		Feb-24		
Eco gaping Ghyll (rope bridge)	29/02/2016	£ 1,305.46	Underfleet		Feb-24		
Willy Jeep spring mounted	29/02/2016	£ 4,018.34	Underfleet		Feb-24		

Playpark Equipment	Nexus Viper Rope Swing (giant rope swing)	29/02/2016	£ 3,658.45	Underfleet		Feb-24	
	Titan (carousel swing)	29/02/2016	£ 4,359.31	Underfleet		Feb-24	
	Cyclops (basket swing)	29/02/2016	£ 2,931.90	Underfleet		Feb-24	
	2.4m sleeper bench x 4	29/02/2016	£ 854.15	Underfleet		Feb-24	
	2.4m sleeper picnic table x 3	29/02/2016	£ 1,615.04	Underfleet		Feb-24	
	Amonite Stone Sculptures	29/02/2016	£ 185.00	Underfleet		Feb-24	
	Dino Zip Wire	29/02/2016	£ 3,318.48	Underfleet		Feb-24	
	Dinosaur ribcage walkway arch	29/02/2016	£ 3,459.40	Underfleet		Feb-24	
	Loping balance weave	29/02/2016	£ 249.84	Underfleet		Feb-24	
	Stone Sculptures	29/02/2016	£ 700.00	Underfleet		Feb-24	
	Fossil Stepping Stones	29/02/2016	£ 240.00	Underfleet		Feb-24	
	Goal x 2	29/02/2016	£ 1,243.30	Underfleet		Feb-24	
	Bat Web Rox	29/02/2016	£ 10,356.50	Underfleet		Feb-24	
	UniMini Kerra Unit (play tower with ladder and slide)	29/02/2016	£ 2,567.41	Underfleet		Feb-24	
	Play equipment (Elizabeth Road)	Feb-13	£ 50,000.00	Elizabeth Road	From asset register 2015. Purchased with Section 106 funding but Town Council asset		
		Slide		Elizabeth Road			Feb-24
		Carousel Dish		Elizabeth Road			Feb-24
		Roundabout		Elizabeth Road			Feb-24
		Games area with basketball hoop		Elizabeth Road			Feb-24
		Multitplay		Elizabeth Road			Feb-24
		Toddler Multitplay		Elizabeth Road			Feb-24
		Rocking Horse		Elizabeth Road			Feb-24
	Spinning Unit (Titan)		Elizabeth Road			Feb-24	
	Toddler 1 Bay 2 Seat		Elizabeth Road			Feb-24	
	Junior 1 Bay 2 Seat		Elizabeth Road			Feb-24	
	Swing Net		Elizabeth Road			Feb-24	
	Football Goal	Nov-20	£ 800.00	Elizabeth Road			
	Football nets x 2	Oct-19	£ 372.00	Underfleet		Feb-24	
	Titan Rope Ladder	Apr-19	£ 234.00	Underfleet		Feb-24	
Other	Tommy Silhouette	01/01/2022	£ 176.00	Windsor Gardens		Feb-24	
	Litter pickers	01/11/2021	£ 165.00	Maintenance Store Room		Feb-24	
	Folding Tables x 13	Jul-19	£ 546.00	Marshlands	C&OSC - 28.5.2019	Feb-24	
	Gazebos & weights x 9	2016-17	£ 3,779.00	Marshlands		Feb-24	
	Power cable for CFG	01/01/2022	£ 182.00	Maintenance Store Room		Feb-24	
	New Seaton Devon Flags x 2	14/05/2020	£ 274.48	Admin Office		Feb-24	
	Mobile scaffold tower	26/01/2024	£ 1,227.00	Maintenance storage room		Jan-24	
	Beacons x 2	unknown	£ 500.00	Maintenance Store Room	Value is approximate replacement value based on internet research as original supplier unknown	Feb-24	
	Flags	unknown	£ 100.00	1 Windsor Gardens, 1 Admin Office	from asset register 2015	Feb-24	
	Metal Shed	10/11/2016	£ 335.00	Side of Marshlands Centre		Feb-24	
	Petrol chainsaw	27/06/2016	£ 312.50	Maintenance Store Room		Feb-24	
	Petrol Brushcutter	27/06/2016	£ 315.00	Maintenance Store Room		Feb-24	
	Hedge trimmer attachment	27/06/2016	£ 171.66	Maintenance Store Room		Feb-24	
	General maintenance equipment & tools	unknown	£ 1,100.00	Van	from asset register 2015. Maintenance Officer to provide upto date list and value estimate for	Feb-24	
	Makita SDS Drill 18V	04/06/2018	£ 130.00	Maintenance Store Room		Feb-24	
	Makita Angle Grinder 18V	04/06/2018	£ 107.96	Maintenance Store Room		Feb-24	
	Makita DKP 1812 brushless motor 18V planer	21/10/2020	£ 209.96	Maintenance Store Room		Feb-24	
	Makita DH680Z 18V brushless motor circular saw	21/10/2020	£ 169.98	Maintenance Store Room		Feb-24	
	LED lights, cables, converters and replacement bulbs	23-Aug-23	£ 2,837.00	Maintenance Store Room		Feb-24	
	Christmas Lights	01/11/2019	£ 735.00	Maintenance Store Room	C&OSC - 28.10.2019	Feb-24	
	Christmas lighting frames x 10	30/05/2023	£ 750.00	Maintenance Store Room		Feb-24	
	Seaton Town Items	Town Fixtures		£ 67,894.02	Various - see separate sheet		Jan-21
Planters			£ 21,868.52	Various - see separate sheet		Jan-21	
Benches			£ 26,944.99	Various - see separate sheet		Jan-21	
TOTAL ASSETS VALUE			369,154.60				

Seaton Town Council Owned / Maintained Planters

All replacement values determined with Maintenance Officer and Grounds Maintenance Contractor

Location	Description	Number of Items	Value	Comments
Allotments	Wooden Planters	3	£ 600.00	Donated and hand made, approximately £200 each to replace
The Square	Round planter	1	£ 200.00	
	Square Planter	1	£ 250.00	
	Hexagonal Planter	1	£ 300.00	
	Round white stone planters	2	£ 400.00	
Beer Road / Queen St	Hexagonal Planter	2	£ 600.00	
	White stone trough	1	£ 500.00	Outside Post Office
	Square Planter	1	£ 250.00	Outside Post Office
Cross St	Square Planter	1	£ 250.00	Outside Gallery
	Round white stone planters	3	£ 600.00	Outside Bees Knees
	Round white stone planters	1	£ 200.00	Outside Church
Underfleet / Thury Harcourt	Large Planters	2	£ 1,000.00	By roundabout
Fisherman's Gap	White stone planters	6	£ 1,200.00	
	Rectangular window boxes	3	£ 300.00	
Hook & Parrot	Rectangular window boxes	22	£ 2,200.00	
	White stone troughs	2	£ 1,000.00	
Moridunum	Rectangular window boxes	3	£ 300.00	
	Large planter	1	500	
Seafront / Marshlands	Plastic Planter	5	£ 1,750.00	Near Beach Road
Harbour Road	Hanging planters	4	£ 832.00	
Outside Coop	Large Square Planter	1	£ 500.00	
Outside Catholic Church	Stone Trough	1	£ 500.00	
Town Hall	Rectangular window boxes	2	£ 200.00	
Various locations in town	Oak Barrels	10	£ 170.00	
Stored with John - contracted gardener	Hanging Baskets			Various sizes - donated but need to attach a replacement value
	30 halves		£ 3,000.00	Approximately £100 each
	40 round baskets		£ 3,600.00	Approximately £40 each
Outside Overington Care Hub	Barrier baskets inc. brackets	3	£ 666.52	Purchased 29th April 2021
TOTAL VALUE			£ 21,868.52	

Researched average replacement costs:
 Rectangular window planter - £100 inc VAT
 Stone trough - £500 inc VAT
 Small round stone planter - £200 inc VAT
 Large square planter - £500 inc VAT
 Large recycled square planter - £350
 Hexagonal Planter - £300 inc VAT

Seaton Town Council Owned / Maintained Town Fixtures

Location	Description	Value	Date Purchased	Comments
Allotments	1 x Noticeboard	£ 1,500.00	unknown	Value determined based on average replacement cost inc VAT
	1 x Wooden Seaton Allotments Sign			Value unknown as originally moved from former HSBC bank site
	1 x Red Shed	£ 496.99	11/06/2021	
Outside Town Hall	Finger post with 4 signs		unknown - transferred from EDDC Nov 2012	Replacement value to be confirmed
	Tommy soldier	£ 150.00		
Seaton Museum	External noticeboard	£ 220.90	12/05/2021	
	Cultural Quarter Sign	£ 69.00	29/03/2019	
Seaton Down Hill	1 x NHS Banner	£ 75.00	Apr-20	
	8 Wooden Posts & Chains			Possibly purchased by EDDC as part of the refurbishment
Various	5 x Gateway to Jurassic Coast Signs	£ 2,623.13	unknown	
	Covid signage and noticeboards	£ 192.00	Apr-20	
	11 x Bus Shelters	£ 38,500.00	unknown	The Vault - Fisherman's Gap, Jubilee Gardens, Thury Harcourt, Underfleet Coach Park, Townsend House, Seaton & Colyford Medical Practice, Barnards Hill / Harepath Road, Harepath Road lean to, Harepath Road / Scalwell Lane Junction, Harbour Road Bus Station, Harbour Road opposite Tesco. Value is replaced value based on researched cost for a cantilever bus shelter inc. VAT at £3500 each.
	Gates and Fences	£ 3,000.00	unknown	
The Square	2 metal Home of Outdoor Adventure Signs	£ 300.00	unknown	Value based on Cyclefest signage costs @ £150 per sign
	Finger post with 3 signs		unknown - transferred from EDDC Nov 2012	Replacement value to be confirmed
Bottom of Fore St	Finger post with 3 signs		unknown - transferred from EDDC Nov 2012	Replacement value to be confirmed
Underfleet Car Park	1 x Cultural Quarter Sign	£ 69.00	29/03/2019	Coop carpark wall
	Finger post with 2 signs		unknown - transferred from EDDC Nov 2012	Replacement value to be confirmed
Thury Harcourt	1 x Cultural Quarter Sign	£ 69.00	29/03/2019	Fixed to planter
	1 x Outdoor Adventure Sign	£ 150.00	May	
	1 x Information Noticeboard	£ 600.00	unknown	Opposite Tramway - leading up to Tesco
Marshlands	1 x wooden noticeboard	£ 1,500.00	unknown	Value determined based on average replacement cost inc VAT
	1 x NHS Sign	£ 75.00	Apr-20	
	5 art boards	£ 1,250.00		
Fisherman's Gap	4 x metal runners	£ 2,500.00	unknown	Approximate cost estimated by Maintenance Officer
	3 x metal cyclists	£ 2,190.00	unknown	
	1 boat / raised bed	donated	unknown	to be replaced but awaiting a free donation
	1 black iron anchor / raised bed	donated	unknown	origin unknown - possibly donated
	1 blue & yellow Seaton Flag	£ 50.00	unknown	
	1 Home of Outdoor Adventure Sign	£ 150.00	unknown	Value based on Cyclefest signage costs @ £150 per sign
	Finger post with 6 signs		unknown - transferred from EDDC Nov 2012	Replacement value to be confirmed
Orchard Car Park	1 Home of Outdoor Adventure Sign	£ 150.00	unknown	Value based on Cyclefest signage costs @ £150 per sign
Cliff Field Gardens	Dorset & ED World Heritage Site Wooden Info Stand	£ 600.00	unknown	Value determined based on average replacement cost inc VAT
	The Seaton Labyrinth Wooden Info Stand	£ 911.00	unknown	From asset register 2015
	25 x Geological Timeline boards, Geological Timeline Sign and 21 Metal floor plaques	£ 3,200.00	unknown	From asset register 2015
	Labyrinth centrepiece	£ 859.00	unknown	From asset register 2015
	3 Litter bins	£ 750.00	unknown	Old style litter bins approximately £200 - £250 per bin to replace
	Queens Green Canopy Plaque	£ 134.00	13-May-22	
Seafront	Home of Outdoor Adventure Sign	£ 150.00	unknown	Opposite Beach Road - Value based on Cyclefest signage costs @ £150 per sign
	Finger post with 3 signs		unknown - transferred from EDDC Nov 2012	Near by the Waves sculpture - replacement value to be confirmed
	Finger post with 3 signs		unknown - transferred from EDDC Nov 2012	Opposite Beach Road - replacement value to be confirmed
Seafront & town	Stainless steel hanging brackets	£ 410.00	25-Jul-22	
East Esplanade	Iron Anchor	Donated	unknown	Origin unknown - possibly donated
	1 x Mesh Fish bed	£500	unknown	Donated but replacement value estimated by Maintenance Officer
	1 x Mesh Fish	£500	unknown	
Seaton Hole	Red Telephone Box	£ 3,000.00		
TBC	4 artboards	£ 1,000.00	Sep-20	

TOTAL

£ 67,894.02

Seaton Town Council Owned / Maintained Benches

Location	Description	Value	Comments
Seaton Down Hill	1 x bench		Brian Harry Stevens
	1 x bench		Ray & Madge Dixon
	1 x bench		Keith Biddlecombe
	2 x picnic tables	£ 398.00	Replacement value based on recent purchase from
	1 x bench	£ 700.00	
	1 x bench	£ 700.00	Further down near Churston Rise
	1 blue picnic bench	£ 389.00	
Corner Harepath Rd / Harepath Hill	1 x stone and wooden bench		Possibly DCC to be confirmed
Top of Underfleet	2 x bench		Possibly DCC to be confirmed
Townsend Medical Practice	1 x bench		Possibly DCC to be confirmed
The Square	6 Wooden Seat Arrangement	£ 5,500.00	Replacement value upgraded after quotations for replacement sought during 2021/22
	2 x Wood & Metal benches		Memorial Frank Tadman & Chris Jones
	1 x Wood & Metal bench	£ 450.00	Donated by Seaton & District Lions Ladies
Beer Road / Queen St	1 Wooden Bench (no back)	£ 700.00	
	1 Wood & Metal bench		Memorial Eddie Pruden
Cross St	1 Wooden Bench (no back)	£ 700.00	
	1 Bench	£ 700.00	Outside Post Office - QE Jubilee 2002 - Seaton WI. On PO Land
Elizabeth Road Playpark	2 Picnic benches	£ 800.00	Purchased Nov 2020
	Round blue Picnic table	£ 379.99	Due to be installed Spring 2021
Allotments	2 blue Picnic benches	£ 778.00	Purchases May 2021
Cliff Field Gardens	16 Benches	£ 11,200.00	Some donated by various organisations such as Spiral Centre, Local Heritage Initiative, Seaton & District Twinning Association, Pecorama, Beach End House
	3 blue picnic benches	£ 1,350.00	
Cliff top	3 blue picnic benches	£ 1,200.00	
	2 Metal Picnic Benches	£ 1,000.00	These are bespoke benches and replacement value reflects this
TOTAL COST		£ 26,944.99	

Research average costs:

Memorial benches are purchased by families as per STC Memorial Policy

Wooden country side seat (no back) £700 inc VAT

Standard wooden bench £700 inc VAT

Picnic Bench £199 inc VAT

Wood & Metal bench £450 inc VAT

East Devon District Council Owned / Maintained Town Land & Fixtures

Location	Description	Date Confirmed	Comments
Seafeld Gardens	Land and various plots	07/12/2020	Confirmed by Dave Cook EDDC - land owned by EDDC but various plots are leased to LED and the Bowls Club respectively.
Windsor Gardens	Land and assets	07/12/2020	Confirmed by Dave Cook EDDC - all land and assets owned by EDDC
West Walk	Beach Huts, Promenade and lighting	07/12/2020	Confirmed by Dave Cook EDDC - all owned and maintained by EDDC
Seaton Beach		07/12/2020	Confirmed by Dave Cook EDDC - beach is owned and maintained by EDDC
Sea Wall Defence		07/12/2020	Confirmed by Dave Cook EDDC - maintained by Environment Agency
Tracey's Field	Located off Tracey's Avenue	07/12/2020	Confirmed by Dave Cook EDDC - owned and maintained by EDDC
Roman Way / Honey Ditches Drive	Field located behind these roads	07/12/2020	Confirmed by Dave Cook EDDC - maintained by EDDC. Fields to the north are leased
Cemetery	Off Colyford Road	07/12/2020	Confirmed by Dave Cook EDDC - owned and maintained by EDDC
Black Hole Marsh	Seaton Wetlands	07/12/2020	Confirmed by Dave Cook EDDC - owned by EDDC but leased out
Fisherman's Gap	1 Mesh Fish plus bed	15/01/2021	Confirmed by Paul Johns EDDC
	Bike stands next to kiosk	15/01/2021	Confirmed by Paul Johns EDDC
	Roundabout flower beds	15/01/2021	Confirmed by Paul Johns EDDC
Castle Hill	Thatched shelter	15/01/2021	Confirmed by Paul Johns EDDC
	2 x black benches	15/01/2021	Confirmed by Paul Johns EDDC
Thury Harcourt	Stone seating	15/01/2021	Confirmed by Paul Johns EDDC
	Wooden planters	15/01/2021	Confirmed by Paul Johns EDDC
	Lamposts	15/01/2021	Confirmed by Paul Johns EDDC - some street lighting also responsibility of Seaton Tramway and Tesco depending on location
Underfleet Car Park	3 x Picnic Benches	15/01/2021	Confirmed by Paul Johns EDDC
Fisherman's Gap	1 x Wooden bench	15/01/2021	Confirmed by Paul Johns EDDC
	1 x Black Bench	15/01/2021	Confirmed by Paul Johns EDDC
Castle Hill	1 x black bench	15/01/2021	Confirmed by Paul Johns EDDC
Hook & Parrot	4 black benches	15/01/2021	Confirmed by Paul Johns EDDC
Moridunnum	3 black benches	15/01/2021	Confirmed by Paul Johns EDDC
Seafront / Marshlands before Moridunum	3 black benches	15/01/2021	Confirmed by Paul Johns EDDC
East Esplanade	2 benches	15/01/2021	Confirmed by Paul Johns EDDC
Esplanade	All benches	15/01/2021	Confirmed by Paul Johns EDDC
Cliff Field Gardens	3 x Wood & Metal benches (by gate)	22/01/2021	Confirmed by STC Maintenance Officer
	6 wooden benches overlooking sea	22/01/2011	Confirmed by STC Maintenance Officer