

To: All Members of the Town Council

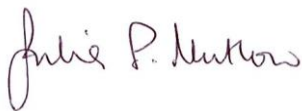
**Meeting of Seaton Town Council
on Monday, 4th March 2024 at 7pm**

27th February 2024

You are hereby summoned to attend the above meeting to be held on **Monday, 4th March 2024 at 7pm or immediately after the co-option presentations have concluded**, 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, 5 February 2024
- 24/COU/04 Co-option to Seaton Town Council**
To vote on who to co-opt to the casual vacancy on Seaton Town Council
- 24/COU/05 Declaration of Office**

The newly co-opted member to read and sign the prescribed Declaration of Acceptance of Office

24/COU/06 County Councillor's Report

To note the report

24/COU/08 District Councillors' Reports

To note the reports

24/COU/09 Public Question Time

To allow any questions or reports from members of the public

24/COU/10 Town Clerk's Report

To note the report

24/COU/11 Committee Minutes

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

- Planning Committee – 22 January and 5 February 2024

24/COU/12 Update on Seaton Tourist Information Centre

To note an update on enquiries to the tourist information centre and current position regarding weekend opening.

24/COU/13 Community grant applications

To consider the following applications for community grants and, if approved approve a virement between budgets to cover full amounts requested:

- Seaton Cricket Club - £1,000
- Sustainable Project Live CIC - £996.60

24/COU/14 Cyber Security Policy

To authorise the purchase of a cyber security policy, as recommended by the Council's insurers at a cost of £244.16

24/COU/15 Renewal of Council's insurance policies 2024/25 and beyond

To consider a report on the work undertaken to secure best value for the Council's general and vehicle motor insurance policies and delegate authority to the Town Clerk to renew said policies, when all quotations are available, and the best value is known

24/COU/16 Playpark inspection reports

To note the play park inspections

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 5 February 2024**

Present:

Chair: Cllr. A. Singh

Town

Councillors: K. Beer, K. Brooks. P. Burrows, M. Hartnell & J. Russell

Officers: Town Clerk

Public: 2 members of the public were in attendance

138. Apologies for absence

Apologies and reasons for absence were received from Cllrs. E. Bowman, N. Dyke, D. Haggerty, D. Ledger and C. Wood and approved.

139. Declarations of interest

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

140. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council held on Monday, 11 December 2023. (proposed Cllr. Beer; seconded Cllr. Burrows).

141. County Councillor's Report

Members noted Cllr. Hartnell's written report and verbal update. The following matter was highlighted:

- Seaton Hospital – Cllr. Hartnell had attended and spoken at the DCC Health & Adult Care Scrutiny Committee, along with Martin Shaw and Jack Rowland, as representatives of the local working group on a report from NHS Property Services. It was hoped that they would work collaboratively with Seaton & District League of Friends (SDLOF) on a business plan for use of the vacant space at the site as a potential health hub based on the community's vision for the space. The steering group would continue to monitor future meetings. It was anticipated that SDLOF would have 6 months to put forward their business plan and this would be considered alongside all other options. If an alternative option was preferred the, as the application to designate the hospital as an asset of community value had been successful, SDLOF would have a further 6 months to submit a revised option. In the meantime, NHS Property Services would continue to the site and NHS Devon Integrated Care Board (ICB) would continue to pay for this maintenance.

- Cllr. Hartnell advised that that he would be attending a meeting at DCC on Wednesday 7 February regarding the proposed new bus shelter at Fisherman's Gap now that the consultation period had ended. He was aware that concerns had been raised and these would be considered as part of the process.

142. District Councillors' Reports

Members noted the following updates from East Devon District Councillors:

- Cllr. Haggerty's written report, as circulated with the agenda, was noted
- Cllr. Heath attended and highlighted the following:
 - he had joined Devon SEND Parents & Carers for Change campaign against the lack of adequate SEND services for children with special educational needs across Devon and would be attending a protest on Thursday 8 February at 11am at County Hall.
 - he was a member of Seaton Hospital Working Group and confirmed that the hospital had now been designated as an asset of community value.
 - he had asked to join the Seaton Beach Management Working Group, as his ward covered The Chine and Seaton Hole.
 - he was trying to set up a working group to develop youth services for the area comprising Seaton, Colyford, Colyton, Axmouth, Beer & Branscombe and was discussing progress made in Ottery St. Mary on youth services and was in contact with Tom Coulthard of the Voluntary Association of Youth Clubs (Devon) and Katie Hales of the Community Youth Work Team. He welcomed any councillors who wished to join the working group.
 - he had attended a meeting, via Zoom, with EDDC and South West Water (SWW) to discuss concerns over failing water mains and sewerage services and the disruption caused whilst roads were regularly being dug up to patch up infrastructure. Further meetings with SWW were being sought and the Leader of EDDC had been asked to write to the Secretary of State for the Environment to raise a formal complaint on behalf of EDDC regarding lack of infrastructure investment.

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

Members noted the Town Clerk's report and **RESOLVED** that thanks to officers should be minuted, on the attainment of the Local Council Quality Award. (proposed Cllr. Hartnell; seconded Cllr. Singh).

144. Public Question Time

No public questions were raised.

145. Committee Minutes

Members noted the minutes of the following meeting:

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

146. Interim Audit Report 2023-24

Members received the interim audit report and considered the quotations obtained for the valuation of the Council's buildings and **RESOLVED**:

- to note the observations and actions taken
- to obtain an updated valuation of the Town Hall and Marshlands for insurance purposes
- to engage surveyor 3 at a cost of £2,000 + VAT, unless the fourth quotation (currently pending) was less, in which case that surveyor should be engaged (proposed Cllr. Hartnell; seconded Cllr. Brooks).

148. Update on Seaton Tourist Information Centre

Members noted the level of enquiries to the tourist information centre and were pleased to note the new Blue Plaque Heritage Trail, prepared by the Administration & Community Events Officer.

149. Seaton Beach Huts Consultation

Members **RESOLVED** that a response to the consultation should be sent in the form attached to these minutes. (proposed Cllr. Singh; seconded Cllr. Brooks)

150. Playpark inspection reports

Members noted the play park inspections.

151. Appointment of outside representative to Beachfront Management Stakeholder Group

Members **RESOLVED** to appoint Cllr. Burrows as the councillor representative on this outside body (proposed Cllr. Beer; seconded Cllr. Singh), with Cllr. Beer as a substitute, if Cllr. Burrows unavailable. (proposed Cllr. Burrows; seconded Cllr. Singh)

152. Asset Register

Members **RESOLVED** to approve the updated asset register and disposals as at 31 January 2024, subject to an amendment regarding ownership of the town's bus shelters. Seven of these should be removed from the asset register as it had recently been discovered that they were owned by EDDC and DCC respectively. (proposed Cllr. Burrows; seconded Cllr. Singh)

153. Co-option Policy

Members **RESOLVED** to adopt the draft Co-option Policy, subject to minor amendments to remove debate and go immediately to a vote, **RESOLVED** to schedule a meeting of the Council on Monday, 26 February to vote on co-option,

after hearing from all the applicants. (proposed Cllr. Singh; seconded Cllr. Brooks)

154. Civility & Respect Training

Members considered a recommendation from the Personnel Committee that mandatory training on civility and respect should be undertaken by all councillors and

RESOLVED to:

- uphold the recommendation of the Personnel Committee that all Members undertake Civility & Respect Training
- approve the cost of DALC providing said training
- authorise the Town Clerk to seek DALC and councillor availability and arrange said training
- authorise the Town Clerk to update the standing orders and Members' Code of Conduct, with regard to mandatory training, in line with advice received from the Monitoring Officer

(proposed Cllr. Hartnell; seconded Cllr. Singh).

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.

155. Grounds maintenance and planting tender

Members considered the five tenders received in respect of the grounds maintenance and planting contract 2024-27 and **RESOLVED** to award the contract to John Widger of Scalwell Lane Nursery at a cost of £30,771 per annum. (proposed Cllr. Hartnell; seconded Cllr. Burrows)

Meeting closed at 6.47pm

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 March 2024
Item of business	24 COU 10
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 5 February 2024
- **Co-option** – the co-option process has been undertaken, with 6 applications received. These will be considered in a meeting prior to the meeting of the Council when a vote will be taken. All applicants have been notified.
- **Christmas Lights** – officers are still 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. The Facilities Officer is awaiting recommendations from the external contractors and a report will be brought to members in due course. Additionally, officers after the initial meeting with representatives of Seaton Chamber to discuss how the event may be improved in 2024, officers are still awaiting their suggestions as to where lights in the town could be enhanced, subject to power sources and funding. Officers have further approached the Chamber to suggest a further meeting in mid-March so that matters can be progressed and decisions made.

- **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** – planning for year’s event is now well underway:
 - Music acts have now been booked and timings drafted
 - Security firm has been contracted to provide 6 licensed security personnel. A site visit will take place with the Deputy Clerk and Facilities Officer on 26th April
 - A terrorism risk assessment, security threat assessment and prohibited items list are being finalised in order to comply with new Martyn’s Law legislation
 - Community group participation this year include Seaton Brownies and Guides, Seaton Lions, Royal British Legion, Seaton League of Friends, Carnival Committee, Seaton Majorettes, Restore, Seaton Scouts, Churches Together, Save Food Community Larder, Seaton Library, RNLI, Sunshine Samba and East Devon Rock Choir. 3 community group meetings have now taken place in order to plan and coordinate the different activities to be offered.
 - Additional children’s activities have been booked to include a magician, pop up beach school and circus skills
 - Devon Freewheelers will also attend to promote the Blood Bikes initiative
 - Design of posters, banners and flyers is underway.
 - A Facebook event page has been set up, there will be a greater use of social media this year to include Instagram which will reach a different demographic.
 - Recruitment of volunteer stewards is ongoing. Stewards are needed to assist with the transfer of music equipment across the site and to assist with the breakdown of gazebos and other equipment.
- **Bus Shelters** – the replacement of the bus shelters is now underway.
- **Play parks** – maintenance work has been undertaken and parts replaced on various items of the equipment in the Underfleet. The annual RoSPA inspections are scheduled for early March.
- **Insurance** – separate reports in respect of general, vehicle and cyber security insurance form part of this agenda.
- **Building valuations** – in line with the advice of the Council’s auditor, valuations of both the Town Hall and Marshlands for insurance purposes, were undertaken on 27 February and the report awaited.
- **Marshlands:**

The following works have been undertaken:

- the first-floor refurbishment works are ongoing, with the Facilities and Maintenance Officer undertaking as much of the decorative work as possible to keep costs as low as possible.
- the damaged element of the wall at Marshlands has now been repaired a claim submitted to the Council's insurers to recover whatever possible from the third party driver
- a further approach has been received in respect of the first-floor office and Members will be kept updated
- a further site visit has taken place as regards plans for the Harbour Road side of the building and Members will be kept updated
- quotations are still 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** – update by the Home Office Protect team on 'Martyn's Law' (12 February 2024).
 - **Deputy Clerk** – update by the Home Office Protect team on 'Martyn's Law' (20 February 2024)
 - **Facilities Officer** – update by the Home Office Protect team on 'Martyn's Law' (20 February 2024); Chapter 8 Renewal Training booked for 19 April 2024

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report

**Minutes of the Planning Committee
Meeting on Monday 5 February 2024**

Present:

Chairman: P Burrows

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

Officers: Town Clerk

Public: Two members of the public were present

144. Apologies for absence

Apologies were received and accepted from Cllr Haggerty

145. Declarations of Interest

There were no declarations of interest.

146. Minutes of the Planning Committee meeting held on Monday 22nd January 2024

The Committee **RESOLVED** to agree the minutes of the meeting held on 22nd January 2024.

(moved Cllr Singh; seconded Cllr Russell)

147. 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.

148. 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.

149. Public Question Time

No questions from members of the public.



Applications for consideration:

150. 24/0122/FUL Mr & Mrs Bedingfield

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

Demolish existing conservatory and replace with new single storey extension, convert the existing garage to form usable space.

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

151. 24/0167/FUL David & Gillian Fitzgerald

**Beaumont, Castle Hill, Seaton
EX12 2QW**

Change of use of former guest house (Use Class C1 Hotels) to form single independent dwellinghouse (Use Class C3 Dwellinghouses).

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

152. Planning Comments

There were no comments for circulation.

153. Decisions

To note planning decisions made by East Devon District Council:

- a) **24/0121/CPL – Lower Wessiters Lodge, 19 Marlpit Lane, Seaton** Certificate of lawful development for single storey rear extension – **CPL Refuse Part 1** – no consultations were requested for this application.
- b) **23/1975/FUL – Flat 1, 4 Harbour Road, Seaton** 5 no. PVCu replacement windows to first floor flat – **APPROVED** standard time limit.

The meeting closed at 5.50pm.

Signed _____

Dated 19/2/24



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 22 January 2024

Present:

Chairman: P Burrows

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

Public: Two members of the public were present

134. Apologies for absence

There were no apologies for absence received.

135. Declarations of Interest

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

136. Minutes of the Planning Committee meeting held on Monday 11th December 2023

The Committee **RESOLVED** to agree the minutes of the meeting held on 11th December 2023.

(moved Cllr Singh; seconded Cllr Beer)

137. 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.

138. 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.

139. Public Question Time

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

- A previous application was submitted eleven years ago for the construction of one dwelling with all matters reserved on this site. This was approved by the district council after a site visit was made by the Planning Committee. Since then, several changes have occurred including applying for two dwellings to be constructed on the site instead of just one.
- All the previous negative aspects of access to the site still exist and in some cases are worse than they were eleven years ago. The track leading from the site to Bunts Lane is extremely narrow and is the only access for the seven existing houses which have their own driveways leading onto this track. All traffic and pedestrians have to use this very narrow track and it would be much appreciated if Seaton Town Council could support the request for a site visit.
- This application is now proposing an access to the site from Seaton Down Hill. This is already a terrible junction where Bunts Lane and Marlpit Lane converge along with Seaton Down Road, Seaton Down Hill and Traceys Avenue leading off Seaton Down Hill a few metres up from the proposed access. There are also two pedestrians crossing points near this junction. Therefore, it is unsuitable to accommodate another access at this junction. At this end of the field where a new dwelling is proposed there are also seven houses on both sides of the proposed access track. Seaton Down Hill/Seaton Down Road is one of the arterial roads into the town and has a high traffic flow. The proposed access is very narrow and has a difficult incline to negotiate. At this point there are no footpaths on either Bunts Lane or Marlpit Lane. Consideration needs to be seriously given as to whether this new proposed access is suitable to serve the traffic which would be generated to the site.
- Drainage is also an issue on the site as South West Water have said that soakaways are not the way forward and the site is prone to flooding.

Applications for consideration:

140. 23/2222/FUL Mr David Rice

Land At Rear Of Chestnut House, Bunts Lane, Seaton EX12 2HU

Amended plans for consultation.

These amendments relate to Amended plans showing:

Removal of previously proposed alternative access arrangements for approved dwelling, with both approved and proposed dwelling to be served by Seaton Down Hill access.

Discussion took place around:

- The new proposed access arrangements with both approved and proposed dwellings to be served by the Seaton Down Hill access was considered not to be suitable as the access route is very narrow and has a steep incline.
- The new proposed dwelling is overdevelopment of the site and looks as though it has been squeezed onto the small amount of land available for a new dwelling at the eastern end of the site.

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

- The new proposed dwelling is overdevelopment of the eastern side of the application site and looks as though it has been squeezed into the limited amount of space available of this portion of the site and would be detrimental to the amenities of occupiers of adjoining residential properties.

(moved Cllr Burrows; seconded Cllr Haggerty)

141. 23/2771/FUL Mr Adam Nutton

**Eyre Court Hotel, 2 Queen Street,
Seaton EX12 2NY**

Construction of single storey front extension and demolition of bay window to be replaced with bi-fold lobby on south-east elevation.

Discussion took place around:

- The proposal shows the removal of the existing section of front retaining wall which means the extension will come right out onto Queen Street with people having to step out onto the road particularly if the bi-folding doors are open.
- With the wall being removed there could be implications for people walking in Queen Street whether traffic is allowed to drive down there or not.

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

- The access from the extension onto Queen Street would be dangerous. If the wall is to be removed some sort of barrier should be constructed to replace it to protect the safety of pedestrians and people leaving the public house should any vehicle come driving down Queen Street.
- The Town Council do not object to an extension being built there but with a revised plan showing the wall to be retained.

(moved Cllr Haggerty; seconded Cllr Singh)

142. Planning Comments

Comments to be circulated in respect of application 23/2222/FUL and 23/2771/FUL

143. Decisions

To note planning decisions made by East Devon District Council:

- a) **23/2392/TCA – Lyndhurst, Manor Road, Seaton** T1: Box Elder - reduce crown height from 7m to 5.5m and crown spread from 6m to 4m (at its widest – **APPROVED** standard time limit.
- b) **23/1968/FUL – Seaswift House, Sea Hill, Seaton** Change of use of former nursing home (Use Class C2 residential institutions) to form house of multiple occupation (Sui Generis) – **APPROVED** standard time limit.
- c) **23/2507/TRE – Foxley, 23 Marlpit Lane, Seaton** 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 – **DECIDED split decision**. Permission granted for T1: Chestnut - shorten the large lateral limb and limb above by 1-2m to a suitable growth point. 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. Permission refused for T1: Chestnut - crown lift to remove the two lower limbs, the large lateral limb and limb above. T4: Yew - overall crown reduction of up to 2m.
- d) **23/2711/CPL – 10 Hawksdown View, Seaton** Certificate of lawful development for construction of attic room with rear facing dormer window – **CPL Approve Part 1** – no consultations were requested for this application.
- e) **23/2472/TEL – 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 – **REFUSED**.
- f) **23/2454/FUL – 21 Upper Churston Rise, Seaton** Formation of external decking including retaining walls, and widening of steps [partially retrospective] – **APPROVED** retrospective (no conditions).
- g) **23/2337/TRE – Bramble Hill, Seaton Down Hill, Seaton** 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) – **DECIDED split decision**. Permission granted for T5, Wellingtonia : fell to ground level. T11, Cypress : 1. Removal of the 2 dead stems indicated in the

annotated photo 2. Tip pruning of the branches arising from the leaning western stem by up to 0.5m 3. Removal of 2 small declining 3rd order branches arising from the western stem. Permission refused for T11, Cypress : removal of one live stem 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)

- h) **23/1983/CPL – 8 Court Lane, Seaton** Certificate of proposed lawful development for a hip-to-gable roof extension, converting the roof to a single living/bed room and toilet; a single storey ground floor side extension providing shed, shower room and utility room – **CPL Approve Part 1** – no consultations were requested for this application.
- i) **23/1912/FUL – Seacot, 20 Havenview, Seaton** Loft extension to include creation and alteration of side-facing dormers and small ground floor rear extension – **APPROVED** with conditions.
- j) **23/2127/FUL – 3 Potters Way, Seaton** Construction of 2 no. outbuildings - one is a Gazebo and the other is a BBQ shelter, also levelling of the garden [partially retrospective – **APPROVED retrospective** with no conditions.

The meeting closed at 6.30pm.

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 March 2024
Item of business	24 COU 12
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	68	9	43	1	121	-	121
February	42	16	30	1	89	-	89
March						-	
2023/24 TOTAL							3,768

3. Opening hours

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

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update



COMMUNITY GRANT SCHEME

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

Name	Amount Sought	Detail	Comments
Seaton Cricket Club	£1000	To assist with the renovation of cricket practice netting and supply of new pitch covers	The cricket club does not have appropriate pitch covers which is causing wickets to deteriorate. Without a working pitch, Junior, Women's and Men's matches cannot be held. Additional funds will come from other fundraising activities and club membership payments.
Sustainable Project Live CIC	£996.60	To assist with the purchase of a monitor speaker and microphones to support the work of the CIC	<p>This is a startup CIC and therefore there are no accounts or bank statements available. The overall aim is to provide educational workshops for young aspiring music professionals to develop the practical skills, knowledge and connections needed to take the next steps into a possible career in the music industry with a particular emphasis on sustainability.</p> <p>The CIC founder is following a part time MA in Music Industry Enterprise and has over 11 years of experience within the live events sector. The vision is to expand on the knowledge gained from the workshops and gain valuable hands-on experience in planning, organising, and running live events starting with small local venues and growing to potentially host larger events at the Town Hall and</p>

			<p>eventually to host own stage at a local festival.</p> <p>The founder / director has met with the Deputy Clerk who has signposted him to others within the town who may be interested in this and facilitated a meeting with the manager of the Gateway.</p>
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SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 March 2024
Item of business	24 COU 14
Details	Report on Cyber Security Insurance Policy
Purpose of Report	To consider a recommendation made by the Council’s insurance provider to purchase a Cyber Security insurance policy
Power/authority	Local Government Act 1972, s111 – power to do anything incidental to discharge of Council’s powers and functions
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the cost of £244.16 for option A as detailed in this report • authorise the Town Clerk to purchase the necessary cyber security insurance policy

1. Introduction

Developing resilience to cyber liability is a challenge for all businesses and councils are no exception. Where councils are on their digital journey varies, but many, particularly since the Covid-19 pandemic, have moved towards making local public services digitally accessible, and implemented flexible and remote working opportunities for employees. Councils are using an increasing range of technology both in terms of hardware and software.

The level of threat across councils will vary across the country however, all councils possess information or infrastructure of interest to malicious cyber attackers and all are vulnerable. As a result of freedom of information requests, it was reported that UK councils were hit by 10,000 cyber attacks every day in 2022 up to 31st August of that year. At that time it was also reported that there had been a 14% year on year increase in cyber attacks with phishing being the largest threat to councils.

Intelligence data provided at a recent webinar, aimed at informing public sector workers of the UK's current terrorist threat levels, indicates that threats to the public sector remain high due to perceived affiliations with the state and cyber attacks pose a significant threat due to geopolitical factors such as the ongoing conflict between Russia and Ukraine and the current situation with Israel and Gaza.

Councils are advised to consider it a case of 'when' not 'if' a cyber attack will occur and to take steps to continuously review, refresh and reinforce their approach to cyber security.

2. What is cyber insurance?

Cyber insurance is a form of cover designed to protect a business from threats in the digital age, such as data breaches or malicious cyber hacks on work computer systems. Common cyber crimes include:

- **Malware**
A form of malicious software that can install itself in your systems via phishing scams and by exploiting software vulnerabilities. Once installed, the attacker can spy on online activities and steal private data.
- **Ransomware**
This a form of malware that attacks your computer system and encrypts data. The attacker will then demand a ransom payment in exchange for the return of the data. It's worthwhile to formulate a data recovery plan as a precaution and maintain at least one backup of your data.
- **Hacking**
Cyber hacking is a term used for the partial or complete acquisition of a computer system or certain functions within it. There are various methods of doing so, but the aim is generally to access important data.

At a recent meeting held with Gallagher, the Council's current insurance broker, which was attended by the Deputy Clerk and the Facilities and Projects Officer, it was strongly recommended that the Council purchases a cyber insurance policy to mitigate data loss as a result of a cyber attack. As a result of these discussions, Coalition Risk Solutions Ltd were instructed by Gallagher to conduct a cyber risk assessment which provided a risk score of 41 for the Council against a peer average of 45.

3. Quotations received

As one of the world's largest insurance brokerage and risk management companies, Gallagher are well placed to provide the Council with comparative quotations that meet the Council's requirements. An attempt to seek a separate quotation from Hiscox

resulted in Officers being asked to contact Gallagher, with whom Hiscox has partnered, to request advice on this specialist area of insurance cover.

Coalition Risk Solutions Ltd has offered quotations for the following levels of cover:

Option	Limit	Retention	Premium (inc IPT)
A	£250K	£1K	£244.16 (Recommended)
B	£500K	£1K	£411.04
C	£1m	£2.5K	£744.80

For the purposes of clarity, “Limit” refers to the amount that the Council will be covered for. “Retention” refers to the most the Council will pay towards Retentions regardless of the number of claims or events covered under the Policy. It is similar to a policy excess.

All Coalition policyholders benefit from a risk assessment at quote stage, continuous & active risk monitoring throughout the policy period as well as their in-house claims and incident response capabilities. Based on the Council’s requirements, Gallagher’s recommendation is to proceed with option A for a premium of £244.16 including insurance premium tax. The policy would commence with effect 8th April 2024.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the cost of £244.16 for option A as detailed in this report.
- authorise the Town Clerk to purchase the necessary cyber security insurance policy.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	4 March 2024
Item of business	24 COU 15
Details	Insurance Renewal 2024/25
Purpose of Report	To provide an update on the Council’s insurance renewal arrangements for 2024/25 and beyond and on the Council’s vehicle insurance for 2024/25
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • delegate authority to the Town Clerk to renew the Council’s insurance cover for 2024/25 and beyond on a 3-year basis with the underwriter procured by Gallagher that represents the best value • note the renewal premium received from Zurich Insurance Company Ltd for motor insurance cover for 2024/25 • delegate authority to the Town Clerk to renew the motor insurance cover for 2024/25 with the provider that represents best value, once further quotations are available

1. Background

In April 2021, Members approved a 3-year policy quotation provided by Came and Company and subsequently entered into a long-term agreement with this insurance provider. Came and Company now operate under the name ‘Gallagher’ (a subsidiary of Arthur J Gallagher Insurance Brokers Ltd) and this long-term agreement will expire on 20th April 2024.

2. Insurance Premium 2024/25

Detailed information regarding the Council’s assets has now been supplied to the Company Client Director of Gallagher. This, together with updated rebuild valuations of

both Marshlands and the Town Hall, will be used by Gallagher to search for 3 quotations from underwriters best positioned to offer the insurance cover that will meet the Council's requirements. Officers have been advised that the Council would be best advised to consider another 3-year agreement, in order to benefit from competitive insurance premiums.

3. Motor Insurance Renewal 2024/25

The Council's motor insurance cover is also due to expire on 21st April 2024. The current insurance provider is Zurich Insurance Company Ltd who has provided a quotation of £710.26 for its renewal. This compares to last year's premium of £594.53.

Gallagher and Clear Council (formerly known as BHIB) have also been asked to provide renewal terms for motor insurance cover for 2024/25 and two additional quotations will be sought from them in order to ensure best value for money.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- delegate authority to the Town Clerk to renew the Council's insurance cover for 2024/25 and beyond on a 3-year basis with the underwriter procured by Gallagher that represents the best value
- note the renewal premium received from Zurich Insurance Company Ltd for motor insurance cover for 2024/25
- delegate authority to the Town Clerk to renew the motor insurance cover for 2024/25 with the provider that represents best value, once further quotations are available

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 19th February 2024

Time Finished: 11.50am

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. Replaced broken cable ties on football nets.	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: 19th February 2024

Time Finished 10.40am

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	Top coupling links replaced on 20th February. Continue to monitor
TITAN (ROTARY)	Uneven ground & holes in matting	Monitor
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground and matting in large puddles, wear on platform, chain notching, tyre stop is cracking up.	Platform replaced with new on 20th February. Continue to monitor all issues.
NEXUS VIPER (ROPE SWING)	Swiss link, shackle and chain link notching, tape added to rope end, hole in uneven & puddled matting.	Worn links replaced today. Continue to 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