

To: All Members of the Town Council

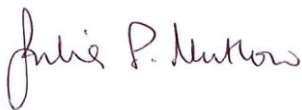
**Meeting of Seaton Town Council
on Monday, 2nd September 2024 at 6pm**

28th August 2024

You are hereby summoned to attend the above meeting to be held on **Monday, 2nd September 2024 at 6pm** 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 Council Minutes**
To approve the minutes of a meeting of Seaton Town Council held on Monday, 1st July 2024
- 24/COU/04 County Councillor's Report**
To note a verbal 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/07 Committee Minutes

To note the minutes of the following meetings of the Council's committees:

- **Planning Committee** – 3 & 17 June, 8 & 29 July 2024

24/COU/08 Chairman's Report

To note the report

24/COU/09 Town Clerk's Report

To note the report and correspondence log

24/COU/10 Report on updates to Council's IT Systems

To note the update and to approve and adopt the draft *Bring Your Own Device Policy*

24/COU/11 Update on Seaton Tourist Information Centre

To note an update on enquiries to the tourist information centre.

24/COU/12 Report on the Council's investments

To consider the Council's current investments and agree any adjustments to the current position

24/COU/13 Report on Seaton Summer Celebration 2024

To consider feedback and recommendations for future events

24/COU/14 Playpark inspection reports

To note the play park inspections

24/COU/15 Annual Tree Inspections

To note the annual tree inspection reports.

24/COU/16 Community Grants

To consider the following application for a community grant:

- Seaton Tramway - £1,000 (please note the Deputy Clerk's summary, as to lower amount of £836, being eligible under the policy criteria)

24/COU/17 Councillor Surgery

To receive an update on any issues raised at the recent councillor surgery (other than those covered under earlier agenda items).

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussion of items 18 & 19 on this agenda as there are matters being discussed which may include commercially sensitive information and potentially personal data relating to staff.

24/COU/18 Update on Marshlands

24/COU/19 Officer/Member communications

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 1 July 2024**

Present:

Chair: Cllr. A. Singh

Town

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

Officers: Town Clerk

Public: 6 members of the public were in attendance

35. Apologies for absence

Apologies for absence were received, and reasons accepted, from Cllr. Ledger.

36. Declarations of Interest

Cllrs. Hartnell & Haggerty declared a personal interest as East Devon District Councillors (EDDC) and Cllr. Hartnell as a Devon County Councillor (DCC) and a member of the Seaton & District Hospital Steering Group.

Cllrs. Dyke & Wood declared a personal interest as volunteers at the Gateway Theatre. Cllr. Bowman declared an interest as a volunteer at Seaton Repair Café.

37. Council Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday 3 June 2024. (proposed Cllr. Russell; seconded Cllr. Beer)

38. Committee Minutes

Members noted the minutes of the following meetings of the Council's committees:

- **Planning Committee** – 22 April, 13 May & 3 June 2024

39. County Councillor's Report

Due to the effect of purdah on council business, prior to the general election, Cllr Hartnell had no matters to report.

40. District Councillors' Reports

Due to the effect of purdah on council business, prior to the general election, councillors had little to report, other than highlighting the following:

- land on Seaton Wetlands was up for sale and said land was of strategic importance for EDDC as adjacent to EDDC-owned land

- the work on achieving 'Coach Friendly' status across the district would be resumed after the election
- there had been issues with Royal Mail and polling cards being sent out, however, this would not preclude voting, as long as voters attended with appropriate photo identification
- the issue of overgrown footpaths would be raised by EDDC councillors with officers

41. Public Question Time

The following matters were raised by members of the public:

- speaking in his capacity as Chair of Seaton Hospital Steering Group, Mr. Jack Rowland gave an update on the work that had been undertaken. In summary, meetings had been undertaken with NHS Property Services and the Integrated Care Board ('ICB'). Further meetings had taken place with various third parties and discussions were reflected in the business plan that had been prepared and grant funding had been requested. The upcoming general election had affected the work being undertaken in two ways:
 - decisions on grant applications had been delayed; and
 - NHS Property Services had cited purdah as a reason not to meet in JuneNegotiations would recommence after the general election.
- Roy Vider, of the Royal British Legion ('RBL'), spoke to;
 - thank the Council, especially the Deputy Clerk, for the help towards the D-Day Commemorative events
 - ask whether the Council could assist towards the £1,500 cost of cleaning and renovating the town's war memorial
 - advise that the RBL would be holding an event to mark the 80th anniversary of VE Day on Thursday 8 May 2025 and hoped to work with the Council and other interested groups to arrange this.
- a third member of the public spoke about the work being undertaken by the Seaton Emergency Group and asked how the Council saw its part in that, what financial support might be available and whether volunteers could be covered by the Council's Volunteer Policy and public liability insurance. A request was also made to have a standing item on the monthly agenda of the Council, regarding this work. Cllr Burrows indicated that he would be happy to be involved in the group.

42. Chairman's Report

Members noted the Chairman's report.

43. Town Clerk's Report

Members noted the report and correspondence log.

44. Update on Seaton Tourist Information Centre

Members noted the update on enquiries to the tourist information centre.

45. Community Grants

Members considered an application for a community grant from Seaton & District Youth Group ('SDYG') for £8,000 - 10,000 to assist in the costs of establishing a youth club in the town. Whilst Members were minded to support, in principle, what the group was trying to achieve they took the view that more information was needed as to the need for such a club and felt that the means by which the project might be supported should be through the budgetary process, rather than via the community grant scheme. Therefore, having discussed the application, Members **RESOLVED** to meet informally and consider the need and how the Council might best support the SDYG in achieving its aims (Cllr. Hartnell; seconded Cllr. Boehm)

46. Play Park Inspection Reports

Members noted the play park inspections.

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 items on the agenda as matters being discussed included commercially sensitive information.

47. Cyber Security

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

- approve the purchase of 4 new PCs at an approximate cost of £700 + VAT per unit
- authorise the Town Clerk to instruct Core IT to make the necessary arrangements to upgrade the Council's IT systems, in line with the recommendations detailed in their proposal, for the fee of £3,480.00 + VAT
- authorise the Town Clerk to instruct Core IT to upgrade the Council's current IT package to the Core+ package for a monthly fee of £1,196.00 + VAT
- authorise the Town Clerk to purchase the necessary cyber security insurance policy at a cost of £405.44, subject to any increase since the quotation was obtained

authorise the cost of the upgrade, over and above that included in existing IT budgets, to be met by taking £1,000 from the equipment budget, and the remainder from general reserves slightly. proposed (Cllr. Hartnell; seconded Cllr. Singh)

48. Essential works to playparks

Members considered the quotations obtained and **RESOLVED** to engage Proludic UK to carry out the essential repair and maintenance works to the Titan play equipment in the Underfleet Playpark, as detailed in the report, at a cost of £11,356.50 + VAT. (Cllr. Singh; seconded Cllr. Haggerty)

49. Update on town assets

The Town Clerk provided an update to Members, following a recent meeting with officers from EDDC, on various projects within the town that were the responsibility of the district council. Members noted the update.

Meeting closed at 7.02pm

Signed _____

Dated _____

DRAFT

EDDC Report – September

Walkabout in Seaton with EDDC Officers – 14th August 2024

Discussion took place around the following:

- General problem of weeds around town and overgrown hedges
- Following a Council decision to ban the use of glyphosate for killing weeds, the foam machine we have been using is not as effective, with weeds coming back within days. It also needs 4 operatives, whereas using a sprayer with weedkiller takes one! Streetscene are stretched so the foam machine isn't used as much as it could be owing to staff numbers and service demands in other areas.
- Brambles will be cut back, however hedges will not be fully cut until autumn because of nesting birds and wildlife – this applies to Cliff Field & Seafield.
- Thury Harcourt had benefited from some weeding prior to the Natural Seaton Festival but it was felt more could be done to improve the overall appearance, including replacing the dinosaur feet and lopping of higher bushes. It was also noted that the coach park needed weeding.
- The mechanical sweeper that is used in the East of the district is currently out of action and in need of repair. Cllrs asked if an urgent request could be made to bring over the sweeper from the West to get on top of the street cleaning in Seaton, especially the Town Centre. Officers agreed and this was done at the time of writing this report.
- The Town Hall Car Park needs attention, specifically the boundary with Jubilee Lodge where Cllrs received a complaint about the overgrown bushes. Officers will liaise with the parking team to get the work done and possibly relining too.
- We discussed the bike stands in Windsor Gardens and the possibility of replacing them. There are mixed views on the wildflower display as they can appear unkempt. Walking down Fore St the road needed a sweep, which would be picked up by the road sweeper.
- In the Square we noted the superb work done voluntarily by Mark Hammett of Just Flowers to weed the paving stones.
- The Pond at Jubilee Gardens has a leak and will be drained and repaired sometime in September. They have ordered a tank for the fish to go in whilst the repair takes place. The bollards will be replaced at the top of Jubilee gardens and the water refill station is awaiting a part to be repaired.
- We discussed bins and benches, and how Seaton Town Council may be able to support EDDC in replacing them when they are beyond repair. STC to discuss during budget preparation for 2025/26.
- The damaged seafront planters on the Esplanade are not the responsibility of EDDC and I have since spoken to DCC about them. It appears the sub soil is owned by DCC as part of the highway; however, the planters were not installed by DCC and therefore not an asset they can take responsibility for, especially considering their financial position. It looks like the initiative will have to come from the Town Council.

PSPOs Review

Work has started on Public Spaces Protection Orders (PSPOs) with a public consultation next year 2025, with new orders for 2026.

Further details can be found on the EDDC Website with maps of the designated areas.

There are 2 specific areas that make PSOs controversial.

1. Is the "Fine" or the fixed penalty notice. Although this is the ultimate enforcement tool, we as a council are able to use, in practice it is seldom used if at all, as it's the Council's policy to "educate, inform, and encourage". This has been the policy of the council for at least 10 years, and it was considered more appropriate to use the carrot rather than a stick to change people's habit. Other Councils have gone down the road of employing staff or companies to fine people for PSPO breaches but the reaction from the public to this has been very negative towards the Councils.

2. The "control of dogs" on beaches and recreation grounds is the other controversial issue. The requirement is basically the health hazard due to dog poo, but also the status of Blue Flag for our beaches can be affected. Basically, if it's a recreation field with organised sports, it is the Council's view that dogs should not be able to access the playing/sports area, and on beaches only certain areas can be used for dog owners during the summer season. However elsewhere in the UK allowing dogs on the whole beach in the early morning and late evenings has been found to present an acceptable compromise.

- PSPOs are tools that councils can use to deal with particular nuisances or problems affecting a specified area that is or may be detrimental to the local community.
- They can be used for a wide range of problems for which there is evidence of impact, and the specified area can be as small as a play park or footpath, or as large as the whole district. (does not exclude land owned by EDDC)
- Before a PSPO is introduced, the council must be satisfied on reasonable grounds that the activities have had or are likely to have a detrimental effect on the quality of life of local people.
- The Council is legally required to review the Orders every three years.
- Following consultation with members of the public, Town and Parish Councils and other interested bodies/parties, the Orders were updated in 2023 and will be updated again for 2026.

Emerging Local Plan Site Selection Meetings

The first Strategic Planning Committee (SPC) agenda including site selection decisions has now been published - this being the agenda for the meeting on September 3rd.

Consideration of Seaton sites is on 11th September, see dates below:

3rd September: Exmouth, Lympstone, Woodbury, Exton (morning); Budleigh Salterton, East Budleigh, Otterton (afternoon)

11th September: Sidmouth, Newton Poppleford (morning); Seaton, Colyton, Beer, Branscombe, Uplyme (afternoon)

20th September: Honiton (inc. edge-of-town sites in Gittisham), Dunkeswell, Upottery (morning); Axminster, Hawkchurch, Musbury, Kilmington (afternoon)

23rd September: Strategic West End Sites, Broadclyst, Clyst St Mary, West Clyst, Whimble (morning); Ottery St Mary, Tipton St John, West Hill, Feniton, Payhembury, Plymtree, Broadhembury (afternoon)

AM sessions will begin at the usual start time of 10am; PM sessions no earlier than 2pm.

For site selection reports on these agenda, SPC will be operating a different model of public speaking than usual, modelled on that used by Planning Committee - pursuant to the discretion afforded to me as Chair by the Constitution (see Part 4, rule 8.1). For the avoidance of doubt, I can confirm that these arrangements have been made in consultation with Democratic Services, Legal Services, and the Assistant Director Planning Strategy & Development Management, as well as the Vice Chair of Strategic Planning. For each site being considered by committee, the following will be allowed to speak:

- No more than two public supporters
- No more than two public objectors
- **A representative of the town or parish council**
- A representative of the landowner/developer/promoter
- The EDDC ward member(s)

Each of the above will be required to register in advance by contacting Democratic Services, and will be permitted to speak for no more than three minutes - this will apply to everyone, including the ward members, and I will be strictly enforcing it because of the time pressures we will be under. Cabinet members, adjoining ward members/towns/parishes, DCC division members, etc will not have any reserved opportunity to speak, and again on account of the time pressure there will be no speakers from outside committee on any sites once public speaking has concluded. This may sound harsh, but owing to the sheer number of sites we need to get through, combined with the extensive public speaking arrangements that we have decided to include in the interests of democratic participation, means that we will need to be as quick and direct as we can be in conducting these proceedings.

Council Leader urges South West Water to stop sewage spills

In response to a pollution incident in Exmouth, reported at 5.31pm on Wednesday 14 August 2024, Councillor Paul Arnott, East Devon District Council's Leader, has issued a statement:

"In February this year, East Devon District Council (EDDC) formally voted to express "no confidence" in South West Water (SWW). Many incidents both before and after that decision

have fully justified the vote, but the major sewage spill at The Maer last night represents an historic new low. Despite multiple reassurances from SWW that they have Exmouth under control, they simply do not. This incident not only impacted our residents but also the tens of thousands of tourists that visit Exmouth.

“Our officers and the Environment Agency attended the site as soon as the spill was reported and took direct action to advise residents and visitors not to bathe in the water. I thank them for their rapid response. Due to the severity of the spill, today we have had to ‘red flag’ bathing until we are satisfied that any sewage has dispersed. We are also closely monitoring the impact on one of our car parks.

“As a council, we are meeting South West Water following the vote of no confidence and the ongoing issues with the company. But I urge them to think about their actions and agree a way forward to ensure this does not happen again.

“We will continue to monitor the situation and will hold South West Water to account.”

CIL Funding

You may be aware that the CIL Working Group recently agreed to move forward with a bidding process for in the region of £10m of CIL funds held by EDDC. The start of this process was subsequently reported on by [East Devon News](#), repeated in the [Sidmouth Herald](#) and [Exmouth Journal](#) – reporting which has generated a substantial amount of public interest and engagement.

Subsequent to this, EDDC have received a fair number of enquiries on behalf of various projects throughout the district asking for details about how to bid for CIL money. The media reports omitted some detail around how this money can be spent and below outlines the council’s process in relation to CIL.

First and foremost, CIL monies are for capital expenditure on delivering infrastructure projects that are needed to accommodate the growth and development proposed in the adopted local plan. These projects were identified and prioritised in an Infrastructure Delivery Plan, [last reviewed and updated in 2017](#), where at the time of production of that document there was a £70m shortfall in funding for the highest-priority projects throughout the district – defined by the IDP as “fundamental to the delivery of the vision, objectives and policies of the Local Plan. This infrastructure is critical, without which development may not be able to commence and the Local Plan is likely to fail”. These projects include funding for schools, GP practices, and similar, needed to meet the basic healthcare and education needs of new developments – among other projects that unlock significant public benefits.

With this in mind, the CIL Working Group has agreed an approach that will focus on these highest-priority projects – where the bidding process will not be fully open to any organisation with a project that might fall inside the CIL Regulations, but rather bids will be invited only from key strategic infrastructure providers such as Devon County Council, the NHS, and Network Rail. As a result, many projects being put forward by Members and the

community will not be eligible to bid for CIL monies, however worthy they may be – and while this is regrettable, we simply do not have the funding to extend the opportunity.

It is important to remember that EDDC are only responsible for the spend of the 'strategic' CIL monies and that we pass on the 'neighbourhood proportion' of CIL, 15% or 25% depending on whether there is a neighbourhood plan in place, to the relevant town or parish council. This amounts to hundreds of thousands of pounds in total every year and so some small local infrastructure projects could be delivered through these monies which are administered by town and parish councils.

EDDC are also working with town and parish councils to spend Section 106 monies and there will be opportunities in the future for projects, particularly open space and sports projects, to be delivered through this funding.

Cllr Marcus Hartnell

28/08/2024

24 COU 05 – EDDC Report – Cllr. Haggerty

JULY / AUGUST

The Coach Friendly project had a very productive meeting taking several paces forward, each of the towns involved must get the forms back to EDDC by 15th September, this then goes back to the overview committee in November/October,

This is not just coaches, but towns working together to reach the same goal - all year-round visitors to all of the towns in East Devon. This is for all visitors, EDDC residents, coach tours, day trippers, car travellers to enjoy all attractions each has to offer.

The visitor signage and car/coach parking is being looked at within the project,

EDDC towns are also part of the Coast meets Country initiative and I will keep you informed of the progress of this.

EDD Councillors Marcus Hartnell, Dan Ledger and myself also walked round Seaton with Streetscene and highlighted issues of concern that needed addressing to improve the town.

Cllr. Del Haggerty

27 August 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 3 June 2024

Present:

Chairman: P Burrows

Councillors: K Beer, E Bowman, M Hartnell, J Russell & A Singh

Officers: Town Clerk

Public: Twenty four members of the public were present

1. Election of Chairman for the Municipal Year 2024/2025

The Committee unanimously **ELECTED** Cllr Burrows as Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Beer; seconded Cllr Singh)

2. Election of Vice Chairman for the Municipal Year 2024/2025

The Committee unanimously **ELECTED** Cllr Beer as Vice Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Singh; seconded Cllr Bowman)

3. Apologies for absence

Apologies were received and accepted from Cllr Boehm.

4. Declarations of Interest

There were no declarations of interest.

5. Minutes of the Planning Committee meeting held on Monday 13th May 2024

The Committee **RESOLVED** to agree the minutes of the meeting held on 13th May 2024.
(moved Cllr Beer; seconded Cllr Bowman)

6. 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.

7. 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.

8. Public Question Time

Two members of the public spoke on agenda item 13 the **East Devon Local Plan Further Consultation** and raised the following points on:

New Housing and Mixed Use Site Allocations for Seaton.

Land adjacent to Axe View Road, Axe View Road, Seaton for residential use:

- When it rains the water from the proposed allocation site runs down Axe View Road like a river. One property in Axe View Road was so badly flooded in 2021 caused by water running down the road that they had to move into temporary accommodation whilst the damage was repaired. If the field is built upon which soaks up the majority of rain water where will it go? Will it end up running down the road and flooding properties? Any construction work on this site will cause mud, debris and water to drain down Axe View Road.
- The thought that this site may be built upon is causing stress to the residents of Axe View Road. There will be a significant increase in traffic from the proposed 39 new dwellings which will use Axe View Road. Currently, it is a quiet cul de sac but this will change if this proposal goes ahead.
- The cul de sac ends with a Devon bank. This is surely protected under The Hedgerows Regulations 1997. This bank is full of wildlife and has an Ash tree which is actually in the bank.
- As there is the Roman Villa in the next field, surely there must be Roman ruins in that field.
- Recent purchasers of property in Axe View Road were informed that no building work would be undertaken in this field due to it being part of the Green Wedge.

Green Wedge between Seaton and Colyford

- Potential impact of development on the Green Wedge between Seaton and Colyford on the Seaton Wetlands. Bats travelling to and from Beer Caves use a Bat Corridor that goes across this green wedge. The Wetlands are a huge asset to Seaton and should be preserved for the future.
- The coalesce between Seaton and Colyford should not be allowed to happen and their separation must be preserved.
- The infrastructure is not in place to support an increase in the population of

Seaton e.g. Doctors and Dentists.

- Development on this site has been refused three times. One of the applications was taken to appeal and was dismissed for good reasons. There is enough housing in Seaton and only brown field sites should be considered to be built on.

The Chairman, Cllr Burrows, proposed that as there was another council meeting immediately after this meeting formulating a response to the East Devon Local Plan Further Consultation should be deferred to the next planning meeting on 17 June so that all Councillors could have their views considered and a detailed response made to the consultation.

Applications for consideration:

**9. 24/0642/FUL Alan Elmes Marrick, Bunts Lane,
Seaton EX12 2HT**
Construction of extension to garage.

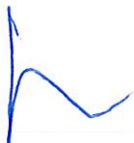
The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Burrows; seconded Cllr Bowman)

**10. 24/0925/FUL Mr Martin Christopher 4 Hillymead, Seaton EX12
2LF**
Removal of rear conservatory to be replaced with rear single storey extension and enlarged raised decking area.

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

**11. 24/0948/FUL Mr Chris Price 61 Wychall Park, Seaton
EX12 2EL**
Removal of existing garage and construction of new single storey extension on west elevation.

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



12. Planning Comments

There were no comments for circulation.

13. East Devon Local Plan Further Consultation

This item was deferred to the next meeting scheduled to be held on 17th June 2024.

14. Decisions

To note planning decisions made by East Devon District Council:

- a) **24/0675/FUL – 11 Townsend Avenue, Seaton** Conversion of semi-detached dwelling to 2no flats and a three en-suite bedroom HMO. Roof installation of three dormer windows, and solar panelling to south facing elevation – **REFUSED**.
- b) **22/1846/FUL – Land Off Gosling Walk, Harepath Road, Seaton** Construction of 4 no. dwellings – **APPROVED** with conditions
- c) **24/0521/FUL – Bay View, Highcliffe Close, Seaton** Rear & front extensions, proposed first floor addition and general re-modelling of facades. (Revisions to the existing approval 21/1826/FUL) – **REFUSED**.
- d) **24/0122/FUL – 3 Upper Churston Rise, Seaton** Demolish existing conservatory and replace with new single storey extension, convert the existing garage to form usable space – **APPROVED** standard time limit.
- e) **24/0511/FUL – 1 The Burrow, Seaton** Commercial Mechanical Extraction Unit - retrospective – **APPROVED** retrospective (conditions).

The meeting closed at 6.08pm.

Signed _____

Dated _____



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

**Minutes of the Planning Committee Meeting
on Monday 17th June 2024**

Present:

Chairman: P Burrows

Councillors: H Boehm, M Hartnell, J Russell & A Singh

Officers: Town Clerk

Public: Forty eight members of the public were present

15. Apologies for absence

Apologies were received and accepted from Cllr Beer and Cllr Bowman

16. Declarations of Interest

Cllr Hartnell declared a personal interest as a Councillor with Devon County Council (DCC) and East Devon District Council (EDDC) and as such would not contribute to the comments Seaton Town Council would submit for the East Devon Local Plan further consultation as this item will come to a committee meeting at the district council at a later date and he would reserve his position until that time.

17. Minutes of the Planning Committee meeting held on Monday 3rd June 2024

The Committee **RESOLVED** to agree the minutes of the meeting held on 3rd June 2024.

(moved Cllr Singh; seconded Cllr Russell)

18. 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.

19. 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.

20. Amendment in the order of business

The Chairman, Cllr Burrows, said the Committee would take agenda items 7 and 8 next and asked if any members of the public wished to speak on either planning application.

21. Public Question Time for the two planning applications

One member of the public spoke on planning application 24/1048/FUL – Gommes, 11 Marlpit Lane, Seaton and raised the following points:

- Their property is adjacent to and above 11 Marlpit Lane. They have concerns about the proposed window on the north west elevation of the applicant's property as anyone standing by this window could look into their neighbour's side, front and rear garden.
- After hearing that the neighbour had concerns about the window the applicant agreed to submit an amended plan showing that the proposed window on the north west elevation has been deleted and the roof window over the stairs has been enlarged.
- When plans were submitted for the construction of 15A Marlpit Lane the architect was told that East Devon District Council would not allow any windows from the proposed house to look down on the neighbouring properties which is what the application for 11 Marlpits Lane showed before being amended.

Applications for consideration:

22. 24/1048/FUL Mr S Neighbour

**Gommes, 11 Marlpit Lane,
Seaton EX12 2HH**

Demolish chimney stack, insert Velux roof windows into pitched roofs, form opening and install window in gable end.

**Amended plans submitted
showing removal of window on
North West elevation.**

The Committee **RESOLVED** to propose no objection to the amended plans submitted for the application.

(moved Cllr Singh; seconded Cllr Burrows)

23. 24/1078/FUL Mr David Palethorpe

**16 Meadow Road, Seaton EX12
2AS**

Proposed single storey extension and front porch.

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

24. Planning Comments

There were no comments for circulation.

25. Public Question Time for the East Devon Local Plan Further Consultation

Seven members of the public spoke on agenda item 10 – East Devon Local Plan further consultation and raised the following points:

- Land Adjacent to Axe View Road should not be allocated for housing as currently any water run offs from the field run down Axe View Road and have caused a considerable amount of damage to properties in the road. If this land is built on it will only add to the pressure on the antiquated sewage system. Where will all the water go if it cannot be absorbed because the land has been built upon.
- Flooding is a major concern for residents of Axe View Road. Axe View Road and the land adjacent to it have been shown on a Government Flooding Map as at considerable risk. Problems with rainfall are also now occurring in Rogers Way.
- When Rogers Way development was completed the antiquated sewage system could not cope. This led to a surge vertically from Rogers Way through Axe View Road and it totally devastated a property in the road meaning the resident had to move to temporary accommodation for months.
- The Devon bank at the end of Axe View Road also backs onto properties in Wychall Park. A resident in Rogers Way wanted to have the Devon bank and an Ash tree growing in it removed, but this was not allowed by the authorities. If this bank cannot be removed where would the entrance be sited to any development built on the land adjacent to Axe View Road?
- The thought that this site may be built upon is causing stress to the residents of Axe View Road. There will be a significant increase in traffic from the proposed 39 new dwellings which will use Axe View Road. Currently, it is a quiet cul de sac but this will change if this proposal goes ahead.
- Green wedges are in place to protect urban sprawl and to give wildlife a safe place to live. The area of the Green Wedge has been changed.
- Seaton is at a disadvantage as it currently does not have an adopted Neighbourhood Plan even though the parish was designated a Neighbourhood Area in May 2016.
- There appears to be no protection for the Green Wedge in the draft New Local Plan.
- The coalesce between Seaton and Colyford should not be allowed to happen and their separation must be preserved. No development should be allowed to take place on the Green Wedge.

- The infrastructure is not in place to support an increase in population of Seaton which would occur if the Green Wedge was developed.
- The Green Wedge is excellent quality agricultural land which could be used to grow crops or for the grazing of livestock.
- The landscape of the Green Wedge is vitally important as people come to the area to enjoy the views and once the wedge has been built upon that will be lost forever.
- Any development should be on brownfield sites.
- Potential impact of development on the Green Wedge between Seaton and Colyford on the Seaton Wetlands. Bats travelling to and from Beer Caves use a Bat Corridor that goes across this green wedge. The Wetlands are a huge asset to Seaton and should be preserved for the future

26. East Devon Local Plan Further Consultation

Discussion took place around:

- Significant changes were proposed to the Green Wedges in the district. However, the Strategic Planning Committee were not happy about this so they got reinstated and would form part of the current consultation.
- The Green Wedge in itself will not stop development but it is a tool that can be used to try to push back development.
- If Seaton were to start preparing a Neighbourhood Plan, which can take two to three years to develop, the New Local Plan will have been adopted by then. All Neighbourhood Plans have to be compliant with the New Local Plan so now would not be an ideal time to start preparing a Neighbourhood Plan for Seaton.
- Beer Quarry & Caves is a Special Area of Conservation for its important population of hibernating various protected bat species. These bats depend on a wide area for foraging and commuting routes which go across the Green Wedge between Seaton and Colyford.
- If the Green Wedge is allocated for development there will be no separation between Seaton and Colyford. The coalesce between Seaton and Colyford should not be allowed to happen and their separation must be preserved.
- A current outline planning application for development on Land Adjacent to Harepath Road shows a proposed access onto Colyford Road. Any development here would mean more traffic using Colyford Road, which is one of the main routes leading into Seaton. This road is narrow and bendy in parts and is incapable of carrying the extra volume of traffic any development would generate and there is no pedestrian pavement on parts of this road.
- The infrastructure is not in place to support an increase in the population of Seaton e.g., Doctors and Dentists.

- A retail area is designated already on Land Adjacent to Harepath Road but may have problems with bat paths going across this area.
- There are already problems with sewage as the system cannot cope with the current amount of sewage produced. Any more development in the town will only exacerbate this situation.
- In recent years, the town has suffered from flash flooding which gravitates towards the town centre. Any new development will only increase this as there will be no fields to soak up any rainwater.
- Loss of wildlife as any development will destroy their habitat.
- Effect on tourism any development would have
- Very few affordable properties in Seaton are for sale which local young people could buy. People who work in the town have to buy properties in other areas as property in Seaton is expensive.
- There is a need for Seaton Town Centre Retail Area to be more defined and reshaped. A market is required within the retail centre to help local businesses. There is a need to encourage people into the town centre.

The Committee **RESOLVED** with one abstention (Cllr Hartnell) to propose that these comments were submitted on behalf of Seaton Town Council as its response to the East Devon Local Plan further consultation.
(moved Cllr Burrows; seconded Cllr Boehm)

27. Decisions

To note planning decisions made by East Devon District Council:

- a) **24/0993/CPL – 33 Boundary Park, Seaton** Certificate of Lawfulness for the proposed removal of conservatory & erection of single storey rear extension, new rooflights and changes to fenestration – **APPROVED CPL Approve Part 1** – no consultations were requested for this application.
- b) **24/0925/FUL – 4 Hillymead, Seaton** Removal of rear conservatory to be replaced with rear single storey extension and enlarged raised decking area– **APPROVED** with conditions.

The meeting closed at 6.37pm

Signed _____

Dated _____



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 8 July 2024**

Present:

Chairman: P Burrows

Councillors: K Beer, H Boehm, M Hartnell & J Russell

Other Councillors: N Dyke & C Wood

Officers: Town Clerk

Public: Thirty three members of the public were present

28. Apologies for absence

Apologies for absence were received and accepted from Cllr Bowman & Cllr Singh.

29. Declarations of Interest

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

Cllr Burrows declared a personal interest in respect of application 24/1151/PDMA, 35 Queen Street, Seaton EX12 2NY. He would not take part in the debate or vote on this application and would leave the meeting for the duration of the discussion and vote on the application.

30. Minutes of the Planning Committee meeting held on Monday 17th June 2024

The Committee **RESOLVED** to agree the minutes of the meeting held on 17th June 2024.

(moved Cllr Russell; seconded Cllr Beer)

31. 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

32. 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.

33. Public Question Time

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

- Need to respect creation. Biodiversity affects land, air, rivers, oceans, and mankind.
- Need to rebalance the use of existing housing and rehabilitate it to be more energy efficient. New builds need to be high quality, energy efficient, meet diverse needs – single through multi-generational occupancy, disabled friendly and hybrid working. This proposal does not meet these needs. These latest amendments do not use up to date data to inform drainage design and flood risk assessment.
- Who is going to be responsible for the management of the common areas of the estate once completed.
- The Green Wedge is prime quality agricultural land which could be used to grow crops or for the grazing of livestock. There are brownfield sites which should be developed instead of building on this piece of excellent agricultural land.
- Seaton suffers from flash flooding which gravitates towards the town centre. This development will only increase flooding as there will be no fields left to soak up any rainwater.
- The plans are still showing an access and entry point onto Colyford Road which is much nearer to the cemetery entrance than previously shown. This road is narrow, unlit and bendy with no pavement in parts and is incapable of carrying the extra volume of traffic this development will generate. It is already hazardous for drivers turning right into the cemetery and Seaton Wetlands.
- The plans show a throughfare connecting Colyford Road to Harepath Road. This road will end up as a cut through route for drivers which would be detrimental to the safety of vehicles using Colyford Road. No traffic should be allowed to enter or exit the site from Colyford Road.
- Colyford Road cannot cope with the traffic which already uses it. During the construction phase large vehicles will be coming and going from the site and will find it impossible to enter and exit the site from Colyford Road safely as it is too narrow to accommodate these large vehicles.
- A dark corridor is shown running north to south on the amended plans. This Bat Corridor will be ineffectual as Bat flypasts run west to east to their foraging grounds at the wetlands and their hibernating site at Beer Quarry Caves.
- Social housing is needed in Seaton and this should be built on brownfield sites in the town.
- The proposed removal of a large section of hedgerow, H12, to allow an internal



road to cut through the site will adversely affect the integrity of the site as this hedgerow is a priority habitat as are most hedgerows in Devon.

- It is desirable that the hedgerow H12 should be retained. However, the destruction of the natural environment which this development will cause and the impact it will have on the wetlands and the erosion of the Green Wedge cannot be compensated by the retention of hedgerow H12.

34. Amendment in the order of business

Cllr Burrows proposed and the Planning Committee **RESOLVED** to suspend Standing Orders so that agenda item 9 – Land Adjacent to Harepath Road could be considered next.

(moved Cllr Burrows; seconded Cllr Beer)

Applications for consideration:

35. 22/2781/MOUT Baker Estates Ltd

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

Amended plans for consultation.

**These amendments relate to
Revised concept masterplan,
landscape strategy, sections and
lighting information.**

Discussion took place around:

- Exit from the proposed development onto Colyford Road and the presumption that this access point will cross the site and exit onto Harepath Road. The Planning Committee is totally opposed to this as was discussed at a Planning Meeting held on 14 August 2023 and raised in the Town Councils' submission to East Devon District Council dated Friday 18 August 2023.
- Should reiterate the points raised in comments submitted to East Devon District Council on 18 August 2023 and 10 November 2023.
- The County Highway Authority has stated that it has been accepted to avoid cut-through's that there will be no through-route of Harepath Road - Colyford Road for this site.

The Committee **RESOLVED** to object to the amended plans for this application on the grounds of:

- The plans are still showing an access and entry point onto Colyford Road which is one of the main routes leading into Seaton. This road is narrow and bendy with no pavement in parts and is incapable of carrying the extra volume of traffic this development will generate.
- The plans show what looks like a thoroughfare connecting Colyford Road to Harepath Road. This road will end up as a cut through route for drivers which would



be detrimental to the safety of vehicles using Colyford Road. No traffic should be allowed to enter or exit the site from Colyford Road.

- The County Highway Authority commented on Tuesday 12 September 2023 that it has been accepted to avoid cut-through's that there will be no through-route of Harepath Road - Colyford Road for this site.
- Reiterate the points raised in comments submitted to East Devon District Council on 18 August 2023 and 10 November 2023.

The Committee **RESOLVED** with one abstention (Cllr Hartnell) to object to the amended plans submitted for this application as detailed above along with the objections submitted to East Devon District Council on 18 August 2023 and 10 November 2023.
(moved Cllr Burrows; seconded Cllr Beer)

36. 24/0944/FUL Mr & Mrs Robert & Annettee Lewis 2 Littlefields, Seaton EX12 2BZ
Demolition of conservatory and erection of rear single storey extension with raised patio area.

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

Cllr Burrows left the room and the Vice Chairman, Cllr Beer, took the chair for the following application.

37. 24/1151/PDMA Christina & Kevan Maguire 35 Queen Street, Seaton EX12 2NY
Notification for prior approval of change of use of ground floor of building from commercial, business and service (use class E) to dwellinghouses (use class C3) as a single flat.

Discussion took place around:

- Would prefer that the ground floor of the premises were kept as a retail outlet rather than residential accommodation.
- The town needs more shops and trading outlets rather than less.
- Has it been proved that there is no longer a need for the retail outlet and has it been marketed for at least twelve months at a realistic price with no interest.

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

- The ground floor shop should be kept as a retail outlet. Seaton needs more shops.

- It would be another retail outlet lost in Seaton which would harm the convenience, vitality and viability of the town centre.
- There has been no evidence submitted which proves there is no longer a need for the retail outlet and that it has been marketed for at least twelve months at a realistic price with no interest.

(moved Cllr Beer; seconded Cllr Boehm)

Cllr Burrows returned to chair the meeting.

38. Planning Comments

Comments to be circulated in respect of applications 22/2781/MOUT and 24/1151/PDMA.

39. Decisions

To note planning decisions made by East Devon District Council:

- a) **24/0642/FUL – Marrick, Bunts Lane, Seaton** Construction of extension to garage – **APPROVED** with conditions.
- b) **24/0167/FUL – Beaumont, Castle Hill, Seaton** Change of use of former guest house (Use Class C1 Hotels) to form single independent dwellinghouse (Use Class C3 Dwellinghouses) – **REFUSED**.
- c) **24/0164/FUL – 15 Harepath Road, Seaton** Planning permission and listed building consent for the demolition of a section of boundary wall, creation of access and parking space, construction of retaining walls and installation of an electric car charging unit to the front, east, elevation – **REFUSED**.
- d) **24/0165/LBC – 15 Harepath Road, Seaton** Listed building consent for the demolition of a section of boundary wall, creation of access and parking space, construction of retaining walls and installation of an electric car charging unit to the front, east, elevation – **REFUSED**.
- e) **24/1048/FUL – Gommes, 11 Harepath Marlpit Lane, Seaton** Demolish chimney stack, insert Velux roof windows into pitched roofs – **APPROVED** standard time limit.

The meeting closed at 6.20pm

Signed _____

Dated 20/7/24

**Minutes of the Planning Committee
Meeting on Monday 29th July 2024**

Present:

Chairman: Cllr P Burrows

Councillors: K Beer, E Bowman & J Russell

Public: No members of the public were present

40. Apologies for absence

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

41. Declarations of Interest

There were no declarations of interest.

42. Minutes of the Planning Committee meeting held on Monday 8th July 2024

The Committee **RESOLVED** to agree the minutes of the meeting held on 8th July 2024.

(moved Cllr Beer; seconded Cllr Russell)

43. 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.

44. 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

45. Public Question Time

There were no questions raised by members of the public.

Applications for consideration:

46. 24/1276/FUL Mr Sarai & Mrs Raven-Sarai 11 Townsend Avenue, Seaton

EX12 2BE

Roof installation of three dormer windows and solar panelling to south facing elevation.

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

47. 24/0387/FUL Mrs Gardner

**White Cross, Colyford Road,
Seaton EX12 2SN**

Amended plans for consultation.
**These amendments relate to:
Revised layout, revised
elevations and extra
arboricultural information.**

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

48. 24/1327/FUL Mr Doug Fuller

**Portlight, Bunts Lane, Seaton
EX12 2HU**

Construction of extension to existing garage.

The Chairman, Cllr Burrows, had received a letter of objection for this application along with photographs which he showed to the Planning Committee prior to the commencement of the meeting.

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

49. 24/1376/FUL Keith and Anne Hide

**27 Scalwell Mead, Seaton EX12
2DW**

Creation of raised terrace to side and rear gardens to create level amenity area and construction of 2m fence (retrospective).

Discussion took place around:

- The application states that it is a 2m high fence which has been installed on top of a retaining wall. In Scalwell Mead and Scalwell Park the front gardens are mostly open plan with a lawn and the creation of a raised terrace to the side and rear

garden and construction of the fence are overbearing and out of character within the streetscene.

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

- The fencing being constructed on top of a retaining wall increases the height of the fence to over two metres and is out of character within the streetscene as the surrounding properties mainly have an open aspect to their front gardens.

(moved Cllr Burrows; seconded Cllr Bowman)

50. 24/1484/TRE The Tree Guy Devon Ltd

**Hamilton Lodge, Colyford Road,
Seaton EX12 2SN**

T1, Oak tree: 2-3m crown reduction

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 Beer)

51. Appeals

Planning application number 23/2167/FUL – Tanyards Court, Beer Road, Seaton EX12 2PA.

Erection of seagull netting on roof of Tanyards Court (Retrospective).

To note that an appeal has been lodged by the applicant in respect of the above application. Seaton Town Council proposed no objections to the application.

52. Planning Comments

Comments to be circulated in respect of planning application 24/1376/FUL.

53. Decisions

To note planning decisions made by East Devon District Council:

- a) **24/0898/TRE – 1 Honey Ditches Drive, Seaton T1, Macrocarpa**; Crown reduce by up to 3m height and reshape leaving a balanced and uniform shape. Crown thin by up to 15%. Remove broken branch stubs back to sound healing points, crossing branches and deadwood down to 50 mm. diameter. T3, Birch; Fell. Reason; Appropriate Arb management – **DECIDED** split decision. **Permission granted for T1, Macrocarpa**; Crown reduce by up to 3m height and reshape leaving a balanced and uniform shape. Remove broken branch stubs back to sound healing points, and deadwood down to 50 mm. diameter. T3, Birch; Fell. **Permission refused for T1, Macrocarpa**; Crown thin by up to 15%. Remove crossing branches. Crown thinning is not considered to be the most suitable method of achieving a reduction of the loading on the branches and main stem of the tree. This is because it does not reduce leverage and may actually increase the chance of branch failures, by exposing the

remaining branches to increased wind loading (BS3998 2010). The proposed removal of crossing branches is considered too vague, without any obvious benefits and could result in the needless removal of perfectly healthy foliage bearing branches, this would affect the tree in a negative way by reducing its photosynthetic capacity and its impacting its ability to carry out normal physiological functions.

- b) **24/0948/FUL – 61 Wychall Park Seaton** Removal of existing garage and construction of new single storey extension on west elevation – **APPROVED** with conditions.
- c) **24/1078/FUL – 16 Meadow Road, Seaton** Proposed single storey extension and front porch – **APPROVED** with conditions.
- d) **24/1304/CPL – 8 Court Lane, Seaton** Certificate of Proposed Lawful Development for a single storey ground floor side extension on the west elevation
CPL Approve Part 1 – no consultations were requested for this application.
- e) **24/0944/FUL – 2 Littlefields, Seaton** Demolition of conservatory and erection of rear single storey extension with raised patio area – **APPROVED** with conditions.

The meeting closed at 5.54pm.

Signed _____

Dated _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	2 September 2024
Item of business	24 COU 08
Details	Chairman’s Report
Purpose of Report	To provide a summary of the Chairman’s engagements since the last meeting of Council
Recommendations	It is RECOMMENDED that Members note the report.

The Chairman engagements since the July meeting of Council are detailed below:

- 13 July 2024 - Opening of Seaton Repair Café
- 17 July 2024 - Seaton Cricket Club - new covers received with thanks for the club
- 23 July 2024 - Seaton Hole Coast Protection Scheme Meeting
- 27 July 2024 - Opening of the Jurassic Discovery Centre
- 9 August 2024 - Judging at Seaton & District Arts Exhibition and presentation of President’s Cup
- 25 August 2024 - Attended Seaton Methodist Church Songs of Praise and Crowning of Carnival Queen

RECOMMENDATIONS

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

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	2 September 2024
Item of business	24 COU 08
Details	Town Clerk’s Report
Purpose of Report	To provide a summary 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** – 8 & 29 July 2024
 - **Finance & General Purposes Committee** – 8 July 2024
- **Allotments** – inspections have been carried out by the Town Clerk and Administration Officer throughout the summer and warnings/termination letters sent as appropriate. Three plots are on a final warning pending a further inspection during the first week of September. One tenant has been evicted for not using the plot and not paying the rent. The waiting list currently has 47 names listed on it, which has decreased from 57 at the beginning of May 2024, due to plots being relet or applicants no longer requiring a plot.
- **Casual vacancies** – Cllr. Boehm tenders his resignation as a councillor. A letter of thanks has been sent and the casual vacancy process implemented to replace both him and Former Cllr. Brooks, now that the period for calling a by election has passed.

- **Underfleet Playpark** – as a result of the recommendations in the annual RoSPA report, and subsequent resolution of the Council at the July meeting, essential repairs to the Titan equipment have now been scheduled.
- **Coast meets Country** – officers and councillors met with a Sidmouth councillor and members of the Ignyte team leading on this initiative. Arrangements had been made to visit local business owners to encourage membership of this initiative. However, this has been delayed for discussions to take place with Seaton Chamber to encourage collaborative working and avoid duplication of efforts. These discussions took place on 27th August and it is hoped that Ignyte, Officers and representatives from the local business community will meet early October to discuss how this can be progressed.
- **Seaton in Bloom** – in 2024, the competition received 13 entries and a successful presentation was arranged for the winners on 1st August 2024, attended by 30 people and four councillors. The whole process was arranged and managed by the Administration Officer.
- **Seaton Outdoor Cinema** – this event was held on 10th August. Further detail can be found in the SSC24 evaluation report.
- **Seaton Placemaking Plan**– officers from STC, EDDC and DCC and other interested parties met to provide updates on the respective matters listed in the plan.
- **Christmas Lights** – following previous updates, advice from DCC engineers and the resolution of the Finance & General Purposes Committee on 8 July 2024 to approve adjustments between budget lines to fund an alternative scheme for Christmas lights to be installed and delivered by an external lighting contractor, said contractor has now been engaged and a timetable for installation agreed. The contractor will be attending in mid-September to erect the infrastructure (catenary wire etc). The Christmas lights will be delivered by the supplier in late October ready to be erect. This work is being overseen by the Facilities Officer who has built in capacity to deal with any issues that arise, as this is the first year that this will be carried out by external suppliers.
- **Correspondence and enquiries** - various correspondence and enquiries have been dealt with by officers including liaison with DCC, EDDC and other partners and a summary of correspondence is attached.
- **Annual tree safety inspections** – these have been carried out at all the Council's sites. Only one issue was identified as requiring attention. This was at the Elizabeth Road Playpark and appropriate remedial works have now been undertaken by Jogn Widger.
- **IT Upgrade** – this work was commissioned and the upgrade took place on 21 August 2024. Members will be approached in due course to upgrade access to their town council email address.

- **Beach School** – led by Crazy Crabs, all sessions have been very well attended throughout the summer holidays with very positive feedback received.
- **Museum** – a meeting has been arranged in early September with officers and representatives of the Axe Valley Heritage Association to discuss the Seaton Museum.
- **Marshlands** - updates on progress made at Marshlands are included in a separate report. Marshlands successfully hosted the Seaton & District Art Society Exhibition for a second year in August.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report



Correspondence & Complaints Log

Correspondence & Complaints – April 2024

Date	Details	Location (if applicable)	Action taken	Officer
APRIL 2024				
Date	Details	Location (if applicable)	Action taken	Officer
2.4.2.2024	New business setting up in Seaton and owner wants temporary accomm.	Accommodation in Seaton or surrounding area	HJ emailed accommodation list	HJ
2.4.2024	Member of the public reported the life ring at Seaton Hole has become dislodged from its bracket	Seaton Hole	HJ reported to EDDC	HJ
2.4.2.2024	Allotment holder reported two sheds damaged in storms	Allotments	HJ contacted plot holders of damaged sheds to advise	HJ
2.4.2024	Room hire enquiry at Marshlands	Marshlands function room	HJ advised availability and rates	HJ
2.4.2024	Telephone call from customer of Seaton Tesco wanting to make a complaint but can't get hold of anyone at the store	Seaton Tesco	JM advised STC unable to help but suggested they go in person to the customer service desk	JM
2.4.2024	Homeless lady from Doncaster came into office to use the phone to call DWP and also Housing Needs at EDDC	In the office	HJ assisted person with making phone calls and gave advice and signposted her to the right department.	HJ
3.4.2024	Allotment holder telephoned to say the sheds on plots 59 and 61 have been damaged by the stormy weather	Allotments	HJ advised plot holders of damaged sheds	HJ
3.4.2024	Allotment holder giving up plot 2A	Allotments	HJ took message	HJ
4.4.2024	Visitor wanted car parking permits for walking the SW coastal path	Coastal Path	HJ advised contact EDDC for short term permits	HJ
4.4.2024	Axmouth Village show volunteer called to reserve six gazebos	Axmouth	HJ took message and did paperwork	HJ
4.4.2024	Resident living on seafront advised	Seaton Esplanade	HJ took note of message	HJ

	the night light n the crane is faulty and flashes on and off all night. The site foreman is aware ad it will be fixed ASAP.			
4.4.2024	Resident in Seaton came in to say she saw a big black cat on her garden wall last night and she thinks it was the beast of Bodmin Moor (!)	Seaton	HJ took note of message and thanked her for letting us know what she had seen.	HJ
4.4.2024	Can visitors park campervans on the Seafront overnight?	Seaton seafront	HJ advised yet, free after 6pm and before 9am the next day	HJ
4.4.2024	Resident living in the Square in Seaton called to complain about regular gospel singers who are too loud and causing noise pollution	The Square, Seaton	HJ advised Devon County Council Highways on this area of land so she should report her concerns to them.	HJ
4..4.2024	Local resident wanted to paint a mural on the Factory Shop building to smarten it up but the shop manager wasn't interested.	The Factory Shop in Seaton	HJ advised she get in touch with the Seaton Chamber to progress her idea	HJ
4.4.2024	Email from Seaton resident: Does The Hook & Parrott property come under your jurisdiction? As, although we know of the situation about its non-sale, it would really help if the facade were disguised with a hoarding of some kind. Other properties on the seafront are in good condition but this is a disgraceful eyesore! Particularly as so much effort has been made to renovate the property now known as Tide Cafe Bar!! Which greatly enhances the seafront area. What must tourists, who know nothing of the Hook & Parrot story, think of this appalling sight! With the new Discovery Centre partly open and the work on the disgusting seafront flats progressing (very slowly)	Seaton seafront	HJ replied and referred her to EDDC and the Seaton EDDC Cllrs	HJ

	we should all we trying to improve the profile of Seaton.....not making it appear that no one actually cares!!!			
5.4.2024	Resident wanting permission to scatter ashes of deceased loved one in Cliff Field Gardens	Cliff Field Garden	PJ advised OK to do	PJ
8.4.2024	Resident asking about the Fosseyway Court development and how long it will take to finish	Fosseyway Court	HJ showed plans	HJ
8.4.2024	Colin Pady telephoned to advise of Bluebell Day in Holyford Woods	Holyford Woods	HJ spoke on phone and took details	HJ
9.4.2024	Visitor came in wanting lots of local information as about to move permanently to Seaton	Seaton in general	HJ gave leaflets and information	HJ
9.4.2024	Phone call from someone who wanted accommodation in Cornwall.	Cornwall	HJ advised use the internet or contact holiday letting agencies	HJ
9.4.2024	Person came in with posters and tickets for the Axe Vale Show in June	Axminster	HJ received tickets etc.	HJ
15.04.2024	Phonecall from resident wanting advice on erecting a new roof to his house	Seaton	Advised contact EDDC planning Department	TIC volunteer
15.04.2024	Resident reported illegal all night party in Manor Road the night before	Manor Road, Seaton	Advised to email or call police 101	TIC volutneer
16.04.2024	Phone call from resident enquiring about Radon gas levels in Seaton	Seaton	HJ referred to EDDC website, Environmental Health dept.	HJ
16.04.2024	Person with poster wanting to recruit musicians for Lyme Regis Morris Dancers	Lyme Regis	HJ took poster	HJ
16.04.2024	Seaton Fish Bar to renew Business Delivery Access Parking Permit	Queen Street, Seaton	HJ gave out new permit	HJ
17.04.2024	Re from Crealy Adventure Park with current posters and leaflets for the season	Crealy Adventure Park	HJ took posters and had a chat about the tourist season so far	HJ

17.04.2024	Phone call from resident who has not had recycling collected this week	Marsh Road, Seaton	HJ referred to EDDC	HJ
18.4.2024	Resident complaining about Hook & Parrott pub and why can't "the council" compulsory purchase it?	Hook & Parrott Pub on seafront	JM advised reasons why not and explained situation with owners trying to sell the building	JM
18.4.2024	Resident asking for justification to spending £8,000 on a new mayoral chain	Mayoral Chain	JM explained reasons	JM
18.4.2024	Visitor complained about STC having two entrances on opposite sides	Marshlands	J explained set up of STC offices and Marshlands and TIC location	HJ
18.4.2024	Allotment holders received warning letter but wrong plot	Allotments	HJ realized plots 41A and 41B had been incorrectly mapped on allotments map and apologized for error	HJ
18.4.2024	Resident in Fore Street complaining about gospel singers in the Square causing a noise nuisance	The Square	HJ advised contact Environmental Health at EDDC	HJ
18.4.2024	Elderly couple wanted to apply for a blue badge	In the Office	HJ referred to the Citizens Advice Bureau	HJ
19.4.2024	Someone wanted to trace someone he knows who might live in Whitecliff flats	Whitecliff Flats next-door	HJ said STC couldn't help but he could try the Electoral Roll department at EDDC	HJ
20.4.2024	Local asking about Fosseyway Court development and how long will it be until its finished?	Fosseyway Court	TIC Volunteers covering the office	TIC Vols
22.4.2024	Enquiry about having a memorial bench in Cliff Field Gardens	Cliff Field Gardens	Paul Johns advised we have space for a new bench	PJ
22.4.2024	Enquiry about how long will the road be closed outside Fosseyway Court	Fosseyway Court	Jo advised	JH
23.4.2024	Enquiry about enrolling children into primary school	Seaton Primary School	Jo printed off application forms	JH
27.04.2024	Visitor asking about the history of Seaton	Seaton	TIC Volunteers covering the office	TIC Vols

28.04.2024	Complaint about dog fouling on beach	Seaton beach	TIC Volunteers covering the office	TIC Vols
29.04.2024	Lost Apple iPhone on seafront	Seafront	HJ took notes and a tel number	HJ
30.04.2024	Allotment holder complaining they have to pay a water fee but they don't get water at the top of the allotments because the pressure is too low	Allotments	HJ took note	HJ
30.04.2024	Resident wanting international identity document signed as proof of life to claim overseas pension	In the Office	HJ signed form	HJ

MAY 2024

Date	Details	Location (if applicable)	Action taken	Officer
2.5.2024	92 year old resident wanted the tel no for the ear clinic in Lyme Regis	N/A	HJ googled tel no and gave to lady	HJ
2.5.2024	Email from visitor complaining about dogs off leads on Esplanade	Esplanade	HJ replied advising EDDC to upgrade signage	HJ
2.5.2024	Email from Monkton Wylde Holiday Cottages to say they keep getting calls for the TIC.	TIC Office	HJ called old Tic number (01297 300390) and sure enough it goes thru' to Monkton Wylde. BY phone line error.	HJ
3.5.2024	Spot on Kiosk complaining about dogs and fouling outside his kiosk	Spot on Kiosk	TIC Volunteers covering the office	TIC Vols
3.5.2024	Someone asking to see plans for finished result for Fosseyway Court	Fosseyway Court	TIC Volunteers covering the office	TIC Vols
3.5.2024	Email from visitor complaining about dogs off leads on beach	Seaton Beach	HJ replied to say EDDC is upgrading signage	HJ

3.5.2024	Phone call from visitor who can't get through to the Dolphin Hotel in Beer	Dolphin Hotel, Beer	TIC Volunteers covering the office	TIC Vols
6.5.2024	Email from resident of Westcliffe Terrace reporting regular groups of youths attending cliff field gardens at night and causing damage and breaking bottles and littering.	Cliff Field Gardens	PJ reported to neighbourhood police. PT attend site to inspect. HJ replied to email	PJ, PT, & HJ
5.5.2024	Visitor asking about dog exclusion zones on seafront	Seafront	TIC Volunteers covering the office	TIC Vols
6.5.2024	Visitor telephoned wanting wildlife leaflets to be posted to him	Seaton area	TIC Volunteers covering the office	TIC Vols
7.5.2024	Resident wanted overseas pension form signed as proof of life	In the office	HJ signed form	HJ
7.5.2024	Sri Lankan lady wanted application forms to enroll her two young children into Seaton Primary School	In the office	HJ printed off forms	HJ
7.5.2024	Complaint about not enough signs for road closure outside Fosseyway Court	Seafront	HJ took note & said she would try to speak to the site foreman and ask them to put another sign out at the end of Beach Road	HJ
7.5.2024	Resident of Beer Road telephoned to say a bicycle has been abandoned on the side of the road	Beer Road	HJ advised she report online to Devon County Highways	HJ
8.5.2024	Visitor wanted advice on how to get to Weymouth	Weymouth	HJ gave bus routes and times	HJ
8.5.2024	Visitors trying to find The Factory Shop	The Factory Shop, Seaton	HJ explained and gave map	HJ
8.5.2024	Sri Lankan man wanting forms to enroll 2 children into Seaton Primary	In the office	HJ printed off forms and gave advice	HJ
9.5.2024	Resident asking if there are any coach tours from Seaton	Seaton	HJ advised no, not at the moment	HJ
10.5.2024	Email from Seaton resident living in Council accommodation and complaining about black mold and damp at the property	Seaton	HJ forwarded email to EDDC and advised person to keep chasing them	HJ

10.5.2024	Phone call from somebody wanting the telephone number for the Seaton Masonic Lodge	Masonic Lodge in Seaton	Googled number	HJ
11.5.2024	Visitor wanted a street map for Honiton	Honiton	Couldn't help	TIC Vol
13.5.2024	Visitor can't get through to the Dolphin Hotel in Beer, have they closed?	Dolphin Hotel, Beet	HJ advised they are under new management so quite possibly closed at the moment	HJ
13.5.2024	Visit from PCSO Mike and new PC Sam	In the Office	General chat and swap of local information	HJ, JH and PJ
15.5.2024	Resident came in wanting his international pension form signed as proof he is still alive.	In the Office	HJ signed form	HJ
16.5.2024	Telephone call from someone wanting a local florist	Seaton town	Gave telephone number for Just Flowers in Seaton	HJ
16.5.2024	Two American visitors wanted info on the Jurassic Coast	Jurassic Coast	Paul gave lots of info on Dorset	PJ
17.5.2024	Query over council tax	In the office	Referred to EDDC	JH
17.5.2024	Resident of Upper Churston Rise has a complaint about noisy crows nesting in trees on land owned by Dove Court nursing home	Dove Court, Seaton Down Hill	Private matter. Need to speak to manager of Dove Court	JH
18.05.2024	Visitor wanted info on local castles	Castles in East Devon	TIC volunteer helped	TIC Vol
19.5.2024	Email from resident asking about dog ban orders on the seafront	Seafront in Seaton	HJ replied advising current rules	HJ
18.5.2024	Resident wanting to be added to the allotment waiting list	Allotments	HJ added to list	HJ
20.5.2024	Visitor looking for Seaswift House on Bunts Lane	Bunts Lane	HJ advised with a map	HJ
20.5.2024	Resident wanted to know how far up he is on the beach hut waiting list	Seaton Seafront	PJ advised he contact EDDC	PJ

20.5.2024	Visitors wanted their SW Coastal Path passport stamped	Seaton	HJ stamped passport with Seaton logo	HJ
21.5.2024	Visitor came into TIC looking for his lost wife	Seaton	Last seen in the Factory Shop. HJ advised not a small town so he should be able to find her quite easily	HJ
21.5.2024	Email from visitor with parking permit query.	Seaton	HJ advised EDDC permit rules and attached info sheet	HJ
21.5.2024	Email complaining about shingle too deep for mobility scooter at the Axe Yacht club end of the beach.	Axe Yacht Club	HJ explained about the beach matting at Fisherman's Gap and recommended they use that part of the beach instead.	HJ
21.5.2024	Enquiry from a lady wanting to hold outdoor yoga class in Windsor Gardens	Windsor Gardens	HJ referred to EDDC for permissions etc.	HJ
22.5.2024	Visitors looking for abandoned village used in WW2 training, in Dorset	Tyneham, Swanage, Dorset	After searching on google, HJ advised location of abandoned village, not in Devon	HJ
22.5.2024	Phone call from local who wants to attend Seaton Summer Celebration and vape medicinal cannabis with is friends	Cliff Field Gardens	Jo spent 40 minutes on the telephone explaining reasons why he can't use vape to administer medicinal cannabis in Cliff Field Gardens for a family event	JH
22.05.2024	Telephone enquiry, can they park a motorhome on the seafront overnight	Seaton seafront	HJ advised yes, no facilities but also no restrictions or parking fees after 6pm	HJ
22.05.2024	Resident reporting overgrown vegetation	Scallwell Lane	PJ reported online to Devon County	PJ
22.05.2024	Visitor wanted Exeter city maps	Exeter	HJ gave out Visit Exeter leaflet	HJ
23.05.2024	Telephone call from British citizen living in France who wants to vote in the general election	Telephone call	Advised to speak to democratic services at EDDC	JH
23.05.2024	Telephone call from Seaton resident with a council housing issue	Seaton	Gave tel no for EDDC Housing Dept	JH
24.05.2024	Visitor asking about fishing in the area	Seaton and surrounding area	Gave local advice	TIC Vol
25.05.2024	German visitors wanting local info	Seaton & Beer	Gave maps and leaflets	TIC Vol
26.05.2024	Australian visitors wanting local info	Seaton & Beer	Gave maps and leaflets	TIC Vol

27.05.2024	Enquiry about fossils in the area	Seaton	Advised Charmouth & Lyme Regis better for fossil hunting	TIC Vol
27.05.2024	Email from visitor complaining that street fair on seafront was not advertised anywhere.	Seafront	HJ replied saying carnival committee are organizers of this event, not STC	HJ
28.05.2024	French visitors wanting local info	Seaton & Beer	Gave maps and leaflets	TIC Vol
28.05.2024	Complaint about poor state of flowerbeds on the seafront and the planters	Seafront	Advised contractor will plant up soon	HJ
28.05.2024	Ted Gosling and Laura Hewitt asking STC to put Museum sign up	Seaton Museum	PJ advised would erect sign on wall	HJ
28.05.2024	Peter Burrows advised sad news that former STC mayor, Sandra Semple, had passed away	Seaton	HJ took note	HJ
28.05.2024	Pink Hippos nursery want to borrow one of our gazebos	Pink Hippos	HJ took booking	HJ
29.05.2024	Local resident complaining about the state of the Moridunum and it should be cleaned and painted.	Moridunum	HJ explained that EDDC own the Moridunum and its also up for sale	HJ
29.05.2024	Resident complained about all pedestrian crossings in Seaton are faded and need re-painting	Harbour Road and Beer Road	HJ advised she will report online to Devon County	HJ
29.05.2024	PCSO Mike McGauley telephoned to check in and see if we had any problems	Seaton area in general	HJ was pleased to report no problems or issues	HJ

JUNE 2024

Date	Details	Location (if applicable)	Action taken	Officer
1.6.2024	Resident in Fore Street asking when bunting will be put up in town	Fore Street	JM replied to explain no infrastructure to hang bunting as work in progress to improve fixings for Xmas lights	JM

1.6.2024	Member of public reported injured/dying swan on Axmouth bridge.	Axmouth bridge	TIC volunteer reported to Police who were not interested same for RSPA so reported to EDDC streetscene instead	TIC Vol
3.6.2024	Complaint about state of seafront with Fosseyway Court and Hook & Parrott derelict pub	Seaton Seafront	HJ explained all in private ownership and flats being improved, Hook & Parrott on the market	HJ
3.6.2024	Person wanting to install a memorial bench in Seaton	Cliff Field Gardens	HJ advised they need to purchase bench and plaque & STC officers will install	HJ
3.6.2024	Complaint from allotment holder about unused plots and people not working their plots	Allotments	HJ responded with regular statement about warning letters sent, people have been evicted etc etc	HJ
4.6.2024	Local couple have 14 family members visiting in August and they wanted activities for them	Seaton area	HJ gave an assortment of leaflets and maps and guidance.	HJ
4.6.2024	Resident has problem with seagulls nesting on their roof	Woodmead Way	PJ & JH gave advice and referred to EDDC	JH & PJ
4.6.2024	Visitor wanted guidance on bird spotting in the area	Axe Vale	HJ advised Wetlands & Holyford Woods	HJ
4.6.2024	Street lamp not working	Lydgates Road	HJ reported on line to DCC	HJ
4.6.2024	Visitor wanted info on West Bay	West Bay, Dorset	HJ advised look online	HJ
5.6.2024	Enquiry about D Day Tributes	Seaton	HJ advised RBL activities	HJ
5.6.2024	Phone call from Exmouth TIC wanting to know where we had our twinning map made, the one on Thury Harcourt	Thury Harcourt	HJ put in touch with Seaton Twinning Association	HJ
6.6.2024	Enquiry about Stuart Line boat trips in Exmouth	Exmouth	HJ gave leaflet and timetable	HJ
6.6.2024	Question about how to do a postal vote	Seaton	HJ referred to EDDC electoral services	HJ
6.6.2024	Question about Fosseyway Court development	Fosseyway Court	HJ showed plans and drawings	HJ
6.6.2024	Person wanted to renew their	Fore Street	HJ issued new permit	HJ

	business access permit for Fore Street			
6.6.2024	Trustee of Seaton Museum asking about the Museum sign	Seaton Museum	PJ & JM dealt with	PJ & JM
8.6.2024	Visitor reported lost sunglasses	Esplanade	Taken note in office	TIC Vol
9.06.2024	Are there any coach excursions from Seaton	Seaton	HJ explained no, not anymore. Sidmouth is nearest pick up location.	HJ
10.6.2024	Resident complaining about the state of the pedestrian crossings in Seaton. They all need re-painting	Seaton	HJ forwarded to Cllr Marcus Hartnell and also advised to report online to DCC	HJ
10.06.2024	Allotment holder complaining about unused plots and untidy neighbouring plots	Allotments	HJ & JM performed allotment inspections and sent out eviction letters and warning letters	HJ 7 JM
11.6.2024	New resident just moved to Seaton wanted local info	Seaton	HJ gave restore community handbook and other items of local interest	HJ
12.6.2024	Very upset allotment holder who had received a warning letter from us	Allotments	Jo took call which lasted 20 mins as lady had emotional breakdown. Jules called her later and extended the time for her to bring plot back into good order, or be evicted	JH and JM
13.6.2024	Richard Green from BBC Radio Devon for Jo	Seaton Summer Celebration Event	HJ passed message to Jo. He wants a live interview Sat am for the SCC event	HJ
13.6.2024	Person reported broken paving slab in Jubilee gardens.	Jubilee Gardens	HJ reported to EDDC Streetscene	HJ
13.6.2024	Resident wanted to view a planning application	16 Meadow Road, side extension	HJ downloaded plans and printed off	HJ
13.6.2024	Person on allotment waiting list called to accept offer of taking on plot 2A	Allotments	HJ took call and will send out paperwork	HJ
13.6.2024	Person wanting an allotment	Allotments	HJ added to waiting list	HJ
13.6.2024	Do we want some bunting?	Cliff Field Gardens	HJ passed onto Jo	HJ & JH
13.6.2024	Wanted advice on buses to Honiton	Honiton	HJ advised and gave timetables	HJ

13.6.2024	Resident of Colyford has a complaint about the green wedge and neighbourhood plan	Green wedge	HJ took note and passed onto clerk and planning committee	HJ
15.6.2024	Enquiry about Fosseyway Court development	Fosseyway Court	HJ gave a print out of the plans	HJ
15.6.2024	Info on the Seaton Labyrinth	Cliff Field Gardens	HJ gave leaflet	HJ
16.6.2024	Recommendation for best fish and chips	Seaton	Gave list of places to eat and drink	HJ
18.6.2024	Wanted a list of local campsites	Seaton & surrounding area	Gave list of caravan sites	HJ
18.6.2024	Member of the public handed in a lost German driving license	In the office	HJ in receipt of lost property	HJ
19.6.2024	Rep from Crealy to see TIC	Crealy Adventure Park	Gave us new posters and leaflets	HJ
19.6.2024	Very angry visitor from Ilminster complaining about parking charges on the seafront	Seafront	HJ explained Devon County etc	Hj
19.6.2024	Overgrown vegetation on the Underfleet car park	Underfleet	HJ reported to Streetscene	HJ
19.6.2024	Lady delivering more Ramblers leaflets	Seaton area	HJ took leaflets with thanks	HJ
19.6.2024	Overflowing bin on Axmouth Harbour Road	Axmouth Harbour	HJ reported to EDDC Streetscene	HJ
21.6.2024	Visitor from Axminster emailed to complain about rubbish under the benches on the seafront and the awful state of the toilets on West Walk	Esplanade	HJ referred to EDDC Streetscene and replied accordingly	HJ
20.6.2024	Reported faulty street light in Lydgates Road	Lydgates Road	HJ reported online to DCC	HJ
20.6.2024	Wanted overseas pension form signed to prove they are still alive and can claim their pension	In the office	HJ signed and stamped the form	HJ

20.6.2024	Lady who had attended a council meeting and asked questions during public question time, was chasing up a response	Bush shelters, missing dustbin, broken fence on the Underfleet	HJ took message and said would follow up	HJ
21.6.2024	Do we have any two bedroom flats for sale?!	Seaton	Advised contact local estate agents	TIC Vol
22.6.2024	Email from local person who damaged car on A3052 big pothole.	A3052	HJ signposted to DCC website online reporting and how to claim compensation	HJ
23.6.2024	Visitor wanted local taxi tel numbers	Seaton	Gave list from TIC	TIC Vol
23.6.2024	Query on disabled parking on seafront	Seafront	Advised accordingly	TIC Vol
23.6.2024	New allotment holder asking for help to clear rubbish from plot	Allotments	HJ replied with suggested handy men tel numbers and a man with a van	HJ
23.6.2024	Resident of Burnham Close complaining about overgrown trees coming from boundary. EDDC land?	Boundary Close, Seaton	HJ forwarded email to EDDC streetscene	HJ
23.6.2024	NHS Diabetes Nurse enquiring about our function room for exercise classes for up to 25 people	Function Room at Marshlands	HJ replied with hourly rate	HJ
24.6.2024	Local business wants their details added to our website	STC Website	HJ added details	HJ
24.6.2024	Australian visitor wanted maps and things to do in Seaton	Seaton	JH gave literature	JH
24.6.2024	Email from someone suggesting we install floating pontoons on the coast	Seaton Bay	HJ replied accordingly	HJ
24.6.2024	Phone call from a lady wanting details on the coastal railway.	East Devon	HJ said would post leaflets on scenic railways in Devon & Cornwall	HJ
24.6.2024	Cyclist came into office complaining that he couldn't find us and did we have facilities for charging bicycle batteries?	In the Office	HJ gave details for Cycle Life shop in The Grove complex	HJ
24.6.2024	Lady came in asking for things to do with elderly mother who has	In the Office	HJ spent 20 minutes advising	HJ

	Alzheimer's			
24.6.2024	Enquiry from resident about bus services to Exeter RD&E hospital	Exeter RD&E	HJ gave timetables for 9A and X30	HJ
24.6.2024	Gentleman wanted to contact the owners of Seaton Heights as he is interested in buying the land	Seaton Heights	HJ passed on details for planning agent	HJ
24.6.2024	Person who seemed under the influence of alcohol, telephoned the office with lots of random questions	In the Office	JH spoke and said we could help him with his queries	HJ

JULY 2024

Date	Details	Location (if applicable)	Action taken	Officer
1.7.2024	Resident from Axmouth complaining there are not enough public bins	Axmouth	Paul advised EDDC in charge of bins and Axmouth Parish Council will have to ask for more	PJ
1.7.2024	Allotment holder phoned to say there is a water leak in the track near plot 42B broken drain?	Allotments	HJ took note and added to maintenance schedule for allotment repairs	HJ
1.7.2024	Visitor wanting a list of local gardens to visit	Seaton area	HJ gave National Garden Scheme booklet	HJ
1.7.2024	Resident wanted to look at the plans for Fosseyway Court	Fosseyway Court	HJ gave a copy of the plans	HJ
1.7.2024	Angry visitor complaining about expensive car park charges in East Devon	East Devon	HJ explained seasonal prices and gave bus times as an alternative to driving and parking	HJ
2.7.2024	Sri Lankan lady wanted to admit her teenage son into a school	Seaton area	HJ gave telephone number for DCC School Admissions	HJ
2.7.2024	Email from visitor asking for car parking permit advice	Seaton, Orchard Car Park	HJ referred to EDDC	HJ

2.7.2024	South West Angling club emails asking if they can hold a fishing competition on Seaton Beach	Seaton Beach	HJ advised he contacts Events and Licensing departments at EDDC	HJ
2.7.2024	Email from a visitor asking if we could install floating pontoons off Seaton beach for swimmers to use	Seaton Beach	HJ responded that the Forshaw Working Group have been considering this option	HJ
2.7.2024	Allotment holder complaining about the poor state of the tracks at the allotments and too rough to drive over, could damage a car	Allotments	HJ replied to say works to improve the tracks are on the maintenance schedule for the allotments	HJ
2.7.2024	NHS nurse enquiring about room availability for holding diabetes clinics and exercise classes	Marshlands function room	HJ gave prices and availability	HJ
2.7.2024	Email from person in Portugal asking for literature to be sent	Seaton and surrounding area	HJ posted leaflets and maps	HJ
2.7.2024	Email from someone who fell over going up the steps from Seaton Hole to Beer, complained about poor state of path	Seaton Hole	HJ asked for more details and a photo is possible in order to send to either EDDC or DCC	HJ
3.7.2024	Email asking if there are any group tours walking the coastal path to Lyme Regis	Coastal Path	HJ advised no group tours but gave map and data sheet for the Undercliffs	HJ
4.7.2024	Person wants to rent a beach hut in Seaton	Seaton Beach	HJ referred him to the EDDC website to apply	HJ
4.7.2024	Person on allotment waiting list has been offered a plot and accepted	Allotments	HJ sent letter and agreement etc.	HJ
4.7.2024	Telephone call from Devo & Cornwall Police, have we reported criminal damage to the Town Hall	Town Hall in Seaton	HJ asked them to call back and speak to Paul	HJ

4.7.2024	Angry visitor complained the signage in the town is all wrong and it took him forever to find the TIC. There should be a map of how to find us	Seaton	HJ explained some signs are out of date but re the responsibility of Devon County Council so we can't touch them	HJ
4.7.2024	Devon & Cornwall Police following up report of graffiti to the Town Hall	Town Hall	HJ took message	HJ
4.7.2024	Visitor wanted to find the Tarka Trail in Devon	Tarka Trail	Jo gave details from website	JH
4.7.2024	Someone wanted to know if it was OK to fly a drone over Seaton seafront	Seafront	HJ advised he looks on the EDDC website for information	HJ
6.7.2024	Resident called who is moving house and do we know where he could give away his pool table?	Telephone call	Advised he contacts John Heath	TIC Volunteer
6.7.2024	Email from resident complaining that we haven't acknowledged the flowers planted by a volunteer outside the Premier Inn on Harbour Road	Harbour Road	HJ replied, the volunteer does not want to be recognized, she does is anonymously	HJ
6.7.2024	SB Watersports emailed to say they will no longer operate the paddle boarding on the seafront because the EDDC concession fees are too high	Seafront	Everyone took note	All
7.7.2024	Resident of flats on seafront complaining about a camper van parked for three days continually in the disabled bays	Disabled bays on seafront	JH referred to Cllr Marcus Hartnell	JH
7.7.2024	Email from lady in Portugal who wanted info posted to her	Seaton area	HJ posted leaflets	HJ
7.7.2024	Emporio Armani man's watch found at Fisherman's Gap and handed in to the TIC as lost property	Fisherman's Gap	HJ put watch in safe and emailed local police	HJ
08.07.2024	Allotment holder of plot 46B wants to take two meters off plot 46A which is now empty, to make his plot bigger	Allotments	HJ agreed to this and updated the spreadsheet accordingly	HJ

09.07.2024	Visitors wanted to buy a Treasure Trail booklet for the Seaton area	Seaton	HJ explained we don't sell them but can be purchased online	HJ
09.07.2021	Resident complaining her green waste bin hasn't been collected for two weeks	Seaton	HJ advised she contacts EDDC	HJ
9.7.2024/21.8 2024	Letter regarding the Council's decision as regards funding for a youth club in the town. Follow up letter in August complaining about the way in which the matter was handled	Seaton	JM responded reiterating the resolution of the Council and the reasons for the resolution and providing a link to the relevant minute. JM also explained that there had been opportunities for the interested party to speak at the meeting and advising that the Council were supportive but required further information and data.	JM
10.07.2024	Visitors want to fill an afternoon in Seaton, what can they do	Seaton	HJ advised go on Tram	HJ
10.07.2024	Someone wanted a disabled toilet key	Telephone call	HJ advised call EDDC	HJ
11.07.2024	Member of the public reported a leaking tap on the Esplanade	West Walk	HJ reported to EDDC Streetscene	HJ
11.07.2024	Angry resident complaining that her neighbours leave their black wheelie bin on the drive in their way and they scratched their car	Lyme Bay Mews	HJ advised she contact Environmental Health at EDDC and ask them to send a letter to her neighbours	HJ
11.07.2024	Is there a camera club in Seton	Telephone enquiry	JH advised look on U3A website	JH
11.07.2024	Question can blue badge holders park for free in the non-disabled bays	Seafront	HJ advised yes	HJ
13.07.2024	Visitor wanted a bus timetable for Torbay	Torbay	We didn't have any in stock	TIC Vol
13.07.2024	Where is the nearest Quad Bike Centre	In the office	Advised Escot Park	TIC Vol
13.07.2024	Cyclist had flat tyre and wanted to repair	Seaton	Advised go to Cycle Life at The Grove complex	TIC Vol
13.02.2024	Enquiry about Fosseyway Court development	Fosseyway Court	Showed plans	TIC Vol
14.07.2024	Member of the public reported a	West Walk	HJ reported to EDDC Streetscene	HJ

	broken barrier post on the West Walk of the Esplanade, exposed sharp metal			
14.07.2024	Email from resident to say the road markings need re-painting on the seafront where the disable access points are	Esplanade parking	HJ reported online to DCC	HJ
14.07.2024	Email from resident to say they love the new cycle path by the wetlands but benches are required for resting points for the elderly	Wetlands Cycle Path	HJ forwarded to Cllr Marcus Hartnell	HJ
14.07.2024	Email from resident complaining about too many camper vans parked on the seafront at night time	Seafront	HJ forwarded to Cllr Marcus Hartnell	HJ
15.07.2024	Telephone call from resident in the area complaining about poor service and rude staff at the Seaton Jurassic Discovery Centre	Jurassic Discovery Centre	Jo took call. No action taken	JH
16.07.2024	Phone call asking if dogs are allowed on local buses	Telephone call	JH advised yes they are	JG
16.07.2024	Visitor came into TIC asking for a map of London	London	HJ advised she goes to New Look News to see if they have one in their shop	HJ
16.07.2024	Visitor asking if we sell souvenir fridge magnets	In the office	HJ advised he try the shops in town and gave him a shoppers map	HJ
16.07.2024	Phone call from resident in Beer concerned because lots of Environment Agency Sewage trucks driving around, has there been a leak?	Beer	JH said we don't know anything about it and to look on the Environment Agency Website for any information	JH
17.07.2024	Phone call from upset allotment holder who is struggling to work on her plot but doesn't want to lose it	Allotments	JH spoke and explained contract terms and waiting list etc	JH
17.07.2024	Email from resident complaining about dog owners ignoring the dog	Seaton beach	HJ replied and forwarded to EDDC Environmental Health dept	HJ

	ban areas on the beach			
17.07.2024	Email from Pebbles House to say our accommodation list is out of date	In the office	HJ replied and updated list	HJ
17.07.2024	Query whether SW Watersports are still operating the kayak and paddle boarding on Seaton beach?	Seaton Beach	HJ advised no because EDDC beach concessions too expensive, so he is no longer operating	HJ
18.07.2024	Member of the public reported a broken street lamp on West Walk of the Esplanade	West Walk	HJ reported to the engineers at EDDC	HJ
18.07.2024	Injured seagull seen on beach near Axe Yacht club	Seaton Beach	HJ reported to EDDC Environmental Health	HJ
20.07.2024	Another enquiry about paddle boarding and kayaking on Seaton Beach	Seaton Beach	TIC Volunteer took message	TIC Vol
21.07.2024	Visitor parked in Aldi and was issued a parking fine and they want STC to fight their case against it	Aldi Car Park	HJ replied to say STC has no authority to get involved with a parking issue on private property so they will have to take up the matter with Aldi head office	HJ
22.07.2024	Residents wanted to comment on the local neighbourhood plan but couldn't access online	In the office	HJ said consultation period has ended so online comments now closed	HJ
22.07.2024	Residents of Marsh Road concerned about a neighbouring property having asbestos roof repaired and the dangers of asbestos in the air	Marsh Road	HJ suggested they contact Environmental Health at EDDC	HJ
22.07.2024	Resident of Bunts Lane wanted to view a planning application	Bunts Lane	HJ printed off drawings	HJ
22.07.2024	Where are all the benches on the seafront	Esplanade	HJ explained EDDC taken some away for repair and refurbishment	HJ
22.07.2024	Lady wanted help booking tickets for a National Express coach trip	In the office	HJ went online and gave advice and a telephone number	HJ

23.07.2024	Visitors asking about National Trust properties in the area	East Devon area	HJ gave details of Shut Barton, A La Rhonde and Killerton House	HJ
23.07.2024	Digital camera handed in as found under a bench in the Underfleet play park	Underfleet Play Area	HJ took camera as lost property	HJ
24.07.2024	Email from person staying at Axmouth Caravan site saying the site is being run with a blatant disregard for the safety of its campers. There is a rule that states any site must have at least 6m between any caravans/campers. The rule is there to protect against fire and the pitches are too close together	Axmouth Caravan and Camping Site	HJ replied recommending they contact licensing or environmental health at EDDC	HJ
25.07.2024	Email from visitors to Seaton complaining that none of the cafes pubs and restaurants are wheelchair friendly so they won't be returning to Seaton again	Seaton in general	HJ replied accordingly	HJ
27.07.2024	Email from resident complaining about aggressive behaviour from the Park Run runners on the seafront, claims he was shoved and pushed aside by some	Seafront		
27.07.2024	Email asking if new cycle path from Seaton to Colyford is open	Route 33	HJ replied to say yes.	HJ
29.07.2024	Email from resident complaining about poor state of pond in Seafeld Gardens. Fish must be	Seafeld Gardens	HJ replied to say area managed by EDDC and HJ forwarded email to EDDC Streetscene	HJ

	suffocated and there are weeds everywhere.			
31.07.2024	Email from angry and upset allotment holder because she has received another warning letter	Allotments	Plot holder given until 1 st week in September to bring plot into good order, or have to face eviction from the plot.	HJ & JM
31.07.2024	Visit from upset allotment holder because she has had another warning letter. She wants to share her plot with someone else to keep hold of it	Allotments	Plot holder given until 1 st week in September to bring plot into good order, or have to face eviction from the plot. Agreed that a share of the plot can go ahead	HJ & JM

AUGUST 2024

Date	Details	Location (if applicable)	Action taken	Officer
1.8.2024	Visitor wanted to know when the gate to plate event is taking place in Honiton	Honiton	HJ googled and gave the dates	HJ
3.8.2024	A visit from the Star Wars Storm Trooper!	In the office	Promoting the outdoor cinema event on 10 th August	TIC Vols
3.8.2024	Owners of Harepath End holiday cottages wanted to be added to the accommodation list	Harepath End, Seaton	HJ took business card and added to the list	HJ
4.8.2024	Email from resident complaining that her neighbour is regularly feeding lots of seagulls and they are becoming a nuisance	Seaton	HJ advised they talk to EDDC Environmental Health team as they can send a letter to the neighbour	HJ
4.8.2024	Email from visitor complaining about dogs on beach, fouling and running off leads on Esplanade	Beach & Esplanade	HJ advised he report online to EH Team at EDDC	HJ
5.8.2024	Three separate people came into office asking for a proof of life signature on their international	In the office	HJ signed and stamped the forms	HJ

	pension form.			
5.8.2024	Person asked for a Honiton town map	Honiton	HJ advised we don't have any	HJ
5.8.24	Young girl cut hand on rough part of sea wall near to the Axe Yacht Club. Needs reporting.	Seafront wall near yacht club	Jo gave first aid then advised she will report to EDDC	JH
5.8.2024	Allotment holder reported a leaking water butt outside plot 30	Allotments	HJ advised PT	HJ
5.8.2024	Visitors having trouble using the pay and display machine in the Underfleet Car Park	Underfleet car park	HJ gave EDDC Tel no and advised they call	HJ
5.8.2024	Swimmer picked up an abandoned bag of wetsuits and shoes and handed into us as lost property	Found outside the Spot on Kiosk on the Esplanade	HJ has details of owner who will come and collect	HJ
6.8.2024	German family of 5 wanted lots of detailed information	In the office	HJ spent 20 minutes helping the,	HJ
6.8.2024	Telephone call from a lady who wanted a memorial bench on the seafront	Esplanade	HJ advised she needs to speak to EDDC	HJ
6.8.2024	Stamp two South West Coast Path passports	In the office	HJ stamped passports	HJ
6.8.2024	Telephone call from person chasing up the outcome of a planning application	Bunts Lane, Seaton	HJ advised he telephone Peter Burrows to discuss the outcome	HJ
6.8.2024	French family wanted lots of tourist information	In the office	Took up 30 minutes of Jo's time as Jo can speak fluent French	JH
6.8.2024	PCSO Mike McGauley called in with posters about reporting people smuggling on the coast	In the office	HJ took posters and circulated	HJ
6.8.2024	Couple want to move to the area and	In the office	HJ advised they speak to staff at Fortnum	HJ

	enquiring about new builds and property prices		Smith & Banwell	
8.8.2024	Three visitors wanted their SW Coastal Path passports stamped	In the office	HJ stamped all three passports	HJ
9.8.2024	Lady wanted a memorial bench in Beer	Beer	Advised speak to Beer Parish Clerk	JH
9.8.2024	Very rude and disgruntled lady complained about poor location of TIC and lack of information!	In the office	Jo tried to placate!	JH
10.8.2024	Where is the best place for fossil hunting	Lyme Regis	Advised Lyme & Charmouth	TIC Volunteer
10.8.2024	Two Dutch visitors wanting local information	In the Office	Advice given	TIC Volunteer
10.8.2024	Visitor from Prague wanted local information	In the Office	Advice given	TIC Volunteer
10.8.2024	A resident of Churston Rise noted on a walk up at Seaton Down Hill that the sign stating "No Overnight Parking" at the parking area has been bent over so that it is not readable and needs repairing	Seaton Down Hill picnic site	HJ advised Phil Tuckley	HJ & PT
11.8.2024	Resident of Lydgates Road reporting severely blocked storm drains and all overgrown with foliage	Lydgates Road	HJ reported online to DCC	HJ
12.8.2024	Phil Abbott from the Spot on Kiosk reported lots of dogs on the beach in the banned zone, fouling everywhere and off leads on the Esplanade	East Walk	Jo said she would get onto Environmental Health at EDDC	JH
12.8.2024	Person on the waiting list phoned to accept the offer of allotment plot 46a	Allotments	HJ sent out paperwork etc	HJ
13.8.2024	Visitor wanted info on Lyme Regis because no TIC in Lyme	Lyme Regis	HJ gave map and some advice	HJ
13.8.2024	Visit from Jodie the dog warden from	In the office	Discussed dog problems on Seaton beach	HJ

	EDDC to say hello		and her plan of action	
13.8.2024	Resident had a planning application query, he is no online	Bunts Lane, Seaton	HJ spent 20 minutes helping	HJ
14.8.2024	Lady wanted to buy a plot in Seaton Cemetery	Seaton Cemetery	HJ advised she call EDDC	HJ
14.8.2024	Spanish tourists wanted somewhere to go and eat traditional English food	Seaton	HJ gave list and advice	HJ
14.8.2024	Email from local business wanting to advertise on the green verge outside Tower Services garage	Tower Services Garage	HJ referred him to DCC Highways website, "Make a request"	HJ
15..8.2024	Seaton residents wanted an Australian Affidavit signed	In the office	Jules signed the paperwork	JM
15.8.2024	Beer regatta week enquiry	Beer	HJ advised itinerary from website	HJ
15.8.2024	Visitors wanted to know where they can park up a motor home overnight	Seaton	HJ advised can park on seafront but no services and have to pay from 8am	TIC Vol
17.8.2024	Resident complaining about pot holes and poor state of the roads	Seaton and East Devon	Explained about Devon County Council Highways etc	TIC Vol
17.8.2024	French family visiting wanted ideas for things to do etc	Seaton area	Gave out leaflets etc	TIC Vol
17.8.2024	Beach hut hire enquiry	Seaton	Referred to EDDC	TIC Vol
18.8.2024	Complaint about state of ground surfacing and dirt on an item of play equipment	Elizabeth Road	JM replied advising the quotations were being obtained for the ground works and that it was not feasible to clean to equipment on a regular basis as there was no water source available.	JM
18.8.2024	Visitor complaining about poor signage to the TIC	TIC	Took note	TIC Vol
19.8.2024	National Trust booking function room at Marshlands for volunteer first aid training	Marshlands	Took booking	HJ
19.8.2024	Email from Ottery St Mary Majorettes asking about the carnival	Seaton Carnival	HJ forwarded to Carnival committee	HJ
19.8.2024	Person on the allotment waiting list had gone up to the allotments and	Allotments	HJ gave standard reply	HJ

	emailed in a complaint about dozens and dozens of plots not being used			
19.8.2024	Email from new resident in Seaton wanting to go on the allotments waiting list	Allotments	HJ put on the waiting list	HJ
19.8.2024	Very long email from existing allotment tenant who is complaining about several issues at the allotments	Allotments	JM replied inviting person to come into the office and discuss or to attend the allotment meeting on 10 th September	JM
19.8.2024	Email from a regular visitor who is disgusted at the amount of dogs on the beach, off leads, and fouling everywhere	Seaton beach	HJ replied and gave EDDC Environmental Health details	HJ
20.8.2024	New resident of Seaton wanted lots of local info	In the office	Gave leaflets and maps etc.	HJ
20.8.2024	Is there a builders reclamation yard in Honiton?	Honiton	HJ looked on google and could not find any details anywhere.	HJ
20.8.2024	Wants to go fossil hunting	Seaton	HJ advised go to Lyme Regis and Charmouth instead	HJ
20.8.2024	Enquiry about state of SW coast path to Lyme Regis	Coastal Path	HJ advised to best of our knowledge the path is safe and passable	HJ
21.8.2024	Complaint from resident about poor state of maintenance of the shrubs and hedges in Seafield Gardens. Lots of brambles and very overgrown along the pathways	Seafield Gardens in Seaton	HJ reported to EDDC Streetscene and advised person who complained	HJ
21.8.2024	Complaint from resident of a small one-bedroom flat on Harbour Road. His new neighbours directly beneath him have made his life difficult ever since they moved in about 5 months ago constantly preparing food, chopping & grinding with electrical grinder from 7am until sometimes	Flat on Harbour Road	HJ reported to EDDC Environmental Health and replied to person who complained	HJ

	10pm, back door open and food sitting outside, uncovered to thaw or marinade.			
21.8.2024	Email from someone who was asking how long the waiting list is for an allotment and the waiting time	Allotments	HJ replied accordingly	HJ
22.8.2024	Room booking enquiry for a cooking group	Marshlands	HJ replied accordingly	HJ
22.8.2024	Telephone call from a resident complaining about rudeness and intimidating behaviour from members of the Axe Yacht Club. They were verbally abused by angry members of the club whilst walking their dog on the beach at the yacht club end.	Beach next to Axe Yacht Club	HJ advised this is a legitimate area for dogs to be off the leads and recommended they email the commodore of the yacht club and explain what happened to them in their own terms.	HJ
23.8.2024	Member of the public reported the water refill machine in Seafield Gardens is not working and therefore out of order	Seafield Gardens in Seaton	HJ reported to EDDC Streetscene	HJ
25.8.2024	Visitor sent email complaining about the poor state of the Hook & Parrott pub and why doesn't the Council put boards up to hide the monstrosity	Hook & Parrot pub on the seafront	HJ replied accordingly.	HJ
Various	6 expressions of interest so far received about standing as a councillor in the upcoming casual vacancy process	Seaton	JM answered queries and sent out applications as appropriate	JM

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	2nd September 2024
Item of business	24 COU 10
Details	IT Upgrade and Bring Your Own Device Policy report
Purpose of Report	To provide and update on the IT upgrade works and to consider and adopt a Bring Your Own Device 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"> • note the report • approve the Bring Your Own Device policy

1. Introduction

At the meeting held on 1st July, Members resolved to approve the purchase of 4 new PCs and to authorise the Town Clerk to instruct Core IT to make the necessary arrangements to upgrade the Council’s IT systems and to upgrade the Council’s current IT package.

2. Update on IT upgrade works

The new PCs were installed on 21st August and the necessary works to upgrade the IT system to ensure compliance with cyber security measures were also completed by this date.

All officers have been fully trained on how to use the new system and onboarding instructions have already been shared with Members to enable them to access their town council emails. Members will have a period of 14 days, commencing Monday 2nd September, to setup access to their town council emails on their devices following the instructions that have been circulated. In the event that Members experience any

issues, Members are advised to contact officers in the first instance who will then refer to the Council's IT provider if further support is required.

A drop in session for Members will be scheduled, at a mutually agreed time, to assist anyone experiencing ongoing issues.

3. Bring Your Own Device Policy

In line with recommended cyber security measures, the Council's IT provider has advised that the Council adopt a Bring Your Own Device Policy. The aim of this policy is to provide clear guidance for the use of personal devices to access Council emails to ensure that the security of the Council's data is maintained.

A Cyber Security Policy will also be required and this will be drafted and brought to Members for consideration at the next meeting.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report
- approve the Bring Your Own Device Policy



Seaton Town Council Constitution

Chapter 36 Bring Your Own Device (BYOD) Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

INTRODUCTION

Seaton Town Council (“the Council”) permits Councillors and Officers the use their own smartphones and tablets of their choosing, whilst conducting Council business.

This policy is intended to protect the security and integrity of personal data controlled and processed by the Council.

The Council reserves the right to revoke this permission if Councillors and/or Officers do not abide by the procedures outlined herein.

PRINCIPLES

Councillors and Officers must agree to the terms and conditions set forth in this Bring Your Own Device (BYOD) Policy in order to connect their devices to the Council’s networks.

Devices and Support

- Compatible smartphones including iPhone, Android and Windows phones are permitted to be used
- Tablets, including iPad and Android, may be used
- Laptops are permitted
- Connectivity issues may be supported by the Council’s contracted IT support provider. In the first instance any connectivity issues should be reported to the Town Clerk.
- The device manufacturer or their supplier should be contacted for operating system or hardware related issues.

SECURITY

- In order to prevent unauthorized access, devices must be password protected using the features of the device.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if disclosed to or discovered by another person.
- All users will be required to use an additional authentication process to access any Council information on a mobile device.
- The device must lock itself with a password or PIN if it’s idle for 5 minutes or more.

- Home wi-fi networks must be password protected . Caution must be exercised when using public wi-fi networks, as these may not be secure.
- Any Council data that is accessed must not be backed up and/or transferred using other services such as Dropbox or Google Drive.
- Any Council emails must not be forwarded to another, personal email address.
- Data must only be stored on internal memory, never on a removable memory card or a USB stick.
- All data relating to the Council will be erased at the end of a Councillor's term or, in the case of an Officer, at the end of his or her employment.
- All data relating to the Council will be erased by remote access by the Council's contracted IT provider if there is a personal data breach.
- All data relating to the Council will be erased by remote access by the Council's contracted IT provider if the device is lost or stolen.
- All data relating to the Council will be erased if a virus or similar threat to the security of data is identified.
- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails, accessing potentially harmful websites, using potentially harmful application software, using wi-fi facilities in public places (e.g. coffee shops or airports), or some apps for smartphones and tablets that may be capable of accessing sensitive information.

RISKS/LIABILITIES/DISCLAIMERS

- Lost or stolen devices must be reported to the Council within 24 hours. Councillors are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors and Officers must adhere to the Council's the BYOD Policy as outlined above.
- Councillors and Officers are personally liable for all costs associated with their device.
- The Council reserves the right to take appropriate disciplinary action (up to and including termination of employment for Officers) for non-compliance with this policy.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	2 September 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		
2021/22 (May-Oct) (Harbour Road)	187		117		304
	STC	TIC	STC	TIC	
2022/23	825	2007	687	100	3619

	STC	TIC	STC	TIC	Weekdays	Weekends	Total
2023/24	849	2,263	634	183	3,193	763	3,929

2024/25							
	STC	TIC	STC	TIC	Weekdays	Weekends	Total
April	90	52	39	10	125	66	191
May	48	347	47	11	267	186	453
June	59	374	57	7	288	209	497
July	41	308	43	17	262	147	409
August (to 27 August)	46	296	34	24	216	184	400
September							
October							
November							
December							
January							
February							
March							
2024/25 TOTAL	284	1,377	220	69	1,158	792	1,950

3. Opening hours

Weekday opening hours are 9am to 1pm from Monday to Thursday and also on Fridays, when staffing capacity permits.

Weekend opening is staffed by volunteers between 10am and 2pm from Easter to October, where possible.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	2 September 2024
Item of business	24 COU 11
Details	Report on the Council’s investments
Purpose of Report	To consider whether the Council should make adjustments to its existing investments
Power/authority	Local Audit & Accountability Act 2014 Seaton Town Council’s: <ul style="list-style-type: none"> • Financial Regulations • Investment Policy
Recommendations	It is RECOMMENDED that Members consider the options in the report and any others they may consider appropriate and decide which course of action is considered appropriate.

1. Background

The Council manages its financial affairs in accordance with its adopted Financial Regulations and Investment Policy.

At any given time, the Council has, over recent years, held the following sums:

- General reserves – approximately 6 months average expenditure, in line with previous advice from the Council’s auditor and advice in the Joint Panel on Accountability & Governance Practitioners’ Guide (JPAG) - currently £220,000 approx. However, it should be noted that the JPAG Guidance has changed and now advises that it is reasonable for a council with a turnover in excess of £200,000 to hold general reserves of approximately 3 months average expenditure, which would amount to approximately £110,000.
- Earmarked reserves - variable depending on the Council’s requirements at any given time – these currently stand at approximately £193,000, with a review to be carried out by F&GPC at the next quarterly meeting in October.

- Working capital – the balance over and above general and earmarked reserves required to cover the Council’s day to day operational costs, in line with its annual budget, currently stand at approximately £176,000. This will increase to approximately £393,000 when the second installment of the annual precept is received in late September/early October.

2. Current position

As at 28 August 2024, the Council held the following amounts in cash:

- CCLA – Public Sector Deposit Fund - £250,000 – this currently generated a monthly dividend of approximately £1,090
- Lloyds Bank 32-day Deposit Account - £75,500 – this currently generates a monthly interest payment averaging approximately £130
- Lloyds Bank – Treasurer’s Account - £176,000 – this is not an interest-bearing account

3. Summary of potential options

Therefore, in summary, Members may wish to consider the following options:

1. To retain the status quo
2. To increase the investment in the CCLA (PSDF) from £250,001, whilst being mindful of the risks attached
3. To increase the investment in the Lloyds 32-day Deposit Account from £75,000, whilst being mindful of the risks attached

In reaching a decision Members should consider the Council’s Investment Policy and level of risk associated with the various options.

Recommendations

It is **RECOMMENDED** that Members consider the options in the report and any others they may consider appropriate and decide which course of action is considered appropriate.

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	2nd September 2024
Item of business	24 COU 13
Details	Evaluation report Seaton Summer Celebration and update on future events to be delivered by Seaton Town Council.
Purpose of Report	To provide Members with an evaluation of the Seaton Summer Celebration event and offer recommendations for future Seaton Town Council events.
Power/authority	<p>Local Government Act 1972, s144 – power to encourage tourism</p> <p>Local Government Act 1972, s145 – power to provide entertainment</p> <p>Local Government Act 1972, s137 - power to spend money, subject to a statutory limit, on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.</p>
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the information contained within this report • resolve that Seaton Summer Celebration takes a fallow year in 2025 • note that Seaton Outdoor Cinema will not take place in 2025 • authorise the Town Clerk and officers to collect and collate data to establish the views of local residents, regarding the delivery of events in Seaton and how these might be enhanced • authorise the Town Clerk and officers to research the viability and associated costs for the delivery of a larger event with live music in 2026, and how this might be delivered efficiently and effectively,

	<p>achieving best value for residents and visitors, whilst simultaneously ensuring such an event can be realistically delivered by using external resources as considered appropriate and to bring a comprehensive report with recommendations to Council, once all information is available.</p>
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1. Introduction

On 2nd June 2022, the Council delivered a Seaton Summer Celebration event to commemorate HM Queen Elizabeth II’s Platinum Jubilee. The event was attended by over 3000 people and comprised a community picnic with 4 live bands and activities for children and adults. Subsequent feedback was overwhelmingly positive, with numerous requests from the public for a similar event to be held on an annual basis. Seaton Summer Celebration therefore took place again on 3rd June 2023 and once again proved to be extremely popular and well attended.

The Council also delivered a separate Children’s Festival on Friday 25th August 2023 in the Underfleet Play Park. This event was also very well attended and attracted much positive feedback. However, due to the considerable amount of officer time required to deliver these 2 events within the space of less than 3 months, a recommendation was given to Members to consider the delivery of one extended, free community event in 2024 and an Outdoor Cinema event only.

At the full council meeting held on 2nd October 2023, Members resolved to:

- approve, in principle, the delivery of an extended Seaton Summer Celebration event in June 2024 to include:
 - children’s activities such as beach school, magician, science workshop
 - live music
 - community group participation, to include a BBQ
 - one food concession and ice cream van
- approve in principle the delivery of a Seaton Outdoor Cinema event in 2024 to include additional activities, subject to further research confirming the existing outdoor cinema team’s ability to deliver it on a voluntary basis

2. Other community events supported by Seaton Town Council to date in 2024

Event: 50th Anniversary of D-Day Landings Commemoration

Date & Venue: Thursday 6th June 2024 in Windsor Gardens

Summary: This event was organised by the Royal British Legion with support from Seaton Town Council. This support included liaison with EDDC regarding venue hire, production of publicity poster, the loan and gas safety check of the Council owned beacon, decorating Windsor Gardens.

Event: World Drowning Prevention Day

Date & Venue: Thursday 25th July 2024 at Fisherman's Gap

Summary: This event was organised by the RNLI Lyme Regis Water Safety Group. This support included liaison with EDDC regarding use of Fisherman's Gap, promulgating publicity materials via social media, provision of a dedicated area in the TIC for water safety information, lighting up the TIC in blue.

Event: Seaton Outdoor Cinema

Date & Venue: Saturday 10th August in Cliff Field Gardens.

Summary: Whilst this event is funded and supported by Seaton Town Council, it is wholly reliant on the support of one volunteer, Andrew Gwyn-Davies, to organise and coordinate its delivery. Andrew works closely with Officers who provide assistance in terms of procuring insurance and appropriate licences, invoicing businesses for on screen advertising slots and sponsorship, publicity via social media, ticket sales and booking of facilities and sourcing food concessions.

3. Summary of feedback received for Seaton Summer Celebration 2024

Net cost: £10,169.36 (less 20% donation from ice cream vendor)

A short survey was drafted specifically to seek feedback for this event. The survey was accessed via a QR code and a link was also published on social media. The QR code was displayed around the site and attendees were encouraged to complete the survey. In addition, everyone involved in the delivery of the event (infrastructure, volunteers, music acts, community groups) were contacted by email and asked to either complete the survey or send feedback directly to the Deputy Clerk.

Unfortunately only 30 survey responses were received giving an overall event satisfaction rating of 4.5 out of 5. Some of the comments provided in the survey and via social media included:

- *Nice to see a council delivering a project with a community*
- *Excellent bands*
- *So nice to have a fun, family friendly event*
- *A great team and a great event*
- *Overall an excellent day*
- *Great effort from all involved*
- *I appreciate the event and all the hard work that went into it*
- *Many many thanks for another amazing Seaton Town Council event*
- *Thank you for organising the event, I think it's important to bring the community together and you did a great job*
- *Thank you for the event and all you do*
- *Well done in producing an event that Seaton can be proud of. Long may it continue*
- *Thank you Team Seaton who put on another amazing event again this year*
- *Well organised and good community spirit*
- *It's just the best new addition to Seaton, so brilliant to have an event like this happening here. Thank you.*
- *The event is amazing and everyone is so friendly it really makes you feel part of the community - the stalls show case what Seaton has to offer and the different organisations that help to make Seaton town so special*
- *Just thank you, to everyone who does their bit to make it happen each year, so nice to have a fun family friendly event.*
- *Well done for another fantastic community event.*
- *Well done for another well organised event. It was such a shame about the inclement weather. A lot of hard work goes into the organisation of such an event so a big pat on the back to all.*
- *The children loved it, thank you so much*
- *A huge shout out to Seaton Town Council for their hard work in making this event so brilliant!*
- *Thank you to Team Seaton at Seaton Town Council who put on another amazing event again this year.*
- *Thanks again and well done in producing an event Seaton can be proud of. Long may it continue.*
- *Excellent band – we love the music!*

Once again, the event also supported local community groups, offering them the opportunity to both raise their profile and funds. In addition to the positive feedback received, feedback was also sought on what attendees liked least about the event and any suggestions for improvement. These can be summarised as follows, along with Officers' comments:

- **Food stalls please / you need to offer food and drink and maybe more people would have come / food vendors and a bar / savoury catering would be good, across the day, e.g pizza, BBQ food?**

This has been raised at previous Seaton Summer Celebrations and Officers have given consideration to the offer of food concessions recognising that this does allow for an element of spontaneity on the part of attendees and also limits the need to bring picnic items and food onto the site. However, there are a number of issues that need to be considered including:

- An offer of just 1 or 2 vendors would likely lead to lengthy queues and subsequent complaints regarding said queues.
- A minimum of 6 food vendors would therefore be required to cater for an attendance of over 2000 people and this would inevitably reduce the amount of space available for community groups and other contracted activity providers.
- The power supply located in the gardens is insufficient to provide electricity to a selection of food vendors and a stage and sound system. Generators would be required which, in turn, raises issues around the environmental sustainability of the event.
- Food concessions would compromise the family picnic nature of the event, as well as the ethos of community and inclusivity, as it would be an opportunity for independent businesses to profit.
- Offer food concessions would generate a higher volume of waste.
- The impact food concessions would have on local businesses in the town as this would take away trade from others, an issue which has been raised before.
- There remains a restrictive covenant attached to Cliff Field Gardens preventing the sale of any intoxicating liquors at any time on any part of the land.
- Should a means to circumvent the above mentioned covenant present itself at some point in the future, other factors would need to be considered when making a decision on whether to offer a bar including:
 - submitting an application for a full premises licence as the event attracts significantly more attendees than the 499 permitted under a temporary event notice.
 - overnight security for the bar area and stock (unless a bar could be placed in situ on the day)
 - recruiting appropriately licensed staff to run a bar
 - a marquee or similar structure would be required and this would be problematic for the weather-related reasons stated below and also due to the available space.

- **More stall holders would be great / have more stalls eg craft ,plants ,food etc / the evening seems to be all about the music. Maybe some other stalls with an adult focus.**

Stalls to date have been delivered by local community groups, in keeping with the community ethos of the event. The aim has always been to offer these groups the opportunity to raise their profile and fund raise via a suggested donation for the games and activities on offer. The sale of products has not been offered, as the intention has always been to deliver an event which would not present any financial barriers to attendance for those on lesser incomes.

This year, the Council was approached by additional community groups who wished to participate however, due to the limited space available, not all of these requests could be accommodated. To introduce additional stalls selling plants, crafts and food would limit the space available for the local community groups who have supported Seaton Summer Celebration at the last 3 events. Once again, the format and ethos of the event would need to be carefully reviewed as these stalls tend to belong to independent businesses.

- **Leave a few gazebos up for shelter (from sun, rain, wind) for the full time/maybe a covered area to sit in/if funds allow, is there a possibility of a large marquee for food and drinks and also offering some indoor space with the rain showers/maybe provide some shelter that could double up as shade if the suns out.**

Seaton Summer Celebration is an open-air event and therefore the weather cannot be guaranteed. There is always a risk of last-minute cancellation in the event of adverse weather and weather conditions inevitably impact attendance, as happened this year. As mentioned in previous reports, Cliff Field Gardens does not lend itself to the siting of a marquee. This opinion is based on historical evidence when a marquee was pitched several years ago as part of a Grizzly related event. Any marquee would need to be erected days in advance of the event and would require 24/7 security to safeguard it. Should adverse weather prevail, the ground quickly becomes saturated and any substantial structure is likely to sink and damage the ground. This in turn means that the gardens would need to be closed to the public for some time thereafter to allow time for the ground to recover.

Gazebos were left up at this year's event to assist with the provision of shelter during the early evening sudden downpours. However, space in these is limited and does not allow for the fact that people have to quickly pack up all their belongings.

Stretch tents are now used at many local festivals and events and this is an option that would benefit from further research. Stretch tents tend to be made from high-quality, waterproof, and stretchable fabric and can be easily adjusted to fit various shapes and

sizes. They are easy to set up and take down as they do not require complex framework. However, they may be a little more expensive to hire than marquees and would require a specialist contractor.

- **Maybe “invent” another way of accessing by road to enable vehicles to depart early?? / car parking (lack of) for stall holders.**

This feedback originates from community groups. Under the current arrangements, if groups wish to leave before the event finishes, they are obliged to transport all equipment, including tables and gazebos, to the vehicle gate at the north of the gardens and arrange for their vehicle to pull up alongside so that it can be loaded. This can be labour intensive. For safety reasons, obviously vehicles cannot access and leave the site whilst the event is ongoing. In addition, road safety on Beer Road needs to be managed carefully to avoid issues associated with traffic queues.

- **As this is largely a family event, start the entertainment earlier, the first band didn't come on until 4 and many families with young children had to leave by 5/6 for dinner/bedtime so would have been lovely to have everything shifted slightly to be on during the day / music didn't start until 4pm / some of the music acts would have been better in a different order.**

This year the event was extended to combine some aspects of last year's very successful Children's Festival. The aim was to allow community groups to pack up early and to be able to enjoy the evening entertainment however, in reality they were too tired to return or stay. Whilst starting the music earlier in the day is a possibility, consideration must be given to the availability of bands and the capacity of the stage and sound engineers. Consideration must also be given to the neighbouring properties.

- **More clarity on prohibited items in the promotion of the event, especially bottles / no glass rule**

This was the first year that the Council contracted an external security firm for this event and, whilst overall this decision proved to be the right one, Officers were aware that this would be a learning curve. A prohibited items list was promulgated via social media and did include no glass. Unfortunately, this message did not reach everyone who attended. Whilst in terms of sustainability and waste reduction glass is an ideal alternative to single use plastics, glass can shatter. Notwithstanding that broken glass on the ground can lead to an increase in cuts and injuries, it can also be used as a weapon. The majority of event and festival organisers now ban all glass from event sites and the consideration at future events needs to be given to how to promulgate the no glass rule wider and how to manage those that do turn up with glass bottles. In hindsight, the provision of alternative containers to decant into would have been useful however this would have incurred additional costs.

- **The fact that you ignored local bands who would have been the warm-up artists. The fact that you didn't reply to our offer on email or social media. Very rude of you. A simple no thank you would have been appreciated.**

Seaton Summer Celebration has always aimed to offer people the opportunity to listen to bands that they may not otherwise have the opportunity to go and see rather than acts who play regularly at venues in the town. Time, manpower and space in the gardens also limits what can be offered on the day and there is no capacity to provide a second stage. Using local bands as warm up artists would incur additional work and time for the stage and sound engineers in terms of technical riders. Time to allow for the changeover of music acts is built into the programme, and, whilst not insurmountable, the Council would be reliant on the judgement of the stage and sound professionals regarding what is and is not feasible. All local bands that contacted the Council were responded to and thanked for their interest. Once again, as the event seems to be growing in popularity, the format will need to be reviewed, if local bands are to be included and accommodated.

- **Over zealous searching of bags. Mothers with young children with all that entails, having to empty bags for search.**

A critical component of any safe and secure entrance procedure at a festival-type event involves searching bags. Producing a list of terms and conditions or prohibited items is futile if they are not enforced. Security at an event must be sufficiently robust to ensure that drugs cannot be brought in, or anything that might be used as weapon.

The draft Terrorism (Protection of Premises) Bill, also known as Martyn's Law, was included in the King's Speech on 7 November 2023 as part of the programme of legislation that the previous Government intended to bring into law. The Bill is intended to make sure public premises and events are better prepared for, and protected from, terrorist attacks and requires them to fulfil necessary but proportionate steps according to their capacity size to mitigate the impact of a terrorist attack and reduce harm. These steps include bag searches on entrance to the event venue. The draft Bill is to be prioritised by the new Government and, as the provisions of the Bill are not yet law, they may be subject to change. However, bag searches are now commonplace at nearly all larger events and festivals and are conducted to ensure that everyone can enjoy the event safely.

The security firm contracted for this year's Seaton Summer Celebration were courteous and polite, friendly but firm. Bags did not need to be emptied and each entrance gate was also supported by volunteer stewards who were happy to help anyone encumbered with pushchairs, young children and many bags. This comment does not appear to reflect the overall view of those who attended and the fact remains that bag searches will form an integral part of any future event as the Council will be obliged to comply with any legislation and ensure that public safety is a priority.

- **The weather x 4!/ The rain showers!!**

Sadly, there is nothing the Council can do about the weather however, issues raised under the previous comment regarding the provision of additional shelter apply.

To summarise, the event remained true to the original vision of the previous 2 years' events and upheld the ethos of being entirely inclusive for all ages, abilities and budgets and community focused. Once again, generous support was provided by 2 volunteers in terms of procuring and looking after the music acts. Time and goodwill were given by many community groups who participated as well as volunteer stewards, who helped ensure that those who attended had an enjoyable day.

However, as with any event or activity, in order to prevent the event from becoming stale and to ensure that the feedback sought is properly considered, a full and comprehensive review of the format is now required in order for Members to decide whether to commit to developing the event further or to retain its current format.

4 The future of Seaton Town Council organised events

4.1 Seaton Summer Celebration

Feedback received over the past 3 years indicates that there is the potential for this event to expand and develop into one that not only serves the local community but one that also attracts visitors to the town thereby raising the profile of Seaton and boosting the local economy. Organizing a larger scale event however, would be a more complex task that requires careful planning, coordination, and implementation. Should Members wish to contemplate the possibility of Seaton Summer Celebration evolving into a larger scale event, consideration will need to be given to the following issues:

- **Concept and ethos** - to date the ethos of Seaton Summer Celebration has been one of community and inclusivity, offering something for everyone regardless of age, ability, gender etc. In order for the event to develop and grow year on year, clarity regarding its concept would be required as this would guide all aspects of the event organisation, from programme of activities to marketing. The target audience for Seaton Summer Celebration has always been the local community however, Officers are aware that the event is attended by those who live outside the Seaton area. The target audience would need to be clearly defined in order to tailor the event's offer to their interests and preferences.

- **Budget and Funding** - a budget of £10,000 was allocated in 2022 and 2023 for the delivery of Seaton Summer Celebration however the overall costs were offset through grant funding, a percentage of takings from the ice cream vendor and donations from the public. Delivery costs for the event this year were higher due to inflation, the lack of grant funding available and additional costs for contracted security.

Additional funding sources, (for example increase in precept, sponsorship, pitch fees for stall concessions, grant funding), would need to be identified in order to deliver a larger scale event. Members are asked to note that Seaton Summer Celebration and its associated activities have always been free of charge however, consideration would need to be given to ticketing a larger event or charging to participate in the activities on offer.

As with any budget planning, a contingency fund would need to be created to cover any additional, unforeseen expenses. To date this has always been set at 25% of the overall budget but fortunately has never had to be used.

- **Event Venue** - Seaton Summer Celebration takes place in Cliff Field Gardens and there are a number of advantages to using this as the event venue, some of which include:
 - The gardens are owned by the Council and therefore no additional permissions are required or hire costs incurred
 - There is sufficient capacity within the gardens to accommodate up to 3000 attendees plus stall holders and activity providers
 - Cliff Field Gardens has access to a power supply and can accommodate a small stage set up

There are also some disadvantages which include:

- There is no on-site parking or parking close by
 - The gardens are located at the top of Castle Hill and difficult to access for those with mobility issues
 - There is a restricted covenant in place preventing the sale of alcohol
 - Due to its location, the weather, in particular wind speeds, is more of a risk
 - There are no on-site facilities and additional toilet and bin hire are required
 - Attendees tend to stay in Cliff Field Gardens for the event and do not access other facilities within the town

Consideration could be given to expanding the event across several sites within the town, with different elements of the event being delivered in different locations. However, this

would also mean that necessary permits and permissions would be required thus incurring additional administrative tasks and costs.

- **Programming and scheduling** - Seaton Summer Celebration has always delivered a combination of community activities and live music. The ethos of inclusivity has meant that all activities and workshops have been free to access with an emphasis on family friendly activities. If the ethos and concept are to change then thought would need to be given to curating a more diverse lineup of performances, workshops, and activities to appeal to a broader audience, especially if the event was to take place over various sites within the town. This would, in turn, have budget implications as more popular bands, for example, would incur larger fees. Feedback from this year indicated that there was a preference for the live music to start earlier in the day, especially for those with small children who were planning to return home in the late afternoon / early evening. Balancing live music with popular activities throughout the weekend to maintain consistent attendee interest would therefore be required.
- **Activities and music** - the Council has been able to rely on the goodwill and assistance from a volunteer who has been able to secure some excellent music acts over the last 3 years. Acts get booked very quickly and secure agreements with performers, activity providers and other artists are required well in advance. Music acts often come with their own technical and catering riders which need to be accommodated. Previously the Council has been very well supported by a former councillor, who has provided invaluable support and help with hospitality for bands. However, should higher profile acts be secured, then consideration would need to be given to the Council's ability to provide additional support in terms changing / dressing rooms and catering requirements.
- **Marketing and promotion** - because the Seaton Summer Celebration target audience has always primarily been the local community, publicity has been limited to the local distribution of posters, flyers and banners with a press release in the Midweek Herald. Social media, mainly Facebook, has also been used to provide up-to-date information on the event. If the target audience of the event is to be widened, consideration would need to be given to developing a comprehensive marketing strategy that extended beyond Seaton and East Devon and incorporated other social media platforms, targeted email campaigns, posters, and local and regional media to attract wider coverage.
- **Ticketing and registration** - should a decision be taken to charge for some or all aspects of any future event then a robust ticketing / wristband system allowing for online and on-site sales would be required. Online sales would require investment in the

Council's website and/or IT systems and its ability to take card payments in person in the TIC. Consideration would also need to be given to any refund strategy should the event need to be cancelled due to adverse weather or any other unforeseen issues.

- **Logistics and site plans** - each year a detailed site plan is produced for Seaton Summer Celebration taking into account the need for vehicular access for set up and breakdown, toilet facilities, emergency evacuation procedures, fire risk assessments and security. Should a decision be taken to deliver the event over various locations within the town, a detailed site plan would be required for each event site.

This year, the Council contracted an external security firm to support with the safety and security of this year's event. Public safety has to be a priority and there remains the real possibility that the Council will have to comply with forthcoming legislation in the form of Martyn's Law. Security measures for each site, including crowd control, first aid provision and emergency evacuation plans will be required.

When deciding on event venues, consideration will also need to be given to accessibility. Adequate parking and accessibility by public transport will need to be factored for attendees.

- **Food and other vendor concessions** - feedback received since 2022 has included whether food concessions could be offered at the event. The advantages of this would be:
 - enabling people who attend the event spontaneously, without a picnic, to remain and enjoy the entertainment.
 - offering potential to charge pitch fees or a percentage donation of takings to offset costs
 - providing opportunities for local catering outlets

However, consideration would need to be given to offering sufficient food concessions to mitigate the risk of lengthy queues for food and ensuring that the number remains proportionate to the number of activity stalls / workshops to avoid the event becoming a food festival. A decision would need to be taken also regarding whether or not to allow attendees to bring their own picnic to the event as this would impact on traders' sales during the day thereby making it more difficult to secure quality vendors.

The restrictive covenant preventing the sale of alcohol in Cliff Field Gardens would need to be revisited should Members wish to consider offering alcohol sales. Alternatively, a decision could be taken to continue with allowing attendees to bring their own alcohol however this may lead to confusion if attendees are not permitted to bring their own food.

Issues associated with alcohol sales have been detailed earlier in this report and would require careful research.

- **Staff and volunteers** - a substantial amount of work, including very physical labour, is involved in the organisation and delivery of this event which, in the main, falls to the Deputy Clerk and, in the week leading up to the event, to the Facilities and Maintenance Officers. Additional volunteer support is always difficult to procure. This year, the Deputy Clerk, Facilities and Maintenance Officers were on site by 7.15am and did not leave until 11pm. Should a decision be taken to change the format of this event for it to become one delivered on a much larger scale, a team of people will be required to ensure that all aspects of the event management are robustly organised and coordinated. Alternatively, consideration may be given to contracting the event organisation out to an events management company.
- **Attendee experience & feedback** - if a decision is taken to charge for any future event then attendee experience will need to be a priority to ensure that attendees feel that they are getting value for money. How to assist attendees with queries and issues, provide adequate shelter, essential amenities and accessibility and inclusivity are all issues that will require careful consideration. Gathering feedback from attendees, vendors, and staff to identify areas for improvement and conducting a comprehensive post-event review to evaluate the festival's success against its objectives would be crucial to continue building on any event success
- **Sustainability and environmental impact** - in recent years awareness has grown on the environmental impact of live music events. Like a lot of events, Seaton Summer Celebration has been reliant on the use of generators powered by fossil fuels. Single use plastics, transport for participating acts and attendees and waste generated by food and drink concessions all have an impact. In line with the Council's environment policy, consideration will need to be given to:
 - Waste Management: implement waste reduction strategies, including recycling bins and compostable materials.
 - Green Initiatives: Promote sustainable practices, such as encouraging public transport and minimizing single-use plastics and consider the use of compost toilets and alternatives to generators.
 - Community Engagement: involve the local community to foster goodwill and support.

4.2 Seaton Outdoor Cinema

198 people attended this year's event however, taking into account ticket sales, onscreen advertising revenue and sponsorship income, the event made a loss of £165.17 this year. This event is completely reliant on the skill set, knowledge and experience of a local dedicated volunteer and a substantial amount of time is provided by him to organise, coordinate and deliver it. Unfortunately, the trend for the last 5 years indicates that the Outdoor Cinema event is not financially viable with the overall accumulative loss being just over £800.00. The volunteer has confirmed to Officers that the costs and time required to deliver far outweigh the community support and benefit and has recommended discontinuing this event in 2025 in order to reassess its viability.

Conclusion:

The original intention for Seaton Summer Celebration was for it to be a one-time event to commemorate the Queen's Platinum Jubilee in 2022. Whilst much positive feedback has been received in the ensuing years, there is no robust evidence or data to inform the rationale that this event should take place every year. Furthermore, even in its current format, to deliver Seaton Summer Celebration on an annual basis places a huge strain on resources, particularly in terms of officer time, to organise and manage its delivery. This is unsustainable year on year and realistically, the event can only take place if additional capacity and budget is made available. Discussions between the Deputy Clerk and other Town Council Clerks have revealed that town councils who deliver events of this type tend to do so using a committee and/or working group structure or by contracting all or some of its organisation and delivery to an external events management company.

Additionally, Seaton Outdoor Cinema was initially delivered during the Covid 19 pandemic as a means to alleviate the isolation caused by lock down restrictions whilst simultaneously adhering to the government guidance. Once again there is no robust data to support the justification for continuing to deliver this event on an annual basis, especially as it runs at a loss, is not well supported by the community and is solely reliant on volunteers.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the information contained within this report
- resolve that Seaton Summer Celebration takes a fallow year in 2025
- note that Seaton Outdoor Cinema will not take place in 2025
- authorise the Town Clerk and officers to collect and collate data to establish the views of local residents, regarding the delivery of events in Seaton and how these might be enhanced

-
- authorise the Town Clerk and officers to research the viability and associated costs for the delivery of a larger event with live music in 2026, and how this might be delivered efficiently and effectively, achieving best value for residents and visitors, whilst simultaneously ensuring such an event can be realistically delivered by using external resources as considered appropriate and to bring a comprehensive report with recommendations to Council, once all information is available.

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine. Rubber crumb is lifting in places	Check written warning in hot weather, re-written today. Monitor
ROUNABOUT	Gap re: Rospa report, too large. Holes in worn rubber crumb.	Monitor all issues.
FOOTBALL GOAL	Worn playing surface. Broken cable ties	Monitor . Cable ties repaired today
GAMES AREA	Rusty bottom bar	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
ROCKING HORSE	Gap underneath too large Re: Rospa report	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
SPINNING UNIT (TITAN)	Rubber crumb shrinkage and wear	Monitor/replace (get quotes from contractor?)
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage	Monitor/replace (get quotes from contractor?)
JUNIOR 1 BAY 2 SEAT	'D' shackle and chain link notching. Rubber crumb shrinkage and wear.	Monitor/replace (get quotes from contractor?)
SWING NET	'D' shackle and chain link notching. Rubber crumb shrinkage and wear.	Monitor/replace (get quotes from contractor?)
SLIDE	Hole in rubber matting	Monitor
FENCE	No Hazard	Monitor
WOODEN GUARDS	REMOVED	
PATH	No Hazard	Monitor
TREES	No Hazard	Monitor

UNDERFLEET

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 20th August 2024

Time Finished 10.30am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Worn uneven playing surface. Tatty football nets and broken cable ties.	Replaced cable ties. Monitor all issues.
CYCLOPS (SPIN NET)	Bottom coupling links are notching	Continue to monitor
TITAN (ROTARY)	Uneven ground & holes in matting, trip hazard	Monitor. Matting to be replaced and ground made good in September by a contractor
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground and matting, wear on platform, delamination, chain notching, tyre stop is cracking up.	Monitor all issues.
NEXUS VIPER (ROPE SWING)	Uneven ground and matting, tape added to rope end. D shackles are notching.	Monitor all issues
WILLY JEEP	General rust & flaking/peeling paint	Monitor
GAPING GHYLL	Cracked wood	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
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. Check rope tensions?	Monitor wear to added tape on rope. Checked today.
CIRCUS TRAMPOLINE	Worn Ground	Monitor
LANDSCAPE TUNNEL	Astro Turf is worn where it meets with the path & wood is rotting	Monitor all issues
UNIMINI KERRA (TODDLER UNIT)	No Hazard	Monitor
LILLIE BASKET (SWING BASKET)	No Hazard	Monitor
ROTY INCLUSIVE ROUNDABOUT	No Hazard	Monitor
BENCH ON MOUND	No Hazard	Monitor
2.4 SLEEPER BENCH X 3	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
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 and around cast iron features	Monitor.
TREES	No Hazard	Monitor



advanced:

progressive *adj.*
forward-thinking
forward-looking
unconventional
cutting edge
innovative

higher *adj.*
superior
highly developed
sophisticated
complex

Arboricultural Inspection

Site Name:	Cliff Field Gardens
Address:	Beer Road Seaton
Reference no.	JW/C103/0624
Client:	Seaton Town Council
Date of site visit:	25 th June 2024
Time:	1000hrs
Inspector:	James Worsley NCH (Arb), Dip Arb (L4), Dip Arb (L6), M.ArborA
Weather:	Sunny

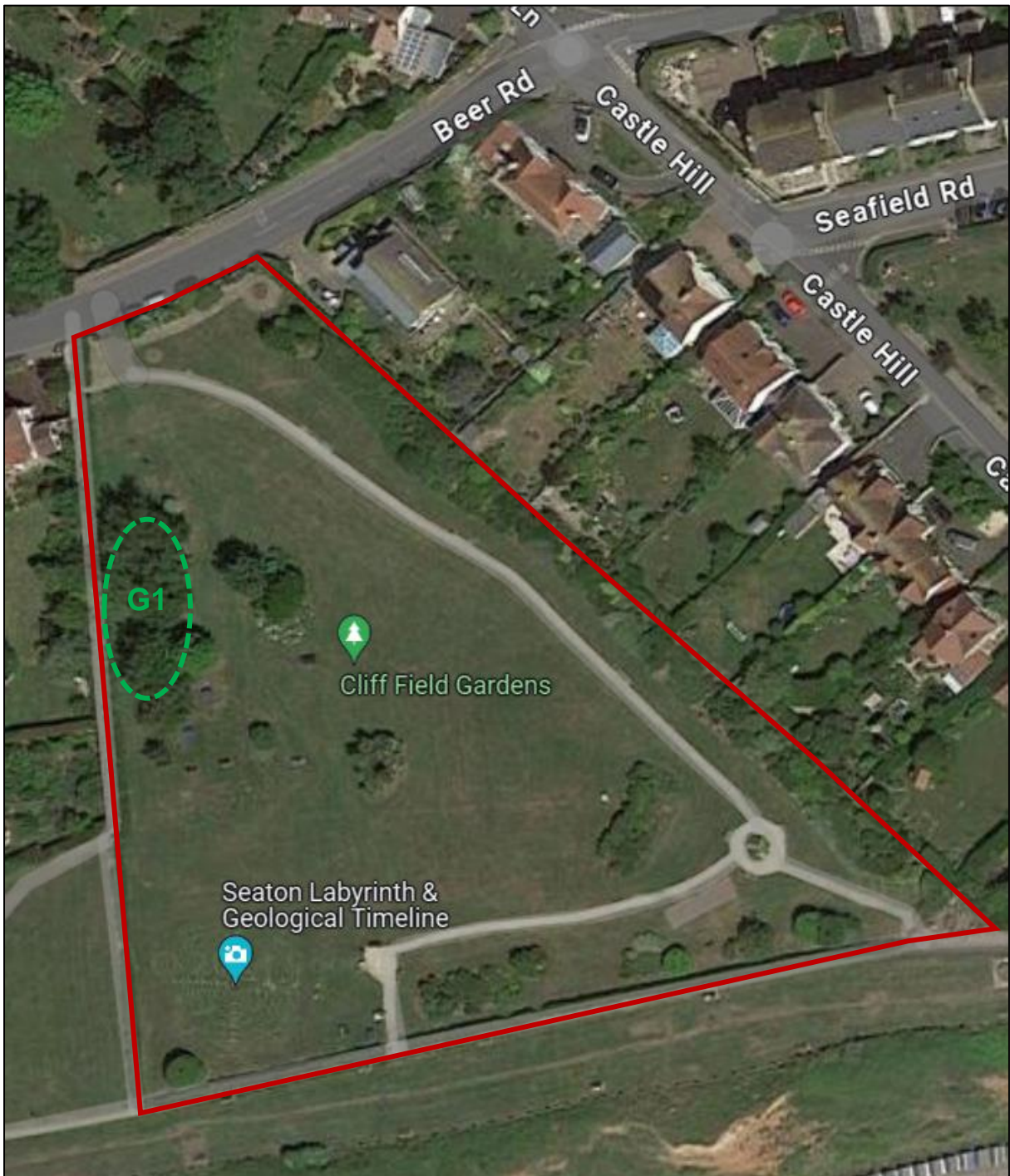
General Observations

- We undertook a walkover survey of the site, viewing all the significant trees. The purpose of our survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we have noted defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we have undertaken a detailed inspection of that tree. We have then given recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual assessment.
- We last inspected this site in August 2023.
- All trees inspected in detail are growing within the site boundaries.
- The inspection process consisted of a general ground based visual inspection only. Accessible cavities or decayed areas within the inspected trees may have been probed using a 60cm long thin metal probe to investigate the depth of any decay. Trees may also have been sounded using a rubber mallet to help detect the presence of internal decay or to assist in the determination of the extent of any suspected decay. Where appropriate the use of these tools will be detailed below. Where a further more detailed inspection is required this will be indicated within the recommendations.
- Above ground inspection only. Soil type has not been ascertained on site.
- A check on the East Devon District Council online mapping facility reveals that none of the trees on this site are covered by a Tree Preservation Order (TPO). The site does not fall within a Conservation Area.
- In general, the trees on site are in fair condition. No trees were identified as requiring urgent works. We have provided advice for one group of Ash trees and these are detailed in the individual inspection sheet below.
- Tree species on site include Oak, Ash, Cherry, Holm Oak, Rowan and Sycamore. The trees on site are exclusively middle aged.
- We recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.
- We note the presence of four Ash trees on site, which form G1. Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. The Ash on site appear to be in fair condition at present and do not require any works at this stage.
- Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for

the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. The identification of ADD infected Ash can be difficult from around October through early June, when trees are normally not in full leaf, unless the trees are very severely affected and contain large sections of deadwood. The removal of Ash G1 at an advanced state of decline from ADD, is likely to be more technically challenging, and hence more expensive, than their removal at an early stage of decline. We therefore advise that it would be prudent to schedule the next safety inspection for summer 2025, so as to allow for a more ready assessment of the degree of infection within G1. Should you have concerns regarding the condition of G1, or any other trees on site, before that time then please feel free to contact us for further advice.

- We recommend that trees growing at this property be re-inspected by a suitably qualified and experienced arboriculturist during the summer of 2025. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors. Furthermore, alterations to the site or neighbouring sites may also affect the condition of trees. Therefore, the re-inspection of affected trees, at a shorter interval than recommended in this report, may be warranted. This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.

Site Plan – Cliff Field Gardens



Taken from GoogleMaps – Not to scale


Key

Terms and Abbreviations used in the survey are as follows:

Tree No	Corresponding to number on site map
Species	Common name
Age Range	Young (grown to less than one third of life expectancy) Middle Aged (grown to between one to two-thirds of life expectancy) Mature (grown to over two thirds of normal life expectancy) Ancient
Height Range	Low (0-10 metres) Medium (10-20 metres) High (20-30 metres plus)
Life Expectancy	Safe Useful Life Expectancy: Short (less than 10 years) Low (10-20 years) Medium (20-40 years) High (40+ years)
Condition	Structural and Physiological Condition: Good (tree with no significant defects and of good vigour) Fair (tree with some defects amenable to surgery or of reasonable vigour) Poor (tree with significant defects or of poor vigour) Dead
Hazard Rating	Hazard Rating: H Higher, significant risk of failure causing damage to persons or property. Risk is unacceptable – reduce hazard or remove target M Moderate risk of failure causing damage to persons or property. Risk falls between extremes of High and Low – reduce risk, taking other factors (amenity, ecological) into account L Lower, insignificant risk of failure. Risk is acceptable
Other	m/s Multistem tree n/m Not measurable e Estimate av Average (for measurements of groups of trees) Minor deadwood Deadwood with a basal diameter < 10cm and/or < 3m length Major deadwood Deadwood with a basal diameter > 10cm and/or > 3m length
Work Priority	1 1 st Priority, Urgent 2 2 nd Priority, suggest within 3 months 3 3 rd Priority, suggest prior to next scheduled inspection 4 Advisory. Non safety-critical works to be programmed when time and finances permit

Priorities 2 and 3 are indicative timescales to aid scheduling of any works

Individual Tree Report

Tree Number:	G1	Species:	Ash
Age Range:	Middle aged	Height:	Medium
Life Expectancy:	Low	Tree Condition:	Fair
Site Features:	Overhangs the park and picnic benches		
Comments:	<ul style="list-style-type: none"> • Cohesive group of four Ash trees • Cankers noted throughout group • Dieback and minor deadwood in upper crowns consistent with Ash Dieback Disease • Average crown density loss is estimated between 25 and 50% • Important landscape feature • Important shade feature 		
Hazard Rating:	Low		
Recommendations:	Monitor crown density loss and emergence of secondary defects		
Works Priority:	At the next scheduled inspection (Summer 2025)		
Photograph:			



advanced:

progressive *adj.*
forward-thinking
forward-looking
unconventional
cutting edge
innovative

higher *adj.*
superior
highly developed
sophisticated
complex

Arboricultural Inspection

Site Name:	Elizabeth Road and Underfleet Play Parks
Address:	Seaton
Reference no.	JW/C104/0624
Client:	Seaton Town Council
Date of site visit:	25 th June 2024
Time:	1200
Inspector:	James Worsley NCH (Arb), Dip Arb (L4), Dip Arb (L6), M.ArborA
Weather:	Fair

General Observations

- We undertook a walkover survey of the two sites, viewing all the significant trees. The purpose of our survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we have noted defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we have undertaken a detailed inspection of that tree. We have then given recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual assessment.
- We previously inspected these sites in during the summer of 2023.
- All trees inspected in detail are growing within the site boundaries and have been tagged and sprayed. Inspected trees have been tagged on site with a small tree tag affixed at approximately 2 metres above ground level, where possible and their locations have been shown on the attached site map. Trees requiring works are shown in red on the attached site map, trees with advisory notes are shown in green. Trees marked with forestry paint require felling.
- Neighbouring trees may be commented upon but will not have been tagged or sprayed.
- The inspection process consisted of a general ground based visual inspection only. Accessible cavities or decayed areas within the inspected trees may have been probed using a 60cm long thin metal probe to investigate the depth of any decay. Trees may also have been sounded using a rubber mallet to help detect the presence of internal decay or to assist in the determination of the extent of any suspected decay. Where appropriate the use of these tools will be detailed below. Where a further more detailed inspection is required this will be indicated within the recommendations.
- Above ground inspection only. Soil type has not been ascertained on site.
- A check on the East Devon District Council online mapping facility reveals that one Oak tree is covered by a Tree Preservation Order (TPO) located to the rear of 27 Elizabeth Road. Neither site fall within a Conservation Area. Where trees are covered by a TPO then most works, unless the trees are dead or immediately dangerous, will require an application to be submitted to the local planning authority (LPA). These works can then be permitted, refused or amended by the LPA as relevant. The LPA should deal with any application within 8 weeks of receipt, but if a decision is not issued within that time then the works should be deemed to have been refused.
- Trees across the two sites are in fair condition. One tree was identified as requiring works. Two trees have been identified for advisory works and these are detailed in the individual inspection sheets below.
- The two sites predominantly comprise Ash, Poplar, Willow, Oak, Sycamore and Field Maple amongst other species. Their ages range from young to mature.
- We recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.

- We note the presence of several Ash trees on and adjacent to the sites. Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Woodland trees, in particular, appear to be particularly prone to decline. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. Such trees can become unpredictable and dangerous to fell, or to dismantle using normal rope access techniques, and may thus require removal using a Mobile Elevated Work Platform (MEWP) or other machinery. Hence, where trees are in an early stage of infection, are in locations that are inaccessible to machinery and would pose a risk to persons or property if they declined further, it may be appropriate to consider the pre-emptive removal of such trees while it is still possible to deal with them safely using conventional techniques. Each site will need to be considered on its own merits, but the removal of good quality trees, as a precautionary measure, is unlikely to be recommended at this stage.

Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. Cases of ADD have been noted across the sites, and we have no doubt that the disease will be spreading throughout this locality. When considering the longer term management of Ash trees on a site, our advice is that, where such trees are within falling distance of significant targets or otherwise present a significant constraint to the site, then lesser quality trees are unlikely to be worthy of consideration for longer term retention. In these cases, removal of these lesser quality Ash trees and their replacement with suitable alternative species (most likely via natural regeneration here) may well result in a net gain in amenity, landscape and biodiversity values for the site over the medium to long term.

The identification of ADD infected Ash can be difficult from around October through early June, when trees are normally not in full leaf, unless the trees are very severely affected and contain large sections of deadwood. The removal of Ash at an advanced state of decline from ADD, should they become infected, is likely to be more technically challenging, and hence more expensive, than their removal at an early stage of decline. We therefore advise that it would be prudent to schedule the next safety inspection for summer 2025, so as to allow for a more ready assessment of the degree of infection (if any) within the Ash. Should you have concerns regarding the condition of the Ash, or any other trees on site, before that time then please feel free to contact us for further advice.

- All tree works should be undertaken to BS3998:2010 Tree Works – Recommendations. We strongly recommend that the appointed tree works contractor is Arboricultural Association approved to ensure high standards.
- Under the Wildlife & Countryside Act 1981 & Countryside & Rights of Way Act 2000 it is an offence to recklessly damage or destroy the nest of a wild bird whilst in use or being built. Trees and shrubs on this site may contain nesting birds between early March and late August. It is recommended that vegetation clearance works are avoided between these dates if there is a reasonable potential for the disruption of nesting birds. If works need to be undertaken during the nesting season then it is

advisable that a survey of the site be undertaken by a competent person before commencing any tree or shrub removal, to ensure that no nesting birds are present. Other species, including bats, are also protected under this legislation.

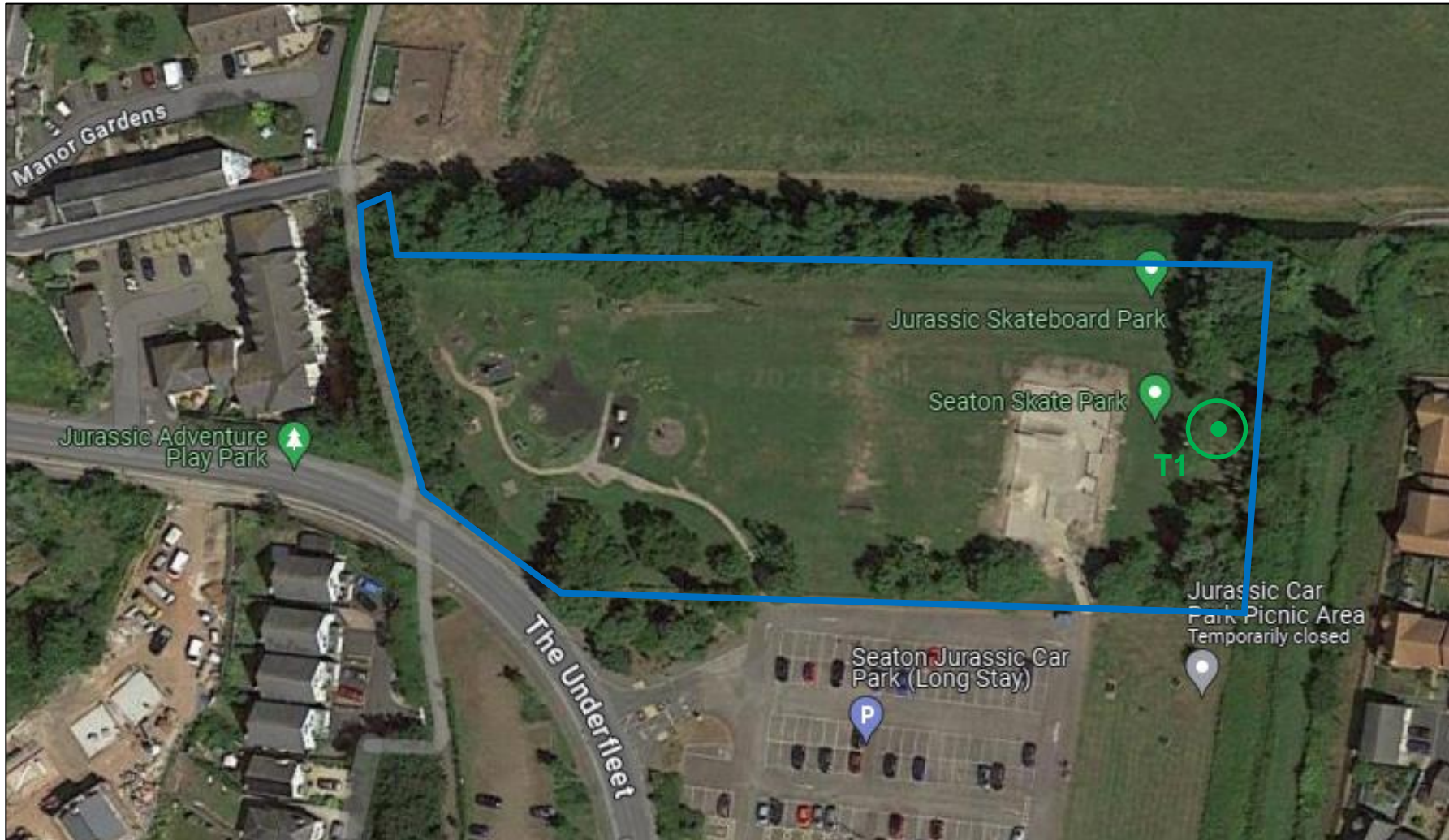
- We recommend that trees growing at this property be re-inspected by a suitably qualified and experienced arboriculturist during summer 2025. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors. Furthermore, alterations to the site or neighbouring sites may also affect the condition of trees. Therefore, the re-inspection of affected trees, at a shorter interval than recommended in this report, may be warranted.
- This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.

Site Plan – Elizabeth Road



Taken from GoogleMaps - Not to scale

Site Plan – Underfleet



Taken from GoogleMaps - Not to scale




Key

Terms and Abbreviations used in the survey are as follows:


Tree No	Corresponding to tag (where tagged)
Species	Common name
Age Range	Young (grown to less than one third of life expectancy) Middle Aged (grown to between one to two-thirds of life expectancy) Mature (grown to over two thirds of normal life expectancy) Ancient
Height Range	Low (0-10 metres) Medium (10-20 metres) High (20-30 metres plus)
Life Expectancy	Safe Useful Life Expectancy: Short (less than 10 years) Low (10-20 years) Medium (20-40 years) High (40+ years)
Condition	Structural and Physiological Condition: Good (tree with no significant defects and of good vigour) Fair (tree with some defects amenable to surgery or of reasonable vigour) Poor (tree with significant defects or of poor vigour) Dead
Hazard Rating	Hazard Rating: H Higher, significant risk of failure causing damage to persons or property. Risk is unacceptable – reduce hazard or remove target M Moderate risk of failure causing damage to persons or property. Risk falls between extremes of High and Low – reduce risk, taking other factors (amenity, ecological) into account L Lower, insignificant risk of failure. Risk is acceptable
Other	m/s Multistem tree n/m Not measurable e Estimate av Average (for measurements of groups of trees) Minor deadwood Deadwood with a basal diameter < 10cm and/or < 3m length Major deadwood Deadwood with a basal diameter > 10cm and/or > 3m length
Work Priority	1 1 st Priority, Urgent 2 2 nd Priority, suggest within 3 months 3 3 rd Priority, suggest prior to next scheduled inspection 4 Advisory. Non safety-critical works to be programmed when time and finances permit

Priorities 2 and 3 are indicative timescales to aid scheduling of any works


Individual Tree Report – Elizabeth Road Play Area

Tree Number:	T105	Species:	Oak
Age Range:	Mature	Height:	Medium
Life Expectancy:	Medium	Tree Condition:	Fair
Site Features:	Overhangs open greenspace		
Comments:	<ul style="list-style-type: none"> • Large open grown specimen - important landscape feature • Significant area of dysfunction on the eastern aspect of the eastern primary stem – consistent with phytophthora disease • Open cavity on western aspect of eastern primary stem • COBRA support systems installed at approximately 10m above ground level • Dieback in upper crown may indicate stress related to root dysfunction 		
Hazard Rating:	Low		
Recommendations:	Suggest relaxed mowing regime under canopy to reduce impacts within rooting zone		
Works Priority:	4 (Advisory)		
Photograph:	  		

Individual Tree Report – Elizabeth Road Play Area

Tree Number:	T106	Species:	Ash
Age Range:	Middle aged	Height:	Medium
Life Expectancy:	Short	Tree Condition:	Poor
Site Features:	Overhangs footpath and in falling distance to road		
Comments:	<ul style="list-style-type: none"> • Tall etiolated specimen • Crown bias towards road • Dieback in upper crown is consistent with Ash Dieback Disease • Crown density loss between 25 and 50% • Notable volume of decay is suspected in the base of the main stem 		
Hazard Rating:	Moderate		
Recommendations:	Fell		
Works Priority:	3 (Suggest prior to the next scheduled inspection)		
Photograph:			

Individual Tree Report – Underfleet Play Area

Tree Number:	T1	Species:	Willow
Age Range:	Middle aged	Height:	Low
Life Expectancy:	Dead	Tree Condition:	Dead
Site Features:	Overhangs rough ground		
Comments:	<ul style="list-style-type: none"> • Dead tree – likely owed to moisture stress • Credible wildlife feature likely to support insects and birds • Crown bias north 		
Hazard Rating:	Low		
Recommendations:	Retain as habitat feature		
Works Priority:	N/A		
Photograph:			



advanced:

progressive *adj.*
forward-thinking
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unconventional
cutting edge
innovative

higher *adj.*
superior
highly developed
sophisticated
complex

Arboricultural Inspection

Site Name:	Seaton Allotments
Address:	Barnards Hill Lane Seaton
Reference no.	JW/C105/0624
Client:	Seaton Town Council
Date of site visit:	25 th June 2024
Time:	1300hrs
Inspector:	James Worsley NCH (Arb), Dip Arb (L4), Dip Arb (L6), M.ArborA
Weather:	Sunny

General Observations

- We undertook a walkover survey of the site, viewing all the significant trees. The purpose of our survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we have noted defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we have undertaken a detailed inspection of that tree. We have then given recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual assessment.
- This is the first time we have inspected the trees on this site.
- All trees inspected in detail are growing within the site boundaries.
- The inspection process consisted of a general ground based visual inspection only. Accessible cavities or decayed areas within the inspected trees may have been probed using a 60cm long thin metal probe to investigate the depth of any decay. Trees may also have been sounded using a rubber mallet to help detect the presence of internal decay or to assist in the determination of the extent of any suspected decay. Where appropriate the use of these tools will be detailed below. Where a further more detailed inspection is required this will be indicated within the recommendations.
- Above ground inspection only. Soil type has not been ascertained on site.
- A check on the East Devon District Council online mapping facility reveals that none of the trees on this site are covered by a Tree Preservation Order (TPO). The site does not fall within a Conservation Area.
- Generally, the trees on site are in good condition. No trees were identified as requiring urgent works. We have provided advice for one area of trees and this is detailed in the individual inspection sheet below.
- There are few significant trees on site and these are limited to the historic hedgerows, but given the site usage this is not surprising. Tree species on site include Oak, Ash, Field Maple and Beech.
- We recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.
- We note the presence of several Ash trees on site forming Area A1. Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Woodland trees, in particular, appear to be particularly prone to decline. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property.
- Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for

the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. The identification of ADD infected Ash can be difficult from around October through early June, when trees are normally not in full leaf, unless the trees are very severely affected and contain large sections of deadwood. The removal of some of the trees in A1 at an advanced state of decline from ADD, is likely to be more technically challenging, and hence more expensive, than their removal at an early stage of decline. We therefore advise that it would be prudent to schedule the next safety inspection for summer 2025, so as to allow for a more ready assessment of the degree of infection (if any) within these trees. Should you have concerns regarding the condition of A1, or any other trees on site, before that time then please feel free to contact us for further advice.

- We recommend that trees growing at this property be re-inspected by a suitably qualified and experienced arboriculturist during summer 2025. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors. Furthermore, alterations to the site or neighbouring sites may also affect the condition of trees. Therefore, the re-inspection of affected trees, at a shorter interval than recommended in this report, may be warranted.
- This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.

Site Plan



Taken from GoogleMaps – Not to scale


Key

Terms and Abbreviations used in the survey are as follows:

Tree No	Corresponding to tag (where tagged)
Species	Common name
Age Range	Young (grown to less than one third of life expectancy) Middle Aged (grown to between one to two-thirds of life expectancy) Mature (grown to over two thirds of normal life expectancy) Ancient
Height Range	Low (0-10 metres) Medium (10-20 metres) High (20-30 metres plus)
Life Expectancy	Safe Useful Life Expectancy: Short (less than 10 years) Low (10-20 years) Medium (20-40 years) High (40+ years)
Condition	Structural and Physiological Condition: Good (tree with no significant defects and of good vigour) Fair (tree with some defects amenable to surgery or of reasonable vigour) Poor (tree with significant defects or of poor vigour) Dead
Hazard Rating	Hazard Rating: H Higher, significant risk of failure causing damage to persons or property. Risk is unacceptable – reduce hazard or remove target M Moderate risk of failure causing damage to persons or property. Risk falls between extremes of High and Low – reduce risk, taking other factors (amenity, ecological) into account L Lower, insignificant risk of failure. Risk is acceptable
Other	m/s Multistem tree n/m Not measurable e Estimate av Average (for measurements of groups of trees) Minor deadwood Deadwood with a basal diameter < 10cm and/or < 3m length Major deadwood Deadwood with a basal diameter > 10cm and/or > 3m length
Work Priority	1 1 st Priority, Urgent 2 2 nd Priority, suggest within 3 months 3 3 rd Priority, suggest prior to next scheduled inspection 4 Advisory. Non safety-critical works to be programmed when time and finances permit

Priorities 2 and 3 are indicative timescales to aid scheduling of any works

Individual Tree Report

Tree Number:	A1	Species:	Ash
Age Range:	Middle aged	Height:	Medium
Life Expectancy:	Low	Tree Condition:	Fair
Site Features:	Overhangs minor road and allotments		
Comments:	<ul style="list-style-type: none">• Fragmented area of hedgerow Ash• Shade associated deadwood throughout• No obvious signs of Ash Dieback Disease• No significant defects observed		
Hazard Rating:	Low		
Recommendations:	Monitor crown density low and emergence of secondary defects		
Works Priority:	At the next scheduled inspection (Summer 25)		
Photograph:			



advanced:

progressive *adj.*
forward-thinking
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unconventional
cutting edge
innovative

higher *adj.*
superior
highly developed
sophisticated
complex

Arboricultural Inspection

Site Name:	Seaton Down Hill Picnic Area
Address:	Seaton Down Hill, Seaton
Reference no.	JG/C104/0824
Client:	Seaton Town Council
Date of site visit:	1 st August 2024
Inspector:	James Worsley NCH (Arb), Dip Arb (L4), Dip Arb (L6), M.ArborA
Weather:	Dry and sunny

General Observations

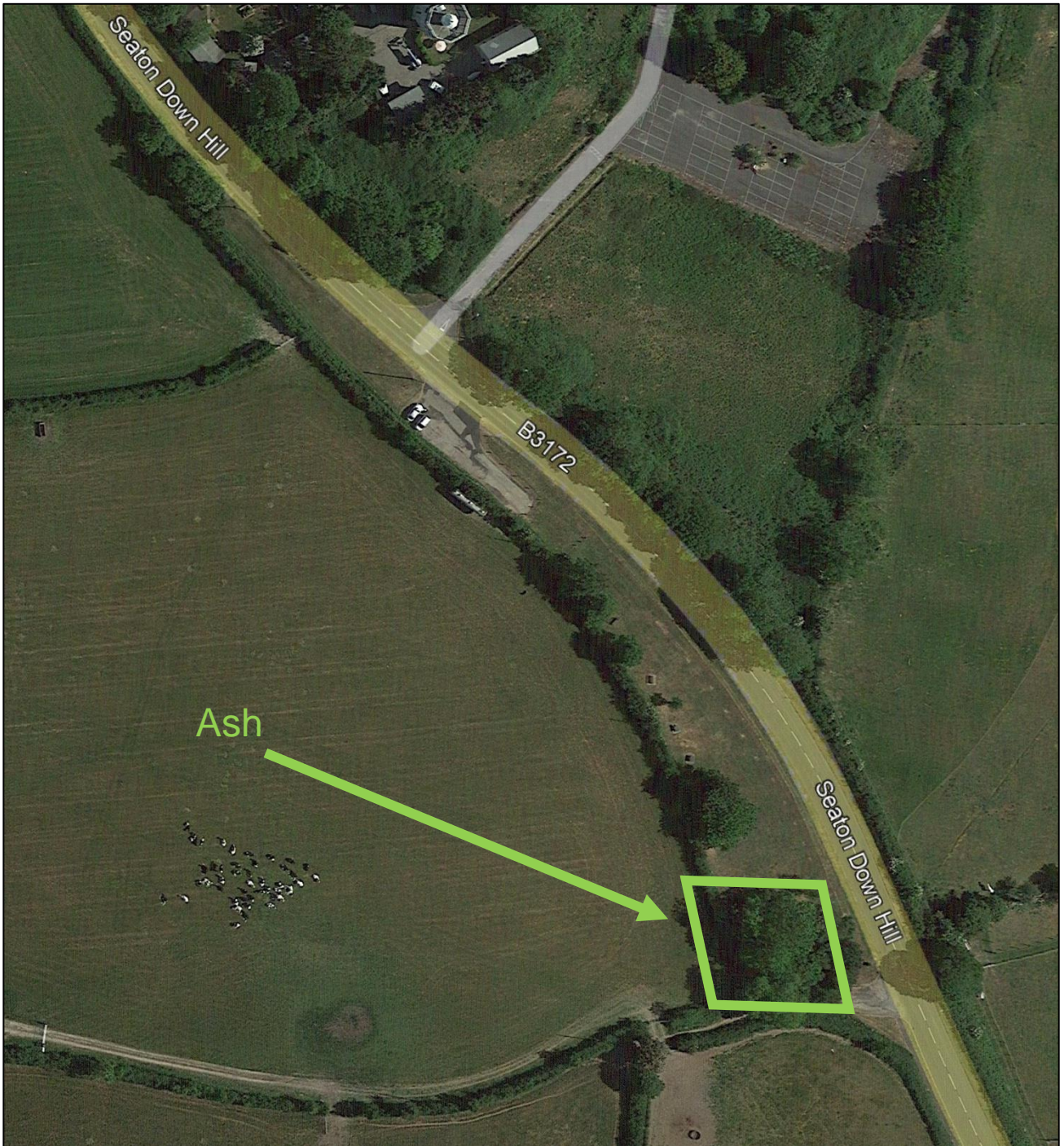
- We undertook a walkover survey of the site, viewing all the significant trees. The purpose of my survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we note any defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we will undertake a detailed inspection of that tree and give recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual written inspection and assessment.
- No significant defects that could lead to a risk of harm being caused to persons or property were noted on this site. Therefore, no trees required a detailed inspection. There are however a number of Ash trees on site, predominantly at the southernmost tip, which appear to be exhibiting signs of Ash Dieback Disease. Re-inspection of this site, when the Ash should be in full leaf, will give us a clearer representation of the condition of these trees. This full leaf inspection will enable us to make accurate and appropriate recommendations, dependant on the extent of Ash Dieback Disease present.
- Above ground inspection only. Soil type has not been ascertained on site.
- We recommend that trees growing at this property be re-inspected during summer 2026 by a suitably qualified and experienced arboriculturist, to ascertain the extent of Ash Dieback Disease within the Ash stock on site. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors and therefore may warrant re-inspection of affected trees at a shorter interval than recommended in this report. Trees are dynamic organisms and their safety cannot be absolutely guaranteed under all weather conditions. This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.
- A check on the East Devon District Council interactive mapping facility did not reveal the presence of any Tree Preservation Orders on this site. The site does not fall within a Conservation Area.
- I recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.
- Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Woodland trees, in particular, appear to be particularly prone to decline. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. Such trees can become unpredictable and dangerous to fell, or to dismantle using normal rope access techniques, and may thus require removal using a Mobile Elevated Work Platform (MEWP) or other machinery. Hence, where trees are in an early stage of infection, are in locations that are inaccessible to machinery and would pose a risk to persons or property if they declined further, it may

be appropriate to consider the pre-emptive removal of such trees while it is still possible to deal with them safely using conventional techniques. Each site will need to be considered on its own merits, but the removal of good quality trees, as a precautionary measure, is unlikely to be recommended at this stage.

Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. When considering the longer term management of Ash trees on a site, my advice is that, where such trees are within falling distance of significant targets or otherwise present a significant constraint to the site, then lesser quality trees are unlikely to be worthy of consideration for longer term retention. In these cases, removal of these lesser quality Ash trees and their replacement with suitable alternative species may well result in a net gain in amenity, landscape and biodiversity values for the site over the medium to long term.

Identification of ADD infected Ash is difficult during the winter months, when trees are out of leaf, unless the trees are very severely affected and contain large sections of deadwood. A number of larger Ash trees are present on site which are within failure distance of a public footpath and picnicking areas. I therefore advise that it would be prudent to schedule the next safety inspection for summer 2022, so as to allow for a more ready assessment of the degree of infection within these larger trees. If trees are showing clear signs of infection with ADD in the summer of 2022 then it is likely to be prudent to consider removing those trees at this stage. Should you have concerns regarding the condition of the Ash trees on site before that time then please feel free to contact us for further advice.

Site Plan



Photographs



Photograph 1 – Ash stems at southern end of site



COMMUNITY GRANT SCHEME

We have received a further application, a brief summary of which is provided below for your consideration:

Name	Amount Sought	Detail	Comments
Seaton Tramway	£1000.00	To assist with the costs of delivering the Natural Seaton Festival 2024	<p>Seaton Tramway submitted a community grant application in May 2022 to assist with the costs of delivering the Natural Seaton Festival for the first time in that year. The grant was used to cover the cost of purchasing additional gazebos, electrical power cables and hi-viz vests. A further grant application has been received this year which lists costs associated with staffing, premises and transport which cannot be covered under the terms of the community grant policy. Detail regarding the supplies and services costs and other costs provided in the application has been requested and has been confirmed as follows:</p> <ul style="list-style-type: none"> • 3 x Trestle tables at £48 = £144. • 6 x Banners at £39.5 = £237. • Program printing = £295. <p>Other Costs of £160 are detailed in the application therefore eligible costs total £836.00</p>



advanced:

progressive *adj.*
forward-thinking
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cutting edge
innovative

higher *adj.*
superior
highly developed
sophisticated
complex

Arboricultural Inspection

Site Name:	Cliff Field Gardens
Address:	Beer Road Seaton
Reference no.	JW/C103/0624
Client:	Seaton Town Council
Date of site visit:	25 th June 2024
Time:	1000hrs
Inspector:	James Worsley NCH (Arb), Dip Arb (L4), Dip Arb (L6), M.ArborA
Weather:	Sunny

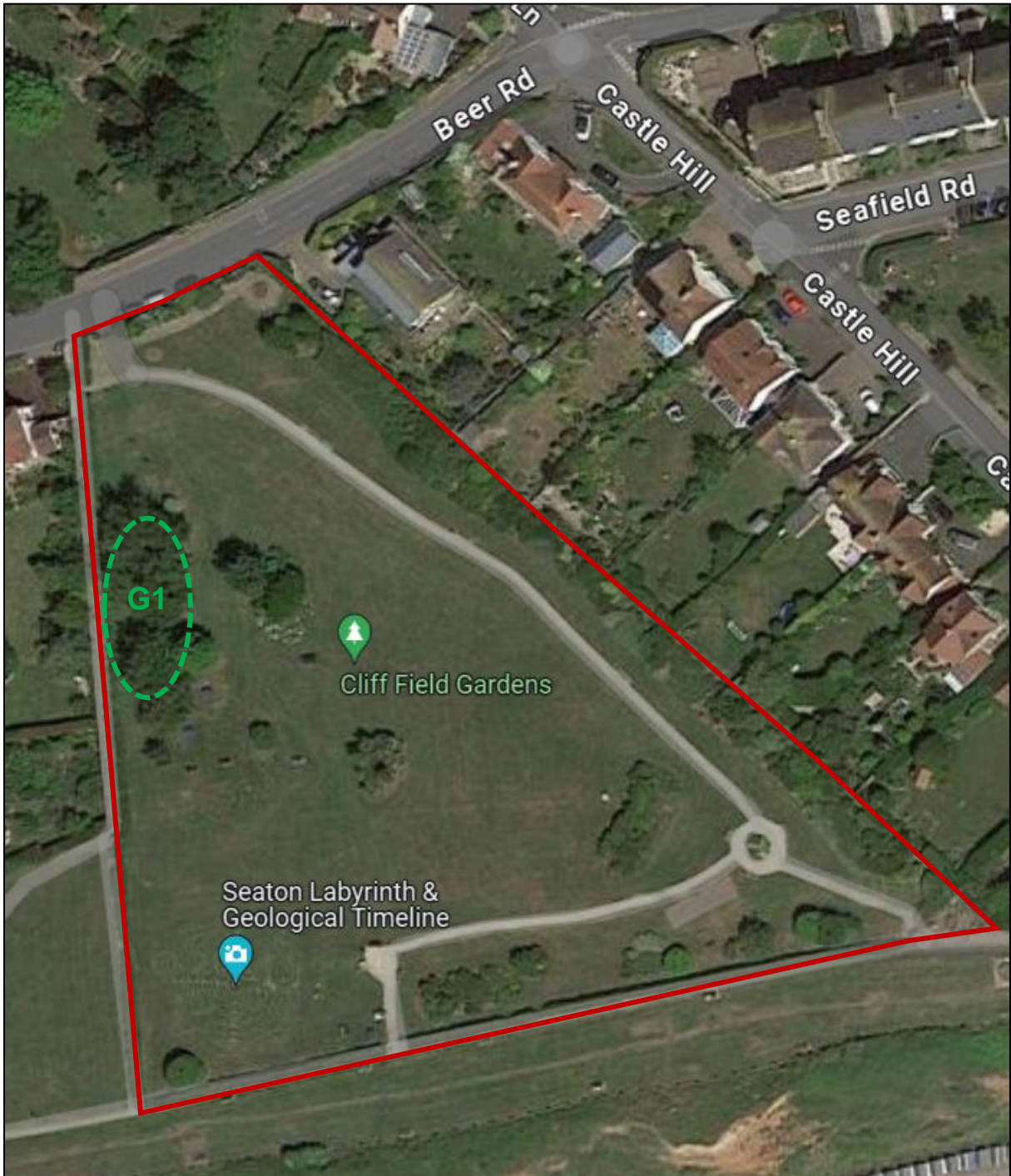
General Observations

- We undertook a walkover survey of the site, viewing all the significant trees. The purpose of our survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we have noted defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we have undertaken a detailed inspection of that tree. We have then given recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual assessment.
- We last inspected this site in August 2023.
- All trees inspected in detail are growing within the site boundaries.
- The inspection process consisted of a general ground based visual inspection only. Accessible cavities or decayed areas within the inspected trees may have been probed using a 60cm long thin metal probe to investigate the depth of any decay. Trees may also have been sounded using a rubber mallet to help detect the presence of internal decay or to assist in the determination of the extent of any suspected decay. Where appropriate the use of these tools will be detailed below. Where a further more detailed inspection is required this will be indicated within the recommendations.
- Above ground inspection only. Soil type has not been ascertained on site.
- A check on the East Devon District Council online mapping facility reveals that none of the trees on this site are covered by a Tree Preservation Order (TPO). The site does not fall within a Conservation Area.
- In general, the trees on site are in fair condition. No trees were identified as requiring urgent works. We have provided advice for one group of Ash trees and these are detailed in the individual inspection sheet below.
- Tree species on site include Oak, Ash, Cherry, Holm Oak, Rowan and Sycamore. The trees on site are exclusively middle aged.
- We recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.
- We note the presence of four Ash trees on site, which form G1. Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. The Ash on site appear to be in fair condition at present and do not require any works at this stage.
- Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for

the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. The identification of ADD infected Ash can be difficult from around October through early June, when trees are normally not in full leaf, unless the trees are very severely affected and contain large sections of deadwood. The removal of Ash G1 at an advanced state of decline from ADD, is likely to be more technically challenging, and hence more expensive, than their removal at an early stage of decline. We therefore advise that it would be prudent to schedule the next safety inspection for summer 2025, so as to allow for a more ready assessment of the degree of infection within G1. Should you have concerns regarding the condition of G1, or any other trees on site, before that time then please feel free to contact us for further advice.

- We recommend that trees growing at this property be re-inspected by a suitably qualified and experienced arboriculturist during the summer of 2025. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors. Furthermore, alterations to the site or neighbouring sites may also affect the condition of trees. Therefore, the re-inspection of affected trees, at a shorter interval than recommended in this report, may be warranted. This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.

Site Plan – Cliff Field Gardens



Taken from GoogleMaps – Not to scale


Key

Terms and Abbreviations used in the survey are as follows:

Tree No	Corresponding to number on site map
Species	Common name
Age Range	Young (grown to less than one third of life expectancy) Middle Aged (grown to between one to two-thirds of life expectancy) Mature (grown to over two thirds of normal life expectancy) Ancient
Height Range	Low (0-10 metres) Medium (10-20 metres) High (20-30 metres plus)
Life Expectancy	Safe Useful Life Expectancy: Short (less than 10 years) Low (10-20 years) Medium (20-40 years) High (40+ years)
Condition	Structural and Physiological Condition: Good (tree with no significant defects and of good vigour) Fair (tree with some defects amenable to surgery or of reasonable vigour) Poor (tree with significant defects or of poor vigour) Dead
Hazard Rating	Hazard Rating: H Higher, significant risk of failure causing damage to persons or property. Risk is unacceptable – reduce hazard or remove target M Moderate risk of failure causing damage to persons or property. Risk falls between extremes of High and Low – reduce risk, taking other factors (amenity, ecological) into account L Lower, insignificant risk of failure. Risk is acceptable
Other	m/s Multistem tree n/m Not measurable e Estimate av Average (for measurements of groups of trees) Minor deadwood Deadwood with a basal diameter < 10cm and/or < 3m length Major deadwood Deadwood with a basal diameter > 10cm and/or > 3m length
Work Priority	1 1 st Priority, Urgent 2 2 nd Priority, suggest within 3 months 3 3 rd Priority, suggest prior to next scheduled inspection 4 Advisory. Non safety-critical works to be programmed when time and finances permit

Priorities 2 and 3 are indicative timescales to aid scheduling of any works

Individual Tree Report

Tree Number:	G1	Species:	Ash
Age Range:	Middle aged	Height:	Medium
Life Expectancy:	Low	Tree Condition:	Fair
Site Features:	Overhangs the park and picnic benches		
Comments:	<ul style="list-style-type: none"> • Cohesive group of four Ash trees • Cankers noted throughout group • Dieback and minor deadwood in upper crowns consistent with Ash Dieback Disease • Average crown density loss is estimated between 25 and 50% • Important landscape feature • Important shade feature 		
Hazard Rating:	Low		
Recommendations:	Monitor crown density loss and emergence of secondary defects		
Works Priority:	At the next scheduled inspection (Summer 2025)		
Photograph:			



advanced:

progressive *adj.*
forward-thinking
forward-looking
unconventional
cutting edge
innovative

higher *adj.*
superior
highly developed
sophisticated
complex

Arboricultural Inspection

Site Name:	Elizabeth Road and Underfleet Play Parks
Address:	Seaton
Reference no.	JW/C104/0624
Client:	Seaton Town Council
Date of site visit:	25 th June 2024
Time:	1200
Inspector:	James Worsley NCH (Arb), Dip Arb (L4), Dip Arb (L6), M.ArborA
Weather:	Fair

General Observations

- We undertook a walkover survey of the two sites, viewing all the significant trees. The purpose of our survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we have noted defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we have undertaken a detailed inspection of that tree. We have then given recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual assessment.
- We previously inspected these sites in during the summer of 2023.
- All trees inspected in detail are growing within the site boundaries and have been tagged and sprayed. Inspected trees have been tagged on site with a small tree tag affixed at approximately 2 metres above ground level, where possible and their locations have been shown on the attached site map. Trees requiring works are shown in red on the attached site map, trees with advisory notes are shown in green. Trees marked with forestry paint require felling.
- Neighbouring trees may be commented upon but will not have been tagged or sprayed.
- The inspection process consisted of a general ground based visual inspection only. Accessible cavities or decayed areas within the inspected trees may have been probed using a 60cm long thin metal probe to investigate the depth of any decay. Trees may also have been sounded using a rubber mallet to help detect the presence of internal decay or to assist in the determination of the extent of any suspected decay. Where appropriate the use of these tools will be detailed below. Where a further more detailed inspection is required this will be indicated within the recommendations.
- Above ground inspection only. Soil type has not been ascertained on site.
- A check on the East Devon District Council online mapping facility reveals that one Oak tree is covered by a Tree Preservation Order (TPO) located to the rear of 27 Elizabeth Road. Neither site fall within a Conservation Area. Where trees are covered by a TPO then most works, unless the trees are dead or immediately dangerous, will require an application to be submitted to the local planning authority (LPA). These works can then be permitted, refused or amended by the LPA as relevant. The LPA should deal with any application within 8 weeks of receipt, but if a decision is not issued within that time then the works should be deemed to have been refused.
- Trees across the two sites are in fair condition. One tree was identified as requiring works. Two trees have been identified for advisory works and these are detailed in the individual inspection sheets below.
- The two sites predominantly comprise Ash, Poplar, Willow, Oak, Sycamore and Field Maple amongst other species. Their ages range from young to mature.
- We recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.

- We note the presence of several Ash trees on and adjacent to the sites. Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Woodland trees, in particular, appear to be particularly prone to decline. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. Such trees can become unpredictable and dangerous to fell, or to dismantle using normal rope access techniques, and may thus require removal using a Mobile Elevated Work Platform (MEWP) or other machinery. Hence, where trees are in an early stage of infection, are in locations that are inaccessible to machinery and would pose a risk to persons or property if they declined further, it may be appropriate to consider the pre-emptive removal of such trees while it is still possible to deal with them safely using conventional techniques. Each site will need to be considered on its own merits, but the removal of good quality trees, as a precautionary measure, is unlikely to be recommended at this stage.

Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. Cases of ADD have been noted across the sites, and we have no doubt that the disease will be spreading throughout this locality. When considering the longer term management of Ash trees on a site, our advice is that, where such trees are within falling distance of significant targets or otherwise present a significant constraint to the site, then lesser quality trees are unlikely to be worthy of consideration for longer term retention. In these cases, removal of these lesser quality Ash trees and their replacement with suitable alternative species (most likely via natural regeneration here) may well result in a net gain in amenity, landscape and biodiversity values for the site over the medium to long term.

The identification of ADD infected Ash can be difficult from around October through early June, when trees are normally not in full leaf, unless the trees are very severely affected and contain large sections of deadwood. The removal of Ash at an advanced state of decline from ADD, should they become infected, is likely to be more technically challenging, and hence more expensive, than their removal at an early stage of decline. We therefore advise that it would be prudent to schedule the next safety inspection for summer 2025, so as to allow for a more ready assessment of the degree of infection (if any) within the Ash. Should you have concerns regarding the condition of the Ash, or any other trees on site, before that time then please feel free to contact us for further advice.

- All tree works should be undertaken to BS3998:2010 Tree Works – Recommendations. We strongly recommend that the appointed tree works contractor is Arboricultural Association approved to ensure high standards.
- Under the Wildlife & Countryside Act 1981 & Countryside & Rights of Way Act 2000 it is an offence to recklessly damage or destroy the nest of a wild bird whilst in use or being built. Trees and shrubs on this site may contain nesting birds between early March and late August. It is recommended that vegetation clearance works are avoided between these dates if there is a reasonable potential for the disruption of nesting birds. If works need to be undertaken during the nesting season then it is

advisable that a survey of the site be undertaken by a competent person before commencing any tree or shrub removal, to ensure that no nesting birds are present. Other species, including bats, are also protected under this legislation.

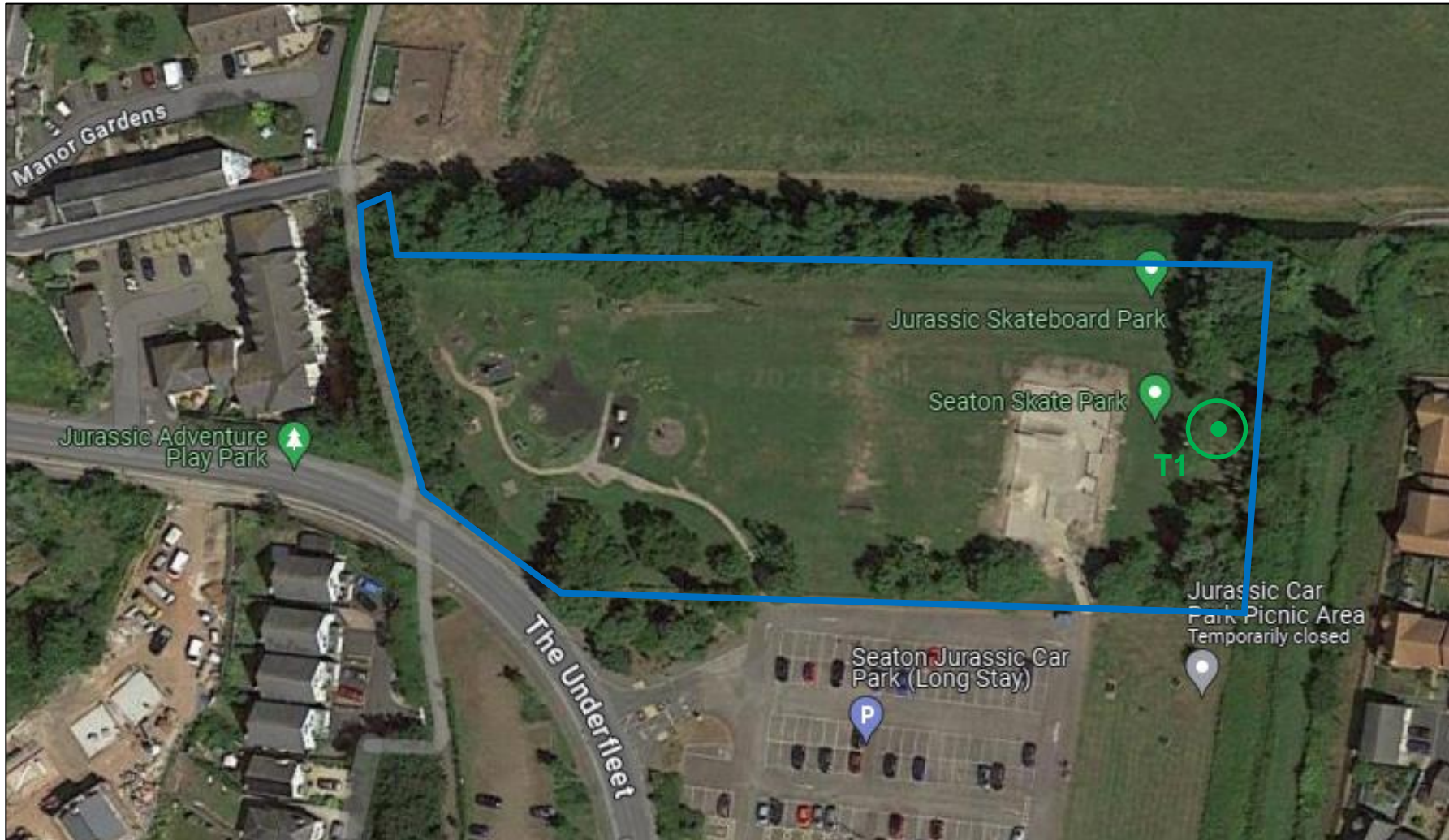
- We recommend that trees growing at this property be re-inspected by a suitably qualified and experienced arboriculturist during summer 2025. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors. Furthermore, alterations to the site or neighbouring sites may also affect the condition of trees. Therefore, the re-inspection of affected trees, at a shorter interval than recommended in this report, may be warranted.
- This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.

Site Plan – Elizabeth Road



Taken from GoogleMaps - Not to scale

Site Plan – Underfleet



Taken from GoogleMaps - Not to scale



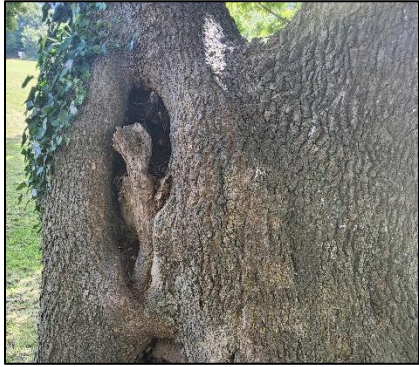
Key

Terms and Abbreviations used in the survey are as follows:


Tree No	Corresponding to tag (where tagged)
Species	Common name
Age Range	Young (grown to less than one third of life expectancy) Middle Aged (grown to between one to two-thirds of life expectancy) Mature (grown to over two thirds of normal life expectancy) Ancient
Height Range	Low (0-10 metres) Medium (10-20 metres) High (20-30 metres plus)
Life Expectancy	Safe Useful Life Expectancy: Short (less than 10 years) Low (10-20 years) Medium (20-40 years) High (40+ years)
Condition	Structural and Physiological Condition: Good (tree with no significant defects and of good vigour) Fair (tree with some defects amenable to surgery or of reasonable vigour) Poor (tree with significant defects or of poor vigour) Dead
Hazard Rating	Hazard Rating: H Higher, significant risk of failure causing damage to persons or property. Risk is unacceptable – reduce hazard or remove target M Moderate risk of failure causing damage to persons or property. Risk falls between extremes of High and Low – reduce risk, taking other factors (amenity, ecological) into account L Lower, insignificant risk of failure. Risk is acceptable
Other	m/s Multistem tree n/m Not measurable e Estimate av Average (for measurements of groups of trees) Minor deadwood Deadwood with a basal diameter < 10cm and/or < 3m length Major deadwood Deadwood with a basal diameter > 10cm and/or > 3m length
Work Priority	1 1 st Priority, Urgent 2 2 nd Priority, suggest within 3 months 3 3 rd Priority, suggest prior to next scheduled inspection 4 Advisory. Non safety-critical works to be programmed when time and finances permit

Priorities 2 and 3 are indicative timescales to aid scheduling of any works

Individual Tree Report – Elizabeth Road Play Area

Tree Number:	T105	Species:	Oak
Age Range:	Mature	Height:	Medium
Life Expectancy:	Medium	Tree Condition:	Fair
Site Features:	Overhangs open greenspace		
Comments:	<ul style="list-style-type: none"> • Large open grown specimen - important landscape feature • Significant area of dysfunction on the eastern aspect of the eastern primary stem – consistent with phytophthora disease • Open cavity on western aspect of eastern primary stem • COBRA support systems installed at approximately 10m above ground level • Dieback in upper crown may indicate stress related to root dysfunction 		
Hazard Rating:	Low		
Recommendations:	Suggest relaxed mowing regime under canopy to reduce impacts within rooting zone		
Works Priority:	4 (Advisory)		
Photograph:	  		

Individual Tree Report – Elizabeth Road Play Area

Tree Number:	T106	Species:	Ash
Age Range:	Middle aged	Height:	Medium
Life Expectancy:	Short	Tree Condition:	Poor
Site Features:	Overhangs footpath and in falling distance to road		
Comments:	<ul style="list-style-type: none"> • Tall etiolated specimen • Crown bias towards road • Dieback in upper crown is consistent with Ash Dieback Disease • Crown density loss between 25 and 50% • Notable volume of decay is suspected in the base of the main stem 		
Hazard Rating:	Moderate		
Recommendations:	Fell		
Works Priority:	3 (Suggest prior to the next scheduled inspection)		
Photograph:			

Individual Tree Report – Underfleet Play Area

Tree Number:	T1	Species:	Willow
Age Range:	Middle aged	Height:	Low
Life Expectancy:	Dead	Tree Condition:	Dead
Site Features:	Overhangs rough ground		
Comments:	<ul style="list-style-type: none"> • Dead tree – likely owed to moisture stress • Credible wildlife feature likely to support insects and birds • Crown bias north 		
Hazard Rating:	Low		
Recommendations:	Retain as habitat feature		
Works Priority:	N/A		
Photograph:	