

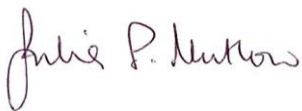
To: All Members of the Town Council
Meeting of Seaton Town Council
on Monday, 7th July 2025

1 July 2025

You are hereby summoned to attend the above meeting to be held on **Monday, 7th July 2025 at 6pm, or immediately after the conclusion of the Planning Committee, whichever is earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.



Julia Mutlow
Town Clerk

AGENDA

- 25/COU/01 Apologies for absence**
To receive any apologies for absence.
- 25/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 25/COU/03 Council Minutes**
To approve the minutes of a meeting of Seaton Town Council held on Monday, 9 June 2025
- 25/COU/04 Committee Minutes**
To note the minutes of the following meetings of the Council's committees:
- **Planning Committee** – 9 June 2025

- 25/COU/05 County Councillor's Report**
To note the report.
- 25/COU/06 District Councillors' Reports**
To note the reports
- 25/COU/07 Public Question Time**
To allow any questions or reports from members of the public
- 25/COU/08 Update on Gateway Theatre Company**
To receive an update from the Chair of the Gateway Theatre Company, in particular with regard to finances and H&S matters
- 25/COU/09 Chairman's Report**
To note the report
- 25/COU/10 Town Clerk's Report**
To note the report and correspondence log
- 25/COU/11 Update on Seaton Tourist Information Centre**
To note an update on enquiries to the tourist information centre
- 25/COU/12 Update on the Council's Priorities & Town Plan**
To receive an update on the town plan and decide a way forward with regard to setting future priorities
- 25/COU/13 Councillor Surgeries**
To consider a proposal for the organisation of councillor surgeries in municipal year 2025-26
- 25/COU/14 COSHH Policy**
To consider and approve the following policy:
- COSHH Policy
- 25/COU/15 Legionella Risk Report**
To consider the result of the updated legionella risk assessment, to approve the costs of essential works identified and to authorise the Town Clerk to engage appropriate professional support to ensure ongoing compliance

25/COU/16 Community Grants

To consider resubmitted application for a community grant from:

- Seaton Chamber – limited to £1,000

25/COU/17 Play Park Inspections

To note the inspection reports

**Minutes of the Seaton Town Council ('the Council')
Annual Council Meeting
on Monday, 9 June 2025**

Present:

Chair: Cllr. A. Singh

Town

Councillors: K. Beer, E. Bowman, P. Burrows, N. Dyke, D. Haggerty, M. Hartnell, J. Rowland, J. Russell & C. Wood. New councillor, Kathryn Pike, joined the meeting after she was co-opted.

Officers: Town Clerk & Deputy Town Clerk

Public: No members of the public were in attendance.

18. Apologies for absence

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

19. Declarations of Interest

Cllrs. Hartnell & Haggerty declared a personal interest as East Devon District Councillors (EDDC). Cllrs. Bowman & Dyke & Wood declared a personal interest as volunteers at the Gateway Theatre Company who occupied the town hall, and Cllr. Wood declared an interest as a trustee on the Gateway Theatre Company; Cllr. Hartnell declared a personal interest as his son was a volunteer there. Cllrs. Haggerty, Hartnell & Singh declared interest in the application be Seaton Chamber for a community grant, as they were business owners in the town.

20. Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday 12th May 2025. (proposed Cllr. Dyke; seconded Cllr. Bowman)

21. Co-option

Having heard presentations from the two candidates for co-option, prior to the public meeting, Members **RESOLVED** to co-opt Kathryn Pike to Seaton Town Council.

Cllr. Pike signed the Declaration of Office and took up his position as a councillor immediately (proposed Cllr. Singh; seconded Cllr. Hartnell)

22. County Councillor's Report

No report was submitted by Cllr. Arnott. NOTE – it became apparent after the meeting that Cllr Arnott had attended at Marshlands but had been unable to access

the meeting, as had not realised that it was taking place in the new Council Chamber on the first floor of the building. He asked retrospectively that his apologies be noted.

23. District Councillors' Reports

Cllrs. Hartnell and Haggerty gave verbal reports, highlighting the following:

- concerns over the scruffiness of the town had been raised with Streetscene by Cllr Hartnell, who had written to Cllr. Jung, copying in Cllrs. Arnott and Hayward and requested a walk about meeting in the town to discuss this and other matters including the public toilets and Moridunum. Cllr Hartnell would follow it up again and was hoping the walkabout would involve ward members with Streetscene, to include the Head of Service responsible for Streetscene
- the Marsh Road toilets site had now been sold
- the sale of the Moridunum had also been agreed and the transaction was currently being dealt with EDDC's legal officers
- funding had been agreed for the cliff management works at Seaton Hole so that the timetable for the works is not delayed
- Cllr Haggerty confirmed that now that 'Coach Friendly' status had been achieved, he would be working with local businesses who had to open and be available to coach visitors, if the town was to gain maximum benefit from the Coach Friendly accreditation

Members noted the reports.

24. Public Question Time

No members of the public were in attendance.

25. Committee Minutes

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

- **Planning Committee** – 28 April & 12 May 2025

26. Chairman's Report

The Chairman added that he had also attended the opening of the town's new shoe shop. Members noted the report.

27. Town Clerk's Report

Members noted the report and correspondence log. Cllr. Rowland expressed concern regarding EDDC's decision not to take action, under s215 of the Town & Country Planning Act, with regard to the poor state of 'The Look Out' on the seafront and proposed that a meeting be arranged with officers and the Leader of EDDC and Ward Members to discuss further. (proposed Cllr. Rowland; seconded Cllr. Hartnell)

28. Update on Seaton Tourist Information Centre

Members noted the update on enquiries to the tourist information centre and Cllr. Bowman urged Members to encourage others to volunteer in the tourist information centre to enable it to continue to open at weekends.

29. Appointment to an outside body

Members **RESOLVED** to appoint Cllr. Haggerty, as representative, and Cllr. Rowland, as substitute, to the East Devon Arts & Culture Forum. (proposed Cllr. Singh; seconded Cllr. Hartnell)

30. Coast & Country Project

Members considered the update provided by the Chairman and after some discussion, on balance, decided that the request for further funding of £5,000 towards the Coast & Country Project was not the best use of the Council's funds. Therefore, Members **RESOLVED** to refuse the request for further funding of £5,000 towards the Coast & Country Project. (proposed Cllr. Beer; seconded Cllr. Hartnell)

31. Community Grants

Members considered an application for a community grant from Seaton Chamber for £1,500 towards the Christmas lights event. Whilst Members were supportive in principle of approving a grant limited to £1,000, this was subject to the Chamber resubmitting the application to include more detail on how exactly the grant would be spent, as they felt that the current application was insufficiently clear. The resubmission should include clarity on the reference to some of the monies being spent on trees, as it had previously been the intention that these would be funded by businesses. Additionally, they requested evidence of how the event will be 'future-proofed' as community grants can only be awarded once in every two years and usually for capital items, so how will items purchased be stored and re-used at future events. Therefore, Members **RESOLVED** to defer the application to the next meeting and to write to the Chamber advising them of the discussions and seeking a detailed resubmission for a grant of up to £1,000 (proposed Cllr. Rowland; seconded Cllr. Beer)

32. Report of Internal Auditor 2024/25

Members received and **RESOLVED** to note the report and observations of the Internal Auditor. (proposed Cllr. Singh; seconded Cllr. Haggerty)

33. Annual Governance Statement 2024/2025

Members **RESOLVED** to agree and approve Section 1 - Annual Governance Statement. (proposed Cllr. Haggerty; seconded Cllr. Beer)

34. Accounting Statements 2024/2025

Members **RESOLVED** to:

- agree and approve Section 2 – Accounting Statements and explanation of significant variances.
- to minute the Council's thanks to the Town Clerk for her hard work in repopulating the Council's financial data, after the cyber security breach (proposed Cllr. Hartnell; seconded Cllr. Beer)

35. Exercise of Public Rights

Members **RESOLVED** to agree the dates for the exercise of public rights. (proposed Cllr. Hartnell; seconded Cllr. Beer)

36. Asset Register

Members **RESOLVED** to approve the updated asset register, in line with the observations of the internal auditor. (proposed Cllr. Singh; seconded Cllr. Haggerty)

37. Purchase of access ramp

Members acknowledged that that the temporary situation of the beach matting at the Axmouth Harbour end of the Esplanade was not ideal. However, having sought the views of the Council's Disability Champion, who felt that the ramp would be of limited value as it would only be used for one season, and also considered the fact that the beach access project was a partnership project with EDDC, Members **RESOLVED** to fund up to 50% of the £850 + VAT cost towards the purchase of a ramp, to enable better access to the beach matting during summer 2025, if EDDC agreed to fund the balance. (proposed Cllr. Hartnell; seconded Cllr. Haggerty)

38. Play Park Inspections

Members noted the inspection reports.

39. Local Government Reorganisation

Members noted there were no updates on this standing agenda item.

40. Update on Town Hall

Members received an update on the town hall, and officers outlined ongoing concerns regarding GTC's management of the H&S of the building and the continuing financial risk, and how this impacted the Council's risk register. Concerns were summarised as follows:

- Fire alarm testing and servicing records – copies were requested by officers. GTC and had not retained copies, so had requested copies from the fire risk consultant and then GTC forwarded copies of records relating to Marshlands, not the town hall
- Collaborative working with the museum – the relationship of GTC with the AVHA is difficult and agreement needs to be in place regarding shared fire alarm testing, access to each other's area, testing of emergency lights in shared fire escape route and servicing of extinguisher in shared fire escape route.
- Officers met with the Risk Manager from Clear Councils who advised that:
 - HSE prosecutions were likely if proper attention were not given to safety
 - should a prosecution be successful, any fines imposed would not be recoverable under the Council's insurance policy
 - it was essential that the Council has an audit trail to defend its position, should that be required. He did not consider the safety checks

undertaken by GTC, since re-entering the building, would be adequate, should a claim arise

- it might be prudent for the Council to appoint someone to carry out regular checks, if not satisfied that these are being carried out to the appropriate standard by GTC, but this would come at a cost which would have to be charged back to GTC
- the Council may wish to develop an internal diary system to prompt GTC to undertake and submit evidence to the Council of all checks
- GTC risk assessments – require a great deal of work to be fit for purpose. Risk assessments are a major defence document in any claim. The Risk Manager advised that the ones produced by GTC were in adequate, for instance, the assessment of every risk was low. Martyn's Law should also be included in risk assessments.
- Fire alarm panel has faults – could potentially be a software glitch. Ben Waring is sourcing guidance on whether this is fixable but, potentially, a replacement panel will be required. Consideration needs to be given to cost.
- Finances – an indicative invoice had been sent to GTC, setting out the known costs that would become due on 31 March 2026. Currently, the amount due was £15,700 and further invoices were awaited, with regard to fire testing. There would also be costs relating to the fire panel. Additionally, the Council had spent £11,400 on repairs to the exterior of the town hall and had provided a 'benefit in kind' of some £54,000 in terms of council officer time over the last 8 months in bring the building back to an acceptable and safe standard.
- The Town Clerk and Deputy Town Clerk would be meeting with the Chair of GTC to discuss the Council's concerns in the coming days and, in line with the Council's risk register, would be asking him to attend future council meetings to provide updates on finances and safety at the town hall.

Members noted the update.

The meeting closed at 8.29pm.

Signed: _____

Dated: _____

**Minutes of the Planning Committee
Meeting on Monday 9 June 2025**

Present:

Chairman: P Burrows

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

Officers: Town Clerk & Deputy Town Clerk

Public: Several members of the public were in attendance

Councillor Marcus Hartnell, Vice Chair of Council, invited nominations for the election of Chairman of the Planning Committee for the Municipal Year 2025/2026.

13. Election of Chairman for the Municipal Year 2025/2026

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

14. Election of Vice Chairman for the Municipal Year 2025/2026

The Chairman of the Planning Committee, invited nominations for the election of Vice Chairman. The Committee unanimously **ELECTED** Cllr Rowland as Vice Chairman of the Planning Committee for the forthcoming municipal year.
(moved Cllr Hartnell; seconded Cllr Burrows)

15. Apologies for absence

Cllr Singh gave his apologies as he would be late in attending the meeting due to business appointments.

16. Declarations of Interest

Cllr Hartnell declared a personal interest as an East Devon District Councillor (EDDC).
Cllr Burrows declared a personal interest in respect of application 25/0968/MFUL Seaton Hole Beach, The Esplanade, Seaton as he is a member of Seaton Town Councils' Foreshore Working Group.

17. Minutes of the Planning Committee meeting held on Monday 12th May 2025

The Committee **RESOLVED** to agree the minutes of the meeting held on 12th May 2025
(moved Cllr Rowland; 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. Public Question Time

Six members of the public spoke on planning application 24/2292/MOUT - Land Adjacent to Harepath Road, Seaton and raised the following points:

- The site was designated for industrial use in 2006, but since then the economic climate has changed and continues to do so.
- The large car park and service yard area will be a massive, hardened surface area. There is already a problem with flooding and run off of surface water in this area and the large, hardened surface areas proposed in the application will dramatically increase the problems with flooding in this area.
- This proposed development will not increase footfall into the town centre as most of the customers will be those passing by on the A3052. Once people have used the facilities on this development, they will have no need to go into the town centre, which will have a serious negative impact on the businesses in the town centre. If this development is given planning permission it will be to the detriment of the retail outlets and businesses in the town centre.
- It will have a detrimental impact on the wildlife in this area which is one of the towns main attractions. The idea that the tram will bring people to the development is ludicrous.
- The assertion that cycle and pedestrian access will improve carbon emissions seem rather ridiculous as the preferred mode of transport for people using out of town shopping areas is by car. As the population of Seaton and the surrounding area is mostly elderly and public transport links from Seaton are quite limited most of the trips to the proposed retail site will be by car.
- There is the potential for anti-social behaviour in the car park area of the proposed development at night similar to what has happened at Tesco's car

park.

- The area of Harepath Road adjacent to the site is used as a parking area for school buses. If this continues drivers entering and existing the development will have a restricted view which could be hazardous to those drivers and other road users.
- A planning application should also be submitted for a change of use for the site as it is clear that East Devon District Councils expectation for the employment use of the site is for class B type or office uses rather than class E that covers shops and restaurant's etc. and is what the developer is submitting plans for.
- Seaton Town Council objected to this application in December 2024. One of the reasons for objection was it is contrary to Policy E9 - Town Centre Vitality and Shopping Areas which was the correct decision. Seaton is an example of what this policy was designed for. Seaton's shops are surviving and not thriving. This development will harm the town centre shops. The data they are using to support their application concerning the viability of the town centre is six years old. These figures give a poor reflection on current shopping trends as many people now shop online rather than travel a distance to shop. Currently there are fourteen empty retail units in the town centre plus charity shops which does not indicate a healthy high street. This development will damage and close shops.
- The district councils EDDC Landscape Architect & Green Infrastructure Officer still maintains their objection to the amended information submitted. This application will be a blot on the landscape.
- There appears to be no connectivity between this development site and the site which Baker Estates have applied to build houses on. The proposed access onto Harepath Road to serve the Kilo planning application is located within very close proximity of the permitted access to the sports pitch which forms part of the Baker Estates planning application. This is an accident waiting to happen.
- The Kilo site is important as a Gateway entrance point to Seaton and this application will have a significant adverse landscape and visual impact and the overall design and construction of the proposed units is poor.
- The reports of Devon County Council's Assessment of Flood Risk from Surface Water and Ordinary Watercourses in Seaton and East Devon District Council's 'Water Cycle Study' are outstanding. No decisions about development in the north of Seaton should be made until these are to hand and carefully considered. The effectiveness of the proposed Kilo drainage plans depends on regular monitoring and maintenance. This will probably only occur when there has been a catastrophic failure of the system. Consideration must be taken on the effect of both the Kilo site and the Baker Estates site on local water course health and flooding. The large amount of parking on the Kilo site is likely to draw shoppers away from the town centre.

One member of the public spoke on planning application 25/1019/FUL - Land at Whitecross Farm, Colyford Road, Seaton and raised the following points:

- There is no planning notice for this application posted on the farm access and therefore people using the off-road multi-use trail from Seaton to Colyford do not know about this application. Notices should be displayed for 21 days from the date on the notice before any decision can be made on the application.
- It appears from paperwork that the compulsory purchase order is still under negotiation. Surely this must be completed before any consideration is given to this application.
- This application is dangerous. The proposal represents an improvement to the previously approved application as it extends the length of the 5.5 metre widening access to enable vehicles to safely enter the site and be clear of the carriage way and The Stop Line Way before opening an inwardly facing gate. Widening the track will allow two vehicles to pass each other at the site entrance and will accommodate large vehicles such as refuse vehicles by removing the gate at the entrance to the site. Bollards are proposed to alert and slow down pedestrians and cyclists as they approach the crossing. Drivers may not see fast moving cyclists, pedestrians, children or dogs until they turn onto the track. Also, cyclists, pedestrians and children may not see the vehicles and bollards are not sufficient enough to stop the people on the cycle way in time to avoid an accident.
- It is understood that a Stage 3 Road Safety Audit was carried out in September 2024 by Devon County Council. However, this Audit was confined to the multi-use path and did not address the issues with the Whitecross Farm access. Surely a new Road Safety Audit needs to be completed before this application is considered.
- Understands that a planning application form is invalid if the form is completed incorrectly Two of the questions answered by the agent are incorrect. These matters need to be considered before a decision is made on the application.

21. Amendment in the order of business

Cllr Burrows proposed and the Planning Committee **RESOLVED** to suspend Standing Orders so that agenda item 11 – Land Adjacent to Harepath Road could be considered next.

(moved Cllr Burrows; seconded Cllr Rowland)

Applications for consideration:

22. 24/2292/MOUT Kilo Properties Ltd

Land Adjacent To Harepath Road, Seaton

Amended plans for consultation.

These amendments relate to Additional and amended

information: - Seaton Addendum Planning Retail Statement 16.5.25

Discussion took place around:

- The impact this development will have on the vitality of Seaton town centre. Policy E9 – Town Centre Vitality and Shopping Areas of the Local Plan says that the establishment of new shops which are outside defined town centres or which would extend the shopping areas will not be permitted if they would harm the convenience, vitality or viability of the town centre.
- The Planning and Retail Statement submitted by the developer concerning survey results and the impact this development would have on Seaton and the surrounding towns is flawed in a number of areas.
- There have been no significant changes to the application since it was last discussed at the 2nd December 2024 planning meeting.
- Support the comments of the EDDC Landscape Architect & Green Infrastructure Officer who In consideration of the amended information provided, still maintains their objection to the scheme as proposed.
- Baker Estates have objected to the amended plans as the proposed access onto Harepath Road to serve the hybrid planning application is located within very close proximity of the permitted access to the sports pitch which forms part of the Baker Estates planning application.
- Concerns raised relating to the flooding issues which are prevalent on the proposed site for the hybrid planning application.

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

- The town councils' reasons for objecting to this application in December 2024 are still relevant to the amended plans submitted as nothing the town council objected to has changed.
- The impact this development would have on the vitality of Seaton town centre which is contrary to policy E9 - Town Centre Vitality and Shopping Areas of the current East Devon Local Plan.
The proposed access onto Harepath Road to serve the hybrid planning application is located within very close proximity of the proposed access to the sports pitch which forms part of the Baker Estates planning application and is on the opposite side of Harepath Road. Concerns were raised as this could be a potential highway safety issue.
- Concerns raised relating to the flooding issues which are prevalent on the proposed site for the hybrid planning application.

(moved Cllr Beer; seconded Cllr Rowland)

23. Amendment in the order of business

Cllr Burrows proposed and the Planning Committee **RESOLVED** to suspend

Standing Orders so that agenda item 14 – Land At Whitecross Farm could be considered next.
(moved Cllr Burrows; seconded Cllr Rowland)

24. 25/1019/FUL Mrs Fiona Gardner

**Land At Whitecross Farm,
Colyford Road, Seaton EX12 2SN**
Widen path and improve visibility of existing access to farm (renewal of planning permission (22/0282/FUL)).

The Committee **RESOLVED** to propose no objection to the application in principle. However, the issue was raised by a member of the public that the statutory 21 day period to notify the public about this planning application had not been followed.
(moved Cllr Rowland; seconded Cllr Hartnell)

Cllr Burrows & Cllr Hartnell left the room and the Vice Chairman, Cllr Rowland, took the chair for the following application.

Cllr Singh arrived for the meeting.

25. 25/0968/MFUL East Devon District Council

Seaton Hole Beach, The Esplanade, Seaton
Repair works including: rock revetment repairs and upgrades; gabion repairs and upgrades; and minor patch and repair work of the Check House wall.

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

Cllr Burrows & Cllr Hartnell returned to the meeting.

26. 25/1004/ADV Rachel Halls

27 Fore Street, Seaton EX12 2LE
Proposed tablet to be placed around existing ATM.

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

25. 25/1080/FUL Mrs Margaret Godfrey

138 Harepath Road, Seaton EX12 2BU
Proposed drop kerb extension and

realignment of drive.

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

- 26. 25/0982/FUL Mrs June Hawllington 23 Shearwater Way, Seaton EX12 2FT**
Construction of summer house and rear decking, (retrospective).

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

27. Planning Comments

Comments to be circulated in respect of application 24/2292/MOUT.

28. Appeal Decision

To note the appeal decision made by The Planning Inspectorate :

- a) 24/0167/FUL – Beaumont, Castle Hill, Seaton** Change of use of former guest

(Use Class C1 Hotels) to form single independent dwellinghouse (Use Class C3 Dwellinghouses) – **APPEAL ALLOWED** with conditions.

29. Decisions

To note planning decisions made by East Devon District Council:

- a) 25/1011/DOC – 191 Beer Road, Seaton** Discharge of conditions for 23/1355/FUL:
Condition 5 (Materials) and Condition 8 (Levels) – **DISCHARGE OF CONDITION.**
- b) 24/1926/DOC – 15 Harepath Road, Seaton** Discharge of condition for 24/0204/LBC:
Condition 3 (materials) – **DISCHARGE OF CONDITION.**
- c) 25/0770/FUL – 27 Scalwell Mead, Seaton** Creation of raised terrace to side and rear gardens to create level amenity area and construction of 2m fence (retrospective) – **REFUSED.**
- d) 25/0949/TRE – 87 Beer Road, Seaton** T1 & T2, Horse Chestnut: Fell – **APPROVED** with conditions.

The meeting closed at 6.29pm.



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

Signed _____

Dated _____

DRAFT

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 July 2025
Item of business	25 COU 10
Details	Town Clerk’s Report
Purpose of Report	To provide a summary of the ongoing work and correspondence log of Seaton Town Council
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the report and correspondence log • note the exercise of the Town Clerk’s delegation to renew the cyber security insurance policy

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

- **Town Hall** – ASAP, Ex-Electrics and the fire safety consultant have attended the town hall to ongoing completion of last actions in the fire risk assessment, liaison with insurers and fire safety contractors and meeting with tenants to reinforce their obligations on the reopening of the building.
- **Gateway Theatre Company** – officers met with the Chair of GTC and an update has been circulated to Members. The Chair has agreed to attend meetings to the Council each month to provide updates. Officers continue to liaise with contractors to resolve snagging issues relating to the extensive works undertaken during the theatre’s closure.
- **Marshlands** – the capital works to the Harbour Road-side of the building almost complete and the leases with DCC, in respect of occupation by both Seaton Library and Public Health Nursing will be completed by the time of the meeting. The library works will be complete, and handover scheduled for 7th July 2025,

with opening middle of July. Note – it is anticipated that there will probably be some snagging works and compliances to address, once the library is utilising the building, as they get used to their new environment and officers will work with the DCC/library to address these building.

- **Finance** – the AGAR has been submitted to the external auditor and .
- **Allotment inspections** - these have been carried out and letters sent as appropriate where plots are not being maintained in accordance with the allotment rules. A further inspection will be taking place within the next week.
- **Training** – Cllr Pike has undertaken new councillor training; the Deputy Clerk has undertaken training with regard to Fire Safety Awareness and Fire Warden Refresher Training and the Facilities Officer completed Level 3 Legionella training
- **SLCC (Devon & Cornwall Joint Annual Meeting)** – the Town Clerk attended this event in Launceston where speakers included sessions by officers in both Cornwall and Devon County Councils on asset transfers
- **Seaton in Bloom 2025** – this has been launched for this year and an update sent to Members
- **Cyber Security Insurance** - under the current scheme of delegation the Town Clerk authorised the renewal of this insurance cover with effect from 3rd July. The cover will continue with the existing provider for an increased premium of £549.52 per annum. Other quotations were obtained.
- **East Devon Soul Festival** - planning continues. Officers have provided support for the submission of grant funding bids and facilitated meetings with various stakeholders. Officers are working with East Devon Soul CIC to develop a project plan with a view to organising an official event launch soon.
- **Axe Valley Regeneration Board** – the Town Clerk attended this meeting with representatives of DCC, EDDC and Seaton Chamber and provided updates on the progress made with regard to Marshlands
- **Annual tree inspections surveys** – these have been scheduled for 15 July 2025.
- **Correspondence and enquiries** - various correspondence and enquiries have been dealt with by officers throughout the month and a summary of correspondence is attached.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report and correspondence log
- note the exercise of the Town Clerk’s delegation to renew the cyber security insurance policy



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



Correspondence & Complaints Log

Correspondence & Complaints – JUNE 2025

JUNE 2025				
				Officer
02.06.2025	Query about disabled bay parking restrictions	Seafront	HJ advised no time limit on the disabled bays but a maximum of 4 hours on the pay and display spaces	HJ
02.06.2025	Lady wanted advice on how to get from the Plymouth coach station to the bus stops on the promenade in Plymouth	Plymouth	HJ tried to look online but no clear maps showing the bus shelters. Suggested she telephone the Plymouth TIC for help	HJ
02.06.2025	How does the Carnival Committee go about organising a firework display on the seafront	Seafront	Paul explained STC looked into this at great length and advised its not possible at the Axmouth Harbour end due to health and safety concerns, but they could contact EDDC and ask them for permission	PJ
02.06.2025	Visitor wanted a bus timetable booklet for South Devon	South Devon	HJ advised no bus timetable booklets have been sent out yet and they should telephone the Exeter bus depot instead	HJ
02.06.2025	Are the National Express coaches stopping in Seaton as a destination?	Seaton	HJ said not to the best of our knowledge and checked online but nothing to say that Seaton is a destination	HJ
03.06.2025	Email received from a resident and dog walker of the public field/nature reserve, to the right of Boswell way and behind Venborough Close, who was dismayed to see that the resident of 3 Venborough close has taken it upon herself to go beyond her property boundary and cut the tall grasses and wild flowers, sown by the council for wildlife, on the public field/nature reserve. The land is not her land. She has cut beyond her property garden boundaries and manicured the	Venborough Close & Boswell Way	HJ replied to say her email had been forwarded to EDDC Streetscene for their attention.	HJ

	grass directly outside her boundary, in the field/nature reserve. When asked why she replied that the tall grasses were affecting her view of the field. She informed her that the field had been sown with seeds, by the council, with protection for wildlife and to help insect but she was unapologetic and couldn't care less. All she cared about was her view. Could we ask her not to mow that area and allow it to grow, as intended by the council to flower for the insects?			
03.06.2025	Email received from the manager of Haven Court flats writing to ask if our ground maintenance team would weed and tidy the planting at the Harbour Road end if the bus park adjacent to the Haven Court flats. Looking very scruffy and full of weeds.	Haven Court Flats	HJ replied to say her email had been forwarded to EDDC Streetscene for their attention.	HJ
03.06.2025	Very unhappy visitor to Seaton – no toilets open, Marsh Road Closed, have to walk all the way to Thury Harcourt for the toilet which is not acceptable for people on crutches or with walking aids	Marsh Road toilets	HJ explained reasons why Marsh Road toilets were closed and expressed much sympathy to her grievance.	HJ
03.06.2025	Lady wanted to know if her son was eligible for free school transport from Riverdale to the Woodroffe school in Lyme Regis	Riverdale	HJ looked online and thought she was just outside the catchment area so she was not eligible but gave an email address and telephone number to her to follow up	HJ
03.06.2025	Person wanted bereavement support group information	Telephone call	JH gave details for the Seaton & District League of Friends	JH

03.06.2025	Email received: We were at Seaton recently and were impressed with the effort you had made to explain this difficult concept of time, the Timeline in Cliff Field Gardens. Do you have an information book showing all the information boards and maybe the steel plate insert for this trail.? If so please advise price and postage and I'll purchase one. My grandson has a wide interest in the Timeline you show and I would like to help him with further education on the subject.	Cliff Field Gardens Timeline Boards	HJ replied: rferred to the archives to find some information to send to you. Unfortunately, there are no printed leaflets but I have put together a couple of documents which I hope will be useful. Thank you for your interest in Seaton and we are delighted that you enjoyed your visit.	HJ
04.06.2025	What's happening with the Hook & Parrot pub on the seafront?	Hook & Parrot pub	Awaiting approval from EDDC for demolition plans but works should start soon.	HJ
04.06.2025	Are there any local riding stables?	In the office	HJ gave telephone number for Devenish Pitt stables at Farway	HJ
04.06.2025	When is the Library opening?	Library	HJ advised 8 th July is target date	HJ
04.06.2025	Resident wanting to renew their green waste collection service	In the office	HJ helped him to renew online	HJ
04.06.2025	Resident of Marl pits Lane complaining about the poor state of the road at the junction with Beer Road and when are the potholes going to be repaired?	Marl pits Lane & Beer Road	HJ advised they are on the schedule of repairs by DCC and the road surface will be repaired soon	HJ
04.06.2025	Resident came in to say how lovely Cliff Field Gardens is and to thank the staff that look after it	Cliff Field Gardens	HJ thanked him for his comments and said would pass onto Phil and John Widger	HJ
04.06.2025	Concerned lady unable to return her library book and worried she will get a large fine	Library	HJ advised that the Library have said to keep hold of the book until they re-open and there will not be any fines	HJ
05.06.2025	Telephone call asking where is the Library moving to and how to get to it on foot	Library	HJ explained the location	HJ

05.06.2025	When is the clock in Jubilee Gardens going to get repaired?	Jubilee Clock	HJ explained specialist repairs need doing and its work in progress	HJ
05.06.2025	Query on eligibility for a bus pass, age?	In the office	HJ gave booklet and form to fill out	HJ
05.06.2025	Neille Quick to meet with the Sew n Sews to have a fitting done for his Carnival Costume which is going to be Alice in Wonderland	In the office	HJ took Neville upstairs to the sewing club	HJ
06.06.2025	Email received from visitors to Seaton who were impressed with the timeline at Cliff Field Gardens and with the effort made to explain this difficult concept of time. Do we have an information book showing all the information boards and maybe the steel plate insert for this trail? If so please advise price and postage and he'll purchase one. His grandson has a wide interest in the Timeline and he would like to help him with further education on the subject.	Timeline in Cliff Field Gardens	HJ found some literature in the archives and sent it to him with a list of all the plaques and a brief description	HJ
04.06.2025	Someone came into the office panicking that they can't return their library book as the library is closed and they don't want to get a fine.	The Library	Paul emailed the Library who said to keep hold of the book until they re-open and there will not be any fines	PJ
05.06.2025	Email received: Can someone please get Streetscene to address the issue of the weed problem along the esplanade on the footpath side of the Hook and parrot and Tide cafe. Also the state of Jubilee Gardens, it has never looked so bad and neglected with weeds everywhere. It makes the town look so run down. The town has just been awarded coach friendly status, but these areas are what visitors to the town see and they must	The Town in general	Emailed reply: This issue was discussed at the recent meeting of Seaton Town Council, where Cllr Hartnell, advised that he had raised this with the EDDC Officers responsible for Streetscene and also the Leader of EDDC – Cllr Arnott - and requested an on-site meeting in the town to discuss this and other EDDC-related issues. STC will be kept advised of progress.	JM

	think what a run down town this is. The chamber volunteers did a great job clearing the town square and other areas of weeds, in so doing the job of councils.			
09.06.2025	When is the biker's day out in Seaton?	Seaton Seafront	HJ told her its on Sunday 27 th July along with the Carnival Street Fayre	HJ
10.06.2025	Visitor wanted info on local Stately Homes	In the office	Gave a list from google and gave the National Trust South West leaflet	HJ & PT
11.06.2025	Very upset allotment holder who had received a warning letter about his plot but he can't understand why as his plot is in an immaculate condition	Allotments	HJ took note and thanked him for taking the time to come into the office	HJ
11.06.2025	Person wanting to know his position on the allotments waiting list	Allotments	HJ told him which number he is on the list	HJ
12.06.2025	Rep from Crealy Adventure Park called in for a chat and some posters to display	Crealy	HJ took posters and exchanged notes on the current state of the tourist season so far	HJ
12.06.2025	Walkers wanted advice about walking to Lyme Regis on the coastal path	Coastal Path	HJ gave maps and details	HJ
15.06.2025	Is there any time frame for repairing the brick planters on the Esplanade ,they have been in a severely damaged state since storm Ciaran. I feel that they give a very poor impression of Seaton.	Planter on the Esplanade	The planters are the responsibility of East Devon District Council, who currently do not have the funds to repair them. However, the planters are certainly an issue that the town council is very aware of and will work with EDDC to see what it might be able to do to improve that area of the town.	JM
17.06.2025	A lady has a baby seagull in her back garden she assumes fell from roof and not yet able to fly. A seagull is now in garden after a flurry of activity in the sky so she is	Westacres	HJ replied to say unfortunately, this is a common problem at this time of the year. We had exactly the same scenario here last week, where a young chick was	HJ

	glad he has been found but is there someone I can contact to get him back on a bungalow roof? Thank you		snatched off its nest on our roof by a crow then dropped in our patio area. The parents fought off the crow and then started to feed the chick on the ground. In the past we have taken advice from the RSPCA who say do not handle the chick or the parents will reject it. Hard as it is, unfortunately you will have to stand back and leave it and hope that the parents continue to care for it on the ground. Hopefully it will be safe in your garden.	
17.06.2025	Resident has a baby seagull in back garden she assumes fell from roof and not yet able to fly. A seagull is now in the garden after a flurry of activity in the sky so glad he has been found, but is there someone I can contact to get him back on a bungalow roof?	Lydgates Road	Replied with: Unfortunately, this is a common problem at this time of the year. We had exactly the same scenario here last week, where a young chick was snatched off its nest on our roof by a crow then dropped in our patio area. The parents fought off the crow and then started to feed the chick on the ground. In the past we have taken advice from the RSPCA who say do not handle the chick or the parents will reject it. Hard as it is, unfortunately you will have to stand back and leave it and hope that the parents continue to care for it on the ground. Hopefully it will be safe in your garden.	HJ
17.06.2025	Email reporting a person who walks his dogs off lead letting them poo and not picking up every night after 5pm in dog ban area. Very egregious behaviour from person when challenged	Seaton Beach	HJ forwarded to EDDC Environmental Health and replied to email accordingly	HJ
18.06.2025	Couple staying in a holiday let want to buy a car parking permit.	Orchard Road Car Park	HJ gave telephone number for EDDC and said car permits can easily be purchased online via the EDDC website	HJ

18.06.2025	Person on the allotment waiting lists wants to know how far up on the list his position is?	Allotments	HJ looked up the waiting list and advised him of his position	HJ
18.06.2025	A teaching assistant from Beer Primary School collected some litter pickers and bags for a project that one of the classes are doing.	Beer Primary School	HJ lent tools and gave sacks.	HJ
18.06.2025	Contractor working on the storm gates on the Esplanade came in to ask about parking on the seafront	Seafront	HJ advised parking regulations	HJ
18.06.2025	Email received: In front of beach hut 32 on beach is a very dead seagull which requires to be removed please.	Seaton Beach	HJ forwarded to EDDC Streetscene team	HJ
18.06.2025	Resident and regular user of footpath going towards the Wetlands says very overgrown and cannot pass in some places	Footpath near sewage works	HJ replied this has already been reported to DCC Highways who are responsible for clearing this path	HJ
19.06.2025	Two visitors were very complimentary about the information available in the TIC and were impressed with the set up	TIC Office	HJ thanked them for their positive feedback	HJ
19.6.2025	Couple wanting to walk to Lyme Regis complained about the "very poor" bus service to Lyme Regis and said not enough buses running regularly	Lyme Regis	HJ explained Stagecoach no longer has a contract to drive into Dorset and we are very lucky that AVMT stepped in to provide the service we have now, otherwise there would be no bus service to Lyme Regis at all	HJ
21.06.2025	Email complaint from resident about dog owners letting their dogs run off leads in the dog ban area of the beach and not cleaning up their mess	Seaton Beach	HJ forwarded to EDDC Environmental Health and replied to email accordingly	HJ

21.06.2025	Allotment holder wanted to know if he can have another plot in addition to the one he already has?	Allotments	HJ replied to say no as too many names no the waiting list, rules permit one plot per household	HJ
21.06.2025	Email from a resident enquiring about looking at getting some of the low branches cut on the tree in the sensory garden at Seafield Gardens. Some of the branches are so low that people struggle to walk through the garden especially people with blindness/visual impairments. Could the tree be trimmed so people don't bash their heads	Seafield Gardens Sensory Garden	HJ forwarded to EDDC Streetscene and replied accordingly	HJ
21.06.2025	Email asking if there are any Shanty Singing groups performing in Seaton in July	Email	HJ replied to say the Jurassic Shanty singers are performing in Beer on 12 th July:	HJ
23.06.2025	Photo emailed in of a camper van parked on the seafront and blocking the pavement area	Seafront	HJ gave link to the DCC Highways website "Report a Problem" so that she can contact them next time instead	HJ
23.06.2025	Resident wanted her international pension form signed by the Council as proof that she is still alive	In the Office	JH signed and stamped the form	JH
23.06.2025	Person reported broken wooden seat, first one from Beach Rd entrance towards the spot on kiosk. End arm loose.	Esplanade	HJ forwarded to EDDC Streetscene	HJ
24.06.2025	A resident of West Cliff Terrace had a query over land ownership outside the property.	West Cliff Terrace	HJ looked online at the DCC website and the area in question is listed as privately owned. Therefore he was advised to contact the land registry for ownership info	HJ
24.06.2025	Visitor complaining about poor signage and out of date brown signs and directing incorrectly to the TIC. Also complained about car parking permits that are unclear	Seaton Town Centre	HJ explained brown signs are owned by DCC so we are not allowed to move them. Car parks are EDDC and to contact them with any permit queries	HJ

24.06.2025	Allotment holder phoned to say they are giving up their plot	Allotments	HJ took note that plot will be available after 1 st July.	HJ
24.05.2025	Couple from Lyme Regis looking for the "Resort" magazine that used to be published monthly	In the office	HJ said not seen this publication for a couple of years now so probably not printing anymore	HJ
24.06.2025	Resident entering into this year's Seaton in Bloom competition	In the office	HJ took details and advised judging date	HJ
24.06.2025	Query with disabled parking bays on seafront	Seafront	HJ advised no time limit and free to park but must display blue badge	HJ
25.06.2025	Couple staying in Seaton said ho lovely it is and the atmosphere is really friendly and laid back. But the town is really scruffy!	Seaton in general	JH explained the three tier council system and who is responsible for what, and explained the situation with the collapsed brick flower bed on the seafront.	JH
25.06.2025	French cyclist wanted to know where to get his bicycle repaired today	In the office	HJ gave leaflet and map to the shop "Cycle Life" at The Grove complex	HJ
25.06.2025	Are there any events happening in Cliff Field Gardens this summer?	Cliff Field Gardens	HJ said not this year, no cinema either, having a rest year	HJ
25.06.2025	What are the dog restrictions on Beer beach?	Beer beach	HJ explained dogs allowed on East side but not on the West side of Beer beach	HJ
25.06.2025	Visitors wanting to know how they can get back to Sidmouth, they have walked to Seaton from Lyme.	Sidmouth	HJ gave bus timetables for AVMT and Stagecoach	HJ
25.06.2025	Email received from the National Trust asking how they can advertise for recruiting new volunteers	Email	HJ asked for more details and said would put on our website and put posters up	HJ

25.06.2025	Email from a business in Lyme Regis: I am writing to you to enquire about possible rentals you may have available or alternatively, allow me to site a beautiful new wooden unit on your seafront for the season or possibly longer. I sold my seafront cafe in Lyme Regis last year due to ever increasing costs and before then, worked from a small unit which was extremely successful. I'm looking to offer hog dogs with homemade gourmet toppings and freshly cooked doughnuts..... "Dogs n Donuts". I would very much like to discuss options with you in person or over the telephone.	Seaton Seafront	HJ replied and said she needs to speak to EDDC who manage the beach concessions. HJ gave details of who to speak to and a link to the website	HJ
26.06.2025	Visitors wanted to by the Devon County green flag	In the office	HJ gave the shoppers map to them and advised which shops may sell the flags and other Devon souvenirs	HJ
26.06.2025	Are there any shanty singers performing in Beer during July?	Beer	HJ said The Jurassix Shanty Singers are performing at the Mariner's Hall on 18 th July 2025	HJ
26.06.2025	Questions about the Beer Quarry Caves	Beer Quarry Caves	HJ gave leaflet	HJ
26.06.2025	Visitor wanted to use our toilet, he has just driven down from London	In the office	HJ showed him where the toilet is	HJ
26.06.2025	Do we sell mobility scooters?	Phone call	No	HJ
26.06.2025	Lady whose Mother has earl onset of dementia, wanted advice on how to get training and awareness	In the office	HJ gave leaflets for Care Direct and Devon Carers	HJ
28.06.2025 29.06.2025	Someone wanted to buy fridge magnets and jigsaws but no shops open	In the office	Suggested shops probably closed because it's a Sunday	TIC Vol

28.06.2025	Email: We've just walked through Seafield Gardens (picking up litter on the way). Cannot believe how the gardens have been left so overgrown with weeds. I'm not referring to the wildflower sown areas, but the beds that are full of bindweed and Old Mans Beard. The surrounding road kerbs have significant weed growth. Considering we are paying the same council tax as Sidmouth, we seem to have a poor return in Seaton. Sidmouth Connaught Gardens are immaculate in comparison.	Seafield Gardens and Sea Hill Road	HJ reported to EDDC Streetscene and replied to person accordingly	HJ
28.06.2025	Email received: I wonder if it would be possible for the "Dogs on Leads" signs to be repainted along East and West Walks before the busy summer months. Owing to constant use the painted signs on the walkways have faded and people are now not heeding to the Rules.	Esplanade	HJ forwarded to EDDC Streetscene and replied accordingly	HJ
30.06.2025	Very difficult lady came in wanting to know how to get to the North Devon NHS Hospital in Barnstaple and back, from Seaton, on her bus pass, for a 5pm appointment. After some time spent researching a route, her wish was deemed impossible due to the rural services and remote locations of the bus connections. Train travel was not an option for her. She then blamed the TIC staff for making her cancel her medical appointment because the TIC staff couldn't advise her on how to get to the hospital by bus, during bus pass permitted times, and home again in the evening.	In the office	HJ and JH spent some time trying to help the lady, but to no avail.	TIC Vol HJ & JH

30.06.2025	Someone had left an item of clothing on the sea wall, has it been handed in?	Sea wall, Esplanade	HJ took a name and number and said would ask Streetscene	HJ
30.06.2025	Couple wanted to know how to walk to Beer and then complained that the TIC is never open	In the office	HJ gave map and instructions to Beer	HJ
30.06.2025	A newly recruited postman to the Sidmouth area wanted a street map of Sidmouth	Sidmouth	HJ gave various maps that would be helpful and he was very grateful	HJ
30.06.2025	Visitors complaining about the Tram leaflet which they feel was lacking any useful information and the map was wrong	Tramway	HJ took note	HJ
30.06.2025	Visitors wanted information on car park permits in Seaton	Seaton car parks	HJ showed them the EDDC website and directed them to apply online	PJ
30.06.2025	Email enquiry from a lady who wants to set up a mobile sauna on Seaton Beach	Seaton Beach	HJ forwarded to EDDC for their attention and replied accordingly	HJ

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 July 2025
Item of business	25 COU 10
Details	Report on Tourist Information Centre (‘TIC’)
Purpose of Report	To provide an update on tourist information enquiries
Power/Authority	Local Government Act 1972, s144 – power to encourage visitors
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • 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	3,619

	STC	TIC	STC	TIC	Weekdays	Weekends	Total
2023/24	849	2,263	634	183	3,193	763	3,929
2024/25	542	1,836	469	90	2,094	843	2,937
2025/26							
	STC	TIC	STC	TIC	Weekdays	Weekends	Total
April	73	133	51	3	218	28	260
May	36	159	46	12	123	130	253
June	59	362	29	6	308	148	456
July							
August							
September							
October							
November							
December							
January							
February							
March							
2024/25 TOTAL							

3. Opening hours

Weekday opening hours are 9am to 1pm from Monday to Thursday. Weekend and bank holiday opening hours 10am to 2pm (depending on availability of volunteers).

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the update

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 July 2025
Item of business	25 COU 12
Details	Report on the Council’s 5-year Town Plan
Purpose of Report	To consider the Council’s current priorities and how the Council’s 5 year plan should be updated.
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the known challenges and work streams, as set out in this report, and incorporate these in an updated plan • establish an informal working group to consider future priorities to bring to Council

1. Background

In 2021, the Council carried out a public consultation which informed the adoption of a 5-year plan. The original plan, as updated in May 2023 is attached as appendix 1. The consultation was repeated in 2023 and, in addition, specific consultations relating to events and youth provision have been undertaken since then. Appendix 2 provides a detailed summary of achievements and outstanding priorities as of today.

2. Current position

At its meeting of 3 November 2024, Members resolved to authorise the Town Clerk to update the Council’s 5-year Town Plan with the following priorities, once the final budget for 2025-26 had been agreed:

Priority	Examples of projects
1. Community engagement	<ul style="list-style-type: none"> • councillor surgeries • events • more consultations • youth project with Colyton Grammar School
2. Town appearance & promotion	<ul style="list-style-type: none"> • Christmas lights



	<ul style="list-style-type: none"> • floral displays – ensuring their future • working towards SW in Bloom • walkabouts with Streetscene • improved signage • working with Seaton Chamber and businesses to encourage improvements to buildings • town promotion
3. Assets & operations	<ul style="list-style-type: none"> • Marshlands • Town Hall • Cliff Field Gardens • Seaton Down Hill • Play parks – Underfleet & Elizabeth Road • Allotments • Street furniture • Review of leases – Council land and buildings

As Members will be aware, shortly thereafter the issues at the town hall became apparent, which took almost all of officer capacity and so other work was postponed. We are now in a position to revisit the plan.

3. Matters to consider when setting priorities

Despite the significant work done at the town hall, initial progress has been made in some of the areas listed above. Officers are also mindful that the following matters should be included as part of any updated plan:

- **Devolution** – for obvious reasons, this could have significant implications for the Council in terms of finance, staff and general asset management and should underpin any updated plan.
- **Marshlands & Town Hall** – given that the Council now has multiple tenants across its two buildings, a comprehensive review of the Council’s role as landlord is required to ensure and clarify that all its obligations with regard to maintenance and health and safety are being met, in particular relating to legionella and fire safety
- **Community engagement** – please consider separate report on this agenda regarding councillor surgeries



- **Town Hall** – whilst it is hoped that GTC will rebuild and thrive now it has reopened, it is a fact that finances are still precarious after the lengthy closure. Whilst GTC’s survival and success is the outcome that anyone would want, the Council has to be alive to the possibility that if GTC decides that it is no longer viable, as previously stated, the council would then be required to take over this important community venue. This is also a consideration.
- **Events** – officers are already working closely with the organisers of the inaugural East Devon Soul Festival which it is hoped will take place across the town in 2026 . This will take an increasing amount of time as it gets closer to the event.
- **Leases** – new leases for the Gateway Theatre Company, Axe Valley Heritage Association, Seaton Scout Hut and the Martial Arts Centre are required
- **Play parks** – a schedule to replace and upgrade equipment is needed as part of the ongoing process to consult the community and work with EDDC to spend developer receipts on upgrades
- **Maintenance capacity** – future proofing the Council’s capacity to fulfil its asset maintenance responsibilities, including the grounds maintenance contract, as heavy reliance is placed on the current contractor who does a superb job, but realistically may not be able or willing to carry on indefinitely
- **Seafront Planter** – to establish how best the Council may assist in improving and repairing this prominent site on the seafront
- **Staffing** – roles have evolved significantly since staff were originally appointed and with that in mind, and devolution pending, Members are asked to be mindful of that when considering future plans and priorities

4. Way forward

Now is an apposite time to consider the future priorities of the Council in the short, medium and longer term and review and update its plan.

To that end, it is proposed that an informal working group is established for Members to meet and decide on what the Council’s priorities might be and projects that it may wish officers to investigate alongside the matters stated above so that the town plan can be updated.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the known challenges and work streams, as set out in this report, and incorporate these in an updated plan
- establish an informal working group to consider future priorities to bring to Council





Seaton Town Council Strategic Town Plan 2021 - 2026

Adopted: November 2021

Reviewed & updated: May 2023

Seaton Town Council Vision

Seaton Town Council values its community, heritage, environment, beach and open spaces. It will work towards improving the social and economic wellbeing of the town's community as it emerges from the Covid-19 pandemic and, where possible, strive to work in partnership with other stakeholders to develop and enhance the town's assets for the benefit of the community and visitors.

1. Why have a Strategic Plan?

The strategic town plan ('the Plan') has been adopted by Seaton Town Council ('the Council') and details its aims and objectives for 2021 - 2026. It is a living document that will be reviewed and updated regularly by the Council, taking into account prevailing financial and other circumstances at the time.

Over recent years, the Council has established its priorities for the coming year but has lacked longer-term plans that make realistic provision for preserving and maintaining existing assets, whilst gradually building resilience to deliver other projects. This has, on occasions, led to projects being embarked upon that were neither financially deliverable or realistic. It is the view of the existing members of the Council that such a plan is essential for the town to evolve and best serve residents, business owners and visitors.

2. How was the Plan developed?

The Plan arose from a community consultation in August 2021 which was carried out to enable the Council to understand issues that are important to residents, businesses and visitors to Seaton, whilst balancing those aspirations against available resources. Like any organization, the Council needs to forward plan its activities and associated budgets to achieve best value for all. It is hoped that this Plan will help determine how the Council's limited resources are allocated and enable a cohesive partnership approach to delivery of services.

3. Who is the Council?

Councillors

The Council is made up of 12 elected and co-opted Councillors who offer their time voluntarily and work collectively on behalf of the community with the aim of improving the service provided, thereby making a difference to residents' daily lives. The current Councillors will serve until the next local council elections in May 2023. This Plan is intended to provide realistic short and longer term aims that may be delivered by the Council and built-on by future administrations.

The Council meets monthly on the first Monday in the Council Chamber at the Marshlands Centre on Harbour Road. These meetings are open to members of the public and provide an opportunity for members of the public to address the Council at the start of the meetings. All decisions taken by the Council are voted on within such meetings, and it is only those decisions made by the whole Council which are legally binding.

Staff

The Council is supported in its work by a small team of employed staff known as 'officers'. Currently the Council has the following staff:

- **Town Clerk & Responsible Financial Officer (37 hours)** – the Town Clerk manages the team and has ultimate responsibility for all the Council's assets and projects and is the legally appointed 'proper officer' for the Council, who must carry out the functions required by law and issue all statutory notifications. She is also responsible for the proper administration of the Council's governance and finances. The Town Clerk is responsible for preparing budgets and ensuring adherence to them and highlighting variances to the Council throughout the year, preparing agendas and supporting reports and minutes and ensuring the Council's decisions are actioned thereafter, drafting and ensuring policies and a sound governance framework is in place to protect public monies administered by the Council. Additionally, she leads on grant applications, securing advice where necessary from professional experts on relevant issues and advising the Council and all matters relevant their role. She

has also led on ad hoc projects such as the development of the sensory garden, installation of the outdoor gym and cleaning of the sea wall.

- **Deputy Town Clerk (28 hours)** – the Deputy Town Clerk deputizes for the Town Clerk and takes primary responsibility for special projects such as the Summer First Aid Station, Seaton Beach School, events such as Seaton’s Platinum Jubilee Celebration, Seaton Summer Celebration, Children’s Festival, Warm Hub and working with EDDC on gaining Blue Flag status for Seaton.
- **Planning Clerk (4 hours)** – the Planning Clerk supports the Council in its capacity as a statutory consultee on planning applications.
- **Facilities & Projects Officer (37 hours)** – this is a new role, created in 2022, to lead on the day-to-day management of the Council’s buildings and land and ensure all health and safety requirements are met and working with the Town Clerk & Deputy Clerk on major projects such as the possible refurbishment of and replacement of the Town Hall’s central heating systems and other necessary works, working with EDDC on securing beach matting for disabled access and with DCC on the replacement of the town’s bus stops. He also works closely with the Deputy Clerk and Town Clerk on events and associated risk assessments
- **Administration & Community Events Officer (24 hours)** – the Administration & Community Events Officer runs the Council’s reception and the tourist information service. She also manages the Council’s allotments and leads on small events such as Seaton in Bloom and the Seaton Beach Clean.
- **Town Maintenance Officer (37 hours)** – the Town Maintenance Officer is responsible for regular inspections of the town’s play parks to ensure their safety, the general maintenance of the Council’s assets and buildings and the installation of the Summer bunting and the Christmas lights. Recent projects have included the rebuilding of the seafront planter, various repairs to the allotment site’s bridges, tracks and drains and installation and repair of numerous benches and planters across the town.

4. [What does the Council do?](#)

In East Devon there are three tiers of local government, each with different responsibilities:

- **Seaton Town Council (STC)** is the first tier and has an important role to play in maintaining local assets and supporting the work of different groups within our community.
- **East Devon District Council (EDDC)** is the second tier and has the responsibility for services such as planning, housing, rubbish collection and street cleaning.
- **Devon County Council (DDC)** is the third tier and has the responsibility for services such as highways, education, and social services.

STC only has jurisdiction over the various buildings and land that it owns and maintains. These include:

- Cliff Field Gardens
- Seaton Down Hill
- Underfleet Play Park
- Elizabeth Road, including the play park, Martial Arts Centre & Scout Hut
- Seaton Allotments
- Seaton Town Hall (occupied by the Gateway Theatre Company and Axe Valley Heritage Association)
- Marshlands Centre (including the Tourist Information Centre)

It also provides, maintains and replaces, as required, numerous planters, benches, notice boards and other infrastructure across the town and arranges, organizes and funds the planting and watering of all the town's floral displays. Increasingly, it works in partnership with EDDC to benefit the town – recent examples, include the outdoor gym, two water refill stations, sensory garden and picnic tables on the cliff top adjacent to Cliff Field Gardens, which were funded by STC and installed and maintained by EDDC.

Furthermore, STC has assumed responsibility for the installation and funding of the annual Christmas lights and supports or funds other ad hoc events, community ventures and projects. It also provides substantial assistance to the Gateway Theatre Company by way of providing the building on a peppercorn rent and making a significant contribution towards the upkeep of the building.

The Council also uses its best endeavours to influence and encourage EDDC and DCC to take forward larger projects which affect the town, such as the seafront enhancement scheme and the Stop Line Way.

5. Financial Information

The Council has few income generating assets and therefore its primary source of funding is the 'precept' which is the local tax levied by the Council and collected on its behalf by East Devon District Council as part of residents' council tax bills. As from 1 April 2022, a sum of £121.32 per year (based on a Band D property) of each resident's council tax contributes to this precept. This equates to £2.33 per week. The Council's budget can be viewed on the Council's website.

Income

The precept for 2022-23 is set at £389,187. The Council currently has a small income over and above the precept from renting land and buildings to local groups and occasional grants awarded for specific projects.

Expenditure

The Council's primary items of expenditure are:

- running the tourist information service
- maintenance of the open spaces, buildings and other assets detailed above, in particular the Town Hall, which is leased to the Gateway Theatre Company on a peppercorn rent
- provision and maintenance of the town's floral displays
- grant funding for community groups
- provision of Christmas lights
- staffing and core administration costs

- ad hoc special projects (first aid station, youth projects, water refill stations, art trail, marketing the town, cleaning the sea wall, funding outdoor gym, sensory garden, Summer beach school)

6. Key Actions

These are the things which the current Council would like to achieve, which have been split into sections:

- Municipal Year – May 2022 – May 2023
- Longer term – 2023 – 2026

The general aims have been divided into four broad areas of work:

- **Economy & tourism** – to work actively with local stakeholders, insofar as the Council’s powers and finances permit, to support the local economy and promote tourism.
- **Community** – to maximise benefit to the community by working closely with other stakeholders in the town. The Council will model and share good practice through its own role as an employer, landlord and provider of community assets
- **Environment** – to protect the town’s natural heritage and improve and enhance its built environment for future generations, whilst minimising its use of plastic and reusing and recycling items wherever possible
- **Other** – to ensure the ongoing good governance and efficiency of the Council, thereby providing best value and resilience for the town

It should be noted that these projects are over and above the general operational work of the Council which takes up much of existing officers’ time. The Plan will be reviewed regularly, particularly during the budget setting process, to ensure budgetary requirements are in place as necessary to achieve the following year’s aims.

In order to progress as a Council and implement projects over and above those detailed herein, further staff will be required. In particular, the Council is mindful of the need to ‘future-proof’ the work it does on the town’s amenities by increasing capacity over and above existing amenities staff as well as considering the appointment of staff to improve on community engagement, events and activities.

Shorter Term Aims (Municipal Year 2022 - 2023)

Some of the following projects are already ongoing and others will be commenced in the coming municipal year, having already been the subject of earlier Council decisions and budgetary allocation:

Project	Timescale	
Art Trail Phases 2 & 3 – to complete installations. Phase 2 an artist has been commissioned and the artworks will be installed once weather permits. Phase 3 – to work on next phase with a local volunteer, who is curating the art trail – Andrew Gwynn Davies	Phase 2	May 2022
	Phase 3	March 2023
Marshlands Maintenance & Museum – in partnership with the Axe Valley Heritage Association, to begin the progress of investigating further the possibility of relocating the town museum. To arrange regular meetings of the working group, liaison with the Museum Officer at DCC, developing a project plan, start seeking quotations from structural engineers and, subsequently for construction works for repairs to roof, replacement of lift and general constructions works towards moving Museum	Working Group Meetings	Quarterly
	Project plan inc. budgets	July 2022
	DCC Museum Officer liaison	Summer 2022
	Structural engineers' quotations	Summer 2022
	Commissioning structural engineers' report	September 2022
Construction quotations	Spring 2023	
First Aid Station – to deliver the first aid station in 2022	Summer 2022	
Blue Flag - working with EDDC to gain Blue Flag status	Easter 2023	
Public conveniences - to engage with EDDC and research and prepare a report into the possible acquisition, maintenance and ongoing cleaning costs of the existing public conveniences at Marsh Road and Thury Harcourt and whether, if the Town Council took either of these blocks on, there would be a possibility of them being repaired and updated by EDDC as part of their capital repairs programme before such a transfer	August 2022	
Tourist Information Centre – to open and run the new TIC at Marshlands and to recruit new staff as appropriate	Open and run TIC	Ongoing
	Recruit new staff	September 2022
Youth Genesis Project - to build on the 'Seaton Streetbase' youth project and assess how it might be improved/progressed	Ongoing	

Summer beach school pilot programme – to work with the approved supplier to fund and deliver a summer beach school for local children, as a pilot for future schemes	Achieve grant funding	Application pending
	Deliver beach school	Summer 2022
Jurassic Fibre – to finalise the licence and secure the fee of £12,000	Summer 2022	
Sensory Garden – working with EDDC and other community stakeholders to complete sensory garden in Seafield Gardens for all ages to enjoy.	Completion by Summer 2022	
Income generation - research into available grant funding for different projects. To follow up all opportunities for income generation from assets, including refreshment sales from Seaton Down Hill	Grant opportunities	Ongoing
	Hire of land	Ongoing
Events:		
<ul style="list-style-type: none"> Christmas Lights – to look at best options for either entering into a further 3-year contract for Christmas lights or creating a set of columns for the Council to own. Work with community groups to deliver another successful event 	<ul style="list-style-type: none"> December 2022 	
<ul style="list-style-type: none"> Outdoor Cinema – to deliver an outdoor cinema event for 2022 	<ul style="list-style-type: none"> September 2022 	
<ul style="list-style-type: none"> Platinum Jubilee Celebration – to work with voluntary groups in the town to deliver community celebration in Cliff Field Gardens 	<ul style="list-style-type: none"> June 2022 	
<ul style="list-style-type: none"> Fireworks - to investigate further the possibility of a firework display 	<ul style="list-style-type: none"> November 2022 	
Community Grants – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups. The level of community grants awarded during 2021/22 stands at £7,920. It is hoped the amount awarded can be increased in 2022-23	Ongoing	

Community Engagement Strategy – to prepare and implement a policy to improve communications with the community	Summer 2022	
Volunteer programme – to develop a volunteer policy/register to increase volunteer involvement in improving the town and increase community cohesion	April 2022	
Disability access to beach – to work with EDDC and help fund a pilot beach accessibility project to improve beach access for wheelchairs, with a view to a larger scheme being implemented depending on the results of the pilot	Summer 2023	
Improved disability access to West Walk Public Toilets – to work with EDDC to improve accessibility	Summer 2023	
Town Hall – lease negotiations are ongoing to ensure the lease is fit for purpose for both landlord and tenant. In line with the Council's resolution of 7 February 2022, the lease variation has been placed on hold for the time being and will be revisited later in the municipal year. In the meantime, to work with the Gateway on seeking quotations for specialist advice and thereafter the cost of replacing central heating system	Lease variation	Winter 2022
	Quotations	Summer 2022
	Commission of works	This will be dependant upon the outcome of the quotations.
Rewilding/trees – to identify further open spaces for rewilding and planting of trees.	Ongoing	
Litter picking/beach cleaning stations – provision of stations to improve the environment	Summer 2022	
Floral displays – to increase floral displays and funding thereof by business sponsorship.	Summer 2022	
Climate change review & improvements – to carry out a review of what action the Council could realistically take to counter the effects of climate change and how it could assist in achieving 'Plastic Free Seaton'. Install new recycling bins and a possible beach toy 'library' to reduce the purchase of new plastic toys and nets	Review	By Spring 2023
	Toy library	Summer 2022

Comprehensive review of litter and bins in the town and investigate the cost of provision and emptying of more recycling bins and more bins generally	New bins – depending on the conclusions of the review	Summer 2023
SW in Bloom – to take necessary action during 2022/23 in readiness to submit an application in 2024	Ongoing	
Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets	Ongoing by Members	
CCLA Investments – to research and take advice as to whether the Council’s finance would be better served by investing in funds, rather than retaining monies purely in Treasurer’s Account	Autumn 2022	
Asset management schedules – once quotations are available, the preparation of asset maintenance schedules and related budgets for the next 2 years	Autumn 2022	

Longer Term Aims (2023 - 2026)

The following are both ongoing projects and proposals arising from the community consultation and further decisions will be made as part of the budget setting process in Autumn 2021 as to which to progress during the following financial year and beyond:

Project	Timescale
Art Trail – Phase 4 – depending on the success of Phase 3, to establish a fourth phase to include an ‘art trail map	2024

Town Map – to develop a simple town plan for visitors to encourage them to explore all of the town, possibly tying in the Art Trail	2023
Museum project – ongoing work to obtain funding and progress this project.	Ongoing
Income generation – to increase available income, other than the precept, to develop the town by: <ul style="list-style-type: none"> - development of a policy for letting of the Council’s assets - research into available grant funding for different projects - possible asset transfers or acquisitions such as beach huts 	Ongoing
Maintaining community grants programme	Ongoing
Events – where, feasible to run more events in the town including such events as SW in Bloom	Ongoing
Youth provision – continue to work in partnership with Youth Genesis to engage with young people, understand their needs and develop youth provision in the town	Ongoing
Ongoing maintenance and improvement of play equipment - to ensure the longevity of the town’s play areas and to develop a maintenance and replacement programme and associated fund	Ongoing
Marshlands – continuing the programme of works at Marshlands to ensure compliance with all safety and regulatory requirements and the safety of all visitors. To investigate how the Harbour Road-side might be best utilised to serve the community and generate income.	Ongoing
Seaton Hole Telephone Box – to refurbish the telephone box as a community project	Ongoing
Marshlands – to consider how the building can be made ‘greener’, for instance with the installation of solar panels	





Floral displays – to increase floral displays by increasing business sponsorship.	Ongoing
SW in Bloom – to take necessary action during 2022/23 in readiness to submit an application in 2024	Ongoing
Climate Change – to implement the findings of the climate change review in order to work towards achieving ‘Plastic Free Seaton’. This work will build on the work started in 2022/23	Ongoing
Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets (such as cleaning the seawall, additional planters and benches, and working with EDDC to pilot the disabled beach access project	Ongoing
Relocation of bus stop (The Vault) – to look at possibility of relocating bus stop to improve access	2023/24
General power of competence – to provide greater flexibility in the work the Council does	May 2023 (next elections)
Local Council Awards – to ensure the Council’s governance, financial management and community engagement continues to be of sufficient standard that it is ready to apply for Quality Award status after the next elections in 2023, when 2/3 of the Council is elected	May 2023
Training & Development – to ensure the continuing professional development of staff as required, to ensure they bring best value in their roles	Ongoing
Staffing – to keep staffing structures under review and build on resilience of existing team	Ongoing




7. Conclusions





This Plan is intended to provide realistic short and longer term aims that can be delivered by the Council and built-on by future administrations. It is a living document that will be reviewed regularly to ensure fitness for purpose.





Seaton Town Council Priorities Achieved in 2023-24 and Outstanding in Municipal Year 2024-25





(completed priorities are denoted by 😊 and coloured orange)



Project	Timescale	
Marshlands Refurbishment – to build on the work done in 2022-23 and complete the refurbishment of Marshlands and maximise its potential for community use and income generation.	Delivery and project management of construction works.	Completed October 2024 
	Leases completed with DCC to accommodate two tenants = Public Heath Nursing who moved in o Marshlands in January and Seaton Library. Capital works are almost complete and the library will relocate in July. 	
Water Safety Initiative – in partnership with EDDC and the RNLI to deliver the water safety campaign	Launched in May 2023 	
Tourist Information Centre – to increase the opening hours of the TIC, via the recruitment and training of volunteers by councillors		

<p>Youth Genesis Project - to build on the 'Seaton Streetbase' youth project and assess how it might be improved/progressed. Contract terminated as YG were unable to deliver and a refund of most of their fee secured.</p>	<p>Youth Consultation concluded in September 2023. Limited responses despite extensive advertising.</p> <p style="text-align: center;"></p>	
<p>Summer beach school programme – to work with the approved supplier to build on the success of the pilot beach school in 2022 and to deliver more sessions for local children in 2023-24.</p>	<p>Now in it's fourth year this is a popular holiday activity for local children.</p> <p style="text-align: center;"></p>	
<p>Income generation – to research available grant funding for different projects and increase all opportunities for income generation from assets.</p>	<p>Grant opportunities 2023/24:</p> <ul style="list-style-type: none"> • Growing Communitis (DCC) £ 3,000 • Restore £ 2,000 • Locality Fund (DCC) £ 2, 800 <ul style="list-style-type: none"> ○ Children's Festival £ 800 ○ Fisherman's Gap £ 2,000 • SW Water £ 600 • Footpaths (DCC) £ 400 	<p>2023/24</p> <p>£8,800 achieved</p> <p style="text-align: center;"></p>
	<p>Hire of assets 2023/24:</p> <ul style="list-style-type: none"> • Marshlands £ 7,067 	<p>£7,067 achieved plus annual donation from Grizzly pending, for use of building</p> <p>See above regarding ongoing discussions</p>

	<p>Additionally, the Council will soon be receiving rental income from the two new tenants.</p>	<p>regarding use of Marshlands by other stakeholders</p> 
<p>Events:</p>		
<ul style="list-style-type: none"> • Christmas Lights – to work with community groups and external providers to deliver event and display in 2024 	 <p>Meetings held with external contractors and Seaton Chamber to deliver the lights and associated event in 2024. A successful event was delivered and the Christmas lights will be delivered by external specialists going forward. The infrastructure has been updated to facilitate this</p>	
<ul style="list-style-type: none"> • Outdoor Cinema – to deliver an outdoor cinema event in summer. 	 <p>Successfully delivered in August 2023 & 2024. A decision was made not to deliver in 2025 due to limited ticket sales.</p>	
<ul style="list-style-type: none"> • Seaton Summer Celebration – to work with voluntary groups in the town to deliver a community celebration in Cliff Field Gardens, using the model established for the Platinum Jubilee Celebration 	 <p>Delivered successfully in June 2023 & 2024 with approximately 2,500-</p>	

<ul style="list-style-type: none"> Children's Festival – working with community groups to deliver the inaugural Seaton Children's Festival – an event for children of all ages with lots of activities 	<p>3000 in attendance.</p> <p>Successfully delivered with approximately 1,200 in attendance</p> 	
<p>Community Grants – to encourage engagement with the scheme to ensure maximum benefit to local eligible groups. The level of community grants awarded during 2022/23 was £6,299.</p>	<p>£7,500 of £8,000 awarded as at 31 March 2024.</p> 	
<p>Community Engagement – to hold regular councillor surgeries to improve engagement with the community</p>	<ul style="list-style-type: none"> Surgeries currently scheduled for the first Saturday in July, August and September and publicised on social media and the Council's website. Unfortunately, these had to be cancelled due to injury and holidays of councillors and weather conditions.  <ul style="list-style-type: none"> Two further surgeries have taken place so far in 2024/24 and further surgeries to be arranged by Deputy Clerk <p>Community Consultation carried out in 2023 by officers. Further events consultation launched in October 2024</p> 	
<p>Volunteer programme – to increase volunteer</p>	<p>Recruitment by councillors on specific</p>	<p>Ongoing throughout the</p>

involvement in the town and increase community cohesion	projects	year. Initial project to secure sufficient volunteers to open the tourist information centre at weekends during the Summer 2023 a success. 
Disability access to beach – to work with EDDC to fund extend beach accessibility by increasing beach matting in 2023 (pilot in 2022) and improve beach access for wheelchairs. To publicise this as widely as possible.	The extended matting was laid in April 2023 and showcased on a BBC media show in September 2023. It was extended in 2024. In 2025, unfortunately it has not been located in the optimum location due to the works being undertaken at Fisherman’s Gap. This will be rectified in 2026. 	
Town Hall – to work with the tenant to arrange essential repairs to the Town Hall including replacement of the central heating system and repairs to the clocktower.	Central heating	
	Clocktower repairs	
NOTE - WHILST THE PRIORITIES WERE ACHIEVED, MEMBERS AND THE PUBLIC ALIKE WILL BE AWARE OF THE SIGNIFICANT ISSUES THAT AROSE IN THE TOWN HALL THAT HAVE TAKEN UP MUCH OF 2024-25 TO RECTIFY		
Rewilding/trees – to identify further open spaces for rewilding and planting of trees.	In conjunction with EDDC, tree planting has increased in all available	

	<p>sites across the town.</p> 
<p>Climate change review & improvements – to carry out a review of what action the Council could realistically take to counter the effects of climate change and how it could assist in achieving ‘Plastic Free Seaton’.</p>	<p>Ongoing</p>
<p>Floral displays – to increase floral displays and funding thereof by business sponsorship in 2023.</p>	<p>Further planters installed in the town and target for planter sponsorship exceeded by 100% in June 2023, and exceed by 36% in 2024.</p> 
<p>SW in Bloom – to establish what action and improvements are necessary in readiness to submit an application in 2024</p>	<p>By October 2023. Not achieved. There has been decreasing interest in the local competition – Seaton in Bloom and without community engagement it is not realistic to submit an application.</p>
<p>Seafront enhancements – Members will continue to lobby EDDC regarding the redevelopment of the Moridunum and wider redevelopment of the seafront and to make such smaller improvements to the seafront as are feasible within available budgets</p>	<p>Ongoing by Members. Levelling Up bid submitted by EDDC but unsuccessful.</p>
<p>Asset management schedules – preparation and forward planning of asset maintenance schedules and related budgets for the next 2 years</p>	<p>Whilst a significant amount of maintenance work has been undertaken on all the Council’s assets. This work is ongoing.</p>

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 July 2025
Item of business	25 COU 13
Details	Report on Councillor Surgeries 2025/26
Purpose of Report	To authorise the Town Clerk and Officers to organise the delivery of 4 councillor surgeries before the Annual Town meeting in May 2026
Power/Authority	Local Government Act 1972, s111 – power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions
Recommendations	<p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> • authorise the Town Clerk & officers to make the necessary arrangements for the delivery of 4 councillor surgeries as detailed in this report • authorise the Town Clerk and officers to research an alternative format for the annual town meeting 2026 and to bring an updated report to Members in the autumn

1. Introduction

In line with the Council’s community engagement strategy, a key component of the Council’s work is encouraging community participation and engagement wherever possible. This can be facilitated in a variety of ways, including the delivery of councillor surgeries at various locations within the town to allow councillors to talk to residents and visitors about their views and concerns.

2. Current position

At the full council meeting held on 4th November 2024, Members resolved, in principle, to agree the priorities for the Seaton Town Plan for 2025/2026 and onwards, subject to the

final budget being agreed. One of these priorities was community engagement, with councillor surgeries provided one of the methods to implement this.

Previous councillor surgeries have been held on an ad hoc basis, with some being cancelled due to inclement weather or lack of capacity by Members. To maximise the success of councillor surgeries, appropriate planning is required to ensure that the necessary consents and risk assessments are in place and that sufficient time is allowed to publicise them. It is also prudent to give consideration to holding surgeries in locations that already benefit from high footfall, rather than relying on the public to make a specific effort to attend a surgery.

With this in mind, Officers propose that Members give consideration to the following for 2025/26:

- 26th July 2025 - Natural Seaton Festival, Tesco Plaza. Consent has been obtained from Seaton Tramway to have a Seaton Town Council stand at this event between 10am and 5pm.
- September 2025 – to liaise with Seaton Library to hold a surgery in the new library location at Marshlands. The surgery could take place on a weekday, a weekend or both.
- 29th November 2025 – to liaise with Seaton Chamber to obtain consent for a Council surgery stand at the Independent Christmas Market in Windsor Gardens. There may also be the potential to have a stand at the indoor market if this goes ahead.
- February 2026 – to liaise with Tesco to obtain consent to have a Council stand in the foyer of the supermarket, either on a weekday or weekend. Initial enquiries have already been made for this location and need to be followed up on.

The surgeries would be organised as follows:

- Officers would consult with Members directly to ascertain their availability to participate in a councillor surgery
- A schedule of surgeries including details of location, Members in attendance and confirmation of the parameters within which the surgery must be held, would be circulated to all Members
- Officers would ensure that risk assessments and public liability insurance are provided as required
- Officers would create posters and would publicise each surgery via a variety of

means including the Council's social media platforms, website.

- Members would be responsible for collecting the gazebo, town council banner and other equipment required for the surgery, setting up and taking down and returning all to the Council office.

Officers also propose that consideration be given to the format of the Annual Town Meeting scheduled for 4th May 2026 to include refreshments, community consultation exercise, guest speaker for a theme relevant to the Seaton area.

3. RECOMMENDATIONS

It is **RECOMMENDED** that Members

- authorise the Town Clerk & officers to make the necessary arrangements for the delivery of 4 councillor surgeries as detailed in this report
- authorise the Town Clerk and officers to research an alternative format for the annual town meeting 2026 and to bring an updated report to Members in the autumn 2025



Seaton Town Council Constitution

Chapter 38 COSHH Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT
01297 21388
townclerk@seaton.gov.uk

Control of Substances Hazardous to Health

References:

Control of Substances Hazardous to Health Regulations 2002.
Personal Protective Equipment (PPE) at Work Regulations 1992 (2002)
HSE L25 (Personal Protective Equipment at Work).

1. Introduction

1.1. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) applies to any substance or material that may cause harm to the user or anyone else exposed to it. All businesses that use potentially hazardous materials or substances are required to have a set of procedures setting out the precautions to be in place for the safe storage, use and handling, before and after using it.

1.2 At Seaton Town Council we shall ensure that we comply with our statutory obligations with regards to relevant legislation.

2. Aim

2.1 This policy is intended to set out our approach to ensuring effective COSHH management: by its implementation we aim to protect both employees and others who may encounter hazardous substances.

3. Scope

3.1 Hazardous substances include substances or mixtures of substances classified as dangerous to health under current regulations, this includes chemicals which may be classified as explosive, flammable, oxidising, corrosive, acute toxicity, hazardous to the environment, health hazard, serious health hazard and gas under pressure.

4. Risk Control

4.1 To comply with the regulations, we shall ensure that exposure to hazardous substances are minimised and where exposure does occur, that it is adequately controlled using the following hierarchy:

- 4.1.1 Avoidance of exposure.
- 4.1.2 Substitution of the substance or change of process.
- 4.1.3 Total enclosure of the process.
- 4.1.4 The use of LEV (Local Exhaust Ventilation).
- 4.1.5 Limiting the number of personnel exposed.
- 4.1.6 Reducing the period of exposure.
- 4.1.7 Providing suitable PPE.

4.2 A copy of the Material Safety Data Sheet (MSDS) will be held for every product used which has been identified as being potentially harmful to health.

4.3 These will be obtained from the supplier or manufacturer and periodically reviewed to ensure that they remain current. We shall ensure that COSHH risk assessments are carried out for all hazardous substances, these will be

reviewed regularly and whenever there are modifications to a work process that involves a change in the use of a hazardous substance.

4.4 All risk assessments will use information from correctly sourced MSDSs and will be relevant to the tasks being carried out. Completed COSHH assessments will be kept on file and be made available to all employees during the induction process and at any time thereafter.

4.5 All personnel who are exposed to hazardous substances will receive adequate training and information and shall be issued with the correct type of protective clothing or equipment.

5. Health Surveillance

5.1 Where required, we will ensure that all employees are provided with appropriate health surveillance as identified by the COSHH assessment process. The need for health surveillance will be assessed on a case-by-case basis and all personal details will be scrutinised by the town clerk and kept securely in line with the Data Protection Act.

6. Training

6.1 We will ensure that employees are given suitable training in the storage, handling and use of substances which they may be exposed during the course of their work and that any person expected to carry out COSHH assessments as part of their job will also undergo suitable training. No substance will be introduced into the workplace without users being given sufficient information about it.

7. Personal Protective Equipment

7.1 We will ensure that PPE is suitable for use, that it is of the correct specification as per the information contained in MSDS and that users are properly trained in its use.

8. Incidents and Emergencies

8.1 We will ensure that employees receive training on emergency procedures relating to spillages or accidental exposure to hazardous substances. A fully stocked first aid kit and trained first aider will always be available whenever COSHH substances are being used. Details of first aiders will be clearly displayed at appropriate locations. Where there is not readily available clean running water, eyewash solutions will be provided.

9. Storage

9.1 We will ensure that safe storage (lockable where appropriate) is provided for substances being used.

9.2 All substances will be stored as per manufacturers' recommendations, including the use of bunded stores/tanks where required.

10. Disposal

10.1 We will ensure that all substances hazardous to health are disposed of in accordance with local environmental requirements and MSDS information and that the appropriate clean-up equipment and PPE is made readily available as

necessary.

11. Employees Duties

11.1 All employees will be shown a copy of this Policy and will be required to comply with it always.

11.2 All employees are to report any accident; misuse; or risk from the use, handling or storage of substances to the town clerk.

11.3 Any employee who feels unwell or ill after having been exposed to any hazardous substance is to report this to the town clerk.

12. Monitoring and Review

12.1 It is the responsibility of all managers and supervisors to monitor the implementation of this policy and to ensure the effective implementation of any control measures contained in COSHH risk assessments. This policy will be reviewed at least annually.

13. Review

13.1 This policy will be reviewed annually or sooner if there are changes in legislation or best practice.

Implementation Date: July 2025

Review Date: May 2026

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	7 July 2025
Item of business	25 COU 15
Details	Legionella Risk Assessment
Purpose of Report	To provide an update to Members on Legionella Risk Assessment findings and works to needed.
Power/authority	Local Government Act 1972, s133 – power to provide buildings for public meetings and assemblies....
Recommendations	It is RECOMMENDED that Members resolve to: <ul style="list-style-type: none"> • note the report on the legionella risk assessment • agree to the quotation to undertake the urgent essential works at Marshlands • agree to a specialist company managing the compliance on an annual basis

1. Overview

Over the last few years, Seaton Town Council’s Marshlands building has undergone some refurbishment work to accommodate new tenants in the main building and recently the library has relocated to Harbour Road. In doing so, structural changes have occurred with the stripping back and removal of pipework in various areas throughout the site.

To this effect as stipulated in the HSE Approved Code of Practice (ACOP) L8 & HSG274 Legionella legislation for organisations, any structural changes to a building’s infrastructure requires the organisation to conduct a Legionella Risk Assessment (LRA). The contractor engaged to conduct the assessment, Rock Compliance, completed it on the 2 May 2025. Which is attached as appendix 1.

2. Purpose of report

The purpose of this report is to provide a summary of the findings of the legionella risk assessment for Marshlands and to outline what needs to happen next to ensure compliance and to outline the anticipated works.

Highlights from the report:

The survey assessment pertaining to the Marshlands building has been rated as high-risk in most categories. To lower these potential risks there are some remedial works that need to be completed, training on legislation for staff members and a written scheme of control to be produced. This will further reduce any risk of harm for staff, tenants and visitors to the building.

Risk Scoring System

Number	Severity	Timeline	Colour
-	None / Compliant	No timeline	GREEN
1 - 2	Advisory / Best practice	No timeline	BLUE
3 - 5	Low	0 to 12 months	YELLOW
6 - 7	Medium	0 to 6 months	ORANGE
8 - 9	High	0 to 3 months	RED
10	Urgent	Immediately	

Below is the overall site risk, this is defined by sections which act as individual risks rolled up to create a final residual risk on the day.

	Inherent Risk	As Low As Reasonably Practicable Risk	Residual Risk
Site risk score	9	6	8
Control Measures			9
Management & Control			10
Domestic Cold Water System			9
Domestic Hot Water System			9
Closed System			3
Outlets			9
Sentinel Outlets			9
Dead End/Dead Leg			9
Thermostatic Mixing Valves			1
Other			9

The works need to be completed is shown in the table below. There has also been an urgent timeline attached to the report to undertake these works.

Site: Marshlands Day Centre	
Job	Asset(s)
Adjust Temperatures	CALORIFIER x 1 Main Building (Day Centre) > Ground Floor > Boiler Cupboards (X3) > Calorifier 1
Install screened breather to tank lid	COLD WATER STORAGE TANK x 1 Main Building (Day Centre) > Loft > CWST 1
Water Tank Clean	COLD WATER STORAGE TANK x 2 Main Building (Day Centre) > Loft > CWST 2 Main Building (Day Centre) > Loft > CWST 1
Disinfection - Hypochlorite/Chlorine (Plant only)	COLD WATER STORAGE TANK x 2 Main Building (Day Centre) > Loft > CWST 2 Main Building (Day Centre) > Loft > CWST 1
Remove or cut back dead end/leg	DEAD END x 3 Main Building (Day Centre) > First Floor > Unisex Toilet Main Building (Day Centre) > Loft Main Building (Day Centre) > Ground Floor > Old Bathroom (10) > MSC
Clean and descale	OUTLET: HOT WATER (NON-SENTINEL) x 1 Main Building (Day Centre) > Ground Floor > Accessible Toilet > Basin

3. Summary of Progress

Since the legionella risk assessment report was provided, the following actions have been taken:

- the Facilities Officer has undertaken the Level 3 Award in Legionella Control for Responsible Persons (RQF) course

- an audit has occurred of the previous written scheme for legionella control compliance and updates to written scheme are being prepared
- quotations have been sought for the necessary remedial works. However, due to the specialism of the works, the timeline, and the number of contractors available in the local area there is one quotation available.

4. Quotation details

The quotation that Members are asked to approve is:

TOTAL (Excluding VAT) £1,593.39

5. Management of Legionella

Under the legislation of HSE Approved Code of Practice (ACOP) L8 & HSG274 Legionella, the council will need to put in place a regime of compliance moving forward, as per table at Schedule 1 attached.

Whilst, where possible, Officers would propose to undertake in-house such day-to-day tasks as is reasonable to do so, in order to ensure full compliance professional support is required and, therefore, once the urgent works have been undertaken Members are asked to delegate authority to the Town Clerk to engage the services of an suitably qualified company to discharge this duty of behalf of the Council.

6. RECOMMENDATIONS

It is **RECOMMENDED** that Members resolve to:

- note the report on the legionella risk assessment
- agree to the quotation to undertake the urgent essential works at Marshlands
- agree to a specialist company managing the compliance on an annual basis

Schedule 1

RECOMMENDED CONTROL MEASURES

Legionella Risk Assessment Report for Marshlands Day Centre - 30 May 2025 | [Back to Index](#)

RECOMMENDED CONTROL MEASURES

Control Measure	Guidance Frequency	Current Control Measures	Current Control Measures Provider	Recommended Control Measures
Whole System: Legionella Risk Assessment	As indicated by the Risk Assessment	Every two years	Rock Compliance	Every two years
Whole System: Log Book Audit	As indicated by the Risk Assessment	Every two years	Rock Compliance	Every two years
Cold Water Tanks: Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted	Annually	No records found	Not appointed	Annually
Cold Water Tanks: Inspect cold water storage tanks and carry out remedial work where necessary	Annually	No records found	Not appointed	Annually
Check calorifier flow temperatures (thermostat settings should modulate as close to 60 °C as practicable without going below 60 °C) Check calorifier return temperatures (not below 50 °C).	Monthly	Monthly	Self-Service	Monthly
Hot Water Services - For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50 °C within one minute (55 °C in healthcare premises)	Monthly	Monthly	Self-Service	Monthly
Hot Water Services - All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm a minimum of 50 °C (55 °C in healthcare premises)	Annually	No records found	Not appointed	Every three months
Infrequently used outlets - Flush outlets until temperature stabilises and comparable to supply and purge to drain Regularly use outlets to minimise risk from microbial growth in peripheral parts of the water system, sustain, log procedure once started	As indicated by the Risk Assessment	Weekly	Self-Service	Weekly
TMV's - Check hot and cold temperatures to the valve and mixed from the valve	As indicated by the Risk Assessment	No records found	Not appointed	Annually
Best / Good practice recommendations: Water tank clean and disinfection	As indicated by the Risk Assessment	No records found	Not appointed	Annually
Expansion Vessels - Where practical, flush through and purge to drain	Every six months	No records found	Not appointed	Every six months
Hot Water Services - For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises).	Monthly	Monthly	Not appointed	Every six months
POU water heaters (no greater than 15 litres) - Check water temperatures to confirm the heater operates at 50–60 °C (55 °C in healthcare premises) or check the installation has a high turnover	Monthly	Monthly	Self-Service	Monthly

RECOMMENDED CONTROL MEASURES

Legionella Risk Assessment Report for Marshlands Day Centre - 30 May 2025 | [Back to Index](#)

Combination Water Heaters (CWH) - Inspect the integral cold water header tanks as part of the cold water storage tank inspection regime, clean and disinfect as necessary.	Annually	No records found	Not appointed	Annually
Combination Water Heaters (CWH) - Check water temperatures at an outlet to confirm the heater operates at 50–60 °C (Healthcare - Check temperature at outlet operates at 55°C)	Monthly	Monthly	Self-Service	Monthly
POU water heaters (Greater than 15 litres) - Check water temperatures to confirm the heater operates at 60 °C	Monthly	Monthly	Self-Service	Monthly
Cold Water services - Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels).	Monthly	Weekly	Self-Service	Monthly
Cold water services - Take temperatures at a representative selection of other points to confirm they are below 20 °C to create a temperature profile of the whole system over a defined time period.	Annually	Weekly	Self-Service	Annually
Cold water services - Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment	Annually	No records found	Not appointed	Annually
TMVs - Risk assess whether the TMV fitting is required, and if not, remove Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs	Annually	No records found	Not appointed	Annually
Hot Water Services - For circulating systems: take temperatures at return legs of subordinate loops to confirm they are greater than 50 °C (55 °C in healthcare premises).	Every three months	No records found	Not appointed	Annually
Whole System: Legionella Risk Assessment Review	As indicated by the Risk Assessment	Every two years	Rock Compliance	Every two years



COMMUNITY GRANT SCHEME

Seaton Chamber have resubmitted a community grant application, a brief summary of which is provided below for your consideration:

Name	Amount Sought	Detail	Comments
Seaton Chamber	£1,000	To assist with the costs associated with Seaton's Christmas Lights Switch On event	<p>Page 4 of the application details how the grant will be spent:</p> <p>£120 for a large inflatable Xmas character £600 for a PA system £150 for a festive themed wooden artwork to create a photo opportunity £150 for a snow machine.</p> <p>The above would be stored in a secure garage allowing it to be used year on year.</p> <p>Seaton Chamber have also submitted photographs of last year's event in support of this application.</p>

LEGIONELLA RISK ASSESSMENT REPORT FOR MARSHLANDS DAY CENTRE



Site Address:	Marshlands Day Centre Seaton
Report Number:	R_26,278
Survey Date:	02-05-2025
Issue Date:	30-05-2025
Next Review Date:	02-05-2027
Risk Assessor:	Declan Hooper
Report Approved By:	Rock Compliance

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INTRODUCTION

Statement of Conformity

Legionnaires' disease and the control of the bacteria which causes it is governed by a Legal document called "Legionnaires' disease: The control of Legionella bacteria in water systems - Approved Code of Practice", often referred to as ACoP L8, and a Guidance document "Legionnaires' disease - Technical Guidance" often referred to as HSG274.

We are guided by:

1. Health & Safety at Work etc Act (1974).
2. Management of Health and Safety at Work Regulations (1999).
3. Control of Substances Hazardous to Health Regulations (2002).
4. Approved Code of Practice L8 Control of Legionella bacteria in Water Systems (2013).
5. BS8580-1:2019 - Water Quality - Risk Assessments for Legionella Control.
6. HSG 274 Part 2 (2024): The Control of Legionella bacteria in hot and cold water systems.
7. BS EN 17020: 2012 - Conformity assessment - requirements for the operation of various types of inspection bodies.

The Requirements of ACoP (L8) are as follows;

1. Identify and assess sources of risk.
2. Prepare a written scheme for preventing or controlling the risk.
3. Implement, manage and monitor precautions.
4. Keep records of the precautions.
5. Appoint a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.

This risk assessment has been introduced to fulfil the requirements of HSG274 Part 2 (2024): The Control of Legionella bacteria in hot and cold water systems and its Approved Code of Practice (ACOP L8) under the Health and Safety at Work etc. Act 1974. Created by bringing together the best regional players in Water Hygiene, Rock Compliance is a specialist in managing, monitoring, servicing and cleaning water systems. Having experienced the changes to regulations over the years, we are considered as an important source of guidance and authority on such critical areas related to the Health and Safety of residents and employees in their exposure to risks associated with water systems.

Our risk assessors are trained to the levels required to undertake water system risk assessments. Robust training programmes and methodical internal auditing processes ensure quality is kept at the highest possible levels. Risk Assessor competence is checked and managed by Rock Compliance. The attending Risk Assessor has been signed off to conform with a high level of competency and is available on request. In compiling this document, we sought guidance from the Water Management Society (WMS) and specialist consultants in order that the advice it gives is as dependable and current as possible. As its foundation, this document has been written using the WMS Risk Assessment Guidance document for both structure and details.

This report is carried out to and meets the requirements of BS8580-1:2019.

Auditors shall be objective, impartial and independent of the area being audited.

The key risk scoring areas that are used in the table below are as follows:

- (C) Contamination
- (A) Amplification
- (T) Transmission
- (E) Exposure incorporating
- (M) Mitigation

The above is considered a causal chain that begins with contamination and leads to the potential infection of a host.

The advice and information contained within this risk assessment is subject to prevailing site conditions and availability of site representation.

We do not accept responsibility for any systems or plant that were not indicated or, access not made available, at the time of the survey. This document is a representation of risk as determined by the surveyor on the date of the visit.

The recipient addressed in the quote will be named as the person who will receive the risk assessment, unless requested otherwise by the client.

The below timeline for the recommended management and remedial actions is from the receipt of the report to the client.

Appealing this Assessment: Should you wish to appeal the finding in this report, please contact us within 28 days from the date of issue by email to:

riskassessmentqueries@rockcompliance.co.uk

Risk Scoring System

Number	Severity	Timeline	Colour
-	None / Compliant	No timeline	GREEN
1 - 2	Advisory / Best practice	No timeline	BLUE
3 - 5	Low	0 to 12 months	YELLOW
6 - 7	Medium	0 to 6 months	ORANGE
8 - 9	High	0 to 3 months	RED
10	Urgent	Immediately	

BUILDING DESCRIPTION

Building description	
Have there been any significant changes since the last risk assessment? e.g. Water system, building use, key personnel, legislation/guidance, ineffective control measures or a case legionnaires' disease/legionellosis associated with the system.	No
Who owns the building?	Seaton Town Council
Main use of site	Day centre/(Soon to be split into a library)
Type of site	Non Healthcare
Incoming water supply to site	Town Mains
Has there been a case of Legionnaires Disease associated with systems on site?	No
Building occupancy	Permanently occupied
Are there any factors that increase the susceptibility of the occupants in the building to contract Legionnaires Disease?	Yes (i.e. increasing age [particularly those over 50 years], those with existing respiratory diseases or certain illnesses/conditions)
Details of factors	All ages present
Ratio of high susceptibility	Equal Male to Female Ratio
External ambient temperature	18 °C
Regional water hardness	Soft
In addition to those assessed within this report are there other potential water contamination sources associated with the system?	No
Inherent Risk	9
As Low As Reasonably Practicable Risk	6
Were there any other systems which are not included in the scope of this risk assessment? (e.g. Spa/Pool, Cooling Towers, Irrigation)	No
Does site carry out any processes which would require CAT5 services?	No, CAT5 system not required

Assets on site		
Code	Name	Count
DE	Dead End	9
FH	Flexible Hose	8
CWOSEN	Outlet: Cold Water (Sentinel)	4
PV	Pressure (Expansion) Vessel	2
DL	Dead Leg	1
DSW	Dishwasher	1
CWST	Cold Water Storage Tank	2
HEBO	Heating Boiler	2
PREL	Pressure Relief Valve	2
WC	WC	8
PUMP	Pump	1
CAL	Calorifier	1
HWOSEN	Outlet: Hot Water (Sentinel)	5
STR	Strainer	1
CWH	Combination Water Heater	1
PRV	Pressure Reducing Valve	4
CWONS	Outlet: Cold Water (Non-Sentinel)	10
TRV	Temperature Relief/Safety Valve	1
HWONS	Outlet: Hot Water (Non-Sentinel)	8
LVPOU	Low Volume Point of Use Water Heater	2
MSC	Mains Stopcock	2
TMV	Thermostatic Mixing Valve (TMV)	4
FE	Feed and Expansion / Chilled Buffer Tank	1

<p>Brief description of water services?</p>	<p>A two building site each with their own MCWS supply. / (Day Centre - MCWS supplying CWST X2 which supply the whole building - HWS supplied via Calorifier 1.) / (Library - MCWS supplied building with three water heaters - CWH 1, LVPOU 1 & a HVPOU 1 which all supply HWS.)</p>
<p>Exclusions & Limitations (Additional information to summarise)?</p>	<p>No access to the treatment room two - Believed to have no water</p>

Location	CAL	CWST	CWH	DE	DL	DSW	FE	FH	HEBO	LVPOU	MSC	CWONS	CWOSEN	HWONS	HWOSEN	PV	PRV	PREL	PUMP	STR	TRV	TMV	WC
MAIN BUILDING (DAY CENTRE)																							
LOFT		2		1			1													1			
FIRST FLOOR				1				6				2	1	2	1								2
GROUND FLOOR	1			3	1			2	2		1	2	1	2	1				1			2	2
MAIN BUILDING (LIBRARY)																							
GROUND FLOOR			1	4		1				2	1	5	2	4	3	2	4	2			1	2	4
EXTERNAL												1											

RESPONSIBLE PERSONS

Site Duty Holder

Julia Mutlow (Town Clerk)

📅 *On request*

✔️ Current duties are carried out in line with current standards ensuring competency of those appointed to this position

Nominated Responsible Person

Paul Johns (Facilities Officer)

✔️ Current duties are carried out in line with current standards ensuring competency of those appointed to this position

Completed training course: Legionella & Legionnaires' Disease - High Speed Training (30.04.2022)

Deputy Nominated Responsible Person

Paul Johns (Facilities Officer)

SCOPE OF ASSESSMENT

The scope of this risk assessment covers the below systems, at the designated buildings in accordance with your order instructions for Legionella bacteria (Any other systems/bacterial pathogens are not included and would be subject to separate assessment):

- Management and Control
- Mains cold water distribution
- Domestic cold water
- Domestic hot water

All accessible areas were visited, surveys carried out of all the main plant items, the logbook reviewed where accessible and staff interviewed in order to evaluate an accurate measure of the risk of an occupant contracting the legionella bacteria. The risk assessment was carried out by: Declan Hooper who holds the following qualifications: C&G - Risk assessment for Legionella and Water Hygiene Control in Water Systems.

Each system has been assessed to establish the current condition of the system and a residual risk calculated based on the potential for the Legionella bacteria to colonise and proliferate in that system, the potential for dissemination of that bacteria in an aerosol form and the potential for exposure of susceptible persons to such an aerosol. In addition, an assessment has been made of the Management Structure and control scheme together with the effectiveness of any water management control programme and associated records.

Disclaimer

This report relates to observations made and information supplied at the time of the inspection. Every effort will have been made to examine as much of the water systems as possible. Some areas such as pipework beneath floors or behind walls may not have been inspected due to restricted access. The scope of this report is therefore limited to those systems and services identified to us, covered by the scope of works and specifically referred to in this report.

Schematic drawings apposite BS8580-1:2019 (Water Quality Risk Assessments for Legionella Control – Code of Practice.) The client's attention is brought to the following:

General

As part of the risk assessment, the assessor should conduct a site survey with reference to the pre-existing schematic and logbook if available. If sufficient information is not available, the assessor should determine whether they have gathered enough information available to assess the risk and provide a schematic. If they conclude that there is not enough information, they may decline the issue of the assessment or decide to issue it in draft format.

In short, it is considered the responsibility of the client to provide the assessor with any relevant information relating to the system being assessed. Upon receipt of correct and up to date information a schematic will be generated that adheres to the guidance in the ACOP L8 document.

Schematics will be provided as part of the scope of assessment. Schematics will represent the water system as accurately as possible, but it must be noted that they are not formal technical drawings. If access is limited, then a statement will be added to the limitations and exclusions section of this report. The schematic will also show area of limited / no access for representation.

EXECUTIVE SUMMARY

There are areas that require immediate attention. The key areas for improvement identified are listed with their risk scores in the table below.

A full list of guidance is available in the Management & Remedial Actions section of this risk assessment.

Where possible a quotation will accompany this risk assessment in order to determine the level of budget required in order to reduce the risks to acceptable levels.

Please do not hesitate to contact Rock Compliance on 0800 8620458 to discuss the report and its content further.

We recommend the risk assessment is reviewed on or before the 02-05-2027

This Risk Assessment must be reviewed regularly to ensure it remains up-to-date. It should be reviewed whenever it is suspected to no longer be valid. This may result from:

- a. Changes to the water system or its use
- b. Changes to the use of the building in which the water system is installed
- c. The availability of new information about risks or control measures
- d. The results of checks indicating that control measures are no longer effective
- e. Changes to key personnel
- f. A case of Legionnaires' disease associated with the system

The following table is a summary of the risks found by the risk assessor during their time at the premises. The table contains the various systems within the premises and has a score with a colour designation. The factors which influence the risk rating are also present within the table.

Where justification allows, risk assessors may choose to assign a risk rating that lies outside of the expected parameters due to findings on site. Where applicable this will be documented in this section (Executive Summary).

The risk is defined by policy and written scheme, training, control measure documentation, primary control strategy, storage of water, system design faults, condition of assets. These factors are then multiplied by the exposure risk specified as aerosol generating potential and population susceptibility.

The appropriate related actions to mitigate the risk follow in the Management & Remedial Actions section. The remedials listed have a direct impact on the overall site risk but have their own ratings to enable generation of an efficient reactive works plan.

Inherent Risk

This is the underlying risk if there were no controls in place, or if controls were to fail or be removed.

For example, a hot and cold water system with storage tanks and large calorifiers is a higher inherent risk than a mains fed system with a point of use instant heater. Some systems will generally always be higher inherent risk as they rely on water treatment for control; for example, cooling towers or spa pools.

The inherent risk is something that the risk assessor needs to quantify, and it may be possible to make recommendations to reduce the inherent risk with changes to the system. The hierarchy of control outlined in COSHH starts here with elimination or substitution of risk. For example, removing a cold water storage tank and converting to mains feed will reduce the inherent risk presented by the water system.

Residual Risk

This is the risk observed by the assessor during the risk assessment process with the current controls in place. Residual risk can be reduced with additional controls or by reducing the underlying inherent risk as above. For example, the residual risk of a hot water system running at 40C is high and this can be reduced by applying the control measure of increasing the hot water temperature to store at 60C and distribute above 50C.

ALARP Risk

As low as reasonably practicable risk is a judgement for the risk assessor to make, often in consultation with the responsible person. ALARP is the target to reach and the recommendations in the risk assessment must bridge between where the risk is now, and the ALARP risk level.

It is important for risk assessors not to make impossible or impracticable recommendations in their risk assessments. Cost, however, is not an overriding factor on all levels of practicability. While it may not be possible to reach a level of 'no risk', the acceptable level of risk is ALARP.

In order to achieve the level risk of ALARP all management & remedial actions listed within this risk assessment document would need to be actioned and signed off. Any risk rating scores for ALARP will be reviewed during the next risk assessment carried out for site.

Below is the overall site risk, this is defined by sections which act as individual risks rolled up to create a final residual risk on the day.

	Inherent Risk	As Low As Reasonably Practicable Risk	Residual Risk
Site risk score	9	6	8
Control Measures			9
Management & Control			10
Domestic Cold Water System			9
Domestic Hot Water System			9
Closed System			3
Outlets			9
Sentinel Outlets			9
Dead End/Dead Leg			9
Thermostatic Mixing Valves			1
Other			9

RECOMMENDED CONTROL MEASURES

Control Measure	Guidance Frequency	Current Control Measures	Current Control Measures Provider	Recommended Control Measures
Whole System: Legionella Risk Assessment	As indicated by the Risk Assessment	Every two years	Rock Compliance	Every two years
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Cold Water Tanks: Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted	Annually	No records found	Not appointed	Annually
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Check calorifier flow temperatures (thermostat settings should modulate as close to 60 °C as practicable without going below 60 °C) Check calorifier return temperatures (not below 50 °C).	Monthly	Monthly	Self-Service	Monthly
Hot Water Services - For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50 °C within one minute (55 °C in healthcare premises)	Monthly	Monthly	Self-Service	Monthly
Hot Water Services - All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm a minimum of 50 °C (55 °C in healthcare premises)	Annually	No records found	Not appointed	Every three months
Infrequently used outlets - Flush outlets until temperature stabilises and comparable to supply and purge to drain Regularly use outlets to minimise risk from microbial growth in peripheral parts of the water system, sustain, log procedure once started	As indicated by the Risk Assessment	Weekly	Self-Service	Weekly
TMV's - Check hot and cold temperatures to the valve and mixed from the valve	As indicated by the Risk Assessment	No records found	Not appointed	Annually
Best / Good practice recommendations: Water tank clean and disinfection	As indicated by the Risk Assessment	No records found	Not appointed	Annually
Expansion Vessels - Where practical, flush through and purge to drain	Every six months	No records found	Not appointed	Every six months
Hot Water Services - For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises).	Monthly	Monthly	Not appointed	Every six months
POU water heaters (no greater than 15 litres) - Check water temperatures to confirm the heater operates at 50–60 °C (55 °C in healthcare premises) or check the installation has a high turnover	Monthly	Monthly	Self-Service	Monthly

Combination Water Heaters (CWH) - Inspect the integral cold water header tanks as part of the cold water storage tank inspection regime, clean and disinfect as necessary.	Annually	No records found	Not appointed	Annually
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Cold water services - Take temperatures at a representative selection of other points to confirm they are below 20 °C to create a temperature profile of the whole system over a defined time period.	Annually	Weekly	Self-Service	Annually
Cold water services - Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment	Annually	No records found	Not appointed	Annually
TMVs - Risk assess whether the TMV fitting is required, and if not, remove Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs	Annually	No records found	Not appointed	Annually
Hot Water Services - For circulating systems: take temperatures at return legs of subordinate loops to confirm they are greater than 50 °C (55 °C in healthcare premises)..	Every three months	No records found	Not appointed	Annually
Whole System: Legionella Risk Assessment Review	As indicated by the Risk Assessment	Every two years	Rock Compliance	Every two years

MANAGEMENT & REMEDIAL ACTIONS

The table below is a summary of all of the items the risk assessor found during the visit. The list is divided by systems and is organised with the highest priority at the top and the lowest at the bottom.

	Score	Asset Count	Target Date	Date completed	Signature
Management & Control					
MANAGEMENT - LOGBOOK - WATER SERVICES					
Ensure sufficient control measures are put in place and recorded. LBW_000001:Root	10	1	30-05-2025		
A communication matrix including personnel within hierarchy and contact details is required including escalation process and pathways. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2. LBW_000001:Root	9	1	30-08-2025		
Ensure all records remain current and for at least two years afterwards, with the exception of records kept for monitoring and inspection, which should be kept for at least five years). This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2. LBW_000001:Root	8	1	30-08-2025		
A plan is required to detail actions for incidents including, not limited to positive legionella results. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2. LBW_000001:Root	7	1	30-11-2025		
Recommendations from monitoring checks must be actioned and resolved within a timely manner. These actions must resolve the logged problem, or be escalated via a escalation process. Evidence of the actions taken must be kept within the water services log book. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2. LBW_000001:Root	5	1	30-05-2026		
Recommend frequent documented liaison between Duty Holder and the Responsible Person in order to provide evidence of effective management process. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2. LBW_000001:Root	1	1	--		
Upon receipt of this risk assessment it is advised that it is stored in the logbook or online portal for easy access by anyone involved in water management for the site. LBW_000001:Root	1	1	--		
Please ensure COSHH records are contained within the log book. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2. LBW_000001:Root	1	1	--		

<p>It is good practice to store the legionella policy within the log book. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</p> <p>LBW_000001:Root</p>	1	1	--		
<p>Please ensure suitable and sufficient risk assessments and method statements for all works being carried out on the water systems are contained within the log book. There should also be a documented process of works carried out by third parties. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</p> <p>LBW_000001:Root</p>	1	1	--		
<p>Ensure Operating instructions for the system(s) on site kept on file? E.g. start-up / shut down procedures, pump switching, record of plant usage etc. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</p> <p>LBW_000001:Root</p>	1	1	--		
<p>MANAGEMENT - RESPONSIBLE PERSONS REGISTER - WATER</p>					
<p>Current training has surpassed 3 years, we recommend a refresher course to ensure Legionella training is up to date.</p> <p>RPRW_000001:Root</p>	1	1	--		
<p>Closed System</p>					
<p>FEED AND EXPANSION / CHILLED BUFFER TANK</p>					
<p>Fit adequate backflow prevention at the spur of the inlet pipework.</p> <p>FE_000001:Main Building (Day Centre) / Loft / F&E Tank</p>	3	1	30-05-2026		

Outlets					
OUTLET: COLD WATER (NON-SENTINEL)					
Cold water outlets need to be descaled. CWONS_000008:Main Building (Library) / Ground Floor / Kitchen / Right Sink	8	1	30-08-2025		
OUTLET: HOT WATER (NON-SENTINEL)					
The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system. HWONS_000002:Main Building (Day Centre) / Ground Floor / Utility Room / Sink HWONS_000003:Main Building (Day Centre) / Ground Floor / Accessible Toilet / Basin HWONS_000008:Main Building (Library) / Ground Floor / Kitchen / Right Sink HWONS_000009:Main Building (Library) / Ground Floor / Kitchen / Basin HWONS_000013:Main Building (Library) / Ground Floor / Female Toilet / Right Basin	9	5	30-08-2025		
The hot water outlets need to be descaled. HWONS_000003:Main Building (Day Centre) / Ground Floor / Accessible Toilet / Basin	8	1	30-08-2025		
The temperature is under the required level and should be adjusted to 41 deg +/- 2 Deg. It may suggest a fault with the valve, which could lead to a lack of control. HWONS_000013:Main Building (Library) / Ground Floor / Female Toilet / Right Basin	6	1	30-11-2025		
We recommend the installation of a TMV to reduce the potential scald risk. HWONS_000005:Main Building (Day Centre) / First Floor / Accessible Toilet / Basin	1	1	--		
Dead End/Dead Leg					
DEAD END					
Remove and cut back to the circulating pipework, leaving no dead ends of any size, to reduce the potential for stagnation. DE_000001:Main Building (Day Centre) / Ground Floor / Old Bathroom (10) DE_000002:Main Building (Day Centre) / Ground Floor / Old Bathroom (10) / MSC DE_000003:Main Building (Day Centre) / Ground Floor / Utility Room DE_000004:Main Building (Day Centre) / First Floor / Unisex Toilet DE_000005:Main Building (Day Centre) / Loft DE_000006:Main Building (Library) / Ground Floor / Kitchen DE_000007:Main Building (Library) / Ground Floor / Female Toilet DE_000008:Main Building (Library) / Ground Floor / Room Adj Reception/Foyer / HVPOU 1 DE_000009:Main Building (Library) / Ground Floor / Room Adj Reception/Foyer / HVPOU 1	9	9	30-08-2025		
DEAD LEG					
Where reasonably practicable, dead legs should be removed or the risk minimised by regular use (safely flushed within a 7 day period) DL_000001:Main Building (Day Centre) / Ground Floor / Old Laundry (9)	9	1	30-08-2025		

Other					
FLEXIBLE HOSE					
Flexible hoses have been shown to be a risk of microbial colonisation and therefore should be replaced with suitable pipework. FH_000001:Main Building (Day Centre) / Ground Floor / Accessible Toilet / Basin FH_000002:Main Building (Day Centre) / Ground Floor / Accessible Toilet / Basin FH_000007:Main Building (Day Centre) / First Floor / Kitchen / Sink	8	3	30-08-2025		
MAINS STOPCOCK					
The mains stopcock should have a drain valve fitted to facilitate draining and maintenance of the system. This should be installed downstream of any existing water meter. MSC_000001:Main Building (Day Centre) / Ground Floor / Old Bathroom (10) / MSC	1	1	--		
PRESSURE (EXPANSION) VESSEL					
To minimise the risk of microbial growth, install a flow through valve to promote a continuous flow of water through the vessel. PV_000001:Main Building (Library) / Ground Floor / Male Toilet (13) / LVPOU 1 PV_000002:Main Building (Library) / Ground Floor / Room Adj Reception/Foyer / HVPOU 1	9	2	30-08-2025		
Replace with a suitably sized pressure (expansion) vessel to accommodate water expansion. PV_000002:Main Building (Library) / Ground Floor / Room Adj Reception/Foyer / HVPOU 1	5	1	30-05-2026		
Sentinel Outlets					
OUTLET: HOT WATER (SENTINEL)					
Outlet requires replacing due to being faulty. HWOSEN_000008:Main Building (Library) / Ground Floor / Kitchen / Left Sink	9	1	30-08-2025		
The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system. HWOSEN_000013:Main Building (Library) / Ground Floor / Female Toilet / Left Basin HWOSEN_000015:Main Building (Day Centre) / First Floor / Kitchen / Sink	9	2	30-08-2025		
Where reasonably practicable, infrequently used outlets/dead legs should be removed or the risk minimised by regular use of these outlets (safely flushed within a 7 day period) HWOSEN_000008:Main Building (Library) / Ground Floor / Kitchen / Left Sink	9	1	30-08-2025		
The temperature is over the required level and should be adjusted to 41 deg +/- 2 Deg. It could present a scald risk or suggest a fault with the valve. HWOSEN_000014:Main Building (Day Centre) / Ground Floor / Toilet / Basin	6	1	30-11-2025		
The temperature is under the required level and should be adjusted to 41 deg +/- 2 Deg. It may suggest a fault with the valve, which could lead to a lack of control. HWOSEN_000013:Main Building (Library) / Ground Floor / Female Toilet / Left Basin	6	1	30-11-2025		

Domestic Cold Water System					
COLD WATER STORAGE TANK					
Clean and disinfect the cold water storage tank as soon as possible, removing all sediment and possible contaminants. If corrosion is present action remedial works to rectify, as this presents a nutrient risk for bacterial growth.	9	2	30-08-2025		
CWST_000001:Main Building (Day Centre) / Loft / CWST 1 CWST_000002:Main Building (Day Centre) / Loft / CWST 2					
Domestic Hot Water System					
CALORIFIER					
The stored hot water has a temperature below the recommended 60 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.	9	1	30-08-2025		
CAL_000001:Main Building (Day Centre) / Ground Floor / Boiler Cupboards (X3) / Calorifier 1					
The return hot water has a temperature below the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.	8	1	30-08-2025		
CAL_000001:Main Building (Day Centre) / Ground Floor / Boiler Cupboards (X3) / Calorifier 1					
Fit drain valve for inspection and maintenance.	5	1	30-05-2026		
CAL_000001:Main Building (Day Centre) / Ground Floor / Boiler Cupboards (X3) / Calorifier 1					
COMBINATION WATER HEATER					
The stored hot water has a temperature below the recommended 50-60 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system. If there is evidence to suggest this installation has a high turnover of water then this asset should be monitored and remedial action taken if found faulty.	8	1	30-08-2025		
CWH_000001:Main Building (Library) / Ground Floor / Kitchen / CWH 1					
Continue to monitor throughout the year and if internal condition worsens, clean and disinfect the cold water storage tank removing all sediment and possible contaminants.	3	1	30-05-2026		
CWH_000001:Main Building (Library) / Ground Floor / Kitchen / CWH 1					
LOW VOLUME POINT OF USE WATER HEATER					
The stored hot water has a temperature below the recommended 50-60 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system. If there is evidence to suggest this installation has a high turnover of water then this asset should be monitored and remedial action taken if found faulty.	8	1	30-08-2025		
LVPOU_000002:Main Building (Library) / Ground Floor / Room Adj Reception/Foyer / HVPOU 1					
The stored water temperature on the water heater is greater than 65 Deg C., although the legionella kill rate is excellent at this temperature, it does present a scald risk at outlets where TMV's are not installed.	1	1	--		
LVPOU_000001:Main Building (Library) / Ground Floor / Male Toilet (13) / LVPOU 1					

Control Measures					
CURRENT CONTROL MEASURES					
Hot Water Services - Implement annual representative monitoring system for all HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm a minimum of 50 °C (55 °C in healthcare premises) CURRCONTMS_000001:Root	9	1	30-08-2025		
Expansion Vessels - Implement monthly - six monthly monitoring system to where practical, flush through and purge to drain CURRCONTMS_000001:Root	9	1	30-08-2025		
Best / Good practice recommendations: Implement Water tank clean and disinfection CURRCONTMS_000001:Root	9	1	30-08-2025		
Cold water services - Implement annual monitoring system to check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment CURRCONTMS_000001:Root	9	1	30-08-2025		
Cold Water Tanks: Implement annual monitoring system to Inspect cold water storage tanks and carry out remedial work where necessary CURRCONTMS_000001:Root	9	1	30-08-2025		
TMVs - Implement annual monitoring system to risk assess whether the TMV fitting is required, and if not, remove Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs CURRCONTMS_000001:Root	9	1	30-08-2025		
TMV's - Implement monitoring system to check hot and cold temperatures to the valve and mixed from the valve CURRCONTMS_000001:Root	9	1	30-08-2025		
Cold Water Tanks: Implement annual monitoring system to check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum /minimum thermometers where fitted CURRCONTMS_000001:Root	9	1	30-08-2025		
Hot Water Services - Implement monitoring system for circulating systems: take temperatures at return legs of subordinate loops to confirm they are greater than 50 °C (55 °C in healthcare premises) CURRCONTMS_000001:Root	9	1	30-08-2025		
Combination Water Heaters (CWH) - Implement annual monitoring system to Inspect the integral cold water header tanks as part of the cold water storage tank inspection regime, clean and disinfect as necessary CURRCONTMS_000001:Root	9	1	30-08-2025		

SURVEY DATA: MANAGEMENT & CONTROL

Risk Score: 10
1=low, 10=high

BC_000001 MANAGEMENT - BUILDING CHARACTERISTICS ✎		
Have there been any significant changes since the last risk assessment? e.g. Water system, building use, key personnel, legislation/guidance, ineffective control measures or a case legionnaires' disease/legionellosis associated with the system.	No	
Who owns the building?	Seaton Town Council	
Main use of site	Day centre/(Soon to be split into a library)	
Type of site	Non Healthcare	
Incoming water supply to site	Town Mains	
Has there been a case of Legionnaires Disease associated with systems on site?	No	
Building occupancy	Permanently occupied	
Are there any factors that increase the susceptibility of the occupants in the building to contract Legionnaires Disease?	Yes (i.e. increasing age [particularly those over 50 years], those with existing respiratory diseases or certain illnesses/conditions)	
Details of factors	All ages present	
Ratio of high susceptibility	Equal Male to Female Ratio	
External ambient temperature	18 °C	
Regional water hardness	Soft	
In addition to those assessed within this report are there other potential water contamination sources associated with the system?	No	
Inherent Risk	9	
As Low As Reasonably Practicable Risk	6	
Were there any other systems which are not included in the scope of this risk assessment? (e.g. Spa/Pool, Cooling Towers, Irrigation)	No	
Does site carry out any processes which would require CAT5 services?	No, CAT5 system not required	
Brief description of water services?	A two building site each with their own MCWS supply. / (Day Centre - MCWS supplying CWST X2 which supply the whole building - HWS supplied via Calorifier 1.) / (Library - MCWS supplied building with three water heaters - CWH 1, LVPOU 1 & a HVPOU 1 which all supply HWS.)	

Exclusions & Limitations (Additional information to summarise)?

No access to the treatment room two -
Believed to have no water



Unable to open boxing where pipework drops/rises due to stuff in the way/shelving



No access to clinic room two however believed to have no water (As traced in loft above also)

RPRW_000001 MANAGEMENT - RESPONSIBLE PERSONS REGISTER - WATER [↗](#)

Type of site	Non-Healthcare	
Has the Duty Holder been identified at the time of the survey?	Yes	
Duty Holder: Name	Julia Mutlow	
Duty Holder: Position	Town Clerk	
Duty Holder: Contact Details	On request	

Is there evidence the Duty Holder has received training in accordance with HSG 274?	No records found - but has appointed competent people with responsibility for legionella management	
Duty Holder: Are current duties carried out in line with current standards ensuring competency of those appointed to this position?	Yes	
Has the Nominated Responsible Person or equivalent been identified at the time of the survey?	Yes	
Nominated Responsible Person or equivalent: Name	Paul Johns	
Nominated Responsible Person or equivalent: Position	Facilities Officer	
Is there evidence the Nominated Responsible Person or equivalent has received training in accordance with HSG 274? <i>Guidance: Current training has surpassed 3 years, we recommend a refresher course to ensure Legionella training is up to date.</i>	Yes, but requires refresher training	1
Nominated Responsible Person or equivalent Training: Course Title & Provider:	Legionella & Legionnaires' Disease - High Speed Training	
Nominated Responsible Person or equivalent Training: Date of training Course	30.04.2022	
Nominated Responsible Person or equivalent: Are current duties carried out in line with current standards ensuring competency of those appointed to this position?	Yes	
Has the Deputy Responsible Person been identified at the time of the survey?	Yes	
Deputy Responsible Person: Name	Paul Johns	
Deputy Responsible Person: Position	Facilities Officer	
Is there evidence the Deputy Responsible Person has received training in accordance with HSG 274? <i>Guidance: Current training has surpassed 3 years, we recommend a refresher course to ensure Legionella training is up to date.</i>	Yes, but requires refresher training	1
Has the operational staff(s) been identified at the time of the survey?	Yes	
Operational Staff: (A) Name	To be appointed by Seaton Town Council - Ensure adequate training is put in place	
Has the service provider(s) been identified at the time of the survey?	Yes	
Service Provider: (A) Name	Rock Compliance	
Service Provider: (A) Contact Details	0800 862 0458	
Is there evidence Service Providers have received training in accordance with HSG 274?	Yes	
Service Providers Training: Course Title & Provider:	Training matrix available on request	
Service Providers : Date of training Course	Training matrix available on request	
Service Providers : Are current duties carried out in line with current standards ensuring competency of those appointed to this position?	Yes	



Certificate of Achievement - Legionella and Legionnaires' Disease - 30/04/2022

LBW_000001 MANAGEMENT - LOGBOOK - WATER SERVICES [↗](#)

Is this a healthcare premises?	No	
Is there a logbook or electronic records for the legionella and water management system?	Yes - Log Book/electronic system in place.	
Name and role of Person asked for the logbook/electronic records	Paul Johns - Facilities Officer	
Location of logbook/electronic records	Site Office	
Who maintains, reviews and manages the logbook/electronic records?	Paul Johns	
Is there a Legionella Risk Assessment present? <i>Guidance: Upon receipt of this risk assessment it is advised that it is stored in the logbook or online portal for easy access by anyone involved in water management for the site.</i>	Not present	1
What is the date of the most recent record available?	02.05.2025	
Are there copies of all system cleaning & disinfection records?	Yes	
Comments on cleaning and disinfection records	CWST Clean and Disinfection Certificates	
Are actions taken where issues are found? <i>Guidance: Recommendations from monitoring checks must be actioned and resolved within a timely manner. These actions must resolve the logged problem, or be escalated via an escalation process. Evidence of the actions taken must be kept within the water services log book. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	5
Are recommendations made where results are found to be outside of the control limits?	Yes	

Is there a previous site plan and schematic contained within the log book/electronic system?	No - Schematic carried out as part of this Risk Assessment	
Is there a copy of the sites legionella policy contained within the log book/electronic records? Guidance: <i>It is good practice to store the legionella policy within the log book. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	1
Is there a clear allocation of responsibility for all personnel involved in the management of Legionella risk, with clear communication pathways, contact information and escalation details? Guidance: <i>A communication matrix including personnel within hierarchy and contact details is required including escalation process and pathways. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	9
Are there cooling towers on the site?	No	
Are there COSHH data sheets for any chemicals used onsite? Guidance: <i>Please ensure COSHH records are contained within the log book. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	1
Are there suitable and sufficient Risk Assessments and Method statements for all works being carried out on site (Does site have documented processes for contractors completing works)? Guidance: <i>Please ensure suitable and sufficient risk assessments and method statements for all works being carried out on the water systems are contained within the log book. There should also be a documented process of works carried out by third parties. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	1
Are there operating instructions for the system(s) on site kept on file? E.g. start-up / shut down procedures, pump switching, record of plant usage etc.? Guidance: <i>Ensure Operating instructions for the system(s) on site kept on file? E.g. start-up / shut down procedures, pump switching, record of plant usage etc. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	1
Non Health Care - Is there evidence of effective liaison between the duty holder and the responsible person e.g. Meeting notes, documentation Guidance: <i>Recommend frequent documented liaison between Duty Holder and the Responsible Person in order to provide evidence of effective management process. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	1
Is there a sufficient history of records available (including current checks)? Guidance: <i>Ensure all records remain current and for at least two years afterwards, with the exception of records kept for monitoring and inspection, which should be kept for at least five years). This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	8
In addition to temperature does the site have any additional methodologies for control?	No - Only temperature control	
Is there an action plan for incidents including positive legionella results? Guidance: <i>A plan is required to detail actions for incidents including, not limited to positive legionella results. This should be included as part of the written scheme as per HSG274 Part 1 and/or Part 2 Appendix 2.</i>	No	7
Are current control measures compliant? (Missing measures / ineffective measures) Guidance: <i>Ensure sufficient control measures are put in place and recorded.</i>	No, no records	10

SURVEY DATA: DOMESTIC COLD WATER SYSTEM

Risk Score: 9
1=low, 10=high

CWST_000001 COLD WATER STORAGE TANK [🔗](#)

📍 MAIN BUILDING (DAY CENTRE) / LOFT / CWST 1

Asset Identifiers:

Make: Other

Model: AquaTanks

Length: 1200 mm

Width: 1000 mm

Height: 1000 mm

Water Level from bottom of tank: 950 mm

Does the tank have over 1000 Litres stored water?: No

Tank Construction: One Piece

What material is the lid?: GRP (Fibre Glass)

Type of pipework insulation: Foil Faced Rockwool

Size of screened breather vent or weir: 32 mm

Size of Overflow: 28 mm

Overflow Pipe Material: Plastic

Inlet Size: 15 mm

Number of Outlets (service pipes from tank): 1 No.

Open Vents present?: No

Level Switches: No

Internal Condition comment: High contamination in bottom of tank - Whole bottom of tank is filled with sediment

Is this tank or mains supply pipework currently a dead leg? e.g. isolated and drained down/not operational or in use.	No	
What material is the tank?	GRP (Fibre Glass)	
Does the tank have a lid?	Yes	
Is the lid secured and sealed?	Yes	
Is the tank Insulated?	Yes	
Is the distribution pipework insulated within guidance tolerance?	Yes	
Roof mounted screened breather vent or weir?	Yes	

Overflow present?	Yes	
Is the overflow fitted with an insect mesh filter?	Yes	
Condition of overflow pipe insect mesh filter?	N/A - Integral design Insect mesh filter	
Has the overflow been fitted in the correct position?	Yes	
Inlet Pipe Material	Copper	
Outlet Pipe Material	Copper	
Are the outlets installed on the opposite wall to the inlet?	Yes	
Is the base of a suitable material and in good condition?	Yes	
Are hollow internal supports present within the Cold Water Storage Tank?	No	
Distance from roof of tank to ceiling lowest point	1000 mm	
Is there indication of more than 24 hour storage capacity at the time of the visit? (12 hours Healthcare)	No evidence of stagnation or temperature variation in the CWST to indicate this.	
Internal Condition of tank <i>Guidance: Clean and disinfect the cold water storage tank as soon as possible, removing all sediment and possible contaminants. If corrosion is present action remedial works to rectify, as this presents a nutrient risk for bacterial growth.</i>	High Contamination/Corrosion	9
Stored water temperature at time of survey	15.4 °C	
Temperature at the float valve inlet at time of survey	13 °C	
Ambient air temperature at time of survey	18.8 °C	
Is there an access hatch for inspection and maintenance of the inlet valve?	Yes	
Is the tank labelled?	Yes	
Does the tank supply assets that may come into contact with Fluid category 5 (CAT 5)?	No	



CWST 1 - Internal




CWST 1 - External



Access to CWST



CWST 1 - External - Screened breather fit to the lid is corroded -
Recommend replacing

CWST_000002 COLD WATER STORAGE TANK 
 ♀ MAIN BUILDING (DAY CENTRE) / LOFT / CWST 2

Asset Identifiers:
Make: Other
Model: AquaTanks
Length: 1200 mm
Width: 1000 mm
Height: 1000 mm
Water Level from bottom of tank: 950 mm
Does the tank have over 1000 Litres stored water?: No
Tank Construction: One Piece
What material is the lid?: GRP (Fibre Glass)
Type of pipework insulation: Foil Faced Rockwool
Size of screened breather vent or weir: 32 mm
Size of Overflow: 28 mm
Overflow Pipe Material: Plastic
Inlet Size: 15 mm
Number of Outlets (service pipes from tank): 1 No.
Open Vents present?: No
Level Switches: No
Internal Condition comment: High contamination in bottom of tank - Whole bottom of tank is filled with sediment

Is this tank or mains supply pipework currently a dead leg? e.g. isolated and drained down/not operational or in use.	No	
What material is the tank?	GRP (Fibre Glass)	
Does the tank have a lid?	Yes	
Is the lid secured and sealed?	Yes	
Is the tank Insulated?	Yes	
Is the distribution pipework insulated within guidance tolerance?	Yes	
Roof mounted screened breather vent or weir?	Yes	
Overflow present?	Yes	
Is the overflow fitted with an insect mesh filter?	Yes	

Condition of overflow pipe insect mesh filter?	N/A - Integral design Insect mesh filter	
Has the overflow been fitted in the correct position?	Yes	
Inlet Pipe Material	Copper	
Outlet Pipe Material	Copper	
Are the outlets installed on the opposite wall to the inlet?	Yes	
Is the base of a suitable material and in good condition?	Yes	
Are hollow internal supports present within the Cold Water Storage Tank?	No	
Distance from roof of tank to ceiling lowest point	1000 mm	
Is there indication of more than 24 hour storage capacity at the time of the visit? (12 hours Healthcare)	No evidence of stagnation or temperature variation in the CWST to indicate this.	
Internal Condition of tank <i>Guidance: Clean and disinfect the cold water storage tank as soon as possible, removing all sediment and possible contaminants. If corrosion is present action remedial works to rectify, as this presents a nutrient risk for bacterial growth.</i>	High Contamination/Corrosion	9
Stored water temperature at time of survey	14.6 °C	
Temperature at the float valve inlet at time of survey	13 °C	
Ambient air temperature at time of survey	18.8 °C	
Is there an access hatch for inspection and maintenance of the inlet valve?	Yes	
Is the tank labelled?	Yes	
Does the tank supply assets that may come into contact with Fluid category 5 (CAT 5)?	No	



CWST 2 - Internal



Access to CWST



CWST 2 - External



CWST 2 - External - Screened breather fit to the lid is in good condition

SURVEY DATA: DOMESTIC HOT WATER SYSTEM

Risk Score: 9
1=low, 10=high

CAL_000001 CALORIFIER ↗ 📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / BOILER CUPBOARDS (X3) / CALORIFIER 1		Asset Identifiers: Make: Gledhill Cylinders Model: N/A Serial Number: N/A Site Asset Number: 1
Access to Heater	Accessible	
Is this asset a dead leg? e.g. not in use	No (used or flushed weekly within a 7 day period)	
Are there isolation valves on the cold supply?	Yes	
Return hot water temperature <i>Guidance: The return hot water has a temperature below the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	49 °C	8
Is there a drain valve? <i>Guidance: Fit drain valve for inspection and maintenance.</i>	No	5
Is the unit insulated?	Yes	
Are circulating pumps installed?	Yes	
Are temperature gauges fitted?	Yes	
Are the temperature gauges operational?	Yes	
Is the distribution pipework insulated?	Yes	
Stored water temperature at time of survey <i>Guidance: The stored hot water has a temperature below the recommended 60 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	50.7 °C	9
Is the unit WRAS approved?	Yes	
Is the unit installed in compliance with WRAS?	Yes	



Return to Calorifier



Single check valve on HWS outlet



Calorifier 1

CWH_000001 COMBINATION WATER HEATER [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / CWH 1

Asset Identifiers:
 Make: Heatrae Sadia
 Model: FBM
 Serial Number: N/A
 Length of Tank: 600 mm
 Width of Tank: 200 mm
 Height of Tank: 200 mm
 Internal Condition
 comment: Very light contamination in bottom of tank
 Is there a return on the system?: No

Access to Heater

Accessible



Is this asset a dead leg? e.g. not in use	No (used or flushed weekly within a 7 day period)	
Are there isolation valves on the cold supply?	Yes	
Is the drain valve operational/fitted correctly to allow maintenance?	Yes	
Is the unit insulated?	Closed/Sealed Unit (assumed integral insulation)	
Is the distribution pipework insulated?	No (runs are very short, insulation will have a marginal effect)	
Is the unit WRAS approved?	Yes	
Is the unit installed in compliance with WRAS?	Yes	
Stored hot water temperature at time of survey <i>Guidance: The stored hot water has a temperature below the recommended 50-60 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system. If there is evidence to suggest this installation has a high turnover of water then this asset should be monitored and remedial action taken if found faulty.</i>	14.8 °C	8
Does the tank have a lid?	Yes	
Is the lid secured, sealed and made of WRAS approved material?	Yes	
Is the tank insulated?	Closed/Sealed Unit (assumed integral insulation)	
Is there a roof mounted screened breather vent?	Yes	
Does the tank have an overflow?	Yes	
Is the overflow fitted with an insect mesh filter?	Yes	
Is the overflow fitted in the correct position?	Yes	
Is there more than 24 hour storage capacity? (12 hours Healthcare)	No evidence of stagnation or temperature variation in the CWST to indicate this.	
Internal Condition of tank <i>Guidance: Continue to monitor throughout the year and if internal condition worsens, clean and disinfect the cold water storage tank removing all sediment and possible contaminants.</i>	Contaminated (Low Risk)	3
What does the header tank feed?	Hot Water Vessel Only	
Stored cold water temperature at time of survey (feeding vessel only)	14.7 °C	
Temperature at the float valve inlet at time of survey	14.3 °C	
Ambient air temperature at time of survey	17.9 °C	



CWH 1 - Internal with very light contamination



CWH 1 - External



CWH 1 - External - Lid close fitting



CWH 1 - External - Lid fit with a screened breather



CWH 1 - Internal

LVPOU_000001 **LOW VOLUME POINT OF USE WATER HEATER** [🔗](#)
 ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / LVPOU 1

Asset Identifiers:
 Make: Ariston
 Model: EP 15
 Serial Number: N/A
 Volume: 15 Litres

Access to Heater	Accessible	
Is this asset a dead leg? e.g. not in use	No (used or flushed weekly within a 7 day period)	
Are there isolation valves on the cold supply?	Yes	
Is the unit insulated?	Closed/Sealed Unit (assumed integral insulation)	

Is the distribution pipework insulated?	No (runs are very short, insulation will have marginal effect)	
Is the unit WRAS approved?	Yes	
Is the unit installed in compliance with WRAS?	Yes	
Stored water temperature at time of survey Guidance: <i>The stored water temperature on the water heater is greater than 65 Deg C., although the legionella kill rate is excellent at this temperature, it does present a scald risk at outlets where TMV's are not installed.</i>	72 °C	1



LVPOU 1

LVPOU_000002 LOW VOLUME POINT OF USE WATER HEATER [↗](#)

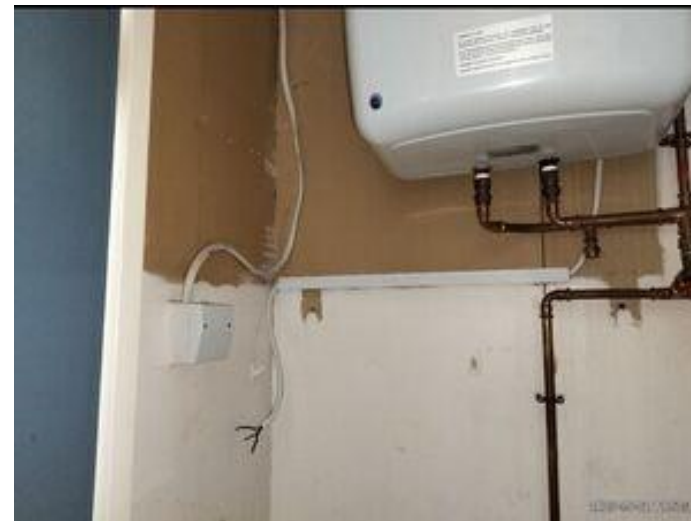
[📍](#) MAIN BUILDING (LIBRARY) / GROUND FLOOR / ROOM ADJ RECEPTION/FOYER / HVPOU 1

Asset Identifiers:
Make: Ariston
Model: EP 30
Serial Number: N/A
Volume: 30 Litres

Access to Heater	Accessible	
Is this asset a dead leg? e.g. not in use	No (used or flushed weekly within a 7 day period)	
Are there isolation valves on the cold supply?	Yes	
Is the unit insulated?	Closed/Sealed Unit (assumed integral insulation)	
Is the distribution pipework insulated?	No (runs are very short, insulation will have marginal effect)	
Is the unit WRAS approved?	Yes	
Is the unit installed in compliance with WRAS?	Yes	
Stored water temperature at time of survey <i>Guidance: The stored hot water has a temperature below the recommended 50-60 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system. If there is evidence to suggest this installation has a high turnover of water then this asset should be monitored and remedial action taken if found faulty.</i>	14.6 °C	8



LVPOU 2



HVPOU 1 is currently not wired in

SURVEY DATA: CLOSED SYSTEM

Risk Score: 3
1=low, 10=high

FE_000001 FEED AND EXPANSION / CHILLED BUFFER TANK [🔗](#)

📍 MAIN BUILDING (DAY CENTRE) / LOFT / F&E TANK

Is there backflow prevention fitted to the spur of cold inlet?

Guidance: Fit adequate backflow prevention at the spur of the inlet pipework.

No

3



F&E Tank



Spur to F&E tank requires adequate backflow protection (double check valve)

SURVEY DATA: OUTLETS

Risk Score: 9
1=low, 10=high

SUMMARY TABLE

OUTLET: COLD WATER (NON-SENTINEL)				
	Is there scale on the outlet?	Is this outlet a dead leg? e.g. infrequently/never used	Cold water temperature (after 2 minutes of flushing)	
MAIN BUILDING (LIBRARY)				
GROUND FLOOR				
FEMALE TOILET				
RIGHT BASIN				
CWONS_000013	No Scale	No - Outlet used or flushed within a 7 day period	14.3 °C	
KITCHEN				
BASIN				
CWONS_000009	No Scale	No - Outlet used or flushed within a 7 day period	14.3 °C	
RIGHT SINK				
CWONS_000008	Heavy Scale	No - Outlet used or flushed within a 7 day period	14.3 °C	
MALE TOILET (13)				
RIGHT BASIN				
CWONS_000010	No Scale	No - Outlet used or flushed within a 7 day period	14.3 °C	
LEFT BASIN				
CWONS_000011	No Scale	No - Outlet used or flushed within a 7 day period	14.3 °C	
EXTERNAL				
OUTSIDE KITCHEN				
BIB TAP				
CWONS_000014	No Scale	No - Outlet used or flushed within a 7 day period	13.3 °C	
MAIN BUILDING (DAY CENTRE)				
GROUND FLOOR				
ACCESSIBLE TOILET				
BASIN				
CWONS_000003	No Scale	No - Outlet used or flushed within a 7 day period	16.3 °C	
TOILET				
BASIN				
CWONS_000001	No Scale	No - Outlet used or flushed within a 7 day period	15.7 °C	
FIRST FLOOR				
UNISEX TOILET				
BASIN				
CWONS_000004	No Scale	No - Outlet used or flushed within a 7 day period	17.2 °C	
KITCHEN				
SINK				
CWONS_000006	No Scale	No - Outlet used or flushed within a 7 day period	15.6 °C	

OUTLET: HOT WATER (NON-SENTINEL)				
	Blended temperature (Basin/Sink)	Is this outlet a dead leg? e.g. infrequently/never used	Is there scale on the outlet?	Hot water temperature (within 1 minute)
MAIN BUILDING (DAY CENTRE)				
GROUND FLOOR				
UTILITY ROOM				
SINK				
HWONS_000002	-	No - Outlet used or flushed within a 7 day period	No scale	48.8 °C
ACCESSIBLE TOILET				
BASIN				
HWONS_000003	40.3 °C	No - Outlet used or flushed within a 7 day period	Heavy scale	48.8 °C

FIRST FLOOR				
UNISEX TOILET				
BASIN				
HWONS_000004	-	No - Outlet used or flushed within a 7 day period	No scale	50.4 °C
ACCESSIBLE TOILET				
BASIN				
HWONS_000005	-	No - Outlet used or flushed within a 7 day period	No scale	50.2 °C
MAIN BUILDING (LIBRARY)				
GROUND FLOOR				
FEMALE TOILET				
RIGHT BASIN				
HWONS_000013	14.6 °C	No - Outlet used or flushed within a 7 day period	No scale	14.6 °C
KITCHEN				
BASIN				
HWONS_000009	-	No - Outlet used or flushed within a 7 day period	No scale	14.8 °C
RIGHT SINK				
HWONS_000008	-	No - Outlet used or flushed within a 7 day period	No scale	14.8 °C
MALE TOILET (13)				
LEFT BASIN				
HWONS_000011	41.3 °C	No - Outlet used or flushed within a 7 day period	No scale	72 °C

DETAILS

<p>CWONS_000004 OUTLET: COLD WATER (NON-SENTINEL) ↗</p> <p>📍 <i>MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / UNISEX TOILET / BASIN</i></p>		<p><i>Asset Identifiers:</i> <i>Type of Asset:</i> Basin /Sink <i>What is this outlet fed by?:</i> Tank <i>Supply pipe material:</i> Copper <i>Size of supply pipe:</i> 15 mm</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	



Poor flow from TCWS outlet

HWONS_000004 OUTLET: HOT WATER (NON-SENTINEL) [↗](#)
 📍 MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / UNISEX TOILET / BASIN

Asset Identifiers:
 Type of Asset: Basin /Sink
 Is this outlet centrally blended?: No
 Is the outlet fed by a TMV?: No
 Is the outlet a mixer tap?: No
 Supply pipe material: Copper
 Size of supply pipe: 15 mm

Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Is there a potential scald risk to a 'vulnerable' user?	No	



Poor flow from HWS outlet

HWONS_000005 OUTLET: HOT WATER (NON-SENTINEL) [↗](#)
 ♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / ACCESSIBLE TOILET / BASIN

Asset Identifiers:
 Type of Asset: Basin /Sink
 Is this outlet centrally blended?: No
 Is the outlet fed by a TMV?: No
 Is the outlet a mixer tap?: No
 Supply pipe material: Copper
 Size of supply pipe: 15 mm

Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)

Yes



Is there a potential scald risk to a 'vulnerable' user?
Guidance: We recommend the installation of a TMV to reduce the potential scald risk.

Yes

1



Accessible toilet fit without a TMV at the basin- Currently there is a risk of scalding








Accessible toilet fit without a TMV at the basin- Currently there is a risk of scalding

CWONS_000006 OUTLET: COLD WATER (NON-SENTINEL) [🔗](#)
 ♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / KITCHEN / SINK

Asset Identifiers:
 Type of Asset: Basin /Sink
 What is this outlet fed by?: Tank
 Supply pipe material: Copper
 Size of supply pipe: 15 mm

Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)

Yes

<p>CWONS_000001 OUTLET: COLD WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / TOILET / BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink What is this outlet fed by?: Tank Supply pipe material: Copper Size of supply pipe: 15 mm</p>
<p>Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)</p>	<p>Yes</p>	
<p>HWONS_000002 OUTLET: HOT WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / UTILITY ROOM / SINK</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink Is this outlet centrally blended?: No Is the outlet fed by a TMV?: No Is the outlet a mixer tap?: No Supply pipe material: Copper Size of supply pipe: 15 mm</p>
<p>Hot water temperature (within 1 minute) <i>Guidance: The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i></p>	<p>48.8 °C</p>	<p>9</p> 
<p>Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)</p>	<p>Yes</p>	
<p>Is there a potential scald risk to a 'vulnerable' user?</p>	<p>No</p>	
<p>CWONS_000003 OUTLET: COLD WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / ACCESSIBLE TOILET / BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink What is this outlet fed by?: Tank Supply pipe material: Copper Size of supply pipe: 15 mm</p>
<p>Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)</p>	<p>Yes</p>	

HWONS_000003 OUTLET: HOT WATER (NON-SENTINEL) [↗](#)

♀ MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / ACCESSIBLE TOILET / BASIN

Asset Identifiers:
Type of Asset: Basin /Sink
Is this outlet centrally blended?: No
Is the outlet fed by a TMV?: Yes - Basin/Sink
Is the outlet a mixer tap?: No
Supply pipe material: Copper
Size of supply pipe: 15 mm

Hot water temperature (within 1 minute) <i>Guidance: The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	48.8 °C	9
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Is there scale on the outlet? <i>Guidance: The hot water outlets need to be descaled.</i>	Heavy scale	8



Heavy scaled outlet

CWONS_000008 OUTLET: COLD WATER (NON-SENTINEL) [↗](#)

♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / RIGHT SINK

Asset Identifiers:
Type of Asset: Basin /Sink
What is this outlet fed by?: Mains
Supply pipe material: Copper
Size of supply pipe: 15 mm

Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Is there scale on the outlet? <i>Guidance: Cold water outlets need to be descaled.</i>	Heavy Scale	8






Heavy scaled outlet

HWONS_000008 OUTLET: HOT WATER (NON-SENTINEL) [↗](#)
 ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / RIGHT SINK

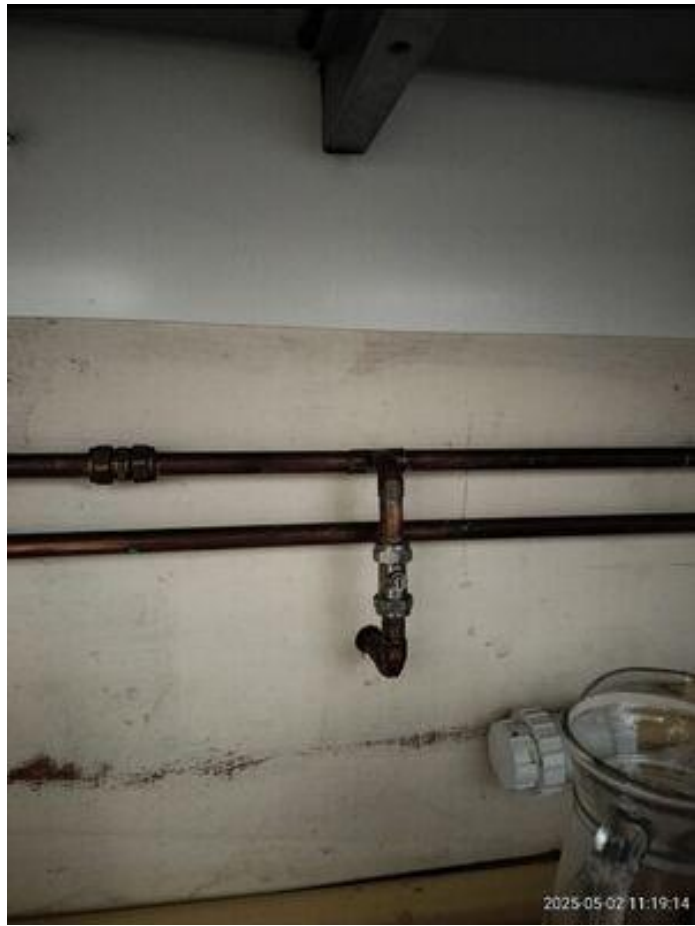
Asset Identifiers:
 Type of Asset: Basin /Sink
 Is this outlet centrally blended?: No
 Is the outlet fed by a TMV?: No
 Is the outlet a mixer tap?: No
 Supply pipe material: Copper
 Size of supply pipe: 15 mm

Hot water temperature (within 1 minute) <i>Guidance: The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	14.8 °C	9
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Is there a potential scald risk to a 'vulnerable' user?	No	

<p>CWONS_000009 OUTLET: COLD WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink What is this outlet fed by?: Mains Supply pipe material: Copper Size of supply pipe: 15 mm</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
<p>HWONS_000009 OUTLET: HOT WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink Is this outlet centrally blended?: No Is the outlet fed by a TMV?: No Is the outlet a mixer tap?: No Supply pipe material: Copper Size of supply pipe: 15 mm</p>
Hot water temperature (within 1 minute) <i>Guidance: The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	14.8 °C	9
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Is there a potential scald risk to a 'vulnerable' user?	No	
<p>CWONS_000011 OUTLET: COLD WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / LEFT BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink What is this outlet fed by?: Mains Supply pipe material: Copper Size of supply pipe: 15 mm</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	

<p>HWONS_000011 OUTLET: HOT WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / LEFT BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink Is this outlet centrally blended?: No Is the outlet fed by a TMV?: Yes - Basin/Sink Is the outlet a mixer tap?: No Supply pipe material: Copper Size of supply pipe: 15 mm</p>
<p>Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)</p>	<p>Yes</p>	
<p>CWONS_000010 OUTLET: COLD WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / RIGHT BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink What is this outlet fed by?: Mains Supply pipe material: Copper Size of supply pipe: 15 mm</p>
<p>Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)</p>	<p>Yes</p>	
<p>CWONS_000013 OUTLET: COLD WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / FEMALE TOILET / RIGHT BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink What is this outlet fed by?: Mains Supply pipe material: Copper Size of supply pipe: 15 mm</p>
<p>Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)</p>	<p>Yes</p>	
<p>HWONS_000013 OUTLET: HOT WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / FEMALE TOILET / RIGHT BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink Is this outlet centrally blended?: No Is the outlet fed by a TMV?: Yes - Basin/Sink Is the outlet a mixer tap?: No Supply pipe material: Copper Size of supply pipe: 15 mm</p>

Hot water temperature (within 1 minute) Guidance: <i>The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	14.6 °C	9
Blended temperature (Basin/Sink) Guidance: <i>The temperature is under the required level and should be adjusted to 41 deg +/- 2 Deg. It may suggest a fault with the valve, which could lead to a lack of control.</i>	14.6 °C	6
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
<p>CWONS_000014 OUTLET: COLD WATER (NON-SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / EXTERNAL / OUTSIDE KITCHEN / BIB TAP</p>		<p>Asset Identifiers: Type of Asset: Bib Tap What is this outlet fed by?: Mains Supply pipe material: Copper Size of supply pipe: 15 mm Is the pipework insulated (if applicable - located externally?): N/A</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Is there a hose connected?	No	
Is the bib tap installed in a bin store or around conditions that would warrant category 5 air gap protection?	No	
Is there a double check valve or sufficient backflow fitted?	Yes	



MCWS spur to bib tap



Bib Tap

SURVEY DATA: SENTINEL OUTLETS

Risk Score: 9
1=low, 10=high

SUMMARY TABLE

OUTLET: COLD WATER (SENTINEL)			
	Is there scale on the outlet?	Is this outlet a dead leg? e.g. infrequently/never used	Cold water temperature (after 2 minutes of flushing)
MAIN BUILDING (DAY CENTRE)			
GROUND FLOOR			
UTILITY ROOM			
SINK			
CWOSEN_000014	No Scale	No - Outlet used or flushed within a 7 day period	16.2 °C
FIRST FLOOR			
ACCESSIBLE TOILET			
BASIN			
CWOSEN_000015	No Scale	No - Outlet used or flushed within a 7 day period	17.3 °C
MAIN BUILDING (LIBRARY)			
GROUND FLOOR			
KITCHEN			
LEFT SINK			
CWOSEN_000008	No Scale	No - Outlet used or flushed within a 7 day period	14.3 °C
FEMALE TOILET			
LEFT BASIN			
CWOSEN_000013	No Scale	No - Outlet used or flushed within a 7 day period	14.3 °C

OUTLET: HOT WATER (SENTINEL)					
	Blended temperature (Basin/Sink)	Is this outlet a dead leg? e.g. infrequently/never used	Is there scale on the outlet?	Is the outlet fed by a TMV?	Hot water temperature (within 1 minute)
MAIN BUILDING (LIBRARY)					
GROUND FLOOR					
KITCHEN					
LEFT SINK					
HWOSEN_000008	-	Yes	No scale	No	-
MALE TOILET (13)					
RIGHT BASIN					
HWOSEN_000011	41.3 °C	No - Outlet used or flushed within a 7 day period	No scale	Yes - Basin/Sink/Shower	72 °C
FEMALE TOILET					
LEFT BASIN					
HWOSEN_000013	14.6 °C	No - Outlet used or flushed within a 7 day period	No scale	Yes - Basin/Sink/Shower	14.6 °C
MAIN BUILDING (DAY CENTRE)					
GROUND FLOOR					
TOILET					
BASIN					
HWOSEN_000014	46.3 °C	No - Outlet used or flushed within a 7 day period	No scale	Yes - Basin/Sink/Shower	50.2 °C
FIRST FLOOR					
KITCHEN					
SINK					
HWOSEN_000015	-	No - Outlet used or flushed within a 7 day period	No scale	No	40.1 °C

DETAILS

<p>CWOSEN_000015 OUTLET: COLD WATER (SENTINEL) ↗ ♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / ACCESSIBLE TOILET / BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink/Domestic Bath Is this outlet within a healthcare site?: No What is this outlet fed by?: Tank Supply pipe material: Copper Size of supply pipe: 15 mm</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
<p>HWOSEN_000015 OUTLET: HOT WATER (SENTINEL) ↗ ♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / KITCHEN / SINK</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink Is this outlet centrally blended?: No Is the outlet fed by a TMV?: No Is the outlet a mixer tap?: No</p>
Hot water temperature (within 1 minute) Guidance: <i>The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	40.1 °C	9
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Is there a potential scald risk to a 'vulnerable' user?	No	
Supply pipe material	Copper	



Poor flow from HWS outlet restricted accurate temperature

HWOSEN_000014 **OUTLET: HOT WATER (SENTINEL)** [↗](#)
 📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / TOILET / BASIN

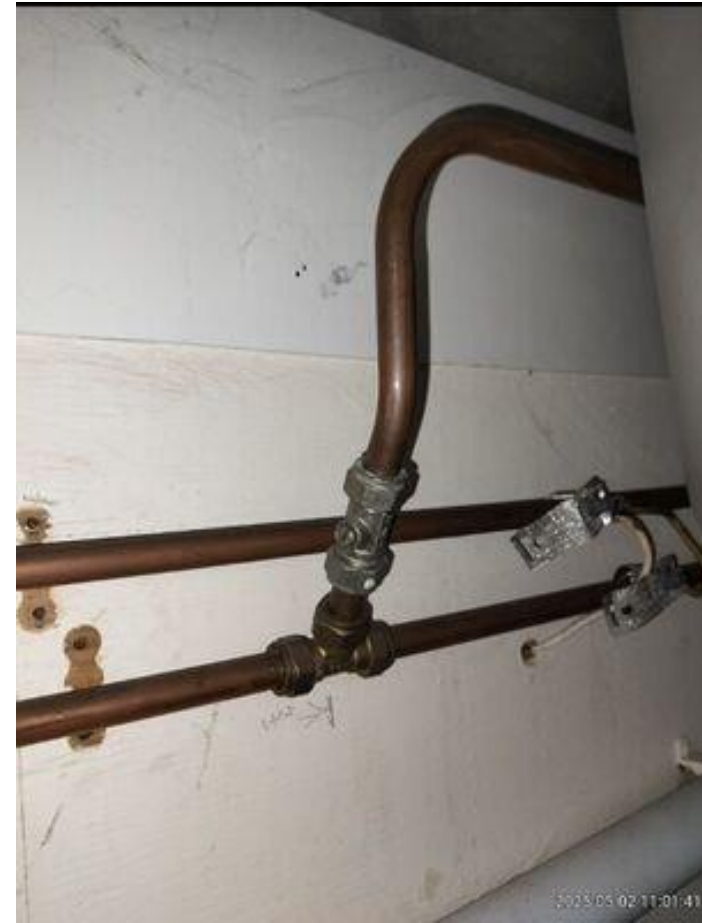
Asset Identifiers:
 Type of Asset: Basin /Sink
 Is this outlet centrally blended?: No
 Is the outlet fed by a TMV?: Yes - Basin/Sink /Shower
 Is the outlet a mixer tap?: No

Blended temperature (Basin/Sink) Guidance: <i>The temperature is over the required level and should be adjusted to 41 deg +/- 2 Deg. It could present a scald risk or suggest a fault with the valve.</i>	46.3 °C	6
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	(Green background)

Supply pipe material	Copper	
<p>CWOSEN_000014 OUTLET: COLD WATER (SENTINEL) ↗ ♀ MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / UTILITY ROOM / SINK</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink/Domestic Bath Is this outlet within a healthcare site?: No What is this outlet fed by?: Tank Supply pipe material: Copper Size of supply pipe: 15 mm</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
<p>CWOSEN_000008 OUTLET: COLD WATER (SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / LEFT SINK</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink/Domestic Bath Is this outlet within a healthcare site?: No What is this outlet fed by?: Mains Supply pipe material: Copper Size of supply pipe: 15 mm</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
<p>HWOSEN_000008 OUTLET: HOT WATER (SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / LEFT SINK</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink Is this outlet centrally blended?: No Is the outlet fed by a TMV?: No Is the outlet a mixer tap?: No</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible) Guidance: <i>Outlet requires replacing due to being faulty.</i>	No	9
Is this outlet a dead leg? e.g. infrequently/never used Guidance: <i>Where reasonably practicable, infrequently used outlets/dead legs should be removed or the risk minimised by regular use of these outlets (safely flushed within a 7 day period)</i>	Yes	9
Is there a potential scald risk to a 'vulnerable' user?	No	
Supply pipe material	Copper	



HWS outlet is currently a dead leg - When tap is turned on no water flows



Isolation to HWS outlet appears to be open and not isolated - Possible faulty tap. Recommend replacing the tap

HWOSEN_000011 OUTLET: HOT WATER (SENTINEL) [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / RIGHT BASIN

Asset Identifiers:

- Type of Asset: Basin /Sink
- Is this outlet centrally blended?: No
- Is the outlet fed by a TMV?: Yes - Basin/Sink /Shower
- Is the outlet a mixer tap?: No

Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Supply pipe material	Copper	

<p>CWOSEN_000013 OUTLET: COLD WATER (SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / FEMALE TOILET / LEFT BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink/Domestic Bath Is this outlet within a healthcare site?: No What is this outlet fed by?: Mains Supply pipe material: Copper Size of supply pipe: 15 mm</p>
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
<p>HWOSEN_000013 OUTLET: HOT WATER (SENTINEL) ↗ ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / FEMALE TOILET / LEFT BASIN</p>		<p><i>Asset Identifiers:</i> Type of Asset: Basin /Sink Is this outlet centrally blended?: No Is the outlet fed by a TMV?: Yes - Basin/Sink /Shower Is the outlet a mixer tap?: No</p>
Hot water temperature (within 1 minute) <i>Guidance: The hot water temperature is under the recommended 50 Deg C. Investigate the reasons why this may be happening and carry out measures to increase the temperature in order to minimise the amplification of bacteria within the hot water system.</i>	14.6 °C	9
Blended temperature (Basin/Sink) <i>Guidance: The temperature is under the required level and should be adjusted to 41 deg +/- 2 Deg. It may suggest a fault with the valve, which could lead to a lack of control.</i>	14.6 °C	6
Is this outlet functional? (If 'No' take photo and state problem in picture comment if visible)	Yes	
Supply pipe material	Copper	

SURVEY DATA: DEAD END/DEAD LEG

Risk Score: 9
1=low, 10=high

DE_000005 DEAD END [🔗](#)
📍 MAIN BUILDING (DAY CENTRE) / LOFT

Asset Identifiers:
Type: Pipe - capped
Length of pipe: 100 mm
Diameter of dead end: 22 mm
Material: Copper
Source of water feeding the dead end: Domestic Cold Water (Tank Fed)



Dead end

DE_000004 DEAD END [🔗](#)

🚻 MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / UNISEX TOILET

Asset Identifiers:
Type: Pipe - capped
Length of pipe: 50 mm
Diameter of dead end: 15 mm
Material: Copper
Source of water feeding the dead end: Domestic Cold Water (Tank Fed)



Dead end



Spur to dead end



Spur to dead end



Only available isolation present

DL_000001 DEAD LEG [↗](#)

♀ MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / OLD LAUNDRY (9)

Asset Identifiers:
Material: Copper
Length: 1200 mm
Diameter of dead leg: 22 mm
Is a sufficient recorded flushing regime in place to manage the deadleg?: No
Source of water feeding the dead leg: Domestic Cold Water (Tank Fed)



Dead leg

DE_000001 DEAD END [↗](#)

[📍](#) MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / OLD BATHROOM (10)

Asset Identifiers:

Type: Pipe - capped
Length of pipe: 100 mm
Diameter of dead end: 22 mm
Material: Copper
Source of water feeding the dead end: Domestic Cold Water (Tank Fed)



Dead end

DE_000002 DEAD END [↗](#)

[📍](#) MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / OLD BATHROOM (10) / MSC

Asset Identifiers:

Type: Pipe - capped

Length of pipe: 100 mm

Diameter of dead end:

22 mm

Material: Copper

Source of water feeding

the dead end: Mains

Cold Water



Dead end



Access to dead end

DE_000003 DEAD END [🔗](#)

📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / UTILITY ROOM

Asset Identifiers:
Type: Pipe - capped
Length of pipe: 100 mm
Diameter of dead end: 15 mm
Material: Copper
Source of water feeding the dead end: Domestic Cold Water (Tank Fed)



Dead end

DE_000006 DEAD END [↗](#)

[📍](#) MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN

Asset Identifiers:

Type: Pipe - capped

Length of pipe: 1000 mm

Diameter of dead end: 22 mm

Material: Copper

Source of water feeding the dead end: Unknown

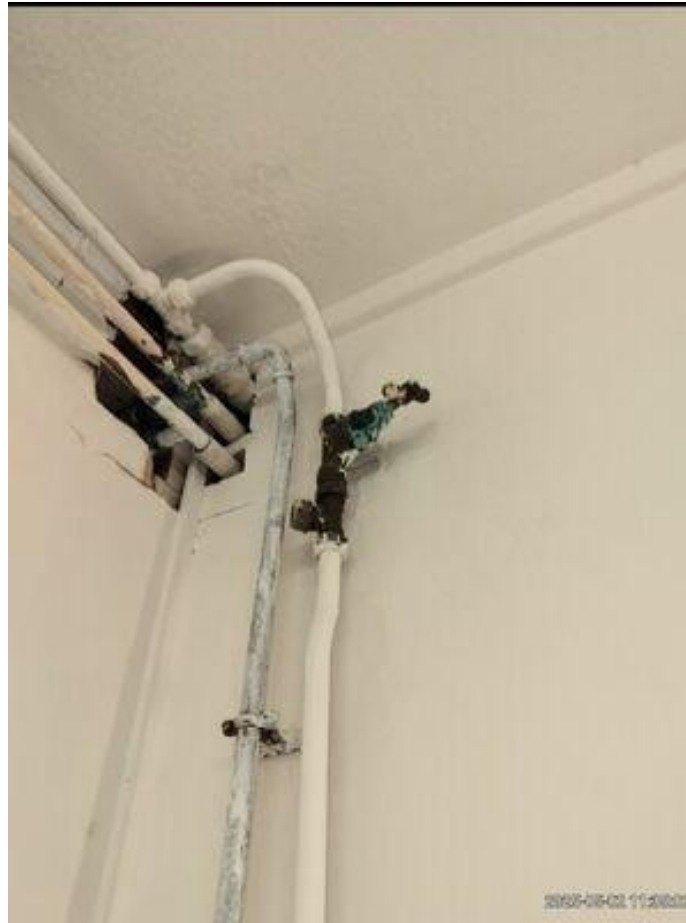


Dead end - Unable to determine whether potable or not

DE_000007 DEAD END [↗](#)

[📍](#) MAIN BUILDING (LIBRARY) / GROUND FLOOR / FEMALE TOILET

Asset Identifiers:
Type: Pipe - capped
Length of pipe: 0.5 m
Diameter of dead end: 15 mm
Material: Copper
Source of water feeding the dead end: Mains Cold Water



Dead end with local isolation

DE_000008 DEAD END [↗](#)

[📍](#) MAIN BUILDING (LIBRARY) / GROUND FLOOR / ROOM ADJ RECEPTION/FOYER / HVPOU 1

Asset Identifiers:

Type: Pipe - capped

Length of pipe: 50 mm

Diameter of dead end:

15 mm

Material: Copper

Source of water feeding

the dead end: Domestic

Hot Water



Dead end



Local isolation to dead end

DE_000009 DEAD END [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / ROOM ADJ RECEPTION/FOYER / HVPOU 1

Asset Identifiers:
Type: Pipe - capped
Length of pipe: 100 mm
Diameter of dead end: 22 mm
Material: Copper
Source of water feeding the dead end: Mains Cold Water



Dead end

SURVEY DATA: THERMOSTATIC MIXING VALVES

Risk Score: 1
1=low, 10=high

SUMMARY TABLE

THERMOSTATIC MIXING VALVE (TMV)				
	Size	Condition	Does the TMV feed more than one outlet?	How far away from the outlet is the TMV?
MAIN BUILDING (DAY CENTRE)				
GROUND FLOOR				
ACCESSIBLE TOILET				
BASIN				
TMV_000002	15 mm	Good	No	Less than 2m away from the outlet
TOILET				
BASIN				
TMV_000001	15 mm	Good	No	Less than 2m away from the outlet
MAIN BUILDING (LIBRARY)				
GROUND FLOOR				
MALE TOILET (13)				
RIGHT BASIN				
TMV_000003	15 mm	Good	Yes	Less than 2m away from the outlet
FEMALE TOILET				
LEFT BASIN				
TMV_000004	15 mm	Good	Yes	Less than 2m away from the outlet

DETAILS

TMV_000001 THERMOSTATIC MIXING VALVE (TMV) 🔗 📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / TOILET / BASIN		Asset Identifiers: Make: - Model: TMV3 Size: 15 mm
Is the TMV accessible?	Yes	
Is the hot supply to this TMV fed solely from an unblended source?	Yes	



TMV supplying basin

TMV_000002 THERMOSTATIC MIXING VALVE (TMV) [↗](#)
 ♀ MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / ACCESSIBLE TOILET / BASIN

Asset Identifiers:
 Make: -
 Model: TMV3
 Size: 15 mm

Is the TMV accessible?	Yes	
Is the hot supply to this TMV fed solely from an unblended source?	Yes	

TMV_000003 THERMOSTATIC MIXING VALVE (TMV) [↗](#)
 ♀ MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / RIGHT BASIN

Asset Identifiers:
 Make: -
 Model: TMV3
 Size: 15 mm

Is the TMV accessible?	Yes	
Is the hot supply to this TMV fed solely from an unblended source?	Yes	



TMV supplying basins X2

TMV_000004 THERMOSTATIC MIXING VALVE (TMV) [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / FEMALE TOILET / LEFT BASIN

Asset Identifiers:

Make: -

Model: TMV3

Size: 15 mm

Is the TMV accessible?	Yes	
Is the hot supply to this TMV fed solely from an unblended source?	Yes	

SURVEY DATA: OTHER

Risk Score: 9
1=low, 10=high

STR_000001 STRAINER [↗](#)
 📍 MAIN BUILDING (DAY CENTRE) / LOFT

Condition	Good	
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Strainer on TCWS supply

FH_000003 FLEXIBLE HOSE [↗](#)
 📍 MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / UNISEX TOILET / BASIN

Asset Identifiers:
Condition of Hose: Good



Example of flexible hoses on site

FH_000004 FLEXIBLE HOSE [↗](#)

♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / UNISEX TOILET / BASIN

Asset Identifiers:
Condition of Hose: Good

FH_000005 FLEXIBLE HOSE [↗](#)

♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / ACCESSIBLE TOILET / BASIN

Asset Identifiers:
Condition of Hose: Good

FH_000006 FLEXIBLE HOSE [↗](#)

♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / ACCESSIBLE TOILET / BASIN

Asset Identifiers:
Condition of Hose: Good

FH_000007 FLEXIBLE HOSE [↗](#)

♀ MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / KITCHEN / SINK

Asset Identifiers:
Condition of Hose: Poor
(Kinked or Rusty)



Flexible hose is linked - TCWS (Left)

FH_000008 FLEXIBLE HOSE [↗](#)

📍 MAIN BUILDING (DAY CENTRE) / FIRST FLOOR / KITCHEN / SINK

Asset Identifiers:
Condition of Hose: Good

PUMP_000001 PUMP [↗](#)

📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / BOILER CUPBOARDS (X3) / CALORIFIER 1

Overall Visual Condition (Pump, Fittings and Manifold) - Any leakages, breakages or corrosion?	Good	
Any excessive noise or vibration present?	No	
Are any error messages visible on control panel if present?	No	



Pump on HWS to site

MSC_000001 MAINS STOPCOCK [↗](#)

📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / OLD BATHROOM (10) / MSC

Asset Identifiers:
Size of pipework: 22 mm
Material: Copper
Is the local pipework insulated?: No but located internally (no further insulation required)

Has mains stop cock been located?	Yes	
Is there a drain valve? <i>Guidance: The mains stopcock should have a drain valve fitted to facilitate draining and maintenance of the system. This should be installed downstream of any existing water meter.</i>	No	1
Is the mains stopcock a dead leg? e.g. isolated and / or system drained down	No	



MSC (Advised by staff that this is the location)



Access to MSC

FH_000001 FLEXIBLE HOSE [🔗](#)

📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / ACCESSIBLE TOILET / BASIN

Asset Identifiers:
Condition of Hose: Poor
(Kinked or Rusty)



Flexible hoses in poor condition - rusty

FH_000002 FLEXIBLE HOSE [↗](#)

📍 MAIN BUILDING (DAY CENTRE) / GROUND FLOOR / ACCESSIBLE TOILET / BASIN

Asset Identifiers:
Condition of Hose: Poor (Kinked or Rusty)

DSW_000001 DISHWASHER [↗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / DISHWASHER

Asset Identifiers:
Is this asset a dead leg?
e.g. infrequently/never used: No - Asset used or flushed within a 7 day period



Spur to dishwasher currently open creating a dead leg



Dishwasher - Currently out of order

MSC_00002 MAINS STOPCOCK [↗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / KITCHEN / MSC

Asset Identifiers:
Size of pipework: 28 mm
Material: Copper
Is the local pipework insulated?: No but located internally (no further insulation required)

Has mains stop cock been located?	Yes	
Is there a drain valve?	Yes	
Is the mains stopcock a dead leg? e.g. isolated and / or system drained down	No	



MSC

PRV_000001 PRESSURE REDUCING VALVE [🔗](#)

📍 *MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / RIGHT BASIN*

Condition

Good





PRV on MCWS spur to basins X2

PV_000001 PRESSURE (EXPANSION) VESSEL [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / LVPOU 1

Asset Identifiers:
 Make: Varem
 Model: 2
 Capacity (size): 2 Litres

Is the pressure vessel a suitable size for the water heater? (~10% of heater volume)	Yes	
Is there an expansion vessel isolation and drain fitted? <i>Guidance: To minimise the risk of microbial growth, install a flow through valve to promote a continuous flow of water through the vessel.</i>	No	9
Is the expansion vessel fitted on cold water services pipework?	Yes	
Is the vessel mounted vertically on the pipework?	Yes	
Is the vessel fit on a pipework sump?	No	
Is the vessel a domestic potable approved pressure vessel?	Yes	



PV

PRV_000002 PRESSURE REDUCING VALVE [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / LVPOU 1

Condition

Good





PRV on MCWS spur to LVPOU 1

PREL_000001 PRESSURE RELIEF VALVE [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / MALE TOILET (13) / LVPOU 1

Asset Identifiers:
Is the pressure relief valve installed to discharge correctly?
(Safely to drain): Yes
Is the relief valve creating a dead leg?: No



Pressure relief valve

PRV_000003 PRESSURE REDUCING VALVE [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / FEMALE TOILET / LEFT BASIN

Condition

Good





PRV on MCWS spur to basins X2

PREL_000002 PRESSURE RELIEF VALVE [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / ROOM ADJ RECEPTION/FOYER / HVPOU 1

*Asset Identifiers:
Is the pressure relief
valve installed to
discharge correctly?
(Safely to drain): Yes
Is the relief valve
creating a dead leg?: No*



Pressure relief valve

PV_000002 PRESSURE (EXPANSION) VESSEL [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / ROOM ADJ RECEPTION/FOYER / HVPOU 1

Asset Identifiers:
 Make: Varem
 Model: 2
 Capacity (size): 2 Litres

Is the pressure vessel a suitable size for the water heater? (~10% of heater volume) <i>Guidance: Replace with a suitably sized pressure (expansion) vessel to accommodate water expansion.</i>	No	5
Is there an expansion vessel isolation and drain fitted? <i>Guidance: To minimise the risk of microbial growth, install a flow through valve to promote a continuous flow of water through the vessel.</i>	No	9
Is the expansion vessel fitted on cold water services pipework?	Yes	
Is the vessel mounted vertically on the pipework?	Yes	
Is the vessel fit on a pipework sump?	No	

Is the vessel a domestic potable approved pressure vessel?

Yes



PV data plate



HVOU data plate



PV



Current PV requires replacing with a 5 litre PV due to the HVPOU size (30L)

PRV_000004 PRESSURE REDUCING VALVE [↗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / ROOM ADJ RECEPTION/FOYER / HVPOU 1

Condition	Good	
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PRV on MCWS spur to HVPOU 1

TRV_000001 TEMPERATURE RELIEF/SAFETY VALVE [🔗](#)

📍 MAIN BUILDING (LIBRARY) / GROUND FLOOR / ROOM ADJ RECEPTION/FOYER / HVPOU 1

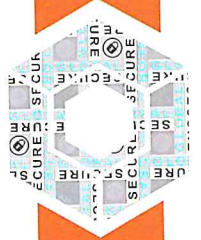
Is the valve in good working order?

Yes





Temperature relief valve



CERTIFICATE OF ACHIEVEMENT

RISK ASSESSMENT FOR LEGIONELLA AND WATER
HYGIENE CONTROL IN WATER SYSTEMS

DECLAN HOOPER

HAS SUCCESSFULLY MET THE COURSE
ASSESSMENT CRITERIA

COURSE DETAILS:

DATE OF COURSE: 2 JANUARY - 4 JANUARY 2024

COURSE VENUE: PPL TRAINING LTD, SLOUGH

ENR NUMBER: KJE5085

Issued by PPL Training



James W Booth
Executive Chairman

Course Director



Les Payne



City & Guilds

ASSURED



Legionella Control Association

A Code of Conduct for Service Providers

Certificate of Registration

This is to certify that the following company has submitted a registration under the Conditions of Compliance as laid out in the LCA's Code of Conduct for Service Providers

Name of Company: **Rock Compliance Limited**

Registration Number: **2011/2197** Certificate valid until: **31st August 2025**

Registration under the following services categories:

(1) Legionella Risk Assessment Services

- 1.1 Hot and Cold Water Systems Risk Assessment
- 1.2 Evaporative Cooling Systems Risk Assessment
- 1.3 Process and Other Systems Risk Assessment
- 1.4 Healthcare Risk Assessment

(2) Water Treatment Services

- 2.1 Hot and Cold Water Systems Water Treatment
- 2.2 Evaporative Cooling Systems Water Treatment
- 2.3 Process and Other Systems Water Treatment

(3) Hot and Cold Water Monitoring and Inspection Services

(4) Cleaning and Disinfection Services

- 4.1 Hot and Cold Water Systems Cleaning and Disinfection
- 4.2 Evaporative Cooling Systems Cleaning and Disinfection
- 4.3 Process and Other Systems Cleaning and Disinfection

(5) Independent Consultancy Services

(6) Training Services

(7) Legionella Monitoring Services

- 7.1 Sampling
- 7.4 Interpretation of Analysis

(8) Plant and Equipment Services

- 8.1 Design and Supply
- 8.2 Installation
- 8.3 Servicing/maintenance
- 8.4 Refurbishment

This Certificate is only valid if the Company named is listed on the LCA website www.legionellacontrol.org.uk/directory.php



Signed: *John Smith* Chairman, Executive Committee



Keyroad Certificate Secretary

Legionella Control Association Limited. www.legionellacontrol.org.uk

Registered in England and Wales No. 8502723

The legal duty to comply with relevant health and safety legislation (including avoidance or control of risk to exposure to Legionella bacteria) rests solely with the statutory dutyholder, being either the employer or the person in control of the premises or systems where any relevant risk is present, and this cannot be delegated. Specific functions (e.g. carrying out risk assessment) can be delegated and the Legionella Control Association (LCA) Code of Conduct is designed to help service providers, who also have duties under health and safety legislation, to establish appropriate management systems for the prevention or control of risk from Legionella bacteria. The LCA assesses the management systems of LCA members upon initial registration, reviews annually upon re-registration, and re-assesses by annual company audits. The LCA cannot and does not carry out other regular supervision of its members' commitments to the Code of Conduct nor their compliance with other LCA guidelines. A valid LCA certificate of registration (which is only valid if the Company named is listed on the LCA website www.legionellacontrol.org.uk/directory.php) confirms only that a service provider has satisfied LCA requirements at registration and its most recent company audit. It does not confirm the service provider's actual or continuing compliance with their commitments to the LCA Code of Conduct and/or other LCA guidelines. The LCA does not approve specific products or services as being effective in controlling Legionella or verify the competence of service providers' staff and sub-contractors, which is the duty of the service provider and the statutory dutyholder. The LCA accepts no liability for any omission or any act carried out in reliance on the LCA Code of Conduct or other LCA guidelines, or any loss or damage resulting from non-compliance with such documents.



COMMUNITY GRANT SCHEME

Seaton Chamber have resubmitted a community grant application, a brief summary of which is provided below for your consideration:

Name	Amount Sought	Detail	Comments
Seaton Chamber	£1,000	To assist with the costs associated with Seaton's Christmas Lights Switch On event	<p>Page 4 of the application details how the grant will be spent:</p> <p>£120 for a large inflatable Xmas character £600 for a PA system £150 for a festive themed wooden artwork to create a photo opportunity £150 for a snow machine.</p> <p>The above would be stored in a secure garage allowing it to be used year on year.</p> <p>Seaton Chamber have also submitted photographs of last year's event in support of this application.</p>

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 9th June 2025

Time Finished: _____

11.45

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
CAROUSEL DISH	Rubber crumb shrinkage and wear. Written warning gets hot in sun	Monitor. Repair. Re-wrote written warning today	Low
ROUNDAABOUT	Gap re: Rospa report, too large. Holes in worn rubber crumb. Slight rust.	Monitor all issues. Repair/replace - get quotes	Medium
FOOTBALL GOAL	Worn & playing surface. Broken cable ties on nets	Monitor make good. Replace broken cable ties today	Medium
GAMES AREA (MUGA)	Rusty bottom bar	Monitor/make good. Get quotes. (Harcombe?)	Medium
MULTIPLAY	Some corrosion. Chainlink notching	Monitor all issues/make good	Medium
TODDLER MULTI		Monitor	Low
PICNIC TABLES		Monitor	Low
BENCHES	Some decay and cracks	Monitor	Low
GATES X 3		Monitor	Low
ROCKING HORSE	Rubber crumb shrinkage and wear. Crack in seat.	Monitor. Repair/replace. Get quotes. Monitor/repair/replace seat	Low

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
SPINNING UNIT (TITAN)	Rubber crumb shrinkage and wear.	Monitor/repair & replace crumb. Contractor	Medium
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage	Monitor/repair & replace	Low
JUNIOR 1 BAY 2 SEAT	Rubber crumb shrinkage and wear.	Monitor/repair & replace.	Low
SWING NET	Rubber crumb shrinkage and wear	Monitor/repair & replace	Medium
SLIDE		Monitor	Low
FENCE		Monitor	Low
WOODEN GUARDS	REMOVED		Low
PATH		Monitor	Low
TREES	Get new tree survey done.	Monitor	Low

UNDERFLEET

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 9th June 2025

Time Finished 10.40am

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
CYCLE STAND		Monitor	Low
GOAL NET X2 POSTS	Uneven playing surface. Broken cable ties in football net	Monitor/replace. Repaired broken cable ties today	Low
CYCLOPS (SPIN NET)	Bottom coupling links are notching.	Continue to monitor	Medium
TITAN (ROTARY)		Monitor	Low
SPIDERS WEB		Monitor	Low
CLIMBING WALL	Fall height Re: RoSPA report. 2.9m fall height, surface inadequate?	Monitor. Get advice/clarification from HAGS?	Low
DINO (ZIP WIRE)	Uneven matting. Delaminating wood.	Monitor all issues.	Medium
NEXUS VIPER (ROPE SWING)	Tape added to rope end. Hole in matting	Monitor all issues.	Medium
WILLY JEEP	General rust & flaking/peeling paint.	Monitor /paint	Low
GAPING GHYLL	Cracks in timber.	Monitor	Low
LOPING BALANCE WEAVE	Cracks in timber.	Monitor	Low

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
WALK/STRETCH POSTS	Some cracking in wooden posts. Worn and missing Astro Turf	Monitor	Low
NET TUNNEL	Timber cracks. Worn/missing astro turf.	Monitor	Low
6M NET PYRAMID	Wear to 3rd rope from the top.	Monitor wear to added tape on rope. Checked today.	Low
CIRCUS TRAMPOLINE	Uneven ground by item.	Monitor//make good.	Low
LANDSCAPE TUNNEL	Wood movement/rot. Hole in worn astro turf. Protective fall space Re: RoSPA report?	Monitor / repace item? Get quotes/contractor ASAP	Medium
UNIMINI KERRA (TODDLER UNIT)	Flaking paint and some rust	Monitor	Low
LILLIE BASKET (SWING BASKET)		Monitor	Low
ROTY INCLUSIVE ROUNDABOUT	Worn rubber much	Monitor	Low
BENCH ON MOUND		Monitor	Low
2.4 SLEEPER BENCH X 3		Monitor	Low
DINSOSAUR RIBCAGE WALKWAY ARCH		Monitor	Low
GATES X 2		Monitor	Low

EQUIPMENT	HAZARD	RECOMMENDED ACTION	RISK LEVEL
FENCE		Monitor	Low
BOULDER SEATS	Located too close to cycle rack.	Relocate boulders?	Low
PATH	Surface worn/uneven	Monitor/repair/re-surface? Get quotes?	Low
TREES	See tree survey. Split tree by cycle rack	Monitor. Pollar/fell split tree	Low