



To: All Members of the Town Council

**Meeting of Seaton Town Council
on Monday 6th November 2017 at 7.00pm**

31st October 2017

You are hereby summoned to attend the above meeting to be held at 7.00pm at Marshlands, Harbour Road, Seaton. 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.

Yours faithfully,

Amy Tregellas

Town Clerk

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.

AGENDA

The Deputy Chairman will say a prayer at the start of the meeting

- 17/COU/01 Apologies for absence**
To receive any apologies for absence
- 17/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 17/COU/03 Minutes**
To agree the minutes of the Council Meeting held on Monday 2nd October 2017

- 17/COU/04 Chairman's Report**
- 17/COU/05 Public Question Time**
To allow any questions or reports from members of the public.
- 17/COU/06 Police Report**
- 17/COU/07 County Councillor Report**
- 17/COU/08 District Councillors' Reports**
- 17/COU/09 Reports from Council representatives on Outside Bodies**
- 17/COU/10 Town Clerk Report**
- 17/COU/11 Seaton Town Council Priorities**
To consider the update report from the Town Clerk on the Council's priorities
- 17/COU/12 Air Ambulance Night Time Landing Strip**
To receive a report from Councillor Pigott setting out the next steps in terms of the Air Ambulance Night Time Landing Strip
- 17/COU/13 Events Officer Job Description**
To consider the job description for the role of Events Officer, which has been reviewed by the Personnel Committee, and it was agreed that this would return to Council for ratification prior to advertising (as per the Council minutes on 18th September 2017)
- 17/COU/14 South Western Railway train timetable consultation**
To consider if the Council wishes to make comment on the proposed timetable changes to the South West Rail train timetable.
- 17/COU/15 Update on Actions arising from previous meetings**
To receive an update report from the Town Clerk covering the following updates:
- **X52 Jurassic Coaster Bus Service**
 - **Improving the vitality of the Town Centre**
 - **Safety issues re Harbour Road/Underfleet Cycleway**
 - **Cliff Field Gardens & Public Space Protection Order**
 - **Youth related facilities**
 - **Proposal from Environment Agency to widen the gate at Fisherman's Gap**
 - **20 mph speed restriction along the Underfleet, near the Play Park**
 - **Bus stops and the coach park on the Underfleet**
 - **Adventure Golf Course at Seafeld Gardens**

17/COU/16 Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of item 17 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

17/COU/17 Town Maintenance Person

To consider the recommendation from the Personnel Committee



Minutes of the Council Meeting of Seaton Town Council On Monday 2nd October 2017

Present

In the chair: Cllr J Rowland

Councillors: K Beer, P Burrows, M Pigott, S Read, K Rye, H Sanham, M Shaw.

Officers: Town Clerk

Public: 3 Members of the Public

111. Apologies for absence

There were apologies for absence from Cllrs Hartnell, Chadwick, Squire and Webster which were accepted.

112. Declarations of Interest

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

Cllr Shaw declared a personal interest as a Councillor with Devon County Council

113. Minutes

The Council **RESOLVED** to agree the minutes of the meeting on the 4th September 2017, subject to the following amendments:

Minute 86: 'Cllrs Rye, Squire and Chadwick arrived to the meeting at 7.30pm' be added in

Minute 90: Cllr Sanham requests that instead of the sentence reading 'Cllr Sanham explained that precept ring-fencing had been for one year' that it be amended to read 'Cllr Sanham explained that precept ring-fencing had been for one or two years'

Minute 99: Wording to be amended from 'Cllr Sanham asked if the EA is aware of the plans...' to 'Cllr Sanham said the EA is aware of plans...'

Minute 103: section on the Cycle Way – wording to be amended from 'Cllr Sanham volunteered to speak with Axe Valley Pedlars...' to 'Cllr Sanham proposed the Council speak with the Axe Valley Pedlars...'

(moved Cllr Shaw; seconded Cllr Sanham)

The Council **RESOLVED** to agree the minutes of the Extraordinary meeting on the 18th September 2017.

(moved Cllr Sanham; seconded Cllr Pigott)

114. Chairman's Report

Cllr Shaw asked for an update on the hospital situation. Cllr Rowland confirmed that he would be receiving an update in the next week or so following a meeting taking place at the RDE in Exeter.

The Council **RESOLVED** the Chairman's report.
(moved Cllr Rowland; seconded Cllr Beer)

115. Public Question Time

No member of the public present wished to speak during Public Question Time

Cllr Pigott raised the issue of the letter received from the Axe Valley Academy regarding the closure of the 6th form and the period of consultation. Cllr Pigott felt that the Council needs to send a response to the consultation.

The Town Clerk suggested that Councillors forward their comments to her and that she then draft a response on behalf of the Council.

116. Police Report

The Town Clerk confirmed that a report had not been received from the Police following the departure of PC Jenkins. PC Adam Spears is due to start on the 9th October 2017.

117. County Councillor Report

Cllr Sanham asked Cllr Shaw about the road repairs. Cllr Shaw confirmed that a decision will be made shortly regarding the patching of roads in his ward area and that if Councillors had any requests to get them to him as soon as possible.

Cllr Reed asked about yellow lines on Beer Road and Cllr Shaw confirmed that this was discussed at the recent Traffic Group and a traffic order is being progressed for this area.

The Council **RESOLVED** to note the County Councillors report.
(moved Cllr Sanham; seconded Cllr Rowland)

118. District Councillor's Reports

The Council **RESOLVED** to agree the District Councillor's reports
(moved Cllr Sanham; seconded Cllr Pigott)

119. Reports from Council representatives on Outside Bodies

The Council noted the reports from Cllr Beer regarding Project Griffin and the Devon County Council Strategy Forum.

Cllr Burrows updated the Council that he had attended the Health Forum (minutes to be circulated by the Town Clerk) and the Traffic Group.

120. Town Clerk Report

The Council noted the report from the Town Clerk

121. Top Priorities for Seaton Town Council

The Council **RESOLVED** to approve the progress update report on the top priorities for Seaton Town Council.

(moved Cllr Rowland; seconded Cllr Shaw)

122. 100th birthdays

Discussion took place around:

The need to promote this on the Council's website and social media and it was suggested that the Town Clerk contact local homes to make them aware.

The Council **RESOLVED** to approve the proposal to recognise Seaton residents celebrating their 100th birthday, when the Council is aware of this.
(moved Cllr Pigott; seconded Cllr Rowland)

123. Motion for debate

Discussion took place around:

Whether the request for bus stops needs to be linked to the changes proposed with the Seafront Enhancement Scheme.

The Council **RESOLVED** to approve Cllr Rowland's motion to write to Devon County Council.

(moved Cllr Rowland; seconded Cllr Beer)

124. Update on actions arising from previous meetings

Regarding the consultation on the proposal to re-open the town centre, Cllr Sanham updated Council confirming that there were still some shops to speak to. At the moment 16 were in favour, 6 against and 1 was neutral. The Town Clerk update the Council on the concerns raised by residents living above the shops regarding congestion, noise and fumes/pollution.

The Council **RESOLVED** that a report come back to Council following the completion of the consultation.

(moved Cllr Rowland; seconded Cllr Pigott)

The meeting ended at 8.00pm

Chairman: _____

Dated: _____

**COUNCIL
Chairman's Report**

During October I have attended The Exmouth Mayor's Civic and Community Service at Holy Trinity Church on 1 October and made a donation, on behalf of Seaton Town Council, to his chosen charity Brain Tumour Research.

On 6 October I attended a meeting, at the invitation of Marcus Hartnell, with Neil Parish where we discussed the concept of an Axe Valley Health Hub utilising the Seaton and Axminster hospital sites and Mr Parish implied that he would fully support the project once this is underway. At the time of writing this report I am waiting to hear from Mike McAlpine regarding a meeting date in November when community representatives from the Axe Valley will set up a Steering Committee and elect a Chair. As previously reported the RDE Trust have indicated their intention to provide a project manager.

On 7 October I attended a trip organised by Derek Gawn of the Mendip Mule Bus Company. The trip was around Seaton, Axmouth and Colyford and donations were collected for the RNLI. I've arranged to meet Derek Gawn with Amy Tregellas in early November. I'd also met a Haven Court resident on the 23rd to hear their concerns which also provided me with an opportunity to give a balanced view on the situation.

On 11 October I attended a Seaton Regeneration meeting that was arranged and chaired by Marcus Hartnell. Marcus was elected as Chair and I was elected as the Deputy Chair. The next meeting has been arranged for 11 January. The notes from the 11 October meeting will be circulated to Town Councillors when available.

Also on the 11th I attended a Seafront Enhancement meeting with Heather Sanham, Martin Shaw and Architectural Thread where the next steps were discussed now that planning approval has been granted. The next steps involve professional assistance in making grant applications.

On 24th I attended the opening ceremony of the Interpretation Board at the Roman historical site at Honeyditches / Roman Way in Seaton. James Semple, Chair of the Seaton Development Trust, very kindly made donations to the Air Ambulance project for Seaton and the local Food Bank from the closing bank balance of the Trust now that it has been wound up.

Apart from the meetings mentioned above I have attended a Personnel meeting on the 9th and 2 Community committee meetings on the 9th and 23rd as well as my weekly review meetings with our Town Clerk, Amy Tregellas.

Jack Rowland

29 October 2017

COUNCIL

County Councillor Report

Hospitals update

1. At Devon County Council on 5 October, I made a final attempt to get the Seaton and Honiton **bed closures decision scrutinised properly** and sent to the Secretary of State. It was voted down by 40 (all Conservatives) to 16 (Independents, Liberal Democrats, Labour, Green and one Conservative, Ian Hall of Axminster).
2. The proposed **steering committee** for a Health Hub based on Seaton and Axminster hospitals is due to meet shortly, and the RD&E has agreed to appoint to a Project Officer to develop it, which is a positive sign.
3. I called a meeting of hospital campaigners in Seaton on 24 October, which set up a **new Axe Valley Hospitals Campaign**, to support bringing new services into Seaton and Axminster and to oppose any proposals to sell off the sites.

Highways issues

1. On 27 October, I joined Neil Parish MP, district and parish councillors at a meeting called by the A35 Action Group with Highways England, to discuss **remedial measures on the A35 in Wilmington**. Some progress was made and I shall continue to press strongly on the dreadful situation faced by Wilmington residents.
2. On 25 October, I joined residents in meeting the acting manager of Tesco, Seaton, to discuss traffic calming and safety measures and other improvements to improve the quality of life of people living in **Swan Road and Royal Observer Way**. I also brought the harm caused by 'boy racers' at a meeting of the **Axe Valley Local Action Group** attended by the new Neighbourhood Beat Manager, PC Adam Speers.
3. I have authorised **funding from my Locality Budget for the erection of a Vehicle Activated Sign (VAS)** at the western entrance to Colyford, which will flash up '30, Slow Down' to anyone driving over the speed limit. We have agreed in principle that it is desirable to erect a second VAS at the other end of the village. I am paying in full for the first VAS in order to make progress in the current financial year, on the understanding that funding for a second sign will be a matter for Colyton Parish Council to consider in budgeting for 2018-19.
4. I met with Highways to discuss reducing the speed limit on **Seaton Down Hill** to 40
5. I am still negotiating with Highways about how the **additional funds for road patching** which were recently made available should be used. Some roads have been confirmed for the programme and parishes have been informed, but others remain under discussion.
6. I am also working to ensure that repairs on several roads agreed before I was elected, but which have not yet been completed as promised, get done.

7. New **waiting restrictions** in Beer and in Beer Road, Seaton, are included in the new Traffic Order which is out for consultation. After discussions with Colyton Parish Council, I agreed that proposed yellow lines at Prospect Terrace should not be included.

Reports from Devon County Council meetings

1. Locality budget. Most of my £10,000 budget for 2017-18 is still uncommitted so new applications from parish/town councils and community organisations are welcome.

2. Rural broadband coverage. This is a big issue for our rural areas. The Corporate Infrastructure and Regulatory Services Scrutiny Committee (CIRS), on which I sit, has set up a standing Task Group to monitor this issue. Roll-out of broadband by Connecting Devon and Somerset (CDS), which has public funds to fill the gaps where commercial providers will not go, has been slow, they say because of the providers. At the 26 September meeting, East Devon broadband campaigner, Graham Long, complained about the issue being dealt with by a task group which meets in private. I urged the committee to be aware of the frustration felt by those still without access to reliable broadband and the need to be seen to be urgently seeking progress.

3. Mobile phone coverage . This is also of great concern in rural areas of the division.

Following complaints by constituents in Branscombe, I protested to O2 about the withdrawal of their TuGo services which enabled people to make mobile calls and send texts via WiFi; people will now be forced to upgrade their phones to get a similar service.

O2 has declined to postpone the change. (CIRS was told that mobile phone providers would not agree to talk to us. However it emerged that the Heart of the South West Local Economic Partnership, LEP, has earmarked £2.5m to address phone coverage issues, although they have not yet decided how.)

4. Schools funding cuts. The County Council meeting heard that Devon schools are losing £33 per pupil this year owing to cuts in Government funding. I supported a Liberal Democrat proposal to restore this funding from Council reserves, but this was defeated by the Conservative majority. On top of this, it has been confirmed that under the Government's new funding formula, local schools will see under-inflation rises: Seaton Primary, the worst hit, will get only a 1 per cent cash rise over two years (inflation is currently 3 per cent p.a. = 6 per cent over 2 years).

5. Reductions in Police Community Support Officers (PCSOs). I attended a Local Policing Spotlight Review at which speakers included the Chief Constable. The police said that, although they didn't wish to cut neighbourhood police, like other forces they are reducing the numbers of PCSOs because of funding cuts. They are switching from 'neighbourhood' to 'local' policing, with more staff supporting local policing based in HQ.

They have a 'rural policing engagement group' which is looking at measures like recruiting Special Constables to maintain the neighbourhood presence.

6. Urban congestion and air pollution task group. I am a member of this group which CIRS has set up. I will emphasise that centralising services in Exeter contributes to congestion; we need to retain facilities in towns and villages.

7. EU workers in Devon's health and care services. Following concerns by Council officers about the loss of EU workers in health and care services, I asked a question in Council as to whether figures were available. I was told the Council does not collect them; in response, I suggested they should do so, and in the meanwhile should also reassure EU citizens working in Devon that their presence is valued.

Martin Shaw

COUNCIL
District Councillor's Reports

Councillor Marcus Hartnell

EDDC Meetings that I have attended:

4th October – Cabinet

Report

At the Cabinet meeting on 4 October a report was presented by Alison Hayward (Regeneration officer) about the new lease granted to Seaton Tramway and detailing the regeneration work completed in Seaton over the past 10 years or so. The report can be viewed on the EDDC website

<http://eastdevon.gov.uk/media/2223086/041017-cabinet-agenda-combined.pdf>

I spoke enthusiastically on this item to highlight the many successes in Seaton, making specific reference to the recent private sector investment projects we are seeing from Premier Inn, Axminster Power Tools Pension Fund, LED, and local developers. This confidence in Seaton comes off the back of the regeneration work facilitated by EDDC working positively in partnership with local stakeholders.

On the 11th October, I chaired the first meeting of the Seaton Regeneration Forum. My objective for this meeting was to seek the view of key stakeholders (from the previous Regeneration Board) as to whether there was still an appetite for a 'regeneration group' to continue meeting to champion Seaton at every level of local government. Those present considered that there was, and terms of reference for the group were agreed. It was agreed that more representation from the private sector should be encouraged at future meetings.

I facilitated a meeting with Neil Parish, Cllr Jack Rowland and Mike McAlpine on Friday 6th October to discuss the next steps for the future of Seaton Hospital. Discussions centred around an Axe Valley Health Hub to include both Seaton & Axminster Hospitals.

I have met with EDDC officers to discuss the ongoing negotiations concerning the Moridunum. There is no update on this yet.

On 31st October, I met with Andrew Ennis (EDDC car parks) to discuss the town council signage project (for brown tourist signs).

For your information, a copy of the EDDC Annual Report for 16/17 can now be viewed on line at http://eastdevon.gov.uk/media/2210407/s0179_annual-report-2017_lowres.pdf

Cllr Marcus Hartnell - 31/10/2017

COUNCIL

Town Clerk Update Report – November 2017

Since the last update report the Town Clerk has the following update:

Budget and Precept Training

The Town Clerk attended the Devon Association of Local Council's budget and precept training on Tuesday 3rd October. Since the course the Town Clerk has been working on the 5 year budget and the first cut of the budget went to the Finance Committee on 16th October 2017.

Fire Risk Assessment

The Town Clerk met with the contractor doing the fire risk assessment on the 9th October 2017. The fire risk assessment work will be completed on Thursday 9th November 2017.

Underfleet Play Area

The Town Clerk and Town Maintenance Person met the new Area Manager for HAGs at the Underfleet Play Area on 10th October 2017 to discuss the issues that the Council has had following the installation of the Play Equipment and which were previously discussed with HAGs in October 2016 and February 2017. Since the site visit the Area Manager has been in regular contact with the Town Clerk and the remedial works commenced on site on 31st October 2017.

Seaton Regeneration Forum

The Town Clerk attended the Seaton Regeneration Forum on the 11th October 2017.

Christmas

The Town Clerk met with Mr Jacobs from the Axe Valley Community Choir on 23rd October 2017 regarding the Christmas light switch on event.

The Town Clerk and Administration and Finance Assistant have continued to work on the Christmas arrangements. The Town Clerk has been liaising with Devon County Council and East Devon District Council to ensure that all requirements in terms of licences have been met. Plans are almost complete, and an update report will go to the Communities Committee on 20th November 2017.

Scout Hut

The Town Clerk met with Mr Johns from Seaton Scouts to discuss the lease on 26th October 2017. The feedback from the Town Clerk was considered by the Estates Committee on 30th October and Mr Johns was subsequently written to with details of what was agreed by the Estates Committee.

Cycle Fest

The Town Clerk and Councillor Sanham met with Brandon Ellis on 30th October 2017 to start planning the 2018 Cycle Fest. The Town Clerk is going to commence work on the Road Closure application and submit this to Devon County Council as soon as

possible. The Town Clerk will start to draw up a communication strategy, work on the budget for the Cycle Fest and draw up a list of potential companies to approach for sponsorship. Meetings will take place monthly.

Working Group on Standing Orders, Financial Regulations and Internal Controls

The first meeting of the working group to review the Standing Orders, Financial Regulations and Internal Controls met on 30th October 2017. The group started to look at the Standing Orders and compared the Seaton Town Council version to the National Association of Local Council's (NALC) Model Standing Orders. The group will continue this work on 13th November 2017.

COUNCIL

Top Priorities for Seaton Town Council

At the Council meeting in July, the following priorities for 2017/18 were agreed:

- 5-year financial plan
- Marketing and Events Contract
- Complete remedial work at Marshlands and market the remaining available space
- Improve the appearance of the Town Centre including improved signage
- Seafront enhancement (Cllr Sanham to champion)
- Improve methods of communicating with Seaton residents

Progress against each of these priorities, since the last update to Council on the 2nd October is as follows:

5-year financial plan

The first cut of the Budget for 2018/19 to 2022/23 was considered by the Finance Committee at their meeting on the 16th October. Details of what was discussed are listed on the Finance Committee minutes.

The Personnel Committee considered the budget relating to staff related costs on 30th October 2017 and this will now be factored into the budget.

The Estates Committee have considered the budget related to Marshlands and other council assets and this information has been factored into the budget.

The Communities Committee will be considering their budget requirements at their meeting on 20th November and the Town Clerk will then factor this information into the draft budget.

Once all information has been provided the budget will then be considered by the Finance Committee before it is recommended to Full Council.

Marketing and Events Contract

The Marketing Contract has been advertised in the Express and Echo, Herald Express, Western Morning News, on the Devonlive website, Fish4Jobs website and on the Council website, Facebook Page and Twitter feed. The closing date for applications is 12 noon on Monday 13th November. The next stage will be for the working group to shortlist the applications and then for shortlisted candidates to be invited in to present their proposals to all Councillors.

It is anticipated that Council will make a decision on who to appoint at the Council meeting on 4th December 2017.

The Events Officer role job description has been discussed and agreed by the Personnel Committee and is on this agenda for Council to ratify. This will then be advertised.

Marshlands

A list of remedial works has been drawn up and this is being worked through by the Maintenance Team, where appropriate. For the areas that they cannot deal with the Council is obtaining tenders for the works to be completed. The Estates Committee are receiving updates on progress

Work now needs to be done to put into place a longer-term planned maintenance programme for the building.

In terms of marketing the space at Marshlands, the number of bookings are increasing but we still currently only have one tenant. East Devon District Council have confirmed that the offices can be promoted on their business website and the Town Clerk is currently drafting wording to go on that website and also to go on the Town Council website. The Town Clerk is also drawing up a list of organisations to approach to promote what we can offer then in terms of ad-hoc bookings.

Town Centre signage

Brown Tourist Signage project – the Council is waiting for a response from East Devon District Council (EDDC) as to whether they will match fund the amount that Devon County Council are willing to contribute to this project.

All relevant local partners have reviewed and signed off the wording for the signage and are willing to make a financial contribution to the project.

As soon as a response is received from EDDC a further update will be given to Council.

Seafront Enhancement

Cllr Sanham has confirmed that the next step is to have a half day session with Charity Consultants to discuss a fund-raising strategy. A date is still in the process of being arranged but it is looking likely to be during the first week in December.

Communication

The Town Clerk is working on a communication strategy including details of what the Town Council can communicate with the public and when this information needs to be communicated. Once drafted this will come forward to Council for consideration.

COUNCIL

Air Ambulance Night Time Landing Strip

At the Council meeting on 3rd July, the Council resolved to set up an ear-marked reserve for Air Ambulance Night Time Landing Strip contributions.

Funding

As at the end October the amount in the ear-marked reserve is £4,674.82. This is broken down as:

Seaton Town Council	£1,000.00
Axe Valley Runners	£200.00
Probus Club	£125.00
Amy Catley	£2,696.07
Seaton Development Trust	£653.75

The cost of the works would be £6,408.31 +VAT which would need to be paid locally. Devon Air Ambulance can provide a grant to cover the labour element of £3,376.37.

This leaves a balance of £3,031.94 payable for the equipment. There are sufficient funds in the ear-marked reserve to cover this at this time.

Next Steps

A planning application for the column will need to be submitted to East Devon District Council. Devon Air Ambulance have provided several of the documents needed for that e.g. column drawings, design & access statement.

DAA advise that other Councils that have gone down this road have produced some PR information to be distributed locally but have also held an open meeting or other to inform local residents.

Recommendations

1. That Seaton Town Council (STC), in liaison with Seaton Cricket Club (SCC) and Devon Air Ambulance (DAA), apply for the planning permission as soon as possible;
2. Once planning permission has been agreed, funds to be released to pay the works from DAA supplier,
3. That STC agree that all donations received for "DAA community night lights are held in a reserve account to be used only for the upkeep and maintenance of the lights;
4. To have a formal agreement with SCC;
5. SCC to liaise with STC when funds are required for lights maintenance; and
6. STC to have sole responsibility for the funds

COUNCIL

Events Officer Job Description

It was resolved by Council on 18th September 2017 that:

‘The Events Management role be considered by the Personnel Committee before returning to Council for approval’

The Personnel Committee have now considered the job description for the Events Officer job description and now recommend it to Council.

The next steps will be to advertise the job and then for the recruitment and selection process to be undertaken with the Personnel Committee being involved in the shortlisting and interviewing process, as per the National Association of Local Councils (NALC) ‘*Being a good employer guide*’

The Job Description is as follows:

Events Officer

Job Title: Events Officer

Place of Work: Marshlands Centre, Seaton

Reports to: Town Clerk

Salary: £12-£15 an hour dependent on qualifications and experience

Status: Permanent Contract

Days of week: Monday to Friday with flexibility required for evening meetings and weekend working

Hours of work: 12 hours a week. The post holder must be flexible as there will be peaks and troughs in the workload on an event by event basis

Overall purpose of the job:

To develop, project manage and deliver an annual programme of events designed to boost the town through increased footfall.

The role:

- To deliver and project manage a programme of events that can be rolled out annually as per the priorities of the Council, which includes the Cycle Fest, regular Artisan Markets and Christmas
- To identify particular circumstances or opportunities and to arrange one-off events for them. (As for the Jubilee celebrations, Olympic themes etc)
- To project manage events through to their successful delivery ensuring that all risks are managed, and health and safety and other legal requirements are taken into account

- To work with the Marketing contractor to develop an annual communication strategy to ensure that all events are marketed and promoted in a proactive and timely manner - there is an expectation that the Events Officer will work closely with the Marketing contractor to ensure that all future events are marketed and promoted effectively.
- Work with the Marketing contractor to raise the profile of Seaton
- Identify sources of funding to support the work and costs of the Post
- To work with the Town Development Team
- To provide regular update reports to the Town Clerk and Councillors through the Communities and Open Spaces Committee
- To work to develop a 'Welcome Team' for Seaton

Person Specification

Professional,

Personable,

Have excellent event management/ project management skills

Excellent administration skills.

Highly organised and methodical

Results focused and able to meet tight deadlines.

Enthusiastic, flexible and have a positive attitude.

Able to work on their own and lead a team and work in harmony with others to ensure success.

Identify and work with a variety of stakeholders.

Willing to take initiative

Must have a full driving licence and access to a car for work purposes.

They must have:

An understanding of the seaside and rural economy.

Successful demonstrable experience of running events

Project Management experience

Evidence of successful bid writing and making funding applications

COUNCIL

South Western Rail train timetable consultation

The following information has been taken from the South Western Railway website:

This consultation opened on 29th September 2017 and will close on 22nd December 2017.

South Western Railway will be making some major changes to train services in the December 2018 timetable. The proposals have been developed with extensive input from customers and stakeholders; who asked for added peak capacity and faster services, earlier and later trains and more Sunday services. These are just some of the benefits you will see when the timetable begins on 9th December 2018.

We really value your feedback – indeed we have received and responded to plenty of queries since the announcement of the change of operator. We invite you to review the proposals for your area and provide any comments you may have via email to timetable.feedback@swrailway.com. All of these will be reviewed and considered to help shape the new patterns of service and to form the final consultation document that will be put to the Department for Transport and Network Rail. Unfortunately we cannot respond individually to your queries, however please be assured all of them will be considered when putting our final proposals together.

We plan to undertake some face to face meetings at stations where you will be able to meet the team and ask questions. The list of venues and dates will be added to this page as soon as they have been agreed.

This timetable consultation is a major step on South Western Railway's journey towards the delivery of improvements to services that we know customers want to see.

The Consultation document has been forwarded to all Councillors and can be found on the South Western Rail website www.southwesternrailway.com/timetableconsultation

The Council to decide if they wish to make a comment as part of the consultation process.

COUNCIL

Update on actions arising from previous meetings

X52 Jurassic Coaster Bus Service

Is there anything further that the Council wish to add to this subject following Mr Morgan's letter in the View From newspaper on 31st October 2017?

Improving the vitality of the Town Centre

Update: Three Councillors have undertaken consultation on re-opening up of the town centre but during the update on the 2nd October, Councillors confirmed that there were still some shops to speak to.

Safety issues re Harbour Road/Underfleet Cycleway

Update: feedback has now been received from the Secretary of Axe Valley Pedlers, which is as follows:

We had a good response to this but all very negative but some were quite constructive I have listed the replies below:, there is also a link to a video that the AVP members did a few days ago to highlight the problems

All that work done earlier in the year on this installation, I just feel it was an epic fail

Only issue is right of way on the dropped curbs they have now put in, due to new car park

As far as I am concerned I have never used the latest addition to the cycle way because it causes more trouble than it is worth. It makes no sense to ride onto the pavement in Harbour Road to the west of the roundabout. Travel to the crossing point to the east of the roundabout. Cross Harbour Road at the crossing point and then cycle along the shared path towards the Underfleet to then have to negotiate the bus stop and the cross then Co-op entrance road before joining the original cycle path. The new shared path from Harbour Road requires cyclist to ride on one of the most used pathways in the town. Hundreds of pedestrians use it to walk from the Tesco's area into the town and seafront. Not to mention the hundreds of visitors who alight from the coaches parked in the Coach park. How anyone on DCC thought that spending £60,000 on the changes to the existing layout was an improvement is beyond me. In addition the new car park entrance has also made it more hazardous. Why would any cyclist choose to use it when all you have to do is cycle safely round the roundabout.

I spoke to the Town Mayor last year and he stated that DCC did not even tell the local council that the changes were being made, and there was certainly no consultation period with any users.

Spending £60,000 on the last bit of cycle path makes the non cycling community dislike cycling even more, my view for what it's worth, it would have made more sense to create bus lay-bys so bus passengers could depart and arrive.

I used it the other day, and remember it as very narrow and full of obstacles for both pedestrians and cyclists. The bus stop was particularly busy. If humans stood in neat single file with full awareness of bicycles approaching, and cyclists could pass at a very slow pace without wobbling, the risk of collision would be minimal, but in reality the pedestrians were quite rightly enjoying their day, sometimes chatting in groups/ families, with prams, walking aids, shopping bags, children, elderly couples arm in arm, and this blocked the cycle path. There is not enough room for pedestrians to wait there without standing in the cycle lane. They have to walk across the cycle path to get onto the bus. As a cyclist I

approached slowly and stopped whilst everyone moved aside carefully without falling over each other, or off the kerb, with lots of “sorry/ thank you” by us all. Since then I’ve chosen to ride around the bus stop by staying on the road or cycling through the coach park. The other hazards of junctions etc seem normal for a small busy town, but I’ll go back and have a closer look.

Link to video AVP filmed after your request for info - <https://www.youtube.com/watch?v=i-X1Z0wqyDY&feature=youtu.be>

Surely the most obvious thing is that because it is so badly conceived most people will fail to use it. The fiasco around the bus shelter is an example. These and similar flaws, however may be capable of resolution, however the basic flaw is the cycleway has been slotted in as an afterthought once the needs of all other road users have been catered for. This despite the fact that the route has been part of the National Cycleway Network since before the Underfleet was constructed. In practical terms the neglect of pre-planning and piecemeal development is that any cyclist using it as to cede right of way at numerous points where, if one remained on the main carriageway priority would be retained. Examples are priority is ceded to : a) traffic in both directions on Harbour Rd west of the roundabout. b) traffic emerging from the Co-op car park, c) traffic emerging from the overflow car park. d) At the top end of the cycleway at the Colyford Rd roundabout, the path terminates leaving cyclists to be cut up by left turning traffic. e) If attempting to access NCR2 from the cycleway through the marshlands, again one has to cede priority to traffic in both directions. In addition there are the two junctions serving the coach park where priority is unclear. The result is that it is both quicker and indeed safer (there is less conflict of opposing movements) to stay on the main carriageway. The widths are certainly substandard, but I am afraid that our main problem is simply the apathy of DCC

Cliff Field Gardens & Public Space Protection Order

Update: The Town Clerk has received a response from Janet Wallace at East Devon District Council regarding Cliff Field Gardens:

“As with any control of this nature we will keep changes to a minimum so if a change is requested it would need to be supported by people that regularly use that area. We find that in the case of dog control any changes can cause local controversy, so we would need some strong evidence and support, it is not sufficient just for the members of a council to request it with no evidence to support the request.

When we carried out the consultation no members of the public or groups requested that Cliff Field Gardens was changed from a dog exclusion to dog on lead and I suspect that this suggestion might cause some concern. The Public Space Protection Orders are likely to be reviewed in the future, although we could only undertake this when several evidenced requests across the district have been proposed because there is quite an involved legal process to go through. If the Town Council wish us to consider this, they would need to obtain evidence and support from the community.

Before doing any consultation, the Councillors must be clear of the reasons why they were looking for a change in the first place, and the evidence for this. Dogs are banned from these gardens and have been for years, so I would assume there was a good reason and local support in the first place. An example might be if a group of people such as users or dog walkers had approached the Town Council asking for a change, and the reasons for it, then the Town Council could take it up on their behalf. There would need to be representation from dog owners as well as people that do

not walk dogs. There are other areas very close by where dogs can be walked so it would be hard to see any justification to allow dogs on that garden area”.

Youth related facilities

At the meeting on 4th September the Council resolved that it needs to determine the scope and content of the consultation. How does the Council wish to take this forward?

Proposal from Environment Agency to widen the gate at Fisherman’s Gap

Update: Emailed Environment Agency (EA) on 26th September with transcript of minutes. EA has responded as follows:

“We are currently looking at potential options for mechanical assistance to be added to assist in closing the gate and waiting to hear back from contractor as to feasibility of options being considered and costs. Once we have a more definitive idea as to the best option, I will contact Seaton Town Council again”

20 mph speed restriction along the Underfleet, near the Play Park

Update: Meg Booth from DCC reports as follows: DCC currently hold no speed data for the Underfleet and speed surveys have been programmed for this autumn / results should be available before Christmas. Location will also be considered by speed complaint review meeting once data is to hand

Bus stops and the coach park on the Underfleet

Update: 2nd October discussion on whether the request for bus stops needs to be linked to the changes proposed with the Seafront Enhancement Scheme.

The Council **RESOLVED** to approve Cllr Rowland’s motion to write to Devon County Council.

Andrew Ennis was contacted and has replied “I have previously discussed this with both Cllr Jim Knight and Mark Phillips from DCC’s Transport Co-ordination Service and I have no objection to re-opening these conversations”.

In the meantime. Meg Booth also considering re-siting bus stop in Coach Parks

Adventure Golf Course at Seafeld Gardens

Update: Marcus Allen from Leisure East Devon has responded as follows:

“Thank you for inviting me to comment regarding the discussion that took place at September’s full town council meeting, concerning the Adventure Golf facility at Seafeld Gardens, Seaton. I always welcome any feedback regarding any of the services that LED operate, and as an organisation we are continuously reviewing our delivery to the local community.

As you will be aware the adventure golf facility was opened to the public on the 1st April this year, and was built around a Jurassic theme. The new facility is a welcome addition to what Seaton has to offer, and replaced the outdated putting facilities at Seafeld Gardens. The site is operated seasonally, and traditionally operates from Easter to the end of September. The new course has certainly been a hit with both locals and visitors to the area. From opening on the 1st April and up until and including Sunday 1st October, there have been 7,489 rounds of golf played on the Adventure Golf Course. This is a considerable increase in footfall, when

compared to the previous year where there were only 1,155 rounds of golf played between Friday 25th March 2016 and the end of September that year. That's an increase in footfall by 548% . In order to meet demand LED, therefore opened up the course during periods where the facility traditionally closed. For example to course would normally shut between Easter and the May half-term, however this year LED continued to operate throughout. This season the facility has been open for 131 days compared to 86 the previous season. Due to the public demand, it has been agreed by LED, last month, to extend the season through until the end of October half term, with the facility remaining open at weekends throughout October – weather permitting.

I am happy to explore later opening times for the facility, however these would only be for the height of summer. At Sidmouth Coburg, we only operate until 8pm during Folk week, when the town is swamped with tourists. Whilst Seaton has a lot of day visitors for the Tramway and Jurassic Centre, I would question whether there are significant volumes of people staying in Seaton to warrant staying open later. The Premier Inn will no doubt bring additional bed space to the town, and this might increase the volume of tourists looking for evening activities. I am happy that we do explore the option of extended summer opening hours.

In terms of the appearance of the site, you may not be aware that this month East Devon District Council are replacing the roof on the Pavilion. Once this work is complete we can then programme in painting the exterior of the facility. The range of services that we offer from the Pavilion has been limited. Whilst the location appears idyllic there hasn't been footfall in previous years to warrant significant investment in the catering facilities. LED are aware that more could be done in terms of décor inside and food and beverage provision. I have previously had discussions with my colleague within LED, and we are looking at ways that we can improve the décor through simple additions to the Pavilion. Likewise we will spend the winter months looking at alternative menu options. It has to be noted that we will ever be able to offer a full on café experience, however items such as paninis and cream teas are not too difficult to deliver. We have this summer though, improved the quality of the coffee we serve (Filter rather than Nescafe), and have gone for an established brand of ice creams (Langage Farm).

I have previously had some feedback from Cllr Sanham regarding our advertising of the facility, for which I am grateful. I am aware that we have not kept up with demand the leaflets this year, and upon review we also need to broaden our marketing reach. This may mean that we break away from our traditional LED leaflet and go for something more focused on the tourist. The signage needs to be improved to Seaford, primarily from the Town Centre and the Seafront. The latter depends on the vision for the Fisherman's Gap, as it would be futile to put signage in place that wouldn't fit in with the Town Council's vision for this area. Also, I was on the understanding that there were going to be some town location displays that Karin Frewins was working on. This something which we would be keen to get involved with as a company. Seaford Gardens does have it's own allocated marketing budget.

Overall, the Jurassic Golf has had a successful summer, and LED look forward to working with EDDC and the local community to ensure that the facility has a sustainable future and becomes an integral part of what Seaton has to offer to visitors and residents. Thank you for your feedback