



**To: All Members of the Town Council**

**Meeting of Seaton Town Council  
on Monday 6<sup>th</sup> August 2018 at 7pm**

**31<sup>st</sup> July 2018**

You are hereby summoned to attend the above meeting to be held on Monday 6<sup>th</sup> August 2018 at Marshlands, Harbour Road, Seaton at 7pm 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 Chairman will say a prayer at the start of the meeting**

- 18/COU/01 Declaration of Acceptance of Office**  
Newly co-opted Councillor Daniel Ledger will make his declaration of acceptance of office
- 18/COU/02 Apologies for absence**  
To receive any apologies for absence
- 18/COU/03 Declarations of Interest**  
To receive any Members' declarations of interest in respect of items on the agenda
- 18/COU/04 Minutes**  
To agree the minutes of the Council Meeting held on Monday 2<sup>nd</sup> July 2018

**18/COU/05 Chairman's Report**

**18/COU/06 Public Question Time**

To allow any questions or reports from members of the public.

**18/COU/07 Police Report**

**18/COU/08 County Councillor Report**

**18/COU/09 District Councillor Reports**

**18/COU/10 Reports from Council representatives on Outside Bodies**

- Report from Cllr Beer on Devon Association of Local Councils (DALC)
- Report regarding Seaton Health Matters
- Minutes from the Axe Valley Local Action Group

**18/COU/11 Town Clerk Report including update on actions arising**

**18/COU/12 Committee meeting minutes**

To receive, and to ratify the decisions therein, the meetings of the following Committee meetings:

- Communities & Open Spaces Committee 25<sup>th</sup> June 2018
- Planning Committee 2<sup>nd</sup> July 2018
- Planning Committee 16<sup>th</sup> July 2018
- Finance & General Purposes Committee 16<sup>th</sup> July 2018

**18/COU/13 Councillor Membership**

To consider Councillor membership for:

- Cllr Ledger's Committee Membership
- Representatives on outside bodies

**18/COU/14 Motions**

1. Cllr Rowland (At the request of Seaton Down Hill Community Speedwatch Team) – Seaton Town Council take a more robust approach in holding both the Police and Devon County Council accountable by:
  - a) Making strong representations to the Police (to the Chief Constable and/or the Police Commissioner if necessary) for there to be more speed enforcement sessions now and which will be required to enforce the speed limit changes from national speed limit to 40mph if these changes are to be effective
  - b) Ensuring that DCC Highways keep their promise to change the speed limits during the current financial year and that they continue to keep the matter under review with regard to the need for road engineering to force vehicles to slow down if the speed limit changes and regular enforcement do not have the required impact

- c) Organising a public meeting in September with senior police officers, Cllr Stuart Hughes and Neil Parish MP so that members of the public can put their views and hear their response in terms of their commitment to helping resolve this long running issue that is compromising the health and safety of people in Seaton
2. Cllr Chadwick – Seaton Town Council request an update from Devon County Council regarding the motion resolved by Council on 4<sup>th</sup> September 2017 ‘The Council supports requesting a 20mph restriction along the Underfleet, particularly near the dropped kerb opposite the playpark and also the possibility of citing a pedestrian crossing here’ and whether a traffic survey has been carried out
3. Cllr Burrows – This Council requests, at its soonest, that East Devon District Council proceed with the transfer of assets that include Windsor Gardens, Bus Shelters and the Flowerbed by the Ice Cream Kiosk
4. Cllr Burrows – This Council urge Devon County Council to reinstate a pedestrian crossing to the east of the junction of Harbour Road and Royal Observer Way before there is an accident due to the increasing footfall

**18/COU/15 Tourist Information Centre (TIC)**

To receive a report from the TIC Working Group

**18/COU/16 Facebook**

To receive a report from the Facebook Working Group

**18/COU/17 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 18 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual or are commercially sensitive

**18/COU/18 Seafront Enhancement Scheme**

A confidential report on Seafront Enhancement Scheme from the working group



## Minutes of the Seaton Town Council Meeting On Monday 2<sup>nd</sup> July 2018

### **Present**

**In the chair:** Cllr K Beer

**Councillors:** C Chadwick, M Hartnell, S Read, J Rowland, M Shaw, H Sanham, D Squire and R Webster

**Officers:** Town Clerk

**Public:** 22 members of the public

### **61. Apologies for absence**

The Council received and accepted apologies from Cllrs Burrows and Rye

### **62. Declarations of Interest**

Cllr Shaw declared a personal interest as a Councillors with Devon County Council (DCC)

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

Cllr Rowland declared a personal interest as a member of the Seaton Down Hill community speed watch Team

### **63. Minutes**

The Council **RESOLVED** to approve the minutes of Council meeting on 4<sup>th</sup> June 2018 subject to the following minor amendments:

- Minute 55, first bullet point be amended to correct the misspelling of Dan Haydon's name
- Minute 57, second bullet point be amended to read as Senior Voice rather than Seaton's Voice

(moved Cllr Rowland; seconded Cllr Read)

### **64. Public Question Time**

A number of the members of the public present, chose to speak in Public Question Time as follows:

Mr David Morgan spoke regarding agenda item 6, the County Councillors report covering the speed limit and Seaton Down Hill. Mr Morgan commented that he felt that Vehicle Activation Signs have limited value as their effect lessens over time. He believes that a more permanent engineered solution be sorted out sooner rather than later.

Mr Paul Allan also spoke on agenda Item 6 as a Seaton Down Hill resident and member of the community speed watch team. He echoed Mr Morgans comments and stated

that he had sent a report to the Town Clerk earlier in the day. (The Town Clerk confirmed that the report had been sent to all Councillors).

Mr Neil Moorcroft also spoke on agenda item 6 and stated that it was difficult to exit from Honey Ditches Drive on to Seaton Down Hill due to the speed of traffic and also the vehicles parked outside of the Dove Court Care Home.

Mr Nigel Booth from the Mariners, Seaton spoke on the issues with the condition of the flats on the sea front and asked what the situation was between the developer of Fosseway Court and the Council.

Mrs Brenda Martindale spoke on agenda item 6 as a resident of Churston Rise. Mr Martindale stated that getting out of Churston Rise was very bad due to fast vehicles speeding up and down Seaton Down Hill. She also comments that on a number of occasions she had been concerned about vehicles going into the back of her vehicle, due to the speed they were coming down Seaton Down Hill, when waiting to turn right into Churston Rise.

Mrs Pat Booth from the Mariners, Seaton spoke about issues with the Devon County Council on street parking spaces along the Esplanade. Mrs Booth commented that on a number of occasions the machines had either run out of money or tickets. She had discussed this with the DCC parking officers and they expected members of the public to walk down to the ticket machines further down the road. Mrs Booth also commented that she was of the understanding that the middle ticket machine was going to be removed by DCC, which would lead to more problems with the other machines and also deter visitors. She also confirmed that when members of the public had tried to pay using the telephone service that this had not worked.

*The Town Clerk asked Mrs Booth to advise people experiencing these problems to get in touch with the Town Council office so that the issue can be reported to Devon County Council*

*Cllr Rowland spoke on the Seaton Down Hill issue and confirmed that he was also a member of the community speed watch team. Cllr Rowland stated that Devon County Council look at serious accidents and as there haven't been any accidents on Seaton Down Hill it is hard to move forward with them. However, the Town Council is continuing to pursue this and has recently amended its budget from having money set aside for Vehicle Activation Signs to money to go towards reducing the speed limit to 40 on the A3052 and top of Seaton Down Hill. Cllr Shaw is also contributing money from his Locality Budget towards this project.*

*Cllr Hartnell responded to the comments made by Mr Booth regarding Fosseway Court, confirming that East Devon District Council are working on this with the developer and that due to complications it would not be resolved quickly. He confirmed that he couldn't say more without the Council going into private session.*

*Cllr Shaw spoke on the issues around Seaton Down Hill and confirmed that he is working with colleagues at Devon County Council to get this matter resolved and the speed limit changed. He stated that he has only just become aware of the parking*

*issues and said that he would meet with local residents on site to talk about the issues and would then see what could be done to resolve them.*

*Cllr Beer asked if any of the organisations that had applied for grants wished to speak*

Sandra Ward who was representing Axe Valley & West Dorset Ring and Ride Service said that the Service carries people under S19 of the Road Traffic Act and this includes people with or without a disability. The service assists with taking people shopping and further afield to help them remain in their own homes. We are grateful for previous grants and are trying to get a new bus which is in the region of £40,000. Mrs Ward also said that the organisation would like to invite a Councillor to attend their meetings.

Adam Tedbury who was representing Testudo said that they have asked for a grant of £680 to enable them to purchase a shed to store costumes in as they are currently in various locations in peoples houses.

Neil Hurlock from TRIP said that they drive people to medical appointments and do several thousand trips a year benefitting local people. He confirmed that they fundraise each year but there is a shortfall each year of about £10,000. There are 1,000 plus users of the service with 25% in Seaton, Beer and Axmouth. Mr Hurlock confirmed that the Charity Commission require charities to keep 25% of turnover as reserves, plus they have a fund for vehicle replacements.

Skevoulla Hambi-Hilder from Seaton Library Youth Club said that the youth club runs every Thursday and has been running for 10 years. There are over 35 young people attending and they are able to do activities such as arts and crafts and cooking. A number of the young people are taking up the Young Lions Leaders course. An attendee of the Youth Club, Sam Lister said that the youth club gives him the opportunities to try out activities that he cannot do at school such as cooking and 3d printing. Mrs Hambi-Hilder also confirmed that Devon County Council had recently given funding for staff time to run the youth centre. She also confirmed that they attract new members through social media as well as sending information including posters to local schools.

Tiggy Parry from Health and Local Food for Families (HALFF) said that they currently use Marshlands for two cooking classes – cooking for one and heart health hub. Ms Parry confirmed that HALFF were no longer requesting the £1000 funding but were still asking for the in-kind use of Marshlands for 24 sessions.

#### **65. Police Report**

The Council considered the Police Report covering 1<sup>st</sup> May to 20<sup>th</sup> June 2018.

The Council **NOTED** the Police report

(moved Cllr Hartnell; seconded Cllr Beer)

#### **66. County Councillor Report**

The Council considered Cllr Shaw's report.

The Council asked Cllr Shaw to look into the issues regarding the parking machines raised by Mrs Booth.

The Council **NOTED** the County Councillor's Report

(moved Cllr Sanham; seconded Cllr Rowland)

## **67. Reports from Representatives on Outside Bodies**

The Council considered the report from Cllr Rowland on the Seaton Area Health Matters and the proposal within the report.

Discussion took place around:

- What the Council would need to provide in terms of facilities
- The offer from the Town Council not being dependent on the Council having an employee in place to open and close the building

The Council **RESOLVED** to agree that The Project (Action East Devon) sets up support sessions in Seaton at the Marshlands Centre on dates to be agreed from 6-8pm once The Project confirms that they have the trained volunteers and mental health workers in place in Seaton and Seaton Town Council has an employee in place that can open and close the building securely for the booked time slots. Action East Devon to pay a booking fee of £20 per session for each 6-8pm session and agree the terms and conditions shown for booking space at Marshlands Centre  
(moved by Cllr Rowland; seconded Cllr Shaw)

Cllr Sanham picked up the point made by Mrs Ward, representing Axe Valley & West Dorset Ring and Ride Service, regarding a Councillor going to their meetings i.e. being a representative on an outside body.

The Council **RESOLVED** that this be considered at the next meeting of Council

## **68. Town Clerk Report**

Discussion took place around:

- Progress on the Town Council and Seatondevon.org websites
- Maintaining and updating the CycleFest website
- The need for new photos to be taken and uploaded to the website

The Council **NOTED** the Town Clerks Report

(moved by Cllr Beer; seconded Cllr Chadwick)

## **69. Committee meeting minutes**

The Council **RESOLVED** to note the minutes for:

- Planning Committee 21<sup>st</sup> May 2018
- Finance & General Purposes Committee 21<sup>st</sup> May 2018
- Communities & Open Spaces Committee 29<sup>th</sup> May 2018
- Planning Committee 4<sup>th</sup> June 2018
- Planning Committee 18<sup>th</sup> June 2018
- Finance & General Purposes Committee 18<sup>th</sup> June 2018

(moved by Cllr Hartnell; seconded Cllr Rowland)

## **70. Co-option of a new Councillor**

The Chairman outlined that the Council had met informally with both candidates before the meeting and that a paper ballot would now take place to co-opt a new Councillor.

The vote was:

7 votes for Daniel Ledger

2 votes for Eric Bowman

Therefore, Daniel Ledger was duly co-opted to Seaton Town Council.

The Chairman thanked both candidates for their interest in joining the Council.

The Town Clerk outlined that Mr Ledger would formally become a Councillor after taking the declaration of acceptance of office at the start of the next Council meeting.

#### **71. Grant Applications**

The Council considered the grant applications that had been received from:

- TRIP Community Transport
- Seaton Library Youth Club
- Seaton Bowling Club
- Axe Valley & West Dorset Ring & Ride Service
- Health and Local Food for Families
- Testudo

Discussion took place around:

- All applications being worthy applications
- Splitting the Council's Grants budget into two equal parts i.e. £4,000 for this round and £4,000 for the January 2019 round
- The application from Seaton Bowling Club needing more work with the suggestion that it be deferred, and they be invited to come back with a more worked up application

The Council **RESOLVED** to approve grants for the following amounts:

- Axe Valley & West Dorset Ring and Ride Service - £1,000
- TRIP Community Transport - £500
- Seaton Library Youth Club - £1,000
- Testudo - £680
- HALFF – 24 free room booking sessions at Marshlands

This totals to £3,180 and the remaining money will stay in the budget for the January 2019 round of applications.

(moved Cllr Hartnell; seconded Cllr Rowland)

#### **72. Seafont Enhancement Scheme Working Group Report**

Discussion took place around:

- Cllr Hartnell confirmed that he has a meeting with East Devon District Council officers regarding the Moridunum. He confirmed that Legal are moving forward with the land ownership issues and that the Seafont Enhancement Project will be listed on a priorities report going to the Cabinet in due course.

The Council **NOTED** the report of the working group

#### **73. Dog Ban Areas and Signage**

Discussion took place around:

- A proposal to enable dogs to be walked along the promenade all year on a lead
- The need to be able to demonstrate public consultation before any proposal will be considered by East Devon District Council
- It would likely be expensive to ask EDDC to amend the Public Spaces Protection Order

The Council **RESOLVED** to have an informal discussion with East Devon District Council and to work up a proposal to bring back to Council

#### **74. Free Function Room Booking Form**

The Council **RESOLVED** to grant the two free room bookings to the Probus Club and agreed that the grants policy and room bookings policy be reviewed twice a year (moved Cllr Squire; seconded Cllr Hartnell)

#### **75. Consultation on Polling Stations**

The Council considered the Polling Station consultation document published by East Devon District Council.

The Council **RESOLVED** that its response to the consultation would be that the Town Hall is retained as a Polling Station, an additional polling station added for the Seaton residents in the Beer, Branscombe ward and the Methodist Church is included as a secondary site.

(moved Cllr Rowland; seconded Cllr Hartnell)

#### **76. Records Management and Document Retention Policy**

The Council **RESOLVED** to approve the Records Management and Document Retention Policy subject to the following amendments:

- In the table in Appendix A, amend the section on agendas so that it is the same as the section on minutes
- In the table in Appendix A, where it lists confidential waste ensure that the wording (shredded) is included

(moved Cllr Hartnell; seconded Cllr Rowland)

#### **77. Information Security Policy**

The Council **RESOLVED** to approve the Information Security Policy

(moved Cllr Hartnell; seconded Cllr Rowland)

#### **78. Subject Access Request Policy**

The Council **RESOLVED** to approve the Subject Access Request Policy

(moved Cllr Hartnell; seconded Cllr Rowland)

#### **79. Personnel Committee**

Cllr Hartnell outlined the paper being considered by the Council and confirmed that the Councillors that attended the workshop on the 25<sup>th</sup> June considered the Personnel functions and how they can be approved.

The Council **RESOLVED** to:

1. Approve the table as the framework for Personnel matters
2. Determine that Councillors Beer, Chadwick, Read, Sanham, Squire and Webster be on the Personnel Committee
3. That the dates for the Personnel Committee for the remainder of the 2018/19 Municipal Year are:

Thursday 19 <sup>th</sup> July 2018	Thursday 20 <sup>th</sup> December 2018
Thursday 23 <sup>rd</sup> August 2018	Thursday 24 <sup>th</sup> January 2019
Thursday 20 <sup>th</sup> September 2018	Thursday 21 <sup>st</sup> February 2019
Thursday 18 <sup>th</sup> October 2018	Thursday 21 <sup>st</sup> March 2019
Thursday 22 <sup>nd</sup> November 2018	Thursday 18 <sup>th</sup> April 2019

(moved Cllr Hartnell; seconded Cllr Shaw)

## 80. Appraisal Process

Discussion took place around:

- Appraisals needing to be a constructive process and whether Councillors should be directly involved in this
- Councillors being given the opportunity to feed into the process before appraisals are carried out
- The appraisal paperwork being a dual form i.e. the member of staff is given the paperwork and fills it in, as does the line manager before they meet to have the conversation
- Whether an appeals process needs to be added in, for the eventuality where agreement cannot be reached between the appraiser and appraisee

The Council **RESOLVED** that bullet point 1 be amended to read 'The Personnel Committee shall resolve to delegate the appraisal of the Town Clerk to two members of the Personnel Committee. Feedback will be given to the Personnel Committee including details of any areas of concern.

(moved Cllr Hartnell; seconded Cllr Shaw)

The Council **RESOLVED** that the adding in of reference to an appeals process and a discussion on who should see the appraisals of staff other than the Town Clerk would go back to the Personnel Committee for consideration. The Town Clerk is to obtain advice from the Devon Association of Local Councils (DALC) on who should see staff appraisal paperwork.

(moved Cllr Hartnell; seconded Cllr Shaw)

The meeting ended at 21.50

**Chairman:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Council  
Chairman's Report**

After being away till the 24<sup>th</sup> of this month my report will be brief. First, I must say a big thank you to our staff who have worked very hard to make sure that events during the Summer have gone off so far without incident. Juliette with her first Cyclefest, Hester with her first South West in Bloom, Michelle with the Markets, Phil managing jobs whilst we are handyman short and of course Amy for managing the Council while we wait for an assistant. I have been asked to open a new shop shortly and have been invited to 3 events within the next 2 weeks.

People have a very positive view of Seaton, they see John Widger's van with the Town logo and they now know he is working for the Town Council. They are sure that the Town Council helped get Clive back his job so helping to keep the Town litter free.

So, I urge my fellow Councillors to be proactive in promoting Seaton and any help they can offer the forthcoming Carnival will be greatly received.

Council  
Police Report



**Devon & Cornwall Police**

Building safer communities together

**Crimes Recorded - 01/07/2018 to 29/07/2018 - kn3h**

Offence	Recorded Crime 01/07/2018 to 29/07/2018	Recorded Crime 01/07/2017 to 29/07/2017	Recorded Crime % Difference
Violence with Injury	1	3	-66.7%
Violence without Injury	3	7	-57.1%
Rape	1	0	-
Other Sexual Offences	1	0	-
Burglary Dwelling	1	2	-50.0%
Burglary Non-Dwelling	0	2	-100.0%
Vehicle Offences	2	1	100.0%
Shoplifting	2	2	0.0%
Other Theft	2	3	-33.3%
Criminal Damage	3	2	50.0%
Public Order Offences	3	6	-50.0%
Possession of Drugs	1	0	-
<b>Total</b>	<b>20</b>	<b>28</b>	<b>-28.6%</b>

Non Notifiable Offences	1	2	-50.0%
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## Devon & Cornwall Police

Building safer communities together

### Incidents Recorded - 01/07/2018 to 29/07/2018 - kn3h

Incident Closing Category	Incidents - 01/07/2018 to 29/07/2018	Incidents - 01/07/2017 to 29/07/2017	Incidents % Difference
Anti Social Behaviour	12	22	-45.5%
Crime Recorded	11	15	-26.7%
Public Safety	26	30	-13.3%
Transport	13	8	62.5%
<b>Total</b>	<b>62</b>	<b>75</b>	<b>-17.3%</b>

#### JULY:

#### **20 CRIMES –**

- 2 x racial comments made at local eateries
- 1 x drug possession (cannabis warning issued)
- 1 x rape (ongoing investigation)
- 2 x crim dam to police vehicles (male arrested)
- 2 x shoplifting
- 1 x drink driver (arrested)
- Other Theft – 1 x Bilking (awaiting repayment for fuel)

#### **62 LOGS –**

- 4 x parking issues Drovers Way & Harepath Road Junction (contact been made several occasions over past 2 months with Site Manager to ask builders not to park inconsiderately)
- 4 x ASB boy racers types in and around Tesco / Harbour Road (Operation at start of month involving lots of different agencies was good, 12 immediate prohibitions, 1 deferred prohibition, a section 59 warning to one persistant problem driver, and 1 driver reported for no insurance, and 1 vehicle taken off the road immediately as not safe/roadworthy).
- 26 x Public safety (concerns for welfare checks and mental health concerns)

**Council  
County Councillor's Report, August 2018**

**County Council meeting: Wilmington A35, sexual harrassment and Brexit**

On 19 July, Devon County Council approved the proposal that they will be involved in discussions with Highways England to secure new proposals for improvements and the earliest possible implementation. I was also involved, with members of the A35 Action Group and the local Speedwatch team, in a BBC Spotlight report on the Wilmington case.

The Council also approved the decision of the Standards Committee finding Cllr Brian Greenslade, former Lib Dem leader of the Council, guilty of sexual harrassment and bullying 10-15 years ago. I am satisfied that the Council has taken this extremely seriously and has taken all measures possible against Cllr Greenslade, but we cannot require him to relinquish his seat. In the meeting, I supported the protest by Cllr Emma Brennan against his continuing presence in the Council.

The Council also discussed the threat, as a result of a recent parliamentary vote, that the UK may lose frictionless customs arrangements with the EU. I warned of the threat to 44 per cent of our trade - and more of Devon's, including agricultural goods - which a 'no deal' Brexit represents. However the Council majority voted again not to take a position on the issue.

**Speed Limits and Highways Maintenance Working Groups**

I am on both these working groups at County Hall and attended the first meeting of the Speed Limits Group on 17 July. I will report on our findings in due course.

**Colyton Traffic Group**

I chaired this meeting on 23 July with representatives of 5 parishes. Neighbourhood Traffic Officer, Steve Kelly, updated us on forthcoming repairs between Northleigh Cross and Offwell Brook, below Drummerstone Cross, Offwell, and at Kingsdon, Colyton. Councillors made vigorous representations about other issues which I shall be following up with Steve..

**Colyford Vehicle Activated Signs**

I may be tempting fate, but I am informed that the first sign (funded by my Locality Budget) will finally be erected by 1 August. The new pole required for the second sign is now in place, so when Colyton Parish Council and Colyford organisations have finalised funding arrangements, it can be ordered. I am told design work on the crossing is continuing.

**Seaton Down Hill speeding**

I met with local residents on site and have made further suggestions about enforcement and signage to the police and Highways respectively.

**The future of the community hospitals: decision postponed but the threat remains**

On 10 July, I attended a briefing on the Devon NHS Sustainability and Transformation Partnership (STP), at which county councillors were told that there was 'no rush' to decide the future of community hospital buildings. Contrary to Dr Simon Kerr's suggestion in April that decisions would be made in July, Dr Sonja Manton (STP) said there was no early deadline. She also confirmed to me that no decisions will be made about buildings until after the conclusion of the 'community conversations' such as Seaton Area Health Matters and Honiton Health Matters.

However Dr Manton was launching the STP's two-year report, which report states: *We know a large amount of space in our community hospital buildings is underused. The revenue cost of our community hospital estates is in the order of £20 million; money the NHS could use to improve other services. Working with other public sector partners, as part of the One Public Estate initiative, we will review the space that is required to deliver care, and plan to consolidate the number of sites to free up estate and generate money, which can be re-invested in technology and infrastructure.* The threat of closure remains and the issue is likely to come to a head around the end of the year.

### **Seaton Area Health Matters goes forward, developing case for local hospital**

I have attended several meetings which have helped the new Seaton Area Health Matters forum take shape (I am also kept informed of Honiton Health Matters). With Dr Mark Welland (Chair of the League of Friends), Geoff Pook (EDDC, Beer), Jack Rowland (Seaton Town Council) and Victoria Parry (HALFF), I am a member of a working group which is considering how the health needs of the area, services which can be provided locally and the community hospital can be matched.

I was informed by the RD&E earlier in the month that they were taking stock of local services and would share the data in a conversation with the local forums, with a view to decisions about the future organisation of services in local communities. However I have heard unofficially that this will not now happen, which is disappointing, and I am seeking clarification.

### **Honiton maternity services**

It also appeared from the STP meeting that midwife-led maternity services are unlikely to be restored in Honiton. References were made to staffing difficulties and also safety issues in case of difficulties during birth.

### **Seaton care home graded 'Outstanding' by Care Quality Commission**

The Check House in Seaton has been rated 'Outstanding' by the Care Quality Commission. I have written to Robin Cannon of Cannon Homes to congratulate him and his staff.

### **NHS Support worker jobs available now in Sidmouth, Seaton and Axminster**

Richard Anderson, the Health and Social Care Community Services Manager for Sidmouth, Axminster and Seaton, has asked me to publicise the fact that NHS Support Worker jobs are available now in the three towns. Good rates of pay, pension etc. Ring Julia Blake on 07592 579919.

**Council  
District Councillor Report – Cllr Hartnell**

July 2018

- I have been following up Section 106 funds available for Seaton but owing to a massive overhaul of the systems used at East Devon there is no up to date information available at present. There will be numerous benefits once the new software is fully up and running, including being able to access information at the press of a button rather than using multiple systems and spreadsheets.
- Seaton Wetlands has been awarded the Green Flag for well managed parks and open spaces across the UK and the world. This is the second year running they have won this award, which I am sure you will agree is well deserved and is only achieved because of the dedicated staff and team of volunteers.
- At a recent Recycling & Waste Partnership Board meeting it was agreed to trial an additional sack for the collection of cardboard only. This will happen during the autumn at Woodbury, with the results being fed back to the board early next year to decide if this should be rolled out across the district. The rationale behind the trial is to help improve the quality of card recycled (at present it is mixed in with glass, paper and clothing) as it can often get contaminated. Improving the quality of cardboard by segregating it will improve both the volume and recycling rate (which is now around 60%), and also vastly increase the price we can get for it.
- A meeting date has now been proposed between the Property & Estates Team and Mr Mooney regarding the Moridunum.
- I attended a workshop to view the internal layout of the new EDDC HQ, Blackdown House, which is scheduled for completion late November/Early December, with full occupation in January 2019.
- The returning officer made the following comments concerning the recent polling places consultation and the comments received:
  - "Comments were made regarding the inclusion of the new Seaton West (Town) Ward in the Beer and Branscombe District Ward. In terms of preferred venues the priority is as follows: 1. To identify a suitable facility to use as a polling station in the west ward. 2. Polling at Mariner's Hall Fore Street, Beer. 3. Polling at the Seaton Town Hall. "

**Council  
District Councillor Report – Cllr Burrows**

I have attended 3 meetings at East Devon since coming back of holiday. On the 25<sup>th</sup> I listened to the current relocation to Honiton update for the Council offices. There was a special meeting to make one of my colleagues an Honorary Alderman. Finally, there was the Full Council at which the most interesting item was the Exmouth Sea Wall. A small part of it needed repair and the cost is £400,000 so we should feel very lucky that ours newer and in good condition.

Issues raised by residents include planning applications and I have written in objecting to 3 of them following discussions with residents. The Town Council, incidentally opposed all 3.

Speeding along Harbour Road is becoming more of an issue down towards the Harbour and of course safety of pedestrians trying to cross the road.

Plenty of people complaining about the weeds on the pavements and roads around the Town centre. I am awaiting a reply from EDDC on this issue.

I have also had complaints about cars speeding through the pedestrian area in the Town Centre. In the first instance I have asked them to speak to Cllr Shaw.

Lastly, I have been contacted regarding Cars parking on the verges at the end of Harepath Road causing problems for residents exiting Boundary Park. Although it is a perhaps a County Council issue it stems from the Barnards Hill planning application. Tradesman parking badly. Police will be contacted again.

**Council  
Reports from Council Representatives on Outside Bodies**

**Report to Seaton Town Council meeting on 6 August 2018 re Seaton Area  
Health Matters**



**Seaton Area Health Matters**

Over the past few months invited representatives from statutory and voluntary health groups along with locally based Councillors from all 3 tiers of local government have been meeting.

From the workshops that took place 10 priorities have emerged:

1. To take an area approach for the Axe Valley, not just Seaton.
2. Improving communication and co-ordination between voluntary organisations.
3. Maintaining and extending NHS services in GP practices and at Seaton Hospital.
4. The challenges in older age groups (chronic diseases, loneliness and isolation).
5. The challenges in younger age groups (drug and alcohol addiction, housing, poverty).
6. Mental health support.
7. Transport difficulties to access services.
8. Promoting health and wellbeing
9. Communication on what is available.
10. Co-ordination and ownership to tackle the challenges.

In order to look at these challenges a Steering Group has been established and the membership is:

Jack Rowland (Chair)	Seaton Town Councillor
Geoff Pook (Vice Chair)	East Devon District Councillor
Marcus Hartnell	East Devon District Councillor / Seaton Town Councillor
Victoria Parry	Healthy Eating Charity / Clinical Commissioning Group Community Representative
Martin Shaw	Devon County Councillor / Seaton Town Councillor

Roger Trapani                      Clinical Commissioning Group Community Representative

Tina Trapani                        Devon Senior Voice Representative

Dr Mark Welland                  Seaton G.P. & Chair of Seaton Hospital League of Friends

A Terms of Reference was agreed at the last meeting on 12 July and 2 initial working parties have been established to work on the priorities and report back on progress at the 6 September meeting of the Steering Group. A website and Facebook page will also be set up as part of communicating what is happening and enable people to contribute their views and receive answers, where appropriate.

The working parties will utilise the experience and knowledge of whoever they need to as part of producing recommendations for approval by the Seaton Area Health Matters Steering Group and then potential approval and support from the Clinical Commissioning Group (CCG) and the Royal Devon & Exeter Trust (RDE).

The next meetings of the Seaton Area Health Matters group are:

Thursday 13 September at 2pm

Thursday 13 December at 2pm

at the Marshlands Centre, Harbour Road, Seaton EX12 2LT

Anyone who has an interest in healthcare in the Axe Valley region is welcome to attend these meetings. Representatives from groups involved in health, care and wellbeing are actively invited to become members of Seaton Area Health Matters by attending the meetings shown above.

Jack Rowland

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**COUNCIL**  
**Town Clerk Report**

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

Council/Committee meetings

Continuing to produce agendas, accompanying reports and minutes of meetings plus working on any actions arising

Finance System

The new Finance System has been populated with the retrospective data back to the start of the new financial year on 1<sup>st</sup> April and it all balances

South West in Bloom

Accompanied the judges around the town on the 5<sup>th</sup> July and happy to note that the judges felt that improvements have been made since the last entry from Seaton. The judges were very complimentary about the work of John Widger. When the feedback report has been received this will be circulated to Councillors.

**Correspondence and Communication**

In terms of correspondence and communication for the month of July, the key areas for Council to be aware of are:

<b>Query</b>	<b>Action/Response</b>
Query regarding the loading bays on Beer Road – the complainant wanted to do away with the loading bays and put yellow lines through them	Suggested that the member of the public get in touch with Devon County Council Highways
Complaint regarding the dog ban signage on the seafront – current signs have virtually disappeared and are inappropriate	Confirmed that the Council is liaising with EDDC regarding the signage Also advised them to complain to EDDC as well
Complaint from a tourist regarding seagull mess, buildings in a state of disrepair on the seafront and the need for more green spaces	Thanked the complainant for their email and have noted their comments for a future discussion with Council
Complaint that the bin in the Underfleet play area was over flowing	This matter has been dealt with and the bin has been added to the list of bins emptied by EDDC as a cost to the Council

Complaint re the Cycle Fest and the closure of the esplanade at Trevelyan Road end affecting local business	Replied to the individual and confirmed that their feedback would be fed into discussions about the Cycle Fest
Query regarding recycling facilities in Tesco	Advised them to speak to DCC
A message of thanks for arranging for the grass to be strimmed at the top of the Underfleet	N/A
Complaint regarding trades peoples vehicles being parked along the Rowan Drive building works on Harepath Road	Confirmed that there is a planning application going through the process to address concerns about parking
Seafeld Gardens tennis courts being locked in the evening	Referred this to Leisure East Devon and they have now changed their policy
Numerous complaints regarding noise in the early hours of the morning at Roman Way field. Can the Council take any action to address this?	Refer to Council for discussion
Complaint regarding obstruction on the Esplanade preventing a wheelchair user from accessing the area	Passed the complaint to Peter Blyth at EDDC and he advised the complainant that a reminder would be circulated to all beach hut residents



## Minutes of the Communities Committee Meeting on Monday 25<sup>th</sup> June 2018

### Present

**Chairman:** Cllr Sanham  
**Councillors:** Chadwick and Webster  
**In attendance:** Town Clerk  
Cllr Squire and Cllr Hartnell

### 15. Apologies for Absence

Apologies were accepted from Cllrs Beer, Burrows, Rowland and Rye

### 16. Declaration of Interest

None

### 17. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Tuesday 29<sup>h</sup> May 2018  
(moved Cllr Sanham; seconded Cllr Chadwick)

### 18. Public Question Time

There were no members of the public present

### 19. Marketing Contract

Discussion took place around:

- What Nettl was – it was confirmed that it is a company that does graphic designs
- The marketing toolkit produced by One Voice for the Cyclefest and that it be circulated to all committee members
- The need for One Voice to focus on promoting the town centre e.g. 'while you're here go and visit the shops'
- Advertising for the Cyclefest going in the Midweek Herald this week
- The Town Clerk to request a copy of the photographers brief produced by One Voice
- The dropbox link for all SnapSeaton photographs be made available to Committee members
- The need for a consistent approach when producing and selling the postcards from the Snap Seaton competition
- Any future briefs from One Voice for campaigns to come before the Communities Committee
- The One Voice tender be circulated to all Committee members

The Committee **RESOLVED** that One Voice be asked to promote Seaton town centre with all postings  
(moved Cllr Webster; seconded Cllr Rye)

The Committee **RESOLVED** to go back to One Voice and ask them to come up with the next steps and wording for the Snap Seaton postcards. The brief is to include the design, costings and how these will be distributed to businesses as well as how this competition could be extended  
(moved Cllr Sanham; seconded Cllr Webster)

## **20. Budget**

The Committee considered the budget and discussion took place around:

- The need to draw up a schedule of bus shelter refurbishment to bring back to the Committee
- The issues with the Underfleet bin and EDDC changes to this being emptied
- The need to find out how lettering is done on the fingerpost signs
- The need for the Town Clerk to meet with Tim Harris at EDDC regarding the payment made by EDDC for the Town Maintenance Officer role
- The banners on the seafront to go up before the Cyclefest
- Ideas to come forward from Councillors as to whether there are any special projects that could be undertaken in respect of the Seaton in Bloom budget
- Request for an update in respect of the Tour de Coast project at the July meeting
- The need to code any Cyclefest advertising against the Cyclefest budget rather than this coming out of the One Voice advertising budget
- Any future requests for training need to be referred to the Personnel Committee for approval

The Committee **RESOLVED** that the Town Clerk check with EDDC to ascertain if the Jurassic play area bin is on their list for collection and if it isn't to have this added to the list at a cost to the Council  
(moved Cllr Sanham; seconded Cllr Chadwick)

The Committee agreed to **NOTE** the budget  
(moved Cllr Sanham)

## **21. Cycle Fest 2018**

The Events Officer updated the Committee on progress to date, discussion took place around:

- What the sponsors are doing for the Cyclefest
- The Scouts are attending on the Sunday
- The PTA are doing glitter tattoos on Sunday
- Posters have been distributed throughout the town and to other locations
- The shop window competition and the Events Officer to promote this on Facebook
- Bunting will be put up from Fishermans Gap to Cliff Field Gardens
- Whether an area of Cliff Field Gardens could be sealed off on a one off basis for families to be able to bring their dogs
- The need to check the number of operational gazebos
- The Cyclefest website is still in need of updating and doesn't render correctly to a mobile telephone – this needs to be investigated and must be reviewed and updated as a matter of urgency (specifically the page relating to sponsors and how to get to Seaton)

- The need to contact Cllr Ian Thomas and Ian Chubb from EDDC regarding the parking at Riverside workshops and to ask them to support the event as in previous years
- The need for further parking notices to be put up around Seafeld Gardens and Sea Hill
- The need to distribute posters to caravan and camping parks
- The finalising of the programme for the 1<sup>st</sup> July and this needing to be signed off before going to print and then to be distributed to local shops, the Tourist Information Centre, and campsites
- Flyers to go to the local schools to go in pupils school bags
- The need to consider the Cycle Fest for 2019 at a future meeting
- The need to liaise with One Voice re a photographer for the event

The Committee **RESOLVED** that the Events Officer find out what One Voice are doing regarding the photography for the Cyclefest and if this hasn't yet been formalised to book Simon Tutty for two days at £250.  
(moved Cllr Sanham; seconded Cllr Webster)

## **22. Seaton in Bloom**

The Town Clerk confirmed that the judging had taken place 11<sup>th</sup> June 2018 and that the next stage is to arrange a date for the presentation to prize winners.

## **23. South West in Bloom**

Discussion took place around:

- The Town Clerk confirmed that the judging would be taking place on the 5<sup>th</sup> July and that the presentation booklet would be handed out to the judges.
- Cllr Chadwick agreed to send comments in respect of the presentation booklet through to make some amendments to the document before it went out
- The Committee requested that all Councillors be emailed to invite them to meet the judges on 5<sup>th</sup> July at 11am.
- The proposal to lock the allotments between when the skip had been removed until the South West in Bloom judging had taken place to be referred to Cllr Squire

## **24. Banners**

The Committee **RESOLVED** that the issue of dog signage on the esplanade and the wider issue of the Public Space Protection Order be added to the Council agenda for the 2<sup>nd</sup> July meeting.

(moved Cllr Sanham)

It was also discussed that the Town Clerk contact John Golding regarding the issues with the signage

## **25. Art@Jubilee**

The Town Clerk confirmed that 4 new gazebos had been ordered following approval by the Finance and General Purposes Committee.

Discussion took place around:

- The number of roadside boards
- A template for the posters/flyers

- Cllr Webster to ask John Buckley to send through flyers in the next 24 hours so that they could be printed and distributed at the same time as the Cyclefest programmes
- The Town Clerk to brief One Voice to ask them to promote the event
- The need to update the 'whats on summer' page and Art@Jubilee page on the seatondevon.org website
- The Town Clerk confirmed that she was meeting Tim Mortimer from the Midweek Herald in a couple of weeks to discuss advertising generally. Councillors requested that a report be brought back to the next meeting

## **26. Town Guide**

Discussion took place around:

- Local caravan parks and B&Bs need to be stocked up
- The need to keep up stocks in the Tourist Information Centre, Tesco and Co-op
- Mr Palmer to continue to distribute guides to shops in the town centre
- The up to date distribution listing be circulated to Committee members
- The Town Clerk to ask Take One Media to return 5,000 guides
- A copy of the contract with Take One Media to be circulated to the Committee members
- Guides to go out to camp sites and town centre businesses this week so they are stocked up before the Cyclefest

## **27. Timeline at Cliff Field Gardens**

The Committee **RESOLVED** to purchase a sheet of marine ply wood to strengthen the signage at Cliff Field Gardens to prevent damage from vandalism (moved Cllr Sanham)

## **28. Play Area Inspection Report**

The Committee discussed the need for assessment to be carried out on trees in both Elizabeth Road play area and Underfleet play area and asked requested that the Town Clerk contact the Tree Officer at EDDC to ask them to come and review the situation.

## **29. Update on Actions Arising**

Maps for car parks – Cllr Sanham confirmed that the maps would be going up as soon as possible

Seaton App – The Committee requested that Blaze Concepts come along and do a presentation on the new app at the next meeting

Grass verges – Cllr Sanham referred to an email from Mrs Bruce regarding the overgrown grass and weeds at the top of the Underfleet.

Discussion took place as to whether the Town Maintenance Officer is qualified to cut the grass verges and fill potholes under the road warden scheme and the Committee asked the Town Clerk to investigate this with Devon County Council

The Committee **RESOLVED** that John Widger be asked to cut the grass on both sides of the Underfleet (from the top down as far as the play area and car park) (proposed Cllr Sanham; seconded Cllr Chadwick)

The meeting ended at 22.10pm

**Chairman:** \_\_\_\_\_

**Dated:** \_\_\_\_\_



## Minutes of the Planning Committee Monday 2<sup>nd</sup> July 2018

**Present:**

**Chairman:** Cllr. S Read

**Councillors:** K. Beer, M. Hartnell, J. Rowland, H. Sanham and M. Shaw

**In attendance:** Town Clerk  
No members of public

**38. Apologies for absence**

Apologies were received and accepted from Cllr Burrows.

**39. Declarations of Interest**

Cllr Shaw declared a personal interest as a Member of Devon County Council (DCC).

Cllr Hartnell declared a personal interest as a Member of East Devon District Council (EDDC).

**40. Minutes of the Planning Committee meeting held on Monday 18<sup>th</sup> June 2018**

The Committee **RESOLVED** to agree the minutes of the meeting held on Monday 18<sup>th</sup> June 2018. It was agreed that the Town Clerk would chase up EDDC regarding applications 18/1227/FUL regarding car parking provision and 18/1240/FUL regarding obscure glass.  
(moved Cllr Rowland; seconded Cllr Read)

**41. 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/Parish 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.

**42. Public Question Time (PQT)**

There were no members of the public present.

**Applications for consideration:**

**43. 18/1262/FUL**

**Mr T Connell**

**39 QUEEN STREET,  
SEATON, EX12 2RB**

Proposed change of use  
from A1 (Retail) to C3

(Residential) and removal of shop window and door, and replacement with two windows

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

- The application being contrary to the Local Plan policies E9 (Town Centre Vitality and Shopping Areas) and E10 (Primary Shopping Frontages) due to:
- The property being located in a prime site and key shopping area in the town centre – the 'golden triangle' of Fore Street, Queen Street and Cross Street
- Shop units adjacent to and in the vicinity of the unit have recently been let – demonstrating that there is demand for A1 units
- The fact that the applicant has not demonstrated that the property has been marketed for at least 12 months

(moved Cllr Rowland; seconded Cllr Sanham)

44. **18/1268/FUL**

**Mr D Wright**

**FLAT 1 AND FLAT 1B, 1 FORE STREET, SEATON, EX12 2LE**

Loft conversion (resulting in roof-lights and additional window in south elevation) and new patio/decking area

The Committee **RESOLVED** to agree no objection to this application  
(moved Cllr Beer and; seconded Cllr Read)

#### 45. **Planning Comments for circulation**

Comments to be circulated in respect of application 18/1262/FUL

#### 46. **Decisions**

The Committee noted the following planning decisions made by East Devon District Council:

- a) 18/0915/TCA – Ashley House, Fore Street, Seaton, EX12 2AD.** Prune 2 cherry trees. We aim to reduce both trees by 2m in height and by 2m – 2.5m in spread, to retain the trees at 5m in height with an average radial spread of 2m – 2.5m. Most pruning cuts to be between 25mm and 50mm in diameter – **APPROVED**
- b) 18/1176/FUL – 15 Hillymead, Seaton, EX12 2LF.** Construction of single storey side/rear extension – **APPROVED**
- c) 18/0851/FUL – 49 Harbour Road, Seaton, EX12 2LX.** Change of use of first floor flat from (C3) residential use to (A2) solicitors office – **APPROVED**
- d) 18/0913/FUL – Seaton and District Cricket and Tennis Club, Court Lane, Seaton.** Erection of a 10 metre high emergency lighting column together with associated emergency lighting fittings – **APPROVED**

The meeting ended at 19:15.

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Minutes of the Planning Committee Monday 16<sup>th</sup> July 2018

**Present:**

**Chairman:** Cllr. S Read

**Councillors:** K. Beer, M. Hartnell, J. Rowland and H. Sanham

**In attendance:** Town Clerk  
3 members of public

### 47. Apologies for absence

Apologies were received and accepted from Cllrs Burrows and Shaw.

### 48. Declarations of Interest

Cllr Hartnell declared a personal interest as a Member of East Devon District Council (EDDC).

### 49. Minutes of the Planning Committee meeting held on Monday 2<sup>nd</sup> July 2018

The Committee **RESOLVED** to agree the minutes of the meeting held on Monday 2<sup>nd</sup> July.  
(moved Cllr Sanham; seconded Cllr Rowland)

### 50. 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/Parish 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.

### 51. Public Question Time (PQT)

Mr Graham Hutton from Baker Estates spoke regarding agenda item 12 application 18/1510/FUL. Mr Hutton outlined that the application is for a third of an acre of land to be used for temporary parking so that contractors have somewhere to park when the home building commences in September 2018 for a period of about 18 months. He clarified that this was a temporary arrangement only, that the site would not become a Baker Estates development and the land would be put back to its current state at the end of the project. Mr Hutton also confirmed that he would be happy for the Council to recommend to East Devon District Council that conditions be added in relation to drainage and it being a temporary arrangement only.

## 52. Meeting management – amendment of order of agenda

The Chairman proposed and the Committee agreed to amend the order of the agenda and agenda item 12 was brought forward to be the next agenda item.

### Applications for consideration:

53. 18/1510/FUL

Baker Estates Ltd

**LAND EAST OF  
BARNARDS HILL LANE  
AND ADJACENT TO  
POPLAR TREE DRIVE,  
SEATON**

Temporary change of use  
to form a construction car  
parking area

Discussion took place around:

- The benefit of this application with the construction traffic not parking all over the road
- Issues around flooding and whether the changes to the land would exacerbate flooding
- Whether it would be possible to reinstate the land back to the original state
- The need for conditions to be added to planning approval (if granted) particularly relating to this only being temporary for a maximum of 24 months (Mr Hutton confirmed that it would expire after 2 years) and the land being fully reinstated
- Request that the EDDC planners do a site visit
- Concern regarding the access to the site being too close to the side road and whether a condition be added to discuss with Highways the moving of the access point

The Committee **RESOLVED** no objection to this application, subject to conditions being added to any planning consent, on the grounds of:

- Confirmation that the application is only temporary with a maximum time limit of 24 months;
- The developer must fully reinstate the land at the end of the project;
- The EDDC planners carry out a site visit
- The developer discuss the access point to the site with the Highways Authority and whether it should be moved due to the close proximity to the side road

(moved Cllr Sanham; seconded Cllr Rowland)

54. 18/1383/VAR

Mr A Thomas

**1 FORE STREET,  
SEATON, EX12 2LE**  
Variation of condition 2  
(approved plans) of  
planning permission  
17/0871/FUL (revised  
design and layout to  
previous permission

16/1416/FUL for the re-development of ground floor to create 2 no retail units at the front, demolition of the rear extension and erection of a single storey extension for restaurant use) to allow revised design

The Committee **RESOLVED** to agree no objection to this application (moved Cllr Hartnell; seconded Cllr Beer)

55. 18/0819/FUL

Mr M Gibbs

**THE GLEN, BEER HILL, SEATON, EX12 2PY**  
Demolition of existing and construction of replacement garage block

The Committee **RESOLVED** to agree no objection to this application, subject to clarification from EDDC that the only differences to the previous consideration of this application relate to a change in roofing materials and new information in the form of the geotechnical assessment report (moved Cllr Beer; seconded Cllr Sanham)

56. 18/1461/PDP

Mr S Parsons

**STORE ADJACENT TO 14 YORK ROAD, SEATON, EX12 2SA**  
Change of use of a building from Class B8 (storage of distribution centre) to Class C3 (dwelling houses)

The Committee **RESOLVED** to agree no objection to this application (moved Cllr Hartnell; seconded Cllr Beer)

57. 18/1235/OUT

Mrs S Cook

**LAND ADJACENT TO 26 EYEWELL GREEN (2 EYEWELL GARAGES EATS, EYEWELL GREEN), SEATON, EX12 2BW**  
Outline application for the erection of a single

dwelling. All matters reserved.

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

- The development not being in keeping with the other properties in the road i.e. being out of character with the streetscene
  - Adding to the pressure on parking already with the loss of garage and no provision of replacement parking
- (moved Cllr Sanham; seconded Cllr Read)

**58.18/0779/FUL**

**Mr G Hill**

**QUANTOCK,  
HAREPATH ROAD,  
SEATON, EX12 2SX**  
Demolition of existing dwelling and erect 3 dwellings

The Committee **RESOLVED** to object to this application on the ground of:

- Over development of the site and a disproportionate layout with one too many houses and it being heavily weighted to the front of the site
- (moved Cllr Hartnell; seconded Cllr Sanham)

**59.18/1363/FUL**

**Mr FitzHenry**

**FLAT 6 WESTLEIGH,  
SEA HILL, SEATON,  
EX12 2QU**  
Installation of a balcony and alteration to existing dormer at roof level on south elevation

The Committee **RESOLVED** to agree no objection to this application  
(moved Cllr Beer; seconded Cllr Sanham)

**60.18/1496/FUL**

**Mr P Hobbs**

**22 WEST ACRES,  
SEATON, EX12 2HP**  
Construction of a single storey side extension

The Committee **RESOLVED** to agree no objection to this application  
(moved Cllr Hartnell; seconded Cllr Read)

**61.18/1588/FUL**

**Ms L Richardson**

**7 MEADOW AVENUE,  
SEATON, EX12 2AU**  
Construction of a single storey rear extension

The Committee **RESOLVED** to agree no objection to this application  
(moved Cllr Hartnell and; seconded Cllr Read)

## 62. Planning Comments for circulation

Comments to be circulated in respect of applications 18/1510/FUL, 18/1235/OUT and 18/0779/FUL

## 63. Decisions

The Committee noted the following planning decisions made by East Devon District Council:

- e) **18/0980/FUL – Seaton Police Station, 76 Queen Street, Seaton, EX12 2RJ.** Change of use from Police Station to dwelling including demolition of rear extension to form amenity area – **APPROVED**
- f) **18/1227/FUL – 98 Harepath Road, Seaton, EX12 2AX.** First floor extension, porch extension and garage conversion – **APPROVED**
- g) **18/1240/FUL – Brambledale, Westwood Way, Seaton, EX12 2DH.** Construction of two storey rear extension, side and front dormer windows – **APPROVED**
- h) **18/1098/FUL – 232 Harepath Road, Seaton, EX12 2SU.** Construction of detached outbuilding – **APPROVED**
- i) **18/1140/FUL – Hillbourne House, Seaton Down Hill, Seaton, EX12 2JD.** Construction of detached outbuilding – **APPROVED**
- j) **18/0423/AGE – Land Southwest of Holywood Farm, Whitwell Lane, Colyford.** Agricultural storage building - **WITHDRAWN**

The meeting ended at 19:35.

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Minutes of the Finance & General Purposes Committee Meeting on Monday 16<sup>th</sup> July 2018

### Present

**Chairman:** Cllr Hartnell  
**Councillors:** Beer, Read, Rowland, Sanham and Squire  
**In attendance:** Town Clerk

### 30. Apologies for Absence

Apologies were received and accepted from Cllr Burrows.

### 31. Declaration of Interest

Councillor Hartnell declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

### 32. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting on Monday 18<sup>th</sup> June 2018, subject to the appendix relating to minute 22 (Records Management and Document Retention Policy) being amended to treat agendas in the same way as minutes and to state that all confidential waste will be shredded.

(moved Cllr Hartnell; seconded Cllr Read)

### 33. Public Question Time

There were no members of the public present

### 34. Payments and Receipts and unpaid invoices report

The Committee reviewed the reports from the new Finance System.

#### Payments

Discussion took place around:

- The payment for Testudo – the Town Clerk confirmed that they were now going to be putting up and taking down the Gazebos for the Artisan Markets
- Why there were three payments to EDDC for Temporary Event Notices. The Town Clerk clarified that there had been some confusion from EDDC as to whether we needed a TEN for 1<sup>st</sup> July so one payment of £21 has been refunded.
- Cllr Sanham said she believed that some of the seafront banners had been duplicated & the Town Clerk confirmed that she would look into it
- The payment for Mr Nation and Cllr Squire confirmed that she would look into what sort of checks her former employer used to do it terms of paying invoices of this nature and report back to the next meeting

### Receipts

The Committee asked for the receipts to be brought back to the next meeting with more detail on it as to the cost codes and where the income had been allocated to.

### Unpaid Invoices

Discussion took place around:

- The layout of the report and whether there were other options for displaying the information so Councillors could see the cost codes of the debts
- The need to write off the debt for Indulgence Cakes for the 2016/17 financial year
- The need to bring a debt management policy to the Committee

The Committee **RESOLVED** to write off the debt of £51 relating to indulgence cakes (moved Cllr Hartnell; seconded Cllr Beer)

The Committee **RESOLVED** that a short debt management policy be brought to the August Committee meeting (moved Cllr Hartnell)

Cllr Rowland requested that thanks be recorded to the Town Clerk for all of the work completed on the new finance system

### **35. Petty Cash expenditure**

The Committee **NOTED** the petty cash reconciliation report (moved Cllr Hartnell)

### **36. Budget to date**

The Committee reviewed the annual budget report from the new Finance System.

Discussion took place around:

- Further updating to be completed on the budget to remove the 1 listed on the report and also to update it with the carried forward balances
- The need to get three quotes for a new window cleaner as the previous one was no longer operating
- Why code 4625 (Alarm Annual Contract and Maintenance) was overspent at £419 when the budget was £350 – the Town Clerk to look into this
- Allotments – with the building work taking place near the allotments site and water leak further up from the site, it was requested that the Town Maintenance Officer check the water meter at the allotments on a regular basis
- The actual amounts on code 4675 (Grounds maintenance) needing to be journalled to 4730 (annual grounds contract)
- Whether the new system would produce a forecast report showing the year end position
- The need for a more detailed report on variances (exception reporting)

The Committee **RESOLVED** to agree the budget to date and also that a sample of reports from the new system to be an agenda item on the August agenda (moved Cllr Hartnell)

### **37. Bank Reconciliations**

The Committee reviewed the bank reconciliation reports for the months of April, May and June 2018 from the new finance system

The Committee **RESOLVED** to approve the bank reconciliation reports for April, May and June 2018

(moved Cllr Hartnell)

### **38. Risk Assessment**

The Town Clerk confirmed that there were problems with the risk management software following the installation of the new computers but that this was now resolved and that the report would come back to the new Committee meeting.

### **39. Cyber Security Checklist**

Discussion took place around:

- Adding Cyber Security risks to the risk assessment
- To consider if Councillors need to have virus protection
- The need for more detailed information on the checklist

The Committee **RESOLVED** that the Town Clerk would bring back a more detailed Cyber Security Checklist to the next meeting of the Committee

(moved Cllr Hartnell)

### **40. Update on actions arising including Marshlands**

Scouts lease – The Town Clerk was asked to obtain two other quotes from Milford and Dormer and Bevis and Beckinsdale to bring back to the Committee

Town Hall parking – as there had still been no reply from Devon County Council regarding a stencil, the Committee asked the Town Clerk to contact EDDC to see if they could do this work as part of the Service Level Agreement

The meeting ended at 9.15pm

**Chairman:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Council  
Councillor Membership**

Recommend that:

Cllr Daniel Ledger go on to the:

Planning Committee;

Finance and General Purposes Committee; and

Communities and Open Spaces Committee

Recommend that the Council selects a Councillor to be a representative at the Axe Valley and West Dorset Ring and Ride Services meetings

**Council**

**Report for Seaton Town Council meeting on 6 August 2018 from the Tourist Information Centre Working Party**

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At the full council meeting on 14 May it was agreed to set up a working party comprising of Cllrs Burrows, Hartnell, Rowland and Squire with the remit to determine options for the Tourist Information Centre (TIC) going forward. The current contract with Devon Wildlife Trust (DWT) ends on 1<sup>st</sup> March 2019.

The working party has completed some initial research and would offer the following 5 options (in no preference order) to Seaton Town Council at the August meeting to discuss and agree on the next steps for the working party to formulate a recommendation for, example, at the 1 October Full Council meeting.

**1. Dispense with a Tourist Information Centre**

Arguments for

This would save the council approximately £25K per annum (£21K plus beach hut revenue). The council already spends approximately £65K per annum on promoting / encouraging tourism. (Artisan Market, Town Guide, employing an Events Officer, contracting a Marketing / PR Company, Christmas Event / Lights, Cycle Fest).

Arguments against

This option would attract adverse publicity from some in the community and potentially affect the number of tourists visiting Seaton

**2. Agree a new contract and put out to tender**

Arguments for

An opportunity to agree a new contract that would overcome the current difficulties and potentially at a lower annual cost.

Arguments against

If DWT did not submit a tender application or be awarded the contract then a new home for the TIC would have to be found which would increase the overall running costs.

**3. Relocate the TIC.**

Arguments for

Consider alternative locations around the town, maybe consider more than one. ie Marshlands, Library, empty shop or location within an existing business. Alternatively consider having just "pop up" locations at relevant times using more interactive technology without the overheads of a permanent base.

#### Arguments against

The running costs of an alternative permanent base could be higher than the current costs without any tangible benefit of increased enquiries or visitor numbers

#### **4. An interactive virtual TIC**

##### Arguments for

The costs would be lower in the long term provided this service was maintained and always up to date. This would make full use of websites and apps. There are several Devon tourist apps which we would need to ensure we are promoted on, seatondevon website would need to be current and really promote the town, likewise the seaton app. We could invest in some interactive screens in strategic places for people to use

##### Arguments against

The loss of face to face help that many people still prefer. The potential damage to interactive structures in public realm areas due to vandalism, adverse weather.

#### **Set up a TIC using the site of the Thury Harcourt toilet block.**

The toilet block is currently owned by EDDC, but could form part of an asset transfer to Seaton Town Council. This would then enable STC to consider options to lease the building to a third party to redesign the space and provide a TIC service that may be a virtual TIC still alongside a business.

##### Arguments for

Still provides a TIC function and a potential income stream for STC from renting out the building.

##### Arguments against

Not finding a tenant or the business run from the site does not survive in the short term

Please consider which of the above options you would like the working party to look at in more detail or add another option that we have not thought about.

Councillors Hartnell, Rowland and Squires (due to his holiday Cllr Burrows was not available to attend the 2 meetings held to date)

TIC Working Party

27 July 2018

**Council**

**Report from the Facebook Working Party to Seaton Town Council  
meeting on 6 August 2018**

At the May meeting of Seaton Town Council it was agreed that Cllrs Burrows, Rowland and Squire would be the working party to make recommendations in connection with the use of Facebook.

In the absence of Cllr Burrows on holiday, Cllrs Rowland and Squires have met and discussed the following:

- 1) The need for clarification for individual Councillors posting on Facebook pages in response to posts from members of the public or initiating posts on public sites where it is not clear whether the poster is wearing a Councillor hat or not.
- 2) The need for Councillors to respect corporate responsibility. As an individual councillor you can choose how to vote when necessary but once the vote has been taken, irrespective of the outcome, you have to respect the full council majority vote decision.
- 3) The need to communicate more effectively with the electorate and residents in using the Seaton Town Council Facebook page.
- 4) The need to be more proactive in using Facebook where comments are posted by the public on Seaton related pages that require a response from Seaton Town Council, not an individual Councillor.

**Recommendation**

In order to tackle the 4 points shown above that 2 Councillors and the Seaton Town Council Clerk are set up with admin rights for the STC Facebook page. In order to respond to public posts that involve criticism of the work or policies of STC then the factual response must be from "Seaton Town Council" and not any individual Councillor. If other Councillors or a member of staff becomes aware of adverse public posts then they must bring this to the attention of the Town Clerk as soon as possible and not respond themselves.

In order to improve the information on the STC Facebook page the Town Clerk with the assistance of the 2 Councillors mentioned above will regularly review the page to schedule regular posts to include notification of all council meetings with a hyperlink to the STC website where the agenda /minutes are located, reminders regarding the grant application process, room hiring in Marshlands as examples

**Other social media**

Blogs and Twitter are used by EDDC and DCC Councillors who are also STC Councillors but should not be used to comment adversely on the agreed STC policies or majority voted decisions or to make personal comments on other STC Councillors

Cllrs Rowland & Squires (on behalf of the Facebook Working Party)