



**To all Members of the Community & Open Spaces Committee
Community & Open Spaces Meeting
Monday 22nd January 2018**

Chairman: Cllr. P. Burrows

Councillors: C Chadwick, M. Hartnell, M. Pigott, J Rowland,
K Rye, H Sanham, R Webster

16th January 2018

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Monday 22nd January 2018 at 7pm** at Marshlands Centre, Harbour Road, Seaton, EX12 2LT.

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

- | | |
|-----------------------|---|
| 17/C&OS/01 | Apologies for absence |
| 17/C&OS/02 | Declarations of Interest |
| 17/C&OS/03 | To agree the minutes of the meeting of the Community & Open Spaces Committee held on Monday 20th November 2017 |
| 17/C&OS/04 | Public Question Time |
| 17/C&OS/05 | Artisan Markets and Art@Jubilee for 2018
To receive an update from the Town Clerk on the dates and arrangements for the Artisan Markets and Art @ Jubilee Markets for 2018. |

17/C&OS/06 **Christmas Light Switch on 2018**
To confirm the date for the Christmas Lights Switch on in 2018

17/C&OS/07 **Big Clean 2018**
To confirm the date for 2018

17/C&OS/08 **Marketing Contract**
To receive an update on the work of One Voice following the commencement of their contract on 1st January 2018

17/C&OS/09 **Parishes Together Fund**
To receive an update on the Parishes Together fund

17/C&OS/10 **Seaton in Bloom/ South West in Bloom 2018**
To discuss arrangements for Seaton in Bloom and South West in Bloom 2018

17/C&OS/11 **Update on actions arising**

- Town Guide 2018
- Heritage Trail Application to AONB sustainable development fund
- Floral arrangement at Windsor Gardens to commemorate World War 1
- Beacon in Seaton for commemoration of World War 1
- Tour de Coast
- Maps for car parks
- Signage at Axminster Station
- Play area inspections
- Seaton App
- Skate Park Mural
- Painting of Street furniture
- Town Crier
- Bus Shelters
- Seaton Town Development Team

17/C&OS/12 **Confidential Item**
The Chairman will move that in accordance with the Council's Standing Order (1c) press and public will be excluded from the meeting during discussion of item 13 on the agenda as there is likely to be a disclosure of commercially sensitive information.

17/C&OS/13 **One Voice Contract**



**Minutes of the Meeting of the
Community & Open Spaces Committee
Monday 20th November 2017**

Present:

Chairman Cllr. P. Burrows

Councillors J. Rowland, K. Rye, H. Sanham, R Webster

In attendance: Assistant to the Town Clerk

83. Apologies for absence

The Committee noted and accepted apologies from Cllrs Chadwick, Hartnell and Pigott

84. Declarations of Interest

Cllr Burrows declared a personal interest in his role as an East Devon District Council (EDDC) Councillor.

85. To agree the minutes of the Extraordinary meeting held on Monday 23rd October 2017

The Committee **RESOLVED** to agree the minutes of the meeting on Monday 23rd October 2017 subject to the following amendment:

Minute number 63: Marketing and Events update: add:

“Cllr Sanham advised that all intellectual property had been returned to the Council by the Marketing & Events Specialist, including photos to the drop box and details of Artisan Markets 2017 and the December market.”

(proposed by Rowland, seconded by Burrows)

86. Public Question Time

There were no members of the public present.

87. Budget 2018/2019

Town Guide 2018: The Committee noted that Town Guide sponsorship does not apply for the Town Guide 2018 but that this may need revisiting in 2019 and recommended a budget of £4,000 for 2018/2019.

Artisan Markets: The Committee noted that that EDDC charges for stall holders is still not entirely clear going forward and this may impact on the budget going forward

Cycle Fest 2018: The Committee noted that Finance and General Purposes Committee had posited £6,000 as income for Cycle Fest in 2018.

Labyrinth maintenance: The Committee **RESOLVED** to move £500.00 to general reserves.

(proposed by Cllr Sanham, seconded by Cllr Rowland)

Summer Activity programme: the Committee asked the Town Clerk to clarify why £500.00 is the estimated year end position.

Banners and Bunting: the Committee asked the Town Clerk to clarify if these costs include putting up Christmas lights this year and recommended that a budget for putting up and taking down banners remains for now.

Christmas Trees: The Committee asked the Town Clerk to clarify the £1,000 year-end figure. The Committee **RESOLVED** to reduce the 2018/2019 budget to £600.00.

(proposed by Cllr Sanham, seconded by Cllr Burrows)

Royal Society for the Prevention of Accidents (ROSPA): The committee **RESOLVED** to agree the projected 3% increase in budget.

(proposed by Cllr Burrows, seconded by Cllr Rowland)

Maintenance of Footpaths: the Committee requested that the Town Clerk clarifies if a specific budget should be in place for this.

Town Development: the Committee asked the Town Clerk to provide a breakdown of expenditure on events falling under this budget.

Equipment and Maintenance for Elizabeth Road and the

Underfleet Play Parks: The Committee **RESOLVED** that budgets for both Play Parks should be the same in the amounts of £200.00 for maintenance and £300.00 equipment.

(proposed by Cllr Rowland, seconded by Cllr Burrows)

Town Signage: the Committee asked the Town Clerk to provide a breakdown of expenditure under this budget heading.

Orienteering: the Committee **RESOLVED** that funds in this budget should be moved to ear-marked reserves.

(proposed by Cllr Rowland, seconded by Cllr Burrows)

Tour de Coast: the Committee **RESOLVED** to make provision for this initiative in an amount of £4,000

(proposed by Cllr Sanham, seconded by Cllr Rowland)

Snow Warden: the Committee **RESOLVED** to include Flood Warden expenditure with Snow Warden expenditure and set a budget of £500.

(proposed by Cllr Rowland, seconded by Cllr Sanham)

Bus Shelter refurbishment: the Committee **RESOLVED** to increase this budget to £2,000 in total.

(proposed by Cllr Burrows, seconded by Cllr Rowland)

88. Review of events attended by the Town Crier

Cllr Rowland proposed that STC does not have a Town Crier going forward

(seconded by Cllr Rye)

Cllr Sanham proposed an amendment to the effect that STC advertises for a Town Crier but only for Seaton based events, not events or competitions elsewhere or nationally.

The amendment was not accepted by Cllr Rowland.
A vote was held and the amendment to the motion was carried.
Cllr Sanham proposed reducing the honorarium for the Town Crier to £300.00
(seconded by Cllr Burrows)
A vote was held and the proposal was carried.
The Committee asked Officers to seek the return of the Town Crier outfit if this had been supplied by STC.

- 89. Seaton in Bloom 2018: sponsorship**
Cllr Rowland **RESOLVED** to discuss this item concert with item 9 on the agenda, South West in Bloom.
(proposed by Cllr Rowland, seconded by Cllr Burrows)
- 90. A review of the specification for the Seaton app**
The Committee noted it had previously agreed the specification.
The Committee requested Officers to provide a progress report.
- 91. South West in Bloom / Seaton in Bloom 2018**
The Committee **RESOLVED** that STC will enter the Main Competition of South West in Bloom 2018 and hold a Seaton in Bloom competition 2018 with Cllr Burrows as the lead Councillor.
(proposed by Cllr Burrows, seconded by Cllr Sanham)
The Committee **RESOLVED** to seek sponsorship for the Seaton in Bloom competition using indicative costs from 2012 and pre-existing correspondence.
(proposed by Cllr Sanham, seconded by Cllr Burrows)
The Committee asked the Town Clerk to clarify if we have sufficient budget to purchase new planters and how many.
Children's Art Competition: the Committee asked Officers to ascertain the theme for the South West in Bloom competition which will provide the theme for a Seaton in Bloom Children's Art competition.
Cllr Burrow volunteered to speak with our Grounds and Maintenance Contractor to see if he manages planters outside the Town Hall.
- 92. Christmas arrangements 2017**
The Committee referred to STC's branding policy in the matter of using consistent headings and content across advertising material.
The Committee noted the update on Christmas arrangements.
- 93. To review Maintenance Reports for Play Parks**
The Committee requested clarification on the provision of stickers for the Carousel Dish and asked for clarification from HAGS on surface and fall height as pertains to the ROSPA report.
- 94. Parishes Together Fund: review of options**
The Committee agreed to defer this item to the January meeting of the Committee.

95. STC Maintenance Staff Work Schedule

The Committee **RESOLVED** that both an annual and month by month schedule of work should be provided for the January meeting of the Committee to include, in particular:

- Town Hall - repairs to wall
- Installation of collapsible posts in the Car Park at the Town Hall
- Painting the toilets and architraves in Marshlands
- Completing painting in the reception area of Marshland
- updates of equipment used and owned by STC maintenance staff, or STC to inform decisions on the purchase of an angle grinder and other equipment.
- Training update for new STC Maintenance staff member

(proposed by Cllr Rowland, seconded by Cllr Sanham)

The Committee asked for clarification on which body is responsible for tree maintenance, STC or EDDC.

Cllr Webster volunteered to provide a copy of an historic annual maintenance work schedule.

96. Town Team and STC support for 2018 Grizzly

The Committee noted that the Town Clerk has a meeting with the Town Team scheduled for the New Year and discussed the possibility of new ways to support Grizzly 2018 including working with local businesses. The Committee noted that Grizzly 2018 is on the 17th and 18th March.

97. Update on actions arising

Town Guide: it was agreed that Cllr Sanham will be the lead Councillor contact on this with the support of Cllr Rowland and Cllr Webster.

World War One, 100th anniversary commemoration in 2018: the Committee noted an opportunity to take part in 'The Battle's Over and Beacon of Light' initiative.

Signs and Maps for Car Parks: the Committee noted that this is in hand with Cllr Sanham

Signage at Axminster Station: Sally King has circulated another draft asking partners for views. A new quote is being sought. Axminster Station will maintain the vinyls.

Painting Street Furniture in Seaton; The Committee clarified the two aspects to this project: Lamp Posts which the Town Clerk is liaising on with EDDC and DCC in concert with an application to the Community Enhancement Fund and finger posts which are the responsibility of Seaton Town Council and should be on the schedule of maintenance work. The Committee noted that the information on finger posts requires updating.

Revised Around Seaton Heritage Trail: the Committee noted that the application to the Areas of Outstanding Natural Beauty East Devon Sustainable Development fund has been submitted.

Purchase of stabilizers for gazebos: The Committee **RESOLVED** that these will be purchased from the Summer Activities Budget with

the remainder to come from the Events Budget or Artisan Market budget.

(proposed by Cllr Sanham, seconded by Cllr Burrows)

The Committee discussed storage of the stabilizers to maximise their shelf life.

98. CONFIDENTIAL ITEMS

The Chairman moved that in accordance with the Council's Standing Order (1c) press and public would be excluded from the meeting during discussion of item 17 on the agenda as there was likely to be a disclosure of commercially sensitive information.

(seconded by Cllr Sanham)

The Committee **RESOLVED** to note this

99. To agree arrangements for local distribution of the Town Guide 2018

Cllr Rowland proposed that STC places an advert specifying areas of local delivery and calling for quotes for the work.

(seconded by Cllr Sanham)

Cllr Sanham proposed an amendment to the effect that the advert should be informed by intelligence from a local organisation on their distribution arrangements.

The Committee **RESOLVED** to agree the amended proposal.

The meeting ended at 21.45

Chairman:

Date:

COMMUNITIES AND OPEN SPACES COMMITTEE

Artisan Markets and Art@Jubilee for 2018

The purpose of this report is to provide Councillors with an update in respect of the Artisan Market and Art@Jubilee for 2018.

Artisan Markets

The dates for the Artisan Market are as follows:

- Saturday 17th March – Grizzly
- Saturday 7th April
- Saturday 5th May
- Saturday 2nd June
- Saturday 30th June and Sunday 1st July – Cycle Fest
- Saturday 4th August
- Saturday 1st September
- The evening of the Christmas Light Switch on (once a date has been agreed)

The Markets have been scheduled to take place at Thury Harcourt and will take place between 10am and 3pm.

Art@Jubilee

The Town Clerk liaised with Cllr Webster and John Buckley in terms of the Art@Jubilee Market.

The dates for the Art@Jubilee Market are as follows:

- Saturday 2nd June
- Saturday 30th June and Sunday 1st July – Cycle Fest
- Saturday 4th August
- Saturday 1st September

Art@Jubilee will continue to take place at Jubilee Gardens between 11am and 4pm

Operational information

The Town Clerk is currently completing the relevant paperwork in order to secure the bookings with East Devon District Council in terms of venue booking and the street trading licence.

Traders are in the process of being contacted and booked in to attend the Markets.

The resourcing of the Market, i.e. the setting up and taking down is being discussed at the next meeting of the Personnel Committee.
Our Marketing Contractor will start to market and promote the Markets for 2018 and they have been advertised in the Town Guide.

Agenda Item: 06

COMMUNITIES AND OPEN SPACES COMMITTEE

Christmas Light Switch on 2018

There are two possible weeks for holding the Christmas Light Switch on in 2018, which are Friday 30th November or Friday 7th December.

In terms of the Carnival, if you wish to combine the Carnival and Light Switch on as in 2017, the date would need to be Friday 7th December.

Officers have been made aware that the Carnival like to tie in with Honiton Carnival so that they are on consecutive nights. Officers have contacted representatives from Honiton Carnival and they have confirmed that their Christmas carnival will take place on Saturday 8th December 2018.

So its really a question of whether Councillors want to make a decision now about the light switch on date or wait until the Honiton date has been officially confirmed.

Agenda Item: 07

COMMUNITIES AND OPEN SPACES COMMITTEE

Big Clean 2018

In keeping with previous years, and having the Big Clean before the Grizzly weekend, it is proposed that the Big Clean takes place on Saturday 10th March 2018.

COMMUNITIES AND OPEN SPACES COMMITTEE

Parishes Together Fund

Councillors will recall that Full Council, on the 2nd January 2018, agreed that the Tourism Signage project be the subject of the Council's application to the Parishes Together fund.

The Town Clerk is currently working on the application to the fund which will be submitted before the deadline of 7th February 2018.

The Town Clerk is currently getting clarification as to what the shortfall for the Tourism Signage project is but it looks as if it will be £4,500.

The Parishes Together funding allocation for Seaton is £6966.30 and so far none of this funding has been spent for 2017/18. When the money for the Tourism signage project is deducted from the total this leaves £2466.30 of funding that is still available to bid for.

COMMUNITIES AND OPEN SPACES COMMITTEE

Seaton in Bloom / South West in Bloom 2018

Email and papers from South West in Bloom attached

COMMUNITIES AND OPEN SPACES COMMITTEE

Update on Actions arising

The purpose of this report is to provide Councillors with update in respect of actions arising as follows:

Town Guide 2018

The Town Guide contractors are progressing well with the document and it will shortly be going to print. The guide will be ready for collection on 1st March 2018.

Take One Media will be doing the wider distribution and the guides are to be with them on 9th March 2018.

Heritage Trail Application to AONB sustainable development fund

Mr Youngman from the East Devon Area of Outstanding Natural Beauty (AONB) has confirmed the following:

Dear Amy

Thank you for the email confirming that your SDF application is for 75% of your project costs. As discussed with Maggie we have now fully committed the SDF allocation for the current year, however we expect to have a fresh allocation beginning April 1st.

We can therefore process the application and advise you that should it get approval that it is subject to confirmation of funding. In which case you would need to ensure that none of the work within the bid is started before funding has been formally approved.

Pete

Floral arrangement at Windsor Gardens to commemorate World War 1

Currently waiting for an update from Sharon Scott on the costs of the final design. Once this information has been received, it will be brought back to the Committee.

Beacon in Seaton for commemoration of World War 1

Initially East Devon District Council's street scene department was contacted for this information. Dan Haydon confirmed that we needed to approach the Estates department so Tom Harrison has been contacted and we are waiting for a response. Once this information has been received, it will be brought back to the Committee.

Tour de Coast

The update below was received from Tour de Coast and circulated to all members of the Communities Committee:

Dear Tour de Coast stakeholders,

With apologies for the group email, we thought we'd send a brief update on our charity project to bring additional tourism to coastal Britain by installing 100 sculptural Daymarks. And to send you a happy new year too!

2017 was a good year for the project. We finalised the design of the Daymark and built a successful full-size [prototype](#) at Utopia forge in Surrey (photos available). We costed the Daymark at around £5,000 to manufacture and a further £1,500 to transport and install them in coastal locations. We have also had stories in local media, including in [Skye](#), and promises from the Guardian and the Daily Mail to write stories once some of the Daymarks are actually installed.

More importantly, we gained support so far in 65 of the 100 potential coastal locations, with some local partners, including in Kent, Sussex, Devon, North Wales, Merseyside, Cumbria, the Highlands, Aberdeenshire, County Durham and Norfolk particularly keen. Councillors in Swanage voted 6-1 in favour of installing Daymark 7 there. Thanks to you all for your enthusiasm! In fact, in about 5 or 6 places we are essentially ready to go, once funding is in place.

The challenge for 2018 is to raise money. We are in contact with officials at DCLG about the government's Coastal Communities Fund. And we are working through a list of 50 major UK companies to see whether any can see marketing potential for part-funding a new tourism infrastructure in 100 locations around Britain. I will keep you posted of progress.

We will need to supplement nationally-raised funds with local money. So if you know of any local businesses or philanthropists who might be persuaded to contribute to a Daymark in your area, do please let us know and we will happily contact them. Then, if we need to conduct any local crowd-funding to find remaining money, there will be less that we need to ask for.

You are also welcome to get in touch with any specific queries. Meanwhile, thank you for your ongoing support. We will be back in contact in a few months with further progress, if not before. We look forward to making further progress this year, and making a small but helpful addition to the existing attractions and tourism income in your own area.

With best wishes

Tour de Coast trustees: Marcial Boo, Alex Oliver, Gary Edwards

Maps for car parks

Cllr Sanham as lead Councillor to provide an update at the meeting

Signage at Axminster Station

Cllr Sanham as lead Councillor to provide an update at the meeting

Play area inspections

Play area inspections are being done on a regular basis and were last done week commencing 15th January 2018. There are a number of items that are being scheduled for repairs and maintenance but due to the current weather

conditions the grounds are not conducive to this happening at the current time.

The next ROSPA inspections have been booked for February/March 2018.

Seaton App

The Town Clerk to liaise and meet with Blaze to ascertain the current progress and to find out what they need from the Council

Skate Park Mural

Marcus Allen from Leisure East Devon visited Marshlands and looked at the mural. He is now liaising with Dave Cook from EDDC to see if it is viable to have the mural at Seafield Gardens.

Painting of Street furniture

The Town Clerk is still liaising with Devon County Council regarding the painting of street lamps. It is anticipated that DCC will provide the Council with a quote for painting works shortly.

Town Crier

The Council's Town Crier has now finished in the role and he will be formally thanked at the next Council meeting.

Bus Shelters

Cllr Burrows to provide an update to the meeting on bus shelters

Seaton Town Development Team

The Town Clerk is liaising with the relevant Councillors on a date and agenda for the meeting.