



**To all Members of the Community & Open Spaces Committee
Community & Open Spaces Meeting
Monday 25th June 2018**

Councillors: K Beer, P Burrows, C Chadwick, J Rowland,
K Rye, H Sanham, R Webster

19th June 2018

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Monday 25th June 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

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|-----------------------|---|
| 18/C&OS/01 | Apologies for absence |
| 18/C&OS/02 | Declarations of Interest |
| 18/C&OS/03 | Minutes
of the meeting of the Community & Open Spaces Committee held on Tuesday 29 th May 2018 |
| 18/C&OS/04 | Public Question Time |
| 18/C&OS/05 | Marketing Contract
To receive the monthly update on the work of One Voice |
| 18/C&OS/06 | Budget
To receive an update on the budget for areas falling under the remit of the Communities Committee |

- 18/C&OS/07** **Cycle Fest 2018**
To receive an update on progress on the Cycle fest weekend arrangements including a budget report
- 18/C&OS/08** **Seaton in Bloom**
To receive an update on progress to date for Seaton in Bloom 2018
- 18/C&OS/09** **South West in Bloom 2018**
To receive an update on progress to date for South West in Bloom 2018 and the portfolio for the judges
- 18/C&OS/10** **Banners**
To receive an update on dog ban area banners
- 18/C&OS/11** **Art@Jubilee**
To receive an update on Art@Jubilee
- 18/C&OS/12** **Town Guide**
To receive an update on the Town Guide
- 18/C&OS/13** **Timeline at Cliff Field Gardens**
To consider the report regarding the timeline at Cliff Field Gardens
- 18/C&OS/14** **Play Area Inspection Report**
To receive an update on the ROSPA inspections and the latest play area inspection reports
- 18/C&OS/15** **Update on actions arising**
To receive a progress report on actions arising



Minutes of the Communities Committee Meeting on Tuesday 29th May 2018

Present

Chairman: Cllr Sanham

Councillors: Beer, Burrows, Chadwick, Rowland, Rye and Webster

In attendance: Town Clerk
Cllr Squire

1. Election of a Chairman

Cllr Beer nominated Cllr Sanham as Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Rowland seconded the proposal.

Cllr Chadwick nominated Cllr Burrows as Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Webster seconded the proposal.

The nominations were put to the vote and the Committee **RESOLVED** to approve the election of Cllr Sanham as Chairman of the Seaton Town Council Communities Committee for the 2018/19 Municipal Year.

2. Election of a Vice Chairman

Cllr Beer nominated Cllr Webster as Vice Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Burrows seconded the proposal.

Cllr Sanham nominated Cllr Rowland as Vice Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Rye seconded the proposal.

The nominations were put to the vote and the Committee **RESOLVED** to approve the election of Cllr Webster as Vice Chairman of the Seaton Town Council Communities Committee for the 2018/19 Municipal Year.

3. Apologies for Absence

There were no apologies

4. Declaration of Interest

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

5. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 30th April 2018

(moved Cllr Sanham)

6. Public Question Time

There were no members of the public present
Cllr Beer left the meeting at this point

7. Marketing Contract

Discussion took place around:

- Snap Seaton – the winners were being announced today
- The need to source a local photographer
- Ask One Voice to forward a copy of the brief that they have put together for the photographers
- Run something similar to Snap Seaton for events
- Cycle Fest website – comments around the website not looking exciting, has an unattractive front page, incorrect information relating to the Velo Vintage Day, the text is hard to read, the page relating to getting to the event needs to be updated

The Committee **RESOLVED** to source a local photographer
(moved Cllr Webster; seconded Cllr Rye)

The Committee **RESOLVED** to have an informal meeting with the Events Officer to discuss the Cycle Fest website and the Cycle Fest generally
(moved Cllr Sanham; seconded Cllr Webster)

8. Cycle Fest 2018

Discussion took place around:

- The list of what is happening in terms of entertainment to be circulated to Councillors
- The need for more information as to what the signage quote relates to
- No information being listed on the 1st Chard Wheelers website
- The need for posters and leaflets to be distributed in the Town Centre, at the school and further afield.
- The Events Officer talking to traders regarding opening on Sunday and to have a shop window competition
- The need to send round the updated events planner to the Committee
- The need to order flash banners for the Cycle Fest which are non-sticky and can be put in shop windows
- As per the resolution for minute 7 – to be discussed further with the Events Officer in an informal meeting

9. Town Team

Discussion took place around:

- The next date for the Town Team being in the week commencing 11th June 2018
- Quotes for weeding from the Communities Enhancement Fund for the Town Centre, Harepath Road, Seafront, Beach Road to Fishermans Gap and up to Manor Road
- Cllr Rowland confirmed that he would be having a walk around with Dan Haydn from East Devon District Council's Streetscene Department later in the week
- Empty shops and whether it is appropriate to put film in them
- Board on post near planters – Cllrs Rowland and Sanham to have a look at the location
- The Art@Jubilee must happen for the remaining dates for the year

- Who would be putting up and taking down the gazebos for the Artisan Market – it was suggested that the Town Clerk contact the Football Club, Martial Arts Club and Scouts
- The need to ask One Voice to promote the town centre when promoting the Artisan Markets
- Forum for the Town Team – use the old Seaton Town Development Team Facebook page as a closed group
- Consider the option that maybe traders bring their own gazebos in the future

The Committee **RESOLVED** that the old Seaton Town Development Team Facebook page be used as a closed group
(moved Cllr Webster; seconded Cllr Rye)

10. Seaton in Bloom

The Town Clerk confirmed that a number of applications had been received for the Seaton in Bloom competition and that the closing date was 4th June. Cllr Burrows and Rowland would be judging the competition on 11th June 2018.

11. South West in Bloom

Discussion took place regarding:

- Cllr Burrows and Hester doing a timed walk of the judging route on Friday 1st June
- The Town Clerk to write to John Widger to ascertain what he plants in the town centre and how often replanting and watering is done
- Tea and Cream tea for the judges

12. Banners

The Committee **RESOLVED** to approve the purchase of three banners at the cost of £190 each.

(moved Cllr Sanham; seconded Cllr Chadwick)

13. Seaton App

The Town Clerk showed the Committee the new Seaton app.

Discussion took place around:

- The need to check whether we need a privacy statement on the app
- Who will be doing the update?
- How are photos being chosen?
- The need to check how the app is going – giving it 6 weeks from date it goes live for a report back to the Committee

The Committee **RESOLVED** to approve the new app subject to the points above being resolved.

(moved Cllr Burrows; seconded Cllr Webster)

14. Update on Actions arising from previous meetings

Discussion took place around:

- Town Guide – the distribution listing be circulated to Councillors
- SeatonDevon.org website – take the website down and priority to update the front page

- Volunteers Day – Town Clerk to ask Councillors if they can attend
- Community Enhancement Fund – to check the references on the Devon County Council website for streetlights

The meeting ended at 22.15pm

Chairman: _____

Dated: _____

Agenda Item: 05

Communities Committee
Marketing Contract

Latest report from One Voice is attached with agenda

Agenda Item: 06

Communities Committee
Budget

Latest budget report is attached with agenda

Agenda Item: 07

Communities Committee
Cycle Fest

The Events Officer will attend the meeting to provide the last update report before the event

Budget report is attached with the agenda

Agenda Item: 08

Communities Committee
Seaton in Bloom

Verbal update on the Seaton in Bloom competition which has now closed and for which judging has taken place

Agenda Item: 09

Communities Committee
South West in Bloom

Portfolio for judges is attached with the agenda

Agenda Item: 10

Communities Committee
Banners

Update report is attached with agenda

Agenda Item: 11

Communities Committee
Art@Jubilee

A number of artists have now come forward and signed up for Art@Jubilee for July, August and September (an update on exact numbers to be provided at the meeting)

A number of new gazebos are on order

Agenda Item: 12

Communities Committee
Town Guide

Latest report from Take One Media is attached with agenda

Agenda Item: 13

Communities Committee
Timeline at Cliff Field Gardens

The Council has recently had to order three new signs for the timeline at Cliff Field Gardens due to vandalism of the signs.

The damage to the signs is likely due to people standing on the signage and snapping it.

A suggestion to make the signage stronger is to add a backing to the signs.

Further information on the cost of this will be given at the meeting.

Communities Committee
Play Area Inspection Report

Latest play area inspection reports are attached with agenda

Communities Committee
Update on actions arising

Beacon in Seaton for commemoration of World War 1

The Town Clerk has received a response from St Gregory's Church. They are interested in this proposal and the Town Clerk is liaising with them over the type of beacon and giving them more information.

Maps for car parks

Cllr Sanham to provide an update at the meeting

Seatondevon.org website

Front page of the website has now been updated:
Twitter and Facebook feeds have been updated with the new ones
The Devon Senior Voice document has been removed
The new Town Guide is available from clicking on the front page
The news feeds have now been updated

Now working our way through the rest of the website and updating it

Seaton App

Town Clerk meeting with Blaze on 20th June 2018 to discuss the inputting of content onto the app. An update will be given at the meeting

Painting of Street furniture

Cllr Rowland briefed the Town Maintenance Office on 22nd May 2018 regarding the painting of finger posts. It was agreed at that time that one would be painted to start with to trial it, as painting isn't as straight forward as had been anticipated.

Town Crier

Contacted the Ancient and Honourable Guild of Town Criers for assistance with our vacancy. An update to be provided at the meeting

Bus Shelters

Cllr Burrows to provide an update at the meeting

Seafront Banners

Ordered and awaiting delivery