



**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: _____