



**To all Members of the Community & Open Spaces Committee
Extraordinary Community & Open Spaces Meeting
Monday 23rd October 2017**

Chairman: Cllr. P. Burrows

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

17th October 2017

You are summoned to attend an **Extraordinary** meeting of the Community & Open Spaces Committee on **Monday 23rd October 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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|-----------------------|---|
| 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 held on Monday 9th October 2017 |
| 17/C&OS/04 | Public Question Time |
| 17/C&OS/05 | 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 06 on this agenda as there is likely to be a disclosure of commercially sensitive information.

17/C&OS/06

To review quotes for the copywriting, acquisition of advertisements, design, print and distribution of Seaton Town Council Town Guide 2018



**D R A F T Minutes of the Community & Open Spaces Committee
Monday 9th October 2017**

Present:

Chairman Cllr. P. Burrows

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

In attendance Town Clerk
Assistant to the Town Clerk

59. Apologies for absence

The Committee noted and accepted apologies from Cllr Pigott.
Cllr Chadwick was absent.

60. Declarations of Interest

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

61. To agree the minutes of the meeting held on Monday 11th September 2017

The Committee **RESOLVED** to agree the minutes of the meeting on Monday 11th September 2017 subject to the following amendments:
Minute number 45: to read: “**Youth Blogs** – the Council will issue a 6-month contract to Fossils in my Pocket for the provision of youth blogs to commence once IT logistics are in place.”

Minute number 45: to read: “**Tour de Coast** – The committee noted that Tour de Coast is seeking funding from external sources and it was agreed that STC will contact Tour de Coast for further information on this...”

Minute number 47: to read: “**Christmas Light Switch On** -The Committee agreed to have a snow machine at the event”

62. Public Question Time

There were no members of the public present.

63. To receive the Marketing & Events Update

Youth blogs: Officers were requested to issue the 6-month contract to Fossils in my Pocket.

Signage at Axminster Station: Cllr Sanham volunteered to seek further information on the maintenance of signage via the Marketing & Events Specialist.

Tour de Coast: The Committee **RESOLVED** to participate in this initiative following clarification of the amount STC will have to contribute by way of matched funding which must not exceed budget provision going forward. Officers were requested to contact Tour de Coast for further information.

(proposed by Cllr Sanham, seconded by Cllr Rowland)

The Committee noted the Marketing & Events update.

64. To consider a request from Mr Benfield for permission to repair a memorial bench in Cliff Field Gardens

The Committee **RESOLVED** to write to Mr Benfield with agreement to a repair or replacement of the bench

(proposed by Cllr Burrows, seconded by Cllr Sanham)

65. Update on scoping exercise for the Parishes Together Fund

The Committee **RESOLVED** to note the update.

(proposed by Cllr Hartnell, seconded by Cllr Rowland)

Cllr Sanham volunteered to scope quotes for printing business leaflets (for 10,000 copies, 15,000 copies and 20,000 copies respectively)

Cllr Hartnell proposed contacting Cllr Shaw for more details on the Road Safety Scheme.

(seconded by Cllr Rowland)

The Committee noted that we await further details from a supplier on the provision of free wi-fi on the seafront up to Axmouth Harbour.

66. To set dates for the Seaton in Bloom Competition 2018

The Committee **RESOLVED** to agree a judging date of Monday 11th June 2018, with all prior arrangements to be organised to fit in with the judging date.

(proposed by Cllr Rowland, seconded by Cllr Burrows)

67. To discuss items for inclusion in the budget bid for the Community & Open Spaces Committee for 2018/2019

The Committee agreed to defer this item to the next meeting of the Community & Open Spaces Committee on Monday 20th November 2017.

68. To consider results of the Town Guide Benchmarking information for the Town Guide 2018

Cllr Hartnell proposed that STC contact the design and production companies highlighted in the Town Clerk's report and companies previously used with a request for quotes as follows:

To design, edit, solicit advertising, proof read and print the Seaton Town Council Town Guide 2018. The Guide will be broadly of the same format and size and number of pages as that contained in Seaton Town Council Town Guide 2016. The 2018 guide will contain up to

date events' listings and enhanced and refreshed photographs.
Quotes can be for individual elements or the whole package.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal

Cllr Sanham proposed that Officers further research distribution options and obtain quotes for a report to be discussed at an Extraordinary meeting of the Community & Open Spaces Committee to be held on Monday 23rd October 2017. The report will clarify the amount of funding available from the Parishes Together fund to support decisions on the number of guides to be printed and the extent of distribution. Final distribution must include the EX12 area.

(seconded by Cllr Hartnell)

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

69. To further discuss the future of Seaton Town Development Team (STDT)

Cllr Rowland proposed a recommendation that the STDT continue in its current format with the support of the STC Events' Officer.

(seconded by Cllr Sanham)

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

70. To discuss the feasibility of turning winning pictures from our Children's Art Competition in 2017 into postcards for sale.

The Committee agreed to revisit the issue of merchandising at a future meeting.

71. Further update on Christmas arrangements 2017 and a Christmas Tree decoration competition

- The Committee noted that it will not be possible to hold the Christmas Tree decoration competition this year.
- The Committee requested the following, additional items be added to the arrangements:
 - Snow making machine
 - Pavement licence and cost for scaffolding in erecting the stage
 - Cost of transporting the piano and re-tuning it
 - Snow Disco to take place after the lights switch on
 - Input from the Library, Animal Botanics and Seaton Jurassic.
 - An approach to local businesses to offer mince pies and sherry as in previous years
 - A best Christmas window competition to be arranged by STC
 - Town Crier attendance at 3.30pm
 - A Christmas banner will be displayed if this can be located
 - The Committee requested clarification that road closure arrangements are in place
 - The Committee agreed that the School Choir would be asked to perform at 4.30pm

Cllr Hartnell proposed that a meeting scheduled with Mr Jacobs, Musical Director of the Axe Valley Community Choir is extended to include June Millman, Cllr Burrows and that Cllr Hartnell could be

available to attend as necessary to ensure that communication with Christmas Festival organisers, the Choir and STC is maximised.
(seconded by Cllr Sanham)

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

Cllr Webster will ensure that the plunger is available

The Committee was advised that small Christmas Trees will be supplied for every shop which has a holder

Cllr Hartnell proposed that Officers should get quotes to advertise the Christmas arrangements in the 'Christmas Features' section of both local newspapers, the costs to come from the Christmas budget.

Officers were advised that the Marketing & Events Specialist has a template for the programme

(seconded by Cllr Sanham)

The Committee **RESOLVED** to agree the proposal

72. Town Flag

Cllr Burrows proposed that this item was moved to Part B of the agenda to comply with Standing Order 1(c)

(seconded by Cllr Rowland)

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

73. Update on actions arising

Royal British Legion (RBL) request for a floral arrangement in Windsor Gardens to commemorate the 100th anniversary of the end of WW1

Cllr Sanham proposed that STC contacts East Devon District Council (EDDC) with a request that a floral arrangement comprising of a red poppy with a black centre be made available in Windsor Gardens subject to sight of additional costs which may accrue to STC in the provision of the display

(seconded by Cllr Hartnell)

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

The Committee noted that Officers are in touch with EDDC about the prospective provision of a Beacon, also to commemorate the this anniversary.

Support for Newton Poppleford mobile defibrillator project: The Committee noted that Newton Poppleford Council were not, now, in need of the £50.00 contribution from STC towards the provision of a mobile defibrillator project.

Seaton Walkabout sessions: Cllr Rowland had supplied Committee members with responses from EDDC to issues and queries raised during the first Walkabout session.

Painting Seaton Street Furniture: The Committee noted that Cllr Rowland will speak with the Town Clerk about progress on this issue and the matter of the STC maintenance schedule more generally, going forward.

Remedial works to the Underfleet Play Park: The Committee noted that the Town Clerk and a maintenance officer is meeting with the HACS area manager on 10th October.

Seaton Seniors Activities Booklet: The Committee requested that officers post a link on STC's website to the booklet currently available on seatondevon.org and noted that Cllr Burrows will review the booklet towards the production of an updated version.

Around Seaton Heritage Trail: Cllr Hartnell proposed that Cllr Sanham contacts a designer to quote for the production of a re-designed trail with the prospect of using generic, rather than original artwork to keep costs as low as possible.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal,

The Committee noted that once costs are known they will be used to complete STC's application to the Organisation for Areas of Outstanding Beauty East Devon Sustainable Development fund, and that Seaton Jurassic is reviewing the application currently to offer further input.

Management of bus shelters in Seaton: The Committee noted that Cllr Burrows had put in formal requests to EDDC and Devon County Council (DCC) that Seaton Town Council take over the ownership and management of bus shelters.

74. 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 the discussion of items 14 and 17 on the agenda as there was likely to be a disclosure of commercial sensitive information

75. To consider quotations for the provision of stabilizers for gazebos at the request of the Estates Committee

Cllr Hartnell proposed that a further quote is sought from for the provision of 3 weights per gazebo for a total of 20 gazebos subject to the provision of a discount. If a discount is not available then officers are delegated to review quotes in hand to achieve best value for money and to place the order accordingly. Officers to check that the weights are made of galvanized steel before placing the order.

(seconded by Cllr Sanham)

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

76. Flag Flying

Cllr Rowland proposed the purchase of X 2 flags from Flag Makers, 230cm X 115cm at a cost of £106.00 per flag plus £16.73 delivery per flag and including VAT. The flags will comprise the SEATON DEVON logo only.

(seconded by Cllr Hartnell)

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

The meeting ended at 21.30

Chairman:

Date:
