



**To all Members of the Community & Open Spaces Committee
Community & Open Spaces Meeting Monday 9th October 2017**

Chairman: Cllr. P. Burrows

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

5th September 2017

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Monday 9th 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 11th September 2017 |
| 17/C&OS/04 | Public Question Time |
| 17/C&OS/05 | To receive the Marketing & Events Update |
| 17/C&OS/06 | To consider a request from Mr Benfield for permission to repair a memorial bench in Cliff Field Gardens |
| 17/C&OS/07 | Update on scoping exercise for the Parishes Together Fund |

- 17/C&OS/08** **To set dates for the Seaton In Bloom Competition 2018.**
- 17/C&OS/09** **To discuss items for inclusion in the budget bid for the Community & Open Spaces Committee for 2018//2019**
- 17/C&OS/10** **To consider results of Town Guide Benchmarking information for the Town Guide 2018**
- 17/C&OS/11** **To further discuss the future of Seaton Town Development Team**
- 17/C&OS/12** **To discuss the feasibility of turning winning pictures from our Children’s Art Competition in 2017 into postcards for sale.**
- 17/C&OS/13** **Further update on Christmas arrangements 2017 and a Christmas Tree decoration competition**
- 17/C&OS/14** **Town Flag**
- 17/C&OS/15** **Update on actions arising:**

Royal British Legion request for a floral arrangement to commemorate the 100th anniversary of WW1: Officers in contact with East Devon District Council (EDDC) Parks and Gardens department who have asked for more detail on the precise design required. Contacted RBL again to seek their input on design in advance of final decision by STC. EDDC advises that depending on the complexity of the design sought STC may incur additional costs.

Support for Newton Poppleford mobile defibrillator project: Town Clerk has written to Newton Poppleford to confirm contribution of £50.00.

Marketing & Events handover: Town Clerk will meet with current Marketing & Events Specialist by way of a hand over approaching the end of the current contract. Items to be discussed include:

- Artisan Markets and Art@Jubilee
- Cycle Fest 2018
- Maps for Car Parks
- Seaton app
- Signage at Axminster Station pointing visitors to Seaton

Mural formerly sited in the skate park: Town Clerk is in contact with EDDC and Leisure East Devon about re-siting the mural in Seaford Gardens.

Seaton Walkabout sessions with Dan Haydon: at the last meeting of the Community & Open Spaces Committee, Cllr Rowland advised that he is waiting for responses to issues raised during the first walkabout.

Painting Seaton Street Furniture: Town Clerk continues to try and meet with Tim Harris at EDDC ref EDDC expectations on the matter of maintenance arrangements. Town Clerk also seeking a meeting with Stephen King reference contacts for prospective contractors. Town Clerk is completing funding bid.

Underfleet Play Park: remedial flooding work and equipment replacement / repair: Town Clerk has continued to send correspondence to HAGS.

Seaton Seniors Activities Booklet: Senior Voice booklet available via seatondevon.org is for 2016. Committee asked to consider updating and to go on STC website.

Around Seaton Heritage Trail: application to the Organisation for Areas of Outstanding Natural Beauty complete save for projected costs. Officers have obtained original artwork. Cllr Sanham exploring options for a redesign.

Banners to go on Council contractors' vans: banners due to be delivered on Wednesday 4th October.

Management of bus shelters: Cllr Burrows confirmed at the meeting on 11th September that he continues to pursue issues of ownership with EDDC and Devon County Council (DCC). Committee proposal in hand to write to senior management at both Councils to advise that STC will manage bus shelters going forward following outcomes of Cllr Burrows enquiries.

17/C&OS/16 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 17 on this agenda as there is likely to be a disclosure of confidential information.

17/C&OS/17 To consider quotations for the purchase of stabilizers for gazebos at the request of the Estates Committee



**D R A F T Minutes of the Community & Open Spaces Committee
Monday 11th September 2017**

Present:

Chairman Cllr. P. Burrows

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

In attendance Town Clerk
Assistant to the Town Clerk

41. Apologies for absence

There were no apologies for absence.

42. 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

43. To agree the minutes of the meeting held on Wednesday 9th August 2017

The Committee **RESOLVED** to agree the minutes of the meeting on Wednesday 9th August subject to the following amendments:

Minute number 31: to read "The Committee agreed to a review of Art@Jubilee and the Artisan Markets in September when feedback on the August and September events will provide an overall picture of the success of these initiatives".

Minute number 32: amend "Outside Adventure" to read "Outdoor Adventure"

Minute number 33: to read "The committee discussed the future relationship of the STDT with STC including the possibility of representation on the re-structured STDT should it become an Outside Body".

(proposed by Cllr Rowland, seconded by Cllr Pigott)

44. Public Question Time

There were no members of the public present.

Cllr Burrows asked a question on behalf of members of the public who had provided comments on social media to do with the Jurassic (Mendip) Mule issue which has recently come to the attention of the press and public.

Cllr Rowland brought the Committee up to date with his response to press interest in the issue and that a meeting will be arranged with the relevant parties.

45 To receive the Marketing & Events Update

Seaton app: Seaton Town Council will issue a 6-month contract to Fossils in my Pocket to commence once IT logistics are in place.

Signage for Axminster Station: The Town Clerk will liaise with Sally King from the rail operator.

Maps for Car Parks: these are still with the designer. The Committee noted that this project is linked to the one concerning signage at Axminster Station.

Tour de Coast: The Committee noted details of the organisation, its background, funding base and aims and objectives. The primary benefit to Seaton will be to promote tourism. There will be a cost to Seaton Town Council (currently projected to be just under £6,000). The Committee noted that Tour de Coast is seeking funding from external sources and it was agreed that STC will await the outcome of the Tour de Coast Funding bid in this respect, then revisit the issue at a future meeting.

Cycle Fest 2018: The Committee noted that an agenda item will go to the Extraordinary Full Council meeting scheduled for Monday 18th September.

Velo Vintage: The Committee noted that our Marketing & Events Specialist is due to meet with the Velo Vintage organisers.

Art@Jubilee: The Committee noted that the September Art@Jubilee is going ahead with 5 tables booked.

Christmas arrangements / Seaton Eats: The Committee noted that Seaton Eats will be present in Windsor Gardens alongside the Artisan Market.

The Committee noted the update on actions arising.

46. Application to the Parishes Together Fund

The Town Clerk advised the Committee that Newton Poppleford Council has proposed a partnership with Seaton Town Council on a project to provide defibrillators locally. Seaton will benefit from access to a mobile defibrillator through this project. Newton Poppleford Council has asked STC for between £50 and £200 towards the project on a reciprocal basis once STC has decided which projects it will bid for through the Parishes Together Fund.

Councillors who had put forward ideas explained the reasons why. Cllr Sanham summarised interest she has been able to scope with local business. The Committee noted that there is already a youth club in operation.

Cllr Hartnell proposed that STC scopes the feasibility of applications to the fund for the following:

1. Free wi-fi provision on the Seafront up to Axmouth Harbour
2. To work with business to produce a leaflet containing a map of the town along with coupons for discounts from businesses

3. A scheme to improve road safety on the B3174 between Seaton and Beer to reduce traffic accidents via a speed limit reduction to 30mph.
(seconded by Cllr Sanham)

Cllr Hartnell declared a personal interest in option 2 should this go ahead.

The Committee noted that the Road Safety initiative would need the support of DCC.

The Committee discussed of security and access in respect of the provision of free Wi-Fi on the Seafront.

The Committee **RESOLVED** to agree the proposal put forward by Cllr Hartnell.

Cllr Sanham proposed a contribution of £50.00 to Newton Poppleford
(seconded by Cllr Hartnell)

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

47. Christmas arrangements 2017

Lights

The Town Clerk updated the Committee on provisional costs received from three providers, and the type of lighting each company canvassed is proposing.

The Committee discussed the provision of Christmas trees and lights to go above shops and the provision of large Christmas trees in the town.

Cllr Rowland proposed pursuing a specification from LITE for the provision of festoon lighting which can remain in place throughout for a period of 5 years, the purchase of small, natural trees to go above shops with LED lights and two, large natural trees to be positioned in Fisherman's Gap and Windsor Gardens.

(Seconded by Cllr Pigott)

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

The Committee noted that there will be costs to the Council in taking down and putting up banners.

Christmas Lights Switch On

The Committee noted that the Switch on date is Friday 1st December.

The Town Clerk advised the Committee that we have quotes in hand for setting up the stage and associated scaffolding. The Committee noted that we will need to affirm arrangements for electricity supply to the stage.

The Town Clerk advised the Committee that the following participants and events are confirmed:

- The Majorettes
- Father Christmas

The Committee noted that the Town Crier will be invited and that a School Choir has been approached.

Cllr Sanham proposed that the Axe Valley Community Choir be formally invited to take part.

(seconded by Cllr Hartnell)

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

The Committee discussed the use of a snow machine as part of a Snow Disco.

Cllr Burrows updated the Committee on Christmas Festival preparations *and declared a personal interest in this aspect of the arrangements as a Member of the Christmas Carnival Committee.*

Cllr Sanham proposed that we hold a competition for the best decorated Christmas Tree, with trees to be displayed in the United Reform Church on Cross Street with their permission.

(Seconded by Cllr Burrows)

The Committee **RESOLVED** to agree the proposal

Cllrs Sanham and Chadwick volunteered to pursue arrangements for the Christmas Tree competition.

The Committee asked the Chairman / Mayor to determine if we hold a Children's Christmas Card competition

Cllr Webster asked if the Council could consider using winning pictures from our Children's Art Competition earlier in the year and turn them into postcards for sale. The Committee agreed to bring this to the next meeting of the Community & Open Spaces Committee.

48. Around Seaton Heritage Trail

The Committee discussed revisions required to bring the trail up to date and noted that once we have a definitive, revised version we can complete our application to the Organisation for Areas of Outstanding Natural Beauty (AONB) Sustainable Development Fund. Officers have begun work in compiling the application.

The Committee noted that Cllr Sanham is in contact with EDDC Countryside Team seeking their support for an updated orienteering guide.

The Committee noted that there will be additional costs accrued in the redesign.

The Committee discussed outlets for the revised guide including the possibility of local shops.

Cllr Hartnell declared a personal interest in the matter of any forthcoming decision to see copies of the trail in local shops in his capacity as a retailer in Seaton.

Cllr Hartnell proposed that the Council contacts the printers of the current guide to see if they still have the art work / templates on file which could be re-designed to save on costs. If the original art work is not available then the Council will seek other quotes.

(seconded by Cllr Sanham)

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

49. Seaton in Bloom: to consider contractors' indicative costs of planting and to agree the process for 2018 sponsorship arrangements

The Committee agreed that officers will obtain likely costs for planters, the rowing boats, 3-tiered planters and hanging baskets for shop fronts and that this item will be on the agenda for the October meeting of the Committee.

Cllr Hartnell declared a personal interest in the matter of hanging baskets for shop fronts in his capacity as a retailer in Seaton.

50. To consider a request from the Seaton Branch of the Royal British Legion to commemorate the 2018 anniversary of WW1 by way of a floral arrangement, or similar, in Windsor Gardens

Cllr Jack Rowland proposed that the Committee consider not only the request from the RBL but also a question posed by a Member of the Public during Public Question Time at Full Council on 4th September, asking if the Council is going to provide a beacon.

(seconded by Cllr Pigott)

Committee **RESOLVED** to agree the proposal)

Cllr Rowland proposed contacting EDDC seeking consent for a floral commemoration on the sloped display in Windsor Gardens and that STC contacts RBL to propose this as a way forward once EDDC have agreed the proposal

(seconded by Cllr Sanham)

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

Cllr Rowland proposed researching the siting of a beacon in Cliff Field Gardens as part of the WW1 anniversary arrangements.

(Seconded by Cllr Hartnell)

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

51. To review Play Park inspection reports

The Town Clerk updated the Committee on repairs needed to the zip wire in the Underfleet and ongoing, strenuous efforts to correspond with HAGS on the issue of repairs more generally and remedial flooding work.

Cllr Pigott moved that the Play Park Inspection reports be noted

(seconded by Cllr Hartnell)

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

52. To discuss items for inclusion in the first draft budget for 2018/2019 to be considered at the October meeting of Community and Open Spaces Committee

Cllr Rowland proposed that Committee Members forward Cllr Burrows a list of suggested items for inclusion in next year's budget, for discussion at the next meeting of the Committee.

(seconded by Cllr Hartnell)

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

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

The Town Clerk updated the Committee on the results of research into the approach taken by other local Town and Parish Councils and advised that we have companies in view to approach for quotes. The Town Clerk advised that a cost and benefits analysis will support the project.

The Committee agreed that we need to consider distribution both locally and more widely going forward.

Cllr Hartnell proposed that the Town Clerk provides a further report to the Committee meeting in October.

(seconded by Cllr Burrows)

The Committee **RESOLVED** to agree the proposal

54. Update on actions arising

Cycle Fest 2017: The Town Clerk will meet with the Marketing & Events Specialist to confirm final costs

Town Guide 2017: The Committee noted that Mr Brian Palmer continues to re-stock outlets with the guide but that the number of guides left to distribute is running low.

Re-siting of the Mural formerly in the Skate Park: The Committee noted that the Town Clerk is in contact with EDDC and Leisure East Devon (LED) about siting the Mural in Seafield Gardens and will update the Committee on this at the next meeting.

Seaton Walkabout Sessions: Cllr Rowland anticipates updates from Mr Dan Haydon on issues arising during the first walkabout.

Painting Seaton Street Furniture: Our Town Clerk continues to try and arrange a meeting with Tim Harris at EDDC to confirm EDDC expectations on STC's maintenance of the street furniture. The Town Clerk is seeking a meeting with Stephen Kelly from Devon County Council who we hope will be able to supply contact details for contractors. Cllr Rowland recommended scoping quotes from local external painters.

Options for the future of the Town Development Team (STDT): Cllr Sanham proposed that a report is taken to the next meeting of the Community & Open Spaces Committee when the STDT has had an opportunity to review options discussed at the Committee meeting on 9th August.

(seconded by Cllr Burrows)

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

Seaton Activities Booklet: The Committee agreed to discuss this at the next meeting of the Committee.

Cleaning, maintenance and revenue opportunities concerning bus shelters in Seaton: Cllr Burrows volunteered to continue liaising with DCC and EDDC on the ownership and the management of bus shelters.

Seaton Council High Viz Jackets for Council contractors: The Town Clerk confirmed that we have purchase of jackets in hand.

56. 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 16 and 17 on the agenda as there was likely to be a disclosure of confidential information.

(proposed by Cllr Rowland, seconded by Cllr Hartnell)

The Committee **RESOLVED** to agree the proposal

57. To finalise purchase arrangements for the provision of STC banners for use on contractor's vehicles

Cllr Burrows proposed purchasing 2 X signs, 24" X 12" at a cost of £65.00 including VAT from R and H signs
(seconded by Cllr Hartnell)
The Committee **RESOLVED** to agree the proposal.

58. Update on the Marketing and Events Contract

Cllr Hartnell proposed that the Council arranges a fixed fee contract with a service level agreement for the Marketing role to be agreed by Full Council.
(seconded by Cllr Burrows)
The Committee **RESOLVED** to agree the proposal.

Cllr Hartnell proposed that events management be brought in house, to focus on all events including Cycle Fest, with the fine detail to be worked up and agreed by Full Council.
(seconded by Cllr Rowland)
The Committee **RESOLVED** to agree the proposal.

The meeting ended at 22.15

Chairman:

Date:
