



**To all Members of the Community & Open Spaces Committee
Community & Open Spaces Meeting
Monday 30th July 2018**

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

24th July 2018

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Monday 30th July 2018 at 7.30pm**, or immediately following the meeting of the Planning Committee, whichever is the earliest, 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

- | | |
|-----------------------|--|
| 18/C&OS/01 | Apologies for absence |
| 18/C&OS/02 | Declarations of Interest |
| 18/C&OS/03 | Minutes
To approve the minutes of the meeting of the Community & Open Spaces Committee held on Monday 25 th June 2018 |
| 18/C&OS/04 | Public Question Time |
| 18/C&OS/05 | National Play Day
To discuss the National Play Day event on the 1 st August 2018 and also arrangements for the 2019 event |
| 18/C&OS/06 | Marketing Contract
To receive the monthly update on the work of One Voice |
| 18/C&OS/07 | Budget |

To receive an update on the budget for areas falling under the remit of the Communities Committee

18/C&OS/08

Cycle Fest 2018

To receive a report on the Cycle fest weekend

18/C&OS/09

Future Events

To consider ideas for future events

18/C&OS/10

Promote Seaton Group

To receive an update on the Promote Seaton group

18/C&OS/11

Seaton in Bloom and South West in Bloom

To consider the draft procedure for the arrangements for Seaton in Bloom and South West in Bloom for future years

18/C&OS/12

Art@Jubilee

To receive an update on Art@Jubilee

18/C&OS/13

Artisan Market and Art@Jubilee traders

To consider a report on the sourcing of traders for the Artisan Market and Art@Jubilee events

18/C&OS/14

Town Guide

To receive an update on the Town Guide

18/C&OS/15

Seaton App

To review the update Seaton app

18/C&OS/16

Play Area Inspection Report

To receive an update on the latest play area inspection reports

18/C&OS/17

Trails around Seaton

To consider draft proposals to create a banner trail around Seaton

18/C&OS/18

Update on actions arising

To receive a progress report on actions arising:

- Websites
- Underfleet play area bin
- Grass Verges along the Underfleet
- Work of the Town Maintenance Officer
- Bus Shelter refurbishment programme
- Road warden scheme
- Painting of lampposts
- WW1 beacons
- Seafront banners
- Tour de Coast
- Dog signage and Public Space Protection Order
- Timeline at Cliff Field Gardens



Minutes of the Communities Committee Meeting on Monday 25th June 2018

Present

Chairman: Cllr Sanham
Councillors: Chadwick and Webster
In attendance: Town Clerk
Cllr Squire and Cllr Hartnell

15. Apologies for Absence

Apologies were accepted from Cllrs Beer, Burrows, Rowland and Rye

16. Declaration of Interest

None

17. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Tuesday 29th May 2018
(moved Cllr Sanham; seconded Cllr Chadwick)

18. Public Question Time

There were no members of the public present

19. Marketing Contract

Discussion took place around:

- What Nettl was – it was confirmed that it is a company that does graphic designs
- The marketing toolkit produced by One Voice for the Cyclefest and that it be circulated to all committee members
- The need for One Voice to focus on promoting the town centre e.g. 'while you're here go and visit the shops'
- Advertising for the Cyclefest going in the Midweek Herald this week
- The Town Clerk to request a copy of the photographers brief produced by One Voice
- The dropbox link for all SnapSeaton photographs be made available to Committee members
- The need for a consistent approach when producing and selling the postcards from the Snap Seaton competition
- Any future briefs from One Voice for campaigns to come before the Communities Committee
- The One Voice tender be circulated to all Committee members

The Committee **RESOLVED** that One Voice be asked to promote Seaton town centre with all postings
(moved Cllr Webster; seconded Cllr Rye)

The Committee **RESOLVED** to go back to One Voice and ask them to come up with the next steps and wording for the Snap Seaton postcards. The brief is to include the design, costings and how these will be distributed to businesses as well as how this competition could be extended
(moved Cllr Sanham; seconded Cllr Webster)

20. Budget

The Committee considered the budget and discussion took place around:

- The need to draw up a schedule of bus shelter refurbishment to bring back to the Committee
- The issues with the Underfleet bin and EDDC changes to this being emptied
- The need to find out how lettering is done on the fingerpost signs
- The need for the Town Clerk to meet with Tim Harris at EDDC regarding the payment made by EDDC for the Town Maintenance Officer role
- The banners on the seafront to go up before the Cyclefest
- Ideas to come forward from Councillors as to whether there are any special projects that could be undertaken in respect of the Seaton in Bloom budget
- Request for an update in respect of the Tour de Coast project at the July meeting
- The need to code any Cyclefest advertising against the Cyclefest budget rather than this coming out of the One Voice advertising budget
- Any future requests for training need to be referred to the Personnel Committee for approval

The Committee **RESOLVED** that the Town Clerk check with EDDC to ascertain if the Jurassic play area bin is on their list for collection and if it isn't to have this added to the list at a cost to the Council
(moved Cllr Sanham; seconded Cllr Chadwick)

The Committee agreed to **NOTE** the budget
(moved Cllr Sanham)

21. Cycle Fest 2018

The Events Officer updated the Committee on progress to date, discussion took place around:

- What the sponsors are doing for the Cyclefest
- The Scouts are attending on the Sunday
- The PTA are doing glitter tattoos on Sunday
- Posters have been distributed throughout the town and to other locations
- The shop window competition and the Events Officer to promote this on Facebook
- Bunting will be put up from Fishermans Gap to Cliff Field Gardens
- Whether an area of Cliff Field Gardens could be sealed off on a one off basis for families to be able to bring their dogs
- The need to check the number of operational gazebos
- The Cyclefest website is still in need of updating and doesn't render correctly to a mobile telephone – this needs to be investigated and must be reviewed and updated as a matter of urgency (specifically the page relating to sponsors and how to get to Seaton)

- The need to contact Cllr Ian Thomas and Ian Chubb from EDDC regarding the parking at Riverside workshops and to ask them to support the event as in previous years
- The need for further parking notices to be put up around Seafeld Gardens and Sea Hill
- The need to distribute posters to caravan and camping parks
- The finalising of the programme for the 1st July and this needing to be signed off before going to print and then to be distributed to local shops, the Tourist Information Centre, and campsites
- Flyers to go to the local schools to go in pupils school bags
- The need to consider the Cycle Fest for 2019 at a future meeting
- The need to liaise with One Voice re a photographer for the event

The Committee **RESOLVED** that the Events Officer find out what One Voice are doing regarding the photography for the Cyclefest and if this hasn't yet been formalised to book Simon Tutty for two days at £250.
(moved Cllr Sanham; seconded Cllr Webster)

22. Seaton in Bloom

The Town Clerk confirmed that the judging had taken place 11th June 2018 and that the next stage is to arrange a date for the presentation to prize winners.

23. South West in Bloom

Discussion took place around:

- The Town Clerk confirmed that the judging would be taking place on the 5th July and that the presentation booklet would be handed out to the judges.
- Cllr Chadwick agreed to send comments in respect of the presentation booklet through to make some amendments to the document before it went out
- The Committee requested that all Councillors be emailed to invite them to meet the judges on 5th July at 11am.
- The proposal to lock the allotments between when the skip had been removed until the South West in Bloom judging had taken place to be referred to Cllr Squire

24. Banners

The Committee **RESOLVED** that the issue of dog signage on the esplanade and the wider issue of the Public Space Protection Order be added to the Council agenda for the 2nd July meeting.

(moved Cllr Sanham)

It was also discussed that the Town Clerk contact John Golding regarding the issues with the signage

25. Art@Jubilee

The Town Clerk confirmed that 4 new gazebos had been ordered following approval by the Finance and General Purposes Committee.

Discussion took place around:

- The number of roadside boards
- A template for the posters/flyers

- Cllr Webster to ask John Buckley to send through flyers in the next 24 hours so that they could be printed and distributed at the same time as the Cyclefest programmes
- The Town Clerk to brief One Voice to ask them to promote the event
- The need to update the 'whats on summer' page and Art@Jubilee page on the seatondevon.org website
- The Town Clerk confirmed that she was meeting Tim Mortimer from the Midweek Herald in a couple of weeks to discuss advertising generally. Councillors requested that a report be brought back to the next meeting

26. Town Guide

Discussion took place around:

- Local caravan parks and B&Bs need to be stocked up
- The need to keep up stocks in the Tourist Information Centre, Tesco and Co-op
- Mr Palmer to continue to distribute guides to shops in the town centre
- The up to date distribution listing be circulated to Committee members
- The Town Clerk to ask Take One Media to return 5,000 guides
- A copy of the contract with Take One Media to be circulated to the Committee members
- Guides to go out to camp sites and town centre businesses this week so they are stocked up before the Cyclefest

27. Timeline at Cliff Field Gardens

The Committee **RESOLVED** to purchase a sheet of marine ply wood to strengthen the signage at Cliff Field Gardens to prevent damage from vandalism (moved Cllr Sanham)

28. Play Area Inspection Report

The Committee discussed the need for assessment to be carried out on trees in both Elizabeth Road play area and Underfleet play area and asked requested that the Town Clerk contact the Tree Officer at EDDC to ask them to come and review the situation.

29. Update on Actions Arising

Maps for car parks – Cllr Sanham confirmed that the maps would be going up as soon as possible

Seaton App – The Committee requested that Blaze Concepts come along and do a presentation on the new app at the next meeting

Grass verges – Cllr Sanham referred to an email from Mrs Bruce regarding the overgrown grass and weeds at the top of the Underfleet.

Discussion took place as to whether the Town Maintenance Officer is qualified to cut the grass verges and fill potholes under the road warden scheme and the Committee asked the Town Clerk to investigate this with Devon County Council

The Committee **RESOLVED** that John Widger be asked to cut the grass on both sides of the Underfleet (from the top down as far as the play area and car park) (proposed Cllr Sanham; seconded Cllr Chadwick)

The meeting ended at 22.10pm

Chairman: _____

Dated: _____