



**To all Members of the Community & Open Spaces Committee
Community & Open Spaces Meeting
Monday 20th November 2017**

Chairman: Cllr. P. Burrows

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

14th November 2017

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Monday 20th November 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 Extraordinary meeting of the Community & Open Spaces Committee held on Monday 23rd October 2013 |
| 17/C&OS/04 | Public Question Time |
| 17/C&OS/05 | Budget 2018/2019 |
| 17/C&OS/06 | Review of Events attended by the Town Crier |
| 17/C&OS/07 | Seaton in Bloom Competition 2018: Sponsorship |
| 17/C&OS/08 | A review of the specification for the Seaton app |

17/C&OS/09	South West in Bloom 2018: to determine if Seaton Town Council will participate
17/C&OS/10	Christmas arrangements 2017: update
17/C&OS/11	To review Maintenance Reports for Play Parks
17/C&OS/12	Parishes Together Fund: review of options
17/C&OS/13	STC maintenance staff work schedule
17/C&OS/14	Town Team & STC support for 2018 Grizzly
17/C&OS/15	Update on actions arising

Town Guide 2018: Contract now agreed and issued for design and print. Decision on contractual arrangements on distribution is with the Chairman of the Committee and the Town Clerk as per resolution at the Extraordinary meeting of the Community & Open Spaces Committee on 23rd October 2017.

Royal British Legion (RBL) request for a floral display in Windsor Gardens to commemorate the 2018, 100th Anniversary of World War One: East Devon District Council (EDDC) Officers have met with Mr Ray Evans from the RBL to finalise the design of the floral display. We await confirmation of any costs which might fall to STC and STC Officers are pursuing this information.

Request from a member of the public to site a Beacon in Seaton to commemorate the 2018, 100th Anniversary of World War One: STC Officers in communication with EDDC Officers to scope the possibility of siting a beacon on the Cliff Path in front of Cliff Field Gardens. In addition, Officers are investigating arrangements for Beacons elsewhere in the Country to see if this may be helpful to Seaton Town Council.

Tour de Coast matched funding update: Tour de Coast await an opportunity to apply to the Department for Communities and Local Government Coastal Communities Fund (application window opens in early 2018) and are in contact with approximately fifty other organisations and businesses (private, public and 3rd sector) seeking sponsorship for the initiative. We are advised that there is no deadline for a decision from Seaton Town Council on entry to the scheme. Tour de Coast is building the profile of the initiative via a new PR strategy, website and national newspapers have profiled the scheme.

Maps for Car Parks: Cllr Heather Sanham seeking input from Councillors on draft map

Signage at Axminster Station: Sally King (Jurassic Team) is co-ordinating and aims to have work concluded by February. Generic panel now installed. Councillors will be asked to review the final proof. STC Officers waiting to speak to Sally King prior to Community & Open Spaces Committee on 20th November for a further update. The Committee was advised on 9th October by Cllr Sanham that responsibility for maintenance of the vinyls is still to be determined.

Re-siting of mural formerly in the Skate Park to Seafield Gardens: STC Officers re-emailed EDDC Officers on 7th November to pursue arrangements for them to come and survey Seafield Gardens to confirm suitability for the mural to be sited there.

Re-painting Finger Posts: Town Clerk in discussion with Devon County Council (DCC) and East Devon District Council (EDDC) about finger posts on their land to ensure that re-painting does not interfere with working parts of the posts as DCC, in particular, have raised this as an issue. DCC has sent through a painting specification which has gone to the contractors.

Underfleet Play Park / Remedial Flooding work: Complete

Underfleet Play Park: repairs to equipment: near complete save for the installation of improved equipment which HAGs have under review.

Seaton Activities Booklet: current booklet now on Seaton Town Council website. Councillors Burrows has a review of the booklet in hand.

Around Seaton Heritage Trail: application to the Areas of Outstanding Natural Beauty Sustainable Development Fund complete save for adding costs of printing to the application pending a decision on the number of copies required.

Management of Bus Shelters in Seaton: Cllr Burrows awaits confirmation from EDDC and DCC that STC will take over management of the bus stops following his formal request to both Councils.

Purchase of Stabilizers: Officers reviewing quotes for final decision on purchase as per at the meeting of the Community & Open Spaces Committee on 9th October 2017.

Purchase of flags: Order in hand following payment of invoice. We await sight of the art work.

Youth Blogs on seatondevon.org: contract issued and awaiting sight of signed copy from contractor. Invoice received for set up costs.

17/C&OS/16 CONFIDENTIAL ITEM

The Chairman will move that in accordance with the Council's Standing Order (1c) press and public will be excluded from the meeting during discussion of item 17 on the agenda as there is likely to be a disclosure of commercially sensitive information.

17/C&OS/17 To agree arrangements for local distribution of the
Town Guide 2018



**D R A F T Minutes of the Extraordinary Meeting of the
Community & Open Spaces Committee
Monday 23rd October 2017**

Present:

Chairman Cllr. P. Burrows

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

In attendance: Assistant to the Town Clerk

77. Apologies for absence

The Committee noted and accepted apologies from Cllrs Hartnell and Webster.

78. Declarations of Interest

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

79. To agree the minutes of the meeting held on Monday 9th October 2017

The Committee **RESOLVED** to agree the minutes of the meeting on Monday 11th September 2017 subject to the following amendments:

Minute number 63: Marketing and Events update: add:

“Cllr Sanham advised that all intelligence information 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)

80. Public Question Time

There were no members of the public present.

81. 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 06 on the agenda as there was likely to be a disclosure of commercially sensitive information.

(seconded by Cllr Sanham)

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

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

Distribution of the Guide

Cllr Burrows proposed contacting all companies which had quoted for distribution with a revised brief as follows: to deliver a total of 15,000 copies to the Exeter and East Devon and Taunton Deane areas to the following outlets:

- Holiday and Caravan Parks
- Hotels and bed and breakfast accommodation
- Tourist Information Centres
- and to motorway service stations in mid-Devon (Taunton, Tiverton and Cullumpton)

(seconded by Cllr Pigott)

Cllr Sanham proposed an amendment to the effect that the distribution companies to be contacted will be asked to advise how many copies of the guide they will need to fulfil the distribution requirements outlined above and the deadline by which the guide must be with them for distribution.

The Committee **RESOLVED** to agree the proposal

Design and Production of the Guide

Cllr Sanham proposed contracting Seaton Print and Design in partnership with KF Marketing for the full production of 25,000 copies of the guide as per the cost supplied in their quote dated 18th October 2017 subject to discussion at the Committee reference requirements on events' listings, sight of content and photography before printing and that the guide can be produced to a deadline of Friday 19th January 2018

(seconded by Cllr Rowland)

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

Cllr Sanham proposed that the Chairman of the Committee and the Town Clerk be delegated to take forward contractual arrangements subject to satisfactory responses to the issues discussed at the Committee.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

The meeting ended at 20.30

Chairman:

Date:

Community & Open Spaces Committee Monday 20th November 2017

Agenda item 6 - Review of Events attended by the Town Crier

1. Background

1.1 The Finance & General Purposes Committee on 26th June agreed to ask the Community & Open Spaces Committee to review the list of events attended by our Town Crier and how these will be communicated to him or her.

1.2 Councillors are advised that our current Town Crier will retire after Christmas 2017.

1.3 Cllr Beer provided a list of events attended by the Town Crier in 2017 as follows:

Dates in 2017	Event attended
11 & 12 March	Grizzly
1 April	Artisan Market
29 April	Twinning Association
30 April	Twinning Association
6 May	Artisan Market
15 May	Talk to group in Town Hall
3 June	Artisan Market
1 July	Velo Cycle Fest
2 July	Cycle Fest
15 July	Natural Seaton Festival
21-23 July	3 Day Town Crier Competition
5 August	Artisan Market
12 August	Seaton Town Crying Competition
2 September	Artisan Market
9 September	Newton Abbott Town Crying Competition
7 October	Artisan Market
4 November	Artisan Market
11 November	Hatherleigh Town Crying Competition
9 December	Seaton Christmas Market

Community & Open Spaces Committee Monday 20th November 2017

Agenda item 7 - Seaton in Bloom Competition 2018: Sponsorship

1. Background

The Community & Open Spaces Committee considered this topic at its meeting on 11th September when it reviewed indicative costs for planters and other floral arrangement containers. It was agreed that Officers would get back to our Grounds and Maintenance Contractor for further advice on additional, indicative costs. These have now been provided and added to the indicative costs previously provided (updated list below).

Estimates of Planting Costs

Large Floor Containers	£35.00
Stone Troughs – extra-large	£35.00
Round Stone Containers	£25.00
Long Black Troughs (seafront)	£25.00
Three-tier Planters	£75.00

Beds

Sea Wall	£600.00
Anchor	£250.00
X 2 Rowing Boats	£75.00
Cliff Field (inside and out)	£45.00
Roundabout	£100.00

Other Small stone containers

Cross Street Corner	£15.00
Cross Street Estate Agents	£15.00
Under the ledge at the corner of Boots	£20.00

Hanging Baskets

½ -size basket	£15.00
Full size basket	£20.00

2 Recommendation

The Committee is asked to review the table of indicative costs and determine the arrangements for sponsorship for this competition.

Community & Open Spaces Committee Monday 20th November 2018

Agenda item 9 South West in Bloom 2018: to determine if Seaton Town Council will participate

1. Background

The Community & Open Spaces Committee requested that an item on participation in South West in Bloom 2018 be on the agenda for an autumn 2017 meeting of the Committee.

2. Looking forwards

2.1 Officers have researched the arrangements and opportunities available to Seaton Town Council (STC) for 2018 which are summarised below (full background to each category is available on request).

2.2 There are four categories of entry available to us based on numbers on our electoral role:

- a) **Commercial, Leisure & Tourism:** a new award for 2018 with Gold, Silver Gilt, Silver or Bronze awards and organisations can enter in their own right. Entry costs £20.00
- b) **Main competition:** The traditional Britain in Bloom format with three core pillars; Horticultural Achievements, Environmental Responsibility and The Community. There are Gold, Silver Gilt, Silver and Bronze awards. Entry costs £40.00.
- c) **Pennant:** This category was originally introduced to encourage former entrants, such as STC, to come back into the competition. It is less formal and does not require entrants to produce a portfolio or give a presentation (although some entrants still like to produce a portfolio to give to the judges. It is a much simpler format. There are Gold, Silver Gilt, Silver and Bronze awards. Entry costs £20.00.
- d) **Town Centre:** this was introduced in 2017 and has proved popular allowing entrants to showcase their town centres in particular. There are Gold, Silver Gilt, Silver and Bronze awards. Entry costs £20.00.

3. Other information and support

3.1 South West in Bloom can provide a mentor to participating organisations.

3.2 South West in Bloom is organising a Spring Seminar on Thursday 15th March 2018 which is likely to take place in Torquay.

4. Recommendation

The Committee is asked to determine if STC will enter South West in Bloom 2018 and if so, in which category(s).

Community & Open Spaces Committee Monday 20th November 2017

Agenda item 10 – Christmas arrangements update

1. Christmas Lights

1.1 The majority of the Christmas Lights have been put up during the week commencing 06/11/17. This work is being completed during week commencing 13/11/17.

1.2 The Christmas trees for the Square and Windsor Gardens are being delivered and put up on the 27th or 28th November in preparation for the Light Switch on event on the 1st December.

2. Christmas Lights switch on event

2.1 The plans for the Christmas Lights Switch on event have almost been completed.

2.2 Cllr Burrows has produced the programme with the timings on it outlining what is happening and when. Papers with the Christmas carols on them will be printed and circulated to people on the night of the 1st December.

2.3 We are just waiting for the Temporary Event Notice (TEN) and Street Trading Licence to come through from East Devon District Council. Eats Boutique have arranged a Temporary Event Notice for Windsor Gardens for the selling and consumption of alcohol. The TEN for the Council relates to the amplified music for the stage.

2.4 The road closure was arranged by the Carnival and the scaffold licence for the stage has been arranged by the Scaffold company.

2.3 The advert for the local papers has been completed and will be included in their Christmas publication. Posters are being produced and shops will be asked to put them in their window to promote the Switch on event on 1st December.

3. Christmas 2018

Thinking ahead to Christmas 2018, the Town Clerk recommends that a working group is set up to include all relevant parties involved in the Christmas event plus local business representatives so that there is a more joined up approach going forward. It is also recommended that planning for Christmas starts immediately after Easter.

Community & Open Spaces Committee Monday 20th November 2017

Agenda item 13 – Seaton Town Council (STC) Maintenance Schedule

1. Background

- 1.1 At the meeting of the Community & Open Spaces Committee on Monday 9th October, the Committee requested a schedule of maintenance work for review at the meeting on Monday 20th November.

2. The Schedule

- 1.2 STC maintenance staff have provided the schedule overleaf. STC maintenance staff have advised that the schedule does not, of its nature, include work arising as a matter of urgency, not give an indication of the time needed to carry out tasks. STC staff have advised that the schedule shows work which is of a repetitive nature in the matter of ensuring Health and Safety and does not take in account requests as they arise on an ad hoc basis from Councillors to undertake additional tasks. Maintenance staff are required to be in Marshlands from time to time to do function room setting up of tables and chairs. Flexibility is required in the order of work depending on weather conditions.

Week Commencing	Activity	Issues arising
Monday 13th November		
Monday and Friday	Inspect Cliff Field Gardens, Elizabeth Road and the Underfleet, note what needs doing in the matter of repairs to add to the work schedule going forward. In addition, pick up litter, empty bins, move benches back to correct positions when they are found to have been moved, carry out visual checks on all play equipment, check trees for fallen branches Council Van Check	Cannot estimate in advance how much time these Monday and Friday inspections will entail in rectifying any matters and issues arising.
Tuesday and Wednesday	Christmas Lights / decorations activity	
Thursday	Complete any work outstanding from Monday to Wednesday or carry out other items of work on the schedule	
Friday	In addition to regular checks, creosote loose post in Cliff Field Gardens and repair bench	
Monday 20th November		
Monday and Friday	Inspect Cliff Field Gardens, Elizabeth Road and the Underfleet, note what needs doing in the matter of repairs to add to the work schedule going forward. In addition, pick up litter, empty bins, move benches back to correct positions when they are found to have been moved, carry out visual checks on all play equipment, check trees for fallen branches Council Van Check	Cannot estimate in advance how much time these Monday and Friday inspections will entail in rectifying any matters and issues arising.
Tuesday	Repair benches in Elizabeth Road including time to measure up / buy new wood	
Wednesday	Weeding external areas in Marshlands and pressure wash moss away / begin painting ground floor toilets	
Thursday	Complete any work outstanding from Monday to Wednesday or carry out other items of work on the schedule	

Week Commencing	Activity	Issues arising
Monday 27th November		
Monday and Friday	Inspect Cliff Field Gardens, Elizabeth Road and the Underfleet, note what needs doing in the matter of repairs to add to the work schedule going forward. In addition, pick up litter, empty bins, move benches back to correct positions when they are found to have been moved, carry out visual checks on all play equipment, check trees for fallen branches Council Van Check	Cannot estimate in advance how much time these Monday and Friday inspections will entail in rectifying any matters and issues arising.
All week	Christmas Lights installation / putting lights on stage and roof on stage	Some late working may be necessary this week to ensure all Christmas lighting is in place
As time allows	Finish off painting toilets on ground floor in Marshlands and removing surplus equipment	
Monday 4th December		
Monday and Friday	Inspect Cliff Field Gardens, Elizabeth Road and the Underfleet, note what needs doing in the matter of repairs to add to the work schedule going forward. In addition, pick up litter, empty bins, move benches back to correct positions when they are found to have been moved, carry out visual checks on all play equipment, check trees for fallen branches Council Van Check	Cannot estimate in advance how much time these Monday and Friday inspections will entail in rectifying any matters and issues arising.
Rest of the week	Schedule to be further determined by actions arising from Community & Open Spaces Committee on Monday 20 th November and Estates Committee on Monday 27 th November plus issues which need addressing which arise outside of committee decisions	

