



**To all Members of the Community & Open Spaces Committee  
Community & Open Spaces Meeting Wednesday 5<sup>th</sup> July 2017**

**Chairman: Cllr. P. Burrows**

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

**27th June 2017**

You are summoned to attend a meeting of the Community & Open Spaces Committee on Wednesday 5<sup>th</sup> July 2017 at 10.30am 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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|-----------------------|--|
| <b>17/C&amp;OS/01</b> | <b>Apologies for absence</b>   |
| <b>17/C&amp;OS/02</b> | <b>Declarations of Interest</b>  |
| <b>17/C&amp;OS/03</b> | <b>To agree the amended minutes of the meeting held on Wednesday 3<sup>rd</sup> May 2017 and the minutes of the meeting held on Wednesday 7<sup>th</sup> June 2017</b> |
| <b>17/C&amp;OS/04</b> | <b>Public Question Time</b>  |
| <b>17/C&amp;OS/05</b> | <b>Update from Marketing &amp; Events Specialist</b>   |
| <b>17/C&amp;OS/06</b> | <b>Actions arising</b> <ul style="list-style-type: none"> <li>• Signage in Car Parks</li> <li>• Sea Moorings Project</li> </ul>  |

- Art@Jubilee
- Cycle Fest Open Ride
- Painting of Street Furniture / Refurbishment of Planters
- Town Guide 2018
- Seaton app
- Signage at Axminster Station
- East Devon District Council increased charges for land rental
- Refurbished Mural for Skate Park
- Reinstatement of Walkabout sessions with East Devon StreetScene Technical Officer
- Adventure Golf Competition
- Remedial Flooding Work: Underfleet Play Area
- Repair and Maintenance: Underfleet Play Area
- Options for the future of the Town Development Team
- Seaton in Bloom 2017
- Christmas Lights / decorations
- Around Seaton Heritage Trail
- National Play Day 2<sup>nd</sup> August 2017
- Coach Park Clean Up
- Future of Artisan Markets
- Contract for the set up and dismantling of Artisan Markets
- Seaton Town Council signage on Contractors' vehicles
- Cleaning, maintenance and revenue opportunities in respect of bus shelters

|                       |   |
|-----------------------|---|
| <b>17/C&amp;OS/07</b> | <b>To review maintenance reports on Play Parks</b>                              |
| <b>17/C&amp;OS/08</b> | <b>Year to Date Budget update for the Community &amp; Open Spaces Committee</b> |
| <b>17/C&amp;OS/09</b> | <b>Seaton Activities Booklet</b>  |
| <b>17/C&amp;OS/10</b> | <b>Seaton in Bloom: Sponsorship</b>   |
| <b>17/C&amp;OS/11</b> | <b>A review of events to be attended by Seaton Town Crier</b>                   |
| <b>17/C&amp;OS/12</b> | <b>CONFIDENTIAL ITEMS</b>   |

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 items 13 and 14 on this agenda as there is likely to be a disclosure of confidential information.

**17/C&OS/13**

**To re-visit the content of, and estimates for the provision of youth information on [seatondevon.org](http://seatondevon.org)**

**17/C&OS/14**

**To review estimates for the provision of signage for contractors' vehicles**



**Amended DRAFT Minutes of the Community & Open Spaces Committee  
Wednesday 3<sup>rd</sup> May 2017**

**Present**

**In the Chair:** Cllr Martin Pigott

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

**In attendance:** Marketing & Events Specialist  
Committee Secretary

**Apologies:** Cllr P Burrows, Cllr M Hartnell

**17/C&OS/088** **Declarations of Interest.**  
There were no declarations of interest.

**17/C&OS/089** **To agree the minutes of the meeting held on  
Wednesday 5<sup>th</sup> April 2017**  
Members **RESOLVED** to agree the minutes of the  
meeting held on Wednesday 5<sup>th</sup> April 2017.

**17/C&OS/090** **Public Question Time.**  
There were no members of the public present.

*Cllr. J Rowland left the room at 10.45am*

**17/C&OS/091** **General Update from Marketing & Events Specialist.**  
**Advertising:** the Marketing and Events Specialist had  
provided a list of advertisements recently placed in local  
publications at the meeting on 3<sup>rd</sup> May.  
**Easter Trail:** Members noted that Seaton Town Council's  
Easter Trail had to be postponed because it clashed with  
one being held by 'Pullman's View from Seaton'.  
Members agreed that Seaton Town Council's (STC) trail  
will now be held as part of Cycle Fest in June along with  
a window shop competition.  
**Seaton app:** Members noted that East Devon District  
Council Cabinet had approved STC's application for  
Parishes Together funding which will support the  
provision of an app. The Marketing and Events Specialist  
proposed a meeting with Members of the Community &  
Open Spaces Committee to consider options.

**PR for Skate Park and Mural:** The Marketing and Events Specialist asked for a progress update on lighting at the and the installation of the mural to arrange PR as soon as possible.

**Town Development Team (TDT):** The Marketing & Events Specialist reported a well-attended, extremely useful TDT meeting on Wednesday 26<sup>th</sup> April and will circulate notes of the meeting.

**Cycle Fest:** a good deal of work is in hand. The Events & Marketing Specialist is in touch with the 2016 winning cyclist to support PR and information is on the [seatondevon.org](http://seatondevon.org) website.

**Sea Moorings Project:** the Events and Marketing Specialist will forward Cllr. H Sanham a report produced by the TDT for consideration which offers 4 options for further consideration as part of the Seafront Enhancement Scheme. Members considered that this could form part of the funding application. Members acknowledged the considerable time and effort put in by the STDT on this project.

**Art@Jubilee:** the first event in the year has been cancelled due to lack of take up and there are costs to the Council. Members discussed the future of the project with the possibility of running Art at the Jubilee alongside Artisan Markets. Members agreed that Art@Jubilee will be held in 2017 subject to four pictures being sold with a review of arrangements in October.

**Artisan Market:** members noted that there has still not been a response from East Devon District Council to STC's objection to increases in pitch charges. Officers were requested to follow this up as soon as possible.

**Cycle Fest:** the Marketing and Events Specialist has a considerable amount of work in hand including marketing and promotion. Members noted that the Council has public liability insurance.

**Seatondevon.org / Youth Section:** The Marketing & Events Specialist will circulate sample blogs to Councillors for review before posting. The cost is likely to be £400.00 for the start-up and £40.00 per month thereafter. Members discussed Safeguarding and if those approached for estimates will have their own insurance. The Events and Marketing Specialist will ascertain if they do. Members discussed if this is something which can be offered to a local student. Cllr. H. Sanham proposed that bloggers are considered on the basis that the chosen provider will post headline details of events with links to more detailed information with a review after 6 months.

(Seconded by Cllr R Webster)

Members **RESOLVED** that bloggers are sought on the basis that the chosen provider will post headline details of events with links to more information with a review after 6 months.

It was agreed that the Marketing and Events Specialist will circulate information from prospective providers.

Members **RESOLVED** to note the update from the Marketing & Events Specialist.

*Cllr. J. Rowland re-joined the meeting at 10.55am*

**17/C&OS/092**

**Update on actions arising from previous meetings.**

**Cycle Fest:** Members were advised that marshalling arrangements are in hand.

**Signage at Axminster Station:** The Events and Marketing Specialist is in contact with the company producing visuals towards further improvement before consideration by Members.

Members **RESOLVED** to note the update on actions arising from previous meetings.

**Town Guide Distribution:** Members noted that Cllr. M. Pigott will meet with Officers following this meeting to review distribution to date. Cllr. C. Chadwick volunteered to distribute copies of the guide to local shops. The Committee Secretary volunteered to distribute the guide in Axminster. Advertisers have received 5 copies each of the guide.

**Options for the future of STDT;** The Events and Marketing Specialist asked that future options include a Company Limited by Guarantee.

**Seaton in Bloom:** Cllr. J. Rowland reported on arrangements; the competition will be advertised in the press and on the STC website. The deadline for entries is 31<sup>st</sup> July. Judging will take place on Thursday 7<sup>th</sup> August with the winners' presentations on Friday 8<sup>th</sup> August between 6.30 and 7.30pm in Marshlands. The Judges will be STC's Mayor, Deputy Mayor and we hope the Council's Grounds and Maintenance contractor who will provide additional expertise.

**Christmas Lights:** Cllr. J. Rowland advised that power sources are still an issue. Cllr. J. Rowland proposed that a quantity of battery operated trees will be made available to go above shops, that there will be a natural Christmas tree in The Square, Fisherman's Gap and Windsor Gardens and that one set of lights is purchased to see how effective they prove.

(Seconded by Cllr. H. Sanham)

Members **RESOLVED** to agree the proposal.

**Around Seaton Heritage Trail:** Members agreed that STC's application for funding from the Organisations for Areas of Outstanding Natural Beauty (AONB) should be for the following:

- Heritage Trail map with a timeline incorporated.
- Orienteering

Members agreed that the two, new publications should both have the same corporate badging.

Cllr. H. Sanham volunteered to send Cllr. K. Rye and Cllr. R. Webster copies of existing information for review prior to the funding bid.

**National Play Day:** Members noted that arrangements are in hand.

**Town Crier Competition:** Cllr. M. Pigott is meeting with Seaton's Town Crier on 3<sup>rd</sup> May.

**Coach Park Clean Up:** Cllr. M. Pigott will provide photographs for onward transmission to East Devon District Council (EDDC)

**17/C&OS/093**

**Seaton Town Council Policy on advertising.**

Cllr. J. Rowland proposed that the draft policy, as provided to Members, be put before Full Council for further consideration.

*(Seconded by Cllr. M. Pigott)*

Members **RESOLVED** to agree the proposal.

*Cllr. H. Sanham left the meeting at 11.45am*

**17/C&OS/094**

**Proposals for spending approximately £2,000 of Section 106 monies on the Cycle Fest 2017.**

Cllr. J. Rowland proposed that the Marketing & Events Specialist spends the Section 106 money available to support the costs of Cyclefest 2017.

*(Seconded by Cllr. C. Chadwick)*

Members **RESOLVED** to agree the proposal.

**17/C&OS/095**

**Proposals for Town Guide Photographer.**

Members discussed the best value for STC in terms of a day rate for photography or an annual fee. Members noted that STC has the copyright to all photographs arising which we can turn into an archive.

Cllr. M. Pigott proposed that the Marketing & Events Specialist obtain three estimates from photographers with a proposed fee of £500.00 per year.

(Seconded by Cllr. R. Webster)

Members **RESOLVED** to agree the proposal.

**17/C&OS/096**

**To progress painting of Seaton Street Furniture and the painting of flower containers.**

Cllr. R. Webster volunteered to photoshop colours onto photographs of street furniture to support Members in reaching a decision on the colour to be applied and will provide options to the next meeting of the Community & Open Spaces Committee.

Members that the Town Clerk will be asked to provide a list of tasks in hand with STC Maintenance Team in priority order.

Members agreed that Officers will contact EDDC StreetScene to request that rusting posts still in place in various locations in Seaton which are the responsibility of EDDC should be removed to improve Seaton's appearance.

**17/C&OS/097**

**Crazy Golf Competition 2017.**

Members noted the Cllr. M. Pigott is seeking to hold an Adventure Golf competition at the Adventure Golf site newly opened with different age group categories with the date to be confirmed.

Members discussed costs which might fall to STC in respect of the competition and that Leisure East Devon may be able to fund the competition. Cllr. J. Rowland proposed that STC holds an Adventure Golf competition provided it does not incur costs for STC and that EDDC should be approached for funding.

(Seconded by Cllr. K. Rye))

Members **RESOLVED** to agree the proposal.

**17/C&OS/098**

**To discuss a request from a member of the public to site a memorial bench in Seaton.**

**Members RESOLVED to agree that** the member of the public should be advised that her application for a memorial bench on the Seafront should be directed to EDDC.

(Seconded by Cllr. K Rye)

Members **RESOLVED** to agree the proposal.

**The meeting ended at 12.30pm**

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**DRAFT Minutes of the Community & Open Spaces Committee  
Wednesday 7<sup>th</sup> June 2017**

**Present:**

**Chairman:** Cllr. P. Burrows

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

**In attendance:** Events and Marketing Specialist  
Committee Secretary

**17/C&OS/01 Election of Chairman**  
Cllr. J. Rowland nominated Cllr. P. Burrows as Chairman of the Committee.  
(Seconded by Cllr. M. Piggott)  
Members **RESOLVED** to appoint Cllr. P. Burrows as the Chairman of the Committee for the Municipal Year 2017-2018.

**17/C&OS/02 Election of Deputy Chairman**  
Cllr. P. Burrows nominated Cllr. M. Pigott as Deputy Chairman of the Committee.  
(Seconded by Cllr. C. Chadwick)  
Members **RESOLVED** to appoint Cllr. M. Pigott as the Deputy Chairman of the Community & Open Spaces Committee for the Municipal Year 2017-2018.

**17/C&OS/03 Apologies for absence**  
There were no apologies for absence.

**17/C&OS/04 Declarations of Interest**  
Cllr. P. Burrows declared a personal interest as a Member of East Devon District Council.

**17/C7OS/05 To agree the minutes of the meeting held on Wednesday 3<sup>rd</sup> May**  
Members agreed the following amendments:  
**Item 091: Advertising**  
The marketing and Events Specialist had provided a list of advertisements recently placed in local publications at the meeting on 3<sup>rd</sup> May 2017.

### **Art at the Jubilee**

Title to be noted correctly as Art@Jubilee.

Members agreed that Art@Jubilee will be held in 2017 subject to four pictures being sold with a review of arrangements in October 2017.

### **Seatondevon.org / Youth Section**

The Marketing and Events Specialist will circulate sample blogs to Councillors for review before posting.

### **Item 092:**

#### **Town Guide Distribution**

Remove the reference to 'members agreed to meet immediately following this meeting to review distribution to date'.

Advertisers have received 5 copies of the Town Guide.

### **Item094:**

#### **Proposals for spending approximately £2,000 of Section 106 monies on Cycle Fest 2017**

Members **RESOLVED** to agree that the Marketing and Events Specialist can spend the Section 106 funding to support the costs of Cycle Fest 2017.

### **Item 098:**

#### **To discuss a request from a member of the public to site a memorial bench in Seaton**

The member of the public should be advised that her application for a memorial bench should be directed to EDDC.

Members agreed that the amended minutes of the meeting on 3<sup>rd</sup> May 2017 will be an item on the agenda for the 5<sup>th</sup> July meeting of the Committee.

**17/C&OS/06**

#### **Public Question Time**

There were no members of the public present.

**17/C&OS/07**

#### **Community and Open Spaces Committee Terms of Reference for the Municipal Year 2017-2018 Members**

Cllr. J. Rowland proposed the following amendment:

#### **Term of Reference 7**

The Committee will oversee the parks and open spaces and the Maintenance contracts governing their operation via the provision of a monthly report for the Committee, to include the Annual Safety Inspection and the Annual Grounds Maintenance Contract for those sites listed in paragraph 1.

(Seconded by Cllr. H. Sanham)

Members **RESOLVED** to agree the proposal.

Cllr. H. Sanham proposed the addition of a Term of Reference as follows:  
To review monthly reports provided by the Marketing & Events Specialist.

(Seconded by Cllr. M. Pigott)

Members **RESOLVED** to agree the proposal.  
Subject to amendments Members agreed the Terms of Reference for the Committee for the Municipal Year 2017-2018.

**17/C&OS/08**

**Update from Marketing & Events Specialist**

The Marketing & Events Specialist thanked Members for their support on arrangements for Cycle Fest.

**Signage in Seaton:** Members agreed that Cllr. P. Burrows and the Marketing and Events Specialist will seek a meeting with Andrew Ennis of StreetScene to discuss signage in Seaton Car Parks managed by EDDC. Members discussed the prospective re-instatement of periodic walkabout sessions with EDDC StreetScene representatives.

Members reviewed visuals for the town centre signage project.

**Artisan Market:** Members agreed that the Town Clerk and Marketing and Events Specialist will compile a PR statement for forthcoming Artisan Markets explaining the benefits arising in the market's new location.

**seatondevon.org / provision of information for young people:** members revisited previous discussions on the provision of estimates and the content of the blogs to be provided and agreed that this would be an item on the agenda for the 5<sup>th</sup> July 2017 meeting.

Members discussed the purchase of two way radios for events going forward. Members agreed that the radios could be purchased from the Marketing & Events budget.

**17/C&OS/09**

**Artisan Markets**

To discuss issues arising and arrangements going forward in respect of Artisan Markets as part of Seaton's Events & Marketing profile. Members agreed to consider options at the 5<sup>th</sup> July 2017 meeting.

Members agreed that the contract for the setting up and dismantling of markets would be scheduled for review in October 2017.

**17/C&OS/10**

**Update on Action Points arising from previous meetings**

### **Distribution of the Town Guide**

Cllr. H. Sanham proposed a review of distribution to date and taking forward the employment of an external contractor to complete the distribution process. Councillors discussed additional and wider distribution of the Town Guide. Officers were requested to provide an update.

(Seconded by Cllr. J. Rowland)

**Members RESOLVED to agree the proposal.**

### **Town Guide 2018**

Members agreed that quotes for producing the Town Guide 2018 will be on the agenda for the 5<sup>th</sup> July meeting.

### **Provision of Photography for Seaton Town Council**

Cllr. P. Burrows proposed accepting the quote provided by Simon Tutty.

(Seconded by Cllr. H. Sanham)

Members **RESOLVED** to agree the proposal.

### **Painting of street furniture and planters**

Cllr. J. Rowland proposed street furniture is black with a gold stripe with a survey of street furniture requiring painting. The Council will then seek quotes for the work within budget.

(Seconded by Cllr. H. Sanham)

Members **RESOLVED** to agree the proposal  
Members noted that STC maintenance staff will maintain the planters.

Members agreed that the work of the Committee could be better served with an item on each agenda which provides an update on projects currently listed on the Update on Actions Arising template.

### **Cleaning, maintenance, and revenue opportunities in respect of bus stops**

Members agreed that this will be an item on the agenda for the 5<sup>th</sup> July meeting. Members noted that Cllr. P. Burrows will pursue the issue of ownership of bus-stops with EDDC and Devon County Council (DCC).

Cllr. J. Rowland proposed moving item 11 on the agenda to Part B to comply with Standing Order 1(c)



(Seconded by Cllr. H. Sanham)

Members **RESOLVED** to agree the proposal.

**17/C&OS/12**            **To revisit the provision of banners for vehicles belonging to companies contracted to provide services to Seaton Town Council.**  
Members agreed that they will consider estimates for banners at the meeting on 5<sup>th</sup> July.

**PART B**                    **CONFIDENTIAL ITEM**

**The Chairman moved that in accordance with the Council’s Standing Order 1(c) press and public would be excluded from the meeting during the discussion of item 11 on this agenda in order not to prejudice any forthcoming legal action**

**17/C&OS/11**            **Skate Park Mural**  
In light of the recent act of vandalism to the newly installed Mural at the Skate Park, to discuss arrangements going forward.  
Members noted action to date in respect of the vandalism.

The meeting ended at 13.15

**Chairman:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_