



## Minutes of the Community & Open Spaces Committee Wednesday 9<sup>th</sup> August 2017

### Present:

**Chairman** Cllr. P. Burrows

**Councillors** M. Pigott, H. Sanham, J. Rowland,  
R. Webster

**In attendance** Town Clerk  
Marketing & Events Specialist  
Assistant to the Town Clerk

### 27. Apologies for absence

Apologies were noted and agreed from Cllrs Chadwick and Rye.

### 28. Resignation of Councillors Kevin Rye from the Community & Open Spaces Committee.

The Town Clerk reminded the Committee that Full Council on Monday 7<sup>th</sup> August 2017 Members had resolved to move Community & Open Spaces Committee meetings to the evening instead of during the day to support membership of the Committee going forward as both Cllrs Chadwick & Rye would have to resign from the Committee if meetings continued to take place during the day due to work commitments. Full Council had resolved that the Community and Open Spaces Committee would be asked to agree the dates for evening meetings going forward. The Community & Open Spaces Committee discussed a list of prospective dates for evening meetings and agreed the following dates for the remainder of the Municipal Year 2017/2018:

- Monday 11<sup>th</sup> September at 7pm
- Monday 9<sup>th</sup> October at 7pm
- Monday 20<sup>th</sup> November at 7pm
- Monday 22<sup>nd</sup> January at 7pm
- Monday 19<sup>th</sup> February at 7pm
- Monday 19<sup>th</sup> March at 7pm
- Monday 30<sup>th</sup> April at 7pm

Cllr Sanham proposed that at the next Annual General Meeting, Full Council consider in principle holding one Committee meeting per month on successive Monday evenings for the Municipal Year 2018/2019.

(Seconded by Cllr Burrows)

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

**29. Declarations of Interest**

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

**30. To agree the amended minutes of the meeting held on Wednesday 5<sup>th</sup> July 2017**

The Minutes of the meeting on Wednesday 5<sup>th</sup> July were agreed subject to the following amendment:

Minute number 18: change the heading of the first item to read 'Art@Jubilee and the text to clarify that Officers were asked to contact EDDC StreetScene to ascertain if more space could be made available for additional stalls on the West Walk.

**31. Public Question Time**

There were no members of the public present.

**31 Update from marketing & Events Specialist**

**Seaton: profile of the town and events:** The Committee discussed Seaton's profile and events information on Visit Devon, including the number of hits. The overall response has been good. The Committee noted that our Marketing & Events Specialist currently updates information for Visit Devon.

**Seaton App:** A provider has been selected. The Committee discussed how the new app will assist in raising the town's profile. A business directory from Seatondevon.org will be utilised. The Committee asked who would be responsible for updating the Business Directory and was advised this would be a decision going forward.

**Tour de Coast signage:** The Committee discussed the benefits of including Seaton in this project which aims to install 100 daymarks around the coast of England. The project could be a means of further improving footfall in the town. Cllr Sanham proposed agreement to the scheme in principle subject to our Marketing & Events Specialist obtaining more detailed information and funding expectations from the supplier.

(Secoded by Cllr Burrows)

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

**Axminster Station signage:** The Committee discussed how the change of rail franchise may affect signage provision and asked the Town Clerk to follow up with Sally King of South West Trains. Our Events and Marketing Specialist will email the Town Clerk the details.

**Artisan Market:** The Committee agreed to a review of Art@Jubilee in September when feedback on the August event will provide an overall picture of the success of these initiatives.

The Committee noted the Marketing & Events Update.

**32. Future arrangements for Cycle Fest**

Cllr Rowland expressed thanks to all those involved in the Cycle Fest for their contribution to a very successful event.

The Committee noted that full financial information is to follow and discussed the benefits of the event including the number of visitors it brings to the town, the wide range of ages and abilities of participants, the number of people and families who took part in the Vintage Day Cycle Ride, schools' involvement, positive feedback on social media and how the festival is putting Seaton firmly on the map of Outdoor Adventure. The Committee discussed how local businesses could be more involved, and the prospect of a new Platinum Sponsorship level going forward. The Committee also discussed how to improve the event including suitable road surfacing to enable the Vintage Ride to pass through Fore Street, disabled parking facilities, policing barriers, the availability of accommodation in Seaton, raising the profile of the event with BBC Spotlight and links to Art@Jubilee.

The Committee discussed how plans for the Moridunum may impact on the event.

*Cllr M Pigott joined the meeting at 11.15am.*

The Committee noted that STC has provisionally booked the event for 2018. The Committee noted that costs for Velo Vintage are projected to rise in 2018 and discussed ways of reducing these, including the possibility of holding other, chargeable events during the Festival.

Cllr Sanham proposed that our Marketing & Events Specialist discusses future costs with Velo Vintage and to ensure that maximum benefit is gained from the expenditure.

(Seconded by Cllr Burrows)

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

Cllr Burrows proposing to Full Council that Cycle Fest is held in Seaton in 2018.

(seconded b Cllr Sanham)

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

### **33. The Future of the Seaton Town Development Team (STDT)**

The Committee discussed an options paper provided by the Town Clerk which considered three structural models and the legal and financial implications of each:

1. Community Interest Company
2. A Social Enterprise
3. A company limited by guarantee

Cllr Webster proposed that STC and the STDT consider the options further with an item on the agenda for the Community and Open Spaces Committee in September 2017.

(seconded by Cllr Sanham)

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

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.

### 34. **Actions / Projects arising: Update**

**Town Guide:** The Committee discussed current and prospective top up distribution of the Guide and putting mechanisms in place to ensure as wide a distribution as possible. The Committee noted that the Parishes Together Funding was not received in time to support wider distribution of the guide. The Committee discussed the prospect of the local newspaper using their distribution arrangements to help distribute the Guide but noted that there has been a cost associated with this in the past.

The Committee noted that Cllr Rowland will ascertain if our Town Guide is available at Axminster Station.

The Committee requested the Town Clerk to bring a report to the Community & Open Spaces Committee in September.

**Reinstatement of the Mural:** Cllr Rowland proposed approaching EDDC and Leisure East Devon (LED) to install the mural at the Adventure Golf Site. (seconded by Cllr Sanham).

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

The Committee noted the update on actions and projects arising.

**Christmas Lights 2017:** The Committee noted that the switch on date is Friday 1<sup>st</sup> December 2017, that the Artisan Market will be cited in Windsor Gardens and agreed to consider an Art@Jubilee event as part of the festivities. The Committee asked for clarification on the presence of Seaton Eats.

**Seaton Walkabout:** The Committee noted that Cllrs Rowland and Pigott had met with Dan Haydon of EDDC Street Scene. Mr Haydon has a number of queries in hand from Cllr Rowland to address and Cllr Rowland awaits his response

**Painting Street Furniture:** The Committee noted that Cllr Rowland will email the Town Clerk a copy of quotes previously obtained for the work and that the Town Clerk will meet with Tim Harris to clarify ownership of street furniture.

**Remedial flooding work and equipment repair at the Underfleet Play Park:** The Committee noted serious problems in securing a response from HAGS to STC correspondence with no date in view to address the flooding issue and on the matter of faulty parts supplied by HAGS to support repairs. Cllr Sanham proposed that STC writes to the Chairman of HAGS asking for a response within two weeks. If no response is received STC will refer the matter to the Ombudsman and advise the Chairman of HAGS that this action has been taken.

(seconded by Cllr Burrows)

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

**Seaton in Bloom:** Cllr Rowland invited Seaton Town Councillors to attend the prize presentation event on Friday 8<sup>th</sup> September at 6.30pm at Marshlands.

**Seaton in Bloom Sponsorship:** Cllr Sanham proposed deferring this item to the next meeting of the Community & Open Spaces Committee.

(seconded by Cllr Burrows)

**Activities Booklet:** The Committee agreed that this will be an item for the next meeting of the Community & Open Spaces Committee.

**Heritage Trail Guide:** The Committee agreed to discuss this at the October meeting of the Community & Open Spaces Committee following further work by Officers on preparing draft quotes for an application to the Organisation for Areas of Outstanding Natural Beauty (AONB).

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

**Town Crier Competition:** The Committee noted arrangements in hand for the event on Saturday 12<sup>th</sup> August and that Cllr Pigott will use the occasion to discuss events attended by the Town Crier overall.

**Management of Bus Stops in Seaton:** Cllr Sanham proposed that STC writes to relevant Departments at Devon District Council (DCC) and EDDC including to their respective portfolio holders stating that STC is seeking agreement to take over the management of bus stops in Seaton.  
(seconded by Cllr Burrows)

Cllr Burrows proposed suspending Standing Orders to enable item 13 on the agenda to be discussed at this point in the meeting.

(seconded by Cllr Rowland)

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

*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 item 13 on the agenda as there was likely to be a disclosure of confidential information.*

**35. To confirm contractual arrangements for the provision of youth blogs on [seaton.devon.org](http://seaton.devon.org)**

The Committee discussed maximising the reach of information through this initiative and noted that monitoring the hit rate is one means of checking its success and that the information could be linked to other outlets for youth activity in Seaton. The Committee noted that IT logistics need to be put in place.

Cllr Burrows proposed setting up a six-month contract with Fossils in my Pocket to start once website logistics are in place, the contract to be reviewed thereafter.

(Seconded by Cllr Webster)

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

Standing Orders were resumed.

**36. Application to the Parishes Together Fund**

The Committee agreed to bring this item to the next meeting of the Community & Open Spaces Committee having scoped ideas from Councillors to support the list of options. The Committee discussed a tourism passport as one prospective option and Cllr Sanham volunteered to talk with local

businesses to gage interest. Cllr Rowland volunteered to do the same via the Street Traders Facebook Group.

**37. Improving the appearance of the Town Centre, including improved signage**

The Committee noted that this had been discussed elsewhere on the agenda.

**38. 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 item 14 and 15 on the agenda as there was likely to be a disclosure of confidential information.*

**39. To finalise purchase arrangements for the provision of STC Banners for use on contractors' vehicles**

Cllr Pigott proposed that Officers will circulate quotes received to Councillors and obtain a mock-up of a banner from South West signs for review towards a final decision.

(seconded by Cllr Sanham)

**40. To review and discuss the current Marketing and Events contract and to consider arrangements going forward.**

Cllr Sanham proposed a working party of Community & Open Spaces Committee members to meet week commencing 14<sup>th</sup> August to formulate proposals to support Full Council in reaching a decision on the contract going forward.

(Seconded by Cllr Burrows)

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

The meeting ended at 1.05pm

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

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