



Minutes of the Communities Committee Meeting on Tuesday 28th August 2018

Present

Chairman:	Cllr Sanham
Councillors:	Burrows, Ledger
In attendance:	Finance & Admin Officer Events Officer No public

48. Apologies for Absence

Apologies received & accepted from Cllr Rye, Cllr Beer, Cllr Rowland & Cllr Chadwick.

Cllr Webster was absent

49. Declaration of Interest

Cllr Burrows declared a personal interest as a Member of East Devon District Council (EDDC).

50. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 30th July 2018 (moved Cllr Ledger; seconded Cllr Sanham)

51. Marketing Contract

Discussion took place regarding the media update from One Voice Media for w/c 13th August 2018.

- Clarity is required on the Visit South Devon competition
- Snap Seaton – information requested on retail price of postcards; who will distribute to local tourist attractions, cafes and shops in Seaton; details of proposed wording for front of cards. Remove reference to Cycle Fest on reverse of cards.
- Copy of Devon Life advert to be circulated to Communities Committee.
- It was noted that One Voice had listed the businesses they had emailed on 10th and 12th July about PR opportunities. The Committee queried which businesses had been contacted before and after those dates
- Blogger & journalistic opportunities with Kerri Ann Briggs, more information is required. Is this a Press Release as previously discussed regarding Kerri Ann Briggs Prize nomination. It was noted that the blogs arranged by One Voice had not been well received by the business representatives at the Promote Seaton meeting.
- Further information needed concerning the Visit Devon competition.
- Seaton Independents campaign to be placed on hold and reviewed.
- The committee wish to see the window stickers & floor vinyls for sign off, bunting will not be required.
- Clarification re photo call, is it a photo of the Committee or Independent Traders?

- Is the £100 prize money to be funded from the One Voice advertising budget?
- Hester to email the list of Community Groups to One Voice, may need checking to see if it's up to date.
- Further information on proposed future social media competitions requested
- Town Clerk to resend a copy of the One Voice contract through to the Communities Committee.
- Cllr Ledger is happy to update the seatondevon.org website, Town Clerk to send login for the site to Cllr Ledger.

The Committee **RESOLVED** that advertisement copies are to be distributed to the Community Committee, not for sign off, but for information only. (Moved Cllr Ledger, Seconded Cllr Sanham).

The Committee **RESOLVED** to put a hold on the Seaton Independents (Moved Cllr Sanham, seconded Cllr Ledger).

The Committee **RESOLVED** that a member of Seaton Town Council speaks on behalf of Seaton Independents to promote what the Town Council is doing to support businesses, and that individual businesses should not be mentioned in the press release. (Moved Cllr Ledger, Seconded Cllr Burrows).

The Committee **RESOLVED** that Cllr Ledger will update the seatondevon.org website and until it is corrected and updated it should not be promoted. (Moved Cllr Ledger, Seconded Cllr Sanham).

The Committee **RESOLVED** that images are needed of window stickers and floor vinyls for sign off (Moved Cllr Sanham, Seconded Cllr Ledger).

52. Budget

The Committee **RESOLVED** that the £100 in the Footpath budget is used towards the cost of replacing way markers on the Heritage Trail (moved Cllr Sanham; seconded Cllr Ledger).

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

53. Cycle Fest 2018

The Committee considered the budget report, amendments are required with an up to date report to be presented to next communities meeting. It was noted that it had previously been agreed that the budget should include the total cost for Velo Vintage of £1800.

54. Christmas 2018

It was noted that the Christmas market was scheduled to take place on the light switch on event on Saturday 1st December 2018. It was agreed that further discussion on the Victorian Christmas Market would take place at the next meeting.

Further discussion took place concerning Christmas 2018 around the following:

- Details of what the £6690 in the Christmas Lights budget will provide and whether there is any provision for additional lights at Fishermans Gap. To bring back to next meeting.
- Seaton Primary School is to be contacted to see if the choir would be available to perform on Saturday 1st December.
- Is the PA system booked? Provisional booking to be made with Andrea and a quote obtained.
- Axe Valley Community Choir to be contacted regarding availability on the 1st December.
- Seaton Eats Boutique to be confirmed, to trade alongside the Artisan Market.
- Further information concerning cost and number of commando switches needed.
- Details of any electrical requirements requested for next meeting
- Events Officer to check the number of brackets around the town centre and the cost of solar trees.
- Noted that as previously agreed, the snow disco would form part of the attractions for Saturday 1st December

55. Promote Seaton

The Events Officer provided a brief overview of action points arising from last Promote Seaton Meeting. A copy of the report will be circulated to all Councillors on the Community Committee.

The Committee **RESOLVED** that Cllr Burrows put a poll on the Seaton Town Council Facebook page as to what the people of Seaton would like to see at the Christmas Light Switch On (Moved Cllr Ledger; seconded Cllr Sanham).

56. Events for 2019

Date for the Big Clean event is to be bought forward to Saturday 2nd March 2019.

The Committee **RESOLVED** the dates go forward to Full Council for approval (moved Cllr Sanham).

57. Artisan Market and Art@Jubilee Traders 2019

A marketing package for potential new traders is to be put together for the next Community Committee meeting.

The Committee **RESOLVED** to review the Artisan Market, Terms & Conditions at the next meeting of the Communities Committee (moved Cllr Sanham).

58. Town Guide

A discussion around the production & distribution of the Town Guide for 2019 took place around the following:

- Cllr Sanham proposed a similar process for the 2019 Guide as for the 2018 Guide.
- Distribution of the Town Guide has not been as efficient as it should have been due to lack of a temporary contract for local deliveries. It was agreed that this should be actioned for 2019 to ensure regular distribution local businesses.
- Cllr Ledger questioned if the Town Guide does in fact increase foot fall.
- One Voice should be asked to review the success of the Town Guide (moved Cllr Burrows).

The Committee **RESOLVED** that the Town Guide would be put out to tender for 2019 (moved Cllr Sanham; seconded Cllr Ledger).

59. Communities Together Fund

The Committee **RESOLVED** that the Communities Together Fund be referred to Full Council (moved Cllr Burrows; seconded Cllr Sanham).

60. Memorial Benches

Discussion took place regarding the need for a Memorial Benches.

The Committee **RESOLVED** that officers put together a basic Memorial Bench Policy (moved Cllr Sanham)

61. Volunteers Day

Defer to next meeting of the Communities Committee.

62. Hanging Baskets

It was agreed that Harcombe Engineering should be asked for a quote. Quotes to be discussed at next meeting.

63. Play Area Inspection Report

Discussion re the need to take apart the rotary equipment took place, with the following questions arising.

- What exactly is stated in the RoSPA report?
- How often does the rotary equipment need to be dismantled?
- More information is required on cost of contractor and scaffolding with appropriate quotes.

64. Seagulls

Defer to next meeting of the Communities Committee.

65. Update on Actions Arising

Websites

Seatondevon.org website to be handed over to One Voice as soon as they have sorted out who the replacement for Georgina will be

Town Council – pages relating to Community, Marshlands and news being updated in the next couple of weeks

CycleFest website has been updated with all of the results and photos of the day. Once we have an agreed date from Council we can start to promote that for 2019.

Town Guide 2018

Email sent around to all members of the Committee on 23rd August 2018 with Dominic's response.

Road Warden Scheme

Chased DCC Highways and they have advised me that the query has been passed to the Highways Officer for our area so hopefully a response will be forthcoming and provided at the next meeting

Community Enhancement Scheme

Bid to be brought back to the October meeting as the next closing date is 30th November for bids to be considered in December.

WW1 beacons

Still liaising with the local church

Seaton App

The business information has been populated on the app.

Need to think about other things to include for the points of interest page -the list currently includes:

- Public toilets
- Parks and Play Areas
- Car Parks
- Dog Walking areas and seasonal bans

Seaton App – Members requested the testflight information as agreed at last meeting to enable them to review the app.

Skate Park Mural

The Town Clerk has chased Marcus Allen from LED and Dave Cook from EDDC but has still not had a response from either party.

The meeting ended at 21.52pm

Chairman: _____

Dated: _____