



Minutes of the Communities Committee Meeting on Monday 27th January 2020

Chairman: Cllr Sanham
Councillors: Beer, Rowland, Ledger, Singh, Haggerty and Antoniou
In attendance: Town Clerk
Two members of the public present.

- 1. Apologies for absence**
Cllr Gwyn Davies
- 2. Declarations of Interest**
Cllrs Rowland & Ledger declared a personal interest as Councillor with East Devon District Council (EDDC)
- 3. Minutes of the previous meetings**
The Committee deferred the approval of the minutes of the meeting held on Monday 28th October 2019 until the February meeting.
- 4. Public Question Time**
A question was raised by Mrs Rita Buckley regarding the painting of lamp posts as to whether the adjacent railings would be painted at the same time.

The Chair responded that the railings were not the responsibility of the Town Council and some may in fact be removed in any event when the Seafront Enhancement Scheme was progressed. She added that the Town Council was doing what it could to improve the town, step by step, as funds permitted.

- 5. Update on Cyclefest 2020**
The Chair explained that she and Cllr Beer had met with KfMarketing and 1st Chard Wheelers earlier in the day and they had proposed that they jointly run Cyclefest in 2020 and 2021 as an independent one day event, with the Town Council being the primary sponsor.

It was noted that Chard 1st Wheelers and KfMarketing were looking into alternative premises for competitor sign-on facilities so Marshlands may not need to be used and the only additional involvement of the Town Council would be to apply for road closures



which included the official notification to the emergency services, and to liaise with EDDC regarding car parking for competitors.

The Chair confirmed that the £15,000 budget agreed in for 2020/21 for Cyclefest would now in fact cover the Councils' contribution for the following two years – 2020 and 2021 as the sponsorship for each year would be limited to £7,500. Whilst this was within the approved budget, as the means of delivery of the event was now different to that previously suggested by this Committee at its meeting on 28 October 2019, it was resolved that a recommendation should be made to full Council.

It was therefore agreed that it would be **RECOMMENDED** to full Council that that Cyclefest 2020 and 2021 be run as a one day event, jointly by KfMarketing and 1st Chard Wheelers, and independently from the Council with the Town Council acting as principal sponsor for the event by making a donation not exceeding £7,500 for each of the two years.

(proposed Cllr. Sanham; seconded Cllr. Beer)

6. To consider request from Unique Boutique Events to use Cliff Field Gardens in the summer to host the Seaton Eats Boutique monthly events

It was unanimously **RESOLVED** to accede to this request and permit Unique Boutique Events to use Cliff Field Gardens to host the Seaton Eats Boutique summer monthly events. Permission would be granted on the basis that:

- the Gardens are left as found after each event
- a charge of £50 per event, payable in advance, would be made.

(proposed Cllr. Ledger; seconded Cllr. Rowland)

7. Artisan Markets

To confirm dates of Artisan Markets for 2020 and consider proposals and/or whether formal tender process should be implemented for the outsourcing of arrangements for said markets

This item of business was considered under the confidential section of the Agenda as it contained confidential proposals from two businesses.

8. Big Clean

The Chair outlined that this was an event usually run by the Town



Council the weekend before the Grizzly Race. Therefore, this year, if it went ahead, it would be held on Saturday, 29 February 2020.

The following actions would be required:

- procurement of litter pickers, hi-visibility vests and bags from EDDC. It was noted that some of these items may already be available at Marshlands from previous similar events;
- 'Pebbles' should be asked if their facilities could be used for signing in. Cllr Sanham agreed to approach them and confirm this;
- The event would need to be advertised by way of distribution of a poster template, flyers to schools and contact with community groups. Former Councillor – Peter Burrows – who had been involved in previous events should also be contacted to ensure the event did not clash with others already organised.

As a number of Members of the Committee were away on the proposed date, but there was a desire for it to go ahead, it was **RESOLVED** that the matter should be put on the February Council Agenda to see if any Councillors who did not sit on this Committee to offer help and assistance on the day. The Clerk would investigate in the meantime what could be found in way of poster templates, flyers and the like in the Council's existing files.

9. Art in the Garden

The Chair stated that this event has been increasingly successful and support from businesses was good, as it was held monthly in Windsor Gardens on Saturdays in the Summer months and the musicians that had been booked also attracted visitors.

Members agreed that they would like this event to continue and it was **RESOLVED** to agree the following actions:

- Cllr Sanham would approach a local artist to request assistance in procuring suitable artists and with marketing the event. She would also provide contact details for musicians who had been engaged in the past.
- Cllr Haggerty also offered to help the Council's officers in any way he could in the organisation of this event, unless or until an external contractor was engaged to organise markets.
- The Clerk agreed that an email would be sent out to all artists on the existing mailing list and from whom enquiries had been received with the proposed dates of the event and the Council's



terms & conditions. Furthermore, approaches would be made to

contractors regarding the break down and set up of gazebos.

- The dates for Art in the Garden for 2020 were confirmed.

10. **Seaton in Bloom**

Cllr Rowland was very much in favour of this going ahead with, hopefully more entries in 2020. It was proposed that competition categories mirrored those in previous years:

- Best Allotment
- Best Large Front Garden
- Best Small Front Garden
- Best Courtyard Garden
- Best Communal/Community Garden

The possibility of special displays to commemorate Seaton's VE Day celebrations were also discussed.

It was **RESOLVED** that:

- the event should go ahead with a date for judging of around the 25 June 2020 and a presentation to be held in September 2020 for the winners;
- the Clerk would speak to the Council's contractor responsible for planting in the town regarding a possible display on the main round about;
- the Clerk would speak to Streetscene and EDCC regarding possibilities for a special display in Windsor Gardens

11. **South West in Bloom**

The comments of the judges produced with the agenda were discussed along with comments from other judges regarding the old fashioned nature of planters and it was acknowledged by all Members that if Seaton were to enter and have success in this event then much great community involvement would be needed along with investment in new planters and the like.

It was therefore agreed to **RECOMMEND** that full Council establish a South West in Bloom Working Group in order to start planning the event for future years – 2021 or possibly 2022 – with a priority being to seek community engagement.

(Proposed Cllr. Rowland; seconded Cllr. Sanham)

12. **Update on repair and replacement of banners**

The Clerk verbally summarised the report prepared by the Town's Maintenance Operative regarding the inferior quality of materials used by the manufacturers of the more recently purchased banners. This



had resulted in the inner tubes being worn down with potential risk to

the public should they wear through completely and fall. An estimate had been provided for the repair of the banners of £30-40 for stitching - per banner plus some replacement tubes of a more substantial quality.

There was discussion about the possibility of refreshing the banners completely as the current designs were the result of a collaboration several years earlier between the Town Council and local educational establishments which had cost in the region of £20,000. There was no provision in the 2020/21 budget for such a project, but this may be considered in future years.

It was unanimously **RESOLVED** that for 2020/21 the existing banners would be repaired, and the Clerk would action this work as soon as possible.

(Proposed Cllr. Sanham; seconded Cllr. Beer)

13. Play Park Inspections

The Clerk confirmed that the play park inspections were being carried out regularly and up to date reports using the traffic light system would be available for the February meeting. Furthermore, there were no issues to report aside from the ongoing negotiation with HAGS. Their Regional Manager was visiting on Tuesday, 28 January to carry out an inspection and the Clerk would update Members at the February meeting.

14. Consideration of budget 2019/21

Members considered the income and expenditure as against budget for the 2019/20 financial year. The resurfacing of Seaton Down Hill Car Park was raised and it was resolved that a named contractor should be approached to ask if the quotation provided in Summer 2019 was still applicable.

It was **RESOLVED** that said contractor be instructed to carry out the works to a value not exceeding £6,000.

(Proposed Cllr. Ledger; seconded Cllr Rowland)

15. CONFIDENTIAL ITEMS

Town Guide distribution – regional and local

Members considered quotations received in respect of distribution of the Town Guide 2020. It was **RESOLVED** that distributors would be engaged as follows:



- Regional – Pear Communications would carry out the regional

distribution, in line with the quotation received. The Clerk would seek details of the bespoke list of 100-150 outlets that might be covered and circulate to Committee Members for comment on any removals/additions they required.

- Local – both local individuals who offered their services would be asked to share local distribution of the Guide. The Clerk would contact both.

Painting of lamp posts

Members considered the three quotations received and Cllrs. Rowland and Ledger confirmed that there was a proposal by EDDC to paint some of the town's lamp post.

There was discussion over whether the District Council and Town Council's works could be combined to save costs. Cllr. Sanham stated the importance of a decision being reached as soon as practicable so that the work could be carried out before the Summer season.

It was **RESOLVED** that this item of business would be deferred until the February meeting of this Committee for Cllr Rowland to discuss with EDDC what their programme of works would cover, which contractor they proposed to use, the costs and whether it was a possibility for the Town Council to engage an appropriate contractor to carry out works to all the lamp posts and for EDDC to contribute.

Artisan Markets

This matter was moved to Part 2 of the meeting as stated earlier in these Minutes. There was a great deal of discussion over whether the organisation of the markets should be contracted out or dealt with by the Council's officers. The Clerk indicated that she felt that the markets could be organised in-house if appropriate arrangements were put in place for the setting up and breaking down of gazebos and managing the traders during set up.

The proposals received from outside contractors were considered – one of which was not suitable and one of which the Clerk would go back to discuss costs.

It was therefore **RESOLVED** that:

- The Clerk, with the assistance of Cllr Haggerty if required, would take the necessary action to send out application forms to all traders in respect of this year's Artisan Markets and make the appropriate applications to EDDC and enquiries of contractors;
- The Clerk would approach one of the proposers to discuss the costs of providing an outsourced service and whether the quotation could be adjusted;
- The dates for the Artisan Markets for 2020 were confirmed.

The meeting ended at 9.15pm.



Signed: _____

Dated: _____