



Town Mayor
Cllr Jack Rowland
Town Clerk
Amy Tregellas

Minutes of the Community & Open Spaces Committee Wednesday 7th 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 3rd 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 3rd 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 pitches 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.

Item 094:

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 3rd May 2017 will be an item on the agenda for the 5th 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 5th 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 5th 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 5th 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 5th 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 5th 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: _____