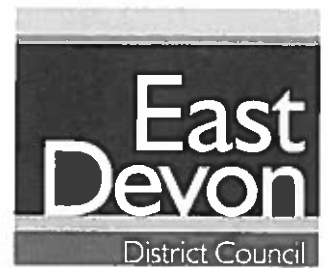


Date: 8 March 2010  
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To: Members of the Overview and Scrutiny Co-ordinating Committee  
(Councillors: Ray Bloxham; Peter Bowden; Iain Chubb; Trevor Cope; Christine Drew; Chris Gibbings; Roger Giles; Graham Godbeer; Steve Hall; Stephanie Jones; David Key; Jim Knight; Frances Newth; Barry Nicholson; Marion Olive; Helen Parr; Bob Peachey; Ken Potter; Graham Troman; Eileen Wragg; Steve Wragg)

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Portfolio Holders  
Seaton Ward Members  
Member Champion for Business  
Member Champion for Asset Management  
Seaton Town Council  
Chief Executive  
Corporate Directors  
Property Services Manager  
Principal Estates Surveyor

## **Special Meeting of the Overview and Scrutiny Co-ordinating Committee**

**Thursday, 18 March 2010 – 10.00am**

**Council Chamber, Knowle, Sidmouth**

Members of the public are welcome to attend this meeting.

- A period of 15 minutes has been provided at the beginning of the meeting to allow members of the public to raise questions.
- In addition, the public may speak on items listed on the agenda. After a report has been introduced, the Chairman of the Committee will ask if any member of the public would like to speak in respect of the matter and/or ask questions.
- All individual contributions will be limited to a period of 3 minutes – where there is an interest group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.
- The public is advised that the Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.

### **AGENDA**

Page/s

1. **Public question time – standard agenda item (15 minutes)**  
Members of the public are invited to put questions to the Committee through the Chairman.

Councillors also have the opportunity to ask questions of the Leader and/or Portfolio Holders during this time slot whilst giving priority at this part of the agenda to members of the public

3. To receive any apologies for absence



4. To receive any declarations of interest relating to items on the agenda.
5. To consider any items which, in the opinion of the Chairman, should be dealt with as matters of urgency because of special circumstances.

(Note: such circumstances need to be clearly identified in the minutes; Councillors please notify the Chief Executive in advance of the meeting if you wish to raise a matter under this item. The Chief Executive will then consult with the Chairman).

6. To agree any items to be dealt with after the public (including the press) have been excluded. There are no items that the officers recommend should be dealt with in this way.
7. Decisions made by the Executive Board called in by Members for scrutiny in accordance with the Overview Procedure Rules under Part 4.5 of the Constitution. There are no items which have been identified.

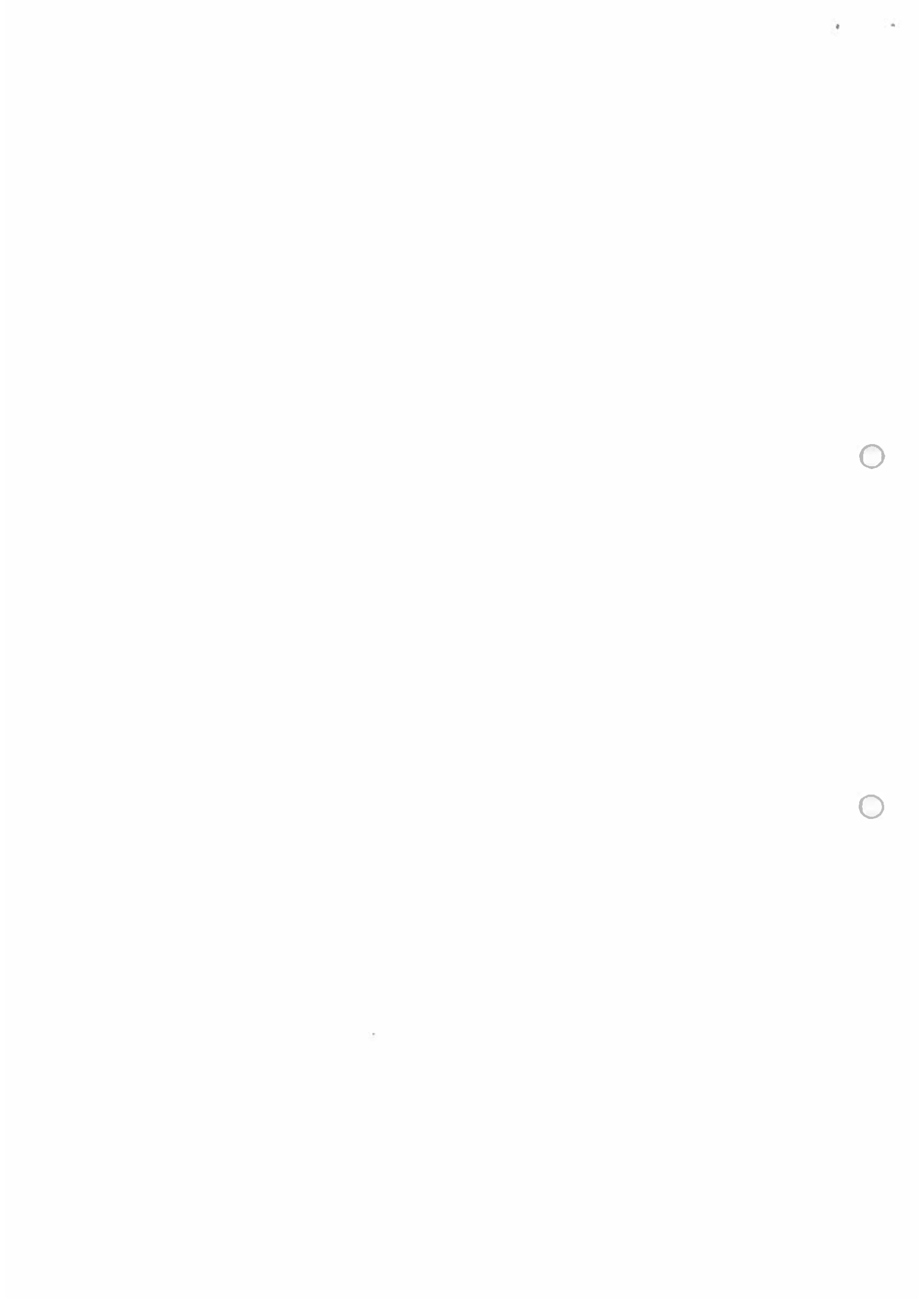
#### 8 **Seaton Town Hall**

4 - 6

Presentation from "Seaton's Voice" on a proposal for running Seaton Town Hall as a community facility in partnership with the Council as landlord of the hall.

#### **Members remember!**

- You must declare the nature of any personal or prejudicial interests in an item whenever it becomes apparent that you have an interest in the business being considered.
- Where you have a personal interest because the business relates to or is likely to affect a body of which you are a member or manager as an EDDC nominee or appointee, then you need only disclose that interest when (and if ) you speak on the item. The same rule applies if you have a personal interest in relation to a body exercising functions of a public nature.
- Make sure you say the reason for your interest as this has to be included in the minutes.
- If your interest is prejudicial you must leave the room unless you have obtained a dispensation from the Council's Standards Committee or where Para 12(2) of the Code can be applied. Para 12(2) allows a Member with a prejudicial interest to stay for the purpose of making representations, answering questions or giving evidence relating to the business but only at meetings where the public are also allowed to make representations. If you do remain, you must not exercise decision-making functions or seek to improperly influence the decision; you must leave the meeting room once you have made your representation.
- You also need to declare when you are subject to the party whip before the matter is discussed.

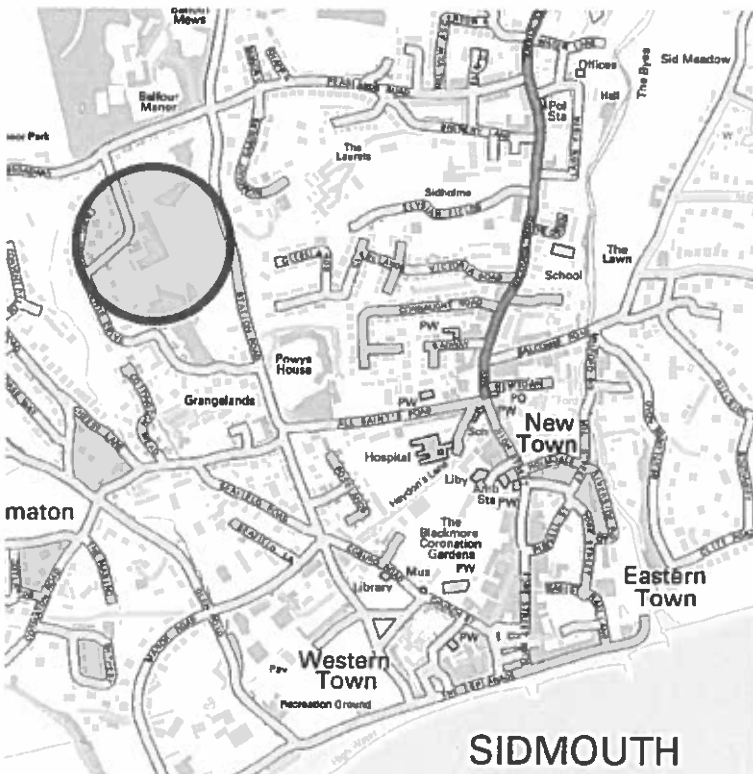


## Suggestions for questioning during an Overview and Scrutiny meeting

Below are some prompts which may help you to form your own questions to ask at an Overview and Scrutiny meeting. Your questioning technique is crucial in creating an atmosphere conducive to open answers. Avoid excessive interrogation and treat those being questioned with courtesy and respect; however don't be afraid to ask supplementary questions if you feel that you haven't been given a clear answer.

- ❑ IS IT REQUIRED? (do we have this, does it make sense to tackle it, do we really need it).
- ❑ IS IT SYSTEMS THINKING? (is it evidence based and designed around the customer demands)
- ❑ IS THE INTENTION CLEAR? (what are we actually trying to achieve)
- ❑ ANY REAL OUTCOMES? (are we actually, and measurably, achieving things for our customers).
- ❑ WHAT IS THE COST? (both time and money)
- ❑ DOES IT COMPLY? (have we checked that it meets our obligations, the law, any formal guidance, and any Council policy or resolutions).
- ❑ OTHERS DO WHAT? (how do other organisations tackle this, best practice)
- ❑ EFFECTIVE AND EFFICIENT? (how do we know we're doing things well, in a timely fashion, and at "best value")
- ❑ WHAT IS THE RISK? (any areas of risk for the Council)
- ❑ ANYONE LOSE OUT? (are there sections of the community who might be disadvantaged by this approach, or be less able to take advantage, than others)
- ❑ DOES IT LINK? (have we linked this to other, similar, pieces of work within or outside the Council)

## Getting to the Meeting – for the benefit of visitors



The entrance to the Council Offices is located on Station Road, Sidmouth. **Parking** is limited during normal working hours but normally easily available for evening meetings.

The following bus service stops outside the Council Offices on Station Road:  
**From Exmouth, Budleigh, Otterton and Newton Poppleford – 157**

The following buses all terminate at the Triangle in Sidmouth. From the Triangle, walk up Station Road until you reach the Council Offices (approximately ½ mile).  
**From Exeter – 52A, 52B**  
**From Honiton – 52B**  
**From Seaton – 52A**  
**From Ottery St Mary – 379, 387**

Please check your local timetable for times.

The Committee Suite has a separate entrance to the main building, located at the end of the visitor and Councillor car park. The rooms are at ground level and easily accessible; there is also a toilet for disabled users.

Visitors please note that the doors to the civic suite (meeting rooms) will be opened ¼ hour before the start time of the meeting. Councillors are reminded to bring their key fobs if they wish to access the area prior to that time.

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546





*From a Whisper to a Roar*

## *Foreword*

In July 2009 Seaton Town Council put forward a motion to buy a property and convert it to new council/business offices. Several people in the community were concerned about this and attended the council meeting where the item was being discussed. During the standard 15 minute public speaking time, members of the public voiced their opinions on this proposal.

The majority of comments were against the proposal because of the vulnerable position it placed the town hall in, as it currently houses the council. Following this meeting a large number of people attended a public meeting arranged a week later to discuss options and a way forward.

The points raised fell into the following categories

- ✦ The council's lack of consultation and public accountability
- ✦ The lack of a business case/plan for Willoughby House
- ✦ The sustainability of the town hall
- ✦ The lack of positive promotion for Seaton

It was recognised that the thoughts and concerns of those attending needed to be carried forward and so two groups were formed A and B. Group A were a small number of people who could commit time and energy to moving forward. Group B were a larger number of people who would support Group A as and when required.

Group A spent time talking to others; linking with agencies; providers; Seaton Town Council and East Devon District Council. Exploring the option of running the town hall as a social enterprise for the community, under the recommendations of the Quirk report 2007?

Following a thorough investigation into the possibilities for the town hall and establishing a group to deliver them. Group A founded Seaton Voices and launched the Town Hall Community Enterprise Project on January 29<sup>th</sup> 2010

This document is the plan that will bring the town hall to life, to restore community pride and identity by bringing people together to deliver this vision. What this document will not show is the determination, passion and energy of this group who will bring the town hall back to life. It can't let you hear the discussions and debates that have raced around a lounge table; stacked with papers and cakes; interrupted only by the sound of a boiling kettle. It will not translate the enthusiasm shown by people that we have spoken to who want to be involved. It cannot create the wave of inspiration that rises when we watch a young person speak about their future, our future, Seaton's future. This document is the framework, the map, setting the boundaries of the plan to achieve our aim. The world is littered with great plans and documents. The success of this project will not be the plan but the dynamics of the people involved. The sheer force of an unwavering belief that this can be done, is the critical factor that will drive this project through its worst times and capture everything at its best.





## *Introduction and Summary of Actions*

We are a group of like minded individuals who want to promote the town they live in and share their expertise and experience in enhancing community activities for all ages. Our skill set include: Strategic Management, Project Management, Operational delivery, Human Resource Management, Marketing, Event Planning, Finance & Budget Control. We have experience working within the community and have knowledge of issues for young people, disabled people, families and the elderly. We have established relationships with public, private and voluntary organizations, they are:

- East Devon Council – Formal notification of intent
- JCP & DWP – Employment Programmes
- PCT – Supporting Healthy living
- CVS – Supporting Community services
- Business Link – Supporting Social Enterprise
- Adult Education Service – Providing Educational Opportunities
- The Chamber of Commerce – Seaton Businesses
- South West Charity – Employment Opportunities for young people 19 -24
- Axe Valley School – Supporting Community Learning & Social Enterprise.
- Refresh SGI – Website & Community Development
- Local Groups – Supporting Community Activities
- Devon County Council
- Changemakers uk
- Co-active – supporting social enterprise

*Our research has identified the following partners.*

- Alan Simpson – Head Teacher Seaton Primary School
- Martin Smith – Head Teacher Axe Valley Community College
- Local business, groups and individuals, (from launch the community)
- An individual who has donated £1000 start up funds
- Website design company that will work with us to develop ecommerce
- WIFI Hub company that will set up internet provision
- St Loye's Foundation who will link with us to provide employment opportunities for 19 – 24 year old under the government Future Jobs Fund (FJF)

*Our research has identified the following activities*

- A breakfast and after school provision for 11- 16 providing homework support, web access, café.
- A joint team or FJF employees and young entrepreneurs ( Axe Valley)
- Themed activity sessions where 4 zones could be establish to provide a variety of activities for all ages, utilizing flat screens and WIFI connections
- Various activities from tea dances to entertainment evenings
- Development days for organisations, providing break out rooms, food etc.
- Holiday activities for visitors
- A base for implementing other community projects, such as a 'clean up' or planting exercise.

*How will we make it work?*

- Securing staff from FJF fund/St Loye's
- Securing an office base for staff
- Funding screens and equipment, some furniture etc from STC
- An agreement on rental costs for a short term period with EDDC
- Fundraising for ourselves by running events, jointly hosted with organisations that can provide insurance cover etc.
- Fundraising for smaller groups to support town hall usage



- Developing ecommerce/ sponsorship on the website
- Establishing a membership/ subscription service
- Linking with service providers, health, education etc to ensure sustainability for all
- Communicate with the community openly and transparently

*Phase One (approx cost 1k)*

- Establish the group and decide legal structure
- Explore the options for ourselves and town hall
- Talk with everyone, partners and service providers
- Open dialogue with STC and EDDC
- Identify costings and suppliers
- Create strategic plan for short and long term vision
- Secure office base, staff, equipment and WIFI
- Secure mentors for staff.
- Launch website to generate income from sponsors and membership (4k + 10k)

*Phase Two – Running the TH in partnership with EDDC*

*( EDDC will work in partnership where they remain the landlord and we 'run' the town hall, the website will have an online booking systems. They will come to an agreement about cost and may even let us have a licensing agreement with no rent to be paid for 6mths)*

*( approx cost of equipment £20K to be secured from Seaton town council)*

- Create a learning zone, lounge room upstairs
- Create an activity programme for the main hall (day usage)
- Run the activities
- Run social events to capture a new audience for the town hall, balls, discos, quiz, bands. ( with other groups who have insurance etc)
- Work with ST loye's to provide staff for clean up jobs ( they have a pool of people who would just come over for a set number of days)
- Secure other funding
- Raise funds/ in kind support for any building or development work to brighten up the town hall.

*Phase Three ( approx cost unknown at present)*

- Secure the building with asset transfer (Quirk) or a partnership arrangement for long term sustainability ( at least a year to two years away)

