



All members of Cullompton Town Council's  
**Town Centre and Economic Development Committee**  
are hereby summoned to attend a meeting of the Committee to be held on  
**Wednesday 6 June 2018 commencing at 2.30pm**  
at **Cullompton Town Hall**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**

**Date: 30 May 2018**

## **AGENDA**

**Members of the public are very welcome to attend this meeting**

**Membership:** Councillors: Eileen Andrews, Jordann Barge, Danny Barnes, James Buczkowski, Iain Emmett, Gordon Guest, Janet Johns, Liza Oxford-Booth and Martin Smith

***PUBLIC QUESTION TIME:***

***15 minutes is set aside at the beginning of the meeting to enable members of the public to ask questions which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question.***

***It may not be possible to reply straightaway and the question may only be noted.***

- 1. APOLOGIES:** To receive apologies for absence.
- 2. CHAIRMAN:** To elect Chairman and Vice-Chairman for the 2018/19 civic year.
- 3. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 4. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.

5. **MINUTES:** To consider and approve the Minutes of the Market Committee meeting held on 11 April 2018 (Appendix A).
6. **TERMS OF REFERENCE:** To approve terms of reference (Appendix B).
7. **MEMBERSHIP:** To consider whether to invite non-councillors to join the committee.
8. **FINANCE:** To receive Committee Income and Expenditure report (Appendix C).
9. **STREET MARKET**
  - (i) Income & Expenditure: To receive Income & Expenditure report (Appendix D).
  - (ii) To receive an update.
  - (iii) To review charge back arrangements for cost of erecting and dismantling the gazebos.
  - (iv) To consider purchase of 3 no. gutters for gazebos at a cost of £106.20 (plus VAT).
  - (v) To consider purchase of promotional boards at a cost of £30 each.
  - (vi) Promotion and advertising.
  - (vii) Parking permits for market traders.
  - (viii) Any other market matters.
10. **ST ANDREWS CAR PARK**
  - (i) Parking permits.
  - (ii) To receive update with regard to management of car park and agree any action required.
  - (iii) Any other car park matters.
11. **PUBLIC TOILETS:** To receive update and agree any action required.
12. **TOWN CENTRE ENHANCEMENT AND REVITALISATION**
  - (i) To receive an update on the outcome of the Townscape Heritage Initiative bid and agree any action required.
  - (ii) Any other town centre enhancement matters.
13. **ACTION PLANNING:** To review draft action plan 2018-21 (Appendix E).
14. **CORRESPONDENCE:**
  - (i) Any correspondence received after the date of this agenda.
15. **DATE FOR MEETINGS**
  - (i) To approve schedule of dates for Committee meetings 2018/19.

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.*

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# MINUTES

of the  
**Market Committee meeting**  
held on  
**Wednesday 11 April 2018 commencing at 2.30pm**  
at **Cullompton Town Hall**

**PRESENT:** Cllr Eileen Andrews (in the chair), Cllr Iain Emmett and Dorothy Anderson (Farmers' Market)

Judy Morris (Town Clerk)

Also in attendance: Naomi Lihou (Street Market) and one member of the public.

1. **Apologies:** Cllr James Buczkowski (personal).
2. **Declarations of Interest:** None.
3. **Public question time:**

**Mr C Snow** queried why the Council is only charging back part of the staff cost for erection of gazebos. He considered that the entire cost should be charged back to the market account. He also queried an amount of £26.79 paid to Labdon Building Supplies and asked what this was for.

*Clerk stated that an agenda item with regard to the cost to be charged back to the market account for erection/dismantling of the gazebos will be included on the agenda for the next Committee meeting. She will also find out what the Council purchased from Labdon Building Supplies for £26.79 and let Mr Snow know.*

Naomi Lihou: asked about advertising for the market and suggested that the Council has some boards produced similar to those used to advertise the SpringFest. Discussion included ideas such as advertising in the Crier and a link to an on-line order form

*It was agreed to include advertising on the agenda for the next meeting.*

4. **Minutes:** The Minutes of the previous meeting held on 15 February 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Dorothy Anderson.

**5. Finance:**

- (i) To review Income & Expenditure:** Noted.
- (ii) To consider sale of market trailer:** Trailer currently standing idle in the cemetery car park. There does not appear to be a use for it.

**RESOLVED:** That the Clerk confirms with the Council's Outdoor Team that they have no use for the trailer and, if this is the case, then trailer to be offered for sale on the Council's website and other free to use sites. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.

**6. Street Market**

- (i) To receive update report:** Clerk reported that there are currently 4 regular stalls, one extra stall this week but not confident the trader will return. Discussion about finding stalls that attract people to the market, such as fruit and veg but struggling to find anyone interested.

- 7. Farmers Market: Update report:** Dorothy reported that the pop-up market in Tesco car park on Saturday on 31 March had been a success, attracts a different group of people but also struggling to find a veg producer.

They will be at the Uffculme Show, in a small way, on 7 May and considering going back to Mole Valley Farmers. Willing to put out leaflets at the Uffculme Show to advertise the markets.

- 8. Any other market matters:** None

- 9. To agree date and time of next meeting as Wednesday 6 June at 2.30pm.**

The meeting closed at 3.25pm.

Chairman's signature:

Date:

## **Appendix B**

### **CULLOMPTON TOWN COUNCIL**

#### **Town Centre and Economic Development Committee**

##### **Terms of reference**

- i. To manage, monitor and regulate the Council's market activities.
- ii. The care, maintenance and provision of street furniture in the town centre.
- iii. The care, maintenance and regulation of the town's CCTV system.
- iv. The care, maintenance and regulation of St Andrews car park and Codners Corner.
- v. To control the finances of CCTV, the market and St Andrews car park subject to the limits of the budget agreed by the Council and undertake quarterly review of income and expenditure.
- vi. The care, maintenance and regulation of public toilet facilities in the town centre.
- vii. Project and economic development to improve the viability of the town centre.

APPENDIX C

**TOWN CENTRE AND ECONOMIC DEVELOPMENT WORKING GROUP**

**2018/19 Budget Report**

|  |  |                 |  |  |
|--|--|-----------------|--|--|
|  |  |                 |  |  |
| <b>St Andrews Car Park</b>             |  |                 |  |  |
| EMR Car Park improvements              |  | 8000.00         |  |  |
| Car Park improvemenst (2018/19 Budget) |  | 2000.00         |  |  |
|  |  | <b>10000.00</b> |  |  |
|  |  |                 |  |  |
| <b>Car Park Running Expenses</b>       |  | 2000.00         |  |  |
| Business Rates (Monthly instalment)    |  | 180.67          |  |  |
| Balance                                |  | <b>1819.33</b>  |  |  |
|  |  |                 |  |  |
| <b>CCTV</b>                            |  | <b>3000.00</b>  |  |  |
| <b>Public Toilets</b>                  |  | <b>5000.00</b>  |  |  |
|  |  |                 |  |  |

## APPENDIX D

### CULLOMPTON TOWN COUNCIL

#### STREET MARKET INCOME AND EXPENDITURE 2018/19: 1 April - 30 April 2018

|  |               |                |
|--|---------------|----------------|
| <b>BALANCE FORWARD 2017/18</b>           |               | <b>5223.00</b> |
|  |               |                |
| <b>INCOME</b>                            |               |                |
| Market stall rents                       |               | 242.00         |
|  |               | <b>5465.00</b> |
|  |               |                |
| <b>EXPENSES</b>                          |               |                |
| Contribution towards erection of gazebos | 100.00        |                |
| Premises Licence                         | 70.00         |                |
| Buskers                                  | 80.00         |                |
|  | <b>250.00</b> | 250.00         |
|  |               |                |
| Balance                                  |               | <b>5215.00</b> |

**APPENDIX E**



**TOWN CENTRE AND ECONOMIC DEVELOPMENT COMMITTEE ACTION PLAN 2018-21**

| KEY AREAS OF WORK                    | KEY PROJECTS  | PARTNERS | PRIORITY<br>H/M/L | TIME<br>SCALE | BUDGET<br>REQUIREMENTS |             |             | ADDITIONAL COMMENTS                                   |
|--------------------------------------|---|----------|-------------------|---------------|------------------------|-------------|-------------|---|
|                                      |   |          |                   |               | 2018/<br>19            | 2019/<br>20 | 2020/<br>21 |   |
| <b>St Andrews Car Park</b>           | Installation of low level barriers along boundary fence |          | H                 |               |                        |             |             |   |
| <b>Street Market</b>                 |   |          |                   |               |                        |             |             |   |
| <b>CCTV</b>                          |   |          |                   |               | 3000                   |             |             |   |
| <b>Town Centre enhancement</b>       |   |          |                   |               |                        |             |             |   |
| <b>Townscape Heritage Initiative</b> |   | MDDC     |                   |               | 6500                   | 6000        |             | £13,500 in reserves, total contribution required £26k |
| <b>Public Toilets</b>                |   | MDDC     |                   |               | 5000                   |             |             |   |



