



All members of the **Town Centre & Economic Development Committee** are hereby summoned to attend a meeting of the **Committee** to be held on **Thursday 2 August 2018 commencing at 7pm at Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk
Date: 26 July 2018

AGENDA

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

Membership: Councillors: Eileen Andrews, Jordann Barge, Daniel Barnes, James Buczkowski, Iain Emmett, Gordon Guest, Janet Johns, Liza Oxford-Booth and Martin Smith
Dorothy Anderson (Cullompton Farmers Market)
Naomi Lihou (Street Market)

PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each question.

It may not be possible to reply and the question may only be noted. The question will be recorded and a response sent within 10 working days.

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST:** Members are reminded of the requirement to declare an interest, including the type of 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.
- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.

4. **MINUTES:** To approve the minutes of the previous meeting held on 5 July 2018 (Appendix A).
5. **FINANCE:** To review Income & Expenditure account (Appendix B).
6. **CCTV:** To receive update report (Appendix C).
7. **MARKETS**
 - (i) Income and Expenditure report (Appendix D).
 - (ii) Survey: To receive survey results.
 - (iii) To receive update report for street market.
 - (iv) To receive update report for Farmers' Market.
 - (v) Promotion and advertising: To discuss and agree any action required, including review of draft leaflet.
 - (vi) Any other market matters.
8. **ST ANDREWS CAR PARK**
 - (i) To receive update with regard to management of the car park and agree any action required.
 - (ii) Parking of large vehicles: To agree way forward.
 - (iii) To receive legal response re driveway access (Appendix E)
 - (iv) Any other car park matters.
9. **TOWN CENTRE ENHANCEMENT AND REVITALISATION**
 - (i) Historic England: Report on meeting due to be held on 1st August 2018.
 - (ii) Public toilets: Update.
 - (iii) Harlequin Valet site: Update and agree any action required.
 - (iv) Flag pole: To consider provision of flag pole in town centre.
 - (v) Any other matters
10. **ACTION PLANNING:** To review draft action plan 2018-21 (Appendix F).
11. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
12. **DATE AND TIME OF NEXT MEETING:** Thursday 6 September 2018 at 7pm.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.



Minutes of a meeting of the Town Centre and Economic Development Committee
held on
Thursday 5 July 2018 commencing at 7.00pm at Cullompton Town Hall

Present: Cllr Jordann Barge (In the chair) and Cllr Iain Emmett, Cllr James Buczkowski, Cllr Janet Johns, Cllr Liza Oxford-Booth, Dorothy Anderson and Naomi Lihou.

Judy Morris: Clerk

1. **APOLOGIES received and accepted from** Cllrs: Eileen Andrews (personal) and Gordon Guest (personal).
2. **DECLARATIONS OF INTEREST:** Naomi Lihou declared a pecuniary interest in respect of street market discussion as she is a market trader and Cllr Iain Emmett declared a pecuniary interest in respect of discussion relating to town centre economic development as he has a financial interest in a local restaurant.
3. **PUBLIC QUESTION TIME:** None
4. **TOWN CENTRE REVITALISATION: Presentation by and discussion with Mid Devon District Council Economic Development Team Leader.**

Townscape Heritage Lottery Bid: John Bodley-Scott reported that the bid had been unsuccessful. This was very disappointing after all the work that had been put into developing the bid. It was the only application from the South West but only 5 out of the 24 applications were successful. No reason for rejection of the application was given.

However he reported that Historic England has a similar scheme, he met with them last week and they suggested that Cullompton submits an application to their local partnership scheme for conservation areas. He will be meeting with them again at the end of July. One of the criteria for funding will be that all partners are willing to put money into a joint pot, he felt that the feedback he had received was all very positive.

All the ground work for the bid has already been done, just need to tweak. He hopes to have more information by the time of the Committee's next meeting. Any bid will require strong engagement with the property owners who will be required to make a contribution towards the cost of repairs etc. They will not fund Grade 1 or Grade 2* buildings but they will fund repairs to buildings in the conservation area, not sure if private houses are included, will confirm.

Shop Front Improvement Grants: MDDC recognises the value of the scheme. There is currently about £2,200 remaining in the budget and will be taking a report to MDDC Committee for top-up funding as it is a good way to encourage shop owners to keep their properties looking good.

Public Toilets: MDDC actively in the process of completing a redevelopment scheme for the public toilet in Cullompton, to include a replacement public toilet. To be discussed in more detail later in the meeting.

Harlequin Valet site: Nothing further to report, MDDC still pursuing the best course of action for release of the site but not yet clear what direction that will take.

RECOMMENDATION: That the Town Council formally requests that any new development within the town centre is conditioned, through s.106 Agreements, to make a financial contribution to town centre economic development. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

5. **MINUTES:** The minutes of the previous meeting held on 6 June 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.
6. **FINANCE:** To review Income & Expenditure account: Noted (Proposed Cllr Liza Oxford-Booth, seconded Cllr Janet Johns)
7. **CCTV:** To receive update report: Discussion ensued, members didn't see the value in linking to a monitored system if the cost was £1,000 per camera per annum and felt that the money would be better spent improving the existing system. It was suggested that the Council engages with the community and tries to get a Neighbourhood Watch scheme set-up for the town centre.

RESOLVED: That the Committee actively investigates setting up a town centre Neighbourhood Watch scheme. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

8. MARKETS

(i) **Income and Expenditure report:** Noted

(ii) **Gutters for gazebos:** To confirm purchase of 12 no. gutters at a cost of £379.80 (plus VAT).

RESOLVED: That the Council purchases 12 no. gutters for the gazebos at a cost of £379.80 plus VAT. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

(iii) **To receive update report for street market:** Naomi Lihou gave a verbal report and discussion ensued about how to attract new traders. Themed markets, promotional night markets, Sunday markets and wheelbarrow markets were all put forward as ideas.

The Chairman offered to investigate whether any Exeter market traders would be willing to attend a night market. Also put out feelers to find out if anyone would be interested in a Sunday market.

It was suggested that social media is used to better effect to promote the market.

- (iv) **To receive update report for Farmers' Market:** Dorothy Anderson reported on the success of the 20th Birthday market held in Forge Way car park on 30 June. She explained that the Farmers' Market doesn't generate sufficient income to pay a manager and this is currently a voluntary role for one of the market traders.

NOTE: Dorothy Anderson declared a pecuniary interest in respect of the following item, as she is a member of the Farmers' Market Committee, and did not vote.

- (v) **Grant towards cost of erection of Farmers' Market gazebos:** It was reported that the Council had recently resolved as follows: *"That, from 1 October 2018, and in order to cover overtime payments and staff add-on costs, staff time is charged out at £25 per hour plus VAT (minimum charge of one hour) to include van journey of up to 10 miles, any additional mileage to be charges at 45p per mile to cover van running expenses"*.

The Farmers Market currently makes a contribution of £35 per market towards the cost of erection and dismantling the gazebos but it takes a member of the Council's staff approximately 5 hours to do this. It was explained that the Council had made this decision in order to be transparent about costs and charges but that it would encourage external organisations to apply for a grant to assist with this cost if necessary.

The Council has no wish to harm the Farmers' Market financially but it considers that it needs to be transparent in its actions.

RESOLVED: That, for a transitional period between 1 October 2018 and 31 March 2019, the Council will pay the difference, from its Market Budget, between the £35 contribution towards gazebo erection and dismantling costs currently paid by the Farmers' Market and the actual cost of £25 per hour. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

- (vi) **Promotion and advertising: To discuss and agree any action required:** Start with a flyer to be distributed to outlets outside Cullompton.

- (vii) **Buskers: To consider whether to continue with regular buskers.**

RESOLVED: That, as the market is generating very little income at present, that no more buskers are hired unless they are willing to busk at no cost to the Council. (Proposed Cllr Janet Johns, seconded Cllr Liza Oxford-Booth)

- (viii) **Draft leaflet: To review:** It was agreed that the Council drafts a separate leaflet for venue hire and that the market leaflet should concentrate on markets and possibly promote town centre eateries.

- (ix) **Any other market matters:** None

9. ST ANDREWS CAR PARK

- (i) **To receive update with regard to management of the car park and agree any action required:** DCC has advised as follows: They will finalise signing designs with their contractor once the Town Council has approved. They have a pay and display machine in stock and will issue a works notice to their contractor to install. They hope to "go live" by the end of July.
- (ii) **Signage: To review**

RESOLVED: That the Council is happy with the signage scheme proposed by Devon County Council for St Andrews car park. Proposed Cllr Janet Johns, seconded Cllr Liza Oxford-Booth

(iii) Parking permits: To review and agree any action required.

RESOLVED: That spaces are allocated for the 5 no. daytime parking permits. Staff parking to be monitored and spaces allocated if required. No spaces to be allocated for overnight parking permit holders. Proposed Cllr James Buczkowski, seconded Cllr Liza Oxford-Booth.

(iv) Parking of large vehicles: To agree way forward: Deferred until the next meeting in order to measure the size of vehicles.

(v) Trees and hedges: To receive tree report and agree any action required: Tree report noted.

RESOLVED: Obtain estimates for tree work for Horse Chestnut tree at the bottom of the car park as per recommendations contained in the report.

(vi) Any other car park matters: Clerk reported that she has received an email from a member of the public who is interested in buying a house which borders the car park and would like to know if a driveway access from the car park could be constructed.

RESOLVED: That the Council obtains advice from its solicitor with regard to the request to create a driveway access across St Andrews car park but, if this would mean a right of way across the car park, then the answer is no.

10. TOWN CENTRE ENHANCEMENT AND REVITALISATION

(i) Townscape Heritage Initiative bid: where do we go from here? Deferred until the next meeting until more is known about funding available from Historic England.

(ii) Public toilets: Update: Mid Devon District Council has requested confirmation that, once constructed, Cullompton Town Council would take on the responsibility and 100% of the operating costs for the proposed unisex/accessible public convenience.

RECOMMENDATION: That the Town Council responds to Mid Devon District Council as follows "That Cullompton Town Council will take on the responsibility and 100% of the operating costs for the proposed unisex/accessible public convenience on condition that it is constructed to the Town Council's specification. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

(iii) Harlequin Valet site: Update and agree any action required: Nothing to report, defer until the next meeting.

(iv) Any other matters: None

11. ACTION PLANNING: To review draft action plan 2018-21: Noted

12. CORRESPONDENCE:

(i) Mid Devon District Council: Dates for free car parking in Forge Way car park (4 Saturdays in lead up to Christmas).

RESOLVED: That the Town Clerk is delegated to decide which dates the Council would like its Christmas 3 free Saturdays. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

13. DATE AND TIME OF NEXT MEETING: Thursday 2 August 2018 at 7pm.

Signed: _____ **Date:** _____

DRAFT

APPENDIX C

TOWN CENTRE AND ECONOMIC DEVELOPMENT WORKING GROUP

2018/19 Budget Report to 26 July 2018

	Budget	Payments to date	Remaining balance
St Andrews Car Park			
EMR Car Park improvements	8000.00		
Car Park improvemenst (2018/19 Budget)	2000.00		
	10000.00	0.00	10000.00
Car Park Running Expenses	2000.00		
Business Rates (Monthly instalments)		912.67	
Tree Report		180.00	
		1092.67	907.33
CCTV	3000.00	0.00	3000.00
Public Toilets	5000.00		
Toilet Rolls		30.40	
Labdon Bld Supplies		33.11	
		63.51	4936.49

Town Maintenance	6500.00		
Income Hanging baskets	1004.00		
	7504.00		
Expenditure			
Alfies (Black bags)		110.00	
Mole Valley Farmers		147.15	
Labdons		24.17	
Hanging Baskets		1150.00	
Plants for tubs		62.50	
Bus shelter cleaning		291.00	
PPE		39.10	
Garage rent for 2018.19		639.36	
Weedkiller		190.60	
		2653.88	4850.12

CULLOMPTON TOWN COUNCIL

CCTV Update Report

To: Town Centre & Economic Development Committee

From: David Eaton, Strategy and Planning Officer (CCTV Project Manager), Devon & Cornwall Police

Email dated 26 July 2018

A quick update following our recent meetings. For the purposes of the following offer, I have included the towns which have shown interest in East, Mid and West Devon.

I have talked to the MD of Full Stop Fire and Security who have contracts with D&C Police to provide and maintain CCTV systems within the police (Middlemoor, custody suites etc). They are happy to carry out site visits to towns which may wish to upgrade or install CCTV systems, with the capability (but not obligation) of linking into a major control room/hub where CCTV can be monitored. They will also provide advice on anything you may currently operate. You then have the option of applying for capital funding support from the PCC for your preferred option.

Before a visit takes place FullStop request towns to consider what options they would like to have costed (to the standard required for CPS evidential use and connectivity into the wider CCTV network we are developing across Devon and Cornwall). They will do this work and provide advice free of charge, but understand that towns will always have to abide by their own procurement requirements.

I have also arranged for the control room at Exeter City Council to host a meeting at which you will be able to see how a monitoring hub/control room works in practise. Doug Roberston, the MD of FullStop, will also attend and answer questions.

Doug has also offered to provide a presentation at a venue on the outskirts of Exeter (probably Ashfords at the end of the A30) at which you will be able to get a much better understanding of what CCTV can do, now and in the future, as the software (facial and vehicle recognition etc) develops.

I will arrange this for early Sept.

Dates

The week of Mon 6 August is the first week I want to try as the next opportunity will not be until beginning of Sept due to leave. Please let me have your availability for the following 2 dates:

Tue 7 Aug (14.00) - preferred
Wed 8 Aug (14.00) – 2nd choice

Please provide names of anyone who wishes to attend, and indicate if you wish me to arrange a site visit by FullStop on a mutually convenient date.

APPENDIX D

CULLOMPTON TOWN COUNCIL

STREET MARKET INCOME AND EXPENDITURE 2018/19: 1 April - 26 July 2018

BALANCE FORWARD 2017/18		5223.00
INCOME		
Market stall rents		707.00
Electricity refund		444.43
Farmers Market contribution to premises licence		35.00
Sale of trailer		125.00
		6534.43
EXPENSES		
Contribution towards erection of gazebos	325.00	
Premises Licence	70.00	
Signage	90.00	
Buskers	280.00	
Electricity	219.69	
	984.69	984.69
Balance		5549.74

APPENDIX E

To: Town Centre and Economic Development Committee

Email from Tozers

Re: Legal advice re driveway access across St Andrews car park

Date: July 2018

Hi Judy

Thank you for your email to Simon regarding the drop kerb request.

The application for the drop kerb and driveway would need a formal planning application of course but in terms of the request to you yes I would agree that the best course is to refuse the request on the basis you will be effectively granting an open right of way across the car park if you agree – this could potentially cause issues for the Council if you ever wanted or needed to restrict access to the car park by a barrier entry system, for example. The access would also be likely to have an effect on the value of the car park. The only real way round the issue would be to grant a formal licence to the homeowner which would regulate their access rights, but it is not ideal.

I hope this helps but if you need anything further do let me know.

Kind regards

