



All members of the **Town Centre & Economic Development Committee** are hereby summoned to attend a meeting of the **Committee** to be held on **Thursday 6 December 2018 commencing at 7pm at Cullompton Town Hall**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 29 November 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, 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 1 November 2018 (Appendix A).

5. **RESOLUTIONS:** To review actions from previous meeting (Appendix B).
6. **FINANCE:** To review Income & Expenditure account (Appendix C).
7. **MARKETS**
  - (i) **Income and Expenditure report:** To receive (Appendix D).
  - (ii) **Street Market report:** To receive and agree any actions required (Appendix E).
  - (iii) **Street Market rules:** To review (Appendix F).
  - (iv) To review Council decision not to approve the recommendation to phase out the street market and agree way forward.
  - (v) **Farmers' Market:** To receive verbal update report (Jenny Radford).
  - (vi) Any other market matters.
8. **TOWN CENTRE DEVELOPMENT**
  - (i) **High Street Innovation Fund:** To receive response from Mid Devon District Council and agree any actions required. (Appendix E).
  - (ii) **Installation of flag poles:** To receive report and agree way forward (Appendix E).
  - (iii) Any other issues impacting on town centre viability.
9. **ST ANDREWS CAR PARK:** Any car park matters.
10. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
11. **DATE AND TIME OF NEXT MEETING:** Thursday 3 January 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 Town Centre & Economic Development Committee meeting  
held on Thursday 1 November 2018 commencing at 7pm in Cullompton Town Hall**

**Present:** Cllr Jordann Barge (Chair), Dorothy Anderson, Cllr Liza Oxford-Booth, Cllr James Buczkowski, Cllr Janet Johns and Naomi Lihou

Judy Morris: Town Clerk

1. **APOLOGIES:** Apologies were received and accepted from Cllrs: Eileen Andrews (personal) and Iain Emmett (personal)
2. **DECLARATIONS OF INTEREST:** None
3. **PUBLIC QUESTION TIME:** None
4. **MINUTES:** The Minutes of the previous meeting held on 4 October 2018 were approved and signed as true and correct record of the meeting. Liza Oxford-Booth, seconded Cllr Janet Johns.
5. **RESOLUTIONS: To review actions from previous meeting:** Discussion points:
  - **Flag poles:** Clerk reported that the Council will need to employ a contractor to install the flag poles. It was suggested that a temporary flagpole is use for the Remembrance Service and ask Council staff if they can place the small union flags in the flag holders in Fore Street for the Parade.
  - **Christmas Decorations:** It was clarified that the Council will encourage households to decorate their windows for Christmas but it will not be organising a competition.
6. **FINANCE: To review Income & Expenditure account.** Noted.
7. **TOWN CENTRE ENHANCEMENT AND REVITALISATION**
  - (i) **Harlequin Valet site: To receive update report and agree any actions required:** Discussion about use of the site and its potential to bring people into the town centre. Good location close to bus stop and a possible access from Forge Way. Ideal location for public toilet.

However, the proposal to cover the area and use as a semi-permanent market space is not going to generate sufficient revenue to cover costs. Worried about putting a lot of effort into something that could be a non-starter. It was suggested that the project is something that the Town Team might like to pursue.

**RESOLVED:** That the Town Team and Culm Valley in Business are asked if they would be interested in exploring opportunities to develop the Harlequin Valet site. Proposed James Buczkowski, seconded Cllr Liza Oxford-Booth

**NOTE:** Cllr Jordann Barge declared a pecuniary Interest in respect of the following item as she lives close to the proposed development site and withdrew from the meeting whilst it was discussed.

**(ii) Public Convenience development: To receive update report and agree any actions**

**required:** Report had been circulated with agenda, email from developer to Mid Devon District Council suggests that *“ideally a return to the original plan of transferring the title to CTC at no cost who could then transfer it to Triway in exchange for new toilets may be the best way forward”*.

Cllr James Buczkowski explained that if the public toilets were to be transferred to the Council for £1 then there would be a condition about any uplift in value if the toilets were then sold or used for a use other than public toilets.

Concern that the developer has not yet approached the local planning authority to find out their opinion of the proposal for the site.

**RESOLVED:** That it is suggested to the developer interested in the public toilet site, that they submit a planning application and the provision of the toilet facility is secured through a s.106 Agreement. Proposed Cllr Janet Johns, seconded Cllr James Buczkowski.

*Cllr Jordann Barge rejoined the meeting and resumed the chair*

**(iii) Community toilet scheme: to review success of scheme and determine whether any**

**action is required:** Clerk reported that two more local businesses have indicated an interest in joining the scheme. One other is interested but would like recompense for expenses. They have agreed to calculate approximate costs and submit to the Committee for consideration.

Discussion ensued about promoting the scheme, list all businesses in the scheme and promote on social media. It was also suggested that the Council uses its Facebook page to spotlight one business each week. Also full page spread in the next Cullompton Crier with photos.

It was stressed that there needs to be 2-way communication, ask businesses to let the Council know if there are any issues caused by the scheme.

**8. MARKETS**

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

**(ii) Replacement canopies plus sides and backs for gazebos: To consider estimate and agree way forward:**

**RESOLVED:** That the council just purchases the 6 no. gazebo brightly coloured canopies as agreed at the meeting on 4 October and continues to use the green sides and backs.

**(iii) To consider report from Tiverton Market Manager:** Discussion included

- **Free parking:** studies have shown that free parking has no impact on the viability of town centres. There are a lot of successful markets that don't have free parking.
- **Stalls:** Need to be honest with ourselves, what makes a market successful is having traders selling, without traders no market. Traders struggle to sell much at Cullompton's market due to low footfall. Not a big enough town to support a weekly market.
- **Farmers' Market:** Discussion about linking the Farmers' Market and the general market but it was considered that this could mean that the Farmers' Market will lose its identity and it's the Farmers' Market identity that is the unique selling point.

One of the questions in the report is "Do you want a market and why? Discussion about whether a weekly general market is sustainable or whether it would be more beneficial to put our energy into the things that are working e.g. festival markets.

**RECOMMENDATION:** That the Council phases out the weekly general market after Christmas and, instead the Committee considers what, in market terms, will work for Cullompton. Agenda item for the next meeting.

**RESOLVED:** That the Market Report prepared by the Tiverton Market manager continues to be used, by the Committee, as a reference document.

- (iv) **To receive verbal update report for Farmers' Market:** Dorothy Anderson reported that the Farmers' Market had been disappointed by the terrible weather for the October Food & Drink Festival which meant that only a few stalls were able to trade. On the positive side though Cullompton Farmers' Market has recently been voted the best in Devon by Food Drink Devon. They need help to add this news to their website.

Looking forward to Christmas and will continue to hold markets in January and February. Pitch fees are currently £15.

- (v) **Any other market matters.** Clerk reported that Mid Devon District Council has asked why the Town Council hasn't considered allowing the market traders to use its own car park. Clerk has responded explaining that the Council would prefer to protect St Andrews as a shopper's car park. Awaiting responses from MDDC.

9. **CCTV: To receive update report and agree any actions required:** Report circulated with agenda and discussed. It has been ascertained that to install a pole for a CCTV camera on the wide area of pavement on the corner of Cockpit Hill and High Street will be prohibitively expensive due to the need to fabricate a bespoke pole. The intention therefore is to revert to the proposal to install a CCTV camera on the opposite side of the road and replace the lighting column. As the original proposal was to install the CCTV cameras directly onto the Aspen Property building it was felt that it was not cost effective to pay to replace the lighting column when the property owner had given consent for the cameras to be fixed directly onto the building.

**RESOLVED:** That the Council reverts to its original proposal to affix CCTV cameras to the Aspen Property premises on the corner of Cockpit Hill and Exeter Hill with a power supply directly from the Aspen Property's fuseboard. Aspen Property to be reimbursed for electricity used for the CCTV system. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

**10. ST ANDREWS CAR PARK**

- (i) Lighting: To consider installing a light at the entrance to the car park:** Considered urgent as a health & safety risk.

**RESOLVED:** That the Town Clerk is delegated to spend up to a maximum of £500 to have appropriate lighting installed at the entrance to St Andrews car park. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

**(ii) Any other car park matters:**

- (a) CCTV:** suggestion that a CCTV camera is installed as a public safety measure.

**RESOLVED:** That costs are obtained to install a CCTV camera in St Andrews car park.

- (b) Operation of car park:** DCC reported income of £1010 for September. Signing work is on the work list for the team but they are currently very busy and hope to have draft signs prepared by the close of the year. Clerk to find out how many enforcement notices have been issued.

- 11. THREE YEAR ACTION PLAN 2018-2021: To review and update:** Discussion ensued, Clerk reported that MDDC has advised that, as the Council already has £20k in its reserves for the Townscape Heritage scheme, that there is no need to budget anything in 2019-20. However they would like to have a discussion about how much the Town Council is willing to put in the pot as they will need to put something in the initial application to Historic England.

It was agreed to wait until the results of the budget survey were known before deciding what projects to include in the Action Plan but it was suggested that the Committee investigates some form of economic development project.

- 12. CORRESPONDENCE:** None

**RESOLVED:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

- 13. ST ANDREWS CAR PARK: To consider estimate for turning area barrier and agree way forward:** Clerk reported that one estimate had been obtained as unsure exactly what was required. The Committee confirmed that it was happy with the proposal and Clerk will try to obtain comparison quotes.

- 14. DATE AND TIME OF NEXT MEETING:** Thursday 6 December 2018 at 7pm.

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
02/08/2018	That the idea of Evening Markets during the summer months is investigated further and placed on the agenda for further discussion at the next meeting		DTC	Medium	
02/08/2018	That an evening meeting is requested with MDDC and developer to discuss public toilet proposal	Long term maintenance costs but should be less than currently paying	TC	High	Meeting due to be held on 12 September at 6.30pm at the Hayridge Centre: <b>Completed</b>
02/08/2018	That the Council purchases two flagpoles and obtains the necessary permissions to erect flagpoles either side of the War Memorial	£650	ATC	Complete by 11 November 2018 if possible (High)	DCC and MDDC contacted, awaiting feedback from MDDC Conservation Officer - may require Conservation Area consent. No planning permission required. Town Council agreed in principle subject to approval of flag protocol.
02/08/2018	That the Committee investigates a proposal to erect a bus shelter in the Lower Bullring area, in front of the Hayridge car park. Possible source for funding: Communities Together Fund	£2k-£5k	TC	Medium	DCC and MDDC contacted, awaiting feedback from MDDC Conservation Officer. DCC response: <i>"That site has a decent width footway, would just need to double check with Highways Team, but shouldn't be a problem. As long as it doesn't interfere with visibility coming out of junctions and is positioned away from underground services. What type of shelter would you like?"</i> DCC will contact promotions company Fernbank to find out if they will provide the bus shelter. Chasing DCC to find out if they have approached Fernbank.

02/08/2018	That the Clerk contacts a building owner to find out if he would give permission for a mural to be painted on the side of the building	No costings at present	TC	Low	Building owner contacted, no objections in principle, provided the mural was "tasteful". Mural artists being investigated, but wall surface is not suitable for mural painting. Have contacted MDDC to find out about grants to re-render the building. MDDC unable to assist - the shop front grant scheme can't be used for this purpose, they suggest the Communities Together grant scheme.
06/09/2018	That MDDC is asked to provide Cullompton market traders with a permit to park free of charge on market days in Forge Way car park in the same way that Tiverton market traders are able to use Tiverton's public car park		TC	Medium	Letter sent 11 September 2018, response from MDDC asking why the Council can't provide parking space in its own car park. Response sent explaining that the Town Council wish to keep St Andrews protected as a "shoppers" car park. Awaiting response.
	That the Town Council renews its membership of Culm Valley in Business on behalf of the Street Market with the proviso that market traders can attend CViB meetings	£15 per year?	TC	Medium	Membership renewed, anyone can attend to represent the Council (or the street market). The meetings which are held on 1st Tuesday in each month at the Little Bakery

	Town Clerk to review signage for St Andrews car park to assess whether any additional signs are needed and then contact DCC with a request for that additional signage.		TC	High	DCC will carry out a review of all car park signage at the end of September and will arrange for an additional sign next to the "pay and display" meter setting out the cost of parking and instructions as per information in the small box on the parking meter as some are finding this difficult to read. Have asked DCC for an update of what is happening with signage etc. DCC currently very busy hope to have draft signs by the close of the year.  Also a couple of signs reminding people of the need to obtain a ticket event if they don't intend to stay more than 30 mins.
	That the Council investigates setting up a dedicated "Market" website, something simple, based on the leaflet, budget £100 to get the website up and running.	£100	DTC	Medium	To be actioned when time allows.
04/10/2018	To spend no more than £500 on 6 gazebo canopies. The preferred option is for brightly coloured canopies, if they fit, but dark blue and dark green should be purchased from the original supplier				Agreed to purchase canopies. Canopies purchased - completed

04/10/2018	That households are invited to participate in a Christmas Decoration competition to coincide with the Christmas Festival. Facebook will be primary publicity tool. Ms Westaway to be asked to include details of the competition in the Christmas event programme				Please can the Committee clarify the details. No action taken, reconsider for 2019.
01/11/2018	That the Town Team and Culm Valley in Business are asked if they would be interested in exploring opportunities to develop the Harlequin Valet site.	Nil	TC	Medium	MDDC has advised that "The relevant notices have been served with no response to date. If there is no response or payment by the end of the year, the Council will have the power to sell the land early in the New Year to recoup its losses".
01/11/2018	That it is suggested to the developer interested in the public toilet site, that they submit a planning application and the provision of the toilet facility is secured through a s.106 Agreement.		TC	Medium	
01/11/2018	That the Market Report prepared by the Tiverton Market manager continues to be used by the Committee as a reference document.	Nil	TC/DTC		
01/11/2018	That the Council reverts to its original proposal to affix CCTV cameras to the Aspen Property premises on the corner of Cockpit Hill and Exeter Hill with a power supply directly from the Aspen Property's fuseboard. Aspen Property to be reimbursed for electricity used for the CCTV system.				Aspen Properties have now withdrawn their consent to erect a CCTV camera on the building. Reconsider erecting a new pole on corner, waiting quote.

01/11/2018	That the Town Clerk is delegated to spend up to a maximum of £500 to have appropriate lighting installed at the entrance to St Andrews car park.	500	TC/ATC		Light to be erected w/c 26 November
01/11/2018	That costs are obtained to install a CCTV camera in St Andrews car park		ATC		

APPENDIX C

**TOWN CENTRE AND ECONOMIC DEVELOPMENT WORKING GROUP**

**2018/19 Budget Report to 30 November 2018**

	Budget	Payments to date	Remaining balance
<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>0.00</b>	<b>10000.00</b>
<b>Car Park Running Expenses</b>	<b>2000.00</b>		
Business Rates (Monthly instalments)		1648.67	
Insurance		80.00	
Tree Report		180.00	
Litter bin		62.00	
		<b>1970.67</b>	<b>29.33</b>
<b>CCTV</b>	<b>3000.00</b>	0.00	
Signs		45.00	
Insurance		200.00	<b>2755.00</b>
		<b>245.00</b>	
<b>Public Toilets</b>	<b>5000.00</b>		
Toilet Rolls		30.40	
Labdon Bld Supplies		33.11	
		<b>63.51</b>	<b>4936.49</b>

<b>Town Maintenance</b>	<b>6500.00</b>		
Income Hanging baskets	974.00		
DCC Lengthsman's contribution	2135.00		
	<b>9609.00</b>		
<b>Expenditure</b>			
Alfies (Black bags)		141.64	
Mole Valley Farmers		283.87	
Labdons		288.23	
Hanging Baskets		1150.00	
Plants for tubs		62.50	
Bus shelter cleaning		582.00	
PPE		93.50	
Garage rent for 2018.19		639.36	
Weedkiller		190.60	
Water pump (new)		270.00	
Repairs to old water pump		166.66	
Insurance		100.00	
Equipment hire		18.84	
Eye wash dispenser		22.13	
Tools		108.00	
		<b>4117.33</b>	<b>6042.75</b>

## APPENDIX D

### CULLOMPTON TOWN COUNCIL

#### STREET MARKET INCOME AND EXPENDITURE 2018/19: 1 April - 25 November 2018

<b>BALANCE FORWARD 2017/18</b>		<b>5223.00</b>
<b>INCOME</b>		
Market stall rents		1591.00
Electricity refund		332.06
Farmers Market contribution to premises licence		35.00
Sale of trailer		125.00
		<b>7306.06</b>
<b>EXPENSES</b>		
Contribution towards erection of gazebos	875.00	
Premises Licence	70.00	
Signage	90.00	
Buskers	320.00	
Electricity	254.83	
Insurance	75.00	
Gazebos gutters	375.00	
Gazebo canopies	425.16	
	<b>2484.99</b>	2484.99
Balance		<b>4821.07</b>

## APPENDIX E

### REPORT TO TOWN CENTRE AND ECONOMIC DEVELOPMENT COMMITTEE

Prepared by: Town Clerk

Date: 28 November 2018

#### 1. MARKET REPORT

- (a) Response from Mid Devon District Council re request for parking permits for street market traders:** The Council has now received a response from MDDC in response to request for parking permits for street market traders as follows:

Good afternoon Judy

I am contacting you to arrange a trial period for the market traders to have virtual permits within the Station Road Car Park Cullompton.

Please can you send me the details of when the traders will require the permits and the registration numbers of the vehicles to enable me to create a template.

The trial period will finish on 31/03/2019 and we will review at this time.

- (b) Complaint re cancellation of market as not able to erect gazebos due to weather conditions**

Complaint received from market trader as the Council staff did not erect gazebos for street market on Wednesday 28 November due to wind and rain and forecast of high winds during the day. The complainant considered that

*"Firstly as traders, I experienced no communication regarding the cancellation of the market today. This is rude and unacceptable.*

*Secondly, I understand health and safety had been cited as a reason for cancellation, however the weather is not severe enough to warrant this".*

Council staff needed to take a decision early in the morning, at that time weather conditions were poor and winds of 40mph plus were forecast for later that day. The staff did their best to contact all the stall holders to make them aware of this cancellation. The reason for not contacting this particular stall holder was that another stall holder, when contacted, stated that this stall holder was already aware of the cancellation. As it turned out three stall holders plus the fish van turned up and sold from their vehicles. No charge was made.

**RECOMMENDATION:** That the Council adds a clause to its "Market Rules" document stating that *"in the event of weather conditions not being conducive to erection of gazebos or the Council not being able to erect the gazebos for any other reason then, if possible, the street*

## APPENDIX E

*market will be relocated to the Town Hall and all stall holders will be notified that this is likely to happen, at least 18 hours in advance”.*

- (c) PAT Testing:** Also consider adding a clause to the rules that all electrical items must be PAT Tested.
- (d) Christmas Market:** Following request from Market Traders a Christmas Market will be held in Higher Bullring on Saturday 22 December, the Town Hall being the fall-back location in case of poor weather.

### 2. TOWN CENTRE DEVELOPMENT

- (a) Response from Mid Devon District Council re High Street Innovation Fund and a town centre development project.**

*The short answer is that there isn't any money left in the High Street Innovation Fund (which I think you are referring to – the Mary Portas money went directly to the Tiverton Portas Group, and we don't have any control over that).*

*The long answer is that it may well be worth sitting down with the group to discuss how a project could be developed to meet the needs of the community / farmer's market. Up to now the group have been focusing on the Harlequin Centre site, but as you know, the Council's main responsibility at the moment is to recoup the charges they had to put into the site, which makes it unlikely that they would be able to purchase it for community use. However, that doesn't mean the group shouldn't look at other sites or other ways to meet their ambitions, and perhaps look for external funding. Well worth a discussion in relation to future plans for a master-planning process and wider regeneration ambitions for the town.*

- (b) Erection of flag poles:** In order to make provision for flag poles within the pavement the Council will need the permission of Devon County Council as the Highway authority. One of the DCC requirements is that the work must be overseen by someone with a Chapter 8 Supervisor's licence. As no member of the Council's staff has this qualification then the Council will need to use the services of a specialist contractor. One estimate has been obtained. Does the Committee still want to go ahead with this project?

**MARKET RULES  
(Updated 2018)**

Thank you for your interest in Cullompton Street Markets, we are pleased to enclose details for your information and consideration.

Please ensure that you read the enclosed rules, as adherence to them is important.

Should you wish to proceed with your enquiry, please complete the appropriate paperwork, also stating as to whether you wish to be a casual or a registered trader.

Please note that we have outside gazebo stalls available in the High Street every Wednesday. The gazebos are 3m x 2m. The market will run from 9am to 2pm.

When we have received your paperwork (including a copy of your public liability insurance certificate), we will confirm the date you may commence trading in the market.

Should you need to discuss anything, please feel free to contact the council office, details below:

**CONTACT DETAILS**

Name: Judy Morris, Town Clerk  
Tel Number: 01884 38249  
Email: [town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Address: Cullompton Town Council (see address above)  
Website: [www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)

**MARKET TARIFF** £10 per pitch (including gazebo subject to availability)  
£3 for electricity  
£2 for a table (limited numbers)  
£2 for public liability insurance (as a one off only)

Vehicle parking: St Andrew's Car Park - 30 minutes free to allow people to take/collect children to/from school and run short errands. 8am to 6pm - £1 for two hours, maximum stay 4 hours i.e. £2.00 for maximum 4 hour stay. Blue badge holders an additional 30 minutes  
If full, you may wish to use Forge Way (Station Road) Car Park at a charge of £2 for up to 10 hours between 8.00am and 6.00pm.

All pitch fees and hire charges must be paid to Cullompton Town Council on the morning of the market, or in advance. The Town Council will issue a receipt. Payment can be made by cash or cheque. Cheques made payable to Cullompton Town Council.

## **INTRODUCTION**

The Markets in Cullompton add considerable appeal to the shopping experience within the town. Cullompton has a Market Charter that dates back to 1278. The Cullompton Town Council will work to operate a quality and diverse market. The payment of the market will be taken as your acceptance of market rules and your intention to comply with them. The Wednesday Street Market trades from 9.00am to 2pm. The independent Farmers' Market operates the second Saturday of each month in the Higher Bull Ring.

## **ARRANGEMENTS**

In order to ensure the performance of the market management, the following representatives have been established:

### **Town Council Market Committee:**

Market Councillor – Town Mayor Councillor Iain Emmett

Town Clerk – Judy Morris

Applications shall be made to the Town Clerk in writing on the approved application form.

## **MARKET DAYS**

- a) Stalls must not be sited nor articles to be sold or displayed in any street or public place in Cullompton except on an agreed market day.
- b) For the purposes of the rules, a “market day” is a Wednesday and Saturday.
- c) Market stalls must be set up and ready by 9.00am.

## **OPERATION OF STALLS**

- a) Stalls must only be sited within the prescribed boundaries for each pitch. The Town Clerk should be consulted if there is any uncertainty as to this area.
- b) Where possible, Market Traders will generally not be offered a site opposite shops trading in similar goods nor sited next to another trader selling similar goods.
- c) Traders must use the pitch allocated to them by the Town Clerk and do not have the right to move pitch without the Town Clerk's approval.
- d) Traders will only be permitted to trade goods declared on their registration form.

e) All applications will be considered, though the Town Clerk has the discretion to limit stalls to two of a kind.

f) Vehicles may not be parked alongside stalls or used as part of a stall, or in the parking bays in High Street. Please see vehicle parking for local car parks.

g) Stallholders shall observe all lawful directions of the police, civil enforcement officer and the Town Clerk.

h) Traders vehicles may be parked to unload goods up to 9.00am after which time they must be moved to an appropriate parking area.

i) Every street trader will conduct himself or herself in a civil and orderly manner; be clean and respectable in dress and person and shall act with propriety at all times.

j) Litter must not be deposited on the street or in domestic bins. Each site must be left in a clean and tidy condition.

## **PITCH RESERVATIONS**

Any trader may reserve a site on either market day. Any trader wishing to reserve a pitch can do so upon payment of the sum of £10.00 for the market day.

The right to occupy a reserved pitch may be lost if:

1. The Town Clerk is not notified by 12noon on the day before market that the pitch will not be taken (in order that it may be allocated to another trader).
2. If a reserved site is not occupied for two successive weeks.
3. In these circumstances, the reservation fee will not be refunded.

In the event of illness or other extenuating circumstances, the Town Clerk shall adjudicate how matters proceed. In the event of any dispute arising between the Town Clerk and market trader, the appointed Town Councillor from the Market Committee may be called upon for final guidance.

Should a trader inform the Town Clerk that they do not require some or all of their pitch for a period of time; the Town Clerk may use these areas without seeking permission from the registered trader.

Sub-letting of stalls is not permitted.

## **INSURANCE**

All traders must have public liability insurance and product liability insurance with a minimum value of £5,000,000.

Public liability insurance can be provided on a one off basis at a cost of £2. This needs to be arranged in advance of the market day. Please contact the Town Council.

## **LITTER**

Litter or other matter shall not be deposited on the street or in domestic bins. Each site shall be left in a clean and tidy condition when vacated.

## **ENFORCEMENT OF MARKET RULES**

For the purpose of enforcing the market rules, the Town Clerk appointed by the Town Council is empowered to take such action as is necessary to ensure compliance.

The Town Clerk shall determine applications made. However, should traders not be satisfied with that decision, they may appeal to the Town Councillor on the Market Committee who has been authorised to make such adjudications. Presently, it is Councillor Eileen Andrews. Her decision shall be binding.

