



All members of the **Town Centre & Economic Development Committee** are hereby summoned to attend a meeting of the **Committee** to be held on **Thursday 3 January 2019 commencing at 7pm at Cullompton Town Hall**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 20 December 2018**

## **AGENDA**

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

**Membership:** Councillors: Eileen Andrews, Jordann Barge, Iain Emmett, Gordon Guest, Janet Johns and Liza Oxford-Booth  
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 6 December 2018 (Appendix A).

5. **RESOLUTIONS:** To note (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 update report (Appendix E) and consider purchase of
    - (a) 2 no. gazebo canopies
    - (b) 5 no. strip lights
    - (c) 'A' Frame sign board
  - (iii) **Street Market rules:** To consider and approve revision (Appendix F).
  - (iv) **Farmers' Market:** To receive verbal update report.
  - (v) Any other market matters.
8. **TOWN CENTRE DEVELOPMENT**
  - (i) **To receive details of Future High Streets Fund** (Appendix G).
  - (ii) **Mural:** To agree way forward with regard to mural on side of building.
  - (iii) Any other issues impacting on town centre viability.
9. **ST ANDREWS CAR PARK**
  - (i) To receive update report (Appendix H).
  - (ii) To receive CCTV report and agree way forward (Appendix I).
10. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
11. **DATE AND TIME OF NEXT MEETING:** Thursday 7 February at 7pm.

**RECOMMENDATION:** that due to the commercial 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.

12. **Installation of flag poles in Higher Bullring:** To consider estimates.

**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 6 December 2018 commencing at 7pm in Cullompton Town Hall**

**Present:** Cllr Jordann Barge (Chair), Cllr Iain Emmett, Cllr Lloyd Knight, Cllr Janet Johns, Naomi Lihou (Street Market) and Jenny Radford (Farmers' Market and substitute for Dorothy Anderson).

Judy Morris: Town Clerk

Also in attendance: Jo Baker (Street Market).

1. **APOLOGIES:** Apologies were received and accepted from Cllrs: Eileen Andrews (personal) and Liza Oxford-Booth (personal).
2. **DECLARATIONS OF INTEREST:** None
3. **PUBLIC QUESTION TIME:** None
4. **MINUTES:** The Minutes of the previous meeting held on 1 November 2018 were approved and signed as a true and correct record of the meeting. Proposed Cllr Jordann Barge, seconded Cllr Janet Johns.
5. **RESOLUTIONS: To review actions from previous meeting:** Discussion points:
  - **Bus shelters:** Clerk reported that, following an approach from Devon County Council, Fernbank, a bus shelter advertising company, has agreed to provide a new bus shelter at Lower Bullring and also replace the bus shelters at Higher Bullring (in front of the Baptist Church) and Exeter Road (close to the entrance to Cullompton Community College). Devon County Council is also looking at installing a new bus shelter for the Falcon bus, opposite the current bus stop in Station Road.
  - **Mural:** This item to be placed on the agenda for the next meeting.
  - **Christmas decoration competition:** Consider for next year.
  - **Sheltered/covered area for Market:** Town Team have been asked to pursue this project. Awaiting feedback from MDCC about what they can do to help.
  - **Light for St Andrews car park:** Contractor due to install anytime now.
6. **FINANCE: To review Income & Expenditure account.** Noted.
7. **MARKETS**

(i) **Income and Expenditure report:** It was noted that, even with the purchase of new canopies and gutters, the balance has only reduced by £400 in this financial year.

(ii) **Street Market report:**

- **Parking permits:** The Council has now received a response from MDDC re the request for parking permits for street market traders. MDDC has agreed to a trial period to 31 March 2019 and has requested vehicle registration numbers. Review to be carried out once the trial period ends.
- **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, ? 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”*.

Town Clerk explained that the 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.

It was agreed that the Council staff had acted correctly when making the decision not to erect the gazebos but that there had been a lack of communication.

**RESOLVED:** 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 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”*.

**NOTE:** Clerk to investigate purchasing suitable signboard to make people aware that the market has been moved to the Town Hall.

- **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.

**NOTE:** Clerk agreed to print flyers to hand out at the Farmers’ Market to promote the Saturday Christmas market.

- **Christmas closure:** It was agreed that the market will not be held on Wednesday 26 December 2018 and Wednesday 2 January 2019.

(iii) **Street Market rules: To review:** The rules were reviewed and discussed and it was

**RESOLVED:** To add to the rules as follows:

- (a) Add details of what will happen 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. i.e. that, if possible, the street 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”.
- (b) Add clause that market traders are responsible for ensuring that any electrical appliances that are brought to the market are safe, having been PAT tested if considered necessary, and used in the correct manner.

**(iv) To review Council decision not to approve recommendation to phase out the street market and agree way forward:** It was thought that, if the Council is to continue with the market then it needs to be done right. It was reported that, since the announcement that the Council was considering closing the market, footfall had increased. Suggestions to increase the number of market stalls included:

- Encouraging Farmers’ Market traders to attend the Wednesday street market.
- Advertising campaign.

**(v) To receive verbal update report for Farmers’ Market:** Jenny Radford reported that the Tiverton Market Manager had agreed to carry out a market health check. Over 20 stalls will be attending the next market on 8 December but if it rains there is no contingency as the Town Hall is booked for another event.

Waiting to hear date for market during June Festival Week as would like to be part of the Festival.

**(vi) Any other market matters:** None

## **8. TOWN CENTRE DEVELOPMENT**

**(i) High Street Innovation Fund: To receive response from Mid Devon District Council and agree any actions required:** Mid Devon has reported that there is no funding left in High Street Innovation Fund but that it might be worth sitting down with the Committee to discuss how a project could be developed to meet the needs of the community/farmers’ market.

It was suggested that a project group is set up and also that a feasibility study to look at the potential of the Harlequin Valet site would be helpful.

**RESOLVED:** Wait for response from MDDC re approach made by Town Team about the Harlequin Valet site and then agree way forward.

**(ii) Erection of flag poles:** The Committee was agreed that it would like to progress the project. Obtain three estimates for installation of flag poles.

**9. ST ANDREWS CAR PARK: Any car park matters:** None

**10. CORRESPONDENCE:** None

**11. DATE AND TIME OF NEXT MEETING:** Thursday 3 January 2019 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: Communités Together Fund	Nil	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. Dec 2018 Fernbank agreed to install bus shelter

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	Nil	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. MDDC agreed to provide parking permits for Market Traders trial period to 31 March 2019
	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. Consider instead improvement to Market page on Town Council website
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". Meeting to be held with MDDC early in 2019
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, still awaiting electric connection
01/11/2018	That costs are obtained to install a CCTV camera in St Andrews car park		ATC		

06/12/2018	To amend the Market Rules to include a clause about what to do if the Council is unable to erect the gazebos and also a requirement that it is ensured that any electrical equipment is safe to use.	Nil	TC		Rules amended and forward to other staff members for comment (11/12/2018)
06/12/2018	To await response from MDDC re Harlequin Valet site and then agree forward.	Nil	TC		Email sent to A Dugard MDDC (10/12/2018). Meeting organised 9 Jan 2019

## APPENDIX C

**TOWN CENTRE AND ECONOMIC DEVELOPMENT WORKING GROUP**

2018/19 Budget Report to 20 December 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 - 20 December 2018**

<b>BALANCE FORWARD 2017/18</b>		<b>5223.00</b>
<b>INCOME</b>		
Market stall rents		1661.00
Electricity refund		332.06
Farmers Market contribution to premises licence		35.00
Sale of trailer		125.00
		<b>7376.06</b>
<b>EXPENSES</b>		
Contribution towards erection of gazebos	975.00	
Contribution towards erection of Farmers' Market gazebos	90.00	
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>2674.99</b>	2674.99
Balance		<b>4701.07</b>

## APPENDIX E

**Report to:** Town Centre & Economic Development Committee

**Re:** Street Market

**Date:** December 2018

1. **Canopies:** The old gazebos have new canopies and we now have 8 good gazebos. There are two more frames in good condition and if we can purchase another two canopies at a cost of £65.86 each plus £30 carriage, total cost £161.72.

The Council will then have 10 good gazebos.

2. **Lighting;** The Council currently have 5 no. 5' LED strip lights, the Maintenance Supervisor has asked if we could buy another 5, making a total of 10, to light up the gazebos for evening markets etc. The strip lights cost about £25 each.
3. **Changes to Market Rules:** Due to a concern about location of gazebos and electricity cables the rules have been amended to clarify the Council's position about this.
4. **Market Signs:** Please see attached details of costs to purchase an A Frame board to include the Council's logo which can be used to display information about the market.

### MARKET REPORT; CURRENT SITUATION

The Market has had an average of 5 stalls plus the fish van on the Wednesdays in the lead up to Christmas and there will be 5 stalls at the market on Saturday 22 December. An application has been received for a new stall on Wednesday 16 January, with the possibility that this may become a regular booking.

## Street Market Sign for Inclement Weather

e.g. Today's Street Market is inside the Town Hall 9:00am – 2:00pm

NB: In Inches - A1 = 23.4 x 33.1 A2 16.5 x 23.4

### Discount Displays

Economy Sandwich Board Pavement Signs

Product Code: PS060-MT

1 Review(s)

Get your message right in front of the passing trade with this strong powder coated steel frame for indoor or outdoor use. Has a header area where we can print your logo or message and a simple poster cover that attaches magnetically to the frame. We offer the eco booster pavement sign as hardware only or you can choose to add our weatherproof outdoor posters. [Read More](#)

Price From:

A2 £64.99 ex vat A1 £89.95



A1 with logo	£119.60	A2 with logo	£ 99.64
Delivery	£ 17.95	Delivery	£ 17.95
TOTAL	£137.55	TOTAL	£117.59

### Display Wizard

A-Master A-Board - Silver

The eye-catching premium-designed A-Master A-Board is a double-sided poster display which is sturdy and durable for long periods outdoors.

A2 £38.00 A1 £53.00





Town Clerk: Mrs Judy Morris  
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[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
telephone: 01884 38249

## APPENDIX F

### 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:

**NOTE:** In the event of weather conditions not being conducive to the erection of gazebos or the Council not being able to erect the gazebos for any other reason then, where possible, the street 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.

#### 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 (to be booked at least one week in advance)  
£2 for a table (limited numbers)  
£2 for public liability insurance (as a 'one off' only)

Vehicle parking: Market traders are currently permitted to park in Forge Way car park free of charge between the hours of 8:30am and 2:30pm on Market days (Wednesdays). Traders MUST inform the Council of their registration plate number and await authorisation before parking (as all vehicles must first be registered on the scheme in order to qualify for a free parking permit).

*NB: This is a trial virtual permit scheme administered by Mid-Devon District Council and is due to expire on 31<sup>st</sup> March 2019.*

Further parking is available within the town centre with St. Andrew's car park a short distance away from the Market (charges apply, maximum 4 hr stay) and The Hayridge Library car park (charges apply) which is at the other end of the High Street.

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. 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.

d) Due to working patterns and time constraints, Council staff are generally unable to remain on site once the gazebos have been erected, this means there may not be a staff member on-site when stall holders arrive to set up their stalls.



## 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) The gazebos will be erected by Town Council staff and should not be moved without the permission of the Town Clerk. Location may vary depending on the requirements for that particular market. Where possible they will be linked together so that the rain water gulleys can be used.
  - c) Stalls requiring electricity will be sited as close to the electricity supply box (adjacent to the bus shelter) as possible to keep electricity cable runs as short as possible.
  - d) Backs and sides for the gazebos can be provided upon request and stall holders must be prepared to erect these themselves. The reason for this being that, once the backs and sides have been installed there is the potential for the gazebos to become air borne in high winds, backs and sides should only be in place when there is someone on site. The backs and sides should, therefore, be taken down before the stall holder leaves the site.
- 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) Traders will be responsible for ensuring that any electrical appliances that are brought to the market are safe, having been PAT tested if considered necessary, and used in the correct manner.
  - f) All applications will be considered, though the Town Clerk has the discretion to limit stalls to two of a kind.
  - g) 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.
  - h) Stallholders shall observe all lawful directions of the police, civil enforcement officer and the Town Clerk.
  - i) Traders vehicles may be parked to unload goods up to 9.00am after which time they must be moved to an appropriate parking area.
  - j) 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.
  - k) 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 Iain Emmett. His decision shall be binding.

## **APPENDIX G**

**Report to:** Town Centre & Economic Development Committee

**Re:** Future High Streets Fund

**Date:** December 2018

<https://www.gov.uk/government/publications/future-high-streets-fund/future-high-street-fund>

### **Summary**

High streets lie at the heart of our communities and local economies, creating jobs, nurturing small businesses and injecting billions of pounds into our economy. But the way we shop and the way that communities use their high streets is changing: we're shopping more online, making fewer big shopping trips and shopping 'little and more often'. This changes the nature of what makes a high street successful.

The government is committed to helping local high streets evolve and adapt to these changes. We want to encourage vibrant town centres where people live, shop, use services, and spend their leisure time. The Future High Streets Fund will support and fund local areas' plans to make their high streets and town centres fit for the future.

### **Structural changes on high streets**

High streets have been affected by major changes in the past decades, and the speed of this change is increasing. Online shopping in particular has become significantly more popular than it was 10 years ago. Between 2007 and 2018 online sales increased 6-fold while growth of in-store sales has lagged behind. In 2000 online retailing accounted for less than 1% of retail sales while in August 2018 almost a fifth of all retail sales took place online (Office for National Statistics).

The rise in online retailing has reduced barriers to entry in the retail market. Online retailers are able to offer competitive prices, more choice and greater convenience than many high street competitors. In turn, consumers are changing what they want from their local high street: there is an increased importance on the overall 'experience' of high street shopping. People want local high streets to provide convenience, a sense of community and to add value through services not offered online. (Institute of Place Management).

As a result, high streets are having to evolve and adapt. Evidence shows that high streets with a wide choice alongside well designed and planned residential and office space are more resilient to these changes and are adapting more successfully. In contrast, high streets that rely heavily on traditional retail without sufficient office space and housing surrounding the high street have found it harder to adapt to these changes and tend to be the ones that are struggling (Public Health England, British Property Foundation).

Alongside this, local leadership is an important feature of successful high streets. Research shows that strong local leadership is needed to support effective regeneration, reconfiguring space, increasing the number of homes for young and old alike, encouraging more workspaces and reducing congestion with new infrastructure. Well-designed parking policy, active management of change of use of retail units and reinstatement of roads promptly to full use after roadworks can also support vibrant town centres. (Institute of Place Management)

## APPENDIX G

### The Future High Streets Fund

In July this year, the Secretary of State for Housing, Communities and Local Government asked Sir John Timpson to consider these issues and make recommendations how to support local areas to respond to these changes. In the run-up to the Budget, he made two main recommendations to the Chancellor and the Secretary of State: to set up a High Streets Taskforce to support local leadership and to establish a new fund to support the renewal and reshaping of high streets and town centres.

The Chancellor and the Secretary of State agree with Sir John's diagnosis and recommendations. Therefore, to respond, a new £675 million Future High Streets Fund will be set up to help local areas to respond to and adapt to these changes. It will serve two purposes: it will support local areas to prepare long-term strategies for their high streets and town centres, including funding a new High Streets Taskforce to provide expertise and hands-on support to local areas. It will also then co-fund with local areas projects including:

investment in physical infrastructure, including improving public and other transport access, improving flow and circulation within a town / city centre, congestion-relieving infrastructure, other investment in physical infrastructure needed to support new housing and workspace development and existing local communities, and the regeneration of heritage high streets; and

investment in land assembly, including to support the densification of residential and workspace around high streets in place of under-used retail units.

#### How the Fund will work

We expect to ask local areas to provide proposals setting out the overall vision that they wish to achieve for their high street and town or city centre and specific improvements that would contribute to that overall vision. There will be a competition for funding. We expect that places will partner with the private sector in developing their proposals.

We expect proposals to be assessed according to value for money and other elements of their business case (e.g. deliverability, strategic fit to the objectives of the fund and ability to co-fund bids where appropriate). We therefore expect local areas to set out how their plans will enable their local high street to adapt to changes in consumer demands and then give details of individual projects with a clear economic benefit. We would not expect local areas to bid for funding to expand traditional retail on their high street as such proposals should be funded commercially, or for short term enhancements or promotions. We indicatively expect the fund to contribute up to £25 million to projects per local area.

#### Support for heritage high streets

The fund will also support the regeneration of heritage high streets (up to £55 million of the overall fund). This has two elements: helping to restore historic high street properties through Historic England, and equipping communities with their own resources to put historic buildings back into economic use - for example as residential buildings, new work spaces or cultural venues, supported by the Architectural Heritage Fund.

## APPENDIX G

### Next steps

Indicative milestones for the Future High Streets Fund will be:

Later this year: MHCLG launches the full prospectus for the Fund, detailing the objectives of the Fund, further detail on the nature of projects that are eligible for funding, and assessment criteria.

**Early 2019:** launch of the High Streets Taskforce to support local leadership.

**Spring 2019:** during the Stage 1 application window for Expressions of Interest, MHCLG will undertake market warming, and local authorities build and develop private sector partnerships to deliver capital projects.

**Summer 2019:** gateway assessment, with bids to be taken to Stage 2 of application and local areas working up more detailed business cases.

## APPENDIX H

Report to Town Centre & Economic Development Committee

Re: St Andrews car park

Date: December 2018

### 1. CHANGES TO CHARGING REGIME

#### Response from Devon County Council Parking Enforcement Team:

If you wish to introduce new tariffs a new order would be required, along with a software update to machines and new tariff cards. The substantial cost will relate to the Order which should be approx. £1500, and the other changes no more than a few hundred.

If you are to consider this at the 6 month point it might be worth a breakdown of tickets bought and when, so you can consider when people are using the car park. It may be worth considering whether this would place greater demand on parking such that your permit holders may feel that they get less value from their permit, also the existing £1 tariff does appear good value.

### 2. INCOME

#### Response from Devon County Council Parking Enforcement Team:

With regards reconciliation of monies to date, in order to keep tabs on this, they will be processed on a quarterly basis, info below. Happy to arrange release of the last Q up to end of September if you wish, my preference would be to hold until end of December so we can sort the first 4 months in one go, let me know if this does not suit. We are also getting together set up costs which we will invoice separately.

### 3. PERMITS

With regards permits, there has been a few enquiries but no completed purchases, it may assist to promote on your web page?

Cullompton Car Park Daytime

<https://www.devonpermits.org/permits/pages/OnlinePermitDetailsForm.aspx?ID=260>

Cullompton Car Park Overnight

<https://www.devonpermits.org/permits/pages/OnlinePermitDetailsForm.aspx?ID=261>

#### Third Party Client Report – 18/19 Q2 July – September 18

	MONTH		
	July	August	September
P&D Income (Cash)	£0	£0	£1,010.55
P&D Income (Pay by Phone)	£0	£0	£48.00 / 4.7%
P&D Income Total	£0	£0	£1058.55
P&D Income Reconciled	-	-	-

## APPENDIX I

### ST ANDREW'S CAR PARK CCTV

**Report to:** Town Centre and Economic Development Committee

**Report prepared by:** The Assistant Town Clerk

**Date:** December 2018

The Assistant Town Clerk has been in discussion with the council's supplier and maintainer of CCTV equipment and established that:

- Getting the signal back to the Town Hall is, potentially, problematic in that, on the existing column, there is no line of sight to High Street and the Town Hall.
- There are a couple of potential solutions to this:
  - Firstly, the footage can be recorded to a small device contained in the base of the lighting column with the card retrieved in the case of an incident:
    - Pros: Relatively inexpensive as the lighting column already exists and the wiring of cameras at this location is relatively simple.
    - Cons: There is no way of easily monitoring the functionality of the cameras without, on a daily or weekly basis, having the recording card retrieved, checked and replaced by council staff; recording equipment in the base of the existing column may prove attractive to vandals.
  - Alternatively, a new column, tall enough for the Baptist Church to be seen, could be installed with wireless transmission and reception equipment installed on the new column, the Baptist Church and Thorne and Carter.
    - Pros: Would provide real time coverage with cameras monitored from the Town Hall.
    - Cons: The column would be relatively expensive to purchase and install. However, the column may be installed by a local contractor and Chapter 8 certification will not be required as the car park is private land and not the public highway; the wireless reception equipment would be reliant on power supplies drawn from third parties, i.e. the Baptist Church and Thorne and Carter.
  - Lastly, a new column could be installed that contained a telephone line and new broadband connection and the CCTV footage could be transmitted to the Town Hall via the internet.
    - Pros: Relatively stable signal (but dependent on internet architecture) as the internet has fewer variables than a wireless signal across a busy road.
    - Cons: Relatively expensive as a new column, telephone line and broadband connection would be required – the telephone line and broadband connections will attract ongoing revenue costs. However, the column may be installed by a local contractor and Chapter 8 certification will not be required as the car park is private land and not the public highway.

Overall, the consideration is whether or not, once a cost vs benefit analysis is carried out, two cameras installed in St Andrew's car park will provide value for money. There are two other public car parks in Cullompton, one privately owned at The Hayridge that has a CCTV camera installed and one public owned at Forge Way that does not and instances of reported crime at St Andrew's car park are few and far between.

