



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

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 31 January 2019**

## **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 3 January 2019 (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 report from Market Traders representative (Appendix E) and consider requests contained in the report.
  - (iii) **Street Market:** Update report.
  - (iv) **Farmers' Market:** To receive verbal update report.
  - (v) Any other market matters.
8. **TOWN CENTRE DEVELOPMENT**
  - (i) **To receive details of meeting to discuss the High Street Futures Fund and town centre projects** (Appendix F).
  - (ii) **Flag poles:** To consider offer to sponsor two flagpoles (Appendix G).
  - (iii) **Bus Shelter:** To consider request for bus shelter adjacent to Aldi/Home Bargains.
  - (iv) **High Street pavements:** To consider obtaining estimates for removal of tree grilles.
  - (v) Any other issues impacting on town centre viability.
9. **ST ANDREWS CAR PARK**
  - (i) To receive update report (Appendix H).
  - (ii) **SpringFest:** To consider request to provide free parking during the day of the SpringFest on 13 April 2019.
10. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
11. **DATE AND TIME OF NEXT MEETING:** Thursday 7 March 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. **Tree works in Lower Bullring and High Street:** To consider estimates.
13. **Provision of barrier in St Andrews car park:** To consider estimate.

**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 3 January 2019 commencing at 7pm in Cullompton Town Hall**

**Present:** Cllr Iain Emmett (in the Chair), Cllr Janet Johns, Cllr Liza Oxford-Booth and Dorothy Anderson (Farmers' Market)

Judy Morris: Town Clerk

1. **APOLOGIES:** Apologies were received and accepted from Cllrs: Eileen Andrews (personal) and Lloyd Knight (personal) and Naomi Lihou (personal).
2. **CHAIRMAN:** In the absence of the Chairman Cllr Iain Emmett was appointed Chairman for the meeting.
3. **DECLARATIONS OF INTEREST:** None
4. **PUBLIC QUESTION TIME:** None
5. **MINUTES:** The Minutes of the previous meeting held on 6 December 2018 were approved and signed as a true and correct record of the meeting. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.
6. **RESOLUTIONS: To note:** Clerk reported that a meeting is being held on Wednesday 9 January with MDDC Officer to consider setting up a working group to look at High Street improvement projects such as acquisition of Harlequin Valet and funding opportunities such as the new Future of High Streets Fund.
7. **FINANCE: To review Income & Expenditure account.** Noted. Clerk to chase MDDC for invoice for public toilet running costs to-date.
8. **MARKETS**
  - (i) **Income and Expenditure report:** Noted.
  - (ii) **Street Market report:** To receive update report and consider purchase of
    1. **2 no. gazebo canopies:** The old gazebos have new canopies and the Council now has 8 good gazebos. There are two more frames in good condition and another two canopies are purchased at a cost of £65.86 each plus £30 carriage, total cost £161.72, then the Council will have 10 good gazebos.

2. **5 no. strip lights:** The Council currently has 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. **'A' Frame sign board:** Consider purchase of good quality notice board that can be used to let people know if ever the market is relocated to the Town Hall and also for any other Town Council events.

**RESOLVED:** That the Council purchases

1. 2 no. gazebo canopies at a cost of £65.86 each plus £30 carriage, total cost £161.72 plus VAT.
2. 5 no. strip lights at a cost of approximately £25 each (plus VAT) for gazebos for evening markets
3. A good quality A1 display board with Town Council logo at a cost of £137.55 plus VAT.

Proposed Cllr Iain Emmett, seconded Cllr Liza Oxford-Booth

**(iii) Street Market rules: To consider and approve revision:** Rules revised to require one weeks' notice when a stall holder requires electricity also to make it clear that stall holders should not move the gazebos and that backs and sides can be provided on request but stall holders must be prepared to erect these themselves and also take them down before they leave the site.

**RESOLVED:** That the Street Markets rules are revised as per recommendations of Town Clerk.  
Proposed Cllr Liza Oxford-Booth, seconded Cllr Janet Johns.

**(iv) Farmers' Market: To receive verbal update report.** Dorothy Anderson reported that the Farmers' Market had a good Christmas market, a lot of people about as there were also events being held at the Walronds and Town Hall. There will be a Farmers' Market in January but unsure how successful it will be. The Farmers' Market website is out of date and looking for someone able to assist with updating.

Enquiries from 2 new traders, good mixture of traders at present but still need additional footfall. They try to keep interest up with variety as well as quality.

**(v) Any other market matters.** Creation of new market website has not been completed, instead the Town Council webpage has been updated. Information about traders to be added.

## 9. TOWN CENTRE DEVELOPMENT

**(i) To receive details of Future High Streets Fund.** The information circulated to members with the agenda was noted, it was further noted that a meeting is to be held with MDDC Officer on 9 January to consider setting up a working group to look at the potential to apply for this funding.

**(ii) Mural: To agree way forward with regard to mural on side of building:** It was thought that costs would be prohibitive as scaffolding will be needed and also need to find a graffiti artist.

**RESOLVED:** To put the mural project on hold until such time as the Council is able to find someone suitably qualified to paint a good quality mural on the side of a building.

**(iii) Any other issues impacting on town centre viability.** Clerk to contact Post Office to obtain an update on when Cullompton’s Post Office service will resume.

**10. ST ANDREWS CAR PARK**

**(i) To receive update report:** Report circulated to all members with the agenda as follows:

**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”.*

**(ii) 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”.*

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

**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	-	-	-

**Third Party Client Report – 18/19 Q3 October – December 18**

	MONTH		
	October	November	December
P&D Income (Cash)	£1101.20	£1149.93	-
P&D Income (Pay by Phone)	£65.00 / 5.9%	£117.33 / 10.2%	-
P&D Income Total	£1166.20	£1267.26	-
P&D Income Reconciled	-	-	-

**RESOLVED:**

1. That Devon County Council Parking Enforcement Manager is invited to the March or April meeting to discuss and review the charges.
2. Advertise the parking permits on the Town Council website,

(ii) **To receive CCTV report and agree way forward:** 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.

**RESOLVED:** That the Council does not install a CCTC camera in St Andrews car park, at the present time, as the costs outweigh the benefits. Proposed Cllr Janet Johns, seconded Cllr Liza Oxford-Booth.

**11. CORRESPONDENCE:** None

**RESOLVED:** 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. Proposed Cllr Janet Johns, seconded Cllr Iain Emmett.

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

**RESOLVED**

1. That the estimate from SWH Civils for £1100.00 to excavate 2 no. holes and install 2 no. flag poles is accepted. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.
2. That 2 no. flag poles are purchase at a cost of approximately £650 (see Town Council Minutes 27 September Item 76(iv)).

**13. DATE AND TIME OF NEXT MEETING:** Thursday 7 February 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 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.

	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.
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
03/01/2019	To purchase 2 no. gazebo canopies at a cost of £65.86 each plus carriage and VAT				Canopies purchased
03/01/2019	To purchase 5 no. strip lights at a cost of approximately £25 each for gazebos for evening markets				
03/01/2019	To purchase a good quality A1 display board with Town Council logo at a cost of £137.55 plus VAT				Board purchased
03/01/2019	Street Market rules are revised				Street Market rules revised 7/01/2019 and updated
03/01/2019	To invite DCC Parking Enforcement Manager t to March or April meetings to discuss and review charges				Still waiting for confirmation
03/01/2019	Advertise parking permits on Town Council website				Advertised on webiste but links to DCC website don't work
03/01/2019	That the estimate from SWH Civils for £1100 to excavate 2 no. holes and install 2 no. flag poles is accepted				SWH Civils notified, as they have the contract to carry out other pavement works in Cullompton are able to carry out the work at a discounted rate if carried out at the same time as the other pavement works
03/01/2019	Purchase 2 no. flag poles at a cost of approximately £650.00				Will purchase once we have date to install holes.

APPENDIX C

**TOWN CENTRE AND ECONOMIC DEVELOPMENT WORKING GROUP**

2018/19 Budget Report to 30 January 2019

	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)		2016.67	
Insurance		80.00	
Tree Report		180.00	
Litter bin		62.00	
		<b>2338.67</b>	<b>-338.67</b>
<b>CCTV</b>	<b>3000.00</b>	0.00	
Signs		75.00	
Insurance		200.00	<b>2725.00</b>
		<b>275.00</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		296.60	
Hanging Baskets		1150.00	
Plants for tubs		62.50	
Bus shelter cleaning		679.00	
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>4222.70</b>	<b>5386.30</b>

## APPENDIX D

### CULLOMPTON TOWN COUNCIL

#### STREET MARKET INCOME AND EXPENDITURE 2018/19: 1 April 2018 - 30 Jan 2019

<b>BALANCE FORWARD 2017/18</b>		<b>5223.00</b>
<b>INCOME</b>		
Market stall rents		1991.00
Electricity refund		332.06
Farmers Market contribution to premises licence		35.00
Sale of trailer		125.00
		<b>7706.06</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	214.26	
Insurance	75.00	
Gazebos gutters	375.00	
Gazebo canopies	425.16	
Gazebo canopies (2)	141.72	
	<b>2776.14</b>	2776.14
Balance		<b>4929.92</b>

## APPENDIX E

### CULLOMPTON TOWN COUNCIL

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

**From:** Market Trader representative

**Received by email:** 30/01/2019

Below is the report for the meeting on 7th February.

- Would you please also add to the agenda, that at least 2 of the new gazebo canopies are damaged, and have holes.

#### **Report regarding amendments to market rules.**

Procedures to be followed as standard, to reduce confusion.

At least 6 gazebos to be erected every market day, to provide consistency, and improve the look of the market.

Gazebos to begin at the fish van end of the market, as near as possible to maximise visibility.

Electricity to be included in the pitch fee, to be requested in advance, to be set up to the stall requested, by the council, following all health and safety regulations (mats to be put out to cover wires)

Every gazebo corner to be weighted, every time.

Member of council staff to be on site every market day between 8.30am and 9am, to deal with queries.

Gazebo backs and sides to always be available. If requested in advance to be put up by council before the market opens.

Gutters to be put on gazebos, every time.

Market to be set up after 7am, traders to arrive from 8am. This is to reduce disturbance for residents, and the need for council to pay overtime.

I've compiled this report after discussions with all regular market traders. The main aim is to provide continuity, enhance communication, and reduce confusion.

We work hard to provide quality products and displays, we want the market to be something to be proud of. We want to work with the council to make this happen, and so need support from the committee, council and staff.

Thanks

Naomi

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## APPENDIX F

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

**Re:** Meeting to discuss the possibility of applying for funding from the Future High Streets Fund

**Date:** February 2019

### BACKGROUND

The Committee has, for some time, been discussing the possibility of acquiring the Harlequin Valet site and also the need for an alternative site for the Street and Farmers Markets, Occasionally markets have been cancelled due to poor weather conditions as the Higher Bullring area, where the markets are currently held, is very open to all weather conditions. A covered market area being the ideal.

At a Committee meeting held on 1 November 2018 it was 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”.

Following up on this the Town Team asked the MDDC Town Team representative to find out what MDDC is able to do to support this project.

We then heard about a new funding opportunity “The Future High Street Fund”, £55m of the Fund has been allocated to support the regeneration of heritage high streets. Expressions of Interest need to be submitted by 22 March 2019. It was thought that it was worthwhile investigating whether this fund would provide an opportunity to obtain the funding needed to purchase and develop the Harlequin Valet site or another site suitable for a covered market.

### MEETING WITH MDDC OFFICER: 9 JANUARY 2019

The Town Mayor, Town Clerk and the Town Team Chairman met with MDDC Officer Amy Dugard to discuss this funding opportunity on 9 January. At that meeting it was explained that, as the Town Council has already expressed an interest in applying to Historic England for a High Street regeneration grant and, as Historic England is putting up much of the funding for the Future High Street Fund, the Council could not apply to both funds. MDDC recommended that the Council stays with its original intention of applying to Historic England for a grant.

It was also pointed out that in order to apply for funding for projects the Town Council and the Town Team would like to achieve there is a need to provide evidence. It was suggested that this evidence can be obtained through the Town Centre Master Plan due to start this year. Currently there is no official start date for this Master Plan but details of the process are listed in the table below.

Members of the Town Council, Town Team & other relevant group members will be asked to get involved in the process (through the stakeholder meetings and consultation events).

Stages for Adoption of a Typical Masterplan
Documents issued to Applicants (Invitation To Tender )
Submission of Invitation to Tender
Evaluation (by MDDC)
Award of Contract (by MDDC)
Inception stage meeting
Stakeholder Meeting (made up of interested parties)
Planning Policy and Advisory Group (MDDC)

## APPENDIX F

Cabinet Committee (MDDC)
Stage 1 Public Consultation
Report back to PPAG / Cabinet on Stage 1 of the Public Consultation
Draft Masterplan
Possible second meeting with Stakeholders
Stage 2 Public Consultation
Report back to PPAG / Cabinet on Stage 2 of the Public Consultation
Final Draft Masterplan
Adoption at Council

Bearing in mind that this process will be starting this year, it's a good time for the TT/TC to identify what they feel the priorities for the town should be for the next 10 years and to identify any evidence to support these ideas.

MDDC has a service level agreement with the Onion Collective <https://www.onioncollective.co.uk/> they can provide officer time to help identify priorities and evidence the need / potential funding opportunities. If the Town Team and Town Council would welcome this input, a meeting can be arranged with them and a couple of representatives from the Town Team and Town Council to look at how they can provide support.

### WAY FORWARD

At a meeting of the Town Team held on 30 January 2019 this offer was supported. However, at the same meeting, the Town Team expressed concern about the overlap between the work of the Town Team and the Town Council and issues being discussed by both groups when it would be simpler and more effective if just one group takes this initiative forward. They suggest some form of merger between the Town Team and the Town Council Committees.

## **APPENDIX G**

### **CULLOMPTON TOWN COUNCIL**

**Received by email 10 January 2019**

Hello Judy

I don't have any access to my old emails to refer back to as these would be from an old email account which no longer exists. HOWEVER I can go through the relevant details to fill you in.

You have no need for me to relate further regarding Operation Braveheart because by now most people know just WHY it exists.

With regard to this, this is the third Phase of HM Armed Forces Remembrance project set up under the banner of Operation Braveheart in Remembrance of our Armed Forces Families who have lost loved ones in wars and conflicts since and including the 2 World Wars DANIEL WAS AND IS OF COURSE, the CATALYST AND DRIVING FORCE that burns like an endless fire in my heart and soul to see that all our FORCES LOVED ONES ARE SUITABLY REMEMBERED IN THIS TOWN OF CULLOMPTON.

Phase one was to have been the freedom of Cullompton being given to Daniels Regiment THE RIFLES but this was not to be as you already know.

The second phase has of course been the planning and construction of our FORCES MEMORIAL GARDEN a very fitting tribute to all of our fallen BRAVEHEARTS including Daniel my beloved Grandson.

As I have no previous emails to refer to I will go through this again step by step. This is to be the sponsorship and DONATION of TWO SUITABLE FLAGPOLES AND FLAGS that will be erected and placed at the towns MEMORIAL SITE. I request that the flags be as follows. ONE UNION FLAG AND ONE ARMED FORCES TRI SERVICES FLAG.

I ALSO REQUEST WITH RESPECT, that two suitably worded plaques be placed, one at each flagpole stating that these flagpoles and flags have been donated with love and respect to the people of Cullompton for their love and respect shown to Daniel and his family at the time of his Funeral (such words are already in place at the Memorial Garden)

NO COST WILL BE INCURRED BY CTC IN RESPECT OF THE 2 FLAGPOLES , THE FLAGS, OR THE MEMORIAL PLACQUES that will be placed there.

When you visited me at the Braveheart HQ Shop this morning you explained that DCC were to be involved with the fixing in place of the flagpoles. I request that I be invited to a meeting with the council before this happens as I would like to discuss with you what will be at the base of the flagpoles themselves as I would hope that DCC would be willing to support this ARMED FORCES PROJECT by providing the labour FREE OF CHARGE TO CTC.

On a final note, I deal with the HAMPSHIRE FLAG COMPANY for my flag and flagpole requisites for the MEMORIAL GARDEN this too would also apply to what is required for the completion of the phase three project.

## **APPENDIX G**

I hope that CTC will work with me and talk to me in this respect, because I feel strongly that Cullompton could be well placed and SHOULD BE seen as a DEVON TOWN THAT LOVES AND RESPECTS HER MAJESTIES FORCES and all of this towns protectors.

Yours with respect

David J Godfrey  
Operation Braveheart  
Cullompton

## APPENDIX H

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

**Re:** St Andrews car park

**Prepared by:** Town Clerk

**Date:** February 2019

**Finance:** Still waiting for response from DCC with regard to cost of setting up the new charging regime and also details of income share to-date. Until we have this information it is difficult to set a budget for the next financial year.

**Pay & Display Machine:** The Council was informed on Tuesday 29 January that the Pay & Display machine was not working. DCC Informed immediately and they confirmed that they would take action. However, at time of writing, nothing has been done and a Town Council employee has placed a black bag over the machine to stop any confusion.

**Free Parking Request:** The SpringFest Working Group has asked if the Council would consider providing free parking on the day of the Festival i.e. 13 April.

