



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 March 2019 commencing at 7pm at Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk
Date: 28 February 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 7 February 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.
 - (iii) **Street Market report (2):** Town Clerk's update report (Appendix E), including review of arrangements and costs for erection and dismantling the gazebos.
 - (iv) **Farmers' Market:** To receive verbal update report.
 - (v) Any other market matters.
8. **TOWN CENTRE DEVELOPMENT**
 - (i) Social Enterprise places and funding opportunities: to discuss
 - (ii) Any other issues impacting on town centre viability.
9. **ST ANDREWS CAR PARK:** To receive update report and agree any action required (Appendix F)
10. **CCTV:** To review progress to-date and agree way forward.
11. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
12. **DATE AND TIME OF NEXT MEETING:** Thursday 4 April 2019 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 7 February 2019 commencing at 7pm in Cullompton Town Hall**

Present: Cllr Jordann Barge (in the Chair), Cllr Iain Emmett, Cllr Janet Johns, Cllr Liza Oxford-Booth, Sarah Jones (Farmers' Market) and Naomi Lihou (Street Market).

Also in attendance: Cllr Ian Findlay

Judy Morris: Town Clerk

1. **APOLOGIES:** Apologies were received and accepted from Cllrs: Eileen Andrews (personal) and Lloyd Knight (personal).
2. **DECLARATIONS OF INTEREST:** Sarah Jones, Naomi Lihou and Cllr Liza Oxford-Booth all declared a personal interest in respect of discussion relating to markets as they all run stalls at the markets.
3. **PUBLIC QUESTION TIME:** None
4. **MINUTES:** The Minutes of the previous meeting held on 3 January 2019 were approved and signed as a true and correct record of the meeting. Proposed Cllr Iain Emmett, seconded Cllr Liza Oxford-Booth.
5. **RESOLUTIONS: To note:** Clerk reported that she has contacted the company that were advertising free mural painting on Facebook but has received no response to-date.
6. **FINANCE: To review Income & Expenditure account.** Noted.
7. **MARKETS**
 - (i) **Income and Expenditure report:** Noted.
 - (ii) **Street Market report: To receive report from Market Traders representative and consider requests contained in the report.** Street Market representative explained that the traders work hard to provide quality products and displays and want the market to be something to be proud of. The stall holders want to work with the council to make this happen, and would like the support of the committee, council and staff to implement the following with the aim of providing continuity, enhancing communication, and reducing confusion.
 - (a) At least 6 gazebos to be erected every market day, to provide consistency, and improve the look of the market. **Agreed**

- (b) Gazebos to begin at the fish van end of the market, as near as possible to maximise visibility. **Agreed**
- (c) 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). **Not Agreed, instead**

AGREED: Electricity must be requested in advance and will be set up by Council employees, following all health & safety regulations, including cables mats to cover cabling.

The Council will revisit the suggestion that electricity is included in the pitch fee at a later date.

- (d) Every gazebo corner to be weighted, every time. **Agreed (included in the Risk Assessment)**
- (e) Member of council staff to be on site every market day between 8.30am and 9am, to deal with queries. **Not Agreed, instead**

AGREED:

1. That, whenever there is a new stall holder, a member of the council staff will be on-site at the market to welcome them.
 2. That all market traders are provided with details of emergency contact phone numbers (laminated card).
- (f) Gazebo backs and sides to always be available. If requested in advance to be put up by council before the market opens. **Not Agreed, instead**

AGREED: That gazebo backs and sides will be folded neatly into storage boxes and will be left for market traders to erect themselves as and when required. However, if the Council has been advised, in advance, by the stall holder, that they would like the backs and sides erected then they will be erected by Council employees at the same time as the stall is erected.

- (g) Gutters to be put on gazebos, every time. **Agreed**
- (h) Market to be set up after 7am, traders to arrive from 8am. This is to reduce disturbance for residents. **Agreed**

(iii) Street Market: Update report: Town Clerk reported that the market now has one occasional additional stall.

(iv) Farmers' Market: To receive verbal update report: Sarah Jones reported:

- A lot of recent media interest.
- Have changed policy to allow for 20% craft stalls, with the proviso that goods are home produced.
- Problem with closing parking bays for the April SpringFest market. As there will be a lot of extra stalls had intended to create a food court with music but this will require a closure notice from Devon County Council and they will charge £200 for this. Considering using Forge Way car park instead but waiting for response from Mid Devon District Council.

Traders being consulted re preferred venue. If they do decide to hold the market in Forge Way car park it will be for that market only (not a permanent thing).

- Hope to hold a pop-up market in Tesco in March.
- Good co-operation with the town council.
- Problem with garage roof leaking, everything covered in mould and needed to be cleaned.

(v) Any other market matters.

(a) Holes in gazebo canopies: It has been noticed that two of the new canopies are damaged, ensure that the gazebos are handled carefully otherwise we will be back where we started.

(b) Free table for new stall holders: It was suggested that new stall holders are provided with a table, free of charge for the first four weeks.

RESOLVED: That stall holders are charged a flat rate of £10 for the first four weeks, to include a table if required, and then revert to full charge.

(c) Town Team: Cllr Liza Oxford-Booth reported that the Town Team has discussed disbanding and transferring its projects to the Town Council as there is huge amount of cross-over between the two. This would enable to Town Council to take responsibility for the shop front scheme plus other projects that the Town Team is currently progressing.

Report to be drafted for discussion, aim to make a decision by the time the new Council is in place (May 2019).

8. TOWN CENTRE DEVELOPMENT

(i) To receive details of meeting to discuss the High Street Futures Fund and town centre projects: Report circulated with the agenda and noted.

(ii) Flag poles: To consider offer to sponsor two flagpoles: Operation Braveheart willing to donate two suitable flagpoles and flags provided that one of the flags flown is an Armed Forces TRI Services Flag

RESOLVED:

1. That Operation Braveheart is thanked for its generous offer but the Town Council has a flag flying protocol that it must adhere to which means it is only able to fly nation flags. Proposed Cllr Janet Johns, seconded Cllr Iain Emmett.
2. That the Council submits a funding application to the Communities Together Fund to assist with the cost of purchasing the flagpoles. Proposed Cllr Liza Oxford-Booth, seconded Cllr Janet Johns.

(iii) Bus Shelter: To consider request for bus shelter adjacent to Aldi/Home Bargains.

RESOLVED: That Devon County Council is asked to investigate the provision of bus shelters at the bus stops on either side of Exeter Road, in front of Aldi. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.

(iv) High Street pavements: To consider obtaining estimates for removal of tree grilles.

RESOLVED: That the Clerk obtains estimates for the removal of tree grilles around the trees in High Street.

(v) **Any other issues impacting on town centre viability:** None.

9. ST ANDREWS CAR PARK

(i) **To receive update report:** Report circulated with the agenda and noted. Clerk reported that DCC has advised that the total set up costs are £4933.02. DCC will arrange for an invoice for the set up costs and reconciliation of income to be sent.

(ii) **SpringFest: To consider request to provide free parking during the day of the SpringFest on 13 April 2019.**

RESOLVED: That free car parking is provided in St Andrews car park during the day of the SpringFest on 13 April 2019.

10. CORRESPONDENCE:

(i) **Culm Valley in Business:** Will be writing to all car park operators to suggest a grace period to allow people to find change. As there is a half hour free parking period at St Andrews car park during the day it was considered that the Town Council has this facility covered but will review how this can be achieved in the evening.

(iii) **Town Maps: Imagesbyhand** offer an illustrated town map service from £850.00. Something to be considered for the future.

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 Iain Emmett, seconded Cllr Janet Johns.

11. TREE WORKS IN LOWER BULLRING AND HIGH STREET: TO CONSIDER ESTIMATES. Four estimates obtained.

RESOLVED: That the Committee accepts the lowest estimate of £375 (plus VAT) from R & R Services. Proposed Cllr Janet Johns, seconded Cllr Liza Oxford-Booth.

12. PROVISION OF BARRIER IN ST ANDREWS CAR PARK: TO CONSIDER ESTIMATE.

RESOLVED: That the Committee accepts the estimate from RS Agricultural Services to supply and erect a parking barrier at St Andrews car park.

13. DATE AND TIME OF NEXT MEETING: Thursday 7 March 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. Feb 2019 - Mural company advertising on Facebook contacted by email, no response to-date.

	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. DCC Parking Enforcement Manager to attend April Committee meeting. 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 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 Battery powered lighting erected.
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	Advertise parking permits on Town Council website				Advertised on website 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. Application submitted to Communities Together Fund to assist with cost of flagpoles

07/02/2019	Changes to market arrangements agreed - to include: No less than 6 gazebos to be erected for every market. Gazebos to be erected starting from fish van end, electricity cabling to be set up by council staff but must be ordered in advance, every gazebo corner to be weighted everytime, whenever there is a new staff holder a member of the council staff will be on site to welcome them, all market traders will be provided with details of emergency contact phone numbers (laminated card), gazebo backs and sides will be folded neatly into storage boxes and will be left for market traders to erect themselves. If notified in advance then council staff will erect the sides and backs when erecting the gazebo. Gutters to be put on gazebos every market, market to be set up after 7am and traders to arrive from 8am (to reduce disturbance to neighbours).				Market rules to be amended to take account of changes.
07/02/2019	Market stall holders are charged a flat rate of £10 for the first four weeks, to include a table if required.				
07/02/2019	That Operation Braveheart are thanked for their generous offer to donate two suitable flagpoles and flags but the Town Council has a flag flying protocol that it must adhere to which means it is only able to fly nation flags.	Nil	TC/ATC		Email sent response 11 Feb 2019
07/02/2019	That the Council submits a funding application to the Communities Together Fund to assist with the cost of purchasing the flag poles.				Funding application submitted

07/02/2019	That Devon County Council is asked to investigate the provision of bus shelters at the bus stops on either side of Exeter Road, in front of Aldi.				Email sent, DCC to undertake site visit
07/02/2019	Clerk to obtain estimates to remove tree grilles around the trees in High Street				SW Civils contacted, 2-3 weeks work to remove and make good.
07/02/2019	Free car parking to be provided in St Andrews car park during the day of the SpringFest (13 April)	Nil			DCC and SpringFest Steering Group informed
07/02/2019	R & R Tree Services to carry out tree works in High Street and Lower Bullring				Work due to be carried out 12 March
07/02/2019	RS Agricultural Services to supply and erect a parking barrier at St Andrews car park.				Awaiting date for work to be carried out.

APPENDIX C

TOWN CENTRE AND ECONOMIC DEVELOPMENT WORKING GROUP

2018/19 Budget Report to 28 February 2019

	Budget	Payments to date	Remaining balance
St Andrews Car Park			
EMR Car Park improvements	8000.00		
Car Park improvemenst (2018/19 Budget)	2000.00		
	10000.00	0.00	10000.00
Car Park Running Expenses	2,000.00		
Income from pay and display machine (Sept-Dec 2018)	3101.54		5101.54
Expenses			
Business Rates (Monthly instalments)		2016.67	
Insurance		80.00	
Tree Report		180.00	
Litter bin		62.00	
Pay & Display setting up costs (Devon County Cncl)		4132.95	
		6471.62	6471.62
Balance			-1370.08
CCTV	3000.00	0.00	
Signs		75.00	
Maintenance contract		365.00	
Insurance		200.00	2360.00
		640.00	
Public Toilets	5000.00		
Toilet Rolls		30.40	
Labdon Bld Supplies		39.35	
		69.75	4930.25

Town Maintenance	6500.00		
Income Hanging baskets	974.00		
DCC Lengthsman's contribution	2135.00		
	9609.00		
Expenditure			
Alfies (Black bags)		141.64	
Mole Valley Farmers		283.87	
Labdons		300.50	
Hanging Baskets		1150.00	
Plants for tubs		62.50	
Bus shelter cleaning		776.00	
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	

APPENDIX C

Insurance		100.00	
Equipment hire		18.84	
Eye wash dispenser		22.13	
Tools		108.00	
		4323.60	5285.40

APPENDIX D

CULLOMPTON TOWN COUNCIL

STREET MARKET INCOME AND EXPENDITURE 2018/19: 1 April 2018 - 28 Feb 2019

BALANCE FORWARD 2017/18		5223.00
INCOME		
Market stall rents		2183.00
Electricity refund		332.06
Farmers Market contribution to premises licence		35.00
Sale of trailer		125.00
		7898.06
EXPENSES		
Contribution towards erection of gazebos	1175.00	
Contribution towards erection of Farmers' Market gazebos	263.75	
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	
Notice board	137.55	
Posters for notice board	21.60	
	3309.04	3309.04
Balance		4589.02

APPENDIX E

CULLOMPTON TOWN COUNCIL

Report to: Town Centre & Economic Development Committee

Re: Market matters

Prepared by : Town Clerk

Date: 28 February 2019

All running smoothly, 4 large storage boxes have been purchased to store the gazebo sides and backs. One box is left at the market so that any trader requiring a side or back has access to them.

The fish van plus four regular stalls, a couple of enquiries but nothing definite.

The Farmers Market have arranged a pop-up market at Tesco car park on 30 March. They have asked if Council staff will erect the gazebos – do we charge £25 per hour? Also need think about what happens when the agreement to subsidise the cost of the erecting/dismantling the gazebos for the Farmers Market comes to an end.

NOTE: Resolved at 5 July 2018 meeting: “that, for a transitional period between 1 October 2018 and 31 March 2019, the Council will pay the difference, from its Market budget, between the £35 contribution towards gazebo erection and dismantling costs currently paid by the Farmers’ Market and the actual cost of £25 per hour”.

The Farmers’ Market will be holding a market on 29 June in Forge Way car park, to compliment the Festival Street Fayre in Higher Bullring. The Festival Committee has indicated that they will not require the gazebos.

Use of the Town Hall: The Council has received an approach about hiring the Town Hall every Wednesday morning, this will mean that the Town Hall will no longer be available should an alternative location ever be needed for the street market, however it will bring more people into the town centre and more footfall at the market.

APPENDIX F

Report to: Town Centre & Economic Development Committee

Re: St Andrews car park

Prepared by: Town Clerk

Date: February 2019

Finance: Total cost of setting up the pay and display scheme is £4132.95 plus VAT. The Council has received £3101.54 income for the four months Sept-Dec 2018. If the income is similar for the final quarter of the financial year i.e. Jan-March 2019 then there will be sufficient to cover the set up costs without having to take any money from the car park improvement reserve account.

Lighting: Two solar powered lights have been installed, which has improved the lighting in the car park. Waiting for price to connect a further light.

Review: Representative from Devon County Council's parking enforcement team will attend the Committee's April meeting to review the management of the car park and consider any changes to the current charging regime.

Consider asking Devon County Council to add some additional signage e.g. large sign with tariff details close to the pay and display machine as people find the tariff details on the machine difficult to read, particularly at night.

Entrance: Suggestion to widen the entrance to make it easier for vehicles to pass.

Fencing: Suggestion that the Council investigates whether it is necessary to protect the fence on the right-hand side of the car park.

Barrier at top end of car park where there is a significant difference in height to the property below: Contractor has been asked to carry out this work, awaiting confirmation of when the work will be carried out.

