



All members of the **Town Centre & Economic Development Committee** are hereby summoned to attend a meeting of the **Committee** to be held on **Thursday 4 April 2019 commencing at 7pm at Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk
Date: 27 March 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. **ST ANDREWS CAR PARK:** To receive report from Devon County Council Parking Enforcement Manager reviewing the first six months of the new parking regime and agree any action required: To include:
 - (a) **Signing:** Any additional signing required.
 - (b) **Parking charges:** Any changes to the current charges.
 - (c) **Season tickets**

4. **PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
 5. **MINUTES:** To approve the Minutes of the previous meeting held on 7 March 2019 (Appendix A).
 6. **RESOLUTIONS:** To note (Appendix B).
 7. **FINANCE:** To review Income & Expenditure account (Appendix C).
 8. **MARKETS**
 - (i) **Income and Expenditure report:** To receive (Appendix D).
 - (ii) **Street Market report:** To receive report from Town Clerk (Appendix E) and Market Traders representative.
 - (iii) **Farmers' Market:** To receive verbal update report.
 - (iv) Any other market matters.
 9. **TOWN CENTRE DEVELOPMENT:** Any issues impacting on town centre viability.
 10. **ST ANDREWS CAR PARK:** To receive update report and agree any action required.
 11. **PUBLIC CONVENIENCE:** To consider maintenance matters.
 12. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
- RECOMMENDATION:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.
13. **CCTV:** To consider estimates to extend the CCTV coverage in the town centre (to be sent under separate cover).
 14. **MURAL:** To consider estimate and agree way forward (to be sent under separate cover).
 15. **DATE AND TIME OF NEXT MEETING:** To be confirmed.

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

Present: Cllr Jordann Barge (in the Chair), Cllr Iain Emmett, Cllr Janet Johns, 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), Lloyd Knight (personal) and Liza Oxford-Booth (personal).
2. **DECLARATIONS OF INTEREST:** Sarah Jones and Naomi Lihou declared a personal interest in respect of discussion relating to markets as they run stalls at the markets.
3. **PUBLIC QUESTION TIME:** None
4. **MINUTES:** The Minutes of the previous meeting held on 7 February 2019 were approved and signed as a true and correct record of the meeting. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.
5. **RESOLUTIONS:** Noted.

Notes:

Mural: Clerk reported that she had received no response from a mural artist she had been recommended to contact. Details for an alternative were provided for the Clerk to contact.

Bus shelters: 3 no. bus shelters recently erected, 2 no. to replace existing and one new shelter at Lower Bullring (in front of Hayridge car park). The shelters are second hand but the company has confirmed that they will be refurbished in situ.

Tree grilles: Clerk reported that South West Civils have stated that to remove the 24 no. tree grilles and make good the surrounding area is approximately 2-3 weeks work. It was agreed to wait until the pavement works have been completed and then prioritise which grilles should be removed.

6. **FINANCE: To review Income & Expenditure account.** Noted.

7. **MARKETS**

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

- (ii) **Street Market report:** 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. Currently there is usually the fish van plus four regular stalls, a couple of enquiries but nothing definite.

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.

- (iii) **Erection and dismantling of gazebos for Farmers Market:** The agreement to subsidise the cost of the erecting/dismantling the gazebos for the Farmers Market comes to an end on 31 March 2019. (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”).

RESOLVED: That the Council extends the existing arrangement to subsidise the cost of erecting/dismantling the gazebos for the Farmers Market for a further 6 months from 1 April 2019. To be re-assessed September 2019. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.

- (iv) **Farmers’ Market: To receive verbal update report: Sarah Jones reported:**
- It has been decided not to hold a pop-up market at Tesco car park on 29 March.
 - Farmers’ Market traders will book stalls at the Festival Market on 29 June, there will be no separate Farmers’ Market.
 - The SpringFest market will be held in Higher Bullring, Devon County Council will charge £200 for the order to close the parking spaces but Cllr John Berry has agreed to make a grant of £200 from the Locality Budget.
 - Recently lost 2 traders and finding it difficult to get new traders.

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

8. TOWN CENTRE DEVELOPMENT

- (i) **Social Enterprise places and funding opportunities: to discuss:** Clerk reported that towns where social enterprise is thriving can register as a Social Enterprise Place. The programme aims to promote, raise awareness, and build the markets for social enterprise at a local and national level. Monitor ways that local social enterprises can support each other.
- (ii) **Any other issues impacting on town centre viability:** Discussion ensued about ways to regenerate the high street and support local business. This included shared space retail units and website sales, buying and delivery service. Consider how the Masterplanning exercise can be used as a means of finding out what people want.

9. ST ANDREWS CAR PARK

- (i) **To receive update report:** Report circulated with agenda and noted.
- (a) **Widening the entrance:** Consider next time the car park is resurfaced.
- (b) **Fencing:** Site visit to be carried out to assess whether access is being obtained to neighbouring properties and decide if any action is needed.

(c) Finance: Discussion about use of car park revenue, Clerk to investigate whether income from car parking can be used for town centre regeneration.

- 10. CCTV: To review progress to-date and agree way forward:** It was acknowledged that Aspen Properties is not able to grant permission for CCTC camera to be fixed to their premises. Discussion about how the Lower Bullring end of the town centre can be provided with CCTV coverage.

RESOLVED: Clerk to approach Cullompton United Charities and Norton Opticians to enquire whether they would be willing to grant permission for a CCTV camera to be fixed to their buildings. This could be by means of an arm to provide good coverage of the area.

- 11. CORRESPONDENCE:** None

- 12. DATE AND TIME OF NEXT MEETING:** Thursday 4 April at 7pm.

DRAFT

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	That the estimate from SWH Civils for £1100 to excavate 2 no. holes and install 2 no. flag poles is accepted	1100	TC	Medium	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	650	TC	Medium	Will purchase once we have date to install holes. Application submitted to Communities Together Fund to assist with cost of flagpoles
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.		TC		Funding application submitted but unsuccessful
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.		TC	Medium	Email sent, DCC to undertake site visit
07/02/2019	Clerk to obtain estimates to remove tree grilles around the trees in High Street		TC	Low	SW Civils contacted, 2-3 weeks work to remove and make good. Review once pavement work has been completed.
07/02/2019	R & R Tree Services to carry out tree works in High Street and Lower Bullring	375	TC	High	Work completed
07/02/2019	RS Agricultural Services to supply and erect a parking barrier at St Andrews car park.	996.68	TC	Medium	Work completed, but need to extend around the corner.
07/03/2019	Council to extend the existing arrangement to subsidise the cost of erecting/dismantling the gazebos for Farmers' Market for a further six months from 1 April 2019. To be reassessed in Sept 2019	650	TC	High	

07/03/2019	Clerk to approach Cullompton United Charities and Norton Opticians to enquire whether they would grant permission for a CCTV camera to be fixed to their buildings.				Both have agreed in principle, Norton Opticians considered the better of the two. Estimates obtained, details sent to Conservation Officer and building owner for comment. Awaiting response.
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APPENDIX C

TOWN CENTRE AND ECONOMIC DEVELOPMENT COMMITTEE

2018/19 Budget Report to 25 March 2019

	Budget	Payments to date	Remaining balance
St Andrews Car Park			
EMR Car Park improvements	8000.00		
Car Park improvements (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
NOTE: The minus balance should be offset by the car park income for Jan-March 2019 which won't be received until the new financial year.			
CCTV	3000.00	0.00	3000.00
Signs		75.00	
CCTV Repair		365.00	
Insurance		200.00	640.00
Balance			2360.00
NOTE: The Annual Maintenance contract charge of £380 has not yet been deducted, this will leave a balance of £1980 towards the upgrade of the CCTV system. 2019.20 CCTV Budget is £3,000.00			
Public Toilets	5000.00		
Toilet Rolls		30.40	
Labdon Bld Supplies		39.35	
MDDC recharge for utilities and business rates (Estimate, awaiting final invoice)		1429.97	
		1499.72	3500.28

APPENDIX C

Town Maintenance	6500.00		
Income over budget (£500) Hanging baskets	474.00		
DCC Lengthsman's contribution	2135.00		
	9109.00		9109.00
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	
Insurance		100.00	
Equipment hire		18.84	
Eye wash dispenser		22.13	
Tools		108.00	
		4323.60	4323.60
Balance			4785.40

APPENDIX D

CULLOMPTON TOWN COUNCIL

STREET MARKET INCOME AND EXPENDITURE 2018/19: 1 April 2018 - 25 March 2019

BALANCE FORWARD 2017/18		5223.00
INCOME		
Market stall rents		2384.00
Farmers Market contribution to premises licence		35.00
Sale of trailer		125.00
		7767.00
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	
Storage boxes	33.32	
Electricity refund	-332.06	
	3010.30	3010.30
Balance		4756.70

APPENDIX E

CULLOMPTON TOWN COUNCIL

Report to: Town Centre & Economic Development Committee

Re: Market matters

Prepared by: Town Clerk

Date: 27 March 2019

All running smoothly, currently there is the fish van plus four regular stalls, a couple of enquiries but nothing definite.

13 March street market was cancelled due to poor weather conditions. Two of the regular stall holders traded from the Town Hall. Due to low sales no charge was made for these stalls.

The Council has already purchased several new canopies to replace existing, one more needed to complete the refurbishment of the gazebos, approximate cost £70.00.

Negotiating with MDDC to extend the free car parking for market traders arrangement in Forge Way car park. The agreement expires on 31 March, have extended for one week, awaiting definitive answer from MDDC.

