

APPENDIX A



Minutes of a meeting of the Town Centre and Economic Development Committee held on Wednesday 6 June 2018 commencing at 2.30pm at Cullompton Town Hall

Present: Cllrs Iain Emmett (In the chair) and Cllrs James Buczkowski and Janet Johns.

Judy Morris: Clerk

1. **APOLOGIES received and accepted from** Cllr Eileen Andrews.
2. **CHAIRMAN:** Cllr Iain Emmett was elected Chairman for the meeting. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.
3. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None
4. **PUBLIC QUESTION TIME:** None
5. **MINUTES:** The approval of the Minutes of the Market Committee meeting held on 11 April 2018 was deferred until the next meeting as only one person in attendance had also been present at the Market Committee meeting.
6. **TERMS OF REFERENCE: To approve terms of reference.**

RECOMMENDATION: That the Committee's terms of reference are approved as follows (Proposed Cllr James Buczkowski, seconded Cllr Janet Johns).

- i. To manage, monitor and regulate the Council's market activities.
- ii. The care, maintenance and provision of street furniture, including bus shelters.
- iii. The care, maintenance and regulation of the town's CCTV system.
- iv. The care, maintenance and regulation of St Andrews car park and Codners Corner.
- v. To control the finances of CCTV, the market. St Andrews car park and public toilet subject to the limits of the budget agreed by the Council and undertake quarterly review of income and expenditure.
- vi. To control the Town Maintenance budget and undertake quarterly review of income and expenditure.
- vii. The care, maintenance and regulation of public toilet facilities in the town centre.
- viii. Project and economic development to improve the viability of the town centre.

7. MEMBERSHIP: To consider whether to invite non-councillors to join the committee.

RESOLVED: That the Cullompton Farmers' Market, Culm Valley in Business and the street market traders are each invited to nominate a representative to join the committee.

8. FINANCE: To receive Committee Income and Expenditure report: Noted

9. STREET MARKET

(i) Income & Expenditure: To receive Income & Expenditure report: Noted but add Town Maintenance budget.

(ii) To receive an update: Clerk reported that there is currently only three regular stalls and struggling to find anyone else interested.

(iii) To review charge back arrangements for cost of erecting and dismantling the gazebos: Clerk to review actual cost of erecting gazebos.

RESOLVED: That the Council charges the actual cost of erecting and dismantling the gazebos for the Farmers Market instead of the standard £35 fee that it currently charges. Suggest that the Farmers' Market Committee applies for a grant from the Town Council to assist with this cost.

(iv) To consider purchase of 3 no. gutters for gazebos at a cost of £106.20 (plus VAT): Discussion about the number of gutters required as all the gutters are in a poor condition.

RESOLVED: That, in principle, the Committee approves the purchase of replacements gutters, Clerk to check number required and whether any discount is available if a larger number are purchased.

(v) To consider purchase of promotional boards at a cost of £30 each: Draft design circulated and discussed.

RESOLVED: That, following slight changes to the design, the Council orders 3 no. promotional boards for the Street Market.

(vi) Promotion and advertising: It was agreed to defer until the next meeting for more in-depth discussion.

(vii) Parking permits for market traders: As St Andrews car park is a short stay shoppers car park, providing permits will take away spaces that are could be used by potential market customers. It was therefore felt that it would be more appropriate to offer to reimburse the cost of parking in Forge Way car park and, in this way, St Andrews car park can be protected for shoppers.

(viii) Any other market matters. None.

10. ST ANDREWS CAR PARK

(i) Parking permits: Discussion about allocating parking spaces for permit holders, Clerk to check how many permits the Council agreed to sell for further consideration at the next meeting.

- (ii) **To receive update with regard to management of car park and agree any action required:** Clerk reported that Devon County Council has apologised for the delay and have stated that they hope the new management regime will start from the end of July 2018. Their programme of action to get the site live is:
- **TRAFFIC ORDER** Resolve objection with local County Councillor and Chair of Highways and Traffic Order Committee to satisfy our constitutional requirements.
 - **SIGNING** Finalise signing designs and issue works order to our contractor for manufacture and installation – we will provide a draft design to the TC for final approval, our focus will be getting everything legal for go live, we can discuss any adjustments to entrance at a later date if this is something the TC would want to update.
 - **MACHINE** Issue works order to our contractor for installation.
- (iii) **Any other car park matters:**
- **Scam parking charge notices:** Concern about ‘scam’ parking charge notices being issued. Cllr Iain Emmett to obtain a copy of the notice sent to a local resident. If it turns out to be some form of ‘scam’ then Clerk to inform police.
 - **Parking of large vehicles:** Discussion about measures to stop large vehicles from using the car park as they often take up more than one space and create maneuvering difficulties for other vehicles. Include as an agenda item for the next meeting.
11. **PUBLIC TOILETS: To receive update and agree any action required:** Nothing to report at present, awaiting update from MDDC.
12. **TOWN CENTRE ENHANCEMENT AND REVITALISATION**
- (i) **To receive an update on the outcome of the Townscape Heritage Initiative bid and agree any action required:** It was noted that the bid had been unsuccessful.

RESOLVED: That an MDDC Economic Development Officer is invited to attend the next meeting to discuss a number of town centre issues to include:

- Townscape Heritage Initiative bid: where do we go from here?
- Public toilets: update.
- Harlequin Valet: update.
- Shop Front Grant Scheme: future funding.

(ii) **Any other town centre enhancement matters:**

- **Shop front grant scheme:** Not much money left in the fund, contact MDDC to ask if they would provide additional funding for this scheme.
- **Hanging baskets:** Have now been erected and will be watered regularly by Town Council staff.

13. **ACTION PLANNING: To review draft action plan 2018-21:** To be discussed in more detail at the next meeting.
14. **CORRESPONDENCE:** None
15. **DATE FOR MEETINGS:** To approve schedule of dates for Committee meetings 2018/19.

RESOLVED: That meetings are held monthly on a Thursday evening, clerk to check Town Hall diary for available dates.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

DRAFT