



**Minutes of Town Centre & Economic Development Committee meeting
held on Thursday 1 November 2018 commencing at 7pm in Cullompton Town Hall**

Present: Cllr Jordann Barge (Chair), Dorothy Anderson, Cllr Liza Oxford-Booth, Cllr James Buczkowski, Cllr Janet Johns and Naomi Lihou

Judy Morris: Town Clerk

1. **APOLOGIES:** Apologies were received and accepted from Cllrs: Eileen Andrews (personal) and Iain Emmett (personal)
2. **DECLARATIONS OF INTEREST:** None
3. **PUBLIC QUESTION TIME:** None
4. **MINUTES:** The Minutes of the previous meeting held on 4 October 2018 were approved and signed as true and correct record of the meeting. Liza Oxford-Booth, seconded Cllr Janet Johns.
5. **RESOLUTIONS: To review actions from previous meeting:** Discussion points:
 - **Flag poles:** Clerk reported that the Council will need to employ a contractor to install the flag poles. It was suggested that a temporary flagpole is use for the Remembrance Service and ask Council staff if they can place the small union flags in the flag holders in Fore Street for the Parade.
 - **Christmas Decorations:** It was clarified that the Council will encourage households to decorate their windows for Christmas but it will not be organising a competition.
6. **FINANCE: To review Income & Expenditure account.** Noted.
7. **TOWN CENTRE ENHANCEMENT AND REVITALISATION**
 - (i) **Harlequin Valet site: To receive update report and agree any actions required:** Discussion about use of the site and its potential to bring people into the town centre. Good location close to bus stop and a possible access from Forge Way. Ideal location for public toilet.

However, the proposal to cover the area and use as a semi-permanent market space is not going to generate sufficient revenue to cover costs. Worried about putting a lot of effort into something that could be a non-starter. It was suggested that the project is something that the Town Team might like to pursue.

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. Proposed James Buczkowski, seconded Cllr Liza Oxford-Booth

NOTE: Cllr Jordann Barge declared a pecuniary Interest in respect of the following item as she lives close to the proposed development site and withdrew from the meeting whilst it was discussed.

(ii) Public Convenience development: To receive update report and agree any actions

required: Report had been circulated with agenda, email from developer to Mid Devon District Council suggests that *“ideally a return to the original plan of transferring the title to CTC at no cost who could then transfer it to Triway in exchange for new toilets may be the best way forward”*.

Cllr James Buczkowski explained that if the public toilets were to be transferred to the Council for £1 then there would be a condition about any uplift in value if the toilets were then sold or used for a use other than public toilets.

Concern that the developer has not yet approached the local planning authority to find out their opinion of the proposal for the site.

RESOLVED: 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. Proposed Cllr Janet Johns, seconded Cllr James Buczkowski.

Cllr Jordann Barge rejoined the meeting and resumed the chair

(iii) Community toilet scheme: to review success of scheme and determine whether any

action is required: Clerk reported that two more local businesses have indicated an interest in joining the scheme. One other is interested but would like recompense for expenses. They have agreed to calculate approximate costs and submit to the Committee for consideration.

Discussion ensued about promoting the scheme, list all businesses in the scheme and promote on social media. It was also suggested that the Council uses its Facebook page to spotlight one business each week. Also full page spread in the next Cullompton Crier with photos.

It was stressed that there needs to be 2-way communication, ask businesses to let the Council know if there are any issues caused by the scheme.

8. MARKETS

(i) Income and Expenditure report: Noted

(ii) Replacement canopies plus sides and backs for gazebos: To consider estimate and agree way forward:

RESOLVED: That the council just purchases the 6 no. gazebo brightly coloured canopies as agreed at the meeting on 4 October and continues to use the green sides and backs.

(iii) To consider report from Tiverton Market Manager: Discussion included

- **Free parking:** studies have shown that free parking has no impact on the viability of town centres. There are a lot of successful markets that don't have free parking.
- **Stalls:** Need to be honest with ourselves, what makes a market successful is having traders selling, without traders no market. Traders struggle to sell much at Cullompton's market due to low footfall. Not a big enough town to support a weekly market.
- **Farmers' Market:** Discussion about linking the Farmers' Market and the general market but it was considered that this could mean that the Farmers' Market will lose its identity and it's the Farmers' Market identity that is the unique selling point.

One of the questions in the report is "Do you want a market and why? Discussion about whether a weekly general market is sustainable or whether it would be more beneficial to put our energy into the things that are working e.g. festival markets.

RECOMMENDATION: That the Council phases out the weekly general market after Christmas and, instead the Committee considers what, in market terms, will work for Cullompton. Agenda item for the next meeting.

RESOLVED: That the Market Report prepared by the Tiverton Market manager continues to be used, by the Committee, as a reference document.

- (iv) **To receive verbal update report for Farmers' Market:** Dorothy Anderson reported that the Farmers' Market had been disappointed by the terrible weather for the October Food & Drink Festival which meant that only a few stalls were able to trade. On the positive side though Cullompton Farmers' Market has recently been voted the best in Devon by Food Drink Devon. They need help to add this news to their website.

Looking forward to Christmas and will continue to hold markets in January and February. Pitch fees are currently £15.

- (v) **Any other market matters.** Clerk reported that Mid Devon District Council has asked why the Town Council hasn't considered allowing the market traders to use its own car park. Clerk has responded explaining that the Council would prefer to protect St Andrews as a shopper's car park. Awaiting responses from MDDC.

9. **CCTV: To receive update report and agree any actions required:** Report circulated with agenda and discussed. It has been ascertained that to install a pole for a CCTV camera on the wide area of pavement on the corner of Cockpit Hill and High Street will be prohibitively expensive due to the need to fabricate a bespoke pole. The intention therefore is to revert to the proposal to install a CCTV camera on the opposite side of the road and replace the lighting column. As the original proposal was to install the CCTV cameras directly onto the Aspen Property building it was felt that it was not cost effective to pay to replace the lighting column when the property owner had given consent for the cameras to be fixed directly onto the building.

RESOLVED: 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. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

10. ST ANDREWS CAR PARK

- (i) Lighting: To consider installing a light at the entrance to the car park:** Considered urgent as a health & safety risk.

RESOLVED: 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. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

(ii) Any other car park matters:

- (a) CCTV:** suggestion that a CCTV camera is installed as a public safety measure.

RESOLVED: That costs are obtained to install a CCTV camera in St Andrews car park.

- (b) Operation of car park:** DCC reported income of £1010 for September. Signing work is on the work list for the team but they are currently very busy and hope to have draft signs prepared by the close of the year. Clerk to find out how many enforcement notices have been issued.

- 11. THREE YEAR ACTION PLAN 2018-2021: To review and update:** Discussion ensued, Clerk reported that MDDC has advised that, as the Council already has £20k in its reserves for the Townscape Heritage scheme, that there is no need to budget anything in 2019-20. However they would like to have a discussion about how much the Town Council is willing to put in the pot as they will need to put something in the initial application to Historic England.

It was agreed to wait until the results of the budget survey were known before deciding what projects to include in the Action Plan but it was suggested that the Committee investigates some form of economic development project.

- 12. CORRESPONDENCE:** None

RESOLVED: 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. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

- 13. ST ANDREWS CAR PARK: To consider estimate for turning area barrier and agree way forward:** Clerk reported that one estimate had been obtained as unsure exactly what was required. The Committee confirmed that it was happy with the proposal and Clerk will try to obtain comparison quotes.

- 14. DATE AND TIME OF NEXT MEETING:** Thursday 6 December 2018 at 7pm.