



**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.