



**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.