



Town Clerk: Miss Joy Norris MSc ACIS

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Notice is hereby given that a meeting of the **Town Centre and Economic Development Committee** will take place on **Monday, 25th January 2021** starting at **19:00 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below.

If you are using the internet please use the following link:

<https://zoom.us/j/96371246791> Meeting ID: 963 7124 6791 or use this QR code



To use one tap mobile dial 03300885830,,96371246791# or 01314601196,,96371246791#

To use a landline dial To use a landline dial: 0330 088 5830 or 0131 460 1196 or 0203 481 5237 or 0203 481 5240 or 0203 901 7895 or 0208 080 6591 or 208 080 6592
Meeting ID: 963 7124 6791

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; the overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email enquiries@cullomptontowncouncil.gov.uk 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website).

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice).

A handwritten signature in black ink that reads 'Joy Norris'.

Joy Norris

Town Clerk

Date: 19th January 2021

AGENDA

Town Centre And Economic Development Committee 25 January 2021

Committee Membership: Councillors: E Andrews, J Buczkowski, K Haslett, J Johns, J Lochhead and M Smith (Chair)

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item 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 person. Members of the public will only be permitted to speak during the Public Participation agenda item.

1. Chair's Announcements

The Chair may make announcements relevant to the work of the Committee.

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies For Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. Declarations of Interests

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any 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.

4. Public Participation

To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person.

5. Minutes

To confirm the Minutes of the meeting held on 30 November 2020 as a correct record (Supporting Paper A)

6. Action List

To receive and review the Action List relating to the Town Centre and Economic Development Committee. (Supporting Paper B)

7. Appointment of Committee Vice-Chair

To consider the appointment of a Committee Vice-Chair for the remainder of the municipal year.

8. Financial Matters

- (i) To receive and review information about the Town Centre and Economic Development Committee income, expenditure and commitments, compared to the 2020/21 budget estimates. (Supporting Paper C)

9. Market Updates

- (i) to receive an oral report from the weekly market representative including an update on recent markets and any matters that the stallholders wish to bring to the attention of the Committee
- (ii) to receive an oral report from the Farmers' Market representative including an update on recent markets and any matters that the stallholders wish to bring to the attention of the Committee

10. Outdoor Team Report

To consider a report from the Outdoor Team about recent and planned work. (Supporting Paper D)

11. St Andrew's Car Park - Charges

To consider the reinstatement of charges for parking in St Andrew's Car Park, taking into account any relevant restrictions and advice pertaining to the COVID 19 Pandemic.

12. Committee Terms Of Reference – Committee Membership – Culm Valley In Business

To consider making a recommendation to the Town Council that Culm Valley In Business has a representative on the Town Centre and Economic Development Committee and that the representative may participate in a meeting as a Committee member but will not have any voting rights (as the Committee has delegated authority to deal with some financial matters).

13. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.

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 during the Public Participation session listed on the Agenda



TOWN CENTRE AND ECONOMIC DEVELOPMENT COMMITTEE

Minutes of a Committee meeting held on Monday 30th November 2020 at 19.00hrs.
Meeting held with remote attendance

Present

Chair: Councillor M Smith

Committee Members: Councillors: E Andrews, J Buzckowski, J Johns and J Lochhead

In Attendance:

Councillors: Officers: J Norris (Town Clerk), M Weston (Deputy Town Clerk)

Weekly Market Representative: S Robinson

1 member of the public attended the meeting

TCED Chair's Announcements

47. There were no Chair's announcements.

TCED Apologies For Absence

48. An apology for absence was received from Councillor Dale.

TCED Declarations of Interests

49. No Declarations of Interest were made regarding any items on the Agenda.

TCED Public Participation

50. This agenda item allows members of the public present at the meeting to raise matters which are relevant to the work of the Committee.

No matters were raised.

TCED Minutes:

51. Consideration was given to the draft Minutes of the meeting held on 26 October 2020 (Supporting Paper A to the Agenda)

RESOLVED that the draft Minutes of the meeting held on 26 October 2020 be confirmed as a correct record.

TCED Action List

52.

Town Centre & Economic Development Committee 25 January 2021

Supporting Paper A

The Action List relating to the Town Centre and Economic Development Committee was reviewed and the actions and completed items noted. (Supporting Paper B to the Agenda)
It was informally agreed that item no 2 – the Mural - would be dealt with through the Heritage Action Zone project and could be removed from the action list

TCED Financial Matters

- 53.** (i) Information about the Town Centre and Economic Development Committee income, expenditure and commitments, compared to the 2020/21 budget estimates was received and reviewed. (Supporting Paper C to the Agenda)
- (ii) The financial information relating to the re-opening Town Centre grant from Mid Devon District Council was received and reviewed. (Supporting Paper D to the Agenda)

RESOLVED that the income, expenditure and commitments report and the report regarding the grant for re-opening the town centre are noted.

TCED Market Updates

- 54.** (i) The weekly market representative provided an update on recent markets and requested the Committee to consider the reasons for having a weekly market and to work in partnership with the traders to develop an operating plan.
- (ii) to receive an oral report from the Farmers' Market representative including an update on recent markets and any matters that the stallholders wish to bring to the attention of the Committee

There was no report from the Farmers Market

TCED Outdoor Team Report

- 55.** A report from the Outdoor Team about recent and planned work was received. (Supporting Paper E to the Agenda)

TCED 2020 Parking Permits

- 56** Consideration was given to whether or not there should be any refunds / recompense for people who had bought annual permits in the light of the free parking in St Andrew's car park since April 2020

RESOLVED that those people who have purchased a permit to use in 2020 are offered either the permit to be extended for use in 2021 or offered a refund.

TCED Parking and Safety Measures, Higher Bullring

- 57.** The parking arrangements in the Higher Bullring and possible safety measures were considered in the light of the recent incident where a parked car rolled across the road, pavement and into a frontage wall.

The Town Clerk was asked to contact Devon County Council and seek their advice as to what may be possible

TCED Members Questions

58.

Town Centre & Economic Development Committee 25 January 2021

Supporting Paper A

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Cllr Lockhead – there are a lot of weeds growing on the pavements in Fore Street, Higher Bullring and the High Street - please can something be done about it.

The meeting closed at 20:26hrs

DRAFT

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
1	04/04/2019 St Andrews Car Park	St Andrew's Car Park	(i) Signage to be reviewed, DCC to arrange for a large 'tariff' board to be erected close to the 'pay and display' machine, plus ticket reminder signs at the entrance/exit point.		TC	Medium	DCC had agreed to provide new boards when the changes are made. 03.08.20 TCED Cttee agreed action to be deferred until COVID-19 situation has eased "Design" /text for sign has been checked. Waiting for Parking Order to be advertised Parking Order advertised from 10 November – 15 December. New signs erected w/c 11.01.2021
2	03/09/2019 - St Andrews Car Park	ST Andrew's Car Park	That the availability of daytime permits is vigorously publicised.		TC	Medium	Deferred due to changes to parking charges yet to be implemented by DCC.
3	25/11/2019	St Andrew's Car Park	That the Council enters into a new contract with Devon County Council for the management and enforcement of St Andrews car park for a fixed fee of £2,400 per year. Emphasise that the Council would like the changes to the parking charges implemented as soon as possible.	£2,400 per annum	TC	High	03.08.20 TCED Cttee agreed action to be deferred until COVID-19 situation has eased

4	25/11/2019 - Market	Market	That the Council objects to the decision that the fish van must park in a parking space. The fish van has been coming to Cullompton for 30 years plus, it is an integral part of the market and is vital to the market's sustainability. It is not practical for the van to park in a parking space. Clerk to write to Devon County Council and ask that they grant permission for the fish van to park on a specified section of the pavement, where it is causing no inconvenience to anyone, on Wednesdays and Saturdays.		DTC/TC	High	Contact made with DCC who are not willing to change their stance. Cllr John Berry has also tried to get DCC to change their minds but to no avail. Application submitted for a permit to enable the fish van to park across 4 parking spaces. Council to pay the cost of the permit which we understand to be £45. TCED Committee 03.08.20 write to DCC Chief Executive stating that the DCC ruling is not acceptable to the town Council and ask for an explanation and justification of the DCC stance 28.10.2020 letter sent to DCC Chief Executive
5	25/11/2019 - Market	Market	In the longer term the Town Council will investigate training in order that a member of staff can become the Designated Premises Supervisor.		TC	Low	
6	27/01/2020 - St Andrews Car Park	ST Andrew's Car Park	That the daytime permit becomes an all-day (24 hour) permit and the fee remains at £250. No more than 5 permits to be sold, as per original agreement, due to limited capacity of the car park				03.08.20 TCED Cttee agreed action to be deferred until COVID-19 situation has eased This is detailed on the new Parking Order
7	27/01/2020 - Market	market	That the Council submits a revised planning application for the market and asks XL Planning Ltd to prepare a suitable plan at a cost of £300. Planning application to be prepared by Town Council staff	£300	DTC/TC	Medium	XL Planning have been instructed to prepare a plan of the Higher Bullring area. Plan has been received and planning application form drafted
8	17/09/2020	Public Toilets Cleaning	Investigate costs of clinell wipes (large, green) and holder		TC		

9	26/10/2020	Public Participation	Electric Car Charging Points Write To DCC saying announcements made for Crediton & Tiverton what about Cullompton - could do with something in the centre of town		TC	
10	30.11.2020	Financial Matters	Send grant application to Cultural Consortium		TC	Grant Application sent to Consortium and Town Council subsequently received and determined the application
11	30.11.20	Parking Permits	Advise DCC re extending or refunding 2020 parking permits		TC	Email sent 08.12.2020
12	30.11.20	Parking Safety Higher Bolling	Contact DCC re possibility of having barriers between parking area and pavement on eastern side		TC	email sent 15.12.2020 and response received as follows "I would hope that the incident was a one off and not a regular occurrence. I am not sure that placing planters would be a good idea or permitted, particularly at the end of the disabled parking bays given that these could be hit regularly by drivers manoeuvring in these parking spaces. If you could send a plan of exactly where you would like to place the planters I can review this."

19/01/2021

Cullompton Town Council

Supporting Paper C

17:28

Detailed Income & Expenditure by Budget Heading 19/01/2021

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Town Ctre/Econ Dev Committee								
800 Town Centre								
1800 Street Market Income	0	0	1,000	1,000			0.0%	
1905 St Andrews car park income	0	57	5,500	5,443			1.0%	
Town Centre :- Income	0	57	6,500	6,443			0.9%	0
4005 CCTV	0	593	1,000	407		407	59.3%	
4105 St Andrew's Car Park	0	2,124	5,500	3,376		3,376	38.6%	
4120 Town Maintenance	0	2,591	7,500	4,909		4,909	34.5%	
4122 Grass/Verge Cutting	0	0	4,000	4,000		4,000	0.0%	
4150 Public Convenience Running Exp	0	8,168	7,000	(1,168)		(1,168)	116.7%	
4800 Outdoor Market expenses	0	300	0	(300)		(300)	0.0%	
4920 Tourism & Economic Development	0	0	1,000	1,000		1,000	0.0%	
9032 Car Park Improvements EMR332	0	0	8,000	8,000		8,000	0.0%	
9070 Market	0	1,400	3,000	1,600		1,600	46.7%	
9090 CCTV - EMR358	0	0	2,360	2,360		2,360	0.0%	
Town Centre :- Indirect Expenditure	0	15,175	39,360	24,185	0	24,185	38.6%	0
Net Income over Expenditure	0	(15,118)	(32,860)	(17,742)				
Town Ctre/Econ Dev Committee :- Income	0	57	6,500	6,443			0.9%	
Expenditure	0	15,175	39,360	24,185	0	24,185	38.6%	
Movement to/(from) Gen Reserve	0	(15,118)						
Grand Totals:- Income	0	57	6,500	6,443			0.9%	
Expenditure	0	15,175	39,360	24,185	0	24,185	38.6%	
Net Income over Expenditure	0	(15,118)	(32,860)	(17,742)				
Movement to/(from) Gen Reserve	0	(15,118)						

Town Centre & Economic Development Committee 25 January 2021
Supporting Paper D

Agenda No 10, Outdoor Team Report

The Outdoor Team is currently operating at a 50% staffing level (not taking into account annual leave and sickness) and I am speaking to them weekly about work progress and plans. The current agreed priority tasks for the town which are in progress are:

- repainting the 2M space reminders on the pavements;
- the refurbishment of 2 benches from the town

The work to paint the Almshouse shelter and the bollards in various places in the town are on hold until the weather is warmer and less humid so that the paint will dry properly.

Further tidying at St Andrews car park – particularly clearing the ground where the foliage was cut back in the early autumn is planned.