



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Devon, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

Notice is hereby given that a meeting of the **Town Centre & Economic Development Committee** will take place on **Monday, 25th April 2022** starting at **19:00 hrs** in the Town Hall, 1 High Street, Cullompton, EX15 1AB

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)

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; anyone wishing to raise an item during public participation must either be present in the Town Hall for the meeting or email their question to enquiries@cullomptontowncouncil.gov.uk it would be helpful if this could be at least 2 working days before the meeting if possible.

If you wish to attend and speak at a meeting it would be helpful if you email or phone with details of your first and last names and 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. Notification in this way will help the meeting run as smoothly as possible.

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.

The Town Council is investigating live streaming meetings and relevant links will be available on the Town Council website, however due to technical limitations the Town Council cannot guarantee the availability or quality of this means of attending a meeting.

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

Joy Norris
Town Clerk
Date: 20th April 2022

AGENDA

Town Centre And Economic Development Committee 25th April 2022

Committee Membership:

Councillors Andrews, Buczkowski, Connolly, Haslett and Johns.

Weekly Market Rep – Vacant

Farmers Market Rep – S Jones

Culm Valley In Business Rep - M Spiers

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. Election of Chair

To consider the election of a Chair for the meeting (there current being neither a Committee Chair nor Vice-Chair)

2. 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

3. Apologies For Absence

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

4. 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.

5. 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.

6. Minutes

To confirm the Minutes of the meeting held on 28th March 2022 as a correct record (Supporting Paper A)

7. Action List

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

8. Market Updates

- (i) to receive an oral report on 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.

9. CVIB Update

To receive an oral report from the Culm Valley in Business representative including an update on recent events and any matters that the organisation wishes to bring to the attention of the Committee.

10. Financial Matters

To receive and review information about the Town Centre and Economic Development Committee income, expenditure and commitments, compared to the 2021/22 budget estimates. (Supporting Paper C)

11. Storage on St Andrew's Car Park

To consider information relating to the purchase and siting of storage on St Andrew's Car Park (Supporting Paper D)

12. Wild Flower Areas

To consider having some verges as wild flower areas (referred from Town Council 24.02.22) (Supporting Paper E)

13. Fore Street - Alternating 1-way System

To consider requesting Devon County Council to implement a trial 1 way system in Fore Street areas (referred from Town Council 24.02.22) (Supporting Paper F)

14. Complaints Log

To consider complaints that have been received regarding matters that fall within the Committee's remit (Supporting Paper I)

15. 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 28 March 2022 at 19.00hrs in the
Town Hall, 1 High Street, Cullompton, EX15 1AB

Present:

Chair: Councillor K Haslett

Committee Members: Councillors Connolly and Johns

In Attendance

Note: Councillors attending by remote access are not able to participate nor vote in the meeting but may raise questions during the agenda item for Members' Questions

Officers: J Norris (Town Clerk) (Remote Attendance)

1 member of the public as present in the Town Hall

TCED Election of Chair

228. To consider the election of a Committee Chair (following the resignation of Cllr Emmett from the Town Council).

RESOLVED that in the absence of a Committee Chair, and there being no Committee Vice-Chair, Cllr Haslett be elected as Chair for the duration of the meeting.

TCED Chair's Announcements

229. There were no Chair's announcements.

TCED Apologies For Absence

230. Apologies for absence were received from Councillors Andrews and Buczkowski.

TCED Declarations Of Interests

231. The following declarations of interest were made:

- Councillor Johns declared a personal interest in Agenda No 16 Parking in Queen's Square as she lives nearby.

TCED Public Participation

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

Speaker 1

Raised the issue of parking causing obstructions in various locations throughout the town and also asked what the Town Council's involvement was with Fiver Fest.

Town Centre & Economic Development Committee 25 April 2022
Supporting Paper A

The Chair responded that the car parking issue was on the Agenda and that The Town Council does not have any involvement with Fiver Fest.

TCED Minutes

233. The Draft Minutes of the meeting held on 31st January 2022 were considered. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 31 January 2022 be confirmed as a correct record.

TCED Action List

234. The Action List relating to the Town Centre and Economic Development Committee was received and reviewed. (Supporting Paper B to the Agenda)

TCED Market Updates

235. (i) No matters were reported from the weekly market traders.
(ii) a written report from the Farmers' Market was circulated.

TCED CVIB Update

236. To receive an oral report from the Culm Valley in Business representative including an update on recent events and any matters that the organisation wishes to bring to the attention of the Committee.

No report was received

TCED Station Road Toilets

237. To receive a presentation and update regarding the new public toilet.

The developer was not present at the meeting to give the presentation.

TCED Financial Matters

238. Information about the Town Centre and Economic Development Committee income, expenditure and commitments, compared to the 2021/22 budget estimates was received and reviewed. (Supporting Paper C to the Agenda)

TCED Market Fees

239. Consideration was given to fees being charged for market stalls (Supporting Paper D to the Agenda)
RESOLVED to recommend to Council that fees for market stall be re-instated as soon as practicable at the existing level.

TCED Outdoor and Maintenance Team Supervisor's Monthly Report

240. Consideration was given to reports from the Outdoor and Maintenance Team Supervisor about recent and planned work (Supporting Paper E to the Agenda).

TCED Welcome Back Fund

241. An update on projects was received and decisions made by the Town Clerk under delegated authority noted. (Supporting Paper F to the Agenda)

TCED St Andrews Car Park – Parking Permits

242. To consider ways of publicising the availability of parking permits (Supporting Paper G to the Agenda)

Town Centre & Economic Development Committee 25 April 2022
Supporting Paper A

The Town Clerk was asked to collect further information and report back to a future Committee.

TCED Parking In Queen's Square

243. The Town Council has been asked by Devon County Council to comment upon parking in Queen's Square. (Supporting Paper H to the Agenda)

RESOLVED that the principle of extending the double yellow lines towards the Hebron Hall is supported provided that space is left for 1 vehicle to park

Note Councillor Johns had declared a personal interest in this agenda item at the start of the meeting (see Minute TCED 231)

TCED Complaints Log

244. Complaints received regarding matters that fall within the Committee's remit were noted. (Supporting Paper I to the Agenda)

TCED Station Road Toilets – Cleaning Regime

245. The cleaning regime of the Station Road toilet was considered. (Supporting Paper J to the Agenda)

The Town Clerk was asked to collect further information and report back to a future Committee.

TCED Members Questions

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

No matters were raised.

The meeting closed at 20:10hrs

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
1	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. 23.11.21 Committee's suggestions for 07.02.22 email sent to DCC requesting Number of daytime permits sold in current financial year. Committee's instructions re publicity are requested as item on meeting agenda 28.03.22 Committee agenda item; parking data circulated; c/f to future agenda
2	25/11/2019 & 22.02.2021	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 New Agreement on Agenda for 22.02.21 DCC emailed 22.02.21 saying Cttee e happy with revised agreement and fees and asking for a copy of the agreement to be signed to be sent to the Town Clerk email sent chasing signed copy of agreement. Chased again 11.10.2021 and 18.10.21

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
3	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
4	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	
5	22.02.2021	Bus Shelter Cleaning	(i) check the current cleaning frequency (ii) investigate advertising potential		TC		
6	24.05.2021	Finance	Check graphs for future meetings - info as inverted is vandalism covered on insurance What is the £158.00 showing on car park		TC		Graph template corrected
7	05.07.2021	Appointment of Vice Chair	deferred to next meeting		TC		On Agenda for 26.07.2021 but deferred pending Co-Options and on Agenda for 27.09.21 when item was deferred again

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
8		Bus Shelters	Research minutes re responsibility & cleaning of bus shelters		TC		
9	26.07.21	Market	Advertising on local buses		DTC		
10	27.09.21	Action List	Convene Working Group to consider areas / locations / street furniture that CTC is or is willing to become responsible for		TC		
11	25.10.21 31.01.22	Codners Corner	Supervisor to assess refurbishment requirements Find out a) if structure is listed, b) contact for owners of almshouses		TC / Supervisor		Supervisor inspected structure on 22.11.21 and reports "As a team we can do it, it will need the following: Roofing slates, some need to be replaced, some repositioning. The ends of the roof structure need work, we will do this and install a barge board Two of the curved supports (wooden) need replacing due to rot. The rest of it needs rubbing down and repainting." 7.02.22 ATC asked to check if structure is part of listing - response it isn't 22.04.22 staffing capacity and weather permitting work scheduled to be done June / July by Outdoor Team
14	29.11.21	Hanging Baskets	(i) Send letters to business so they can order baskets (ii) get prices for plants and baskets		AA/OS		letters / emails sent wc 17.01.22 wc 14.02.22 order placed for plants 22.04.22 baskets fit for use taken to supplier. Prices obtained for self-watering baskets - order to be placed /c 5.04.22
13	29.11.21	Willand Road	Assess seat near Hanover Gardens to see if it can be refurbished and report back to Committee		OS		

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
14	29.11.21	Town Centre Traffic Flow and Road Layout	(i) To find out what data exists regarding traffic movements in the town centre (including from when the gas main works were undertaken) (ii) Investigate the costs of a traffic study using a temporary traffic order if necessary for temporary traffic control measures e.g. traffic lights to assist with the data collection		TC		agenda item on Committee agenda for 25.04.22
15	31.01.22	Wiiland Road- Town Entry Sign	Advise DCC of wording and symbols		TC		07.02.2022 email sent to DCC & Finance Officer asked to raise PO 22.04.22 DCC advised the Town Clerk by telephone, the system for ordering work has changed; they are awaiting current costs
16	28.03.22	Parking Queen's Square	Advise DCC of Committee support for more double yellow lines provided there is parking available for 1 car		TC		
17	28.03.22	Station Rd Toilets cleaning regime	Introduce regular checks		TC / OTS		put on future agenda

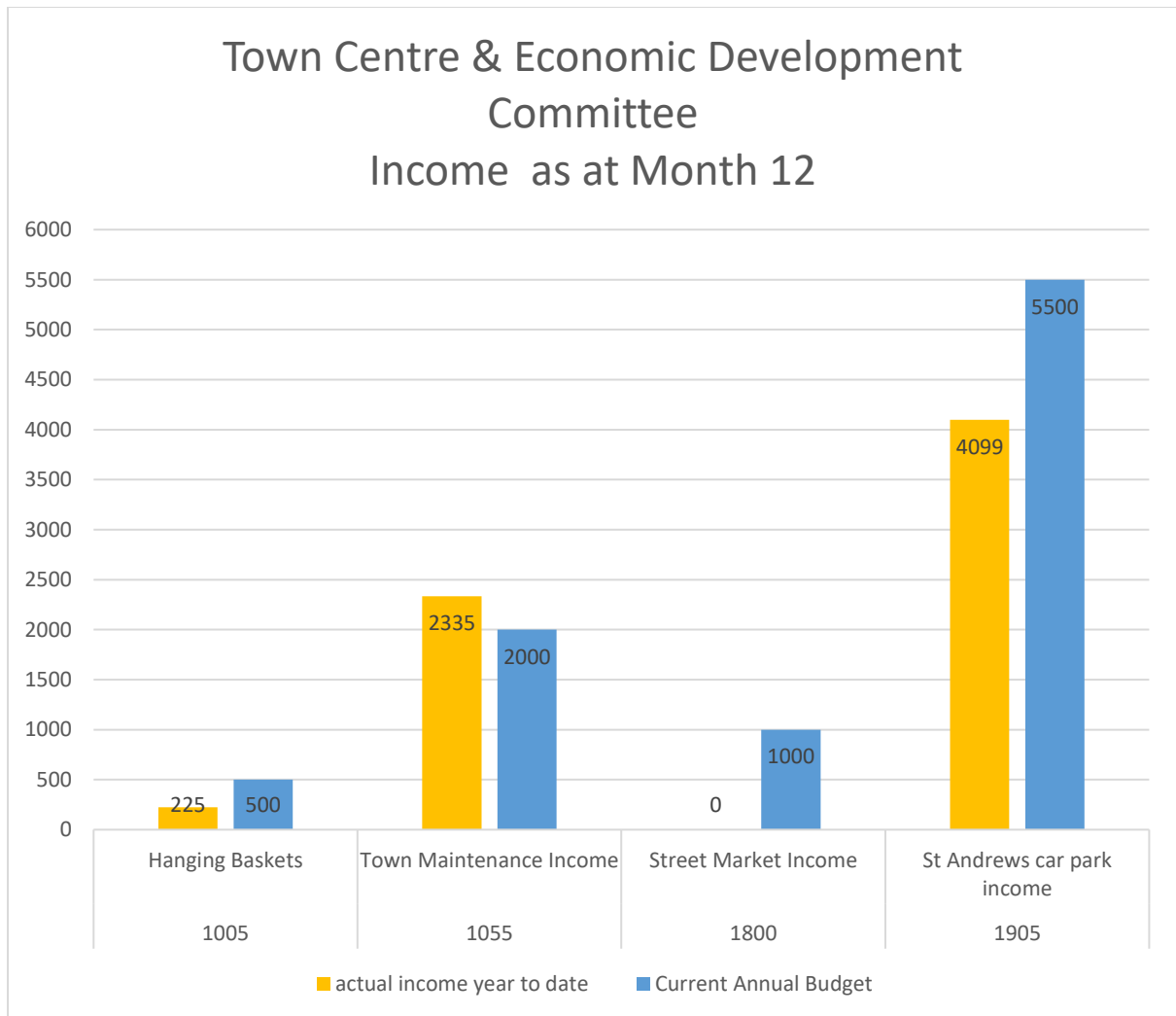
Town Centre & Economic Development Committee 25 April 2022
Supporting Paper C

Agenda 10, Financial Matters

Introduction

1. . Income and expenditure reports are provided for Month 11 (February 2022) and Month 12 (March 2022)
2. The graphs below show the cumulative income and expenditure up to and including Month 12

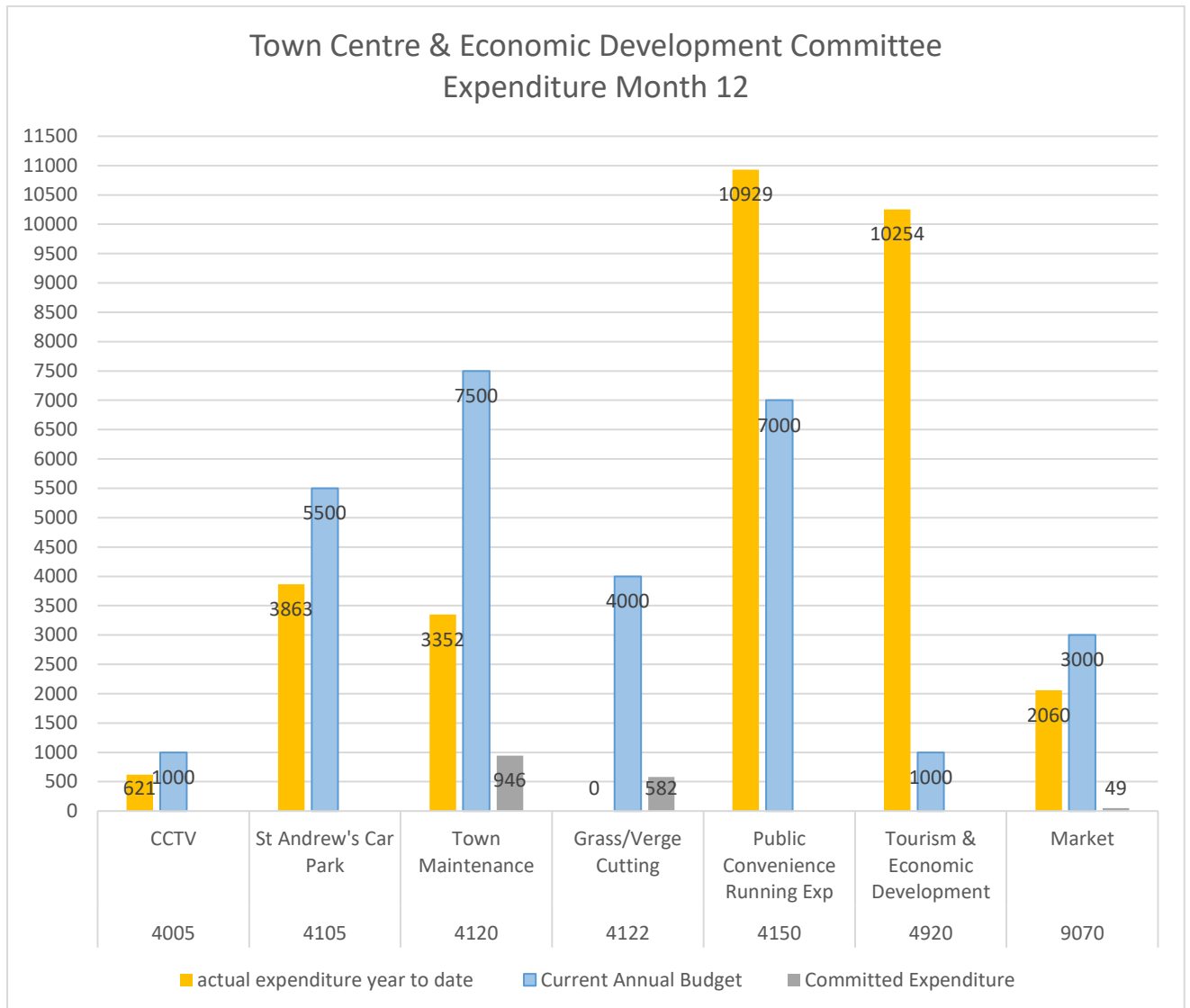
Income



3. The amount of car park income for Q4 has not yet been notified.

Town Centre & Economic Development Committee 25 April 2022 Supporting Paper C

Expenditure



4. Since the last report to Committee the Town Council has paid for the Welcome Back Fund items (coded to 4920) and an Invoice has been raised o reclaim the expenditure from Mid Devon District Council.

5. A report showing the commitments is attached: The commitment amounts include:

Nominal Code	Item
4105	Equipment servicing
4120	Equipment Servicing, New Place sign for Willand Road, plants for hanging baskets etc
4122	Cutting of grass verges

Report Prepared: 22 April 2022

Report Author: Town Clerk

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Town Ctre/Econ Dev Committee</u>								
<u>800 Town Centre</u>								
1005 Hanging Baskets	167	233	500	267			46.7%	
1055 Town Maintenance Income	0	200	2,000	1,800			10.0%	
1800 Street Market Income	0	0	1,000	1,000			0.0%	
1905 St Andrews car park income	1,626	4,099	5,500	1,401			74.5%	
Town Centre :- Income	<u>1,793</u>	<u>4,533</u>	<u>9,000</u>	<u>4,467</u>			50.4%	<u>0</u>
4005 CCTV	0	621	1,000	379		379	62.1%	
4105 St Andrew's Car Park	5	3,551	5,500	1,949		1,949	64.6%	
4120 Town Maintenance	64	3,174	7,500	4,326	946	3,380	54.9%	
4122 Grass/Verge Cutting	0	0	4,000	4,000	582	3,418	14.6%	
4150 Public Convenience Running Exp	592	10,309	7,000	(3,309)		(3,309)	147.3%	
4920 Tourism & Economic Development	254	254	1,000	746		746	25.4%	
9070 Market (link to EMR 320)	111	1,914	3,000	1,086		1,086	63.8%	
Town Centre :- Indirect Expenditure	<u>1,027</u>	<u>19,824</u>	<u>29,000</u>	<u>9,176</u>	<u>1,528</u>	<u>7,648</u>	<u>73.6%</u>	<u>0</u>
Net Income over Expenditure	<u>766</u>	<u>(15,291)</u>	<u>(20,000)</u>	<u>(4,709)</u>				
Town Ctre/Econ Dev Committee :- Income	1,793	4,533	9,000	4,467			50.4%	
Expenditure	1,027	19,824	29,000	9,176	1,528	7,648	73.6%	
Movement to/(from) Gen Reserve	<u>766</u>	<u>(15,291)</u>						
Grand Totals:- Income	1,793	4,533	9,000	4,467			50.4%	
Expenditure	1,027	19,824	29,000	9,176	1,528	7,648	73.6%	
Net Income over Expenditure	<u>766</u>	<u>(15,291)</u>	<u>(20,000)</u>	<u>(4,709)</u>				
Movement to/(from) Gen Reserve	<u>766</u>	<u>(15,291)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Town Ctre/Econ Dev Committee</u>								
<u>800 Town Centre</u>								
1005 Hanging Baskets	(8)	225	500	275			45.0%	
1055 Town Maintenance Income	2,135	2,335	2,000	(335)			116.8%	
1800 Street Market Income	0	0	1,000	1,000			0.0%	
1905 St Andrews car park income	0	4,099	5,500	1,401			74.5%	
Town Centre :- Income	<u>2,127</u>	<u>6,659</u>	<u>9,000</u>	<u>2,341</u>			74.0%	<u>0</u>
4005 CCTV	0	621	1,000	379		379	62.1%	
4105 St Andrew's Car Park	311	3,863	5,500	1,637		1,637	70.2%	
4120 Town Maintenance	177	3,352	7,500	4,148	946	3,203	57.3%	
4122 Grass/Verge Cutting	0	0	4,000	4,000	582	3,418	14.6%	
4150 Public Convenience Running Exp	620	10,929	7,000	(3,929)		(3,929)	156.1%	
4920 Tourism & Economic Development	10,000	10,254	1,000	(9,254)		(9,254)	1025.4%	
9070 Market (link to EMR 320)	147	2,060	3,000	940		940	68.7%	
Town Centre :- Indirect Expenditure	<u>11,255</u>	<u>31,079</u>	<u>29,000</u>	<u>(2,079)</u>	<u>1,528</u>	<u>(3,607)</u>	112.4%	<u>0</u>
Net Income over Expenditure	<u>(9,128)</u>	<u>(24,420)</u>	<u>(20,000)</u>	<u>4,420</u>				
Town Ctre/Econ Dev Committee :- Income	2,127	6,659	9,000	2,341			74.0%	
Expenditure	11,255	31,079	29,000	(2,079)	1,528	(3,607)	112.4%	
Movement to/(from) Gen Reserve	<u>(9,128)</u>	<u>(24,420)</u>						
Grand Totals:- Income	2,127	6,659	9,000	2,341			74.0%	
Expenditure	11,255	31,079	29,000	(2,079)	1,528	(3,607)	112.4%	
Net Income over Expenditure	<u>(9,128)</u>	<u>(24,420)</u>	<u>(20,000)</u>	<u>4,420</u>				
Movement to/(from) Gen Reserve	<u>(9,128)</u>	<u>(24,420)</u>						

Expenditure Detail (Committed Only) by Budget Centre

<u>Ord Number</u>	<u>Month</u>	<u>Ord Date</u>	<u>Supplier Name</u>	<u>Order Status</u>	<u>Committed</u>	<----- Expenditure Analysis ----->					
						<u>Code</u>	<u>Centre</u>	<u>Expenditure</u>	<u>Invoiced</u>	<u>Balance</u>	
151	11	08/02/2022	MST	Active	Yes	4120	800	31.45	13.79	17.66	
154	11	10/02/2022	Devon County Council	Active	Yes	4120	800	300.00		300.00	
155	11	11/02/2022	Mid Devon District Council	Active	Yes	4122	800	582.35		582.35	
158	11	15/02/2022	Somerset West & Taunton Council	Active	Yes	4120	800	628.00		628.00	
Town Centre Totals :									1,541.80	13.79	1,528.01
Total Expenditure									1,541.80	13.79	1,528.01

Agenda item 12, Wild Flower Areas

Action Required: For the Committee to consider the establishment of wildflower areas in and around Cullompton.

Introduction:

1. The Town Centre & Economic Development Committee has previously mooted the idea of having wildflower gardens in areas under the Town Council's control and in addition, for grass verges bordering roads in and around the town.
2. At the Town Council meeting on 24 February 2022 the email reproduced below was received, and the Town Council referred the matter to the town Centre & Economic Development Committee for consideration.

"I am writing to you about establishing wildflower strips/margins in and along the green areas, roadsides and any other land that currently has no use or just mown grass.

Living locally to Cullompton I have seen that some roadside verges have been left unmown around Swallow Way and on Honiton Rd, and after talking to John Berry, County Councillor, he said that these had been left for wildflowers to grow. As the grass has been kept tightly mown there are no wildflower seeds in the ground to grow, however, I can offer a solution to this – for relatively low cost, very low input and in just two passes with compact, low impact and very efficient machinery a 1.25m wide wildflower strip can be planted.

The first pass is to prepare the ground, so it is rotovated, raked and rolled leaving a seed bed ready for planting all in one pass and by one machine. Then the second pass is with the seed drill. The seed bed will be prepared to a maximum depth of 4 inches and then the seed will be put in at between 2-3 inches for optimum results.

Springtime is the best to get the crop established and once it is established then they should be there indefinitely as they will shed their own seeds to regrow. The only maintenance that will need to be done is mowing them at the end of the autumn when the flowers are dead to allow regrowth next year. Providing a low input, environmentally friendly and aesthetically pleasing substitute to mown grass.

*I have included some *illustrations to what the roadsides could look like if the flowers are planted.*

If you have any questions or would like more information, please don't hesitate to ask."



Report Author: Maria Weston – Deputy Town Clerk
Report Updated: 22 April 2022

Town Centre & Economic Development Committee 25 April 2022
Supporting Paper F

Agenda No 13, Fore Street, alternating 1 way System

1. At the Town Council meeting on 24 February 2022 under members Questions the following is recorded in the minutes “The alternating 1 way system on Fore Street during the past week has been good and has demonstrated that this would work as a permanent arrangement. Could the Town Centre & Economic Development Committee consider requesting that this is trialled for a 6 month period?”
2. The Committee is asked to consider this request and decide any action required.

Town Centre and Economic Development Committee 25 April 2022
Supporting Paper I

Agenda No 14, Complaints Log

1. Since the last Committee meeting there have been no log entries pertaining solely to the TCED Committee, there have however been a number of complaints, from the same person, regarding rubbish and builders rubble in The New Cut – this has been reported to the Community Wellbeing Committee who have previously dealt with matters relating to waste collection.