



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.

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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)

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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
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	05.07.2021	Saturday Market Planning permission	Draft planning application and submit application for Saturday market increasing capacity to 20 stalls (as Weds market)		TC / ATC		Clarification sought from Farmers Market re gazebos sizes and numbers Draft plan has been drawn and passed to Farmers Market for comment 31.01.22 TCED agreed draft for submission 09.02.2022 Planning application submitted. Receipt has been acknowledged. Decision expected by mid April 2022
9		Bus Shelters	Research minutes re responsibility & cleaning of bus shelters		TC		
10	26.07.21	Market	Advertising on local buses		DTC		
11	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		
12	27.09.21	Members questions	Using the AED Training - possibly arrange for spring fest or other similar event		TC		25.01.22 email sent asking how to get this considered by organisers
13	25.10.21	Codners Corner	Supervisor to assess refurbishment requirements		TC / Supervisor		Supervisor inspected structure on 2211.21 and reports " <i>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.</i> " 7.02.22 ATC asked to check if structure is part of listing - response it isn't
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

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
15	29.11.21	Willand Road	Assess seat near Hanover Gardens to see if it can be refurbished and report back to Committee		OS		
16	29.11.21	Welcome Back Fund	Ask MDDC on eligibility of projects suggested so far		TC		<p>Ideas suggested at TCED: St Andrews Car Park Information Board Pidgeons – cleaning the pavements & netting on buildings or some other deterrent Cullompton having a designated coach drop –off / stopping place near the town centre (not the motorway services) - marketing campaign Murals on buildings on approaches to the Town -(if not HAZ funded) Flag Festival Cycle Racks MDDC have said "could be considered eligible for WBF funding as long as measures are perceived as temporary, sited on publicly owned land, can demonstrate additionally and would not be a permanent capital investment into the town centre environment." 24.01.22 Request for ideas put on CTC Facebook 01.02.2022 ATC informed of projects Committee would like to pursue and delegated the work to take the projects</p>

No	Date of Meeting	Agenda Item / Topic / Minute No	Action / Resolution	Financial implications	To be actioned by	Priority	Progress / Action Taken
17	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		
18	31.01.22	Farmers Market	Add written report to papers on website		TC		06.02.2022 paper added to committee papers on website
19	31.01.2022	Codners Corner	Find out a) if structure is listed, b) contact for owners of almshouses		TC		
20	31.01.22	Outdoor Team Report	Pass on thanks for the work that led to the 3 compliments		TC		07.02.22 Email sent to Supervisor
21	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	31.01.2022	New Road Double Yellow lines	Advise DCC that there is no change to previous comments		TC		07.02.2022. email sent to DCC
23	31.01.2022	Grass Cutting	MDDC to be advised of agreement to cut in March and then 5 times in 2022/2023		TC		07.02.2022. email sent to MDDC and & Finance Officer asked to raise PO

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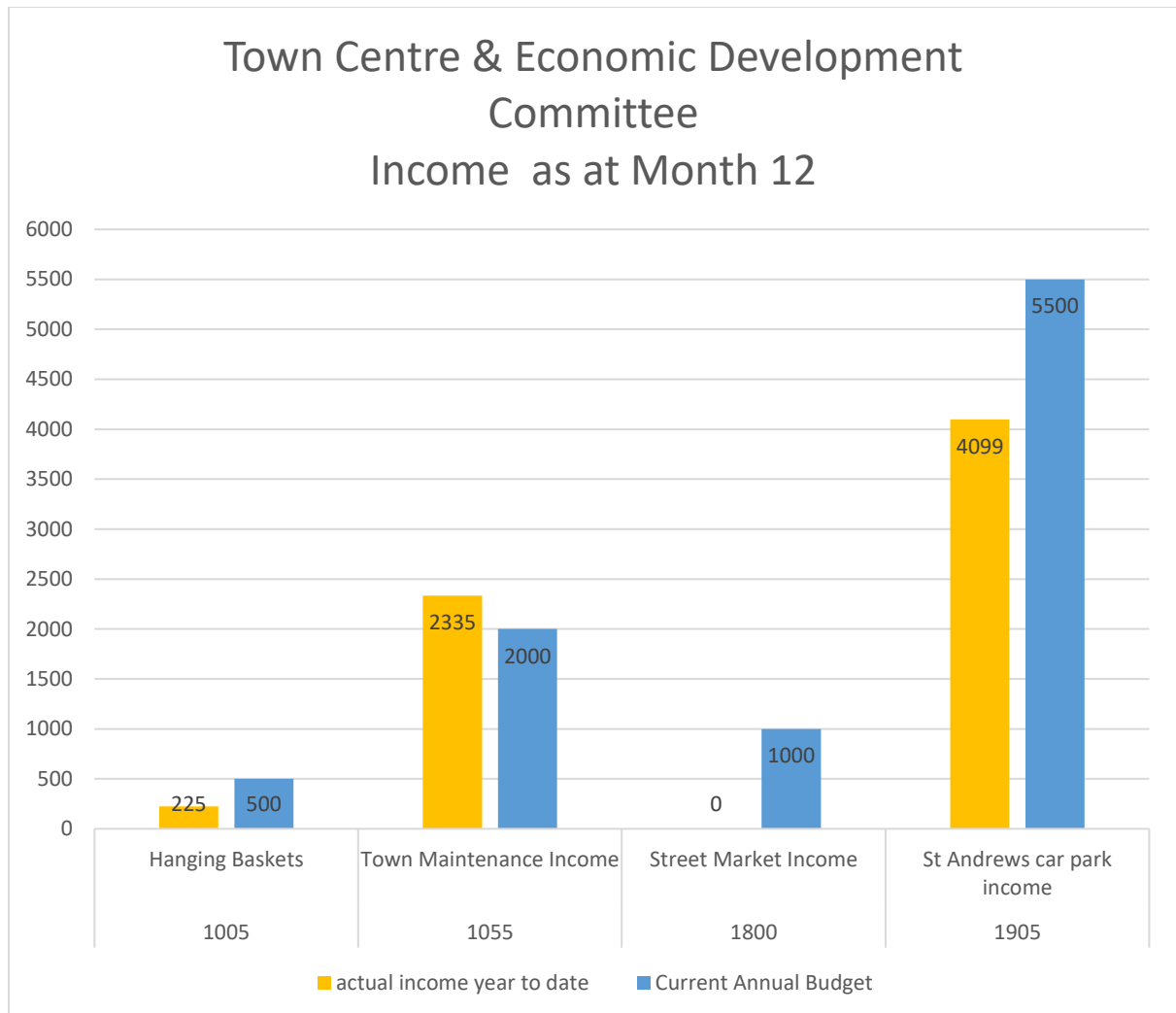
Supporting Paper C

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

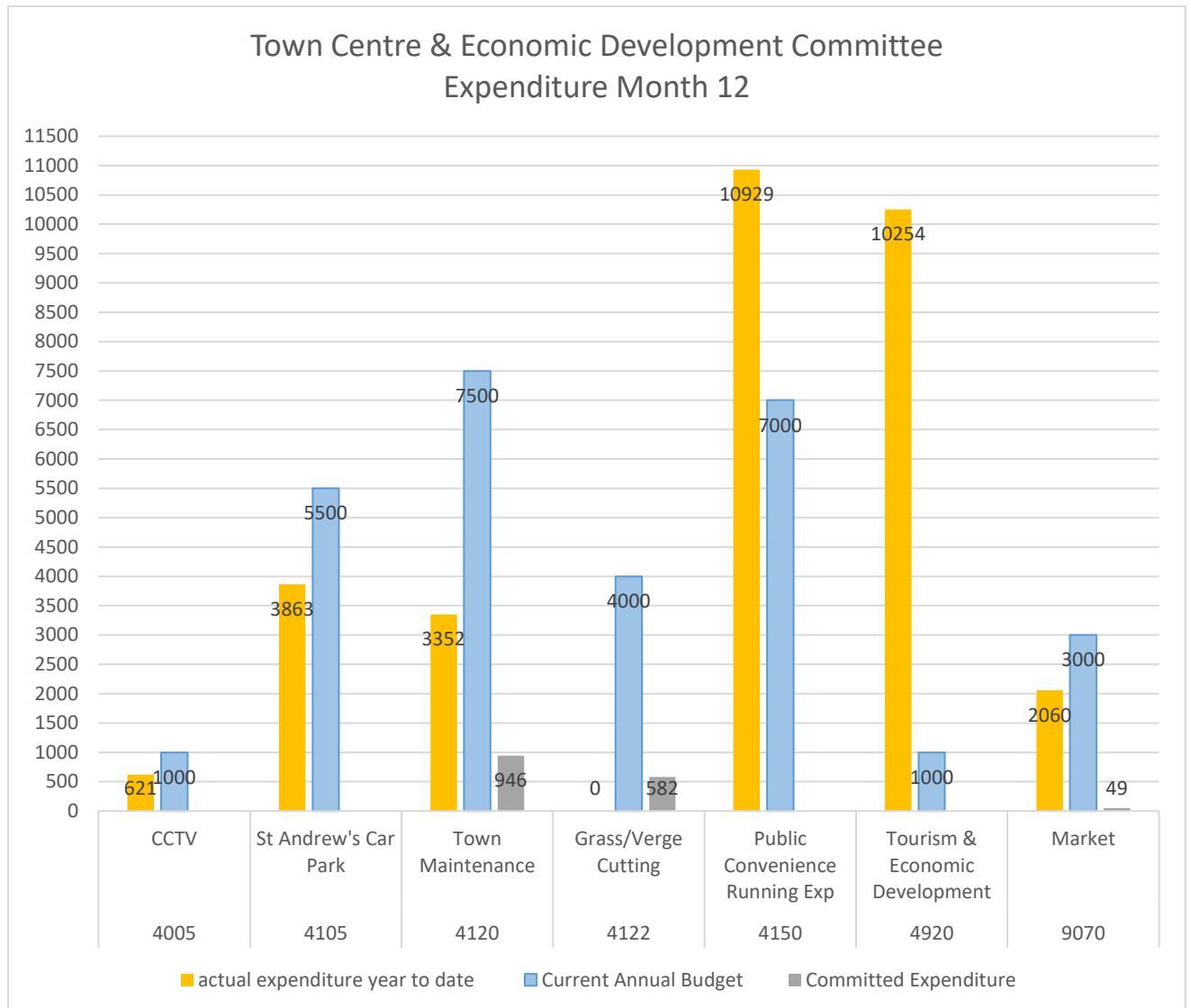


3. The amount of car park income for Q4 has not yet been notified.

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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 to 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 No. 11– Storage on St Andrew’s Car Park

Container options for additional storage

Decisions required:

- (i) Type of container to purchase**

Introduction

1. The current storage used by the Town Council is the Station Rd public toilets.
2. The public toilets are no longer suitable as a storage facility as Mid Devon District Council have sold to a developer.
3. An alternative to store the Christmas lights, trees, road signs etc needs to be purchased

Location of container:

4. Across the last 3 car spaces, right hand side in St Andrews Car Park, Cullompton.
5. St Andrews Car Park is owned by the Town Council.
6. No planning permission is required.

Container options:

7. Due to the location of the container and restricted access, alternatives to a standard 20ft container was requested.
8. Quotes have been obtained for a standard 20ft container, 20ft container with roller doors, 20ft full side access container and a 20ft tri door container.
9. Delivery is quoted to the car park.

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Supporting Paper D

Supplier	Quote No.	Description	Colour	Container Price	Delivery	Subtotal	VAT	Total Cost	Notes
Cleveland Containers**	CCQ119906	20ft New (One Trip) Standard	Green/Blue	£3,150.00	£450.00	£3,600.00	£720.00	£4,320.00	Optional extras - lockbox is included, padlock extra £60.
		20ft New (One Trip) Standard - 8ft manual roller	Green/Blue	£5,295.00	£450.00	£5,745.00	£1,149.00	£6,894.00	
		20ft New (One Trip) Standard - Tri Door	Green/Blue	£3,195.00	£450.00	£3,645.00	£729.00	£4,374.00	
		20ft New (One Trip) Side Opening - Full 20ft side access	Green/Blue	£6,995.00	£450.00	£7,445.00	£1,489.00	£8,934.00	
Budget Shipping Containers^^		20ft used - 7ft Roller Doors		£3,600.00	£1,050.00	£4,650.00	£930.00	£5,580.00	
		20ft Refurbished - 7ft Roller Doors		£4,000.00	£1,050.00	£5,050.00	£1,010.00	£6,060.00	
		20ft New (One Trip) - 7ft Roller Doors		£4,645.00	£1,050.00	£5,695.00	£1,139.00	£6,834.00	
		20ft New (One Trip) - Full side access		£7,250.00	£575.00	£7,825.00	£1,565.00	£9,390.00	
Dainton Portable Buildings^^	Q-11924	20ft New (One Trip) Standard	Green	£3,495.00	£240.00	£3,735.00	£747.00	£4,482.00	Grafo-therm Anti Condensation Treatment £225.00 + Vat (Optional) High Security Padlock £44.99 + VAT
		20ft New (One Trip) Standard - Tri Door		£3,995.00	£240.00	£4,235.00	£847.00	£5,082.00	
		20ft New (One Trip) Side Opening - Full 20ft side access		£8,250.00	£240.00	£8,490.00	£1,698.00	£10,188.00	
Heaver Bros^^		20ft Standard - Tri Door	Green	£3,600.00	£350.00	£3,950.00	£790.00	£4,740.00	

**Price correct at time of obtaining quotes (April 2022), email sent 21st June 2022 to confirm prices are still accurate.

^^ Prices correct as of June 2023.

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Supporting Paper E

Agenda Item No. 12

The Committee's recommendation regarding future management of public toilets at Station Road is required

The Town Council has a rolling agreement with Marbles of Tiverton to open, close and clean the Station Road toilets. There is no formal contract with Marbles who would require only a short period of notice – a week or so – if their services are no longer required.

The Station Road toilet block is scheduled to be demolished within a few weeks/months and a new facility will be provided on the site.

When building work is completed maintenance of the public toilets could be managed in-house by the Outdoor and Maintenance team, who currently look after the welfare unit at the cemetery, or contracted out.

It is advised that the in-house Outdoor and Maintenance Team would be able to open up first thing and clean the toilets. The issue with keeping maintenance in-house is that closing in the evening and at weekends would be likely to incur overtime payments.

Budget currently allocated: £3,500 per annum.

Agenda Item No. 13: Codners Corner repairs

Decisions required:

To consider whether repairs and painting referred to in the Supporting Paper should be carried out, if so, by whom.

Item carried forward from previous agenda (Ref: 31-01-2022, SP B Action List, item 11)

Background: 25-10-2022 Codners Corner

Action: CTC Outdoor Team Supervisor to assess refurbishment requirements

Supervisor inspected structure on 2211.21 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."

Agenda item 12. Promotion of Cullompton Town

Decisions required:

To consider a proposal to promote Cullompton HAZ regeneration efforts by creating a heritage trail

Communication from TrailTale to Cullompton Town Council:

HAZ = Heritage Action Zone

Background:

The High Street has suffered a decline before the pandemic arrived. Covid-19 hit the High Street even harder. The Government initiative through Historic England HAZ programme will help the high streets to recover but will benefit from promoting it by creating a heritage trail encouraging people to return to the high street.

Research by VisitBritain suggests that based on 1.4 billion domestic day trips that were taken to English destinations in 2018, their spending total was £56.5 billion (check article: The value of tourism in England). This is an average spend of £40.35, per person.

TrailTale's pitch for their application:

This is where TrailTale can help. TrailTale is an expert in developing such routes, having done so for 90 places in GB. We have done so for a number of towns in GB – Alnwick, Saffron Walden, Thirsk, Spalding, Beeston, Corbridge, Dyserth and many others. Recently we created a heritage trail - a HAZ related project, for the town of Hexham.

We can do the same for you. TrailTale experts will create a new heritage walk for Cullompton, and host it on our excellent platform. We will research, write, photograph, and publish interesting and engaging routes, in a matter of 4 weeks, and all very cost-effectively. We will also promote the routes on our website. It will be much more cost-effective and quicker than setting up a dedicated team to do so, even if you use volunteers for that. Also, we offer discounts if several routes are included under one agreement. With the figures mentioned above in mind, TrailTale averages 50-100 new downloads every day (during the main tourism season), meaning that an average investment in such routes will potentially achieve ROI within 2-3 days.

TrailTale is a popular tourism app, dedicated to the regeneration of historic towns and cities, with over 80,000 downloads internationally, and raving comments. It's completely free to download and use.