

## HONITON TOWN COUNCIL

### Minutes of the Meeting of the Town Management Committee Meeting held Via Zoom on Wednesday 24<sup>th</sup> March 2021 at 7pm

#### **St Michael's Ward**

Cllr P Carrigan  
Cllr J Taylor  
Cllr J McNally  
Cllr J Zarczynski  
Cllr L Dolby

#### **St Paul's Ward**

Cllr R Coombs  
Cllr C Gilson  
Cllr P Carrigan

#### **In attendance**

Stephen Hill, Honiton Town Clerk  
Heloise Marlow, Deputy Town Clerk  
3 members of the public

### **PART A**

#### **20/01 To elect a Chair of the Town Management Committee**

Cllr Carrigan proposed Cllr Coombs and this was seconded by Cllr Zarczynski.

There were no other nominations, Cllr Coombs was elected Chairman by 6 votes in favour, with one abstention.

#### **20/02 To elect a Vice-Chair of the Town Management Committee**

Cllr Carrigan proposed Cllr Taylor and this was seconded by Cllr Gilson.

There were no other nominations, Cllr Taylor was elected Vice-Chair by 6 votes in favour with one abstention.

#### **20/03 To receive apologies for absence**

None received.

#### **20/04 To receive declarations of interest**

No pecuniary interests were declared.

#### **20/05 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.**

None were made.

#### **20/06 Public question time on items on the agenda**

There were no public questions.

Signed Chair

## PART A MATTERS FOR DECISION

### **20/07 To confirm the accuracy of the minutes of the Town Management Committee meeting on 23<sup>rd</sup> September 2019.**

Copies of the minutes of the meeting had been circulated in advance with the Agenda.

Members present at the meeting **RESOLVED** unanimously to confirm the accuracy of the minutes of the Town Management Committee meeting held on 23<sup>rd</sup> September 2019

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

Cllr Coombs noted that since that meeting had taken place, some matters had been moved forward such as the Toll Gate, Dowell Street corner and the Allotments site planning application.

### **20/08 Tourist Information Centre**

The Deputy Clerk confirmed that this item was on the agenda further to correspondence received from a member of the public, who wished to obtain an update from the Council regarding the provision of a Tourist Information Centre in Honiton. The Deputy Clerk reminded Members of the resolution in August 2019 when Members resolved to authorise officers to establish an information kiosk in the vacant kiosk in Lace Walk. That proposal for a variety of reasons did not progress.

Members discussed the matter in detail to include the following:

- The Council's previous decision to close the TIC in the Lace Walk car park, and whether in the future a TIC could be re-opened in that building.
- Whether shops and hotels in Honiton could provide tourist information.
- Promotion of the town by businesses.
- Provision of a large notice board in a prominent location such as Lace Walk purely for tourist information and/or a board in the Dowell Street car park.
- More use of HTC notice boards.
- Providing tourist information via the charity who runs the library in Honiton.
- When the TIC was closed it was on the basis that tourist information would be provided via 21<sup>st</sup> C methods i.e. not via a physical presence.
- The current arrangement with the Museum.
- Tourist information to be provided via the new TC website which could signpost to where information could be obtained.
- Archived Visit Honiton website – could be resurrected and tied into the new HTC website.
- Provision of a physical tourist information centre.
- Relocation of the telephone box in Joslin Road and its usage as a TIC?

**Signed Chair**

Members **RESOLVED** unanimously to recommend to Full Council that Councillors explore in greater detail making the Visit Honiton website live and the upgrading of the new HTC website and the provision of leaflets in various locations in the Town.

Proposed by Cllr Carrigan and seconded by Cllr Gilson.

### **20/09 Bus shelters: New Street and Sidmouth Road**

Cllr Coombs provided his report during which the following points were discussed:

- The bus shelters were HTC property.
- One of the New Street bus shelters was damaged and had been partially removed.
- Correspondence regarding the state of that bus shelter has been received by HTC.
- The insurance claim relating to the damage caused to the New Street bus shelter.
- The Sidmouth Road shelter should be brought up to a standard acceptable for the contractor Fernbank to begin regular maintenance and for this Fernbank should be asked to provide a specification.
- Whether the Committee wanted to consider the bus shelter near the surgery which is managed by Fernbank where two panels are missing.
- Requests for new bus shelters have been received to be sited at Lidl, Honiton Bottom Road, opposite the Evangelical Congregational Church and at Weatherill Road opposite Gronau Close.
- What action HTC should take to repair the damaged bus shelter in New Street? Is there is a need for 2 bus shelters in New Street or should one be removed, and a new bus shelter sited elsewhere e.g. Gronau Close?
- Fernbank funded shelters do not have seats and will only be sited where there is sufficient footfall to make them commercially viable.
- HTC funded bus shelters could provide seating.
- HTC should enter into discussions with Fernbank regarding current shelters and possible new ones.

Members **RESOLVED** unanimously to recommend to Full Council that the Town Clerk be instructed to prepare an options appraisal regarding the bus shelters owned by HTC to include specification and costs for Full Council to consider.

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

### **20/10 High Street/Pottery Close Junction**

Cllr Coombs provided his report. He advised that the town stream is piped under the entrance of the Honiton Pottery. Dye previously added at the top of the channel reached the Gissage but when the houses were built no pipe was provided at Pottery

**Signed Chair**

Close. Replacing the pipe is essential for the restoration of flowing water.

Members agreed that if the pipe is not replaced, then there will be little point in discussing the proposed water channels in the High Street.

Members **RESOLVED** unanimously to recommend to Full Council that the Town Clerk be authorised to commission a feasibility study to include the cost implications of the provision of a replacement pipe at the High Street and Pottery Close junction and the availability of any grant funding for the work.

Proposed by Cllr McNally and seconded by Cllr Zarczynski.

### **20/11 Town Centre Water Channels**

Cllr Coombs presented his report advising that towns and cities such as Chard and Truro still had water channels. Camera surveys have previously been carried out in Honiton but more are needed such as from the top of the channel to the Kings Road spring, from Pine Gardens upstream and at Pine Park Road. In addition, attempts should be made to establish the ownership of riparian rights.

Members discussed the following:

- Should this only be actioned if the works proposed at Pottery Close are carried out.
- This item is closely linked to the item above and both should be carried out in tandem.
- Camera surveys will cost less than providing a replacement pipe so this should be actioned first.

The Town Clerk queried whether the TC owned the water channels discussed? If not, then the owner would need to give permission for camera surveys to be done.

Cllr Coombs advised that ownership of the water channels had been looked at by a District Council officer and had advised that the rights had been with the Borough Council up to 1974 and had not been transferred to the County Council, the Highway Authority or to the District Council, and therefore remained with the Town Council. Also, as part of a planning application for 8 High Street, a County Council officer advised that they believed that it was Town Council property. However, this does need to be confirmed. The Borough Council have rights of access to resident's gardens to maintain the water channels there. Suggested that the street furniture ie the channel belongs to the Highway Authority but the water flow rights could lie with HTC.

Cllr Taylor suggested putting an advert in the papers stating that HTC were claiming the riparian rights to the water channels and would be carrying out camera surveys and inviting objections to the claim.

**Signed Chair**

Cllr Coombs advised that Devon Heritage Centre, the former record service, hold two documents, one stating that HTC acquired a 999-year lease for rights of the water from Greytail and from the Glebelands, which is evidence in support.

The Town Clerk queried whether the Town Council wanted to own the water channels and take on all the responsibilities that went with this. He suggested that Members instruct the TC to try and establish ownership and responsibility of the water channels. If unsuccessful then the TC will advertise that camera surveys will be carried out.

Members **RESOLVED** unanimously to recommend to Full Council that the Town Clerk try and establish ownership and responsibility of the water channels. Should the Town Council be unsuccessful in establishing the ownership of the water channels, the Committee recommends to Full Council that an advertisement is published in the local press and the TC website advising that the TC is intending to carry out camera surveys of the said water channels.

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

### **20/12 Telephone Box – Joslin Road**

Cllr Coombs advised that the telephone box was Council property. The box is leaning and there are broken glass windows. The repainting has not been completed and the required notice is not displayed. An additional notice with the location of Honiton's remaining payphone could be helpful. If repaired and kept on site it could be used as a book and toy exchange as suggested by a local resident. It has also been proposed that the telephone box be moved to another site, although if it stays in situ there would be no leasing charges indefinitely.

Members discussed the following:

- Moving to box to The Beehive
- Previous offers received to purchase the box which had been refused
- Paint to repaint the box had been purchased in the past
- Further disrepair sustained over time.
- Should the box be repaired and or moved? Or sold?
- Survey to establish why it is leaning?
- Access issues to rear – to repair the box it will need to be lifted? If lifted, it can then be moved.
- The land owned by EDDC but leased to HTC. If moved, the land would need to be made good. Access to the rear could be gained by removing some sections of fencing.
- Notice stating TC property never put up.
- Protection of the box once repaired? Should it be moved to an area covered by CCTV? Should it be locked.
- If a book exchange, how would this be managed and by whom?
- If moved, it will need to be stored prior to being sited elsewhere.

**Signed Chair**

- Will planning permission be required?
- Project for Men in Sheds?
- Should the box remain at Joslin Road

Cllr Coombs proposed that the telephone box be sold. There was no seconder.

Members **RESOLVED** by 6 votes in favour with one abstention to recommend to Full Council that the telephone box be moved from Joslin Road and stored and repaired and the sited at a more suitable location to be agreed, with the land on which it is currently sited made good.

Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

### **20/13 VR Mail box – Congregational Church**

Cllr Coombs presented his report and advised that this is the only VR mail box in Honiton. It was due to be removed but Honiton Town Council objected, and it is within the curtilage of the Evangelical Congregational Church which is a listed building. The mail box is no longer used for its original purpose so is not at present being maintained even though it is a heritage asset in the conservation area.

Members discussed the following:

- HTC is responsible for it being retained in Honiton as Royal Mail wanted to remove it and use it to repair others.
- The mail box needs maintaining/painting but Royal Mail won't maintain it as it is not in use.
- Before any work is carried out discussions will need to take place with the Church

Members **RESOLVED** unanimously to recommend to Full Council that no further action be taken.

Proposed by Cllr Taylor and seconded by Cllr McNally

### **20/14 Registration of Honiton Livestock Market as a Community Asset.**

Cllr Coombs presented his report. The cattle or livestock market site has been a community asset since 1910 and is now the only market of its type in East Devon. Lengthy transportation of livestock would apply if no alternative site is found. An appeal for an enquiry for non-determination of a planning application was made earlier this month.

Members **RESOLVED** unanimously to delegate to the Town Clerk and Deputy Clerk the preparation of the application for the Honiton Livestock Market to be added to the List of Assets of Community Value held by EDDC.

**Signed Chair**

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

### **20/15 Honiton Hanging Baskets**

The Town Clerk advised that two quotes had been received for the planting of the hanging baskets and the installation and maintenance of the hanging baskets, together with the troughs and flowerbeds. The quotes are within the budget for 2021/22 and the work will be completed by June. The company who had provided the service last year declined to do so this year.

Members **RESOLVED** unanimously to defer this item to the next Full Council meeting.

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

### **20/16 Hot Pennies**

Cllr Zarczynski advised that he had spoken with the Town Crier who confirmed that all preparations were being made for the event to take place in 2021 subject to COVID restrictions.

Members noted the above.

### **20/17 Charter Day**

Mr Terry Darrant, Chair of the Charter Day committee was invited to speak and advised that whilst the committee had not yet met, the committee was planning the event remotely. He had discussed the budget for the event with the Town Clerk and expressed the committee's thanks to the Council for the monies made available. Unfortunately, the event was not held last year but the committee had already been focusing on 2021 to coincide with the 800<sup>th</sup> Hot Pennies event. However, the event after 2021 is potentially at risk unless new committee members are found, as some existing committee members have advised that they wish to step down and it is becoming more and more difficult to secure public engagement. The event this year is of course subject to COVID restrictions being lifted.

Cllr Zarczynski expressed concern that the event was at risk and expressed hope that new Committee members would be found to enable the event to take place in years to come and offered his assistance as a member of the public.

Cllr Gilson expressed her thanks and admiration for the committee members and all their hard work.

Members noted the above.

**Signed Chair**

### **20/18 Gate to Plate**

The Town Clerk confirmed that the event was being organised by Eat Festivals on 23<sup>rd</sup> August and they are meeting with various organisations such as police, highways, the fire service and DCC re safe management of the event. Eat Festivals has queried whether the event was to be held under the banner of the Honiton Market Charter.

Due to technical issues Cllr Coombs left meeting at 20.52pm

Cllr Taylor took over the chairing of the meeting.

Members **RESOLVED** unanimously to hold the event under the Honiton Market Charter.

Proposed by Cllr Carrigan and seconded by Cllr Zarczynski.

### **20/19 Recruitment Policy and Procedure**

Members noted that the recruitment timescales, draft job description and person specification for the role of market manager had been discussed at the Human Resources Committee meeting on the 22<sup>nd</sup> March 2021

**20/20** To close the meeting.

The meeting was closed at 8.55 pm.