

To all Members of Honiton Town Council Town Management Committee

A meeting of **Honiton Town Council, Town Management Committee** to which you are summoned, will be held at The Beehive, Dowell Street, Honiton on **Monday 3rd February 2025 commencing 7.00pm** to transact the following business.

This meeting will be a physical face to face meeting, which can also be viewed via Zoom. Please see details below to download Zoom, however this is not guaranteed.

Join Zoom Meeting:

<https://us06web.zoom.us/j/89464978920?pwd=tTzTu3xOmMHa9d6qPhh1Gx9blb7DMb.1>

Meeting ID: 894 6497 8920

Passcode: 368578

Stephen Hill
Stephen Hill
Town Clerk

Date: 29th January 2025

AGENDA

If members of the public make a representation to the meeting or simply attend, they will be deemed to have consented to being audio recorded. Voting will also take place by a show of hands and the Clerk will indicate that the votes have been counted.

1. To **RECEIVE** apologies and **APPROVE** any reasons for absence.
2. **Declarations of Interests**
To **RECEIVE** any declarations of interest.

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a DPI in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

3. **Dispensations**
To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

4. Public Question Time for items on the agenda

Questions relating to items on the agenda may be asked at the meeting, at the discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing. Members of the public will be allowed to speak at the beginning of the meeting in the usual way. To ensure the smooth running of the meeting, members of the public should provide their questions in writing prior to midday on the day of the meeting. Questions received after midday will not be tabled at the meeting.

5. [Minutes of the Town Management Committee meeting held on 2nd December 2024](#)

Members are asked to **RESOLVE** to approve for accuracy the minutes of the Town Management Committee meeting held on 2nd December 2024 as published and circulated with this agenda.

6. Dowell Street Corner

Committee is asked to **NOTE** an update on improvements to Dowell Street corner and its cost estimate and is asked to **RESOLVE** to approve the [Risk Assessment](#).

7. [King Street Public Convenience](#)

Committee is asked to **RESOLVE** to implement transfer and opening by the Town Council of the King Street public conveniences.

8. [Town Entrance Signs](#)

Committee is asked to **NOTE** progress towards replacement of the Town entrance signs.

9. [Storage Containers - Beehive](#)

Committee is asked to **RESOLVE** reconfiguration of the containers at the Beehive car park and provision of artwork, following Delegation by Full Council 13 January 2025.

10. Market Working Group (MWG) Notes

Committee is asked to **NOTE** the MWG notes from [12th December 2024](#) and [14th January 2025](#) and Market Handbook and to **RESOLVE** any decisions, including approval of Guidelines for Buskers.

1. [Market Handbook – Busker Guidelines](#)
2. [Buskers Guide](#)
3. [Buskers Flyer](#)

11. Project Progress

Following Full Council's 9th December 2024 approval of Project Implementation Plan (PIPs) (Agenda item 16), Committee is asked to **NOTE** its progress with each of its Projects (see attached [spreadsheets 1 and 2](#) and approved PIPs: [Battishorne Way Allotments](#), [Totally Local](#), [Market Improvements](#), [High Street/New Street Road Safety](#), [Street Artwork Containers](#), [Dowell Street Corner](#) and [Dangerous Parking](#) and **RESOLVE** to approve any associated Project Decisions.

12. Exempt Business

Council is asked to **RESOLVE** that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for items of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

13. King Street Public Conveniences: Service Level Agreement and Contract/s

In line with Item 7 (above), Committee is asked to **RECOMMEND** to Full Council selection a preferred supplier for occasional repair and planned maintenance of the King Street Public Convenience.

14. To close the meeting.

Reminder for Members

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time may be recorded.

Copies of this document are available in large print on request

COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT www.honiton.gov.uk

OR VIA THE TOWN COUNCIL OFFICE