

**Minutes of the Town Management Committee Consultative Meeting of the  
Town Council held on Thursday 13<sup>th</sup> January 2022 at 7.00pm via Zoom**

**Present**

**St Michael's Ward**

Cllr J Bonetta  
Cllr T McCollum (Chairman)  
Cllr D Munge (joined at 7.40pm)  
Cllr A Proszowska

**St Paul's Ward**

Cllr K Cloke (joined 7.05pm)  
Cllr R Coombs (joined 7.10pm)

**In attendance**

Heloise Marlow, Deputy Clerk  
Stephen Hill Town Clerk (joined at 7.20pm)  
1 member of the public

- 21/27/TM Apologies for absence**  
None were received
- 21/28/TM Declarations of Interests**  
None
- 21/29/TM Dispensations**  
There were no requests for, or grants of dispensations made by the Town Clerk in relation to the business of the meeting.
- 21/30/TM Public Question Time for items on the agenda**  
There were no public questions.
- 21/31/TM Minutes of the Town Management Committee held on 18<sup>th</sup> November 2021.**  
**Members RESOLVED to approve for accuracy the minutes of the Town Management Committed meeting held on 18th November 2021.**  
Proposed by Cllr McCollum and seconded by Cllr Proszowska.  
For 2, Against 0, Abstentions 1
- 21/32/TM Terms of Reference for the Christmas Lights Working Group and the Market Working Group**  
Committee considered the proposed amendments to the Terms of Reference.  
**Members RESOLVED unanimously to recommend to Full Council that the Terms of Reference for the Christmas Lights Working Group and the Market Working Group be amended so that they**

**report to the Town Management Committee rather than Full Council.**

Proposed by Cllr Proszowska and seconded by Cllr Bonetta.

**21/33/TM Reports from the Christmas Lights Working Group and the Market Working Group**

Cllr McCollum provided a verbal report on behalf of the Christmas Lights Working Group:

- The lights were now down and stored away.
- The display had been let down by power issues.
- A full report will be brought to FC in March.
- In the meantime, discussions will be held with the installers and suppliers of the lights in respect of options for 2022/23.

Cllr Proszowska and Cllr McCollum provided a verbal report on behalf of the Market Working Group

- The working group discussed the installation of a ramp instead of the steps between Lace Walk and Manor House to aid access to the High Street and the correspondence to be sent to the landowner as resolved by Full Council in November.
- The Christmas Street market was impacted by the bad weather as have been the first street markets of the new year.
- The working group have revised and updated the market manual and handbook which will be circulated to all members prior to being approved by Full Council. The Town Clerk is preparing the market risk assessment.

**21/34/TM Town CCTV**

Cllr McCollum advised that there had been issues with the power supply from the lamppost – which 3 years ago was meant to be a temporary solution, and this has also been affected by the Christmas lights. He had discussed the need for a permanent power supply solely for the CCTV with the Town Clerk and will be looking into this further with a view to bringing a proposal to Full Council for approval.

Cllr Cloke asked if more CCTV could be provided in the town and Cllr McCollum confirmed that he would discuss this with the CCTV provider. Possible sites would be at the bottom end of the High Street towards Exeter Road, Allhallows and Lace Walk and Silver Street car parks, although the car parks were the remit of EDDC. Members also discussed issues of transmission and relay of images to the TC offices which would in particular impact on any CCTV at the Glen, together with the funding of any extra CCTV and whether EDDC would

contribute as additional CCTV could save EDDC money through a reduction in vandalism which is expensive to remove.

**Members RESOLVED unanimously to recommend to Full Council that an investigation into the provision of a dedicated power supply for the CCTV be undertaken.**

Proposed by Cllr Cloke and seconded by Cllr Proszowska.

## 21/35/TM Work Programme

Members discussed the work programme prepared:

- VR mailbox : Cllr Coombs confirmed that previously HTC had resolved to take no further action as it was considered that the mailbox was not at immediate risk. It is in the curtilage of a listed building (Church) and so planning permission would be required to remove it. Royal Mail previously suggested removing it, but HTC was able to retain it. HTC will need to discuss any renovations with Royal Mail who own the mailbox and the Church on whose land it is sited. It was agreed that Cllr Coombs be authorised to enter into discussions with Royal Mail and the Church assisted by the Town Clerk.
- War Memorial – Cllr Cloke offered to speak to the RBL, the Church and the Museum about the missing names, the cleaning of the memorial and options regarding fencing and then report back to Full Council. This was agreed.
- Cllr Coombs raised the issue of the flower beds in Honiton which needed to be tidied up. The Deputy Clerk was asked to follow up the contractor who would be carrying out the work.

The Town Clerk highlighted the difference between operational works which would include the maintenance of flower beds which had been delayed due to the lack of an appropriate contractor which was now being addressed, and the work programme which had been collated from input received from all the Committees and which is a full list of projects which Members believe are important and which will allow Members and officers to focus initially on the short term priorities. He urged Members to focus on the short term projects which have been listed as priority projects over medium or long term projects such as the VR mailbox.

Cllr McCollum accepted this and confirmed that he would be putting a priority list of projects for the Town Management Committee together which he would discuss with the Town Clerk.

- Platinum Jubilee (short term priority) – seat dating back to Queen Elizabeth’s coronation in Exeter Road needs to be repainted. To be discussed at the Queen’s Jubilee Working Group’s meeting next week.
- Wild Honiton (long term project) – Cllr Bonetta confirmed this was on the EDDC Countryside and Leisure service plan for next year.
- Bus shelters (long term project) – Members discussed the specification awaited from Fernbank re the Sidmouth Road bus shelter, the missing panels from the bus shelter near the surgery, advertising use, and additional bus shelters. The Town Clerk confirmed that there was an earmarked reserve for bus shelters.
- Town Centre water channels (medium term project).Cllr Coombs and Cllr McCollum agreed to discuss what preparatory works could be carried out in the short term.

**21/36/TM Exempt Business**  
**Members RESOLVED unanimously to take the following item into exempt business.**

Proposed by Cllr Cloke and seconded by Cllr Bonetta.

**21/37/TM Support to Street Market**  
The Town Clerk presented a verbal report.

**21/38/TM To close the meeting**  
The meeting was closed at 8pm.