

**Minutes of the Town Management Committee Meeting of the Town Council
held on Monday 6th February 2023 at 7.00pm**

Present

St Michael's Ward

Cllr R Fowles
Cllr C Maunder
Cllr T McCollum (Chairman)

St Paul's Ward

Cllr K Cloke
Cllr J Furneaux-Gotch
Cllr C Kolek

In attendance

Heloise Marlow, Deputy Clerk
Cllr S Sexton
Mr A Rawlings, Market Superintendent

22/52/TM

Apologies for absence

Cllr J Brown (personal)
Cllr Coombs (personal)
Cllr A Proszowska (personal)

22/53/TM

Declarations of Interests

Cllr T McCollum (Item /TM) - Personal

22/54/TM

Dispensations

There were no requests for, or grants of dispensations made by the Town Clerk in relation to the business of the meeting.

22/55/TM

Public Question Time for items on the agenda

There were no public questions.

22/56/TM

**Minutes of the Town Management Committee held on 7th
November 2022.**

**Members RESOLVED unanimously to approve the Minutes of the
Town Management Committee meeting held on the 7th November
2022.**

Proposed by Cllr Furneaux-Gotch and seconded by Cllr Cloke

22/57/TM

East Devon District Council's Street Trading Policy Consultation

Cllr McCollum advised that the consultation did not include Honiton due to Honiton's Market Charter.

22/58/TM

Bus stop, High Street, Honiton

Members discussed the following:

- The existing bus stop was dangerous and should be moved.
- The locations proposed by Devon County Council would adversely impact the market.
- The existing bus stop could be re-located to New Street, outside Lloyds Bank and opposite Porkies.

Members RESOLVED unanimously to object to Devon County Council's proposed locations an alternative High Street bus stop and to recommend to Devon County Council that the bus stop is re-located to New Street outside Lloyds Bank..

Proposed by Cllr Kolek and seconded by Cllr Cloke.

22/59/TM High Street power cable replacement works

Cllr McCollum advised that the work was ongoing albeit more slowly than anticipated. The Market Superintendent confirmed that as yet the works were not adversely impacting the market.

22/60/TM Street Art

Members **NOTED** the report.

Cllr Cloke confirmed that Stephen Quick (artist) had been advised of the current position. The working group were looking at installing 3D art work onto the side wall of Costa Coffee.

22/61/TM Streetscene Update and Review of High Street walk

Members **NOTED** the report received from Streetscene.

Cllr McCollum confirmed that Cllrs Sexton, Brown and himself had carried out a further High Street walk the previous week and had identified 3 buildings which required attention. Cllr McCollum would liaise with EDDC regarding these buildings.

Cllr Cloke raised maintenance issues with the EDDC car park at St Pauls. Cllr McCollum confirmed that he would raise these with EDDC Streetscene.

22/62/TM Christmas Lights/Shop trees

Cllr McCollum advised that not all of the Christmas lights had been removed due to the ongoing power cable replacement works. In due course the contractor would need to return to do the work. This will incur an additional cost of £100. The Deputy Clerk confirmed that an approach had been made to National Grid for reimbursement of this additional cost. The response received indicated that this would not be agreed.

Cllr McCollum advised that some of the Christmas lights were now failing due to age and would need to be replaced or repaired. Two of the lampposts would also need re-wiring.

22/63/TM King's Coronation

Cllr Cloke presented the attached report. In addition she suggested that a flag be purchased for the Beehive flagpole at an approximate cost of £25.

Members RESOLVED unanimously to the Coronation event proposed by the King's Coronation Working Group and the purchase of a coronation flag.

Proposed by Cllr Cloke and seconded by Cllr Maunder.

22/64/TM Town Signs and Notice Boards

Cllr McCollum requested that this item be deferred to the next Committee meeting and advised that he would be seeking the assistance of the Deputy Clerk to progress the project.

Members suggested that if the costs exceeded the budget allocated, the Council could look to source sponsorship funding.

22/65/TM Access Ramp at Manor House, Honiton

The Deputy Clerk confirmed that the contractor had advised that work would commence this month (February 2023).

22/66/TM Clapper Lane/Littleton School crossing

Cllr McCollum advised that he had spoken with the relevant officer at DCC who has advised that the feasibility study will be completed by mid-February.

22/67/TM Market Assistant and Town Orderly

The Deputy Clerk advised that the Clerk had received 2 CVs and had asked those applicants to complete the application form.

22/68/TM Report and Recommendations from Working Groups and Meetings.

Cllr Cloke presented her report (attached).

Cllr McCollum advised that he was waiting to receive the training dates for the proposed Chapter 8 training.

The market superintendent confirmed that he had spoken with the Devon County Council traffic officer regarding the ongoing issue of parked cars on the High Street on market days. He has requested that a traffic warden attend on market days between 6am and 9am and is waiting for a response. Cllr McCollum confirmed that he had also suggested that the traffic warden could also patrol Clapper Lane and the roads around Littleton School as these also experienced high levels of unlawful parking.

The proposed changes to the market fees would in due course take them back to pre-Covid prices.

Cllr Kolek queried the benefit of proposed letter inviting a trader to join the working group. It was agreed that the market traders communicated between themselves and would probably nominate one trader to represent them on the working group. The letter would advise that working group meetings would be scheduled for 6pm.

The changes proposed to the handbook were set out in the report attached.

Members RESOLVED unanimously to recommend the following to Full Council:

- a) **That the Market Superintendent undertake appropriate risk assessment training.**
- b) **That further Chapter 8 training be provided.**
- c) **That a first response kit is purchased for the market.**
- d) **That from 31st March 2023 the market charges are as follows:**
 - **Winter 23/24 regular pitch £8, casual pitch £10.**
 - **Summer 2024 regular pitch £12, casual pitch £14.**
- e) **That the risk assessment dated 19/1/23 prepared by the Market Superintendent be approved.**
- f) **That letters be attached to the market handbook inviting a trader to join the Market Working Group and to advise of the changes which have been made to the handbook to ensure that Honiton has a “productive, efficient and attractive market”.**

Proposed by Cllr Cloke and seconded by Cllr Kolek.

- 22/69/TM** **Review of Street Market handbook, charges and risk assessment.**
Members REVIEWED the Street Market handbook (updated January 2023), the pitch charges and the risk assessment dated 19.1.23.
Members RESOLVED unanimously to recommend to Full Council that the updated Street Market handbook, pitch charges and risk assessment dated 19.1.23 be adopted from 31st March 2023.
Proposed by Cllr Furneaux-Gotch and seconded by Cllr Cloke.

- 22/70/TM** **Exempt Business**
Members RESOLVED unanimously to take the following item into exempt business.
Proposed by Cllr Cloke and seconded by Cllr Kolek

- 22/71/TM** **Review of Street market charges and current arrangements.**
Members RESOLVED unanimously to include the wording provided in the confidential report to the confidential report relating to current market arrangements.
Proposed by Cllr Kolek and seconded by Cllr Fowles.
- 22/72/TM** **To close the meeting**
The meeting was closed at 8.15 pm.