

**Minutes of the Town Management Committee Meeting of the Town Council
held on Wednesday 30th August 2023 at 7.00pm**

Present

St Michael's Ward

Cllr N Ingham
Cllr T McCollum (Chair)
Cllr R Sexton (from 7.11pm)

St Paul's Ward

Cllr S Craddock
Cllr A Pearsall

In attendance

Heloise Marlow, Deputy Clerk
Cllr R Coombs – via Zoom
1 member of the public

23/20/TM Apologies for absence
Cllr K Cloke (personal)

23/21/TM Declarations of Interests
Cllr T McCollum – Personal Interest Item 23/26/TM

23/22/TM Dispensations
There were no requests for, or grants of dispensations made by the Town Clerk in relation to the business of the meeting.

23/23/TM Public Question Time for items on the agenda
There were no public questions.

23/24/TM Agenda re-order
Members RESOLVED unanimously to move items 5 and 14 on the agenda after item 17.
Proposed by Cllr Pearsall and seconded by Cllr Craddock

23/25/TM Bus stop, High Street, Honiton
Members discussed the following:

- The placing of a ramp either over or adjacent to the steps at the current bus stop.
- The importance of not adversely affecting the street market by relocating the bus stop.
- The need for additional bus stops.
- The extension of the water channel.
- The provision of a bus stop outside Lloyds Bank on New Street by removing the existing flower bed and providing instead a pull in for buses.

Members RESOLVED unanimously to ask Devon County Council to provide a ramp at the existing bus stop.

Proposed by Cllr McCollum and seconded by Cllr Pearsall.

23/26/TM

Streetscene Update

Members **NOTED** the report.

23/27/TM

Clapper Lane school crossing

Cllr McCollum confirmed that Clapper Lane would be closed during the work scheduled for week c 23rd October 2023.

The Deputy Town Clerk confirmed that DCC had sent an invoice for HTC's contribution to the cost of the works and that this invoice had been paid.

23/28/TM

Access Ramp at Manor House, Honiton

Cllr Ingham confirmed that the paving slab adjacent to the ramp was still loose. The Deputy Town Clerk confirmed that the contractor who had installed the ramp had previously advised that he would inspect and if required would rectify the defect.

Members RESOLVED unanimously that HTC should write to the contractor giving him 14 days to fix the loose paving slab or refund the costs of a third party contractor undertaking the work.

Proposed by Cllr Ingham and seconded by Cllr R Sexton.

23/29/TM

Parking Meter Working Group

Cllr McCollum confirmed that the Parking Meter Working Group had met earlier on the 30th August 2023. All recommendations would be brought to Full Council on the 11th September 2023.

23/30/TM

High Street pavements

Cllr McCollum confirmed that DCC had advised that no action would be taken to repair loose/dislodged paving slabs unless the defect was more than 20mm. The recent reinstatement works had not been carried out well and there were many uneven paving slabs in the town. It was up to DCC to ensure that contractors carry out the work satisfactorily. DCC had previously advised that they had no legal obligation to remedy defects of less than 20mm.

Members RESOLVED unanimously that HTC should write to DCC with a copy to Cllr P Twiss expressing their concern about the condition of the paving slabs on both sides of the High Street.

Proposed by Cllr McCollum and seconded by Cllr R Sexton.

23/31/TM Replacement Bus Shelters

Cllr McCollum confirmed that 6 bus shelters had been replaced to date. A bus shelter which had been damaged had also been replaced. A temporary window had been installed to replace a vandalised glass window. A new glass window would be installed in due course. Two new bus shelters on the Heathpark Estate will be installed in Spring 2024. In due course all the bus shelters in Honiton will be replaced.

23/32/TM Dowell Street Corner

It was confirmed that once the skip currently sited on the land temporarily had been removed, HTC had made arrangements for the area to be tidied up and the chain would then be reinstated.

23/33/TM Street Art

Members **NOTED** the report from the Street Art Working Group ([attached](#)).

Cllr Ingham advised that one positive response has been received from the owner of a listed building. However as listed building consent would need to be applied for Members of the Working Group were considering other options first.

The Deputy Clerk advised that Cllr Brown had requested assistance with funding for a street map at the railway station on behalf of Friends of Honiton Station. The Town Clerk had identified three existing budget lines from which funding could be taken.

Members RESOLVED unanimously to allocate £500 from the General Marketing Town budget to part fund a new Honiton Town map at Honiton Train Station.

Proposed by Cllr McCollum and seconded by Cllr Craddock.

23/34/TM Town Maintenance

Members **NOTED** the report from the Town Maintenance Working Group ([attached](#)).

Cllr McCollum confirmed that EDDC had a REACT team (part of Streetscene) whose remit may involve the removal of graffiti. The removal of graffiti from bus shelters was carried out by Fernbank.

Members RESOLVED unanimously to discuss the removal of graffiti with EDDC Streetscene prior to recommending that the Market Superintendent and the Maintenance team undertake graffiti removal training.

Proposed by Cllr McCollum and seconded by Cllr Craddock.

23/35/TM Honiton Tourist Information Centre (TIC)

Members considered the correspondence received and discussed the following:

- The previous TIC had to be heavily subsidised financially by the Town Council.
- HTC were currently involved in an online tourist information project.
- Tourist information could be provided by HCC at the Beehive, the Library and the Museum.
- Up to date signage was required.
- Use of QR codes around the town to link to online information
- Provision of tourist information differs from town to town in East Devon.
- Cost of producing a physical map which also provided information of places to visit.

Members RESOLVED unanimously to recommend to Full Council that a tourist map be produced.

Proposed by Cllr McCollum and seconded by Cllr R Sexton.

23/36/TM Minutes of the Town Management Committee held on 5th June 2023.

Members RESOLVED to approve for accuracy the minutes of the Town Management Committee meeting held on 5th June 2023.

Proposed by Cllr R Sexton and seconded by Cllr Ingham.

For 2; Against 0; Abstentions 3.

23/37/TM Honiton Street Market

Members discussed the following:

- The gradual decline in market traders numbers
- Criticism received of the market
- What action could be taken to revive the market
- The holding of themed markets eg craft markets.
- The use of gazebos by traders
- Increasing advertising to attract new traders.
- The use of cones and tape on the market.

Members RESOLVED to recommend to Full Council that a Farmers Market be held in the Mackarness Hall on the first available Saturday.

Proposed by Cllr Pearsall and seconded by Cllr R Sexton

For 4, Against 0, Abstentions 1

Members RESOLVED unanimously to recommend to Full Council that a Christmas market be held on the 18th November 2023 to coincide with the Christmas Lights switch on, partially in the Mackarness Hall.

Proposed by Cllr Pearsall and seconded by Cllr R Sexton

23/38/TM Exempt Business

Members RESOLVED unanimously to take the following items into exempt business.

Proposed by Cllr Pearsall and seconded by Cllr Craddock.

23/39/TM CCTV

Members discussed the item.

Members RESOLVED unanimously to recommend to Full Council that the monitoring of Honiton's CCTV be relocated to Exeter City Council.

Members RESOLVED unanimously to recommend to Full Council that £5k in principle should be included in the budget 24/25 to cover the Year 1 monitoring costs.

Members RESOLVED unanimously to recommend to Full Council that Honiton Town Council enters into a 5-year contract with Exeter City Council.

Proposed by Cllr McCollum and seconded by Cllr Craddock.

23/40/TM To close the meeting.

The meeting was closed at 8.40 pm.