

**Minutes of the Town Management Committee Meeting of the Town Council
held on Monday 6 October 2025 at 7.00pm**

Present

St Michael's Ward

Cllr R Sexton

St Paul's Ward

Cllr S Craddock

Cllr D Hayler

Cllr A Pearsall

In attendance

Heloise Marlow (Deputy Town Clerk)

Stephen Hill (Town Clerk) (Until 7.30pm)

25/28/TM Apologies for Absence

None

25/29/TM Declarations of Interests

None

25/30/TM Dispensations

There were no grants of dispensations made by the Town Clerk in relation to the business of this meeting.

25/31/TM Public Question Time for items on the agenda

Mr S Keene spoke regarding Armed Forces Day 2025. He thanked Honiton Town Council for supporting the event which had filled the town and for which he had received fantastic feedback. As such he asked whether Honiton Town Council would support the event again in 2027.

The following points were noted:

- Trader pitches were free for the event.
- The event had been organised within 6 months. A 2027 event would have a longer lead in time.
- Many exhibitor contacts had already been established and had expressed interest in attending again in 2027.
- Additional attractions could be sited on Allhallows.
- Event had taken place without any paid advertising.

25/32/TM Minutes of the Town Management Committee meeting held on 4 August 2025

Cllr R Sexton proposed the following amendments to the minutes:

25/21/TM Market Working Group Meeting & Risk Assessment

Committee discussed the following:

- a previous Health and Safety report had advised on general safety at the market but had not been specific about the market stalls between New Street and the old Post Office. A market trader of over 30 years had advised that there had been no previous accidents with stalls in this location and moving the market down the High Street had devalued the market.
- A further non-commissioned report was received but the company was prepared to do an official survey to solely consider reinstatement of pitches P1-P11.

Committee RESOLVED unanimously to commission a limited Health & Safety survey of having market stalls between New Street and the Old Post Office on Honiton High Street

Proposed by Cllr Craddock and seconded by Cllr Pearsall

Members RESOLVED unanimously to approve for accuracy the minutes of the Town Management Committee meeting held on 4 August 2025 subject to the above changes.

Proposed by Cllr Craddock and seconded by Cllr Pearsall

25/33/TM

Dowell Street Corner

The following points were discussed:

- Vickery Holman are investigating ownership of the Dowell Street corner wall.
- Simon Bastone Associates has reviewed the monitoring results and is recommending a site meeting to consider the results.
- Cllrs had expressed differing views as to the need to this chargeable site meeting.
- Remediation works were being pursued but would take time.
- Provision of temporary concrete blocks at retaining wall and instead of Jersey barriers next to Heras fencing could be implemented within 2 weeks.

Committee RESOLVED unanimously to provide temporary concrete blocks at the retaining wall (High Street end at central bulge) and instead of Jersey barriers next to Heras fencing.

Proposed by Cllr Pearsall and seconded by Cllr Craddock

- Provision of gabion cages were a cheap and effective way of dealing with retaining wall issues.

Committee RESOLVED unanimously to agree to pursue a design and build procurement strategy

Proposed by Cllr Craddock and seconded by Cllr Pearsall.

- Gabion basket retaining wall solution should not be the only option. A contractor may provide an alternative design/solution.
- Should Gabion basket retaining wall solution be described as HTC's preferred option? Alternative and expensive designs have already been provided by Simon Bastone Associates.
- Most contractors would provide the cheapest option in their tender.
- Tender would be advertised on Contract finder and sent to named contractors.

There was no proposer or seconder for recommendation 6b.

- Any tender would need to be approved by Full Council.
- No need to appoint a third party expert to consider tenders received.
- Tender to be issued asap with a return date of 12.12.25

Committee RESOLVED unanimously to approve the draft Tender for a design and build contract for the retaining wall to be issued as soon as possible with a return date of 12th December 2025.

Proposed by Cllr Pearsall and seconded by Cllr Craddock Committee RESOLVED unanimously to invite Simon Bastone Associates to visit Dowell Street corner, take readings and provide an updated status assessment.

Proposed by Cllr Pearsall and seconded by Cllr Craddock

Mr Stephen Hill (Town Clerk) left the meeting at 7.30pm

25/34/TM Market Working Group

The following points were discussed:

- The proposed road closure would incur significant cost.
- The event could be managed by the use of barriers instead.
- There would be food stalls at the event.
- Child safety was paramount
- Father Christmas would be in a grotto
- Volunteers were needed.

Committee RESOLVED to withdraw the road closure application with Devon County Council for the Christmas Tree Lights switch on event on the 15th November 2025.

Proposed by Cllr Craddock and seconded by Cllr R Sexton

For 3; Against 0; Abstentions 1

- A shop window display competition to be judged on 15th November 2025.

- Prizes would be awarded
- All shops in Honiton High Street and New Street would be invited to take part.

Committee RESOLVED unanimously to hold a Christmas Shop window display competition to be advertised by way of a flier, with prizes and presentation.

Proposed by Cllr Pearsall and seconded by Cllr Hayler

25/35/TM Community Art at the Beehive
Members **NOTED** the report

25/36/TM Christmas Lights Switch-on Event
Committee discussed the following:

- Whether the Town Band could play during the day as well as in the evening. The Deputy Town Clerk confirmed that she would make enquiries.
- It was proposed to put a banner up at the entrance to the Mackarness Hall to advertise the Christmas market.
- Preparations were proceeding well and it was hoped that the event would be a success

25/37/TM CCTV
Committee **NOTED** that the Council will submit an Expression of Interest to the OPCC CCTV Funding by 24 October 2025.

25/38/TM Armed Forces Day 2025
Committee **NOTED** the report and **RESOLVED unanimously to recommend an Armed Forces Day 2027 to Full Council.**
Proposed by Cllr Pearsall and seconded by Cllr Craddock

25/39/TM Budget 26/27
Committee RESOLVED unanimously recommended budgets 26/27:

Code	Title	Actual 25/26, £	Current Budget 25/26, £	Proposed Budget 26/27, £	Increase + or Decrease - , £	Comments
4300	General Marketing Town	0	2000	2000	0	
4308	Street Art Project	0	5000	5000	0	

4325	War Memorial	0	100	100	0	
4335	High Street regeneration	0	0	5,000	5000	
4420	Signboards/Signs/Dup Keys	0	100	100	0	
4510	Town Clock	0	200	200	0	
4515	Dowell Street corner	3576	20000	20000	0	
4520	Bus shelter maintenance	0	7000	7000	0	
4530	Dog bin maintenance	0	1000	2000	1000	
4550	Seat maintenance	0	500	500	0	
4585	King Street toilets	2703	40000	40000	0	
4590	Christmas Lights	646	9000	9000	0	
4592	Christmas Trees	0	0	0	0	
4595	Phone Box maintenance	0	500	500	0	
4315	Gate2Plate	0	2500	2500	0	
4630	CCTV Annual	1367	15000	15000	0	
4670	Hot Pennies	0	300	300	0	
4680	Charter Day	0	0	0	0	
4710	Storage Shed	0	1500	500	-1000	
4720	Public Notice Boards	0	8000	500	-7500	
4736	Town Welcome Entrance signs	0	8000	2000	-6000	
4800	Market General Expenses	18	2000	2000	0	
4810	Market Gazebos	0	0	1000	1000	
4825	Maintenance Van	1606	6000	6000	0	
4830	Maintenance Tools	26	2000	1000	-1000	
4835	Maintenance Expenses	225	2000	2000	0	
			132,700	124,200	-£8500	

Proposed by Cllr Pearsall and seconded by Cllr Craddock

25/40/TM To close the meeting
The meeting was closed at 20.50pm.

Signed Chair

Date: 1 December 2025