



IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12  
PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL  
WILL BE HELD AT TOWN HALL, CULLOMPTON  
ON THURSDAY, 29 JUNE 2023 AT 7:00PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN  
TAKEN TO PROHIBIT THEM

**TO THE CHAIR AND COUNCILLORS OF CULLOMPTON TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING OF CULLOMPTON TOWN  
COUNCIL**

**JUNE 2023**

**AGENDA**

**1. Apologies for Absences**

Council to receive apologies for absence and consider the reasons given. ([LGA 1972 s85\(1\)](#))

**2. Declaration of Interest & Dispensations**

Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (NB this does not preclude any later declarations).

**3. Public Question Time**

3.1. Members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting to take advice or undertake research.

3.2. During this time, outstanding answers from previous meetings will be delivered.

**4. Vibrant Town Centres and Request from Festival Steering Group**

To agree a response to the Festival Steering Group and discuss the Shared Prosperity Fund

Dan Ledger  
Town Clerk / RFO  
Cullompton Town Council  
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### Steering Group Request – Extract from Email Received

Last year the Steering Group took on the organisation of the town's Christmas Lights switch-on event and the town council were kind enough to provide a grant of £1,000 towards costs.

The Group has agreed with the Town Council that it will organise a similar event again this year. We have a concern that this year, due to the imminent refurbishment of the Higher Bullring area it is likely that we will need to change our plans and we noticed that there is currently an opportunity to apply for funding through Mid Devon's "Love Your Town Centre" Fund so we have put our thinking caps on and come up with a new event which we are calling "Night of Light", this will happen, if it fits with the installation of the town's Christmas Lights, on Sunday 26 November following a morning on events on Saturday 25 November, similar to last year.

I have attached a draft grant application for your information and would be grateful if you could confirm as follows:

- (i) Is Cullompton Town Council willing to support this event and is there any funding to help finance it? If so please could you confirm the process for applying for the funding i.e. do we need to submit a formal grant application to the Town Council?
- (ii) if Cullompton Town Council is happy to support the event and the grant application then please would it be possible for the Council to provide a letter of support to submit with the application.
- (ii) Is the Town Council happy to accommodate a star making workshop in the Town Hall on Saturday 25 November and for Santa and his grotto to be accommodated in the Walronds?

I will be away until Friday next week (30 June) and applications need to be submitted by 2 July so will tidy up the application and submit on my return but I do need a response by next Friday.

# LOVE YOUR TOWN CENTRE INVESTMENT FUND APPLICATION

Name of Project: Christmas "Night of Light"

Total cost of Project: £4,675.00

Amount requested from fund: £3,300.00

Town Applying: Cullompton

1. **APPLICANT:** Cullompton Walronds Preservation Trust (Charity Registration No. 1061913)

Contact details: Mrs Judy [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

**NOTE:** The event is being organised by the Cullompton Town Team but as they are not a registered charity the application is being submitted by the Cullompton Walronds Preservation Trust which will be responsible for managing the project's finances and is providing the venue.

2. **ABOUT THE PROJECT:**

Cullompton's Christmas Lights will be switched on on Sunday 26 November. The switch-on event usually happens in the Higher Bullring area but this year it looks as though this won't be possible due to building works (refurbishment of the Higher Bullring) happening in the area where the town's Christmas tree usually stands. Also, due to the High Street being the only means of getting from one side of Cullompton to the other and it being the detour route should the M5 be closed for any reason, it's not possible to close the town's main street for any form of parade.

For these reasons and reasons of community safety, this year we would like to try something different and organise an evening of lights in the Walronds garden as this will provide a safe entertainment space to develop Cullompton's cultural offering. The event will include stilts walkers and entertainment such as a Samba Band, fire juggling and a fire hoop.

We will also create a giant Mid Devon Moon community lantern by organising 2 targeted workshops in local schools and a community drop-in workshop at the Hayridge library, this will add footfall to the town centre.

On Saturday 25 November there will be a programme of events in the town centre to engage the community and engender interest in coming along to the "Night of Light" on Sunday. This will include

- **Christmas Market and Farmers Market** including entertainment such as Morris Dancers and Majorettes.
- **Santa's Grotto** in the Walronds

- **Illuminated star making workshop** for children in the Town Hall, children can then bring their stars to the “Night of Light” event.
- **Christmas crafts for Children** at the Hayridge library

The main purpose of the project is to encourage more people to come into the town centre. By creating a safe attraction in the centre of the main shopping area we will be encouraging people to spend more time in the town centre which will benefit local shops and businesses, including the night time economy. We will encourage local businesses such as cafes, inns and shops to open and the local butcher to promote their business by selling hot food such as hamburgers or similar. The project’s aims are:

- Clear benefits for the town centre by providing a visitor attraction that will improve both the economic viability and the cultural and social vitality of the town centre and thus be a good return of investment.
- Barrier free opportunities for town residents to experience arts and culture on their doorstep at no charge.
- Risk free test and learn event to draw a wider audience to the high street.
- It is a risk free project which brings a new activity to the town centre.
- It is well thought out and easily deliverable by the end of 2023.

**We know that the project is needed as**

- The town centre fills with people during the evening of the Christmas lights switch-on, this is often difficult to manage safely, using the Walronds garden will lessen the risk to public safety.
- Community consultation carried out by Creative Cullompton has shown a need for more alternative events and celebrations in Cullompton’s town centre, including spectacles that draw teenagers, commuters and hard to reach groups into the town centre.

The garden is one of the few outdoor, traffic free spaces in the heart of the town, we want to maximise the space and encourage everyone living or visiting the town to enjoy it.

The project will also allow us to measure interest and give us data that can be used to plan future events.

The project supports the goals of the **Shared Prosperity Fund** as it will strengthen pride of place and reduce the carbon footprint as local people can attend an event locally rather than travelling elsewhere.

The project is part of a wider project as, although it is a stand-alone project, it will help to visualise and prepare for future events and happenings in the town centre. The success of the project will be measured by:

- Counting visitors into the garden on Sunday.
- Gathering comments and feedback.

### 3. PROJECT COSTS AND MATCH FUNDING

Total cost:

Service	Supplier	Cost	In kind/match funding	Funding required
Stiltwalkers/dragon fire staff	Higher Beings	600.00	200.00 (MF)	400.00
Fire Juggler		300.00	100.00 (MF)	200.00
Fire hoop		300.00	100.00 (MF)	200.00
Samba Band		200.00	100.00 (MF)	100.00
Project monitoring and evaluation	Volunteers	100.00	100.00 (IKF)	0.00
Design, marketing, promotion and event photography	539 Creative Ltd	550.00	100.00 (IKF)	450.00
Giant community moon installation lantern including community workshops and materials	Coach House Arts	1950.00	300.00 (IKF)	1650.00
First Aid provision	DB Events	300.00	0.00	300.00
Volunteer support to manage and oversee the project (25 hours @ £15 per hour)		375.00	375.00 (IKF)	0.00
		<b>4675.00</b>	<b>1375.00</b>	<b>£3300.00</b>

We will also submit an application to Cullompton Town Council for funding but unfortunately we do not have the time to do this in the timescale provided for the submission of this application.

Any gaps in funding will be funded by the Cullompton Town Team

### 4. CONSULTATION AND AGREEMENTS

Due to timescale we have only been able to consult a small number of community groups about this project. We have support from the Cullompton Arts House, Cullompton Walronds Preservation Trust, Cullompton Hayridge Library (Libraries Unlimited), Cullompton Youth Theatre Activ-8, Cullompton Farmers Market, St Andrews Church and Cullompton Baptist Church who will assist with the delivery of the project.

We do not require any permissions from local authorities to deliver this project.

We considered a number of different project options but decided on this project as it will improve the viability and vitality of Cullompton town centre, increase footfall in the town centre and stimulate economic growth. It has the added advantage of being a cross-generational event that

provides an opportunity for people of all ages and abilities to engage in creative activities and engender a spirit of community.

## **5. FUTURE OF THE PROJECT**

**The project will continue after the Love Your Town Centre funding comes to an end as, if the event is a success, then it will be the start of a regular annual event in the town centre.**

**This project complements schemes such as Cullompton's Neighbourhood Plan, Mid Devon's Local Plan and the emerging Cullompton Master Plan as they all call for projects to improve the economic viability of the town centre. It also works with the Heritage Action Zone project, one of the strands to this being the creation of a cultural programme of activities and events in Cullompton.**

**The project can be rolled out in other towns**

DRAFT