



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 A COMMUNITY, ECONOMY AND TOURISM COMMITTEE OF CULLOMPTON TOWN COUNCIL
WILL BE HELD AT THE TOWN HALL, CULLOMPTON ON TUESDAY, 13 FEBRUARY 2024 AT 7:30PM OR ON THE
RISING OF THE PLANNING, LICENSING AND STRATEGIC GROWTH COMMITTEE IF THIS IS EARLIER

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

TO COUNCILLOR COMMITTEE MEMBERS OF CULLOMPTON TOWN COUNCIL

**YOU ARE HEREBY SUMMONED TO ATTEND A COMMUNITY, ECONOMY AND TOURISM
COMMITTEE MEETING**

Committee Membership: Councillors E Buczkowski, J Buczkowski, P James, T Spring (Ex-Officio),
M Thompson (Ex-Officio).

Date of Notice: 6 FEBRUARY 2024

Date of Meeting: 13 FEBRUARY 2024

Dan Ledger - Town Clerk / RFO

AGENDA

1. **Apologies for Absences.** Committee to receive apologies for absence and consider the reasons given. ([LGA 1972 s85\(1\)](#)).
2. **Declaration of Interest and Dispensations.** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (this does not preclude any later declarations).
3. **Public Question Time.** Members of the public are invited to question the Committee 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 in order to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.
4. **Minutes.** To approve the Minutes of the Community, Economy and Tourism Committee held on 7 December 2023 ([LGA 1972 Schedule 12 Paragraph 41](#)).
5. **Emergency Plan.** To consider revisions required to the Emergency Plan.
6. **Christmas Lights.** To consider lessons learned from the 2023 Christmas Lights display.
7. **Market.** To consider the outcome of the Market Working Party.
8. **Forward Plan.** To note the Forward Plan and suggest any additions.



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

**MINUTES OF MEETING OF THE COMMUNITY, ECONOMY AND TOURISM
COMMITTEE DATED THURSDAY 7 DECEMBER 2023 AT 7PM AT CULLOMPTON TOWN**

HALL

Present:

Councillors: E Buczkowski (Chair), J Buczkowski, P James, J Johns, T Spring, M Thompson

Officers: The Deputy Clerk

CET 23/001 Apologies for Absences. There were no apologies for absence received.

CET 23/002 Declaration of Interest and Dispensations. There were no Declarations if Interests made.

CET 23/003 Public Question Time. There were no members of the public present.

CET 23/004 Litter Picking Kits.

RESOLVED that 10 litter picking kits are purchased at a cost of approximately £300.

CET 23/004 EV Charging.

RESOLVED that the principle, subject to feasibility and cost, of provision of public EV charging in St Andrews Car Park is supported, but not on street EV charging in High Street at this time.

CET 23/005 Emergency Plan.

RESOLVED that the Emergency Plan is deferred and that Emergency Plan Working Group is established.

CET 23/006 Winter Hanging Baskets.

RESOLVED that 20 Winter hanging baskets are planted.

CET 23/007 Forward Plan. To note the Forward Plan and suggest any additions.

Emergency Plan container contents and Emergency Plan Working Group outputs.

Market future.

Christmas Lights lessons learned.



CULLOMPTON COMMUNITY EMERGENCY PLAN

This plan covers the Cullompton area from St Andrew's Hill in the West to Stoneyford in the East, Bradninch Hill in the South and Hayne Barton to the North.

Date of Adoption: July 2016

Reviewed: January 2024

Next Review Date: May 2025

Issue Number: v7

Written by: Cullompton Town Council

Contact: Steve Reardon (Deputy Clerk)

deputy@cullomptontowncouncil.gov.uk

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Introduction

1. An emergency or major incident is any event or circumstance that happens with or without warning. It can cause or threaten to cause:
 - 1.1. Death or injury.
 - 1.2. Disruption to the community.
 - 1.3. Damage to property or environment.
 - 1.4. Effects on such a scale that they cannot routinely be dealt with by the Emergency Services, local authorities or other organisations as part of their day-to-day activities.
2. Although there is no statutory responsibility for communities to plan for or respond to emergencies, it is good practice to identify potential hazards and make simple plans on how the community can respond to such emergencies.
3. The plan has been developed to provide resilience for Cullompton in the early stages of an emergency. A team has been formed to activate this plan and to aid the Emergency Services and other authorities as is required prior to, during and after an emergency.
4. The plan will be reviewed annually at a meeting of the Community, Economy and Tourism Committee.
5. *It should be noted that there will be an increased reliance on self-help as the Emergency Services, Devon County Council and Mid Devon District Council will have to prioritise their response to an incident. If you are a homeowner, it is your responsibility to take such measures as necessary to protect your asset from, for example, flooding; if you are a tenant, either privately or of the Council or Housing Association, you should contact your landlord to take such measures to protect their asset.*

Aims and Objectives

6. The aim of this plan is to increase resilience within the community through developing a robust and co-ordinated approach that compliments the plans of responding agencies. These plans are as follows:
 - 6.1. The Devon, Cornwall and Isles of Scilly LRF Multi Agency Flood Framework (Owner: Devon, Cornwall and Isles of Scilly Local Resilience Forum (DCIoS LRF)).
 - 6.2. Cullompton Multi-Agency High Risk Flood Response Plan (Owner: Devon County Council).
 - 6.3. Mid Devon District Council Emergency Response Plan.
7. The objectives of the plan are as follows:
 - 7.1. Identify the risks most likely to impact the community.
 - 7.2. Identify relevant steps to mitigate and respond to emergency situations including warning the community as required.

- 7.3. Identify vulnerable people and groups within the community.
- 7.4. Identify community resources available to assist during an emergency.
- 7.5. Provide key contact details.
- 7.6. Provide information and assistance to the Emergency Services upon their arrival and as appropriate thereafter.

Types of Emergencies

8. Types of emergencies that may affect the community are as follows:
 - 8.1. **Flooding.** Approximately 530 properties are at risk of flooding from the River Culm, Cole Brook, Crow Green Stream, River Ken and Splatford Stream¹.
 - 8.2. **Road traffic, rail and aircraft accidents.** Cullompton becomes the main diversion route in the event that the M5 motorway is closed between Junctions 27 and 29. In addition, it is a military air corridor and lies close to the main railway line into and out of the Southwest of England².
 - 8.3. **Snow.** Although rare, Cullompton does suffer from significant snow fall on occasion and there are several areas, such as St Andrew's Hill and Exeter Hill/Cockpit Hill, that require salt and grit applied as a matter of urgency³.
 - 8.4. **Fire.** There are a number of buildings in Cullompton that are roofed in thatch and this presents a particular fire hazard.
 - 8.5. **Pandemic.** In late 2019 and early 2020, a virulent strain of the Coronavirus escaped from the Wuhan province of China and quickly embedded itself in countries and communities worldwide. The response to this pandemic by both governmental and non-governmental agencies varied widely and the disease is now considered to be endemic⁴.

¹ There have been several flooding events in recent history; 1997, 2012 and in 2023. There has been significant investment in providing fixed flood defences at Rivermead and Chestnut Avenue together with the reprofiling of the watercourse banks at Heyridge Meadow, all works carried out by the Environment Agency. Knightswood remains vulnerable to surface water run-off from Swallow Way, Cole Brook and from rising water in the flood plain to the south.

² In the event of a serious road traffic collision on the M5 between Junctions 27 and 29 resulting in closure of the motorway, it is likely that traffic will be diverted through Cullompton and vehicles causing an obstruction in High Street and Fore Street will be removed by the Police. It may be that traffic is held on the M5 whilst accident investigation work is completed and, unless the weather is particularly inclement, there will be no need to evacuate vehicle occupants.

³ The last significant snowfall in Cullompton was in late November and early December 2010; this was a national event and lasted for about 14 days. During this time, the Highway Authority maintained salting and gritting of the major highway network.

⁴ The response in the United Kingdom was known as "lockdown", an instruction from central Government to stay indoors and to severely limit social mixing. Schools were closed, the hospitality industry was shut down and the population was permitted to leave their dwelling only for limited time and for specific purposes; these restrictions, although modified even to a county and city level over time, were in place for approximately 18 months. In Cullompton, the community rallied, and the Coronavirus Support Group was formed to provide support to the most vulnerable in the community by, for example, prescription and shopping collections; this group was supported by the Town Council in terms of publicity, financial and administrative support. As the disease is now endemic in the population and a vaccination programme is well embedded, these restrictions have been lifted.

9. Clearly, this list is not exhaustive and other incidents could include acts of terrorism, hazardous substance release (either as vapour or into the water courses) or a serious fire in an industrial unit creating explosive or hazardous fumes. In all cases of emergency situations, the council and the population at large will be guided by the responding authorities.

Activation Procedure and Escalation

10. The Town Clerk (or Deputy Clerk in the absence of the Town Clerk) will be responsible for activation of the Emergency Plan following consultation with the Chairman of the Council. Although the council lacks the resource to deal with many aspects of an emergency, it can provide shelter for evacuees and a command and communication hub for the Emergency Services and Agency co-ordinators.

Community Emergency Response Team (CERT)

11. The CERT will comprise of the Town Clerk (as Co-ordinator) with current members of the available members of the Town Council. On activation of the Emergency Plan by the Co-ordinator and council Chairman and all members will be contacted via the telephone cascade and requested to make their way to the Town Hall. Contact details for the CERT are as follows:

Role	Name	Contact Telephone
Co-ordinator	Dan Ledger	01884 904800
Deputy	Steve Reardon	01884 904801
Outside Co-ord	Perry Stickland	

12. The role of the CERT Co-ordinator is to:
 - 12.1. Help to co-ordinate the community response to an emergency.
 - 12.2. Ensure that the plan is regularly reviewed and updated.
 - 12.3. Report annually, at the Annual Parish Meeting, detailing whether the plan has been activated and what, if any, lessons were learned.
 - 12.4. Act as a focal point for the community in response to an emergency.
 - 12.5. Act as the main point of contact for District and County Councillors and officers and the Emergency Services to ensure that communication is maintained.
 - 12.6. Ensure that the appropriate authorities and individuals are notified of the emergency.
 - 12.7. Delegate specific roles to others as required.
 - 12.8. Allocate resources as required. For the purposes of each specific emergency, the Co-ordinator is delegated to spend on items directly related to the on-going emergency without further permission from the council in accordance with Financial Regulations.

13. All members of CERT should:
 - 13.1. Be members of the Town Council.
 - 13.2. Be able to engage the support of the community and speak on behalf of the community.
 - 13.3. Be mindful of the vulnerable members of the community and aim to prioritise their need where it is aware of them.
 - 13.4. Ensure that communications are maintained within the community.
 - 13.5. Have a sufficient depth of knowledge of the plan to assume the role of Co-ordinator if required.

Communications

14. The Emergency Services have their own, secure, communication systems and are unlikely to require the Town Hall communication facilities.
15. Website and social media sites updates will be arranged by the CERT Co-ordinator and will be regularly updated with news and progress reports. These will be primary methods of communication with the community.
16. **Media Relations.** All approaches from the media, including television, radio, and print media are to be directed to the Co-ordinator or Chair of the council in the first instance. Under no circumstances are council members (other than the Chair), employees (other than the Clerk), or volunteers to offer a statement to the media.

Incident Co-ordination and Evacuation Assembly Points

17. The Town Hall (NGR 302064 107364) will be offered as the primary control point and the primary evacuation point for all incidents if either are required. The Emergency Services, when called, will be told that the Town Hall will be available to be a control point; it should be noted that many of the Emergency Services have their own command and control vehicles and infrastructure and will deploy them if necessary. An alternative evacuation point can be established, if required, at The Culm Valley Sports Centre, Meadow Lane, EX15 1LL (NGR 302188 106700).

Helicopter Landing Sites

18. Two Helicopter Landing Sites have been identified as follows:
 - 18.1. HLS1 – The astroturf sports pitches behind the Culm Valley Sports Centre (NGR 302172 106788).
 - 18.2. HLS2 – Cullompton Rugby Club (NGR 301159 106954). The Rugby Club is a registered landing site for the Devon Air Ambulance Trust which has remote control of flood lighting if necessary for night operations.
19. Each of these sites are suitable in all but the most inclement of weather although it should be stressed that the final decision on if and where an aircraft lands, either at these sites or at another unlisted location, will rest with the operator of that aircraft.

Vulnerable People

20. There are several areas of Cullompton that have a significant proportion of vulnerable residents who may have additional needs when evacuating. For those in a specific setting such as a care home, school, pre-school or nursery, their setting will have emergency procedures in place.
21. Identification of vulnerable people is based on local knowledge. There is not a central list of individuals but a list of partners and contact numbers that can be used to gather relevant information in the event of an emergency. Mid Devon District Council retains responsibility for sheltered housing and emergency accommodation and Devon County Council retains responsibility for adult social care.
22. *Requests for lists of vulnerable people, including adults and childcare settings, should be directed through Silver Control or, if this has not been activated, through the Devon County Council Emergency Planning Service Unit Duty Officer.*

Note: A list of additional sensitive locations may be held by the Police e.g., Womens' refuges.

Plan Distribution

23. This plan has been distributed to the following Agencies:
 - 1.1. Environment Agency.
 - 1.2. Police (Middlemoor and Cullompton).
 - 1.3. Devon Fire and Rescue Service (Clyst St George and Cullompton).
 - 1.4. Devon County Council.
 - 1.5. Mid Devon District Council.
 - 1.6. Culm Valley Integrated Centre for Health (Redacted Copy).

List of Appendices

- Appendix A – Key contact list.
- Appendix B – Your own Emergency Plan – Self Reliance.
- Appendix C – Communication Plan.
- Appendix D – Community Resources.
- Appendix E – Community Maps.
- Appendix F – Community Flood Plan.
- Appendix G – Instruction for the operation of the Evacuation Point.
- Appendix H – Action Check List and Log Sheet.
- Appendix I – Evacuation Centre Log Sheet.

Key Contact List

Emergency Services, Agencies and Local Authorities

Police, Fire and Rescue, Ambulance	999 or 101	24 Hours
Tiverton Hospital	01884 235400	
Mid Devon District Council	01884 255255	
District Emergency Planning Officer	01392 265904	
District Emergency Centre (when open)	01884 255334	
National Grid	0800 678 3105	24 Hours
British Gas	0800 111 999	24 Hours
South West Water	0800 169 1144	24 Hours
Western Power Distribution	0800 365900	24 Hours
B.T.	0800 800152	24 Hours
Environment Agency	0800 807060	24 Hours
Floodline	0845 988 1188	24 Hours
Railway Line Tiverton Parkway	08457 000 125	
Head of Environmental Services (MDDC)	01884 244606	

Cullompton Town Council Contacts

Town Clerk (CERT Co-ordinator)	07745 525166
Deputy Clerk (Deputy CERT Co-ordinator)	07745 525178
Maintenance Supervisor	07745 525180

Vulnerable Groups

Residential Care Homes:

Court House Residential Home	01884 32510
Culm Valley Care Centre	01884 33142
St Andrew's Residential Care Home	01884 32369
Forge House	01884 32818
Sanctuary Housing Association (St Andrew's)	01884 33918
Clark's Court (via FirstPort)	0333 321 4072
Cullompton United Charities (Alms Houses)	01884 32166
Woodmill (Elysium Healthcare)	01884 210640

Childcare Providers:

ABC Day Nursery	01884 38039
Cullompton Pre-School	01884 35018
Noah's Ark	01884 839590

Medical Personnel

Doctors Surgeries:

Culm Valley Integrated Centre for Health (24 hours)	01884 831300
Bramblehaies Surgery	01884 33536

Veterinary Surgery:

The Vale Veterinary Centre	01884 32228
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Pharmacies:

Boots (Culm Valley Health Centre)	01884 32468
Boots (Station Road)	01884 32279
Tesco Pharmacy	01884 369247

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Your Own Emergency Plan – Self Reliance

Emergencies can affect you and your community with little or no warning. Being prepared can help reduce the effect on you and your family's lives, reduce the need for external help and enable you to support those most vulnerable in your community. Disruption to essential services such as water and electricity, to regional transport and communication networks and damage to property are all ways in which an emergency can affect our everyday lives.

In the first instance, you should take pro-active measures to protect your asset if you are a homeowner, with or without a mortgage; if you are a private, Council or Housing Association tenant, you should contact your landlord. In addition, and bearing in mind that there are some low-lying areas of Cullompton that are particularly vulnerable to flooding, you should consider registering to receive Environment Agency Flood Alerts and Flood Warnings in order that you have the required notice of expected flooding to act before the flooding arrives. You can do so by visiting the Environment Agency website at <https://www.gov.uk/sign-up-for-flood-warnings>. Mid Devon District Council have produced a guide on what you can do prior to a flood and what to expect if there is a flood; it can be found at [flood-guide-final-website-with-links.pdf \(middevon.gov.uk\)](https://www.middevon.gov.uk/flood-guide-final-website-with-links.pdf).

It is also be worth investigating the possibility of installing individual property measures, such as removable door barriers, for use in the event of an incidence of flooding; grants are available from Devon County Council to provide flood boards for domestic dwellings – details can be found at <https://www.devon.gov.uk/floodriskmanagement/flood-resilience/property-flood-resilience-funding-scheme/>. Should you not qualify for a grant, these measures are relatively inexpensive and can be purchased individually for DIY installation.

It is very strongly recommended that you have sufficient insurance cover in place for both your property and its contents to repair property damage and replace your items if the worst happens.

If you are not directly involved in an incident but are close by or believe you may be in danger, in most cases the advice would be to **GET IN, STAY IN AND TUNE IN**.

Station	Frequency	Website
BBC Radio Devon	94.8-104.3 FM	www.bbc.co.uk/news/england/devon
Heart FM Exeter	97 FM	www.heart.co.uk/exeter
Mid Devon Gazette	Not applicable	http://www.devonlive.co.uk

The best defence is self-defence! It is likely that the Emergency Services and local authorities will have to prioritise their response and may take time to attend to your need in the case of a large-scale incident such as the flooding experienced in November 2012, the flash flooding that occurred in Devon in September 2023 or an accident on the railway or motorway. To prepare for such an incident, you should take some actions to mitigate the immediate aftermath. Questions you could ask yourself include:

- If I must be evacuated, is there somewhere I can go and who do I need to tell?

- Who will be responsible for collecting the children from school or looking after pets?

Key Contact Numbers

Emergency Contact Numbers			
Emergency Services	999	Cullompton Town Council	01884 38249
NHS Direct	111	Devon County Council	0345 15 1015
Local Police Station	101	College Road Surgery	01884 831300
Mid Devon District Council	01884 255255	Children's School	
Western Power Distribution	0800 365900	Southwest Water	0800 169 1144
British Telecom	0800 800152	British Gas	0800 111 999
Environment Agency	0800 807060	Floodline	0845 988 1188
Devon County Council Adult Social Care Team	0345 155 1007		

Additionally, you should have copies of important documents either in a safe place within your property or have electronic copies backed up to either an online storage facility (the "cloud"), or to a USB storage device that is kept on your keyring, in your purse or in your emergency bag. Such documents could include insurance documents, copies of your passport or driving licence and other documents that might be lost because of fire or flooding.

Emergency Box

Be prepared! Assembling an emergency box will help you locate essential items quickly in an emergency. In addition, it may be worth putting together an emergency bag in case you have to evacuate at very short notice.

An emergency box could include things like:

- A torch with spare batteries. Perhaps you may wish to purchase a few inexpensive, battery powered or wind-up, camping lanterns or have candles and a means of lighting them to hand.
- A battery powered radio and spare batteries.
- Ensure your mobile phone is charged. It may also be worth purchasing an inexpensive external battery pack to provide additional charging for mobile devices in the event of a prolonged power cut.
- A first aid kit.
- Toiletries, personal hygiene, and other comfort items.
- Required medication.
- A list of useful contact numbers.
- A copy of this plan.

In addition, and in case you are unable to leave the house or there is a prolonged power cut, you might consider having to hand:

- Bottled water.
- Ready to eat food. It may be worth having a portable gas-powered camping stove and spare fuel to heat food or boil water for hot drinks. However, you should operate such stoves safely and in a well-ventilated space.
- A bottle and/or tin opener.
- Warm clothes, socks or slippers and a blanket or duvet.

An emergency bag could include the things that you and your family might need for a couple of nights away. These may include:

- Warm clothing.
- Changes of clothing, underwear, socks and shoes.
- Toiletries, personal hygiene, and other comfort items.
- A dressing gown and/or night clothes.
- Required medication.
- A good book and something to amuse the children!

You should also be prepared to provide help and assistance to your neighbourhood where you are able to. This might involve assisting them with their own evacuation (should this become necessary), or assistance with contacting the District or County authorities for housing or care needs.

Communication Plan

The provision of accurate information and reliable communications is essential in an emergency. Methods available will differ dependent on the type of incident although the Town Hall will always be the primary incident control point where possible:

Location	Responsibility	Remarks
Town Hall	CERT Co-ordinator	VoIP telephone lines.
Personal Mobile Telephones	Individual users	Key numbers contained at Appendix A
Website and Social Media	Cullompton Town Council	www.cullomptontowncouncil.gov.uk www.facebook.com/pages/Cullompton-Town-Council/231987970150610

Information concerning things such as school closures will usually be reported on local radio stations and the local television news. Individual school closures will be reported on the school's own websites:

Devon County Council	www.devon.gov.uk/schools/closure/
Cullompton Community College	www.cullompton.devon.sch.uk/
St Andrew's Primary School	www.standrewsprimary.school
Willowbank Primary School	www.willowbank.devon.sch.uk/

Further information can be found at the following web addresses:

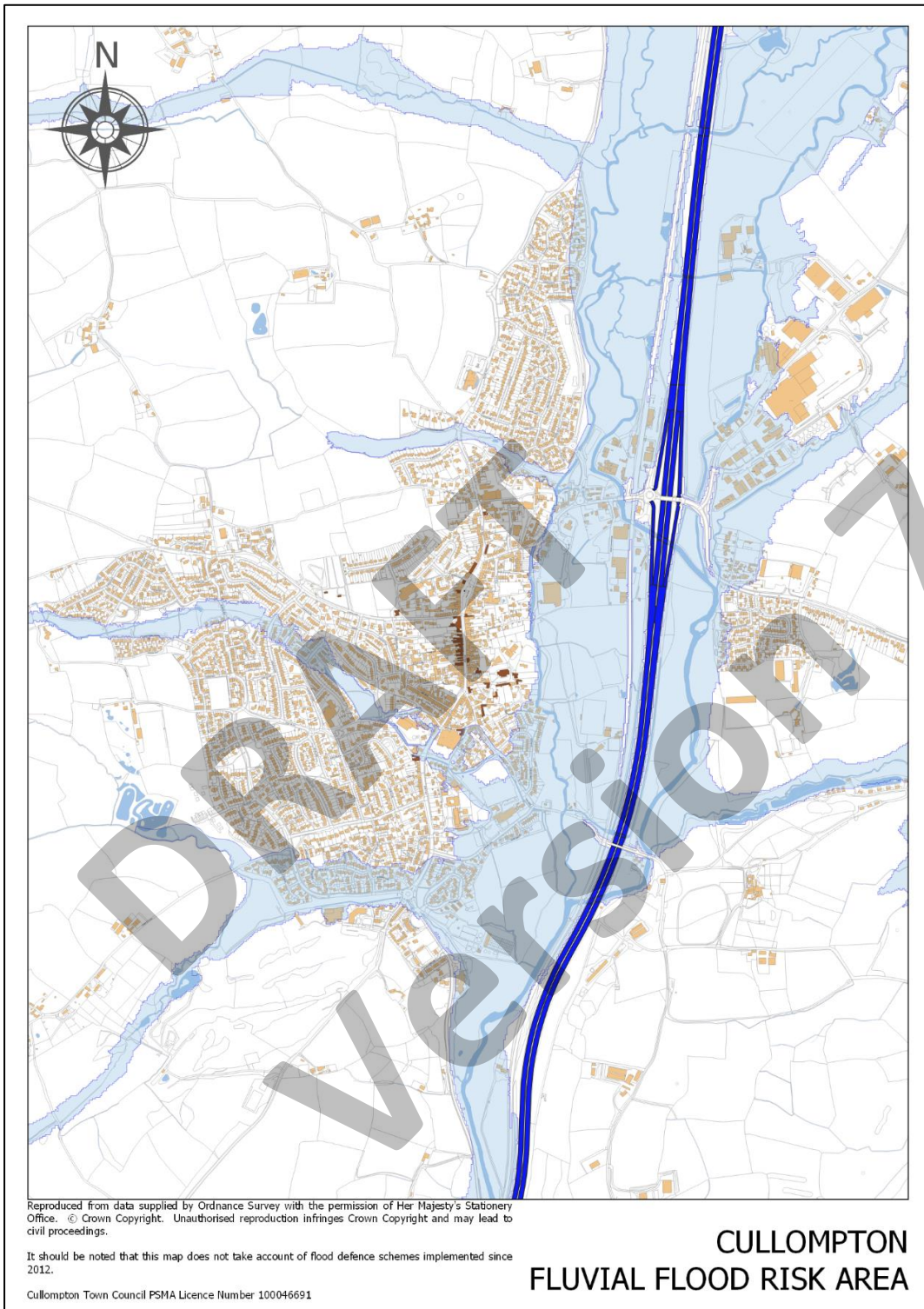
Environment Agency Twitter Feed	twitter.com/envagency
Environment Agency Facebook	www.facebook.com/environmentagency
Devon County Council Twitter Feed	twitter.com/DevonCC
Devon County Council Facebook	www.facebook.com/OfficialDevonCC
Mid Devon District Council Twitter Feed	twitter.com/MidDevonDC
Mid Devon District Council Facebook	www.facebook.com/middevon1

Community Resources

Spiritual and Welfare	via Reverend Ed Hobbs at St Andrew's Church
Medical Centres	via the out of hours service (01884 831300)
Rest Centres	Town Hall (under direct control of Cullompton Town Council) Other potential locations have been identified and will be contacted as necessary.

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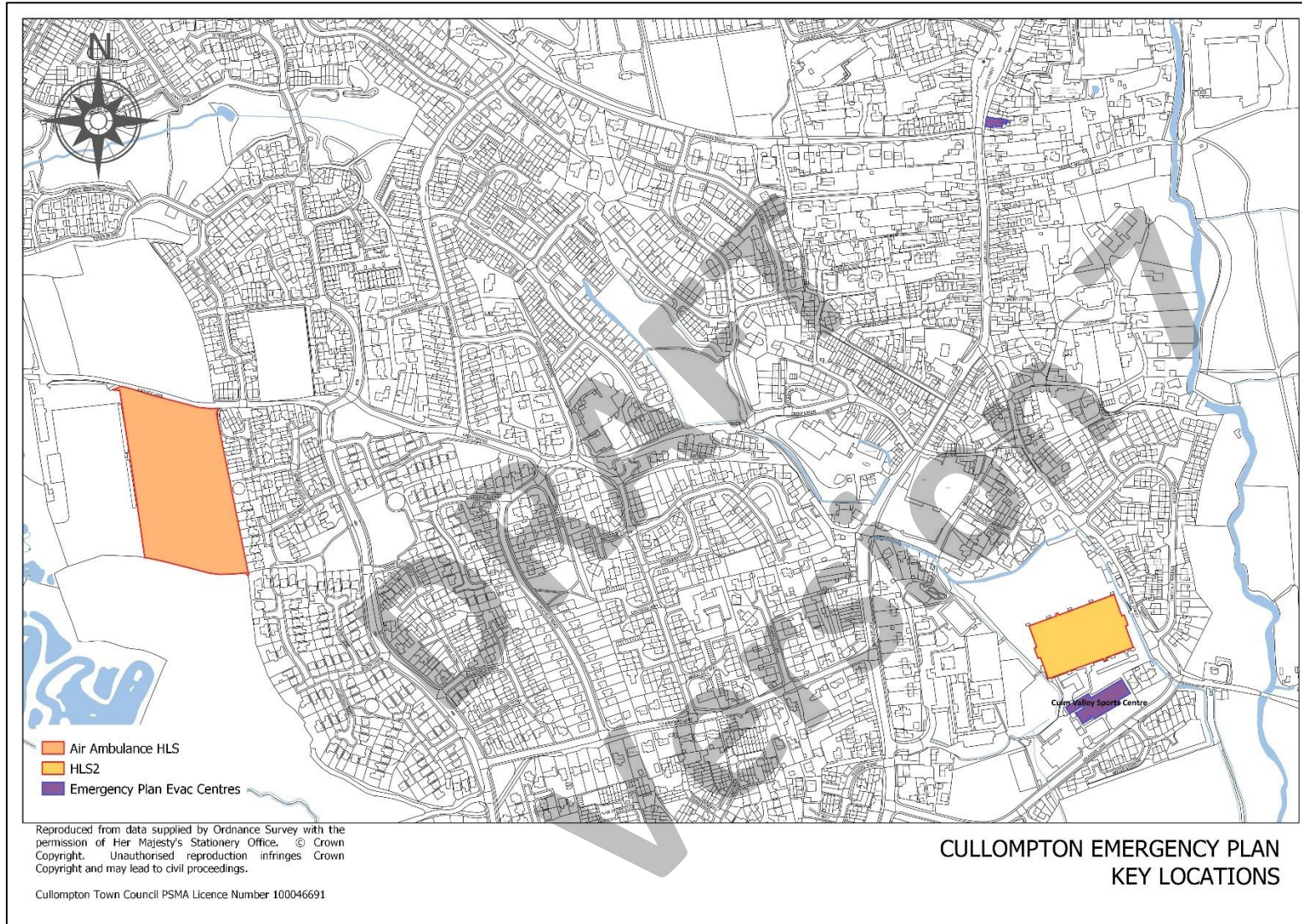
Community Map



Cullompton Fluvial (defined as “of a river”) Flood Risk Map.

It should be noted that this map does not take account of any flood defence measures that have been constructed.

Cullompton Emergency Plan Key Locations



Community Flood Plan (in partnership with the Environment Agency)

It is assessed that the most likely emergency to face Cullompton is an incidence of flooding. This assessment has been made by the council and the Environment Agency as Cullompton lies in the valley of the river Culm which, after periods of heavy and persistent rain, is prone to flooding to greater or lesser degrees throughout the year.

Approximately **530** properties are at risk of flooding from the River Culm, Cole Brook, Crow Green Stream, River Kenn and Splatford Stream.

Below is a list of locations in Cullompton at particular risk of flooding:

- Rivermead and Chestnut Avenue (rising water from the CCA Recreation Fields flood plain) now mitigated by a flood defence barrier.
- Duke Street (**including ABC Day Nursery**) (surface water run off).
- Brook Road (**including Cullompton Pre-School**) (Crow Green stream overflow and surface water run off).
- Knightswood (rising water from CCA Recreation Fields flood plain, running water from the stream across Heyridge Meadow and Swallow Way). A scheme to mitigate the running water from the Heyridge Meadow stream has been completed but the risk of rising water remains. In 2023, there was an instance of flash flooding that was caused by the overflow of Cole Brook.
- Kingsmill Industrial Estate (River Culm bursting its banks).
- Alexandria Industrial Estate (River Culm bursting its banks).
- Station Road and areas adjacent (River Culm bursting its banks).

As this place on the river Culm spends a good deal of time at Flood Alert during the winter months, it would be unreasonable and impractical to have resources on constant standby. However, when a Flood Alert is received, the weather forecast and local river level stations will be closely monitored and the Town Council will maintain a close liaison with the Environment Agency to try and predict if the Flood Alert status is likely to be escalated to a Flood Warning or Severe Flood Warning.

An automatic **Flood Alert** is issued by the Environment Agency when flooding is considered possible. This is when preparations should be made for flooding and the council will:

- Closely monitor the weather forecast for indications of further heavy and persistent rainfall and keep a watch on the level of the River Culm at Woodmill and Cole Brook. Other Flood Alerts and Flood Warnings upstream and downstream will be monitored.
- Be aware of the areas that are liable to flood.
- Liaise with the Environment Agency if necessary.

A **Flood Warning** is issued by the Environment Agency when flooding is expected and immediate action is to be taken. The Environment Agency advises that as much notice as is possible will be given and this notice should be at least 4 hours. They will also endeavour to issue a Flood Warning in time to erect flood defences before dusk:

- The flood barrier at Duke Street and Chestnut may erected by town council staff and/or local residents and the junction of Chestnut Avenue and Duke Street will be closed until the Flood Warning is downgraded.
- Activate the telephone cascade.
- Outside agencies, such as the Environment Agency, Police and Fire and Rescue services will be contacted.
- The Knightswood container will be available to be opened by staff or local residents to access the materials inside. The combination for the external key safe will be distributed to key residents at Knightswood.
- The website and Facebook pages will be updated to inform residents of the decisions made and actions that they should be taking.

A **Severe Flood Warning** will be issued by the Environment Agency when severe flooding is expected and there is likely to be a danger to life. If not already done so:

- The flood barrier at Rivermead and Chestnut will be erected by town council staff and/or Flood Wardens? and the junction of Chestnut Avenue and Duke Street will be closed.
- Activate the telephone cascade.
- Outside agencies, such as the Environment Agency, Police and Fire and Rescue services together with Devon County Council and Mid Devon District Council will be contacted.
- CERT will meet to establish next actions including opening the evacuation point if it is considered necessary and has been requested.
- The website and Facebook pages will be updated to inform the population of the decisions made and actions that they should be taking.

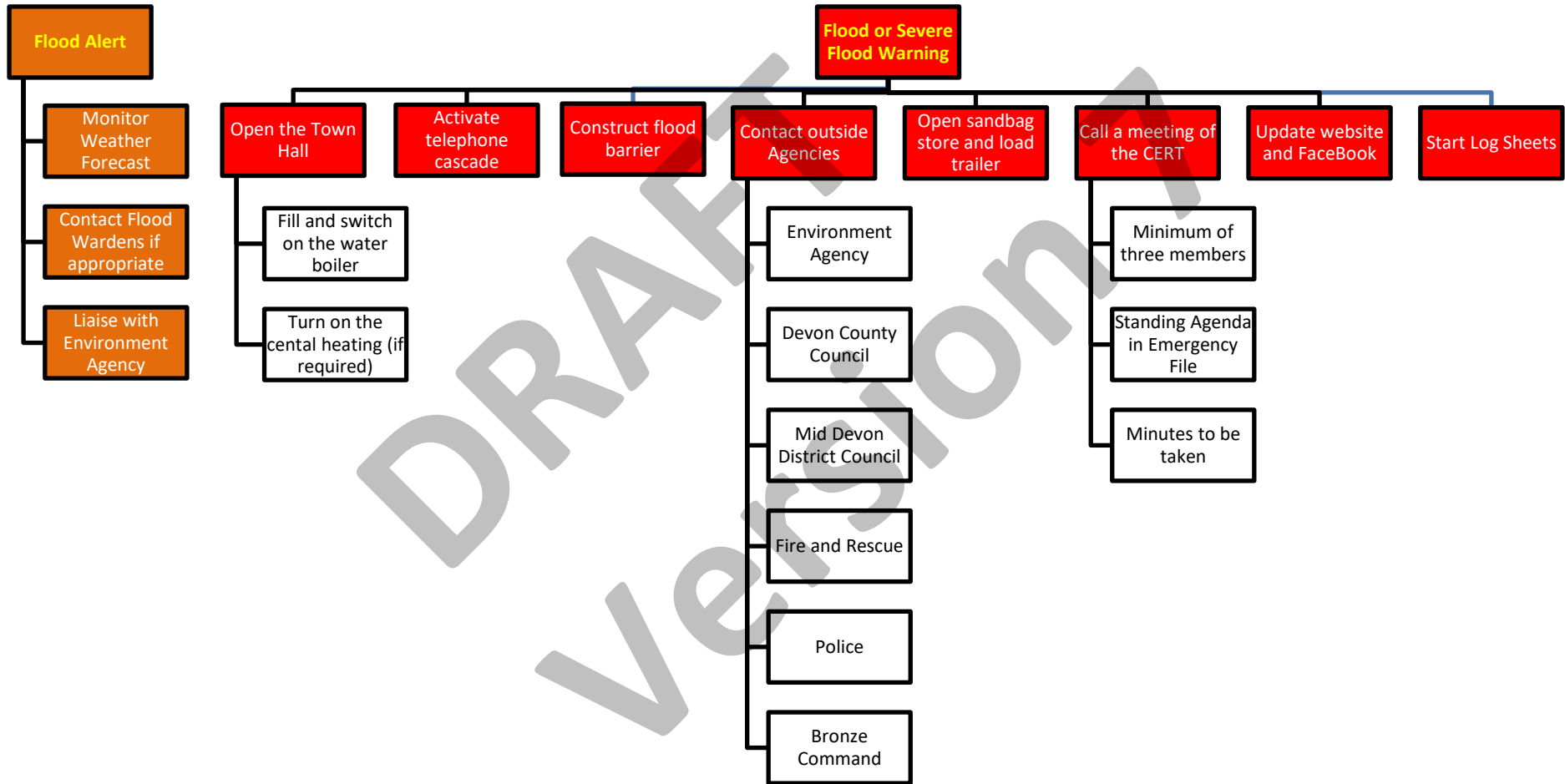
Flood Container Contents

The Council maintains a limited supply of sandbag alternatives for use where necessary. These will be issued on a prioritised basis and residents will be expected to collect them and place them at their properties.

There is also a small quantity of other flood mitigation equipment held and this will be deployed if it is considered necessary and if it is considered that it will be effective:

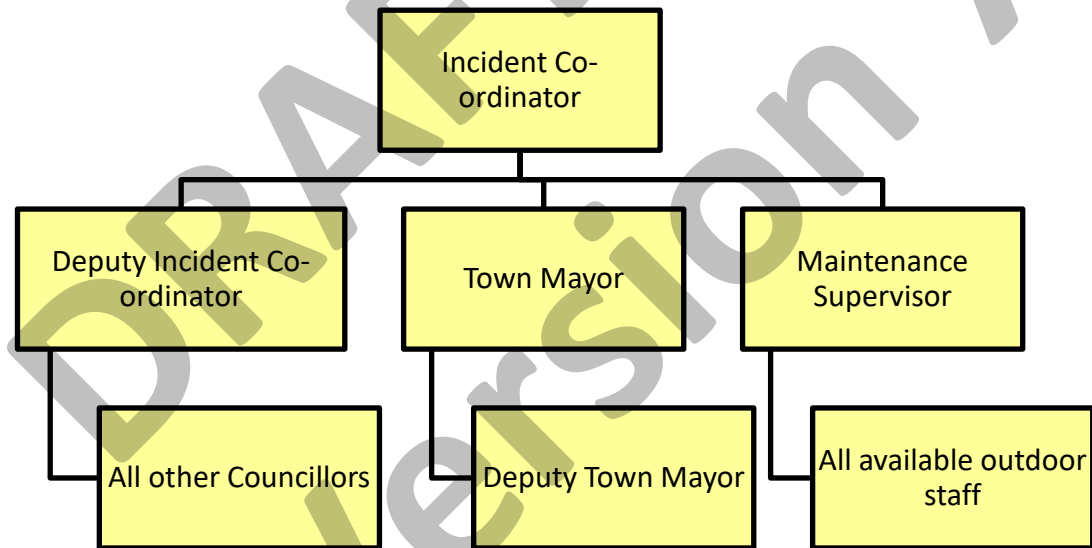
- 10 sets of drain rods are held to assist with the unblocking of drains in vulnerable areas.
- 10 spades to assist with the unblocking of drains in vulnerable areas.
- Foil blankets (50), bottled water, disposable rain ponchos.
- Sandbag alternatives.
- Trolley or barrows to move sandbags.

TOWN COUNCIL ACTIONS as a result of:



Cullompton Town Council Telephone Cascade

Up to date contact information is held by all Councillors



Instructions for the Operation of the Evacuation Point

In the event of a serious emergency, such as the flooding experienced in November 2012, it may be necessary to open the primary evacuation centre located at the Town Hall. If this is not possible, secondary evacuation centres are located at the Culm Valley Sports Centre, Meadow Lane, Cullompton.

When it is deemed necessary by CERT to open the primary evacuation centre, the following actions are to be taken:

- The Town Hall will be opened by an Officer of the Council or Council member when authorised to do so.
- The telephone cascade is to be initiated in order that sufficient personnel are available to tend to those evacuated.
- Emergency food supplies are to be located or, if necessary, purchased.
- An area is to be identified to provide privacy for those that need it.
- A white board and pens are made available.
- A log is to be started to record evacuees.

Where possible, evacuees will be hosted in the Town Hall with the office accommodation reserved for council and Agency staff to operate from. Chairs and tables are available for comfort and the kitchen can provide hot drinks.

Action Check List and Log Sheet

Date	Time	Action taken by	Action taken	Signature
		Co-ord	Telephone cascade activated.	
		Co-ord/Chairman	CERT meeting convened.	
		Co-ord	Outside Agencies contacted.	
		Co-ord/Maint Sup/Flood Wardens	Flood barrier at junction of Chestnut Avenue/Duke Street erected.	
		Co-ord/Maint Sup	Contact FIDO to inform them that the flood barrier at junction of Chestnut Avenue/Duke Street has been erected.	
		Co-ord	Website and social media sites updated.	
		Co-ord	Contact DCC/MDDC to notify of potential social care needs and emergency housing needs.	

Evacuation Centre Log Sheet

Name	Address	Number of Children and Vulnerable Adults	Time In	Time Out	Remarks

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Name	Address	Number of Children and Vulnerable Adults	Time In	Time Out	Remarks

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EMERGENCY PLAN RISK ASSESSMENT

Description of Likely Emergencies and Potential Consequences

Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood measured between 1 and 5 with 1 being the least likely and 5 being the most likely.

Severity measured between 1 and 5 with 1 being the least serious and 5 being the most.

The matrix is indicative of the likelihood and severity of an instance on any given day but each instance will be assessed as it occurs. Total score is the Likelihood score multiplied by the Severity score to give an overall risk between 1 and 25. The Emergency Plan is unlikely to be activated unless the Risk Assessment achieves a score of less than 16 although the risks of, for example, heavy rain and flooding will be kept under constant review and will be closely monitored if the score exceeds 9. The Matrix Scores listed below may be reassessed according to the circumstances at the time.

Flooding

Matrix Score	Likelihood	Severity	Consequence
Spring/Summer Likelihood 2 Severity 2 Total 4	River Culm flood plain frequently floods during periods of prolonged rainfall.	Potentially serious – majority of parish not in low-lying areas and flood defences now in place at Rivermead, Chestnut Avenue and Heyridge Meadow.	Disruption to transport/flooding of property in low lying areas.
Autumn/Winter Likelihood 3 Severity 4 Total 12			
Spring/Summer Likelihood 2 Severity 2 Total 4	Minor watercourses frequently flood during periods of prolonged rainfall.	Minor – relatively small number of properties affected.	Properties and roads adjacent to watercourses may be affected.
Autumn/Winter Likelihood 3 Severity 4 Total 12			

Spring/Summer Likelihood 2 Severity 3 Total 6	Surface water/run-off from roads and fields frequent during periods of prolonged rainfall.	Usually minor but sometimes more serious impact on public highway.	Properties and roads adjacent to fields may be affected.
Autumn/Winter Likelihood 3 Severity 4 Total 12			

Transport

Matrix Score	Likelihood	Severity	Consequence
Likelihood 2 Severity 2 Total 6	M5 Motorway – Possible risk of serious road traffic accident.	Major impact particularly if large vehicles or hazardous substances are involved.	Danger to life, property and the environment. Disruption to road traffic.
Likelihood 2 Severity 2 Total 6	Minor Roads – Possible risk of an accident on the Cullompton links with Tiverton and Exeter.	Major impact particularly if large vehicles or hazardous substances are involved.	Danger to life, property and the environment. Disruption to road traffic.
Likelihood 1 Severity 4 Total 4	Railway – Possible risk of an accident on the Exeter to Paddington main line.	Major impact on premises and environment adjacent to the railway line.	Major disruption to rail network with possible impact on adjacent road network.
Likelihood 1 Severity 5 Total 5	Aircraft – Possible risk of air accident involving flights to/from Exeter International Airport, small private aircraft and low flying military aviation assets.	Potentially catastrophic in large settlements.	Danger to life, property and the environment. Long term disruption and recovery issues.

Industrial Activities

Matrix Score	Likelihood	Severity	Consequence
Likelihood 2 Severity 3 Total 6	Industrial Activity (Kingsmill/ Alexandria Industrial Estates – Low risk of industrial accidents, chemical spillages, explosion and fire.	Major impact in immediate area of incident, minor impact on adjacent properties.	Possible smoke/ chemical fumes likely to disperse over distance.

Explosion and Fire

Matrix Score	Likelihood	Severity	Consequence
Likelihood 2 Severity 3 Total 6	Natural Gas Pipelines – Low risk of explosion and fire.	Major impact in immediate vicinity of incident.	Major impact to life, property and the environment in the immediate vicinity of the incident.
Likelihood 1 Severity 2 Total 2	Thatched Properties – Possible risk of fire, particularly in the Winter months.	Impact on property concerned and adjacent premises.	Spread of fire. Need for temporary accommodation and re-housing.

Pandemic

Matrix Score	Likelihood	Severity	Consequence
Likelihood 1 Severity 4 Total 4	Global Pandemic – Possible but unlikely	Usually, the impact will be minor but, as proved in the COVID19 Pandemic, can be serious.	Disruption to daily lives and routines dependent on the mitigation measures taken by Governmental authorities. Disruption to local services (such as health, education, transport and hospitality)
Likelihood 1 Severity 4 Total 4	Localised Disease Outbreak – Possible but unlikely.	Usually, minor.	Disruption to local services (such as health, education, transport).

Environmental Conditions (Except Flooding)

Matrix Score	Likelihood	Severity	Consequence
Likelihood 1 Severity 3 Total 3	Snow – Annual light falls, occasionally heavy.	Usually minor, occasionally heavy and prolonged.	Disruption to amenities and transport network.
Spring/Summer Likelihood 2 Severity 2 Total 4	Wind – More frequent in Winter months.	Occasionally severe.	Risk of death or injury. Potential for widespread damage to property and disruption of amenities including power and communications. Emergency services stretched with increased response times.
Autumn/Winter Likelihood 3 Severity 4 Total 12			
Likelihood 2 Severity 2 Total 4	Drought – Infrequent.	Major disruption of reduced services or standpipes introduced.	Restrictions on usage, use of standpipes. Greater impact on vulnerable groups.
Likelihood 2 Severity 3 Total 6	Severe Heat – Infrequent.	Major disruption to medical services.	Medical services stretched. Greater impact on vulnerable groups.

Cullompton Town Council: Risk Assessment Form

EVENT	EMERGENCY PLAN	Assessment prepared by:	Deputy Clerk
Date of Risk Assessment:	January 2024		
Review Date:	Annual with the Emergency Plan		

Activity/Task	Hazard	Who might be harmed and how?	Controls in Place	Severity (1-5)	Like-likelihood (1-5)	Risk/ Priority LxS
Lone Working	May become injured or subject to physical assault.	Staff, Elected Members and Volunteers working alone may be subject to physical assault or become otherwise injured.	Ensure that all personnel conducting tasks away from the Primary Control Point have effective communications and work in pairs where practicable.	3	3	9
Slips, Trips and Falls	May slip, trip or fall, particularly in inclement weather or flood water.	Staff, Elected Members and Volunteers may slip, trip or fall causing injury whilst conducting tasks.	Ensure that all personnel conducting tasks away from the Primary Control Point have sufficient and serviceable Personal Protective Equipment and are warned to be especially vigilant.	4	4	16

Environmental Conditions	Inclement weather and pressure of work.	Staff, Elected Members and Volunteers may fall ill to sun burn, hyperthermia and dehydration due to hot and dry conditions or hypothermia due to wet, cold and windy conditions. Exhaustion may become a factor if personnel are worked without taking regular rest periods.	Ensure that all personnel conducting tasks away from the Primary Control Point have sufficient and serviceable Personal Protective Equipment for prevailing weather and environmental conditions including sufficient fluids and sunscreen and hot drinks if appropriate and changes of clothing. Personnel should take regular breaks (at least ½hr in every 4 hrs) to feed, rest and recuperate in an appropriate location to prevent exhaustion.	5	2	10
Flood Water	Potentially deep, fast moving water with debris.	Staff, Elected Members and Volunteers becoming swept away or otherwise injured after entering moving flood water.	Ensure that all personnel conducting tasks away from the Primary Control Point are aware of the hazards of entering flood water which may be fast moving and contain fixed and moving debris.	5	3	15
Falling Debris	High winds may cause trees to fall, roof tiles to dislodge and other debris to be scattered.	Staff, Elected Members and Volunteers may become injured by falling and flying debris caused by high winds.	Ensure that all personnel conducting tasks away from the Primary Control Point have sufficient and serviceable Personal Protective Equipment and are especially alert for falling debris.	3	4	12
Foul Water	Flood water may cause the sewerage system to overflow.	Staff, Elected Members and Volunteers may become ill due to the ingestion of foul water.	Ensure that all personnel conducting tasks away from the Primary Control Point are aware of the potential dangers of contact with foul water and the need to take particular care of their personal hygiene. Hand cleansing gel issued to all groups operating away from the Primary Control Point.	3	3	9

Vehicle Operations	Flood water/snow may be deeper than it looks and contain debris and ice on the road may damage vehicles.	Staff authorised to drive council vehicles may become injured and vehicles become damaged due to driving through floods or in icy and snowy conditions.	Ensure that staff authorised to drive vehicles are aware that they should not drive through flood water and snow drifts. Drivers should be vigilant for the presence of ice on the road. Rental of a 4 wheel drive vehicle should be considered by CERT. Drivers are to read and sign the advice sheet entitled "Driving in Wet Conditions and Through Flood Water".	4	3	12
Contaminated Waste	Raw sewerage from overflowing sewage pipes may contaminate flood prevention measures such as sandbags.	Staff, Elected Members and Volunteers may become ill due to the handling of waste contaminated by raw sewerage from overflowing sewer pipes.	Ensure that personnel who may come into contact with contaminated waste have sufficient and serviceable Personal Protective Equipment and are aware of the potential dangers of handling contaminated waste. All items of equipment that is suspected of coming into contact with contaminated waste should be dealt with as contaminated waste.	3	3	9
LIKELIHOOD	1. Very unlikely – could happen but probably never will	2. Unlikely – could happen but only rarely	3. Even chance	4. Likely – could happen occasionally	5. Very Likely – could happen regularly	
SEVERITY	1. Negligible (delay only)	2. Slight - First aid or minor damage to the environment or minor business interruption	3. Moderate – Lost time injury, illness, damage, lost business	4. High – Major injury/damage. Lost time, business interruption	5. Very high – fatality, business closure, major damage to the environment	

Additional preventative and protective measures:

This Risk Assessment cannot cover every eventuality and Staff, Elected Members and Volunteers will be expected to make judgements as they see fit and constantly assessing the risks. However, it should be borne in mind that, when making a judgement, that if a decision is poor, you may become part of the problem rather than part of the solution. For example, by entering a fast moving river or an unsurveyed area of flood water to rescue an animal or item or property you may become a casualty and place a further burden on already overstretched Emergency Services.

Town Clerk's name: Dan Ledger	Date:
Town Clerk's signature:	
Emergency Plan Lead: Steve Reardon	Date:
Emergency Plan Lead Signature:	

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01884 38249

Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Christmas Lights and Event Lessons Learned
Details	To consider what lessons can be learned from the Christmas 2023 lights display and what improvements can be made going forward.
Recommendations	<ol style="list-style-type: none">1. That each of the retail tenants in Fore Street, who have a tree bracket on their premises, are approached and offered a 4’ tree on loan on provision that they supply a suitable 240V supply to power it.2. That permission in principle is obtained from the Highway Authority to have installed power supplies to the remaining 11 lighting columns between the Tesco roundabout and the M5 Junction 28.3. That a Working Group is established to take forward the Christmas Lights Switch-On Event.

4. The Christmas Lights display 2023 was largely successful, despite the Higher Bullring being a live construction site resulting in 5 Common Lime trees being unlit throughout the season; although they were dressed by the lighting contractor, following a Risk Assessment and consultation with Cormac, it was considered to be unsafe to have a live, 240V, cable overhead a live construction site where machinery was still being operated.
5. There were a few comments and complaints about the lack of lighting in Fore Street. There are several reasons for this:
 - 5.1. Early in 2023, it was assessed that the electrical infrastructure to support these lights was inadequate and that there should be no connections to it; this infrastructure has been in place for approximately a decade and has had modifications made to it over those years. There are no formal wayleaves in place for other electrical infrastructure such as street lighting.
 - 5.2. On discussion with Western Power Distribution, their recommendation is to install as many supply pillars as are necessary and a minimum of 4. Each of

these, using the specialist contractors required, will cost approximately £4,000 each.

- 5.3. The owner of the car park adjacent to The Hayridge Centre was approached in early 2023 with a request to dress the stand of 6 trees in front of the car park and to permit the installation of a power supply from one of the existing, powered, street furniture in the car park. There was no response to this request.
6. It should be noted that the Events Steering Group are not willing to organise the Christmas Lights Switch-On Event this year; they did so in 2022 after the organising committee dropped the project at short notice. The Steering group continued their support in 2023. Whilst they are unwilling to do so in 2024 (in order to concentrate on the Spring and Autumn Festivals), they are willing to assist the Council where they can.

Suggested Improvements

7. The following improvements to the lighting display can be considered:
 - 7.1. Retail tenants could be approached with a view to their supplying a 240V power supply to the vicinity of the existing tree brackets and with the Council supplying them, on loan, a tree for the festive season.
 - 7.2. Installation of a power supply and rental of fixed motifs to the new lighting columns in Station Road that are not currently lit; there are 11 of them and this would add motifs to all available lighting columns to Junction 28. Each power supply will cost approximately £350 (2022 prices) to install (a total of £3,850) and permission is required from the Highway Authority who are required to do the installation if the Council wishes to have them installed. For each season, additional motifs will cost approximately £500 each (2023 prices); £125 for the rental, £125 to install and remove and a total of £5,500 per season.
 - 7.3. Recommendation 7.2 will take the Christmas Lights over budget:

Item	Budget	Proposed Expenditure	Balance
Budget	£18,000.00		
Millennium Quest		£14,193.00	
Tree Purchase		£1,000.00	
Totals	£18,000.00	£15,193.00	£2,807.00

Recommendations

8. The following recommendations are made:
 - 8.1. That each of the retail tenants in Fore Street, who have a tree bracket on their premises, are approached and offered a 4' tree on loan on provision that they supply a suitable 240V supply to power it.
 - 8.2. That permission in principle is obtained from the Highway Authority to have installed power supplies to the remaining 11 lighting columns between the Tesco roundabout and the M5 Junction 28.

- 8.3. That a Working Group is established to take forward the Christmas Lights Switch-On Event.



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Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Farmers’ and Wednesday Street Markets
Details	To consider the outcomes of the Markets Working Party
Recommendations	To note.

MARKET WORKING PARTY SUMMARY

1. Long-term market aspirations:
 - 1.1. Part time (2½-3 days per week) Market Manager @ c£15ph.
 - 1.2. Combined markets run by a single entity.
 - 1.3. Market Manager to be around on market days to ensure smooth running. Assist with setting up and stowing gazebos. Advertising of the market. Finding and attracting/incentivising new traders. Assist with Town Centre/Festivals.
 - 1.4. Both the Wednesday and Farmers’ Markets are only just sustainable.
2. Fallback position would be for storage and erection/stowage of market gazebos.
3. Discussion:
 - 3.1. That using Town Council staff or an employed Market Manager is expensive compared to other possible alternatives due to oncosts. This is to both the Farmers’ Market (who are recharged for the service) and to the Council for the Street Market.
 - 3.2. That the Town Council, currently, has insufficient storage for its own equipment and materials without adding the Farmers’ Market.
 - 3.3. That there was the possibility of grant funding from the Council being considered, in line with other applicants for a grant, in order to assist with the ongoing costs of the Farmers’ Market.
 - 3.4. The Town Clerk committed to contacting other Market Managers in population centres locally to discuss how other markets are currently working and to see if there were any new or better practices that could be implemented to better the markets in Cullompton.

- 3.5. That is was unlikely, in the short and medium terms, that the markets would be able to sustain a 3-day-per-week Markets Manager position employed by the Council.
- 3.6. More promotion of the Wednesday market is required to increase awareness.

This report is compiled from discussions between the traders at Cullompton Town Market, in response to the meeting on 13th September between a Cullompton Town Council representative, Cullompton Farmer's market representatives and some of the town market traders.

The market on a Wednesday has 4 regular traders, namely, Jonas Fishmongers, Mole End Plants, Mandy's Must Haves and The Healthy Root. Bigfoot's scarves is an irregular trader. Going forward we would all like to see the market grow with additional regular traders. We have a good and loyal customer base, with many customers visiting weekly. It would be good to increase footfall to the market.

Currently the relationship between the traders and the town council staff is good, the layout and set up are working well, with open communication making any necessary changes easy. We are confident this will continue when the market returns to the memorial side of the road once the work there is complete.

The opening of the new market place feels like an excellent opportunity to relaunch the markets in the town, we are hopeful that the town market and the farmers market will be able to collaborate with this, and have briefly discussed this at the aforementioned meeting. For this to be successful, we believe it would need to be an event on the scale of the current spring and autumn festivals, ideally joining with other organisations and businesses to really raise awareness of the markets. We discussed the best timing for this and agreed that a Saturday would encourage more traders and customers to attend, either the 10th or 17th February 2024 to coincide with the schools half term.

To ensure a relaunch event is successful, we mentioned asking for assistance from the Town Team and they have experience and resources in this area. We feel that live music is essential, along with as many stall as possible, who would continue to trade at the town market, the farmers market (as long as they fulfil their criteria) or both.

To recruit as many new traders as possible, we suggest that any traders who have previously attended, or shown interest, be contacted. Also advertising for new traders could be carried out, making the most of any incentives that are able to be offered (attend 3 markets, get the 4th free. Come for 2 months, get the 3rd free etc) to new traders only for a set period of at least 6 months from their starting date.

We talked about the possibility of a market manager being employed, this was on the basis of an umbrella over both markets, with them both still keeping their own identities (and some autonomy in the case of the farmers market). This person would deal with the management of both markets, including working to get new traders, advertising the markets, dealing making sure the layout is working etc. This could be really beneficial for both markets, and a joined up approach could be more efficient as resources could be shared, and work could be reduced.

We are all really keen for the markets to thrive and increase, and welcome this opportunity to get Cullompton on the map as a destination market town.

Cullompton Farmers Market

Report on current status and future possibilities – September 2023

The Cullompton Farmers market has been a volunteer run organisation for the last 25 years. The committee is mostly made up of current traders and this has allowed a fair amount of autonomy in how it is run. The market started off being held in Forge Way Car Park and eventually moved to the Higher Bullring. With the development works the market has temporarily moved back to Forge Way Car Park with a view to then moving back to the expanded space at the Higher Bullring sometime in late 2023 or early 2024.

The volunteer run nature of the market so far has meant that stall fees have been able to stay quite low (£5). This makes it an attractive opportunity for traders.

When the market was still in the Higher Bullring and logistics were at their 'easiest' Chris, the current market manager, or Ian the previous chairman would bring the market horse box, which contains all the gazebos, signs, weights, tables, chairs...etc. They would help unload for the market and set the gazebos up with the help of a few early arriving traders and then re-load at the end of the day and take the horse box home. In an ideal world when we return to the Higher Bullring this would just continue, but finding someone who is able to bring in and also store the horsebox is proving tricky. Ian has left the market, Chris is looking to do less after many years of service, and the van I personally use with Chloe Blackmore as part of our organic veg business is not big enough to legally tow the horsebox. No other trader has so far come forward to take this on. Some traders are farmers, so have animals to sort before they come to the market, so for them it's just not possible to get to the market any earlier to help set up.

For a brief time before the move to Forge Way we paid for Perry to set up the town council gazebos. While this was convenient, it proved costly and would not be financially viable long term even with a fair raise in stall fees. Also the town council gazebos aren't as big as the ones the farmers market owns. The bigger gazebos are beneficial particularly on rainy days.

One option could be that traders bring their own gazebos. It's not clear yet if this is feasible for everyone.

Over the next 6 months or so, the market committee roles will potentially change with Chris (manager), Sarah (secretary) and Jenny (treasurer) looking to step back. We had three new committee members join at our AGM yesterday, so there is potential that these roles are taken on, but it is not for certain yet.

An issue that has previously been discussed is the challenge of marketing and getting more people along to the market. I have been able to keep the website up to date and do some of the social media work. There is the potential for more work to be done here, but as a volunteer organisation people only have so much time to spare. Chris, the manager, has said at times that if he could dedicate more time to his role of manager he would be able to seek out new traders in a more involved way.

A possible market manager from the council looking after both the Wednesday and Saturday market could potentially give both markets more direction and promotion. Various places, such as Exeter work in this way with the council running the market. Coordination with council workers, such as Perry, and other venues in the town would be much easier, because it would be all handled "in house". Increasing the stall fees combined perhaps with some sort of subsidised help from the council could help this be sustainable. There are members of the Saturday farmers market committee

who would be keen for the market to still be able to have trader input to the decisions being made with a view to maintaining it as a farmers' market.

On the whole, everyone involved wants to see the farmers' market and the town in general thrive. Coordination with the Walronds and other venues for the Spring and Autumn festivals show the potential that is there.

COMMUNITY, ECONOMY AND TOURISM COMMITTEE FORWARD PLAN

This forward plan identifies reports and other agenda items for future meetings of the Community, Economy and Tourism. It is also intended to assist agenda management and act as a reminder of items to come forward to future meetings.

Report title	Meeting date
Christmas Event	April 2024
Christmas Light Enhancement	April 2024
Armistice and Remembrance	April 2024