



All members of Cullompton Town Council's
Community Wellbeing Committee
are hereby summoned to attend a meeting of the Committee to be held on
Thursday 15 February 2018 commencing at 7.00pm
at **Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 8 February 2018

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Danny Barnes, Iain Emmett, Janet Johns, Will Jones, Rachel Sinclair and Martin Smith

PUBLIC QUESTION TIME:

15 minutes is set aside at the beginning of the meeting to enable members of the public to ask questions which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question.

It may not be possible to reply straightaway and the question may only be noted.

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST:** To receive declarations of Interest.
- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
- 4. MINUTES:** To consider and approve the Minutes of the previous meeting held on 9 January 2018 (Appendix A).

5. FINANCE

- (i) To receive committee financial reports (Appendix B).

6. PUBLIC RIGHTS OF WAY

- (i) To receive report from Footpath Warden.
(ii) Any other Public Rights of Way matters

7. COMMUNITY & ENVIRONMENT

- (i) **Phone box, Honiton Road:** To consider a use for the phone box, update report.
(ii) **Council Newsletter:** To review format and dates for future issues.
(iii) **Removal of grilles around trees:** To receive response from Devon County Council and agree way forward.
(iv) **SpringFest:** Update.
(v) **Cullompton Festival:** Update.
(vi) **Dementia Action Alliance:** To receive confirmation that the Town Council is now registered and agree any action required.
(vii) **WW1 Centenary**
(viii) **Devon Air Ambulance Night Landing site:** To receive confirmation that the equipment for a Night Landing site at Cullompton Rugby Club has been fitted and agree any future actions required.

- 8. PEDESTRIAN SAFETY IN CULLOMPTON'S MAIN STREETS:** To receive response from Devon County Council with regard to erection of signage and speed reminder signs and agree way forward (Appendix C).

- 9. CORRESPONDENCE:** Any correspondence received after the date of this agenda.

10. TO AGREE DATE AND TIME OF NEXT MEETING

APPENDIX A



Community Wellbeing Committee meeting
held on
Tuesday 9 January 2018 commencing at 7.00pm
in **Cullompton Town Hall**

MINUTES

Present: Councillor Janet Johns (in the chair) and Cllrs Iain Emmett, Will Jones and Rachel Sinclair.

Also in attendance: Nick Savage, Volunteer Footpath Warden and one member of the public.

Judy Morris: Clerk

52. APOLOGIES were received and accepted from: Councillors: Eileen Andrews (unwell) and Martin Smith (unwell).

53. DECLARATIONS OF INTEREST: None

54. PUBLIC QUESTION TIME: Mr C Snow asked about the cost of producing and printing the Christmas Festival programme.

Clerk referred him to the Christmas Event Income & Expenditure account which was included with the agenda for the meeting and explained that the charge for the advertising in the programme included VAT e.g. an advert costing £100 generated a net income of £83.34 to the Council. She agreed to find out how many staff hours had been spent on producing the programme.

55. MINUTES: The Minutes of the previous meeting held on 14 November 2017 were approved and signed as a true and correct record of the meeting. Proposed Councillor Iain Emmett, seconded Councillor Janet Johns.

56. FINANCE: To receive committee financial reports:

RESOLVED: That the Committee Income & Expenditure reports are noted. This includes the reports for the Public Rights of Way and the Christmas Lights Event.

57. PUBLIC RIGHTS OF WAY

(i) To receive report from Footpath Warden: Report had been circulated with the agenda.

Discussion included:

- How to deal with erosion of the river bank between Higher Mill and Middle Mill.
- Suggestion that a local voluntary group is asked to clear encroaching vegetation along the leat path.
- DCC willing to provide funding to resolve the mud situation on FP15. Close off access to animals and provide another access for animals further along.
- It was confirmed that property owners were willing for a section of the hedge to be cut back and a further section to be removed and replaced with a fence along the leat path to make it wider.

RESOLVED: That estimates are obtained for cutting back part of hedge and removal of part of hedge to be replaced with fence along the leat path between Station Road and Higher Mill, if costs are reasonable then apply for a grant from P3 scheme to carry out the work.

(ii) To approve submission of footpath grant and survey forms:

RESOLVED: That the footpath survey forms are approved and submitted to Devon County Council P3 Scheme. Proposed Cllr Rachel Sinclair, seconded Cllr Janet Johns.

NOTE: Circular walks leaflet to be reviewed with a view to updating.

The Chairman thanked the Footpath Warden for attending the meeting and for surveying all the paths over the new year period.

58. COMMUNITY & ENVIRONMENT

(i) Youth Council: To receive verbal report and agree any action required: It was noted that the members are looking at ways to promote the Youth Council and attract new members.

(ii) Town Centre trees: To receive report and agree any actions required: Report circulated with the agenda and discussed. The following recommendations were noted:

- That trees are inspected on at least a 5-year cyclical basis from the date of the report (Dec 2017).
- That, to maintain a manageable crown and root area, the pollard cycle is recommended as three years.
- The removal of grilles and partial removal of some of the paving bricks is essential for the trees on-going survival and continued good health. The exposed rooting area can be left covered in soil or a permeable cover may be added to protect the rooting substrate.

RESOLVED:

1. That a meeting is arranged with Devon County Council to discuss removal of the grilles around some of the trees in Cullompton's main streets.
2. That Council staff are asked to prune the two trees at Lower Bullring.

(iii) Phone box, Honiton Road: To consider a use for the phone box: It was acknowledged that, as the phone box is located "off the beaten track", it is not suitable for a community use

such as book swap or defibrillator site. It is however visible from Honiton Road and could be used for promotional activities.

RESOLVED:

1. That the Clerk finds out if the Council is permitted to repaint the phone box in its corporate colours.
2. Approach the Culm Lea residents association to find out if they would be interested in using it for community notices.
3. Investigate ways to attach a notice board to the outside of the phone box.

(iv) Becoming Dementia Friendly: To agree three actions for 2018 to show how the Council is working towards becoming dementia friendly: The Committee considered ways to show that the Council is working towards becoming dementia friendly.

RESOLVED: That the following four actions are completed by the Council over the next 12 months to show that it is working towards becoming dementia friendly: (Proposed Cllr Rachel Sinclair, seconded Cllr Janet Johns).

- Help raise awareness of dementia in Cullompton by displaying a Dementia Action Alliance Members Certificate in a prominent place in the Town Hall.
- All new and existing Town Councillors to have attended a Dementia Friends Awareness Session within 12 months.
- Register the Town Council with Dementia Friends <https://www.dementiafriends.org.uk/register-partner-admin> and encourage all Councillors to watch the information video.
- Arrange for a member of the Town Council to attend Culm Valley Action Alliance events and meetings.

NOTE: It was noted that the Council will ensure that any doormats it buys in the future are not black.

(v) Traffic Management for Community Event and Highway Safety Awareness Courses: To consider encouraging anyone acting as a steward at a community event to undertake a safety awareness course.

RESOLVED: That the Council encourages anyone acting as a steward at community events to undertake safety awareness training.

(vi) Outdoor PA System for community events: To consider applying for a TAP Fund grant.

RESOLVED: That the Council does not purchase an outdoor PA system at the present time. If a system is required for an event then consider hiring instead.

(vii) Christmas 2018: Action Planning: 2017 Christmas lights report circulated and discussed.

RESOLVED:

1. That the DMX controlled lights are replaced by the simpler RGB lighting sets as these will be more reliable.
2. Increase the length and number of lights in the High Street Lime trees by 50%, use both warm white and pure white lights.

3. Consider providing trees at no charge to businesses in Fore Street to encourage more properties to have trees. Find out how many businesses are willing to provide power and investigate cost of additional Christmas tree brackets for any property in Fore Street that doesn't have a bracket.
4. Suggest that the Walronds has an illuminated Christmas tree either side of its front door.
5. Investigate laser lighting on the Hayridge and blank wall facing onto the Hayridge car park (possibly Christmas message). Approach Mr Godfrey about power supply.
6. Purchase "Merry Christmas" banner to hang from Town Hall.
7. Investigate installation of outside sockets on buildings and consider applying for TAP Fund grant.

59. COMMUNITY AND TOURIST INFORMATION

(i) Trim Trail leaflet: To consider professional printing of leaflet.

RESOLVED: That 1,000 A3 leaflets are ordered, arrange a meeting to agree design.

(ii) Footpath walks: To consider updating the footpath walks leaflet: Footpath Warden agreed to review the current leaflet.

RESOLVED: That the Council gradually redesigns all its leaflets, making them more dementia friendly and identifiable as being produced by the Town Council.

60. PEDESTRIAN SAFETY IN CULLOMPTON'S MAIN STREETS: To receive response from Devon County Council with regard to erection of signage and speed reminder signs in Fore Street: Devon County Council considers that Fore Street is not a suitable location for a Vehicle Activated Sign (VAS) as putting up signs could divert the driver looking at the sign and the driver could miss the crossing. Also with the number of parked vehicles the sensor is likely to be blocked and with the closeness of the buildings a solar VAS would not receive sufficient light to keep the batteries charged. However they have agreed to place a board around the crossing globe to make it more visible to drivers.

RESOLVED: That, if Devon County is not willing to give permission to erect speed reminder signs in Fore Street that it, instead, allows for the erection of signs at the bottom of Exeter Hill and in Station Road, in the vicinity of Palmers Bridge.

61. CORRESPONDENCE: None

62. DATE AND TIME OF NEXT MEETING: Tuesday 13 February 2018 at 7pm.

APPENDIX B

COMMUNITY WELLBEING COMMITTEE BUDGET 17/18 AS AT 31 JAN 2018

Budget		2000.00		
Income from Outdoor cinema		87.50		
		2087.50		
Outdoor Cinema	500.00			
Wristbands for outdoor cinema	12.75			
Noticeboard signs (Twinning)	53.00			
BBQ expenses	66.11			
Willow project	500.00			
Poppy project	58.29			
Hi-Viz Jackets	98.00			
War Memorial cleaning	150.00			
Bugler for Armistice Service	30.00			
High Street tree report	360.00			
Culm Florist (Armistice Service floral arrangement	25.00	1853.15		
	1853.15	146.85		
P3 SCHEME 2016.17				
Balance brought forward			1068.00	
Less works to leat path FP1 (leat)	119.00			
DCC Contractor works to FP 15 (Old Hill)	400.00			
Contribution towards work carried out by Cullompton Town Council staff	168.00		687.00	
Balance remainig			381.00	
CULLOMPTON CRIER	Budget £3500.00			
May/June Issue Printing	642.00		3500.00	
May/June Issue Delivery	400.00			
Sept/Oct Issue Printing	642.00			
Sept/Oct Issue Delivery	400.00			
	2084.00		2084.00	
			1416.00	
Advertising budget	500.00			
Income to-date	235.00			
Shortfall	265.00		265.00	
Balance remaining			1151.00	
NOTE: There is also £3,000 in Community Event Budgets (£1,000 in 2017/18 budget and £2,000 in Ear Marked Reserves)				

CHRISTMAS EVENT 2017 - I&E ACCOUNT TO 30 Jan 2018

Balance brought forward from 2016.17			105.22
INCOME			
Community Wellbeing Committee			500.00
TAP FUND			625.00
Town Team/MDDC Grant			200.00
Gregory Distribution (donation)			25.00
Advertiisng for programme			541.66
Pencarrie			300.00
St Andrews Church			100.00
Cullompton in Business			100.00
Tesco Bags for Life Community Fund			2000.00
Donations Santa's Grotto and workshops			133.60
			4630.48
EXPENDITURE			
Bradninch Millers	40.00		
Honiton Town Band	130.00		
St John Ambulance	56.70		
Santa's Gifts	138.83		
Temporary Event Notice	21.00		
Advertising	140.00		
Willow Workshop (labour & materials)	1999.98		
Road Closure Notices	75.00		
Banner	88.00		
Programme printing	398.00		
Refreshments for film show	21.62		
Baptist Church	20.00		
Signs	10.00		
Temporary Traffic Order	75.00		
Tombola pack (Baker Ross)	51.54		
	3265.67		3265.67
Balance			1364.81

Devon County Council Traffic Management Fact Sheet

VEHICLE ACTIVATED SIGNS (VAS)

TMT02



Devon County Council Traffic Management Team Fact Sheet

TMT – 02 – Vehicle Activated Signs (VAS)

INTRODUCTION

VAS have been shown to be effective in reducing vehicles speeds when sited appropriately and can also be an important element of a co-ordinated approach to Speed Management in Communities.

VAS are ideally sited where there is evidence of a speeding problem as deploying them where they are rarely activated is not good value for money. VAS can be used as an enhancement to existing signs when recommended through the SCARF process.

SCARF stands for **Speed Complaint Action Review Forum** which is a joint meeting between Devon County Council Traffic and Road Safety Officers and Devon and Cornwall Constabulary Casualty Reduction Officers where speed complaint sites are assessed and appropriate actions agreed. (See TMT-01 SCARF Process)

TYPES OF VAS

- **Mains Powered** – these can sometimes be mounted on lamp columns and powered directly from the lamp column itself. If the lamp column is not strong enough to support the sign a separate post would be required. This type of sign would remain in place permanently. Purchase costs will vary depending on specification and supplier. A basic mains powered Speed Warning sign with Slow beneath the roundel would be around £2,800* VAT if attached to a lamp column. If a separate wide based post and connection are required the costs would be at least £1000 higher and potentially much more if no convenient power supply is available on the same side of the road. Mains powered VAS will typically remain functional for over 5 years and often for as long as 10 years.
- **Mobile VAS** – these would normally be battery powered. Recent improvements to technology mean that, depending on activation level, battery charges can last for up to a month. Costs would be between £1,200* and £2,000* per unit plus installation costs.
- **Solar Powered VAS** - these signs can be the correct choice where there is no power available but can be expensive to maintain and are sometime a target of theft of the solar panel. Costs can be around £5,000*.
- **Speed related VAS** will be configured to activate at the Association of Chief Police Officers (ACPO) enforcement threshold which is 10% + 2mph above the Speed Limit. E.g. for a 30mph Speed Limit, activation level would be 35mph.
- **Speed Indicator Devices (SID's)** are Vehicle Activated Signs which display the speed of the approaching vehicle and may also show a Happy or Unhappy Emoticon. DCC does not

currently approve the use of SID's on the network, other than when supported by a Police presence for educational purposes or as part of a coordinated Community Speed Watch (CSW) deployment. The Police/CSW presence should deter drivers already likely to exceed the speed limit from attempting to register higher speeds. (See TMT-03 Community Speed Watch)

- Details of Type Approved VAS and Manufacturers can be viewed via the TOPAS Product Registration Scheme (<http://www.topasgroup.org.uk/>).

*Based on 2017 prices

DEVON COUNTY COUNCIL FUNDED

Devon County Council (DCC) has funded a large number of VAS at permanent sites around the County. These will usually have been provided at collision sites either providing enhanced warning of a particular hazard such as a road junction or as an enhancement to existing speed limit signing. DCC continues to maintain these signs but will review the need for the sign and may not replace if the sign costs are beyond reasonable repair.

DCC has an additional 10 battery powered VAS which it deploys at community concern sites for a month at a time in response to recommendations from the SCARF process. The signs are deployed by the County Council's Term Maintenance Contractor and are usually mounted on removable posts set in pre-prepared sockets.

PARISH AND COMMUNITY FUNDED VAS IN DEVON

DCC welcomes approaches from Communities interested in funding and operating their own VAS and has worked with several Parish Council's (PC's) who have funded the purchase of their own VAS.

Purchase and servicing of Mobile VAS is a relatively new initiative which was pioneered with Shaugh Prior Parish Council. The particular concern of the PC was the speed of vehicles across unfenced moorland where horses, cows and sheep roam freely. The PC agreed the sites for the VAS with the County Council (DCC) and the Police, the process of servicing the signs was risk assessed and covered under the PC's Public Liability Insurance.

Other Parish Councils operating their own VAS include, Lifton, Milton Abbot and High Bickington Parish Council's.

Community funded VAS can be considered at sites where there has been a SCARF assessment that VAS are appropriate. The Parish Council's sponsored sites mentioned above were all agreed in this way.

SUMMARY

VAS are considered following a SCARF assessment indicating that VAS are appropriate. The message displayed on the sign needs to be agreed with DCC.

If a VAS is to be mains powered and mounted either on a lamp column or separate post.

1. No setup costs should accrue to DCC
2. The PC will be responsible for insuring the unit against claims for Injury, Accident or Damage. Public Liability Cover in the amount of at least £5m is recommended.

3. It is recommended that the sign should carry an on-site warrantee from the manufacturer for at least 5 years.
4. DCC will remove the sign from site in the event of a collision and make the site safe but would not be responsible for replacement.
5. The PC will be responsible for all maintenance not covered under the manufacturers warrantee, including vandalism.
6. DCC does not currently approve the use of SID's on the network, other than when supported by a Police presence for educational purposes or when associated Community Speed Watch.
7. If the sign or signs are to be mains powered then DCC will fund the cost of the electricity.

n.b. When siting any highway sign, care should be taken to ensure that it can be seen by approaching drivers at an appropriate distance, that it is relevant to the hazard in question and that it is in a position where it can be safely maintained.

This is particularly true of VAS as the vehicle detector needs to have a clear line of sight to the approaching vehicle and the LED lighting on the sign needs to be aimed at the approaching vehicle much more accurately than a conventional static sign which can be seen from a much wider angle. In particular this can present problems if a VAS is sited at the top of a hill or on a bend where there might be limited scope for aiming the sign downwards or to one side.

The County Council as Highway Authority has a duty of care to ensure that all signs placed on the highway network are sited safely and will not present a danger to road users. The location and positioning of VAS must therefore be agreed with the County Council before erection.

INFORMATION FOR PARISH TOWN COUNCILS
WISHING TO PURCHASE
Mobile Battery
Vehicle Activated Sign

Devon County Council have no objections In principle
Town or Parish Council to provide ALL funding for the Unit – Posts – Maintenance, including vandalism and submit this agreement in writing to DCC. No costs to accrue to DCC.
DCC will purchase and own the unit on your behalf for insurance purposes in the event that the sign was being cited as a contributory factor in an injury collision.
DCC will only purchase the sign once funding has been received.
Speed signs which indicate the speed of vehicles will not be permitted.
All suggested sites must have a recognised speeding problem and will need to go through DCC SCARF process.
DCC must agree all suggested sites
VAS must not be placed within 100m of the start of a speed restriction or from Traffic Lights.
All sites must be at a safe location to enable the erecting of the sign and changing of batteries.
All sites must have a written risk assessment carried out by the Town or Parish Council and submitted to DCC.
DCC will require a named person or persons who have attended the relevant Traffic Management Training and has the required certificate, which will need to be submitted to DCC. Only this person or persons will be able to move the sign from site to site and change the batteries.
The VAS must be erected on new posts only. They cannot be placed on current street furniture as the posts would not be large enough to take the weight.

INFORMATION FOR PARISH TOWN COUNCILS
WISHING TO PURCHASE
Mains Powered
Vehicle Activated Sign

Devon County Council have no objections In principle
Town or Parish Council to provide ALL funding for the Unit – Posts – connection to mains power - Maintenance, including vandalism and submit this agreement in writing to DCC. No costs to accrue to DCC.
DCC will purchase and own the unit on your behalf for insurance purposes in the event that the sign was being cited as a contributory factor in an injury collision.
DCC will only purchase the sign once funding has been received.
Speed signs which indicate the speed of vehicles will not be permitted.
All suggested sites must have a recognised speeding problem and will need to go through DCC SCARF process.
DCC must agree all suggested sites
VAS must not be placed within 100m of the start of a speed restriction or from Traffic Lights.
All sites must have a written risk assessment carried out by the Town or Parish Council and submitted to DCC.
It may be possible to erect the VAS on current street furniture if this is not possible then DCC must order the new posts to be erected at the agreed sites. All costs to be met by Parish or Town Council.
The sign must be connected to mains electricity by DCC's electrical contractors.
DCC would remove sign from site in the event of a collision and make area safe but would not be responsible for replacement.
The unit must be set at 46 for a 40mph restriction and 35 for a 30mph restriction which is from the Speed Enforcement Policy Guidelines set out by the Police and is used on Devon County Roads.
There must also be a minimum of £5,000,000 PUBLIC liability insurance in place and a copy submitted to DCC. This may not be covered by the normal Town or Parish Council Policy but your insurance company will be able to advise.

INFORMATION FOR PARISH TOWN COUNCILS
WISHING TO PURCHASE
Solar Powered
Vehicle Activated Sign - VAS

Devon County Council have no objections In principle
Town or Parish Council to provide ALL funding for the Unit – Posts – Maintenance, including vandalism and submit this agreement in writing to DCC. No costs to accrue to DCC.
DCC will purchase and own the unit on your behalf for insurance purposes in the event that the sign was being cited as a contributory factor in an injury collision.
DCC will only purchase the sign once funding has been received.
Speed signs which indicate the speed of vehicles will not be permitted.
All suggested sites must have a recognised speeding problem and will need to go through DCC SCARF process.
DCC must agree all suggested sites
VAS must not be placed within 100m of the start of a speed restriction or from Traffic Lights.
The VAS must be erected on new posts only. They cannot be placed on current street furniture as the posts would not be large enough to take the weight.
DCC must order the posts to be erected at the agreed sites. All costs to be met by Parish or Town Council.
All sites must have a written risk assessment carried out by the Town or Parish Council and submitted to DCC.
DCC would remove sign from site in the event of a collision and make area safe but would not be responsible for replacement.
The unit must be set at 46 for a 40mph restriction and 35 for a 30mph restriction which is from the Speed Enforcement Policy Guidelines set out by the Police and is used on Devon County Roads.
There must also be a minimum of £5,000,000 PUBLIC liability insurance in place and a copy submitted to DCC. This may not be covered by the normal Town or Parish Council Policy but your insurance company will be able to advise.

