



All members of Cullompton Town Council's
Community Wellbeing Committee
are hereby summoned to attend a meeting of the Committee to be held on
Tuesday 5 June 2018 commencing at 7.00pm
at **the Hayridge Centre, Cullompton (Room 4)**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 30 May 2018

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Jordann Barge, Danny Barnes, Iain Emmett, Janet Johns, Liza Oxford-Booth 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. CHAIRMAN:** To elect Chairman and Vice-Chairman for the 2018/19 civic year.
- 3. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 4. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.

5. **MINUTES:** To consider and approve the Minutes of the previous meeting held on 1 May 2018 (Appendix A).
6. **TERMS OF REFERENCE:** To approve terms of reference (Appendix B).
7. **FINANCE:** To receive Committee Income and Expenditure report (Appendix C).
8. **PUBLIC RIGHTS OF WAY**
 - (i) To receive report from Footpath Warden (Appendix D).
 - (ii) **Leat path project:** Update report.
 - (iii) Any other Public Rights of Way matters.
9. **COMMUNITY & ENVIRONMENT**
 - (i) **Phone box, Honiton Road:** Update report.
 - (ii) **Cullompton Festival:** Update report.
 - (iii) **Circular Walks leaflet:** To approve final draft for printing.
 - (iv) **Heritage Walk leaflet:** To consider updating and printing a revised leaflet.
 - (v) **Community Toilet Scheme:** Update and consider promotional campaign.
 - (vi) **Community Bus Scheme:** To agree way forward.
 - (vii) **Annual Report:** To approve (draft to follow).
10. **PLAY AREAS**
 - (i) **S.106 Funding:** To receive details of available funding (Appendix E)
 - (ii) **Culm Lea play area**
 - (a) To receive update and agree any future actions.
 - (b) To consider estimates for fencing.
 - (iii) To consider priorities for play area projects and start to draft an action plan.
11. **HAYMANS CLOSE AND TOP FIELD ALLOTMENTS**
12. **ACTION PLANNING:** To review draft action plan 2018-21 (Appendix F).
13. **CORRESPONDENCE:**
 - (i) Any correspondence received after the date of this agenda.
14. **DATE FOR MEETINGS**
 - (i) To approve schedule of dates for Committee meetings 2018/19
 - (ii) To approve schedule of dates for meetings of Gift of A Burrow for Allotments

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

APPENDIX A



**Minutes of Community Wellbeing Committee meeting
held on Tuesday 1 May 2018 commencing at 7.00pm
at the Hayridge Centre**

Present: Councillor Eileen Andrews (in the chair) and Cllrs Iain Emmett, Janet Johns and Martin Smith

Also in attendance: Cllr Lloyd Knight, one member of the public and Tricia and Rick St Clair

Judy Morris: Clerk

84. APOLOGIES: None

85. DECLARATIONS OF INTEREST: None

86. PUBLIC QUESTION TIME: None

87. REUSE AND RECYCLING OF PLASTICS: Presentation by and discussion with Tricia St Clair

Tricia explained that her aim is to encourage the Town Council to actively recommend that local catering outlets work towards eliminating single-use plastic from their business within a specified time-frame. She reported that Exeter City Council has recently passed a resolution to phase out single use plastics.

Discussion ensued about the reuse and elimination of plastic. Cups and bags made from plant based products were circulated, unsure what these cost and concern that local businesses may find them too costly as they would need to pass the additional cost onto their customers which may make their business unviable.

Encourage use of wooden cutlery, instead of plastic, at Festival events.

RECOMMENDATION: That the Town Council supports the initiative to eliminate single-use plastics and makes a start by encouraging caterers at Festivals such as the SpringFest and October Food & Drink Event to use wooden cutlery and bio-degradable products. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.

88. MINUTES: The Minutes of the previous meeting held on 10 April 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.

89. PUBLIC RIGHTS OF WAY

- (i) **To receive report from Footpath Warden:** None
- (ii) **Leat path project: Update report:** Awaiting tree report. It was agreed to contact the adjacent property owner to clarify his requirements with regard to cutting back the hedge and erecting a fence.
- (iii) **Circular walks leaflet: To consider reviewing and reprinting the leaflet:** Discussion ensued, it was agreed that a map showing the routes of the different walks is added as a centre page. To be redrafted and brought back to the next meeting for approval.
- (iv) **Any other Public Rights of Way matters:** None

90. COMMUNITY & ENVIRONMENT

- (i) **Phone box, Honiton Road: Update report:** Clerk confirmed that the Agreement for the sale and purchase of the telephone kiosk does not appear to preclude the Town Council from removing the box from its current site.

RESOLVED: That the Clerk obtains advice from Planning Officers about whether any permissions are required to remove the phone box.

- (ii) **Cullompton Festival: Update report and consider using St Andrews car park for Tug of War competition and Town Hall for other events:** Discussion about safety issues if a Tug of War takes place on a tarmac surface. Suitable locations for a Tug of War were discussed.

RESOLVED: That the Tug of War organiser is asked to consider the Upcott Field as an alternative venue for health & safety reasons. Happy for Cullompton Festival events to take place in the Town Hall. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.

- (iii) **Cullompton Crier and Annual Report: To agree information to be included.**

RESOLVED: That the Cullompton Festival programme is included in the June edition of the Crier and the format is similar to that of the SpringFest edition. Also draft an Annual Report, as a separate document, which can be downloaded from the Council's website and made available for people to pick-up from outlets such as the Town Hall. Draft to be brought to the next meeting.

- (iv) **Chapter 8 training for stewards: Update report:** Clerk reported that she had signed up to complete the stewards on-line training. Once she has completed the course she will report back and encourage others to do the same.
- (v) **Trim Trail leaflet: Update report:** Has been sent for printing. Hope to have available in a few days time. Currently printing in-house.
- (vi) **Community Toilet Scheme: Update:** Sticker signs have now been received, to be circulated to local outlets willing to take part in the scheme. Details to be available on the Town Council website.
- (vii) **Cullompton Twinning: To approve gift to be sent to Ploudal Mezeau Twinning visit on 4 May 2018.**

RESOLVED: That the Council arranges for a replica Town Trail board to be purchased and taken to Ploudal Mezeau as a gift to celebrate the twinning visit. Proposed Cllr Eileen Andrews, seconded Cllr Janet Johns.

(viii) Old Cullompton photos: To consider having pictures put on boards for exhibition purposes: Clerk reported that the Council does have some picture boards for display purposes and would like to purchase additional boards to enhance the exhibitions and gradually increase the choice.

RESOLVED: That the Council arranges for more of its old photographs to be reproduced on boards for display purposes at a cost of no more than £100.

(ix) Crow Bridge area of open space: Concern about maintenance of banks alongside the leat, although the remainder of the field is being cut regularly it would appear that the banks are not.

RESOLVED: That the Clerk contacts MDDC to find out what is happening re strimming the banks alongside the leat at Crowbridge Park.

91. CORRESPONDENCE

- (i) Community Action Group Project:** Love Food, Hate Waste training day to be held at the Walronds, Cullompton on 23 June 10am-3.30pm.
- (ii) Member of the public:** Concern about the format of the agenda. *It was agreed to respond stating that the Committee had considered his comments and that his point of view had been noted.*

92. DATE AND TIME OF NEXT MEETING: Tuesday 5 June at 7pm at the Hayridge Centre.

APPENDIX B

CULLOMPTON TOWN COUNCIL

Community Well-Being Committee

Terms of reference

- i. To make appropriate representations to any relevant agency in relation to any incident event or action which, in the opinion of the Council, is detrimental to the health of the community in its area.
- ii. To work with other authorities to maintain, develop and promote the public footpaths within the Parish through schemes such as the Parish Paths Partnership.
- iii. To organise the Christmas lighting display and other community events such as the Twinning reception.
- iv. Public safety and crime and disorder.
- v. To prepare, monitor and review the town's emergency plan.
- vi. To prepare, monitor and review the Council's Sport and Leisure Strategy.
- vii. To oversee the Council's archive project.
- viii. To establish and foster civic relationships with such bodies or organisations as the Council may authorise.
- ix. The care, maintenance and regulation of the War Memorial.
- x. The care maintenance and regulation of play areas and play equipment under the control of the Council and make recommendations in relation to play areas and public open space not in the control of the Town Council.
- xi. The care, maintenance and control of Haymans Close and 'Top Field' allotment sites, including regular review of fees.

APPENDIX C

COMMUNITY WELLBEING COMMITTEE BUDGET 18/19

Committee General Budget		1500.00		
Community Toilet stickers		60.00		
Balance		1440.00		
Community Events		1000.00		
EMR Community Events		3000.00		
Total Community Events		4000.00		
Christmas Lights		7000.00		
EMR Christmas Lights		2500.00		
Total Christmas Lights		9500.00		
Christmas Lights Event (balance brought forward from 2017/18		1365.00		
Grass Verge Cutting		2500.00		
Community Bus Service		10000.00		
Cullompton Crier		3500.00		
Delivery (April issue)		500.00		
Balance		3000.00		
PLAY AREAS				
Play Area Running Expenses		3000.00		
Grass cutting		95.01		
Balance		2904.99		
Play Equipment Fund		2000.00		
EMR Play Area Fund		9777.00		
Total play equipment fund		11777.00		
ALLOTMENTS				
Allotment Expenses budget		330.00		
Allotment rents received				
Top Field	422.00			
Haymans Close	122.00			
	544.00	544.00		
		874.00		
P3 SCHEME				
Balance brought forward		5949.00		

P3 report January 2018

P3 annual application

The annual survey has been completed and written up in the required form. This is essential for the parish to receive the P3 grant. Generally, the paths are in good shape. However, a few minor issues have been noted. In particular mud is more of a problem this year. A number of problems had already been raised with Devon County Council and will be dealt with by their contractors in due time, including a broken finger post and missing handrails at bridges. I will follow these all up in the new year.

All forms need to be completed and sent to Devon County Council by mid-February, so we need to decide if we will proceed with any project this year such as removing the trees near Higher Mill so we can include it in the application. I will work on this with Judy in the next few days.

Mill leat path

I have taken a look at two aspects of the FP1 – the path along the mill leat. The first question was is there scope for widening the path simply by clearing encroaching vegetation. I found that in places the concrete has as much as 20 cm of soil or vegetation on it. This is especially true of the stretch from Station Road to Lower Mill and should be dealt with.

The other question was about where the stream bank gets very close to the path just upstream from Middle Mill. There is one place where this is particularly bad but a total of three places. What seems to me to be happening is that there was previously a retaining wall here (as there still is in places) which can be seen from the bridge. The trees have damaged this in places. The consequence is that water running off the path is eroding channels in the bank which get deeper over time. The best fix (which will not be cheap) would be to remove the tree stumps and repair the wall.

Kia Ora work

The final thing to report on is the work at Kia Ora. The originally agreed plan was to simply dig out the drainage ditches with a sum given to us of £400 to cover this work. The plan then was changed so that the boardwalk was replaced with a causeway. As part of the negotiations with the landowner it was agreed to also repair a damaged gate on the path at the same time. This has led to a kissing gate being replaced with a normal gate. These have been improvements, and the cost to the parish has been the £400 originally agreed for the ditching work. However, the mud still is bad (just at the opposite end). The latest information I have had from Stuart Howell (18 December 2017) is as follows *“Unfortunately I was unable to get to fp 15 last week. I will be having a look this week though. We will be putting in the 2 in 1 gate, and probably further improving the surfacing/drainage. Once I have had a look at the mud situation I will see what options are available to improve the path and consult with the landowner.”* I will keep you informed with progress on this. I am confident that we can reach a good solution for this important path.

APPENDIX E

CULLOMPTON TOWN COUNCIL

SECTION 106 PLAY AREAS AND PUBLIC OPEN SPACE FUND

Report: March 2018

Prepared by: Town Clerk

1. **GENERAL FUND:** Unallocated funding £21234.25

2. **ALLOCATED FUND**

Application No	Site	Contribution	Allocation	
09/01115	Land and buildings at Court Farm	11,000	Court Farm Youth contribution	Project being actively worked on by Youth Council - awaiting confirmation from MDDC
13/00859 and 15/01779	Cummings Nursery Site	84,350 Note: some of the funding has been allocated to the Linear Park project	Improvements to Culm lea Open Space and Play Area adjoining the development and providing youth and/or fitness outdoor equipment at Linear Park, Cullompton	Town Council to lease the play area from MDDC – still awaiting lease. Phase One – fencing MVF has offered picnic table and benches
Tufty Park				
15/01414	Drews Forge, Higher Mill Lane	2700.00	Tufty Park/Crowbridge Park improvement	
16/00966/FULL	Gidley Coach House	1166.00	Tufty Park/Crowbridge Park improvement	
16/01408	St Andrews Lodge, Masonic Hall, New Cut	2,700	Tufty Park/Crowbridge Park improvement	
Total currently available for Tufty/Crow		6566.00		
Allocated for Tufty Park/Crowbridge but not yet available				
16/00262/FULL	9 Fore Street	1166.00	Tufty Park/Crowbridge Park improvement	

Projects for which MDDC has allocations:

- The provision of under 5s play equipment at Cullompton Community Association Fields, Cullompton.
- New junior play equipment at Cullompton Community Association Fields, Cullompton.
- The improvement of Cross Parks Neighbourhood Park, Cullompton.
- Providing youth and/or fitness outdoor equipment at Linear Park, Cullompton (Holly House and Cummings Nursery site).
- Improvements to Culm Lea Open Space and Play Area adjoining the development AND providing youth and/or fitness outdoor equipment at Linear Park, Cullompton (Cummings Nursery site).
- Improvements to Rivermead Play Area, Cullompton.

General Fund – pending contributions

14/00741/FULL	24A Fore Street	358.00	
08/01609/FULL	Rices Cottage, 9 New Inn Court	3821.00	
13/01278/FULL	Chaldon Farm Barn, Mutterton	1450.00	
13/01465/FULL	35 New Street	900.00	
11/00977/FULL	The Forge	1991.00	??
11/01533/MFU	Land at Knowle Lane (CUC)	8556.00	Work started – has this now been added to the General Fund
13/00254/FULL	Poyle House	2332.00	
		19408.00	

APPENDIX F



COMMUNITY WELLBEING COMMITTEE ACTION PLAN 2018-21

KEY AREAS OF WORK	KEY PROJECTS	PARTNERS	PRIORITY H/M/L	TIME SCALE	BUDGET REQUIREMENTS			ADDITIONAL COMMENTS
					2018/ 19	2019/ 20	2020/ 21	
Footpaths and Public Rights of Way	Widen Leat Path between Station Road and Higher Mill	Devon County Council (P3 Scheme)	H		5000			Annual grant received from DCC to assist with Public Footpath and Bridleway maintenance
Community Events					1000			Plus EMR £2k
	Christmas Lights Event	Christmas Lights Event Working Group	H	On-going				
	Centenary end of 1 st World War	Royal British Legion		Nov 2018				11 November exhibition
	Twinning Receptions							
Christmas Lights					7000			Plus EMR £2.5k
Community Bus Service								EMR £10k
Public Health & Safety, including crime and disorder	Traffic Management							
	Emergency Plan							

APPENDIX F

Community cohesion	Support Town Events such as SpringFest, Festival Week and Autumn Fest							
	Dementia Alliance							
	Update Community information leaflets							
	Crier Newsletter		H	On-going	3500			Quarterly newsletter delivered to every household in the Parish Income from advertising
	Youth Services		H	On-going	16186			Town Council are currently paying the YMCA to provide youth club sessions two evenings per week.
	Community Toilet Scheme							
	Youth Council				200			
	Archive Project							
Town Maintenance	Grass Verge cutting				2500	5000	5000	
	Bus Shelters							
	War Memorial							
Play Areas	Culm Lea Play Area							
	Head Weir Road Play Area							
	Tufty Park							
	Upcott Field							
Haymans Close Allotments					350			
Top Field Allotments								

