



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 11 September 2018 commencing at 7pm**  
**at the Hayridge Centre, Cullompton (Room 4)**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**

**Date: 4 September 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 Rachel Sinclair

***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 and a response sent within 10 working days***

- 1. APOLOGIES:** To receive apologies for absence.
- 2. 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.
- 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 14 August 2018 (Appendix A).

5. **FINANCE:** To receive Committee Income and Expenditure report (Appendix B).
6. **PUBLIC RIGHTS OF WAY**
  - (i) To receive report from Footpath Warden.
  - (ii) **Leat path project:** To receive verbal update report.
  - (iii) Any other Public Rights of Way matters.
7. **COMMUNITY & ENVIRONMENT**
  - (i) **Heritage Walk leaflet:** To consider and approve draft.
  - (ii) **Events and Activities:** To receive verbal update reports with regard to:
    - October Food & Drink Festival on 13 October
    - World War 1 Exhibition
    - Christmas Lights Festival on 24 November
  - (iii) **Councillor Surgeries and ways to engage with the Cullompton parishioners:** To discuss.
  - (iv) **Town Leat:** To receive verbal update.
  - (v) **Sheep Notice Board:** To agree location.
8. **PLAY AREAS**
  - (i) **Culm Lea play area:** To agree date for play equipment consultation.
  - (ii) **Head Weir Road play area:** To receive update and agree any future actions (Appendix C).
  - (iii) **Tufty Park:** To receive update and agree any future actions (Appendix C).
  - (iv) **Upcott Recreation Field** To receive report of site meeting held on 10 September and agree way forward.
  - (v) To consider priorities for play area projects and start to draft an action plan (Appendix C).
9. **HAYMANS CLOSE AND TOP FIELD ALLOTMENTS:**
  - (i) To receive update report (Appendix D).
  - (ii) To consider request for water supply.
10. **COMMUNITY TRANSPORT:** To receive response from Tiverton & District Community Transport Association and agree way forward (Appendix E).
11. **CORRESPONDENCE:**
  - (i) Any correspondence received after the date of this agenda.

**RECOMMENDATION:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

12. **Leat Path Project:** To consider estimates for replacement of leylandii hedge with fence (estimates to be sent under separate cover).
13. **Repairs to leat bank:** To consider estimate and agree way forward.
14. **DATE AND TIME OF NEXT MEETING:** Tuesday 9 October 2018 at 7pm at the Hayridge Centre.

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

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**APPENDIX A**



**Minutes of Community Wellbeing Committee meeting  
held on Tuesday 14 August 2018 at 7pm at the Hayridge Centre**

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

**Also in attendance:** Nick Savage (Volunteer Footpath Warden), Cllrs Kerry Baldwin and James Buczkowski plus one member of the public.

Judy Morris: Clerk

1. **APOLOGIES:** Cllr Liza Oxford-Booth (personal) and Cllr Jordann Barge (personal).
2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Cllr Iain Emmett declared a personal interest in respect of discussion relating to the Town Leat as he is a riparian owner.
3. **PUBLIC QUESTION TIME:**
  - **Mr Chris Snow** asked why the Minutes of the Christmas Lights Working Group are not published on the website and also about the cost of preparing and publishing the Festival programmes and why the preparation costs were not charged back to the Town Team.

*Clerk explained that there is no requirement to publish Minutes for Working Groups but that she will arrange for the Minutes to be published on the website as soon as time allows.*

*The matter of Crier/programme costs will be discussed later in the meeting.*

4. **MINUTES:** The Minutes of the previous meeting held on 10 July 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.
5. **FINANCE: To receive Committee Income and Expenditure report:** Noted (Proposed Cllr Janet Johns, seconded Cllr Iain Emmett).
6. **PUBLIC RIGHTS OF WAY**
  - (i) **To receive report from Footpath Warden:** Report circulated with the agenda, discussion included:
    - Two walks since last meeting, both with 10 people on them. Paths checked and cleared before the walks, this included clearing vegetation at Langford Court.
    - Stile near the transmitter mast above Pottshayes Farm needs repair.
    - Contacted by member of public about water at Growen Lane, explained short term plan to put down scalplings.

- Consultation about diversion of Public Footpath at Culm Lea, DCC should soon be making a footpath order for this path.
- It was noted that the footpath walk scheduled for Wednesday 15 August has been changed to Thursday 16 August.

(ii) **Leat path project: To receive verbal update report:** Clerk reported that estimates are being obtained for the work. Discussion about applying for permission to close the path whilst the work is carried out, it was thought that Devon County Council requires 14 days' notice for a closure of no more than 5 days.

**RESOLVED:** That Clerk contacts the property owner and solicitor to arrange for a legal agreement to be drawn up that permits the Council to remove the hedge and replace it with a fence.

It was suggested that the property owner is asked if it would be possible for the contractor to park on his property whilst carrying out the work.

(iii) **Any other Public Rights of Way matters.**

(a) **Goblin Lane:** Clerk reported that she had been contacted by resident with regard to concerns about the condition of the lane. The lane is designated as a Public Right of Way (Bridleway) but it has not been adopted by Devon County Council as public highway. The Clerk explained that she has been asked if it would be possible to conduct a petition to ask Devon County Council to adopt the lane via the Council office.

**RESOLVED:** That, whilst the Committee would be happy to recommend to full Council that it consider support for the proposal that Devon County Council adopts Goblin Lane, it will not grant permission for a petition to be conducted from the Council offices as this would set a precedent.

## 7. COMMUNITY & ENVIRONMENT

(i) **Heritage Walk leaflet: To consider and approve draft:** Draft leaflet circulated to those present with a request that comments are submitted to the Council office before the next meeting in order that a final draft can be brought to the next meeting.

(ii) **Events and Activities: To receive verbal update reports with regard to:**

(a) **October Food & Drink Festival on 13 October:** Clerk reported that the Working Group have the arrangements in-hand. The Hayridge has decided not to take part this year due to workloads.

(b) **World War 1 Exhibition:** Clerk suggested that the exhibition is held in the Town Hall on 10/11 November. Liaise with British Legion. Suggestions included:

- Asking the Scouts if they would like to assist.
- River of poppies (Walronds Garden?).
- Background music of the era in the Town Hall on the Saturday.

(c) **Christmas Lights Festival on 24 November:** Clerk reported on current proposal to hold Christmas market in Church Street and close Fore Street for 15 minutes for the Lantern Parade which will start from St Andrews Church, go up Church Street and along Fore Street and disperse onto the area around the War Memorial.

**NOTE:** Mr Snow offered the loan of 2-way radios.

- (iii) **Cullompton Crier: To consider merging the Crier with the Food & Drink Festival programme and paying the delivery costs:** Discussion about staff costs to prepare the programme and whether this cost should be charged back to the Town Team. It was suggested that the Council is asked to consider how it supports local events.

**RESOLVED:** That the Festival programme and the Crier are merged. The Town Team, as the organisers of the Food & Drink Festival, to pay the printing costs and the Town Council will pay the distribution costs. All advertising revenue to be held by the Town Council and any residue handed over to the Town Team once a charge has been taken for the cost of staff time to produce the Festival programme section. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

- (iv) **Councillor Surgeries and ways to engage with the Cullompton parishioners: To discuss.**

**RESOLVED:** That the matter of Councillor Surgeries and ways to engage with the Cullompton parishioners is deferred until the next meeting to allow Committee members time to come up with ideas.

- (v) **Town Leat: To receive verbal update:** Deferred until the next meeting.  
(vi) **Sheep Notice Board: To agree location:** Deferred until the next meeting.

## 8. CHRISTMAS LIGHTS

- (i) **'Merry Christmas' wall decoration: To approve design and purchase of a wall decoration for Town Hall.**

**RESOLVED:** That the Council purchases Option One "Merry Christmas" wall decoration for the Town Hall at a cost of £820.00. Proposed Cllr Janet Johns, seconded Cllr Iain Emmett.

- (ii) **Small Christmas trees for wall brackets: To consider whether to make a charge for supply and erection.**

**RESOLVED:** That the Council supplies and erects small Christmas trees for wall brackets at the same cost as 2017 i.e. £17.50 plus VAT. Proposed Cllr Janet Johns, seconded Cllr Iain Emmett.

- (iii) **Any other Christmas Lights matters:** Suggestion that China Orchids are approached about providing power.

## 9. PLAY AREAS

- (a) **Culm Lea play area: To receive update and agree any future actions:** It was noted that there is a suggestion that a pair of goal posts and adult fitness equipment are installed on land adjacent to the play area. This land will remain the responsibility of MDDC and the Town Council would need to obtain their permission if it intends to pursue this proposal.
- (b) **Culm Lea play area consultation To receive:** Summary of consultation results noted.
- (c) **Head Weir Road play area: To receive update and agree any future actions:** Update report noted.

- (d) **Tufty Park: To receive update and agree any future actions:** Cully Play Parks has given the Town Council a cheque for £2575.41 towards the cost of purchasing and installing a tractor. There is also £6566.00 in the s.106 Tufty Park/Crowbridge pot.

**RESOLVED:** That the Council accepts the cheque from Cully Play Parks for £2575.41 to be ring fenced for Tufty Park and investigates installing a purpose built play equipment tractor as it has not been possible to find a suitable real tractor that can be adapted to meet current safety requirements. Facebook poll to be carried out to establish the preferred design, emphasise that the Council is considering installing a purpose built piece of equipment for health & safety reasons.

- (e) **Linear Park: To receive an update:** Discussion about the merits of installing a youth shelter.
- (f) **Upcott Recreation Field to agree date to make a site visit**

**RESOLVED:** That the Committee arranges to make a site visit to the Upcott Field to consider ways to improve its play facilities and whether to install some adult fitness equipment.

- (g) **Meeting with MDDC Chief Executive re s.106 play area and public open space fund: To receive report:** Clerk reported that herself, the Deputy Town Clerk and the Town Mayor had met with the Chief Executive and local MDDC Councillor to discuss how s.106 play area and open space funding is administered and recorded and also asked MDDC for a consistent policy with regard to installing play equipment on land owned by MDDC.

MDDC will shortly be taking a report to Cabinet and the Town Council can expect to be contacted so that they can get a process that works for both MDDC and Town and Parish Councils.

- (h) **To consider priorities for play area projects and start to draft an action plan:** Deferred until the next meeting due to time constraints.

**10. HAYMANS CLOSE AND TOP FIELD ALLOTMENTS:**

- (i) **To receive verbal update report:** Clerk gave a short verbal report confirming that the majority of rubbish at the site has now been removed.

**11. CORRESPONDENCE:** None

**12. PROTOCOLS: To consider first draft**

**RESOLVED:** That the Council adopts the revised protocol as a draft document. Low cost items such as black arm bands to be purchased, if possible from local supplier.

**13. DATE AND TIME OF NEXT MEETING:** Tuesday 11 September 2018 at 7pm at the Hayridge Centre.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

## COMMUNITY WELLBEING COMMITTEE BUDGET 1 April - 31 July 2018

<b>Committee General Budget</b>		1500.00		
TAP Fund grant for trim trail leaflet		100.00		1600.00
Twining Gift			66.00	
Community Toilet stickers			60.00	
Trim Trail leaflet			186.00	567.44
Old photos put on boards foe exhibitions			68.44	
Footpath walk leaflet			187.00	
<b>Balance</b>				<b>1032.56</b>
Community Events		1000.00		
EMR Community Events		3000.00		
<b>Total Community Events</b>		<b>4000.00</b>		
Christmas Lights		7000.00		
EMR Christmas Lights		2500.00		
<b>Total Christmas Lights</b>		<b>9500.00</b>		9500
Christmas Lights purchased			1041.75	1070.86
Electricity for Christmas lights 2017 (EDF)			29.11	
				<b>8429.14</b>
<b>Christmas Lights Event (balance brought forward from 2017/18)</b>		1365.00		
<b>Community Bus Service</b>		10000.00		
<b>Cullompton Crier</b>		3000.00		
<b>Income from advertising</b>		215.00		3215.00
Delivery (April issue)			500	
Printing (June issue)			588	
Delivery (June issue)			425	1513.00
Balance				<b>1702.00</b>
<b>PLAY AREAS</b>				
Play Area Running Expenses		3000.00		3000.00
Grass cutting			594.26	
Padlock for gate			10.45	
New drain cover (Tufty Park)			43.80	
Removal of wasps nest (Culm Lea)			60.00	784.17
Graffiti cleaner			62.04	
Labdons			13.62	
Balance			784.17	<b>2215.83</b>

**APPENDIX B**

Play Equipment Fund		2000.00		
EMR Play Area Fund		9777.00		
		11777.00		11,777.00
Gates for Tufty Park			1150.00	
Planting for Head Weir Road			97.50	1,697.50
Prop for tree at Head Weir			450.00	
			1697.50	<b>10,079.50</b>
Tufty Park Income for tractor project		2576.00		
<b>ALLOTMENTS</b>				
Allotment Expenses budget		<b>330.00</b>	330.00	
Top field maintenance expenses		16.31		
Haymans Close maintenance expenses		16.70	33.01	
Balance			<b>296.99</b>	
<b>Allotment rents received</b>				
Top Field	475.00			
Haymans Close	109.00			
	<b>584.00</b>			
<b>P3 SCHEME</b>				
Balance brought forward		<b>5949.00</b>		5949.00
Tree/hedge report			290.00	290.00
<b>Balance</b>				<b>5659.00</b>

## APPENDIX C

### CULLOMPTON TOWN COUNCIL

**Report to:** Community Wellbeing Committee

**Re:** Play Areas Report

**Prepared by:** Town Clerk

**Date:** 7 August 2018

#### SECTION ONE: PLAY AREA REPORT

- 1. Culm Lea Play Area:** Lease completed. Hand over taken place, MDDC will continue to cut the grass until the end of the season.

Fencing contractor will start to erect the fence mid September. Meetings held with a number of play equipment contractors, ideas to be considered at a consultation with residents. Date to be agreed.

**Funding available:** £82,200.00, £20,000 Allocated for fencing and £7,000 provisionally allocated for Linear Park project leaving a balance of £55,200 to revamp the play area.

- 2. Head Weir Road Play Area:** Nothing to report.

- 3. Tufty Park:** Facebook survey carried out to find the public's favourite play tractor. The company that makes the favoured piece of equipment has been contacted and asked to carry out a site survey to establish whether there is sufficient space to install the tractor and to provide a quote to supply and install.

**Funding available:** £2576.41 from Cully Play Parks towards the cost of purchasing and installing a tractor. There is also £6566.00 in the s.106 Tufty Park/Crowbridge pot.

- 4. Upcott Field:** Site visit to be held 10 September.

#### SECTION TWO: PRIORITY PLAY AREA PROJECTS

**GENERAL FUND:** Unallocated funding £21234.25

Site	Available funding	Progress to-date
Culm Lea	82,200 for Improvements to Culm lea Open Space and Play Area adjoining the development and providing youth and/or fitness outdoor equipment at Linear Park, Cullompton	Fencing to be erected mid-September, approx. cost £20k leaving a balance of £62,200 of which £7k is currently earmarked for the linear park project leaving a balance of £55,200 for refurbishing the play area

Tufty Park	2576.00 (Cully Play Parks) 6566.00 (s.106 Tufty Park/Crowbridge Fund plus potentially another £1166 from development at 9 Fore Street	The money from Cully Play Parks is ringfenced to install a play equipment tractor at Tufty Park. Facebook poll completed and favoured company has been contacted to carry out a site survey and provide an estimate to supply and install.
Linear Park	£11,000 – Court Farm Youth contribution	Project to install youth shelter and fitness equipment worked up by Youth Council but may need a rethink with regard to youth shelter and also need MDDC to confirm who will maintain equipment once installed.
Upcott Field	£21234.25 available in the general pot if required	Site meeting to be held 10 September.
What other projects would members like to add?		

#### DEVELOPMENT WITH FUNDING PENDING ONCE DEVELOPMENT COMMENCES

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	Work started – has this now been added to the General Fund
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	

# APPENDIX D

**REPORT TO:** Community Wellbeing Committee

**PREPARED BY:** Town Clerk

**DATE:** September 2018

- 1. Waiting list:** Currently 6 plus 3 waiting for a second plot and another waiting for a third plot. In the process of offering 3 half plots to new tenants, this will leave 3 on the waiting list plus those waiting for a second or third plot.
- 2. Allotment Inspections:** To be arranged for Top Field and Haymans Close, who would like to attend?

## HAYMANS CLOSE

- Request for water supply, would first need to establish the nearest connection point.
- Majority of rubbish now cleared from site.

## TOP FIELD

- Last year one tree toppled during the winter, it would be worthwhile having a tree report carried out for all trees in this allotment field. Something to consider during site inspection?

## APPENDIX E

**REPORT TO:** Community Wellbeing Committee

**PREPARED BY:** Town Clerk

**RE:** Community Transport

**DATE:** September 2018

The Council has £10,000 allocated in its Ear Marked Reserved for a Community Bus Scheme but to-date it has not been able to identify a suitable scheme.

Response to enquiry made to Tiverton & District Community Transport (email dated 20 August 2018):

*“Sadly we are no further forward as we still have no funding available for a Cullompton Community Bus. We are still trying but as you can imagine its expensive, £64,000 for the minibus and a minimum of £20,000 annual running costs.*

*It may be worth trying to get local charity’s/groups to start a crowd funding project as this vehicle will solely be for the Cullompton area.*

*As part of our business planning, should we be successful with a wonderful funding opportunity the vehicle would be used throughout the whole of Mid Devon we wouldn’t be able to solely use it in Cullompton, however it would obviously be available for groups/ individuals in the Cullompton area, in the same way that our current vehicles are only there would be more availability.*

*Our Ring and Ride service is in full operation in the Cullompton area on a Tuesday and we already offer a wheelchair accessible vehicle for individuals who need to get to and from appointments etc. We are currently in the process of rebranding as soon as I have our new leaflets I will forward some to you.*

*Best regards*

*Faye*

