



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 9 October 2018 commencing at 7pm**  
**at the Hayridge Centre, Cullompton (Room 4)**

*Judy Morris*

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

**Date: 2 October 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 11 September 2018 (Appendix A).

5. **RESOLUTIONS:** To receive list (Appendix B)
6. **FINANCE:** To receive Committee Income and Expenditure report (Appendix C).
7. **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.
8. **COMMUNITY & ENVIRONMENT**
  - (i) **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
  - (ii) **Councillor Surgeries and ways to engage with the Cullompton parishioners, including ways to encourage candidates to stand for election to the Town Council in May 2019:** To discuss.
  - (iii) **Town Leat:** To agree arrangements for meeting with riparian landowners.
9. **PLAY AREAS**
  - (i) **S.106 Funding:** To receive email correspondence from MDDC s.106 Officer (Appendix D)
  - (ii) **Culm Lea play area:** To receive feedback from consultation held on 29 September and agree way forward (Appendix E).
  - (iii) **Tufty Park:** To receive update (Appendix E)
  - (iv) **Upcott Field:** To receive update (Appendix E)
  - (v) **Play Area Action Plan:** To review (Appendix F)
10. **ALLOTMENTS**
  - (i) To receive update report and consider policy for charging a tenant with two half plots (Appendix G).
11. **COMMUNITY TRANSPORT:** To receive update from Chairman and agree any action required.
12. **FORWARD PLANNING: THREE YEAR ACTION PLAN** (Appendix H)
  - (i) **CORRESPONDENCE:** 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.

13. **HEAD WEIR ROAD PLAY AREA:** To consider formal complaint.
14. **DATE AND TIME OF NEXT MEETING:** Tuesday 13 November 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 11 September 2018 at 7pm at the Hayridge Centre**

**Present:** Councillor Eileen Andrews (in the chair) and Cllrs: Iain Emmett and Liza Oxford-Booth.

**Also in attendance:** Nick Savage (Volunteer Footpath Warden) and Maria Weston (Deputy Town Clerk).

Judy Morris: Clerk

1. **APOLOGIES:** Cllr Jordann Barge (training) and Cllr Janet Johns (training).
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:** None
4. **MINUTES:** The Minutes of the previous meeting held on 14 August 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.
5. **FINANCE: To receive Committee Income and Expenditure report:** Noted

**CHRISTMAS TREES:** Clerk reported that a local company is willing to supply and erect 2 no. Christmas trees, one for the town centre and a second to be erected in the Lower Bullring at a cost of £900.

This is about £100 more than previously paid but they are good quality trees and staff labour time will be reduced. It was agreed that the Clerk goes ahead and orders the trees from the new supplier. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.

#### **6. PUBLIC RIGHTS OF WAY**

- (i) **To receive report from Footpath Warden:** Walks programme now concluded, survey of paths recently completed nothing major to report although work is required at Growen Lane to resolve water problem. Nick will contact Devon County Council to find out if they are able to assist.
- (ii) **Leat path project: To receive verbal update report:** Clerk reported that the property owner has given permission for the contractor to park on his driveway when carrying out the work. The Council's solicitor is drawing up a legal agreement.

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

- (a) Culm Lea:** It was reported that there is a hornet's nest in the bank beside the old gate at Culm Lea. Clerk to contact pest control company to deal with and also ask that they identify the species i.e. indigenous or not.

**RESOLVED:** The Chairman thanked Nick Savage for his hard work and commitment to his role as volunteer Footpath Warden and asked that the Council's appreciation of that work is recorded.

**7. COMMUNITY & ENVIRONMENT**

- (i) Heritage Walk leaflet: To consider and approve draft:** Draft leaflet circulated to those present.

**RESOLVED:** That the draft Heritage Walks leaflet is approved for printing. Proposed Cllr Liza Oxford-Booth, seconded Cllr Iain Emmett.

**(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. Craft Fayre to be held in Town Hall "Craft Fayre Here Today" banner ordered to display on front of the Town Hall.

- (b) World War 1 Exhibition:** Liza confirmed that local primary schools will produce artwork for the exhibition. Closing date of 2 November was agreed.

**RESOLVED:** That the Committee sets aside a budget of £100 for materials etc. for the WW1 Exhibition to be held in the Town Hall on 10/11 November.

- (c) Christmas Lights Festival on 24 November:** Clerk confirmed the arrangements to-date which include the closure of Church Street for street market.

**RESOLVED:** The Chairman asked that a vote of thanks is recorded to the members of the Christmas Lights Event Working Group for their hard work in organising the event.

- (iii) Councillor Surgeries and ways to engage with the Cullompton parishioners: To discuss.** It was agreed to defer this item until a later date.

- (iv) Town Leat: To receive verbal update:** Chairman reported her concerns about low water levels, it was explained that water levels are now back to normal, water is flowing, but not fast enough, water has been checked and is 'clean'. Head Weir is damaged and owner is responsible for repair. Land owners discussing desilting between Head Weir and Station Road. Town Mayor will ask the Town Council at its next meeting to arrange a meeting with land owners.

- (v) Sheep Notice Board: To agree location.**

**RESOLVED:** That the Council's Sheep Notice Board is, if possible, erected at Codners Corner.

## 8. PLAY AREAS

### (a) **Culm Lea play area: To agree date for play equipment consultation.**

**RESOLVED:** That the play equipment consultation is carried out at River Drive (Culm Lea) play area on Saturday 29 September 10am – 11.30am. (weather permitting).

- (b) **Head Weir Road play area: To receive update and agree any future actions:** Annual play equipment inspection carried out Monday 10 September, awaiting report.
- (c) **Tufty Park: To receive update and agree any future actions:** Facebook survey completed 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.
- (d) **Upcott Recreation Field To receive report of site meeting held on 10 September and agree way forward:** Photographs of condition of signage, equipment etc. were circulated. It was agreed the signs and benches need to be replaced. It would also be good to restore the 'Upcott Field' plaque on the wall adjacent to the steps from Tiverton Road. Project to be pursued as a priority.
- (e) **To consider priorities for play area projects and start to draft an action plan:** Action Plan agreed as follows:

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 to refurbish 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	

**NOTE:** Clerk reported that she will be meeting with MDDC S106 Officer next week to discuss a number of matters relating to play area funding and will report back at the next meeting.

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

- (i) **To receive update report:** Report noted.
- (ii) **To consider request for water supply:** To be pursued at a later date.

**10. COMMUNITY TRANSPORT: To receive response from Tiverton & District Community Transport Association and agree way forward.** T&DCTA report that they have no funding available for a Cullompton Community Bus. They are trying but cost is £64,000 for minibus and a minimum of £20,000 annual running costs.

Chairman reported that Tiverton now has a brand new community bus and will find out how this is funded and then report back to the next meeting.

**11. CORRESPONDENCE:** None

**RESOLVED:** 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. Proposed Cllr Iain Emmett, seconded Cllr Liza Oxford-Booth

**PART 2 – PRIVATE AND CONFIDENTIAL**

**12. Leat Path Project: To consider estimates for replacement of leylandii hedge with fence (estimates to be sent under separate cover):** Three estimates were considered

**RESOLVED:** That the estimate from Hi-Line to remove the leylandii hedge and replace with a fence is accepted as it best meets the Council's specification. Proposed Cllr Liza Oxford-Booth, seconded Cllr Iain Emmett.

**13. Repairs to leat bank: To consider estimate and agree way forward:** Deferred until the next meeting.

**14. DATE AND TIME OF NEXT MEETING:** Tuesday 9 October 2018 at 7pm at the Hayridge Centre.

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

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

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
14/08/2018					
14/08/2018	That the Clerk contacts the property owner (12a Station Road) 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.	£400	TC	High	Solicitor has drawn up draft legal deed, which property owner has now signed. Deed returned to solicitor for finalising.
14/08/2018	That, whilst the Committee would be happy to recommend to full Council that it consider support for proposal that DCC adopts Goblin Lane, it will not grant permission for a petition to be conducted from the Council offices as this would set a precedent.	Nil	TC	High	Member of the public that made the request has been informed of the Council's decision by email. COMPLETED
14/08/2018	That the Council purchases Option One "Merry Christmas" wall decoration for the Town Hall at a cost of £820.	£820	ATC	High	Christmas feature decoration ordered. COMPLETED
14/08/2018	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	£450 (distribution costs)	TC/ATC	Medium	Crier to be delivered weekend 28 September, articles etc. required by Friday 14 Sept. Sufficient advertising revenue to cover printing costs but probably no residue to cover any admin costs.
14/08/2018	That the Council supplies and erects small Christmas trees for wall brackets at the same cost as 2017 i.e. £17.50 plus VAT.		Admin	Medium	Letters drafted to be delivered to High Street/Fore Street businesses next week.

14/08/2018	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.		TC	Medium	Facebook poll completed, the makers of the play equipment that received the most votes have been contacted and asked to carry out a site survey to assess whether there is sufficient room to install, still awaiting response.
14/08/2018	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.		TC/DTC	Medium	Site visit arranged for 10 September, photos for Committee to consider. Seating removed from Youth Shelter as considered to be safety risk. Seating in play area would benefit from replacement and safety surfacing in poor condition. Annual Play equipment inspection carried out awaiting report
14/08/2018	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.	£100	TC/DTC/ATC	Medium	Black armbands purchased
11/09/2018	That the draft Heritage Walks leaflet is approved for printing		ATC	Medium	
11/09/2018	That the Committee sets aside a budget of £100 for materials etc. for WW1 Exhibition	£100	TC/DTC	Medium	3 CD set music of WW1 £10.00 purchase plus paper to display information.
11/09/2018	Sheep Notice Board to be erected, if possible, at Codners Corner				

APPENDIX C

**COMMUNITY WELLBEING COMMITTEE BUDGET 1 April - 30 September 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	Note: This budget to be used to fund the purchase of 2 no. flag poles	
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>		330.00		3330.00
Delivery (April issue)			500	
Printing (June issue)			588	
Delivery (June issue)			425	1513.00
<b>Balance</b>				<b>1817.00</b>

**APPENDIX C**

<b>PLAY AREAS</b>				
Play Area Running Expenses		3000.00		3000.00
Grass cutting			893.81	
Padlock for gate			10.45	
New drain cover (Tufty Park)			43.80	
Removal of wasps nest (Culm Lea)			60.00	1605.19
Graffiti cleaner			62.04	
Labdons			19.09	
Insurance			516.00	
Balance				<b>1394.81</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 D

Dear Judy

Thank you for coming to Phoenix House this week; Wednesday 19<sup>th</sup> September 2018, to meet with me to discuss S106 funding and public open space in Cullompton.

I hope the following is an accurate record of everything we discussed and a suitable summary of how we can work together to improve processes moving forward.

- Joined up thinking and communication between departments at MDDC
- Existing funding and how and where we can spend it
- Trim trails on Mid Devon land
- Youth Shelter Contribution from Court Farm Development
- Town/Parish training and communication for the future
- Town/Parish monitoring of development
- Works to Head Weir Road completed – money from 17/02020/MFUL to be transferred
- Managing allocations going forward and planning projects for the future
- Funding for Culm Lea approved; Councillor Busch is unlikely to respond to emails
- Installation of a play tractor at Tufty Park

At our meeting I had a list of the applications allocated to each of the projects in Cullompton and you requested a copy of this;

Please see the attached document which is a summary of this information. Please note that this information is liable to be updated on a regular basis.

I have already looked into some of the issues we discussed and my comments on each are below:

### **Joined up thinking and communication between departments at MDDC**

The Town Council has raised concerns that at the planning stage, large contributions are being allocated to projects that Mid Devon do not have the resources to deliver further down the line. There is a real concern that due to the time-limits imposed on spending, the contributions may be returned to the developer.

**Action:** Jo Williams is working towards implementing new processes to help streamline the S106 process going forward. This is in its very early planning stages so the above feedback will be taken into consideration. It is almost certainly planned that any new projects on Mid Devon land will need the buy-in of our Property Services. By improving communication at the outset both internally and with Town/Parish Councils and Ward Members the S106 Officer can allocate larger contributions more effectively.

**Action:** Jo Williams to discuss the above issue with Alison Fish and David Green so that any outstanding concerns can be addressed at management meetings if required.

### **Existing funding and how and where we can spend it**

The Town Council has projects that it would like to see implemented but some of these are on Mid Devon land and there seems to be communication and process issues getting in the way of delivering projects on the ground. In particular the Town Council would like to deliver improvements to Linear Park but this is MDDC owned and there is no prescribed process to follow to

achieve this. The Town Council confirms it does not have the capacity to lease/maintain any more play areas.

The processes are currently under review but this feedback will be passed on to relevant managers for consideration.

### **Trim trails on Mid Devon land**

The Town Council is wanting to see a trim trail installed at Linear Park. It is confirmed that we currently have circa £40-£45,000 available to spend on a project of this kind from the Cummings Nursery development. The Town Council is aware that a new trim trail has recently been proposed/installed for Tiverton and in the interest of fairness would like to see similar facilities introduced in Cullompton. The issues that need addressing to move this forward are land ownership, responsibility for maintenance and public liability insurance. It is understood that the Town Council is happy to run with the project if Mid Devon will accept the responsibility for maintenance going forward.

**Action:** Jo Williams has flagged this up with Steve Densham following her meeting with the Town Council. Further communication between Jo Williams, Judy Morris and Steve Densham expected to take place in the near future.

### **Youth Shelter Contribution from Court Farm Development**

The Town Council would like to see the above contribution spent on providing a youth shelter at the Linear Park. The same problems as above need addressing to progress this. Jo Williams has checked the legal agreement in question and confirms the money can be used for the installation and maintenance of a youth shelter on land within the development site (Court Farm) or on the adjacent site. The time limit for spending this money is 10 years and the contribution was paid in 2013, therefore the full amount of £11,000 needs to be spent by approximately September 2023 (date needs confirming) and therefore we should consider the installation of the youth shelter at the earliest opportunity. It is understood that the Town Council is happy to run with the project if some of the contribution can be held back for maintenance purposes. This is confirmed to be acceptable and within the terms of the legal agreement although the 10 year spend needs to be taken into consideration.

**Action:** Jo Williams has flagged this up with Steve Densham following her meeting with the Town Council. Further communication between Jo Williams, Judy Morris and Steve Densham expected to take place in the near future.

### **Town/Parish training and communication for the future**

It is proposed that a Town/Parish Council training event and/or workshop will take place in the near future, hopefully before Christmas. The S106 Officer has suggested the use of a S106 website so that more information is readily available to our customers and colleagues. This would need to be planned for and agreed to by Senior Management before it can be implemented and any data published. The S106 Officer expressed a desire to have more proactive communication with Town/Parish Councils in the future.

### **Town/Parish monitoring of development**

It was discussed informally and agreed that a closer working relationships could bring about benefits to all parties. In particular we discussed the possibility of a working party (or similar) to help monitor the commencement of development to cut down on Officer site visits and ensure that funds become available in a timely fashion. The S106 Officer agreed this could be beneficial on the proviso that suitable training was rolled out so that it is clear what does and does not constitute the commencement of development.

**Action:** Jo Williams to look into this and see if this could be possible in the future.

### **Works to Head Weir Road completed – money from 17/02020/MFUL to be transferred**

The Town Council confirmed that the large contribution coming from 17/02020/MFUL should not have been allocated to the Head Weir Road project. The Town Council confirmed that works to Head Weir Road had been completed through the use of Viridor funding and that Mid Devon Officers were aware of this. The Town Council also confirmed that they would not be able to spend another £36,000 at this location and have requested the contribution to be transferred to a project at Upcott Field.

**Action Completed:** Judy Morris has contacted Councillor Nikki Woollatt who is agreeable to the contribution being transferred.

**Action Completed:** Jo Williams has spoken to the Planning Officer for 17/02020/MFUL who confirmed the application process is still at a stage where the S106 contribution can be re-allocated.

**Action Completed:** Jo Williams and Judy Morris have discussed and confirmed the project title for Upcott Field will be *Improvements to Upcott Field Public Open Space*.

**Action Completed:** Jo Williams has re-allocated the contribution and removed the Head Weir Road project from our records.

### **Managing allocations going forward and planning projects for the future**

The S106 Officer raised concerns that when funding was applied for from other sources, such as Viridor, and we had already allocated money to the same project from S106 funding that we were at risk of losing the S106 money if it couldn't be spent on the specific project it was collected towards. The Town Council confirmed it was sometimes necessary to seek funding elsewhere because of the time taken to collect all the S106 contributions due to the varying rates of development. It was agreed that a fresh approach to project planning was needed and that the current focus should be on spending the pots of money we do have in place over the next few years and to concentrate, in the meantime, on a few meaningful projects that can be planned for the future and will not be considered for delivery in the interim, thus eliminating the need to seek funding from elsewhere.

**Action:** The Town Council to review its assets and come up with some suggestions for projects that don't need delivering for at least five years (to be prioritised accordingly). Examples to consider; end of life equipment that can be maintained now but is likely to need removing in a few years, playground surfacing that will need renewing in the future.

### **Funding for Culm Lea approved; Councillor Busch is unlikely to respond to emails**

The S106 Officer confirmed that Councillor Nikki Woollatt has expressed her support for the funding application for circa £20,000 to be spent on new fencing for the Culm Lea Play Area but that no

response had been received from Councillor Karl Busch. The Town Council confirmed that he is unlikely to respond to emails. As no response had been provided within the requested timescale it was agreed to proceed on the basis that no objection has been received. This money is to come from the Culm Lea pooled fund generated by the Cummings Nursery development.

**Action Completed:** Jo Williams has raised the payment request. This is awaiting authorisation and monies should be transferred to the Town Council shortly.

#### **Installation of a play tractor at Tufty Park**

The Town Council are wishing to install the above play equipment at Tufty Park but does not have three quotes for the works. This is because different estimates were provided all for different pieces of equipment. The preferred tractor was voted for by way of a community vote via a Facebook Poll. The Town Council has a pot of money to use towards this project leftover from "Cully Play Parks" funding but wishes to use extra funding from the Crowbridge/Tufty Park pooled fund. Under the circumstances the S106 Officer has agreed that it is acceptable to apply for funding whilst only providing one quote. As per the attached document there is currently **£2,332.00** available for spending in this pot.

Please do not hesitate to contact me if I have missed anything or if I have made any error in recalling what we discussed. I look forward to catching up with you again soon so that we can monitor how each of these matters is progressing.

Thank you Judy.

Kind regards

Jo

## APPENDIX E

### CULLOMPTON TOWN COUNCIL

**Report to:** Community Wellbeing Committee

**Re:** Play Areas Report

**Prepared by:** Town Clerk

**Date:** 2 October 2018

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 erect the fence mid October.

Consultation meeting held with residents on Saturday 29 September. Five different design ideas were consulted on and a general consensus of preferred equipment obtained.

**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. The next step is to put a proposal to MDDC to have this money ring fenced and then write a specification for tender.

**Suggested brief:**

- Retain all existing equipment except monkey bars.
- Monkey bars to be replaced with a Key Stage 3 multi-play unit, preferably with aerial track ride.
- Replace all the safety surfacing, safety surfacing to be accessible to allow everyone to move from one piece of equipment to another easily.
- Add accessible roundabout and see-saw.
- Add seating and bins

**Note:** Other favoured piece of equipment was a trampoline but slight concern about maintenance and safety.

The residents also suggested some small goal posts on adjacent land belonging to MDDC. It was suggested that this could be a second phase in partnership with MDDC as cost is minimal.

2. **Head Weir Road Play Area:** Formal complaint to be dealt with as Part 2 business.
3. **Tufty Park:** Site visit undertaken by the company that makes the preferred play equipment tractor. Awaiting feedback following site survey.
4. **Upcott Field:** At meeting with S.106 Officer I was informed that £36,750 from the Astra Print site development had been allocated to the Head Weir Road play area. As Head Weir Road is now complete I asked that the allocation be transferred to the Upcott Field as this play area is the next priority on the Council's list. This request is supported by MDDC Cllr Nikki Woollatt. If the committee considers that they would prefer this money to be allocated to an alternative site then we will need to let MDDC know as soon as possible.

**APPENDIX F**

**CULLOMPTON TOWN COUNCIL**

**2018 - PRIORITY PLAY AREA PROJECTS**

**GENERAL FUND:** Unallocated funding £21234.25

<b>Site</b>	<b>Available funding</b>	<b>Progress to-date</b>
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-October, 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	£36750 from Astra Print site development plus £21234.25 available in the general pot if required	Site meeting held 10 September.
Rivermead	15/00814/MFUL – Exeter Road £17,000  17/01368/OUT Hayne Farm £1205 17/01833/FULL – The Firs – Higher Mill Lane - £5768	Check whether any of these developments have started

Knightswood Phase 2	17/01127/FULL Weavers Meadow £1442.00  17/00824/FULL Springbourne £4326.00  17/01978/FULL Exon Buildings £1166.00	£1166 from Exon Buildings is available have any of the other developments started?
What other play areas require additional equipment/refurbishment?		

**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	
13/00254/FULL	Poyle House	2332.00	

## APPENDIX G

**REPORT TO:** Community Wellbeing Committee

**PREPARED BY:** Town Clerk

**DATE:** October 2018

**Waiting List:** We will be moving a couple of tenants to alternative plots and dividing up one plot at Tiverton Road, once this is completed then the waiting list will be clear. There is one tenant waiting for a second half plot and another waiting for a third.

**Allotment Inspections:** Please can the Committee arrange an allotment inspection for the Top Field and Haymans Close, also look at trees at Top Field and consider having a tree report carried out.

**Rents for half plots:** The Gift of A Burrow for Allotment sub-Committee recently agreed to increase the rent for the Tiverton Road allotment site from September 2019 to £35 for a full plot and £20 for a half plot. This means that any tenant with two half plots, rather than one full plot, will be paying £40.

**RECOMMENDATION:** That a tenant with two half plots, rather than one full plot, should pay the same rent as a tenant with one full-size plot.

**APPENDIX H**



**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	
<b>Footpaths and Public Rights of Way</b>	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
<b>Community Events</b>					1000			Plus EMR £2k
	Christmas Lights Event	Christmas Lights Event Working Group	H	On-going				
	Centenary end of 1 <sup>st</sup> World War	Royal British Legion		Nov 2018	100			11 November exhibition
	Twinning Receptions							
<b>Christmas Lights</b>					7000			Plus EMR £2.5k
<b>Community Bus Service</b>								EMR £10k
<b>Public Health &amp; Safety, including crime and disorder</b>	Traffic Management							
	Emergency Plan							

**APPENDIX H**

<b>Community cohesion</b>	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
	Community Toilet Scheme							
	Youth Council				200			
	Archive Project							
<b>Play Areas</b>	Culm Lea Play Area Replace fence and upgrade play equipment	Culm Lea residents MDDC	H					Funding available from the s.106 play area and public open space fund.
	Head Weir Road Play Area							
	Tufty Park							
	Upcott Field							
<b>Haymans Close Allotments</b>					350			
<b>Top Field Allotments</b>								

