



**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 17th January 2019 commencing 7:00pm at the Hayridge Centre**

Judy Morris

**Signed: Mrs Judy Morris, Town Clerk
Date: 9th January 2019**

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Jordann Barge, Iain Emmett, Janet Johns and Liza Oxford-Booth

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 receive and approve the Minutes of the Committee Meeting held on 11th December (Appendix A) and subsequent extraordinary meeting on 20th December 2018 (Appendix B)
5. **RESOLUTIONS:** To receive list (Appendix C)
6. **FINANCE:** To receive Committee Income & Expenditure Report (Appendix D)
7. **PUBLIC RIGHTS OF WAY:**
 - i) To receive report from Footpath Warden (Appendix E) –
NB: Warden will be attending this meeting
 - ii) To confirm completion of the Leat Path project and to agree future projects
 - iii) Any other Public Rights of Way matters
8. **COMMUNITY & ENVIRONMENT:**
 - i) To receive Update Report (Appendix F)
 - ii) To consider provision of defibrillator (Culm Lea) (Appendix F)
 - iii) To consider arrangements for the French Twinning Association Reception
9. **PLAY AREAS:**
 - i) **To receive Play Area Update Report** (Appendix G)
 - ii) **To receive RoSPA Report** (Appendix H)
 - iii) **Play Area Inspection Report:** To review (Appendix I)
NB: Deferred from meeting on 13th Nov'18
10. **TREE AND HEDGE WORK: TIVERTON ROAD ALLOTMENTS/UPCOTT RECREATION FIELD:** To receive an update on the tree and hedge works
11. **CORRESPONDENCE:** Any correspondence received after the date of this Agenda.

RECOMMENDATION: that due to the commercial nature of the business to be discussed, the following items are 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. **HANGING BASKETS:**
 - i) To consider quotations to supply hanging baskets
 - ii) To consider quotation to maintain hanging baskets
13. **TENDERS (CULM LEA):** To receive tender submission documents for new play equipment
14. **DATE AND TIME OF NEXT MEETING:** Tuesday 12th February 2019 at 7:00pm at the Hayridge Centre.

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



**Minutes of Community Wellbeing Committee Meeting
Tuesday 11 December 2018 at 7:00pm
the Hayridge Centre, Cullompton**

Present: Councillors: Janet Johns, Liza Oxford-Booth & Lloyd Knight (Chairman)

Also in Attendance: Nick Savage (Footpath Warden)

Clerk: Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** Received and accepted from Cllr. Eileen Andrews (illness) & Cllr. Iain Emmett (personal). **Proposed:** Cllr. Johns **Seconded:** Cllr. Oxford-Booth

RESOLVED: In the absence of the Chair (Cllr. Andrews), Cllr. Lloyd Knight (Ex-Officio) was elected as Chairman for this meeting. **Proposed:** Cllr. Oxford-Booth **Seconded:** Cllr. Johns

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Cllr. Johns declared a personal interest as she is a member of the Christmas Lights Committee.

3. **PUBLIC QUESTION TIME:** No members of the public were present at the meeting.

4. **MINUTES:** The Minutes of the previous meeting held on 13 November 2018 were approved and signed as a correct record. **Proposed:** Cllr. Oxford-Booth **Seconded:** Cllr. Johns.

5. **RESOLUTIONS:** Noted.

6. **FINANCE:**

- (i) To receive Committee **Income and Expenditure report.** Noted.

- (ii) **Crier:** to receive spending breakdown to-date. Noted.

NB: Cllr. Knight expressed his thanks to everyone involved in making the Christmas Festival event a success.

- (iii) **Christmas Lights Event:** To receive Income and Expenditure report. Noted.

- (iv) **Festivals:** To receive Income and Expenditure report and consider making a contribution towards SpringFest 2019.

RESOLVED: That £1,000.00 is transferred from the Community Bus Service budget to the SpringFest 2019 budget (on the basis of a loan, which will be repaid at such time that a grant/s is available to repay) **Proposed:** Cllr. Oxford-Booth **Seconded:** Cllr. Johns

7. **PUBLIC RIGHTS OF WAY**

- (i) To receive report from Footpath Warden.

Nick Savage gave a verbal update:

- The training day (near Crediton) was useful and offered the chance to catch up and network with other P3 volunteers and the (support) team at Devon County Council.
- Whilst there, Mr. Savage had spoken to the Footpath Warden about a number of things including an idea for next year's grant (see below). The warden told Mr. Savage that he was in discussions about getting the stream (alongside Growen Lane) into a culvert as part of the North West extension work and that he would be happy for a handrail to be added on the Leat path at the Station Road end.
- NB: Cllr. Johns asked who would be responsible for clearing the culvert should it become clogged up e.g. with branches and Cllr. Knight said that it would be Devon County's responsibility. Mr. Savage stated that he would be happy to clear any branches as and when necessary.
- NB: Cllr. Johns asked who owns the land at Bilbie Close where a handrail is required on the steps leading down to Crow Green. Nick stated that this was not a Public Right of Way so S106 monies could not be used for this.
- Mr. Savage was happy to report that the current puddle had been filled in with stone and the stream pushed back to the side.
- Additionally, after the work there, where it was initially muddy and despite the recent rain, the footpath ground from Kia Ora to Knowle is still firm so hopefully further work will not be needed there for some time.
- Both the Footpath Warden and representative from Devon Highways (who were present at the Training day had not been aware of the plans for the relief road, despite it impacting on FP1 (CCA Fields alongside the Leat) and FP2 (along Culm to old village) – Mr. Savage has sent them links to the consultation documents.
- Mr. Savage suggested to the Warden that next year, work continues to repair the leat banks with an extra grant for this purpose. The Warden was happy with this and felt it was a good use of P3 funds (to 'shore up' the banks).
NB: Mr. Savage would therefore like to propose that this is the main thing we bid for in the next Financial Year (in terms of grants).
- Mr. Savage spoke briefly about the works required on the Leylandii by the Leat, which needs cutting back and will correspond with both the Town Clerk and Footpath Warden to establish the current position with the temporary closure of this Public Right of Way in order for the necessary works to commence.
- Cllr. Johns asked about the plans around the open space near Colebrook Lane. (This relates to the proposed new site at Siskin Chase, which is proposed to have a green space at the south end with pedestrian access onto Colebrook Lane). Mr. Savage spoke about the possibility of improving pedestrian access (via the old route of Colebrook Lane) by tidying it up to make it easier to use and said that S106 monies could possibly be used to carry out this work.

The Chairman (Cllr. Knight) & members thanked Mr. Savage for his report.

(ii) Any other Public Rights of Way matters. None.

8. COMMUNITY & ENVIRONMENT

(i) **Events and Activities:** To receive report. Noted with the following:

RESOLVED: That the sum of £3,000.00 is allocated from the EMR (Ear Marked Reserves) Community Event Budget as a financial contribution to the Christmas 2019 Festival.

Proposed: Cllr. Oxford-Booth **Seconded:** Cllr. Knight

- (ii) **Crier:** To consider dates for 2019 publications and whether to support the Festivals by including programme information in the Crier.

RESOLVED: That Festival programme information is included in the Crier publication as a 'pull-out' (centre page) and that on the front of the Crier there is a reference to this, in a prominent position which can be clearly seen.

RESOLVED: That there should be four (if funds allow) Crier publications per annum:

1 st	Mid-March	Spring Festival
2 nd	beginning of June	Cullompton Festival
3 rd	October	Food & Drink Festival
4 th	End of November (ish)	Christmas Festival (Lantern Parade etc.)

- **Proposed:** Cllr. Knight **Seconded:** Cllr. Oxford-Booth

RECOMMENDATION:

- That in the Spring Festival edition of the Crier, there should be an article included (not a 'pull-out') which highlights that there is a Council Election coming up and which informs the reader of what being a Councillor entails;
- That, as the results of the first Garden Village consultation is due at the end of January, this should be mentioned in the Crier;
- That, as the results of the Relief Road consultation are due at the end of June, this should be mentioned in the Crier;
- Cllr. Johns suggested that a post advertising that the Crier is due to be distributed (in the near future) is added to Facebook and should include a note to any prospective advertisers.

- (iii) **Use of telephone kiosk:** To receive update report. Noted with the following:

NB: The committee consider that this is an urgent matter and that the Clerk 'chase up' the relevant parties in order to expedite the siting of the BT box and defibrillator. Consideration should also be given to what money there will be available to move the kiosk.

- (iv) **Sheep Notice Board:** To consider alternative location.

RESOLVED: That the sheep notice board should be sited opposite the side gate to St. Andrews Primary School (next to Upcott Field)

Proposed: Cllr. Johns **Seconded:** Cllr. Oxford-Booth

- (v) **Town Mayor's Reception and Council photograph:** To consider holding a reception to mark the end of the Council and agree date for group Council photograph (before 21 March 2018 due to purdah restrictions).

RESOLVED: That all Councillors are informed that a photograph of the Council will be taken directly after the February meeting and as such, they are requested to (please) attend this meeting.

Proposed: Cllr. Knight **Seconded:** Cllr. Oxford-Booth

RESOLVED: That all Councillors are informed that directly following the April Full Council Meeting, that there will be a 'social' to mark the end of the Council term. (Venue to be confirmed and notified at a later date).

Proposed: Cllr. Oxford-Booth **Seconded:** Cllr. Knight

9. PLAY AREAS

(i) Culm Lea play area: To receive update report. Noted.

(ii) Tufty Park: To receive update and agree way forward with regard to installation of play tractor.

RESOLVED: That the members of the Tufty Park fundraising group are contacted and informed:

- of the supply, delivery and installation costs of the preferred item of play equipment (tractor);
- that the sum of £5,032.00 is available for this project;
- that any deficit would need to be covered by further fundraising on their part, should they wish to proceed with this project.

Proposed: Cllr. Oxford-Booth **Seconded:** Cllr. Johns

(iii) Upcott Field: To consider how much (or what percentage) the Council will contribute towards the cost of hedge works.

RESOLVED: This matter is to be referred to Full Council at the earliest opportunity.

(iv) Skate Park: To consider response from Mid-Devon District Council.

The committee were furnished with a copy of Mid-Devon's response and noted that as there was no mention of costs involved, they were unable to make an informed decision.

RESOLVED: Clerk to investigate repair/regeneration options for the skate Park extension which requires re-painting and report back to the committee at the next meeting.

(v) Play Area Inspection Report: To review. The committee reviewed and discussed the report. The Clerk informed members that her understanding was that Council operatives would carry out as much of the work as possible.

RESOLVED: That the Clerk investigates whether it would be in the Council's interest to enrol as a member of the RoSPA (The Royal Society for the prevention of accidents) scheme.

Proposed: Cllr. Knight **Seconded:** Cllr. Oxford-Booth

RESOLVED: That the Maintenance Supervisor investigate the one 'Medium High Risk' on the report in relation to Upcott Recreation Field:

"Recommend protruding foundation stone at the access ladder is removed or made safe, reinstate soil and turf and replace damaged safety grass matting to reduce potential trip and impact hazards"

- to establish if this work can be safely carried out by Council staff or whether an independent contractor should be secured. Findings to be reported back to the Clerk and if necessary, quotes obtained and presented to the committee at the next meeting.

Proposed: Cllr. Oxford-Booth **Seconded:** Cllr. Johns

- 10. **CORRESPONDENCE:** Any correspondence received after the date of this agenda. None.
- 11. **TREE AND HEDGE WORK: TIVERTON ROAD ALLOTMENTS/UPCOTT RECREATION FIELD:** To consider estimates. This item to be referred to Full Council at the earliest opportunity.
- 12. **DATE AND TIME OF NEXT MEETING:** Tuesday 8th January at 7:00pm at the Hayridge Centre.

With no further business the Chair thanked all attendees and closed the meeting at 8:40pm

It is certified that this is a true and accurate record of the Meeting

Signed:

Name:

Date:.....



Minutes of an extraordinary meeting of the Community Wellbeing Committee Thursday 20 December 2018 at 4:30pm at the Town Hall

Present: Councillors: Iain Emmett, Janet Johns, Liza Oxford-Booth & Lloyd Knight

Also Present: Nigel Middlewick (Cullompton Allotment Association)

Clerk: Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** Received and accepted from Cllr. Eileen Andrews (illness)

Proposed: Cllr. Oxford-Booth **Seconded:** Cllr. Knight

RESOLVED: In the absence of the Chairman (Cllr. Andrews), Cllr. Lloyd Knight (Ex-Officio) was elected as Chairman for this meeting.

Proposed: Cllr. Oxford-Booth **Seconded:** Cllr. Johns

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.

3. **PUBLIC QUESTION TIME:**

Mr. Middlewick referred the committee to the last meeting (11 December 2018) when the Clerk specified that it was her understanding and recollection, that the allotment fees had been revised. He had subsequently found that it was actually this (Community Wellbeing) Committee that had resolved (in October) to revise the fees and stated that this decision was one which should have been taken by the Gift of A. Burrows Committee and not by the Community Wellbeing Committee. Cllr. Emmett thanked Mr. Middlewick for his comments and a general discussion ensued about the roles of the respective committees and also in relation to the Upcott Field Charitable Trust. The Clerk stated that it was her understanding that the Gift of A. Burrows committee was a sub-committee of the Community Wellbeing Committee, with the actual Council itself (not individual Councillors) the Sole Trustee of the Gift of A. Burrows charity.

NB: Mr. Middlewick left the meeting.

4. **TUFTY PARK: To receive report with regard to the installation of a play tractor.**

The Clerk referred to the resolution passed at the last meeting of this committee on 11 December 2018:

- *That the members of the Tufty Park fundraising group are contacted and informed:*

- of the supply, delivery and installation costs of the preferred item of play equipment (tractor);
 - that the sum of £5,032.00 is available for this project;
 - that any deficit would need to be covered by further fundraising on their part, should they wish to proceed with this project.
- and informed members that as the Tufty Park fundraising group had been disbanded, the matter could therefore not be referred back to them (in terms of the project and how the deficit of funds could be raised).

The Clerk reminded members that the funds raised by the Tufty Park Fundraising Group in the sum of £2,576.41 had been accepted by the Council and that the provision of a tractor (the preferred option as polled on social media) had been agreed upon. The members were shown pictures of the preferred tractor and the Clerk explained the financial costs of the different options of safety surfacing together with the various funding options available and stated that as the sum currently available for the Tufty Park tractor was £7,608.41 which was comprised of:

- i) Section 106 monies £5,032.00 (ear-marked funds solely for use at Tufty Park)
 - ii) £2,576.41 as raised by the Tufty Park Fundraising Group
- There would be a deficit regardless of which option of floor covering was chosen. The committee agreed that all of this money (£7,608.41 which included S106 monies) should be utilised for the tractor project and that the deficit should be found from whatever budget was deemed appropriate by the Town Clerk.

RESOLVED:

- That the quotation from Image Playgrounds for the supply & delivery of the large Fergie tractor in the sum of £7,200.00 + VAT is accepted;
- That the quotation from MNR Projects Ltd. in the sum of £ 3,500.00 + VAT for the supply & fitting of bonded rubber mulch floor covering (safety surfacing) and the installation of the Fergie tractor is accepted.
NB: (Total of £10,700.00 + VAT)
- That the Town Clerk's advice is sought and that it would be her decision (using informed knowledge) to identify the best source of funding available to arrange for the purchase and installation of both the safety surfacing and the Fergie tractor play equipment in Tufty Park.

Proposed: Cllr. Knight **Seconded:** Cllr. Oxford-Booth

5. **RESOLVED:** that due to the commercial 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. Emmett **Seconded:** Cllr. Johns

6. **TREE & HEDGE WORK: Tiverton Road Allotment / Upcott Recreation Field:** To consider and agree estimates for the tree and hedge works.

The Clerk distributed the copies of the tree & hedge work quotations and discussion ensued about which would be the best option.

RESOLVED: That the quotation from Hi-Line in the sum of £2,920.77 + VAT for the tree and hedge works required at the Tiverton Road Allotment / Upcott Recreation Field is accepted.

Proposed: Cllr. Knight **Seconded:** Cllr. Johns.

7. **DATE AND TIME OF NEXT MEETING:** Tuesday 8th January at 7:00pm at the Hayridge Centre.

With no further business the Chairman thanked all attendees and closed the meeting at 5:00pm

It is certified that this is a true and accurate record of the Meeting

Signed:

Name:

Date:.....

COMMUNITY WELLBEING COMMITTEE

RESOLUTIONS/ ACTIONS

Description	Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
£	11/12/2018	RESOLUTION: That £1,000.00 is transferred from the Community Bus Service budget stream to the SpringFest 2019 budget (on the				
£ TO UPCOTT	09/10/2018	That £36,750.00 (Astra Print site development) S.106 monies are transferred to the Upcott Field.				Completed, MDDC have transferred this funding to the Upcott Field, look out for date development will commence and in the meanwhile start to put together a project
£	11/12/2018	RESOLVED: That the sum of £3,000.00 is allocated from the EMR (Ear Marked Reserves) Community Event Budget as a financial contribution to the Christmas 2019 Festival.				
BILBIE STEPS HANDRAIL	13/11/2018	RESOLVED: refer the matter of a handrail on the steps at Bilbie Close to the Traffic & Environmental Working Grp.				Referred - On the Agenda for the next T&E Committee Meeting
BT BOX	13/11/2018	RESOLVED: That the Chairman of Culm Lea Resident's Association is contacted to see whether the residents would like to be involved in a project to rejuvenate the telephone box so that a defibrillator could be placed inside.				Chairman contacted via e-mail 28/11/18
	13/11/2018	RESOLVED: That the telephone box is moved to a space which is centrally located to service the area in and around the Culm Lea play area.				Residents happy for the box & defibrillator to be placed within it somewhere close to, but not in, Culm Lea Play Area. Consideration must be given to where the power supply is.
		(i) Use of telephone kiosk: To receive update report. Noted with the following: NB: The committee consider that this is an urgent matter and that the Clerk 'chase up' the relevant parties in order to expedite the siting of the BT box and defibrillator. Consideration should also be given to what money there will be available to move the kiosk.				
CULM LEA	13/11/2018	RESOLVED: That the floor area of Culm Lea Play Park is covered in as much wet pour as is practicable				
	13/11/2018	RESOLVED: That the invitation to Tender, Design, Supply & Install Play Equipment at Culm Lea, Cullompton is accepted and approved.				

COUNCIL PHOTO	11/12/2018	RESOLVED: That all Councillors are informed that a photograph of the Council will be taken directly after the February meeting and as such, they are requested to (please) attend this meeting.				In Diary
END OF COUNCIL		RESOLVED: That all Councillors are informed that directly following the April Full Council Meeting, that there will be a 'social' to mark the end of the Council term. (Venue to be confirmed and notified at a later date).				In Diary
HANGING BASKETS	13/11/2018	RESOLVED: That hanging baskets are supplied to any interested parties (shops & businesses) at a cost to be agreed.				In process of sourcing providers to give a quotation to supply, install & maintain (water). 2x quotes received - offer of FREE self-watering baskets from Taunton Deane District Council. Awaiting quote for external party to maintain baskets. Quote now received.
HEDGE UPCOTT FIELD	13/11/2018	That the Hedge issue is referred to the next Gift of A. Burrow Committee Meeting				Contractor chosen.
LEAT	13/11/2018	Cllr. Emmett to arrange a meeting in the Town Hall for the Riparian owners & public.				
OPERATOR'S NOTICES	13/11/2018	RESOLVED: That Operator's Notices (Contact details) are displayed ASAP on all four of the play parks for which Cullompton Town Council has responsibility.				Notices have been drafted and will be sent off to the printers for completion w/c 14th Jan'19.
RESIDENT'S COMPLAINT	09/10/2018	That this complaint would need to go through a formal process whereby all correspondence was considered fully; To obtain from the Council's Solicitor, confirmation of where the Council stands legally; To contact the relevant Mid-Devon Officers to obtain their view on the issue.	Nil	TC	High	To be dealt with by PFP Committee, solicitors advice obtained.
PLAY AREA INSPECTIONS	13/11/2018	RESOLVED: That the Play Area Inspection Report is put as a separate Agenda item for the next meeting.				Committee to review 17/01/19
WATER BOWSERS	13/11/2018	RESOLVED: It was agreed that mobile bowsers would be a good idea and that this idea should be referred to and discussed by the Policy Finance & Personnel Committee.				May not need bowsers dependent on above outcome!
SKATE PARK	13/11/2018	RESOLVED: That a copy of the Health & Safety report which states that the skate park requires repainting (due to health and safety issues) is obtained from Mid-Devon District Council and is made available to the Committee in time for the next meeting.				E-mail sent to Mid-Devon - Awaiting response

SHEEP BOARD	11/12/2018	RESOLVED: That the sheep notice board should be sited opposite the side gate to St. Andrews Primary School (next to Upcott Field)				Maintenance Operative to install ASAP
PUBLIC RIGHTS OF WAY	13/11/2018	P3 application not due in until February. NB: The Committee needs to think about what projects they would like carried out next year				Footpath Warden to inform committee 17/01/19
RoSPA		RESOLVED: That the Clerk investigates whether it would be in the Council's interest to enrol as a member of the RoSPA (The Royal Society for the prevention of accidents) scheme.				See report 17/01/19
SKATE PARK		RESOLVED: Clerk to investigate repair/regeneration options for the skate Park extension which requires re-painting and report back to the committee at the next meeting.				Jan-19
TUFTY TRACTOR		RESOLVED: That the members of the Tufty Park fundraising group are contacted and informed:				Fundraising Grp disbanded. Committee informed.
		<ul style="list-style-type: none"> of the supply, delivery and installation costs of the preferred item of play equipment (tractor); 				

APPENDIX D

COMMUNITY WELLBEING COMMITTEE 1 April 2018 - 9 JANUARY 2019

Committee General Budget		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	705.31
Old photos put on boards for exhibitions			68.44	
Footpath walk leaflet			187.00	
WW1 Exhibition			35.87	
Town Heritage walks leaflet printing			102.00	
Balance			705.31	894.69
Community Events		1000.00		
EMR Community Events		3000.00		
Total Community Events		4000.00		
October Festival Craft Fayre expenses		86.00		
Balance		3914.00		3914.00
CHRISTMAS LIGHTS				
Christmas Lights		7000.00		
EMR Christmas Lights		2500.00		
Total Christmas Lights		9500.00		9500.00
Christmas Lights purchased			1041.75	
Electricity for Christmas lights 2017 (EDF)			29.11	
Sundries: Cable, switches etc.			204.21	
Strip lighting for gazebos			114.45	
2 no. Christmas trees			900.00	
Christmas Lighting			3062.00	
			5351.52	5351.52
				4148.48
PLAY AREAS				
Play Area Running Expenses		3000.00		3000.00
Grass cutting			1193.36	
Padlock for gate			10.45	
New drain cover (Tufty Park)			43.80	
Removal of wasps nest (Culm Lea)			60.00	2221.45
Graffiti cleaner			62.04	
Labdons			19.09	
Insurance			516.00	
Mole Valley Farmers			13.71	
Play area inspections			303.00	

APPENDIX D

Balance			2221.45	778.55
Play Equipment Fund		2000.00		
EMR Play Area Fund		8979.00		
		10979.00		10,979.00
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	9,281.50
Tufty Park Income for tractor project		2576.00		
ALLOTMENTS				
Allotment Expenses budget		330.00	330.00	
Top field maintenance expenses		16.31		
Haymans Close maintenance expenses		16.70	33.01	
Balance			296.99	
Allotment rents received				
Top Field	475.00			
Haymans Close	109.00			
	584.00			
P3 SCHEME				
Balance brought forward		5949.00		7349.00
Communities Together grant		1400.00		
		7349.00		
Tree/hedge report			290.00	
Legal fees for leat path project			406.00	4027.20
Removal of hedge and replace with fence (leat)			3331.20	
Balance			4027.20	3321.80

Parish Paths Partnership Survey Form

1 Parish	2 Status	3 Number	5 Length (m)	6 Inspection Date	6 Does Parish Cut Path? (Yes/No)	7 Pass / Fail	8 Reason for Failing (use Condition Codes)	9 Works Needed
Cullompton	Footpath	1	1560	31/12/2018	NO	Pass		Bank repairs at various points along leat
Cullompton	Footpath	1a	350	1/1/2019	NO	Fail	OS1	Boardwalk at ST 00028 02662 needs repair - supporting posts rotting
Cullompton	Footpath	2	960	31/12/2018	NO	Pass		
Cullompton	Footpath	3	740	31/12/2018	NO	Pass		
Cullompton	Bridleway	8	620	31/12/2018	NO	Pass	SP1	Sign at George's Well needs re-erecting
Cullompton	Bridleway	9	890	31/12/2018	NO	Pass		Hedges need cutting back on North Side.
Cullompton	Bridleway	10	1360	31/12/2018	NO	Pass		
Cullompton	Footpath	13	860	1/1/2019	NO	Pass		
Cullompton	Bridleway	14	2130	31/12/2018	NO	Pass	SP1	Sign at Colebrook Court Pointing south leaning badly
Cullompton	Footpath	15	1070	31/12/2018	NO	Pass		clean steps at Knowle Lane end
Cullompton	Footpath	16	240	31/12/2018	NO	Pass	SP1	Sign at Ponsford Lane broken off
Cullompton	Footpath	17	460	31/12/2018	NO	Pass		Clean signs at both ends, add waymarker to new gate, clean steps at far end
Cullompton	Footpath	19	200	1/1/2019	NO	Pass		
Cullompton	Footpath	20	1250	1/1/2019	NO	Pass		Step slippery - add Weldmesh 80x80 cm

Parish Paths Partnership Survey Form

1 Parish	2 Status	3 Number	5 Length (m)	6 Inspection Date	6 Does Parish Cut Path? (Yes/No)	7 Pass / Fail	8 Reason for Failing (use Condition Codes)	9 Works Needed
Cullompton	Footpath	22	790	1/1/2019	NO	Pass		
Cullompton	Footpath	25	1560	1/1/2019	NO	Fail	ST1	Stile at ST 00743 01992 needs new step
Cullompton	Footpath	26	870	1/1/2019	NO	Pass		
Cullompton	Footpath	27	380	1/1/2019	NO	Pass		
Cullompton	Bridleway	28	170	30/12/2018	NO	Pass		
Cullompton	Footpath	29	220	30/12/2018	NO	Pass		
Cullompton	Bridleway	30	200	31/12/2018	NO	Pass		
Cullompton	Bridleway	84	610	1/1/2019	NO	Pass		

APPENDIX F

Report To: Community Wellbeing Committee
Prepared By: Maria Weston – Deputy Town Clerk
Date: 09/01/2019
RE: COMMUNITY & ENVIRONMENT UPDATE

SHEEP NOTICE BOARD

The board will be installed asap by the Maintenance staff – location will be opposite the side gate entrance to St. Andrew’s Primary School.

HANGING BASKETS

Investigation has been carried out into the best option for maintaining any hanging baskets that are located in the town. Both Crediton and Tiverton Town Council use the services of a local individual to install and tend to them throughout the summer period and water as and when required. We have received a quotation from said individual to both install our baskets and to maintain them.

In terms of the baskets themselves, we currently have our own stock but these would require quite a number of watering sessions per week (in hot weather). Following discussions with Mid-Devon and various other parties, we were referred to and have now secured the option of loaning 45x self-watering baskets from Taunton Deane Nurseries for FREE. (These baskets do not need to be watered as often as conventional baskets). The nursery can also supply us with the fully complete (plants and soil) baskets which they would deliver directly.

(Please refer to Agenda 17/01/19 Item 12 in Part II)

HIGH STREET TREES & DÉCOR

War Remembrance poppies have now been removed from the trees and bollards etc.

The (electrical lights) Contractor has been asked to remove the Christmas Lights from the trees with a view to arranging for the trees themselves to be ‘tidied up’.

EX BT KIOSK

The Ex-BT telephone kiosk (which the Council owns) is currently located on Honiton Rd (near the Stoneyford Area/ Mole Valley). The box itself is in a state of disrepair and would need to be cleaned up (e.g. sandblasted & powder coated at an approx. cost of £40 per hr) to make it serviceable.

In order for the work to be carried out, the box would need to be moved to the company's premises using a low-loader (flat-bed) with a HIAB arm and of course, then transported to its final site close to the Culm Lea Play Area. We are currently awaiting cost of the transportation but one local haulier has offered to charge a reduced rate due to the project being locally based and of benefit to the local community.

We have been advised that the kiosk would need to have any glass panes removed prior to any sandblasting etc. Apparently there are 72 panes. A local glazing company has been contacted to see if they would be interested in carrying out this task and replacing the panes once the work is done (including any new due to cracked panes).

We would also need to arrange for a contractor to build a concrete flatbed for the box to sit on. We will contact BT to see if they have a specification for this - as due to the weight, it may be helpful to use their expertise!

DEFIBRILLATOR

Investigations have been undertaken further to the Committee's resolution whereby they opted to use the ex-BT box to house a defibrillator and locating it somewhere central to the Stoneyford/Culm Lea area.

Any defibrillator (external) would need to, ideally, be encased within a heated box.

There are numerous defibrillators on the market and varying packages but having explained the details of our project to a supplier, have been advised that a suitable one would be in the region of **£1,250.00** and would include:

- 1 Rescue Sam Semi-Automatic Defibrillator with Adult Pads***
- 1 Carrying case for Rescue Sam Defibrillator***
- 1 Paediatric Disposable Pads for Rescue Sam Defibrillator***
- 1 Heated Outdoor Metal AED Wall Cabinet***
- 1 AED Prep Kit***
- 1 Reliance AED wall sign 150 x 200mm***

Obviously further research would be undertaken.

We have been in contact with Mid-Devon about this project and they have supplied us copies of maps showing the various utilities sited in and around the Culm Lea Park. The defibrillator would need to be connected to an electricity supply and so this will have an effect on where the kiosk can be located. The residents are not keen to have the kiosk (if used) within the play area itself and wish for it to remain red (as opposed to say, yellow, which you often see housing defibs.) plus would like it to be made clear, that the kiosk contains a defibrillator and not a phone!

We envisage having all costings available for the next meeting at which time the committee would need to decide on financial viability and how they wish to progress this project. There are a number of steps to go through in order to get the box and defibrillator 'up and running' but once finalised, this project would benefit the local community and residents, who have warmly welcomed the whole idea and have engaged in discussions about its provision.

APPENDIX G

REPORT TO: COMMUNITY WELLBEING COMMITTEE
PREPARED BY: MARIA WESTON – DEPUTY TOWN CLERK
DATE: 08/01/2019
RE: PLAY AREA UPDATE REPORT

Culm Lea

FENCING

The perimeter fencing has now been installed. This has been well received by the local residents.

SIGNAGE

The Residents Association Chair has informed the Council that:

- certain individuals have been using the play area to exercise their dogs off of the lead because the perimeter fence stops them from running away;
- because the new double gate has not got the 'do not obstruct' sign on it, people are now parking straight in front of it.

We will therefore arrange for relevant signs to be made and erected if needed.

PLAY AREA

Tenders for the provision of the new play equipment are to be received – Refer to Agenda Point 13 Part II – 17/01/2019

Skate Park

The work which was needed to make the skate Park extension safe (re-painting) **has already been carried out** by Mid-Devon District Council.

In January 2018 MDDC asked if the Town Council would contribute towards repainting the extension. MDDC sent an estimate for this work on 29 June and the Committee were asked if it would be willing to make a contribution

At that meeting it was resolved as follows: “That the Town Council does not pay for the repainting of the extension to the skatepark as the Council does not consider that it requires repainting. MDDC has now raised the order for the equipment to be repainted as they consider that it is a health and safety issue and have pointed out that at the time the ramps were installed the Town Council did state it would take responsibility for them and would, therefore be grateful for a contribution towards the total cost of £1668.00.

The committee would need to consider whether to contribute to this work and if so. To decide on the amount that would be paid to Mid-Devon District Council.

Upcott Field

The Maintenance Supervisor has taken photographs of the boulder which is at the base of the slide and which is presenting as a potential health & safety issue. A contractor has been contacted to see if they could remove the offending boulder and to repair the flooring.

Tufty Park

The Town Clerk has forwarded the relevant application to Mid-Devon District Council to obtain approval to install the large 'Fergie' Tractor which the committee agreed upon and which was chosen as the preferred option by local residents via a Facebook poll.

There is a six week turn-around time for the tractor to be made when it will then be delivered to the site by the manufacturer, who using a HIAB vehicle will off-load the play equipment and place it inside the play area. A local contractor who will be supplying and installing the rubber mulch flooring will then move the tractor to its (final) location.

APPENDIX H

Report to: Community Wellbeing Committee
Prepared by: Maria Weston – Deputy Town Clerk
Date: 08/01/2019
Re: **RoSPA Membership**

What is RoSPA?

A registered charity, committed to continuing legacy of change. Through varied activities – campaigning, carrying out research, influencing legislation, informing and educating, auditing and providing expert consultancy to businesses – they have maintained their position as the leading advocates for the wellbeing of families everywhere, helping to put an end to unnecessary suffering at work, on the road, in the home, and at leisure - Life, free from serious accidental injury.

Benefits of Membership

- Safety experts are on hand to provide support and advice
- Receive personalised membership certificate to display, enamel lapel badge and branded car stickers & personalised membership plaque to display to show we are a RoSPA member
- Downloadable RoSPA member logo to display on our website, company letterhead and email signatures

RoSPA Members enjoy exclusive discounts on a range of our services:

Up to 15% off an entry into RoSPA's Health and Safety Awards scheme

Up to 10% off all occupational safety in-company and open training courses

Up to 15% off RoSPA events

Up to 10% off RoSPA Consultancy services

15% off all standard safety signs from our sign partners, Stocksigns

50% off advertising in all RoSPA Journals

Membership fee

Membership doesn't have VAT as it is a charitable donation

1 YEAR	£280
2 YRS – 10% Discount	£504
3 YRS	£714

Routine Inspection of Play Areas

RoSPA's activities in the area of play safety are carried out under an exclusive licence arrangement by an independent and highly experienced specialist company, "Playsafety Ltd" which trades under such licence as "**RoSPA Play Safety**".

RoSPA Play Safety provides training on playground management and the safety of indoor and outdoor play areas. They provide playground inspections for public and commercial play areas and a wide range of additional play-related services and can give advice and information which covers all aspects of playground safety.

For local Council's, RoSPA Play Safety charge:

£68.50 + VAT to inspect one play area with 5x installed items.

For each additional item there is a cost of £3.50 + VAT.

A written photographic report will be supplied after the inspection which stipulates where there is room for improvement and any recommended remedial works etc. plus an overall risk rating.

NB: You do not have to become a RoSPA Member in order to have any inspections carried out by Play Safety.

Certified Inspection Report for: Cullompton Town Council Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB			Contact : - Judy Morris Tel: 01884 382 49 Email: town.clerk@cullomptontowncouncil.gov.uk	Order No :- 402673	Site Address :- Upcott Recreation Field Tiverton Road, Cullompton Devon, EX15 1HT	SHEET 1 of 4			
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL	
Area 1 (enclosed area) Spiro-Whirl Roundabout on Wet Pour	Wicksteed 2005	M	Generally satisfactory but recommend painting of the seats and handrails included in your current maintenance schedule. <i>(note: ensure surface coatings are free of harmful contents to avoid potential toxic hazards, ref BS EN 1176-1:2017, clause 4.1.1)</i>	1	2820-002	(It) Primer	£20.00	£20.00	
				1	2820-047	(It) Wicksteed Orange Gloss paint	£20.00	£20.00	
							Labour cost to paint handrails & seats*	POA	
							<i>(note: seat sections manufactured from perforated steel, dust covers will be required to prevent paint spillage onto the platform panels)</i>		
			M	Recommend surface shrinkage at the edges is cut back and repaired to prevent potential trip hazards and vandalism <i>(cut back and repair 14.8 linear metres x 100mm x 60mm)</i>	2	6130-200	Wet Pour Repair Kit - Base Layer	£56.00	£112.00
					3	6130-201	Black top layer wet pour repair kit	£56.00	£168.00
			M	Recommend turf surfaces are built up at the surface edging to reduce potential trip hazards			Labour cost to cut back & repair surface as detailed*	POA	
							<i>Please note that as the wet pour may continue to expand and contract with climatic change there is a possibility that the infill may split and we are unable to offer any guarantees against this.</i>		
	Scramble Bike Spring Mobile on Wet Pour	Wicksteed 2005	L	Generally satisfactory but monitor deformation of the footrests, <i>(indicative of abuse by users exceeding recommended age group)</i> , in addition, recommend three grip end caps are replaced to reduce potential snagging hazards	3	3730-107	Yellow Fixing Cap	£1.25	£3.75
								Labour cost to fit end caps*	POA
L			Monitor surface shrinkage at the edges and timber edging condition, further deterioration could create trip hazards or encourage vandalism <i>(Wicksteed recommend the use of concrete pin kerb edging in conjunction with wet pour surfaces)</i>						
Storm Multi-play Unit on Safety Grass	Wicksteed 2005	M	Monitor abrasion wear at the surface, recommend surface is cut back and repaired to prevent further deterioration <i>(500mm x 150mm x 20mm & 300mm x 150mm x 20mm)</i>	1	6130-201	Black top layer wet pour repair kit	£56.00	£56.00	
							Labour cost to repair surface as detailed*	POA	
		M	Generally satisfactory but recommend damaged or missing post caps are replaced to reduce potential snagging hazards	10	2611-014	2" Sq Plastic Plug	£0.44	£4.40	
							Labour cost to fit tube plugs*	POA	
		L	Recommend access ladder climbing rungs are painted to reduce potential corrosion hazards <i>(note: ensure surface coatings are free of harmful contents to avoid potential toxic hazards, ref BS EN 1176-1:2017, clause 4.1.1)</i>	1	2820-002	Primer Per Litre	£20.00	£20.00	
				1	2820-023	Dark Green Gloss Paint Per Litre	£20.00	£20.00	
		MH	Recommend protruding foundation stone at the access ladder is removed or made safe, reinstate soil and turf and replace damaged safety grass matting to reduce potential trip and impact hazards			<i>contact sales@wicksteed.co.uk for more information regarding supply and installation of safety grass matting</i>			
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS Price on application	£424.15 £0.00 £424.15		

Certified Inspection Report for: Cullompton Town Council Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB			Contact :- Judy Morris Tel: 01884 382 49 Email: town.clerk@cullomptontowncouncil.gov.uk	Order No :- 402673	Site Address :- Upcott Recreation Field Tiverton Road, Cullompton Devon, EX15 1HT	SHEET 2 of 4		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
2.3m 1 Bay 2 Seat Olympic Swing 2 x Flat Seat on Wet Pour	HAGS/SMP	M	Generally satisfactory but recommend one loose top bar fixing is fully secured as soon as possible to restore structural integrity	2	6130-200	Wet Pour Repair Kit - Base Layer	£56.00	£112.00
		M	Surface shrinkage at the edges, missing surfacing at old foundation points and wear below the seats could create trip or impact hazards and might encourage vandalism, recommend surface wear be low the seats is cut back and repaired and shrinkage areas are cut back and repaired as a short term measure but advise surface upgrade as soon as possible (cut back & repair 1 @ 1.0m x 500mm x 20mm 1 @ 300mm x 200mm x 20mm, 1 @ 400mm x 150mm x 20mm and 20.6 linear metres x 150mm x 60mm at the edges)	6	6130-201	Black top layer wet pour repair kit Labour cost to repair surface as detailed*	£56.00 POA	£336.00
1.8m 1 Bay 2 Seat Swing 2 x Cradle Seat on Tiles	Wicksteed 2007	M	Generally satisfactory but monitor wear at the chain links, recommend the chains are replaced within 12 months, in addition, recommend excess links are removed to prevent potential snagging hazard (leave two links only through the 'key link' to effect security and prevent tampering)	2	4061-211	6' chains to suit cradle seat	£40.00	£80.00
		M	Monitor gaps at tile joints, large gaps or raised edges could create trip hazards or encourage vandalism, recommend one gap is filled to reduce potential trip hazard (1 linear metre x 25mm x 40mm) <i>It should be noted that the filling of tile gaps should be considered as a short term option, due to tile age and condition, the work undertaken can not be guaranteed and ultimately new surfacing should be considered</i>	4	4064-007	Small Shackle, Bolt & Pin	£6.00	£24.00
		M	Corrosion and material failure creating sharp edge snagging hazard, recommend the bin is replaced as soon as possible	4	2511-010	CT10 Oilitte Bush Labour cost to fit parts*	£1.30 POA	£5.20
		M	Generally satisfactory but recommend painting of this bench is included in your current maintenance schedule (note: ensure surface coatings are free of harmful contents to avoid potential toxic hazards, ref BS EN 1176-1: 2017, clause 4.1.1)			Use repair kits previously listed Labour cost to fill gap as detailed*		POA
Litter Bin on Wet Pour	Unknown	M	Corrosion and material failure creating sharp edge snagging hazard, recommend the bin is replaced as soon as possible			contact sales@wicksteed.co.uk for more information regarding supply and installation of impact surfacing		
Metal Park Bench on Wet Pour	Unknown	L	Generally satisfactory but recommend painting of this bench is included in your current maintenance schedule (note: ensure surface coatings are free of harmful contents to avoid potential toxic hazards, ref BS EN 1176-1: 2017, clause 4.1.1)	1	2820-002	Primer Per Litre	£20.00	£20.00
		L	Generally satisfactory but recommend painting of this bench is included in your current maintenance schedule (note: ensure surface coatings are free of harmful contents to avoid potential toxic hazards, ref BS EN 1176-1: 2017, clause 4.1.1)	1	2820-012	Black Gloss Paint Per Litre Labour cost to paint bench*	£20.00 POA	£20.00
Composite Park Bench on Grass	Glasdon	M	Generally satisfactory but one timber slat and one composite slat are damaged, recommend the bench is repaired or replaced					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	£149.20 £424.15 £573.35 See sheet 4	

Certified Inspection Report for: Cullompton Town Council Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB			Contact :- Judy Morris Tel: 01884 382 49 Email: town.clerk@cullomptontowncouncil.gov.uk	Order No :- 402673	Site Address :- Upcott Recreation Field Tiverton Road, Cullompton Devon, EX15 1HT	SHEET 3 of 4		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Single Gate		M	Generally satisfactory but the closing spring is ineffective and would not exclude animals from the area					
Vehicle Access Gate			Satisfactory condition (<i>locked at time of inspection</i>)					
Fence & Hedge			Satisfactory condition					
Operator's Sign			Generally satisfactory but the provision of a sign (pictogram) is recommended, giving the following information: a) General emergency telephone number b) Telephone number to contact maintenance personnel c) Name of the playground d) Address of the playground e) Other relevant local information, if applicable (ref: BS EN 1176-7:2008 clause 8.2.4)			<i>A wide range of signs are available, visit www.wicksteed.co.uk or contact sales@wicksteed.co.uk for more information</i>		
<u>Area 2 (open area)</u>								
2 x Football Goal on Grass	Unknown	M	Generally satisfactory but recommend turf surfaces are reinstated at erosion areas to reduce potential slip and trip hazards					
Fun ball Game on Grass	Wicksteed 2007	L	Generally satisfactory but monitor minor damage at the sphere edges, further deterioration could result in exposed glass fibres and create potential splinter hazards.					
Shelter on Concrete & Grass	Record	M	Generally satisfactory but corrosion and material failure at the seat backs create sharp edge snagging hazards, in addition, heavy corrosion evident at the roof support frames, recommend repair or replace (<i>advised shelter was originally custom built, standard replacement parts might not be available, in addition, removal of the roof frame could affect the structural integrity and stability</i>)					
Park Bench on Concrete & Grass			Satisfactory condition					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	£0.00 £573.35 £573.35 See sheet 4	

Certified Inspection Report for: Cullompton Town Council Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB			Contact : - Judy Morris Tel: 01884 382 49 Email: town.clerk@cullomptontowncouncil.gov.uk	Order No :- 402673	Site Address :- Upcott Recreation Field Tiverton Road, Cullompton Devon, EX15 1HT	SHEET 4 of 4		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Litter Bin on Concrete & Grass		M	Generally satisfactory but recommend the casing is painted to reduce further corrosion damage	1	2820-002	Primer Per Litre	£20.00	£20.00
General		M	Access by dogs is not physically prohibited recommend your routine inspection includes monitoring for and removal of animal faeces. <i>(Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free of animal faeces)</i>	1	2820-012	Black Gloss Paint Per Litre Labour cost to paint bin*	£20.00 POA	£20.00
		M	Recommend tree trunk section is removed from the Tiverton Road access pathway to prevent potential collision and snagging hazards Recommend a comprehensive survey is carried out on trees within and around the play area by an arboreal specialist to ascertain their health and take appropriate remedial action where required					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 www.wicksteed.co.uk			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS Price on application	£0.00 £573.35 £573.35	



Certified Inspection Report for: Cullompton Town Council Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB			Contact : - Judy Morris Tel: 01884 382 49 Email: town.clerk@cullomptontowncouncil.gov.uk	Order No :- 402673	Site Address :- Tufty Park 47 Shortlands Road, Cullompton, Devon, EX15 1HN	SHEET 1 of 2			
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL	
2.3m 1 Bay 2 Seat Viking Swing 2 x Flat Seat on Rainbow Green Wet Pour	Wicksteed 2017		Satisfactory condition						
Space Net on May Green Wet Pour	Tayplay 2017	L	Generally satisfactory but recommend guy rope tension is adjusted at three corners to improve the structural integrity			Labour cost to adjust guy rope tension as detailed*	POA		
		M	Recommend turf surfaces are built up at the surface edging to reduce potential trip hazards						
Swirl Inclusive Roundabout on 'Water' Fleck Wet Pour	Wicksteed 2017		Satisfactory condition						
Crazy Nellie Spring Mobile on Sky Blue Wet Pour	Kompan	M	Generally satisfactory but recommend missing seat/side panel fixings are replaced to restore structural integrity	1	2182-046	M10 X 35 Carriage Bolt	£0.90	£0.90	
				1	2215-508	M10 Washer	£0.45	£0.45	
				1	2611-029	Plastic Dome Cap And Base - Yellow	£0.90	£0.90	
						Labour cost to fit parts*	POA		
Single Bay Basket Viking Swing on 'Fire' Fleck Wet Pour	Wicksteed 2017		Satisfactory condition						
Mystical World Multi-play on Red Wet Pour	Wicksteed 2017	L	Generally satisfactory but recommend missing fixing cover cap is replaced to reduce potential snagging hazard	1	3730-107	Green Fixing Cap	£1.25	£1.25	
						Labour cost to fit end caps*	POA		
2.3m 1 Bay 2 Seat Viking Swing 2 x Cradle Seat on Yellow Wet Pour	Wicksteed 2017		Satisfactory condition						
2 x Windsor Wheelchair Tables on Eco-fleck	Wicksteed 2017		Generally satisfactory but recommend missing ground fixing nuts and protective nut cover caps are replaced	2	2193-006	M10 Hexagon Nut	£0.90	£1.80	
				2	2613-014	M10 Protective Nut Cap	£0.87	£1.74	
						Labour cost to fit parts*	POA		
2 x Keyston Bench on Concrete	Wicksteed 2017		Satisfactory condition						
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered		£7.04 £0.00 £7.04 See sheet 2

Certified Inspection Report for: Cullompton Town Council Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB			Contact :- Judy Morris Tel: 01884 382 49 Email: town.clerk@cullomptontowncouncil.gov.uk	Order No :- 402673	Site Address :- Tufty Park 47 Shortlands Road, Cullompton, Devon, EX15 1HN	SHEET 2 of 2		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
2 x Keyston Litter Bin on Grass	Wicksteed 2017		Satisfactory condition					
2 x Hoop Cycle Stand on Concrete	Wicksteed 2017	L	Generally satisfactory, the stands have been re-installed into concrete foundations, monitor the concrete condition					
Single Gate	Unknown	M	Generally satisfactory but the closing spring is ineffective and gate might not exclude animals or prevent toddlers leaving the area					
Double Gate	Unknown		Satisfactory condition (<i>vehicle access gate locked</i>)					
Fence	Unknown		Satisfactory condition					
Signage			Generally satisfactory but the provision of a sign is recommended at each entrance giving the following information: a) General emergency telephone number b) Telephone number to contact maintenance personnel c) Name of the playground d) Address of the playground e) Other relevant local information, if applicable (ref: BS EN 1176-7:2008 clause 8.2.4)			<i>A wide range of signs are available, visit www.wicksteed.co.uk or contact sales@wicksteed.co.uk for more information</i>		
General			Recommend a comprehensive survey is carried out on trees around the play area by an arboreal specialist to ascertain their health and take appropriate remedial action where required					
		M	The facility is located within an enclosed area but non-self closing gates would not physically prohibit access by animals, recommend routine inspections include monitoring for and removal of animal faeces. (<i>Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free of animal faeces</i>)					
		L	Monitor the tarmac condition at the through footpath					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 www.wicksteed.co.uk			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS TOTAL COST OF WORKS, EXC VAT	£0.00 £7.04 £7.04 Price on application £7.04	



Certified Inspection Report for: Cullompton Town Council Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB			Contact :- Judy Morris Tel: 01884 382 49 Email: town.clerk@cullomptontowncouncil.gov.uk	Order No :- 402673	Site Address :- Head Weir Road Play Area Head Weir Road, Cullompton Devon, EX15 1NN	SHEET 1 of 3		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Tree Trunk & Stump on Grass	Natural Play	M	Generally satisfactory, <i>natural play items are intended to simulate items found within the natural environment, they can encourage active play & enhance the appearance of the play area, however they do not come within the remit of BS EN 1176:2017, there are no manufacturing or safety guidelines for their installation or use, regular risk assessments should be carried out by the site owner / operator of their suitability for continued use</i>					
Trim Trail on Red Eco-tumble	Sutcliffe		The individual components are installed as a cluster unit (ref BS EN 1176 -1:2017, clause 4.2.8.3; note 1 and definition 3.19) and consists of the following elements:-					
Balance Beam			Satisfactory condition					
2 x Step Platform			Satisfactory condition					
Inclined Balance Weave		L	Generally satisfactory but monitor hand post stability within the ground shoes					
2 x Step Platform			Satisfactory condition					
Burma Rope Bridge		M	Generally satisfactory, one post is loose within the ground shoe, all fixings are secure but split evident in log could be affecting the fixing screw security, monitor for deterioration and advise refer to manufacturer for rectification					
Step Platform			Satisfactory condition					
Balance Beam			Satisfactory condition					
Junior Multi-play Unit on Red Eco-tumble	Sutcliffe		Satisfactory condition					
Dual Axis Spinning Bowl on Red Eco-tumble	Sutcliffe		Satisfactory condition					
1.75m 1Bay 2 Seat Swing 2 x Cradle Seat on Red Eco-tumble	Sutcliffe		Satisfactory condition					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	£0.00 £0.00 £0.00 £0.00	

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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Senior Multi-play Unit on Red Eco-tumble	Sutcliffe		Satisfactory condition					
2.4m 1Bay 2 Seat Swing 2 x Flat Seat & Basket on Red Eco-tumble	Sutcliffe		Satisfactory condition					
2 x Park Seat on Red Eco-tumble	Sutcliffe		Satisfactory condition					
Picnic Table on Red Eco-tumble	British Recycled		Satisfactory condition					
2 x Litter Bin on Concrete	Unknown		Satisfactory condition					
2 x Single Gate	Unknown	M	Generally satisfactory but recommend missing rubber stop is replaced at one gate to reduce potential pinch and crush hazards					
Double Gate	Unknown	M	Generally satisfactory but the provision of a rubber stop at the pedestrian gate would reduce potential pinch and crush hazards					
		M	Recommend damaged chain link panel at the pedestrian gate is repaired to reduce potential snagging hazards Vehicle access gate locked at time of inspection					
Signage			Generally satisfactory but the provision of a sign is recommended at each entrance giving the following information: a) General emergency telephone number b) Telephone number to contact maintenance personnel c) Name of the playground d) Address of the playground e) Other relevant local information, if applicable (ref: BS EN 1176-7:2008 clause 8.2.4)			<i>A wide range of signs are available, visit www.wicksteed.co.uk or contact sales@wicksteed.co.uk for more information</i>		
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 10.9.2018	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) ESTIMATE TO FIT PARTS * Based on all works ordered	£0.00 £0.00 £0.00 £0.00	

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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
General		L	<p>Recommend weed growth is removed from the eco-tumble surface to reduce potential surface damage and trip hazards</p> <p>Recommend a comprehensive survey is carried out on trees around the play area by an arboreal specialist to ascertain their health and take appropriate remedial action where required</p>					



  <p>Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 www.wicksteed.co.uk</p>	INDICATION OF RISK RATING ASSESSMENT			INSPECTED BY :-	PARTS SUB TOTAL	£0.00
	H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes	M MEDIUM RISK - See Introductory Notes	VL/L VERY LOW & LOW RISK - See Introductory Notes	C. Newell	BALANCE C / FORWARD	£0.00
				DATE :-	PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.)	£0.00
				10.9.2018	ESTIMATE TO FIT PARTS * Based on all works ordered	£0.00
					TOTAL COST OF WORKS, EXC VAT	£0.00

