



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 12th March 2019 commencing 7:00pm at the Hayridge Centre

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 5th March 2019

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Jordann Barge, 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 12 February 2019 (Appendix A)
5. **RESOLUTIONS:** To receive list (Appendix B)

6. **FINANCE:** To receive Committee Income & Expenditure Report (Appendix C)
 7. **PUBLIC RIGHTS OF WAY:**
 - i) To receive report from Footpath Warden
 - ii) To receive update on the Leat path and associated works (Appendix D)
 - iii) Any other Public Rights of Way matters
 8. **COMMUNITY & ENVIRONMENT:**
 - i) Events Update: To receive report with regard to Town events including the Christmas Lights Event (Appendix E)
 - ii) Christmas Lights: To approve tender specification for the installation of the Christmas Lights Display in High Street and Fore Street (Appendix F)
 - iii) Hanging Baskets: To consider the cost to supply an individual hanging basket to shops and businesses in the town.
 - iv) Allotment Inspection: To agree a date for an inspection of Hayman's Close & Top Field Allotments.
 - v) Policy: To receive and to approve the allotment policy for Hayman's Close & Top Field Allotment (Appendix G)
 9. **PLAY AREAS:**
 - i) **Update Report:** To receive Play Area Update Report (Appendix H)
 - ii) **Culm Lea Quotation:** To approve quotation to paint the existing play equipment and to replace the rock hold board & grips on the multi-play unit in Culm Lea play area – To be supplied separately.
 - iii) **Basketball:** To consider a request for the provision of a basketball net/board and agree on a suitable location.
 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. **PLAY AREA GRASS CUTTING:** To receive Play Areas grass cutting tender submissions and to agree a preferred contractor.
 13. **DATE AND TIME OF NEXT MEETING:** Tuesday 9th April 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
held on Tuesday 12 February 2019 at 7:00pm
the Hayridge Centre, Cullompton**

Present: Councillors: Eileen Andrews (Chair), Iain Emmett, Lloyd Knight, Janet Johns,
Liza Oxford-Booth & Jordann Barge
Also in Attendance: Nick Savage (Footpath Warden)
Clerk: Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** None received.
2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Cllr. Barge declared a personal interest as she lives in close proximity to a Public Right of Way.
3. **PUBLIC QUESTION TIME:** No members of the public were present at the meeting.
4. **MINUTES:**
The Minutes of the last meeting on 17 January 2019 were approved and signed as a correct record. **Proposed:** Cllr. Emmett **Seconded:** Cllr. Johns.
5. **RESOLUTIONS:** Noted.
6. **FINANCE:** To accept Committee Income & Expenditure Report.
Proposed: Cllr. Andrews **Seconded:** Cllr. Oxford-Booth
7. **PUBLIC RIGHTS OF WAY:**
 - i) **To receive report from Footpath Warden (Nick Savage):** Mr. Savage gave a verbal update.
Mr. Savage:
 - Informed the Committee that he had supplied the Town Clerk with a list of the key items of maintenance work that is required (for the Annual P3 Report)
 - Asked the Committee if they could consider the work required at the Leat Path where the gap between the path and barge fence needs filling;
 - Suggested that the Committee records what work it wishes to carry out.

The Clerk:

- Advised the Committee that a hand-rail is required at the Station Road end of the Leat path as there is a potential health & safety issue due to the sloping path and no barrier between the path and Leat and distributed a photograph of this part of the Leat;

- Informed members that a local contractor had quoted £825.00 + VAT to fabricate a suitable bespoke handrail/barrier.

RESOLVED: That the Council accept the quotation of £825.00 + VAT for a bespoke handrail and that the Town Clerk should submit an application for funding from the Communities Together Fund.

Proposed: Cllr. Emmett **Seconded:** Cllr. Knight

NOTE: Cllr. Barge exited the room.

The Footpath Warden:

- Stated that the finger posts (three finger posts need attention - at Colebrooke Lane, Ponsford & St. Georges Well leading into Bluebell Lane) and Finger Post Packs which have been requested from Devon County Council had not yet been supplied and that he would chase these up with the Warden at Devon County Council.
- Asked whether the Council could establish what the situation was with the footpath diversion at Culm Lea. The tarmac had been finished but an opening is now required in the fence. A footpath order is required for the diversion to the route as it is a Public right of Way. Could the Council chase the matter up by contacting Devon County Council?

NOTE: Cllr. Barge re-entered the room.

- The Footpath Warden also asked for the Council to consider whether a bridge would be feasible near the houses at Saxon Way which is a Public Right of Way, using a standard 'bridge kit'. Mr. Savage had spoken with the Devon County Council Warden whose view was this would be an appropriate use of Section 106 monies.

RESOLVED: The Council are happy to install a bridge (using a standard 'bridge kit') on the Public Right of Way at Saxon Way subject to the agreement of the Devon County Council Warden.

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

ii) **To receive update on the Leat path and associated works.**

The Clerk updated the Committee on the current position with the Leat:

- A local contractor had assessed the Leat with a view to carrying out the works required to 'shore up' the banks but had declined to quote, stating that the works would require a contractor with the necessary 'skill-set' and equipment to work from within the water itself;
- The (above) contractor had recommended two contractors who should be able to undertake the works;
- Following research, it had been established that the Environmental Agency did not, as was previously understood to be the case by the Committee, hold a register of approved contractors (able to work in/at water source);
- The Environmental Agency said they would be happy to approve a schematic for the Leat works if the Council wished to send this in.

Associated Works:

The Clerk:

Informed the Committee that the Town Clerk, in conjunction with the Footpath Warden had completed the P3 Annual Return paperwork which has been sent off to Devon County Council;

Asked the Committee to consider paying for the grass cutting by the Leat and advised that Devon County Council will only cut the grass once per annum for free (as the Leat path is a Public Right of Way). Additional costs would be as follows:

Bankside behind Tesco supermarket	£18.09 per visit
Area between the Leat and the Leat path	£36.19 per visit

The Clerk informed the Committee:

- The Maintenance Supervisor had cut the grass in the past and as it had taken quite a while, the costs quoted were considered 'good value for money';
- The Committee had previously spoken about allowing the grassed area between the Leat and the Leat path to naturalise. This option would mean no immediate financial outlay as this area would require no maintenance for a while.

RESOLVED: That the Council accept Mid-Devon District Council's quotation to cut the grass (as and when required) bankside of the Leat (behind Tesco car park) for the sum of £18.09 per visit;

That the Council are happy for the grass between the Leat and the Leat path to be allowed to naturalise.

Proposed: Cllr. Emmett **Seconded:** Cllr. Barge

iii. Any other Public Rights of Way matters.

Cllr. Emmett raised the issue of the Old Mill remains (chimney stack) located just before Middle Mill Lane that has a tree on top – this is on private land but the owner is currently unknown. Devon County Council do have a responsibility for this area as it overlooks their footpath. The Footpath Warden advised that the Committee look towards a practical way forward and said this was a similar situation to one at Kia-ora Farm & Gardens - There is a wall there which could be potentially dangerous and that having spoken to Devon County's Warden was advised that if rubble started to fall down, that this would be taken seriously and dealt with relatively quickly. The Footpath Warden stated that if this was the case with the Old Mill's remains, it would be considered a safety issue particularly as on a Public Right of Way.

The Chair, Cllr. Andrews, thanked the Footpath Warden for his dedication and for all of his hard work stating that she was extremely grateful as was the Committee. The Committee expressed their thanks also.

NOTE: Mr. Savage left the meeting.

8. COMMUNITY & ENVIRONMENT:

- i) To receive Update Report with regard to floral decoration in the Town. Noted –

Discussion ensued about the number and location of the floral tubs, containers and beds in Cullompton and also whose responsibility it was to maintain them. It was agreed that using colourful perennials and shrubs inside the Town's centre and lower maintenance shrubs and plants on the outskirts would be practical.

RESOLVED: That the Committee are happy for Council staff to decide on which plants and shrubs should be used in the Town's flower beds and tubs and that if necessary, quotations should be sought (and that these should be supplied to the Committee).

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

NOTE: Cllr. Emmett, having already advised (at the start of the meeting) that he would need to leave the meeting at this time, exited the room.

- ii. To receive update with regard to the French Twinning Association and to consider venue options.

The Clerk informed the Committee that the Twinning Association had expressed a preference of venue (The Walronds) for the Council's coffee morning as this is where they would be having their lunch. Following a long discussion about the arrangements and venues available it was:

RESOLVED: The Council would be happy to receive the Twinning Association and to welcome the French party at a coffee and cake morning at the Town Hall on Saturday 1st June 2019 at 11:00am.

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

NOTE: Cllr. Knight wished the Clerk to Minute that he had abstained from this vote.

- iii. Events Update: To receive report with regard to Town events including the Christmas Lights Event. Noted and questions contained within answered by the following Committee resolutions:

RESOLVED:

- That the Committee would like the Town Hall to be made available during the SpringFest for stalls e.g. craft stalls;
- The SpringFest programme should be on a loose centre page 'pull-out' (therefore allocating four full pages) inside the Crier publication and that aside from a note on the front page which highlights that there is a centre page 'pull-out', there will be no SpringFest material inside the Crier itself;
- All advertisements for SpringFest will be contained within the Crier itself and any income generated from these adverts will be used to 'off-set' the chargeback costs for any staff time.

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

9. To receive Play Area Update Report. Noted –

The Clerk:

Explained that the Play Area Inspection Report had highlighted a number of items that needed attention in the Culm Lea Play Area but that not all of these issues were applicable now (e.g. The 'Monkey Bars' were to be removed) and only the backing board of the Multi-play unit (as highlighted in Appendix F) remains to be fixed;

Advised that the supplier of the Multi-play piece of equipment had quoted £476.00 + VAT to supply & deliver a new backing board however, the Committee felt this to be an excessive amount of money and:

RESOLVED: That the Maintenance Supervisor should visit Culm Lea to assess the Multi-play piece of equipment with a view to determining whether it would be possible for the Council to rejuvenate/replace the board, thus making it health & safety compliant. If this would not be possible, the Clerk should investigate options e.g. approaching another play area provider to see if they could provide an appropriate board at a lower cost than had been quoted.

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

The clerk highlighted the fact that it would be both preferable and sensible to rejuvenate the existing pieces of play equipment at Culm Lea Play Area (which will remain in-situ) before the new play

equipment was installed – otherwise half the play area would be ‘brand new’ and the rest shabby and worn with paint peeling etc.

RESOLVED: The Committee are happy for Council staff to determine what rejuvenation is required on the existing pieces of play equipment in Culm Lea Play Area and that where necessary, the appropriate work is undertaken to rectify any problems e.g. treating rust, painting.

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

- 10. **TREE AND HEDGE WORK: TIVERTON ROAD ALLOTMENTS/UPCOTT RECREATION FIELD:** To receive an update on the tree and hedge works.

The Clerk informed members:

The preferred Contractor would start the tree and hedge works on 18th February when they will concentrate on the hedge between the Allotment Site and the Upcott Recreation Field; That whilst there is no issue with the traffic lights (as the 171 Notice had been completed), the works required on the hedge facing Tiverton Road could not be started until the Order allowing the use of the Highway, is received from Devon County Council;

- 11. **CORRESPONDENCE:** Any correspondence received after the date of this Agenda. None.
- 12. **DATE AND TIME OF NEXT MEETING:** Agreed as **Tuesday 12th March 2019** at **7:00pm** at the Hayridge Centre.

It is certified that these Minutes are a true and accurate reflection of the meeting:

Signed

Name.....

Date..... /...../.....

APPENDIX B

Description	Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
BRIDGE KIT - SAXON WAY		RESOLVED: The Council are happy to install a bridge (using a standard 'bridge kit') on the Public Right of Way at Saxon Way subject to the agreement of the Devon County Council Warden.				
EX BT BOX /DEFIB	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 place within it somewhere close to, but not in, Culm Lea Play Area. Consideration must be given to where the power supply is.
						DTC is currently investigating options for the renovation of the box including the costs of removing the glass panes, transport, sand-blasting & re-painting, m re-glazing, re-siting.
						See report - March 2019
CULM LEA	12/02/2019	RESOLVED: That the Maintenance Supervisor should visit Culm Lea to assess the Multi-play piece of equipment with a view to determining whether it would be possible for the Council to rejuvenate/replace the board, thus making it health & safety compliant. If this would not be possible, the Clerk should investigate options e.g. approaching another play area provider to see if they could provide an appropriate board at a lower cost than had been quoted.				
HANDRAIL - LEAT	12/02/2019	RESOLVED: That the Council accept the quotation of £825.00 + VAT for a bespoke handrail and that the Town Clerk should submit an application for funding from the Communities Together Fund.				

LEAT PATH LIGHT	17/01/2019	<ul style="list-style-type: none"> • There is also a section of the leat path that is narrow and extremely dark at night. Local residents have commented that they do not like walking along this section of the path. <p>RESOLVED: That the Clerk writes to the Manager at Tesco to establish the feasibility of installing a light/s along the 'dark' section of the leat path between Higher and Middle Mill Lane. Proposed: Cllr. Andrews Seconded: Cllr. Emmett</p>				DTC E-mailed Manager at Tesco who will refer the matter to his work scope meeting so that the company can consider the request to provide light/ing
CULM LEA	12/02/2019	<p>RESOLVED: The Committee are happy for Council staff to determine what rejuvenation is required on the existing pieces of play equipment in Culm Lea Play Area and that where necessary, the appropriate work is undertaken to rectify any problems e.g. treating rust, painting.</p>				
LEAT GRASS	12/02/2019	<p>RESOLVED: That the Council accept Mid-Devon District Council's quotation to cut the grass (as and when required) bankside of the Leat (behind Tesco car park) for the sum of £18.09 per visit;</p> <p>That the Council are happy for the grass between the Leat and the Leat path to be allowed to naturalise.</p>				
SPRINGFEST	12/02/2019	<p>That the Committee would like the Town Hall to be made available during the SpringFest for stalls e.g. craft stalls;</p>				

<p>SPRINGFEST CRIER</p>	<p>12/02/2019</p>	<p>The SpringFest programme should be on a loose centre page 'pull-out' (therefore allocating four full pages) inside the Crier publication and that aside from a note on the front page which high-lights that there is a centre page 'pull-out', there will be no SpringFest material inside the Crier itself;</p>				
<p>TOWN TUBS - FLORAL</p>	<p>12/02/2019</p>	<p>RESOLVED: That the Committee are happy for Council staff to decide on which plants and shrubs should be used in the Town's flower beds and tubs and that if necessary, quotations should be sought (and that these should be supplied to the Committee).</p>				
<p>TWINNING ASSOCIATION</p>	<p>12/02/2019</p>	<p>RESOLVED: The Council would be happy to receive the Twinning Association and to welcome the French party at a coffee and cake morning at the Town Hall on Saturday 1st June 2019 at 11:00am.</p>				

INCOME EXPENDITURE

COMMUNITY WELLBEING COMMITTEE 1 April 2018 - 5 March 2019

	INCOME	EXPEND.	BALANCE
COMMITTEE GENERAL BUDGET	£1,500.00		
TAP Fund grant for trim trail leaflet	£100.00		
Twining Gift		£66.00	
Community Toilet stickers		£60.00	
Trim Trail leaflet		£186.00	
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	
TOTAL GENERAL BUDGET	£1,600.00	£705.31	£894.69
Community Events Note: This budget to be used to fund the purchase of 2 no. flag poles	£1,000.00		
EMR Community Events Agreed 11/12/2018 that £3k is allocated from the Ear Marked Reserve Community Event Budget as a financial contribution to the Christmas 2019 Festival	£3,000.00		
October Festival Craft Fayre Expenses		£86.00	
TOTAL COMMUNITY EVENTS	£4,000.00	£86.00	£3,914.00

CHRISTMAS LIGHTS	INCOME	EXPEND.	BALANCE
Christmas Lights	£7,000.00		
EMR Christmas Lights	£2,500.00		
Donation towards Christmas trees	£540.00		
Christmas Lights purchased		£1,041.75	
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		£3,532.00	
Christmas Tree Removal		£500.00	
Christmas Lighting 2018-19		£2,173.50	
CHRISTMAS LIGHTS TOTAL	£10,040.00	£8,495.02	£1,544.98

PLAY AREAS - RUNNING	INCOME	EXPEND.	BALANCE
Play Area Running Expenses	£3,000.00	£92.31	
Posts for Play Area		£112.80	
Boulder work in Upcott Recreation Field		£165.00	
Grass cutting		£1,193.36	
Padlock for gate		£10.45	
New drain cover (Tufty Park)		£43.80	
Removal of wasps nest (Culm Lea)		£60.00	
Graffiti cleaner		£62.04	
Labdons		£19.09	

INCOME EXPENDITURE

Insurance		£516.00	
Mole Valley Farmers		£13.71	
Play area inspections		£303.00	
Signs		£280.00	
PLAY AREAS RUNNING BALANCE	£3,000.00	£2,871.56	£128.44

PLAY AREA PROJECTS	INCOME	EXPEND.	BALANCE
Play Equipment Fund	£2,000.00		
EMR Play Area Fund	£8,979.00		
Gates for Tufty Park		£1,150.00	
Planting for Head Weir Road		£97.50	
Prop for tree at Head Weir		£450.00	
TOTAL PLAY AREA FUNDS	£10,979.00	£1,697.50	£9,281.50

TUFTY PARK	INCOME	EXPEND.	BALANCE
Tufty Park Income for tractor project (Fundraising)	£2,576.00		
Section 106 Monies for Tufty Park Tractor	£8,732.00		
TOTAL TUFTY	£11,308.00	£0.00	£11,308.00

ALLOTMENTS	INCOME	EXPEND.	BALANCE
Allotment Expenses budget	£330.00		
Top field maintenance expenses		£16.31	
Haymans Close maintenance expenses		£16.70	
Haymans Close Rental Income	109.00		
Top Field Rental Income	475.00		
TOTALS	£914.00	£33.01	£880.99

P3 SCHEME	INCOME	EXPEND.	BALANCE
Balance brought forward			£5,949.00
Communities Together grant	£1,400.00		
Tree/hedge report		£290.00	
Legal fees for leat path project		£406.00	
Removal of hedge and replace with fence (leat)		£3,331.20	
TOTAL P3 SCHEME	£1,400.00	£4,027.20	£3,321.80

CRIER	INCOME	EXPEND.	BALANCE
Crier Budget £3K less £500 Budgeted Income	£2,500.00		
Advertising	£240.00		
Printing (June Issue)		£588.00	
Delivery (June Issue)		£425.00	
Delivery (October Issue)		£425.00	
TOTAL	£2,740.00	£1,438.00	£1,302.00

APPENDIX D

Report to: Community Wellbeing Committee
Prepared by: Maria Weston – Deputy Town Clerk
Date: 4th March 2019
RE: LEAT UPDATE

Leat Path Light

Various comments had been received from members of the public who do not like walking down a section of the Leat path (adjacent to the Tesco car park) due to it being so dark. The Committee therefore resolved that the Clerk contact the Manager of Tesco (Cullompton branch) to request that Tesco may like to consider the provision of a light/s on the path. The Manager has agreed to add this request to the Agenda for the next Tesco 'scope' meeting (where Tesco consider any maintenance issues etc.) and has confirmed today that this meeting will be held next week, after which we shall receive an answer.

Leat Grass Cutting

Quotations have been received to cut the grass – please refer to Agenda (Part II).

Hand rail on the Leat path (Station Rd end)

The Committee resolved to accept the quotation to install a suitable hand/guard rail and the Council has applied to the Communities Together fund for a grant. We are currently awaiting Mid-Devon District Council's decision.

Leat Works (Banks)

Quotations are currently being sought to carry out the required work on the Leat banks and these will be supplied to the Committee as soon as possible.

APPENDIX E

CULLOMPTON TOWN COUNCIL

Report to: Community Wellbeing Committee
Prepared by: Maria Weston – Deputy Town Clerk
Date: 4th March 2019
Re: Events Report

SPRINGFEST

SATURDAY 13 APRIL 2019

The theme of this year's SpringFest is World Cookery and the event will include cookery, craft and music from around the world to celebrate traditions from a wide range of communities.

The Hayridge will organise workshops and Coles Briddick (Vitamin Sea) has provided contacts for chefs to fill the demonstration spots at the Walronds. She will also do some Thai and Thai vegan street food in the restaurant.

The Walronds is now fully booked (stalls etc.)

The Town Hall will host a Craft Fayre and bookings have been coming in since advertising the availability of 'pitches' on Facebook.

The Farmers Market will be located in the Higher Bullring.

CHRISTMAS LIGHTS FESTIVAL

SATURDAY 30 NOVEMBER 2019

The Working Group meets on the second Monday of each month at 7.30pm in the Walronds.

The Community Wellbeing Committee has allocated £3,000 towards the 2019 events and this money will be used as 'seed' funding to secure additional funds. The Committee confirmed at February's meeting that it will be happy for funding applications (to develop Cullompton's Christmas Event) to be submitted in the name of the Town Council and that the Town Council will then become the responsible body in terms of administering the project funding.

A Christmas Lights tender specification has prepared by the Town Clerk and the Committee is asked to approve this document so that quotations can be sought for the Lights installation.



Town Clerk: Mrs Judy Morris BA(Hons)

The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

www.cullomptontowncouncil.gov.uk
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

To Whom it May Concern

26 February 2019

INVITATION TO TENDER FOR THE INSTALLATION OF THE CHRISTMAS LIGHTING DISPLAY IN HIGH STREET AND FORE STREET, CULLOMPTON

Background

Cullompton is a traditional market town situated at Junction 28 of the M5 motorway mid way between Exeter (J29/30) and Taunton (J25). Each year, the Town Council sponsors a display of Christmas lighting and tenders are invited for the installation, ongoing maintenance and removal of this lighting display in 2019.

The Display

The following is a detailed breakdown of the lighting display that is required to be installed, maintained as required, and removed in Cullompton:

Qty	Display	Lighting Type	Owned or Leased	Installation requirements.
1	30' Fir Tree	DMX Controlled LED Light string	Lights owned by Cullompton Town Council. Existing "live" tree require to be dressed.	Installation and removal of light strings only, wiring into existing electricity supply and programming of DMX controller.
1	20' Fir Tree	DMX Controlled LED Light string	Lights owned by Cullompton Town Council. Existing "live" tree require to be dressed.	Installation and removal of light strings only, wiring into existing electricity supply and programming of DMX controller.
27	Lime Trees, High Street, Cullompton	Alternate Warm White and Pure White light strings	Lights owned by Cullompton Town Council.	Installation and removal of light strings including wiring into existing electricity supplies.
15	4' artificial trees in High Street	Trees are pre-dressed with colour phasing RGB light strings	Lights and trees owned by Cullompton Town Council.	Installation into existing wall mountings on buildings in High Street. The power supply to these Christmas trees will come from the existing cabling that is run from the High Street lime trees.
Up to 30	4' artificial trees in Fore Street	Trees are pre-dressed with static pure white light strings	Lights and trees owned by Cullompton Town Council.	Installation into existing wall mountings on buildings in Fore Street including wiring into existing electricity supplies.
6	Lighting Column features	Column feature design to be agreed before	Column features will be leased for the duration of the Christmas period.	Installation onto lighting columns, as indicated, in Station Road between the Tesco roundabout

		contract start date	Each column that requires a feature has a power socket installed.	and the junction of Station Road and High Street.
1	3m x 2m "Merry Christmas" motif	LED 2D building motif	Owned by Cullompton Town Council.	Installation onto the Town Hall including wiring into existing electricity supply

In the case of 4' artificial trees in Fore Street, tenders may specify a price per tree for installation and removal as the precise number of trees will not be known until much nearer the installation date.

Installation and Removal Dates

The lighting display will be installed no later than 23 November 2019 to allow sufficient time to rectify defects in the installation and electricity infrastructure prior to the Cullompton Christmas Festival and formal switch on of the lighting display by the Town Mayor on 30 November 2019. A member of staff of the installation contractor selected by the council is to be available at very short notice to rectify last-minute defects prior to, during or immediately after the formal switch on.

The display will remain in place throughout the Christmas season and will be switched off on 5 January 2020 – they are to be removed as soon as practicable after this date to allow the High Street and Fore Street Fir Trees to be removed and disposed of. On removal, all equipment and lighting owned by Cullompton Town Council will be retained by the council and should be deposited in a pre-arranged location for storage by council employees.

Tenders for this work, in envelopes marked "TENDER SUBMISSION – CHRISTMAS LIGHTING DISPLAY 2019" are to be received by the Town Council offices no later than 12 Noon on Friday 31 May 2019. The preferred tender submission will be notified as soon as practicable following the meeting of the Community Wellbeing Committee due to be held on 11 June 2019.

I look forward to hearing from you.

Yours faithfully

Judy Morris BA(Hons)
Town Clerk



CULLOMPTON TOWN COUNCIL ALLOTMENT POLICY

1. INTRODUCTION

Cullompton Town Council has a statutory duty to provide allotments to improve people's quality of life by promoting healthy food, exercise and community.

2. OUR AIM

It is the aim of the Council to provide allotment allotments of an acceptable standard to enable individuals to improve their quality of life, health and diet, by growing their own food and providing a place to relax at a reasonable cost.

3. OBJECTIVE

The primary objectives are to manage and administer allotment sites in convenient locations to serve the community within the Council's Parish boundaries. This means ensuring that allotment allotments are kept in reasonable condition and Tenants are treated equally and fairly under the terms and conditions of their tenancy agreement.

4. RESOURCES

As the service is primarily for individuals rather than the benefit of the whole community the Council will keep any subsidy to a reasonable level.

The Council is responsible for the following allotment sites:

- Tiverton Road (Burrow Field): Registered Charity of which the Council is the sole trustee (Gift of A Burrow for Allotments) – 31 full size Allotments (currently split into 52 full and half-size allotments).
- Top Field: owned by the Council – 14 full size allotments (currently split into 17 full and half-size allotments).
- Hayman's Close – leased from Mid Devon District Council – 5 allotments (currently split into 6 full and half-size allotments).

5. APPLYING FOR AN ALLOTMENT

All applicants are to complete an application form. When this form is received by the Council the applicant's name will be added to the waiting list. All applications will be recorded in date order of receipt and where a waiting list occurs allotments will be offered to applicants in this order.

6. WAITING LIST FOR NEW APPLICANTS

The Council maintains a primary and secondary waiting list for each site. The primary waiting list is for those living in the Parish who do not already rent an allotment from the Council, this system operates on a first come, first served basis and takes priority over the secondary waiting list.

The secondary waiting list is for those who already rent an allotment from the Council and would like an additional allotment, this system operates on a first come, first served basis, but will only be considered if there is nobody on the primary waiting lists. Existing Tenants will also have to prove they are eligible for a second allotment by consistently achieving good to excellent inspection results.

Due to there being a waiting list for allotments new Tenants will generally be offered a half allotment. Tenants will not be entitled to more than one full allotment unless there is no waiting list.

Allotments are primarily for the benefit of those living within Cullompton and will only be let to Cullompton Parish residents unless there are special circumstances and then at the discretion of the Council will someone living outside the Parish be added to the secondary waiting list.

7. WHEN AN ALLOTMENT BECOMES VACANT

The Council will contact the applicant advising an allotment has become available and make arrangements for them to view it. If accepted, a tenancy agreement with an agreed starting date will be issued to the applicant for signing and returning within 14 days. A rental invoice, Health & Safety regulations leaflet and a bonfire leaflet will also be issued. Rent for tenancies commencing after the annual due date shall be pro-rata. Once this has been received by the Council, the applicant can start work on the allotment on or after the agreed start date.

8. ACCEPTING AN ALLOTMENT

If the Council does not hear from the applicant within 14 days, it will be assumed that they are no longer interested in having an allotment and their name will be taken off the waiting list. The allotment will then be offered to the next person on the waiting list.

9. DECLINING AN ALLOTMENT

If the applicant declines the offer of 3 allotments, they will go to the bottom of the waiting list.

10. SHARING AND SUB-LETTING

The tenancy agreement is with one named individual, there are no joint tenancies. Family or friends may assist the Tenant on their allotment but the tenancy will be in the name of the Tenant.

In some circumstances, assistance from other individuals may be required and in this instance the Council should be notified and the co-worker registered. To register a co-worker on the allotment the Tenant is required to put in writing the co-worker's name, address, telephone number and email address. If the co-worker has been registered for a minimum of one year and lives within the Parish then they can become the Tenant by submitting an application to the Council.

Allotments cannot be sub-let, neither all nor part of an allotment. If the Tenant wishes to give up part of their allotment, the surrendered part will be offered to the next person at the top of the waiting list and charged on a pro-rata basis.

11. PASSING THE ALLOTMENT TO A FAMILY MEMBER

A Tenant can apply to pass their allotment on to a family member at any time provided the allotment is not in a neglected condition, they live in the Parish and the Tenant has held it for a minimum of one year. Please contact the Council to arrange the transfer. The allotment cannot be passed to other individuals unless they have been registered as a co-worker for a minimum of one year.

12. RENTS

The level of rent will be reviewed annually and used to assist with the cost of running the allotment sites. Failure to make payment of rent within 60 working days may lead to eviction.

13. ENVIRONMENTAL INFORMATION

The Council will encourage Tenants to maintain their allotments in an environmentally friendly way as set out below:

- 13.1** Re-using materials and use of recycled materials.
- 13.2** Minimal use of pesticides.
- 13.3** Minimal use of artificial fertilisers.
- 13.4** Reduction in water consumption and encourage use of water butts.
- 13.5** Composting

14. MAINTENANCE

Where the Council is responsible it will maintain the infrastructure of the sites including: paths, boundary walls and fences, gates and water supplies (except where water is not provided).

Vacant allotments will be re-let as soon as possible to avoid them appearing neglected.

Tenants are responsible for clearing the allotment of general rubbish and to leave it clean and tidy.

In the event of vandalism the Council will report all incidents to the Police and repair/replace its property.

Tenants are responsible for their own property, if a Tenant's property is stolen or vandalised they are encouraged to inform the Council and report the incident to the Police.

15. TENANCY AGREEMENT

The Tenancy Agreement is between the Council and the allotment Tenant, it sets out the terms and conditions of having the allotment. This includes a recommendation that Tenants have Public Liability Insurance.

16. POWER TO INSPECT ALLOTMENT GARDENS

Any staff member or Committee member of the Council is entitled at any time to enter and inspect any allotment.

17. TERMINATION OF A TENANCY OF AN ALLOTMENT

The tenancy of an allotment will, unless otherwise agreed in writing, terminate in the following circumstances:

- 17.1** Upon the death of the Tenant. It is the responsibility of the deceased's family to apply to the Council if they wish to continue the tenancy in their own right.
- 17.2** The tenancy of an allotment may be terminated by the Council after one month's previous notice in writing: -
 - 17.2.1** If the rent or any part of it is in arrears after 60 days, whether legally demanded or not; or
 - 17.2.2** If it appears to the Council that the Tenant, not less than three months after the commencement of the tenancy, has not duly observed the Rules or any other term or condition of the tenancy.
- 17.3** The Council may also terminate the tenancy by 12 months' notice in writing in any year. The Tenant may end their tenancy by giving one month's notice in writing.
- 17.4** A letter shall be served giving 28 days' notice to comply with the Rules.
- 17.5** If the breach of tenancy has occurred due to factors other than non-cultivation, e.g. storage of materials not for use on the allotment, a warning letter shall be served giving 28 days' notice to comply with the Rules.
- 17.6** It is the Tenant's responsibility to contact the Council if they are unable for health or other reasons to maintain their allotment.

18. LIABILITIES ARISING FROM LOSS OF TENANCY

When the tenancy has terminated, the Tenant will be liable, unless it is because of death, to remove such items as remain on the allotment to enable it to be re-let to another Tenant.

If the allotment is left in a poor state of cultivation or requires the removal of materials, property or rubbish then the leaving Tenant shall be required to re-imburse the Council for reasonable costs.

19. SERVING OF NOTICES

Any notice may be served on a Tenant either personally, by email or letter at the last known place of residence.

20. HEALTH & SAFETY

Tenants must abide by any Health & Safety regulations currently in force.

21. ALLOTMENT ASSOCIATION

The Cullompton Allotment Association represents its members' interests with the Council. At the present time membership is limited solely to those with allotments on the Tiverton Road (Burrow Field) allotment site. The Council will support the setting up of associations for the other sites.

22. REPEAL OF RULES PREVIOUSLY IN FORCE

These Rules supersede any previous rules in force by the Council.

23. ADDITIONS TO POLICY

From time to time the Council may add additional Rules as are necessary to maintain the infrastructure and integrity of the allotments and management thereof.

24. GENERAL CONDITIONS OF TENANCY

The Tenant must comply with the following conditions. Failure to do so on one or more counts will result in the tenancy of all allotments held by the Tenant being terminated. The Council's decision is final.

- 24.1** The Tenant will not use the allotment for any other purpose than as an allotment.
- 24.2** The Tenant will keep the allotment clean, tidy, fertile and in a good state of cultivation. Cultivated plants should be maintained in active, healthy growth with care being taken to minimise the growth of invasive or alien species, noxious weeds and other species that are subject to legislative control.
- 24.3** Aggressive behaviour will not be tolerated. The Tenant will not cause any nuisance or annoyance to the occupier of any other allotment, any neighbour adjacent to the site, or the Council or its employees. The Tenant is to act in a reasonable manner at all times and not indulge in activities that could be deemed anti-social. Tenants are not to cause damage to other Tenants' property or crops, nor to the infrastructure of the site eg paths, fences, gates etc.
- 24.4** Bonfires may only be lit at the times as illustrated in the Bonfire leaflet.
- 24.5** The Tenant will not erect any shed on the allotment without the permission of the Council: any such structure must be of a non-permanent construction that will allow its removal at some point in the future and should not exceed 8' x 6'.
- 24.6** The Tenant must not enter any allotment, other than their own, without the permission of the relevant allotment holder, or in the case of a vacant allotment, the Council.
- 24.7** Tenants are required to notify the Council of any change of address and telephone number.
- 24.8** No toxic or hazardous materials should be stored without the permission of the Council, and where such permission is given it remains the Tenant's responsibility to ensure such materials are stored safely and securely. Any pesticides must comply with current legislation regarding their use and storage. The storing of material other than for direct and immediate use on the allotment is

prohibited. All such materials must be stored in a safe manner and not be allowed to become a hazard or nuisance to others.

- 24.9** The Tenant must not leave any tools or other equipment unattended on common pathways or other areas of the site nor in any other way that may cause accident or injury and must ensure that such tools and other equipment are used carefully and with due regard to the safety of others.
- 24.10** The Tenant must ensure that tools and other personal equipment are kept safe and secure when not in use and the Tenant acknowledges that the Council accepts no responsibility for the loss of or damage to such items however caused, nor does the Council accept any responsibility for any injury caused by such items howsoever caused.

DRAFT

APPENDIX H

REPORT TO: Community Wellbeing Committee
PREPARED BY: Maria Weston – Deputy Town Clerk
DATE: 04/03/2019
RE: PLAY AREA UPDATE REPORT

GENERAL:

We have received a request from a pupil at Cullompton Community College for the Council to consider providing outdoor play facilities for ‘older kids’ like himself – particularly a basketball hoop.

Please could the Committee consider support of this request.

Culm Lea

A recent meeting took place on site between the Town Clerk, Deputy Town Clerk, Kompan (preferred play equipment supplier) and the local installer, to discuss the way forward with the project (of adding brand new equipment to this play area whilst retaining a few existing pieces). We have been advised that the works will start on 11 March and should take between 2-3 weeks to complete. Kompan have been supplied with the maps etc. which specify the location of all utilities in close proximity to the site.

The (current) Play Area Inspection report high-lighted the need for a new backing board on the Multi-Play Unit as the current one is worn. Additionally, the existing pieces of play equipment in the park (which will remain) require repainting and it was agreed this should be carried out prior to the installation of Kompan’s play equipment. We have received a quotation for both the new board and the repainting. Please could the Committee consider and approve this quote. (To be supplied separately)

RE: Kiosk & Defibrillator – To service area in and around Culm Lea Play Area (Stoneyford)

As was resolved at February’s meeting-

The Clerk contacted the Chairman of the Residents Association (of the Culm lea/Rivels Green/River Drive/Stoneyford area, where it is intended to locate the defibrillator in the Council’s Ex-BT phone kiosk) to request if he could liaise with the local residents to see if they would consider fundraising to assist in the cost of the project (likely to be in the region of £3-4K). The Chairman has advised that whilst most people thought that a defibrillator was a good idea and that the telephone box would be nice, they felt that the cost involved was too high.

One resident has found that the British Heart Foundation may be able to provide a grant towards the supply of a defibrillator and if this is obtained, will mean that there will be a greatly reduced contribution required for the unit itself. Obviously there would be a further cost involved in terms of purchasing a suitable box/housing unit but if the Committee decide

not to use the Ex-BT kiosk, the overall cost of this project would be substantially lower. Please could the Committee decide on how they wish to progress with this project.

Linear Park

There is approximately £11,000.00 available from S.106 monies that has been allocated for the installation of a Youth Shelter (pod). However, we have been advised by the Police that they would not support this. An alternative, would be for us to request for Mid-Devon District Council to obtain permission from the developer to ask if this money could be transferred to Linear Park for the installation of a 'Trim Trail'.

Please could the Committee consider this.

Upcott Field

The grass has been cut. The Maintenance Supervisor has been asked to arrange for the steps railings to be rubbed down and repainted in order to 'spruce' them up as they are looking somewhat worn.

Tufty Park

The large 'Fergie' Tractor which the committee agreed upon (and which was chosen as the preferred option by local residents via a Facebook poll) is due to be installed on Wednesday 27th March.

Headweir

The additional plants required (for the goal post area) have been ordered. This planting (once established) should hopefully alleviate the (perceived) anti-social behaviour at the Park.
