

APPENDIX G



**Minutes of Community Wellbeing Committee meeting
held on Tuesday 5 June 2018 commencing at 7.00pm
at the Hayridge Centre**

Present: Councillor Iain Emmett (in the chair) and Cllrs: Janet Johns, Liza Oxford-Booth and Martin Smith

Also in attendance: Nick Savage (Volunteer Footpath Warden).

Judy Morris: Clerk

1. **APOLOGIES:** Cllr Eileen Andrews (personal).
2. **CHAIRMAN:** In the absence of the Chairman, Cllr Iain Emmett was elected Chairman for the meeting. Proposed Cllr Martin Smith, seconded Cllr Liza Oxford-Booth.
3. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
4. **PUBLIC QUESTION TIME:** None.
5. **MINUTES:** The Minutes of the previous meeting held on 1 May 2018 were approved and signed as a correct record. Proposed Cllr Martin Smith, seconded Cllr Janet Johns.
6. **TERMS OF REFERENCE: To approve terms of reference:** The draft terms of reference were discussed, amendments were agreed as follows:
 - Ask the PFP Committee to take responsibility for contract for cutting of grass verges.
 - Ask Town Centre and Economic Development Committee to take responsibility for bus shelters and War Memorial as part of their street furniture remit.

RECOMMENDATION: That the terms of reference for the Community Wellbeing Committee 2018/19 are approved as follows:

- i. Any matters which impacts on the general health and wellbeing of those living in Cullompton parish.
- ii. To make appropriate representations to any relevant agency in relation to any incident event or action which, in the opinion of the Council, is detrimental to the health of the community in its area.

- iii. To work with other authorities to maintain, develop and promote the public footpaths within the Parish through schemes such as the Parish Paths Partnership.
- iv. To organise the Christmas lighting display and other community events such as the Twinning reception.
- v. Public safety and crime and disorder.
- vi. To prepare, monitor and review the town's emergency plan.
- vii. To prepare, monitor and review the Council's Sport and Leisure Strategy.
- viii. To oversee the Council's archive project.
- ix. To establish and foster civic relationships with such bodies or organisations as the Council may authorise.
- x. The care maintenance and regulation of play areas and play equipment under the control of the Council and make recommendations in relation to play areas and public open space not in the control of the Town Council.
- xi. The care, maintenance and control of Haymans Close and 'Top Field' allotment sites, including regular review of fees.
- xii. To investigate opportunities to improve transport links, to include community bus service.
- xiii. Public relations and promotion: including newsletter and appropriate communication documents.

7. FINANCE: To receive Committee Income and Expenditure report: Noted.

8. PUBLIC RIGHTS OF WAY

(i) To receive report from Footpath Warden: Footpath Warden reported that:

- Walks programme has started, first walk very well attended.
- Work at Kia Ora to install a new gate and improve drainage has been completed. To be monitored to see how effective the new drainage is.
- Growen Lane is back to condition it was in a couple of years ago before scalplings were put down. Lane flooded all the way across. Footpath Warden to contact DCC to ask if they can lay more scalplings.

RESOLVED: At the discretion of the Footpath Warden and Town Clerk, that a budget of up to £500 is made available for works to improve the flooding/drainage problem in Growen Lane. Proposed Cllr Martin Smith, seconded Cllr Iian Emmett.

(ii) Leat path project: Update report: Hedge management report had been circulated to all members and was discussed.

RESOLVED: To take the following actions:

- Send a copy of the report to the owner of 12a Station Road and ask if he would be willing to meet with Council representatives and Footpath Warden to agree a way forward that is acceptable to both parties.
- Send a copy of the report to the owner of 12 Station Road and ask if he would be interested in discussing the findings of the report with Council representatives and Footpath Warden and agree a way forward that is acceptable to both parties.
- Contact the Leat Preservation Board to request a meeting to consult and share the report.

(iii) Any other Public Rights of Way matters

- **Condition of town leat:** Clerk reported that she had been contacted by a member of the public as he is extremely concerned about the condition of the leat from Station Road to

Head Weir. Discussion ensued about how the problems could be resolved, plan of action needed.

RESOLVED: Clerk and Chairman to investigate what can be done and bring a report to the next meeting.

9. COMMUNITY & ENVIRONMENT

- (i) **Phone box, Honiton Road:** No progress to report. Find out whether it would be possible to move to another location e.g. Culm Lea.
- (ii) **Cullompton Festival: Update report:** Discussion about the footpath walk and BBQ being organised on 3 July. All Councillors and partners to be invited.
- (iii) **Circular Walks leaflet: To approve final draft for printing:** A few minor amendments were suggested.

RESOLVED: That the Council orders 1,000 Circular Walks Leaflets at a cost of £187.00 once the final proof has been approved.

- (iv) **Heritage Walk leaflet: To consider updating and printing a revised leaflet:** Discussion about what additional information to include, a café and restaurant guide was suggested. To be further considered at the next meeting.
- (v) **Community Toilet Scheme: Update and consider promotional campaign:** Promotional campaign discussed and agreed, local media to be contacted and promote on website, Facebook etc.

RESOLVED: That responsibility for the Community Toilet Scheme is transferred to the Town Centre and Economic Development Committee.

- (vi) **Community Bus Scheme: To agree way forward:** Deferred until the next meeting.
- (vii) **Annual Report: To approve:** Draft circulated and approved but simplify the budget pie chart, difficult to read.

10. PLAY AREAS

- (i) **S.106 Funding: To receive details of available funding:** Report circulated with agenda and noted.
- (ii) **Culm Lea play area**
 - (a) **To receive update and agree any future actions:** Clerk reported that MDDC has still not prepared the lease, a legal assistant intends to get started on this on his return from holiday on 13 June. Concern about the length of time it has taken to prepare this lease as MDDC were informed of the Council's decision to take on the play area in October 2017.

Also still waiting for MDDC to make a decision about the proposed youth shelter and provision of fitness equipment.

RESOLVED: That the Clerk requests a meeting with the MDDC Chief Executive to discuss concerns about play area/s.106 matters, particularly as the district council intends to undertake a Master Planning exercise and yet appears to be unable to resolve fairly straight forward play area matters.

(b) **To consider estimates for fencing:** Deferred until the next meeting.

(iii) **To consider priorities for play area projects and start to draft an action plan.** Discussion about installing a youth shelter in the area of open space at Crowbridge Park. It was suggested that young people are consulted to find out what they would like.

11. HAYMANS CLOSE AND TOP FIELD ALLOTMENTS: Chairman reported that an inspection of both sites had taken place, there are a couple that are in poor condition and require attention. There is also some rubbish, including the remains of a shed, which were left by a previous tenant and needs removing.

RESOLVED: That, as there is no vehicular access to the Haymans Close allotment site, the Council hires a skip that can be towed using the Council van at a cost of about £225.00. Proposed Janet Johns, seconded Cllr Liza Oxford-Booth.

12. ACTION PLANNING: To review draft action plan 2018-21: Councillors to consider their priorities for the next meeting. Suggestions included arranging an annual Civic Church Service, Cllr Martin Smith offered to investigate and come back to the next meeting with some information about how to progress this.

13. CORRESPONDENCE

(i) **The Evacuee and letter with regard to evacuee memorial:** Noted.

14. DATE FOR MEETINGS

(i) **To approve schedule of dates for Committee meetings 2018/19**

RESOLVED: That meetings of the Community Wellbeing Committee are held on the second Tuesday of each month, starting at 7pm.

(ii) **To approve schedule of dates for meetings of Gift of A Burrow for Allotments**

RESOLVED: That meetings of Gift of A Burrow for Allotments are held on the second Tuesday quarterly, starting at 6.30pm immediately before the meetings of the Community Wellbeing Committee. Meeting dates as follows: 10 July, 9 October, 8 January 2019 and 9 April 2019.

Signed: _____

Date: _____