



**Minutes of Community Wellbeing Committee meeting
held on Tuesday 13th November 2018 at 7pm at the Hayridge Centre**

Present: Councillor Eileen Andrews (Chair) and Cllrs: Iain Emmett, Janet Johns & Liza Oxford-Booth

Also in attendance: Nick Savage (Volunteer Footpath Warden)

Clerk: Maria Weston (Deputy Town Clerk)

- **APOLOGIES:** Accepted from Cllr. Jordann Barge (Work)
 - **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Cllr. Iain Emmett declared a personal interest in respect of Item 8.ii relating to the Town Leat, as he is a Riparian Owner.
 - **PUBLIC QUESTION TIME: None** – No members of the Public present.
 - **MINUTES:** The Minutes of the previous meeting held on 9th October 2018 were approved and signed as a correct record. **Proposed** Cllr Iain Emmett **Seconded** Cllr Eileen Andrews.
 - **RESOLUTIONS:** Noted with the following comments:
 - Resolved: In light of the question asked at the last meeting by a member of the Public, the Committee would like to see a more comprehensive break-down of the Town Criers' Expenditure and Income e.g. How much were the production costs, distribution & staff 'charge back' (which was off-set) for the October Food & Drink Festival. Details to be supplied at the next meeting.
 - Cllr. Johns asked whether the scaffolding outside the Town Hall would be dismantled in time for the Christmas Festival. The Deputy Town Clerk informed the committee that her understanding was that it would be but would confirm this.
 - Cllr. Andrews asked whether the Lanyards had been sorted as previously requested. The Deputy Town Clerk informed the committee that Lanyards were available for the Councillors and that these were in the Town Hall office, ready for collection.
 - **FINANCE: To receive Committee Income and Expenditure report:** Noted and accepted. **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:

- Since the last meeting Nick had walked a number of paths and had trimmed back where necessary.
- Nick will speak to the Town Clerk & Asst. Town Clerk about the replacement posts ('finger' posts) required at Colebrooke Ct. (back Lane to Bradninch) & Ponsford Lane.
- Nick will be attending the annual P3 volunteers training next week.
- Next year's P3 application is not due in until Feb and this involves 3 items:
 1. The money spent on activities in the last year
 2. A snap-shot of the condition of paths
 3. Potential to bid for money to carry out any work required – **NB: The committee will need to think about what projects there would be for next year...**

RESOLVED: *The Chair (Cllr. Andrews) and all Committee members thanked Nick Savage for his hard work and commitment to his role as volunteer Footpath Warden.*

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

8. COMMUNITY & ENVIRONMENT

(i) **Events and Activities: To receive the Christmas Lights Festival update (Appendix D) Noted.**

- The committee were impressed with the Christmas leaflet.
- Cllr. Andrews and the committee thanked Cllr. Johns and all the volunteers who had made the event possible.
- Cllr. Andrews asked where the money received from advertising went. Cllr. Johns explained that this goes back into the Christmas Festival funds and is used to purchase items e.g. buying the Christmas Presents.
- Cllr. Oxford-Booth asked whether the Festival Committee should look at sponsorship for future events i.e. from large local companies.
- Cllr. Andrews conveyed her thanks to the Christmas Team and wished them well for the up-coming event.

(ii) **Town Leat: To agree arrangements for meeting with Riparian landowners (deferred from previous meeting).**

Background: The Leat (which requires a lot of work to be carried out on it) is a privately owned water course but has now been declared a natural river by the Environmental Agency.

- Cllr. Emmett stated that it had now been established who the majority of the Riparian owners were (Town Clerk has the list) and had spoken to many on a 'one-to-one' basis.
- As had been resolved at Full Council, Cllr. Emmett would be arranging a Public meeting in the Town Hall to discuss the Leat issues e.g. who is responsible for any works, taking into account the Town Centre Masterplan. The Riparian Leat Owners would be invited together with the Community Wellbeing Committee. A date will be booked for the meeting in the New Year.

(iii) **Handrail on steps at Bilbie Close:** To consider installing a handrail to the steps at Bilbie Close, where the path leads to Crow Green.

- The Park itself belongs to Mid-Devon

- Investigation required into who owns the steps? If Devon County then it would be The Highways responsibility.

RESOLVED: Refer the matter of installing a handrail on the steps at Bilbie Close to the Traffic and Environmental Working Group Committee. **Proposed:** Cllr. Johns **Seconded:** Cllr. Andrews.

iv) **Use of telephone Kiosk:** To consider report and agree way forward.

- The committee agreed that a defibrillator would be the best option for the box
- An ideal location would be in the Stoneyford area of Cullompton
- Work (e.g. sand-blasting) would need to be carried out on the box to make it serviceable

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.

RESOLVED: That the box is moved to a space which is centrally located to service the area in and around the Culm Lea play area.

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

v) **Hanging Baskets:** To consider report and agree way forward.

- A discussion ensued about the general appearance of the Town and it was agreed that hanging baskets (and flowers/plants) should definitely be installed in the Town Centre to make it look more attractive and inviting.
- The appearance of the plant tub/barrels (1x Thorne & Carter, 3x ½ Lower Bull Ring, 4x War Memorial) were also discussed and it was agreed these should also be looked at with a view to making them more attractive.
- A discussion took place about the watering of the baskets and barrels and the Deputy Town Clerk spoke about mobile water bowsers being an option. The committee were shown examples of various bowsers.

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.

RESOLVED: That £500.00 for floral decorations in the Town should be included in the Budget (3 Yr. Action Plan) for *both* 2019/20 & 2020/21.

RESOLVED: That hanging baskets are supplied to any interested parties (shops & businesses) at a cost to be agreed.

Proposed: Cllr. Andrews **Seconded:** Cllr. Johns.

9. PLAY AREAS

i) **Culm Lea Play Area.** To receive update report and to approve tender document.

- The Deputy Town Clerk informed the committee that there had been a delay with the fence being erected around the play area due to the contractor being involved in an accident. The committee asked that the residents are informed of the delay.
- A discussion ensued about what the best option for the floor area within the park would be and it was agreed that as full a coverage as possible with wet pour would be best in

the 'long run', in terms of cost effectiveness and low maintenance (e.g. less cutting of grass needed).

- The tender document was accepted and approved with the committee expressing their approval of the layout of the tender document, stating that it was all in the same format, clear and showed professionalism.

RESOLVED:

- That the floor area of the Culm Lea Play Park is covered in as much wet pour as is practicable;
- That the Invitation to Tender, Design, Supply and Install Play Equipment at Culm Lea, Cullompton is accepted and approved.

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

ii) **Tufty Park: To receive update.** Noted.

iii) **Upcott Field:** To receive update and consider how much (what %) the Council will contribute to the cost of the hedge work (approx. £3,000.00).

- It was noted that there was a shared hedge between the Tiverton Road Allotment (Gift of A. Burrow*) and the Upcott Field (Upcott Field Charitable Trust*) NB: * *The Council acts as the Sole Trustee for both.*
- It was agreed to refer this to the Gift of A. Burrow committee. *Refer to Agenda Pt. 10. i. below.*

iv) **Skate Park:** To consider making a contribution towards the cost of repainting the skate park extension.

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 at the next meeting.

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

v) **Play Area Inspection Report:** To review.

RESOLVED: That the Play Area Inspection Report is put as a separate Agenda item for the next meeting.

Proposed: Cllr. Emmett **Seconded:** Cllr. Andrews.

RESOLVED: That Operator's Notices (Contact details) are displayed ASAP on all four of the play parks for which Cullompton Town Council has responsibility.

Proposed: Cllr. Emmett **Seconded:** Cllr. Johns.

10. Allotments:

i) **To decide whether to hold a meeting of the Gift of A. Burrow Sub-Committee to consider the complaint and to decide on a date for that meeting.**

RESOLVED: To hold a sub-committee meeting of the Gift of A. Burrow Charitable Trust on Tuesday 11th December 2018 at 6:00pm in the Hayridge Centre to consider the complaint.

Proposed: Cllr. Andrews **Seconded:** Cllr. Emmett.

ii) **To receive update report (Action Plan)** Noted.

11. FORWARD PLANNING: 3 Yr. Action Plan.

- Hanging Baskets provision was added – Refer to Agenda Pt. 8. (iv) above.
- **NB:** The committee would like a break-down of the actual cost of the Christmas Lights Event in order to decide upon the monetary provision required for the next few years.

12. CORRESPONDENCE: Any correspondence received after the date of this Agenda. None.

13. TREE AND HEDGE WORK: Tiverton Road Allotments/Upcott Recreation Field: To consider estimates – Deferred until the next Community Wellbeing Meeting (and after the Gift of A. Burrows meeting) scheduled for 11th December 2018.

14. DATE & TIME OF NEXT MEETING: Tuesday 11th December 2018 at 7:00pm at the Hayridge Centre

I certify that the above Minutes are a true and accurate record of the meeting:

Signed:.....

Name:.....

Date:.....