



Town Clerk: Miss Joy Norris MSc ACIS

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Minutes of a meeting of the Community Wellbeing Committee held remotely on Thursday 19th November 2020 commencing at 19:00 hrs

Present

Chairman: Councillor J. Johns
Committee Members: Councillors J. Buczkowski, G. Guest, L. Knight, M. Rowe

In Attendance

Town Councillors: Cllr. M. Dale
Officers: Joy Norris (Town Clerk) & Maria Weston (Deputy Town Clerk)

Mr. N. Savage – Cullompton Footpath Warden.
4 no. members of the public.

CW 40. Chair's Announcements: The Chair advised that a member of the public was present who would be speaking on the town's Christmas arrangements, relevant to the work of the Committee.

CW 41. Apologies for Absence.
Apologies were received from Cllr. Andrews.

CW 42. Declarations of Interests.
A personal declaration of Interest was received from Cllr. Rowe in respect of agenda item 10 as she is a member of the Cullompton Community Association (CCA Fields) and the Leat runs through part of their land.

CW 43. Public Participation.

Speaker 1:

Leat: Work is going on with the Leat and the taxpayer seems to be involved in this again. Has the Council carried out due diligence and contacted the Riparian Owners to ask for a monetary contribution? The CCA can apply for grants towards this.

A response was given:

The agenda item relates to the footpath and not to work on the Leat itself. This matter was raised earlier in the year as part of the Footpath Wardens report on works which could be carried out. The question of the taxpayer funding the work will be raised at the relevant point in the meeting (i.e. agenda item 10, Leat Erosion Specification)

- ii) Town Council Drop in Surgery (agenda item 13): Regarding Supporting Paper I, this report was only put on the website earlier today. Does this relate to a formal or an informal meeting? Different rules apply to informal meetings – it may be worth re-visiting this part of the report when the agenda item is discussed.

A response was given:

The report was written this morning which is why it was only put on the website this afternoon. The idea for the Drop in Surgery came out of informal discussions and as it was felt this would be a good idea, has been brought before the Community Wellbeing Committee to consider as it is responsible for Community Engagement.

Speaker 2: Town Council Drop in Surgery (agenda item 13):

- i) Obviously the Councillors did not get the supporting paper several clear days before the meeting. This seems to be a regular occurrence. Is there an administrative problem in getting items sent out with the agenda and other papers?
- ii) I am fully supportive of the proposed Town Councillor Surgeries but as these are to be informal meetings, how can these be controlled by the Council? There are no rules which restrict free speech within an informal meeting.

A response was given:

The scenario would be the similar to that of someone visiting someone's home or a café etc. If they behaved inappropriately, there would be an expectation that this person would be asked to leave or be removed.

Speaker 2 responded:

Restrictive practices are being used to restrict free speech. The Press will be written to regarding this issue.

CW 44. Election of Vice-Chair: It was noted that elections will take place at the upcoming Annual Meeting of the Council imminently and as such it was:

RESOLVED:

To defer the election of the Vice-Chair of the Community Wellbeing Committee until the next meeting of the Community Wellbeing Committee.

CW 45. Minutes: Consideration was given to the minutes of the Community Wellbeing Committee meeting held on 15th October 2020 (Supporting Paper A to the Agenda). It was:

RESOLVED:

With the removal of Siskin Chase, to be replaced with Stoneyford, under minute no. 35 Public Rights of Way (Planning Application 20/01409/MOUT Land at NGR 303082 107667 Stoneyford Devon – Industrial Units), the minutes of the Community Wellbeing Committee Meeting of 15th October 2020 are approved as a correct record.

CW 46. Action List: The Action List relating to the Community Wellbeing Committee was reviewed and noted. (Supporting Paper B to the Agenda).

NOTE: The YMCA will compile a report to be supplied to the Council in relation to its Youth Services Provision Contract. Further, that in relation to its charges: quarter 1 has already been paid, the YMCA are suggesting quarters 2 and 3 are waived and they intend to submit a proposal regarding quarter 4.

CW 47. Financial Monitoring: Consideration was given to the financial reports relating to the Community Wellbeing Committee income, expenditure and commitments, compared to the 2020/21 budget estimates (Supporting paper C to the agenda)

NOTE: The Meeting Administrator advised that a question had been raised at the last meeting in relation to the sum of £11,816.00 showing against the Public Rights of Way budget code – this had been a coding error which has now been amended in the accounts system. This money related to the Cemetery & Town Hall Committee – Workshop Conversion.

RESOLVED:

That the financial monitoring papers of the Community Wellbeing Committee are noted and accepted.

CW 48. Public Rights of Way: The committee noted a verbal report from the Cullompton Volunteer Footpath Warden:

Footpath Surveys

Warden has walked a few of Cullompton's paths and stiles and has cut back vegetation where needed.

Path at Weaver

Warden has responded to a query from a member of the public about a path at Weaver where this is blocked by an unauthorised fence. This has been reported Devon County Council in August who are in negotiations with the land owner to get a gate installed. Warden will continue to monitor this situation and when undertakes his Annual Paths Survey (in Dec-Jan) will assess this again.

Bridleway 13 (From Colebrook to Bradninch Common) was closed without (as far as Warden knows) a diversion order. Warden has since been told the stream at the lowest part of this path has been put into a culvert which will improve access – Warden will assess this as soon as possible.

NOTE: A vote of grateful thanks was extended to the Footpath Warden.

CW 49. Leat Erosion: The Leat Erosion Specification (Supporting paper D to the agenda) and Leat Update Report (Supporting Paper E to the agenda) were noted. It was

It was noted that:

- i) The Council is given an annual grant by Devon County Council in order to carry out repair works. Periodically, grants are awarded for specific work. For several years the Council has not spent all of this allocated money which has built up steadily and there is a responsibility to use the money.
- ii) Approx. 3 years ago, money was allocated specifically for works on the Leat (Public Footpath No. 1 – running adjacent to the Leat). Fencing had been installed (near Tesco) to replace a hedge and a rail was installed at the Station Road end of the Leat. These works did not use all of the available money which means there is a balance remaining.
- iii) Included in plans for this year was a proposal to get some extra gates installed (to replace 3 stiles) and £1,050.00 was applied for. £400.00 has been received from Devon County Council (which is based on a certain amount per mile of Cullompton's footpaths) and the difference of £650.00 will not be paid until the relevant land-owner's permission to replace the stiles is given.

Discussion ensued. It was:

RESOLVED: To exclude the public and press during consideration of agenda item 10 (part only), Leat Erosion Specification, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal). The Cullompton Voluntary Footpath Warden is requested to remain as an advisor.

NOTE: The meeting moved back into Public Session and members of the public were re-admitted.

RESOLVED: The Community Wellbeing Committee –

- i) request that further investigation is undertaken to establish land ownership at and around the Cullompton Leat;
- ii) approve the sum of £50.00 for any associated land registry search costs as necessary.

NOTE:

1. The Cullompton Volunteer Footpath Warden will contact the Devon County Council Public Rights of Way Warden and invite him to undertake a site visit at the Leat with a view to obtaining:
 - i) an opinion on the urgency of works as required on the Leat bank where any erosion may be or will be impacting on the adjacent public footpath;
 - ii) any recommendations as to the best way to undertake the necessary repairs.
2. An incident had been mentioned whereby some years' ago, an individual in a wheelchair had fallen in the Leat, between Station Road and Higher Mill. The Warden would like any definitive records (detail) of this incident passed over so that he may relay this to Devon County Council's Public Rights of Way Warden – as incidences of this nature support the requirement for action on the grounds of health & safety.

CW 50. The draft Allotment Policy (Supporting Paper G to the agenda) and the Allotment Policy Summary Report (Supporting Paper H to the agenda) were noted. It was:

RESOLVED:

That with the following amendment to the draft Allotment Policy (Haymans Close and Top Field Allotment sites) in relation to the installation of a pond:

‘If a Tenant wishes to install a pond on their allotment, prior approval must be sought in writing from the Council by completing the relevant application form. Any such structure must be maintained in good condition and should not exceed 15% of the size of the plot.

Once a Tenant decides to vacate their plot, the pond and any associated material/s must be removed and the plot returned to its original state (prior to installation of the pond) – this will be the responsibility of the Tenant. Should the Council need to arrange for the removal of a pond and any associated material/s, then the associated costs will be invoiced to the Tenant’

- the Community Wellbeing Committee approve the draft Allotment Policy.

RECOMMENDATION:

The Community Wellbeing Committee recommends that consideration is given by the Town Council to the formal adoption of the draft Allotment Policy (Haymans Close & Top Field).

CW 51. Allotment Update Report (Supporting Paper H to the agenda) This report was noted.

CW 52. Town Council Drop in Surgery: To consider a proposal for a trial Town Council ‘Drop in Surgery’ using remote participation (Supporting Paper I to the agenda)

NOTE:

- This idea is only a suggestion and has been the result of conversations with Councillors and discussions about ways in which Councillors can be supported in their roles and members of the public can be helped. It is in the initial stages and has been put on this Committee’s agenda as it is responsible for the Council’s public relations, promotion, ideas and initiatives.
- This facility would be an informal setting where anyone can come along to ask something. Perhaps a monthly facility where members of the public or a Councillor can just ‘drop in’ and ask a question such as how things work or to ask for something to be passed on to a particular Councillor etc. Additionally, if a member of the public was uncomfortable speaking or raising an issue in a formal public meeting they may wish to do so within this forum or indeed to raise a private matter whereby they could go into a breakout room if this was deemed appropriate.
- There is no expectation of a particular membership or level of attendance. There will be a need to consider if there is a set Chair and Councillors attending.

RESOLVED: That the Community Wellbeing Committee is happy to support the idea of a Town Council Drop in Surgery. It is suggested that a trial surgery is run for a period of four months, to be held mid-morning on a Saturday for a couple of hours, starting in January 2021.

Members Questions :

- Cllr. Guest: The Deputy Mayor reported that the Culm Garden Village Committee (Deliberation & Members Board) would allow the Town Council an additional Councillor to attend its meetings. If any Councillors wish to attend either the two meetings scheduled for next week or to become a permanent member, there is a space.

The meeting closed at 8:29pm

SIGNED: _____

DATE: _____

DRAFT

No.	DATE OF MEETING	AGENDA ITEM/TOPIC/ MINUTE NO.	RESOLUTION	FINANCIAL IMPLICATIONS	TO BE ACTIONED BY	PROGRESS/ACTION TAKEN
1	12/3/2019 09/04/2019	CHIMNEY STACK	Clerk, in conjunction with the Footpath Warden, establishes who owns the chimney stack.	N/A	DTC	The committee discussed these items: Whilst the Council has endeavoured to establish ownership, it has been unable to do so (thus far) The Council is concerned with the potential health and safety risk with the chimney stack.
2	17/10/2019	CROSS PARKS – BASKETBALL	That a basketball facility is installed at Cross Parks.	TBC	TC/DTC	Cross Parks is play area priority 2. Priority 1 was Rivermead which has now been completed. Committee to agree action to now be taken i.e. play area provision timeframe.
3	19/3/2020	TUFTY PARK – SPRINGY ANIMAL	Streetscape to supply and install inclusive springer Apply to MDDC for funding from the s.106 Play Areas and Public Open Space fund, if there is no funding available then cost to be paid from the EMR - Play Area Fund (budget line 9028).	£1,090.00	DTC	Cannot use S106 £ for a replacement/repair. Springy has been installed.
4	02/07/2020	LEAT BANK WORK – EROSION WHERE AFFECTING FOOTPATH	Clerk to write a specification for work to address the Leat bank erosion where this is/will be affecting the footpath	NIL FOR SPEC	DTC	Specification has been written. EA has confirmed a permit will be required. Volunteer Footpath Warden to arrange for DCC Warden to assess site. Work to be undertaken to determine landowners.
5	20/08/2020	HAYMANS ALLOTMENT FENCE	To repair the fence. i) clarify Allotment Policy 12.1 Site Security: ii) compile a list of priority work which is needed to repair the Haymans Close allotment boundary fencing; iii) establish if any waste materials can be placed in the cemetery skip (for disposal) prior to any work being undertaken; iv) use best judgement in using the allocated funds to facilitate the repair of the fence (urgent repairs should be undertaken first) and the disposal of any waste materials.	£423.00	TC/DTC	Further consideration following a site visit will be required and an estimate of the cost of repair and materials obtained and considered. NB: There is a deficit in the allotment budget at present. Wasteology have confirmed that waste materials from the allotment site (fencing) can be placed in the skip located in the cemetery car park. Point 1. It is reasonable to expect the Council to ensure, in so much as is practicable, that an allotment site is secure. As the Haymans Close plots are directly adjacent to a walkway leading to various residential properties it would be considered appropriate that the Council as 'landlord' provides a boundary fence.

No.	DATE OF MEETING	AGENDA ITEM/TOPIC/ MINUTE NO.	RESOLUTION	FINANCIAL IMPLICATIONS	TO BE ACTIONED BY	PROGRESS/ACTION TAKEN
6	15/10/2020	YMCA	RESOLVED: That the YMCA are contacted and requested to submit a detailed itemised list of what it has done in terms of youth service provision (since 1 st April 2020) together with an invoice stating the amount it feels should be paid for this work, given that the Town Council has already paid some money. Note: Consideration of these documents can be given by the appropriate Council Committee.		DTC	YMCA have been apprised of this. Youth Services Working Group to take the lead.
7	15/10/2020	DONATION	NOTE: Clerk to contact the Culm Valley in Business organisation to ask if it would like to have its £100.00 donation refunded or if it would be happy to transfer this donation to the cost of the Christmas lights provision for 2020. <i>*Originally offered towards the V E Day vintage buses and then transferred to the provision of a V E Day Bench.</i>	£100.00	DTC	Secretary of the CViB has confirmed that the CViB Committee is happy for the Council to transfer the money to the Christmas Lights. COMPLETED – To be removed
8	19/11/2020	LEAT	i) request that further investigation is undertaken to establish land ownership at and around the Cullompton Leat; ii) approve the sum of £50.00 for any associated land registry search costs as necessary.	£50.00	VFW	See report – agenda Jan 2021 + oral report from Volunteer Footpath Warden
9.	19/11/2020	ALLOTMENT POLICY	That with the following amendment to the draft Allotment Policy (Haymans Close and Top Field Allotment sites) in relation to the installation of a pond:	N/A	TC	Referred to Full Council for consideration of formal adoption. NOTE: Policy Approved 14 th January 2021.

No.	DATE OF MEETING	AGENDA ITEM/TOPIC/ MINUTE NO.	RESOLUTION	FINANCIAL IMPLICATIONS	TO BE ACTIONED BY	PROGRESS/ACTION TAKEN
			<p>'If a Tenant wishes to install a pond on their allotment, prior approval must be sought in writing from the Council by completing the relevant application form. Any such structure must be maintained in good condition and should not exceed 15% of the size of the plot. Once a Tenant decides to vacate their plot, the pond and any associated material/s must be removed and the plot returned to its original state (prior to installation of the pond) – this will be the responsibility of the Tenant. Should the Council need to arrange for the removal of a pond and any associated material/s, then the associated costs will be invoiced to the Tenant'</p> <ul style="list-style-type: none"> - the Community Wellbeing Committee approve the draft Allotment Policy. 			COMPLETED – To be removed
10.	19/11/2020	DROP IN SURGERY	That the Community Wellbeing Committee is happy to support the idea of a Town Council Drop in Surgery. It is suggested that a trial surgery is run for a period of four months, to be held mid-morning on a Saturday for a couple of hours, starting in January 2021.	N/A	TC	Arrangements to be made as soon as is practicable.

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Detailed Income & Expenditure by Budget Heading 14/01/2021

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Wellbeing Committee								
200 Allotments								
1200 Allotment Rents - Top Field	(53)	371	350	(21)			106.0%	
1205 Allotment Rents - Haymans	0	72	150	78			48.0%	
Allotments :- Income	<u>(53)</u>	<u>443</u>	<u>500</u>	<u>57</u>			<u>88.6%</u>	<u>0</u>
4200 Allotment Expenses	201	520	500	(20)		(20)	104.1%	
Allotments :- Indirect Expenditure	<u>201</u>	<u>520</u>	<u>500</u>	<u>(20)</u>	<u>0</u>	<u>(20)</u>	<u>104.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(254)</u>	<u>(77)</u>	<u>0</u>	<u>77</u>				
600 Community Wellbeing Miscellane								
1000 Crier Advertising	0	(25)	500	525			(5.0%)	
1051 Christmas Event	250	250	500	250			50.0%	
1053 Christmas Trees	0	(73)	0	73			0.0%	
1915 COVID-19 Income	0	5,161	0	(5,161)			0.0%	
1920 Leat Repair Work Income	0	200	0	(200)			0.0%	
Community Wellbeing Miscellane :- Income	<u>250</u>	<u>5,512</u>	<u>1,000</u>	<u>(4,512)</u>			<u>551.2%</u>	<u>0</u>
4020 Cullompton Crier	0	0	2,000	2,000		2,000	0.0%	
4025 Social Media	0	0	100	100		100	0.0%	
4095 Christmas Lights	7,172	11,777	10,000	(1,777)		(1,777)	117.8%	
4096 Christmas Event	592	1,186	4,000	2,814		2,814	29.6%	
4125 Play Area Running Expenses	2,068	9,125	6,000	(3,125)		(3,125)	152.1%	
4126 Play Equipment Fund EMR329	0	0	2,000	2,000	1,090	910	54.5%	
4160 Community Wellbeing Committee	14	14	1,500	1,487		1,487	0.9%	
4165 Community Events	0	0	3,000	3,000		3,000	0.0%	
4175 COVID-19 Expenditure	0	6,094	0	(6,094)	21	(6,115)	0.0%	
4910 Leat Repairs	0	450	2,500	2,050		2,050	18.0%	
9028 Play Area Fund EMR328	0	0	8,613	8,613		8,613	0.0%	
Community Wellbeing Miscellane :- Indirect Expenditure	<u>9,845</u>	<u>28,645</u>	<u>39,713</u>	<u>11,068</u>	<u>1,111</u>	<u>9,957</u>	<u>74.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,595)</u>	<u>(23,132)</u>	<u>(38,713)</u>	<u>(15,581)</u>				
835 Public Rights of Way								
1835 Public Rights of Way	0	400	0	(400)			0.0%	
Public Rights of Way :- Income	<u>0</u>	<u>400</u>	<u>0</u>	<u>(400)</u>				<u>0</u>
Net Income	<u>0</u>	<u>400</u>	<u>0</u>	<u>(400)</u>				
Community Wellbeing Committee :- Income	197	6,355	1,500	(4,855)			423.7%	
Expenditure	10,046	29,165	40,213	11,048	1,111	9,937	75.3%	
Movement to/(from) Gen Reserve	<u>(9,849)</u>	<u>(22,810)</u>						

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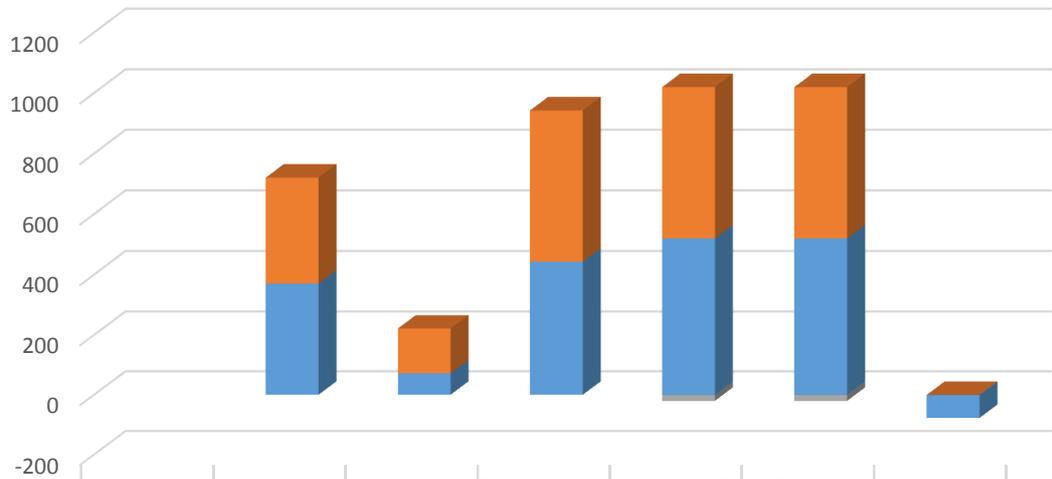
Detailed Income & Expenditure by Budget Heading 14/01/2021

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	197	6,355	1,500	(4,855)			423.7%	
Expenditure	10,046	29,165	40,213	11,048	1,111	9,937	75.3%	
Net Income over Expenditure	<u>(9,849)</u>	<u>(22,810)</u>	<u>(38,713)</u>	<u>(15,903)</u>				
Movement to/(from) Gen Reserve	<u>(9,849)</u>	<u>(22,810)</u>						

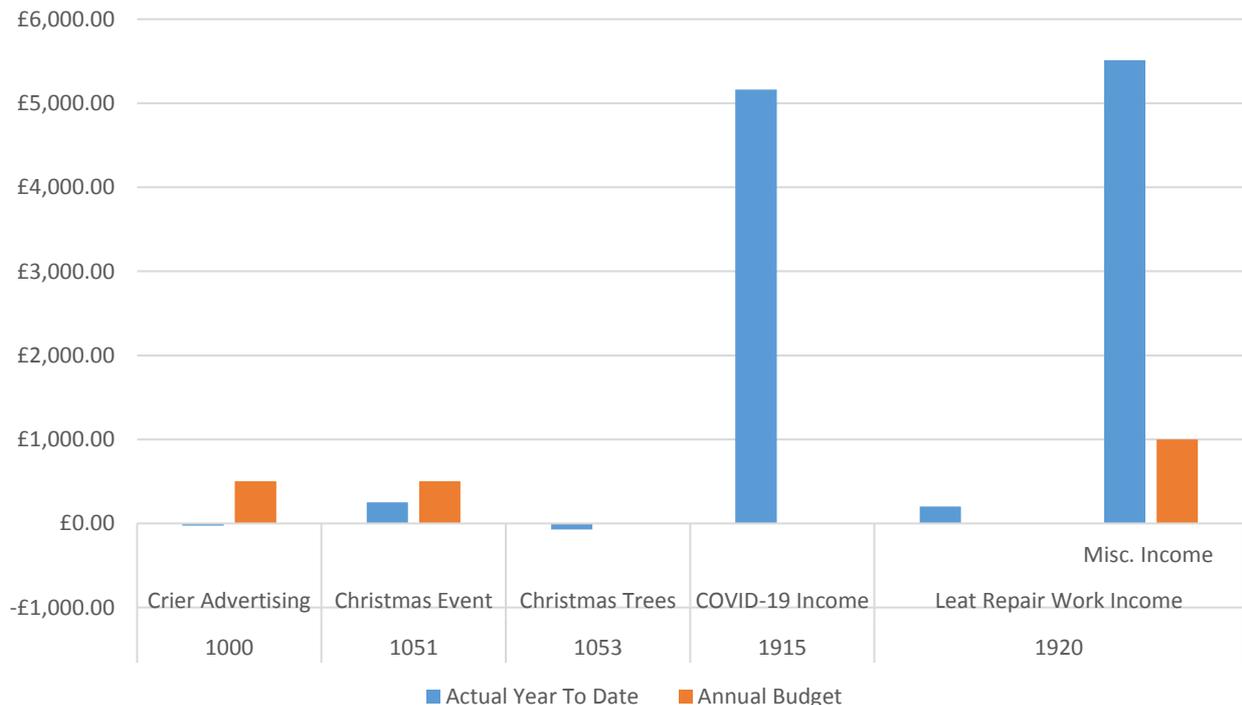
ALLOTMENTS - Haymans Close & Top Field

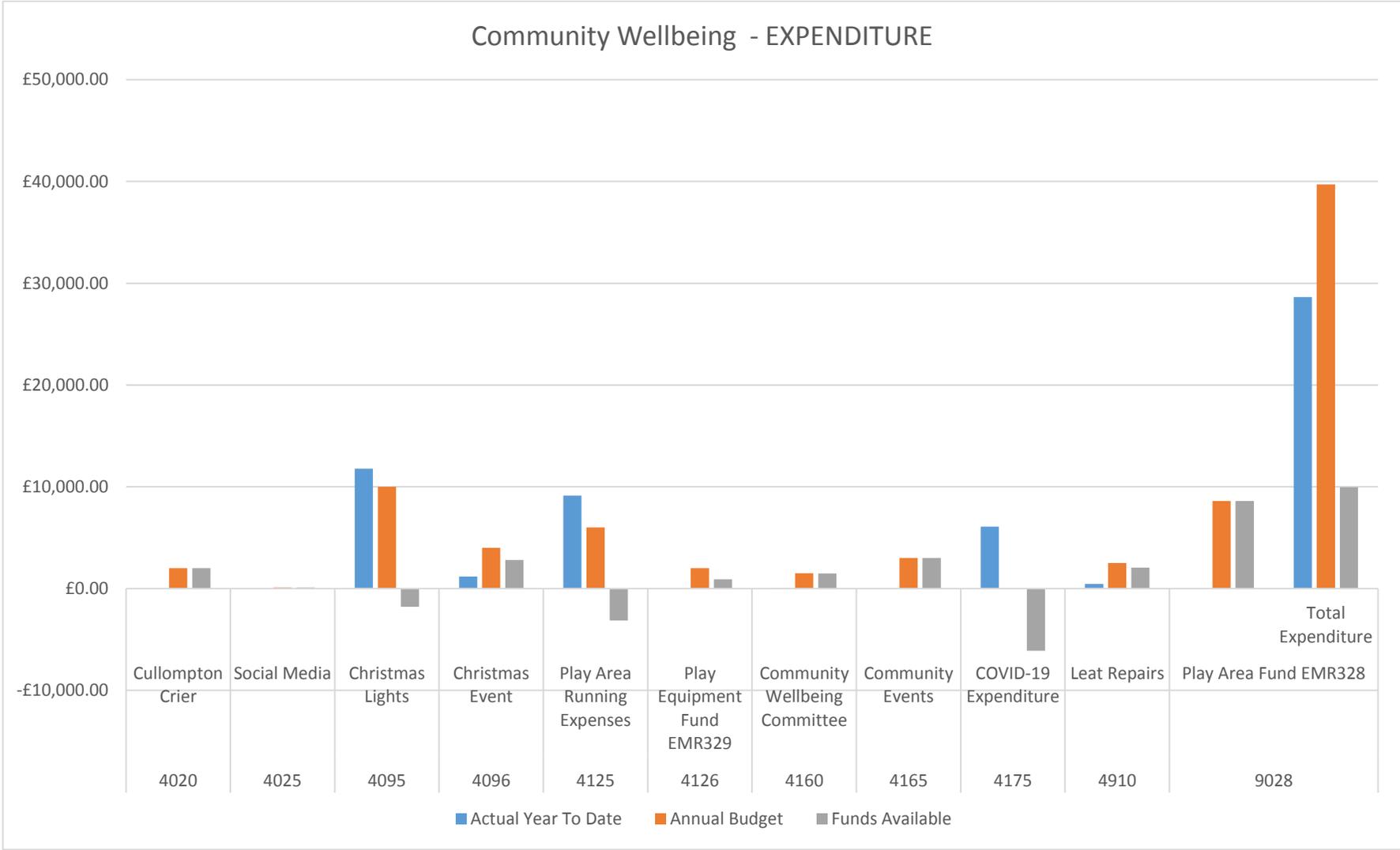


	Rents - Top Field	Rents - Haymans		Total Income	Total Expenditure		Balance Expenses
	1200	1205			4200		
■ Funds Available					-£20.00	-£20.00	
■ Annual Budget	£350.00	£150.00	£500.00	£500.00	£500.00	£500.00	£0.00
■ Actual Year To Date	£371.00	£72.00	£443.00	£520.00	£520.00	£520.00	-£77.00

■ Actual Year To Date ■ Annual Budget ■ Funds Available

Community Wellbeing INCOME





Agenda Item: 8 i) Public Rights of Way - Supporting Document to agenda item 8 ii)

RECOMMENDATION: For the Community Wellbeing Committee to –

- i) Note this report (Notes of a discussion);
- ii) Consider the options as proposed for the way forward with the P3 Scheme – as per no. 4 & 5 below

NOTES – of a discussion in relation to Public Rights of Way Provision (P3)
Thursday 7th January 2021 at 2:00pm

*‘virtual’ Discussion: Zoom - Enterprise video conferencing with real-time messaging and content sharing

Present: Cllr. Janet Johns
Nick Savage – Volunteer Footpath Warden (VFW)
Joy Norris – Town Clerk

Administrator: Maria Weston – Deputy Town Clerk

1. Current Position:

- Cullompton has a new Public Rights of Way (Footpath) Warden employed by Devon County Council (DCC)
- The purpose of this discussion is to determine if Cullompton Town Council should:
 - i) remain a member of the P3 scheme and apply for funding; *or to*
 - ii) remain a member of the P3 scheme and not ask for any monies; *or to*
 - iii) no longer be a member of DCC’s P3 Scheme.

2. To Note:

- The Council receives a certain amount per mile of its Public Rights of Way footpaths. Last year £400.00 was received.
- The Council has adopted a no stile policy (where possible)
- The £2,374.00 (Codes 4910 & 350) can be combined with the funds in code 1835 £400.00
- The P3 monies currently available have been accumulated as a result of not spending the P3 monies allocated (to Cullompton by DCC)
- Approx. 2.5 years ago the Council also received money for improvement work on the Leat. This money came from DCC’s Footpath Warden’s budget overspill. Work carried out was:
 - 1. the cutting of the hedge by the corner of Middle Mill;
 - 2. the installation of a metal handrail on the path directly next to the Station Road gate – where path is steep.
- The VFP has looked at making the steps at Lower Mill DDA* compliant i.e. installation of a ramp - however this is not feasible. A longer term objective is to provide easy access to the public footpath via a gateway but landowner permission etc., would need to be secured.

**In 1995, the Disability Discrimination Act (DDA) made it mandatory for all establishments and service providers that are open to the public to take reasonable steps to provide access for disabled people.*

- The VFW has a concern of not taking up too much Officer's time in planning the P3 Scheme.
- In the past, the maintenance team would undertake small repair jobs but due to staffing and time constraints currently, this is no longer the case.

3. Stiles

It is suggested that pursuing the stile replacement policy is appropriate but to perhaps go about this in a different way due to issues with identifying Landowners* or in obtaining permission from Landowners. Perhaps, when looking at any future repairs of stiles, it would be an appropriate time to broach the subject of replacing the stile with a gate.

**VFW has sourced some landowner details from the Land Registry however does not have all Landowners details.*

4. Way Forward

- It was suggested that the money currently held for P3 work needs to be spent before any additional money is requested from DCC and as such, a grant application for 2021-22 should not be submitted to DCC.
- It was suggested that 50% of the available P3 funds of £2,774.00 (i.e. £1,387.00) should be used to carry out quick P3 repairs needing to be done now e.g. routine maintenance jobs.
- Consideration was given to the timetable of Committees and the time involved in obtaining approval for work specifications, contractors etc. The Town Clerk is authorised to spend up to £499.00 on revenue items, as per Financial Regulations (*- Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman*). It was agreed it would be useful to compile a list of small jobs that need doing and which can be carried out relatively easily and quickly. Getting these jobs done will demonstrate that the Council is being pro-active in addressing P3 issues and of spending the money it has been awarded.
- The remaining 50% of P3 funds can be held to be used towards future work e.g. paths and Leat bank repairs, specifically where this is having a detrimental impact on the adjacent footpath). It is recognised that this work will be expensive and so future budget planning should take into account the need to put money aside for these works, building up a contingency sum year on year.

5. Items to Be Addressed Now:

1. Request a visit from DCC's Public Rights of Way Warden to assess the Leat – namely its banks and erosion.
 2. Obtain quotations to undertake a 'hard' cut back of the hedge between Station Road gate and Higher Mill with a view to regaining the full width of the footpath;
 3. Obtain quotations to cut back the overgrown vegetation and to scrape back the associated dirt on the bridleway running behind the Bell public house (running down to Crow Green)
 4. Obtain quotations to extend the wooden fencing that has already been installed at Middle Mill and where there is a substantial drop into the watercourse. Need to liaise with DCC engineering dept. NB: There is erosion on various parts of the Leat. The stretch below Middle Mill has grass on either side and the bank is relatively low.
-

NOTE: Information Sheet

CURRENT Budgetary Position

(As supplied to the Community Wellbeing Committee 19th Nov'20)

Public Rights of Way - Code 350 £2,374.00

The Committee resolved this money should be used to pay for the gates to replace stiles. Devon County Council will supply the gate kits for free and the labour is £1,050.00 (£350.00 x 3 gates) - this leaves £1,324.00 which is available for any future P3 works.

NB: See comments below *

Public Rights of Way - Code 1835 £400.00 **

Grant received from Devon County Council (based on mileage of public footpaths)

Total P3 Monies therefore currently available is £2,374.00 + £400.00 = £ 2,774.00

***Funding Application from DCC**

The Council has applied for £1,050.00 from DCC to pay for the gate labour – but we have been advised that DCC will only award the difference between this and the £400.00 already received (**as above) which is £650.00.

The Council will need to obtain landowners permission to change the stiles to gates and once this has been received, it can submit an application for the £650.00 from Devon County Council. This money will be added to code 350 (currently £2,374.00) and this combined with code 1835 £400.00 will bring the total money available for any P3 work to £3,424.00. The stile replacement and bank erosion work will need to be paid from this.

Precept 2020-21

- No money precepted for P3 this year (2020-21)
- Code 4910 £2,500.00: precepted for Leat maintenance *** See below

*****General Leat Repairs £2,500.00 Code 4910**

- For all Leat work that is not P3 related – Must be 'match funded'.
- This budget has been used to pay for the Leat Conservancy Boards grant award of £50.00 for waders plus the contractor's invoice to remove vegetation from the Leat (£200.00 from the Town Council and £200.00 from the board as match funding). Balance available in this pot is now £2,050.00.
- Any general Leat work/repairs will need to come out of code 4910 £2,050.00.

P3 - Outstanding Works to be addressed

- To replace 3 no. stiles with 'kissing gates' Cost: £1,050.00 (Labour only)
- To undertake Leat bank erosion works Cost: To be confirmed

Leat Bank Erosion Works and Associated EA Permit

There will be an available budget of **£2,374.00** (Codes 4910 & 350) to pay for this work -after the stile installation cost of £1,050.00 has been paid.



help@hand
Community Info

Agenda Item: 9 Help @ Hand App

RECOMMENDATION: That the Community Wellbeing Committee –

- 1. notes this report;**
- 2. gives consideration to the Council’s support of and association with the Help @ Hands App, including the monetary provision - with a view to making an associated recommendation to Full Council.**

What is the Help at Hand App and what are the benefits?

The app is a ‘social prescribing’ directory of services (database) e.g. health, alternative health and social inclusion such as youth services, which allows users to access services/information quickly and easily on their mobile devices.

The Help at Hand innovation integrates the central hub (GP Surgery) with all local groups, charities and businesses offering services to local patients, carers and relatives. It actively signposts patients to the most relevant care providers which helps to reduce unnecessary GP appointments.

The Help at Hand App is a quick means of contact with the numbers that people need fast and during a crisis. The App is completely free to patients, their family and friends, carers etc., and is customised to meet the specific needs of both the patients and healthcare teams on a local basis but there is an annual subscription fee based on the number of users.

(<https://hand.community> - From there you can also download the app.)

Background

The Managing Director of the Help@Hand App made a presentation to the Full Council in July 2020 which was made at the request of the Community Wellbeing Committee and originated with the Cullompton Community Support Working Group. Whilst Full Council resolved that the ICT Working Group works with Help@Hand to establish the framework for a bespoke solution for the Town Council and the costs (with a view to allocating a budget for the project in 2021-2022), due to constraints this has not been realised. As the Community Wellbeing Committee has responsibility for community engagement it is felt that members should now look at this project.

The Managing Director of Help @ Hand was asked to provide a short summary of how he believes the Community Info App can benefit the population of Cullompton:

Date: 14/01/2021

- The Culm Valley PCN has already adopted the initiative and is rolling out a patient awareness programme this coming weekend and they expect to be helping up to 1000 patients registered with them to download the App and to assist them in understanding just how many and what variety of Support Services are available in the surrounding area.
- Cullompton Town Council (CTC) will be enabled to join in this enterprise by making available a version of the App with all the dataset of services the Town Council wishes to collate and disseminate to its residents.
- CTC will retain complete control of the information being stored and disseminated
- CTC will incur no additional GDPR concerns since the App does not require residents to register or log in with any personal details
- When the residents download and use the App they cannot be monitored or tracked since any use of it occurs within their own device.
- The App is free to download so no-one is charged in any way to download and use the App.
- Any device can utilise the App - it is available on both iOS and Android for both mobiles and tablets and there is a web app that can be used from any desktop computer that has internet access.
- The dataset is stored within a secure data warehouse within the Google suite of services and holds the highest security certification that is required by UK regulatory bodies i.e. MOD, NHS etc
- Our team will always be in support of your team and will at no additional cost set up your initial dataset by taking any data you supply and adding it to the current "spine" of regional and national information that we hold. Your team is then free to edit as they see fit. Any services CTC deems useful can be added to the dataset.*
- There is one annual subscription and no additional charges are incurred by your team making amends to the dataset. In fact you can make as many changes as you wish and at any time of day from anywhere on any device with internet access.
- The App is currently in use and serving over 300,000 people via a combination of GP Surgeries, Hospices, Sport programmes and DEFRA sponsored farming Support groups so you are not an experiment.
- Since I last presented to your Council we have also been accepted onto the Exeter University Smartline programme, the University of Plymouth EPIC programme, the UnLtd Thrive Programme and the South West Academic Health Science Network and we have spread across Cornwall and Devon up to Hertfordshire and Cambridgeshire.
- We have also been cited by HRH Prince Charles as "**a shining example of what is possible and, I need hardly mention, of what we should continue to strive for when this dreadful virus is over.**"

COSTINGS

Finally, I have made a calculation of the cost of the annual subscription that would be applicable to CTC should you wish to proceed. I have based this on the latest population figures for Cullompton (8500 residents) as this is similar to how we calculate the charge for a GP surgery i.e. no. of registered patients.

We will charge 10p/resident/annum + vat thus the annual subscription will be £850 + vat.

If, however, CTC elected to subscribe for a 3-year term then we would apply a 5% discount so that the annual subscription would be £807.50 + vat.

Below is an outline of the service as stated by the Head of Social Prescribing, St. Austell Healthcare



The Help at Hand Community Info app is an invaluable social prescribing tool that enables our team to maintain an up to date, quality assured database of local services that we can use to confidently signpost our patients to.

The back office of the app is user friendly and gives us the power to easily change / update a service at the touch of a button. Being web based means we can use the back office and app even when working remotely. Using the app has cut down on our administration time considerably and made it 80 % easier to update services.

*The Help at Hand app is intuitive and user friendly meaning that **all** surgery staff can use it to signpost patients to relevant sources of support, for example our Mental Health Practitioners are using it to signpost patients to wellbeing activities and Health Care Assistants are using it for long term condition support.*

Relevant for the aging population

40% of referrals to the social prescribing service in 2019 were aged 60+.

*Many of our patients, even those in the 60+ age range, **are digitally literate** and have downloaded the app and reported that it has helped them to easily navigate to appropriate services.*

*As part of the social prescribing support we offer, we encourage people to learn new skills so for those not digitally literate we can refer to the digital inclusion team for support to improve their IT knowledge and skills. This has **proven very successful** and people have learnt how to send emails, shop online, use video conferencing software as well as use apps such as the Help at Hand app.*

*Even for those patients who are not able to use technology, Help at Hand is still **relevant** and **useful**. Link workers use the app during consultations with patients to show them the fantastic range of local groups and services that are available to support them and can easily print out the details of the group / service directly from Help at Hand for the patient.*

Agenda Item 10 - Allotment Site –Culm Valley Park Development

RECOMMENDATION: For the Community Wellbeing Committee to –

1. Note this report;
2. Consider, with a view to making an associated recommendation to the Town Council, the *developer's question of whether Cullompton Town Council would like to take on the management of the proposed allotment field at the site south of Siskin.

Introduction:

We have been approached by the Land & Planning Director of Taylor Wimpey Exeter, with a communication (excerpt as below*) in relation to the proposed allotment site at the planned new development near Siskin Chase. As the Community Wellbeing Committee is responsible for allotments, it is requested that members consider the following comments with a view to making an associated recommendation to the Full Council.

*E-mail dated: 07/12/2020 Received from Taylor Wimpey Exeter:

'Following our presentation to the Town Council and ongoing consultation with local residents regarding Taylor Wimpey's proposals for the new residential development known as Culm Valley Park off Siskin Chase, I wanted to speak to the Cullompton Allotment Association and the Town Council regarding the allotments proposed on site.

As you know, provision of allotments was something that Taylor Wimpey committed to delivering as part of the outline proposals for the site. We are currently reviewing the detailed design, which would be included in any Reserved Matters application.

I know the Town Council own two allotment sites, with another managed as Trustee. I wanted to know if the allotments on this site would be something that you would be interested in managing / taking on the ownership? If not, we would still be keen to show you our proposals so we can benefit from your knowledge of demand and usage in the town. '

For member's reference, further detail was requested as to how large the allotment site would be and how many plots it would hold. The response received was:

'The total area is 630m², which includes three parking spaces, tree planting and paths etc. The plots themselves are divided in to 75m², 125m² and 125m² pitches.'

For comparative purposes it may be useful to note the Assistant Town Clerk's comments below:

'It's not that big a site; for reference the Town Hall is approximately 85m² (plot sizes of 75m² and 125m² are proposed) and the Top Field allotment field is in the region of 3,500m² and Hayman's Close is c900m² so the proposed site overall is even smaller than Hayman's.'

Note: Should the Town Council wish to take on the management of the site, it should be mindful of the level of administrative services that would be required and the impact on staff time and resources.

Agenda Item: 11 - Christmas Lights

RECOMMENDATION:

For the Community Wellbeing Committee to –

1. Note this report;
2. Consider the way forward with future Christmas Lights provision for Cullompton.

CHRISTMAS LIGHTS REPORT

Background

Traditionally, Cullompton has been lit, for Christmas, as follows:

- 27 Lime Trees in the Higher Bullring are crown lit with alternate warm and pure white light strings. The lights are owned by Cullompton Town Council and are, approximately, 8 years old. Occasional 5m lengths of light are replaced as they have been ripped from trees by large vehicles parked just off the highway whilst unloading.
- 2 real fir trees, one at the Higher Bullring and another at the Lower Bullring. The lights installed are DMX controlled, colour changing, LED attached to a controller. In 2020, it became apparent that, at 8 years of age, the lights are approaching the end of their useful life when the lights at the Lower Bullring failed to function correctly.
- Up to 40 x 4', artificial, fir trees lit with a single string of RGB, colour changing, LED lights. The trees were replaced prior to the 2020 season as were the lights in Fore Street. The High Street lights are c3 years old.
- A "Merry Christmas" motif on the outside of the Town Hall although this was omitted in 2020 to make room for the "Open 4 Business" banner.
- 6 lighting column features in Station Road. Again, these were omitted in 2020 partly to save cost but also it is considered that they don't add a great deal to the overall display.

The majority of the lights are installed by professional lighting installers. The primary reasons for this are:

- It is a large job by the standards of the majority of electricians although a small installation for festive lighting companies.
- It requires a good level of qualification to be able to conduct the work are not held by the majority of electricians:
 - Appropriate Chapter 8 qualifications to work on the highway; this will include the signage module, the working on the public highway module and the supervisor module.
 - Appropriate ancillary qualifications required to conduct the work including the operation, at the roadside of a mobile platform.
- The time required to carry out the work; a professional lighting installer supplying 3 individuals (two to work and one to supervise) took 4 days to install lighting into the Lime trees and dress the real fir trees with a similar time to remove the lighting at the end of the season.

Limitations

Long in the past, there was the possibility of stringing two overhead banners across Fore Street:

- One of these was strung between The Manor Hotel and the former Lloyds Bank building; this one was removed from the scheme in light of the significant stability issues with The Manor Hotel and the fact that the council risk assessed the banner and did not want to be exposed to the possibility of this banner having a further, detrimental, impact on this building.
- The second was approximately half way between the Tiverton Road junction and Exeter Hill. This one was removed as one of the anchor points failed and pulled a chunk of the fabric of the building with it; my understanding is that this was not whilst the Christmas banner was attached but another from the Cullompton Community College. As a result, building owners have not permitted banner anchor points to be secured to their premises in case of damage; many of the buildings, particularly on the western side of Fore Street, are Grade II Listed buildings constructed of cob and, as such, are not entirely suitable for anchor points of sufficient strength to support the required width of banner particularly in the winter when the winds are naturally stronger and “funnelled” down Fore Street.
- Installation and removal caused significant disruption to traffic moving along Fore Street.

Further south, beyond Exeter Hill, and further north, in High Street, the road is too wide for banners and lighting features to be strung between buildings without the installation of additional street furniture; whilst this is possible, they would require to be of sufficient height to allow High Street, Fore Street and Exeter Road to be utilised as the primary diversion route in the event that the M5 Motorway is closed; on the UK motorway network, if a bridge or other infrastructure is unmarked then it is at least 5m above the carriageway. If it is less than 5m above the carriageway, it is required to be marked with the height above the carriageway to inform large vehicle drivers.

Trees and, for example, the War Memorial would also impede the installation of cross-street banners in High Street without the installation of additional street furniture.

Another suggestion has been to make use of the lighting columns along Fore Street and Exeter Road. This has been thoroughly investigated on a number of occasions and the same issues preclude lighting column features:

- Firstly, Devon County Council will not allow features to be installed on these columns as the column are of insufficient strength to support the weight and/or the wind resistance of such features. This could be overcome by the replacement of these lighting columns but, if the council wishes to do so to support Christmas features, they will be replaced at the council’s cost. The matter could be revisited when the column are replaced in the normal course.
- Secondly, each lighting column will require to have a dedicated power supply for the Christmas feature installed; this, from memory, would run to c£250 per column.
- Finally, the lighting columns in Fore Street are irregularly spaced and vary between columns close to buildings and lighting fixed to buildings.

Additionally, the last time Devon County Council were asked, the council were told that they would not approve the installation of features on roundabouts (for example, the roundabout at the junction of Exeter Road/Bradninch Hill/Swallow Way) as it would be a significant distraction to drivers.

Considerations for 2021

The lights installed in the real Fir trees in the Higher and Lower Bullrings are DMX controlled LED lights. They were purchased approximately 8 years ago from Lamps and Tubes Illuminations (LTI) and have been used annually since then. One of the primary reasons for using LTI to do the installations are that they lighting system in these trees is known to them.

However, in 2020, the lights installed in the Lower Bullring tree did not function as they have previously, despite having been tested in the early part of 2020; some of the LEDs did not light and there appeared to be little co-ordination between the lights that did function. They are no longer stocked by LTI and it is recommended that they are replaced; at the same time it is worth considering replacement of those that are installed in the Higher Bullring tree are also replaced as they are of the same age and approaching the end of their useful life.

It is considered that replacement of these lights should be done with a simpler system that can be installed by anybody; a good choice would be the RGB LED lights that are installed in the 4 foot artificial trees fixed to buildings in High and Fore Streets. These lights are supplied in 10m lengths with 80 LEDs on each string and cost c£80 per set; they can be connected to each other to provide longer lengths. Approximately 100m (10 sets) will be required for the Higher Bullring and approximately 80m (8 sets) will be required for the Lower Bullring.

The installation will be tendered for 2021; this was last done for the 2019-2020 displays and there was a significant cost increase in 2020 over 2019. Consideration should be given to carrying out the work "in house". There are several things to be considered in this case:

- That the outdoor staff are capable and willing to do the work.
- That several training courses will be required to be completed including:
 - Chapter 8 modules for working on the highway and supervising work on the highway.
 - Mobile platform, such as a cherry picker or van mounted platform.

Pros

The work can be carried out, piecemeal, over the course of the year with the exception of dressing the real trees.

The cost will be substantially less. All light sets are owned and, although the work will take approximately the same time, the cost will be in staff time only and the hire of a mobile platform at c£200 per day.

It will be possible to, for example, leave the Lime trees dressed from year to year with the exception of years when the trees will be pollarded.

Cons

The work will take the outdoor staff away from other town maintenance tasks.

Local testing of the lights will be required. This can be achieved by training a member of staff to carry out PAT Testing; there is no requirement to be a qualified electrician to do this testing work and a relatively inexpensive piece of testing equipment will be required. An upside of this approach will also allow PAT Testing of Town Hall and Cemetery equipment to be carried out as required.

Report Author: S. Reardon - Asst. Town Clerk