



Notice of Meeting of

LOCAL COMMUNITY NETWORK - EXMOOR

Thursday, 7 September 2023 at 7.00 pm

To be preceded by a meeting of the Highways Wardens at 6.00pm to discuss the Highways winter maintenance programme.

**The Moorland Hall - Cutcombe, Wheddon Cross
TA24 7DL**

To: The members of the Local Community Network - Exmoor

Chair: Councillor Steven Pugsley (Somerset Council)

Vice-chair: Councillor Ellicott (Exford PC)

Somerset Cllr Frances Nicholson

Brompton Ralph PC

Clatworthy PC

Exford PC

Huish Champflower PC

Oare PM

Skilgate PC

Upton PC

Wootton Courtenay PC

Brompton Regis PC

Cutcombe PC

Exmoor PC

Luccombe PC

Porlock PC

Timberscombe PC

Winsford PC

Brushford PC

Dulverton PC

Exton PC

Luxborough PC

Selworthy & Minehead WO

Treborough PM

Withypool & Hawkrigde PC

Somerset Council Highways

Somerset Community Council Village Agent

Avon and Somerset Police Constabulary

Exmoor National Park Authority

Exmoor Young Voices

Exmoor Hill Farming Network

Visit Exmoor

Parking is available at the hall, including disabled access and facilities as well as extra parking in the field next door.

If you have specific access needs, or are at all concerned, please contact the LCN Team so they can provide reassurance or seek solutions beforehand:

lcn@somerset.gov.uk.

For further information about the meeting, including how to join the meeting virtually, please contact Sam Murrell sam.murrell@somerset.gov.uk

All members of the public are welcome to attend our meetings and ask questions or make a statement **by giving advance notice** in writing or by e-mail to the Monitoring Officer at email: democraticserviceteam@somerset.gov.uk by **5pm on Friday, 1 September 2023**.

This meeting will be open to the public and press, subject to the passing of any resolution under the Local Government Act 1972, Schedule 12A: Access to Information.

Issued by (the Proper Officer) on Wednesday, 30 August 2023

AGENDA

Local Community Network - Exmoor - 7.00 pm Thursday, 7 September 2023.

This meeting will be preceded by the Annual Highways Winter Maintenance meeting which will commence with the Highways Wardens at 6:00pm.

Core Membership 7 - 8

Click here to join the online meeting 9 - 10

1 Highways Winter Maintenance Annual Meeting (Pages 11 - 14)

To discuss the highways arrangements for the forthcoming 2023/24 winter season.

To include Winter Equipment, Salt bin locations/filling and the gritting routes.

Maps of the routes and salt bin locations are attached.

2 Apologies for Absence

To receive any apologies for absence.

3 Declarations of Interest

To receive and note any declarations of interests in respect of any matters included on the agenda for consideration at this meeting.

(The other registrable interests of Councillors of Somerset Council, arising from membership of City, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes: [City, Town & Parish Twin Hatters - Somerset Councillors 2023](#))

4 Public Question Time

The Chair to advise of any questions, statements or petitions received that are not covered by items on the agenda for the meeting on which members of the public have requested to speak.

5 Notes from the Previous Meeting (Pages 15 - 22)

To approve the notes from the previous meeting.

6 Update on Actions from the Previous Meeting

To discuss matters arising from the notes not covered in later agenda items.

7 LCN Exmoor Highways Pilot (Pages 23 - 30)

- An update on the Exmoor Ravine Land Slippage.
- To review the membership of the Highways Sub-group;
Currently as follows:-

Cllr Steven Pugsley	(Chair)
Cllr Mike Ellicott	(Vice Chair / ENPA)
Cllr Frances Nicholson	(Somerset Council)
Cllrs Roger Foxwell / Jeremy Hickman	(Hill - Top reps)
Cllr Andrew Bray	(Vale rep)
Sarah Buchanan (Clerk)	(Brendan Hills rep)
Cllr Christine Dubery	(Dulverton Town rep)

Representatives from Somerset Council Highways

Andrew Turner Kevin Bridgwater Kali Martin
Bev Norman Luke Green/Ryan Chamberlain Kate Brown
Craig Gowan.

- To accept the recommendations of the meeting held on Thursday 3 August in respect of the Devolved Funding Requests;
- To confirm frequency and meeting dates of future Highway Sub-group meetings.

8 To set up additional sub-groups for emerging Local Community Network Priorities

Introduction to the data available:

An overview of the themes and discussion topics that evolved from the last LCN meeting.

What information and data is available to support us?

- Establishment of an Affordable Housing sub-group.
- Establishment of an Economic Regeneration sub-group.

9 Avon and Somerset Police Report

10 Exmoor National Park Authority Report

11 Dates for Future Meetings. (Pages 31 - 32)

A schedule of forthcoming Exmoor LCN meetings is attached. The Moorland Hall, Cutcombe has been booked for this purpose.

The next meeting of the Highways Sub-Group will take place at the Dulverton Sports Pavilion on Friday 22 September 2023, commencing at 10am. An agenda and associated paperwork will be issued in the week preceding the meeting.

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Core Membership

Unitary Councillors:

Councillor Frances Nicholson

Councillor Steven Pugsley

City, Town and Parish Councils (one voting member from each):

Brompton Ralph

Brompton Regis

Brushford

Clatworthy

Cutcombe

Dulverton

Exford

Exmoor

Exton

Huish Champflower

Luccombe

Luxborough

Minehead Without

Oare

Porlock

Selworthy

Skilgate

Timberscombe

Treborough

Upton

Winsford

Withypool and Hawkridge

Wootton Courtenay

Other Stakeholders (one voting member from each):

Avon and Somerset Police

NHS

Devon and Somerset Fire and Rescue

Education

Spark Somerset

Society Local Council Clerks

Somerset Association Local Councils

Somerset Activity Sports Partnership

Community Council for Somerset

Citizens Advice
Department of Work and Pensions
Somerset Rivers Authority
Somerset Local Nature Partnership
Business Chamber
Exmoor National Park
Exmoor Young Voices
The Hill Farming Network
Somerset Skills and Learning
Visit Exmoor
West Somerset Flood Group
Home Start West Somerset
Onion Collective
Sustrans

Exmoor LCN Meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 313 611 490 143

Passcode: 3duyJr

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+44 1823 772277,,896596990#](#) United Kingdom, Taunton

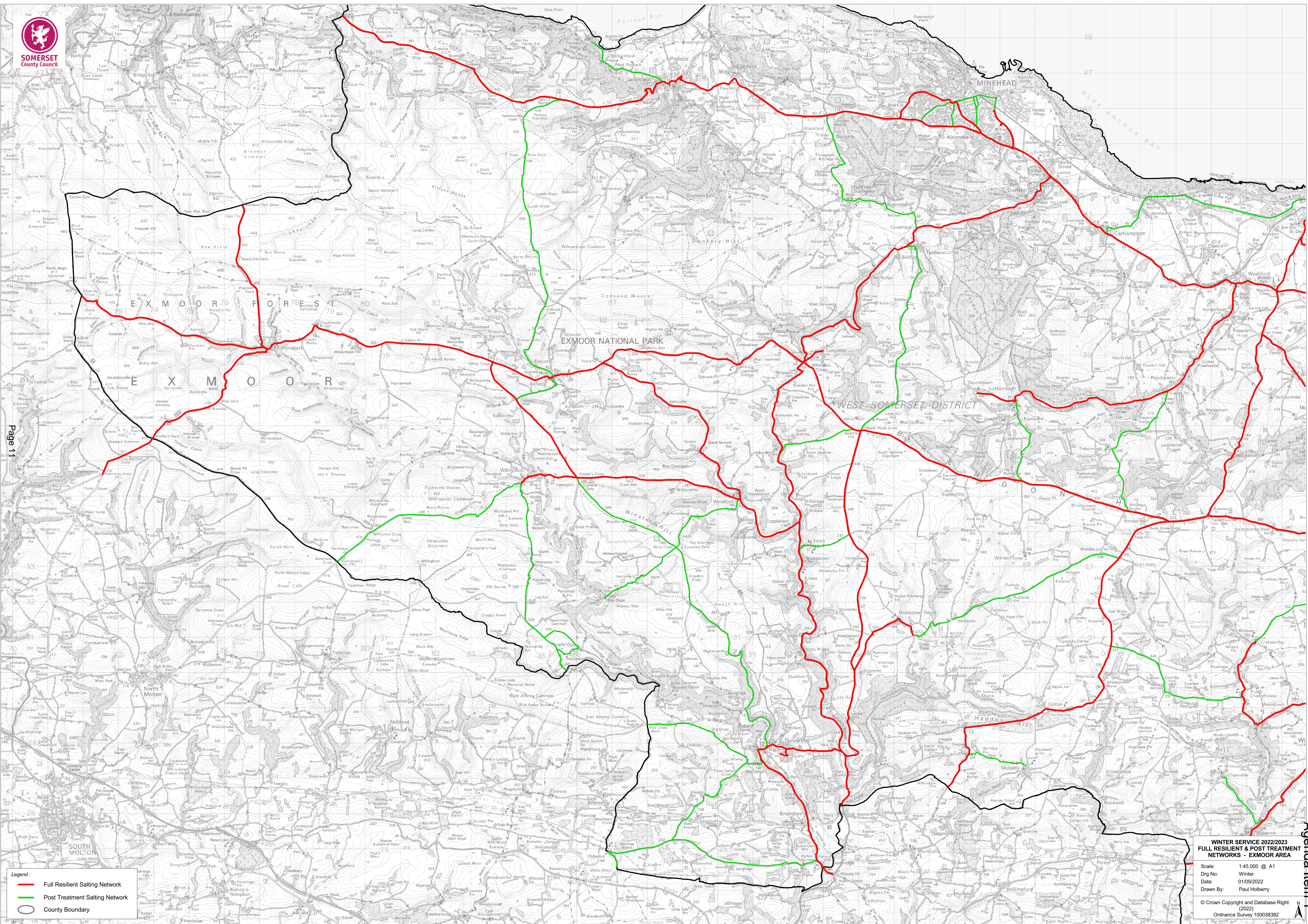
Phone Conference ID: 896 596 990#

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SOMERSET
County Council

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Legend :

- Full Resilient Salting Network
- Post Treatment Salting Network
- County Boundary

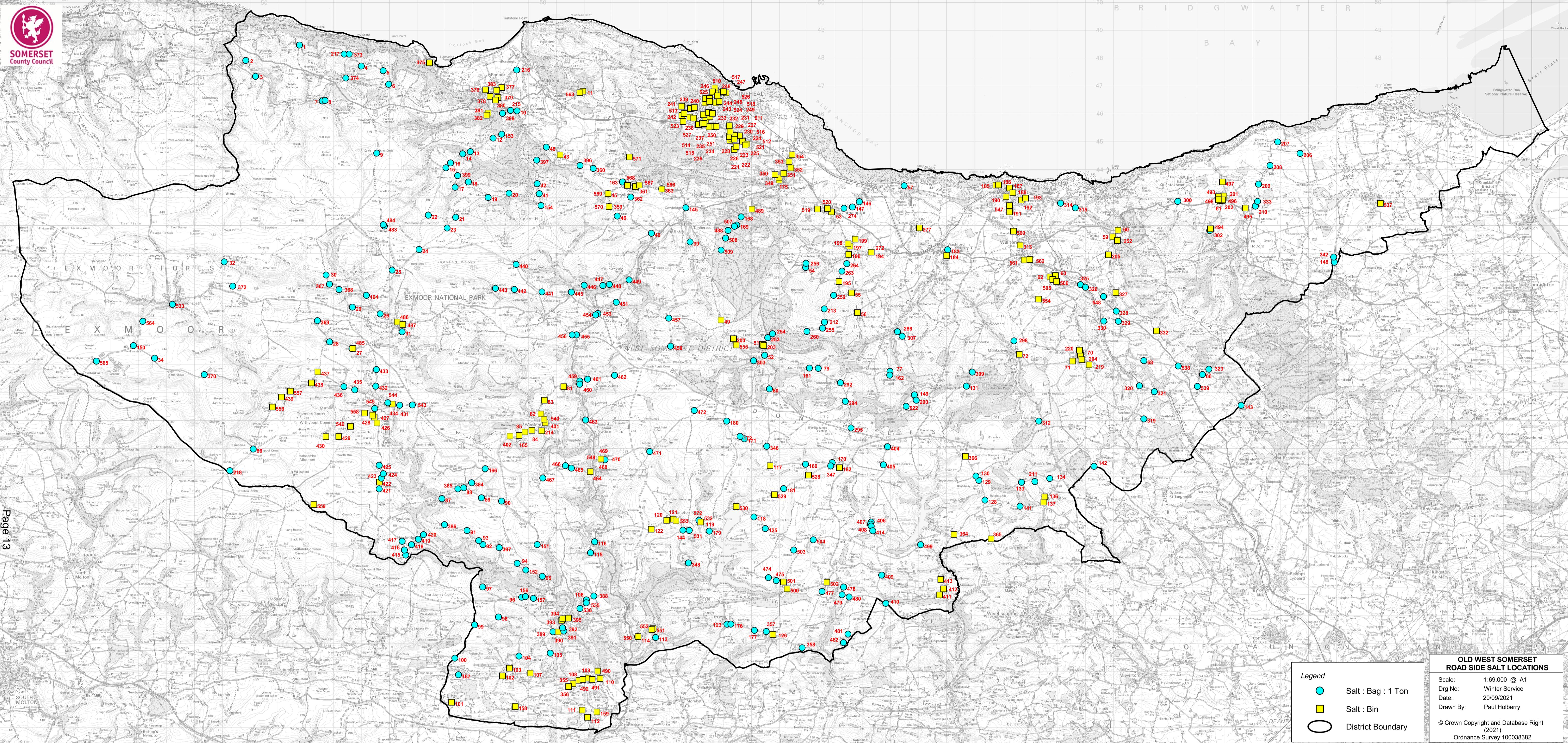
**WINTER SERVICE 2022/2023
FULL RESILIENT & POST TREATMENT
NETWORKS - EXMOOR AREA**

Scale: 1:45,000 @ A1
 Drg No: W145
 Date: 01/09/2022
 Drawn By: Paul Hobery

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 (2022)
 Ordnance Survey 10003832

Agenda Item 1

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OLD WEST SOMERSET ROAD SIDE SALT LOCATIONS

Scale: 1:69,000 @ A1
 Date: 20/09/2021
 Drawn By: Paul Hobbey
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 Ordnance Survey 100038362

Legend

- Salt : Bag : 1 Ton
- Salt : Bin
- District Boundary

Siteno	Roadname	Parish	Type	Eastng	Northng	Latitude	Longitude
1	1 Bedroom Lane	QARE CP	Salt Bag 1 Ton	28172	51229676	51.229676	-3.6448158
2	New Road	BRUSHFORD CP	Salt Bin	27841	51219646	51.219646	-3.7191324
3	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
4	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
5	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
6	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
7	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
8	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
9	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
10	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573

Siteno	Roadname	Parish	Type	Eastng	Northng	Latitude	Longitude
101	1 Bedroom Lane	QARE CP	Salt Bag 1 Ton	28172	51229676	51.229676	-3.6448158
102	New Road	BRUSHFORD CP	Salt Bin	27841	51219646	51.219646	-3.7191324
103	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
104	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
105	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
106	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
107	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
108	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
109	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
110	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573

Siteno	Roadname	Parish	Type	Eastng	Northng	Latitude	Longitude
111	1 Bedroom Lane	QARE CP	Salt Bag 1 Ton	28172	51229676	51.229676	-3.6448158
112	New Road	BRUSHFORD CP	Salt Bin	27841	51219646	51.219646	-3.7191324
113	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
114	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
115	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
116	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
117	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
118	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
119	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573
120	Que To Que Post	QARE CP	Salt Bag 1 Ton	28195	51229548	51.229548	-3.7466573

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Minutes of a Meeting of the Local Community Network - Exmoor held in the The Moorland Hall - Cutcombe, Wheddon Cross TA24 7DL, on Thursday, 8 June 2023 at 7.00 pm

Present:

Cllr Frances Nicholson	Somerset Council
Cllr Steven Pugsley	Somerset Council
Sally Baker / Patricia Bainbridge (Clerk)	Brompton Ralph PC
Sarah Buchanan (Clerk)	Brompton Regis PC
Jan Aldridge (Clerk)	Brushford PC
Sally Moran / Norma Martin	Clatworthy PC
Jon Levenson / Roger Foxwell	Cutcombe PC
Christine Dubery / Nick Thwaites	Dulverton TC
Mike Ellicott	Exford PC
Jill Wright / Francis Schott	Exmoor PC
Janette Sapsford	Exton PC
Mark Bolland / Anne Sparling / Dave Powell	Luxborough PC
Duncan McCannlis	Porlock PC
Dan Barber	Skilgate PC
Katy Attwater / Lesley Webb (Clerk)	Timberscombe PC
Fran A'Brook	Upton Parish Council
Colin Wilkins	Winsford Parish Council
Julian Soltau	Withypool & Hawkridge PC
Andrew Bray	Wootton Courtenay PC

Other Members present remotely:

John Anson (Cutcombe PC)

In attendance:

Cllr Val Keitch (SC), Loretta Whetlor (SALC), Tony Brooks (Crowcombe PC)

Sara Skirton (Virtual), Kate Hellard (Virtual) Kevin Bridgwater & Kali Martin (SC Highways) Frances Gully, & Emma Plummer (SC LCN Development), Tom Parkinson & Ollie Lindsell (IT), Ally Laing (SC Comms), Beccy Brown (SC Employment & Skills), Sam Murrell (SC Clerk)

- 1 To elect the Chair of the Local Community Network** - Agenda Item 1
Somerset Cllr Steven Pugsley was nominated by Mike Ellicott (Exford PC), seconded by Andrew Bray (Wootton Courtenay PC).

No other nominations were made so Cllr Steven Pugsley was duly elected.

- 2 To appoint the Vice-Chair of the Local Community Network** - Agenda Item 2
Mike Ellicott (Exford PC) was proposed by Cllr Steven Pugsley, seconded by Andrew Bray (Wootton Courtenay PC).

No other nominations were received so Mike Ellicott was duly elected.

- 3 Apologies** - Agenda Item 3
Apologies were received from Stephen Kimsey (Huishchampflower PC) Michelle Haines & Linda Brooks (A&S Police) Andrew Turner (SC Highways), Matthew Headley (Brompton Regis PC), Will Lock (Exmoor Young Voices)

- 4 Declarations of Interest** - Agenda Item 4
No declarations of interest were made.

- 5 Public Question Time (Items not covered on the agenda).** - Agenda Item 5
No questions, statements or comments were made at this point of the agenda.

- 6 To approve the minutes of the previous Exmoor Area Panel meeting held on Tuesday 25 April 2023** - Agenda Item 6
The minutes of the last meeting of the Exmoor Area Panel were agreed.

- 7 Update on actions from last meeting** - Agenda Item 7
There were no matters arising.

- 8 Update on the Exmoor LCN Highways Pilot Project** - Agenda Item 8
The minutes of the Highways Subgroup Meeting had been circulated with the agenda. Matters arising were as follows:-

- Cutcombe PC asked for an update on the Exford B3224 Land slippage. It was reported that this was progressing very positively. The Bridges Team were now looking at the tender process and would be inviting expressions of interest. All landowners were receiving communications and it was hoped that this work would be delivered within the current financial year. The Chair acknowledged the hard work of officers and members to expedite this issue and work towards a resolution.

- The parishes were reminded that the Highway Steward is a single operative who will carry out a dynamic risk assessment before undertaking work on the Highway. If it is deemed too dangerous and or there is a requirement for traffic management then the work will be deferred. In the main his current work involved working on the minor roads, cleaning signs and cutting back foliage. Parishes were asked to continue to log work requests via the online form.
- General defects outside of his scope, should continue to be reported via the defects portal. The link can be found [here](#).
- Parishes were reminded that the Devolved Funding Budget was still available to be drawn upon. The only money spent in the last financial year was for the provision of Grit Bins which had used some capital funding. It was requested that a costing breakdown of the spend was provided at the next Highway Sub-group Meeting, so that it was clear what budget remained.
- Andrew Bray asked if the devolved funding requests concerning second cuts on the roads in Wootton Courtenay had been progressed? The clerk advised that she had been waiting on a map identifying the affected hedgerows, so that this could be followed up.
- The Chair stated that the representation of the Sub-group would need to be reviewed to ensure that the group wasn't too unwieldy but all parishes on the moor had a way to feed into the work. At the last sub-group meeting there were only 3 parish representatives in attendance.
- It was envisaged that the model for the Highways Project would be rolled out across Somerset where other LCNs consider this a priority. Feedback is important in order for the Highways team to evaluate the effectiveness of the Highway Steward during this pilot period. The team can track metrics and performance but it's the parishes stories that bring the role to life and articulate the difference that the service is making. Please complete the Highway Steward satisfaction survey (found [here](#)). Alternatively, feedback can be sent to HighwaySteward@somerset.gov.uk.

Future meetings will be held at the Dulverton Sports Pavilion on Friday 23 June and Friday 22 September 2023.

9 To determine the priorities and areas of focus for the Local Community Network in the next 12 months - Agenda Item 9

The Chair opened the discussion by stating that it was important that the Exmoor LCN decided what themes, issues and opportunities it wanted to explore over the next 12 months. The Highways pilot was already underway, and it was agreed that this should continue as it has been very successful.

There were a number of other subjects that could be considered, such as:-

- Affordable housing for young families;
- More accessible public transport across the moor;
- Social care and looking after the most vulnerable;
- Economic Regeneration – ensuring local businesses prosper
- Access to Education / linking in with employment and skills
- Youth Work and supporting young families.

The chair then invited members of the LCN to provide their thoughts as follows:-

- Andrew Bray (Wootton Courtenay PC) agreed that housing and economic regeneration were key issues in supporting communities locally;
- Duncan McCanlis (Porlock PC) wanted the Exmoor LCN to concentrate on getting itself organised and established in its first year, to create a solid foundation. This would involve ensuring that all parts of the moor had representation and parishes were able to feed into the relevant sub-groups where needed. In the second year, he identified Public Transport, Road Safety and Devolution as items worth exploring.
- Mike Ellicott (Vice-Chair/Exford PC) asked if information could be shared from the other pilot areas in Wincanton and Frome, to see if there was any learning that could be employed in the Exmoor area. He thought this would be a good opportunity for the three pilots to work together. He also hoped that going forward LCNs would come together to work on common issues/themes and share expertise. *Cllr Val Keitch responded that this was a positive idea, and one she would look to progress.*
- Katy Attwater (Timberscombe PC). Climate Emergency especially around severe weather events and how Exmoor housing can be better equipped to deal with this. (Insulation, resilience to flooding etc). The Chair advised that Climate Change should underpin all the emerging themes as opposed to being a separate item.
- Julian Soltau (Withypool & Hawkridge) How can we influence Council decisions? How can we ensure we are not just a talking shop? *Cllr Val Keitch advised that in the absence of the former District Councils, LCNs were seen as a way for the parishes to work collaboratively together with Somerset Council and identify the issues that matter most to them. The LCNs would feed back into the Council, and would be a key way to align priorities and budgets going forward.*
- Janette Sapsford (Exton PC) Education and social support for young people especially around mental health.
- John Levenson (Cutcombe PC) Would like to see planning consultation opened up to include Exmoor Young Voices, and more development for low-cost affordable family housing. He also would like to see more opportunities for the introduction of Fibre Broadband across the moor, and for utility

companies such as Openreach to be held accountable and scrutinised.

- Andrew Bray - Subgroups should be created, which need to be supported by key officers/specialists and align with executive portfolio holder responsibilities. This would ensure that key decisions and ways of working are delivered. Actions need to be tracked in real time and be accessible so that everyone can monitor and report back. It was important that the LCN didn't overload itself with priorities in the first year, but rather concentrated on a few to ensure success.

Other questions arising:-

- Clarity was required and more information on the LCN way of working and Terms of Reference (TOR), for those who had not attended previous meetings. The TOR had been circulated with the agenda pack. Information relating to the Exmoor Area Pilot, including minutes of previous meetings can be found on the website [here](#). A LCN handbook has also been produced which provides information on the operating model for LCNs. This can be downloaded from the Somerset Council website [here](#).
- It was suggested that a skills audit was undertaken across the Exmoor LCN to determine who had expertise and could contribute to the sub-groups. It would be a good way of assessing who had capacity and experience, and where gaps need to be filled. The emphasis should be on "What can you do and what can you contribute?"

Identified Outcomes:

- The Chair concluded by saying that the Exmoor LCN would be working towards "allowing Exmoor communities to flourish via the provision of affordable housing and support to families; making services more accessible and enabling businesses to prosper". This would be accomplished by setting up sub-groups and working through data packs of information. These data packs would identify areas where the sub-groups could make the most impact. Topics underpinning these headlines would be around broadband, employment and skills training, education and housing.

Who else needs to be here?

- Christine Dubery (Dulverton TC) proposed that a representative from the West Somerset Flood Group should be invited to participate. The Chair identified Brenda Maitland Walker Brendamw49@gmail.com as a contact point for the WSFG.
- Beccy Brown (SC) – Homestart would be a good partner to include from the VCFSE as they had extensive knowledge and experience of working with young families across West Somerset.
- Exmoor Young Voices – They have been added to the core membership of the

LCN, but unfortunately their representative (Will Lock) was working on the evening of the meeting. They would continue to be invited to attend and included in any sub-groups where relevant.

Who can provide the data needed?

- Somerset Council Business Intelligence has information that can be used to evaluate the emerging themes.
- Somerset Council as the principal housing authority for the Exmoor area would have access to information on housing need, and affordability.
- Exmoor National Park as the principal planning authority would have information on development proposals and housing providers on the moor.

The Chair stated he would like to see the sub-groups set up before the next meeting of the Exmoor LCN in September. It was agreed that this would be done over the summer. The LCN link officer (once established) to liaise with the elected members, and vice chair to determine a way forward.

10 Avon and Somerset Police Report - Agenda Item 10

The Police had tendered their apologies in advance of the meeting, and an update report had been supplemented to the agenda.

A discussion was held about how the Police could add value to the meeting. It was agreed that the crime figure updates could be found online, and that it would be more informative for them to provide insight on local hot topics. Domestic violence was given as an example.

The LCN would provide a good opportunity for the Police to engage more directly with local communities and be a visible presence. They might find it beneficial to have representatives on the sub-group specific to housing and supporting people in their homes.

11 Exmoor National Park Authority Update - Agenda Item 11

There were no officers from the park in attendance but the following updates were provided:-

- Due to financial pressures and budget restraints, charging for services (such as car parks) is being introduced. There is also likely to be a reduction in the number of meetings, and a Governance Consultation is being launched aimed at the Exmoor parishes. It is very important that parishes used this opportunity to consult with the park about the review.
- The vote for the parish representatives is ending shortly, and each parish has 5 votes to elect 5 members. (The vote is per parish council).

- The Exmoor Parish Consultative Forum is a very important way for parishes to communicate with the National Park, as it includes ALL parish councils on both sides of the county border. The Park has recently indicated that the LCN would be their preferred method of consultation in the future, but this means that the North Devon parishes will not be represented. It was very important that parishes continue to support the Consultative Forum as well as working with the LCN.

Daniel Barber asked what the ENPA policy was on accessibility around Wimbleball Lake, following a planning decision to refuse a pathway around the perimeter which would have enabled wheelchair users to enjoy the lake facilities? Cllr Pugsley responded that there were considerations which led to the refusal such as unsuitability of the terrain, and the concerns about water levels rising and covering the proposed pathway. He went on to add that the correct place to raise this type of issue in the future would be the Exmoor Consultative Forum. The next meeting is due to take place at 7pm on the 22 June at The Moorland Hall, Cutcombe. Details can be found [here](#).

12 To agree the frequency of meetings - Agenda Item 12

The Exmoor Area Panel had traditionally held their meetings every other month which culminated in approximately 5/6 meetings a year. (They were not usually convened over the summer months or December due to holidays). It was agreed that this meeting schedule would be the model to work from.

13 To agree the schedule of meetings for the next 12 months - Agenda Item 13

In the past meetings had been held in January, March, May, July, September and November. This had got slightly out of sync recently, but it was agreed to try and return to this pattern, whilst allowing for smaller themed working groups at alternate intervals in between.

14 Date and time of next Local Community Network meeting - Agenda Item 14

Thursday 7 September 2023 at the Moorland Hall, Cutcombe

(The meeting ended at 8:40pm)

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CHAIR

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EXMOOR PILOT LCN – Mini subgroup meeting
Thursday 3 August 2023 from 2pm – 5pm
3 Sminhays Cottages, Brompton Regis TA23 0LG

Present as expected:

Cllr Frances Nicholson	Somerset Council
Sarah Buchanan	Brompton Regis (Brendon Hills Rep)
Christine Dubery	Dulverton Town Council (Town)
Sam Murrell (Clerk/LCN Officer)	Somerset Council

1. To review the Highway Steward Scheme:

A general discussion took place around the various issues that have arisen over the course of the pilot scheme.

What has been successful?

- Able to report minor issues and get a quick response.
- Ability to plan the work across geographic areas, and build a relationship with the parishes
- Can build a cyclical record so can spot trends and possible highlight recurring issues.
- Builds on local knowledge and direct link into Somerset Council. Relationship building with the parishes and other operatives is essential.
- Ability to incorporate work beyond just the Highway – i.e. footpaths, amenity areas, roundabouts. (Especially in Dulverton – Mill Leat).
- (Footpaths are a ENP responsibility – Agents for SC. This is something that could be developed in partnership with ENPA going forward possibly?) Villages and junctions with roads could be cleared.

What can be improved?

- Reporting mechanism – is there any way this could be incorporated into the defect's portal? The advantage would be that mapping can be included and single sign-in rather than having to repeat each entry. (North Devon have comprehensive mapping of their assets on the website. Is this something SC can replicate?)
- Mapping / Photographs – not easily added in the current format.
- Ability for the parishes to view the schedule. (Currently limited to officers and SC councillors.) Is there a way this could be shared to prevent duplication?
- Clear guidelines and criteria on SC procedures regarding dynamic risk assessments, hedge cutting policies and H&S. (i.e., Cutting foliage in the bird nesting season?)

- Reporting back – a way for the HS to respond to tasks especially when beyond his scope. Does this go to the superintendent, LCN link officer or the clerk? (Process mapping required). Other software is available. Some clerks said they had no idea if the work had been progressed following the HS visiting the site.
- Who assesses the quality of the work? – What is a highways standard? Essential that waste is removed from site especially around clearing of drains/grips and channels to ensure that debris does not wash back in following storms etc.
- Historic signposting – more information on the storage/repairs and the volunteer network.

Any other comments?

- At least 2 other LCN areas have expressed interest in a HS scheme – Dowsborough and Minehead/Watchet.
- Spaxton PC is pioneering a sign-washing and clearing project working alongside Traffic Management North (formerly Sedgemoor). They are also mapping the assets as SC does not currently have a record. (Parish online?)
- Salt bin audit – all bins to be checked by a superintendent. Any additional bins that have been put out need to be recorded so that SC can ensure they are filled. The parishes have requested copies of the current map so that they can check against their own records.
- Concern was expressed about the Milestone contract coming to an end and whether capacity was being built into the new contract to continue and expand the service.

2. Devolved Funding – Jetting requests

The Highways Team have reviewed the latest jetting requests and the list with comments is attached. Approval is required from the Chair/sub-group committee that these works can go ahead, and sub-contractor is agreed. Dulverton Town Council have been acting as broker.

Procedure

- Jetting requests received and entered on the schedule.
- Highways team do a check to ensure that there are no conflicts with other budgets / workstreams.
- Broker – invites sub-contractors to price for the work as listed in the Schedule.
- Highways team check all credentials of the sub-contractor(s) to ensure compliance with current policies and procedures.
- The sub-group give approval on the preferred sub-contractor and enter into an agreement with the broker to pay for the work. Somerset Council will raise a limit order to ensure that the work undertaken does not exceed the available budget. The purchase order will be made out to the Broker.

- The broker will undertake all liaison with the sub-contractor and oversee the work in progress.
- The broker will invoice Somerset Council once the work has been completed. (VAT to be reclaimed via the town council).
- Somerset Council will make payment to the Broker from the devolved funding budget.
- Schedule will be updated to show the work has been completed and devolved funding budget adjustments made. Highways subgroup will be advised of any remaining 22/23 budget.

3. Recommendations to the Exmoor LCN Sub-group Committee

- Immediate approval of £300 payment to Dulverton Town Council (as broker) to carry out survey on the Devolved Funding Requests / Jetting Schedule. This to be carried out by their preferred sub-contractor – **APPROVED**.
- On receipt of the results of the survey to evaluate which jetting/ gully emptying requests can be progressed by Dulverton Town Council.
- To give authorisation to Dulverton Town Council on behalf of the Exmoor LCN to undertake the work, (jetting/gully emptying and disposal of all waste material) up to an agreed limit order and not to exceed the available budget.
- Parishes to map their salt bins/containers in readiness for the winter maintenance audit. A map of the existing information is attached.

4. Meeting closed at 5pm.

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Status	Date	Parish / Town Council	Contact Name and telephone number	Email Address	Location	Application Details (From Form)	Type of Scheme	Officer comments	Amount applied for	Revenue Amount awarded
Amber	20/9/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641706	brpcclerk@gmail.com	The road between Bessom Bridge and Rugglands the road is recurrently and seriously flooded, blocking the main communication route through the parish. Reported many times to the Highways Authority	The landowner has cleared the drains repeatedly and reported to the HA. He believes the flooding is caused by the pipes under the road being inadequate for the amount of water. One length of pipe needs to be increased to 12" diameter and the second pipe brings together a 6 inch and a 9 inch pipe, blockages occur at the join, and this length should be replaced with a 12 inch diameter pipe.	Drainage	This is a sizeable project but the work could be delivered in this financial year if the budget was available and a local contractor was employed. K Bridgwater / P Keal have knowledge on this. Some ongoing ditch maintenance also needed from neighbouring landowner.		
Amber	7/10/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641706	brpcclerk@gmail.com	Two roads that flood regularly. Could these be routinely maintained as part of a jetting scheme? - Blagdon Lane near the chicken sheds - Eastcott Lane (though this is also possibly related to a broken pipe between the drains).	Jetting required and more regular cyclical maintenance.	Drainage	The outfall ditch on the side of the road would need to be cleared before jetting can take place to provide an outfall. (Eastcott Lane has a broken pipe that would need to be picked up under BAU). The lane has been jetted and some grips cleared recently, so the main issue is the broken pipe.		
Amber	14/9/22	Exton Parish Council	Andrew Moore (Parish Clerk) 01984 641539	clerk@extonparishcouncil.co.uk	C200 Heathpoult Cross to Machine Cross on the A396	Regular flooding on this fast stretch of road during heavy rain. Drainage ditches cannot cope with the volume of water	Drainage	One side of the road has cabling from statutory undertakers (BT) so this prohibits/hinders work in this area. The drainage ditches on either side could be cleared by a local farmer with agricultural machinery if necessary. Some of this work is due to be addressed imminently under Business as Usual maintenance.		
Amber	1/11/22	Withypool and Hawkridge Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkridgeparishclerk@gmail.com	Colland Cross to West Hollowcombe, Colland Cross to Slade Bridge - Top 150m.	The drains and gullies along this stretch of road have not been cleared out properly for several years. Prolonged periods of rain create a river along this road which can run down into the village and cause flooding	Jetting / Gully Emptying	The ditches on the sides of the roads may also need to be cleared prior to work being undertaken. - Comprehensive maps now provided. The drainage pipes in Hawkridge are very old and there may be some issues with conventional jetting.		
Amber	1/11/22	Withypool and Hawkridge Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkridgeparishclerk@gmail.com	Drains on Blakeway, between Hawkridge & Withypool	The drains along Blakeway are often full of rubbish which causes a river to run down the road - more regular jetting would help alleviate some of these problems	Jetting	Need to establish the exact locations of the drains that need jetting - can be done as part of a collaborative programme with other parishes. Map provided.		

Green	1/9/22	Dulverton Town Council	Christine Dubery / Margaret Rawle	duberyc@aol.com	Jetting Requirements	Map received 14/11/22 with locations shown.	Jetting / Gully Emptying	Email with P.Keal and K.Bridgwater on 14/11/22 given preliminary approval and recognition of the fact that jetting would be beneficial. (Currently on a maintenance programme of every four years).		
Green	8/11/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641706	brpcclerk@gmail.com	Ruggs Hill towards Bessom Bridge, Brompton Regis	The Highways Steward has tried to clear drains and gullies on Ruggs Hill to stop water pouring down the road toward Bessom Bridge and pooling on the causeway. He believes the drains need jetting, and this is something we have asked for in the past and which i think was done about 4 or 5 years ago.	Jetting	Need to establish the exact locations of the drains that need jetting - can be done as part of a collaborative programme with other parishes. Gully emptying is being undertaken here as part of the general winter maintenance in November. If there is follow up work required it can be added to the list.		
Page 28	28/6/23	Skilgate Parish Council	Frances Nicholson (in the absence of a clerk)	skilgatemeeing@gmail.com	Between Frogwell Cross and Skilgate. What3Words Location Square.Things.Whisk	Highway Steward tried to clear but was unable to as blockage under the road. Requires Jetting to flush through the pipe.	Jetting	On main arterial route into the village. Complaint sent to Cllr Mike Rigby on Feb 22 with photograph.		
	28/6/23	Winsford Parish Council	Ian Brooks (Highways Warden)	ian.brooks97@gmail.com	Halse Lane, Winsford	150m past the Royal Oak, Winsford, opposite Hill House. The Highway Steward tried to clear this pipe under the road but it was beyond his capacity with rodding. He recommended jetting.	Jetting	Ongoing problem which has been reported on several occasions.		
	28/6/23	Winsford Parish Council	Ian Brooks (Highways Warden)	ian.brooks97@gmail.com	Exford Road to Winsford	All the drains (both sides) on a section of road from Larcombe Foot Bridge (sharp bend) towards Exford all the way to Oldrey Lane are blocked and full of detritus. Many drains are not visible and buried in the verge. Highway Steward will not undertake work here because traffic management required.	Jetting / Gully Emptying	Been reported ongoing since January 2023. Big job that will require more than a single operative. Gully cleansing definitely required. (Possible jetting).		
	28/6/23	Winsford Parish Council	Ian Brooks (Highways Warden)	ian.brooks97@gmail.com	Furzehill Lane (Opposite Quarre Monceaux House) to the top.	Routine Gully cleansing required and possibly jetting of 5 or 6 drains as ascending up Furzehill Lane.	Jetting / Gully Emptying	commnet box as above		
	28/6/23	Wootton Courtenay Parish Council	Roz Griffin (Parish Clerk) 01643 841245 / 07760238128	clerk.wcparishcouncil@gmail.com	SE side of the road from Tivington towards Headon Cross (dizziness.summaries.fortunes).	At the bottom of the track there is a drain that is blocked and needs jetting. Water is always running here alongside and across the road. During heavy rain water pools on the road and leads to flooding.	Jetting	Running water is causing the road to erode.		
	28/6/23	Wootton Courtenay Parish Council	Roz Griffin (Parish Clerk) 01643 841245 / 07760238128	clerk.wcparishcouncil@gmail.com	Road going down to Ford just above the corner on the West side (hopes.fabricates.admits).	There is a blocked drain here that requires jetting. Water accumulates on the road.	Jetting	Proceed as jetting		

	29/6/23	Timberscombe Parish Council	Timberscombe PC	timberscombeclerk@gmail.com	All drains between Timberscombe Methodist Chapel and Allercott Farm, Timberscombe	Drains need to be cleared of leaves, etc. May also need jetting as water was coming up out of the drains in the heavy rain.	Jetting / Gully Emptying	Taken from HS Spreadsheet. Requested in Nov 22		
	30/6/23	Cutcombe Parish Council	Elizabeth Stitt (Cutcombe Parish Clerk and RFO). 07919001801	cutcombeclerk@gmail.com	Cutcombe and Wheddon Cross various	Jetting of drains requested.	Jetting	CLr Eric Norman will be able to let the operative know the locations. His number is 01643 841222. Map of locations to follow as soon as possible.		
	29/6/23	Dulverton Town Council	Frances Nicholson	duberyc@aol.com	Beech Tree is on the road from the top of Andrews Hill to the top of Windball Hill (sometimes called Northmoor Hill)	The double drain at the top of the drive of Old Shute at Beech Tree Cross is blocked, full of old soil and gravel and needs clearing.	Jetting	Taken from HS Schedule. HS advises jetting to release blockage in the outlet pipe further down the line.		
	30/6/23	Porlock Parish Council	Annie Dallaway Clerk/RFO	clerk@porlockparishcouncil.gov.uk	Hope Cottage Porlock. Gully under the path leading from the Central car park to the High Street.	Flooding has been occurring here in heavy rain and this would be a preventative measure.	Jetting / Gully Emptying	Proceed as jetting		
Page 29	30/6/23	Withypool and Hawkridge Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkridgeparishclerk@gmail.com	Sparrow Lane around Halsgrove Farm and House	Jetting of Drains on the approaches into Withypool – there is a steep hill whichever way Withypool is accessed. There is often a build up of debris in the gullies which causes a river to run down the road – more regular jetting would help alleviate some of these problems	Gully Emptying / Jetting	A map has been provided		
	30/6/23	Withypool and Hawkridge Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkridgeparishclerk@gmail.com	Kitridge Lane from Westerclose down to Olivers Cottage	Jetting of Drains on the approaches into Withypool – there is a steep hill whichever way Withypool is accessed. There is often a build up of debris in the gullies which causes a river to run down the road – more regular jetting would help alleviate some of these problems	Gully Emptying / Jetting	A map has been provided		
	30/6/23	Withypool and Hawkridge Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkridgeparishclerk@gmail.com	Quarry Head Lane, from Uppington Down to Pennycombe	Jetting of Drains on the approaches into Withypool – there is a steep hill whichever way Withypool is accessed. There is often a build up of debris in the gullies which causes a river to run down the road – more regular jetting would help alleviate some of these problems	Gully Emptying / Jetting	A map has been provided		
Green	3/8/23	Dulverton Town Council	Christine Dubery / Margaret Rawle	duberyc@aol.com	Various points in the Exmoor Division as indicated by the Devolved Funding Schedule.	Pay Dulverton Town Council to liaise with the preferred sub-contractor on site inspections prior to jetting / gully emptying. Estimated at 2 days work. £300 requested	Gully Emptying / Jetting	A sizeable amount of preparatory work has already been undertaken with a sub-contractor to assess the jetting / gully emptying in the schedule. This is a one off fee to Dulverton Town Council to cover these costs, and proceed with procurement.	£300.00	£300.00

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Exmoor Local Community Network Draft Schedule of Meetings

Exmoor LCN Meeting	Draft Agenda Items	Lead Officer	LCN Priority
07-Sep-23			
Annual Meeting of Highways Wardens	Winter Maintenance Programme 6pm - 7pm	K Bridgwater / K Martin / Andrew Turner	
venue = The Moorland Hall, Cutcombe	Apologies		
RD = Friday 25 August	Declarations of Interest		
Publishing = Wednesday 30 August	Public Question Time	Clerk/Chair	Democracy
	Minutes of the previous meeting	Chair	
	Matters arising (not part of later agenda items)	Chair	
Standing item	SCC Highways Pilot - (To include the items below)	Chair	Highways Pilot
	An update on the Exmoor Ravine Slippage	Paul Nation / Andrew Turner	Highways Pilot
	To review the membership of the Highways sub-group	Chair	Highways Pilot
	To accept the recommendations of the sub-group meeting	Chair	Highways Pilot
	Set up future Highway sub-group meetings	Chair / Clerk	
	To set up additional sub-groups for LCN priorities:	Chair	
	Introductions to data available	LCN Lead	
	Affordable Housing sub-group		
	Economic Regeneration sub-group		
Standing item	Avon and Somerset Police	ASP - PCSO	Partnership Working
Standing item	Exmoor National Park Authority	ENPA officer	Partnership Working
09-Nov-23			
venue = The Moorland Hall, Cutcombe	Apologies		
RD = Friday 27 October	Declarations of Interest		
Publishing Wednesday 1 November	Public Question Time	Clerk/Chair	Democracy
	Minutes of the previous meeting		
	Matters arising (not part of later agenda items)	Chair	
	SCC Highways Pilot	Andrew Turner / K Bridgwater / K Martin	Highways Pilot
<i>To be confirmed</i>	<i>Somerset Connect Champion - West Somerset</i>	<i>Paul Matcham</i>	<i>TBC</i>
	Avon and Somerset Police	ASP - PCSO	Partnership Working
	Exmoor National Park Authority	ENPA officer	Partnership Working
11-Jan-24			
venue = The Moorland Hall, Cutcombe	Apologies		
RD = Friday 22 December 2023	Declarations of Interest		
Publishing = Wednesday 3 January 2024	Public Question Time	Clerk/Chair	Democracy
	Minutes of the previous meeting		
	Matters arising (not part of later agenda items)	Chair	
	SCC Highways Pilot	Andrew Turner / K Bridgwater / K Martin	Highways Pilot
Email in Sept - Diarise appointment	Annual Update from the ASP Crime Commissioner	Mark Shelford ASP	Annual Update
	Avon and Somerset Police	ASP - PCSO	Partnership Working
	Exmoor National Park Authority	ENPA officer	Partnership Working

07-Mar-24			
venue = The Moorland Hall, Cutcombe	Apologies		
RD = Friday 23 February 2024	Declarations of Interest		
Publishing = Wednesday 28 February 2024	Public Question Time	Clerk/Chair	Democracy
	Minutes of the previous meeting		
	Matters arising (not part of later agenda items)	Chair	
	SCC Highways Pilot	Andrew Turner / K Bridgwater / K Martin	Highways Pilot
Email in January - Diarise appointment	Somerset Prepared / Community Resilience	Nicola Dawson	Annual Update
	Avon and Somerset Police	ASP - PCSO	Partnership Working
	Exmoor National Park Authority	ENPA officer	Partnership Working
09-May-24			
venue = The Moorland Hall, Cutcombe	Apologies		
RD = Friday 26 April 2024	Declarations of Interest		
Publishing = Wednesday 1 May 2024	Public Question Time	Clerk/Chair	Democracy
	Minutes of the previous meeting		
	Matters arising (not part of later agenda items)	Chair	
	SCC Highways Pilot	Andrew Turner / K Bridgwater / K Martin	Highways Pilot
Email in February - Diarise appointment	Magna Housing Association	Christine Boland	Annual Update
	Avon and Somerset Police	ASP - PCSO	Partnership Working
	Exmoor National Park Authority	ENPA officer	Partnership Working
Proposals from Parishes			
Item of Interest - To be confirmed	5G Broadband and ENPA issues with connectivity	Duncan McCanlis - Porlock Parish Council	
	Housing Executive Member from Somerset Council	Chair / Clerk	
	Transport and Infrastructure Executive Member from Somerset Council	Roger Foxwell - Cutcombe Parish Council	
	Somerset Health Board	TBC	TBC