

Agenda

1. **Apologies for Absence**
2. **Minutes of the previous meeting held on 1 September 2022** (Pages 5 - 12)
3. **SCC Highways Update - Kevin Bridgwater**
4. **Exmoor Local Community Network (LCN) Pilot** (Pages 13 - 28)
Report back on the Highways Subgroup – *draft minutes attached*
 - 4.1 **Devolved Funding Update – Spreadsheet attached**

Key:
RED - Likely to require further work, cannot be delivered before the 31 March and or potentially fall into specific Highways responsibility areas (BAU), and therefore have been earmarked for further discussion.

AMBER – Some aspects of the scheme are deliverable but may not be achieved in the remainder of the financial year OR further evaluation is required before approval can be given/denied

GREEN – These works can be delivered quickly, within budget and will provide maximum benefit to the road using public. These projects do not sit within the existing BAU operations of SCC.

WHITE – These are jetting requests and will be taken collectively.

Recommendations to be made as follows: -

 1. Projects marked Green are delivered as quickly as possible to ensure that the relevant parishes are winter-ready.
 2. The jetting requests to be taken collectively, as part of the devolved funding revenue budget, and a local contractor is employed to carry out this work. Agreed that prior to the work being commissioned, Highways team are consulted to ensure that any potential challenges are identified.

3. The Highways Sub-group is given delegated responsibility to follow up on amber schemes, to ensure that the devolved funding budget is spent by the end of the financial year.

4.2 Highway Steward Update

4.3 Asset Information – Parish Online – Sam Murrell

5. Colin McDonald - Rural Housing Enabler Specialist (SWT)

A presentation followed by Q&A.

6. Avon and Somerset Police Report

7. Devon and Somerset Fire and Rescue Service

8. Exmoor National Park Authority

9. Parish Lengthsman Scheme

10. Items to be brought forward by Parishes

(Deadline for submission of public statements or questions is 4pm on Tuesday 22 November 2022)

11. Dates for meetings going forwards:-

Exmoor Panel Date Moorland Hall, Cutcombe	LCN Pilot Highways Sub
24 November 2022	14 October 2022
12 January 2023	9 December 2022
16 March 2023	10 February 2023

(Pages 29 - 30)

Minutes of the Exmoor Area Panel Meeting

Held on Thursday 1 September 2022,

At the Moorland Hall, Cutcombe

Time Commenced 6.30 Highways Warden Meeting – Notes of the Highways meeting are captured in Item 4, SCC Highways Update.

Present: Maggie Abel & Sarah Buchanan (Brompton Regis) Sally Moran and Norma Martin (Clatworthy), Roger Foxwell (Cutcombe), Margaret Rawle & Christine Dubery (Dulverton), Mike Ellicott & Jeremy Hickman (Exford), Dave Powell (Luxborough), Chris Wood (Porlock), Scilla Barney, Max Lawrence, Penny & Roger Webber (Selworthy & Minehead Without), Colin Wilkins (Winsford), Alan Collins & Tony Howard (Withypool & Hawkridge).

Also Present:

SWT/SCC Cllr Steven Pugsley, SWT Cllr Nick Thwaites, SWT Cllr Andy Milne

Officers:

Andrew Turner & Kevin Bridgwater (SCC)

Sam Murrell (SWT)

PC Dan Cox, PCSOs Michelle Haines & James Calloway (ASP)

Alex Farris (ENPA)

(The Exmoor Panel meeting commenced at 7.05pm by segueing into Item 4 – Highways Update from SCC).

1. Apologies

Apologies were received from John Elliott and Patricia Bainbridge (Brompton Ralph PC), Matthew Headley (Brompton Regis), Vivian White (Cutcombe) Mark Bolland (Luxborough), Peter Pilkington (Timberscombe), Fran A' Brook (Upton), Andrew Bray (Wootton Courtenay), Janette Webber (Exton), SCC Cllr Frances Nicholson, SWT Cllr Dave Mansell, David Peake and Ruth McArthur.

2. Minutes of the previous meeting the Exmoor Area Panel 9 June 2022, and matters arising.

(Minutes of the meeting of the Exmoor Area Panel meeting held on 9 June 2022 were circulated with the agenda)

RESOLVED that the minutes of the Exmoor Area Panel meeting held on 9 June 2022 were confirmed as a correct record.

Matters arising: -

Update on B3224 Landslip Update – Kevin Bridgwater (SCC Structures)

WSP who are the surveyors commissioned to undertake an assessment of the work. The ravine below the level of the road is at least 100ft and a number of methods are being considered to protect the integrity of the highway.

1. Reroute the road	Est. cost	1.2million
2. Bridging over/across the gap	Est. cost	1 million
3. Rebuilding the Embankment	Est. cost	750K
4. Steel Sheet Piling	Est cost.	500k-750k

Geotech drilling and coring is taking place. This section of the road has been added to the SCC Highways Emergency Plan, and contingency plans are being drawn up.

It was asked if the WSP report could be made available to Cutcombe and Exford Parish Councils. **Action Point** – Andrew Turner/ Kevin Bridgwater agreed to email the report to the clerks. *WSP report emailed to parishes on 23/09/2022 PDF will also be made publicly available via the SCC website.*

3. Exmoor Local Community Network (LCN) Pilot – Andrew Turner

Report back on the Highways Subgroup – *draft minutes of the Exmoor Area Highways Subgroup meeting were circulated with the Agenda.*

Andrew advised the Panel that SCC has employed Sam Murrell to take on the Brokerage Role. She would be a conduit between the parishes and SCC and would ensure that good relations were maintained, and support is provided to enable the parishes to access services. Sam was currently setting up the Parish Online roll-out, promoting devolved funding applications and communicating with the parishes about the LCN consultation.

- The devolved budget is 20K set aside for Revenue Works and 10K for Capital Projects. So far only one scheme has been submitted from Brompton Regis parish council for a nominal sum of money. Parishes were asked to submit their schemes as soon as possible.
- It was agreed that it was not clear how to submit a request and to whom.

ACTION POINT – Sam Murrell to reissue the guidance about devolved funding to parishes, together with the application form. In the first instance requests to be returned to Sam and then onto the Highways Subgroup Committee for determination. *(Application form attached)*

- Some of the parishes have been visited by Kate Brown in recent weeks and are awaiting a response on when recognised defects are going to be delivered? On receipt of this information, they will be better placed to submit a devolved funding request.
- The Service Request will be evaluated and costed by the Sub-group panel. This will formulate whether the scheme is put forward for consideration or not. This will ensure that all highway works meet the required quality standard and are delivered consistently.

- It was also pointed out that some of the works could be delivered jointly if parishes wanted to match fund on projects or deliver them using local contractors and thus price very competitively.
- The devolved budget is specifically for discretionary expenditure, and not items that have already been identified as SCC responsibility.
- Salt Bins – follow up as devolved funding request. (As Item 4)

3.2 Highway Steward Update

So far, only eight parishes have employed the services of the Highways Steward; were very pleased with his work and had no issues with communicating with him. He was working well alongside some of their parish wardens and had even attended parish meetings by invitation.

The scope of the Highway Steward work has included:-

- Verge maintenance – grass cutting, hedge cutting, general amenity areas, etc.
- General service improvements – Additional grass cutting / strimming, sweeping, litter collection, weed removal, weed control, encroachment of vegetation over footways, removal of fly posting, street name plates cleaning and repair, fence repairs.
- Drainage maintenance - cleaning existing grips and outfalls, localised ditching, hand cleaning gullies/channels, rodding of pipes
- Signs (including reflector posts) - cleaning / painting and minor repairs.

It was stressed that those parishes that had yet to engage should make contact and utilise his services. Routine works should continue to be promoted through the web form shared previously. This way the team can keep tabs on programme, record keeping, and make sure his time is utilised in the most effective way possible.

Please [click here](#) to access the Exmoor LCN – Highway Steward Job Request.

General repairs such as potholes, road damage and other problems outside of your parish boundary should continue to be reported via the SCC online portal. www.somerset.gov.uk/roads-and-transport/report-a-problem-on-the-road/

The team are also proposing to put together a feedback form so that the effectiveness of the service can be monitored. It should help keep the parishes and members informed of progress, so please keep a look out for that!

3.3 Asset Information – Parish Online

As part of the LCN Pilot, SCC has arranged for the participating Exmoor parishes to subscribe for a trial period to Parish Online. In order to get signed up to the system please do the following: -

1. Go to www.parish-online.co.uk/signup
2. Type your parish name into the box, select your parish as the search box find it.
3. Click Next

4. Click the Subscribe Now option
5. Enter the discount code “**sccgroup**” and click Apply
6. Follow the rest of the steps in the sign-up form.

This will then send you details for how to log in.

There is online help available if parishes are having difficulties with the system, and a weekly zoom meeting to assist users. Please let Sam Murrell know if you want more information on this.

LCN Public Consultation

A public consultation on the development of Local Community Networks (LCNs) has been launched.

People are encouraged to have their say on plans to develop LCNs across the county, to support decision-making at its most local level. Opinions are being sought on a range of aspects, from LCN roles and responsibilities, boundary options, to choosing a suitable name.

Check out the interactive map, to see where your parish fits in relation to the three boundary proposals [HERE](#).

The consultation on LCN boundaries went live on the 5 of September and will run for 6 weeks (**17 October**). In-person and online engagement events are taking place across the county.

- **Friday 16 September – 10am-3pm, Deane House, Belvedere Road, Taunton.**
- **Monday 10 October – 10am-4pm, West Somerset House, Killick Way, Williton, Somerset, TA4 4QA**

City, Town and Parish Conference – Tuesday 4 October 2022

The Local Community Network (LCN) Project Team are inviting Parish Clerks and Chairs to join them at the City, Town and Parish Conference on **Tuesday 4 October at Westlands in Yeovil**.

Information on how to register to attend has been emailed to parish and town clerks.

4. SCC Highways Update – Andrew Turner / Kevin Bridgwater Winter Maintenance Programme

Andrew Turner opened the meeting by stating that David Peake sent his apologies as for the first time in 22 years he would not be present to deliver the winter programme. He sent his best wishes and asked to be remembered fondly to the panel.

This year an additional 900miles of road has been added to the existing infrastructure, which is the responsibility of SCC to maintain. On Exmoor there

will be no change to the routes, and pre-salting as well as reactive maintenance will be replicated as in previous years.

Winter Equipment - 2 new snow-ploughs have been purchased, and some farmers will be given front ploughs for their own tractors as replacement for end-of-life equipment. If diversion routes need to be gritted can these be reported via the portal as a matter of urgency.

Salt bins – Salt levels are being checked and the parish clerks have been notified about monitoring and returning their winter requirements to the team. During the course of the discussion it was commented that in some places, salt containers would be more suitable than bags to prevent livestock from disrupting the supply. Can salt containers also be placed away from signage on the highway because the signs get bent when the animals lean on them! **ACTION POINT** - identified as a devolved funding request for 3 new salt bins. *An alternative to bags so that livestock can't get into the contents. 3 locations identified in the meeting – follow up required. (Mike Ellicott is aware of requirements, but wider than just Exford parish).*

Hedge-Cutting and Maintenance – Selworthy Parish Council reported that 1 cut a year on hedges in their parish was not sufficient to keep the highway safe for pedestrians. The hedges were at height as the fields were above highway level, and the overhang from overgrowth above 4ft meant that pedestrians were forced into the middle of the road. Dulverton and Porlock also had this problem.

- Currently cut to 4ft in height (and not 6ft as required) as the machinery employed did not have capability to go higher.
- The observation was made that hedge-banks in these parishes have possibly been overlooked in the maintenance programme. **ACTION POINT** – Can the affected parishes please report the defect via the online portal. If possible with a map clearly identifying the respective hedgerows. It was suggested that Parish Online may be able to assist with this? It would only need to be done once because once the data is gathered it would be added to the cyclical maintenance programme.
- SCC has a safety responsibility but is not in the business of maintaining privately owned verges and hedges.

Following on from the Highways warden meeting the points below were also raised with the Highways Team.

- Cutcombe Drains – (Roger Foxwell) Outside Shearwells entrance. Advised that following works undertaken by sub-contractors the drains are now blocked with tarmac. **ACTION POINT** - Kevin Bridgwater will send a Highways team out to investigate.
- Exford Bridge – Flooding was being caused due to the main arch silting up. Need to be cleared. **ACTION POINT** – Report to SCC Bridges and Structures. *(Andrew Turner reported. – Completed. Report from Paul Tucker, SCC Structures - This is a very tricky site and any works are ultimately governed by the Environment Agency. When this issue was last broached back in 2019, the EA would only allow very limited works,*

in so far as removing the weeds/vegetation growth from the silt banks/island with no lowering of the silt bank/island itself. A further update will be provided once the outcome of the inspection is known.

- If road diversion signs are in place then the contractors should be working and the road should be closed. If contractors are not working then the road should be accessible.
- Venniford Cross A39 – Plans to reduce the speed limit are currently with the Road Safety Unit and are being worked through.
- White-lining on junctions are carried out to the schedule of the A and B road classification. If there are concerns about road safety then they should be reported via the portal.

8.30pm Andrew Turner / Kevin Bridgwater left the meeting.

5. Avon and Somerset Police Road Safety – PC Dan Cox

PC Dan Cox presented a set of slides on road safety statistics (*attached*) and demonstrated the latest speed camera technology in the hall. He also talked about the work of the road safety team in Avon and Somerset. As well as patrolling, monitoring and enforcing speed awareness, the Road Safety Team regularly promote road safety initiatives at public events.

They work closely with other public services such as SCC Highways, Devon and Somerset Fire and Rescue Service, Highways England and event organisations.

Some current initiatives that are being promoted to improve the safety of road users are:

- Encouraging the use of dash-cams for drivers, cyclists and horse-riders.
- Promoting Driving Assessment centres to elderly drivers. This enables older drivers to drive longer. Older drivers are more likely to cause an accident due to age, infirmity and /or medication. An assessment can highlight the risks and ensure that they are informed about how to drive safely.
- Trailer maintenance and safety. Towing and ensuring that towed vehicles are fit to be on the road.

It was highlighted that it would be good to have more Community Speed Watch initiatives on Exmoor. These were easy to establish and would be a good way of encouraging drivers to slow down. More information about Community Speed Watch can be found [here](#).

The Road Safety Fund is funded by Avon and Somerset Police to help community programmes prevent injuries caused by road traffic incidents.

The Fund aims to:

- improve road safety in local communities to reduce accidents and casualty figures.

- provide better education and training for children, young people, learners and inexperienced drivers.
- reduce the economic and the personal costs of fatalities and serious injuries.

The fund is open to local community and voluntary organisations in the Avon and Somerset police force area. Please [click here](#) to find out more on the website about the Road Safety Fund.

Dan was thanked for attending and remained to circulate with the Panel after the meeting. He also advised that he was happy to promote road safety at local events and left his contact details.

6. Avon and Somerset Police Report – PCSO 8913 Michelle Haines and James Calloway.

It was reported that PCSO Bryan Stevens has now retired and Michelle Haines is the replacement PCSO on Exmoor. Neighbourhood beat surgeries would continue and the Exmoor Neighbourhood Beat Team newsletter had been shared in advance of the meeting.

The crime statistics for the last quarter were read out at the meeting.

7. Devon and Somerset Fire and Rescue Service Issues (DSFRS)

No representative in attendance.

8. Exmoor National Park Authority Issues (ENPA)

Alex Farris, Conservation Manager was in attendance for the ENPA as Ruth McArthur was on annual leave. He had no items to bring forward to the panel but was available for questions if needed. afarris@exmoor-nationalpark.gov.uk.

9. Parish Lengthsman Scheme

All money has been collected and scheme is up to date.

10. Items brought forward by parishes

None.

11. Dates and Venues for meetings going forward.

Exmoor Panel Date	Proposed Highways Sub-Group Date
24 November 2022	14 October 2022
12 January 2023	9 December 2022
16 March 2023	10 February 2023

(The Meeting ended at 9.30pm)

Attachments:

DRAFT

Minutes of the Exmoor LCN Pilot Highways Subgroup
Held on Friday 14 October 2022,
At the Dulverton Sports Pavilion from 10.00am – 1.00pm

Present:

Cllr Stephen Pugsley (Chair)	SCC/SWT
Cllr Frances Nicholson	SCC
Andrew Turner	SCC
Craig Gowan	SCC
Jon Weeks	SCC
Mike Ellicott	Exford Parish Council
Jeremy Hickman	Exford Parish Council
Margaret Rawle	Dulverton Town Council (Town)
Nick Thwaites	Dulverton Town Council
Andrew Bray	Wootton Courtenay PC (Vale)
Roger Webber	(Moor Rep)
Roger Foxwell	Cutcombe Parish Council
Sam Murrell (Project Officer)	SCC/SWT

1. Apologies

Sarah Buchanan (Brompton Regis rep), Kate Brown (subs by Craig Gowan), Stephen Marsh (SCC), Mike Egleton / Scott Davies (Milestone Infrastructure), Christine Dubery & Margaret Rawle (subs by Nick Thwaites), Luke Green (subs by Jon Weeks) Bev Norman.

2. Feedback on the Parish, Town and City Conference at Yeovil

The slides for the presentation of the LCN Conference had been circulated with the agenda. Feedback on the conference was very positive, with lots of comment about how well the Exmoor pilot had been working. In comparison with some of the other pilots in Somerset, it had achieved a lot and was laying some solid groundwork for future development. Comment was made that this was possibly due to some of the other pilots dealing with more complicated casework in the areas of children and families, youth work and adult social care. These themes are naturally more complex because they deal with people related issues, which generally are not simple fixes.

It was pointed out that the Sedgemoor pilot was dealing with the devolvment of assets, and no progress had been made at all.

Cllr Pugsley attributed the Exmoor Pilots success to: -

- Already having in place, a strong governance framework, which was well established and encouraged active participation from member parishes,
- Picking a common theme such as “highways” which was a key issue for most Exmoor parishes and invited them to be a part of the pilot community. (Common themes bind communities together!)
- Other comments included “strong leadership” and an “active and interested team who wanted to make the pilot work”.

- Good communication was also considered vitally important. (It was agreed that there were places this could be improved, but the mechanism was in place to drive this forward).
- Andrew Turner said that there was a challenge from communities that the work of the pilot “is doing what should have been done anyway!” and it was re-connecting SCC back into it’s core customer base of the road using public and forcing accountability.

3. To review the Minutes and Action Points of the previous meeting on Friday 22 July 2022.

The minutes of the previous meeting were agreed as a true record. Matters arising: -

Action point – Luke Green and Kate Brown had met with Roger Webber following the last Highways Sub-group meeting. Roger reported general dissatisfaction with the length of time it has taken to get any further action since. Following the site meeting, which was very positive there has been no follow up action, and no changes to the working behaviour of sub-contractors regarding the placement of diversion signs. He wanted to see this standardised, so that routes were only closed, when necessary, there was less confusion for the road going public and key market days were avoided. **Follow up with Luke Green required. Now urgent.**

Action Point – All parishes need to appoint a Highways Warden who will ultimately be responsible for liaison with the Highways Steward, and SCC officers if necessary – *The September meeting of the Exmoor Area Panel was well attended by Highways wardens, so this is getting better. (Progressing).*

Action Point – Scott Davies / Milestone – To draw up generic traffic management plans – with bespoke offer based on zones. – Andrew Bray said that he had received training from Luke Green about how to use the One. Network plotter and this was working reasonably well. He received “pings” and alerts when work was going to be undertaken in his parish, which was very useful. He had noticed a problem however, in that once the parameters were set, they couldn’t be tweaked further. So, if he wanted to interrogate One.network about a neighbouring parish it would always default to the first system setting. *Jon Weeks agreed to feed the comment back to the third-party software developer. (Progressing)*

Action Point: Sam Murrell reported Marsh Bridge defect on 26/07/2022 via the SCC Reporting Defects portal. *Structures reported back on 4 August that they had visited and noted the works required. None are of an urgent nature so will be added to Bridges and Structures outstanding works database where they will be pick up in the fullness of time. Completed*

Action Point – How are schemes communicated? Is there a standard reporting feature for parishes to submit their requests so that all EOIs are treated fairly and equitably? – Picked up under Agenda Item 5. **Completed**

Action Point – Recirculate the Highways link / work request form. – Picked up under Agenda Item 6. **Completed.**

Action Point – Disposal of green waste on road verges - Andrew Turner confirmed that all green waste needs be taken to the SCC Highways depot for disposal and should not be returned to the verges due to contaminants. **Completed.**

Action Point – Andrew Turner and Steve Marsh to revisit the appointment of the Broker Role and speak to HR regarding recruitment / readvertisement. – **Completed.** *Sam Murrell came into post w.e.f. 1 September.*

Update on the Exford Road Slippage

This work has been contracted out to WSP who are specialist technical engineers and they have been carrying out site surveys to determine the scope of the works. The Exford Ravine report has now been distributed to various interested parties including the parish councils. Andrew Turner has requested that it goes on the SCC website for clarity and FOI. Mike Ellicott and Roger Webber suggested that a public meeting was called to talk about the options. It was agreed that it was a complicated issue and would be expensive to fix. Once the options have been explored and there is something to report on, then perhaps a public meeting would be a way to inform local people about the options? Mike Ellicott said that Exford Parish Council would be happy to host such an event if required. **Action Point** – Roger Foxwell reported that the grips near the ravine need clearing. This is causing the additional water and compromising the stability of the road. Andrew Turner agreed to flag this with the SCC Area office.

Exford Bridge Silting

This has been reported to SCC Bridges and Structures but the county team need a licence/permit from the Environment Agency (EA) before they can tackle the silting under the main archway of the bridge. **Action Point** – Andrew Turner agreed to follow up with the EA.

4. Scheme Promotion / Review and Update

4.1 What is or isn't part of the pilot? – clarity on highways matters.

Work relating to the Highways Steward and Devolved Funding is the responsibility of the LCN pilot. All other work such as abandoned vehicles, and general defects where there is a process already in place, need to be reported via the usual channels. This includes structural defects such as bridges, drains and gullies. There is also the option to report faded or worn white lining on the roads via the defects portal.

4.2 Highways Schemes – Craig Gowan

Craig went through the different schemes in the works programme. General comments were made as follows: -

- Drainage Scheme – Brompton Ralph B3188. Cllr Frances Nicholson asked to be kept fully informed of the progression on the works, so that she can update residents.
- Concern about the diversion regarding the B3358 Simonsbath to Challacombe patching works. There are livestock markets at either end of the route, and this is a long stretch of road. Can the work be undertaken during the daytime only, and signage be clear about where exactly the works are taking place?

- In cases where road closures are required, these usually take place during the day, whilst the crews are working. School transport always takes priority on both inward and outbound journeys.

4.3 Surface Dressing - Craig Gowan

- Concerns about rat-running especially where there are lots of side roads off the main road. Is it possible to implement one-way systems in such cases, to prevent traffic blockages in single carriageway lanes? Andrew Bray was particularly concerned about this in respect of the parishes either side of the A39 between Minehead and Porlock, where work is due to take place soon. Large vehicles will be stacked but the smaller ones will divert through the quieter parishes and cause disruption. Craig Gowan and Andrew Bray will have a further discussion about out this outside of this meeting.

4.4 Traffic Schemes – Craig Gowan (subs Kate Brown)

General comment was made that all schemes need to be communicated, realistic timescales implemented, and expectations met. It was frustrating not knowing what was happening, and then when sub-contractors finally arrived on site – they only carried out half the job!

4.4.1 Cutcombe - Extension of 20mph reduction in speed (TRO)

The parish has agreed to subsidise the cost. TRO is currently underway. Frustration was expressed at the time taken to implement, but there is a legally binding consultation process which must be followed before works can be carried out. Progressing. Sam has identified this as a possible scheme for devolved funding.

4.4.2 Dulverton – General query about TRO. Nick Thwaites queried whether consultation was always necessary regarding a TRO? *John Weeks replied that it is a statutory requirement to consult on the changes when a TRO is applied for.*

4.4.3 Exford Speed Indicator Devices (SID)

The position of the posts for siting the SIDs has been identified. The road markings (white lining) need to be refreshed. Kate was aware that some of the white lining had not been completed and was getting the sub-contractor back to finish the work. Mike Ellicott expressed his annoyance at this due to time wasted and increase in costs.

4.4.4 A39 Tivington / Selworthy

Reduction in the speed limit to 50mph at the request of Luccombe and Selworthy PCs. Subject to a Traffic Regulation Order (TRO). Progressing.

4.5 Public Utilities (John Weeks)

This is the area which is most divisive with the road travelling public. Openreach whilst not SCC, often gets confused as such and causes complaints to be made about diversions and delays. It seemed to be common practice to apply to Streetworks for a permit, obtain the

permission and then not progress with the works. However, signage was sometimes left in situ for months, which was annoying for businesses who relied on tourism. Was there a way this can be reported so that action can be taken against the offenders? Would be a good idea to put studs in the road and standardise diversion signs, so that everyone knows what is happening. *It should be reported to Streetworks in the first instance, so that it can be followed up. Currently it is most cost effective for Milestone to put out the signage, but there are lots of staff and high turnover. This means learning can get lost in the churn.*

John reported that the biggest cause of signs not being in the right place or damaged was due to motor vehicles and generally being trashed by the road using public!

In some cases, 3 gangs will be employed to undertake the works. One will do the preparatory excavations, the second will do the repair or lay piping etc, and the last gang will be responsible for back-filling and making good the surface of the road. They work to a schedule of works around the county, but this explains why sometimes nobody appears to be on site. John Weeks agreed that terms and conditions may need to be re-drawn to ensure that procedures are tightened.

Jeremy Hickman left the meeting at 12.18pm.

5. Devolved Funding

5.1 Review of the candidate schemes submitted by parishes.

Successful schemes should add value, be community oriented and demonstrate local need. They should be submitted via the parish council clerk, but letters of support from partners will be taken in consideration.

All requests should be sent, irrespective of cost so that an overall picture can be obtained of the aspirations of communities. The general opinion was that it was better to be oversubscribed with applications until the money was spent, than underspend and have a surplus remaining.

Sam had collected various emails, applications and conversations and captured them in a spreadsheet, to look at the various proposals that have been submitted. There seemed to be some common themes and these concerned jetting, Traffic Regulation Orders (TROs) and the provision of salt bins. A review meeting will be held on 9 November to look at the schemes which have been submitted and decide which ones can be taken forward. (Decision making will ultimately rest with SCC Elected Cllrs). It was agreed that the process needed to be transparent so that those parishes that were unsuccessful would have a clear idea of why their application would not be taken forward at this time.

Sam has also included the Cutcombe TRO scheme which had been submitted to Kate Brown (Traffic Management) in the early days of the pilot. Cutcombe have progressed with the scheme and are planning on

meeting the costs themselves. It has been added to the devolved funding data, as it meets the requirements of the pilot.

All applications submitted before the 1 November will be included in the review. A reminder was sent to parishes on 17 October to advise of the deadline.

6. Highway Steward (Andrew Turner)

6.1 Update on Highway Steward Scheme

More parishes have signed up for the services of the Highway Steward, but still a few that are reluctant. The best form of promotion is the parishes themselves, who have been reporting back about how pleased they are with his work. (Brompton Regis have given a shout out on their website). Sam Murrell also visiting parishes and promoting the service and how to use the online form. Some parishes have commented that they prefer to use the Parish Lengthsman scheme.

Action Point – Andrew Bray reported that there were tasks in the work planner (Items 20 – 22) that had been signed off as complete, but the work had not been undertaken. He wanted to know why this has happened? Was there a reason and could this be fed back to the Wootton Courtenay parish clerk. – **Completed 18/10/2022** – *Two out of three tasks on the planner had been completed and photographs taken of the work. The third issue related to a drain repair which was beyond the capability of the Highways Steward to fix. He had advised that the clerk would need to report this via the SCC Defects portal. This has highlighted a communication issue – how do we ensure that such messages are passed back to the clerks/SCC portal? – Suggested – weekly monitoring of the spreadsheet to ensure these queries are not missed.*

Action Point – Recirculate the [Highways link / work request form](#).
Completed – Sam sent email on 17/10/22 as a reminder.

6.2 Update on Programme

A feedback survey has been distributed to parishes inviting them to comment on the Highway Steward service. Not many responses had been received so it was requested that this was re-distributed.

Action Point - Recirculate the Feedback request form to all parishes.
Completed – Sam sent email on 17/10/22 as a reminder.

7. Parish Online

Five parishes have signed up to Parish Online since it was made available in September. These are Winsford, Luxborough, Luccombe, Clatworthy and Cutcombe. Some parishes already have access prior to the pilot so are continuing with that. The user group have said that the biggest barrier is generally making the parish aware of the system, it's capabilities and why it is being provided.

7.1 Action Point – Sam to send reminder for parishes to sign up. Also access to user group information and helpdesk.
Completed – Sam sent email on 17/10/22.

8. Recommendations to the Exmoor Area Panel

None at this time but likely to be updates on devolved funding applications following the meeting on the 9 November.

9. A.O.B

10. Dates and Venues for meetings going forward

Exmoor Panel Date	Proposed Highways Sub-Group Date
24 November 2022	14 October 2022
12 January 2023	9 December 2022
16 March 2023	10 February 2023

Meeting closed at 13:18

Status	Date	Parish / Town Council	Contact Name and telephone number	Email Address	Location	Application Details (From Form)	Type of Scheme
Amber	20/9/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641706	brpclerk@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
Green	16/7/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641706	brpclerk@gmail.com	Hill Lane, Brompton Regis	Vehicle Count taken place over the summer. SCC HA has offered to pay for one week and we have secured an offer to pay for one week from the South West Lakes Trust. We would like to apply to the devolved budget for the third week costs plus VAT (£250 +VAT).	Traffic Count
Red	27/9/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641707	brpclerk@gmail.com	Bury Ford, Brompton Regis	Traffic through Bury Ford going faster than conditions allow, with a lot of water swilling into adjacent properties and alleged danger to walkers and people sitting by the ford (there is a bench). The request is for warning/info signs to be placed and/or sleeping policeman. Lowering the speed limit to 20mph also requested.	Traffic Calming / TRO
Green	9/8/22	Dulverton Town Council	Christine Dubery / Margaret Rawle	duberyc@aol.com	High Street, Bridge Street, Fore Street junction.	Vehicles are loading / unloading on double yellow lines and blocking one side of the narrow highway. As a result traffic coming in the opposite direction is having to mount the pavement to pass. (Bollard to be installed on pavement outside Acorn Antiques?)	Parking restrictions / road marking / possible TRO

Red	9/8/22	Dulverton Town Council	Christine Dubery / Margaret Rawle	duberyc@aol.com	High Street junction of Union Street upto Vicarage Hill, Dulverton	Vehicles will mount the path rather than wait and give right of way to oncoming vehicles. In most places nearby where there are drop kerbs there are posts/pillars in place to prevent this from happening. This is the area that the two bollards need to go in at the dropped curbs where vehicles are using the two unprotected drop curbs to mount the pavement.	Safety Issue
Red	25/10/22	Dulverton Town Council	Christine Dubery / Margaret Rawle	duberyc@aol.com	Jury Road, Dulverton	Jury Rd vehicles parking along here obstructing the view from houses as they leave, Town council are looking into targeting those vehicles first before applying for no parking or restricted parking.	Parking restrictions / road marking / possible TRO
Page 20 Red	25/10/22	Dulverton Town Council	Christine Dubery / Margaret Rawle	duberyc@aol.com	Northmoor Road, Dulverton	The 'layby' (wider part of the road adjacent the Leat wall) just west of Pump Cottage is an ideal place for passing vehicles especially large vehicles. Residents and holiday home visitors park their cars along this spot sometimes in a row of 3 leaving no place for pulling in to pass oncoming traffic, hence vehicles having to reverse all the way back to Paper Mill, difficult when large ones involved. Kate suggested that a simple Keep Clear or No Parking sign at the 'layby' could be installed, which I thought would help a lot.	Keep Clear / no parking sign
	1/9/22	Dulverton Town Council	Christine Dubery / Margaret Rawle	duberyc@aol.com	Jetting Requirements	Map received 14/11/22 with locations shown.	Jetting
	7/10/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641707	brpclerk@gmail.com	Jetting Requirements	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

Green	1/9/22	Exford Parish / Porlock Parish	Sam Murrell	s.murrell@somersetwestandtaunton.gov.uk	Various sites on Exmoor Common where livestock rootle into the salt bags. Map has been provided by K. Bridgwater of existing bag locations	Replace salt bags x3 with salt containers to prevent livestock from depleting the contents. Sites identified as Porlock Post. and grit bags 483 and 484.	Gritting / Salting
Amber	6/10/22	Cutcombe Parish Council	Elizabeth Stitt (Cutcombe Parish Clerk and RFO). 07919001801	cutcombeclerk@gmail.com	Higher Park Lane, Lower Park Lane and Popery Lane, Wheddon Cross - Cutcombe	Cutcombe PC have already paid a deposit for the 20mph extension and were going to pay for the total costs (circa £4K). The costs associated with processing and advertising a standard TRO are approximately £3000; made up of newspaper advertising costs and officer time but this does vary depending on the complexity of the TRO and level of objections. This speed limit does appear to be fairly straight forward and is anticipated that the TRO costs could potentially be around £2000 or lower. The remainder of the cost is made up from removing old 30mph signs and replacing with new 20mph signs both terminal signs and smaller repeater signs, replacement of posts if needed, installation of white roundels in the road and some yellow bar markings. The total cost is estimated to be around £4,500.	TRO / 20mph extension
Green	6/10/22	Exton Parish Council (06/10/22	Andrew Moore (Parish Clerk) 01984 641539	clerk@extonparishcouncil.co.uk	Exton Hill, and Week Lane Bridgetown	2x Extra Salt Containers - Whilst we have a salt bin by the telephone box on Exton Hill, we could do with another one about 300 yards further up the hill where it is at its steepest. We could also do with one in Week Lane Bridgetown opposite Week Farm Drive.	Gritting / Salting

Amber	6/10/22	Porlock Parish Council	Ian Fraser (Parish Councillor)	cllr.fraser@porlockparishcouncil.gov.uk	Various roads on the periphery of Porlock parish that just sit outside the existing 20mph (TRO). A request has been made to extend this along Sparkhayes Lane, along Hawkcombe and around Doverhay. West Porlock has a 30mph limit but then returns to National Speed limit to get to Porlock Weir	Extension of existing 20mph TRO areas in three main areas on the periphery of the village. Vehicles travelling at 30mph will still be travelling too fast and could pose a danger to pedestrians and cyclists who have no verge or pavements to protect them.	TRO / 20mph extension
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
Amber	18/10/22	Huishchampflower Parish Council	SCC Frances Nicholson	frances.nicholson@somerset.gov.uk	Priority is to Winters Cross , What3words (train.valley.snowmen) approach to Winter Cross from village centre and approach to Winters Cross heading toward village centre. Huish Moor Corner , What3words (slowness.subsystem.milkman) above Hawkins Lane coming downhill.	PC Chairman has said: signs indicating frozen road surface - ideally the type that react when the road surface is frozen but anything better than nothing. At Timberscombe village hall car park there is a sign which is blank if the temperature is above a particular point, but below that temperature it is illumined with an ice warning. Reduction in cars coming of the road, reduction in the repeated damage to the garden wall at Winters Cross. Less energy and materials needed for repairs to vehicles, walls and potentially people.	Ice Warning Signs

Amber - some is deliverable.	30/10/22	Clatworthy Parish Council	Sally Moran 07950 036175	sallymoran01@gmail.com	<p>The nature of the lane is downhill leading from Forches Cross in the north-east into the village. There is a narrow double bend followed by the T-junction at the west end of the village (leading to Huish Champflower or Clatworthy reservoir). The sign for Clatworthy village is sited (What3Words Double.Hikes.Figs) some way north-east of where the first roadside village properties are located.</p> <p>1. At the north-east entrance to Clatworthy, where the word SLOW is painted, implement a speed bump to slow vehicles to 15mph going into and coming out of the village with signs advising drivers about the speed bump NO OR</p> <p>2. Introduction of Rumble strips in place of the painted lines AND</p> <p>3. Signage of sufficient height (to avoid being hidden by verge growth) added to the village name sign at the north-east of the village, indicating 'Please drive slowly, children, walkers and animals in the road' (or similar) AND a similar sign at the west entrance to the village at the T-junction with the lane to Huish Champflower AND</p> <p>4. Repainting and extending the yellow stripes and 'SLOW' notice on the lane to a position that motorists and cyclists are more likely to see</p> <p>5. Introduction of an 20mph speed limit through the built-up area of the village with 1-2 wall mounted signs (placed on private property)</p>	Traffic calming / TRO, reinstating white lining / replacement signage
	Amber	1/11/22	Exmoor Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	exmoorparishcouncil@gmail.com	<p>Cars often speed on the B3223 when accessing the village from both directions, speed indicator devices placed just before the village centre would slow the traffic. It is easy to pick up speed between the 30mph signs and the village centre – a reminder would be a good idea and is very likely to slow down traffic before it reaches the very centre of the village. It might also assist visitors in seeing the car parking signs if they were not driving quite so fast.</p>

Red	1/11/22	Exmoor Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	exmoorparishcouncil@gmail.com		Car Parking signs in the village – parking in the village is a big problem and while some alternative sites have been proposed it is quite a lengthy process to get things moving. There is a perfectly good car park at Ashcombe Gardens/White Rock Cottage but this is often ignored by visitors, possibly because the signage is not very good. A few carefully placed signs in keeping with the natural environment would be very helpful so that visitors have no excuse for parking all over the place.	Parking signs
Green	1/11/22	Exmoor Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	exmoorparishcouncil@gmail.com	LOCATIONS NEEDED! (Email sent 11/11/22)	Salt Bin Lids – the salt bin lids around the parish are frequently opened by cattle and the wind. The rain then either washes the salt away or causes it to compact. It would be very helpful if a way of easily securing these lids could be found and implemented.	Salt bin lid replacement?
Green	1/11/22	Withypool and Hawkrigde Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkrigdeparishclerk@gmail.com	LOCATIONS NEEDED! (Email sent 11/11/22)	Salt Bin Lids – the salt bin lids around the parish are frequently opened by cattle and the wind. The rain then either washes the salt away or causes it to compact. It would be very helpful if a way of easily securing these lids could be found and implemented.	Salt bin lid replacement?
	1/11/22	Withypool and Hawkrigde Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkrigdeparishclerk@gmail.com	Clearing of Gullies & Drains between Colland Cross & West Hollowcombe, Hawkrigde & Withypool	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

	1/11/22	Withypool and Hawkrigde Parish Council	Rebecca Tomalin, Clerk and Responsible Financial Officer (01643 831638)	withypoolhawkrigdeparishclerk@gmail.com	Drains on Blakeway, between Hawkrigde & 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
	8/11/22	Brompton Regis Parish Council	Sarah Buchanan (clerk) 01984 641707	brpclerk@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



Avon and Somerset Police
NEIGHBOURHOOD POLICING

Exmoor update

NEWS IN YOUR AREA

November 2022

Rural community visits

Over the next few months PCSO's Michelle and Linda will be making visits to offer crime prevention and support to the local farming community this will be your chance to sign up to Farm and Horse Watch. Also obtain any additional signage you may require. Offering our support and how to keep in touch. They have visited some already in the area. Please feel free to contact them if you would like a specific visit. Otherwise, they will try and call when they can to see you. Look forward to seeing you.



On the 1st November PCSO's Michelle and Linda with our colleagues from the rural affairs team attended Cutcombe Farmers market offering free trailer marking. We were very successful in protecting 20 trailers which were marked free of charge. This enables the trailers to be security marked and less appealing to potential thieves.



Bike Marking



Upcoming Events

- 12th November Bike marking at Porlock visitor centre 10am-11am
- 15th November 10:30am-12:00pm The Old Dairy Timberscombe with PCSO Linda
- 16th November 10:30am - 11:30am Porlock school Oak wing with PCSO Linda
- 1st December Born Appetite Neighbourhood surgery Dunster West Street 10:30am-11:30am with PCSO Linda
- 1st December Talking Café Fishers Mead Dulverton 11am-12pm with PCSO Michelle
- 10th December Dulverton Library Neighbourhood surgery 10:30am-11:30am with PCSO Michelle
- 14th December 10:30am-11:30am Porlock Library with PCSO Linda
- 14th December Cutcombe Market 11am-1:30pm

Crime Statistics

Violence against a person x4
Public order offence x2
Burglary x2
Vehicle offences x1
Arson and Criminal damage x4
Other x1

Priorities

School visits

PCSO Linda has been visiting the local Primary schools she attended Dunster, Timberscombe and Porlock over 2 days. The children got a chance to sit in the Police car ask Linda questions and try on the uniform which they loved! Linda also spoke about road safety and how to keep safe.

PCSO Michelle also visited Cutcombe school to meet the children. It was a lovely chance for all the children to meet the local PCSOs.



14th -20th Knife crime focus week

Avon and Somerset Police are having a focus on Knife crime although we focus on this all year round we have a week of heightened focus, we have a knife disposal bin outside of the police station front office door feel free to dispose of any unwanted knives/ weapons/ ornamental knives/daggers that would be best destroyed to avoid getting into the wrong hands. You can remain anonymous.

Keep up to date



Facebook and Twitter are a great way to keep up to date with your local Neighbourhood Policing team. Follow us on:

Facebook: Minehead and West Somerset Neighbourhood Policing

Twitter: ASPWestSom

www.avonandsomerset.police.uk



Drug Dealing

Are you aware of Drug dealing in your community? if so please contact the police on 101 and or report via Crimestoppers 0800555111

You can report to your local beat team via the facebook messenger system. Or online via the website. All incidents will be recorded and intelligence submitted the more information we can obtain can lead to gaining evidence and dealing with the individuals.

Drink Driving

We take drink driving very seriously. If you have concerns that someone you know may be drinking and driving, please report it at the time if possible or as general information giving the name/details of the driver and the registration/make of the vehicle. You can make the report via 101 (999 if ongoing), via an online report or by contacting Crimestoppers on 0800 555 111.

Farm Contact Crime Prevention

Over the next few months PCSO's will be out visiting and speaking to farmers offering crime prevention Farm and Horse watch. As well as chatting about the rural community and how we can assist and keep in touch.

Speeding

Speeding has been raised as concern by a number village communities. We are working with our colleagues in road safety and the SEU (speed enforcement unit) to address them. We are always keen to support those who may wish to start a speed watches in their village. If that is you, please contact your local PCSO and we will be glad to assist with information and advice.