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Notice is hereby given that an Extraordinary Meeting of the **Town Council** will take place on **Thursday 3<sup>rd</sup> September 2020** starting at **17:30 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below:

If you are using the internet please use the following link to join the meeting:

<https://zoom.us/j/95155408242>

Meeting ID: 951 5540 8242

To use one tap mobile: 0442034815237,,95155408242# or +442034815240,,95155408242#

To use a landline dial 0203 481 5237 or 0203 481 5240 or 0203 901 7895 or 0208 080 6591 or 0208 080 6592 or 0330 088 5830 or 0131 460 1196

Meeting ID: 951 5540 8242

Members of the public are invited to ask questions or raise issues relevant to Cullompton as part of the item on the agenda called Public Participation; The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email

[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk) 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say.. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is given below. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

A handwritten signature in black ink, appearing to read 'L. Knight', with a flourish at the end.

Lloyd Knight  
Town Mayor  
**Date: 27 August 2020**

# AGENDA

Town Council 3 September 2020

**PUBLIC PARTICIPATION:** 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

**1. Mayor's Announcements**

The Mayor may make announcements relevant to the work of the Town Council

Note: announcements are for information only and not for debate, discussion or questioning.

**2. Apologies For Absence**

To receive apologies for absence from Councillors unable to attend the meeting.

**3. Declarations of Interests**

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

**4. Public Participation**

To allow members of the public present at the meeting to raise matters which are relevant to Cullompton; up to 3 minutes will be allowed for each person.

**5. Minutes**

To confirm the Minutes of the meeting held on 27 August 2020 as a correct record (Supporting Paper A)

**6. Motion Submitted In Accordance With Standing Order 7a**

The following motion has been made by Councillor Buczkowski and is supported by Councillors Dale, Johns, Knight and Rowe

*"That Cullompton Town Council review the decision of the Community Wellbeing Committee made on 20<sup>th</sup> August 2020 not to re-open the Play Parks under The Town Councils control"*

The report provided to the Community Wellbeing Committee is provided as Supporting Paper B

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.*

*Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda*

**Background**

1. The following motion has been made by Councillor Buczkowski and is supported by Councillors Dale, Johns, Knight and Rowe  
*“That Cullompton Town Council review the decision of the Community Wellbeing Committee made on 20<sup>th</sup> August 2020 not to re-open the Play Parks under The Town Councils control”*
2. At its meeting on 20 August 2020 The Community Wellbeing Committee considered the matter of whether or not the Playgrounds managed and maintained by the Town Council should be re-opened or remain closed. The draft minute reads as follows  
**RESOLVED:** *That after consideration of the Town Council’s position in relation to the re-opening of its play areas that:*
  - i) *Due to concerns over health and safety, Cullompton Town Council will not be re-opening its play areas until a vaccine for the Coronavirus (Covid-19) is readily available;*
  - ii) *That a press release be written and disseminated (Council’s website, Local press and Facebook etc.) by the Town Clerk which explains the Town Councils reasons as to why it has taken the decision it has to not re-open its play areas;*
  - iii) *That the Town Clerk arranges for associated signage (cost effective laminated A4) to be placed on the gates to the Council’s 5 no. play areas which clearly states that the individual play area is closed until further notice due to concerns over health and safety.*

*NOTE: The Council will review its position with the play areas as appropriate.*
3. The report, as presented to the Community Wellbeing Committee follows.

## Report as presented to the Community Wellbeing Committee 20 August 2020

### DECISION REQUIRED

- i) That the Committee decide if the play areas should be re-opened or remain closed

If the Play Areas are to be re-opened

- the Committee's decision is requested on whether or not any cleaning regime should be implemented and if cleaning is to be implemented the desired frequency
- The Committee is requested to give the Town Clerk delegated authority to close any of the Town Council managed play areas if there is evidence of increased risk of transmission of COVID-19 e.g. overcrowding, social distancing not being maintained, local COVID-19 cases or increase in infection rates

### Introduction

4. The Town Council is responsible for the management and maintenance of 5 play areas in Cullompton:
- Culm lea / River Drive
  - Headweir Road
  - Tufty Park
  - Upcott Recreation Field
  - Rivermead Park – this play area had not been officially opened as there were some remedial actions to be taken post installation.
5. The play areas were closed in March in accordance with the Government's lockdown instructions.

### COVID-19: Guidance for managing play grounds

6. The Government has continuously revised its advice on re-opening playgrounds the most recent being 3 August 2020 which is available at <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Some salient extracts from the guidance are given below.
7. The advice makes it clear that those responsible for playgrounds as owners or operators must assess and manage the risk of potential COVID-19 transmission and put in place measures to enable the effective management of the playground to minimise the COVID-19 transmission risk.
8. The guidance refers to giving consideration as to how to put in place measures to support social distancing and suggests the following as potential measures
- signs to communicate maximum number of users at one time
  - request those using the play area to only have 1 family member accompanying a child
  - limiting the available number of seats on equipment or numbers of swings available to promote social distancing, including for parents, carers or guardians who might push children on swings for example
  - setting a time limit and using signs to communicate this to users, parents, guardians or carers

- using adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users or pedestrians, particularly considering those with visual or hearing impairments, mobility problems and invisible disabilities

9. The guidance states the following about cleaning “Scientific advice suggests that the virus can survive for up to several days on some hard surfaces, particularly when indoors. These risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain. This guidance applies to outdoor playgrounds and outdoor gyms but the virus could survive long enough on frequently used/touched outdoor surfaces to facilitate transmission. Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. This could include cleaning regimes for:

- playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames
- semi enclosed playhouses or huts for small children
- enclosed crawl through ‘tunnels’ or tube slides
- exercise bars and machine handles on outdoor gym equipment
- entry and exit points such as gates
- seating areas such as benches and picnic tables
- refuse areas/bins

Owners and operators should encourage effective sanitation by users, parents, guardians and carers.”

10. There is also a section suggesting additional measures which reads

“Additional measures that can minimise the risk COVID-19 transmission in playgrounds and outdoor gyms focus on promoting responsible behaviour by children, parents, carers and guardians.

For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:

- consumption of food or drink on play equipment or in the playground area is banned
- parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided. People should dispose of face coverings and PPE in a ‘black bag’ waste bin or litter bin. Face coverings or PPE should not be put in a recycling bin.

Owners and operators should provide clear information to parents to set clear expectations about how children should behave when using playgrounds during COVID-19. This may be through one or more of: signs adjacent to the playground, online (e.g. operator websites or community message boards), or through leafletting.

Owners and operators may wish to consider reminding parents of the owner/operator’s legal obligations towards the playground users such as signs stating that allowing children to use playground equipment is done at their own risk where appropriate.

### **Playgrounds Re-Opening**

11. Mid Devon District Council have re-opened their playgrounds;
12. Across the South West the picture is varied some playgrounds have been re-opened and others remain closed.

### **Comments received by the Town Council**

13. The Council has received a number of comments/complaints via e-mail, including the following:  
NB: Each contact received a response advising of the Council’s position.

1. *21/07/2020: I've noticed they are still closed when all the Mid Devon ones are open. Please can I have an update on what's happening. It took lots of work to get them refurbished from the local community and the town council and a great asset. I did notice a social distancing poster on the gate that wasn't there before but the chains still on. Can I also ask if the no ball games signs on the fence were council approved or put up by a member of the public?*
2. *28/07/2020: Can you please advise as to why Cullompton Play Parks are not open yet? Why on earth can't you just follow the same protocol as Mid Devon Council??? We are one of the only local areas without them open, it's a huge shame. They could have been open for a month now giving our children a much longed for bit of freedom.*
3. *04/08/2020: Are the council any closer to a resolution on play parks yet?*
4. *05/08/2020: Can we please get a response about playparks? It is an absolute joke that they aren't open. Even Kentisbeare have managed it. It isn't the councils responsibility to sanitise it, if it isn't being sanitised then it is simply the councils responsibility to clearly advertise that in the park. Parents will take responsibility for use as appropriate. If you can deem it appropriate to open public toilets - the most unsanitary location known to man - how on earth can you not work out how to open playparks?! They could have been open for over a month now. Parents are desperate, parks are a lifeline in good weather and our children have been cooped up for months. They deserve safe spaces to play and explore, which is what our lovely spaces like Tufty and Headwier Road provide.*
5. *Thanks Maria, That's over 2 weeks away which is a massive shame as the holidays will basically be over near enough. Excuse my ignorance on this but surely it just needs to either be sanitised regularly or have some form of sanitiser products? If indoor facilities and pubs can open I can't really see why a park can't! Especially as the social distancing signs are already up! Can't the council just ask mid Devon what they're doing and adopt the same? Especially as they're all open in the town already! Appreciate it's all got to go via committee etc which makes it hard to make decisions quickly. It does seem that it would look much better on the council if they opened them up using whatever best practice is being applied by the other parks.*
6. *As you know I am the spokesperson for Culm Lea/River Drive/Rivel's Green community at Stoneyford, Cullompton. I have been asked by a number of residents as to when it is expected the play park at Culm Lea may reopen. We appreciate why there were closed originally but it seems that other councils have introduced a phased opening programme for their parks.*

### **Preparations for Re-opening Cullompton Town Council Play Areas**

14. General Equipment safety checks have been undertaken.
15. Social distancing signs have been erected and stencilling done at the play area entrances where possible. The sign used by MDDC is attached as Appendix 1
16. Costs of cleaning equipment and possible cleaning products that could be used and how much protection these actually offer etc. have been investigated and there is a wide range of claims for their effectiveness but there is nothing to substantiate the claims.
17. Costs have been obtained from a local cleaning company to spray clean the equipment with disinfectant and that would be £12 per visit per play area.

### **Risk Assessment**

18. A risk assessment is attached at Appendix 2 which is generic for all the play areas and includes a mitigation of cleaning in line with government guidance.
19. The town Clerk intends to visit each of the play areas before the Committee meeting to see if any specific measures are required or additional mitigations can be easily implemented at any location.

# To enjoy this playground please:

Supervise your children carefully

Keep to the social distancing advice

Wash or sanitise your hands as soon as possible after use

Avoid touching your face

Do not use if you have been diagnosed with, or have symptoms of Coronavirus







## Risk Assessment

**) Task / Activity**    Re-opening (COVID 19)                      **Area / Location**    Play Areas  
**Assessor Name**    Joy Norris    **Assessment Date**    15 August 2020    **Recommended Review Date** 30 September 2020

### Risk Management Matrix

		Negligible	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare (< 6%)	1	Low	Low	Low	Low	High
Unlikely (6 - 20%)	2	Low	Low	Low	Medium	High
Possible (21 – 50%)	3	Low	Low	Medium	Medium	High
Likely (51 – 80%)	4	Low	Medium	Medium	High	Very High
Almost Certain (> 80%)	5	Low	Medium	High	Very High	Very High

### Generic Control Measures - PPE

HI-VIZ	SAFETY FOOTWEAR	HAND PROTECTION	FACE MASKS				
							
✓	✓	✓					
<p><b>. Note:</b> If it has been determined that there is a requirement for PPE to be used, it is the responsibility of all operatives, once PPE has been issued, to use and maintain such equipment so that it remains serviceable, and to report all lost and/or damaged equipment. <b>Latest guidance on PPE for Covid-19 to be referred to</b></p>							



## Risk Assessment

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	Inherent Impact Assessment	Inherent Likelihood Assessment	Inherent Risk Score	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
1	COVID-19 virus transmission	Whether or not the Play equipment harbours the virus	<ul style="list-style-type: none"> <li>• Transmission of the virus</li> </ul>	<ul style="list-style-type: none"> <li>• Spread of the virus</li> <li>• People becoming ill with the virus</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of cleaning</li> <li>• People with virus using the play area</li> <li>• People with virus checking / cleaning the play equipment</li> </ul>	Major	Likely	<b>High</b>	Treat	<ul style="list-style-type: none"> <li>• Signs outside around the play areas encouraging social distancing, hand cleansing etc</li> <li>• Operatives wear appropriate PPE</li> <li>• Cleaning regime introduced to include touch points</li> <li>• Any person who has COVID-19 symptoms or been in close contact with someone who has symptoms is required to self-isolate</li> <li>• Children appear to be least affected by the virus</li> <li>• Virus transmission outdoors is reduced</li> </ul>	Major	Possible	<b>Medium</b>
			•	•	•					•			