



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

**MINUTES OF MEETING OF THE SERVICES, PROPERTY AND OUTDOOR SPACES COMMITTEE
DATED TUESDAY 12 SEPTEMBER 2023 AT 7:00PM AT CULLOMPTON TOWN HALL**

PRESENT:

Councillors: E Buczkowski, M Thompson, C Snow.

Officers: The Deputy Town Clerk.

S23/001 ELECTION OF CHAIR

RESOLVED that Councillor M Thompson is elected Chair of the Services, Property and Outdoor Spaces Committee for the Municipal Year 2023-2024.

S23/002 APOLOGIES FOR ABSENCES

Apologies for absence were received and accepted from Councillor P James, Councillor J Johns.

S23/003 DECLARATION OF INTEREST AND DISPENSATIONS

The following Declarations of Interests were made:

Councillor M Thompson declared a Non-Registerable Interest in Agenda Item 12 (Minute S23/012) as he is known to an objector to the solar farm project at Langford.

Councillor E Buczkowski declared an Other Registerable Interest in Agenda Items 8 (Minute S23/008) as a regular renter of the Town Hall and Agenda Item 13 (Minute S23/013) as an elected member of Mid Devon District Council.

S23/004 PUBLIC QUESTION TIME

As no members of the public were present, this section of the meeting did not take place.

S23/005 TREE SURVEYS

RESOLVED that:

1. Town Council staff remove Ivy from the trunk of the Veteran Oak tree at Headweir Road play area.
2. That a detailed decay mapping survey is conducted on the Veteran Oak tree at Headweir Road play area.
3. That a detailed management plan is drawn up for the Veteran Oak tree at Headweir Road play area.
4. That costs for any significant works required on the Veteran Oak tree at Headweir Road are brought back to the Committee once the management plan has been compiled.

S23/006 DEVOLUTION OF SERVICES

RESOLVED to refer this item to the Governance, Finance and Resources Committee.

S23/007 PUBLIC SPACES PROTECTION ORDER

RESOLVED deferred until the existence of relevant by-laws at these spaces is confirmed.

S23/008 TOWN HALL

1. To consider the current Schedule of Fees for the hire of the Town Hall.

RESOLVED to refer this item to the Governance, Finance and Resources Committee.

2. To consider the viability of the Window Replacement Project.

RESOLVED to defer this item to the next meeting with further information and a breakdown of costs. The Deputy Clerk is requested to talk to the Conservation Officer to establish how much flexibility there is in terms of the design of the windows.

3. To note that the stair lift will be removed to enable the upper floor of the Town Hall to be safely utilised. Whilst this was noted, it was:

RESOLVED that the Health and Safety report is seen in full before a final decision is taken on the future of the stair lift. In addition, alternative stair lifts, with wall mounted rails and that take up less space on the stairway are to be considered together with a platform lift to the first floor.

S23/009 CEMETERY

1. To consider the installation of a Memorial Garden.

RESOLVED that a Council membership carries out a site visit before a decision is made to properly assess the proper location for a Memorial Garden.

2. To consider storage options for maintenance equipment.

RESOLVED to defer this item until further information is available.

3. To consider the installation of an electrical supply to the Cemetery Chapel.

RESOLVED that electricity supplies are installed in the Cemetery Chapel by a competent electrician.

4. To consider necessary repairs to the Cemetery Chapel and Mortuary.

RESOLVED that planning consent is requested from the Planning Authority and that a Tender Specification is drawn up and distributed for repair works to the interior and repointing of the exterior of the Cemetery Chapel.

5. To consider the installation of renewed paths in the old Cemetery.

RESOLVED to defer this item until there are sufficient quotes in hand for the works and that a formal Tender process has been undertaken.

6. To consider the Cemetery Policy.

RESOLVED to refer this item to the Governance, Finance and Resources Committee.

S23/010 WINTER HANGING BASKETS

RESOLVED to defer purchase and planting of Winter hanging baskets until costs to the council are known and how many businesses wish to have them.

S23/011 PLAY AREAS

1. To consider whether the Council maintains the lease on the MDDC play areas.
2. To consider replacement of the chain link fence with hoop top fencing at those play areas without it.
3. To consider installation of sports netting along the western boundary of Headweir Road play are.
4. **RESOLVED** to note that play are defects noted in the most recent RoSPA inspection have been rectified.

RESOLVED to defer S23/011.1, S23/11.2 and S23/11.3 are deferred until detailed costs, including staff costs, are known and that the report resulting from the play area assessment has been completed and received.

S23/012 TOP FIELD/HAYMAN'S ALLOTMENTS

1. **RESOLVED** to note that the grant from the solar farm at Langford can be used for environmental projects at the allotment fields.
2. **RESOLVED** to refer the Schedule of Fees for 2024-2025 and the collection of deposits for new allotment holders to the Governance, Finance and Resources Committee.

S23/013 ST ANDREW'S CAR PARK

This item was deferred in light of Councillor E Buczkowski's Declaration of Interests at Minute S23/003.

1. To consider the Schedule of Fees for 2024-2025.
2. To consider the agreement for the partial and full closure of St Andrew's car park to facilitate the ZPod development at St Andrew's Estate.

S23/014 Public Toilet. To consider the installation of a CCTV camera at the entrance of the public toilet to deter vandalism and anti-social behaviour.

RESOLVED to defer this item until more suitable arrangements for a CCTV camera are investigated and costed.

S23/015 WAR MEMORIAL

Ask the contractor to clean it for Armistice/Remembrance Sunday.

RESOLVED that Mid Devon District Council are requested to clean the War Memorial in time for Armistice Day and Remembrance Sunday.