



IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12
PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT A SERVICES, PROPERTY AND OUTDOOR SPACES COMMITTEE OF CULLOMPTON TOWN COUNCIL
WILL BE HELD AT THE TOWN HALL, CULLOMPTON ON TUESDAY 30 JANUARY 2024 AT 7PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN TAKEN TO PROHIBIT
THEM

TO COUNCILLOR COMMITTEE MEMBERS OF CULLOMPTON TOWN COUNCIL

Committee Membership: Councillors E Buczkowski, J Buczkowski, P James, C Snow, P Regardsoe, T Spring & M Thompson

**YOU ARE HEREBY SUMMONED TO ATTEND A SERVICES, PROPERTY AND OUTDOOR SPACES
COMMITTEE MEETING**

Date of Notice: 22 January 2024

Date of Meeting: 30 January 2024

Dan Ledger - Town Clerk / RFO

AGENDA

1. **Apologies for Absences.** Committee to receive apologies for absence and consider the reasons given. ([LGA 1972 s85\(1\)](#)).
2. **Declaration of Interest and Dispensations.** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (this does not preclude any later declarations).
3. **Public Question Time.** Members of the public are invited to question the Committee on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research.

During this time, outstanding answers from previous meetings will be delivered.
4. **Minutes.** To approve the minutes of the ordinary committee meeting held on 9 November 2023 as a true record.
5. **Play Areas.**
 - 5.1. To receive an oral update on the Veteran Oak tree at the Headweir Road Play Area.
 - 5.2. To receive the results of a geological survey into suspected subsidence at Tufty Park and decide on any further actions.
 - 5.3. To note actions taken to affect the clearance of moles at River Drive/Culm Lea Play Area.
 - 5.4. To consider the installation of hoop-top fence at Headweir Road Play Area, Tufty Park and Upcott Field Play Area.

6. Cemetery

6.1. To consider location and composition of the Cemetery including a new Memorial Garden and Scattering of Ashes.

6.2. To approve the Tender Specification for the remedial works required to the Cemetery Chapel and Mortuary.

6.3. To receive an update on works to remedy pest mounds in the Cemetery (East).

7. Town Hall. To consider the future of the existing stair lift.

8. Other Outside Spaces. To clarify the Council's position on the preferred cleaning methods for the War Memorial.

9. Forward Plan. To note the Forward Plan and suggest any additions.



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 THURSDAY 9 NOVEMBER 2023 AT 7:00PM AT CULLOMPTON TOWN HALL**

PRESENT:

Councillors: E Buczkowski, J Buczkowski, P James, P Regardsoe, T Spring, M Thompson (Chair).

Officers: The Town Clerk, Deputy Clerk.

S23/016 APOLOGIES FOR ABSENCES

Apologies for absence were received and accepted from Councillor C Snow.

S23/018 DECLARATION OF INTEREST AND DISPENSATIONS

There were no Declarations of Interests and no Dispensations granted.

S23/019 PUBLIC QUESTION TIME

There were no members of the public present.

S23/020 MINUTES

RESOLVED to defer adoption of the Minutes of the Ordinary meeting of the Services, Property and Outdoor Spaces Committee held on 12 September 2023 for changes to be made regarding the Declarations of Interests made at that meeting.

S23/021 BUDGET

RESOLVED that the Clerk add into working budget the following items discussed including potential alternative funding streams.

- EV charging at St Andrew's car park.
- Bike locking trails around the town.
- Budget for free parking at St Andrew's around Christmas and Festivals.
- More litter bins for Town Centre.
- Cemetery refurbishment funding into an EMR.
- Cleaning and refurbishment of the War Memorial.

S23/022 HEALTH AND SAFETY REPORT

The Peninsula Health and Safety Report was noted.

RESOLVED A geological study will be commissioned on Tufty Park to discover the cause of subsidence and potential remedies.

S23/023 PLAY INSPECTION REPORTS

The Annual Play Inspection Reports were noted.

RESOLVED that the empty safety surfacing is removed and the area returned to lawn by Town Council staff.

S23/024 FORWARD PLAN

The Forward Plan noted.

Meeting Closed at 19:40.

DRAFT



The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

www.cullomptontowncouncil.gov.uk
admin@cullomptontowncouncil.gov.uk
01884 38249

Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Culm Lea Play Area – Mole Infestation
Details	To note actions taken.
Recommendations	To note actions taken.

Just prior to the Christmas break, reports were received of an infestation of mole hills at Culm Lea. A pest control contractor was contacted and they conducted an assessment.

Their initial recommendation was to install surface mounted traps; this would have resulted in the play area having to be close for a period of 1 week and the hire of 43 Heras fence panels (installed by Council Staff) to restrict access to the play area whilst the mole infestation was dealt with.

However, following an additional investigation by the contractor, an alternative method of eradication has been formulated and this company has been instructed to proceed; the cost of this process is £712.86+VAT and will allow the play area to remain open with no Heras fence panels or Staff time required.



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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Play Area Fences
Details	To consider the installation of bow-top fencing at the Cullompton Town Council controlled play areas without it.
Recommendations	That bow-top fencing is installed at Tufty Park, Headweir Road Play area and Upcott Field Play Area.

The industry standard for play area fencing is of the 1.2m bow-top variety; this can be seen in place at the Culm Lea play area and at the Rivermead play area. It comprises galvanised or powder coated steel rails with a bowed (or hooped) tops. It is both safe and aesthetically pleasing with the added benefit of being more robust and resistant to rot and vandalism.

In addition, the installation of child-safe, self-closing, gates are required at all play areas either as such gates do not exist or that require replacement. Two play areas are also fitted with maintenance gates that require replacement.

Town Council staff have indicated that they are able to carry out the installation works.

Total cost for the purchase of required fence panels and gates will be in the region of £22,000-£25,000 (dependent on whether galvanised or powder coated fence panels are purchased). Should installation be required, it can be done by the supplier at a cost of £32.00/m (that would increase costs by a further £10,000).



Plot 9 Plot 9A Plot 6
Plot 8 Plot 8A Plot 7

7

Natural Burial Area

Scattering Ashes

Camellia

Magnolia

Memorial Garden

Primrose

Seating Area

ST ANDREWS ESTATE

LANGLANDS ROAD

TIVERTON ROAD

GATEHOUSE CLOSE

TIV17		TIV16	TIV16A
TIV18	TIV18A	TIV15	
TIV19	TIV19A	TIV14	TIV14A
TIV20	TIV20A	TIV13	TIV13A
TIV21	TIV21A	TIV12	TIV12A
TIV22	TIV22A	TIV11	TIV11A
TIV23	TIV23A	TIV10	TIV10A
TIV24		TIV9A	TIV9A
TIV25	TIV25A	TIV8A	TIV8A
TIV26	TIV26A	TIV6A	TIV6A
TIV27			
TIV28			
TIV29	TIV29A		
TIV30	TIV30A		
TIV31	TIV31A		



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Scale 1:1,000 at A4



Plot 9 Plot 9A Plot 6 Plot 7
Plot 8 Plot 8A

8

Natural Burial Area

Scattering Ashes

Camellia

Magnolia

Family Graves

Seating Area

Primrose

Memorial Garden

ST ANDREWS ESTATE

TIV17		TIV16	TIV16A
TIV18	TIV18A	TIV15	
TIV19	TIV19A	TIV14	TIV14A
TIV20	TIV20A	TIV13	TIV13A
TIV21	TIV21A	TIV12	TIV12A
TIV22	TIV22A	TIV11	TIV11A
TIV23	TIV23A	TIV10	TIV10A
TIV24		TIV9A	TIV9A
TIV25	TIV25A	TIV8A	TIV8A
TIV26	TIV26A	TIV7A	TIV7A
TIV27		TIV6A	TIV6A
TIV28			
TIV29	TIV29A		
TIV30	TIV30A		
TIV31	TIV31A		



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Scale 1:1,000 at A4

LANGLANDS ROAD

GATEHOUSE CLOSE

TIVERTON ROAD

TENDER SPECIFICATION

1. Cullompton Town Council is the custodian of two, identical, Grade II Listed single storey buildings in the Cemetery. One is listed as the Cemetery Chapel and the other as the Former Cemetery Chapel but is known as the Mortuary. The listings read as follows:
 - 1.1. **Cemetery Chapel at 016074, Tiverton Lane.** CULLOMPTON TIVERTON LANE, Cullompton ST 00 NW 5/136 - Cemetery Chapel at 016074 GV II - Cemetery Chapel. 1 of an identical pair. 1856, probably by Edward Ashworth. Coursed rubble volcanic trap with Portland stone dressing, under slate gabled-end roof with crested ridge tiles. 3 bays, each with 2-light Decorated window, divided by buttresses with 2 set-offs; angle buttresses with 2 set-offs; double-chamfered west doorway with contemporary double doors, under vesica. Crosses to coping at gable apex; 3-light east window. Some guttering with single gargoyle to each side. Interior: all furnishings removed; roof; principals, arch-braced cranked collars.
 - 1.2. **Former Cemetery Chapel at 015074 [known as the Mortuary].** CULLOMPTON TIVERTON LANE, Cullompton ST 00 NW 5/137 - Former Cemetery Chapel at 015074 GV II. Former cemetery chapel now used for storage and one of an identical pair. 1856, probably by Edward Ashworth. Coursed rubble volcanic trap with Portland stone dressing, under slate gabled-end roof with crested ridge tiles. 3 bays, each with 2-light Decorated window, divided by buttresses with 2 set-offs; angle buttresses with 2 set-offs; double-chamfered west doorway with contemporary double doors, under vesica. Crosses to coping at gable apex; 3-light east window. Some guttering with single gargoyle to each side. Interior: all furnishings removed; roof; principals, arch-braced cranked collars.
2. Each building measures 9 meters x 4.3 meters internally; total internal floor space 38.7m². They measure 6.8m from floor to apex, internally.
3. Works are required to repoint the exterior of both buildings together with internal repairs to lime mortar and plaster of the Cemetery Chapel (described at Paragraph 1.1). A specification for the required lime mortar has been drawn up as follows:
 - 3.1. Local sand is to be used for the mortar mix. The existing mortar has been assessed and the mix is to be 1:2½ to 1:3½ lime putty/sand to achieve mortar similar to that used in the building construction.
 - 3.2. Sample mortar biscuits are to be supplied with Tender documents for approval of the Planning Authority prior to works being conducted.
 - 3.3. Repointing and interior works are to be conducted in accordance with Historic England guidance at [Technical Guidance | Historic England](#).
4. Existing mortar is to be scraped out if loose, particularly if historic repairs have been made with cement mortar. All arisings are to be disposed of at a licensed waste disposal facility.

5. New lime mortar, mixed in accordance with Paragraph 3.1, is to be applied in accordance with Paragraph 3.3.
6. Required scaffolding is to be arranged by the contractor selected to conduct the works.
7. Cullompton Town Council will apply for the required Listed Building Consent for the works to be conducted once a preferred contractor has been identified.
8. All tender submissions are to be supplied with the following documentation:
 - 8.1. Certificate of Public Liability Insurance.
 - 8.2. Risk Assessments.
 - 8.3. Method Statements.
 - 8.4. References from other completed works to listed buildings.







CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Pest mounds in the Cemetery (East).
Details	To receive an update on works to remedy pest mounds in the Cemetery (East).
Recommendations	To note the progress of the outdoor team

It has been indicated for some time that the committee would like to curb the increase in pest mounds across the cemetery. Some of the mounds present have been in place for the previous 20+ years.

Since the last Committee meeting 2-3 of our outdoor operatives have spent 3-4 days a week clearing these mounds from the top left hand side of the old cemetery. The photos shown in the report highlight the team’s current progress.



Figure 1 - progress on top part of cemetery



Figure 2 - progress on top part of cemetery

By the time of the meeting where this report will be received the two main sections of the top of the old cemetery (left hand side) will be completed. The last section of this side (right hand side of the top of the old cemetery) will be completed between now and the start of the grass cutting season. Works will continue in this area of concern every winter period from now on until completed.



Figure 3 - view from the top of cemetery looking towards chapel and mortuary.

As the photos show, all the mounds are being full dismantled dug down to full eradicate and then the excess material is spread to other areas of the undulating ground so that the cemetery is on a flat surface. This will reduce trip hazards across the turfed areas of the cemetery.



Figure 4 - Last remaining mounds on the left-hand side of the section

In March, the outdoor team will lay grass seed to cover any areas of mud that have been exposed. By summer all areas that have been refilled will not be noticeable.

RECOMMENDATIONS

It is **RECOMMENDED** that Committee note the report.



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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Town Hall Stair Lift
Details	To consider the future of the existing stair lift.
Recommendations	That the stair lift is removed.

History

The Town Hall had, in 2018, a stair lift installed to facilitate access to the first floor of the Town Hall by individuals with limited mobility; it is not suitable for wheelchair users who are still unable to access the first floor of the Town Hall.

Over the years, advice has been sought from professionals (mostly on the basis of evacuation of the first floor of the Town Hall in the event of a fire); in this case and at the time, it was considered by a fire safety consultant that the stair lift “...*does not significantly affect egress for the number of persons working on the upper levels of the Town Hall building.*” In addition, a complaint has been resolved that centred around the potential breach of the [Equality Act 2010 s20](#) (that imposes a duty to make reasonable adjustments to a premises); the stair lift was left in place.

Current Position

Recently, a Health and Safety survey of the Town Council and its operations has been conducted and, in its report, stated that “*The stair lift reduces the stairs to 600mm, below the minimum guidance of 750mm. If the first and second floor are intended to be used by more than 4-5 people this should be removed. Alternative meeting rooms are available for disabled users so there is no need to gain access to the first floor.*”

It is costing £408 in annual servicing costs, the bill for last year’s maintenance cost came in at an additional £144.

At this time, there is no need to remove the stair lift from the premises (for fire safety reasons) on the basis that there is a maximum of 5 individuals on the first floor of the Town Hall premises. However, should it be resolved to bring what is known as the Committee Room back into use as such, the stair lift will have to be removed. However, it is rarely used by Town Council staff to access the first floor and the cost of maintenance of the lift is considered to outweigh the benefit of it being available.

It should be noted that should the Council resolve to bring the Committee Room back into use as such, removal of the stair lift to facilitate this may well bring the Council into breach of the Equality Act 2010.

Recommendation

That the stair lift is removed.



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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	War Memorial Cleaning
Details	To clarify the Council’s position on preferred cleaning methods for the War Memorial
Recommendations	That the War Memorial is steam cleaned in Q1 of 2024/25.

The War Memorial is a Grade II listed structure made of rock-faced granite and comprising a square plinth with a large, slightly tapered pedestal in two parts, surmounted by a Celtic cross with a tapered shaft. There are bronze crossed rifles on the front of the plinth and a bronze wreath on the back of the pedestal. There is an inscription on the front of the pedestal and the names of the dead servicemen on the front and sides. The dead from the Second World War and subsequent conflicts have also been inscribed on the memorial. It was raised in 1921 by public subscription by Easton’s of Exeter.

Periodically, cleaning is required to remove algae, dust and other pollutants from the surface of the Memorial and cleaning is now required, particularly after the recent building works completed in the Higher Bullring to enhance the public realm. Previously, it has been cleaned with a detergent and soft brush using a scaffolding tower for access. However, cleaning using pressurised steam is far more effective at cleaning algae from the surface with a clean that is far longer lasting than a detergent and brush surface clean; although more expensive to clean with steam (c£2,000), the result is longer lasting and will be more cost effective in the longer term; some re-enamelling of lettering that will cost £1.60 per letter.

SERVICES, PROPERTY & OPEN SPACES

FORWARD PLAN

This forward plan identifies reports and other agenda items for future meetings of the Services, Property & Open Spaces Committee. It is also intended to assist agenda management and act as a reminder of items to come forward to future meetings.

Report title	Meeting date
Cemetery Scheme of Works <ul style="list-style-type: none">• Memorial Garden.• Scattering of Ashes/Natural Burials.• Pathway Resurfacing.• Chapel and Mortuary Repairs.• Storage of Materials.	March 2024