



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 14 MARCH 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 and M Thompson (Chair).

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

Date of Notice: 8 March 2024

Date of Meeting: 14 March 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 and the Cemetery.
 - 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.
 - 6.2. To receive an update on works to remedy pest mounds in the Cemetery (East).
 - 6.3. To prioritise the works proposed for the Cemetery over the next 4 years.
7. **Other Outside Spaces.** To consider the report on the cleaning of the War Memorial and the EMR for future cleaning requirements.
8. **Work Plan.** To prioritise the produced work plan.
9. **Forward Plan.** To note the Forward Plan and suggest any additions.
10. **Exclusion of the Press and Public.** . In accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
11. **Cemetery Chapel and Mortuary.** To resolve to update the existing Cemetery Chapel and Mortuary Condition Report and consider the cost of doing so.



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**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



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Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	March 2024
Item of business	Tufty Park Ground Movement
Details	To consider the professional reinstallation of the Tufty Park Activity Net.
Recommendations	Committee is RECOMMENDED to note the report and to agree an option for the area where the activity net was situated.

Background

1. There has been some ground movement at Tufty Park that resulted in one of the 4 anchor points for the Wicksteed supplied and installed 4m Activity Net being subject to movement. As a result of this, the activity net was removed as a safety precaution and it is currently in storage. In addition, one of the wheels of the Fergie Tractor (installed separately) is no longer in contact with the ground.

Possible Causes

2. A report was commissioned into the possible causes of the ground movement and whilst there is little doubt that there has been movement and a void was discovered in the vicinity of a very small sink hole that appeared close to one of the Activity Net anchor points. Although the cause is uncertain, there are several possibilities:
 - 2.1. **Settlement of the top layer of soil.** There may have been settlement, over a long period of time, of the disturbed top layer of soil and sediment (the site is close to a flood plain) that may have been exacerbated by the renewal of Tufty in 2018.
 - 2.2. **Ground subsidence due to degradation of buried materials and/or tree stumps.** There may have been degradation and collapse of buried materials (such as plastic or ceramic drainage pipes, empty metal containers or old tree stumps) that were buried at the site prior to the original playground being installed.
 - 2.3. **Ground subsidence due to water courses and/or wells.** Although there are no recorded drains or wells in the vicinity of Tufty Park there may be some that were unrecorded. In addition, there are a number of water courses and drainage

channels that may have caused the subsidence of the ground at the northern end of the park where the Fergie Tractor and Activity Net are located.

Further Actions

3. The activity net was removed as a safety precaution and it is currently in storage. In addition, one of the wheels of the Fergie Tractor (installed separately) is no longer in contact with the ground.
4. The Fergie Tractor is considered to be safe and remains in place.
5. Monitoring of ground levels continues and there has been no further significant subsidence and no further sink hole have appeared.

The future

6. The following decisions are required:
 - 6.1. Whether to reinstall the Activity Net at its previous location. This should be conducted by the original installation company (Wicksteed) including any necessary ground works such as void filling, levelling and compacting prior to installation works. The works are considered beyond the scope of that possible using Town Council operatives. A quotation from Wicksteed for such works has been requested.
 - 6.2. Whether to repurpose the area for another use. Such uses could include:
 - 6.2.1. Filling, levelling and tarmacking the area and installing a one-on-one basketball area. This work can be conducted by Council operatives.
 - 6.2.2. Creating a wildflower garden using raised beds and providing seating for adults supervising their children on the remaining equipment. This work can be conducted by Council operatives.
 - 6.2.3. Remove the installation in its entirety, fill, level and compact the site of the Activity Net before returning it to turf.





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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Culm Lea Play Area and Cemetery – 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.

Shortly afterward, a report was received concerning mole hills at the Cemetery. The same contractor was instructed to deal with these mole hills at a cost of £350+VAT.



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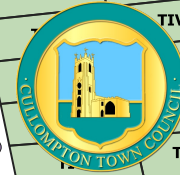
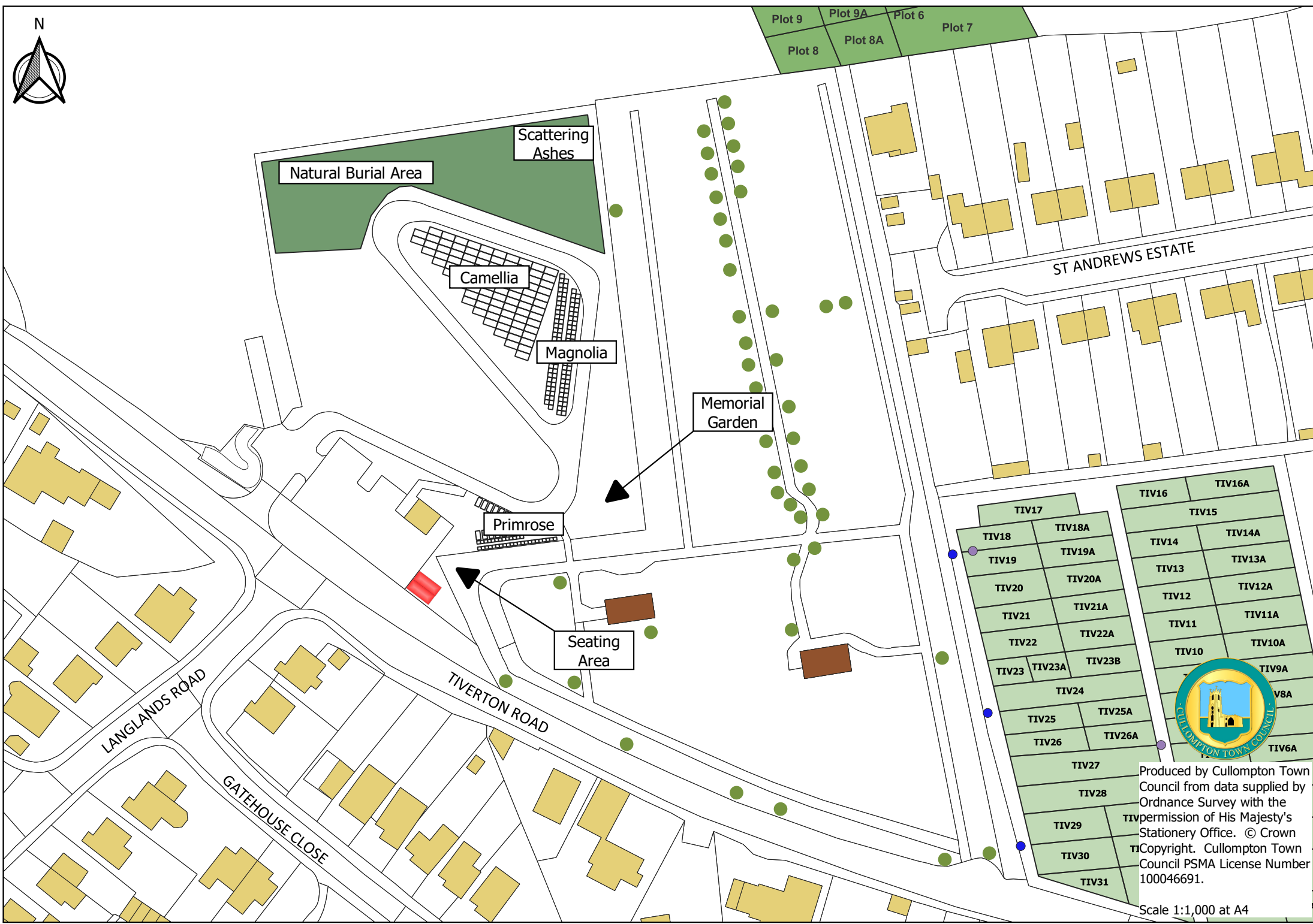
CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	January 2024
Item of business	Play Area Fences
Details	To consider the installation of bow-top fencing at the Cullompton Town Council controlled play areas without it.
Recommendations	That bow-top fencing is installed at Tufty Park, Headweir Road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

In addition, the installation of child-safe, self-closing, gates are required at all play areas either as such gates do not exist or 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).



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Scale 1:1,000 at A4



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

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		

LANGLANDS ROAD

TIVERTON ROAD

GATEHOUSE CLOSE



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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 part of the cemetery (right hand side) 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 across the whole of the old cemetery



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 flatter surface. This is hoped to reduce trip hazards across the grassed 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/soil that have been exposed. By the summer of this year all areas that have been refilled will not be noticeable to cemetery users and the wider public.

RECOMMENDATIONS

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

Please note all costs are indicative as they have not all been fully scoped.

Project	Location	Approx Total Cost	Recommended Annual Cost	Reoccurring Budget	Time to Completion	Note
Play Areas (5 areas) £200k-400k each to renew minimum	Various	£1,250,000.00	£62,500.00	£62,500.00	Various over 20 year period	Used 250k as figure per park
Play Area Maintenance	Various		£10,000.00	£10,000.00	Continual	Maintenance of 2k per play park per year
Extension to Current Welfare Unit - Standard Construction	Cemetery	£80,000.00	£80,000.00		1 year	For additional space for maintenance equipment either or with below
Extension to Container	Cemetery	£10,000.00	£10,000.00		In year	For additional space for maintenance equipment either or with above
Repoint Lime Pointing both Chapel and Mortuary	Cemetery	£70,000.00	£35,000.00	£2,334.00	In year	On basis of a 30 years before further maintenance is required could be significantly longer if maintained well
Internal plastering/render using lime in Chapel	Cemetery	£25,000.00	£25,000.00	£834.00	In year	On basis of a 30 years before further maintenance is required could be significantly longer if maintained well
Electrics	Cemetery	£4,000.00	£4,000.00		In year	35mm ² armoured cable laid; requires connection to the electrical supply at both ends.
Memorial Garden	Cemetery	£15,000.00	£7,500.00		2 years	Totally dependant on spec wished by Council this is simply ballpark
Scattering of Ashes	Cemetery	£10,000.00			1 year	Totally dependant on spec wished by Council this is simply ballpark
Cemetery Paths (additional cost if done in 2 years over 1)	Cemetery	£35,000.00	£20,000.00		2 years	Will cost additional to do in 2 phases but resources dictate that it may not be possible in 1 year
Window Replacement	Town Hall	£50,000.00	£50,000.00		In year	Expression of interest is in with MDDC
Roof Works	Town Hall	£30,000.00	£30,000.00		In year	Could just be the cost of scaffold plus a few tiles(4k). Alternatively, it could be removal of chimney, conservation approvals and retile whole face of roof etc.
Internal wiring, decoration and fire safety compliance	Town Hall	£30,000.00	£15,000.00	£5,000.00	2 years	Extensive works required internally from renewed IT cabling, new fire doors to internal decoration maintenance programme
Relocation	Town Hall	£40,000.00		£20,000.00	24/25	Assuming 20k annual rent and 20k relocation costs
Public Toilet - Change spec to stainless steel	Public Toilet	£2,500.00	£2,500.00		In year	£10,000 budget was exceeded, it has been floated that council may wish to change to stainless steel to reduce vandalism
War memorial Cleanng - 2 quotes one for detergent and scrub another for steaming and replacing enamel	High Street	£3,000.00		£1,000.00	23/24 and then quadrenial.	Steam clean and letter refurbishment will last far longer than a detergent clean; it will cost less over time. Recurring cost to an EMR.
Totals		£1,654,500.00	£351,500.00	£101,668.00		

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.	May 2024
Office Move Update	May 2024
Terms of Reference	May 2024
Cemetery Markers	May 2024