



All members of Cullompton Town Council are hereby summoned to attend a meeting of the **Town Council** to be held on **Thursday 11 February 2016 commencing at 7pm at Cullompton Town Hall**

*Judy Morris*

**SIGNED:** Mrs Judy Morris (Town Clerk)

**DATE:** 4 February 2016

## **AGENDA**

**PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relating to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each question.**

**It may not be possible to reply and your question may just be noted. The question will be recorded.**

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST:** To receive disclosures of pecuniary and personal interests.
- 3. PUBLIC QUESTION TIME:** To receive questions from member of the public present at the meeting.
- 4. MINUTES:** To receive and sign as a correct record the Minutes of the previous Full Council meeting held on 28 January 2016 (Appendix A).
- 5. TO RECEIVE PRESENTATION FROM THE NEIGHBOURHOOD PLAN STEERING GROUP**
- 6. COMMUNITY AND ENVIRONMENT:**
  - (i) **Willand Road:** To consider whether to request changes to the current traffic order.
  - (ii) **Fore Street:** To consider whether to request any changes to the current traffic order.
  - (iii) **St Andrews car park:** To consider proposal for changes to the charging regime (Appendix B)
- 7. CORRESPONDENCE**
  - (i) Any correspondence received after the date of this agenda.

8. **DATE AND TIME OF NEXT MEETING:** Thursday 25 February 2016.

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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 at the beginning of the meeting during Public Question Time.*

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**DRAFT**

**MINUTES of a Meeting of Cullompton Town Council  
held on  
Thursday 28 January 2016 commencing at 7pm at Cullompton Town Hall**

**PRESENT:** Town Mayor Cllr Rachel Sinclair (in the chair)  
Deputy Town Mayor Cllr Chaim Ebanks and Cllrs: Eileen Andrews, Anthony Buczkowski,  
Gordon Guest, Kate Haslett, Janet Johns, Martin Smith, Chris Standford and Mike Thompson.

Also in attendance: Cllr John Berry (DCC), Stuart Noyce (MDDC) and Felicity Jones (MDDC), two police officers, one member of the press and three members of the public.

Mrs Judy Morris: Clerk

**127. APOLOGIES** were accepted from: Cllrs: Camille Harrison (personal), Phil James (work) and Deborah Christopher (personal).

**128. DECLARATIONS OF INTEREST**

(i) **Cllr Eileen Andrews** declared a personal interest in respect of Item 136(b) as she lives in Exeter Road.

**129. PETITIONS: The Town Mayor received petitions from the Save Tufty and Head Weir Parks Community presented by Sarah Bailey.**

**RESOLVED:** That Agenda Item 10 is brought forward to this part of the meeting to enable those presenting the petition to be present for the consideration of the item and then leave the meeting. Proposed Cllr Rachel Sinclair, seconded Cllr Eileen Andrews.

**130. COMMUNITY WELLBEING COMMITTEE:** To consider the following recommendation of the Community Wellbeing Committee meeting held on 19 January 2016: "That, as there is a lot of community support to retain both Head Weir Road and Tufty Park as play areas, the Town Council agrees to lease these play areas from Mid Devon District Council on the best possible terms that can be negotiated, accepting that this may be a 25 year lease at a peppercorn rent.

Cllr Mike Thompson reported that prior to the MDDC Cabinet meeting, when the decision to put both Head Weir Road and Tufty Park play areas into managed declined was made, he had been approached by an anonymous benefactor who is willing to make a contribution towards maintaining these play areas. He expressed disappointment that this had not been recorded in

the Cabinet meeting minutes. Cllr Mike Thompson agreed to make contact with the person concerned to find out the terms of the offer and bring the information back to the Council.

Discussion about running costs and suggestions that some of those supporting the campaigns to keep the play areas open are willing to put in time and effort to help maintain the play areas.

Cllr Anthony Buczkowski explained that the land for Tufty Park was presented to the town by the Rotary Club in 1952/53.

**RESOLVED:**

1. That, in principle, the Town Council agrees to lease both Tufty Park and Head Weir Road play areas from Mid Devon District Council on the best possible terms that can be negotiated, accepting that this may be a 25 year lease at a peppercorn, subject to receipt and approval of financial information. Proposed Cllr Mike Thompson, seconded Cllr Anthony Buczkowski.
2. That the Council negotiates with MDDC with regard to the ownership of the Tufty Park land. Proposed Cllr Eileen Andrews, seconded Cllr Anthony Buczkowski.

**131. PUBLIC QUESTION TIME**

- (i) **Mr Chris Snow** asked for an explanation as to why the agenda for the last Community Wellbeing Committee had not been placed on the website before the meeting. He also asked if agenda appendices could also be included with meeting agendas on the website.

*The Clerk explained that it was usual for the Council staff to post agendas for meetings on the website before meetings, usually when they are sent out to Councillors. If there had been an oversight on this particular occasion then she apologised. With regard to including appendices on the website with the agenda for meetings, this is something that Council staff have been looking into.*

- 132. MINUTES:** The Minutes of the previous Full Council meeting held on 10 December 2015 were approved and signed as a correct record of that meeting. Proposed Cllr Chaim Ebanks, seconded Cllr Eileen Andrews.

**133. TO RECEIVE PRESENTATION FROM MID DEVON DISTRICT COUNCIL RECYCLING OFFICERS**

MDDC Waste Manager Stuart Noyce and Recycling Officer Felicity Jones explained the basics of the new scheme, including the changes which include charging for the collection of garden waste and collection of all plastic items for recycling.

They explained that if people do not recycle then MDDC has statutory powers to issue a fixed penalty notice but MDDC will only do this as a last resort.

In response to a question Stuart Noyce stated that guidance for developers has been produced to ensure that new development includes effective recycling facilities. He accepted that there is currently a problem with recycling bins that, once emptied, are left untidily on pavements etc.

*The Town Mayor thanked Stuart Boyce and Felicity Jones for attending and they left the meeting.*

#### 134. REPORTS

- (i) **Chairman's Report:** The Town Mayor reported that Cllr Mark Stevens had been very poorly but is now out of hospital and doing well.
- (ii) **Police Report:** PCSO Katy Butt circulated details of December crime figures. Currently talking to children and parents about on-line dangers. Spate of criminal damage incidents, offender has been located and dealt with. Speed surveys in Exeter Road on-going, once completed the results will be sent off for analysis and a report provided to the Town Council. Once the results have been received will look at setting up a SpeedWatch initiative.

Cllr Chaim Ebanks proposed, seconded by Cllr Anthony Buczkowski that the Council records its thanks to the Police as it is a pleasure to see that crime figures are down.

#### (iii) County/District Councillor Reports

- (a) **Devon County Councillor John Berry** reported that:
  - DCC's Council Tax will be increased by 4% (2% for adult social care and 2% general fund, mostly towards education).
  - Concern about dangerous situation of the new section of Swallow Way, pressing for meeting with DCC highways. It was suggested that a Safety Audit is carried out, find out what can be done to improve the situation. Ensure that the same problem does not happen on the North West extension.
- (b) **Mid Devon District Councillor Rosemary Berry** had sent a written report which was circulated for members to read.
- (c) **Mid Devon District Councillor Eileen Andrews** reported on a meeting of the Decent & Affordable Homes Committee and changes to the tenancy agreement.
- (iv) **Any other reports**
  - (a) **Cllr Anthony Buczkowski** reported that he had recently attended a meeting of the Larger Local Councils Committee and will be attending a second meeting in February, he will then bring a report to the Council.
  - (b) **Cllr Gordon Guest** reported that the Neighbourhood Plan draft version 3 had recently been published, would like to make a presentation to the Town Council.

**RESOLVED:** That the Neighbourhood Plan Steering Group makes a presentation to the Town Council at a full Town Council meeting to be held on Thursday 11 February 2016 at 7pm. Proposed Cllr Chaim Ebanks, seconded Cllr Anthony Buczkowski.

- (c) **Cllr Gordon Guest** then reported on a meeting of the MDDC Cabinet held that morning in Cullompton Town Hall to approve the NW Extension Masterplan. The Cabinet recommended approval of the Plan with the proviso that concerns about the flow of traffic over Swallow Way/Kingfisher Reach are referred to Devon County Council.

Cllr Thompson proposed, seconded by Cllr Anthony Buczkowski that before any Councillor arranges a meeting with a developer the Council should give permission and an Officer should be present at the meeting. The motion failed (3 for, 8 against)

#### 135. BUSINESS AND FINANCE

- (i) **To approve the Financial Statements for December 2015.**

**RESOLVED:** That payments totalling £36,123.13 for December 2015 are approved and the Financial Statements for December 2015 are approved.

**(ii) TAP Fund: To consider support for 2 no. applications for Willand Town Council for a defibrillator and a new tannoy/PA system for Willand Football Club**

**RESOLVED:**

1. That the Council supports the TAP Fund applications for Willand Parish Council and contributes £161.40 from Cullompton's TAP Fund to make up the shortfall. Proposed Cllr Mike Thompson, seconded Cllr Martin Smith.
2. That the Council supports a TAP Fund application for Kentisbeare Parish Council for purchase of heaters for Blackborough Village Hall. Proposed Cllr Mike Thompson, seconded Cllr Gordon Guest.

**(iii) TAP Fund: To consider applying for a grant to complete the footpath from the new Knowle development to Langlands Road:** The Clerk reported that she had obtained two estimates for the construction of a path but the work was far more costly than she had been led to believe by DCC Highway Officer. The Highway Officer had given a verbal estimate of £2,600 but the written estimates obtained were for £6180 and £6,200. The Council has £2138.20 remaining in its TAP Fund and this money needs to be spent by the end of March or it could be lost.

**RESOLVED:**

1. That the Council contacts Devon County Council to ask why there is such a large difference between the verbal quote and the written quote.
2. This matter is deferred until a future meeting.

**AS THE TIME WAS 8.55pm IT WAS**

**RESOLVED:** That the meeting continues until 9.15pm in order to finish the agenda. Proposed Cllr Rachel Sinclair, seconded Cllr Janet Johns.

**134. COMMUNITY AND ENVIRONMENT:**

**(i) Mid Devon Corporate Plan 2016-2020: To approve response:** It was suggested that Infrastructure should become a separate priority heading within the Plan.

**RESOLVED:** That Councillors let the Clerk have their comments for collation into a Council response.

**(ii) St Andrews car park: To consider proposal for changes to the charging regime**

**RESOLVED:** That this item is deferred until the next meeting to be discussed at the same time as the Traffic Order for Willand Road. Proposed Cllr Anthony Buczkowski, seconded Cllr Chris Stanford.

**135. BUCKINGHAM PALACE GARDEN PARTY: To approve nomination for inclusion in ballot.**

**RESOLVED:** That Town Mayor Cllr Rachel Sinclair is nominated for inclusion in the Buckingham Palace Garden Party ballot.

**136. COMMITTEES AND WORKING GROUPS:** To receive the Minutes of the following Committees and Working Groups and approve the recommendations contained therein:

- (i) **Traffic & Environment Working Group meeting held on 8 December 2015:** Noted
- (ii) **General Purposes Committee meeting held on 8 December 2015:** Noted
- (iii) **Planning & Licensing Committee meetings held on 10 December 2015 and 14 January 2016:** Noted
- (iv) **Community Wellbeing Committee meeting held on 19 January 2016:** Noted

**NOTE:** It was proposed by Cllr Mike Thompson, seconded by Cllr Anthony Buczkowski that consideration of the Community Wellbeing Committee meeting minutes be deferred until the next meeting. Voting 2 for – 6 against, the motion failed.

**NOTE:** Cllr Eileen Andrews declared a personal interest in respect of item (b) as she lives In Exeter Road.

(v) **Grass Verges Working Group meeting held on 19 January 2016 including the following recommendations:**

**RESOLVED:** That the Minutes of the Grass Verges Working Group meeting held on 19 January 2016 are noted and the following recommendations are approved:

- (a) That, from 1 April 2016, the Council does not pay MDDC to cut the grass but instead passes it back to Devon County Council and at the end of the grass cutting season reassesses how DCC has carried out the work and reviews any complaints made. This means that the Town Council accepts the reduced specification of cutting grass verges which Devon County Council will undertake (four times per year and only visibility splays and one metre width of verges). Proposed Cllr Mike Thompson, seconded Cllr Anthony Buczkowski (7 for, 2 against and 1 abstention).
- (b) That the Council asks Devon County Council to remove the verges along Exeter Road and instead reduces the width of the pavement and increases the width of the road to enable cars to park and traffic to flow more easily. Proposed Cllr Rachel Sinclair, seconded Cllr Janet Johns.

(vi) **Market Committee meeting held on 21 January 2016**

**RESOLVED:** That the Minutes of the Market Committee meeting held on 21 January 2016 are noted but the recommendation to relax the ban on dogs in the Town Hall was rejected. The ban to stay as is.

**137. CORRESPONDENCE**

- (i) **Devon County Council:** Rejection of request for a meeting to discuss Shortlands Lane as they do not consider it appropriate: *Noted*
- (ii) **Local resident: (email)** Concern about traffic build-up due to installation of traffic lights at J28, £1 charge for parking in the evening in St Andrews car park and reinstatement of ban on parking in Fore Street. *Noted*
- (iii) **Neil Parish:** Reply from DCC re inspection of pavements for trip hazards. *Noted*

**138. DATE AND TIME OF NEXT MEETING:** Thursday 11 February 2016.

The meeting closed at 9.20pm

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



**CULLOMPTON TOWN COUNCIL**

**Report to:** Full Council  
**Re:** St Andrews Car Park  
**Prepared by:** Town Clerk  
**Date:** 4 February 2016

**BACKGROUND**

Under the current Agreement with Premier Park, who manage St Andrews car park on behalf of Cullompton Town Council, vehicles can park between 8am and 6pm free of charge for a maximum of three hours and no return within 1 hour. Between 6pm and 8am there is a 'pay by phone or text' tariff of £1 for any period, there is no maximum stay.

Since February 2015, when this new enforcement regime was introduced, the Council has received complaints from people that have received Parking Charge Notices (PCNs). The primary complaints are:

- (i) That people didn't see the signs and consider that they are not conspicuous enough.
- (ii) That local businesses are open in the evenings and early mornings e.g. hairdressers, beauty salon, slimming club, ante-natal classes and the current charging regime is not helping those businesses.
- (iii) They don't like the "pay by phone or text" system of paying for car parking as they don't always have a phone with them.

**INTRODUCTION OF PAYMENT METER**

In December 2015 Council members met with representatives of Premier Park to consider how the current parking/charging regime could be improved to take account of the concerns raised by the car park users. It was suggested that a 'pay and display' meter is installed to address the concern about the 'pay by phone or text' service. A payment machine could also be used to enable people to pay to stay longer than the permitted three hours. Signage to be improved once a revised charging regime has been agreed.

## **THE PROPOSAL**

If a daytime charging option is chosen then Premier Park has offered to supply and install a pay and display meter in the car park. They will also pay for changes to signage and once the cost of the machine has been met they will share any revenue with the Town Council on a 50/50 basis. The estimated cost of the machine is £3,500.

## **IDEAS TO CONSIDER**

- (i) Leave as is with free three hour stay and then allow free parking in the evening
- (ii) Implement a shorter free stay period during the day but allow people to stay longer by paying for extra time at a 'pay and display' meter. Payment at the machine or by phone

## **Suggestions:**

- One hour free and then 0.50p an hour up to a maximum of 4 hours i.e. £2 for five hours. Then either allow free parking at night between say 18.00 and 08.00 or keep the £1 charge.
- Two hours free and then add up to a further two hours by paying an additional £1 between 08.00 and 22.00 and then £1 for any length of stay between 22.00 and 08.00

Also need: Clearer signs, better lighting and plenty of forward notices in the local media so that the public are aware of what is happening