



All members of Cullompton Town Council are hereby summoned to an extraordinary meeting of

Cullompton Town Council

To be held at **Cullompton Town Hall** on
Thursday 8 February 2018 commencing at 7pm

Judy Morris

Judy Morris BA(Hons)

Town Clerk

1 February 2018

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. 7.00-7.05
2. **DECLARATIONS OF INTERESTS:** To receive declarations of declarable pecuniary and personal interests from members present. 7.05-7.10
3. **PUBLIC QUESTION TIME:** To receive questions from member of the public present at the meeting. 7.10-7.25
4. **MINUTES:** To consider and approve the Minutes of the Town Council meeting held on 18 January 2018 (Appendix A) and 25 January (Appendix B). 7.25-7.30
5. **PLANNING: To consider and agree response to the following planning applications:** 7.30-8.00
 - (i) 17/02020/MFUL
Address: Astra Printing and Crown Works Site Willand Road Cullompton Devon EX15 1AP
Description: Erection of building comprising 44 retirement apartments with associated communal lounge, manager's office, guest suite, rechargeable electric buggy store, car parking, sub-station, and landscaping.
 - (ii) 17/01178: Revised drawings for the erection of 200 dwellings, formation of new access, provision of phase of link road, primary school site, open space, landscaping and associated works at Land at NGR 302103 108277 (West of Willand Road)

Details of the above planning applications are available at:
<https://planning.middevon.gov.uk/online-applications/>

6. **TOWN HALL STAIR LIFT:** To consider the Options Report and agree way forward (Appendix C) 8.00-8.15
7. **CORRESPONDENCE** 8.15-8.25
- i. Member of the public: vandalism at Linear Park (Appendix D)
 - ii. Any correspondence received after the date of this agenda.

RECOMMENDATION: that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

NOTE: The Public Bodies (Admission to Meetings) Act 1960 s.3(A) states “Where people are excluded from a meeting of a relevant local government body under subsection (2), the body may also prevent any person from reporting on the meeting using methods –

- (a) which can be used without the person’s presence at the meeting, and
- (b) which enables persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later.

8. **ST ANDREWS CAR PARK:** To consider and approve the Agreement with Devon County Council for car park enforcement. 8.25-8.40

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.

APPENDIX A



MINUTES of a Meeting of Cullompton Town Council held on

Thursday 18 January 2018 commencing at 7pm at Cullompton Town Hall

PRESENT: Cllr Iain Emmett (in the chair)

Cllrs: Eileen Andrews, Daniel Barnes, James Buczkowski, Gordon Guest, Kate Haslett, Janet Johns, Will Jones, Lloyd Knight, Martin Smith, Rachel Sinclair, Mike Thompson and Richard Thorne.

Also in attendance: Cllr John Berry (DCC), about thirty members of the public plus Tina Maryan (MDDC Planning Officer), Iain Sorrenson (DCC Highways) and representatives from the three planning applicants.

Mrs Judy Morris: Clerk.

127. APOLOGIES: were received and accepted from Cllr Liza Oxford-Booth (personal) and Cllr Rosemary Berry (MDDC).

128. DECLARATIONS OF INTERESTS: To receive declarations of declarable pecuniary and personal interests from members present.

- **Cllr Kate Haslett** declared a personal interest as she is a member of the Swimming Pool Committee.
- **Cllr Daniel Barnes** declared a personal interest as he lives close to the proposed North West Extension site.

129. MINUTES: To approve and sign the Minutes of the previous meeting held on 14 December 2017

RESOLVED: That the Minutes of the Town Council meeting held on 14 December 2017 are approved and signed as a correct record. Proposed Cllr Janet Johns, seconded Cllr Daniel Barnes

130. TO RECEIVE THE FOLLOWING PRESENTATIONS AND DISCUSS:

- (i) **17/01178/MFUL – Persimmon Homes (South West) Ltd
Erection of 200 dwellings, formation of new access, provision of link road, primary school site, open space, landscaping and associated works: Land at NGR 302103 108288 West of Willand Road**

The only reserved matters application, first part of the overall development. Following

discussion with the Town Council, Planning Officers, DCC Highways and other stakeholders the application has been revised, the new layout design was submitted to MDDC last week. Changes include: planting around the attenuation basins, pedestrian links to Rull Lane, access link to school site and additional off-road parking along the spine road.

Health garden has been identified adjacent to the Integrated Centre for Health with the remaining land becoming a community orchard as the land is too steep to build houses on.

It is anticipated that the area around the two attenuation basins adjacent to Willand Road will become attractive areas that people can use and enjoy.

(ii) **17/01346/MOUT – PM Asset Management**

Outline application for the erection of up to 200 dwellings together with associated infrastructure and public open space and full permission for portion of link road for land comprising the southern portion of Phase 1 of North West Cullompton Urban Extension at NGR 301897 107821, land North of Tiverton Road

Southern section of the site, spine road access from Tiverton Road and land bordering the spine road. Not sure yet what the houses will look like but anticipate low density housing in the St Georges Well area. The application is purely about the principal of developing and delivering the spine road. The Local Centre will be included in Phase 2.

Discussion ongoing with Devon County Council about the type of junction to be constructed onto Tiverton Road.

(iii) **17/01170/MOUT – Codex Ltd**

Outline application for the erection of up to 200 dwellings, together with associated infrastructure and other works, including vehicular access, on land comprising the northern portion of Phase 1 of the North West Cullompton Urban Extension at NGR 302186 108607 North of Rull Lane and to the West of Willand Road

Northern end of the site, along Willand Road, sports pitch to be provided in Phase 2 within another area of the site. Only the access is reserved matters and Devon County Council has raised no objections to the design of the access onto Willand Road from the development site.

s.106 conditions:

- Delivery of phase 1 infrastructure located within the Codex site.
- Financial contribution to toward shared infrastructure to be delivered within Phase 1 and off-site infrastructure associated with Phase 1 – Persimmon, Codex and PMAM intend to share costs equally.
- Transport: Financial contribution to link road, off site matters such as traffic management in Willand Road, J28, Eastern Relief Road, bus service enhancements, cycle and pedestrian route provision and contribution to off-site cycle/pedestrian improvements.
- Affordable Housing: Quantum to be agreed on viability.
- Education: Financial contribution towards education.
- Green Infrastructure and one playing pitch with necessary financial support and

- management.
- Sustainable Urban Drainage Systems: implementation and management plan.

Discussions ongoing with regard to the percentage of affordable housing, very challenging due to the high infrastructure costs associated with the development. Town Council will need to consider its priorities with regard to s.106 conditions. Phase 2 may be able to deliver a higher percentage of affordable housing than Phase 1.

Hope to start on site Autumn 2018.

The Town Mayor thanked all the developer representatives for attending the meeting and invited questions from Council members: Questions included:

- **Affordable Housing:** Viability of the scheme still being assessed through the viability process, costs of providing land for school and construction of spine road need to be taken into account. Amount of money available for additional facilities will be assessed and MDDC and the Town Council will then need to agree how they would like that money used.
 - **Spine Road:** Width of road confirmed as 6.75m which is sufficient to enable two large buses or similar to pass each other. It was acknowledged that the road will be used both as a residential road but also as a route for vehicles to by-pass the town centre. Relieved to note that there are no houses fronting onto the spine road.
 - **Attenuation ponds:** It was confirmed that the design of the ponds will be predominantly dry, concern that there are streams in Rull Lane which currently flood regularly.
 - **Community Orchard:** Access from Health Garden, unsure at this stage who will be responsible for maintenance, discussion with MDDC about who will manage in the long term.
 - **Pedestrian links to Rull Lane:** Can these be designed to stop motorbikes etc. passing through e.g. zig-zag gates.
 - **Parking:** MDDC policy is currently 1.78 parking spaces per unit. All but 6 or 7 properties have 2 parking spaces. Some on-street parking adjacent to the road.
 - **Local Centre, shop:** To be provided in Phase 2.
 - **Bungalows:** None included in the current proposals but there are areas that, due to topography, might be suitable (Phase 2), this will be reasonably close to the Local Centre.
 - **Primary School:** It was suggested that a roundabout at the access entrance to the school will improve public safety.
 - **Willand Road, footpath:** It was noted that there is no pavement in the area where the site access is being constructed.
131. **PUBLIC QUESTION TIME: Questions from members of the public present at the meeting with regard to the planning proposals for the NW Urban Extension:** Questions from the public included:
- **Roman Artefacts:** As part of the development is adjacent to an Ancient Monument site what happens if any Roman artefacts or similar are found? It was explained that trial trenches will be dug and anything found that is of historical value will be recorded.
 - **Confirmation that promises made now will be kept:** Past experience has been that developers don't always keep to their word and what is offered at the outset of a development doesn't always materialise. It was explained that provision exists within the planning legislation to monitor compliance with approved planning conditions and take action if those conditions are not complied with.

- **Linking footpaths and cycleways:** It was confirmed that the footpaths and cycleways throughout the development will be joined up with access into the town.
- **Carbon Neutral Homes:** Opportunity for a flagship development that includes capacity to accommodate solar panels.
- **Broadband:** It was confirmed that broadband connection will be standard in all houses.
- **Food Pub:** Will consider if an interest is shown in building a pub in that location.
- **Public Rights of Way:** The public footpath at St Georges Well is very steep, are there any plans to realign? Unsure at present as the path is between two different development sites.
- **St Georges View:** It was confirmed that St Georges View will not be used by construction traffic to access the site.
- **J28 improvements:** In discussions with DCC about improvements to the M5 junction, small changes now and larger changes in the future, Recent Appeal decision stated that additional house building will have a negligible effect on overall traffic volume and flows. MDDC has submitted a bid for funding to improve the junction and, if the Garden Village proposal goes ahead, it is likely that an additional M5 junction (28a) will be constructed.

The Town Mayor thanked everyone for attending and closed the meeting.

132. DATE AND TIME OF NEXT MEETING: Thursday 25 January 2017 at 7pm.

The meeting closed at 8.50pm

SIGNED: _____

DATE: _____

APPENDIX B



MINUTES of a Meeting of Cullompton Town Council held on

Thursday 25 January 2018 commencing at 7pm at Cullompton Town Hall

PRESENT: Cllr Iain Emmett (in the chair)

Cllrs: Eileen Andrews, Jordann Barge, Daniel Barnes, James Buczkowski, Gordon Guest, Janet Johns, Will Jones, Liza Oxford-Booth*, Martin Smith, Rachel Sinclair, Mike Thompson and Richard Thorne.

Also in attendance: four members of the public.

Mrs Judy Morris: Clerk.

*in attendance for part only of the meeting

133. APOLOGIES: were received and accepted from Cllrs: Kate Haslett (personal) and Lloyd Knight (work).

134. DECLARATIONS OF INTERESTS: To receive declarations of declarable pecuniary and personal interests from members present.

- **Cllr Liza Oxford-Booth** declared a personal interest in respect of item 142 (i) (Neighbourhood Plan) as she is Chairman of the Cullompton Swimming Pool Committee.

135. PUBLIC QUESTION TIME: To receive questions from member of the public present at the meeting.

(i) **CCA Chairman** reported on condition of leat path between Lower Mill and Middle Mill and the area of land currently leased to Mid Devon District Council. She explained that MDDC has no money to repair the path but will be taking action to have the fallen trees removed.

(ii) **Mr C Snow** asked the Council whether the precept had been fully discussed by the Council.

It was explained that debate relating to the precept would take place later in the meeting.

136. REPORTS

- i. **Town Mayor:** Reported on the sad news that MDDC Cllr Terry Snow's wife Christine passed away recently, he will represent the Council at the funeral next Friday.

Pleased to see a number of new businesses in the town centre and one restaurant business is moving to larger premises. National news coverage of local fish & chip shop.

- ii. **County/District Councillors.** MDDC Councillors Eileen Andrews reported her concerns about blocked drains. It was suggested that this matter is placed on the agenda for the next meeting of the Traffic & Environment Working Group.
- iii. **Police:** Report circulated with the agenda and noted.
- iv. **Town Team:** Town Team Chairman reported on a well attended meeting this afternoon, presentation about an electronic noticeboard project which will provide information about events happening in the local area. Sufficient budget to purchase screens for 4 venues.

Planning to set up a constituted body in order to apply more directly for funding. Concern about slow response from MDDC with regard to erection of sheep notice boards.

- v. **Any other reports.** None

137. **CO-OPTION: To receive presentations from applicants and consider applications to fill the current vacancy.** One applicant, Jordann Barge, who made a short presentation explaining her reasons for wanting to join the Council. Paper vote taken.

RESOLVED: That Jordann Barge is co-opted to fill the Town Council's vacant seat.

138. **BUSINESS AND FINANCE**

- i. **To approve payments for December 2017**

RESOLVED: That payments totalling £29,204.23 for December 2017 are approved. Proposed Cllr Gordon Guest, seconded Cllr Martin Smith.

- ii. **To note financial statements for December 2017:** Noted

- iii. **Precept and budget:** To receive Minutes of Policy, Finance and Personnel Committee meeting held on 9 January 2018 and approve the recommendations as follows:

RESOLVED:

1. That the following recommendation is not approved but instead deferred until 2019/10: "That, as the Council does not have a project for the use of the Community Bus budget at present, the £10k in the Community Bus budget is transferred to a new "traffic management" budget line to be used to improve traffic management in the town centre. Proposed Cllr James Buczkowski, seconded Cllr Eileen Andrews.

2. That the Minutes of the Policy, Finance and Personnel Committee meeting held on 9 January 2018 are noted and the following recommendations are approved

(a) That the budget is approved as attached at Appendix A. Proposed Cllr Martin Smith, seconded Cllr Will Jones.

Recorded vote requested by Cllr Mike Thompson, voting as follows:

For: Cllrs Eileen Andrews, Daniel Barnes, James Buczkowski, Iain Emmett, Gordon Guest, Janet Johns, Will Jones, Liza Oxford-Booth, Rachel Sinclair, Martin Smith and Richard Thorne

Against: Cllr Mike Thompson.

(b) That the Town Council precept for 2018/19 is £332,183.55 plus £1962.45 support grant making a total of £334,146.00 (details as attached at Appendix A). Proposed Cllr Gordon Guest, seconded Cllr Will Jones.

Recorded vote requested by Cllr Mike Thompson, voting as follows:

For: Cllrs Eileen Andrews, Daniel Barnes, James Buczkowski, Iain Emmett, Gordon Guest, Janet Johns, Will Jones, Liza Oxford-Booth, Rachel Sinclair, Martin Smith and Richard Thorne

Abstention: Cllr Mike Thompson.

It was noted that the precept for 2018/19 is a nil % increase on the previous year.

RESOLVED: That a vote of thanks is recorded to Cllr James Buczkowski for his hard work in carefully looking through the budget figures.

iv. Tap Fund Applications: to consider supporting applications for Bradninch Town Council, Kentisbeare Parish Council and Festival Working Group.

RESOLVED:

That the Town Council supports the TAP Fund applications as follows:

Kentisbeare Parish Council: Overhead projector in committee room – total cost £2093.00 – applied for £1,000.00

Bradninch Town Council

Bradninch Youth Centre: replace old windows and doors – total cost £20,700 applied for £2,000.00

Bradninch Acoustic Music Club: Repair of St Disen's Church organ, Total cost £1,000.00 applied for £300

Proposed Cllr Rachel Sinclair, seconded Cllr Martin Smith.

Cullompton Town Council

SpringFest – promotion and musical/craft events etc. – Total cost £1500, apply for £500

Trim trail – leaflet printing – total cost (for 1,000) - £146, apply for £100

Widening of leat path between Station Road and Higher Mill – total cost: £2,800 apply for £1400.00.

Proposed Cllr Martin Smith, seconded Cllr Liza Oxford-Booth.

139. COMMITTEES: To receive the Minutes of the following Committee and Working Group meetings and approve the recommendations contained therein:

i. **Policy, Finance and Personnel Committee** meeting held on 8 January 2018.

RESOLVED That meeting of the Policy, Finance and Personnel Committee meeting held on 8 January is noted and the following recommendation is approved:

“That the Town Council asks Mid Devon District Council to continue to provide the street cleansing service on the understanding that they will continue to deliver the standard of service that they have been providing since 1 October 2017”

Proposed Cllr Rachel Sinclair, seconded Cllr Janet Johns.

ii. **Policy, Finance and Personnel Committee** meeting held on 16 January: Noted

iii. **General Purposes Committee** meeting held on 11 December 2017 including the following recommendation: "That the Council approves Option Two: remove the stair lift completely and looks at alternative arrangements for Committee Room meetings, either using the main hall or another venue".

RESOLVED: That the Minutes of the General Purposes Committee meeting held on 11 December 2017 are noted and discussion on the recommendation is deferred to be further considered in Part 2 at the end of the meeting in order to receive details of a legal challenge. Proposed Cllr Rachel Sinclair, seconded Cllr Janet Johns.

iv. **Youth Council** meeting on 13 December 2018: Noted.

140. COMMITTEES AND REPRESENTATIVES:

i **CULLOMPTON UNITED CHARITIES: To consider and approve 2 no. trustee nominations.**

RESOLVED: That Richard Stephenson and Anthony Nderitu, being the two persons put forward by Cullompton United Charities, are accepted as two of Cullompton Town Council's nominated trustees on the board of Cullompton United Charities.

ii **COMMITTEES AND WORKINGS GROUPS: To approve additional membership**

RESOLVED: That Cllr Lloyd Knight becomes a member of both the General Purposes Committee and the Policy, Finance and Personnel Committee. Proposed Cllr Rachel Sinclair, seconded Cllr Mike Thompson.

iii **YOUTH SERVICES WORKING GROUP: To approve membership.**

RESOLVED: That Cllrs: Daniel Barnes, Martin Smith and Liza Oxford-Booth form a new working group to work with John Tallack Youth & Community Centre trustees, to look at alternative youth providers and find ways to improve the service and generate funding with a view to making the youth provision self-funding and independent of the Council. Full terms of reference to be approved by the council at a future meeting. Proposed Cllr James Buczkowski, seconded Cllr Janet Johns.

141. MEETING SCHEDULE: To agree schedule of meetings, including date for Annual Parish Meeting

RESOLVED: That the schedule of meetings as presented to the Council is approved, with the exception of the date of the Annual Parish Meeting which will be held on Thursday 12 April.

142. COMMUNITY AND ENVIRONMENT

- i. **Neighbourhood Plan:** To receive summary of meeting held on 16 January 2018 to discuss timescale and approve way forward.

RESOLVED: That the Neighbourhood Plan comes to the Council for approval in March 2018 and is then “put on ice” to allow for additional survey work to be carried out to assess the feasibility of allocating additional housing land specifically for the enabling of the swimming pool. The final section of the Plan to then be added at a later date if deemed to be acceptable. Proposed Cllr Rachel Sinclair, seconded Cllr Gordon Guest. Recorded vote requested:

For: Cllrs Eileen Andrews, Daniel Barnes, Iain Emmett, Gordon Guest, Janet Johns, Will Jones, Liza Oxford-Booth, Rachel Sinclair, Martin Smith and Richard Thorne

Abstention: Cllr Mike Thompson.

Against: Cllr James Buczkowski.

NOTE: It was noted that the Neighbourhood Plan needs to be completed in its entirety before the May 2019 elections.

RESOLVED: That as it was 21.00 the meeting is extended for a further 30 minutes to complete the agenda. Proposed Cllr Iain Emmett, seconded Cllr Rachel Sinclair.

- ii. **North West Urban Extension:** To receive summary of meeting held on 10 January to discuss community hall and discuss any other matters arising from the developer presentations received on 18 January 2018. Summary report noted.
- iii. **One-way system:** To receive update and consider any further action that maybe required. Response from Devon County Council noted.

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

RESOLVED: That Town Mayor Cllr Iain Emmett is nominated for inclusion in the ballot for Buckingham Palace Garden Party tickets.

144. CORRESPONDENCE

- i. Mid Devon District Council: Newsletter: Noted
- ii. Healthwatch: Newsletter: Noted
- iii. Local resident: mindless vandalism, Linear Park area: Deferred until the next meeting.

RESOLVED: that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr Rachel Sinclair, seconded Cllr Will Jones.

145. **To consider the following recommendation: “That the Council approves Option Two: remove the stair lift completely and looks at alternative arrangements for Committee Room meetings, either using the main hall or another venue”.**

Discussion about the rights and wrongs of removing the stairlift. It was noted that a legal challenge to its removal had been received and it was considered that further clarification of the legal implications was needed.

RESOLVED: That the upstairs rooms are not used until a decision has been reached about the removal of the stairlift. Proposed Cllr James Buczkowski

Cllr Liza Oxford-Booth left the meeting

RESOLVED: As the time is now 21:30 that the meeting is extended for a further 15 minutes to deal with the final item on the agenda. Proposed Cllr Will Jones, seconded Cllr Gordon Guest.

146. To further consider the Minutes of the Policy, Finance and Personnel Committee meeting held on 9 January 2018 and agree way forward: Lots of discussion took place but no agreed actions.

The meeting closed at 10.05pm

SIGNED: _____ DATE: _____

APPENDIX C

Cullompton Town Hall – Fire Risk Assessment Considerations

Report to Cullompton Town Council Meeting: 8 February 2018

Prepared by: Cllr Richard Thorne

Date: 1 February 2018

This content of this document sets out my personal understanding and factual interpretation of the Croft fire risk assessment and other information available to councillors. In preparing arguments for and against the retention of the stair lift or in making comparison to provision within other premises, great care must be given to differing factors and requirements such as those applying to dwellings as opposed to those applying to a public facility such as the Town Hall.

To assist further discussion including due reference to the staircase in question, refer also to photographs 1 and 2 below.

Background

Following a review of available documentation and fire safety arrangements at the Town Hall, I reported to the Town Clerk on the 13th March 2017 recommending the following course of action:

1. Prepare a fire strategy for the full extent of the town all and offices. The Fire Strategy Plan to show locations of each element of the premises fire precautions including escape routes. The strategy will include the establishment of maximum occupancy levels for each area.
2. Investigate the impact upon the staircase as a result of the installation of the chair lift and report accordingly.
3. Assist in the preparation of a fire risk management plan (including emergency plan) for the normal occupation or evacuation of the building in an emergency taking into account the needs of disabled persons including assessment and recording Personal Emergency Escape Plans (PEEP) where required.
4. Based on 1 to 3 above, carry out a Fire Risk Assessment for the Town Hall.

Later in 2017, the Town Council commissioned a Fire Risk Assessment via Croft Surveyors who subsequently reported on 14th August 2017.

While the GP Committee has resolved to action the FRA report recommendations, the Committee has struggled to agree a course of action that, if implemented, would ensure a compliant outcome acceptable to all interests.

On the 9th November I produced an options appraisal so as to assist the GP Committee in considering the stair lift. The appraisal offered 3 options:

- 1) Do nothing
- 2) Remove the stair lift completely
- 3) Retain the stair lift but following further risk assessments, implement management arrangements to limit or control any significant risks to safety in the event of a fire.

The Committee made the decision to recommend Option 2 to the Full Council.

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Full Council were on 25th January 2018 invited to vote on Option 2 and unfortunately, were not provided with the relevant background information including the FRA report nor the option appraisal.

While options 2 or 3 could both provide practical and common sense outcomes, Full Council were unable to reach a decision and as a result it was resolved that the first floor offices/committee rooms be taken out of use until such time a satisfactory solution could be agreed.

In addition to a legal challenge made concerning alleged contraventions with DDA law, members have put forward various arguments for and against removal of the stair lift including some comments and claims that could be dismissed as unhelpful, misleading and largely out of context.

Subsequent to the vote on 25th January 2018, it was established by the Town Clerk that the original stair lift design and eventual installation had not been submitted for relevant Building Regulation approval and as such, the installation is a contravention and in fact worsens the situation in which an escape staircase (already narrower than required for new-build) has been further narrowed. In addition to issues with the width of the stairs, CTC would be wise to add in to the risk assessment process the non-compliance (with Building Regulations) aspect of the staircase and likewise the further impact of the security shutter which effectively forms a trip hazard at the bottom of the stairs.

With this in mind, I offer the following factual information and comment:

- The Croft FRA gives due consideration to disabled access requirement and in no way does it recommend action that would place the CTC in breach of DDA law.
- The Croft FRA does however lead the CTC to conducting further risk assessments on the retention or removal of the stair lift. In making such assessments, the CTC must also consider measures that on one hand address fire safety and on the other, ensure access by all.
- A variety of options are available to the CTC but until such time that a retrospective building regulation application has been resolved, proposals that work on the retention and use of the stair lift for emergency escape are potentially unreliable

Proposals for further consideration:

	Proposal	Factors for Further Consideration
1	Removal of the stair lift in its entirety and the subsequent use of the Town Hall or other nearby premises for meetings	<ul style="list-style-type: none">• Immediate fire safety consideration resolved.• While workable for meetings, removal renders the first floor office and associated resources inaccessible for the Assistant Town Clerk• Moving resources to the GF is not a viable option as these offices do not have sufficient space• Seek to rent further commercially available office space nearby• DDA requirements to be achieved by providing meeting rooms, office facilities

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		<p>and points of delivery of service accessible to all.</p>
<p>2</p>	<p>Retention of the stair lift but use first floor areas for office use only.</p> <p>Any outcomes arising from this proposal could be compromised should a retrospective building regulations determination render the stair lift installation unlawful.</p>	<ul style="list-style-type: none"> • Day to day work activities of officers could resume. In the event of an emergency, Assistant Town Clerk to use the stair lift; other occupants to use the stairs in the normal way • This potential solution to be further subjected to formal risk assessment and the significant findings duly recorded - including the establishing of appropriate written working arrangements restricting level of occupancy • In addition to assessing the safety impact of the reduced width of the staircase, consider also the potential trip hazard posed by the security screen at the foot of the stairs. • As recommended by Fire Safety Risk Assessment supplementary guide – Means of Escape for Disabled People; prepare a Personal Emergency Evacuation Plan (PEEP) for the Assistant Town Clerk.
<p>3</p>	<p>Retention of the stair lift and return the first floor areas for office use and for meetings.</p> <p>Any outcomes arising from this proposal could be compromised should a retrospective building regulations determination render the stair lift installation unlawful.</p>	<ul style="list-style-type: none"> • Council business could resume. In the event of an emergency, those with disabilities would use the stair lift; other occupants to use the stairs in the normal way • This potential solution to be further subjected to formal risk assessment and the significant findings duly recorded - including establishing of appropriate written working arrangements. The outcome of the risk assessment process may limit the number of persons at any one time being wholly reliant upon the stair lift as means of emergency escape. This factor has the potential of exasperating attempts to provide access to all. • In addition to assessing the safety impact of the reduced width of the staircase, consider also the potential trip hazard posed by the security screen at the foot of the stairs. • All those requiring access to have in place an appropriate PEEP • Risk assessment will have to consider each and every PEEP for both known and unknown visitors requiring access. • The risk assessment, if and when

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		considering emergency evacuation of disabled persons by means other than or supplementary to the stair lift, will be extremely difficult. In situations where disabled persons have to be evacuated by way of lifting or handling (regardless of apparatus utilised) will involve double handling. Unfortunately, and with the stair lift in place, this mode of evacuation may be unworkable as space within the staircase does not support double side by side handling/lifting.
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Councillor Richard Thorne

31st January 2018

(Rev1 1st February 2018 adding consideration of the security screen at the foot of the stairs +
Photographs being added)



Photograph 1 – View towards Foot of Stairs, Stair Lift at Rest (seat raised)

Note the impact of the lower security screen effectively reducing width of final opening and note also trip hazard at foot of stairs



Photograph 2 – View from Top Landing towards the Tapered Treads

RA to consider the impact of these tapered treads in the context of an emergency evacuation

[REDACTED]
Cullompton.
[REDACTED]

8th January 2018

Clerk to the Council,
Cullompton.

Dear Sir/Madam,

Can something not be done, - either by their parents, their school or the police, - about the mindless vandalism which occurs on that upper piece of public land bordering Millennium Road. The damage caused there is quite appalling. The fence has been deliberately broken in several places not once or twice, but numerous times. Newly planted sapling trees have been broken and/or uprooted. Bottles, cans, cigarette packaging, food containers, and perhaps worse, have been left strewn behind over the ground despite there being rubbish bins not far away.

The Council comes to mend and replace the fencing regularly and then, after no time at all, these stupid yobs do exactly the same thing again. How long are these mindless youth going to get away with this senseless behaviour? They may not appreciate efforts to improve the look of our town, but many more of us do. The fact that they totally lack discipline both at home and at school is really demonstrated by their moronic behaviour. Incidentally I see the same sort of thing when I occasionally walk in the area by the leat, behind Tesco. Cans and rubbish in the water – food containers and bottles, etc left lying around. If they did this sort of thing in Switzerland or Germany (both of which places I have lived) they would be real trouble – but here anything seems permissible and nothing is done about it. It's really high time it was!

Yours,
[REDACTED]

