



**MINUTES of a Meeting of Cullompton Town Council
held on
Thursday 8 February 2018 commencing at 7pm at Cullompton Town Hall**

PRESENT: Cllr Iain Emmett (in the chair)

Cllrs: Eileen Andrews, Jordann Barge, James Buczkowski, Gordon Guest, Kate Haslett, Janet Johns, Will Jones, Martin Smith, Mike Thompson and Richard Thorne.

Also in attendance: two members of the public.

Mrs Judy Morris: Clerk.

- 147. APOLOGIES:** were received and accepted from Cllr Daniel Barnes (personal), Cllr Liza Oxford-Booth (personal) and Cllr Rachel Sinclair (personal).
- 148. DECLARATIONS OF INTERESTS: To receive declarations of declarable pecuniary and personal interests from members present.**
- (i) Cllr Mike Thompson** declared a personal interest in the stair lift item.
 - (ii) Cllr Gordon Guest** declared a personal interest in the stair lift item as he uses the stair lift.
 - (iii) Cllr Eileen Andrews** declared a personal interest in the stair lift item as she uses the stair lift.
 - (iv) Cllr Kate Haslett** declared a personal interest in respect of Planning Application No. 17/01178 (NW Extension) as she is a member of the Cullompton Swimming Pool Committee.
- 149. PUBLIC QUESTION TIME:** To receive questions from member of the public present at the meeting.
- (i) Mr Snow** asked if the Council was aware of the legislation relating to the exclusion of the public from meetings.
- The Clerk assured Mr Snow that she was aware of the legislation.*
- 150. MINUTES:**
- (i)** The Minutes of the Town Council meeting held on 18 January 2018 were approved and signed as a correct record. Proposed Cllr Martin Smith, seconded Cllr Will Jones.
 - (ii)** The Minutes of the Town Council meeting held on 25 January 2018 were approved and signed as a correct record. Proposed Cllr Martin Smith, seconded Cllr Will Jones.

151. PLANNING: To consider and agree response to the following planning applications:

(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.

RESOLVED: That the Council approves the application with the following provisos:

- (i) That the pavements are resurfaced along Willand Road towards the junction with Station Road as they are currently in poor condition, surface very slippery and not suitable for those with mobility problems etc.
- (ii) That sufficient car parking spaces are provided to ensure that both residents and visitors, including care workers, contractors etc. are catered for due to the parking problems in Willand Road.
- (iii) Introduction of parking restrictions on both sides of Willand Road as a matter of urgency to ensure public safety.
- (iv) Ensure that there is sufficient clearance when security gates are opened to enable a large vehicle to pass through safely.
- (v) Investigate provision of a pedestrian pathway from the rear of the site to link with Station Road.
- (vi) There would only appear to be one lift provided within the development, what happens if this fails to operate?

(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)

RESOLVED: That the Council approves the application with the following provisos:

- (i) **Spine Road:** An assurance that the Town Council will be kept fully informed of the plans for the road layout/design and that the Town Council is consulted before the final designs is approved as the Council doesn't want another Kingfisher Reach scenario where plans get changed at a later stage.
- (ii) **Attenuation ponds:** need to be designed to be effective and ensure that water doesn't enter the existing water courses.
- (iii) **Junction with Willand Road:** Concern about the build-out at the entrance to the site, who has priority, will impact on large vehicles requiring access to other locations in Willand Road e.g. Integrated Centre for Health. The 'bulges' maybe convenient for construction traffic but not appropriate in the long term. Suggest that a mini-roundabout is constructed instead.
- (iv) **Entrance into school site:** Concern about safety, mini-roundabout preferred. All vehicle movements for the Primary School must happen within the curtilage of the school site. Segregate vehicles going in/out of the school site. Assurance that a large 52 seater coach will be able to drive into the Primary School grounds and turn safely within it. The Council does not believe that the current road/entrance design is of sufficient width to accommodate this.

No parking to be permitted along the spine road. This will become more of a problem when school numbers start to increase and the link to the second phase of development is open.

- (v) **Width of residential roads:** Ensure sufficient width to enable a large vehicle such as a refuse lorry to pass a parked car safely. Also sufficient turning space for such a vehicle taking into account any parked cars.

- (vi) **Millennium Way/Willand Road junction:** Concern about safety and whether there is sufficient room to enable a large construction vehicle to carry out a left hand manoeuvre from Millennium Way into Willand Road to access the development site without going onto the pavement.
- (vii) **Head Weir Road:** Introduce traffic restrictions to ensure that Head Weir Road is not used as a vehicular short cut to the M5 (does not become a rat run).
- (viii) **Refuse bin storage:** Is this effective?
- (ix) **Affordable housing:** Assurance that the Town Council will be consulted with regard to housing numbers. More specific information required with regard to the percentage of affordable housing and the Town Council's involvement in the s.106 discussions about this issue. Would like to see a percentage that reflects the wishes of the Local Plan and NW Extension Management plan and the draft Neighbourhood Plan.
- (x) **Community Orchard:** Assurance that the Town Council will be consulted with regard to access to the proposed community orchard and who will maintain.
- (xi) **Pedestrian links to Rull Lane:** Designed to stop motorbikes etc. passing through e.g. zig-zag gates.
- (xii) **Local Centre, shop:** To be provided in Phase 2.
- (xiii) **Bungalows:** Due to an ageing population give consideration to the building of bungalows as part of the development.
- (xiv) **Public Rights of Way:** An assurance that the Public Footpath at St Georges View will be considered as it is on the edge of the development and may get neglected.

NOTE: Copy to be sent to DCC Highways and DCC Education Department with a request for an assurance that adequate parking is included in the design specification for the Primary School site.

Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.

152 TOWN HALL STAIR LIFT: To consider the Options Report and agree way forward: Discussion included:

- Issue with the stair lift as it restricts the width of the stairs should the need ever arise to evacuate quickly in an emergency situation.
- The Council has been advised by MDDC that Building Regulations approval is required for the stair lift.
- Evacuation chair would be of benefit, but appropriate training required in how to use the chair.
- Stair lift is battery powered so can be used in case of fire, but slow. Concern about what would happen if there was a need to evacuate several people with mobility problems from the first floor in an emergency situation.
- Is it appropriate to hold public meetings in the first floor Committee Room where staff are working, documents left lying on desks, shortage of space when several members of the public attend e.g. planning committee meeting.
- Installation of fire doors and other fire measures which prevent fire from spreading.
- There is often no private space for the Clerk and other members of staff to have a confidential conversation with Councillors and others on the ground floor so helpful for Councillors and others to have access to meet with Council staff on the first floor. Also contractors may need access to the first floor to carry out maintenance etc.
- Risk register could be prepared, to be signed by anyone wanting to go upstairs.
- Prepare a fire evacuation procedure.

RESOLVED:

1 “Upstairs is restricted to office use only and no members of the public are to be allowed upstairs, and no public meetings are to be held upstairs. We also carry out the actions listed in option 2 including the risk assessment which will dictate the control measures for and calculate the allowable level of occupancy for employees, councillors and bona-fide contractors.”

Please note, that as discussed; for the purposes of health and safety, bona fide volunteers (i.e. those who have signed a volunteer agreement) working on council business are treated the same as members of staff.

Proposed Cllr James Buczkowski, seconded Cllr Martin Smith.

2. That the General Purposes Committee is requested to investigate the potential cost of adequately fire proofing the building. Proposed Cllr Kate Haslett, seconded Cllr Eileen Andrews.

3. That a retrospective Building Regulations application is submitted. Proposed Cllr Gordon Guest, seconded Cllr James Buczkowski.

OPTION TWO: Steps to be followed:

<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.
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153. CORRESPONDENCE

- i. Member of the public: vandalism at Linear Park: Respond explaining that the Council is aware of the situation and will let them know what action is planned to resolve.
- ii. Residents of Ways Lane: Concern about dangers of lane being as a short cut. To be referred to the Traffic & Environment Working Group
- iii. MDDC Planning & Section 106 training at Cullompton Community Centre on 13 March:

Councillors to let Clerk know if they would like to attend.

RESOLVED: That as the time is 9.00pm that the meeting is extended by 15 minutes to complete the agenda. Proposed Cllr Janet Johns, seconded Cllr Kate Haslett.

154. ST ANDREWS CAR PARK: To consider and approve the Agreement with Devon County Council for car park enforcement.

RESOLVED: That the Agreement, as circulated to all members, is approved with the proviso that it is made clear that all figures exclude VAT. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

The meeting closed at 9.10pm.

SIGNED: _____

DATE: _____