



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
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Emma James
Town Clerk

13th January 2020

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 20th January 2020 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James
Town Clerk

AGENDA

Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.

Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** – For comment by the public
3. **Park-Keeper** – To receive a report from Mr McGahey, if present
4. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
5. **Minutes** - To confirm, approve and sign the minutes of the Parks Committee meetings held on 18th November and 2nd December 2019
6. **Matters Arising** – Items for consideration or noting as required:
 - 6.1 **CCTV** – To note that a preferred contractor had been approved and the project is being progressed
 - 6.2 **Cemetery, All Saints Church** – To note that the Clerk is attending a Cemetery Management training session in February following which she will progress with plans to resolve the cemetery planting issues previously considered

- 6.3 Volunteers** – To receive an update from the Chairman/Clerk
- 6.4 Park Row Bridge** – To receive an update regarding ownership of the bridge and maintenance required
- 6.5 Football Club Training** – To note correspondence received from the club regarding future training in Simmons Park
7. **Meeting Dates** – To note that there are no further meetings of the Parks Committee scheduled to take place within this Mayoral year and to resolve to schedule an additional meeting on Monday 9th March 2020 at 7pm.
8. **Bookings** – To consider the following requests for events/bookings of Simmons Park:
- 8.1 Bounce Around South West – Consideration of a request to hold a children’s inflatable theme park event in Simmons Park on 16th and 17th April 2020 and the associated fee
9. **Fields in Trust ‘Have a Field Day’ 2020** – To receive a report from the Clerk and to resolve:
- 9.1 Whether or not to hold an event in Simmons Park on Saturday 4th July 2020
- 9.2 Subject to 9.1, to create a Task & Finish Group to plan the event reporting back to this committee
10. **Skate Park** –
- 10.1 To consider a suggestion from Room 13 that a graffiti artist be sourced to work with users of the facility to undertake some artwork in/on the structures
- 10.2 To consider a request for a gas hob to be used at the facility by leaders of Room 13
- 10.3 To consider correspondence from Mel Stride MP regarding issues raised by a constituent and resolve a response
11. **Landmark Tree** – To note that a register of interest has been submitted for a free Landmark tree from Devon County Council to recognise the loss of ash trees through ash dieback and to resolve to accept a tree in due course
12. **Putting Green** – To consider options for the enhancement of the Putting Green
13. **Fairplace** - To consider plans for the creation of a sensory garden at this location
14. **Security Alarm Systems** – To note that alterations have been made to the alarm systems which will result of savings in the region of £600 p/annum
15. **Health, Safety and Wellbeing**
- 15.1 To note that walkie talkies have been purchased to enable easy and prompt contact between parks employees
- 15.2 To consider the purchase of Body Cameras for the 3 relevant employees
16. **Policies and Documents** – To consider the following policy for recommendation to the Policy & Resources Committee:
- Exclusive Right of Burial in Okehampton Cemetery Policy
17. **Solicitors Expenses** – To note that further solicitors’ fees for work relating to the Charities has been agreed by Cllr Marsh
18. **Invoices** - To resolve to approve payment of invoices as per the schedule
19. **Reports of Council Working/Task and Finish Groups** – To consider, note reports and resolve any action required:
- 19.1 Open Space, Sports & Recreation (OSSR) – Cllrs Leech and Marsh

20. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 20.1 Dartmoor National Park Forum - Cllrs Sanger and Vachon
 - 20.2 Everything Okehampton – Cllr Marsh
 - 20.3 North Dartmoor Search & Rescue Group – Cllr Ireland
 - 20.4 Okehampton Community Archive – Cllr Holt
 - 20.5 Okehampton Community Recreation Association (OCRA) – Cllr Tolley
 - 20.6 Parklands Leisure Centre Users Group – Cllrs Tolley and Marsh

PART TWO

Items which may be taken in the absence of the press and public. The Committee is recommended to pass the following resolution:

'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

- 21. **Alms House** – To receive an update from the Clerk regarding the garden area of one of the properties in Simmons Park
- 22. **WDBC/Fusion Lease Agreement** – Clerk to report on an update from the Solicitor and any progress for consideration of the Committee
- 23. **Simmons Park Playing Field Lease** – To note an update from the Solicitor acting on behalf of the Trustees in relation to the review of a lease dated 1971 between Okehampton Town Council (OTC) and DCC/College (now the MAT) and to consider a draft Heads of Terms for the updating of the lease
- 24. **Simmons Park Carpark Agreement** – To consider options for the future management and use of the carpark, and the updating of the agreement dated 25th September 2008 between DCC/College (now the Multi Academy Trust), OTC and WDBC regarding use of the land by all parties
- 25. **Other Leases and Agreements** – To note that all other leases and agreements relating to Simmons Park and Kempley Meadows will in need to be reviewed and changed into the name of the Charity in due course and that details will be forwarded to the Solicitor