



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

31st January 2022

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 7th February 2022 at 7pm in the Charter Hall, Market Street, Okehampton

Committee Membership consists of the following:

Cllr Travers (Chairman)	Cllr Tolley (Mayor)
Cllr Marsh (Vice-Chairman)	Cllr Ireland (Chairman, Planning)
Cllr Abbots	Cllr Sanger (Chairman, Policy & Resources)
Cllr Button	Cllr Wood (Chairman, Property)
Cllr Holt	Cllr Leech
Cllr Jessop	

Yours faithfully

E James

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
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 meeting held on 13th December 2021
6. **Updates for Noting:**
 - 6.1 **Zip Wire** – To note that installation has been delayed because of the wet weather earlier in the month and that it is expected to take place in March.
7. **Clapps Wood** –
 - 7.1 To consider a report from the Park-Keeper in relation to the felling of trees with Ash Dieback disease
 - 7.2 To consider the replanting scheme and resolve to approve the purchase of the trees at the cost of £571.47
 - 7.3 To note correspondence from a member of the public about drains that run through the land and that of the Solicitor who dealt with the original purchase, associated Deeds of Grant and Easement
8. **Simmons Park Tree Inspection Report** – To receive an update from the Park-Keeper and Clerk. To consider the report and resolve to approve the submission of a planning application for the work required.
9. **Benches Behind Lidl** – To receive and consider a report from the Park-Keeper about the condition of the benches
10. **Litter Bins** –
 - 10.1 To consider the purchase of a replacement litter bin for the area behind Lidl
 - 10.2 To consider a request from a member of the public for a litter bin to be sited in the vicinity of the Primary School and Rugby Club
11. **Phone Box Use** – To consider the use of the phone box, noting that it already contains a book swap.
12. **Hanging Baskets** – To consider the holding of a hanging basket competition in 2022 and the prizes to be offered
13. **Park Run** – To consider a request for permission for the event, which will be run weekly on Saturday mornings as previously approved by the Council, to utilise a different route through Simmons Park
14. **West Bridge Verge Wildflower Seeds** – To approve the purchase of additional seeds at the cost of £825.30
15. **Cemetery** –
 - 15.1 To note that was booked for 4th February
 - 15.2 To resolve to approve the Cemetery Schedule of Fees and Payments for 2022/23
 - 15.3 To note issues with the access and car park entrance/exit to the Cemetery, receive an update from the Clerk and consider any action to be undertaken
16. **Policies and Documents** – To consider and resolve to make recommendation of approval to the Policy & Resources Committee:
 - Cemetery Brochure
 - Cemetery Memorial Management Policy
 - Cemetery Rules and Regulations

17. **Simmons Park Information Boards** – To consider the initial draft of the artwork for the boards
18. **Payment of 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) – Cllr's Leech and Marsh
 - 19.2 Cemetery Management – Cllr's Goffey, Jessop, Marsh and Tolley
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 - Cllr Sanger
 - 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 expires 2024
 - 20.6 Parklands Leisure Centre Users Group – Cllrs Tolley and Marsh
 - 20.7 Cycle Track Sticklepath to Okehampton – Cllrs Jessop and Matravers

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. **Simmons Park Tree Inspection Report** – To consider quotations for the work required, if received.
22. **Replacement Trailer** – To consider quotations and approve the purchase of a replacement trailer
23. **Insurance Claim** – To receive a report from the Clerk
24. **Simmons Park Litter Bin Liners** – To consider quotations for the replacement of the steel bin liners