

Okehampton Town Council

Parks Committee Meeting 5th December 2022

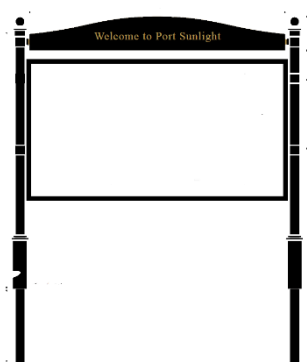
Meeting Report

Simmons Park Information Boards and Town Signage – To receive an update and resolve any actions arising including the purchase of fingerpost signage

New information boards for Simmons Park and the map design have previously been approved by the Council and the order will be placed once planning consent has been received for the one in the car park, application number 3505/22/ADV refers.

The cost of these has risen slightly and is now as follows:

A0 size to be located at by the car park	£2,977.50
A1 size to be located at the pedestrian entrance	£2,644.50
Total	£5,622.00 +VAT



These will be placed at locations 6 and 7 on the map.

Finger Posts Designs and Locations

To assist with the cost of the boards and provision of pedestrian signage a grant application to GWR entitled 'Platform to Park and Town' was successful and £2,913 to be spent by 31st March 2022 was awarded.

Following award of the grant the Clerk has consulted with other organisations including Dartmoor Railway Association (DRA) and a series of signage improvements has been drawn up for which permission is being sought from DCC. The improvements mainly relate to the addition of 'fingers' on existing posts but also include the provision of a map on the pavement outside of the station building – the board for which has been purchased and fitted with the approval of GWR and the design is being drafted for consideration of the Committee.

DRA have advised the possibility of additional grant funding from them if needed to complete the project.

The following design is suggested which can be purchased in a number of colours – to be agreed by the Committee.



Panel colours are as follows.

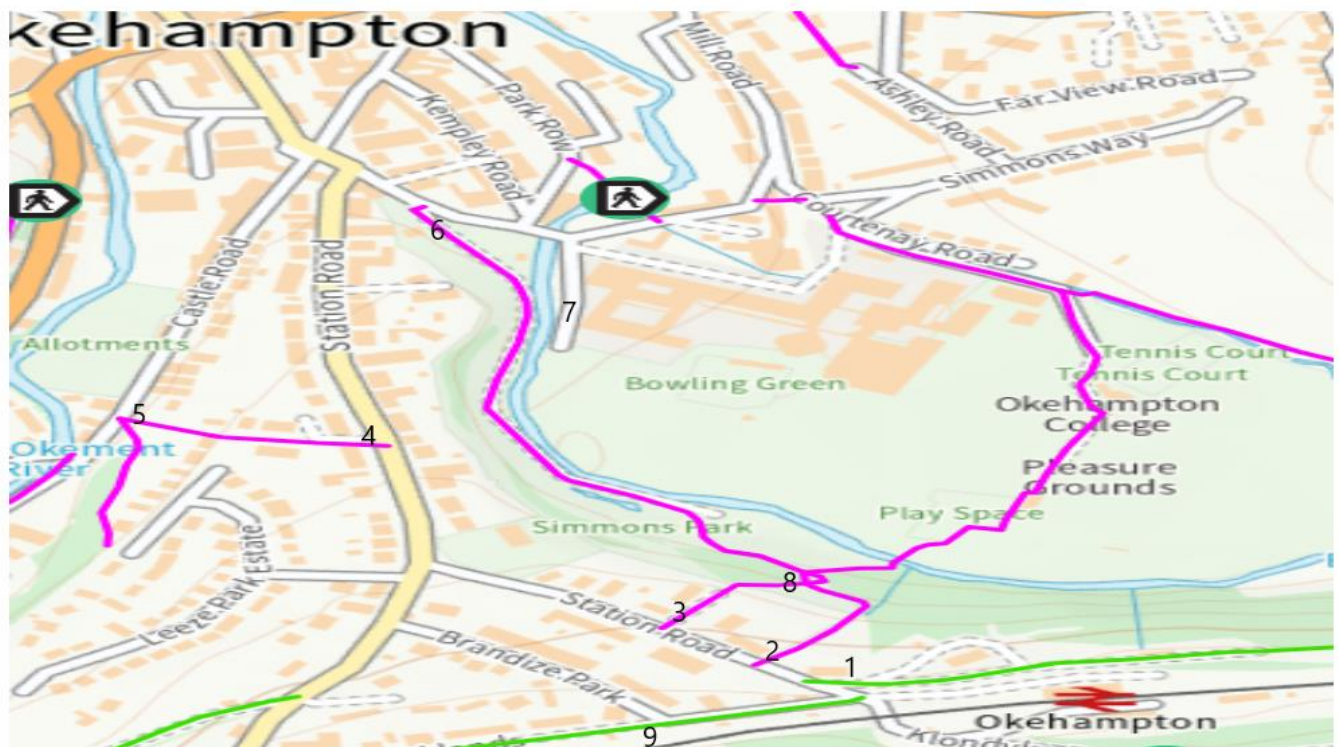
RAL6005	RAL1003	RAL1015	RAL3020	RAL3004
RAL5002	RAL5017	RAL9006	RAL7015	RAL9005

Quotes for the signs have been obtained from various locations, the most cost effective being as follows for the recommended number of 12 signs:

	35cm by 15cm	45cm by 15cm	55cm by 15cm
1 sign	£48.58	£52.25	£55
12 signs	£582.96	£627	£660.00
Total including postage	£601.71	£645.75	£678.75

Proposed wording for these finger posts are as listed at 1, 2, 3, 4, 5 and 9:

1. Town Centre 900m
Tramlines Footpath
2. Town Centre via Simmons Park 1/2mile
Leisure Centre 600m
3. Town Centre Via Simmons Park ½ mile
4. Okehampton Castle 700m (stepped route)
5. Okehampton Castle 500m
Town Centre 400m
Station 800m
6. Map of Park
7. Map of Park
8. Map of Town
9. Granite Way
Town Centre 0.6 miles
Station 227m



Signs at top of Park



It is recommended that signs/maps are provided at both footpath entrances at the top of the park to direct pedestrians between the town and station. These would be located at around point 8 on the map.

A3 graphic panel for wall mounting or post mounting, with radius corners

Material: 3mm Aluminium Graphics: Full colour print onto white base stock with Duo Guard anti-graffiti coating

Costs

Information Boards	£ 5,622.00
Artwork	£ 240.00
Noticeboard at the station	£ 397.00
Artwork	£ 420.00
Signs for the top of the park	£ 313.00
Finger posts signs	£ 678.75 (largest size)
Total	£ 7,670.75
Budget	
Budget	£ 5,000.00
Grant from GWR	£ 2,913.00
	£ 7,913.00

2 Minute Foundation Litter Picking Station – To consider a suggestion from a member of the public for the siting of a litter-picking station in Simmons Park

The following has been received from a member of the public

<https://beachclean.net/stations>

I have, over the last couple of years, been building a relationship with the above charity with a view to obtaining one of their litter-picking stations for Okehampton. An opportunity is likely to arise whereby they could 'gift' us a station to help manage litter in town and our name is on the list as possible 'guardians' of a litter station. They are sturdy and made from recycled beach plastics destined for landfill. They cost about £600 as they are quite labour intensive to make. They come with litter pickers and rubbish collection bags made from recycled tent material.

My questions are, would the council like to have one of these in town/how do I go about getting this approved by the council/do I need to get it approved by anyone else/where would be a good place to site the litter picking station etc etc.

Care of the litter station would be overseen by me or other members of the plastic free community; there wouldn't be much to do, just check that it hasn't been vandalised, litter pickers are in situ etc.

I wondered whether the station could be in the park under the surveillance of CCTV and also if the launch of the station could be a good way of also launching the Simmonds Park Volunteer Group?

Further information provided by the member of the public:

"The owner/recipient would usually be a council, a business or a community group who would have their own public liability insurance already in place. I am not sure that it would be possible to get a separate policy just for this item so, I think, it would really need adding onto an existing policy. Most people find that there is no additional cost for this as the station would already be covered by the policy's existing public liability clause. Obviously, a call to the insurers to confirm this would be necessary. As there is very likely no additional cost, do you not think that the Town Council would take ownership of the station and include it in their existing policy? I note that you hope to site it at Simmonds Park. Who owns the park? Have they given permission to site the station there? That would usually be the person who is liable to provide the insurance cover."

Do you think the council would agree to take on the role as the owner/recipient with the actual hands on management provided by Plastic Free Okehampton? All that would be needed from the council is the station included in your public liability insurance and for you to allocate a suitable site (preferably near to a bin and maybe a CCTV camera,) and then Plastic Free Oke would be responsible for checking on the litter station regularly to check that there is no vandalism, litter pickers and bags are in place etc. If any litter pickers/bags or lost/stolen/chucked in the river etc I can obtain replacements from 2 Minute Foundation.

By taking part in this project, the council would be able to get some pertinent media coverage both locally and nationally through websites, newspapers and through the various hash tags available. Most of the litter picking stations are currently based on the coast. However, more are being placed in suitable towns and we would be seen as trend-setters in having one in place in Okehampton. The 2 Minute Foundation are really keen to work with Okehampton as they know about our past environmental projects and groups and it will definitely aid our other litter picking groups as well as helping to raise the profile of the Simmonds Park volunteer group and encourage families and tourists to take pride in our park.

The Council's insurer has advised the following:

In response to your query we would advise that it depends on who is responsible – if it's a third party just asking permission of You, as the landowner, then the only exposure for the Council would be Public/Property Owners Liability so as long as You check the site is ok beforehand then that would be fine and acceptable to your insurers. Please note that You must make sure these people have their own insurances in place and document as such.

If on the other hand these people will be effectively volunteering for You, the Council, then there is also an Employers Liability exposure so You would need to fully risk assess and provide suitable/effective equipment/protective gear and make sure the volunteers use it correctly throughout.

Either way there is no problem covering litter picks but we would ask that you clarify the exact arrangements (once finalised) assuming you go ahead and confirm accordingly in relation to 2 options above.

Therefore, if the council takes responsibility for the station, it will also become liable for insurance of the equipment and those using it and it would need to be covered within the council's policy as would those using it. A major concern would, in particular, be for anyone who tried to collect any litter along the riverbank or from the river itself.

Cemetery –

To receive a summary of burials since 1st April 2022

EROB = Exclusive Right of Burial

Description	Number
Purchase of EROB for future burials	0
Burials in new plot with EROB purchase	5
Burials in new plot without EROB purchase	0
Burials in reopened plots without EROB purchase (burial prior to 1 st April 2021)	5
Burials in reopened plots with EROB purchase (burial prior to 1 st April 2021)	0
Burials in reopened plots (after 1 st April 2021)	0
Permit for erection of Headstone (burial prior to 1 st April 2021)	2
Permit for erection of Headstone (after 1 st April 2021)	4
Permit for additional Headstone Inscription	3

2 permits for the erection of headstones have been applied for but will not be issued until August and September 2023 as the Council's policies require a 12 month period allowing the ground to settle.

To consider the fees for the 2023/24 financial year

The following is a comparison of Cemetery Fees November 2022.

	<u>Coffin internment</u>		<u>Ashes internment</u>		<u>EROB Purchase</u>		<u>Memorial Fee</u>		<u>Additional Inscription Fee</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Okehampton	£100.00	£250.00	£80.00	£200.00	£490.00	£1,225.00	£140.00	£350.00	£0.00	£0.00
North Tawton	£420.00	£912.00	£204.00	£430.00	£430.00	£922.00	£211.00	£457.00	£63.00	£126.00
Hatherleigh	£325.00	£500.00	£175.00	£225.00	£200.00	£300.00	£140.00	£200.00	£0.00	£0.00
Horrabridge	£220.00	£550.00	£110.00	£242.00	£462.00	£913.00	£138.00	£275.00	£44.00	£88.00
Ottery St Mary	£340.00	£0.00	£108.00	£0.00	£495.00	£990.00	£180.00	£0.00	£58.00	£0.00
Cullompton	£1,240.00	£0.00	£241.00	£0.00	£1,200.00	£0.00	£213.00	£0.00	£157.00	£0.00
Calstock	£150.00	£225.00	£250.00	£375.00	£400.00	£600.00	£150.00	£225.00	£0.00	£0.00
Parochial Fees										
All saints	£360.00	£0.00	£172.00	£0.00	£0.00	£0.00	£150.00	£0.00	£31.00	£0.00
Tavistock	£205.00	£514.00	£212.00	£530.00	£554.00	£1,386.00	£212.00	£530.00	£64.00	£161.00
Mary Tavy	£140.00	£0.00	£90.00	£0.00	£300.00	£480.00	£110.00	£0.00	£49.00	£0.00



Okehampton Town Council

Okehampton Town Council

Cemetery Schedule of Fees and Payments – April 2022

FEES AND PAYMENTS are settled under Section 34 of the Burial Act by Okehampton Town Council, effective on and from 1st April 2022. Cheques are to be made payable to Okehampton Town Council.

1.	INTERMENTS	Resident	Non-Resident
a.	For interment of a coffin in an earthen plot, at single or double depth	£100.00	£250.00
b.	For interment of a coffin in an earthen plot, at single or double depth, for a person whose age at time of death did not exceed 16 years	No charge	£50.00
c.	For interment of cremated human remains in a burial plot	£80.00	£200.00
The fees cover Okehampton Town Council's administration and associated costs. They do not include any excavation work which should be arranged and paid for through the undertaker, or service fees.			

2.	EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES	Resident	Non-Resident
a.	Purchase of single plot (up to two burials deep)	£490.00	£1,225.00
b.	Purchase of a single plot (up to two burials deep) for a person whose age at time of death did not exceed 16 years	£0.00	£50.00
c.	Purchase of a plot for person who age at the time of death did not exceed 12 months	£0.00	£50.00
d.	Purchase of a cremation plot	£100.00	£175.00
e.	Extension of Grant for a further 10 years	£323.00	£808.00
f.	Assignment to second party	£75.00	£188.00
<ul style="list-style-type: none"> The purchase of a plot means that you purchase the exclusive right of burial in a grave but do not actually buy the land that the grave occupies. Purchase means that no burials can take place in that plot without your permission and it gives you the right to purchase a permit to place a memorial on the grave. This right expires after 30 years, when it may be purchased for a further period of 10 years. The fee shall be applicable to the residency applying at the time the extension is applied for, not the residency at the time of the original application. In the case of the person being under the age of 16 years at the time of death, as at b. and c., the full fee for an extension of the grant applies. A grave can be purchased for the reservation of future burials Fees include the charge for the Certificate of Grant. The Council cannot guarantee the suitability of a plot to be used for multiple interments. 			

3.	MEMORIAL STONES AND INSCRIPTIONS	Resident	Non-Resident
a.	Memorial Stone or Scroll Book (not exceeding 0.91m high x 0.61m wide (3ft x 2ft))	£140.00	£350.00
b.	Tablet (not exceeding 0.48m x 0.48m (1½ ft x 1½ ft))	£60.00	£150.00

c.	Removal of memorial stone for the reopening of a grave or addition of a subscription	£0.00	£0.00
<ul style="list-style-type: none"> Fees include the first and subsequent inscriptions which are to be arranged by the purchaser Memorial stones and scrolls are not permitted to be placed on cremation plots. Memorial stones on a child's plot must not exceed 0.61m high x 0.48m wide (2ftx1½ ft) Tablets must lie flush with the grass In order to apply for a permit to place a memorial on a grave, exclusive right of burial must have been purchased Permission must be sought from the Council for removal of the memorial stone for any purpose 			

4.	OTHER CHARGES	Resident	Non-Resident
a.	Search Fees (for burials within Okehampton Town Council's Cemetery only)	£10.00	£25.00
Records prior to 1 st April 2021 are provided from information recorded in the Burial Register by Northmoor Team Ministry who were responsible for the burials prior to that date			

5.	DEFINITIONS AND NOTES
a.	'Parishioner' means a person resident with the parishes of Okehampton town or Okehampton Hamlets civil parishes, having been on the electoral role for either parish for a period of not less than three years.
b.	'Non-Parishioner' means a person residing outside of the boundary of either Okehampton town or Okehampton Hamlets civil parishes, or unless they have left the parishes within the previous 12 months; or indefinitely until death in the case that they have moved to a Residential/Nursing Home.
c.	Coffins made from biodegradable materials only are accepted. Non-standard coffins may incur an additional fee.

To consider the purchase of grave markers for reserved plots

There are currently 21 reserved plots and it is requested that permission is given for the purchase of 25 'reserved' 125mm x 55mm Cast Aluminum Grave Markers on stakes @ £17.00 each. Cost would be £425, plus carriage at £19.

The alternative quotation obtained was £58.50 p/sign (£1,462.50 for 25)

