



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

26th June 2023

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 3rd July 2023 at 7pm (or at the arising of the Planning Committee meeting, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton

Committee Membership consists of the following:

Cllr Holt (Chairman)
Cllr Marsh (Vice-Chairman)
Cllr Ireland
Cllr Tolley
Cllr Weekes

Cllr Fisher (Mayor)
Cllr Leech (Chairman, Planning)
Cllr Wood (Chairman, Property)
Cllr Yelland (Chairman, Policy & Resources)

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase to the meeting point in Red Lion Yard and await further instructions.

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.

Business to be Transacted

- Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
- Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
- Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)

4. **Park-Keeper** – To receive a report from Mr McGahey, if present
5. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
6. **Minutes** - To confirm, approve and sign the minutes of the Parks Committee meeting held on 6th February 2023
7. **Parks Bookings** –
 - 7.1 To note events that have either taken place or are scheduled to take place in Simmons Park, subject to receipt of the necessary paperwork.
 - 7.2 To consider the following requests:
 - Wren Music to hold a Junk Music session at the Skate Park from 10am to 12noon on 30th August 2023
 - Friends of Okehampton Primary School to hold a Fireworks event in Simmons Park on 5th November 2023
8. **Allotments** – To consider a report from Cllr Weekes in relation to the provision of additional allotments
9. **Play Areas** - To consider a report from Cllr Weekes regarding play areas within Okehampton that are owned by and the responsibility of other councils/organisations
10. **Simmons Park Play Equipment** – To consider feedback from Members of the Committee who recently met to review existing play equipment and the potential for additional items in response to correspondence from Okehampton United Charities.
11. **Play Equipment Inspection Reports** – To consider a report from the Park-Keeper following the RoSPA Playsafety annual inspections of the play areas and skate park in March 2023 and note that remedial work required is being undertaken by the Parks Team.
12. **Litter Bins** – To consider a request received through Cllr Leech from a member of the public for the provision of additional litter bins at the old Primary School footpath
13. **Electricity Costs** – To consider options for reducing electricity usage in the Parks Office including the installation of a smart meter
14. **Alms House** – To consider a request from one of the Chalet Treloar residents for permission to construct a patio area at the rear of the property
15. **Dog Waste** – To consider correspondence from a member of the public in relation to dog waste
16. **Hedgehog Highway Project** – To consider the purchase of Hedgehog Highway surrounds for giving to residents or selling to highlight the importance of hedgehogs and their declining numbers.
17. **Progress Reports and Updates** – To note the following reports and information
 - 17.1 **Simmons Park Information Boards and Town Signage** – To note that the boards and signs have all been received and installed.
 - 17.2 **Smoke Free Playgrounds** – To note that DCC will be providing Town Councils within West Devon new free signage for their play areas.
 - 17.3 **Wild About Devon Community Wildlife Fund** – To note that a grant application submitted by the Park-Keeper was successful and £387 has been awarded for the purchase of pond planting, bat and hedgehog boxes and a wildlife camera.
 - 17.4 **Wildlife Gardening Award** – To note that the Park-Keeper was successful in an application to the Devon Wildlife Award for a Devon Wildlife Gardening Award for which a plaque was received.

- 17.5 **Viewing Platform behind Lidl** – To note recent vandalism to the structure which is awaiting replacement.
- 17.6 **Picus Tree Inspection** – To note that a specialist picus tree inspection of the Oak Tree on the boundary of the Bowling Club was undertaken in April 2023 and little deterioration of its condition was evident.
- 17.7 **Volunteer Group** – To receive an update on the launch of the group from the Park-Keeper.
18. **Cemetery** –
- 18.1 **Burials** - To note the summary of burials
- 18.2 **Wayleave** – To note that a wayleave from the National Grid for permission to install one stay wire along the fence line has been agreed in place of the previous resolution by the Committee for the routing of a cable around the bottom end of the cemetery has been agreed.
19. **Payment of Invoices** – To resolve to approve payment of invoices as per the schedule
20. **Committee Terms of Reference** - To review and the Terms of Reference resolve to make recommendation to Full Council for adoption
21. **Reports of Council Working/Task and Finish Groups** – To note reports:
- 21.1 **Cemetery Management** – Cllrs Fisher, Marsh, Tolley and Weekes – Working group meeting being held on 12th July
- 21.2 **Putting Green Improvements** – Cllrs Bird, Marsh and Weekes
22. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 22.1 Dartmoor National Park Forum - Cllr Marsh
- 22.2 Everything Okehampton – Cllr Marsh
- 22.3 Okehampton Community Recreation Association (OCRA) – Cllr Tolley
- 22.4 Okehampton & District Community Transport Group – Cllr Leech
- 22.5 Parklands Leisure Centre User Group – Cllrs Tolley and Marsh

PART TWO – CONFIDENTIAL ITEMS

23. **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 which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'
24. **Ponds** – To consider correspondence received
25. **Old Band Stand Base Enhancement** – To consider the type of plaques to be purchased and quotations
26. **Tyre Swing** – To consider quotations for replacement of the tyre swing
27. **Cycle Racks** – To consider the provision of cycle racks in Simmons Park and quotations
28. **Carpark Relining** – To consider quotations for the relining of the car park and the provision of a motorcycle parking bay
29. **Bowling Club** – To consider a request from the Bowling Club that the decision made by the Committee in February not to continue to provide a free parking permit for their maintenance person be reconsidered

To resolve to exit Part 2, ratify decisions made therein and re-admission of the Press and Public