



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

29th August 2023

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 4th September 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 Fisher (Mayor)
Cllr Marsh (Vice-Chairman)	Cllr Leech (Chairman, Planning)
Cllr Harding	Cllr Wood (Chairman, Property)
Cllr Ireland	Cllr Yelland (Chairman, Policy & Resources)
Cllr Rogers	
Cllr Tolley	
Cllr Weekes	

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

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **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.

3. **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 3rd July 2023
7. **Reports and Updates** – To note the following reports and information
 - 7.1 **Viewing Platform behind Lidl** – The structure has been replaced.
 - 7.2 **Bridleway No 2** – A Modification Order amending the route of the Bridleway which is in the vicinity of All Saints Church has been confirmed by DCC.
 - 7.3 **Antisocial Behaviour**
 - The donated China Girl Tree in the centre of the sensory garden at Fairplace was vandalised on 9th August, police are investigating the incident which was captured on CCTV. The donating person is likely to replace the tree.
 - Chalet Treloar suffered criminal damage over the weekend of 18th August
 - The bus shelter on the Exeter Road/Limehayes Road junction has suffered vandalism
8. **Parks Bookings** –
 - 8.1 To note events that have either taken place or are scheduled to take place in Simmons Park, subject to receipt of the necessary paperwork.
 - 8.2 To consider a request from a company to produce a film in Simmons Park and if any fee will be applicable, a meeting is being held at the end of the month.
9. **Simmons Park Carpark** –
 - 9.1 **Relining** - To note the car park has been relined following an offer by a Contractor, who had materials to spare, which was agreed by the Committee Chair and Vice-Chair.
 - 9.2 **Motorcycle Parking Bay and Cycle Rack Locations** - To resolve the location of a motorcycle parking bay and for a cycle rack, and consider the type to be purchased
10. **Simmons Park**
 - 10.1 **Simmons Park Bowling Club** – The Club have approved and signed a revised agreement including the taking over of maintenance and replacement costs of the river extraction pump.
 - 10.2 **Electricity** – A smart meter is being installed in the Parks Office on 21st September.
 - 10.3 **Tree Work** - HI-Line will be undertaking tree work in Simmons Park on behalf of the National Grid.
 - 10.4 **River Extraction Licence** – To consider making changes to the Licence which resulting in the reduction of water extraction permitted resulting in no future fees being payable.
 - 10.5 **Walnut Tree** – To consider a request to plant a Walnut Tree in Simmons Park as a memorial to JJ Newcombe.
 - 10.6 **Putting Improvements** – To consider a draft business case that could be used for grant applications towards the cost of the project.
 - 10.7 **Simmons Park Green Flag Application** – To consider the draft application for the designation of Simmons Park as a Green Flag Park
 - 10.8 **Bandstand** – To consider the addition of a weathervane of similar to the top of the bandstand adjacent to Chalet Treloar
11. **Cemetery**
 - 11.1 **Burials** - To note the summary of burials
 - 11.2 **Land Purchase**

- interest in any available land to purchase in the area has been registered with local Estate Agents
- the Clerk is consulting with the Exeter Diocese Property Department in relation to any possibilities in Okehampton, including Glebe Land
- to consider any other action to be taken

11.3 Annual Memorial Inspection – To note the annual inspection has been undertaken and that no memorial stones requiring urgent action were identified.

11.4 Scattering Lawn – To resolve to approve the creation of a scattering lawn for human cremated remains at the lower end of the existing Cemetery

12. Policies and Documents -To consider the following documents and make recommendation to the Policy & Resources Committee:

- Cemetery Fees for 2024-25
- Cemetery Rules and Regulations Policies
- Outdoor Area Inspection Policy
- Simmons Park Memorial Management Policy
- Snow and Ice Management Policy

13. Finance

13.1 Payment of Invoices – To resolve to approve payment of invoices as per the schedule

13.2 2024/25 Budget – To receive and consider feedback from the Budget Workshop on 29th August.

13.3 Staff Training – To consider Parks staff training requirements

14. Reports of Council Working/Task and Finish Groups – To note reports:

14.1 Cemetery Management – Cllrs Fisher, Marsh, Tolley and Weekes

14.2 Putting Green Improvements – Cllrs Bird, Marsh and Weekes

15. Members' Reports and Requests for Agenda Items - To receive reports from Members attending other organisations on behalf of the Council

15.1 Dartmoor National Park Forum - Cllr Marsh

15.2 Everything Okehampton – Cllr Marsh

15.3 Okehampton Community Recreation Association (OCRA) – Cllr Tolley

15.4 Okehampton & District Community Transport Group – Cllr Leech

15.5 Parklands Leisure Centre User Group – Cllrs Tolley and Marsh

PART TWO – CONFIDENTIAL ITEMS

16. 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.'

17. Memorial Stone Mason – To note a report from the Clerk.

18. Alms Houses – To consider the following requests:

18.1 Permission to construct a patio area at the rear of the property.

18.2 Permission to construct a fence between two properties.

19. Simmons Park Play Equipment – To consider play equipment information and quotation as requested at the last meeting and resolve a response to correspondence from Okehampton United Charities who may like to donate funds or a piece of play equipment.

20. Bridge Inspections – To receive and consider an update

21. **Tree Removal Quotations** – To consider quotations received.

22. **Bus Shelters** – To consider an agreement from Fernbank for management of the shelters as previously resolved by the Committee.

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