



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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13th November 2023

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 20th November 2023 at 7.30pm (or at the arising of the Property 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 Colman (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 4th September 2023
7. **Simmons Park**
 - 7.1 **Bookings** - 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 **Cycle Rack Provision** – To note that quotations are still to be sought for the provision of a cycle rack.
 - 7.3 **Electricity** – To note the electricity supplier was unable to install a smart meter in the Parks Office on 21st September and a return date is awaited.
 - 7.4 **River Extraction Licence** – To note an application to revoke the Licence has been submitted.
 - 7.5 **Bandstand** – To note WDBC are being consulted on the need for planning consent for the addition of a 'top' to the bandstand adjacent to Chalet Treloar
 - 7.6 **Bridge/Riverbank Inspections and Repairs** – To consider the report, if available, and work required.
 - 7.7 **Simmons Park Green Flag Application** – To consider the draft application for the designation of Simmons Park as a Green Flag Park following review by Cllr Marsh
 - 7.8 **Parks Office Broadband** – To consider upgrading the broadband link in readiness for the analogue switch off which will be completed by 2025 and associated implications
 - 7.9 **Play Equipment** – To resolve to accept an offer from Okehampton United Charity who wish to donate a sum of money to the value of approximately £19,000 to facilitate the installation of a large new play tractor in Simmons Park and consider quotations, if received, within Part 2
 - 7.10 **Christmas Free Parking** – To consider offering free parking daily from 12noon in Simmons Park from Edwardian Evening on 30th November until 2nd January 2023
 - 7.11 **Okehampton College/DMAT Signage** – To note Trustees of Simmons Park Charity are liaising with the DMAT regarding wording of the signage that was erected in the vicinity of the playing fields in September.
8. **Skatepark**
 - 8.1 **Basketball Hoop** – To consider a proposal from Cllr Marsh for the provision of a basketball hoop
 - 8.2 **Skatepark and BMX Track** – To consider correspondence from a young member of the public and feedback from a subsequent meeting.
9. **Cemetery**
 - 9.1 **Burials** - To note the summary of burials.
 - 9.2 **Scattering Lawn** – To resolve the creation of a scattering lawn for human cremated remains at the lower end of the existing Cemetery.
 - 9.3 **Memorial Bench** – To consider a request for the placement of a memorial bench in the Cemetery
10. **Other Outdoor Areas and Updates** – To note the following reports and information
 - 10.1 **Bus Shelters** – To note the bus shelters have been replaced and the agreement finalised
 - 10.2 **Weed Spraying Alternatives** – To consider a report from the Park-Keeper

- 10.3 Open Space, Sport and Recreation** – To consider an update in relation to S106 funding from housing developments and the possibility of applying for funding towards the Putting Green enhancement in Simmons Park and/or Skatepark improvements
- 10.4 Tree Survey** – To consider a tree inspection undertaken on Council land with the exception of Simmons Park and quotations for work required, if received within Part 2
- 10.5 Clapps Wood Footpath Closure** – To note that the path through Clapps Wood was closed for 24 hours during the week of 23rd October 2023.
- 10.6 Bench behind Lidl** – To note the police are investigating the recent criminal damage to the bench that was set on fire and to consider its replacement.
- 11. Policies and Documents** -To consider the following documents and make recommendation to the Policy & Resources Committee:
- Outdoor Area Inspection Policy
- 12. Finance**
- 12.1 Payment of Invoices** – To resolve to approve payment of invoices as per the schedule.
- 12.2 2024/25 Budget** – To consider the draft budget.
- 13. Reports of Council Working/Task and Finish Groups** – To note reports:
- 13.1 Cemetery Management** – Cllrs Fisher, Marsh, Tolley and Weekes
- 13.2 Putting Green Improvements** – Cllrs Bird, Marsh and Weekes
- 14. Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 14.1** Dartmoor National Park Forum - Cllr Marsh
- 14.2** Everything Okehampton – Cllr Marsh
- 14.3** Okehampton Community Recreation Association (OCRA) – Cllr Tolley
- 14.4** Okehampton & District Community Transport Group – Cllr Leech
- 14.5** Parklands Leisure Centre User Group – Cllrs Tolley and Marsh

PART TWO – CONFIDENTIAL ITEMS

- 15. 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.'
- 16. Motorcycle Parking Bay** – To consider quotations for the marking of the bay
- 17. Cemetery Land** – To consider an update from the Clerk and potential options for additional burial land
- 18. Memorial Masons** – To consider a report from the Clerk

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