



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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12th February 2024

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 19th February 2024 at 7pm 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 20th November 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 review alternative locations for the proposed cycle rack in Simmons Park car park at the suggestion of DCC who may then be willing to provide one at no cost to the Council.
 - 7.3 **Electricity** – To note a date for the installation of a smart meter in the Parks Office is still awaited.
 - 7.4 **Bandstand** – To note WDBC are being consulted on the need for planning consent for the addition of a finial to the bandstand adjacent to Chalet Treloar
 - 7.5 **Bridge/Riverbank Inspections and Repairs** – To consider the report, if available, and work required.
 - 7.6 **Okehampton College/DMAT Signage** – To note Trustees of Simmons Park Charity are continuing to liaise with DMAT about signage in the vicinity of the playing field
 - 7.7 **No Mow May** – To resolve the areas to be left unmown and duration
 - 7.8 **Entrance Rockery** – To note the Rockery is due to undergo improvements including replanting and removal of dead/dying trees and shrubbery following planning consent (3859/23/TCA)
8. **Skatepark and BMX Track**
 - 8.1 **Skatepark and BMX Track** – To consider the possibility of resolving the issue of standing water on the skatepark and an update on progress for repairs and maintenance
 - 8.2 **Cycle Rack Provision** – To note DCC have agreed to provide a cycle rack at no cost to the Council.
 - 8.3 **Tree Work** – To note required tree work undertaken following a tree inspection.
 - 8.4 **Extension of Wildlife Area** – To consider a request from Cllr Weekes
9. **Cemetery**
 - 9.1 **Burials** - To note the summary of burials.
 - 9.2 **Scattering Lawn** – To note creation of the scattering lawn will commence in the new financial year
 - 9.3 **Tree work** – To note a planning application for consent to undertake essential tree work for health and safety purposes following a tree inspection has been submitted (4219/23/TCA). The trees being on land adjacent to the cemetery for which the landowner is not known, and the land is not registered with Land Registry. The Council takes no future responsibility however for the land or other trees in the area.
 - 9.4 **Cemetery Policies** – To consider and resolve to recommend the following policies to Full Council:
 - a) Memorial Mason Registration Scheme (new)
 - b) Cemetery Rules and Regulations (amended)
10. **Other Outdoor Areas and Updates**
 - 10.1 **Vehicles** – To note that the Council's Van is out of action following an electrical issue and consider repair

- 10.2 Remote Controlled Aerial Vehicles** – To resolve to prohibit the flying of remote-controlled aerial vehicles (ie, drones, helicopters and planes) on land the Council is responsible for without written permission from the Town Clerk.
- 10.3 Fairplace Tree** – To consider replacing the damaged tree.
- 11. Payment of Invoices** – To resolve to approve payment of invoices as per the schedule.
- 12. Reports of Council Working/Task and Finish Groups** – To receive reports:
- 12.1 Cemetery Management** – Cllrs Fisher, Marsh, Tolley and Weekes
- 12.2 Putting Green Improvements** – Cllrs Bird, Marsh and Weekes
- 13. Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 13.1** Dartmoor National Park Forum - Cllr Marsh
- 13.2** Everything Okehampton – Cllr Marsh
- 13.3** Okehampton Community Recreation Association (OCRA) – Cllr Tolley
- 13.4** Okehampton & District Community Transport Group – Cllr Leech
- 13.5** Okehampton Ukraine Support Group – Cllr Ireland
- 13.6** Parklands Leisure Centre User Group – Cllrs Tolley and Marsh
- 13.7** Twinning Association – Cllr Rogers

PART TWO – CONFIDENTIAL ITEMS

- 14. 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.'
- 15. Play Equipment** – To resolve to approve the design of a play tractor to be recommended to Okehampton United Charities who have offered to donate funding for its provision and the quotation for supply and installation, there only being one quotation due to the specialised nature of the work
- 16. Cemetery Extension** – To consider an update in relation to potential land availability
- 17. Memorial Masons** – To consider an update

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