



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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7th May 2024

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 13th May 2024 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 Tolley (Chairman)	Cllr Fisher (Mayor)
Cllr Rogers (Vice-Chairman)	Cllr Leech (Chairman, Planning)
Cllr Holt	Cllr Colman (Chairman, Property)
Cllr Ireland	Cllr Yelland (Chairman, Policy & Resources)
Cllr Marsh	
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 19th February 2024.
7. **Simmons Park**
 - 7.1 **To note the following updates:**
 - **Bookings** - Events that have either taken place or are scheduled to take place in Simmons Park, subject to receipt of the necessary paperwork.
 - **Electricity** – A date for the installation of a smart meter in the Parks Office is still awaited.
 - **Okehampton College/DMAT Signage** – Trustees of Simmons Park Charity are awaiting a response from the DMAT
 - **RoSPA Play Safety Inspections** – The annual inspection of the play areas in Simmons Park were undertaken in March 2024 and receive a report from the Park-Keeper in relation to repair work required
 - **Green Flag Application** – A judging visit was undertaken on 2nd May.
 - **EV Charging, DCC Call for Sites** – An interest has been lodged with DCC who are seeking sites for the placement of EC charging points
 - **Emergency Tree Work** – A Beech Tree adjacent to the ponds has been felled following storm damage (planning consent 0728/24/TCA)
 - **Play Tractor** – To receive an update on the provision of the play tractor, funding donated by Okehampton United Charities
 - 7.2 **Putting Improvements** – To consider the outcome of the S106 funding application, correspondence from members of the public and any action required.
 - 7.3 **Bandstand** – To resolve if to apply for planning consent to place a 'finial' to the structure adjacent to Chalet Treloar.
 - 7.4 **Bridge/Riverbank Inspections and Repairs** – To consider the report, if available, and work or any action required
 - 7.5 **Cycling and Cycle Rack Provision** – To consider correspondence from a member of the public in relation to cyclists in Simmons Park and note that DCC will be providing a free cycle rack
 - 7.6 **Simmons Park Car Park** – To consider correspondence from a member of the public in relation to parking permit provision
 - 7.7 **Nature Trail and Booklet** – To consider the draft outline for the trail, wildlife boards and associated leaflet.
8. **Skatepark and BMX Track**
 - 8.1 **RoSPA Play Safety Inspections** – To note the annual inspection of the play areas in Simmons Park were undertaken in March 2024 and receive a report from the Park-Keeper in relation to repair work required
 - 8.2 **Extension of Wildlife Area** – To consider a progress report from Cllr Weekes as requested at the previous meeting.
 - 8.3 **S106 Funding Application** – To receive an update, consider the outcome of the application which was approved with an award of £38,907.57 towards the upgrade of the BMX track and action to be undertaken.
 - 8.4 **Skate Jam and Volunteer Group** – To consider a report from Cllr Rogers

9. **Cemetery**
 - 9.1 **Burials** - To note the summary of burials.
 - 9.2 **Scattering Lawn** – To note creation of the scattering lawn has commenced.
10. **Other Outdoor Areas and Updates**
 - 10.1 **Vehicles** – To consider any available update in relation to the Council’s Van which is out of action following an electrical issue.
11. **Payment of Invoices** – To resolve to approve payment of invoices as per the schedule.
12. **Committee Terms of Reference** – To consider and resolve to recommend the draft Terms of Reference to Full Council.
13. **Reports of Council Working/Task and Finish Groups** – To receive reports:
 - 13.1 **Cemetery Management** – Cllrs Fisher, Marsh, Tolley and Weekes
 - 13.2 **Putting Green Improvements** – Cllrs Marsh, Rogers 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 Okehampton Ukraine Support Group – Cllr Ireland
 - 14.6 Parklands Leisure Centre User Group – Cllrs Tolley and Marsh
 - 14.7 Twinning Association – Cllr Rogers

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. **Cemetery Extension** – To consider an update in relation to potential land availability

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