



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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1 July 2024

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 8th July 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:

Councillor B Tolley (Chairman)	Councillor A Fisher (Mayor)
Councillor L Rogers (Vice-Chairman)	Councillor T Leech (Chairman, Planning)
Councillor F Hart	Councillor R Colman (Chairman, Property)
Councillor C Holt	Councillor J Yelland (Chairman, Policy & Resources)
Councillor M Ireland	Councillor S Weekes
Councillor C Marsh	

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.**

Please ensure mobile phones are turned off or to silent.

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.

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 13th May 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** – To note a smart meter is due to be on 9th July.
 - **Okehampton College/DMAT Signage** – Trustees of Simmons Park Charity are continuing to liaise with DMAT about signage
 - **Play Tractor** – To receive an update on the provision of the play tractor, funding donated by Okehampton United Charities
 - **Cycle Rack Provision** – To note that a cycle rack has been provided free of charge by DCC.
 - 7.2 **Putting Improvements** – To consider the report and any action required which could include re-application for S106 funding.
 - 7.3 **Bandstand** – To consider additional information in relation to the inclusion of a 'finial' to the structure adjacent to Chalet Treloar and resolve if to continue with the planning application
 - 7.4 **Green Flag Application** – To consider applying for planning consent to erect a flagpole in the rose garden adjacent to the putting green if the Green Flag application is successful
8. **Skatepark and BMX Track**
 - 8.1 **Extension of Wildlife Area** – To consider a proposal by Cllr Weekes that the area around the Skatepark/BMX Track and land opposite is cut three weekly instead of fortnightly from 2025 onwards and the area around the skatepark is included within 'no-mow May'
 - 8.2 **BMX/Pump Track Improvements** – To consider the initial draft tender documentation which could need amending, and other action to be taken to progress the project
9. **Cemetery**
 - 9.1 **Burials** - To note there has been 1 burial since the last meeting
 - 9.2 **Memorial Stone Testing** – To note annual testing of the memorial stones has been undertaken
 - 9.3 **Scattering Lawn** – To note an update
 - 9.4 **Sydney Simmons Family Grave** – To consider a proposal from Cllr Marsh that that the Council keeps the plot weed free but takes no other liability for its maintenance as it is in an area which is not the responsibility of the council. Consideration should be given to resourcing implications, particularly staff time.
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.
 - 10.2 **Picnic Area Behind Lidl** – To consider replacement of the bench that was destroyed in 2023
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 Marsh, Rogers 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. **Cemetery Extension** – To consider an update in relation to potential land availability

16. **Parks Staffing** – To consider staffing levels including time spent on duties/land not directly the responsibility of the council and make recommendations for an increase in staffing to the Policy & Resources Committee/Personnel Sub-Committee.

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