



Okehampton Town Council

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2<sup>nd</sup> September 2024

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 9<sup>th</sup> September 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 8<sup>th</sup> July 2024.
7. **Simmons Park**
  - 7.1 **To note the following updates:**
    - a) **Bookings** - Events that have either taken place or are scheduled to take place in Simmons Park, subject to receipt of the necessary paperwork.
    - b) **Okehampton College/DMAT Signage** – Trustees of Simmons Park Charity are awaiting a response from the DMAT about signage
    - c) **Flagpole** – To note that a WDBC Planning Officer has advised planning consent is not required for the installation of a flagpole in Simmons Park. A flagpole has been purchased and erected for the flying of the Green Flag.
  - 7.2 **Putting Improvements** – To consider the results of the consultation and any further action to be taken (report to follow)
  - 7.3 **Carpark** – Following an increase in the number of camper vans being used overnight in Simmons Park carpark that signage has been purchased advising that overnight camping including in camper vans is not permitted in accordance with the Byelaws.
  - 7.4 **Parking Incursions** – Following recent incidents, on the second occasion a contractor was appointed to serve a legal notice to vacate the carpark.  
To consider joining a scheme to assist in the prevention of future incidents.
  - 7.5 **Play Equipment** – Okehampton United Charities have indicated they may be willing to fund the future purchase of additional or replacement play equipment, particularly that which is suitable for use by persons with disabilities. The Committee is requested to consider the type of equipment that could be installed to replace an item in the future.
8. **Skatepark and BMX Track**
  - 8.1 **BMX/Pump Track Improvements** – To consider the tender documentation and other action to be taken to progress the project
9. **Cemetery**
  - 9.1 **Burials** - To note an update (report to follow)
  - 9.2 **Scattering Lawn** – To note a verbal update
10. **Other 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**
    - a) To note that a replacement bench has been ordered and received.
    - b) To note that those responsible for destroying the previous bench have been charged with Arson and are due in court on 16<sup>th</sup> September.
  - 10.3 **Building Security** – To note a recommendation that the intruder alarms are updated and consider quotations, within Part 2, if received.
11. **Policies** – To review the following policies and make recommendation to Policy & Resources Committee:
  - a) Snow and Ice Management
  - b) Wood Logs

12. **Finance** –
  - 12.1 **Payment Schedule** - To resolve to approve the payment schedule.
  - 12.2 **2025/26 Budget** – To consider feedback arising from a budget workshop held on 5<sup>th</sup> September to review the Committee’s budget responsibilities for the current year and initial requirements for 2025/26.
  
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
  - 13.3 **BMX/Pump Track** – Cllrs Colman, Hard, Rogers, and Weekes
  
13. **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 purchase
  
17. **Memorial Masons** – In accordance with previous resolution/policy, to consider a report in relation to Memorial Masons.
  
18. **Parks Staffing** – To consider staffing levels including time spent on duties/land not directly the responsibility of the council. To resolve to make recommendations for an increase in staffing to the Policy & Resources Committee/Personnel Sub-Committee.
  
18. **Simmons Park Carpark** – To receive an update in relation to the lease and agreements associated with the carpark.

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