



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179

townclerk@okehampton.gov.uk

19th September 2025

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 29th September 2025 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton

Committee Membership consists of the following:

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

Yours faithfully

E James

Emma James
Town Clerk & RFO

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.

Councillors are reminded that to avoid the risk of being seen as predetermined or biased, they should consider all debate prior to deciding on how to vote on items of business.

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

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 14th July 2025
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.
 - 7.2 **Putting Improvements** – To consider a report from the Putting Working Group
 - 7.3 **Car parking surfacing** – To consider communication from WDBC
 - 7.4 **Lighting work** – To note the completion of the lighting repair work in the park.
 - 7.5 **Christmas parking**- To consider Free parking in Simmons Park Car Park Monday to Friday from 12noon, all day Saturdays and Bank Holidays from Monday 1st December until Thursday 1st January 2026 (inclusive)
 - 7.6 **Cooper Beech Tree** – To note WDBC Tree Wardens approval of felling of the diseased tree
 - 7.7 **Goal Post Storage** - To consider correspondence from the youth football coach for Okehampton Argyle.
8. **Skatepark and BMX Track**
 - 8.1 **BMX/Pump Track Improvements** – To note the completion of the BMX Track including ROSPA inspection.
9. **Cemetery**
 - 9.1 **Burials** - To note an update
 - 9.2 **Annual Inspection** - To receive a report from the Assistant Clerk in relation the recent inspection.
10. **Policies** – To review the following policies and make recommendation to Policy & Resources Committee:
 - a) Snow and Ice Management
 - b) Cemetery Fees
 - c) Okehampton Cemetery Brochure
 - d) Cemetery and Grave Digging Policy
 - e) Cemetery Rules and Regulations
 - f) Simmons Park Booking Terms and Conditions
11. **Finance** –
 - 11.1 **Payment Schedule** - To resolve to approve the payment schedule.
 - 11.2 **2026/27 Budget** – To consider feedback arising from a budget workshop held on to review the Committee's budget responsibilities for the current year and initial requirements for 2026/27.
12. **Reports of Council Working/Task and Finish Groups** – To receive reports:
 - 12.1 Cemetery Management (Cllrs Fisher, Hart, Marsh and Tolley)
 - 12.2 Projects (Cllrs Ireland, Marsh, Tolley and Weekes)
 - a) Putting Green Improvements
13. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council

- 13.1 Business Improvement District (Cllr Tolley)
- 13.2 DCC Regeneration Board (Cllr Tolley)
- 13.3 Dartmoor National Park Forum (Cllr Marsh) To note that Cllr Mott, WDBC, is the Link Member, the consultations were recently considered by the Council's Planning Committee.
- 13.4 Okehampton Community Recreation Association (OCRA) (Cllr Tolley)
- 13.5 Parklands Leisure Centre User Group/Meet the Manager (Cllrs Tolley and Marsh)

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 purchase including quotations for the next steps.
- 16. **Memorial Masons** – In accordance with previous resolution/policy, to consider a report in relation to Memorial Masons.
- 17. **Football Club** – To consider correspondence in relation to a new path
- 18. **CCTV** – To consider an update.
- 19. **Simmons Park Alms House Resident Vehicles**. To receive an update.

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