



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

9<sup>th</sup> February 2026

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 16<sup>th</sup> February 2026 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 C Holt                  | Councillor T Leech (Chairman, Planning)             |
| Councillor M Ireland               | Councillor J Yelland (Chairman, Policy & Resources) |
| 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 meetings held on 17<sup>th</sup> November and 1<sup>st</sup> December 2025
7. **Simmons Park**
  - 7.1 **Bookings**
    - a) To note events that have either taken place or are scheduled to take place in Simmons Park, subject to receipt of the necessary paperwork.
    - b) To consider a booking request
  - 7.2 **Seating Simmons Park** – To consider a proposal from Cllr Marsh and to agree a suitable location in Simmons Park or at another location
8. **Cemetery**
  - 8.1 **Burials** - To note an update
  - 8.2 **Memorial inspection**- To consider feedback from the post-Christmas inspection and tidy-up
  - 8.3 **Stone Mason Review** - In accordance with previous resolution/policy, to consider a report in relation to Memorial Masons.
9. **Other Outdoor Areas**
  - 9.1 **Skatepark Lighting and CCTV** – To note an update
  - 9.2 **Clapps Wood**- To note the felling of a dead tree which will be replaced
10. **Zoning Map** – To consider maintenance schedules, including for areas not owned by the Council
11. **Finance**
  - 11.1 **Payment Schedule** - To resolve to approve the payment schedule.
12. **Governance**
  - 12.1 **Committee Terms of Reference** - To consider the ToR for 2026/27 and make recommendation to Full Council for consideration at the next appropriate meeting
  - 12.2 **Play Area Policy** – To consider and make recommendation to the Policy & Resources Committee
13. **Reports of Council Working/Task and Finish Groups** – To receive reports:
  - 13.1 **Cemetery Management** (Cllrs Fisher, Marsh and Tolley)
  - 13.2 **Projects** (Cllrs Ireland, Marsh, Tolley and Weekes)
    - a) Putting Green Improvements
14. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
  - 14.1 **Business Improvement District** (Cllr Tolley)
  - 14.2 **DCC Regeneration Board** (Cllr Tolley)
  - 14.3 **Okehampton Community Recreation Association (OCRA)** (Cllr Tolley)
  - 14.4 **Dartmoor National Park Forum** (Cllr Marsh)
  - 14.5 **Parklands Leisure Centre User Group/Meet the Manager** (Cllrs Tolley and Marsh)

## **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. **Football Club** – To consider any response from the Football Club, any action to be taken and the annual rent review.
17. **Pest Control** – To consider a report and quotation
18. **Trespassers** – To consider renewing the contract with Devon Investigations for removal of trespassers from Simmons Park if required
19. **Cemetery Extension** – To consider a quotation and make recommendations to Full Council
20. **Footpath Reinstatement** – To consider quotations for rebuilding the footpath behind the bandstand following storm damage

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