

**Okehampton Town Council
Parks Committee Meeting 20th July 2026
Meeting Report**

Date:	13 th July 2026
Name:	Emma James/Abi Horn

7. Simmons Park

7.1 Bookings

Pride Event	Sat 18/07/2026
Bandamonium Brass Band	Sun 26/07/2026

7.2 Information about recent bookings





7.7 College Signs

1200 mm

800 mm

1200 mm

800 mm

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9.1 Burials

2 internments
0 EROBs
2 headstones

9.4 Access Road to carpark

I am emailing in regards to the short lane that leads to the church and cemeteries car park. You'll probably be aware that there are several potholes which are gradually getting worse. I understand from my predecessor, that West Devon highways had been contacted in the past and they denied all responsibility for the lane. We have had a quote to resurface it for just over £20k.

My sense is that we could raise some money from the church (perhaps as much as £5k). We could apply to OUC for support (perhaps £10k). Since the road leads to the town cemetery, I would hope that the council would also support the resurfacing (perhaps the remaining £5k).

Needless to say, this is a very preliminary approach in the early stages of planning, but some indication from you as to how the council might be able to support would be much appreciated.

10. Skate Park Tender

Document A1

Okehampton Skate Park Design and Build

NOTICES TO TENDERERS

1) DELIVERY OF TENDERS

1. It is the tenderers responsibility to ensure that their tenders arrive at the office address by the date and time as shown on the tender form. The Authority does not undertake to consider late tenders.
2. Tenderers are required to submit a Technical Submission, as detailed below.
3. When returning your tender you must include:

a For Technical Submission

To include, at least, the completed and signed technical return document comprising;

- Relevant experience & contract examples
- Insurance statement
- And, the following documents to be provided by the tenderer:

	✓
Abstract of Particulars	
Relevant experience & Contract Examples	
Insurance Statement	
Programme of Works or Summary thereof	
Maintenance and Guarantee details	
Outline Method Statement	
Details of Construction and Quality Control	
Outline Construction Phase Health & Safety Plan including Risk Assessment and Method Statement addressing those risks	
Design Statement and concept drawings	
Statement detailing approach to consultation, engagement, securing planning permission and fundraising support	
Evidence of Insurance cover	
Health and Safety information	
Details of Project team	

TECHNICAL SUBMISSION WILL BE ASSESSED ON THE ABOVE CRITERIA

b For Financial Submission

Applicants are required to complete the Pricing Schedule. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT, and if there is no charge for an item, please state none.

Applicants must note the indicative Project budget is £200,000 to £250,000 excluding VAT within which the Contractor must provide the Project in its entirety.

The Applicant may include additional lines within the Activity Schedule as required. It is accepted that given the nature of the approach to this Project (i.e. the total funding is not yet secured) there will be some level of flexibility according to the final project budget.

4. The envelope must not bear any indication of the tenderer's name and/or address. Where a courier service is used, the courier should be instructed accordingly.
5. To submit the tender by email it must be sent to TownClerk@okehampton.gov.uk and have a subject line of TENDER OKEHAMPTON SKATE PARK DESIGN AND BUILD', to arrive no later than MIDDAY Friday 28th February 2026
6. The completed tender documents and all attachments should be returned, 'TENDER OKEHAMPTON SKATE PARK DESIGN AND BUILD', to arrive no later than MIDDAY Friday 28th February 2026 to Okehampton Town Council Offices, Town Hall Fore Street Okehampton EX20 1AA. The envelope should bear no names or marks to indicate the sender.
7. The Authority will not admit a tender conveyed by telephone or facsimile.

2) UNQUALIFIED TENDERS

Tenderers are reminded of the need to submit complete tenders strictly in accordance with the enclosed tender documents, without qualifications. Failure to comply may lead to invalidation of such tender offers. All those documents, which are required to be completed and / or signed must be completed in full, in black ink or type, and returned with the tender.

3) GENERAL

Tenderers must check through all the documents, enclosed with the invitation to tender, for missing or duplicated documents, sections or pages.

Tenderers shall be held to have examined the tender documents carefully and must, during the tendering period, notify the contact, listed in the invitation to tender, of any discrepancies.

Tenderers shall be deemed to be satisfied by any resulting corrections and to have covered all obligations, under the Contract, within their tender price.

Before tendering, the tenderer is advised to inspect any documents referred to but not enclosed with the invitation to tender and to visit the site for the proposed works. No claim will be entertained in respect of any want of knowledge, which could have been satisfied by such inspection or visit.

Accompanied site visits with the Council representative can be arranged as required.

Tenderers who fail to resolve the above, or any other points, during the tender period and submit qualified tenders or separate letters containing qualifications are advised that such tenders may be rejected without consultation.

PEOPLE TO CONTACT & INSPECTION OF THE SITE

1. For technical matters relating to this tender and the works involved please contact:

Mrs Emma James	Tel	01837 53179
Town Clerk & RFO	Mobile	07477 916922
Okehampton Town Council	Email	townclerk@okehampton.gov.uk

2. For queries of a contractual matter relating to the tender documents (apart from specifications, drawings or other technical details) please contact:

Emma James
Town Clerk & RFO
Okehampton Town Council
Town Hall
Fore Street
Okehampton
EX20 1AA

Okehampton Skate Park Complex Site information

1.1 Existing Skatepark Facility

The existing skatepark is located In North Street, Okehampton, a Okehampton Town Council owned and managed facility. The existing skatepark facility was installed in 2012.

The skatepark is at:

50.4470° N, 3.5998° W

[What3Words https://w3w.co/costs.rift.perfumed](https://w3w.co/costs.rift.perfumed)

Postcode EX20 1BL

Commented [EJ1]: Link does not go to the correct location

The location of the site is shown in the aerial Google Image and plan shown in Appendix 1.

The existing skatepark comprises a range of a ramps and accessories including. Skate steps with Rail and Grind box, Grind Rail short, Quarter Pipe, Jump Box with Ledge, Grind Rail long, Roll in with Quarter Pipe, Skate Spine, Half Pipe with Quarter Pipes Hipped.

The current metal ramps and toe plate transitions are deteriorating and rusting through. The concrete base at the bottom of the ramps is disintegrating. The Council

has made many efforts to maintain the park through metal fabrication repairs and surface repairs. However, these fixes are temporary and more major improvements are required to meet today's standards. The railings on the ramps do not meet the current required standards in height or width and the wall along the edge is now too close. The existing metal ramps are unnecessarily noisy, and these noise levels are off-putting and challenging for some including local residents.

The facility is c.40m from the nearest residence. The skatepark also benefits from precedent (which we understand will be relevant in planning application assessment). That said, it is anticipated that the contractor may need to make some effort to mitigate noise impact from the new skatepark, either by design of skateable features, or hard/soft landscaping.

Users have expressed dissatisfaction with the current skatepark, citing a lack of creativity in the features, flow, and lines and poor surface condition. They believe the facility falls short compared to more modern parks, such as the concrete bowl/flow setups found in places like Plymouth, Newquay, and Hatherleigh. Additionally, there is minimal provision for beginners.

The skatepark does have some history of Anti-Social Behaviour including related to nonusers, these issues are known to the police. There is now CCTV in the skate park which has helped to reduce this so it is felt that the shelter should remain as it acts a dry space for parents to sit and watch younger users as well as somewhere for users to sit.

The specific pieces of equipment in the existing skatepark (as reflected in images in Appendix 2) are:

- Skate steps with Rail and Grind box
- Grind Rail short
- Quarter Pipe
- Jump Box with Ledge
- Grind Rail long
- Roll in with Quarter Pipe
- Skate Spine
- Half Pipe with Quarter Pipes Hipped

The concrete base on which these pieces of equipment are currently sited measures approx. 345 sqm. See appendix 3.

We are not anticipating retention of any of the existing skatepark equipment and will require the appointed Contractor to remove and dispose appropriately of all existing equipment. The current surface will need to be broken up and can be used as a base for the new surface.

The footpath through the site is highlighted in Appendix 4.

1.2 Proposed Multi-Use Skatepark footprint

The footprint available for an enlarged multi-use Skatepark is shown in Appendix 3, and measures c.345 sqm. The extent of the footprint is dictated by various constraints including footpaths, tree lines and the river. The working group are very satisfied with the extended footprint and trust that it offers significant potential to accommodate a well-designed Skatepark.

Commented [EJ2]: Steering Group - we don't have one

The goal is to create an open and welcoming space for everyone, minimising the use of fencing (if safe to do so) and exploring alternative safety barriers like granite blocks and grassy mounds. Fencing should only be used as a last resort if needed for safe interaction of the park and adjacent path users. Many new facilities find other methods for creating safe boundaries, without enclosing the space.

The site is relatively constrained, and the Contractor should take account of surrounding constraints in considering design. These include:

- The footpath running through the site. Continued safe passage along this route must remain.
- The adjacent tree line (including possible leaf/branch drop, and root protection areas).
- Drainage - site is within Flood Zone 2.
- Nearby residence, there is an existing lawful use of the land as a skatepark. It is anticipated therefore that noise impact might be measured against the existing facility (noting that a concrete facility should be quieter than the existing ramps).

It is also noted that Town Councils do not benefit from Permitted Development Rights so the proposal is expected to require a planning application. It is understood that Town Councils may benefit from free pre-application advice.

1.4 Requirements from the new Skatepark

The design for the new multi-use skatepark is expected to be refined through a combination of online consultations and in-person design workshops led by the appointed contractors in collaboration with the Town Council, regularly updating the Oke Skate group. The Town Council will be the body who approves the final design.

Our goal is to create an open and welcoming space for everyone, minimising the use of fencing and exploring alternative safety barriers. Additionally, the design could incorporate a local reference such as Dartmoor and utilise an important local material like granite.

The following design features are suggested to be included to create a skatepark facility that appeals to all ages and skill levels while offering unique and challenging elements for local users:

- Inclusive Design: The park should cater to all ages, genders and skill levels, with smaller, gentler features as well as larger obstacles.
- Distinctive Appeal: The park should draw additional users from surrounding areas with a design distinct from other existing concrete skateparks nearby.
- Unique features and other rideable shapes could be explored.
- A park that combines transition/bowl/bumps and street elements.
- Flow and Line Choice: a design to maximise flow and offer a variety of line choices linking the park together and allowing the whole skatepark facility to be used in a single run.
- Mini Ramp and Half Bowl: Inclusion of a mini ramp extended to a half bowl.

- Fun box hip built to the dimensions of the existing structures.
- Flat ground space for beginners.
- Street elements including: Ledges, manual pads, Stair Set, Hubba, Rail and slappy curbs
- These features aim to create an open, welcoming, and dynamic skatepark that meets the needs of the community and encourages diverse usage.
- The site will continue to be owned and maintained by the Town Council.

1.5 Local support/consultation and previous activity

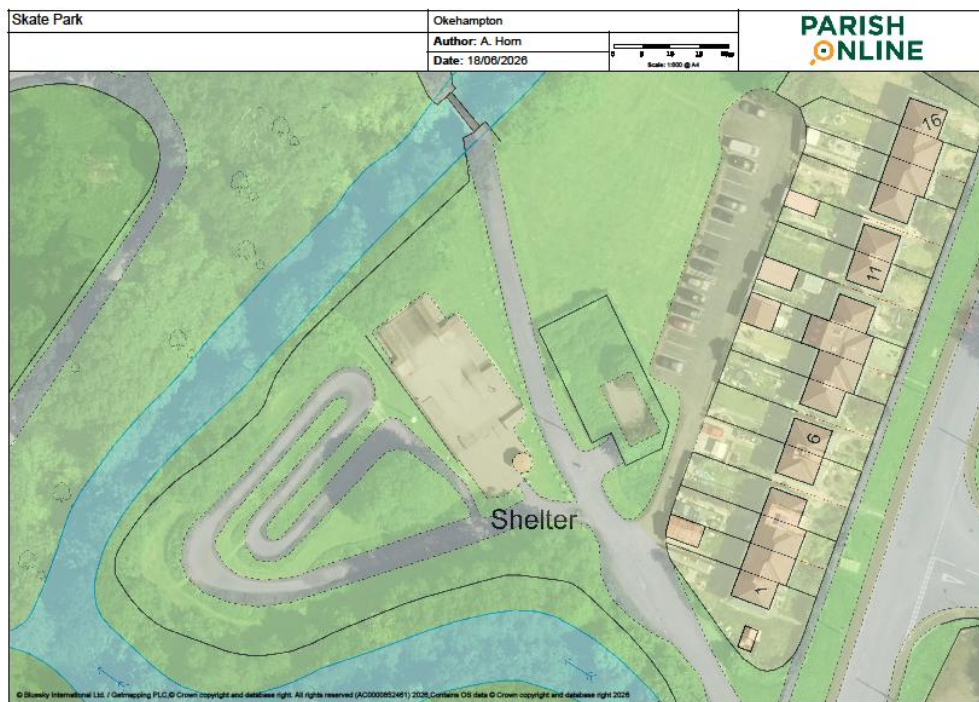
Okehampton skatepark was built in 2012. This was driven by the efforts and fundraising of a local steering group also historically named Oke Skate. The skatepark has been a popular and well-used site over the years. However, it has been a difficult skatepark to maintain to a consistent usable standard, due to frequent degradation of the metal construction. Despite the skatepark's condition, its use has seen resurgence of use over the last year, since the BMX track improvements have taken place.

In recent years, community members have made various attempts to regroup and push for the skatepark's reconstruction, but these efforts did not manage to sustain the necessary momentum. In 2024 a new community group (Oke Skate) was established to gather evidence around the community's current interest in the redevelopment of the skatepark. Oke Skate is currently not a constituted community group.

Funding to date:

Funding remaining from the previous skatepark user/community group totalling £2,499 is ringfenced for this improvement work within the council's accounts. This funding may be used towards costs of surveys as they are required. The Town Council has earmarked funds of £20,414 to assist with the delivery of the project.

APPENDIX 1 - Location of existing skatepark

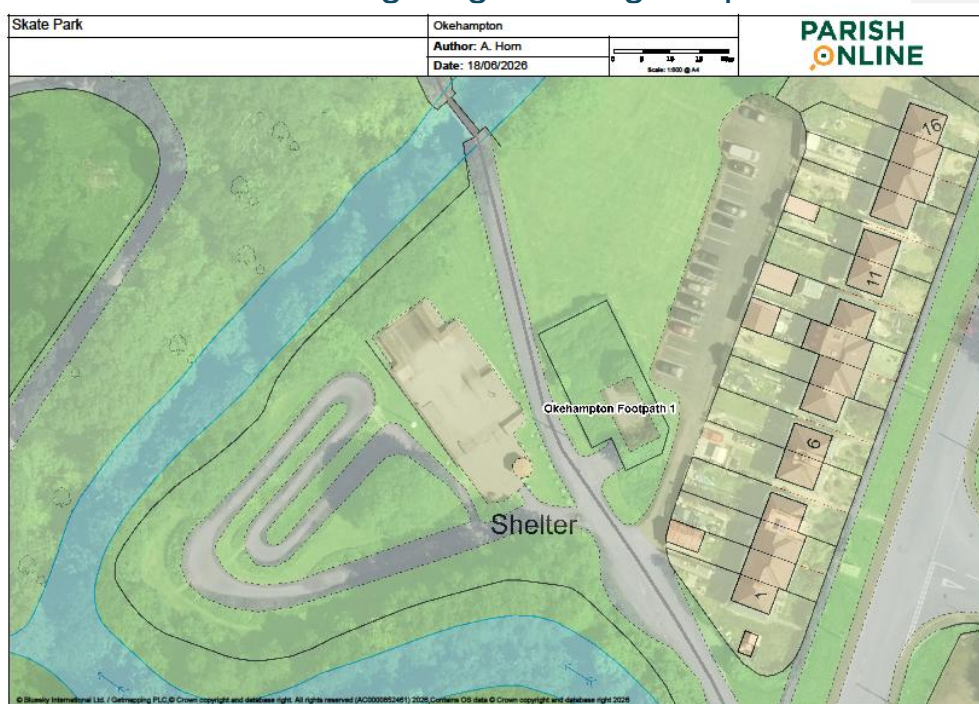


APPENDIX 2 - Image of existing skatepark



APPENDIX 3 - Existing footprint

APPENDIX 4 - Existing neighbouring footpaths



Price Return: Okehampton Skate Park Design and Build

Activity Number	Sub Activity	Description	Cost (£)
1.0	Preliminaries		
	1.1	Consultation and design post tender	
	1.2	Surveys, searches and engineering drawings	
	1.3	Support with Planning Application preparation	
	1.4	Support with fundraising (including events, identifying potential funding opportunities, and providing advice and support with the funding application process)	
2.0	Project Management		
	2.1	Project Management/H&S/CDM Compliance	

3.0	Site works		
	3.1	Mobilisation and site establishment	
	3.2	Provision of site facilities and staff for duration of contract	
	3.3	Removal of existing skatepark facility	
	3.4	Groundworks and Construction	
	3.5	Ancillary items (bins, repainting shelter, etc)	
4.0	Post installation		
	4.1	Post Installation Inspection Report	
	4.2	Opening event	
5.0	Any other items		
Total (excl VAT)			

Design and Build for Skate Park Facility

Preferred Contractor Contract Approach and Expectations

It is intended that following tender assessment, the successful bidder will be appointed as the Preferred Contractor for the project, with delivery subject to securing planning permission and a full funding package.

The Contract for the build to be entered into once planning permission and a full funding package are secured, after which reimbursement for the Contractor's input into the project could be sought. In advance of this, any costs to the Council will be limited to any surveys and assessments necessary to support the planning application.

For clarity, this approach does carry the risk that if a full funding package cannot be secured that the appointed Contractor will not be reimbursed for any activity undertaken during the project development stages. No site works will commence until a fully funding package is secured.

The contract, post securing funding and consents is expected to take the form of a Works Contract (Design and Build) 'Priced Contract with Activity Schedule' under NEC4 (Option A).

The indicative budget is £200,000-£250,000 (net of VAT) and should not be exceeded without prior agreement of the Council. It is noted that the sum of £22,921

is expected to be confirmed towards this project shortly, comprising £2,499 from fundraising, and £20,422 from the Town Council.

Commented [EJ3]: Who is going to write and administer the JCT Contract?

The appointed Contractor will be required to assist the Town Council with sourcing and securing the remaining funding towards the project. Any drawings or surveys necessary to support a planning application will be covered by funding secured. Activity undertaken by the appointed Contractor will be at their risk and cost, until such time as a full funding package is secured, and the practical works commence.

This approach has been taken in this instance due to the funding status (i.e. not currently a fully funded project) and the joint interest/incentive this approach will provide for both the Town Council, and the appointed Contractor in terms of delivering the project.

It is recognised that this approach skews the risk towards the appointed Contractor and limits risk for the Town Council, however it is considered that the right Contractor will be willing to work with the Town Council on such an approach and that their commitment will be rewarded.

The Contractor

The appointed Contractor will create an exciting and welcoming Skatepark facility designed with and contributions and consultation with local users.

The Contractor must be prepared to meet, engage and consult with current users on design details and also with prospective users, particularly those underrepresented groups or facing barriers to find ways of designing a welcoming facility. This may include public or skaters design workshops and visiting local schools to explore ideas.

The successful Contractor will demonstrate experience of delivery of similar project approaches (i.e. design, a proven track record of securing funding, through to build), stability and innovation, technical capacity and the ability to deliver requisite quality of works competitively, and will demonstrate an ability and willingness to:

- Be enthusiastic and outcome focused, using their experience and expertise to advise the Town Council, whilst driving the project forwards to a successful conclusion.
- Instil confidence in leading the project through the planning application process, taking account of site specifics, constraints and opportunities.
- Show sensitivity and the ability to consider other stakeholders' views whilst being able to convey the positive outcomes that a skatepark can deliver.
- Be proactive in assisting the Town Council with securing funds from external funding sources, leading/supporting as most appropriate.
- Be willing to provide their assistance without reimbursement in the initial stages (fundraising, planning permission) until a full funding package is secured.

Relationship between the Contractor and the Town Council

Design and consultation stage

In the initial stages of local consultation and refinement of the proposed design, the Contractor will primarily work closely with Town Council and Oke Skate Group. Oke Skate Group have strong existing relationships with local skaters and riders, young people, the wider community and the local schools. The Town Council will be

available to provide any necessary steer as site owners, including contributing input, considering the design which the Contractor, Oke Skate and the wheeled sports community propose and final signing off the approved design.

Planning application stage

Any specialist surveys or reports necessary to support a planning application will be covered by funding secured. It is the planning application will be in the name of the Town Council as site owners.

Fundraising

Fundraising activity will primarily be led by Oke Skate (with input and advice from the Contractor).

In other instances, some funders (e.g. Sport England, Lottery) will require the site owner to be the applicant, the Town Council will fulfil this role as required. The Town Council will engage in dialogue as required to facilitate securing funding from such funders as is necessary, supported by the Contractor.

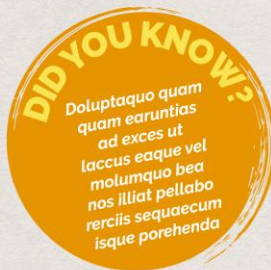
Build Contract

The formal Contract for the build will be between the Contractor and Town Council. The Town Council as site owner will be responsible for all documentation and practicalities relating to the build. If there are design clarifications needed during the build, the Town Council may liaise with Oke Skate as required.

11. Town passport
A5 VERSION

Okehampton **TOWN TRAIL**

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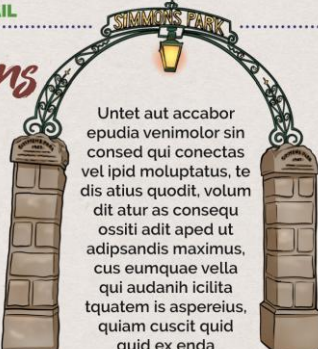
Okehampton TOWN TRAIL

10

Simmons Park Gate

DID YOU KNOW?

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The Old Bandstand



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