



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179

townclerk@okehampton.gov.uk

21st September 2026

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 28th September 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 M Ricketts	
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 may be captured on film when seated in the public seating area and 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 20th July 2026
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 an application for hire of the park for a Beer & Boots Festival and consider an appropriate fee.
 - 7.2 **Hire Fees** - To consider fees for hiring the park for 2027/28
 - 7.3 **Fair Dates** - To note the Fair will pull onto site on Sunday 11th October, vacate Sunday 18th October, and their operating days will be Thursday, Friday and Saturday which are the 15th, 16th and 17th of October.
 - 7.4 **Green Flag Dementia Friendly Parks** - To consider applying to become a case study for the “working towards creating dementia friendly parks, outside spaces and nature reserves” with a closing date of 30th September.
8. **Cemetery**
 - 8.1 **Burials** - To note an update
 - 8.2 **Row 19 Memorial Alignment** – To consider an update
 - 8.3 **New Cemetery** – To receive an update if available
 - 8.4 **Closed Churchyard Headstone**- To consider a request from Cllr Marsh to write to West Devon Borough Council asking for ivy to be removed from a headstone of a former Mayor, in the closed area of the churchyard.
9. **Clapps Wood Permissive Path Closure** – To note the permissive path through Clapps Wood will be closed from 8am on Tuesday 27th October until 8am Wednesday 28th October
10. **Allotments**
 - 10.1 **IBC Request** -To consider request for an IBC and confirm if any future requests need committee approval or if they can be decided by Officers
 - 10.2 **Hand Over Inspections** - To note the hand over inspection is taking place on 29th September
11. **Dartmoor National Park Dynamic Landscapes Project** – To note an update
12. **Finance**
 - 12.1 **Payment Schedule** - To resolve to approve the payment schedule.
 - 12.2 **2027/28 Budget** – To consider feedback arising from a budget workshop held on 4th August and to review the Committee's budget responsibilities for the current year and initial requirements for 2027/28.
13. **Reports of Council Working/Task and Finish Groups** – To receive reports:
 - 13.1 Cemetery Management (Cllrs Ricketts, Marsh and Tolley)
 - 13.2 Projects (Cllrs Ireland, Marsh, Tolley and Weekes)
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 (Cllr Marsh)
- 14.5 Devon Town Champion (Cllr Marsh)
- 14.6 Okehampton Carnival Committee (Cllrs Weekes and Ricketts)
- 14.7 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. **Nibbles** – To consider, if requested, future arrangements for the placement of tables/chairs outside of the café and associated charges
17. **Skate Park** - To consider a report from the Park Keeper in relation to a recent incident and agree action.
18. **Football Club** – To consider feedback relating to the Football Club and any action to be taken
19. **Memorial Masons** – In accordance with previous resolution/policy, to consider a report in relation to Memorial Masons.
20. **Play Equipment Quotation** - To consider a quotation for replacement netting for the multiplay
21. **Replacement Blue Plaque** - To consider a quotation for replacement of the Blue Plaque in the Museum of Dartmoor Life courtyard to correct the spelling of Sydney Simmons name.