Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

16th November 2026
Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 23rd November 2026 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 (Chair)
Councillor C Marsh (Vice-Chair)
Councillor C Holt
Councillor M Ireland
Councillor D McNeill
Councillor M Ricketts
Councillor S Weekes
Councillor R Colman (Mayor)
Councillor L Bird (Chair, Property)
Councillor T Leech (Chair, Planning)
Councillor J Yelland (Chair, Policy & Resources)

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 Chair 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 28th September 2026

7. **Simmons Park**
   - **7.1 Bookings** - To note events that have either taken place or are scheduled to take place in Simmons Park, subject to receipt of the necessary paperwork.
   - **7.2 Bandstand Finial (adjacent to Chalet)** – To consider the cost of the planning application and decide if the committee wishes to proceed with this project
   - **7.3 Bowls Club -** To consider a request from the bowls club to erect an electric fence to stop foxes digging up the lawn.
   - **7.4 Typhoon** – To consider a report from the Park Keeper regarding repairs to the play equipment
   - **7.5 Putting Green Signage –** To consider purchasing signage for the putting green

8. **Cemetery**
   - **8.1 Burials** - To note an update
   - **8.2 New Cemetery** – To receive an update if available
   - **8.3 Fees -** To consider fees for the cemetery for 2027/28
   - **8.4 Policies** - To review the following and make recommendation to the Policy & Resources Committee
     - **a)** Cemetery Brochure
     - **b)** Memorial Management Policy
     - **c)** Memorial Mason Registration Scheme

9. **Allotments**
   - **9.1 Annual Allotment Holders Meeting** - To consider some of the questions raised at the meeting on 21st October 2026
   - **9.2 Skip -** To consider a request from allotment holders for the provision of a skip

10. **Dartmoor National Park Dynamic Landscapes Project** – To note an update

11. **Finance**
    - **11.1 Payment Schedule -** To resolve to approve the payment schedule.
    - **11.2 2027/28 Budget** – To consider V2 of the draft budget

12. **Reports of Council Working/Task and Finish Groups** – To receive reports:
    - **12.1** Cemetery Management (Cllrs Ricketts, Marsh and Tolley)
    - **12.2** Projects (Cllrs Ireland, Marsh, Tolley and Weekes)

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** Okehampton Community Recreation Association (OCRA) (Cllr Tolley)
    - **13.4** Dartmoor National Park (Cllr Marsh)
    - **13.5** Okehampton Carnival Committee (Cllrs Weekes and Ricketts)
    - **13.6** 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. **Skate Park –** To consider quotations for a project manager, if available

16. **Football Club** – To consider the rent for the next year

17. **Mower –** To consider quotations for a replacement tractor mower

18. **Allotments** - To receive and consider details of outstanding balances and issues

19. **Putting –** To consider updated quotes and agree any actions

20. **Bookings** - To consider an update in relation to a potential booking and agree any actions.