



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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3rd March 2025

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 10th March 2025 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton

Committee Membership consists of the following:

| | |
|--------------------------------|-----------------------------------------------------|
| Councillor B Tolley (Chairman) | Councillor A Fisher (Mayor) |
| Councillor F Hart | Councillor T Leech (Chairman, Planning) |
| Councillor C Holt | Councillor R Colman (Chairman, Property) |
| Councillor M Ireland | Councillor J Yelland (Chairman, Policy & Resources) |
| Councillor C Marsh | Councillor S Weekes |

Yours faithfully

E James

Emma James
Town Clerk

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.

**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

- Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
- 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.
- 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 9th December 2024.
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.
 - b) **Okehampton College/DMAT Signage** – Signage has now been replaced
 - c) **Lighting Column Inspections** – Light column electrical and stability inspections in Simmons Park are due to be completed
 - d) **Cycle Rack Provision** – The cycle rack provided by DCC has been installed
 - e) **Wildlife Information Boards** – The boards are in place
 - f) **Green Flag** - To note a visit from a mystery shopper is expected during this second year of the award
 - g) **Reassurance Scheme** – As previously resolved by the Committee the Bronze Scheme in relation to the deterrent of travellers using the site has been entered into for the period of 1 year.
 - 7.2 **Chalet Treloar** - To consider a request from a resident of Chalet Treloar in relation to planting in the garden area
 - 7.3 **Unauthorised Vehicles Accessing Formal Side of Simmons Park** – To consider the provision of signage stating 'no unauthorised vehicles' and a speed limit
 - 7.4 **Simmons Park Carpark** – To receive an update in relation to the agreements and parking order associated with the carpark.
 - 7.5 **Events** – To consider a verbal report from the Park-Keeper about planned events
 - 7.6 **Management Plan** - To review the first draft of the revised management plan.
8. **Skatepark and BMX Track**
 - 8.1 **BMX/Pump Track Improvements** – To note the project has gone out to tender on Contracts Finder, the closing date being 11th April 2025.
 - 8.2 **Skatepark** - To consider a recommendation from the Park-Keeper that the shelter be removed
 - 8.3 **Cycle Rack Provision** – To note the cycle rack provided by DCC has been installed
9. **Cemetery**
 - 9.1 To note the burial details for the year to date
 - 9.2 To consider feedback from the post-Christmas inspection and tidy-up
10. **Other Areas and Updates**
 - 10.1 **Vehicles** – To consider any available update in relation to the Council's Van which is out of action following an electrical issue.
 - 10.2 **Dog Waste Bin** – To consider an update noting that the contractor has not responded to a request for information about the emptying of a dog waste at the junction of Chichacott Lane and Crediton Road.
11. **Finance**
 - 11.1 **Payment Schedule** - To resolve to approve the payment schedule.
 - 11.2 **Donation** – To note that a donation for the purchase of a Laburnum tree for Simmons Park and battery chainsaw in the sum of £552.16 has been received from a person who wishes to remain anonymous.
12. **Work Experience** – To note that a student from Okehampton College will be undertaking work experience in Simmons Park on Wednesdays throughout the summer term

13. **Committee Terms of Reference** – To consider the ToR for the 2025/26 Mayoral Year and make recommendation to Full Council for consideration at the appropriate meeting
14. **Reports of Council Working/Task and Finish Groups** – To receive reports:
 - 14.1 **Cemetery Management** – Cllrs Fisher, Marsh, Tolley and Weekes
 - 14.2 **Putting Green Improvements** – Cllrs Ireland, Marsh and Tolley
15. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 15.1 Dartmoor National Park Forum - Cllr Marsh
 - 15.2 Everything Okehampton – Cllr Marsh
 - 15.3 Okehampton Community Recreation Association (OCRA) – Cllr Tolley
 - 15.4 Okehampton & District Community Transport Group – Cllr Leech
 - 15.6 Parklands Leisure Centre User Group – Cllrs Tolley and Marsh
 - 15.7 Twinning Association – No representative

PART TWO – CONFIDENTIAL ITEMS

16. **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.'
17. **Catering** – To consider a request from a business for permission to run a mobile café in Simmons Park
18. **Tree Survey** – To consider the report from a tree survey undertaken in Simmons Park on 14th January 2025, comments by WDBC's Tree Officer and quotations for work required to be undertaken
19. **Riverbank Repair Render** – To consider the tender returns and make recommendation to Full Council
19. **Cemetery Extension**
 - 19.1 To consider correspondence from Savills, the Land Agent, and resolve to approve payment of the fee
 - 19.2 To consider quotations received for the initial surveys required to be undertaken
20. **Incident in Simmons Park** - To consider a report in relation to an incident in Simmons Park on 20th February 2025 and any action to be taken including withdrawing permission for vehicular access into Simmons Park other than by official delivery vehicles.

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