



**Minutes of the Parks Committee held In the Town Council Offices on
Wednesday 9th April 2025 at 6pm**

Present: Councillors: H. Parker, J. Tadman, J. Allen, D. Cole, N. Kenneally

In Attendance: Town Clerk (TC), Town Ranger (TR)

Absentees: **No Absentees.**

1544. Apologies for absence

Councillors; D. De ste Croix. S. Preston & L. Piper.

1545. Declaration of Interests – To receive declarations of personal and prejudicial interests in respect of items on the agenda.

Councillor H. Parker asked that councillors declare any interests as they arise.

The Chairman suspended Standing Orders (Unanimous)

1546. Public Open Question Time – *To receive questions from the Public.*

There were no members of public present.

The Chairman resumed Standing Orders (Unanimous)

1547. Minutes of the last meeting – *To agree and sign the Minutes' of the Parks' Meeting held on 12th March 2025*

Councillor N. Kenneally proposed 12th March 2025 – Seconded by Councillor J. Tadman and approved. (5 For, 1 Abstention, 0 Against)

1548. Matters Arising

No matters arose.

1549. Action Plan

Councillors discussed the Rydon V path. The Town Clerk reminded the committee that TDC Cllr K. James had previously given a brief update, noting that the developers are not being co-operative. Cllr H. Parker suggested escalating the matter to Devon County Council, as the path will ultimately be their responsibility. A discussion followed. Councillors also discussed the wider development, noting that there is a park on the site which may be of benefit for the Town Council to manage. The committee further considered potential drainage issues and the costs associated with managing an additional park. Further quotes are being sought for the skatepark signage, as the current company has copyrighted their design. The Town Clerk advised that the sign should be updated in any case, noting that the existing cartoon-style design had previously been vandalised by local youths. It was agreed that the signage would benefit from being modernised and made more relevant to the skatepark and its users. Cllr. J. Tadman and the Town Ranger are to arrange a date to visit the Church Lane path to carry out a review.

1550. To discuss and note the Parks' Income and Expenditure and Budget for the year 2024/25

There were increased expenses this month due to the need to hire a skip to clear Badock Gardens. Cllr J. Allen raised concerns regarding the figures. It was agreed that Cllr Allen would attend the office on Thursday to discuss the matter further with the consultant and the Town Clerk in order to gain a clearer understanding. The Town Clerk noted that the financials are a work in progress and confirmed that any underspend will be allocated to general reserves.

1551. Station Close – to discuss matters relating to Station Close.

TC – equipment inspection report (ROSPA) for station close. Committee reviewed the ROSPA for Station Close park. Town Ranger to clear the weeds in the park using non toxic resources. Office to organise signage for 'please don't enter'.

Councillor N. Kenneally proposed that the Town Ranger clears the weeds at Station Close and closes the park during this time and be agreed. This was seconded by Councillor S. Preston and approved. (Unanimous)

1552. Stanhope Park - To discuss matters relating to Stanhope Park.

Councillor N. Kenneally exited the meeting at 18:24

The gates have been identified on the ROSPA as requiring attention. TR informed the committee that during his discussions with the contractor it was noted that the gates are coming to the end of their life and are supposed to close within 8-18 seconds of opening to prevent injury to a child. Bearings need fixing current gates one stays open. J. Tadman suggest getting a quote for the gates as they cannot be fixed in house – quote for pedestrian gate.

Councillors reviewed the ROSPA further and identified an issue with several items of play equipment. TC to source a quote for these repairs to the seesaw in addition to the children's swing set. TR informed the committee that the bearing for the swing set have been discontinued. Discussion ensued. Committee requested the TR to remove the equipment deemed unsafe until a repair or replacement solution has been sourced. To ask the contractor if the swing-set is safe to remain open, if not close immediately. IF contractors are no longer able to source the equipment to make repairs to source quote for replacement.

Councillor H. Parker proposed the TC source professional guidance on the safety of the swing-set and if unsafe remove immediately in addition to sourcing quotes for repair/ replacement and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous)

Committee noted a need to consider increasing the budget in the following financial year (2026/27) to ensure there are for funds for the maintenance of the Parks.

The committee also discussed the suspected vandalism to the new play equipment 'the galleon' at Stanhope Park. The Town Clerk & Town Ranger confirmed that the equipment was not vandalised and was caused by eager youth that played with the steering wheel, which was dismantled accidentally during play before the equipment had time to fully set. The contractors have ordered an additional wheel and the handles that have were removed and returned the HTC will be reattached to the wheel.

TR will replace bin lid at Skateboard park. TR gave update about the football net noting there are holes in the net. Discussion ensued.

1553. To discuss and agree the next steps for insurance for the Sunlounge.

TC spoke with insurance company to inform them that at the end of the works to the sunlounge the insurance will need updating to ensure it is covered. HTC are insured for the property. The contractors are insured for their works. TC shared a quote for Buildings construction insurance. Discussion ensued. TR and TC noted that when resources are being delivered the contractors are usually onsite and install swiftly and items are not left out.

Councillor J. Tadman proposed that for this current project the builders insurance will not be purchased, however to consider it for future projects during the tendering process and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)

1554. To discuss the Grand opening of the new sunlounge at Badock Gardens.

Councillors discussed the plans for the grand opening of Badock gardens. Discussion ensued. Cllr H. Parker noted that previous the committee discussed having the grand opening the same day as the play which would detract from the official opening and HP suggested holding a separate ceremony to celebrate the grand opening of the Sun Lounge at Badock Gardens. Discussions ensued. To organise a small opening for the Sun Lounge separately to any other events at Badock Gardens.

1555. To update on the installation of the new play park equipment at Stanhope Park.

The Town Clerk updated the committee on the installation of the new roundabout and galleon ship at Stanhope Park play area. The Town Ranger noted that the new galleon ship play equipment is being thoroughly enjoyed by the local youth. There has been a significant amount of positive feedback, and the equipment is being well used by children of all ages.

1556. Skateboard Park – To discuss matters relating to the Skateboard Park.

The ROSPA for a ramp at the Skateboard Park. 1 brick has been dislodged which is beneath the rail whereby skate park users cannot hit. Discussion ensued. The TR will replace the brick. TR noted there are historic cracks in the concrete of the skateboard park – TR noted that these are not getting bigger. TR spoke to skating youth as there was a lot of rubbish in the swale and it was noted that they would like another bin erected on the other side of the skateboard park to help reduce the littering.

1557. Badock and Rowland Gardens - To discuss matters relating to Badock Gardens and Rowland Gardens including an update on the Sunlounge project.

TC noted gave a brief update on the progress of the Sunlounge Project noting that they are currently in the process of installing the dry wall. The contractors were completing a moisture check but currently the reading is low and does not require an additional layer of insulation. The electrical cabling and plumbing have been completed in addition to the provisions for the CCTV. Cllr H. Parker informed the committee that after the works have been completed, the committee will need to furnish the Sun Lounge. Discussion ensued. TC noted that the asbestos survey and work and additional skip has increased the original proposed costs and there may be more items in that will increase the overall costs prior to completion. TC updated the committee on the VAT due to concerns. TC has sourced advice from DALC and therefore the Council cannot claim the VAT on this project as per legislation.

1558. To discuss matters relating to the Parish Paths including the P3 report
No further discussions were made.

1559. Town Clerk's Report

The Town Ranger updated the committee on the H44 statue, which is being erected outside the Memorial Hall. He noted that the flowerbed has been weeded, and the next steps are to dig the hole, prepare the terrain, cast the plinth, install the statue, and finally add the chippings. The installation is expected to be completed before the end of April 2025.

The Town Clerk reported that on Monday, Cllrs N. Kenneally and J. Hutchings met with P. Johns at Coodes and representatives from the Magpies Royal British Legion to amend the lease.

The Town Clerk also gave a brief update on the current insurance claim relating to the recent theft from the storage units. This will be progressed as soon as time allows.

The Town Clerk asked the committee to confirm whether they are happy to approve the repurchasing of necessary tools and equipment to ensure the continued smooth running of Council business.

Cllr J. Tadman suggested that a new drill be purchased and also recommended checking with the Men's Shed to see if they have any tools that could be useful for replacing the stolen items.

1560.

1561. Close

Councillor H. Parker Closed the meeting at 19:15.

Signed

Dated

Appendix 1 – Actions from Parks Committee 12th March 2025

	Action	Who	Completed
1. 13.11.24	To request a timeline regarding the path at Rydon 5 in addition to an enforcement notice.	Office & Cllr. L. Piper.	Email sent to Ken James 03/12/24. No update currently.
2. 22.01.25	Identify which signs on the Parish Paths to prioritise replacing.	Parks Committee	Awaiting funding from DCC after P3 report has been sent.
3. 22.01.25	To tarmac Jubilee Path to smooth the path.	Town Ranger	Completed.
4. 22.01.25	To plan and prepare the ‘Grand Opening’ of Badock Gardens.	To add to Agenda	To go on agenda.
5. 12.02.25	To erect skateboard park rules at the skateboard park now CCTV is in place.	Office	Contacted Jag signs to request quote & for previous design.
6. 12.02.25	To submit P3 Parish Path forms to DCC.	Office	Completed.
7. 12.02.25	To source like for like quotes for bow top safety barriers for at Stanhope Play Park.	Office for F&GP	Quotes received – on Agenda to discuss.
12.03.25	To source a photo of the wall/steps beside station close play park to update Parks Committee on progress of rendering.	Office	