



**Minutes of the Parks Committee held In the Town Council Offices on
Wednesday 21st May 2025 at 6pm**

Present: Councillors: H. Parker, J. Allen & N. Kenneally

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

Absentees: Cllr. D. Cole

1544. Apologies for absence

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

1545. To elect a new Chair for 2025/26

Councillor N. Kenneally proposed to elect Councillor H. Parker as Chair of Parks for 2025/26 and be agreed. This was seconded by Councillor J. Allen and approved. (Unanimous)

1546. 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)

1547. Public Open Question Time – *To receive questions from the Public.*

There were no members of public present.

The Chairman resumed Standing Orders (Unanimous)

1548. Minutes of the last meeting – *To agree and sign the Minutes' of the Parks' Meeting held on 9th April 2025*

The Minutes of the meeting held on 9th April 2025 could not be signed due to lack of quorum.

1549. Matters Arising

No matters arose.

1550. Action Plan (Appendix A)

Councillors reviewed the Parks action list.

1551. To discuss and note the Parks' Income and Expenditure and Budget for the year 2025/26

Councillors reviewed the new financial documents. ATTC explained that there may be some items that need altering but they will be addressed overtime whilst learning the software. Cllr. H. Parker updated the committee on the expenditure for the Sun Lounge Project noting that the flooring has been chosen and will be completed, the interior is nearing completion, an electrician has completed works to install lighting fixtures and other electrical items. It was also noted that an external tap will be installed to assist the Town Ranger when accessing water for the water bowser. Discussion ensued. Cllr J. Allen informed the committee that 2

shrubs have been removed to allow access for the installation of the windows, noting that they will need replacing in the near future. It was also noted that the works to the rear of the Sun Lounge have not begun yet but will be started in due time.

1552. Station Close – to discuss matters relating to Station Close.

Councillors discussed the rendering on the steps near Station Close and suggested the Town Ranger sources a photo for committee to review.

1553. Stanhope Park - To discuss matters relating to Stanhope Park.

There has been correspondence from Active Torridge regarding sourcing a license to set a group in Stanhope Park on Mondays 18:00-19:00. Discussion ensued. Councillors decided to progress with creating a license in line with previous licensee L. Dart with the same costs.

1554. To discuss and agree the quotes for the repairs to the Stanhope Park playground ROSPA report

Cllr. H. Parker briefed the committee on the ROSPA report for Stanhope Park noting several items that require replacing/ repairs such as the child swing set, pedestrian gates and seesaw. Discussion ensued. There are 4 gates (3 pedestrian and 1 maintenance gate) which are a risk due to either closing too fast or too slow increasing chance of entrapment. Further discussion ensued.

Councillor N. Kenneally proposed that the Quotation for all the gates that require replacing and purchased under cost code 45 and approved. This was seconded by Councillor J. Allen and approved. (Unanimous)

Councillor N. Kenneally proposed that the Quotation of £510+VAT for the Seesaw is purchased under cost code 45 and approved. This was seconded by Councillor H. Parker and agreed. (Unanimous)

Councillor N. Kenneally proposed that Quotation 568 for the toddler swing is purchased under cost code 45 and approved. This was seconded by Councillor J. Allen and approved. (Unanimous)

1555. To agree the cost and signage design for the Skateboard Park

Councillors were provided with 2 designs and quotes for the skateboard park signage. Councillors preferred the design by Pid signz and felt it would be more suitable at the Skateboard Park. Discussion ensued. Councillors also discussed recent vandalism at the Skateboard Park and requested a copy of the CCTV is filed if possible and report to Police is reoccurring.

Councillor N. Kenneally proposed the Skateboard Park Sign by Pid signz is purchased and approved. This was seconded by Councillor J. Allen and approved. (Unanimous)

1556. To Discuss the Grand Opening of the new sunlounge at Badock Gardens.

Councillors discussed the Grand Opening of the sunlounge and noted that the works to the sunlounge have not yet been completed. Councillors agreed to organise a Grand Opening as and when the sunlounge is complete noting to invite all Councillors, Blackman Builders, Alex Piper, Playgroup, Devon live and Holsworthy Post & an advert online. To provide light refreshments – Tea & biscuits.

1557.To update on the installation of the new play park equipment at Stanhope Park including the barrier installation between the two playparks for safety.

One toddler swing has been re-erected as it is deemed safe. The barriers are due to be installed at the end of May/Beginning of June 2025.

1558. Skateboard Park – To discuss matters relating to the Skateboard Park including the signage.

The signage will be purchased from Pid signz and erected by Town Ranger. No further updates.

1559.Badock and Rowland Gardens – To discuss matters relating to Badock Gardens and Rowland Gardens including an update on the Sun Lounge Project.

An update regarding the Sunlounge Project was previously discussed. Correspondence was received to query if the Sunlounge will be hired out on completion. Discussion ensued. The committee felt that whilst works are being completed, a decision cannot be made on the use of the Sun Lounge at this moment.

1560.To discuss matters relating to the Parish Paths

Councillors requested the Town Ranger to check Church Lane to ensure that it is safe.

1561.Town Clerk’s Report

The ATTC informed the committee that there has been a suggestion to purchase a wooden bench for Badock Gardens at the cost of £120 in addition to 2 benches for Stanhope Park. Discussion ensued. Councillors felt it would be beneficial to purchase the wooden bench for Badock Gardens ensuring that it is treated and mobile for usage in Badock Gardens for residents that visit the gardens and for events. Councillors also suggested sourcing quotes for composite and wooden benches for Stanhope Park.

1562.Close

Councillor H. Parker Closed the meeting at 19:26

Signed

Dated

	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	