



**Minutes of the Parks Committee held In the Market Hall, The Square on
Wednesday 30th July 2025 at 5.30pm**

Present: Councillors: J. Hutchings, H. Parker, J. Allen, D. Cole,
D. De ste croix, S. Preston & J. Tadman.

In Attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC), Town Ranger (TR)

Absentees: **No absentees.**

1580. Apologies for absence

Councillors; N. Kenneally & L. Piper

1581. 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.

Councillor J. Hutchings declared an interest – Minute Number 1570.

The Chairman suspended Standing Orders (Unanimous)

1582. Public Open Question Time – *To receive questions from the Public.*

There were no members of public present.

The Chairman resumed Standing Orders (Unanimous)

1583. Minutes of the last meeting – *To agree and sign the Minutes' of the Parks' Meeting held on 25th June 2025.*

Councillor D. De ste Croix proposed that the minutes of the Committee Meeting held on 25th June 2025 be signed as a true record and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous)

1584. Matters Arising

No matters arose that were not already covered by the Agenda.

1585. Action Plan (Appendix A)

The committee reviewed the actions list. The TC will chase DCC regarding the funding for the Parish Paths. The quotes for the benches will be ratified in this meeting at a later item. Cllr H. Parker has spoken to the museum regarding the history of Badock gardens for the Grand Opening – it was suggested to ask residents. Cllr. J. Tadman suggested taking verbal history from residents. IT was noted that wedding photos used to be taken at Badock Gardens. The committee & TC thanked Cllr. J. Hutchings for sourcing the picnic benches for Badock, the Town Ranger has begun painting them.

DNP

Town Ranger entered the meeting at 17:40

1586. To discuss and note the Parks' Income and Expenditure and Budget for the year 2025/26

The Town Clerk explained that the intention had been to present a complete financial figure, including the remaining budget, however noted that the current and previous budgets have been recorded in gross terms, whereas Scribe operates using net figures. As a result, some reconfiguring will be required to determine the accurate remaining funds. Further discussion followed. Cllr. H. Parker asked whether funds had been received from the Plough Arts performance ticket sales, ATTC confirmed that this had been chased. The TC noted that the play park equipment had been categorised under Cost Code 45 by Parks, as approved at a meeting which the TC was unable to be present for. A cost code transfer(virement) may be required to balance the accounts. Cllr. J. Tadman added that not all entries are broken down. ATTC clarified that invoices are now attached directly to Scribe to improve efficiency.

Councillor H. Parker moved item 11 forward.

1587. To discuss and agree the usage of the Sun Lounge at Badock Gardens.

The Council discussed the future usage of the Sun Lounge at Badock Gardens. It was noted that it would continue to be used for the annual Plough Arts Performances which are usually twice a year. Councillors discussed what crockery they would required use and noted that the use will affect what furniture and items will be required to meet the purpose. Further discussion ensued. The TC confirmed that the intended use for Badock Gardens is for

Discussion ensued regarding the potential usage for the Sun Lounge. Cllr. D. De ste Croix queried what the trust states Badock can be used for. The Town Clerk clarified that it is intended primarily for elderly use. Councillors discussed utilising it to also support community groups such as Man Down and WOW from TTVS. Cllr. J. Hutchings noted that previously the lounge had been run voluntarily and queried whether the council's current intention is to rent it to groups. Further discussion ensued. Councillors discussed organising different events in the gardens allowing organisations to manage the events. Cllr. J. Tadman noted the need for signage to advertise the hiring options for Badock, however the administrative cost to the office was discussed and accounted for.

Councillor J. Hutchings suggested a shutter/partition to separate the kitchen to enable the lounge to be opened daily, however allowing the kitchen to be hired out. The importance of cleanliness was stressed, particularly the toilets. Further discussion ensued. Cllr J. Hutchings suggested keeping all options open and noted the Sun Lounge's potential for events such as christenings and wedding photos. Cllr. J. Allen volunteered to help lock in the evenings provided it was not too late in the evening. Discussion ensued regarding investigating the practical and legal issues before reaching a full decision.

DWP

Councillor H. Parker proposed to source a quote for a lockable barrier to separate the Kitchen from the main body of the Sun Lounge and be agreed. This was seconded by Councillor J. Tadman and approved (Unanimous)

Councillor H. Parker proposed opening the Sun Lounge to the public between 10am-2pm, Mon-Fri provided the first proposal is successful. This was seconded by Councillor J. Tadman and approved. (Unanimous)

Councillor H. Parker suggested offering the use of Sunlounge to local groups such as TTVS. Town ranger suggested not charging for use but organising annual fundraising events to cover the costs.

Councillor J. Hutchings declared an interest. Noting that TTVS hire the Memorial Hall. Further discussion ensued. Cllr. J. Hutchings suggested if someone wanted to meet in the Sun Lounge with access to the kitchen, a cost will incur, however, if they are just using the Sun Lounge it should be free of charge. Further discussion ensued.

Councillor J. Hutchings proposed that the cost incurred would be specifically for the hire of the kitchen and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous)

Cllr J. Allen suggested the Sunlounge also be used as a warm space in the Winter on a Tuesday as there currently, isn't a warm space. Further discussion ensued. Cllrs. Discussed vending machines. Councillors suggested reopening the Sun Lounge in September, with the Town Ranger checking daily and cleaning the sunlounge weekly. If it is too much workload, to come back to source another staff member. Cllr. D. De ste Croix noting that she would be happy to assist with cleaning after events, if available.

1588. To discuss and agree the purchase of items such as furniture required for the completion of the new sunlounge.

Councillors discussed what cutlery and crockery will be required as per the agreed usage of Badock Gardens decided to be trialled. The committee decided to start with 50 sets of everything and if required, increase to 75 or 100. Further discussion ensued. It was agreed that bright matching items would be purchased for the Sunlounge. It was decided that Cllrs; J. Hutchings, D. De ste Croix & S. Preston become the purchasing team and visit IKEA for the below listed items of crockery and cutlery:

- *Tumblers (half pint glasses)*
- *Cups & saucers*
- *Mugs*
- *Side Plates*
- *Dinner Plates*
- *Knives, forks, spoons & teaspoons.*

DNP

The Town Ranger noted that the function and storage will affect what furniture is appropriate for the Sun Lounge. Further discussion ensued. The committee discussed the furniture to purchase and were more favourable to comfortable chairs that can stack to enable storage, movability and cost effective. Cllr. J. Hutchings suggested the committee research ideas for furnishing the Sun Lounge and to return in September's Park Committee meeting to discuss and agree the purchase of the chosen furniture. Any furniture found to be circulated via email in preparation for discussion in September 2025.

1589. To discuss and agree the quotes for the CCTV installation at Badock Gardens Sun Lounge.

ATTC presented photos demonstrating Acuity's drone with line-of-sight software and shared their quotation, estimating the cost at around £2,000. Councillors expressed opposition to installing WiFi, sharing concerns that it might attract unsociable behaviour. Cllr. J. Hutchings suggested that moving forward, VAT could be excluded on projects as the Council operates on a net basis. Cllr. J. Tadman queried whether the project had already been budgeted for and asked for clarification on whether the Council intended to proceed with it or not. It was clarified that the CCTV has been budgeted for alongside the Sun lounge project and was accounted in the project. Further discussion ensued.

Councillor J. Hutchings proposed to agree the estimate and allow the Chair and Town Clerk to progress with the CCTV for Badock Gardens and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous)

1590. To discuss and review the Badock gardens Sunlounge project expenditure and to agree to allocate funds for Agenda item 12 & 13.

Unable due to VAT issues.

1591. Stanhope Park - To discuss matters relating to Stanhope Park.

The Town Clerk informed the committee that the seesaw bearing is due to arrive and be fitted in Mid-August as the part is difficult to source. The TC also informed the committee that the bracket for the toddler swings are unable to be sourced with our current supplier. Discussion ensued. It was decided that the TC should contact the previous suppliers and local precision engineers to source quotes for the bearing.

The new composite picnic benches will be arriving on Tuesday 5th August 2025. The Town ranger has been painting the wooden benches from the Old Market Inn – the committee requested a thank you letter from Holsworthy Town Council be drafted and sent to them for the benches.

There is the Plough Arts Performance on 19th August 2025 at Badock Gardens whereby the following councillors will be assisting: H. Parker, D. De ste Croix, S. Preston & J. Allen. Cllr. H. Parker asked if the Plough Arts Theatre have paid us for the previous show, however, the ATTC clarified that no funds have been received yet but is chasing this.

The Town Ranger and TC purchased 3 mats for the Sun Lounge which totalled £36 and are washable.

1592. Skateboard Park – To discuss matters relating to the Skateboard Park including the signage. The TC informed the committee that the replacement skateboard park sign has now been erected and is looking good. The Town Ranger noted that there is a spare bin and suggested placing it on the other side of the Skateboard Park to reduce littering in the area. Brief discussion ensued.

1593. To discuss the grand opening of the new Sunlounge at Badock Gardens

The committee discussed the grand opening of the Sun Lounge at Badock Gardens. It was noted that without furniture or crockery, not much could be organised. Further discussions ensued. It was suggested to arrange the grand opening for next spring / Easter 2026.

Councillor D. De ste Croix proposed the Grand Opening to be arranged for early spring / Easter 2026 and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous)

1594. To ratify the decision recommended by Full Council to purchase 2 composite picnic tables for the Stanhope Play Park.

The Committee discussed the 2 composite picnic benches for Stanhope Park.

Councillor J. Hutchings proposed the decision to purchase the 2 composite picnic tables for the Stanhope Play Park is ratified and agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous)

1595. To discuss matters relating to the Parish Paths

The Town Clerk informed the committee that TDC have trimmed the hedgerow on the Church path which has improved the visibility of the signage. The Town Ranger has also placed planters in front of the sign outside the Church to deter refuse being left there and improve the appearance. Cllr J. Hutchings informed the committee that the fly-tipping outside the church has been reported to TDC and R. Haste & S. Hearse visited the site and met with Cllr. J. Hutchings, however it was noted at the time that the enforcement officer was not yet in post which prevent action being taken but they have recently filled the role and they should begin their duties soon.

1596. Correspondence.

The town Clerk informed the committee of correspondence from TDC requesting a license to run circuit classes in Stanhope Park during the summer, along with possible future events. Discussion ensued. It was agreed that they would need to provide Public Liability Insurance. Cllr J. Tadman supported the request in principle provided that they are insured and that Holsworthy Town Council hold no responsibility over any incidents that may arise from the classes. It was suggested to charge for administration fee.

Councillor J. Hutchings proposed a license is granted to Torridge District Council, provided suitable documents are provided and an administration fee of £42.99 is charged and be approved. This was seconded by Councillor J. Tadman and agreed. (Unanimous)

DHP

1597. Town Clerk's Report

The Youth Football Club holds an annual contract with the council, which includes a requirement to provide up-to-date safeguarding information. The contract is to be sent to Jason Jones, covering the period from 1 August 2025 to May 2026. The committee was updated, and a question was raised about why the contract is renewed annually rather than being longer term. Cllr. J. Hutchings explained that this arrangement is to allow for flexibility in case circumstances change. It was suggested to investigate the required renewal for the Cricket Contract/Lease. Further discussion ensued.

It was also noted that work on the War Memorial began on Friday, although progress was delayed as the contractor had forgotten his tool kit.

1598. Exchange of information

Councillor J. Hutchings suggested purchasing a bench to be erected at Glebelands. The resident in the area could be contacted to ask if maintenance of the lawn could be continued. Further discussion ensued.

Councillor J .Hutchings proposed a composite bench is purchased and erected at Glebelands and be purchased out of the Mayor's Allowance and be agreed. This was seconded by Councillor J .Tadman and approved. (Unanimous)

The TC thanked Cllr D. Cole for his hard work with the bench and Cllr. J. Hutchings for progressing with it.

Cllr J. Hutchings & The Town Ranger exited the meeting at 19:13

Councillor D. De ste Croix proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press temporarily be excluded and they will be instructed to withdraw. This was seconded by Councillor J. Tadman and agreed (Unanimous)

1599. Close

Councillor H. Parker Closed the meeting at 19:20

Signed*D.H. Parker*.....

Dated*10.9.25*.....