



**Minutes of the Parks Committee held in the Market Hall, The Square
on Wednesday 19th November 2025 at 18:15**

Present: Councillors; H. Parker, J. Allen, D. Cole, S. Preston, J. Tadman

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

Absentees: Councillor L. Piper

1669. Apologies for absence

Councillors; D. De ste Croix, N. Kenneally, J. Hutchings.

1670. Declaration of interest

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

1671. Public Open Question Time

No members of public present.

1672. Parks Minutes - To agree and sign the Minutes of the Parks' Meeting held on the 8th October 2025.

The committee reviewed the minutes of the parks committee meeting held on 8th October 2025.

Councillor J. Tadman proposed that the minutes of committee meeting held on 8th October 2025 be signed as a true record with amendment and be agreed. This was seconded by Councillor D. Cole and approved. (4 For, 1 Abstentions, 0 Against).

1673. Matters arising

No matters arose

1674. To review the Parks Committee Action Plan.

The committee reviewed the actions list from the previous committee meeting noting the following updates:

- Cllr. H. Parker & TC will action the purchase of crockery.
- Cllr. D. Cole will start up and run the Polaris to ensure it is still in working condition.
- The TC advised that there may not be a suitable area for an additional fridge & kettle for the TR in Badock Gardens.
- CCTV has been erected, the committee requested signage is purchased to erect in Badock Gardens informing visitors that CCTV is in place.

1675. To discuss and note the Parks' Income and Expenditure and Budget for the year 2025/26.

The committee reviewed the income & expenditure for parks.

1676. Stanhope Park - *To discuss matters relating to Stanhope Park including the purchase of any required parts or repairs.*

The TC informed the committee that 2 quotes have been sourced for the wet pour flooring for the toddler area of Stanhope Play Park. Both quotes received are similar in price. Cllr. J. Tadman requested the TC to query whether the installation of the wet pour flooring will be done during the winter or if it must be done after winter. Further discussion ensued. Cllrs agreed that this purchase would be replacement equipment and not a repair and will have 10 years of life. As many pieces of equipment have been replaced/repared, they will only require maintenance. Further discussion ensued.

Councillor J. Tadman proposed to recommend to Full Council the replacement of the wet pour flooring in Stanhope Play Park be purchased £10,000 from Parks Reserves and remaining from the Parks Budget and be agreed. This was seconded by Councillor S. Preston and approved. (Unanimous)

1677. Skateboard Park - *To discuss matters relating to the Skateboard Park.*

Cllr. S. Preston noted that the Skateboard park has been experiencing a lot of use currently and the signage is still in place.

1678. To discuss matters relating to Badock Gardens- *including fencing, CCTV and Fire safety.*

The TC informed the committee that it was suggested to erect fencing in Badock Gardens, by the entrance to enable items to be stored safely. Cllrs. reviewed the proposed area for the fencing and discussions ensued. The TC noted the committee could decide to use the same fencing (trellis) which is currently used in Badock Gardens. Cllrs noted that trellis fencing could reduce the impact of the wind and would reduce the costs of the project.

Cllrs suggested making it a project agreed to budget £1500-2000 for the budget in 2026/27. Cllr D. Cole will assist with sourcing quotes, Cllr. J. Allen will assist with sourcing trailing plants to place on the trellis fencing.

The TC informed the committee that there is now fire safety equipment in the Sunlounge: 2 fire extinguishers & 1 fire blanket.

The TC advised that the shutters company have visited the sunlounge and provided quotes for installation regarding two types of shutters (one manual and one automatic). The supplier advised that the manual shutters are less reliable. Further discussion ensued. Councillors noted that maintenance would be required and would be a clause for accepting the quote. TC will ensure maintenance is organised.

Councillor J. Tadman proposed to accept Option A (Motorised Shutter, White) to be erected in the Sun Lounge, Badock Gardens plus Maintenance and be taken from the Parks Budget and be agreed. This was seconded by Councillor S. Preston and approved (Unanimous).

1679. To discuss and agree the purpose of the Sunlounge for Community use

The committee discussed the use of the sunlounge noting once the use has been decided it will assist with the decision on furniture. Previously, it was put forward to open the Sun Lounge from 10am-2pm for the public and if anyone wishes to hire the Sunlounge it would include the kitchen for a fee. If a private function is taking place in the Sunlounge, it would be closed off to the public. Cllrs discussed the height requirement for the furniture to ensure it is accessible.

Cllr. H Parker informed the committee that if they are in agreement, the TC, ATTC and Cllr. H. Parker will continue to organise the furniture for the sun Lounge. Discussion ensued. The TC advised awaiting decision making on the furniture until the Spring to enable funds to be available from the new budget in 2026/27.

Cllr. J. Tadman suggested implementing a hire agreement which includes a clause that states if furniture is taken outside during their hire period, they are responsible for returning it to the Sun Lounge and any damage. Further discussion ensued. The committee discussed the insurance cover for the Sun Lounge and felt a separate policy for building and contents should be taken out to protect the items. The committee requested the TC to investigate what insurance cover the Sunlounge currently holds and to investigate purchasing a separate policy to cover buildings and content, if not already in place.

Cllr J. Tadman also noted that the committee should begin thinking of the future costs of hire for the Sun Lounge.

1680. To discuss replacement duties in the absence of the Town Ranger and agree any additional expenses.

The TC informed the committee of current tasks being outsourced such as grass cutting for Badock Gardens & Station Close which has been paused now due to poor weather. The TC also thanked councillors for their assistance during this time.

Cllr. J. Allen noted that it is due to hit freezing tonight which may result in the need for grit to be used. Discussion ensued. The committee discussed how to proceed with gritting for this winter. It was agreed to ask TDC staff if they can assist temporarily. It was noted that there are grit bags in Badock Gardens.

The committee discussed assistance required for the Christmas Switch-on in the absence of the TR, noting that assistance will be required to help set up the event, steward the event and tidy up the event. The committee discussed requesting authorisation from Full Council for the TC to make payments relating to TR duties being completed by contractors during the interim.

1681. To discuss matters relating to the Parish Paths.

There were no additional updates regarding the Parish Paths.

1682. Correspondence

The TC informed the committee that a resident has contacted HTC regarding a sycamore tree. The resident has asked for permission to remove the sycamore tree as it is affecting the oak tree. The committee agreed to provide permission for the resident to action the removal of the sycamore tree at the resident's expense.

1683. Town Clerk's report

The TC informed the committee that the tenants of Penrose Terrace reported leak in the roof. The contractors have visited the property to inspect the roof and will require scaffolding to access the roof for repairs.

The TC updated the committee on the CCTV installation, noting the CCTV is now installed. The TC has also contacted two cleaners who will assist with cleaning the Sun Lounge at Badock Gardens.

Councillor J. Tadman 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. Allen and agreed (Unanimous).

Councillor J. Tadman proposed the meeting is returned to Part 1 and agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)

1684. Exchange of Information

Cllr. S. Preston & TC discussed correspondence received from a resident

1685. Close

Councillor H. Parker closed the meeting at 19:50