

**A meeting of the Recreation and Amenities Advisory Committee
of Halberton Parish Council
will be held in the Committee Room at Village Hall, Halberton
on Wednesday, 27 May 2026 at 7.00pm**

All Members of the Recreation and Amenities Advisory Committee are summonsed to attend for the purpose of transacting the business specified in the Agenda below.

Susan McGeever
Clerk, Halberton Parish Council
20 May 2026

AGENDA

ITEM		REPORT PAGE
1	Apologies	
2	Declaration of Interest	
3	Public Forum	
4	Approval of the minutes of the meeting on 25 March 2026	3-7
5	Halberton Recreation Ground - ROSPA visit (March 2026) - Outstanding actions	
6	The Mead - Devon Air Ambulance Landing Mast - Teenage equipment / S106 funding - Path to Car Park - Gate onto pathway	
7	Community Growing Area - Schedule of works to clear the area for planting	
8	Cemetery and Green Burial Area - Upgrading the paths - Upgrading the entrance - Benches - Noticeboard - Contents of shed - Green Burial Area	
9	Footpaths - P3 Scheme - Permissive Paths	

10	Platinum Jubilee Car Park and Amenity Area - Tree heights - Additional parking - Improving the amenity area	
11	Ground Maintenance - Pond Hill Flower Bed - Tiverton End Flower Bed - Grass areas falling under the Parish Council's jurisdiction - Consideration of clearing pavements and other areas - Tree report	
12	Asset Maintenance - Bus shelters - Milestone - Salt bins - Defibrillators - Noticeboards - Bins (various) - Telephone Box - Pump - Benches, picnic tables and lamp posts	
13	Discussion of producing an action plan and a method for accountability	
14	Dates of next meeting - 29 July 2026	

4	Approval of the minutes of the meeting on 25 March 2026	
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Minutes of the
Recreation and Amenities Advisory Committee
of Halberton Parish Council
Wednesday, 25 March 2026

Present: Councillors Campbell (Chair), Batchelor, Browse, Fairclough and Slade together with the Clerk, Mrs S McGeever.

Councillor Campbell opened the meeting at 7pm.

1. Apologies

Apologies had been received from Councillors Furmedge, Graham and Strange.

2. Declaration of Interest

There were no declarations of interest.

3. Public Forum

No members of the public were present.

4. Approval of minutes

The minutes of the last meeting were approved as a true record of the meeting on 28 January 2026 and duly signed by Councillor Campbell (Chair).

Note:

The Clerk had created a spreadsheet to cover all actions relating to the areas covered by the RAAC which included weekly tasks, monthly tasks, yearly tasks and short, medium and long term aims together with budgets and this would be published on the website and form part of these minutes.

5. Halberton Recreation Ground

ROSPA visit (March 2026)

Councillor Campbell advised that there were no significant works to be actioned in the new ROSPA report. However, the swings would be raised as they were too low to the safety surface.

Outstanding actions

The outstanding short term tasks to be actioned by the next meeting were:

- Mend climbing net

Councillors Batchelor/Campbell

Longer term look for funding (locality budget?) to replace net

Councillor Campbell to advise Clerk of the supplier/cost

- Tie up fencing/speak to school

Councillor Campbell to chase up a response to his email

- Add surface if required

Councillor Campbell to advise once swings have been raised

- Basketball signage on backdrop

The Clerk had sent information on backdrops and was awaiting a response.

Councillor Campbell

- Brambles by basketball

Contractor via Clerk

- Lift swings

- Councillors Batchelor/Campbell
- Install missing equipment

Councillor Batchelor

- Moss on maypole surface

Councillor Browse to action in dry weather

The gate area had been mended.

The 7-day delete on the WhatsApp group had been actioned.

6. The Mead

Devon Air Ambulance Landing Mast

The mast should be checked for any damage on a regular basis.

As per the Recreation Ground, the equipment, gates and fence should be inspected regularly.

Councillor Campbell would set up a Google form.

Teenage equipment / S106 funding

Councillor Browse had spoken to the police and the Clerk had circulated a quote for their recommendation of a teenage shelter which was the Lightmain Full Shelter at a cost of £17100.00 excluding VAT.

The committee RESOLVED to change their recommendation to the Parish Council:

- Purchase of hinged bottoms for the goal nets
- Purchase of a shelter – preferred option Lightmain Full Shelter (green) – Guarantee 25 years
- Purchase of an outdoor table tennis

The funding would be through S106 monies and there would be a time-lag whilst the application was approved.

April Parish Council meeting.

The Clerk was awaiting a photograph of the bottom of the football nets to be able to action the hinged bottoms.

Councillor Campbell to send to clerk

The committee debated the location of the shelter and whilst there were good arguments for placing the shelter in the recreation ground, members felt the facility should be on the Mead. The exact location would be determined by the following:

- Distance required from the DAAT Landing Mast (Clerk)
- Utilities present at The Mead (electricity/drains/water etc) (Clerk)
- Police recommendation (Councillor Browse to organize a site visit)
- Any necessary planning permissions (Clerk)

The Clerk would ascertain the lead in times for the shelter. (Clerk)

Path to Car Park

The cost of the path had been agreed by the Parish Council and booked in for the Easter holidays.

Whilst funding might be possible through S106 monies provided it led to teenage equipment, a further two quotes would be required and the RAAC felt it better to action the path so that it was in place for the summer.

Gate onto pathway

The gate had been mended.

Fencing

The Clerk had requested quotes for replacing sections of the fencing.

Clerk to chase quotes

7. Community Growing Area

Councillor Batchelor advised that he would spray and plough the area by mid-April.

Councillor Browse offered to provide a rotavator.

Councillor Campbell advised that he would not be undertaking the spraying course. Due to a house move, it was likely he would be stepping down from the Parish Council and this committee. Councillor Fairclough undertook to attend the spraying course.

Councillor Fairclough to arrange training with one of the local providers identified by the Clerk.

Following ploughing the area not being used for planting would be seeded with grass seed that provided cover to try to discourage the bind weed.

Councillor Batchelor would provide a 1000l butt.

The committee agreed that the Community Growing Area should be promoted at the Duck Race on 9 May 2026 and Councillor Campbell would organise the scouts to assist people to plant their own sunflower seed at the site.

Councillor Campbell

The committee noted that the school were using The Mead on 25 June 2026 and this could provide a further opportunity to promote the area.

Other promotional activities could be planting pumpkins and organising a Harvest Festival picking event. More participation was required.

8. Cemetery and Green Burial Area

A number of actions were required:

- Upgrading the paths (long term)
- Upgrading the entrance (long term)
- Benches to be put in place
Councillor Batchelor/Browse
- Noticeboard to be put in place
(Councillor Batchelor
- Contents of shed to be recorded
Councillor Batchelor
- Green Burial Area (strimming and re-seeding with wildflowers)
Contractor via Clerk
- Spoil tip removed and gate cleared
Grave digger via Clerk

The Clerk would also contact the Contractor to ensure that grass was not left between the graves. The contract specified the grass could be left on the unused section but should be picked up between memorial stones.

Clerk

9. Footpaths

P3 Scheme

Councillor Furmedge and the Clerk oversaw the scheme and the paperwork for 2026/27 had been

submitted.

Permissive Paths

Monies had been set aside for the Jubilee Path to become a Sensory Path by planting aromatic plants and herbs.

Clerk to investigate

Permissive Path signage

Both paths should carry signage indicating they are permissive paths and they should close for one day. The normal day being Michaelmas.

Clerk

Jubilee Path Gates

DCC had organised for the broken gate to be mended.

Grit Bin

The Locality Budget had been approved.

Clerk to purchase grit bin.

Proposed path from Lower Town to the cemetery

The path had been approved and an initial quote would be obtained so that the specification could be submitted to DCC. The path should be wide enough for a mobility scooter.

Planning permission would be required.

Access through the cemetery and down to Jubilee Corner would also be costed.

Clerk

10. Platinum Jubilee Car Park and Amenity Area

The following items needed consideration:

Tree heights

Consideration needed to be given to the height of the trees in the amenity area.

Additional parking

The option to provide additional parking was being considered.

Improving the amenity area

It was agreed the amenity area should be strimmed back completely.

11. Ground Maintenance

Pond Hill Flower Bed

The Clerk was awaiting a quote to clear the flower bed.

Smaller work could be carried out by volunteers.

Tiverton End Flower Bed

This would be planted up in the spring.

Grass areas falling under the Parish Council's jurisdiction

The Parish Council cut all areas under its jurisdiction.

Pavements and roads

The Clerk had actioned the clearing of the area opposite Bycott Lane and along the road – the quote had been approved by the Parish Council.

The Clerk had contacted MDDC about other areas in Lower Town and it was understood their maintenance team had also carried out clearance work.

Councillor Browse asked that the path from Willand to Waterloo Close be cleared and this was now on DCC's list of works.

12. Asset Maintenance

The following items were noted but no action was required.

- Bus shelters
- Milestone
- Salt bins
- Defibrillators
- Noticeboards
- Bins (various)
- Telephone Box
- Pump
- Benches, picnic tables and lamp posts

The Clerk asked that photographs of all assets be taken to be included in the Action Plan so that their condition could be monitored.

13. Discussion of producing an action plan and a method for accountability

As advised the Clerk had produced the Action Plan with budget figures and costing so that progress could be monitored.

12. Dates of next meetings

The dates of the next meetings would be:

- 27 May 2026

The Clerk gave her apologies for the meeting on 27 May 2026 but would create the agenda and update the Action Plan.