

**Okehampton Town Council
Parks Committee Meeting 13th December 2021
Meeting Report**

Date:	24 th November 2021
Name:	Emma James

Covid Testing Site – To consider a request for Simmons Park car park to be used as a Covid testing site.

DCC have made enquiries about the possibility of using Simmons Park car park as a Covid testing site, currently located in Waitrose carpark as follows:

As we discussed this morning we would like to move the community testing van to Simmons Park car park on a Tuesday and Friday morning; depending on the response we may possibly look for a permanent move in the mornings to this location. We will continue to be in Waitrose bottom car park in the afternoons. The morning session so between 9am and 1230pm. Afternoon from 1pm to 5pm.

Cemetery –

To note a report in relation to burials that have been undertaken since 1st April 2021.

EROB = Exclusive Right of Burial

Description	Number
Purchase of EROB for future burials	2
Burials in new plot with EROB purchase	6
Burials in new plot without EROB purchase	0
Burials in reopened plots without EROB purchase (burial prior to 1 st April 2021)	3
Burials in reopened plots with EROB purchase (burial prior to 1 st April 2021)	1
Burials in reopened plots (after 1 st April 2021)	0
Permit for erection of Headstone (burial prior to 1 st April 2021)	6
Permit for erection of Headstone (after 1 st April 2021)	0
Permit for additional Headstone Inscription	1

DEFRA Consultation on Amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities – To consider a response to the consultation as recommended by the Cemetery Working Group which closes on 22nd December 2021

Part of the consultation relates to regulations about burials, a NALC briefing dated 27th October 2021 briefly outlines the proposals and their concerns, attached along with details of the draft exemption conditions which make up the General Binding Rules. Full details of the consultation can be found at <https://consult.defra.gov.uk/water-quality/amendments-to-the-epr-for-groundwater/>

The Committee should note that if the proposals are adopted the increase in plot size will result in available space being used in around 4 years instead of 6, this is based on an average of 12 burials per year. These figures include space within the cemetery for the interment of ashes and child burials. Consideration will need to be given to the purchase of a new piece of land early in 2022. At 1 December 2021 there was £22,703 in an earmarked fund for the purchase of land for this purpose and is being increased as burial fees are received.

Small Cemeteries with less than 100 burials a year may be able to qualify as an exempt facility, but would have to comply with the General Binding Rules which includes the increase in plot size. It may be possible and more cost effective in the long-term with regards to space saving, to purchase a permit to continue with burials as at present which I believe may be a one off cost in the region of £2,000 to £3,000 and a smaller annual fee of £200 - £300 (based on permits for other facilities within the regulations).

The Cemetery related questions are contained within NALC's document and summarised as follows with a suggested response:

Q3a: To what extent do you agree with the proposal to make General Binding Rules available for small-scale cemetery developments in low-environmental risk settings?

Strongly agree

Agree

Neither agree or disagree

Disagree

Strongly disagree

Why? Agree that there should be some exemptions for small cemeteries with a low number of burials as they present a low pollution risk

Q3b: To what extent do you agree that the draft exemption conditions for small-scale cemetery developments in low-environmental risk settings are appropriate?

Strongly agree

Agree

Neither agree or disagree

Disagree

Strongly disagree

Why? The proposal to increase plot sizes will result in increased land used for burials. Land in some areas is not readily available for purchase and is expensive. The Council envisages that it will need to purchase more land within 4 years instead of the previously anticipated 6 years.

Fields are often enclosed by a hedge and associated ditch. Locating suitable land within the remit of the proposed exemption conditions at an affordable price will be almost impossible in rural areas.

27 OCTOBER 2021

PC7-21 | ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2016

Summary

The Department for the Environment, Food and Rural Affairs (DEFRA) has recently launched a consultation into amending the Environmental Permitting (England and Wales) 2016 Regulations. Effectively the consultation as it affects those local (parish and town) councils which are burial authorities, has specific regard to amending the regulations around activities which affect groundwater. In essence this consultation will affect all burial authorities and existing cemeteries / burial grounds. Most significantly, if the current proposals are implemented it could reduce the remaining burial capacity of cemeteries and burial grounds by almost 50%.

The government's stated objective with this consultation is to update the Environmental Permitting Regulations to improve the way in which groundwater activities, and some related surface water discharge activities, are regulated. The main consultation document can be downloaded [here](#). The consultation closes at DEFRA on 22 December 2021.

Context

The proposals include an exemption from the permitting scheme for small cemeteries i.e. those with fewer than 100 burials per year. However, to qualify as an 'exempt facility' a cemetery will have to comply with the General Binding Rules (GBRs), one of which is that the minimum size of a grave plot will be no smaller than 5 square metres.

DEFRA also proposes to prohibit burials within 10m of a field drain or dry ditch, or within 30m of a spring or watercourse, or within 50m of certain protected nature sites, or within 250m of any well, spring or borehole used for domestic consumption or food production purposes.

DEFRA also makes certain proposals regarding ground-source heat pumps which can be seen here: [Annex C Draft exemption conditions for closed loop ground source heat pump activities in low environmental risk settings.pdf \(defra.gov.uk\)](#). The proposals if implemented will restrict the installation of such pumps within certain distances of watercourses, springs, and protected nature sites. These

restrictions may impede the drive towards 'green energy', including community-based solutions.

In one local council cemetery NALC has been informed of, a standard burial plot is 4' x 8' i.e. 32sq feet / 3.0 square metres. To increase the size of a burial plot to 5 square metres would mean increasing the size of a burial plot by two-thirds i.e. to 6' x 9' (see GBR 8 in [annex B](#) to the consultation document).

Additionally, the proposed General Binding Rules appear to preclude the use of 'bricked' graves where it is not possible to achieve a minimum depth of soil of at least 1 metre above any part of the coffin (Part 1 of Schedule 2 of the Local Authorities Cemetery Order 1977 contains specific provisions for the use of walled or bricked graves where the minimum depth of soil cannot be achieved).

There are also potential implications of amending these regulations for anyone who has or is planning to have a ground-source heat pump and/or a septic tank. There are also implications for communities with elderly sewage systems which have to carry storm as well as foul water.

Respondents from the local council sector are advised strongly to read Annex B to the main consultation document linked above which contains the detail of draft exemption conditions for small-scale cemetery developments in low-environmental risk settings with possible future effect. See [here](#) Annex A a glossary of terms relevant to this consultation.

NALC's current policy positions

NALC will be arguing very strongly to DEFRA that it must be very careful to listen to the evidence presented by local councils and burial authorities as to why these proposals could reduce the remaining burial capacity of cemeteries and burial grounds by almost 50% - and should do all in its power to ensure maximum possible capacity for cemeteries and burial grounds managed by local councils - whilst still improving the way that ground water activities where essential, are regulated.

We will also be arguing that some of the proposals which Annex C refers to regarding ground-source heat pumps may impede the drive towards 'green energy', including community-based solutions.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to DEFRA:

Q3a: To what extent do you agree with the proposal to make General Binding Rules available for small-scale cemetery developments in low-environmental risk settings? If this question is not applicable to you, please select N/A.

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree
- f. N/A

Please provide details to explain your answer.

Q3b: To what extent do you agree that the draft exemption conditions for small-scale cemetery developments in low-environmental risk settings in Annex B are appropriate?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3c: To what extent do you agree with the proposal to make General Binding Rules available for closed loop ground source heat pump activities in low-environmental risk settings?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3d: To what extent do you agree that the draft exemption conditions for closed loop ground source heat pump activities in low-environmental risk settings in Annex C are appropriate?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3e: To what extent do you agree that the draft exemption conditions for closed loop ground source heat pump activities in low-environmental risk settings in Annex C should apply to all sizes of such activities?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3f: If you think that the draft exemption conditions for closed-loop ground source heat pump activities in low-environmental risk settings in Annex C should include a size threshold (energy in kWh per year), what size limit do you think is reasonable?

Q6: To what extent do you agree with the proposal to add these new rules to the General Binding Rules for Small Sewage Discharges to ensure that multiple discharges should not be located in close proximity to each other?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

DRAFT Exemption conditions for small-scale cemetery developments in low-environmental risk settings with effect from [Date] [Month] [Year].

The following conditions apply to any burials of human remains, other than a burial of human ashes from crematoria, within any existing operational cemetery or proposed new cemetery development.

1. A burial within a cemetery must not cause pollution of surface water or groundwater.
2. A burial within a cemetery must not be within 10 metres of any field drain, including any dry ditch.
3. A grave must have at least 1 metre clearance between the base of the grave and the top of the water table and must not have any standing water in it when dug.
4. A burial must not be undertaken directly into groundwater.
5. A grave must not be dug in unaltered or unweathered bedrock.
6. A grave must not be dug in an area susceptible to groundwater flooding.
7. A grave must be deep enough so at least 1 metre of soil will cover any part of the coffin or body.
8. A grave plot must not be less than 5m² in area.

The following conditions also apply to any proposed new cemetery development started on or after [Date] [Month] [Year].

9. The cemetery must not be located within a groundwater [Source Protection Zone](#) 1.
10. The cemetery must not be located within 250 metres of any well, spring or borehole that is used to supply water for domestic drinking or food production purposes.
11. The cemetery must not be within 30 metres of any spring or watercourse.
12. The cemetery must be located either:
 - 12.1 Entirely on strata which is unproductive strata.

OR

12.2 Entirely on strata which is a Secondary B aquifer or entirely on strata which is Secondary undifferentiated rocks, where the number of burials being less than 100 burials per annum.

OR

12.3 Entirely on a Secondary A aquifer, where the number of burials being less than 50 burials per annum

OR

12.4 Entirely on a Principal Aquifer AND not in a Source Protection Zone 2 where the number of burials being less than 30 burials per annum.

OR

12.5 On any combination strata mentioned in condition 12.1, 12.2, 12.3 and 12.4, subject to condition 13.

13. Where a cemetery is, pursuant to condition 12.5, partly located on strata mentioned in 12.2, 12.3 or 12.4, the restrictions on numbers of burials per annum in condition 12.2, 12.3 or 12.4 (as the case may be) apply to the area of the cemetery located on that strata.
14. The cemetery must not be in, or within 50 metres of, a Special Area of Conservation (SAC), Special Protection Area (SPA), Ramsar site or biological Site of Special Scientific Interest (SSSI), and must not be in an Ancient Woodland.
15. The cemetery must not need ongoing active control measures to be in place to protect the environment.

For the purposes of these conditions, the following definitions apply:

Principal Aquifer means “geological strata that exhibit high intergranular and/or fracture permeability. They usually provide a high level of water storage and can support water supply and/or base flow to rivers, lakes and wetlands on a strategic scale.”

Secondary A Aquifer means “permeable strata capable of supporting water supplies at a local rather than strategic scale and in some cases forming an important source of base flow to rivers, lakes or wetlands.”

Secondary B Aquifer means “predominantly lower permeability strata which may in part have the ability to store and yield limited amounts of groundwater by virtue of localised features such as fissures, thin permeable horizons and weathering.”

Secondary undifferentiated means “rock deposits (or strata) with variable permeability and storage properties that are neither consistently Secondary A nor Secondary B.

Unproductive strata means “geological strata with low permeability that have negligible significance for water supply or river base flow. They consist of deposits that naturally offer protection to any aquifers that may be present beneath.”

Groundwater flooding means “When the water table beneath the ground rises and causes water to seep out at ground level. This is often seasonal.”

Public Spaces Protection Order 2021 – Control of Dogs – To consider a report and recommendations from Cllrs Marsh, Wood and the Clerk

The nominated persons and Mr McGahey met on 9th November. A summary of the Order and how its effect on dogs in Simmons Park and the Skatepark/BMX track follows:

Area	Existing Arrangements	New Dog Order
Formal Gardens (Simmons Park side of the river)	Dogs under control	Dogs on leads
Fenced in play area	No dogs	No dogs
Unfenced play area	Dogs under control	Dogs under control
Recreation area	Dogs under control	Dogs under control
College Playing field	No dogs whilst in use otherwise dogs under control	No dogs whilst in use otherwise dogs under control
Cricket Field	No dogs	No dogs
Skatepark/BMX track	Dogs on leads	Dogs on leads

It was ascertained that the only area which does not currently follow the Order is the formal garden side of Simmons Park which follows the Park Byelaws which are 'dogs under control'.

New signage is required to be provided in Simmons Park and the Skatepark/BMX track area, including the refurbishment of some existing ones to ensure that the correct dog signage is displayed thereon. The following signage is required to be purchased at an approximate cost of £20 each = £260:

Dogs on leads x 7 (including 2 for the skatepark)
Dogs under control x 4
No dogs x 2

The Committee is requested to resolve to approve:

1. the recommendation that the formal gardens become a 'dogs on leads' zone
2. the advertising of the change and associated costs which are to be sought
3. the purchase of signage, noting that there will be additional costs for the refurbishment/ replacement of other existing signs

The provision of a map showing the dog zone is being investigated for incorporation into new information boards by Mr McGahey and Mrs Horn.

Zip Wire – To receive an update in relation to the installation of the replacement piece of equipment and to consider holding a small opening event

It is suggested that invitations to a small opening event are extended to those who have awarded a grant to the Council towards the cost, the Mayor of WDBC and Chairman of Okehampton Hamlets Parish Council, and representatives from Okehampton Primary School who will be users of the equipment.

Date and format to be agreed with the Chairman of the Parks Committee.

Okehampton Town Council Budget 2022/23

PARKS & OPEN SPACES (incl CAR PARKS)

DRAFT V2 30/11/2021

Expenditure	Actual	Budget	Actual	Projected	Budget	Code
	2020/21	2021/22	30/09/2021	2021/22	2022/23	
Note						
1 Salaries / pensions	66766	72100	34555	72100	75705	4001 302
2 Legal and Professional fees	4792	3000	1043	3000	3000	4055 302
3 Water charges	1158	1000	680	1400	1442	4012 302
4 Electricity	2881	3000	1626	3000	3300	4014 302
5 Telephone / alarms	261	500	123	300	300	4021 302
6 Insurance	6097	0	0	0	0	4025 302
7 Inspections (Water and Bridges)	1080	6920	540	5000	5000	4037 302
8 Public Lighting - sitewide	0	850	192	850	1000	4039 302
9 Non Domestic (Business) Rates	4541	4680	4541	4541	4678	4011 302
10 Waste disposal/dog bins	2796	4300	1772	4000	4300	4151 302
11 Clothing/PPE	570	400	181	300	400	4068 302
12 Tool & equipment m&r	2331	2300	341	2300	5300	4067 302
13 Equipment & plant hire	74	1000	970	1000	1000	4074 302
14 Vehicles - Repairs/MOT/TAX/Service	22575	800	334	800	800	4079 302
15 Petrol/gas/oil	1342	2000	790	1600	2000	4157 302
16 Tree surveys, works & new trees	2527	3000	0	3000	3200	4148 302
17 Soil, Fertilisers, weed killer	750	750	49	300	500	4075 302
18 Bulbs and Shrubs	700	1000	240	1000	1000	4070 302
19 Grds maint/footpaths/skatepark	601	3000	2521	3000	3000	4071 302
20 Property repairs/security	1391	754	1400	1400	1500	4073 302
21 Play equipment repairs and maintenance	1645	2500	10	2500	4000	4164 302
22 Bus shelters	0	250	0	0	0	4166 302
23 Park bench refurbishment	91	1000	0	1000	1500	4162 302
24 Wildlife Interpretation Board	0	4300	0	0	700	4076 302
25 Pillbox Refurbishment	0	800	0	800	0	4142 302
26 Repainting railings etc	0	1500	0	0	1500	4143 302
27 Parking Mgt Charge (WDBC)	3300	9000	1568	6300	7000	4006 313
28 Cemetery						
Burial ground maintenance	772	500	0	500	500	4038 302
Spoil Removal	0	1500	600	600	500	
Cemetery Management Costs	0	2000	15	100	500	
42 Business Rates	0	0	0	597	130	
Ear Marked Reserves (see attached)					8000	
total a	129041	134704	54091	121288	141755	
CAPITAL WORKS						
29 Telephone box removal/resiting	88	150	0	150	0	4449 302
30 Verti drain field (5 yearly)	0	1000	0	0	0	
31 Replacement matting play area	0	8000	0	0	0	4453 302
total b	88	9150	0	150	0	
total expenditure a+b	129129	143854	54091	121438	141755	
Income						
32 Waitrose WDBC	65959	65000	49936	66000	66000	1022 313
33 Simmons Park car park incl season tickets	18280	25000	9442	18000	20000	1032 313
34 Park Hirings (incl Fair/Circus)	0	1000	1792	1792	1500	1083 302
35 Putting-public		0	100	100	100	1079 302
36 DCC Playing field	200	200	0	0	0	1031 302
37 Donations	0	0	118	118	0	1020 302
38 Grant	1975	0	1565	0	0	1021 302
39 Misc income	2362	0	1437	0	0	1004/1080 302
40 Simmons Charity	2803	3000	1589	3000	3000	1084 302
41 Cemetery						
Burial income/reserve plots	6391	2000	0	0	0	1074 302
Interment Fee		0	300	450	300	1037 302
Exclusive Right of Burial		0	1470	2100	2000	1038 302
Memorial Stone		0	400	600	500	1039 302
total income c	97970	96200	68149	92160	93400	
Net expenditure/income (a+b)-c	31159	47654	-14058	29278	48355	

Notes

- 1 3% had been budgeted for in 2021/22. As of 18/10/21 the pay increase for 2021/22 has not been finalised. This makes budgeting for 2022/23 particularly difficult. In addition to the % increase employee and employer National insurance contributions are increasing by 1.5% and the employer pension contribution is projected to increase by 2%. An increase of 5% on the projected year end figure is recommended to allow for % increase as well as the NIC impact
- 2 Recommend rolling over unused funds and adding £3000 for lease agreements that need to be reviewed
- 3 3% increase recommended on actual figure for 2021/22
- 4 Recommend 10% increase because of volatile market
- 5 Budget reduced following changes to the system
- 6 incorporated within insurance in P&R committee budget
- 7 Inspections will need to be undertaken
- 8 recommended columns are painted by a contractor to prolong lifespan
- 9 3% increase recommended on actual figure for 2021/22
- 10 price increase expected
- 11 To cover PPE and clothing requirement
- 12 New trailer required at approx £3000
- 13 Occasional plant hire required - ie rotivator for the wild flower verge
- 14 Vehicle maintenance
- 15 Increase budget due to rising costs
- 16 Regular tree surveys and maintenance required
- 17 Some required occasionally - reduced budget
- 18 Replacement bulbs/shrubs as required including roses
- 19 continual maintenance required
- 20 Maintenance of premises
- 21 ongoing maintenance of equipment
- 22 Recommend rolling over unused funds
- 23 ongoing schedule of refurbishment
- 24 Roll over remaining funds and add £700 - project planned to be completed over the winter/spring 2021/22
- 25 project will be complete by the end of the 2021/22 financial year.
- 26 rollover remaining funds and add £1500
- 27 Payable to WDBC
- 28 cemetery costs
- 29 project will be complete by the end of the 2021/22 financial year
- 30 recommend rolling over remaining funds
- 31 recommend rolling over remaining funds
- 32 Carpark income share
- 33 Carpark income
- 34 conservative estimate of income
- 35 estimate of putting income
- 36 Charity Income
- 37 Donations - none anticipated
- 38 no grant income anticipated
- 39 Misc Income not anticipated
- 40 Simmons Charity income - added into anticipated income as resolved by FC (Ref 511)
- 41 Cemetery income - recommend all income is resolved to be transferred to EMT for future purchase of land at year end.
- 42 Cemetery Business Rates expenditure added as resolved by FC (Ref 511)



Okehampton Town Council

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Lone Working Policy

Definition

The definition of Lone Working for the purposes of this document refers to situations where staff, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance.

Lone working will be avoided where possible, and managed when it is necessary for members of staff to work alone. Any concerns should be directed to the Town Clerk.

Okehampton Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. This includes apprentices who are subject to the same employment terms and conditions as other employees, volunteers and Councillors.

Commented [EJ1]: Addition for clarification

Okehampton Town Council will determine, by risk assessment, those activities where work can be done safely by an unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- The remoteness or isolation of work location
- Any problems of communication
- The possibility of interference, such as violence or criminal activity from other persons
- The nature of injury or damage to health
- Known/identified medical concerns in relation to individual members of staff

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures implemented by the Council, including:

- Checking that the work being carried out has been subject to risk assessment and if there are any specific requirements in place to reduce or eliminate any identified risks. Some tasks may have been identified as requiring the assistance of a second person or prohibited from being a lone working activity.
- When working alone, e.g. in an isolated area, another member of staff must be aware of your location and the expected time frame necessary to complete the task.

- If possible contact with a nominated person at regular intervals should be arranged before undertaking the task, e.g. via use of a mobile or walkie talkie. If there is no mobile phone connectivity or walkie talkies are not in range then ensure you arrange for an alternative method of checking in.
- Do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk or your line manager

Nominated Person

Any person nominated to be the contact for a lone worker must ensure contact is received after the allotted time.

If the allotted time passes without and no contact has been made, the nominated person must seek to make contact with the lone worker;

- Contact lone worker using established method
- Visit last known location, if the lone worker is not there
- Visit other likely places of work and/or contact next of kin to attempt to establish whereabouts
- Emergency services

Monitoring and Review

Arrangements implemented to ensure the safety of lone workers must be subject to a monitoring regime by the line manager.

Risk assessments will be reviewed if any significant changes take place, following an accident/incident or following any concerns being raised. Any review should ensure that existing control measures are adequate and check if any additional controls are needed.



Okehampton Town Council

Snow and Ice Management Policy

In line with the resolution made by the Parks Committee on 11th February 2019 regarding the management of snow and ice within Simmons Park and other outdoor areas which are the responsibility of the council, this policy has been drawn up.

Simmons Park

On being advised of imminent snow/icy conditions temporary warning signage will be strategically placed at the pedestrian entrance, at both sides of the bridges and other prominent areas of the park, advising caution as paths may be slippery and untreated.

Being the area within the council's responsibility which has the highest footfall and most likely to be frequented by members of the public during periods of snow, the pathway from the pedestrian entrance gate to Chalet Treloar and across Jubilee Bridge into the car park will be cleared of snow and gritted, as much as reasonably possible and if members of staff are able to make their way safely to the site.

Grit spread on Jubilee Bridge will be kept to a minimum to minimise the risk of it washing into the river.

Clapps Wood

The pathway will not be cleared of snow or gritted as the council does not employ enough members of staff to undertake this.

On being advised of imminent snow/icy conditions temporary warning signage will be fixed to the gate at each end of the pathway through the woods.

Fairplace Garden and Public Toilets

~~Following transfer of these assets to the council, anticipated to be 1st April 2019:~~

The pathway in front of and entrance to the public toilets at Fairplace and Market Street will be cleared of snow and gritted, as much as reasonably possible and if members of staff are able to make their way safely to the site.

On being advised of imminent snow/icy conditions temporary warning signage will be placed as near as possible to the entranceways.

Other Areas

It will not be possible to clear snow or grit, or place signage in other areas, including the skate park, that are the responsibility of the council and these will be left untreated.

Commented [EJ1]: remove

Commented [EJ2]: add

**Okehampton Town Council
Request for Use of Simmons Park (Kempley Meadows)**

Please use this form if you wish to hold an event in Simmons Park. Complete and return the form to the Town Clerk, Okehampton Town Council, Town Hall, Fore Street, Okehampton EX20 1AA.

Simmons Park, Okehampton EX20 1EP

Name of Event	
Event Date	
Event Time Include your arrival and departure time on site	
Area of the park where you would like to hold your event	Please mark within the red edged area on map below
Type of event	Public Private Commercial Non-commercial Charity



Name of Event organiser	
Address	
Postcode	
Telephone number	
Email address	

Do you intend to utilise or permit any of the following features at the event? Please tick appropriate boxes

Amplified music	<input type="checkbox"/>	Fairground /Play /Sports Equipment	<input type="checkbox"/>
P.A. system	<input type="checkbox"/>	Food / Drink provision (for sale or free)	<input type="checkbox"/>
Animals	<input type="checkbox"/>	Alcohol (for sale or free)	<input type="checkbox"/>
Generator /Power supply	<input type="checkbox"/>	Vehicles (on site)	<input type="checkbox"/>
Portable toilets	<input type="checkbox"/>	Stewarding / security (details of this need to be included on your risk assessment form.)	<input type="checkbox"/>
Bouncy castles/ inflatables	<input type="checkbox"/>	Barrier / fencing	<input type="checkbox"/>
Carnival / Procession	<input type="checkbox"/>	Fireworks / pyrotechnics (please contact the Town Clerk in advance)	<input type="checkbox"/>
Marquees / Gazebos	<input type="checkbox"/>	River activities (details need to be on your risk assessment form)	<input type="checkbox"/>

Please note that the release of balloons, the use of Chinese lanterns or similar types of lanterns is not permitted. Barbeques and bonfires are also not permitted.

If you have ticked yes to any of the above please provide further details below: Please note certain activities may require your organisation to obtain a TEN [Temporary Event Notice] from West Devon Borough Council).

Number of people expected to attend?			
1-20	21-50	51-100	101-250
Is this event free?			
Yes	No	If no what is the admission price?	

What arrangements do you intend to make for:	
Number of vehicles expected	
Parking plan Event staff Visitors	
Traffic control	
Emergency evacuation	
Removal of rubbish (if not removed you will be charged)	
Severe weather cancelation	
First aid	
Lost child	
Accident book	
Ground inspection pre / post event Please give a convenient date to meet	

In order to confirm the Council's approval of your use of Simmons Park for this event you are required to:

- provide a site specific risk assessment for the event
- send in a copy of your current insurance certificate in respect of Public Liability and Third-Party risks
- agree to the Council's Letting Policy/Terms and Conditions
- agree to the deposit of a £500 damage bond if it is assessed that your event presents a risk of damage to Simmons Park.

Signed.....

Date.....

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this request. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179.

Okehampton Town Council
Simmons Park (Kempley Meadows) Terms and Conditions of Hire

Please read the conditions of hire before completion and submission of the hire application form.

For the purpose of these conditions, the term HIRER shall mean an individual organiser of the event or where the HIRER is an organisation, the authorised representative. Simmons Park is managed by Okehampton Town Council, referred to in these conditions as the COUNCIL.

Applications

- All applications for use of Simmons Park must be made on the official application form. The person making the application shall be held responsible for the effective supervision of the area of the Park in its use, care and safety. Any hirer must be over the age of 18.
- The application only becomes a booking when it is confirmed by the Council.

Fees

- There is no charge for the hire of Simmons Park for not-for-profit groups, organisations or charities.
- The fee to be charged for all other hirings will be set at the discretion of the Council.

Cancellations

- In the case of a cancellation of a booking, the hirer shall inform the Council at the earliest opportunity.
- The Council reserves the right at any time to cancel the event, close or prohibit the use of the Park at its discretion. The Council will not be liable for any loss or expenditure incurred by or on behalf of the hirer or by or on behalf of any other person arising from the cancellation by the Council.

Right of Entry

- Authorised Council officers or Members shall be permitted entry to the Park at all times during the period of hire.
- During the hire period members of the public must be allowed to access the public open space.
- The Council reserves the right to fix a maximum limit for the number of persons attending the event.

Property

- The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left at the venue before, during or after the hire period.
- The Hirer shall not be permitted to remove or obscure Council notices or signs displayed in the Park without the prior written consent of the Council.
- The Hirer shall not interfere with or attach anything to any item of Park furniture.

Permits and Licences

- The Hirer shall ensure that any licence, permit or other consent which may be required is obtained before the event may take place and shall, where requested, produce copies to the Council. See West Devon Borough Council licensing department for more information www.westdevon.gov.uk/article/860/Licensing
- If the event includes the selling/preparation/handling of food, food hygiene regulations apply and you may need a licence. Please see www.westdevon.gov.uk/FSA for further information and details.

- Where the event includes the playing or performing of music requiring PRS and/or PPL licences the event organiser must meet all legal licensing requirements by obtaining the appropriate licences, see <https://pplprs.co.uk/business/live-music-festivals-concert-venues/> and <https://ppluk.com>
- Alcohol permits are available from [Temporary Event Notice \(TEN\) - West Devon Borough Council](#)

Health and Safety

- The Hirer must provide a site specific risk assessment for the event. The risk assessment should consider site specific issues/hazards. For example, these can include manual handling, vehicle movements, working at height, electrical safety, slips and falls and safety around the river.
- The hirer is responsible for adequate fire precautions and for the maintenance of clear exits for emergency vehicles and for ensuring that no pathways are blocked.
- The Hirer shall inform the Town Clerk of any accidents or serious incidents which occur during the event.

Indemnity & Insurance

- Hirers are required to hold a current policy of insurance in respect of public liability or third party risks (including products liability where appropriate). The relevant limit of indemnity must be no less than £10 million and the Council reserves the right to require a higher limit if deemed necessary.

Safeguarding Children & Young People

- Appropriate arrangements shall be in place for missing and found children.

Noise

- Consideration shall be given to neighbouring properties and event noise kept to reasonable levels at all times.

Litter

- All litter and refuse generated by the Event shall be removed from the Park by the Hirer/organiser. If any refuse is left on site, a fee of up to £100 will be charged depending on amount and type of waste left on site.

Stewarding

- An adequate number of stewards must be provided at the event having regard to the size of the event and the nature of the activities.
www.eventsmedicalservices.co.uk/event-medical-cover/event-medical-services-risk-calculator.html
- The Council reserves the right to request additional cover is provided.

First Aid Provision

- Adequate provision of first aid personnel and facilities must be provided for the number of people expected to attend and for the type of event and in accordance with the risk assessment.

Electrical Installations & Generators

- All electrical installations and equipment used at the event must be in a safe condition and suitable for external use.
- Generators and/or electrical equipment shall not be easily accessible to the public and must be barriered to prevent unauthorised access and/or interference.
- All portable electrical equipment brought onto the event site must be in a safe and serviceable condition and have a current in-date PAT label.

Electricity Supply Cables

- Electrical supply cables shall be positioned so they are not liable to physical damage and positioned so as not to cause trip/other hazard. If cables cross a footpath, they should be covered by standard walkway protection.

Use of Gas Cylinders

- Gas cylinders should be positioned away from ignition sources, gulleys, drains or other holes and securely fixed with the valve uppermost. No additional cylinders shall be stored on site.
- Gas cylinders must be conspicuously signed 'LPG Highly Flammable'.
- All fittings must be compatible with the type of cylinder/equipment in use and be in good serviceable condition.

Toilet Facilities

- Adequate toilet facilities must be available during the event.
- For large events, additional portable toilets should be provided if there are insufficient toilets nearby.

Inflatable Entertainment Equipment

- Any bouncy castles or similar inflatable entertainment equipment must have a current annual inspection certificate provided by a registered inspector. This must be provided to the council on request together with a risk assessment.
- Inflatable entertainment equipment must not be used when the wind or gusts are in excess of the maximum safe wind speed specified by the equipment manufacturer.
- Inflatable entertainment equipment must be attended at all times.

Fairground Rides

- All fairground rides at the event must have a current inspection certificate provided by organisation with the Amusement Devices Inspection Procedures Scheme (ADIPS).
- All fairground rides shall be operated in accordance with HSE Guidance for this type of equipment.

Temporary Structures (Gazebos, Tents & Marquees)

- If these are to be used, they should be placed considerately, secured to the ground and not used in high wind conditions. Fabric structures should not be left unattended at any time.

Animal Welfare

- Where the event involves animals the Event organiser must ensure that the best welfare practices are observed at all times.

Fly Posting

- Fly posting in connection with any hiring is prohibited and, if undertaken, could result in refusal of future reservation.

Advertising

- No commercial advertising is allowed at the venue unless associated with the use of the premises for hosting a specific event when temporary advertising up to 10 days in advance of the event will be allowed and must be removed at the end of the event.

Other

- The release of balloons, the use of Chinese lanterns or similar types of lanterns is not permitted.
- Barbeques and bonfires are also not permitted.



Okehampton Town Council

Okehampton Town Council

Simmons Park Hire Policy

1. Simmons Park is managed by Okehampton Town Council's Parks Committee. The Council has a policy of letting its facilities for the benefit of the community and only charges profit making organisations on a case-by-case basis.
2. The Park shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
3. Okehampton Town Council does, however, reserve the right to refuse, at its absolute discretion, to let facilities particularly where the letting may be to the detriment of the park, its staff and local community.
4. The management and bookings of all external lettings is the responsibility of the Town Clerk. The fee to be charged to hire by profit making organisations will be approved by the Parks Committee. The use of the park may be subject to restrictions (eg if it is booked for the travelling fair).
5. All users and hirers must comply with health and safety regulations, complete a site-specific risk assessment form, and provide a copy of their public liability insurance with cover of £10 million. The full requirements must be discussed with the Town Clerk prior to the event. The details of the event to include the appointment of qualified stewards where necessary, the park left in a clean and tidy condition at the close of the event. If any rubbish is left on site a fee of up to £100 will be charged depending on the amount and type of waste left on site.
6. Fine details of the event will be determined with the park-keeper on a site meeting to be arranged with him in good time prior to the event.
7. Vehicle access will be prohibited across the park except by permission granted by the Town Council or for the use of emergency vehicles.
8. The Council will issue a booking form identifying the requirements of the hirer and will maintain a diary of events taking place in Simmons Park.
9. All bookings must comply with the requirements of the licences in place. In the event of a requirement for an extended or additional licence cover, a minimum of 6 weeks notice must be given in order for statutory approval to be sought.