

**Okehampton Town Council
Parks Committee Meeting 18th May 2026
Meeting Report**

Date:	7 th May 2026
Name:	Emma James/Abi Horn

**7. Simmons Park
7.1 Bookings**

Booking Name	Group Name	Start Date	End Date
Park Runs	OCRA	Sat 28/03/2026 08:45	Sat 26/01/2030 10:15
Rotary Summer Fair	Rotary	Sun 24/05/2026 08:00	Sun 24/05/2026 18:00
Rowlands Fair	Anderton and Rowland Amusements	Mon 01/06/2026 10:30	Mon 08/06/2026 11:30
Okeford Charity Dog Show 2026	Okeford Dog Show	Sun 14/06/2026 11:00	Sun 14/06/2026 18:00
Okehampton College West Devon Youth Music Festival	Okehampton College	Sat 04/07/2026 08:00	Sat 04/07/2026 20:00
Pride Event	Okehampton Pride	Sat 18/07/2026 08:30	Sat 18/07/2026 19:00



Okehampton Town Council

Parks Booking Checklist Pre and Post booking

Booking Organisation

Date

Name (PRINT) Signed

Park Keeper

Name Signed Date

Before the event starts	
Has your booking been confirmed by the Council?	
Have you received the Simmons Park booking Policy and terms and conditions and read it?	
Have you returned your booking form?	
Have you provided a copy of your public liability insurance?	
Have you provided a risk assessment for the event?	
If applicable, have you applied and received a TENS licence from WDBC for your event (alcohol, music, food vendors) and provided the Town Council with a copy?	
Do you have first aid cover for the event?	
Do you have a weather contingency plan?	
Do you have a plan for lost children?	
If there is a charge from OTC for this event has it been paid?	
Have you checked the area before setting up for the event for hazards?	
Are any items being delivered before the event such as portaloos or left after the event?	
After the event	
Have you removed all structures and vehicles that are part of your event?	
If tent pegs have been used, have they all been removed?	
Has the litter and waste been removed?	
Has any damage been reported to the Town Council?	
Has the area been checked for hazards?	

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).

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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-Hiring 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	<h2>Okehampton Town Council</h2> <h3>Simmons Park Hire Policy</h3>
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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 (e.g. if it is booked for the travelling fair). [A refundable bond may be required for commercial events at the Parks committee's discretion.](#)

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.

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.

Commercial hirers will be required to pay a refundable bond in case of damage to the Park.

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-concertvenues/> 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-riskcalculator.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.

Under no circumstances are animals to be given away or sold on Council property.

7.2 To consider maintenance responsibilities for the access road to OCRA

Vehicular access to the Football Club is defined in the lease

Vehicular access to the Pavilion is permitted by OCRA for deliveries and those with Blue Badges.

OTC currently maintains the access to the Pavilion which is mainly used by vehicles accessing either the Football Club or the Pavilion. It is very rare that vehicular access is required by OTC.

The Committee is requested to consider asking OCRA to maintain the accessway highlighted in purple.



Blue – Land leased to DMAT

Pink – Land leased to OAFK, Yellow – Access maintained by OAFK

Purple line – Access currently maintained by OTC

7.5 Sporting Facilities – To consider a request from OCRA and Okehampton College to improve facilities

A request has been received for permission to add permanent football and rugby goal posts in locations as identified and for additional pitch markings.

See separate document 'Improved sporting facilities for the people of Okehampton' for further information.

7.7 Wildlife events

- Friday May 1st 7.30pm onwards-Nocturnal bat walk
- Saturday May 2nd 10.30 onwards- Moth and insect catching event in meadow
- Sunday June 28th 10.30 onwards- Hedges and bird event (with BTO Expert)
- Wednesday August 12th 1.00pm-3.00pm- Pond Dipping Dartmoor National Park hosting
- Tuesday August 18th 11-1pm-Insect catching meadow
- Friday August 28th 7.30pm Bat and nocturnal event

7.8 Simmons Park Car Park - To consider the offer of free parking in December as previously, and for the Saturday of Ten-Tors in 2027

In recent years free parking has been offered by OTC throughout December from 12noon daily, all day Saturdays and Bank Holidays.

The Committee is requested to consider continuing to offer this free parking to support local businesses and also to offering free parking in Simmons Park on the Saturday of Ten Tors in 2027 and ongoing.

9. Cemetery

9.1 Burials

1 burial

3 headstones

9.2 Row 19 Memorial Alignment

Letters have been sent to families and stonemasons.

Have met one stone mason on site and have another site visit with another stonemason in a couple of weeks. The picture below shows the plumb line that the masons have been asked to match the back of the foot plate to.

