

**Okehampton Town Council
Parks Committee Meeting 28th September 2026
Meeting Report**

Date:	14 th September 2026
Name:	Emma James/Abi Horn

**7. Simmons Park
7.1 A) Bookings**

Booking Name	Start Date	End Date	Room(s)
Park Runs	Sat 28/03/2026 08:45	Sat 26/01/2030 10:15	Simmons Park
Bandamonium Brass Band	Sun 26/07/2026 12:30	Sun 26/07/2026 14:00	Simmons Park
Eggesford Pony Club Triathlon	Sat 03/10/2026 11:00	Sat 03/10/2026 14:30	Simmons Park

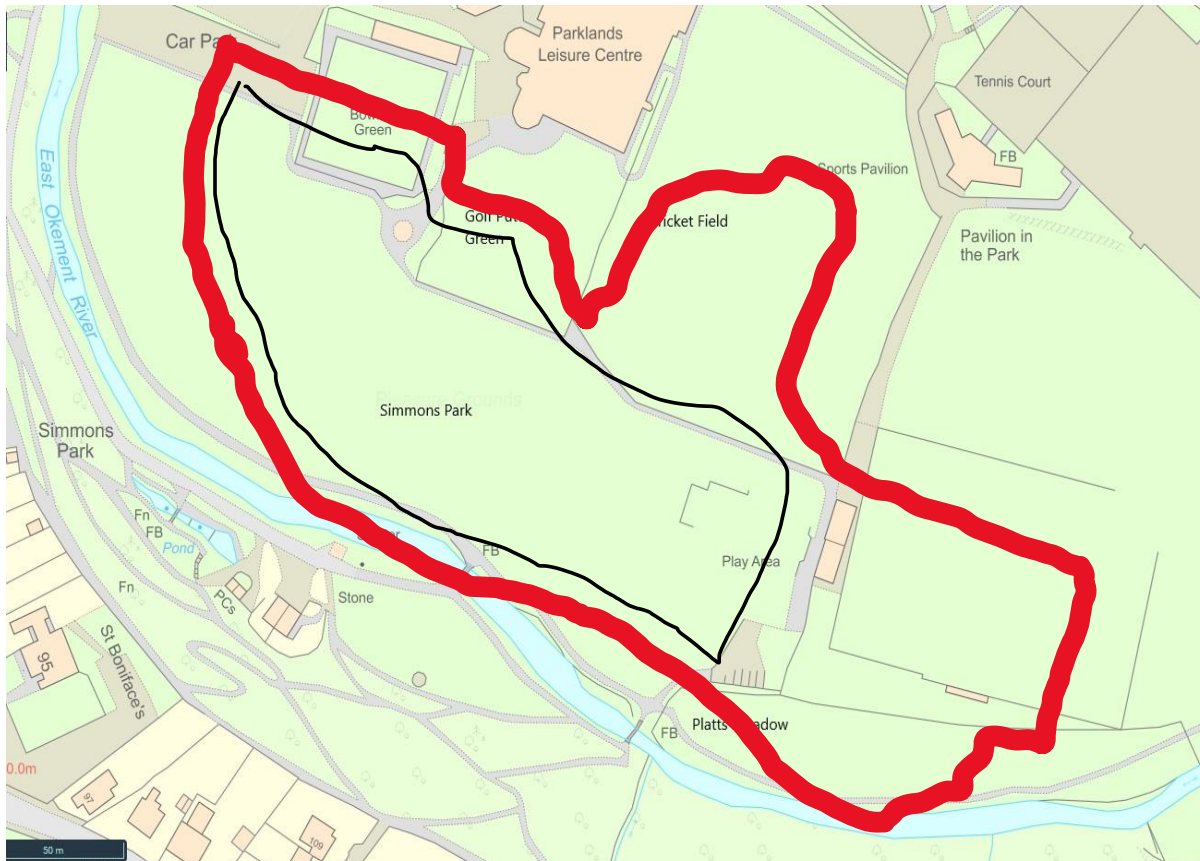
b) Beer and Boots Festival

**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	Beer & Boots Festival
Event Date	22 nd May 2027
Event Time Include your arrival and departure time on site	Saturday, 12-10pm Arrive Thursday 12pm. Depart 3pm Monday
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	Commercial



Name of Event organiser	[REDACTED]
Address	[REDACTED]
Postcode	[REDACTED]
Telephone number	[REDACTED]
Email address	[REDACTED]

Do you intend to utilise or permit any of the following features at the event? Please tick appropriate boxes			
Amplified music	yes	Fairground /Play /Sports Equipment	yes
P.A. system	yes	Food / Drink provision (for sale or free)	yes
Animals		Alcohol (for sale or free)	yes
Generator /Power supply	yes	Vehicles (on site)	yes
Portable toilets	yes	Stewarding / security (details of this need to be included on your risk assessment form.)	yes

Bouncy castles/ inflatables	yes	Barrier / fencing	yes
Carnival / Procession		Fireworks / pyrotechnics (please contact the Town Clerk in advance)	
Marquees / Gazebos	yes	River activities (details need to be on your risk assessment form)	

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).

Beer & Boots Festival is a relaxed one-day country music festival bringing together live country tribute acts, line dancing, street food, licensed bars and feel-good summer entertainment. Designed for around 4,000-6,000 attendees, the event runs from 12pm-10pm and is all about great music, cold beer and good company in a friendly outdoor festival atmosphere.

Number of people expected to attend? 4,000			
Is this event free?			
	No	If no what is the admission price?	£5-15

What arrangements do you intend to make for:	
Number of vehicles expected	On site parking and TBC by event management plan

Parking plan Event staff Visitors	TBC
Traffic control	TBC
Emergency evacuation	TBC
Removal of rubbish (if not removed you will be charged)	TBC
Severe weather cancelation	TBC
First aid	TBC
Lost child	TBC
Accident book	TBC
Ground inspection pre / post event Please give a convenient date to meet	TBC

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 [REDACTED]

Date: 25/08/26

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.

7.2 Fees for hiring the Park



Okehampton Town Council

Okehampton Town Council

Simmons Park Hire Fees and Charges 2027/28

The charges for Okehampton Town Council facilities are as follows for the period 1st April 2027 to 31st March 2028, the Council reserves the right to amend them at any time.

Charges for the hire of the Park are per day unless stated otherwise. The times stated on the booking form must include setting out and clearing up, and the park must be vacated by the time stated. A refundable deposit will be required for all bookings (commercial and not-for-profit).

All charges include VAT	Trading/Event Day		Additional setup/closedown days	
	Community	Commercial	Community	Commercial
Hire fee per day	Free	£433	Free	£100
Refundable deposit (Per booking)	£50	£50	-	-
Waste disposal (if not removed)	£100	£100	-	-

A £50 refundable deposit for all bookings is required at least 14 days prior to the date of hire. The deposit may be retained in full or in part in the event of any damage caused to Council property or if waste/rubbish is not removed from the site following the hire, for which there may be an additional invoice issued.

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. Please contact us for a quote to verify any possible costs.

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 as a minimum. In addition hirers are required to complete a health & safety check of the grounds/facilities used both before and on vacating the site and provide the council with a copy.

Temporary toilets provided by the hirer must be secured when not in use, delivery and collection dates/time to be agreed. The hirer is responsible for any clear-up that may be necessary, and the deposit may be used to facilitate this if necessary.

All bookings must comply with the requirements of any other licences that may be needed, for example a Temporary Event Notice (TEN) from WDBC for the holding of one-off events where there will be entertainment, alcohol, hot food or drink for sale. 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.

The Simmons Park Bylaws must be adhered to.

7.3 Fair dates

The Fair will pull on site Sunday 11th October, vacate Sunday 18th October, and their operating days will be Thursday, Friday and Saturday which are the 15th, 16th and 17th of October.

7.4 Green Flag Dementia Friendly Parks

Dear Green Flag Award applicants

The Association for Dementia Studies, University of Worcester is currently undertaking a project on 'Working towards creating dementia friendly parks, outside spaces and nature reserves: development of a guide and environmental self-assessment tool', which is funded by The National Lottery Heritage Fund.

Green Flag Award is a collaborator on the project, and we wanted to share with you that there will be an opportunity for sites to apply to become a case study for the project. Six successful sites will each receive a capital grant of £10,000 (inc. VAT) to make dementia friendly improvements to their outside space and to evaluate their outcomes. Applications are invited from any park, green space or nature reserve of any size in England.

Information about the case study application process is available on the project website at <https://outdoordementiadesign.on.worc.ac.uk/index.php/case-studies/>. Applications will be accepted from 1st September to 30th September.

9.1 Burials

1 Scattering

1 Headstone

250901 Okehampton
Cemetery

Consultant Tracker

Discipline	Consultant	Scope	Completed
Planning & Heritage	Devon & Cornwall Planning	Policy TTV26 statement regarding part iii – prejudice agricultural operations BMVAL statement Climate Emergency Compliance Form Carbon Reduction Statement Heritage Impact Assessment	
Topographical Survey	Lewis Brown	Topographical Survey	Completed
Ecology	Ecological Surveys Ltd	Ecology Surveys & BNG information Wildlife Trigger Table and potential Ecology Report and BNG	Completed
Drainage	Environ	Surface Water Drainage Assessment (SWDA) Guidance Validation Tool (PLEASE NOTE) that on the last page of the summary sheet that will generate will include the required documents you need to submit in order to validate your application.	Underway
Highways	Belvedere Consulting	Highways information regarding widening of access/footpath connections	
Arboriculture	Doug Pratt Consulting	Tree survey, AIA & Tree Protection Plan	

Archeology/Geo Phys

AC Archeology

Archaeological Assessment & Geophysical
Survey (dependent on results - archaeological
evaluation trenches or test pits)

Looking to submit planning application in December.

8.4 Headstone in closed area



I was at the churchyard this morning {as you do!] and came across the graves of James and John Crouch.

One headstone reads

This vault are deposited the remains of John Crouch. The elder son of John Crouch Snr.

Late of He was several times Mayor of Okehampton. He died Jan 10th 1868, aged 80 years.

His benevolence to the poor and general good qualities endeared him to his friends and relatives who have erected this stone as a token of their esteem and respect for his memory.

On the reverse of the stone is

Beneath this stone are deposited the mortal remains of James Crouch Esq., Who died July 2nd 1863 aged 72 years. For 23 years he faithfully filled the office of the Foreign Messenger to his late Majesty King William 4th and her present Majesty Victoria. On retiring from his public duties he returned to his native town, to spend the remainder of his days. He was twice elected Mayor of the Borough and used his interest and best exertions to fill the office. His sincere affections for his relations unbounded liberality to his friends and benevolence to the poor will long

..... respect and esteem by all that knew him. Leaving two sisters and three brothers.

I will now come to the reason I am emailing you both. There are grave stones which are now covered in Ivy, including this one. I am well aware that it is a closed churchyard and designated by Steven as a wildlife area. But while I was there, there was someone strimming for West Devon and he said that if we asked West Devon they could cut back some of the Ivy which is damaging the headstones. It is sad that the resting place of people like this are not respected. It can still be a haven for wildlife, but managed.

Would the Council agree to a letter going to West Devon asking for the Ivy to be cut and or removed from the Headstones.