

# Green Flag application DRAFT

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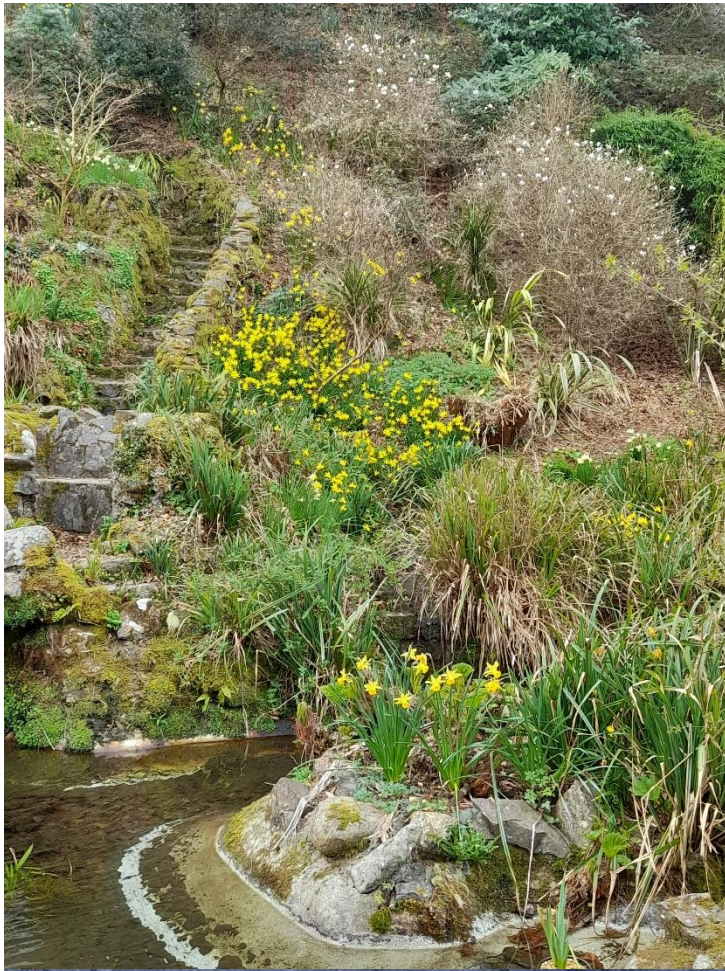
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## Introduction

It has been good to see the park used again for various community events. The Rotary Fair and Jubilee Celebration are just two examples of how lucky we are to be able to hold such events in the centre of the town. The Park budget still remains one of the highest. Unfortunately, being a public open space which is free for everyone to enjoy, there is little opportunity to offset the maintenance and staffing costs. The fair and other commercial events do pay, but they are few.











We are working with groups looking at reducing single plastic use and environmental issues. All possible green waste is made into compost and spread on the flower beds. All other waste is collected by a contractor who has a zero-landfill policy.

At last, we are able to replace a structure on the old bandstand base. We had a generous donation from a member of the public which added to our existing budget and we are now hoping a pergola will provide a venue for wedding photographs and art exhibition opportunities.



As always, we recognise the hard work carried out by our Park staff for keeping our town attractive for locals and visitors to our town.





Okehampton coming together to  
celebrate the Queen's Platinum Jubilee



**Park Volunteer Group**  
What Can I Do  
to help in Simmons Park

**Tuesday 13th June**  
at 10am in the Pavillion in  
the Park free tea and cake

**Find out more about  
the management of  
Simmons Park**

**Meet the Park Keeper  
and sign up to the park  
volunteer group**

**Thursday 2<sup>nd</sup> June**

**The Queen's Jubilee Beacon**  
Okehampton Showground  
Music & Entertainment 7:30 - 10:30 pm  
Beacon lighting - official tributes by a  
Piper, Cornet players and Community  
Choir  
Refreshments Bar Parking



**Saturday 4<sup>th</sup> June**

**Simmons Park**  
Fields in Trust Sports Day 10am  
Service of Thanksgiving 2pm  
Tree dedication 3pm  
Opening of the Zip Wire 3:15pm  
Cream teas and performances by  
local groups 3:30pm



**Friday 3<sup>rd</sup> June**

Service of Thanksgiving from  
St Paul's Cathedral shown on  
OCRA big screens  
Special menu available in the  
Pavillion  
Garden games to play outside



**Sunday 5<sup>th</sup> June**

**Rotary Club of Okehampton**  
May Fair  
11am to 5pm  
In Simmons Park  
Duck racing with a twist  
Stalls from local groups  
Refreshments



**Easter  
Holiday Trail**  
in  
Simmons Park

Trail sheets from  
Town Hall,  
book swap or  
Town Council website  
[www.okehampton.gov.uk](http://www.okehampton.gov.uk)

**Chocolate Prizes for  
everyone who  
returns it to the  
Town Hall**











*You're  
Invited!*



**Bring your picnic along to Simmons  
Park - Sunday 5th June from 11am &  
help celebrate Her Majesty's Platinum  
Jubilee**

**Food & Drink *live entertainment*  
guide dog demo *stalls* bouncy castle *duck races & Best Hat  
competition***

All Duck Ticket holders will be entered into the  
**PLATINUM DUCK** draw, sponsored by **W.J. Pearsall, the  
lovely jewellers in The Arcade, Okehampton** & the lucky  
winner will get a £150 W.J. Pearsall voucher to spend in  
the shop

## **DUCK TICKET SALES:**

**outside  
Waitrose  
Friday 27th  
May**



**in Red  
Lion Yard  
Saturday  
28th May**

**ALSO: DOGBERRY & FINCH** (cash  
only please)





## Site Description and Background

### Site

Simmons Park is owned and managed by the Okehampton Town Council on behalf of Simmons Park Charity, within the District area of West Devon Borough Council, in the County of Devon. Okehampton, approximately 25 miles west of Exeter along the A30, has a population of about 5922 at the 2011 census and is an 'Area Centre' in the Structure Plan, serving a wide rural community. The Park, with a total area of approximately 25.5 acres (10.3 hectares) is located on both sides of the East Okement River, just south of the Okehampton town centre, with access from Mill Road. There are also several entrances to Simmons Park from Station Road and the newly reopened train station.





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The original historic Park is linear, contained by the River and heavily wooded slopes that back onto residential properties in Station Road. The whole Park is within the Okehampton Conservation Area, includes one Grade II Listed Building and is on the English Heritage Register of Parks & Gardens of Special Historic Interest.

## Background

Land for the original Park on the western side of the East Okement River, and funds for its layout, were given to the Town by Mr Sydney Simmons (1840-1924), a locally born businessman who travelled the world before making his fortune in London, where he also donated Friary Park in Friern Barnet to local people. The layout was designed by Mr Francis Worden, the Borough Architect & Engineer, under the close direction and instruction of Sydney Simmons. No copies of the original layout plan appear to have survived.

One of the conditions attached to the gift was the inclusion of alms-houses. As a result, five were built in three separate buildings. All add to the architectural interest of the Park and one, 'Treloar', in a Swiss chalet style, is a Grade II Listed Building.

The Park was formally opened on 8 July 1907 by Sir William Treloar, Lord Mayor of London, and a close personal friend of Sydney Simmons. It was a grand occasion, attended by very many dignitaries, but marred by exceptionally heavy rain. At the time of the opening, the major features of the design, apart from the River and the wooded slopes, included a linear footpath along the valley bottom, branching off into woodland walks; metal gates and railings to Mill Road; the five alms-houses; ponds, fountains, and waterfall; ornamental bridges, seats, and

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<sup>1</sup> Ordnance Survey Map showing the Location of Simmons Park in the centre of Okehampton.



shelters; ornamental gardens and trelliswork; granite walls and commemorative artefacts.

The original historic Park was first extended in 1909, then expanded across the East Okement River where it became closely linked with the Grammar School (now the Okehampton Community College) and the school's and Town's sports facilities. An attractive and ornamental Bandstand was erected near to Treloar in 1911, funded by voluntary subscriptions, to commemorate the Coronation of King George V. In a ruinous state, it was demolished in the 1960s, leaving only the granite plinth.

The historic Park has changed little in layout over the last 116 years, but has lost the railings, gates, Bandstand, trelliswork, and some shelters, while the Oak and Beech woodland has matured. In recent years maintenance work has been minimal. On-site user surveys have shown the high regard and appreciation of the Park by both residents and visitors. Also, the surveys have indicated high priorities accorded by users to the repair and restoration of historic features and increased security.

Simmons Park, officially opened in 1907, is Okehampton's only designed public park. In contrast with the overwhelming number of public parks in the County of Devon, which are owned and maintained by District Councils or Unitary Authorities, Simmons Park is the responsibility of the Town Council. Despite considerable limitations on capital and maintenance resources, the Okehampton Town Council has sustained the Park to the delight and enjoyment of very many residents and visitors.

Since the Heritage Lottery funding help to restore Simmons Park to its former glory improvements have continued to be made. A band stand was erected near the Bowls Club in 2012 and has been used for performances and events. The putting green near the leisure centre was created and there are plans in the very early stages of upgrading the putting green to an adventure golf course. A new rose bed was created in honour of Queen Elizabeth II's Golden Jubilee. As part of her Platinum Jubilee one of the stone troughs in the park was cleaned and had its lead lettering restored and is now planted in blue, white and red.

## PLATTS MEADOW

Platts Meadow adjoins Simmons Park and was purchased by Okehampton Town Council in 2012. It is left as a wild flower meadow and has in the last couple of years started growing rare wild orchids. It is managed to increase diversity of species and wildlife in the area and is only cut twice a year and at a variety of heights. The bracken is rolled to reduce the risk of it spreading and no chemicals are used in the meadow.



## Site Details and General Information

### Entrances



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1. Pedestrian and Vehicle Access to Chalet Treloar
2. Pedestrian Access
3. Pedestrian and Vehicle Access to Car Park and Park
4. Pedestrian Access step free route
5. Pedestrian Access stepped route.
6. Pedestrian Access from Fatherford
7. Pedestrian Access from Ball Hill

## Contact Information

Out of Hours Emergency	Okehampton Town Council James McGahey
Park Keeper	James McGahey <a href="mailto:parks@okehampton.gov.uk">parks@okehampton.gov.uk</a>
Park Booking for Events	Okehampton Town Council 01837 53179 <a href="http://www.okehampton.gov.uk/facilitiesforhire">www.okehampton.gov.uk/facilitiesforhire</a>
CCTV	Okehampton Town Council Emma James <a href="mailto:Townclerk@okehampton.gov.uk">Townclerk@okehampton.gov.uk</a> 01837 53179
Pavilion in the Park	Okehampton Community Recreation Association (OCRA) Manager: Ian Blythe
Leisure Centre	Fusion

<sup>2</sup> Location of entrances in Simmons Park- Map by GCGD



	Manager:
Alms Houses	Okehampton United Charity Clerk: Karen Percival

## Management Vision, Aims and Objectives:

### Management Vision

#### Lawns

Existing lawns are to be maintained by regular mowing 14-20 times per annum with cuttings removed for all the cuts preventing excess cuttings on the sward. Cuttings are removed to the dedicated compost bays and mixed where necessary. Land drains are to be cleaned annually from inspection points or outfalls and repaired or replaced where drainage fails. Areas of disturbed ground or compaction are to be cultivated and reseeded to a fine ryegrass-free seed mixture and temporarily fenced off using bent canes or coppice sticks. Where excessive moss or weeds occur, lawns should be improved firstly by surface raking, hollow tinning, sand dressing or other appropriate works, including surface dressing with organic fertiliser, in preference to use of selective herbicides, due to the proximity of the river. Steep areas and edges, including around rockwork, are to be strimmed at the same time as mowing.

## 2.2 Shrub and Flower Beds

Shrub and flower beds are to be kept weed free by regular hoeing; spot use of glyphosate herbicide on perennial weeds; cultivation by hand and compost mulching each spring and autumn; and periodic lifting, dividing and deep cultivation of herbaceous beds at three-to-five-year intervals. The following shrubs should be pruned to best horticultural standards every spring:

*Aucuba*

*Forsythia*

The following shrubs should be pruned to best horticultural standards after flowering or every autumn:

*Buxus*

*Rhododendron*

*Prunus laurocerasus*

The following shrubs and plants should be vigorously deadheaded at least twice each flowering season:

Roses

*Weigela*

Gaps at the front of beds should be infilled with bedding plants and spring bulbs as indicated on the landscape contract planting plans. Beds should be inspected monthly.

### **2.3 Specimen Trees**

Individual trees and woodland areas should be inspected annually by an Arboricultural Association approved contractor to ensure that:

- Unsafe, dead or dying trees posing safety risks are made safe or removed;
- Important historic specimen trees are maintained in a good health and aesthetic condition and with adequate space for visual appreciation by visitors to the park;
- Specimen trees are retained to their maximum safe biological life.

Tree works should only be undertaken by a similarly approved and experienced Arboricultural contractor, working to a minimum of BS 3998. The standard of safety will differ between trees overhanging footpaths and trees in the centre of denser parts of Solon's Copse. Tree works will be subject to Conservation Area consents.

Oak tree bowling green - to maintain a watching brief on the condition of this specimen.

### **2.4 Woodland Trees**

Solon's Copse is to be managed on a coppice-with-standards basis, a third coppiced and thinned every five years, so that a fifteen-year rotation is established favouring oak standards, hazel and other native coppice trees. Some overstorey trees will need to be felled at intervals. This work is subject to Conservation Area and Felling Licence consents and conditions. Work should only be carried out by experienced staff or contractors with chainsaw certificates, primarily by handworks. Felled material is to be left in situ as habitat piles, or removed by hand as firewood or poles, due to the limitations of access. Where, exceptionally, a timber tree has to be removed, extraction by an experienced horse logging contractor should be considered.

### **2.5 Tree Report**

Following the receipt of a preliminary tree report, to adhere to the recommendations contained therein and to plant new specimens when required following the removal of diseased, unsafe or dying trees. The inspections are to be carried out every 18 months to 3 years depending on the use of the area.

### **2.6 Woodland Ground Flora**

Within Solon's Copse, the natural ground flora is to be allowed to regrow between coppicing. Elsewhere within the park, ground flora is to be managed as follows:



- Bramble, bracken, sycamore and maple regeneration and other weed species are to be cut and removed annually;
- Natural regeneration of oak, beech, yew and ornamental species is to be thinned progressively where required for replacement, subject to the character of individual areas (such as beech preferred within the beech wood area);
- Ornamental semi-natural species such as butcher's broom, bluebell, daffodils and stinking iris are to be protected and retained;
- Replanted larch behind Chalet Treloar are to be periodically thinned to favour open grown, deep-crowned picturesque form 'alpine' larch;
- Dense prickly vegetation is to be retained behind Mayor's Seat and other locations where erosion caused by pedestrians or cyclists can or does occur;
- Laurel and *Rhododendron ponticum* are to be trimmed annually or coppiced individually on a ten-year rotation;
- Viewpoints identified on the restoration plan are to be pruned annually where necessary to retain views.

## **2.7 Riverbank**

The riverbank vegetation is to be managed by selective annual trimming in September to maintain views, periodic coppicing of alder and sycamore and retention of riverside oaks. Control invasive weeds such as Japanese knotweed and Himalayan balsam using herbicides agreed by the Environment Agency.

## **2.8 Leaf Collection**

Autumnal leaf collection should be carried out for all paths and minimum 300mm wide verges, all lawns, beds and water features. Leaf collection is not required in woodland areas. Leaves are collected and removed to the compost site.

## **2.9 Hedgerows**

Boundary hedgerows to be trimmed annually and, where thin, subject to trespass or over tall, cut and lay at 10-to-20-year intervals, using existing planting, infilling where necessary with hawthorn and hazel.

## **2.10 Planted Specimen Trees**

Maintain newly planted specimen trees by maintaining a weed-free area, 2m diameter and maintain mulch 75mm deep; checking ties are firm but loosen in season to allow stem growth; remove all ties and stakes after two years growth; avoid use of strimmer close to tree; carry out formative pruning annually to Arboricultural standards.

## **2.11 Plant and Equipment**

To maintain landscape, shrubs, trees and flower beds it is essential to replace equipment over time with due budget provision acknowledged as part of this management plan.

### **3.0 HARD LANDSCAPE MANAGEMENT**

#### **3.1 Tarmacadam Paths**

The existing smooth-surfaced main tarmacadam path is popular with people of all abilities and should therefore be maintained as a smooth, clean surface. It may require resurfacing at twenty-year intervals and is currently in good condition. To avoid raising the path level unduly, previous layers may need to be planed off prior to resurfacing. Where specific areas are disturbed or in poor condition, the surface should be repaired to match as closely as possible the existing surface. Surface drains and gullies should be cleaned out once each year to a minimum functioning standard.

#### **3.2 Stone-surfaced Paths**

Stone surfaced paths should be leaf blown at least four times each autumn; inspected at least weekly to be free from obstruction or hazard; hand raked and cleared of soil twice each year; scarified, regraded to cambers, made up where necessary using Meldon 20 mm down scalplings to match and rolled each year using small machinery suitable to the access. On zigzag and steep-edged paths, damaged rustic stone edging should be reinstated or repaired at the same time and planting of butcher's broom and use of bent poles and layered coppice to restrict corner-cutting and erosion should be maintained on an annual basis each winter.

#### **3.3 Grounds Maintenance**

Due budget provision to be maintained each year for necessary works to maintain these routes.

#### **3.4 Benches**

Oak benches should be cleaned and rubbed down each year, splinters planed off and any splits infilled with exterior, self-coloured wood filler. After twenty years some may need to be replaced to the original design.

Ornamental benches should be inspected weekly and cleaned as necessary. Paintwork to iron should be rubbed down and recoated as necessary in situ at three-year intervals and one bench removed for full refurbishment each alternate year. Woodwork to the benches should be rubbed down and treated with one coat of raw linseed oil each summer.



Due budget provision to be made on an annual or as when required basis for the replacement of quality benches.

### **3.5 Bins and Litter**

Bins should be emptied, and litter collected on a daily basis (Monday to Friday).

### **3.6 Buildings**

Graffiti should be removed using proprietary cleaners within two days of its occurring. More serious but superficial damage should be repaired within two weeks. Extensive loss to arson or similar requiring replacement should be achieved within six months of the damage occurring.

Shelters should be inspected and swept clean on a daily basis; no regular maintenance should be required within the shelters. Paintwork to the park keeper's office/meeting room should be rubbed down and repainted at four-year intervals and the interior of the building cleaned weekly.

The tractor shed should not require maintenance, but damage to steelwork should be made good in accordance with the sheet supplier's recommendations. The shed should be cleaned out annually and all non-essential stored materials disposed from the exterior compound on an annual basis.

Electrical installations should be checked by a qualified electrician at five yearly intervals. PAT testing is undertaken annually.

Water supplies will be checked regularly to prevent legionella and ensure compliance with current regulations.

### **3.7 Playground Equipment**

Playground equipment to be replaced on a when required basis through purchase, lease or sponsorship. The equipment is checked weekly for any faults.

### **3.8 Stone Retaining Walls**

Stone retaining walls to the riverbank and boundary hedgerows should be inspected annually and repaired where necessary annually to match the surviving parts, either vertical drystone hedge walling, using stone on site or Meldon selected 100-225 mm walled stone; or mortared walls using a 1:3 mix

of hydraulic lime mortar and grey coarse sand/stone dust, with 'trowel-handle' pointing. Maintain and rake out to weep holes where necessary.

### **3.9 Iron Railings**

Repaint railings and all painted ironwork to bridges at five yearly intervals including rubbing down, zinc primer where necessary, undercoat and two coats of gloss to match the restored colour.

### **3.10 Resin-bound Grit Surfacing to Bridges**

A ten-year interval, or as necessary to sustain grip, reapply resin and silver-grey granite grit, 2.5mm size.

### **3.11 The Pond**

Each year in autumn, trim back herbaceous growth, clean out silt from the gulley pots for intake on the park boundary, waterfall and outfall; clean out silt from the pond; replace pump and fountain fillers; carry out maintenance to pump; make good any leaks to the pond render.

### **3.12 Plant and Equipment**

Plant and equipment to be replaced following due budget provision to maintain the park.

### **3.13 Structural Inspectors**

Carry out safety inspections to bridges each year.

### **3.14 Signage**

As set out in the Heritage Lottery Fund application documentation, information and interpretation signage within the park will be maintained and enhanced; to include a noticeboard at the main entrance gates, and information boards regarding the parks trees and wildlife habitats will be provided as an educational facility.

### **Management Aims**

The Okehampton Town Council, in consultation with its various partners, will be guided by the following ten major aims when considering options for Simmons Park:



- 1 Recognise, sustain, and increase the heritage value of the Park, through a programme of capital improvements and revised management practices;
- 2 Conserve, restore and enhance the historic design and character of the Park, in harmony with new uses and features;
- 3 Increase use of the Park, by both local residents and visitors, by improving and extending the range of facilities, appropriate to its heritage importance;
- 4 Prepare a Management Plan for the Park, to ensure on-going high standards of maintenance and future developments;
- 5 Promote the Park as a valuable educational resource;
- 6 Support the West Devon Borough Council's bid for Sports Lottery funding for replacement and enhanced sports facilities, while seeking their compatibility with the Park's heritage importance;
- 7 Develop the provision of parks and open spaces in Okehampton, by using Simmons Park as an example of good practice and showing what can be achieved in partnership;
- 8 Improve and promote the image of Okehampton through high standards of landscape design, specification, and maintenance;
- 9 Improve the security of the environment for users of the Park, while seeking to minimise incidence of damage and vandalism, consistent with the Park's heritage importance;
- 10 Involve local people in the decision-making processes, while seeking and utilising appropriate expert advice, on all aspects of the Park's repair, restoration, enhancement, and future maintenance.

## Management Objectives

1. A WELCOMING PLACE				
<b>Aim:</b> To positively welcome people into the park in terms of both physical and social access				
	Objective	Implementation/Task	Timescale/Frequency	Responsibility
1.1	<p>To improve on the existing signage, providing clear information that is easily interpreted including contact details and reference to byelaw.</p> <p>To include directional signage from the Simmons Park Car Park and use of QR codes</p> <p>Manage existing signage until new signs are in place.</p>	<p>New signs have been fitted at the pedestrian and carpark entrances which include maps showing footpaths through the park.</p> <p>New fingerposts have been put up guiding visitors from the station to the town through the park with distances added.</p> <p>Keep clear of graffiti, update information when necessary and repair damaged signs.</p>	Ongoing	
1.2	<p>To provide signage at all entrances to the park and maintain entrances to ensure they are visually clear, unobstructed and promote a sense of arrival</p>	<p>The signage is evolving as work is undertaken as budgets and grants allow.</p> <p>Wildlife interpretation boards explaining the importance of wildlife to the Park are in the initial stages.</p> <p>Further educational signs are planned.</p>	Ongoing	
1.3	<p>Maintain visibility into and across the park where appropriate or at specific points.</p>	<p>Carry out vegetation management in accordance</p>	Monthly	



		with the maintenance schedule.		
1.4	Ensure the Simmons Park is accessible to all.	All access points are ungated and unrestricted, not all are suitable suitable for wheelchair access. Signage indicates hard paths and step free routes.  Ensure all hard surfaces are safe and maintained and inspected regularly.	Checked weekly	
1.5	Provision of promotion information relating to accessibility.	Ensure promotional information and maps clearly identify suitable routes and facilities.  Leaflet about the park available from the book swap in the carpark of the park.	Online information provided on Town Council website and shared on social media.	
1.6	Brown Tourist signs on main roads through Okehampton	There are currently signs directing people to the park but they are not on all access roads to the town. Discussion to have with Highways department about improving signage.	Next 3-5 years as signs need replacing and upgrading	

## 2. HEALTHY, SAFE AND SECURE

**Aim:** To ensure a healthy, safe and secure experience for park users

	Objective	Implementation/Task	Timescale/Frequency	Responsibility

2.1	Ensure park and facilities are safe to use.	Inspection of park, park approaches and facilities including play area equipment, etc. Annual RoSPA inspections.	Daily visual and weekly recorded  Annual	
2.2	Ensure all plant, machinery, equipment, and maintenance operations are safe for maintenance staff and volunteers.	Checks on machinery. Regular servicing of equipment. Appropriate staff and volunteer training and workplace risk assessments.	Daily visual Minimum annually Updated regularly but as a minimum annually	
2.3	Ensure health and safety policies and risk assessments are in place, in practice and reviewed.	Carry out health and safety risk assessments of all buildings, paths, benches, infrastructure, and soft landscape areas.  Carry out tree safety inspections and keep an up-to-date record.	Annually or if any significant changes in operations occur  Every three years or sooner if required	
2.4	Have emergency, fire and first aid procedures in place for all events in park.	Ensure all hirers have completed risk assessments, management plans and insurance for events.  Ensure qualified first aider present for all volunteer activities.	For each event, supplied 8 weeks in advance.	
2.5	Encourage responsible dog ownership and good practice in the park.	Byelaw reference displayed on entrance boards. New signs displayed in the park Enforcement by informal means only.	Ongoing	

2.6	Increase the sense of safety and security in the park.	Ensure the maintenance and front-line staff have a recognised uniform.	Daily	
2.7	Address crime, security and anti-social behaviour issues and problems at a local level.	CCTV coverage in park, with CCTV control room in radio contact with PCSOs.  Liaise with PCSOs PCSOs patrol park on a regular basis	Ongoing	
2.8	Promote the role that the park plays in improving the quality of life of local residents (e.g. health and wellbeing and contact with nature).	In discussions with local charity around new piece of play equipment.  Leaflet for the park and Fairplace sensory garden printed 2022 to help visitors to the park and garden broaden their sensual experience.  New wildlife camera purchased to share images of the parks wildlife. New hedgehog and bat and bird houses purchased to start an education trail through the park to bring children closer to nature	ongoing	

### 3. CLEAN AND WELL MAINTAINED

**Aim:** To provide a well-maintained and clean park



	<b>Objective</b>	<b>Implementation/Task</b>	<b>Timescale/Frequency</b>	<b>Responsibility</b>
3.1	Ensure that the park is kept clean and litter free.	Park Staff to adhere to specification for emptying bins and cleaning park.  Litter Picking station installed at the Pavilion in the Park	Daily cleaning	
3.2	Have procedures in place to deal with vandalism and graffiti.	Respond to acts of vandalism/graffiti within 48 hours or immediately if offensive.	As required	
3.3	Ensure that all staff are aware of the content of the management and maintenance plan.	All staff briefed and trained on relevant aspects and general ethos of MMP. All new staff briefed and trained during induction process.	All new staff briefed, exiting staff given yearly refresher course	
3.4	Grounds maintenance to be delivered to the highest standards throughout the park with consideration to specialised items of grounds maintenance such as the putting green.	Carry out all maintenance in accordance with the maintenance specification and schedule.  Carry out regular inspections to ensure work is to a high standard.	As per schedule  Weekly	
3.5	Ensure buildings are maintained to a high standard.	Prepare a planned preventative maintenance programme (PPMP).	Ongoing	
3.6	Ensure all OTC staff are suitably trained.	Skills analysis Gap analysis Training matrix	Annually	
3.7	Foster a sense of community ownership thereby increasing respect and care of the park.	Develop activities through community and volunteer groups to include, the parks volunteer group	Ongoing	

3.8	Maintain consistency in site furniture design.	Ensure all replacements match existing where possible. Park furniture given maintenance yearly to elongate life.	As and when required	
3.9	Actively manage the ponds. Maintain waterfall.	Carry out water quality checks. Removal of any litter or other items.	Annually Weekly	
3.10	Strive to attain and maintain a Green Flag Award for quality.	Complete and submit Green Flag application.	January 2024	

#### 4. SUSTAINABILITY

**Aim:** To improve the environmental quality and sustainability of practices carried out in the park

	Objective	Implementation/Task	Timescale/Frequency	Responsibility
4.1	Encourage waste recycling.	Composting weeds Composting leaves Integrating shredded paper from the office into the composting		
4.2	Promote wildlife protection, biodiversity management and environmental education and awareness.	Bird and owl boxes put up in the park. Hedgehog houses purchased Bat boxes purchased to be put up. Bird feeders keep full all winter No Mow May areas in the park Sharing of wildlife found in the park on social media and newsletters	Ongoing	

4.3	Employ and develop management and maintenance practices to promote biodiversity.	The meadow is only cut twice a year- March and October leaving the grass after the cuts at three different heights. The bracken is rolled down to prevent spreading.	Ongoing	
4.4	Promote education about nature and conservation.	Published and promoted Simmons Park and Fairplace garden sensory map leaflet. Interpretation board is being installed other education boards will follow.	Ongoing	
4.5	Keep pollution to a minimum and be energy and water efficient.	Electric tools New fuel for tractor Water butt Wool and bark around trees to avoid slug damage	Ongoing	
4.6	Ensure staff are trained to understand environmental issues, principles of sustainability and management practices to increase biodiversity.	Update training course.	All new staff to be trained and existing staff given refresher course.	

## 5. CONSERVATION AND HERITAGE

**Aim:** To maintain the landscape character and increase awareness and understanding of the park's heritage

	Objective	Implementation/Task	Timescale/Frequency	Responsibility
5.1	Ensure appropriate management of natural features, wildlife and flora.	Follow the management plan and environmental policy and ensure appropriate training as per 4.6 above.	All new staff to be trained and existing staff given refresher course	



5.2	Ensure appropriate management of historic buildings and structural features.	Pillbox in the park has been cleared Ponds have been replanted Old bandstand has been renovated	2023-2024	
5.3	Produce permanent information panels to raise awareness of the heritage value of the park.	Develop ecology boards for flora and fauna.	2024	
5.4	Protect the fabric and historical integrity of the park and its buildings.	Follow the management plan Weekly inspections of the park Do corrective maintenance to prevent issues become larger.	Ongoing	
5.5	Create opportunities for visitors to further explore and understand the heritage of the park.	Promote Simmons Park on Facebook Monthly newspaper column by the park keeper	Ongoing	
5.6	Develop a programme of activities and events that will allow adults and children to become directly involved in heritage-related initiatives.	The Council provides a grant for OCRA to provide a Fields in Trust day of activities as part of the Queen Elizabeth II playing fields scheme.		

## 6. COMMUNITY INVOLVEMENT

**Aim:** To provide opportunities to increase community use and involvement

	Objective	Implementation/Task	Timescale/Frequency	Responsibility
6.1	Assess the number and profile of users, the pattern of use and users' perception of safety and enjoyment.	Review trip advisor comments Try a Facebook survey	Annual	

6.2	Increase the usage of the park.	Park booking has been moved online to stream line the process Funding is currently being sought to upgrade the putting green.		
6.3	Publicise improvements and availability of resources.	Continue publicity to ensure that users and prospective users are aware of improvements and facilities in the park.  Keep as headline article in local press.  Maintain website and use social media.		
6.4	Continue to promote a sense of local ownership by involving the local community in management of the park and activities.	All parks committee meetings of the council are open to the public and are also live streamed on the councils Facebook page. Started a parks volunteer group to allow people to help with the management of the park. We try and allow as many local groups as possible to use the park free of charge.	Ongoing	
6.5	Increase opportunities to enjoy the park through developing a programme of activities and events.	Existing annual events: Rotary fair Fair in the park twice a year Dog show Santa run Neon run Fields in Trust Sports week Woodland trust events	Current	

		<p>Dartmoor National Park wildlife day</p> <p>Park Run- anticipated starting 2023</p> <p>D- Day 80<sup>th</sup> Celebration</p>	2024	
6.6	Create a regular volunteer force to assist in park activities and events.	<p>Work with existing user groups to ensure co-ordination of activities and users' needs being met.</p> <p>Promote Simmons Park to other community organisations within the town.</p> <p>Actively draw groups who take part in other events in the Town into events taking place in Simmons Park</p>	Ongoing	
6.7	Work with businesses to promote Simmons Park as part of the Okehampton shopping experience.	<p>Retailers and businesses within the town have been involved in promoting the town.</p> <p>For example working with the Town Council to promote:</p> <p>The Christmas Lights Switch on</p> <p>The Remembrance Sunday Parade and Service</p> <p>Feasibility study for the creation of a BID in Okehampton is currently underway which will help promote Okehampton and the park.</p> <p>Relining of the carpark to include motorbike parking and the inclusion of a bike rack to make it easier for people.</p>	Ongoing	



## 7. MARKETING PLAN

**Aim:** To develop the park as a civic amenity and ensure effective promotion of the park as a community resource

	Objective	Implementation/Task	Timescale/Frequency	Responsibility
7.1	Ensure that users and potential users are kept fully informed of the improvements in the park	Continue to use newsletters. Use Town Council Facebook page Colum in Okehampton Times monthly	Ongoing	
7.2	Promote the facilities in the park.	Use website and social media to advertise the facilities in the park,  Use book swap on site.	Ongoing	
7.3	Maximise future usage of the park.	Advertise possibility of hiring park for events and how to apply – application form on website with link and information on how to get paper copy	Ongoing	
7.4	Attract a wider range of users and increase the number of users who are currently not visiting the park.	Use newsletter and social media to consult with non-users and establish what would encourage them to use the park	Ongoing	
7.5	Provide appropriate marketing support to activities and events to help maximise their attendances	Advertise all activities and events on websites and social media	Ongoing	
7.6	Reinforce perceptions of the park as a safe, pleasant and well managed place to visit.	Ensure that police presence, CCTV and management have	CCTV recording 24/7 with coverage of park	

		high profile in awareness campaigns.		
<b>8. MANAGEMENT</b>				
<b>Aim:</b> To ensure all those involved in the management and maintenance of Warminster Town Park use the Management Plan as a working document				
	<b>Objective</b>	<b>Implementation/Task</b>	<b>Timescale/Frequency</b>	<b>Responsibility</b>
8.1	Implement the Management and Maintenance Plan (MMP).	<p>Continue to employ Full-time site-based park keeper</p> <p>Parks Committee to meet quarterly to monitor management or more frequently if required.</p> <p>All staff and contractors to follow MMP:</p> <ul style="list-style-type: none"> <li>• On-site meetings</li> <li>• Written reports of inspection</li> </ul> <p>Town Clerk to review budget requirements and report to council.</p>	Ongoing	
8.2	Ensure greater on-site staff presence with all staff conversant with MMP.	<p>Park keeper on site full time (Mon–Fri)</p> <p>Groundsman on site Monday-Thursday Summer time and</p>	Ongoing	

		Monday – Wednesday Winter time. Apprentice on site daily (Mon–Friday).		
8.3	Ensure effective monitoring of the MMP.	Implement monitoring process by regular meetings of OTC's Parks Committee.	Quarterly	
8.4	Ensure management is financially sound.	Ensure relevant provision in the Council's budget. Parks Committee to provide planned or preferred spend to include within budget.	Budget process begins with budget workshops in September each year.	



