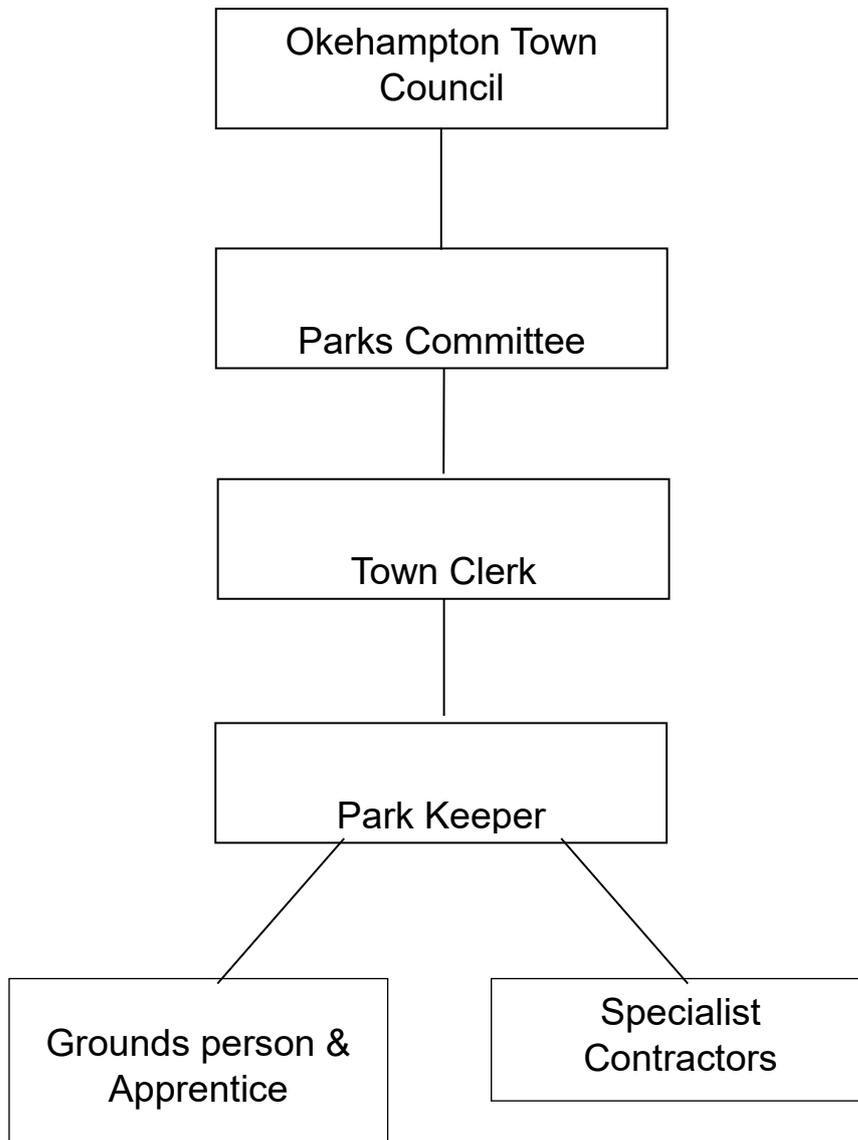


# Management Structure and Maintenance Arrangements

## Managements Structure

### **Simmons Park Management Organisation**



## Maintenance Arrangements

### The Parks Committee

The Parks Committee is made up of 11 members, including the chairs of the other committees and the Mayor. The park keeper has a standing agenda item to report back to the committee on issues and upcoming works in the park.

The committee meets quarterly although extra meetings can be called if necessary, and all meetings are open to the public and live streamed on the Council's Facebook page. Meetings are in the Town Hall Council Chamber and are on a Monday night usually starting at 7pm. The committee is supported by OTC officers including the Town Clerk, Park Keeper, and Admin Officer.

### The committees responsibilities

To carry out the Council's responsibilities for the following:

- i. The provision of grounds maintenance services for:
  - a. Simmons Park, Platt's Meadow, Putting Green;
  - b. Simmons Park car park and approach road;
  - c. Skate Park/BMX Track; Clapps Wood, Fairplace, land behind Lidl, grass verge at West Bridge, and all land in the ownership of Okehampton Town Council (excepting the footprint of the Town Hall, Charter Hall, Cinema, Lower Market Hall and Public Toilets at Fairplace)
  - d. Land owned by others including the raised flower bed and seating area in New Road, the Gateway Mural area at the junction of East Street and Crediton Road and the planted area off the roundabout in School Way
  - e. cemetery; and
  - f. bus shelters x 3, some wayside seats and bins

## Budget

To have authority for spending within the allocated budget.

## Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

## Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses.

## Monitoring and Plan Review

The plan is to be current over a ten-year period, from 1 January 2022 to 31 December 2031. It is to be reviewed by three dates:

- i) by 31 December 2025;
- ii) by 31 December 2028;

- iii) by 31 December 2031, at which time a second ten-year management plan is to be produced.

This plan is to apply to Simmons Park and Kempley Meadows (pleasure grounds), the boundary of which is set out in the restoration plan. In future the plan may be extended to cover other amenities venues throughout the parish of Okehampton.

The following objectives of management are derived from the restoration plan:

- i) to improve the maintenance of historic features, details, surfaces and surviving structures across the park;
- ii) to manage the park's surviving historic structures, planting and features based on the evidence of the Ordnance Survey second edition, 1932 revision, and historic photographs;
- iii) to conserve and improve the wildlife value of the site and public appreciation of wildlife, by managing and the diverse range of habitat types, consistent with the objective of conserving the designed historic landscape;
- iv) to maintain access across and to the park for people with disabilities;
- v) to seek public co-operation and consensus over the management of the park as and when such opportunities arise;
- vi) to encourage public use and activity within the park by maintaining the sense of security and by using the park for public events where this can be achieved without physical damage to the heritage asset or disruption of the quiet public enjoyment of the park.

The management proposals which follow respond to the description of the park set out in the restoration plan and the above objectives.

## Background Information

### Historical Development

Simmons Park is situated 250m south of the centre of Okehampton, to the west of the East Okement River which flows from south-east to north forming the eastern boundary of the site. The 4ha site is bounded to the north by Mill Road, from which it is separated by low granite walls. Forming part of the early C20 layout of the park, these walls formerly supported iron railings which were removed during the Second World War. The south-east boundary is formed by a traditional Devon hedge and bank which separates the park from an area of public open space extending east along the valley of the East Okement River. To the west the site adjoins the boundaries of early C20 villas on the east side of Station Road. The park is separated from these properties by a fence and walls following the crest of the steep east- and north-east-facing escarpment above the river. The park occupies this escarpment and a narrow strip of level ground extending along the west bank of the river. There are extensive views south-east along the river valley towards Dartmoor and Okehampton Park, and further views east across the recreation ground, sports pitches, and school grounds on the east side of the river.

In the late 19th century the arrival of the railway and the development of extensive quarries outside Okehampton led to the expansion of the town, with new residential development taking place between the ancient centre of the town and the railway station about 1 kilometre

to the south-south-east. Beside the East Ockment River in Okehampton there was an area called Jole's Meadow (also known as Hilly Field) and Jole's Bere Wood (also known as Solon's Copse after once belonging to Solon Luxmoore). This meadow and wood was already a local beauty spot and favourite playground for children. It came on to the market in 1905 and there was concern it might be built on. Okehampton Town Council bought the land on 30th September 1905 for £1,000, on a mortgage from Dingley and Pearse's Bank and then applied to the Local Government Board for sanction to raise a loan of £1,250. The extra money was to be spent on laying out the new park. This was turned down but Sydney Simmons heard about the plan and decided to make the Town Council an offer they could not refuse. He offered to buy the land from the Council, give the park to the people of Okehampton and lay out the park at his own expense, provided he was allowed a free hand in its design.



The new park was laid out to the designs of Francis Worden, Borough Architect and Engineer, who worked in close consultation with the donor. As part of his benefaction, Sydney Simmons required

that alms-houses should be built within the park. Three structures comprising five alms-houses were incorporated into Worden's plan.

The park comprised a picturesque riverside walk, woodland paths, cascade, a group of picturesque structures including a Swiss chalet and two lodges, and areas of formal gardens incorporating a series of relocated architectural fragments. These are shown on the Ordnance Survey map of 1932 and survive essentially unchanged today.

This offer was accepted and work started on the park, which was more lavishly laid out than Town Council could afford even with Sydney Simmons spending £3,000 on buildings and landscaping.



The Council borrowed £300 from the Oddfellows to cover the cost of the gates and railings; the rest was paid for by Sydney Simmons. He wanted to call it Sinin Dale or Vale but he was talked out of this idea. It opened to the Public on 8th July 1907 by the Lord Mayor of London, the Right Honourable Sir William Purdie Treloar and enlarged in 1909.

The following year Sydney Simmons gave Friary Park, Finchley to the local people at a cost of

£7,000. Friary Park is twinned

Friary Park is on land formerly around The Friary/Friern House, built in the C19th. The site was acquired in 1909 and opened as a public park in 1910. At the park's highest point is a large bronze statue of The Peacemaker, donated by Sydney Simmons JP and dedicated to Edward VII, who had died just before the new park was due to be officially opened. The park was laid out with bowling green and pavilion, tennis courts, putting green and playground, with more formal gardens around the house, now a café.



A bandstand was constructed in 1911 to commemorate the coronation of King George V (inscription); this structure was partially demolished in the mid 20th century

In 1921 Okehampton Town Council acquired Kempley Meadows, which now forms part of Simmons Park, and Sydney Simmons provided the funds to have the recreation grounds,

including a bowling green, laid out with it being a condition that the work be done by the men of the town who were out of work.



The Bowling

Club celebrated the 100-year anniversary in 2022 and is expanding their club house to accommodate the increase in membership and to add facilities for the lady bowlers.



Impressions by Stil of Okehampton (Simmons) Bowling Club members.

Land to the east of the East Okement River was laid out as a recreation ground with sports pitches and a pavilion in the 1930s. Okehampton Grammar School was constructed to the north-east of the park in the same period. A swimming pool and other facilities were developed at the recreation ground in the late 20th century

In 2002, Simmons Park was refurbished, the works being funded by Okehampton Town Council, the Heritage Lottery Fund and individual donations. The works included the restoration of the beautiful woodland walks and the addition of a rose garden to celebrate Her Majesty's Golden Jubilee.



Since then the park has grown to include multi-sports facilities, play areas for all ages and the Parklands Leisure Centre.



The original swimming pool opened in the 1960's has been filled in and replaced with a childrens play area and gym.

The original pavillion was demolished and a new building was put up on the edge of the site. A putting green was created next to the leisure centre and it is hoped to upgrade the facilities available with an adventure golf course based on features of Okehampton.



Simmons Park is part of the Fields in Trust historic protection programme and has been protected since December 2012 under the Queen Elizabeth II Fields protection.

Simmons Park is entered from a north-west entrance comprising of a pair of rusticated granite piers supporting a pair of ornamental wrought-iron carriage gates. The carriage entrance is surmounted by a wrought-iron overthrow which incorporates a lantern and the name 'Simmons Park'. A single pedestrian gate supported by a further rusticated granite pier adjoins the carriage entrance to the west. Within the park, and set above a rocky bank, stands a two-storey Arts and Crafts-style half-timbered lodge. The lodge formed part of Sydney Simmons' provision of alms-houses within the park.

A further entrance leads into the park from Mill Road comprising of a pair of green-painted timber gates supported by a pair of rusticated granite piers, and is approached from the road by a short, cobbled path. Within the park stands a single-storey picturesque lodge with half-timbered gables, bay windows, and a timbered porch on the west facade. The east facade which faces the East Okement River and has an exposed basement incorporates a ground-floor veranda. This lodge also forms one of the group of alms-houses established by Sydney Simmons in the park. A Second World War pill box is concealed to the north-east of the lodge adjacent to the Mill Road bridge.



A monolith set on an inscribed pedestal records the donation of the park by Sydney Simmons and its opening in July 1907 as well as a granite pinnacle from St James' church. A granite cattle drinking trough commemorating the coronation of King Edward VII in 1902, which was

removed to the park in the mid C20 from its original position in the Market Place. A chain of four informal stone-edged pools extends north from the foot of the cascade with a rustic bridge constructed from cement render in imitation of wood crossing from east to west at the central point. The pools are surrounded by ornamental planting. The cascade comprises a series of rocky pools and falls edged with rustic stones forming planting pockets. Crazy-paved stone paths and steps ascend each side of the cascade allowing access to the upper woodland walks.

The Swiss chalet (listed grade II), known as 'Treloar' after the Lord Mayor of London and friend of Sydney Simmons who opened the park in 1907. This picturesque building contains a further two alms-houses founded by Sydney Simmons in 1907.

South-East of the chalet the octagonal granite drum base survives from the bandstand erected in 1911 to commemorate the coronation of King George V. The bandstand base is surrounded by



rustic rockwork and ornamental planting. A recent addition is a replacement structure for the original band stand erected in 1912. As part of King Charles III coronation a new structure was designed and paid for by a benefactor and the planting around the base will be redesigned to incorporate flowers know to be favourites of the King and Queen.



## Land Ownership

### Byelaws

Byelaws under section 164 of the Public Health Act, 1875 and sections 12 and 15 of the Open Spaces Act, 1906, were made by the Mayor, Aldermen and Burgesses of the Borough of Okehampton with respect to Simmons Park in 1911. Subsequently these were confirmed by the Secretary of State on 23<sup>rd</sup> May 1972 and are still valid today.

1. Throughout these byelaws the expression "the Council" means the Mayor, Aldermen and Burgesses of the Borough of Okehampton, acting by the Council, and the expression "the pleasure ground" means the pleasure ground known as "Simmons Park", Okehampton.
2. An act necessary to the proper execution of his duty in the pleasure ground by an officer of the Council, or by any person or servant of any person employed by the Council, shall not be deemed an offence against these byelaws.
3. Any part of the pleasure ground which is so enclosed that persons can be excluded therefrom shall be opened at the hour of six-thirty in the forenoon and shall be closed at the hour of ten in the afternoon of every day during the months of April, May, June, July, August, and September, and shall be opened at the hour of seven in the forenoon and shall be closed at the hour of seven in the afternoon of every day during the months of January, February, March, October, November and December. Provided always that this byelaw shall not be deemed to require any such part of the pleasure ground to be opened and closed at the hours hereinbefore prescribed on any day when, in pursuance of any statutory provision in that behalf, the Council close the pleasure ground to the public.

4. On any day on which any part of the pleasure ground to which the foregoing byelaw applies is open to the public a person shall not enter that part before the time or enter or remain in that part after the time appointed in the foregoing byelaw.

5. A person shall not in the pleasure ground:

- (i) wilfully, carelessly or negligently soil or defile any wall or fence in or enclosing the pleasure ground, or any building, barrier, railing, post or seat, or any erection or ornament;
- (i) climb any wall or fence in or enclosing the pleasure ground or any tree or any barrier, railing, post or other erection;
- (i) wilfully, carelessly, or negligently remove or displace any barrier, railing, post or seat, or any part of any erection or ornament, or any implement provided for use in the laying out or maintenance of the pleasure ground.

6. A person shall not bring or cause to be brought into the pleasure ground any cattle, sheep, goats or pigs, or any beast of draught or burden, unless in pursuance of an agreement with the Council or otherwise in the exercise of any lawful right or privilege, he is authorised to do so.

7. A person shall not, except in the exercise of any lawful right or privilege, bring or cause to be brought into the pleasure ground any barrow, truck, machine or vehicle other than:

- (a) a wheeled bicycle, tricycle or other similar machine,'
- (b) a wheelchair, perambulator or chaise drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid. Provided that where the Council set apart a space in the pleasure ground for the use of any class of vehicle, this byelaw shall not be deemed to prohibit the driving in or to that space by a direct route from the entrance to the pleasure ground of any vehicle of the class for which it is set apart.
- (c) A person shall not, except in the exercise of any lawful right or privilege, ride any bicycle, tricycle, or other similar machine in any part of the pleasure ground.

8. A person who brings a vehicle into the pleasure ground shall not wheel or station it over or upon:

- (i) any flower bed, shrub, or plant, on any ground in course of preparation as a flower bed, or for the growth of any tree, shrub or plant;
- (ii) any part of the pleasure ground where the Council by a notice board affixed or set up in some conspicuous position in the pleasure ground prohibit its being wheeled or stationed.

9. A person shall not affix any bill, placard or notice to or upon any wall or fence in or enclosing the pleasure ground, or to or upon any tree or plant, or to or upon any part of any building, barrier or railing, or to any seat, or of any erection or ornament in the pleasure ground.

10. A person shall not in the pleasure ground walk, run, stand, sit or lie upon:

any grass, turf or other place where adequate notice to keep off such grass, turf or other place shall be placed: Provided that such notice shall not apply to more than one-fifth of the area of the pleasure ground;

any flower bed, shrub or plant, or any ground in course of preparation as a flower bed, or for the growth of any tree shrub or plant.

11. A person shall not wilfully, carelessly or negligently throw or discharge in the pleasure ground any missile to the damage or danger of any person.

12. A person shall not in the pleasure ground:

- (i) bathe, wade or wash in any ornamental lake, pond, stream or other water;

- (i) wilfully carelessly or negligently foul or pollute any such water;
- (i) take, injure or destroy, or attempt to take, injure or destroy any fish in any such water, or wilfully disturb or worry any water fowl.

13. A person shall not cause or suffer any dog belonging to him or in his charge to enter or remain in the pleasure ground, unless such dog be, and continue to be, under proper control and effectually restrained from causing annoyance to any person and from worrying or disturbing any animal or water fowl and from entering any ornamental water.

14. Where the Council set apart any such part of the pleasure ground as may be fixed by the Council, and described in a notice board affixed or set up in some conspicuous position in the pleasure ground, for the purpose of any game specified in the notice board, which, by reason of the rules or manner of playing or for the prevention of damage, danger or discomfort to any person in the pleasure ground may necessitate, at any time during the continuance of the game, the exclusive use by the player or players of any space in such part of the pleasure ground - a person shall not in any space elsewhere in the pleasure ground play or take any part in any game so specified in such a manner as to exclude persons not playing or taking part in the game from the use of such a space.

15. A person resorting to the pleasure ground and playing or taking part in any game for which exclusive use of any space in the pleasure ground has been set apart shall: (i) not play on the space any game other than the game for which it is set apart;

(ii) in preparing for playing and in playing, use reasonable care to prevent undue interference with the proper use of the pleasure ground by other persons;

(iii) when the space is already occupied by other players do not begin to play thereon without their permission;

(iv) where the exclusive use of the space has been granted by the Council for the playing of a match, not play on that space later than a quarter of an hour before the time fixed for the beginning of the match unless he is taking part therein;

(v) except where the exclusive use of the space has been granted by the Council for the playing of a match in which he is taking part, not use the space for a longer time than two hours continuously, if any other players make known to him a wish to use the space.

13. A person shall not in any part of the pleasure ground which may have been set apart by the Council for any game, play, or take part in any game when the state of the ground or other cause makes it unfit for use and a notice is set up in some conspicuous position prohibiting play in that part of the pleasure ground.

14. A person shall not in the pleasure ground:

(i) except as hereinafter provided, erect any post, rail, fence, pole, tent, booth, stand, building or other structure: Provided that this prohibition shall not apply where upon application to the Council they grant permission to erect any post, rail, fence, pole, tent, booth, stand, building or other structure, upon such occasion and for such purpose as are specified in the application;

(ii) beat, shake, sweep, brush or cleanse any carpet, drugget, rug or mat, or any other fabric retaining dust or dirt;

(iii) hang, spread or deposit any linen or other fabric for drying or bleaching;

sell, or offer or expose for sale, or let to hire, or expose for letting to hire, any commodity or article, unless, in pursuance of an agreement with the Council, or otherwise in the exercise of any lawful right or privilege, he is authorised to sell or let to hire in the pleasure ground such commodity or article.

15. A person shall not in the pleasure ground wilfully obstruct, disturb, interrupt or annoy any other person in the proper use of the pleasure ground, or wilfully obstruct, disturb or interrupt any officer of the Council in the proper execution of his duty, or any person or servant or any person employed by the Council in the proper execution of any work in connection with the laying out or maintenance of the pleasure ground.

16. A person shall not in the pleasure ground, use any obscene language to the annoyance of any person.

17. Every person who shall offend against these byelaws shall be liable on summary conviction to a fine not exceeding twenty pounds.

18. Every person who shall infringe any byelaw for the regulation of the pleasure ground may be removed by an officer of the Council, or by any constable, in any one of the several cases hereinafter specified: that is to say:

(i) Where the infraction of the byelaw is committed within the view of such officer or constable, and the name and residence of the person infringing the byelaw are unknown to and cannot be readily ascertained by such officer or constable;

(ii) Where the infraction of the byelaw is committed within the view of such officer or constable and, from the nature of such infraction, or from any other fact of which such officer or constable may have knowledge, or of which he may be credibly informed, there may be reasonable ground for belief that the continuance in the pleasure ground of the person infringing the byelaw may result in another infraction of a byelaw, or that the removal of such person from the pleasure ground is otherwise necessary as a security for the proper use and regulation thereof.

The COMMON SEAL of the Mayor, Aldermen and Burgesses of the BOROUGH OF OKEHAMPTON was hereunto affixed this Twenty-first day of February, One thousand nine hundred and Seventy-two in the presence of:

H.R. Horne Mayor            A.E.F. Dear Town Clerk

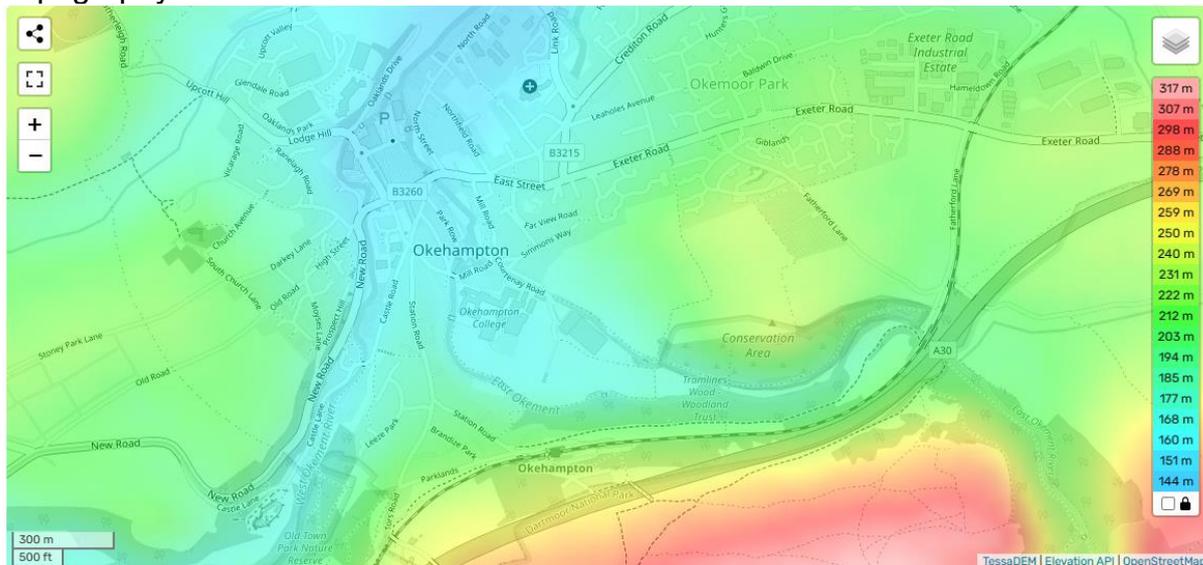
The Secretary of State this day confirmed the foregoing byelaws and fixed the date on which they are to come into operation as the first day of July 1972.

K. P. Witney An Assistant Under Secretary of State HOME OFFICE, WHITEHALL 23 May 1972

It is hereby confirmed that a foregoing printed copy of the Byelaws is a true copy of the Byelaws as confirmed.

A.E.F. Dear Town Clerk TOWN HALL, OKEHAMPTON

## Topography



## Archaeology

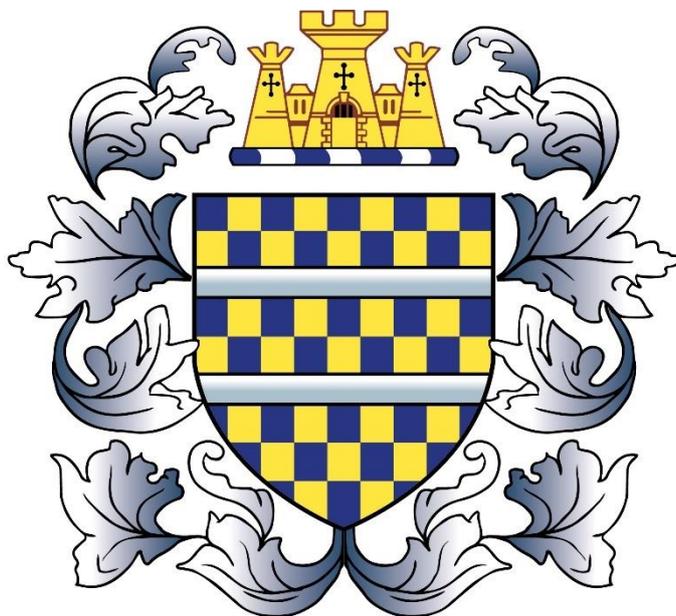
The park has never had an archaeological survey done on it, from historical records and photographs it has always been grass land, although during WWII trenches were dug in it and part of it was turned over to the growing of food.



The lidar map shows that there is not a lot of activity under the ground in Simmons Park and as it is a Queen Elizabeth II playing field will never be built on so there is a lack of need to perform any archaeology on the site.

## Ecology and Biodiversity

Tree Survey  
Buildings



## Okehampton Town Council

# Strategic Plan 2023-2027

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## Introduction

This Strategic Plan sets out Okehampton Town Councils aims and objectives and provides the policy framework within which the elected Members (Councillors) make decisions and the Officers (staff) conduct their day-to-day work.

Okehampton Town Council has 14 elected members and elections take place every four years, the next being in May 2027. The Council is non-political and operates through Committees of which there are 4; Policy and Resources, Parks and Open Spaces, Property and Planning, all of which are decision making and report to the Full Council. In 2018 the Council adopted the Power of Competence which was renewed in 2023 following the elections.

There are 8 members of staff. The Town Clerk, an Assistant Town Clerk, Administration Assistant and Mayors PA, 2 Caretakers (Senior and Assistant), a Park-Keeper, Groundsperson and Horticultural Apprentice. The Town Clerk, Park-Keeper and Apprentice being full-time employees.

In September 2022 Okehampton Town Council presented West Devon Borough Council (WDBC) with a petition for a Community Governance review of its boundary the aim of which is to bring the recent urban developments into the town which would give the council greater opportunity to:

- continue to afford community projects
- continue to provide services for the benefit of all
- give OTC a greater democratic voice within the county and central government
- bring increased opportunities and access to a wider range of funding
- to provide future growth opportunities

WDBC has twelve months from the petition validation date (November 2022) to complete the review

## Mission Statement

The primary role of Okehampton Town Council is to provide a democratic and representative voice for the community. It will support, and contribute towards, the sustainable environmental, economic and social well-being of the town, having regard to the needs and wishes of the town residents. Okehampton Town Council recognises its obligations to deliver cost-effective quality services and will work with other councils to ensure that the town remains at the heart of the local community.

## Priorities

Further information about each priority can be found within the specific strands of the Strategic Plan.

Democracy (D) – Okehampton Town Council consists of an elected body of local people to provide a strong voice on decisions and services that affect the everyday life of local people including:

- D1 Representation – the council will act as democratically elected leader of, and advocate for, the interests of the community. Councillors will receive support in their roles as representatives, leaders and the delivery of participation and engagement in public life.
- D2 General Power of Competence (GPC) – the council will seek to maintain the GPC in order that it has the fullest opportunity to act for, and in the interests of, the residents of the town.
- D3 Engagement – the council will seek to engage with electors before making changes that affect the populace or relevant stakeholder groups. This will take place through Councillor Surgeries, the Annual Council Meeting and Town Assembly, Council and Committee Meetings, the Council website, social medial and the press.
- D4 Civic/Ceremonial – the council will seek to sustain civic and ceremonial traditions

Climate Change and Biodiversity (Cc) – Okehampton Town Council has signed up to the Devon Climate Declaration which was prepared by a consortium of public, private and voluntary organisations collaborating through a Devon Climate Emergency Response Group and will review its practices with a view to reducing its carbon footprint, encouraging others to do the same

- Cc1 Reduction - the council will review its plans and strive to reduce its carbon emissions to meet or exceed the targets within the Devon Climate declaration
- Cc2 Working Together – the council will work with town residents, businesses, other local authorities and visitors to assist in the reduction of Okehampton’s production and consumption emissions to meet IPCC recommendations at the latest.
- Cc3 Risk - the council will work to understand the near-term and future risks of climate change for Devon to plan for how our infrastructure, public services and communities will have to adapt for a 1.5+degree warmer world
- Cc4 Encouragement - the council will encourage local organisations, businesses, communities and individuals to do the same

Community (C) – Okehampton Town Council seeks to be at the heart of the community and its activities. It will work closely with local voluntary, business, community groups and third/public sector partners within Okehampton that are key to vibrant and successful community life.

- C1 Working Together – the council will work with the Borough and County Councils, local Town and Parish Councils, and other representative bodies, partners and public authorities to promote a vibrant and healthy community life and wellbeing.
- C2 Community Engagement – the council will develop communications to meet statutory and other requirements to communicate key messages
- C3 Financial Assistance – the council will maintain a Grants Scheme to support eligible organisations providing benefits to the residents of Okehampton town
- C4 Outside Bodies – the council will appoint representatives to, and work with, community and other groups supporting residents of the town
- C5 Community Assets – the council will manage the community assets in its ownership and that it is responsible for to support the development and delivery of community services, benefits and community wellbeing
- C6 Allotments - the council will support other bodies to maintain allotments to service the Parish as necessary
- C7 Burial Grounds – the council will maintain a burial ground to service the Parish, including making provision for additional burial facilities, as necessary
- C8 Events – the council will seek to deliver events marking significant national occasions whether on an annual or occasional basis, and support where possible third-party events
- C9 Emergency Plan – the council will strive to help coordinate responses to social and environmental emergencies that may arise

Environment (En) – Okehampton has a strong identity and character due to its rich natural heritage. The Town Council will work to ensure this heritage is protected and enhanced for present and future generations, including those buildings and areas of land which it owns or is responsible for.

- En1 Environment (general) – the council will actively contribute to and promote policies and initiatives that support, protect and sensitively and sustainably develop the unique historic, build and natural environments of the town
- En2 Environment (council ownership) – the council will maintain and protect the heritage and natural assets in its ownership, and that it is responsible for, including through the maintenance of appropriate records, maintenance plans, inspections and works
- En3 Trees – the council will manage and maintain shrubs and trees on land which it owns or is responsible for, including the maintenance of inspection, arboriculture and planting schemes
- En4 Recreation – the council will maintain, on land that it owns or is responsible for, existing areas of leisure and recreation purposes
- En5 New Development – the council will seek to inform and shape new development in the town by scrutinising and commenting on all planning applications to ensure sustainable and managed growth supported by the appropriate infrastructure. This includes working closely with the joint Okehampton Hamlets and Town Neighbourhood Development Plan, now and once approved.

Economy (Ec) – Okehampton Town Council will work to support the business community and other stakeholders within the local economy and promote footfall as well as embedding good practice in its roles as an employer, landlord, steward of community assets and service provider

- Ec1 Economic Development – the council will seek to support and/or deliver initiatives to promote, develop and maintain a healthy local economy and commercial sector
- Ec2 Working Together – the council will work with representative bodies, partners and public authorities to promote a vibrant and healthy local economy
- Ec3 Best Value – the council will work to minimise council costs and provide value for money services which are relevant, efficient economic and effective. In doing so it will reflect good employment and business practices
- Ec5 Income Generation – the council will manage its commercial assets to provide income streams on a commercial basis to support the development and delivery of community services and benefits. The council will also seek to develop new income streams as opportunities arise which contribute to the local economy and to maximise investment income.

Workforce (W) – Okehampton Town Council employs 8 members of staff and has 14 elected members all of whom play an important part in the efficient delivery of council services

- W1 Training and Support – the council will support employees and members to undertake their respective roles efficiently, and safely by providing them with training relevant to their requirements and to aid professional development
- W2 Policy – the council will follow legislation and guidance ensuring that they are a good supportive employer
- W3 Health & Safety - the council will ensure that it has, and keeps regularly reviewed, the necessary policies ensure the health, safety and welfare of its employees and members, and provide the necessary personal protective equipment

## Climate Change and Biodiversity (Cc)

Okehampton Town Council has signed up to the Devon Climate Declaration which was prepared by a consortium of public, private and voluntary organisations collaborating through a Devon Climate Emergency Response Group and will review its practices with a view to reducing its carbon footprint, encouraging others to do the same

Cc1 Reduction - the council will review its plans and strive to reduce its carbon emissions to meet or exceed the targets within the Devon Climate declaration

Okehampton Town Council has set up a working group to review its own internal practices including the supplies it uses, the services it provides and other possibilities with a view to reducing its own carbon emissions, buying locally and sustainably where possible. The group will also investigate the feasibility of the provision of additional services and assistance to the community enabling them to reduce their own carbon footprints.

Details of actions taken by the Council as of March 2020 and further ideas for investigation and consideration is included at the end of this document.

Cc2 Working Together – the council will work with town residents, businesses, other local authorities and visitors to assist in the reduction of Okehampton's production and consumption emissions to meet IPCC recommendations at the latest.

A wider reaching group comprising of Members of other surrounding local parish and town councils has been initiated by Okehampton Town Council. The aim of the group is to share ideas, possibilities, practices put into place and the feasibility of bulk purchasing.

Members of the group will feedback information and ideas to their own councils for further investigation and consideration.

Cc3 Risk - the council will work to understand the near-term and future risks of climate change for Devon to plan for how our infrastructure, public services and communities will have to adapt for a +1.5 degree Celsius, or more, warmer world

To enable the Council to better keep abreast of information and initiatives as they come forward, Members of the Council have been nominated to attend other climate related meetings:

- Okehampton Climate Action Group
- Corporate meetings; ie DCC, WDBC

These Councillors will feedback to the Climate Change Working Group relevant information which will be acted upon accordingly.

Cc4 Encouragement - the council will encourage local organisations, businesses, communities and individuals to do the same

The Council, in January 2020, held an eco-coffee morning with the aim of highlighting to the community and individuals' easy ways in which they can each reduce their carbon footprint and information that may have been relevant to them. This event was successful and further events will be held.

### **Actions Okehampton Town Council has taken to reduce its impact on the climate and its carbon footprint:**

- Signed up to the Devon Climate Declaration (2019)

- Signed up to the Tree Charter (2019)
- Town/Charter Hall boiler replaced in 2018 with an energy efficient model
- Disposable plastic cups replaced with reusable 'picnic' style glasses for office and visitor use
- Waste collected by Devon Contract Waste who operate a "Zero to Landfill" policy, the waste is sorted and recycled or used for energy generation
- Existing lightbulbs replaced with energy saving LED lightbulbs when necessary
- Shredded paper used in composting from office and parks
- Parks waste from maintenance used in composting which is then used on the parks flower beds
- Parks pond fed by natural water source
- Replanting any trees on its land as and when any are removed due to disease, are dying or have fallen with native species, like for like where possible
- West Bridge verge planted with Wildflowers and maintained as a wildflower meadow
- Recycling of printer ink cartridges and toners
- Charter Hall hirers encouraged to recycle as much waste as possible
- Council coffee grounds used in composting
- Working Group stand at the Rotary Group coffee morning in the Charter Hall on 30<sup>th</sup> November 2019 and holding community event/council coffee morning on 18<sup>th</sup> January 2020 promoting climate change
- Supporting the proposed regular rail link from Okehampton to Exeter and beyond
- Has nominated Councillors to attend other climate related meetings:
  - Okehampton Climate Action Group
  - Corporate meetings; ie DCC, WDBC

## 2020

- Held an 'Eco Awareness' coffee morning on 18<sup>th</sup> January 2020
- Set up a Climate Group outside of the remit of the Town Council for representatives from local councils in the locality to share ideas
- Signed up to Devon Contract Waste's newly formed Circular Economy Scheme to enhance and promote recycling within the Council
- Received and planted a Landmark Tree in March 2020 to help mark and replenish tree loss from the Ash Dieback Disease
- Tree Policy relating to the felling of trees
- Working with StOC to improve management of the meadow in Simmons Park to further encourage biodiversity
- Members given the opportunity to 'opt-out' of receiving hard paper copies of meeting agendas and associated papers (as of March 2020 8 Members had signed up)
- Paper supply changed to 100% recycled off white paper (February 2020)
- Joined Devon Communities Together (August 2020)
- Electricity for Fairplace toilets supplied by Octopus Energy. 100% renewable energy

## 2021

- Boxes delivered to Ockment Centre for the public to recycle foil packs (i.e., Crisp packets)
- Renewed waste removal contract with Devon Contract Waste at a reduced cost. The only zero to landfill operator in the Southwest
- Attended WDBC Climate Change Forum and Devon Donut Group
- Planted a sensory garden at Fairplace to encourage wildlife
- Installed bird boxes in Simmons Park
- Installed recycled plastic picnic benches in Simmons Park. Supplied by Devon Contract Waste and made from plastic recycled in the Southwest.
- Attended the Uniting Rural Communities to Tackle Climate Change event

## 2022

- Owl boxes planned to be installed
- More bee friendly planting in sensory garden
- Bird feeders installed in Simmons Park

- New wildflower area created
- New pond flowers planted to encourage wildlife
- Wildflower verges planted
- Councillors opting out of receiving paper copies of agendas and associated reports
- Areas in the park left for 'no mow in May' and not mowed in June
- New orchids in the meadow
- Soft plastic and batteries recycling point in the Council office
- Replaced some bins with bins made from recycled plastics
- Climate neutral production of office printer and climate neutral printing (printer lease dates 04.10.2022 – 03.10.2027)
- Supported Plastic Free Okehampton Group to start the water Refill Scheme
- Purchased refillable water bottles to commemorate the Queens Platinum Jubilee
- Purchased compostable cups and plates for the Platinum Jubilee Celebrations 2022
- Council Hosted Big Green Week Community Event
- Bus and train timetables available for the public from the Town Hall
- Replaced felled Ash Trees in Clapps Wood (felled due to ash-dieback)

## Future Plans

The Climate Change Working Group is/will be investigating what other actions it can take in relation to its own property/areas of business including;

- Renewable energy
  - Solar panel installation on the Charter Hall roof as part of the roof replacement project
  - Solar panels to be considered for the Tractor shed in the park
- Wildflower verge planting on other sites i.e., skate park, verges
- Charging point for electric vehicles in Simmons Park
- Production of an Okehampton hub bus map to encourage public transport use
- Review use of chemicals used for weed control
- Working with Tamar Energy to support vulnerable residents
- Investigate possible site for public gardens or allotments

## Community (C)

**Okehampton Town Council seeks to be at the heart of the community and its activities. It will work closely with local voluntary, business, community groups and third/public sector partners within Okehampton that are key to vibrant and successful community life.**

- C1 Working Together – the council will work with the Borough and County Councils, local Town and Parish Councils, and other representative bodies, partners and public authorities to promote a vibrant and healthy community life and wellbeing.

Representative Members of both West Devon Borough Council (WDBC) and Devon County Council (DCC) are invited to attend meetings of the Council. They provide information and similarly feedback to WDBC/DCC any issues that may have arisen.

Members of WDBC, DCC and other bodies can be invited to the regular Councillor Surgeries giving residents the opportunity to speak directly with them in a local setting.

When necessary the different tiers of Council work together on initiatives to improve facilities within the town and surrounding areas, this may include the holding of joint meetings and/or public consultations.

- C2 Community Engagement – the Council will develop communications to meet statutory and other requirements to communicate key messages

Community engagement is about giving local people a voice and involving them in the decisions that affect them and their community. It is about development of relationships and clear communication to deliver better services and projects.

The aim of this strategy is to engage residents and encourage their participation in decision making to secure better services and to create a more active and informed community. This strategy sets out how Okehampton Town Council will engage its community across a broad range of its activities and sets out short, medium, and long term aims.

At present residents and other interested persons/organisations can communicate with or receive information from the Council in the following ways:

**A – NEWSLETTER** published monthly which includes names and contact details of the staff and all councillors, details of forthcoming meetings, councillor surgeries, information about local issues and council activities. Hard copies are made available in the Library, Ockment Centre and Town Hall, and online through the email mailing list, website and social media.

**B – ANNUAL REPORT** published in March. It includes details of council activities, achievements, its organisational structure, grants awarded and a summary of accounts. Hard copies are made available in the Library, Ockment Centre and Town Hall, and online through the email mailing list, website and social media.

**C – WEBSITE** address is [www.okehampton.gov.uk](http://www.okehampton.gov.uk) Information and photographs are updated regularly, details include information about the council and its activities, local amenities and organisations, current issues, and events. Links to the council's website can also be added to the websites and apps of other tourism organisations, and vice-versa.

**D – ANNUAL TOWN MEETING** is held in March or April at 7p.m. and gives electors of the parish a chance to air their views or ask questions on matters relating to Okehampton. A speaker will generally give an address on a local issue such as restoring the passenger service to the railway, or relevant items for example cyber security.

**E – COUNCIL MEETINGS** members of the public are welcome to attend meetings of the council and are given the opportunity to address the councillors on local issues. There is no requirement to make a formal request to speak prior to a meeting.

**F – CONTACT WITH CLERK OR OTHER STAFF** can be made by telephone, email, post or by calling at the office in the Town Hall from 9:30am to 4pm on Monday to Thursday and at other times by appointment.

**G – COUNCILLOR SURGERY** is held from 10am to 12noon on the third Thursday of each month except August and December, in the Council Chamber, Town Hall or online. Two councillors are available at these times to speak to residents about local matters. Other parties can be invited to co-host the events.

**H – INVESTITURE OF NEW MAYOR** is held in May and includes announcement of those persons who have been given Mayoral Awards. Local organisations are invited to send representatives to the event which is followed by refreshments where different community leaders and groups can exchange ideas and information.

**I – FACEBOOK** has been set up for the Council and the Mayor and posts are shared to the Okehampton Information Hub

**J – PUBLIC CONSULTATIONS** may be held to gauge support for projects or to

communicate intention and information to residents, on a formal or informal basis if expedient to do so.

**K – FEEDBACK** from members of the public and stakeholders is welcomed, and the council will aim to find out what the community wants or expects from its council and how content it is with existing services by circulating information on activities and inviting residents to submit their observations to the council by email or letter. Messages and comments submitted through social media platforms will not be considered as it is not possible to ensure they are all captured. Relevant and appropriate comments will be considered by the Council or one of its committees or working parties.

**L – EVENTS** - the Council will consider attending other locally held events such as Okehampton Show, possibly sharing a space with other stakeholders and hosting its own coffee mornings.

- C3 Financial Assistance – the Council will maintain a Grants Scheme to support eligible organisations providing benefits to the residents of Okehampton town

Council Policy clearly sets out the criteria and application process, and applications are routinely considered at meetings of the Policy & Resources Committee.

The Grants Budget is reviewed annually as part of the precept and budget setting process.

- C4 Outside Bodies – the Council will appoint representatives to, and work with, community and other groups supporting residents of the town

Members are nominated at the annual Council Meeting to represent and support local community groups and organisations where the council has been invited to provide representation, subject to councillor availability.

The majority of these positions are historical, with the groups having been allocated a Councillor representative for a number of years. Requests from other groups or suggestions by Councillors are welcomed and will be considered by the Council as appropriate.

Nominated Councillors will attend meetings of the group and report back any activity, issues, comments or concerns to the Council for information. They will also endeavour to support the group's activities, the level of involvement the Councillor can offer being at their own personal discretion.

Foreign visitors to the town are encouraged, and on application by local organisations, a reception for visiting groups may be hosted on council premises.

- C5 Community Assets – the Council will manage the community assets in its ownership and that it is responsible for to support the development and delivery of community services, benefits and community wellbeing

The Council has the following community assets that it owns or is responsible for, including:

- Simmons Park, the skate park, the garden area at Fairplace, picnic area behind Lidl and the wildflower verge at Westbridge
- Public toilets at Fairplace and those in Market Street that are leased from West Devon Borough Council.
- The Town Hall, which is Grade II listed, and the Charter Hall
- The Cemetery adjacent to All Saints Church in which the first burial took place in 2009

Simmons Park is often used by groups/organisation for events to fundraise for their cause or to provide activities for the community to attend. The Charter Hall is utilised most Saturdays by local groups for fundraising coffee mornings, the facility is offered at a reduced rate for this purpose.

Other facilities are available for hire by local groups and others from further away, the majority of whom use them to hold events for the benefit of the community.

In order to improve the safety and wellbeing of residents and the community the installation of a CCTV system covering much of the town centre and Simmons Park has been provided by the Town Council.

- C6 Allotments - the council will support other bodies to maintain allotments to service the Parish as necessary

Allotments are provided and managed by Okehampton United Charities (OUC) for use by residents residing within the boundary of the town and hamlets councils. A grant request is submitted annually by the OUC to both councils covering the cost of the provision of the allotments.

Councils have a statutory duty to provide allotments and the arrangement with the OUC takes responsibility for the management of them from the councils, whilst still enabling the delivery of this facility for residents.

- C7 Burial Grounds – the council will maintain a burial ground to service the Parish, including making provision for additional burial facilities, as necessary

In 2006 the Council purchased a strip of land adjacent to All Saints Church for the provision of burials. Funding received from burials on this land is set aside in an earmarked fund for the purchase of future land when required.

West Devon Borough Council is responsible for the closed graveyards, and the other open graveyard is owned and managed by the Northmoor Ministry although the Town Council does cut the grass in the open graveyard.

- C8 Events – the council will seek to deliver events marking significant national occasions whether on an annual or occasional basis, and support where possible third-party events

The Council holds annual various Civic events that welcome public participation; the Civic Service and Mayor Choosing Ceremony for example and will make every effort to ensure these continue into the future.

In addition to the regular events, the Council will endeavour to mark significant occasions appropriately, taking into account the benefit to the community and costs.

Equally the Council works with other local organisations and attends events such as Remembrance Day and Edwardian Evening in an official capacity.

- C9 Emergency Plan – the council will strive to help coordinate responses to social and environmental emergencies that may arise

Okehampton Town Council has a Business Continuity Plan which sets out how it will continue to operate and provide services in the event its staff or buildings are affected in any way.

The Council will work with other organisations and stakeholders to support, where possible, a response to emergency situations that may arise on a local or national scale.

## Democracy (D)

Okehampton Town Council consists of an elected body of local people to provide a strong voice on decisions and services that affect the everyday life of local people including:

- D1 Representation – the Council will act as democratically elected leader of, and advocate for, the interests of the community. Councillors will receive support in their roles as representatives, leaders and the delivery of participation and engagement in public life.

Okehampton Town Council consists of 14 Members who are either elected at the local Council elections which take place 4 yearly, the next being scheduled for May 2027, or co-opted in the event there is an unfilled vacancy or if a casual vacancy arises during that 4 year period.

Members are provided with an induction pack which comprises a variety of information including the schedule of meetings, policies and procedures, the Code of Conduct, Standing Orders and a boundary map. In order to assist Members settling into and understanding their role internal induction sessions are arranged by the Town Clerk. Members are also strongly encouraged to attend Devon Association of Local Councils courses, particularly those aimed at new Councillors and any that specifically relate to a committee they may be nominated to sit on; for example planning and finance.

The Town Clerk operates an 'open door' policy and Members are encouraged to make appointments to speak to her about any concerns or issues they may have, including about how the Council operates and expectations of them in their role as Councillor.

- D2 General Power of Competence (GPC) – the Council will seek to maintain the GPC in order that it has the fullest opportunity to act for, and in the interests of, the residents of the town.

The GPC, as set out in the Localism Act 2011, extends the ability of local Councils allowing them to do anything an individual can do although this is subject to statutory prohibitions, restrictions or limitations which must be complied with. For example, the Council could invest in domestic property or set up a business trading arm.

Okehampton Town Council reaffirmed its eligibility to hold the GPC, which remains in place until the annual meeting after the next ordinary elections, at its annual meeting May 2023. The criteria a Council must meet is that at least two-thirds of Members (10 for Okehampton Town Council) must have been elected and the Clerk must hold a relevant qualification, which includes the Certificate in Local Council Administration (CiLCA).

- D3 Engagement – the council will seek to engage with electors before making changes that affect the populace or relevant stakeholder groups. This will take place through Councillor Surgeries, the Annual Council Meeting and Town Assembly, Council and Committee Meetings, the Council website, social medial and the press.

Councillor Surgeries, to which the other 2 tiers of Councils and other bodies such as the police can be invited to take part in. These surgeries are not held in August and December or in the run up to local elections in line with guidance issued. The Council is aware that daytime events are not suitable for everyone and will occasionally host a Saturday coffee morning or other event.

Members of the public are also welcomed to meetings of the Council and can make appointments to speak with Members or the Town Clerk at a time convenient to both parties. An Annual Town Assembly is normally held in March or April when Members are available to talk to residents about any issues, concerns or questions they may have.

Meetings and events are publicised in various ways which may include the website, social media, noticeboards and in the local paper.

Issues that affect the residents and/or stakeholder groups within the local community will be communicated by way of the means already stated, or if felt to be beneficial wider consultation events may be held or supported by the Council.

Policies and documents setting out how the Council will run and manage its functions efficiently, effectively and transparently are available on the Council website. These are regularly reviewed and include:

- Standing Orders
- Financial Regulations
- Financial Management Risk Assessment
- Privacy and Data Protection Policies
- Subject Access Request Policy
- Strategic Plan
- Complaints Policy
- Audit Reports
- Budgets

#### D4 Civic/Ceremonial – the Council will seek to sustain civic and ceremonial traditions

Many of the Civic/Ceremonial events that are held or attended annually by the Council have an historical background. The Council seeks to sustain and uphold the traditions surrounding its own events, whilst taking into account that:

- the majority of its income is funded through the precept
- being conscious of its carbon footprint, and
- future sustainability

Town Council events include the Annual Mayor Choosing Ceremony and Civic Service.

A Civic Protocol/Guideline document setting out how these events are held to aid the continuity of these traditions has been developed.

## **Economy (Ec)**

Okehampton Town Council will work to support the business community and other stakeholders within the local economy and promote footfall as well as embedding good practice in its roles as an employer, landlord, steward of community assets and service provider

#### Ec1 Economic Development – the Council will seek to support and/or deliver initiatives to promote, develop and maintain a healthy local economy and commercial sector

Okehampton is without a Chamber of Trade but does have active organisations who promote the work of local traders which encourages a healthy economy. The Town Council is working with West Devon Borough Council to ascertain the feasibility of the creation of a Business Improvement District.

A Town Guide, information boards and new signage to help promote footfall, especially between the town centre and railway station has been provided by the Town Council who also maintain public toilets and open spaces for the enjoyment and use of its residents and visitors.

The town centre was, and remains, relatively healthy in that there are few vacant commercial premises, the majority of the occupied properties consisting of independent businesses<sup>1</sup>.

The state of the economy and depth of any depression arising from the recent and ongoing crisis remains to be seen, and the Council will endeavour to support local groups and organisations throughout this period.

**Ec2 Working Together – the Council will work with representative bodies, partners and public authorities to promote a vibrant and healthy local economy**

The Council strives to work proactively with all bodies, particularly West Devon Borough Council and Devon County Council who constitute the other two tiers of councils in Devon.

Member representatives of WDBC and DCC regularly attend meetings of the Council and can be invited to join the Town Council Members at their regular Councillor Surgeries offering members of the public a chance to meet with them face to face.

Public consultations will be held by various means which may include social media, website, noticeboards and the press. Face to face public consultation events may also be held and to which other bodies may be asked to attend and/or participate in as necessary.

All representative bodies and members of the public are welcomed to meetings of the Council and to make appointments to meet with Members and the Town Clerk to discuss items of concern or suggestions they may have.

**Ec3 Best Value – the Council will work to minimise Council costs and provide value for money services which are relevant, efficient, economic and effective. In doing so it will reflect good employment and business practices**

Okehampton Town Council holds annual budget workshops when detailed reviews of each of its budget headings are undertaken to identify areas in which cost savings could be made in relation to its expenditure.

Quotations for goods and services are obtained where possible and in line with Financial Regulations in order to ensure best value is obtained, taking into account its origin and the carbon footprint of transportation of the item or persons.

**Ec4 Income Generation – the council will manage its commercial assets to provide income streams on a commercial basis to support the development and delivery of community services and benefits. The council will also seek to develop new income streams as opportunities arise which contribute to the local economy and to maximise investment income.**

Okehampton Town Council will undertake marketing of its facilities that are available for hire on a more proactive basis once external and internal improvements to enhance them have been completed. In 2022 the Council Chamber was enhanced to make it a more attractive wedding venue.

Commercial property rented/leased by the Council is managed with a view to supporting the community and its economy by providing affordable premises for local business use whilst ensuring that the premises are occupied and providing an income stream.

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<sup>1</sup> As evidenced in the Okehampton Town Benchmarking Report, June 2019

An Investment Working/Task & Finish Group has been created by the Council with a view to seeking and investigating the feasibility of possible new sources of income and to maximise income received from funds held in order to help offset expenses and minimise any precept increases. The group may also be tasked with reviewing the Council's sources of income with a view to establishing any potential increases.

## Environment (En)

Okehampton has a strong identity and character due to its rich natural heritage. The Town Council will work to ensure this heritage is protected and enhanced for present and future generations, including those buildings and areas of land which it owns or is responsible for.

En1 Environment (general) – the Council will actively contribute to and promote policies and initiatives that support, protect and sensitively and sustainably develop the unique historic, build and natural environments of the town

The Council, in March 2020, adopted a Tree Policy setting out how it will respond as a consultee to tree related Planning Applications within the Council boundary, or just outside thereof. The individual circumstances of each application will be considered by the Planning Committee enabling a considered response to be provided.

A community led Neighbourhood Plan is in the process of being created jointly with the neighbouring parish of Okehampton Hamlets and working with the Dartmoor National Park. The working group comprises of Members of both Councils alongside members of the public. Its aim is to ensure that future developments are fit for purpose and the area in which they are proposed whilst giving consideration to the climate, biodiversity and the environment.

The town boundary falls, in the main, just outside of Dartmoor National Park but does contribute to consultations regarding its management and takes its protected status into consideration when responding to planning applications.

Much of the town is included within a conservation area which helps to ensure that its natural environment is protected including the Council owned Charter Hall, and Town Hall which is Grade II listed.

En2 Environment (Council ownership) – the Council will maintain and protect the heritage and natural assets in its ownership, and that it is responsible for, including through the maintenance of appropriate records, maintenance plans, inspections and works

In January 2022 the 10 year management plan for Simmons Park and Kempley Meadows was renewed by the Council. The plan is due for review on the following dates:

- i) by 31 December 2025;
- ii) by 31 December 2028;
- iii) by 31 December 2031, at which time the next ten-year management plan is to be produced.

In 2002 the formal part of Simmons Park and gardens were Grade II listed by Historic England which in turn give it enhanced protected status. In 2019 the park was awarded the 'Much Loved' status in the Fields in Trust UK Best Park awards having been placed within the top 20% of nominations across the UK.

Clapps Wood provides an area through which members of the public can take a walk. There is no specific management plan for this area of woodland, however a regular programme of inspection and maintenance is in place. In 2021 the area was replanted with native species following the felling of a significant number of the trees due to ash dieback disease

The grass verge at West Bridge which is owned and maintained by the Council is normally planted with wildflowers which, as well as creating an area welcoming those coming into the town, positively promotes biodiversity and a boost to the climate. Fairplace sensory garden was created in 2021 adding another area of insect friendly planting for the enjoyment of members of the public.

- En3 Trees – the Council will manage and maintain shrubs and trees on land which it owns or is responsible for, including the maintenance of inspection, arboricultural and planting schemes

Management of trees and shrubs within Simmons Park and Kempley Meadows is set out in the Management Plan.

Regular inspections of the trees on Council land, including Simmons Park and Clapps Wood, are undertaken by suitability qualified contractors to ensure their health and that they do not pose a risk to persons or property. Any work required is undertaken by competent persons.

- En4 Recreation – the Council will maintain, on land that it owns or is responsible for, existing areas of leisure and recreation purposes

With regards to recreation the Council owns and is responsible for Simmons Park, the skate park, BMX track and adjacent land, and Fairplace Gardens.

Simmons Park is widely used by residents, regular visitors and tourists and is maintained to a high standard providing extensive play and recreation areas. The Council is committed to maintaining all of its outdoor spaces for the enjoyment of the public.

The neighbouring Okehampton Community College use part of the land for sports as do other groups such as the Football Club, Okehampton Community Recreation Association and the Bowling Club.

The creation of a sensory garden at Fairplace and some enrichments to the Putting Green adjacent to Parklands Leisure Centre in Simmons Park were undertaken in 2021. It is hoped to enhance the old band stand base near the Chalet in Simmons Park in 2023 to add a pergola type structure that can be utilised for events such as art exhibitions or used for wedding photographs.

- En5 New Development – the Council will seek to inform and shape new development in the town to ensure sustainable and managed growth supported by the appropriate infrastructure, including working closely with the joint Okehampton Hamlets and Town Neighbourhood Development Plan.

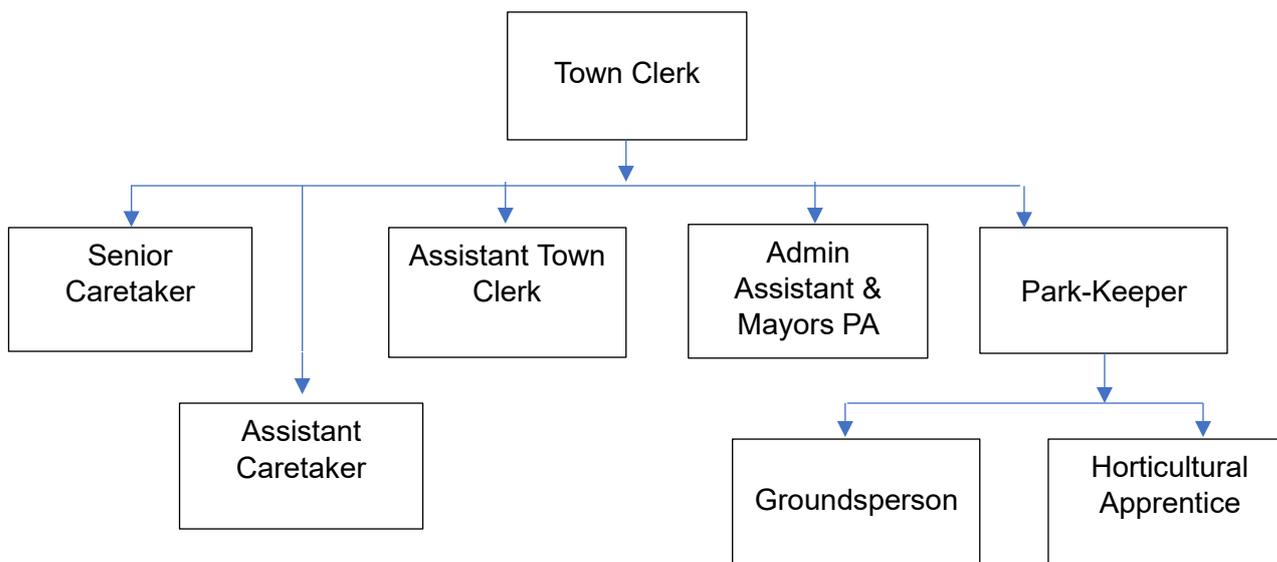
Okehampton Town Council continues to work with the community led Neighbourhood Plan Development Group which consist of members of both the Town and Hamlets Councils and members of the public who reside within the boundary of the 2 areas. It is hoped that West Devon Borough Council will assist with the production of the plan to aid its progress to completion.

The new plan must comply with planning legislation and once approved, will help to ensure that any new development fits the criteria and that new build properties are of the quality and type needed within the community. It will also help to address infrastructure to ensure that it can either cope with the increased demand or is sufficiently amended so that it is able to do so.

## **Workforce (W)**

### **Staff Membership**

In 2019 for the first time Okehampton Town Council resolved to employ a Horticultural Apprentice. This increased the number of employees to 8, all of whom play an important part in the efficient delivery of council services.



The Town Clerk, Park-Keeper and Apprentice are full time employees, the Apprentice being required to spend a day per week on college studies.

Management of all members of staff is the responsibility of the Town Clerk, with the Park-Keeper being the Line Manager for the other 2 members of Parks staff; the Groundsperson and Apprentice.

W1 Training and Support - the council will support employees and members to undertake their respective roles efficiently, and safely by providing them with training relevant to their requirements and to aid professional development.

Okehampton Town Council supports and encourages employee development through various means including, training and attendance at conferences and meetings that are relevant to their respective roles.

Annual development/appraisal meetings are held for all employees by their direct line manager. This is a two-way process where employees and the line manager contribute to the discussion enabling an opportunity for any concerns or issues to be raised and the identification of any training or skills that are needed.

Line management of the Town Clerk is through the Personnel Sub-Committee, although the Mayor and Chairman of the Policy & Resources Committee have delegated authority to undertake the Annual Appraisal/Performance Review and are the 'go to' nominated persons for immediate queries/concerns.

The Town Clerk promotes an open environment encouraging regular dialogue with all employees on a day to day basis, allowing concerns or issues to be discussed and dealt with as they arise.

W2 Policy – the council will follow legislation and guidance ensuring that they are a good supportive employer

Okehampton Town Council has a number of staff related policies, including those listed which are regularly reviewed and updated as part of an ongoing process or as necessary. Employees are consulted during the review process by the Town Clerk; they are provided with draft copies of

policies at staff meetings which are held regularly on the first Tuesday of each month and given a timescale of at least 14 days in which to make comments or ask questions.

Absence Management  
 Bullying & Harassment  
 Capability  
 Disciplinary Procedure  
 Discretions (Pensions)  
 Equal Opportunities  
 Flexible Retirement  
 Grievance  
 Leave  
 Maternity, Paternity & Adoption  
 Recruitment  
 Safeguarding Policy  
 Shared Parental Leave  
 Social Media, IT and Phone Use Policy for Employees  
 Uniform Policy for Employees

These, and other relevant policies are readily available for members of staff to access; copies being kept in the Town Hall reception and the parks office.

Councillors are supplied with copies of the National Association of Local Council's publications 'The Good Councillor's Guide' and 'Being a Good Employer' and are encouraged to attend training courses.

W3 Health & Safety - the council will ensure that it has, and keeps regularly reviewed, the necessary policies ensure the health, safety and welfare of its employees and members, and provide the necessary training and personal protective equipment.

Responsibility for Health and Safety falls to all employees, who are asked to report any issues or concerns to the Town Clerk immediately on becoming aware of them.

Risk assessments are reviewed at least annually by the Town Clerk and Park-keeper and regular inspections of equipment, buildings and safety systems is undertaken.

The safety of employees is of the utmost importance and as such a Lone Working Policy has been adopted by Okehampton Town Council. Measures are taken to address issues and concerns as they arise to ensure that employees work conditions, safety and wellbeing is prioritised.

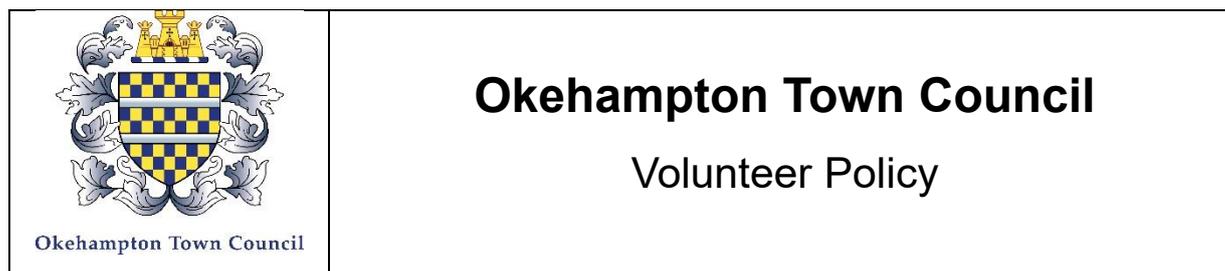
### Social Context- Use and Events

Neon Run	Tue 23/05/2023 08:30	Tue 23/05/2023 15:00
Fair in the Park	Mon 05/06/2023 08:30	Tue 13/06/2023 12:00
Okehampton Celebrates event	Sun 09/07/2023 08:00	Sun 09/07/2023 22:00
Summer concert and picnic	Sat 15/07/2023 10:00	Sat 15/07/2023 13:00
Picnic and games afternoon	Sun 16/07/2023 12:30	Sun 16/07/2023 16:00
Park Run Test event	Thu 27/07/2023 18:00	Thu 27/07/2023 20:00
Operation Dartmoor Family friendly event	Wed 09/08/2023 12:00	Wed 09/08/2023 17:00
Maintenance	Thu 10/08/2023 08:00	Thu 10/08/2023 20:00
Wren Music	Sat 12/08/2023 14:00	Sat 26/08/2023 15:30
Rotary Summer Fair	Sun 27/08/2023 08:00	Sun 27/08/2023 18:00

Junk Music session: At green space at Skate Park	Wed 30/08/2023 10:00	Wed 30/08/2023 12:00
Park Run test event	Thu 31/08/2023 18:00	Thu 31/08/2023 20:00
Autumn Carnival Fair	Sun 15/10/2023 00:15	Mon 23/10/2023 08:00
Rescheduled Junk Music - rained off 2 August	Wed 25/10/2023 14:00	Wed 25/10/2023 16:00
PTFA Santa Run	Sun 10/12/2023 09:00	Sun 10/12/2023 14:00
Office Closed	Sun 24/12/2023 07:00	Mon 01/01/2024 19:00
Okehampton Lanterns Finale	Sat 24/02/2024 08:30	Sat 24/02/2024 21:00
PTFA Circus	Sun 16/06/2024 09:00	Mon 17/06/2024 16:15

## Volunteering

A newly established parks volunteer group is being run by the Park Apprentice and supervised by the Park Keeper. The volunteers are helping with weeding and pruning in the park.



## Okehampton Town Council Volunteer Policy

### Introduction

This policy has been prepared for the benefit of members of the public who may volunteer their time for Okehampton Town Council. This policy does not apply to Okehampton Town Council's relationship with voluntary organisations where other arrangements could apply.

Okehampton Town Council appreciates that volunteers contribute valuable assistance and experience that would otherwise not be available and in turn can themselves gain valuable working experience that can enhance their skills and enable self-fulfilment. It is therefore, important that Okehampton Town Council encourages the participation of volunteers whilst ensuring the safety and security of all parties.

### Definition of Volunteer

A volunteer is a person who freely undertakes to perform a service, task or function that is not normally or traditionally performed as a full job and who does so without financial reward. A clear distinction exists between volunteers and those who are given a financial reward.

Any member of the public is welcome to volunteer their time and services to the Council for the purposes of litter picking, weeding or cleaning of items including signage. Other tasks may be allocated at the discretion of the Park-Keeper.

Being a volunteer does not excuse poor behaviour. Any concerns will be dealt with in accordance with Council policies.

### **Agreement**

Volunteers will be required to complete a written agreement, consent form, provide contact details for themselves and those of another person in case of emergency, and any relevant health information.

### **Training**

Volunteers will receive an induction by the Park-Keeper which will include health and safety to ensure they understand the environment they are to volunteer in and to clarify how the volunteer is expected to carry out their tasks.

### **Liability**

For any council-led activity undertaken by a volunteer, Okehampton Town Council's insurance policies will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury.

### **Equality**

Okehampton Town Council's commitment to diversity and equality applies to volunteers and the Council values the contribution made by everyone, especially that made by unpaid volunteers.

### **Point of Contact**

The Park-Keeper will be the main point of contact in working hours, which are normally as defined below, and to whom volunteers can go to with queries or concerns. The Town Clerk can also be contacted if the volunteer wishes to speak with another member of staff about any matters.

Monday to Thursday	8.30am to 4.30pm
Friday	8.30am to 1pm

### **Health and Safety**

The induction process will include health and safety practices and requirements. Volunteers are recommended to carry with them a mobile phone at all times in case of emergency and not to work alone.

Volunteers must not under any circumstances undertake tasks on the riverbank or in the river itself.

The Council insurer stipulates that volunteers only undertake tasks during the working hours of Okehampton Town Council employees which are normally as stated in the section entitled 'Point of Contact'. Outside of these hours first aid equipment and assistance from Okehampton Town Council will not be available and volunteers undertaking tasks will not be considered to be volunteering for the Council.

### **Comments – From Trip advisor and Facebook**

A beautiful town park with a lovely play area and river running through. So amazing as can continue up to Ball Wood and return along Tramlines or set forth from Fatherford onwards up the East Okement and out on to Dartmoor proper. A real gem

Lovely park for walking, picnicking or just sitting watching the world go by. Very well maintained and very clean.

We are fortunate to live in Okehampton and so visit Simmons Park frequently. It's a lovely place to relax and watch the world go by; it's beautifully kept by the groundsmen, has vast areas of grass where children and dogs can play and there is a good selection of equipment in the play area at the far end of the park which is fenced off so children can play safely watched by their adults. If you are adventurous there are numerous walks from the park. It is very pretty and has the river Okement running through. There is also access to a Bowls Club and Leisure Centre from the park. Come and visit, you will enjoy.

Visited Simmons Park to complete a Geocaching Adventure Lab as it was not far from the cottage we were staying at. We are a group of 6 friends from 18 to 50+ The park is very pretty with the river running alongside. Some interesting historical memorials etc and some beautiful cottages too. We particularly enjoyed the water garden and unleashing our inner child in the play park - they had a large maypole style swing which was suitable for adults. It was lovely seeing lots of different age groups and dog walkers etc all enjoying the autumn sunshine. Also pleased to note that no dog mess left on the ground in this park so obviously very considerate dog owners. A very enjoyable morning.

What a beautiful Park with some amazing history, a great place to have been able to visit on our holiday. Very lucky to have such a pretty place to enjoy walks.

Okehampton is very lucky to have such a wonderful park. Fine specimen trees, and fast flowing East Okement river with crystal clear water. Rockery with ponds supplied with water from the Moor. Walks for all ages and capabilities, plus a large children's play area. Well maintained by dedicated groundsmen

This is a beautiful park that has something for everyone. The river snakes along one side, the flowers and shrubbery provide colour all year round. Perfect for a walk - you can climb up the steep path to the restored station as well. Huge open space that's great for a bit of football, rounders, frisbee etc. Then there is the playground - all sorts of equipment for all ages - even fitness stages for us older ones. Add to that a bandstand and a Pavilion/coffee shop and watching teams play sport on the pitches and astro - it's perfect!