



Okehampton Town Council

### SMALL GRANT APPLICATION FORM (£500 maximum)

#### About your Group or Organisation

\*delete as required

Name of group/organisation/charity\*: NORTH DARTMOOR SEARCH AND RESCUE  
TEAM  
Registered Charity Number (if applicable): 1106096  
Registered address:  
UNIT 3, HAMELOWN ROAD, OKEHAMPTON, EX20 1UB  
Contact name and address (if different):  
[REDACTED]  
Email: grants@ndsart.org.uk Telephone/mobile\* [REDACTED]  
Contact's role within organisation: GRANTS OFFICER  
Cheque payable to (if different from name of organisation above):

Please give brief details of:

1. The principal role of the organisation: The NDSART provides voluntary specialist search and rescue support for lost or injured walkers on Dartmoor and supports Okehampton and surrounding communities by searching for vulnerable missing persons and helping the local population during bad weather conditions (snow, floods, etc.).
2. Total membership: 45 volunteers in operational team plus supporters group.

#### Local Involvement

3. How does the organisation benefit the community?  
Search and rescue operations as well as supporting local events and sporting activities by providing traffic control and safety cover.
4. Of the total membership, approximately how many reside in:
  - a. Okehampton?
  - b. Okehampton Hamlets?

↳ Although the team is based in Okehampton I do not know where each team member resides.

**Local Involvement (cont)**


- 5. Average number of members attending each meeting? All members attend annual meetings. In addition there are weekly training sessions.
- 6. Number of meetings per year?

**About the Grant**

- 7. Please state what the grant will be used for and how it will benefit Okehampton residents?  
The team is seeking a contribution to the purchase of a lightweight roll-up stretcher (£677.58) together with a spinal insert (£595.52)
  - 8. Please supply full costings of project, equipment or activity or supply source for estimates. (please use a separate sheet if you require further space to answer)  
Six 100 stretcher (£677.58 incl. VAT)  
Spinal insert (£595.52 incl. VAT)
  - 9 a. What is the amount of grant requested? £ 500
  - b. Are you contributing matched funding for the project YES/NO\*  
if alternative funding is not available / possible.
  - c. Are you applying for or have you received grants or funds from other sources? We will apply if a suitable grant is found in near future. YES/NO\*
  - d. Is your organisation running fund-raising activities for this project? YES/NO\*  
Fund-raising is carried out throughout the year.
  - 10 When do you anticipate the money will be spent (date)  
Q2 2022
- Please note the feedback form to be completed 8 weeks after the completion of the project or, in any event, within 12 months of receipt of the grant. Future applications will only be considered if feedback for previously awarded grants has been received.

**Certificate**

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant .....  ..... dated 4/3/22 .....

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

December 2019

Friends of St James'  
Primary School



Okehampton Town Council

## SMALL GRANT APPLICATION FORM (£500 maximum)

About your Group or Organisation

\*delete as required

Name of group/organisation/charity\*: Friends of St James

Registered Charity Number (if applicable): 1197143

Registered address:

St James CofE Primary School  
Fort Road  
Okehampton  
EX20 1GJ

Contact name and address (if different):

Email: [REDACTED] Telephone/mobile\*: [REDACTED]

Contact's role within organisation: Chairperson

Cheque payable to (if different from name of organisation above):

Please give brief details of:

1. The principal role of the organisation: To facilitate the provision of resources and activities to support the education of the pupils of St James CofE Primary.
2. Total membership: FOSJ members include all parents/carers of St James pupils plus some other members of the community who support us. We have 129 members of our Facebook group. There are currently 157 pupils at the school, but it will eventually be 450.

Local Involvement

3. How does the organisation benefit the community? The resources and activities that we provide support the academic and holistic education and wellbeing of all children attending St James. We have run events that are open to the local community such as our Duck Hunt, and are very open to developing our community links further.
4. Of the total membership, approximately how many reside in:
  - a. Okehampton? We don't have access to this information.
  - b. Okehampton Hamlets? We don't have access to this information but there is likely to be more children residing in the Hamlets than Okehampton.

Local Involvement (cont)

5. Average number of members attending each meeting? 10
6. Number of meetings per year? 6

About the Grant

7. Please state what the grant will be used for and how it will benefit Okehampton residents?
8. Please supply full costings of project, equipment or activity or supply source for estimates.  
(please use a separate sheet if you require further space to answer)
- 9 a. What is the amount of grant requested? £200
- b. Are you contributing matched funding for the project NO\*
- c. Are you applying for or have you received grants or funds from other sources? YES\*
- d. Is your organisation running fund-raising activities for this project? NO\*
- 10 When do you anticipate the money will be spent (date) Early April

Please note the feedback form to be completed 8 weeks after the completion of the project or, in any event, within 12 months of receipt of the grant. Future applications will only be considered if feedback for previously awarded grants has been received.

Certificate

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant .....  ..... Dated ...08.03.2022.....

We would use the grant to purchase bark chippings to finish off the flooring of a living willow dome and tunnel (donated by Okehampton Roundtable and constructed by a FOSJ member) and topsoil to fill raised beds in the newly developed garden area at St James Primary. The raised beds are in the process of being built by members of FOSJ, using materials donated by Cladco. The bark will make the dome more usable by the children by stopping the ground being slippery, and covering the weed matting that is around the willow rods. There will be a raised bed for each of the year groups at the school so that each class can choose what they would like to grow and take responsibility for it. It is planned that they will grow vegetables that they will then be able to use as part of their meals and snacks at school.

We are seeking funding for:

600l bark chippings: £88.90

Topsoil 4x600l bags: £331.68

Wheelbarrow: £69.98

Total needed: £490.56

We have already received funding for the willow dome and tunnel - £250 and a large donation of decking from Cladco (cost not specified) which is being used to make the raised bed frames. We have received donations of other items such as tyres, paintbrushes, pallets, plants and trees to create other planting in the area. We will be applying to Okehampton Hamlets Parish Council for additional funding.

We are not putting in match funding ourselves at the moment as we are concentrating our funds on providing play equipment, which is going to be a huge expense. We are carrying out frequent fundraising activities for that goal, so are seeking grants and donations for smaller items that we need.

Okehampton Table Tennis Club



Okehampton Town Council

### SMALL GRANT APPLICATION FORM (£500 maximum)

#### About your Group or Organisation

\*delete as required

Name of group/organisation/charity*:	Okehampton Table Tennis Club
Registered Charity Number (if applicable):	
Registered address:	Riverside Club Castle Road Okehampton EX20 1HT
Contact name and address (if different):	
Email:	[REDACTED]
Telephone/mobile*	[REDACTED]
Contact's role within organisation:	Club secretary/treasurer
Cheque payable to (if different from name of organisation above):	

#### Please give brief details of:

1. The principal role of the organisation: To promote the sport of table tennis for the people of Okehampton and the surrounding areas
2. Total membership: 80

#### Local Involvement

3. How does the organisation benefit the community?	By providing purpose built premises for table tennis and other leisure activities (the premises are also hired out by other organisations). We run sessions for players of all standards and ages.
4. Of the total membership, approximately how many reside in:	
a. Okehampton?	40
b. Okehampton Hamlets?	20

**Local Involvement (cont)**

5. Average number of members attending each meeting?	10
6. Number of meetings per year?	We run 5 sessions each week

**About the Grant**

7. Please state what the grant will be used for and how it will benefit Okehampton residents?

The grant will be used to replace equipment used by club members, such as bats, nets, court surrounds and scoreboards.

8. Please supply full costings of project, equipment or activity or supply source for estimates. (please use a separate sheet if you require further space to answer)

Please find attached a quotation from Jeremy Broad from Ottery Table Tennis Club, who is a Bribar representative for table tennis equipment. The total cost of the equipment is £650, we are happy to make up any cost over and above the grant amount from club funds.

9 a. What is the amount of grant requested? £ 500

b. Are you contributing matched funding for the project      Yes      YES/NO\*

c. Are you applying for or have you received grants or funds from other sources?      No      YES/NO\*

d. Is your organisation running fund-raising activities for this project?      No      YES/NO\*

10 When do you anticipate the money will be spent (date)      April/May 2022

Please note the feedback form to be completed 8 weeks after the completion of the project or, in any event, within 12 months of receipt of the grant. Future applications will only be considered if feedback for previously awarded grants has been received.

**Certificate**

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant [REDACTED]      dated 22.3.22

**From:** [REDACTED]  
**Subject:** Re: Ottery Barriers  
**Date:** 15 March 2022 at 08:50  
**To:** [REDACTED]

Hi Nick

Just got some prices, which are as follows:

- 10 x All Weather bats £10.50 each
- 10 x Linus bats £9.50 each
- 2 x Joola/Tibhar Scoring machine £34.50 each
- 2 x 5 pack of green surrounds £189.99 each (Price of surrounds have gone up recently and this is the best they can do on them.)

In terms of stock/delivery – they would need to order the Linus bats in. If you were to go with 20 All weather bats then everything would be available for delivery now.

So that you are aware, i receive no commission or benefits as an agent. I do benefit from lower prices for goods that I purchase as an agent and I am only too pleased to help out other clubs/table tennis players.

Let me know if you wish to proceed and i will start the ball rolling.

Best regards

[REDACTED]  
Bribar Agent

**From:** [REDACTED]  
**Sent:** Sunday, March 13, 2022 1:22 PM  
**To:** [REDACTED]  
**Subject:** Re: Ottery Barriers

Hi Jeremy,  
I guess that's the longest "soon" ever! You may have realised that we decided not to get anything last year!

We've got the opportunity of a grant from Okehampton Town council of up to £500 for new equipment, and as some of ours is looking a bit tired we thought it a good opportunity to replace some of it. Mike has identified some equipment (I think from the Bribar catalogue) and wondered if you could give me prices for the following, please? We're happy to top up from club funds if necessary.

Barriers - green (box of 5)	2
Scoreboards	2
Joola Linus bats (junior)	10
Adult all weather bat	10

All the best,  
Nick

On 19 Mar 2021, at 07:44, [REDACTED]

No worries.

**From:** [REDACTED]  
**Sent:** Thursday, March 18, 2021 8:33 PM





## THE MUSEUM OF DARTMOOR LIFE

3 West Street  
Okehampton  
Devon  
EX20 1HQ

☎ 01837 52295

Emma James  
The Town Clerk  
Okehampton Town Council  
Fore Street  
Okehampton  
EX20 1AA

18 April 2022

Dear Emma

### APPLICATION FOR FINANCIAL ASSISTANCE - MUSEUM OF DARTMOOR LIFE

Traditionally, the Town Council has made available a grant to assist with the running of the Museum of Dartmoor Life which provides a resource for the Okehampton community and maintains a visitor attraction for the Town. Additionally, the museum provides the only tourist information facility in the North Dartmoor area. I would ask that the Town Council again considers providing financial assistance in this financial year.

In addition to the reports received by the Town Council from their nominated trustee, I can advise that the museum continues to thrive and a tremendous amount of time and in particular, volunteer effort, has been put in place for the museum to continue as a meaningful visitor attraction and community resource. The inclusion of the Tourist Information Point in the museum has maintained the focal point within the town and our volunteers have relished the additional challenge of information provision. Despite the lack of overseas visitors there were >10000 visitors to the information point last year.

Financially, the museum was able to generate a small surplus in the last FY, however, the museum continues to be a high maintenance building and extensive repairs were needed on the lift last season. In the coming FY it is proposed to make some improvements to the insulation of the building to save on anticipated future energy costs. The trustees are also maintaining their efforts to meet the criteria for applying for a National Lottery Heritage Fund grant to update the infrastructure of the building and improve the interpretation and collection.

Last year, Councillors asked for a breakdown of the £1500 allocated to the Tourist Information Point; this is shown as a restricted grant in our income and the expenditure is allocated against: staff costs, communications, utilities and volunteer expenses.

We would ask the Town Council to consider maintaining their continued support of the museum in this financial year and award a grant compatible with last year's funding of £3500. We also request that the £1500 previously made available to WDBC to assist with the tourist information facility is allocated to the museum to allow the trustees to maintain the facility. Our Annual Report and Accounts are attached.

We would be grateful if you would ask the Town Council to consider our request for financial assistance.

Yours sincerely

*forwarded electronically*

R JENNINGS for Trustees

# The Museum of Dartmoor Life

## Trustees' Annual Report 2022



### Aim and Purpose

The aim of the charity is to provide and maintain the Museum of Dartmoor Life. The museum exists to provide opportunities for visitors, volunteers and members of the local community to learn about and enjoy the cultural and natural heritage of Dartmoor and Okehampton.

### Objectives and Activities

The trustees' objectives are to collect, conserve and interpret artefacts and stories relating to Dartmoor, its history and people, and to engage with visitors and the local community to inspire diverse audiences and future generations to love and protect the Moor and its heritage. The museum maintains the existing collection and conserves artefacts and records, presenting them to the public in an absorbing and informative way. The museum organises and hosts local exhibitions and aspires to be a vibrant centre of lifelong learning with an exciting and diverse programme of workshops and events for the local community and visitors alike. It is a specific objective that the museum is for the public benefit, whether this is part of life long learning or maintaining the collection for visitors and the local community.

### Achievements, Performance and Outlook

The museum normally opens from March to October but did not open fully until May for the 2021 season due to national guidelines issued by the government in relation to the Covid 19 pandemic. This initial opening was limited to individuals or small family groups although visits by schools or local community groups were allowed at the end of the season. A number of events and exhibitions were held during the season, concluding with an exhibition on the railway to coincide with the reopening of the station at Okehampton.

Overseas visitors did not materialise in 2021 mainly due to the restrictions imposed by the pandemic, however, we welcomed more than 6,000 home based visitors as many took the opportunity to holiday at home rather than overseas.

The museum continues to undertake the role of providing tourist information and provided assistance to more than 10,000 visitors in the 2021 season.

Routine maintenance and some improvements to the fabric of the building have been achieved, mainly on a self help basis. The museum has a policy of sustainability and a longer term environmental control programme will be put in place over the next two years to maintain the integrity of the museum and collection. A costed condition survey was undertaken in 2021 and listed works required at £360k. These works will form part of the museum's bid to the National Lottery Heritage Fund that will be made in 2022/23.

The trustees have set out their five year plan and continue to monitor and develop the strategic vision that will require, potentially; audience development, new digital interpretation and development of the premises. The project will need engagement with grant giving bodies, as well as a bid to the National Lottery Heritage Fund. New trustees with specific skills have been recruited specifically to help develop the museum's future. Trustees have continued to ensure good governance is in place and trustees, staff and volunteers have received external training (electronically) to assist with our objectives.

The museum was reaccredited with the Arts Council in 2017 and will continue with accreditation when the scheme is reintroduced by the Arts Council in 2022.

## **Financial Review**

In this accounting period the trustees continued their policy of financial caution, especially with the uncertainty of income streams with the museum closed at the beginning of the season. However, central government assistance in the form of grants totalling £10,667 allowed the charity a reasonable surplus over operating income and expenditure. Capital assets at the end of the accounting period are £315,000 although these assets cannot be used without undermining the work of the charity. Surplus funds have been set aside to invest in development and infrastructure funding, together with any matched funding requirements.

There remain a number of financial risks to the charity, not least any loss of rental or grant income. Therefore, the priority is to increase visitor numbers and shop revenue to offset any potential loss of revenue in other areas. The trustees will continue to exercise prudence in the next financial period and seek grants where possible.

The trustees are particularly grateful for the continued support of Okehampton Town Council without whose financial assistance the museum and charity would have ceased to be a going concern.

## **Reserves**

It is charity's policy to maintain a balance on unrestricted funds, which equates to at least three months expenses and an amount to cover emergency situations that may arise from time to time, equivalent to £25,000. The balance of £65,859, held in unrestricted funds, meets this target. The trustees will continue with measures to ensure that cash reserves are maintained and available to meet unforeseen eventualities.

## **Volunteers**

Our volunteers continue to be the life blood of the organisation and the museum would not survive without the dedicated service provided by our volunteers. The trustees would like to take this opportunity to formally thank all volunteers who work tremendously hard in ensuring that the museum continues to fulfil its purpose. Without our volunteers' valuable contribution, the museum would be unable to meet its objectives. Volunteers undertake a variety of vital roles. These ensure that the maintenance, collection care and documentation of the museum's core activities are maintained.

In addition, in 2021 the front of house volunteers continued to provide the valued tourist information service that has received many plaudits. The museum continues to seek volunteers, especially front of house information advisers, who have an interest in supporting the community in through the museum and its activities.

It is the aspiration of the trustees that all volunteers should enjoy a meaningful experience when associated with the museum and every effort is made to ensure their experience is as fulfilling and structured as possible.

## **Structure, Governance and Management**

The method of appointment of trustees and the charity's officers is set out in the charity's governing document. The trustees are responsible for the running of the museum and meet at least six times a year. This can be virtually or in person. Administrative matters are overseen by the trustees' officers which consist of the chair, immediate past chair, secretary and treasurer. Routine operational matters are delegated to the manager who, with lead volunteers, has day to day operational responsibilities. The trustees will continue to seek new trustees with appropriate skills to enhance the work of the charity.



## The Museum of Dartmoor Life Receipt and Payment Accounts

**Charity No  
117311**

For the period  
from **1 Apr 2021** To **31 Mar 2022**

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Front of House Sales	14,558			14,558	1,817
Rents	13,021			13,021	13,279
Fundraising and Events					
Donations					5
Grants	14,167			14,167	13,850
Tourist Information Grant		1,500		1,500	1,500
HMRC					6,100
Refunds					1,502
Other	107			107	
<b>Sub total(Gross income for AR)</b>	<b>41,853</b>	<b>1,500</b>	-	<b>43,353</b>	<b>38,053</b>
<b>A2 Asset and investment sales, (see table).</b>					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
<b>Sub total</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>-</b>	<b>- 0</b>
<b>Total receipts</b>	<b>41,853</b>	<b>1,500</b>	<b>- 0</b>	<b>43,353</b>	<b>38,053</b>
<b>A3 Payments</b>					
Staff Costs	12,587	500		13,087	13,925
Stock	3,143			3,143	213
Event Costs	331			331	360
Utilities	1,795	250		2,045	3,447
Insurance	3,381			3,381	3,158
Routine Maintenance	2,181			2,181	1,176
Repairs and other Property Costs	3,796			3,796	1,628
Communications	632	500		1,132	650
Administration	1,103			1,103	897
Capital Expenditure and Development	2,236			2,236	3,000
Volunteer Travel and Subsistence	266	250		516	3
Professional and Management Fees					
Marketing	1,028			1,028	230
Refunds					50
Collection and Other Costs					
<b>Sub total</b>	<b>32,479</b>	<b>1,500</b>	-	<b>33,979</b>	<b>28,737</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
<b>Sub total</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>-</b>	<b>- 0</b>
<b>Total payments</b>	<b>32,479</b>	<b>1,500</b>	<b>- 0</b>	<b>33,979</b>	<b>28,737</b>
<b>Net of receipts/(payments)</b>	<b>9,374</b>	-	-	<b>9,374</b>	<b>9,316</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>56,485</b>	-	-	<b>56,485</b>	
<b>Cash funds this year end</b>	<b>65,859</b>	-	-	<b>65,859</b>	<b>56,485</b>

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### Independent Examiner's Report to the Trustees of The Museum of Dartmoor Life

I report on the accounts for the year ended 31 March 2022 which are set out on pages 4 and 5 above.

#### Respective responsibilities of trustees and examiner:

The charity's trustees consider that an audit is not required for this year (under section 43 (2) of the Charities Act 1993 (the Act)) and that an independent examination is needed. It is my responsibility to:

examine the accounts (under section 43 of the Act), to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43 (7)(b) of the Act), and to state whether particular matters have come to my attention.

#### Basis of independent examiner's report:

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

to keep accounting records in accordance with section 41 of the Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
  
  
  
  
12 April 2022

Friends of Okehampton  
Polish Naval  
Camp



Okehampton Town Council

## SMALL GRANT APPLICATION FORM (£500 maximum)

About your Group or Organisation

\*delete as required

Name of organisation: Friends of the Okehampton Polish Naval Camp (FOPNC)
Registered Charity Number (if applicable): N/A
Registered address: [REDACTED] [REDACTED] galloway [REDACTED] galloway [REDACTED] [REDACTED] [REDACTED] EX20 1SQ
Contact name and address (if different): N/A
Email: [REDACTED] Telephone/mobile: [REDACTED] 368974
Contact's role within organisation: Chair
Cheque payable to (if different from name of organisation above): Lloyds Bank (details to follow)

Please give brief details of:  <b>1. The principal role of the organisation:</b> We are a group of volunteer researchers who originally participated in "Telling Our Stories Finding Our Roots" (TOSFOR) from 2019-2021, a community heritage and oral history project. This is a Devon Development Education initiative supported by the National Lottery Heritage Fund. Okehampton was one of the towns selected "to find, share and celebrate" its hidden history with a focus on diverse and multicultural communities, past and present. Picking up on one of these strands, our group were specifically involved in exploring an important part of Okehampton's WW2 history when the town became a home to the Polish Navy for a number of years.
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Although the TOSFOR project relating to Okehampton officially disbanded in March 2021, a number of volunteers, including myself and other contributors, have continued the research to the present day and have formed the basis of a new, stand-alone project team. The team's primary role is to pursue a request for a commemorative plaque to be installed in the town. We now refer to ourselves as the 'Friends of Okehampton Polish Naval Camp' (FOPNC). Annex 1 details a list of local residents who are supporting this project. Annex 2 provides information on the FOPNC Project team which I chair. They are mostly the children of the original Polish Camp residents now living in other parts of the country. We mainly communicate via tele conferencing and email correspondence. A number of us have met in Okehampton on the occasions of the two mayoral opening ceremonies relating to the TOSFOR project over the past two years.

Through our research, we discovered that for five years between 1944 and 1949 Okehampton hosted the Polish Naval Training Camp (also known as ORP Bałtyk and the only camp of its kind in the UK) and, from March 1947, a Resettlement Corps for ex-Polish Navy servicemen who wished to remain and work in this country. It was located in the area now occupied by Okehampton Rugby Football Club and Primary School, Oaklands Residential Park and a private field, all originally part of the Oaklands House estate.

Under the guidance of TOSFOR coordinators, our members conducted many interviews and explored historical archives. They also received many personal collections of documents and photographs kindly shared by the descendants of the former residents of the Polish Naval Camp.

We learned that these brave servicemen fought with great distinction alongside the British and Allied navies, serving on board Polish and British ships. They took part in such vital operations as Arctic and Atlantic Convoys, the evacuation of Dunkirk and the D-Day Landings and the action against the German battleship Bismarck. They often gave their lives in the fight for freedom. Around 450 died and another 200 were seriously wounded out of an overall complement of around 4,000 men. Most of these men at one time or another spent time at the camp. This was firstly in a naval training and shore-leave capacity (1944 - 1946) during the war and in its aftermath for around 18 months when military operations continued to be necessary. Then (from 1947-49) it became a part of a British Government resettlement scheme with an emphasis on training or retraining them in civilian occupational skills for a new life in this country. The Poles were generally very popular, helpful and courteous with the local residents and became valued members of the community both socially and recreationally. Many remained and worked in and around the town after 1949 when the camp closed.

Our research has greatly benefited from, among others, the invaluable contributions of the former Mayor, Cllr Julie Yelland, the local historians - Mike and Hilary Wreford and descendants of the original Polish servicemen who either remained in the town to the present day or now live further afield.

**Total membership:**

FOPNC has thirty-three members. Twenty-five live locally and a project team of eight reside outside Okehampton but have family connections to the town (please see Annexes 1 & 2).

### **3. How does the organisation benefit the community?**

The findings of our research were shared with the Okehampton community via the TOSFOR website: [www.tellingourstoriesdevon.org.uk](http://www.tellingourstoriesdevon.org.uk). Included on the website are research reports, photo-galleries and personal testimonies as well as an online zoom presentation by our group members, entitled "Digital Talk". Our findings and recorded oral histories were also deposited in the archives of the Museum of Dartmoor Life.

As part of TOSFOR, our group participated in two local exhibitions promoting the sharing of the story of the Polish Naval Camp. The exhibitions were located in the courtyard of the Museum of Dartmoor Life. They were opened by the Town Mayors, the first in 2020 by Cllr Julie Yelland and the second in 2021 by Cllr Bob Tolly.

On 5th November 2020, The Okehampton Times newspaper carried a two-page article entitled "Shining Light on Poles Who Joined the Allies", with contributions by two group members; Stephen Szytko (the son of one of the original Polish residents) and myself. In December 2021, an article written by Peter Szytko (a colleague researcher and a member of our group) on the same subject entitled 'Okehampton's Best Kept Secret' appeared in the local magazine, Dartmoor News, whose editor, Paul Rendell, is a town resident (please see Annex 6).

In addition, our local knowledge of Okehampton contributed to the creation of the 'Self-Guided Walking Tour Through Okehampton's Multicultural past', a booklet which is available in the reception of the Museum of Dartmoor Life and Tourist Information Centre. Most of the route covers points of interest relating to the Polish Navy presence in Okehampton.

Finally, as a group member, I translated from Polish into English the Okehampton chapter of a book entitled 'The Polish Naval Academy' by Professor Dariusz Nawrot, a publication which is kept by the Town Council at the Town Hall. The book was published in 2012 to mark the 90<sup>th</sup> anniversary year of the Academy. This unexpected gift from Poland was presented to Cllr the Rev Davies, the Mayor at the time, on behalf of the Polish Naval Academy and the Polish Senate. It explains Okehampton's historic link with the Polish Navy and offers gratitude for the welcome Polish naval officers and rank-and-file seamen found in the town during WW2. In October this year, the Polish Naval Academy in Gdynia will celebrate its centenary.

Cllr Davies said at the time that, since receiving the letter and gift, he had found out much more about the town's involvement with the Polish navy. We hope that our plaque proposal assists in a similar way by galvanising and promoting historical interest among many other local residents.

The installation of a commemorative plaque would build on the momentum we have gained in publicising the camp through these various event and activities over the past three years.



**4. Of the total membership, approximately how many reside in:**

- a. Okehampton? Twenty-four
- b. Okehampton Hamlets? One

Local Involvement (cont.)

**5. Average number of members attending each meeting? Six**

**6. Number of meetings per year?**

Over the past two years, bi-monthly zoom or tele conference meetings have been held with the project team and chaired by myself. We also progress ongoing issues via regular email communications. Those listed in Annex 1 (i.e. local Okehampton residents who have taken an interest in the project) are updated regularly and asked for their comments.

About the Grant

**7. Please state what the grant will be used for and how it will benefit Okehampton residents?**

We would like to propose a permanent sign to be installed in a highly-visible public place commemorating the vital role Okehampton played during the Second World War and its aftermath when, in the years between 1944 and 1949, the town became the location of the Polish Naval Training Camp and later a Resettlement Centre.

We are seeking from the Council:

- (a) Permission to locate a plaque in Okehampton, preferably on council premises;
- (b) Funding (£412.50).

Benefits to local residents include:

Local Interest

A commemorative plaque would highlight the rich multi-cultural history of Okehampton and particularly one of the important roles the town played during WW2.

We believe that it would provide a sense of pride and inspire further exploration of the town's rich heritage by its residents. Apart from Okehampton's general population (many of whom may find this local history of interest), there are a number of relations of the original Polish Navy personnel from the 1940s still living in the town to this day. In combination, those who remained in the town after the camp closure and many of their children and grandchildren have played an important role in the Okehampton community for 78 years. The town is one of a small but select number in the UK that has WW2 links with Poland. It will enhance the British/Polish naval connection in particular both nationally and internationally. If some form of commemoration is not installed in the town, there is a danger that this important history will be lost forever for generations to come.

Education

We believe there will be an educational benefit not just for school children and older students but for those of all ages. These days, Primary School students generally cover WW2 as part

of their curriculum and are also encouraged to research local history. The plaque (along with our website) provides teachers with a resource that can generate positive student interest in WW2 by contextualising it with their home town of Okehampton. It could either be used as a prompt by teachers putting materials and activities together for their lessons, or to stimulate students' own research projects.

Viewing the plaque might also act as an inspiration for residents and visitors to find out more about important local history through information provided at the Tourist Information office and elsewhere in the town. It may inspire some to research their own family histories.

#### Tourism

This shared knowledge of the Okehampton's history should encourage wider interest, bringing more publicity and tourism into the town and providing more business to its hospitality sector. During the course of the project, we have even attracted the attention of those living overseas who are researching their family trees; potential for more tourism.

We would seek to generate regional media publicity at any future unveiling ceremony by contacting BBC Spotlight Southwest TV News Programme suggesting they televise the event. Members of our project team have been in contact with their Arts Correspondent, Emma Ruminski. She has taken a keen interest in Polish Naval WW2 exploits as her grandfather was a resident at the camp in the 1940s. We would also contact local newspapers and magazines (e.g. Dartmoor News) who have already demonstrated their enthusiasm for the projects to date.

There are also many relatives of the original Polish sailors living around the country who are taking an interest as a result of the TOSFOR and FOPNC projects and will wish to visit the town in due course. We feel that the plaque will build on the momentum gained from the two projects and provide a fitting culmination of all that has been achieved to date.

Please see Annexes 3 and 4 which details the type and size of plaque we have in mind and some suggestion on as to where it could be located, subject to planning permission from the relevant public bodies or private landlords.

**8. Please supply full costings of project, equipment or activity or supply source for estimates. (please use a separate sheet if you require further space to answer)**

Please see Annex 5 for full costed options.

**9. a. What is the amount of grant requested?**

£ 412.50

**b. Are you contributing matched funding for the project?** YES

**c. Are you applying for or have you received grants/funds from other sources?** NO

**d. Is your organisation running fund-raising activities for this project?** NO

**10. When do you anticipate the money will be spent (date)**

We estimate that the money will be required within 28 days should the council grant approval.

Please note the feedback form to be completed 8 weeks after the completion of the project or, in any event, within 12 months of receipt of the grant. Future applications will only be considered if feedback for previously awarded grants has been received.

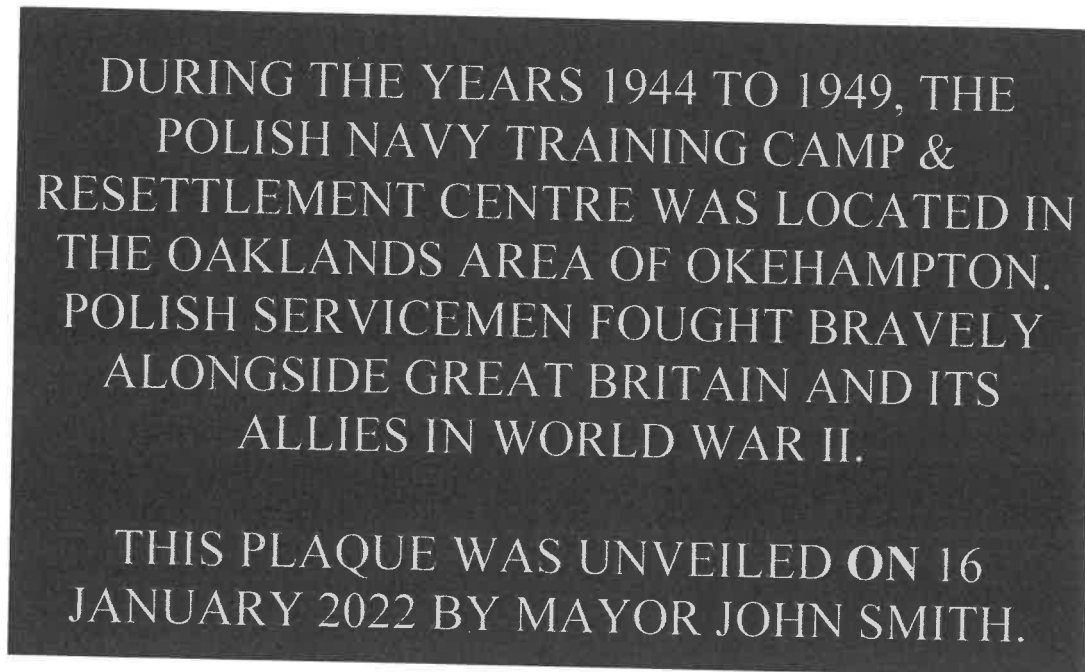
### ANNEX 3 - PROPOSED PLAQUE

**Overall style:** To replicate and complement the similar plaque relating to the Polish Navy HQ building at Clarendon House, Albert Road, Plymouth (see page 4).

**Writing:** Gold paint all in capitals. Navy Blue background (this colour scheme ties in with the Polish Navy insignia). Times New Roman font.

**Material:** Corian (slate effect).

**Size:** Approximately 50 cms x 40 cms.



#### **Possible sites:**

None of the original camp buildings (wooden huts or metal Nissan huts) survive save for a few concrete foundations, mainly because the camp was only intended to be operational for World War 2 purposes. There is therefore no suitable wall on which to install a plaque on the site. We suggest that the next best options available (in our order of preference) are as follows:

1. The Town Hall on its Fore Street side.
2. The Museum Courtyard.
3. Red Lion Yard Shopping Precinct on the wall where there already exists a D Day plaque.
4. Market Street at various locations along the wall which we believe is council-owned) between the Town Hall and the arcade entrance leading into the Red Lion Yard.

All options lie in central Okehampton for easy visitor access and within a 10-minute walk to the site. Directions to the camp location from the town centre are already provided in a free self-guided tour booklet available at the Tourist Information Centre.

We also considered the corner of the Waitrose building on its Market Street side by the mini roundabout. This would be the option closest to the original campsite but, following enquiries, planning permission is unlikely to be granted.

**The Albert Road plaque in Plymouth.**

DURING THE YEARS 1940 TO 1947 THIS BUILDING WAS THE TRAINING CENTRE FOR THE POLISH NAVY AND HEADQUARTERS OF THE POLISH NAVY SOUTHERN COMMAND FOLLOWING THE OUTBREAK OF WORLD WAR II

THIS PLAQUE WAS UNVEILED ON 20th MAY 2001, BY THE LORD MAYOR OF PLYMOUTH, COUNCILLOR DAVID VINEY AND MR STANISLAW SZWABSKI, CHAIRMAN OF GDYNIA CITY COUNCIL, TO COMMEMORATE THE 25th ANNIVERSARY OF THE TWINNING OF PLYMOUTH AND GDYNIA.

It is highlighted in red on the photo below outside the Clarendon House building.



**ANNEX 4 – PROPOSED PLAQUE LOCATION OPTIONS. (1. Town Hall; 2. Museum Courtyard; 3. Red Lion Yard; 4. At various locations along Market Street.**

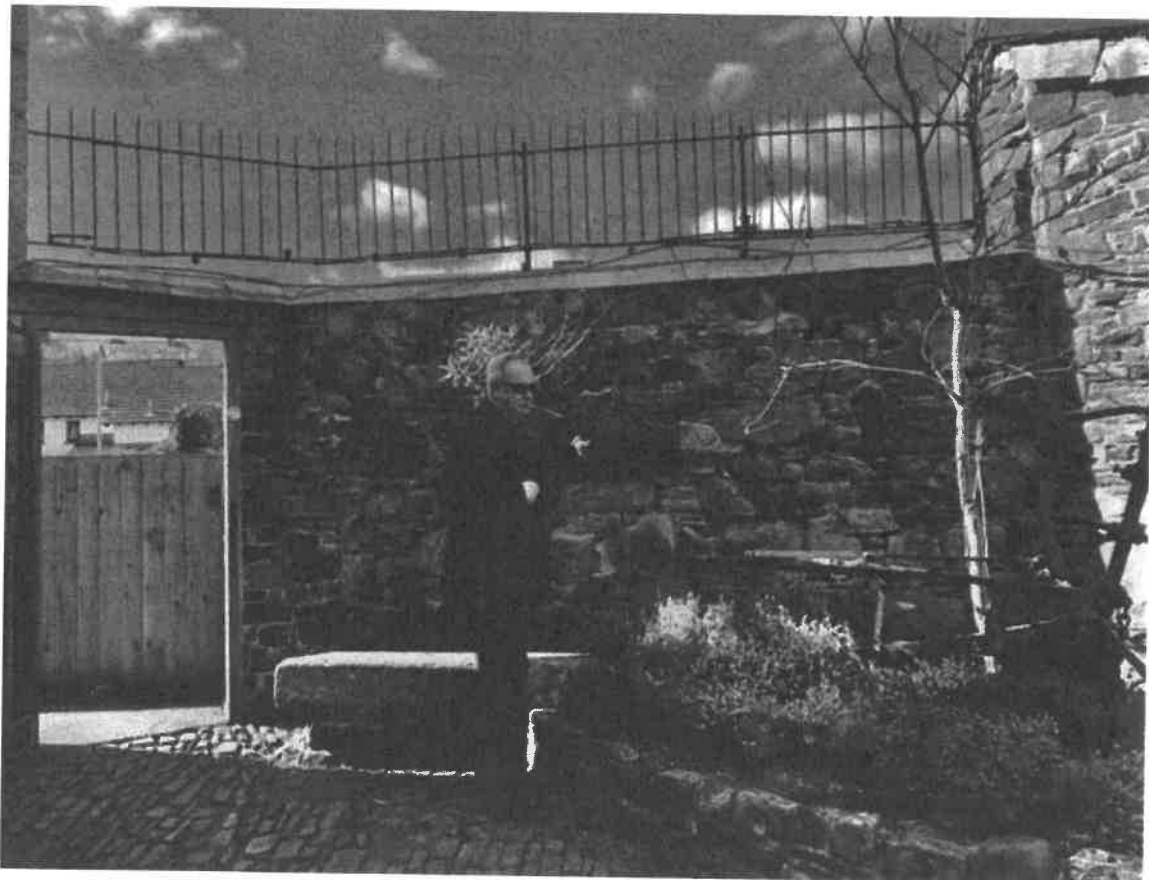


Proximity of proposed plaque sites (indicated with red arrows) to the former camp grounds (highlighted in yellow).

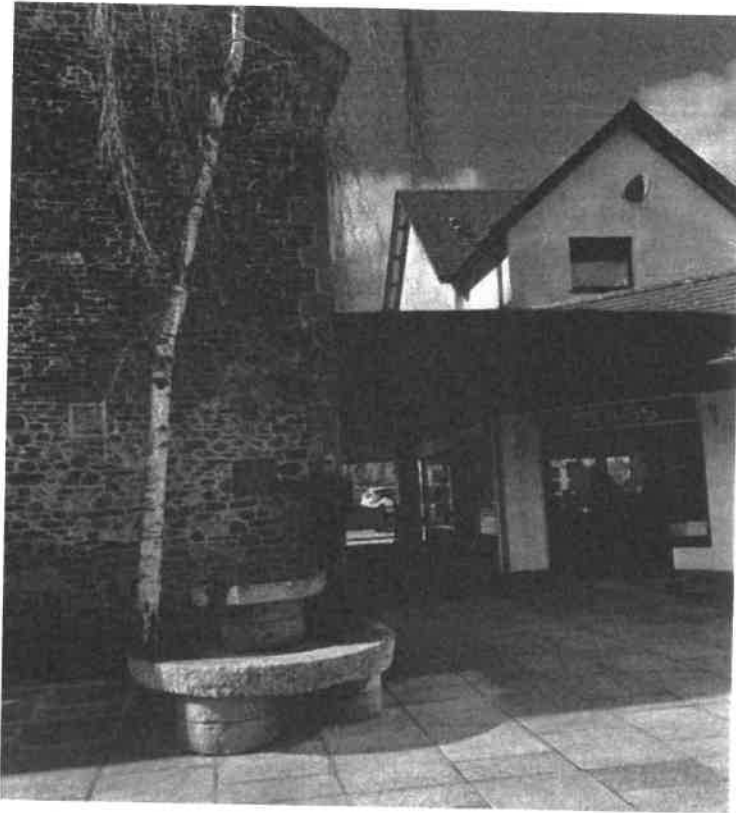




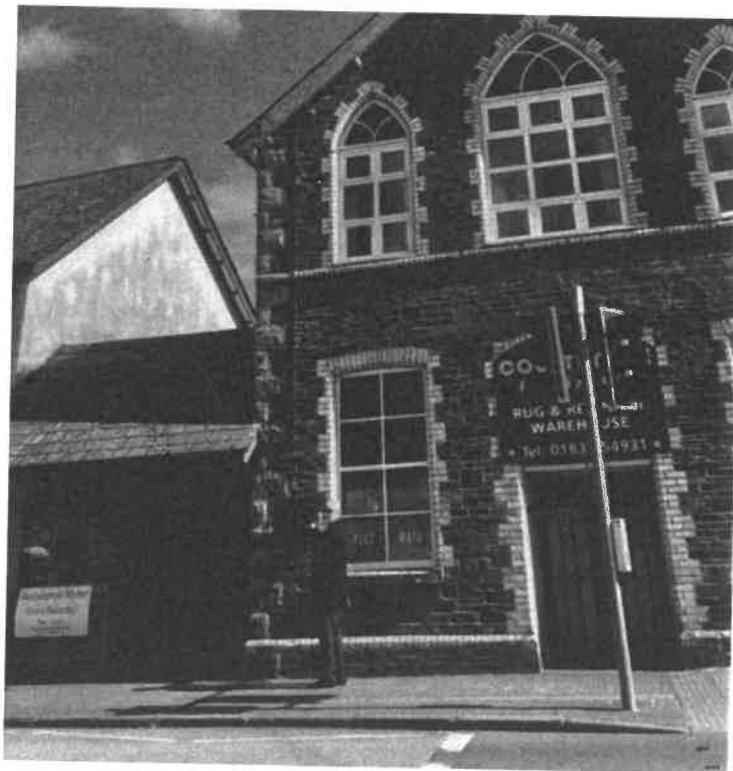
**Option 1.** The Town Hall. This is our preferred location due to its central location and visibility. The blue squares represent three possible fixings.



**Option 2.** The Museum Courtyard. It may hopefully attract the attention of those visiting the Tourist Information Office and Museum.



**Option 3.** Red Lion Yard Shopping precinct near the D-Day plaque. Another good central location and slightly closer to the original Polish camp site than Options 1 & 2.



**Option 4.** Next to the arcade leading into Red Lion Yard. This is one of several possible locations along Market Street from the Town Hall downwards and is also slightly closer to the original Polish camp site than Options 1 and 2.

## ANNEX 5 - COSTED PLAQUE OPTIONS

We have sourced two local companies for costs. Our preference would be Option 1 (Jag Signs) which is considerably cheaper than the like-for-like comparison with the quote provided by Continental Engravers (see Option 4). We are informed that Corian looks as good and lasts as long as slate and is considerably cheaper.

Company	Dimensions	Material	COST (incl fitting)
1. Jag Signs Holsworthy	50x40x20	Corian (Slate effect) Navy Blue with gold lettering	£412.50
2. Jag Signs Holsworthy*	50x40x12	Steel with black lettering	£358.75
3. Jag Signs Holsworthy	50x40x20	Slate Navy Blue with gold lettering	£660.00
4. Continental Engravers, Plymouth	50x40x12	Corian (Slate effect) Navy Blue with gold lettering	£643.75 plus fitting cost

\* A possible alternative which Jag Signs has suggested is for a Corian plinth with a brushed stainless steel plaque and black engraved text (see below). Although not our preference, the council may consider that such a 'look' and colour scheme better fits with a 'civic dignity' image (i.e. less colourful).

