



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

21st June 2021

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 26th July 2021 at 7pm in the Charter Hall, Market Street, Okehampton.

Due to coronavirus regulations numbers are restricted and attendees are requested to wear face coverings whilst moving around the building.

Yours faithfully

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Emma James
Town Clerk

Declarations of Interest - Members are reminded that they should declare any relevant interest in the items to be considered.

**Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting.
No decision can be taken on items not detailed on the published agenda.**

Business to be Transacted.

1. **Apologies for Absence** - To receive apologies for absence
2. **Deferment of Business** – For questions from the public to bring matters of concern to the attention of the Town Council
3. **Members' Questions** - To receive questions from Members regarding the workings of the Council
4. **West Devon Borough Council Planning Services** – To receive a presentation from Mr Mullineaux and Cllr Mott, WDBC in relation to steps being taken to improve the planning and enforcement service provided by WDBC, followed by an opportunity to ask questions.
5. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
6. **Devon County Council** - To receive the report of the Devon County Councillor, if present

7. **Questions Arising from Member reports** – Questions arising from WDBC and DCC reports in relation to items as presented to the meeting to be summarised and recorded by the Clerk for forwarding to the relevant persons.
8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 8.1 To adopt the minutes of the **Policy & Resources Committee** meeting held on 21st June and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.2 To adopt the minutes of the **Parks Committee** meeting held on 1st March 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 28th June 2021.
10. **Crossing Outside Plume of Feathers** – To consider, at the request of Cllr Samuel (DCC), the need for replacement of the pavers to the recently repaired crossing that was completed in tarmac.
11. **Rail Reinstatement, Traffic and Parking**
 - 11.1 To receive an update from Cllr Samuel in relation to a vehicle and parking strategy in Station Road including consideration of the upper part of the road and other areas.
 - 11.2 Consideration of a suggestion that investigation of the provision of the instigation of a park and ride system and/or parking from the Parkway Station site to the existing station take place.
12. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech and to resolve any actions required noting an amendment to a camera location in Simmons Park.
13. **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)**
 - 13.1 To receive an update, consider the current working draft plan and the group Chairman's report at the full Council meeting on 28th June in relation to obtaining feedback from the community. To resolve to approve the recommendation on the attached paper.
 - 13.2 To resolve to recommend that the working group reviews the Terms of Reference for consideration by both Councils.
 - 13.3 To review the Councillors nominated to the Neighbourhood Planning Group (currently Cllrs Leech and Goffey), in line with the current Terms of Reference which specifies that each Council nominate three members.
 - 13.4 To note that the revised protocol for OHNPG expenditure for current financial year has been approved by Okehampton Hamlets Parish Council.
14. **Working Groups**
 - 14.1 **Queens's Jubilee** – To consider extending the Terms of Reference permitting a Member of Okehampton Hamlets Parish Council to join the group to allow joint working on some aspects of the celebrations.
 - 14.2 **Investment** – To resolve to nominate additional Members to the group.
15. **Beating of the Bounds** – To consider a request from the Okehampton Hamlets Commoners Association that the Council nominate a flag bearer for one of the stone to stone legs of the event being held on 18th August 2021.
16. **Welcome Back Fund** – To receive an update from the Clerk in relation to the bid for funding made to WDBC.

17. **Consultation – Shaping the Future of Transport Across the South West** – To resolve to nominate members to draft a response for consideration at full Council on 23rd August, the consultation closing date being 17th September 2021.
18. **Consultation – DCC National Bus Strategy** – To resolve a response to the consultation the closing date being 15th August 2021.
19. **Town Community Archive Project** – To consider approval of a proposal by the Clerk of Okehampton United Charities (OUC) that the Town Council Clerk joins a working group to investigate the feasibility of the creation of an Electronic Town/Community Archive by digitalising documentation held by organisations including the Town Council and the OUC.
20. **Leases/Agreements** –
- 20.1 To receive an update from to meetings attended in relation to leases.
- 20.2 **Tennis Club User Agreement Novation**– The agreement is currently between Okehampton Town Council, West Devon Borough Council, Okehampton & District Tennis Club and Devon County Council.
To resolve to approve the novation of the agreement from Devon County Council to Dartmoor Multi Academy Trust and that the Deed of Novation be executed by the affixing of the Common Seal of Okehampton in the presence of the Mayor and Clerk.
- 20.3 **Carpark Agreement Novation** – The agreement is currently between Okehampton Town Council, West Devon Borough Council and Devon County Council.
To resolve to approve the novation of the agreement from Devon County Council to Dartmoor Multi Academy Trust and that the Deed of Novation be executed by the affixing of the Common Seal of Okehampton in the presence of the Mayor and Clerk.
- 20.4 **New Carpark Agreement** – To consider options for a new draft agreement between Okehampton Town Council, West Devon Borough Council and Dartmoor Multi Academy Trust
21. **Placemaking Working Group** – To resolve to approve exploration in conjunction with WDBC the prospect of whether a more unified approach can be reached with the business community and to open discussion with that community in light of covid recovery and the challenges that will be faced to unify resources and plans.
22. **Cemetery Inspection** –
- 22.1 To note that an inspection of the memorial stones in the Town Council's Cemetery will be undertaken during August and September, and that any memorial stones requiring immediate action for health and safety purposes will be either staked and bound or laid flat.
- 22.2 To note that Council staff will not be undertaking any grass maintenance work in All Saints Graveyard until such time as a memorial inspection has been completed by the Northmoor Team.
23. **Climate Change Working Group** – To receive a report and consider Cllr Goffey's proposals for items including electric vehicles and bicycle charging points and an alternative option.
24. **Finance** –
- 24.1 To resolve payment of the invoices in accordance with the schedule
- 24.2 Rural Market Town Group Subscription – To consider an update from the nominated Council representatives, Cllrs Goffey and Leech, and resolve whether to continue the membership following the end of the free trial at the end of July 2021, the subscription cost currently being £130 p/annum.
25. **Civic Diary Report** – To note events attended by the previous Mayor and Deputy Mayor during June 2021

26. **Coronavirus Legislation** – To consider, following relaxation of coronavirus restrictions, the location and format of future meetings of the Council.
27. **Meeting Date Amendment** – To resolve to approve the change of date of the Policy & Resources and Planning (Applications only) Committee meetings from 20th September to 13th September 2021
28. **Reports of Council Working/Task & Finish Groups** – To note reports:
 - 28.1 **Climate Change** (Cllrs Button, Goffey, Ireland and Leech) Report provided earlier in the meeting.
 - 28.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)
 - 28.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers) – Report provided earlier in the meeting.
29. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 29.1 **Neighbourhood Plan Group** (Cllrs Goffey and Leech) – Report provided earlier in the meeting.
30. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 30.1 **Okehampton Matters** (Cllrs Goffey and Wood)
 - 30.2 **Okehampton COVID19 Support Group** – (Cllr Button)

PART TWO

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:

'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

31. **Zip Wire Replacement** – To consider the recommendation of the Parks Committee to accept a quotation for replacement of the zip wire, noting that Okehampton Hamlets Parish Council have been asked if they would like to contribute.
32. **Clapps Wood** - To consider the recommendation of the Parks Committee to accept a quotation for the felling of the trees affected by ash tree dieback
33. **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)** – To receive an update on the issue raised in Part 2 of the full Council meeting on 24th May 2021, Min Ref 51, and resolve any actions required to be undertaken including consideration of a letter being sent to Okehampton Hamlets Parish Council.