

**Okehampton Town Council
Full Council Meeting 30th October 2023
Meeting Report**

Date:	23 rd October 2023
Name:	Emma James

Business Improvement District – To consider the update and timeline for the next stages of the project.

Stage 1

October/December:

Utilise the feedback from prior research to develop more concrete project areas for further consultation.

Agree final consultation template levy rules i.e., potential levy incomes, levy payers, exemptions etc.

Plan next stages of research, to include workshops/focus groups creation of a letter, mailing list and other such required resources.

Provide governance options (BID body/BID proposer etc.)

Finalise data lists for next stages.

Produce draft business plan, with budgets, to facilitate next stages of business consultation.

January/March

Work with council team on operating agreement, baseline statements, ballot, and levy collection arrangements.

Finalise council's set-up costs reclaim policy.

Consultation phase to include business surveys and workshops/focus groups.

Finalise business plan dependent on feedback.

Final recommendations on ballot proposals

Stage 2

Finalise process to ballot according to the BID Regulations, including:

- i. Notification to the Secretary of State
- ii. Creation of a final business plan and BID Proposal
- iii. Final BID rules and area
- iv. Formally request for ballot

If all runs smoothly, an indicative timeline to ballot might be:

Monday 11 March 2023 – Notification to the Secretary of State (minimum 84-days prior to date of formal letter of request)

Tuesday 04 June 2024 – Formal letter of request to Local Authority with final BID Proposal

Wednesday 05 June 2024 - Notice of ballot

Monday 17 June 2024 – Ballot papers issued

Friday 21 June 2024 - First day of ballot

Thursday 18 July 2024 - FINAL DATE OF BALLOT

Friday 19 July 2024 - Count and Declaration

Friday 02 August 2024 - End of veto period

Saturday 17 August 2024 - End of challenge period

By Friday 18 July 2025 –BID must commence (within 365-days of declaration)

Community Governance Boundary Review – To consider the outcome of the WDBC meeting of 3rd October 2023 and any actions required.

A letter has been sent to all households within the Town and Hamlets by WDBC. The Council is requested to consider if it wishes to respond to the consultation or take any further action.

Dear Household

COMMUNITY GOVERNANCE REVIEW – OKEHAMPTON

You may recall that we wrote to you recently to advise that West Devon Borough Council is conducting a Community Governance Review, consulting on a proposal to extend the Okehampton Town Council boundary.

The Review began in February 2023 and to date, the views of local residents and key stakeholders have been sought on the proposal contained within the original petition and in accordance with the agreed Terms of Reference, these views, along with other relevant information, have been considered by the Council through its 'People and Communities Hub Advisory Group'.

As part of their deliberations, the Advisory Group examined all of the responses received from local residents during the first public consultation phase and considered other relevant information. It also met with representatives of both the Town and Parish Councils, to hear their views.

Given the number of comments received in support of the proposal and, in recognition of the additional strain being placed on the services of the Town Council as a result of the extensive additional development in the area, the Advisory Group considered that the option to extend the Town Council boundary should remain an option for consideration.

The Group also acknowledged that just over a quarter of comments received during the consultation had expressed a wish to retain the status quo. Therefore, Group Members felt it appropriate for this option to also be included as part of the second public consultation exercise.

Finally, the Group recognised that a number of the comments received had expressed the view that the Town and Parish councils should be merged. However, the majority of Advisory Group Members were not supportive of this option at this time because in their view, the combination of an urban town council and a rural parish council would not be conducive to community cohesion and so this option should not be included as part of the second public consultation phase.

The Group's recommendation on the way ahead was considered by a meeting of West Devon Borough Council on Tuesday, 3 October at which the Council was supportive of the recommendation to once again consult residents on the two options specified.

In accordance with the agreed Terms of Reference for the Review, we have now reached Stage 4 of the process, and we now write again to every household in the Town and Parish Council area offering you the opportunity to make any final comments you might have and share your opinion on which of the two options you prefer, either:

Option 1 – that the existing parish boundaries of Okehampton Town Council and Okehampton Hamlets Parish Council be amended in line with those presented on the original petition document; or

Option 2 – that the status quo be retained in relation to the parish boundaries of Okehampton Town Council and Okehampton Hamlets Parish Council.

For your convenience, a map of the proposed boundary change is attached to this letter.

You will note from the Terms of Reference that the deadline for receipt of any comments on these proposals is **Friday, 1 December 2023**. Any Comments received during this period will once again be considered by the Advisory Group before West Devon Borough Council makes a final decision on the outcome of this Community Governance Review at its meeting on Tuesday, 20 February 2024.

Additional information on the Review can be found on the Council website via the following link: <https://www.westdevon.gov.uk/community-governance-review> . Further details will be added to this page as the Review progresses.

Should you wish to submit any comments on the options being considered, please complete the web form available at the foot of the following page of the Council's website:

<https://www.westdevon.gov.uk/community-governance-review>

Should you be unable to access the webpage, your comments can be emailed to Democratic.Services@swdevon.gov.uk or in writing to:

Democratic Services,
West Devon Borough Council,
Kilworthy Park, Drake Road,
Tavistock, PL19 0BZ

To ensure transparency, the comments received will be available to view on our Community Governance Review webpage, but the published information will not include your personal details.

Consultations

DCC On-Street Parking Charges Proposal – To consider an update from the Clerk.

- a) No acknowledgement of the letters sent to DCC on 6th October have been received.
- b) The Town Council's survey to gauge public opinion of the proposal closed on 22nd October. Papers responses are being transposed to the online form, the results of which as of 11am 23rd October are as follows, further responses have yet to be added.

OKEHAMPTON TOWN COUNCIL On-Street Parking Charges Survey

1616
Responses

03:53
Average time to complete

Closed
Status

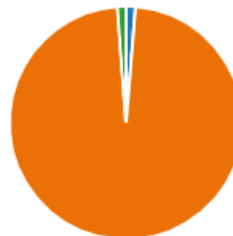
View results

Open in Excel ...

1. Do you support DCC's on-street parking charging proposals?

[More Details](#)

● Yes	21
● No	1572
● Maybe	19



2. What is your connection to Okehampton

[More Details](#)

Insights

● Okehampton Town Resident	1010
● Visitor	280
● Retailer	36
● Work	79
● Other	140



3. How often do you use free on-street parking in Okehampton town centre?

[More Details](#)

[Insights](#)

Once a week	299
Twice a week	341
Three times a week	296
4 times a week or more	413
Other	112



4. Would your use of the town centre change if the proposed scheme is introduced?

[More Details](#)

[Insights](#)

Yes	1039
No	412
Maybe	147



5. If YES, how would the frequency of your visits change?

[More Details](#)

[Insights](#)

more frequent	18
less frequent	792
would not visit	540



PSPO Dog Control Order – To consider any response to WDBC’s Dog Control Order consultation which closes on 14th November 2023.

The following correspondence has been received from WDBC:

Public Space Protection Orders (PSPO) Consultation

Dog Control

We are consulting on reviewing our Dog Control Public Space Protection Orders. PSPO’s is a tool available to Councils under the Anti-Social Behaviour, Crime and Policing Act 2014 and are intended to be used to deal with a particular nuisance or problem in a specific area that is having a detrimental effect to the local community’s quality of life, by imposing conditions on the use of that area which will apply to everyone. Officers can issue fixed penalty notices up to £100.00 for those who don’t follow the Orders. The current PSPO’s are due to expire March 2024 and so we need to consult to see if the current ones should be extended or any additional areas to be included.

Existing offences which we are looking to extend:-

Failure to pick up after a Dog - [Dog Fouling](#)

1. Requiring Dogs to be on leads / Failure to put a dog on a lead after being instructed to do so by an authorised officer - [Dogs on Leads](#)
2. Dog Exclusions Areas - [Dog Exclusion Areas](#)

The PSPO covers all open spaces in West Devon, including land owned/managed by the Town Council who are requested to consider if they wish to comment on the consultation. Existing arrangements in Simmons Park which were approved following the last review of the PSPO Dog Control Orders are as follows, in line with the PSPO:

Public Space Protection Orders for Dog Control Simmons Park, Okehampton

In 2020 West Devon Borough Council (WDBC) held a public consultation about Public Space Protection Orders for Dog Control. As part of this process Okehampton Town Council requested the thoughts of residents about the overall proposals and how they would affect dogs in Simmons Park.



Okehampton Town Council

Numerous responses were received and noted by the Town Council and fed back to WDBC for consideration. A new Order for the Control of Dogs under the Public Spaces Protection Order was confirmed by WDBC in 2021.

Okehampton Town Council has reviewed the Order and the implications for the control of dogs within its outdoor spaces.

In line with the Order made by WDBC, from 1st April 2022 dogs will be required to be on a lead in the formal garden area of Simmons Park. This is the area on the Chalet/pond side of the river as outlined in red on the plan.



The following rules are unchanged and will continue to apply in the other areas of Simmons Park:

- Fenced in Play Area – No Dogs
- Unfenced Play Areas – Dogs Under Control
- Recreation Area – Dogs Under Control
- Cricket Field – No Dogs (area open to public use outside of school hours only)
- Playing Field – No Dogs during school hours or whilst the area is in use. Dogs Under Control at all other times

Your dog should be under control when off the lead and not be a nuisance to other people, animals (farm and wild) children and dogs (Clean Neighbourhoods and Environment Act 2005/Control of Dogs Order 1992/Dangerous Dog Act 1991).

It remains an offence not to pick up after your dog.

WDBC Officers and the Police are able to issue fixed penalty notices of up to £100 to those who do not comply with the Order.

Postal Service – To consider correspondence received in relation to the postal service.

The following correspondence has been received by a member of the public:

After posting in a group on Facebook, I have discovered that it's not only myself that are not receiving post on a regular basis, it seems most of Okehampton and surrounding areas are struggling to receive any post, or even see a local postman anymore.

We have been waiting over a week for a 1st class letter, not had any post since Monday this week. Even though we posted a letter and it was received the next day.

There is definitely issues surrounding our local postal service and it seems to be getting much worse.

One person had an hospital appointment come through the day after the actual appointment so missed it.

I personally had received an out card on a Friday, with it stating it will be re delivered on the Saturday, changed our plans to wait in for it. No postman at all, so disappointing that we had to cancel our plans for nothing.

A suggestion was to go to the sorting office to ask for any post, but their opening hours are when majority of people are working so impossible, plus why should we have to do this.

Please could this be brought up in one of your meetings as something needs to be done, I would hate for people to steer away from using Royal Mail to go to couriers as then that would end the postal system.

I think myself along with lots of local residents would appreciate this being addressed as soon as possible.

Finance –

To review bank signatories in line with a requirement of the Councils insurer

The Council is requested to approve the following list of bank signatories:

Nat West
linked
Chq signatories
Michael Ireland
Bob Tolley
Julie Yelland
Tony Leech
Christine Marsh
Allenton Fisher

Nat West
Current A/c
linked
Chq signatories
Michael Ireland
Bob Tolley
Julie Yelland
Tony Leech
Christine Marsh
Allenton Fisher

Nationwide
95 Day Business
Chq signatories
Christine marsh
Julie Yelland
Bob Tolley
Michael Ireland
Allenton Fisher

Lloyds OTC
Current A/C
Chq signatories
Julie Yelland
Christine Marsh
Michael Ireland
Bob Tolley
Allenton fisher
Emma James
Caroline Ellis

CCLA	Chq signatories
	Julie Yelland
	Allenton Fisher
	Emma James
	Caroline Ellis
Lloyds (Mayors Charity)	Chq signatories
	Christine Marsh
	Allenton Fisher
	Emma James
	Caroline Ellis

Working/Task & Finish Groups, External Representatives and Trustees
Membership, Nomination Review and Councillor Roles – To review groups membership, external representatives and roles impacted by the resignation of Cllr Ann Wood

The following is a list of roles to be filled:

Representatives on External Bodies

- Devon Climate Emergency Group
- Fairtrade Group
- Okehampton & Area Health & Wellbeing Alliance (CVS) (alongside Cllr Colman)
- Twinning Association
- Okehampton Ukraine Support Group

Working/Task & Finish Groups

- Emergency Plan
- Okehampton & Hamlets Neighbourhood Plan Group
- Climate Change
- Charter Hall Roof Replacement

Museum of Dartmoor Life Appointment of Trustee – To resolve to appoint a Councillor Trustee to the Museum

There appears to have been some confusion over the years in relation to this position, the Museum have recently confirmed the Term of Office should be three yearly and does not have to be a Member of the Council.

The Council currently has a Representative and a nominated Trustee. Cllr Bird is the Council's nominated Representative and would be willing to be considered for appointment as Trustee.