

Okehampton Town Council
28th July 2025
Meeting Report

Date:	18 th July 2025
Name:	Emma James

11.5 Neighbourhood Plan

b) To consider the draft Terms of Reference for creation of the Steering Group



Purpose

The Okehampton Neighbourhood Plan Steering Group (ONPSG) has been established by Okehampton Town Council (OTC) to develop an Okehampton Neighbourhood Plan (NP).

Okehampton Hamlets Parish Council (OHPC) gave permission on 1st April 2025 for the inclusion of the area that will be integrated into OTCs boundary following completion of a Community Governance Boundary Review in 2027.

The NP will be formulated through a process that will include engagement with the whole community, key stakeholders (eg landowners, business leaders and West Devon Borough Council (WDBC). ONPSG is accountable to OTC, the Qualifying Body able to produce a NP.

Membership

A minimum of two nominated OTC Councillors.

Membership is open to all members of the community who reside within the boundary of OTC and land within OHPC as referred to above.

Representatives from the Business community and Heritage are welcomed, together with a WDBC Ward member and the County Councillor, if available. The latter 2 will be in a non-voting capacity.

The Role of the Group

- a) Determine the overall scope and objectives of the plan, with approval of OTC
- b) Manage the process of preparing the plan
- c) Build and maintain links and good working relationships with WDBC as the Planning Authority
- d) Keep under review the legislative requirements of Neighbourhood Planning to ensure the plan meets the requirements
- e) Make recommendations to OTC on all aspects
- f) Engagement with the community and stakeholders
- g) Manage the gathering of evidence

- h) Identify and access options available in respect of each issue and prepare a draft plan for approval of OTC, and wider consultation
- i) Produce minutes, reports and documents relating to the plan
- j) Report to OTC at each of its monthly Full Council meetings

Meetings and Conduct

A member, not including the OTC Councillors, shall be appointed by the group to the position of Chairperson. No single member of the group has executive decision-making powers, including the Chairperson.

Voting will be based on a majority vote by show of hands of those present and entitled to vote. In the case of a tied vote the issue will be referred to OTC as the accountable body. The Chairperson, or any other member of the group, does not have any executive/decision making powers.

In order to be quorate, a minimum of three persons must be present. If the meeting is inquorate, business may proceed but no vote may be taken.

Meetings will be held as required and on dates and times suitable to the majority of Members.

All Members of the group shall declare any interests, defined as:

- Land ownership or land occupation with the Plan Area
- Land ownership (other than a residential dwelling) or occupation by an immediate relative
- Active negotiations to purchase development land within the Plan Area
- Business partnership or close links with a local developer
- Land ownership adjacent to or bordering a potential development site

A declaration of interest does not prevent an individual from voting, it does however reinforce the openness and transparency of the process. The Group will keep its own register of members interests which it must keep up to date and made publicly available.

Minutes of all meetings will be taken by a Member of the group and circulated to all Group Members and the OTC Town Clerk. Minutes will be approved at the following meeting of the group and published.

Guidance, expertise and knowledge of Officers from WDBC, and others as may be approved by OTC, will be followed at all times during and for all aspects of the process.

All documentation received or produced by the group will be shared with OTC through the Town Clerk, and will be unconstrained by confidentiality restrictions other than obligations under Data Protection Regulations.

A NP page will be created on OTCs website where documentation and minutes will be published by OTC Staff.

Reporting to OTC

The Group will report fully to Full Council in writing prior to its meetings, normally the last Monday of each month. This will be a standing item on the Full Council Agenda for the duration of the project. The report must be submitted to the Town Clerk at least 10 days prior to the date of the meeting.

OTC will confirm and agree as a minimum the work programme for the preparation of the plan, any interim proposals put forward for consultation with the public, the draft plan prior to community consultation and the final draft plan. Any plans for submission to WDBC will be made by OTC. OTC retains the right to scrutinise, comment and approve any aspects of the proposals and plans as it sees fit.

Copies of all documentation and information produced, received and held by the Group must be sent to the Town Clerk and be made available on request.

Resources and Finance

Costs may arise for a number of reasons including the hiring of venues for meetings, preparation and circulation of printed materials, contracting of specialist help for aspects of the gathering of data and evidence, and production of the plan

In order to minimise costs OTCs facilities, or free to use unrestricted meeting places open to all members of the public, will be used. This excludes private residential addresses, including those of Members of the group.

OTC, being the accountable body and holder of relevant finances, will be consulted prior to all spending in accordance with its relevant policies and procedures. This includes the obtaining of quotations/tenders as may be required, and the issuing of instructions or orders relating to all financial transactions. For clarification this means that the obtaining of quotations, management of tenders, placing of instructions and orders will be undertaken by OTC staff in accordance with council policy.

Invoices, receipts and orders placed without the prior approval of OTC may not be reimbursed or paid and the group/Member that placed the order/made the transaction may be liable for its payment.

Conflicts and Complaints

Where there are conflicts and complaints, OTC may resolve to step in and make decisions as necessary. If deemed necessary OTC will become the body through which all communication with other parties will be managed.

Data Protection

The collection of data must be managed in accordance with relevant data protection legislation and in accordance with OTC policies and procedures.

On completion of the plan, and as may be required by OTC, all information must be handed over to OTC and removed from any other devices it may be held thereon.

11.7 Allotments – To consider recommendations from the working group

The working group met, minutes as previously circulated.

Recommendations

1. That the Council resolves:
 - a) To accept responsibility for the running and maintenance of the 3 sites from 29th September 2026 and commence negotiations in relation to a lease agreement with OUC for the sites
 - b) That the existing tenancy agreements, which are in accordance with those of the Allotment Association, remain in place and continue to be used
 - c) To agree that existing Okehampton Hamlets Parish residents retain use of any plots they have
 - d) That OTC demonstrates to its residents prudent use of their precept by asking OHPC to cover the cost of the running and maintenance of the plots used by their residents (with the exclusion of those who live in the area that will transfer to the town in 2027)
 - e) That from 29th September 2026 any OHPC residents who fall outside of boundary that will transfer to OTC in 2027 are removed from the waiting list, subject to agreement by OUC
2. To further consider:
 - a) Offering OHPC the opportunity to pay for the full running and maintenance costs incurred by OTC for a number of plots (to be agreed and as the opportunity may arise) for use of

- their residents. Thereby assisting them in fulfilling their legal obligation to provide allotments, if necessary.
- b) That the Policy & Resources Committee consider the staffing requirements and reports back to Full Council
 - c) To investigate how the Allotment Association works at the Castle Road site to and how to proceed
 - d) Lease agreement for the sites and peppercorn rent to be agreed

11.8 Local Cycling and Walking Infrastructure Plan (LCWIP) – To consider a response to the proposals

Dear Okehampton Town Council and Okehampton Hamlets,

I am writing to let you know the Local Cycling and Walking Infrastructure Plan (LCWIP) was adopted by West Devon Borough Council HUB committee on 10 June. You can access the full LCWIP report using the following link: <https://www.westdevon.gov.uk/communities/local-cycling-and-walking-infrastructure-plan-lcwip>

The LCWIP report contains a very large number of possible 'interventions' that would improve conditions for walking, wheeling and cycling across West Devon (and South Hams), however these are very costly and the majority would involve highway works and so would need DCC approval to progress them. West Devon Borough Council currently holds a small amount of funding allocated for active travel projects, and so we are now looking to identify a couple of locally supported projects (across all of West Devon) that DCC could support to deliver. I do need to empathise that, in relation to the cost of highway infrastructure costs, there is only a small amount of active travel funding available to progress one or two smaller scale intervention projects. The delivery of other active travel infrastructure projects would only follow when further funding is secured, e.g. by S106 when the LCWIP is embedded within a revised Local Plan.

The attached spreadsheet shows the prioritised routes identified in the LCWIP in West Devon and contains two tabs: 'Quick Wins' and 'Longer term', and illustrates the ranked priority routes and the interventions suggested along these, in column J and K on the different tabs. Please note that there are often multiple interventions listed in one cell, which are defined by a unique reference number such as 'WD-3-L2'. You might wish to identify the locations of the interventions on the CommonPlace platform that was used for the [public consultation here](#). I have filtered the spreadsheet so it should only show routes that relate to: **OKEHAMPTON**

Please can you review the interventions listed in column J and K 'Summary of Design Recommendations' in both the Quick Win and Longer Term tabs and highlight any that the town council or hamlets could not support. Please can you also state if any projects align with the town council/hamlets priorities, and identify a ranking to these?

West Devon Interventions - Quick Wins

Town	Alignment	Summary of Design Recommendations
Okehampton	Town Hall - George Street - Station Road	<p>[OK-5-L1] Station Road: Explore upgrading treatment of footways on both sides to provide even surface and 2m wide footways on both sides. Explore provision of cycle track on one side of carriageway, and/or Traffic Regulation Order to remove parking from one side. / [OK-5-L2] Station Road: Upgrade footways so that they are at least 2.0m wide and provide appropriate crossing where footway terminates on one side. Explore provision of cycle track on one side of carriageway, and/or Traffic Regulation Order to remove parking from one side. / [OK-5-L3] Station Approach Road: Widen footway on approach to station. Road is currently quite wide and could be narrower. / [OK-5-P1] Station Road / Tors Road Junction: Reconfigure junction to decrease junction radii to reduce vehicle speeds for benefit of cyclists using carriageway and reduce crossing distances for pedestrians. Provide suitable pedestrian crossings across all arms. / [OK-5-P2] Station Road / Station Approach Junction: Provide pedestrian crossing from footway on southern side of carriageway to station approach road. Upgrade junction to reduce radii and reduce vehicle speeds for benefit of cyclists using the carriageway. / [OK-5-P3] Okehampton Train Station: Provide additional secure cycle parking facilities. Should be covered. Could be suitable location for bike hire.</p>
Okehampton	Crediton Road - Nexus Way	<p>[OK-3-L1] Crediton Road: Provide footways alongside road. / [OK-3-L1] Crediton Road: Investigate options to upgrade footways to at least 2m wide throughout. Upgrade side road junctions to ensure suitable pedestrian crossings are provided. Increase number of crossings across Crediton Road. Explore opportunities to reduce vehicle speeds for benefit of cyclists sharing carriageway (inc. 20mph speed limit) or separate cyclists from motor traffic.</p>
Okehampton	Leashole Way - The Heathers - Balmoral Crescent - Exeter Road - High Stockley Mead	<p>[OK-4-A1] Okemoor Park: Consider low-traffic interventions such as modal filters to reduce or prevent through traffic through Okemoor Park area. / [OK-4-L1] Exeter Road: Consider options to separate cyclists from motor traffic. / [OK-4-L1] The Heathers: Remove bollards to de-restrict cyclists. / [OK-4-P1] Beardown Road Junction: Upgrade junction to reduce junction radii, and shorten crossing distance for pedestrians, and install appropriate uncontrolled crossing infrastructure. / [OK-4-P2] Fatherford Lane / Exeter Road Junction: Consider options to separate cyclists from motor traffic. Could include formal crossing, reducing carriageway width (and remove right turn lane) or providing suitable road marking to give cyclists space on the road. Improve signage for cyclists making this turn. / [OK-4-P3] Leaholes Avenue / Limehayes Road Junction: Upgrade junction to provide pedestrian crossing facilities on all arms.</p>

West Devon Interventions - Long Term

Town	Alignment	Summary of Design Recommendations
Okehampton	Town Hall - Market Street - Lodge Hill - Upcott Hill - Badgers Holt - Glendale Road	<p>[OK-1-L1] Market Street: Upgrade footways to at least 2.0m wide on both sides. Improve treatment of pedestrian crossings across taxi rank. / [OK-1-L2] Upcott Hill: Upgrade footways to be at least 2.0m wide on each side. Explore options to separate cyclists from motor traffic. / [OK-1-P1] Lodge Hill / School Way / Market Street Roundabout: Consider opportunities to upgrade the junction by separating cycle and motor vehicle movements. To include all arms of junction and appropriate crossing facilities. / [OK-1-P2] Oaklands Drive: Dropped kerbs and tactile paving. / [OK-1-P3] Upcott Hill / Vicarage Road Junction: Provide controlled pedestrian crossing at Vicarage Road to connect to passage through to Oaklands Park.</p>
Okehampton	St James Street - Castle Road - Castle Lane	<p>[OK-6-L1] St James Street: Upgrade footways to be at least 2.0m wide and upgrade crossing at Kempley Road and Park Road and . Provide cycle parking for benefit of retail units. / [OK-6-L2] Castle Road - Castle Lane: Upgrade footways, at least 2.0m wide where possible on both side. Explore parking controls or formalisation to prevent pavement parking and remove bollards from footway. / [OK-6-P1] St James Church: Re-design modal filter and kerbing to improve accessibility for cyclists between Fore Street and St James Street. / [OK-6-P2] Station Road / Mill Road Junction: Explore options to provide cycle crossing to serve NCN27 alignment between St James Street and Station Road. / [OK-6-P3] Castle Road Bridge: Provide suitable uncontrolled pedestrian crossing to south of bridge.</p>

Okehampton Town Hall - Fore Street - Crediton Road - Link Road - North Road

[OK-2-L1] Link Road: Provide continuous footways on both sides of carriageway, or provide controlled crossing where footway terminates. Explore options to separate cyclists from motor traffic. / [OK-2-L2] North Road: Explore opportunities to separate cyclists from motor traffic. Upgrade treatment of side road junctions for benefit of pedestrians and more protection from HGV turning movements for cyclists. / [OK-2-L3] Crediton Road: Consider provision of contra-flow cycling. Upgrade footways to be 2.0m wide and provide a pedestrian crossing at Victoria Street and Wonnacotts Road. / [OK-2-L4] Fore Street: Upgrade footways to be at least 2.0m wide at the existing pinch points. Improve pedestrian environment by increasing number of crossings or alternatives to de-prioritise motor traffic through the town centre. Increase cycle parking provision across town centre. / [OK-2-P1] Mill Road / East Street Junction: Upgrade signals to accommodate separate cycle movements. / [OK-2-P2] Crediton Road / Link Road Junction: Upgrade junction to improve pedestrian crossings and reduce crossing distance. / [OK-2-P3] Link Road / North Road Junction: Upgrade junction to reduce crossing distance and provide suitable crossing facilities. Also provide a crossing across North Road. / [OK-2-P4] Barton Road / Crediton Road Crossroads: Explore opportunities to upgrade and simplify the junction for the benefit of cyclists and improve pedestrian crossing provision across all arms. Remove excessive guard railing. / [OK-2-P5] West Street / Market Street / Fore Street / George Street: Upgrade junction to provide phase for pedestrians to cross, and reduce width of pedestrian crossings (currently refuge islands on Fore Street arms), which deviate from desire lines. Upgrade junction layout to give space and accommodate cyclist movements separate from motor traffic.

Okehampton Okehampton - South Zeal

[WD-1-L1] Sticklepath: Consider speed calming through village by way of 20mph speed limit, reduce carriageway width and remove centre-line road markings. / [WD-1-L2] Sticklepath - South Zeal: Implement quiet lane style improvements to reduce vehicle speeds and enforce cyclist priority. / [WD-1-L3] Belstone - Sticklepath: Implement quiet lane style improvements to reduce vehicle speeds and enforce cyclist priority. Consider a wayfinding strategy to create a coherent route through junctions. / [WD-1-L4] Belstone Bridleway 8: Bridleway has good hard well-drained surface that can easily be brought up to and maintained to a forest road standard. Minor annual maintenance - leaf and mud scrape, any drainage and pothole repair. Regrade and reroll every 5 years. / [WD-1-L5] Rural lanes to north of A30: Investigate virtual road closure of access-only treatment to stop satnavs from signposting this lane as a rat run (no physical work proposed). / [WD-1-L6] Exeter Road : Consider speed calming measures to reduce vehicle speeds, or explore options to separate cyclists from motor traffic. Upgrade side road junction to provide suitable pedestrian crossing provision. / [WD-1-L7] East Street: Explore opportunities to ensure footways are at least 2.0m wide on each side. / [WD-1-P1] B3260 Sticklepath Junction: Consider speed calming on major arm to reduce vehicle speeds on approach and through junction. / [WD-1-P2] Balmoral Crescent / Exeter Road Junction: Upgrade junction to shorten pedestrian crossing distance and provide suitable uncontrolled crossing facilities. Improve environment for cyclists by reducing vehicle speeds on Exeter Road, and providing safer space for right turn manoeuvres. / [WD-1-P3] East Street / Barton Road Junction: Reduce size of junction to shorten crossing distances/times for pedestrians and cyclists. Consider upgrading signals to accommodate cycle movements separately, and provide a pedestrian crossing on eastern arm.