

*Okehampton Town Council*

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Paul R Snell  
Town Clerk



Rebecca Black  
Strategic Planning Team  
West Devon Borough Council  
Kilworthy Park  
Tavistock  
PL19 9JL

23 April 2015

Dear Rebecca,

### **NEIGHBOURHOOD PLAN**

Please find enclosed an application form for the Designation of Plan Area on behalf of Okehampton Town Council and Okehampton Hamlets Parish Council.

A letter of application has also been sent to Dartmoor National Park Authority.

We look forward to this being considered at the next meeting of the Community Committee in the New Session.

Yours sincerely,

Encs.

# Designation of Plan Area Application Form



Name of Applicant - *Must be a Parish or Town Council*

Okehampton Town Council and Okehampton Hamlets Parish Council

Contact Details - *Please supply contact details of project lead*

Name: Paul Snell

Address: Town Hall  
1 Fore Street  
Okehampton EX20 1AA

Email: townclerk@okehampton.gov.uk

Tel: 01837-53179

Name of proposed plan area

Okehampton & Hamlets Neighbourhood Plan Group

Map of proposed plan area

***Please supply a separate map showing the boundaries of the proposed plan area***

Statement confirming why the proposed plan area is appropriate

*Please explain why the plan area is an appropriate designation, continue on a separate sheet if necessary.*

- \* The plan area includes the entirety of both Hamlets and Town parish areas.
- \* The Hamlets parish entirely encircles the town.
- \* Both Hamlets and Town have, to a greater or lesser extent, areas within the Dartmoor National Park.
- \* Okehampton is the significant town to the plan area, whilst the Hamlets Parish also includes the communities of Brightley and Meldon.
- \* Okehampton's new housing developments to the east are significantly in the Hamlets parish.
- \* The existing local infrastructure means that any development within the plan area will have an impact on the Town and therefore a joint neighbourhood plan commends itself as the only practical strategy.

Type of plan proposed - *Please tick*

Neighbourhood Development Plan

Community Plan

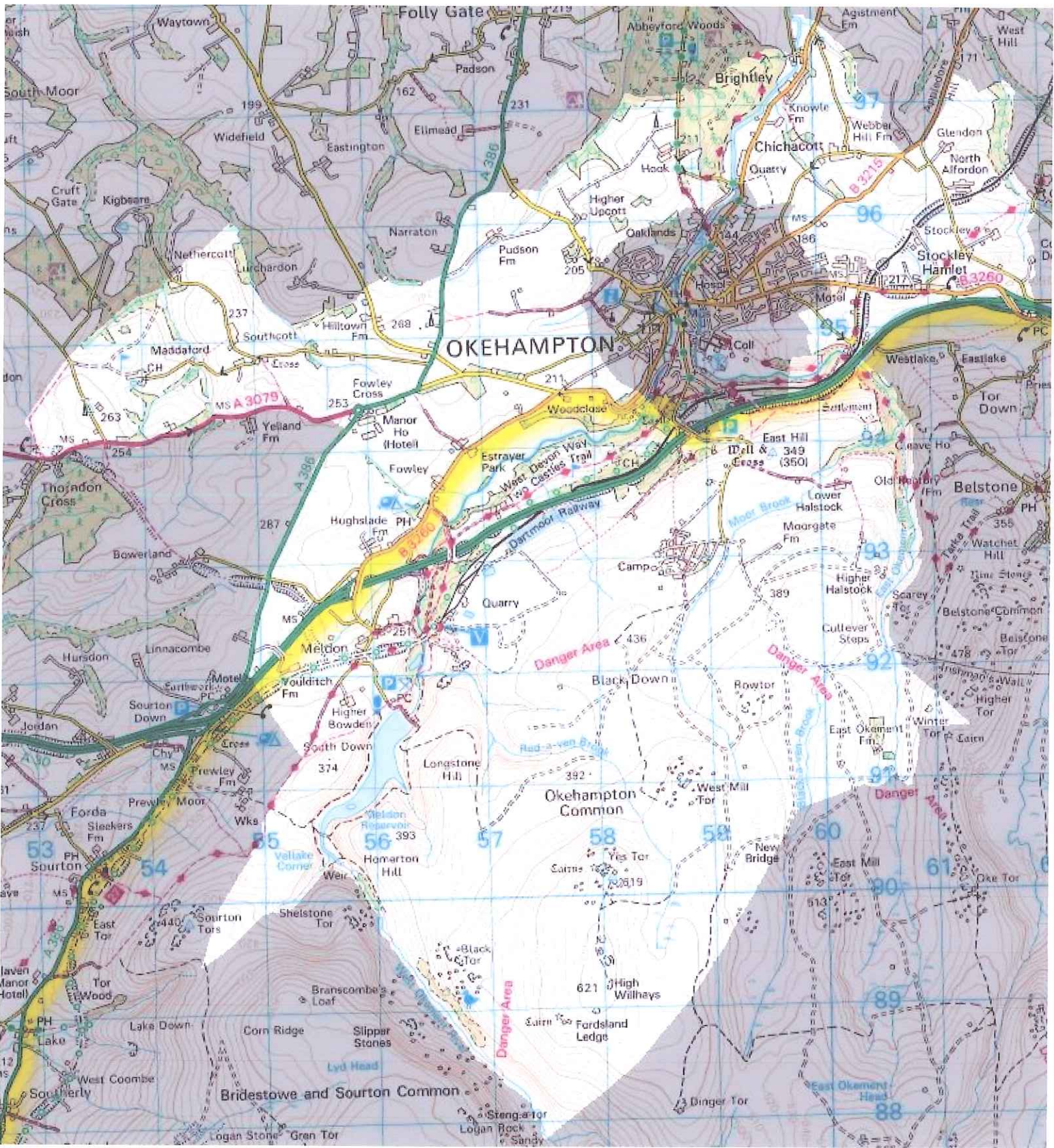
Plan-It Lite

Neighbourhood Development Order

Community Right to Build Order

Group Terms of Reference

***Please supply a separate sheet detailing the Group's Terms of Reference***



Okehampton Town Parish = inner grey shade  
 Okehampton Hamlets Parish = unshaded

# Group Terms of Reference



West Devon  
Borough  
Council

## **Name of Group**

Okehampton & Hamlets Neighbourhood Plan Group.

## **Purpose of the Group** - What is the main aim of the Group?

The prime functions of the group are to oversee the drawing up of a Neighbourhood Plan for Okehampton Town and Okehampton Hamlets parishes and ensure high levels of community engagement that in turn maximise the potential for support at a local referendum.

## **Objectives of the Group** - What is the Group hoping to achieve? – Key Outputs

- \* To formulate a questionnaire and carry out research and consultations by means of a survey across the two parishes.
- \* Develop a timetable and strategy (project plan) for undertaking the Neighbourhood Plan.
- \* Co-ordinate community consultation activities.
- \* Gather and collate evidence about the geographical area covered by the plan.
- \* Use evidence collected, including consultations, to prioritise and develop the plan.
- \* Oversee the drafting and finalising of the Neighbourhood Development Plan.

## **Membership and Governance**

Who are the Members of the Group?

What are the roles and responsibilities of individual Members?

- \* Group membership is open to residents of the parishes of Okehampton Town and Okehampton Hamlets. Active membership of the group includes parishioners and members of the two councils.
- \* Members of the group cannot take fees or an honorarium or share in the assets of the group.
- \* As both parishes are, at least in part, under two planning authorities, WDBC and DNP, advice will be sought from both bodies.
- \* The group will adopt governance as used by the two parish councils. Both clerks will advise the group on matters of governance.

What arrangements are in place for bringing in replacement and/or additional Members?

- \* Residents of both Town and Parish are welcome to join the group. Membership remains open and members of the community, individually and corporately, are actively encouraged to participate in all activities.

How will declaration of interests be managed?

- \* Whilst members of the group may represent a particular group in the community, they recognise that their role is to move the plan forward in a way that benefits the whole community.
- \* Members of the group will recognise and declare any potential conflicts of interest.

If voting is required, what voting arrangements are in place?

At group meetings there is a quorum of six. Voting is by a simple majority/Chair has casting vote.

Which decisions will be referred to the parish/town council?

Approval of draft plan prior to publication and submission to the LPA.

What procedures are in place for dealing with conflict resolution?

Any contentious issues to be resolved by public consultation. Final decisions to be made by Okehampton Town Council and Okehampton Hamlets Parish Council.

## **Reporting and Feedback**

How will the Group share information with the community?

- \* Both councils have websites for the purpose of maintaining an up-to-date information-flow to the community.
- \* It is envisaged that the group will initiate a newpage to inform residents of progress of the plan and advertise meetings.
- \* Publicity/minutes for the group will be published on both councils' web sites.
- \* Mailing and emailing lists of those residents interested will be initiated.

How will minutes of meetings and feedback from events/consultations be recorded and made available?

- \* Minutes of all meetings are circulated to the parish and town clerk.
- \* The Neighbourhood Plan is an item on both Councils' meeting agendas.
- \* The minutes of council meetings are posted on noticeboards and web sites.

## **Resources and Finance**

How will the project be funded?

- \* Budget provision for a Neighbourhood Plan has been made by both councils.
- \* Application will be made for government funds that are available to support Neighbourhood planning.
- \* Both councils currently hold independent provision for the project. It is expected that both councils will contribute to the project.

Are any additional resources required?

- \* It is not possible to say for certain at this early stage. However volunteer expertise will be readily drawn upon.

## **Monitoring and review**

How will the plan be monitored?

- \* The project plan will include provision for regular periodic review with all stakeholders, to be scheduled as the project progresses.
- \* Both councils currently have reports on Our Plan and neighbourhood planning on their agendas. This is continuing as the Neighbourhood Plan evolves.