

West Devon Council



West Devon
Borough
Council

Title:	Summons																														
Date:	Tuesday, 18th July, 2023																														
Time:	4.00 pm																														
Venue:	Chamber - Kilworthy Park																														
Full Members:	<p style="text-align: center;">Mayor Cllr Daniel Deputy Mayor Cllr Sellis</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td>Cllr Ball</td> <td>Cllr Leech</td> </tr> <tr> <td>Cllr Blackman</td> <td>Cllr Mann</td> </tr> <tr> <td>Cllr Bridgewater</td> <td>Cllr Moody</td> </tr> <tr> <td>Cllr Calder</td> <td>Cllr Mott</td> </tr> <tr> <td>Cllr Casbolt</td> <td>Cllr Oxborough</td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Renders</td> </tr> <tr> <td>Cllr Cunningham</td> <td>Cllr Saxby</td> </tr> <tr> <td>Cllr Dexter</td> <td>Cllr Southcott</td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Squire</td> </tr> <tr> <td>Cllr Elliott</td> <td>Cllr Vachon</td> </tr> <tr> <td>Cllr Ewings</td> <td>Cllr Wakeham</td> </tr> <tr> <td>Cllr Guthrie</td> <td>Cllr Watts</td> </tr> <tr> <td>Cllr Johnson</td> <td>Cllr Viney</td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr West</td> </tr> <tr> <td>Cllr Kimber</td> <td></td> </tr> </table>	Cllr Ball	Cllr Leech	Cllr Blackman	Cllr Mann	Cllr Bridgewater	Cllr Moody	Cllr Calder	Cllr Mott	Cllr Casbolt	Cllr Oxborough	Cllr Cheadle	Cllr Renders	Cllr Cunningham	Cllr Saxby	Cllr Dexter	Cllr Southcott	Cllr Edmonds	Cllr Squire	Cllr Elliott	Cllr Vachon	Cllr Ewings	Cllr Wakeham	Cllr Guthrie	Cllr Watts	Cllr Johnson	Cllr Viney	Cllr Jory	Cllr West	Cllr Kimber	
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Cllr Johnson	Cllr Viney																														
Cllr Jory	Cllr West																														
Cllr Kimber																															
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																														
Committee administrator:	Democratic.Services@swdevon.gov.uk																														

1. Apologies for Absence

2. Confirmation of Minutes

1 - 14

To approve and adopt as a correct record the Minutes of the Meeting of Council held on 27 June 2023;

3. Declarations of Interest

In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests including the nature and extent of such interests they may have in any items to be considered at this meeting;

4. Business brought forward by or with the consent of the Mayor

5. To receive communications from the Mayor or person presiding

6. To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rules

7. To consider (any) questions submitted under Council Procedure Rules

8. To consider (any) Motions of which notice has been duly submitted by Members in accordance with Council Procedure Rules

9. Minutes of Committees

To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Minutes which require approval:

(a) Hub Committee- Meeting Held On 11 July 2023

To follow;

10. Community Governance Reviews - Amendment to Terms of Reference

15 - 26

Agenda Item 2

At the Annual Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **27th** day of **JUNE 2023** at **2.30pm** pursuant to Notice given and Summons duly served.

Members in attendance

* Denotes attendance

∅ Denotes apology for absence

* Cllr L Daniel – The Mayor (In The Chair)

* Cllr K Ball	* Cllr T Leech
* Cllr A Blackman	* Cllr U Mann
* Cllr A Bridgewater	* Cllr J Moody
* Cllr M Calder	* Cllr C Mott
* Cllr M Casbolt	* Cllr R Oxborough
* Cllr R Cheadle	* Cllr M Renders
* Cllr A Cunningham	* Cllr I Saxby
* Cllr L Daniel	* Cllr D Sellis (Deputy Mayor)
* Cllr G Dexter	* Cllr T Southcott
* Cllr C Edmonds	* Cllr P Squire
* Cllr J Elliott	* Cllr P Vachon
* Cllr M Ewings	∅ Cllr N Viney
* Cllr S Guthrie	* Cllr S Wakeham
* Cllr A Johnson	* Cllr L Watts
* Cllr N Jory	* Cllr C West
* Cllr P Kimber	

Officers in attendance

Chief Executive; Section 151 Officer; Director of Strategy & Governance;
Director of Place & Enterprise; and Democratic Services Manager

CM 14/23 MAYOR'S INTRODUCTORY COMMENTS

During her introductions, the Mayor made particular reference to:

- her wish to welcome Cllrs Mann and West to their first Council meeting since their recent election on to the Borough Council; and
- the recent award gained by the Council's Senior Leadership Team. On behalf of the Council, the Mayor wished for their congratulations to be extended to the Council's Senior Leadership Team for recently winning the national 'MJ Senior Leadership Team of the Year in Local Government' award.

CM 15/23 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr N Viney.

CM 16/23 CONFIRMATION OF MINUTES

It was moved by Cllr Ewings, seconded by Cllr Renders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the Council agree the Minutes of the 30 May 2023 meeting”.

CM 17/23 DECLARATION OF INTEREST

The Mayor invited Members to declare any interests in the items of business to be considered during the course of the meeting, but there were none made.

CM 18/23 THE COUNCIL CONSTITUTION

The Council gave consideration to a report that presented the Council Constitution and the changes made to it by the Monitoring Officer under delegated powers. The changes were recorded in the Record of Changes set out in Appendix A of the presented report.

During debate, some concern was expressed over the removal of the Constitutional convention whereby all 31 Members of Council had to serve on one of either: the Hub Committee; the Overview & Scrutiny Committee; or the Audit & Governance Committee. A number of Members were of the view that it was important for all Members of the Council to have an active role on one of these Committees and an additional recommendation was **PROPOSED** and **SECONDED** as follows:

‘3. That the Constitution be updated to reinstate the convention whereby all 31 Members of the Council must serve on one of either: the Hub Committee; the Overview & Scrutiny Committee; or the Audit & Governance Committee.’

When put to the vote, this additional recommendation was declared **CARRIED**.

It was then proposed by Cllr Ewings, seconded by Cllr Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that:

1. the Constitution (as set out at: <https://westdevon.gov.uk/constitution>) be noted;
2. the changes made by the Monitoring Officer since the adoption of the Constitution and as set out in the Record of Changes (attached as Appendix A to the presented agenda report) be noted; and

3. the Constitution be updated to reinstate the convention whereby all 31 Members of the Council must serve on one of either: the Hub Committee; the Overview & Scrutiny Committee; or the Audit & Governance Committee.”

CM 19/23 BUSINESS BROUGHT FORWARD WITH THE CONSENT OF THE MAYOR

At the discretion of the Mayor, Cllr Ball was invited to address the meeting.

In so doing, Cllr Ball informed the meeting that Wednesday, 14 June 2023 had marked the 41 year anniversary of the Falklands War coming to an end. During the war, the nation had lost 4 Royal Navy ships; 2 ships run by the Army and one Civilian Ship, with 255 individuals tragically losing their lives.

Of these 255 deaths, 130 were naval personnel, with a further over 250 injured.

Cllr Ball proceeded to thank those who did their duty and wished to pay two special tributes:

1. For those who gave their lives or were injured; and
2. To Mr Mark ‘Mad Dog’ Murdoch, who had lived in Okehampton until his recent death.

In his concluding comments, Cllr Ball paid respect to all who had been involved in combat and emphasised that those who had lost their lives would be remembered.

CM 20/23 REPORT OF THE FORMATION OF POLITICAL GROUPS

Members noted the schedule of officially appointed political groups as follows:

- West Devon Alliance Group (comprising of 20 Members); and
- Conservative Group Members (comprising of 11 Members).

(NOTE: in light of the additional recommendation that was approved as part of the Council Constitution agenda item (CM 18/23 above refers), the Mayor briefly adjourned the meeting at 2.50pm to enable for some revisions to be put forward to the nominations lists for Council Committees. The meeting was then re-convened at 3.10pm).

CM 21/23 APPOINTMENT OF MEMBERS TO THE COMMITTEES OF THE COUNCIL

The Council subsequently received nominations from the Group Leaders and Independent Members for the membership of the Bodies of the Council.

It was then proposed by Cllr M Ewings, seconded by Cllr M Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that, for the 2023/24 Municipal Year, Members be appointed to the Bodies of the Council as set out in Appendix A to these minutes.

CM 22/23 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THOSE COMMITTEES OF THE COUNCIL

The Council received nominations from its Group Leaders for the positions of Chairmen and Vice Chairmen of the Bodies of the Council.

Two nominations (Cllrs K Ball and R Oxborough) had been received for the role of Vice-Chairman of the Audit & Governance Committee.

When put to the vote, it was declared **CARRIED** that Cllr R Oxborough be appointed to the role of Vice-Chairman of the Audit & Governance Committee.

It was then proposed by Cllr M Ewings, seconded by Cllr M Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the remaining Chairmen and Vice Chairmen of the Bodies of the Council for the 2023/24 Municipal Year be as indicated below:-

Body	Chairman	Vice Chairman
Audit & Governance Committee	Cllr G Dexter	Cllr R Oxborough
Council Tax Setting Committee	Cllr L Daniel	
Development Management and Licensing Committee	Cllr R Cheadle	Cllr T Southcott
Overview and Scrutiny Committee	Cllr P Kimber	Cllr A Johnson
Regeneration and Investment Committee	Cllr C Edmonds	

CM 23/23 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

A paper was considered that set out details of those Outside Bodies to which the Council appointed representatives and included a list of nominations for representation on these Outside Bodies.

Members proceeded to consider the appointments to each of these Bodies and it was then necessary for a vote to be undertaken for the two positions on the 'Dartmoor National Park Authority: Joint Advisory Committee on Housing' Outside Body for which three nominations had been received (Cllrs J Elliott, C Mott and M Renders).

In light of there being two positions available, the Mayor exercised her discretion to call for a recorded vote on these appointments, with the vote breakdown being as follows:

Cllr Elliott: 19 votes – Cllrs Bridgewater; Calder; Cheadle; Cunningham; Daniel; Dexter; Elliott; Ewings; Guthrie; Johnson; Leech; Mann; Moody; Oxborough; Renders; Saxby; Squire; Vachon and West;

Cllr Mott: 11 votes – Cllrs Ball; Blackman; Casbolt; Edmonds; Jory; Kimber; Mott; Sellis; Southcott; Wakeham and Watts;

Cllr Renders: 22 votes – Cllrs Bridgewater; Calder; Cheadle; Cunningham; Daniel; Dexter; Elliott; Ewings; Guthrie; Johnson; Leech; Mann; Moody; Mott; Oxborough; Renders; Saxby; Sellis; Southcott; Squire; Vachon and West;

Absent: 1 – Cllr Viney.

and it was therefore declared **CARRIED** that Cllrs J Elliott and M Renders be appointed to the two positions on the Dartmoor National Park Authority: Joint Advisory Committee on Housing.

Two nominations (Cllr P Kimber and N Viney) had been received for the position on the UNESCO Biosphere Reserve Partnership Outside Body.

When put to the vote, it was declared **CARRIED** that Cllr P Kimber be appointed to the position on the UNESCO Biosphere Reserve Partnership Outside Body.

It was then proposed by Cllr M Ewings, seconded by Cllr M Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **”RESOLVED**

1. That the Council be represented on the list of Outside Bodies as presented to the meeting;
2. That the Members named in Appendix B to these minutes be appointed as the Council’s representatives to those Bodies for the 2023/24 Municipal Year, and that, for the purposes of Members’ Allowances, attendance at meetings of these bodies be regarded as an approved duty; and
3. That Members appointed to Outside Bodies provide a written report following each meeting; regular feedback and consultation on the issues affecting the Bodies concerned.”

CM 24/23 APPOINTMENT OF GOVERNANCE BOARDS

Members proceeded to consider the appointment for the 2023/24 Municipal Year of the:-

- a) Devon Building Control Partnership;
- b) Discretionary Business Rates and Rate Relief Panel;
- c) Joint WD/SH/Plymouth Local Plan Steering Group;
- d) Tamar Valley AONB Partnership Committee; and
- e) Waste Working Group

Once the principle and size of these Boards and Panels had been determined by the Council, Members proceeded to consider the appointments to each of these Bodies.

It was then proposed by Cllr M Ewings, seconded by Cllr M Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the appointment of the Governance Boards / Panels of the Council for the 2023/24 Municipal Year be approved, as shown in Appendix C to these minutes."

CM 25/23 APPOINTMENT OF HUB ADVISORY GROUPS

The Council gave consideration to the appointment for the 2023/24 Municipal Year of the Hub Advisory Groups as follows :-

- a) Built Environment
- b) Communications & Media
- c) Economy
- d) Housing
- e) Leisure & Wellbeing
- f) Natural Environment
- g) People & Community
- h) Resources

It was then proposed by Cllr M Ewings, seconded by Cllr M Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that:

1. the revised Hub Advisory Group Terms of Reference (as circulated to the Meeting) be adopted;
2. the appointment of the Hub Advisory Groups for the 2023/24 Municipal Year be approved, as shown in Appendix D to these minutes."

(The Meeting terminated at 3.15 pm)

Mayor

Members of the Bodies of the Council for 2023 / 24

**A. Audit & Governance Committee
7 Members)**

Cllr K Ball
 Cllr R Cheadle
 Cllr A Cunningham
 Cllr G Dexter
 Cllr R Oxborough
 Cllr D Sellis
 Cllr L Watts

B. Dartmoor National Park (2 Members)

Cllr C Mott
 Cllr M Renders

C. Hub Committee (+ portfolio area) (9 Members)

Cllr A Bridgewater (Communities)
 Cllr C Edmonds (Resources)
 Cllr L Daniel (Natural Environment)
 Cllr M Ewings (Leader)
 Cllr N Jory (Economy)
 Cllr A Leech (Leisure, Health & Wellbeing)
 Cllr J Moody (Communications & Accessibility)
 Cllr C Mott (Built Environment)
 Cllr M Renders (Deputy Leader – Housing)

**E. Overview and Scrutiny Committee (15
Members)**

Cllr A Blackman
 Cllr M Calder
 Cllr M Casbolt
 Cllr J Elliott
 Cllr S Guthrie
 Cllr A Johnson
 Cllr P Kimber
 Cllr U Mann
 Cllr I Saxby
 Cllr T Southcott
 Cllr P Squire
 Cllr P Vachon
 Cllr N Viney
 Cllr S Wakeham
 Cllr C West

**F. DM and Licensing Committee (10
Members)**

Cllr R Cheadle
 Cllr A Cunningham
 Cllr S Guthrie
 Cllr N Jory
 Cllr T Leech
 Cllr U Mann
 Cllr J Moody
 Cllr C Mott
 Cllr T Southcott
 Cllr S Wakeham

DM&L Substitutes:

Cllr A Blackman
 Cllr A Bridgewater
 Cllr G Dexter
 Cllr M Ewings
 Cllr P Kimber
 Cllr M Renders

D. Regeneration and Investment Committee

(3 Members)

Cllr C Edmonds

Cllr R Oxborough

Cllr I Saxby

G. Council Tax Setting Committee

(4 Members)

Cllr L Daniel

Cllr M Ewings

Cllr N Jory

Cllr M Renders

Substitute Member(s):

Cllr C Edmonds

REPRESENTATIVES ON OUTSIDE BODIES: 2023/24

1. **Cornwall and West Devon Mining Landscape World Heritage Site Partnership**
Cllr C Mott
2. **Dartmoor National Park – Joint Advisory Committee on Housing**
Cllrs J Elliott and M Renders
3. **Devon Audit Partnership Committee**
Cllrs G Dexter and R Oxborough
4. **Devon Authorities Strategic Waste Committee**
Cllr L Daniel
5. **Devon County Locality Committee**
Cllrs A Bridgewater and A Johnson
6. **Devon Districts Forum**
Leader of Council
7. **Devon Rail Forum**
Cllr K Ball
8. **District Councils' Network**
Leader of Council
9. **Heart of the South West Devolution - Joint Committee**
Leader of Council (Substitute Member: Deputy Leader of Council)
10. **Highways and Traffic Orders Committee**
Cllrs A Johnson and T Southcott
11. **Local Action for Greater Dartmoor (LEAF)**
Cllr J Elliott
12. **Local Government Association**
 - (i) District Council Network – Leader of Council
 - (ii) General Assembly – Leader of Council
 - (ii) South West Branch – Leader of Council
13. **Okehampton Rail Forum**
Cllr G Dexter
14. **PATROL Adjudication Joint Committee**
Cllr A Bridgewater

15. **Police and Crime Commissioners Scrutiny Panel**
Cllr M Ewings
16. **South Devon and Dartmoor Community Safety Partnership**
Cllr M Ewings
17. **South West Councils**
Leader of Council
18. **SPARSE Rural**
Cllr S Guthrie
19. **Tamar Estuary Consultative Forum**
Cllr A Blackman
20. **Tamar Valley AONB Partnership Committee**
Cllr I Saxby
21. **Tavistock College Endowment Fund Trustees**
Cllr A Bridgewater
22. **Tavistock Rail Group**
Cllr J Moody
23. **Tavistock Townscape Heritage Partnership**
Cllr J Moody
24. **UNESCO Biosphere Reserve Partnership**
Cllr P Kimber

- (a) Devon Building Control Partnership**
Cllr R Cheadle
Cllr T Southcott
- (b) Discretionary Business Rates and Rate Relief Panel**
Leader of Council
Chairman of Overview and Scrutiny Committee
Mayor of Council
Lead Hub Committee Member for Economy
- (c) Joint WD/SH/Plymouth Local Plan Steering Group**
Cllr R Cheadle
Cllr C Mott
- (d) Tamar Valley AONB Partnership Committee**
Cllr I Saxby
- (e) Waste Working Group**
Leader of Council
Deputy Leader of Council
Lead Hub Committee Member for Built Environment
Lead Hub Committee Member for Communications & Accessibility
Lead Hub Committee Member for Natural Environment
Leader of the Opposition Group
Chairman of the Overview & Scrutiny Committee
Vice-Chairman of the Overview & Scrutiny Committee

Hub Advisory Group Nominations 2023/24

(a) Built Environment

Cllr C Mott (Hub lead and Group Chair)

Cllr A Blackman

Cllr R Cheadle

Cllr M Renders

Cllr T Southcott

Cllr N Viney

(b) Communications & Accessibility

Cllr J Moody (Hub lead and Group Chair)

Cllr R Cheadle

Cllr M Ewings

Cllr N Jory

Cllr P Kimber

(c) Economy

Cllr N Jory (Hub lead and Group Chair)

Cllr M Casbolt

Cllr C Edmonds

Cllr J Elliott

Cllr R Oxborough

Cllr I Saxby

Cllr P Vachon

(d) Housing

Cllr M Renders (Hub lead and Group Chair)

Cllr A Blackman

Cllr A Cunningham

Cllr G Dexter

Cllr M Ewings

Cllr S Guthrie

Cllr T Leech

Cllr U Mann

Cllr D Sellis

(e) Leisure & Wellbeing

Cllr T Leech (Hub lead and Group Chair)

Cllr M Calder

Cllr M Renders

Cllr P Squire

Cllr S Wakeham

Cllr L Watts

(f) Natural Environment

Cllr L Daniel (Hub lead and Group Chair)

Cllr S Guthrie

Cllr U Mann

Cllr C Mott

Cllr I Saxby

Cllr T Southcott

Cllr P Vachon

Cllr N Viney

Cllr S Wakeham

(g) People & Community

Cllr A Bridgewater (Hub lead and Group Chair)

Cllr K Ball

Cllr A Cunningham

Cllr J Elliott

Cllr P Kimber

Cllr A Johnson

Cllr J Moody

Cllr P Squire

Cllr C West

(h) Resources

Cllr C Edmonds (Hub lead and Group Chair)

Cllr K Ball

Cllr G Dexter

Cllr J Elliott

Cllr A Johnson

Cllr R Oxborough

Cllr L Watts

Cllr C West

Report to: **Council**

Date: **18 July 2023**

Title: **OKEHAMPTON & SYDENHAM DAMEREL
COMMUNITY GOVERNANCE REVIEWS –
AMENDED TERMS OF REFERENCE**

Portfolio Area: **Strategy & Governance**

Lead Member: **Cllr Bridgewater – Communities**

Wards Affected: **Milton Ford, Okehampton South and
Okehampton North**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken:
(e.g. referral on of recommendation or
implementation of substantive decision) **Immediately
following this
meeting**

Author: **Darryl White –
Head of
Democratic
Services**

Contacts: darryl.white@swdevon.gov.uk

RECOMMENDATIONS:

That the Council RESOLVES to approve the amended Community Governance Review Terms of Reference (as set out at Appendix B).

1. Executive summary

- 1.1 At the Full Council meeting held on 21 February 2023, Members formally approved the draft Terms of Reference that will underpin a Community Governance Review (Minute CM 71/22 refers);
- 1.2 In light of the four week delay (from 30 May to 27 June 2023) in confirming Committee and Member appointments for the 2023/24 Municipal Year, this report seeks the approval of some amendments to the Terms of Reference;

1.3 It is important to stress that approval of the amended Terms of Reference will still ensure compliance with the statutory requirement for the Council to complete the Community Governance Review within 12 months from the day on which it published the Terms of Reference.

2. Background

2.1 For the benefit of newly elected Members, at its meeting held on 22 September 2022, the Mayor (on behalf of the Council) was formally presented with two separate petitions (Minute CM 38/22 refers);

2.2 The petitions sought to consult on two standalone proposals being to:

- (a) abolish the Sydenham Damerel Parish Council and establish the parish as a 'Parish Meetings' only parish; and
- (b) review the existing parish boundaries of Okehampton Town Council in addition to the surrounding Okehampton Hamlets Parish Council area boundaries.

2.3 Upon their receipt, officers were able to confirm that both petitions were valid (i.e. were compliant with the following requirements):

- *For an area with less than 500 local electors, the petition must be signed by at least 37.5% of them;*
- *For an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them; and*
- *For an area with more than 2,500 local electors, the petition must be signed at least 10% of them.*

2.4 As the Principal Authority, West Devon Borough Council has responsibility for considering this Review and undertaking the statutory consultative requirements which include:

- Consulting local government electors for the area under review;
- Consulting any other person or body (including a local authority) which appears to the Borough Council to have an interest in the Review;
- Notifying and consulting Devon County Council; and
- Taking into account any representations received in connection with the Review;

2.5 Given the emphasis that a Community Governance Review is required to place on '*Community Cohesion*', Members will note that the draft Terms of Reference propose that the People & Community Hub Advisory Group is the lead Member Working Group that takes on responsibility for the Review and makes consequent recommendations to Full Council at the appropriate stages.

- 2.6 Given that the lead Hub Committee Member and the membership of the Hub Advisory Group were only appointed by the Council on 27 June 2023 (and not 30 May 2023 as was initially intended when the draft Terms of Reference were first approved), this has provided no time for Members to be in a position to properly consider the raft of submissions that have been received during the first phase of the public consultation exercise.
- 2.7 The originally approved Terms of Reference are set out in Appendix A of the published agenda report and the proposed revisions are highlighted at Appendix B. Members will note that the recommended revisions will result in each gateway of the Review being pushed back by one Council meeting, with the Review then being concluded at the Full Council meeting held on 20 February 2024.

3. Options Available and Consideration of Risk

- 3.1 Whilst a delay in the Review is unfortunate, given the short turnaround, it is not possible for the Hub Advisory Group to be able to bring forward any evidence based recommendations to this Council meeting (as had been initially intended);
- 3.2 Assuming that the recommendation is approved, meetings of the Hub Advisory Group will be held over the summer, with draft proposals then being presented to the next Council meeting on 3 October 2023;
- 3.3 As stated at paragraph 1.3 above, approval of the revised Terms of Reference will still result in the Review being completed within the required twelve month period.

4. Implications

Legal/Governance		<p>The Local Government and Public Involvement in Health Act 2007 requires the Council to ‘consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account by judging them against the statutory criteria (as below):</p> <p>‘That Community governance within the area under review reflects the identities and interests of the community in that area and is effective and convenient.’</p> <p>The Council is required to complete the Community Governance Review within 12 months from the day on which it publishes the Terms of Reference. A Community Governance Review is concluded on the day on which the Council publishes the</p>
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		recommendations made by the Community Governance Review.
Financial		There are no additional financial implications directly related to this report
Risk		The risk implications are set out at Section 3 above.
Supporting Corporate Strategy		Council Theme – <i>Strengthening Communities</i>
Consultation & Engagement Strategy		The requirements to consult and engage at each stage are set out in the Terms of Reference and are in line with the requirements of the Local Government and Public Involvement in Health Act 2007.
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no equality and diversity implications directly related to this report.
Safeguarding		There are no safeguarding implications directly related to this report.
Community Safety, Crime and Disorder		There are no community safety or crime and disorder implications directly related to this report.
Climate Change & Biodiversity		There are no Climate Change & Biodiversity implications directly related to this report.
Health, Safety and Wellbeing		There are no health, safety and wellbeing implications directly related to this report.
Other implications		N/A

Supporting Information

Appendices:

- A. Community Governance Review – Adopted Terms of Reference; and
- B. Community Governance Review – Proposed amendments (as *highlighted*) to the Terms of Reference

Background Papers:

- The petitions received at the Council Meeting on 22 September 2022; and
- Central Government Guidance on Community Governance Reviews.

West Devon Borough Council

Community Governance Review – Terms of Reference

At its meeting held on 22 September 2022, the Mayor of West Devon Borough Council was formally presented with two petitions (Minute CM 38/22 refers).

The two petitions (which have since been determined as being ‘valid’) call on the Borough Council to instigate a Community Governance Review on the following:

- (a) A proposal that seeks to abolish Sydenham Damerel Parish Council; and
- (b) A wish to review the existing parish boundaries of Okehampton Town Council.

The Borough Council will be guided by the relevant legislation and guidance, in particular the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews (published jointly by the Department for Communities and Local Government and the Local Government Boundary Commission for England).

What is a Community Governance Review?

A Community Governance Review provides the opportunity for ‘principal councils’ (borough councils and unitary councils) to review and make changes to community governance within their areas. Such a Review can be helpful in circumstances such as where there have been changes in population, or in reaction to specific or local new issues.

In so doing, a Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features and remove the many anomalous parish boundaries that exist in England.

Why is the Borough Council undertaking the Review?

In light of the formal validation of the two petitions, the main purpose of this Review will be to consult on two standalone proposals. Namely to:

- (a) abolish the Sydenham Damerel Parish Council and establish the parish as a ‘Parish Meetings’ only parish; and
- (b) review the existing parish boundaries of Okehampton Town Council in addition to the surrounding Okehampton Hamlets Parish Council area boundaries.

The government has emphasised that recommendations made in a Review ought to bring about '*improved community engagement, more cohesive communities, better local democracy and result in a more effective and convenient delivery of local services.*'

As the principal authority, West Devon Borough Council is responsible for undertaking any such Review within its electoral area. The body responsible for overseeing this process is the Full Council, who will be responsible for producing draft and final recommendations. The Council will approve the final recommendations before a Community Governance Order is then made.

How will the Borough Council conduct consultations during this Review?

Before making any recommendations or publishing final proposals, the Borough Council will take full account of the views of local residents. The Borough Council will comply with the statutory consultative requirements by:-

- Consulting local government electors for the area under review;
- Consulting any other person or body (including a local authority) which appears to the Borough Council to have an interest in the review;
- Notifying and consulting Devon County Council; and
- Taking into account any representations received in connection with the review.

Information relating to the review will be available on the Council website (www.westdevon.gov.uk) and key documents will be available on request via democratic.services@swdevon.gov.uk and/or from the Borough Council offices at: Kilworthy Park, Drake Road, Tavistock PL19 OBZ.

The Borough Council will publish its recommendations as soon as practicable and will take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them. The Borough Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

What will be the timetable for this Review?

It is a statutory requirement whereby a review must be concluded within a twelve month period from the day on which it commences. A review starts when the Borough Council publishes its Terms of Reference and concludes when the Borough Council publishes its final recommendations.

Outlined below is the proposed timetable for the review:-

Stage 1	Publication of the Terms of Reference for the Review	Thursday, 23 February 2023
Stage 2	Introductory Stage: Submissions and views sought and invited on existing arrangements. The Borough Council invites proposals from stakeholders on future arrangements in accordance with the Terms of Reference.	Thursday, 23 February – Wednesday, 14 June 2023
Stage 3	Consideration of Initial Submissions: Draft proposals to be considered by the Council's People & Community Hub Advisory Group before recommendations are made to the Council meeting to be held on 18 July 2023 (**).	Wednesday, 14 June – Tuesday, 18 July 2023 (**)
Stage 4	Consultation on Published Draft Proposals: In publishing the draft proposals, the Borough Council will notify stakeholders and invite further comments and/or recommendations.	Thursday, 20 July – Friday, 29 September 2023
Stage 5	Final Recommendations Consideration of consultation responses and production of final recommendations to be presented to the Council's People & Community Hub Advisory Group before final recommendations are made to the Council meeting on 28 November 2023 (**).	Monday, 2 October – Tuesday, 28 November 2023 (**)
Stage 6	Implementation Final recommendations are then published and the Council resolves (if appropriate) to make a Reorganisation of Community Governance Order. For administrative and financial purposes, the Order should take effect on 1 April 2025. Electoral arrangements for an existing town and/or parish council will come into force at the first elections to the town and/or parish council following (any) Reorganisation Order, which will be May 2027.	Tuesday, 28 November 2023 (**) 1 April 2025 May 2027

*(**) subject to Council approving these meeting dates as part of the Calendar of Meetings for 2023/24).*

The review will be formally completed when the Council adopts and publishes the Reorganisation of Community Governance Order and requests that the Electoral Commission approve any consequential changes.

How to contact us

Should you wish to submit a written representation regarding this review, please address this to:

Community Governance Review
Democratic Services
West Devon Borough Council
Kilworthy Park
Tavistock
PL19 0BZ

Alternatively, your submission may be emailed to:
democratic.services@swdevon.gov.uk

Date of publication

Thursday, 23 February 2023.

West Devon Borough Council

Community Governance Review – Terms of Reference

At its meeting held on 22 September 2022, the Mayor of West Devon Borough Council was formally presented with two petitions (Minute CM 38/22 refers).

The two petitions (which have since been determined as being ‘valid’) call on the Borough Council to instigate a Community Governance Review on the following:

- (a) A proposal that seeks to abolish Sydenham Damerel Parish Council; and
- (b) A wish to review the existing parish boundaries of Okehampton Town Council.

The Borough Council will be guided by the relevant legislation and guidance, in particular the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews (published jointly by the Department for Communities and Local Government and the Local Government Boundary Commission for England).

What is a Community Governance Review?

A Community Governance Review provides the opportunity for ‘principal councils’ (borough councils and unitary councils) to review and make changes to community governance within their areas. Such a Review can be helpful in circumstances such as where there have been changes in population, or in reaction to specific or local new issues.

In so doing, a Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features and remove the many anomalous parish boundaries that exist in England.

Why is the Borough Council undertaking the Review?

In light of the formal validation of the two petitions, the main purpose of this Review will be to consult on two standalone proposals. Namely to:

- (a) abolish the Sydenham Damerel Parish Council and establish the parish as a ‘Parish Meetings’ only parish; and
- (b) review the existing parish boundaries of Okehampton Town Council in addition to the surrounding Okehampton Hamlets Parish Council area boundaries.

The government has emphasised that recommendations made in a Review ought to bring about '*improved community engagement, more cohesive communities, better local democracy and result in a more effective and convenient delivery of local services.*'

As the principal authority, West Devon Borough Council is responsible for undertaking any such Review within its electoral area. The body responsible for overseeing this process is the Full Council, who will be responsible for producing draft and final recommendations. The Council will approve the final recommendations before a Community Governance Order is then made.

How will the Borough Council conduct consultations during this Review?

Before making any recommendations or publishing final proposals, the Borough Council will take full account of the views of local residents. The Borough Council will comply with the statutory consultative requirements by:-

- Consulting local government electors for the area under review;
- Consulting any other person or body (including a local authority) which appears to the Borough Council to have an interest in the review;
- Notifying and consulting Devon County Council; and
- Taking into account any representations received in connection with the review.

Information relating to the review will be available on the Council website (www.westdevon.gov.uk) and key documents will be available on request via democratic.services@swdevon.gov.uk and/or from the Borough Council offices at: Kilworthy Park, Drake Road, Tavistock PL19 OBZ.

The Borough Council will publish its recommendations as soon as practicable and will take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them. The Borough Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

What will be the timetable for this Review?

It is a statutory requirement whereby a review must be concluded within a twelve month period from the day on which it commences. A review starts when the Borough Council publishes its Terms of Reference and concludes when the Borough Council publishes its final recommendations.

Outlined below is the proposed timetable for the review:-

Stage 1	Publication of the Terms of Reference for the Review	Thursday, 23 February 2023
Stage 2	Introductory Stage: Submissions and views sought and invited on existing arrangements. The Borough Council invites proposals from stakeholders on future arrangements in accordance with the Terms of Reference.	Thursday, 23 February – Wednesday, 14 June 2023
Stage 3	Consideration of Initial Submissions: Draft proposals to be considered by the Council's People & Community Hub Advisory Group before recommendations are made to the Council meeting to be held on 3 October 2023 .	Wednesday, 14 June – Tuesday, 3 October 2023
Stage 4	Consultation on Published Draft Proposals: In publishing the draft proposals, the Borough Council will notify stakeholders and invite further comments and/or recommendations.	Thursday, 5 October – Friday, 1 December 2023
Stage 5	Final Recommendations Consideration of consultation responses and production of final recommendations to be presented to the Council's People & Community Hub Advisory Group before final recommendations are made to the Council meeting on 20 February 2024 .	Monday, 4 December – Tuesday, 20 February 2024
Stage 6	Implementation Final recommendations are then published and the Council resolves (if appropriate) to make a Reorganisation of Community Governance Order. For administrative and financial purposes, the Order should take effect on 1 April 2025. Electoral arrangements for an existing town and/or parish council will come into force at the first elections to the town and/or parish council following (any) Reorganisation Order, which will be May 2027.	Tuesday, 20 February 2024 1 April 2025 May 2027

The review will be formally completed when the Council adopts and publishes the Reorganisation of Community Governance Order and requests that the Electoral Commission approve any consequential changes.

How to contact us

Should you wish to submit a written representation regarding this review, please address this to:

Community Governance Review
Democratic Services
West Devon Borough Council
Kilworthy Park
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