



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

9th June 2025

You are summoned to attend a meeting of the Property Committee to be held on Monday 16th June 2025 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr L Bird (Chairman)	Cllr B Tolley (Chairman, Parks)
Cllr T Cummings (Vice-Chairman)	Cllr J Yelland (Chairman, Policy & Resources)
Cllr R Colman	
Cllr A Fisher	
Cllr C Holt	
Cllr T Leech	
Cllr D McNeill	
Cllr M Richards	

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase and make your way to the meeting point in Red Lion Yard where you are asked to await further instructions.

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.

Please ensure mobile phones are turned off or to silent.

Business to be Transacted

1. **Apologies for Absence** - To receive apologies for absence
2. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.

3. **Public Participation** – To receive questions or comments from members of the public.
(Please note that decisions cannot be made on items not detailed on the agenda.).
4. **Members' Questions** - To receive questions from Members regarding the workings of the Council.
5. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 3rd February 2025.
6. **Facility Hire**
 - 6.1 **Bookings** - To note a summary of bookings for June, July, August and September 2025
 - 6.2 **Martyn's Law** – Committee to be aware that The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, received Royal Assent on Thursday 3rd April 2025. Qualifying premise controllers, which include the Council, have until 2027 to prepare for the requirements.
7. **Town Hall** - A review of the configuration of handrails in the accessible toilet facility is required and the likelihood an additional rail is required to be provided.
8. **Charter Hall**
 - 8.1 **Alcohol Sales** – To note the following applications to sell alcohol under the Premises Licence have been approved by the Clerk in consultation with either the Chairman or Vice-Chairman since the last meeting of the Committee:
 - a) **Well-Being Café** for an auction fundraising event on 5th April 2025
 - b) **Okehampton Hockey Club** for a fundraising event on 19th July 2025
 - 8.2 **Fire Audit, Kitchen and other Improvements** – To consider applying for a grant from WDBC's Community Halls Capital Grant Fund to assist with the cost of necessary work to the Charter Hall including fire doors and audit improvements, the kitchen, replacement foyer carpet and replacement furniture
 - 8.3 **Charter Hall/Cinema Entrance Canopy** – To note that the work to the canopy and signage as previously agreed by the Committee is being progressed by the Cinema
9. **Other Locations**
 - 9.1 **Lower Market Hall, 1/F Office** – To consider an update in relation to the replacement of the kitchen area and further action required
 - 9.2 **Fairplace Public Toilets**
 - a) To consider replacement of the baby changing unit which has been damaged and removed.
 - b) To note maintenance including woodwork and guttering is required and to consider replacement of internal lighting.
10. **Fire Door Work** – To note that work will continue once the Facilities Officer has commenced.
11. **Window Replacement and Repair Work** – To consider an update on progress which includes the submission of a pre-application for planning consent enabling the consultant to apply for a grant from the Heritage Revival Fund to cover some of the fees and potentially a further grant application for capital funding.
12. **Finance** – To resolve to approve the payment schedule.
13. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 13.1 Dartmoor Railway Association (Cllr Fisher)
 - 13.2 Devon Communities Together (Cllr Leech)
 - 13.3 Museum of Dartmoor Life (Cllr Bird)
 - 13.4 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 13.5 Okehampton Carnival Committee (Cllr Fisher)

- 13.6 Okehampton Hospital/North Devon Health Initiative (Cllr Colman)
13.7 Transition Town Okehampton (Cllr Cummings)

PART TWO – CONFIDENTIAL ITEMS

14. 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 which are **CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.’
15. **Security** – To consider potential risks
16. **Lift Servicing Contract** – To consider entering into a 5 year contract for the servicing of the lift.

To resolve to exit Part 2, ratify decisions made therein and close of the meeting.