

Okehampton Town Council

Property Committee 6th October 2025

Meeting Report

Date:	25 th September 2025
Name:	Rosi Wills

6.1 Bookings

Booking Name	Start Date	End Date
The Royal British Legion	Thu 04/09/2025 10:00	Thu 04/09/2025 16:00
Okehampton Friends of Hospicecare Coffee Morning	Sat 06/09/2025 08:30	Sat 06/09/2025 12:30
registrar event Confirmed	Sat 06/09/2025 12:00	Sat 06/09/2025 13:00
Registrar Event Confirmed	Fri 12/09/2025 12:30	Fri 12/09/2025 13:30
coffee morning	Sat 13/09/2025 08:30	Sat 13/09/2025 12:30
West Devon Folk Choir	Tue 16/09/2025 18:30	Tue 21/10/2025 21:30
Clubbercise	Mon 15/09/2025 18:30	Mon 15/12/2025 20:15
Clubbercise	Wed 17/09/2025 18:30	Wed 17/12/2025 20:15
Allotment WG	Thu 18/09/2025 10:30	Thu 18/09/2025 12:00
Registrar Service expecting 46 guests Confirmed	Fri 19/09/2025 13:00	Fri 19/09/2025 14:00
Trek 26 Coffee Morning	Sat 20/09/2025 08:30	Sat 20/09/2025 12:30
Fundraiser - Ferret Racing	Sat 20/09/2025 17:00	Sat 20/09/2025 21:30
The Royal British Legion- Devon and Cornwall Team	Wed 24/09/2025 10:00	Wed 24/09/2025 16:00
Okehampton & District Lions Club coffee morning	Sat 27/09/2025 08:30	Sat 27/09/2025 12:30
Central and Southern - Training	Tue 30/09/2025 09:30	Tue 30/09/2025 16:30
C G E Event	Wed 01/10/2025 09:00	Wed 01/10/2025 15:00
Tamar Energy	Sat 04/10/2025 08:30	Sat 04/10/2025 16:00
Wake	Mon 06/10/2025 14:30	Mon 06/10/2025 17:00
Okehampton Councils Cluster Group Meeting	Thu 09/10/2025 11:00	Thu 09/10/2025 14:00
RBL Coffee morning	Sat 11/10/2025 08:30	Sat 11/10/2025 12:30
Civic Service	Sun 12/10/2025 09:00	Sun 12/10/2025 14:00
Youth Council	Mon 13/10/2025 15:30	Mon 13/10/2025 17:30
Oke Rail Meeting	Thu 16/10/2025 09:30	Thu 16/10/2025 12:30
Okehampton Carnival Committee Coffee Morning	Sat 18/10/2025 08:30	Sat 18/10/2025 12:30
Fire Audit	Tue 21/10/2025 09:30	Tue 21/10/2025 17:00
Registration Event Confirmed	Fri 24/10/2025 12:00	Fri 24/10/2025 13:00
registrar event Confirmed	Fri 24/10/2025 13:00	Fri 24/10/2025 14:00
Fundraising Event	Fri 24/10/2025 18:00	Fri 24/10/2025 23:30
Hearts and Hedgehog Coffee Morning	Sat 25/10/2025 08:30	Sat 25/10/2025 12:30
Get Changed Theatre	Mon 27/10/2025 09:30	Fri 31/10/2025 21:30
Get Changed Storage	Mon 27/10/2025 15:15	Thu 30/10/2025 10:00
Get Changed Theatre rehearsal	Thu 30/10/2025 09:30	Thu 30/10/2025 16:30
Registrar Event Confirmed	Fri 31/10/2025 12:00	Fri 31/10/2025 13:00

registrar event Confirmed	Fri 31/10/2025 15:00	Fri 31/10/2025 16:00
Okehampton Community Christmas Fundraiser	Sat 01/11/2025 08:30	Sat 01/11/2025 12:30
West Devon Folk Choir	Tue 04/11/2025 18:30	Tue 09/12/2025 21:30
Friendly Circle Coffee Morning	Sat 08/11/2025 08:30	Sat 08/11/2025 12:30
Okehampton Wellbeing Fair	Thu 13/11/2025 09:00	Thu 13/11/2025 15:00
Allotment Meeting	Thu 13/11/2025 17:00	Thu 13/11/2025 20:00
Registrar Event Confirmed	Fri 14/11/2025 15:30	Fri 14/11/2025 16:30
Council Coffee morning	Sat 15/11/2025 08:30	Sat 15/11/2025 12:30
Registrar Service Confirmed	Sat 15/11/2025 12:00	Sat 15/11/2025 13:00
Santa's letters	Fri 21/11/2025 13:30	Fri 21/11/2025 16:30
Tapathon - in aid of Children in Need	Sun 23/11/2025 11:30	Sun 23/11/2025 14:00
registrar event Confirmed	Fri 28/11/2025 14:00	Fri 28/11/2025 15:00
Coffee Morning	Sat 29/11/2025 08:30	Sat 29/11/2025 12:00
Edwardian evening College PTFA Event	Thu 04/12/2025 15:30	Thu 04/12/2025 22:00
Okehampton Community Christmas Fundraiser	Sat 06/12/2025 08:30	Sat 06/12/2025 12:30
santa breakfast	Sat 13/12/2025 08:30	Sat 13/12/2025 12:30
Excelsior Silver band concert	Sun 14/12/2025 14:00	Sun 14/12/2025 17:30
Okehampton Carnival Committee Coffee Morning	Sat 20/12/2025 08:30	Sat 20/12/2025 12:30

7.2 Wheelchair Ramps for Council Chamber

Existing wheelchair ramps are in working order, however, have a relatively low weight limit when considering larger powered wheelchairs as are becoming more prevalent in society. With the lift installation which can transport people to the first floor, there is a second obstacle of two steps into the Council Chamber, which we would like to make as inviting as possible for a range of visitors e.g. wedding ceremony guests, meetings and training sessions which the space is being booked for.




Current Situation:

Lift from ground to first floor, max capacity 400kg

2 steps from landing into Council Chamber, total height 24cm

1:8 Gradient acceptable for portable ramps, 1:10 preferable but would require a length of 240cm which is too long for the landing area.

Current ramps: Twin Ramps of adjustable Length, max capacity 200kg per pair, raised edges to both sides of each ramp meaning powerchairs with low clearance between ground and chair may not be able to use them.

		Capacity	Weight	Price	Length
Aerolight-Xtra Portable Folding Wheelchair Ramp - 90cm from Essential Aids (210cm)		300kg	14.2kg	£649 +VAT	210cm
Enable Access Access Ramps Cromwell Tools		350kg	9.3kg	£689 +VAT	210cm
Folding Wheelchair Ramps 2ft, 3ft, 4ft, 5ft, 6ft, 7ft and 8ft - The Ramp People		275kg	20kg	£209 +VAT	210cm

When looking at options the safe weight capacity decreases with the longer lengths we require to meet the safe working gradient and span the depth of the second stair.

Recommendation:

On balance of usage, both by visitors and staff when setting up, my recommendation is for the Enable Access ramp, second in the table. It fulfils the brief and has the highest operating weight limit this would bring it closer in line with the operating weights of the existing lift this making it the better longer-term option related to future wheelchair designs. The lightweight aspect will increase its portability and reduce risk to staff when moving and setting up which may be an issue with the heavier options.

7.3 Water Filters

We currently have two sets of in-line filters at the staff kitchen sink and the Charter Hall kitchen sink, these are DEALK heavy metal and odour reduction cartridges which have been historically used. However, the current contractor inherited this contract and isn't sure of any reasoning behind why we need these. We have had water samples analysed and both have

passed as perfectly safe drinking water. Contractor suggestion is that they may have been put in in conjunction with lead piping which has since been removed but we have no record of this or any other reason for water filtration. One in the staff kitchen also has a slow leak.

The filters require changing on annual basis at a cost of ~ £350-400 and are next due in October.

Recommendation:

To remove water filters as water has been tested to be safe and negate need for any further servicing and replacement filters. Unless any councillors have further knowledge of the reasoning behind installing them initially.

8.5 Accessible Toilet Handrail

Current setup includes various horizontal and vertical rails and one drop-down on the same side as the sink. A member of the public has commented that a further dropdown on the other side would be beneficial to them.

Ordinarily, guidance states that the dropdown rail would be on the open side of the toilet ie the opposite side to the sink, which hasn't happened here and leaves a slightly larger than usual gap on the open side before being able to reach the horizontal rail.

There are some other issues pertaining to the distance of the sink from the toilet which could be improved upon as part of larger works.



In the meantime, an additional rail could be purchased and installed by caretakers

£100.95 inc VAT

130kg Max load

[AKW Plastic Grab Rail | 01820WH | Hinged | White](#)

9.1 Lower Market Hall, First Floor Office Space

Market Street Office Overview:

Area: 89sq ft/8.3m²

Current Rental: £0 vacant

GSS Estate Agent Advice to market at £75pw in line with other similar properties in the area. Standard Tenant-Find service fees £400 +VAT, wider reach on large online platforms eg Rightmove website.

Stevens Estate Agent advise to market at £325pcm with a fee of 12% of first years' rent (ie £468)

OTC already has tenancy agreement templates and can manage the tenancy when in place.

Recommendation:

We can consider advertising and managing viewings ourselves locally in the first instance to see what response there is.

If no suitable tenants found, pursue estate agent support.