



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk & RFO

3rd November 2025

You are summoned to attend a meeting of the Property Committee to be held on Monday 10th November 2025 at 7pm (or at the arising of the Planning Committee meeting, whichever later) 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 & RFO

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.

Councillors are reminded that to avoid the risk of being seen as predetermined or biased, they should consider all debate prior to deciding on how to vote on items of business.

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 6th October 2025.
6. **Facility Hire**
 - 6.1 **Bookings** - To note a summary of bookings for December 2025, January, February and March 2026
 - 6.2 **Hire Fees and Charges** - To consider fees and charges for the 2026/27 financial year
7. **Town Hall** –
 - 7.1 **Historical Items** – To further consider ways of making items from the archives available to members of the public.
 - 7.2 **Water Taste Test** – As previously resolved, to taste test the water supply and consider continuing to annually replace the water filters or permanently remove them.
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 Committee Chairman or Vice-Chairman since the last meeting of the Committee:
 - 8.2 **Fire Audit, Kitchen and other Improvements** – To note that the grant applied for was unsuccessful
 - 8.3 **Accessible Toilet Handrail Ramp** – To note the rail has been fitted and the ramp purchased
9. **Other Locations**
 - 9.1 **Public Toilets**
 - a) **Cleaning** – To consider options for the cleaning of the toilets for the 2026/27 financial year, noting that the lease for the public toilets in Market Street expires in 2028
 - b) **Fairplace Baby Changing Unit** – To consider feedback and potential replacement of the failed facility
10. **Fire Compliance**
 - 10.1 **Door Work** – To note that work to continue improvement work is being scheduled
 - 10.2 **Fire Audit** – The Annual fire audit is being carried out in November
 - 10.3 **Fire Strategy** – To note that the fire strategy has been received
11. **Window Replacement and Repair Work** – The application for a grant towards consultant and other fees has been rejected and the planning pre-app work is progressing. To consider further action.
12. **Preferred Providers Scheme** – To resolve to approve the scheme and associated documentation
12. **Finance**
 - 12.1 **Payment Schedule** - To resolve to approve the payment schedule.
 - 12.2 **2026/27 Budget** - To consider any amendments required to V1 of the draft budget

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 Dartmoor 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. **Lower Market Hall, First Floor Office** – To consider any application received for the lease of the premises
16. **Caretaking and Cleaning Requirements** – To consider ongoing matters and consider requirements

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