



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

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**Minutes of an Okehampton Town Council Property Committee meeting held on Monday 2<sup>nd</sup> February 2026 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:**

Cllr L Bird (Chairman)

Cllr T Cummings (Vice-Chairman)

Cllr A Fisher

Cllr T Leech

Cllr D McNeill

Cllr B Tolley (Chairman, Parks)

Cllr J Yelland (Chairman, Policy & Resources)

**In Attendance:**

Mrs E James (Town Clerk)

Miss R Wills (Facilities Officer)

The meeting was livestreamed through the Council Facebook page.

**541. Apologies for Absence**

Apologies tendered by Cllr Holt (illness) and Cllr Colman (illness) were **approved** on the proposition of Cllr Tolley, seconded Cllr Cummings.

**Absent:** Cllr Richards

**542. Declarations of Interest**

None.

**543. Public Participation**

None.

**544. Members' Questions**

A comment was raised about the amount of people in the Charter Hall at an event in December. It was confirmed that hirers are advised of the fire regulations and sign an agreement acknowledging this and other aspects of the hire.

**545. Minutes**

Approval of minutes was deferred to next meeting as dates on the agenda were incorrect.

**546. Facility Hire**

**546.1 Bookings**

A summary of bookings for February, March and April 2026 were noted.

**547. Charter Hall**

**547.1 Alcohol Sales**

An application from the Rotary Club to sell alcohol under the Premises Licence had been approved by the Facilities Officer and Committee Chairman since the last meeting.

## **547.2 Charter Hall Roof Replacement**

The snagging items identified at the end of the defect liability period in the autumn had been completed. The final invoice was awaited.

## **548. Other Locations**

### **548.1 Fire Audit, Kitchen and other Improvements**

The Facilities Officer's report was noted. Quotations would be considered within Part 2.

### **548.2 Energy Performance Audit**

A free energy performance audit had been conducted by Tamar Energy on 27<sup>th</sup> January. Recommendations were awaited.

## **549. Historical Items**

Cllr Bird provided an update explaining that there would be a display of historical Mayors at the Annual Council Meeting/Mayor Choosing event in May 2026.

## **550. Approved Contractors Scheme**

The scheme was open for applications and information was being collated.

## **551. Committee Terms of Reference**

On the proposition of Cllr Cummings, seconded Cllr Fisher, it was **RESOLVED** to recommend the ToR for 2026/27 to Full Council for consideration at the next appropriate meeting with the inclusion of responsibility for roofed structures in Simmons Park and other outdoor areas that were the responsibility of the Council.

## **552. Finance**

On the proposition of Cllr Fisher, seconded Cllr McNeill, it was **RESOLVED** to approve the payment schedule, BACS payments totalling £1,500.13 exclusive of VAT.

## **553. Members Reports and Requests for Agenda Items**

### **553.1 Dartmoor Railway Association**

Cllr Fisher reported that the Model Railway was open on Wednesdays, the footbridge non-slip surfacing had been replaced and DCC has resumed responsibility for Meldon Viaduct. Replacement trains would be provided for the service in the spring.

### **553.2 Devon Communities Together**

No meeting, the latest newsletter had been circulated.

### **553.3 Museum of Dartmoor Life**

Grant funding was being sourced to help with maintenance of the buildings. An additional Trustee had recently been appointed, and Trustees were continuing to raise awareness to increase footfall.

### **553.4 North Dartmoor Search & Rescue Team**

No report

### **553.5 Okehampton Carnival Committee**

Plans were on track for the 2026 Carnival however there might not be a children's event during the day.

### **553.6 Okehampton Hospital/North Devon Health Initiative**

No report.

### **553.7 Transition Town Okehampton**

There had been meetings just before and after Christmas. New members, who were looking at different aspects of potential work, had joined. The group was struggling with support for some objectives, for example the provision of a new shop to the east of the town as no one

was willing to take on the work. A success was the monthly repair café for which the number of repairers and attendees had increased.

**554. Urgent Items**

The Clerk reported water leaks that had occurred during recent storms in the Council Chamber and 1/F corridor.

**PART TWO – CONFIDENTIAL**

**555.** On the proposition of Cllr Fisher, seconded Cllr Cummings it was **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.

**556. Lower Market Hall, First Floor Office**

An enquiry, which had not resulted in lease of the premises had been received. On the proposition of Cllr Yelland, seconded Cllr Leech it was **RESOLVED** to progress by advertising through an Estate Agent.

**557. Window Replacement and Repair Work**

Quotations for work necessary to meet the planning application requirements, the benefits of suitable double-glazing systems and alternative solutions were considered.

On the proposition of Cllr Yelland, seconded Cllr Bird (2 abstentions) it was **RESOLVED** to appoint Studio Tor Architecture to undertake the planning application and project management aspect at the cost of £7,500. A conservation and retrofit assessment which would cost an additional £6,200 would not be undertaken. Internal double glazing to be considered at a later date.

**558. Fire Audit, Kitchen and other Improvements**

Cllr Cummings declared a personal interest.

Quotations for elements of the work were considered. On the proposition of Cllr Cummings, seconded Cllr Fisher it was **RESOLVED** to approve the following quotations:

- Replacement of Foyer carpet and floor preparation - Countryside Furnishers £3,361
- Preparation for connection of the Charter Hall kitchen door to the fire alarm system – Chubb £1,483.82
- Charter Hall and associated electrical work – AJ Electrics £3,120

On the proposition of Cllr Yelland, seconded Cllr Yelland it was **RESOLVED** to recommend to Full Council acceptance of a quotation from Vesta Sol in the sum of £9,410 for fire improvement work to the Charter Hall and other locations as identified within the fire audit report.

On the proposition of Cllr Leech, seconded Cllr Fisher, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8pm

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Councillor Bird, Committee Chairman