



Okehampton Town Council

Town Hall  
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Devon  
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**Minutes of an Okehampton Town Council Property Committee meeting held on Monday 6<sup>th</sup> October 2025 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:**

Cllr L Bird (Chairman)

Cllr B Tolley (Chairman, Parks)

Cllr T Cummings (Vice-Chairman)

Cllr A Fisher

Cllr T Leech

Cllr M Richards

**In Attendance:**

Mrs E James (Town Clerk)

Miss R Wills (Facilities Officer)

The meeting was livestreamed through the Council Facebook page.

**279. Apologies for Absence**

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

Absent – Cllr D McNeill

**280. Declarations of Interest**

None

**281. Public Participation**

None

**282. Members' Questions**

Following a request for an update the Clerk advised that lighting repairs in Simmons Park had been completed.

**283. Minutes**

On the proposition of Cllr Fisher, seconded Cllr Cummings, it was **RESOLVED** to approve the minutes of the meeting held on 16<sup>th</sup> June 2025 for signing by the Chairman.

**284. Facility Hire**

**284.1 Bookings**

A summary of bookings for September, October, November and December 2025 was noted.

**285. Town Hall**

**285.1 Historical Items**

Ways of making items from the archives available to members of the public to view were considered. Ideas included a specific date or occasion on an annual basis, photographing

all of the items to create a digital archive that is available to the public to view and holding a history week. Item to be reviewed at the next meeting.

### **285.2 DDA Ramp Provision**

On the proposition of Cllr Cummings, seconded Cllr Tolley, it was **RESOLVED** to purchase an Enable Access Ramp at the cost of £689 plus VAT. This would replace the existing ramp used for access into the Council Chamber.

### **285.3 Water Filter Provision, Charter Hall and Town Hall**

Results of water testing, which indicated it was safe drinking water, and the need for water filters was considered. On the proposition of Cllr Richards, seconded Cllr Fisher, it was **RESOLVED** to test for taste and reconsider at the next meeting.

## **286. Charter Hall**

### **286.1 Alcohol Sales**

i) The following applications to sell alcohol under the Premises Licence had been approved by the Clerk in consultation with the Chairman since the last meeting of the Committee:

- a) Okey Music Day - 15<sup>th</sup> July 2025
- b) Drag Fundraising Bingo Night - 24<sup>th</sup> October 2025
- c) College PFTA Fundraising event - 20<sup>th</sup> September 2025
- d) Private Wake - 6<sup>th</sup> October 2025

ii) On the proposition of Cllr Bird, seconded Cllr Leech, it was **RESOLVED** to approve the following application to sell alcohol under the Premises Licence:

- a) Okehampton College PTFA Edwardian Evening - 4<sup>th</sup> December 2025

iii) On the proposition of Cllr Fisher, seconded Cllr Richards, it was **RESOLVED** to amend the application process so that approval is by the Facilities Officer in consultation with either the Committee Chairman or Vice-Chairman instead of the Clerk, and the Clerk in the absence of the Facilities Officer.

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

The Clerk reported that a review of applications to WDBC's Community Halls Capital Grant Fund had been delayed with the outcome now expected to be known in November.

### **286.3 Charter Hall/Cinema Entrance Canopy**

An update from the Cinema in relation to the upgrading of the canopy and signage as previously agreed by the Committee had been received. On the proposition of Cllr Tolley, seconded Cllr Richards (1 abstention) it was **RESOLVED** to approve the design provided by Merlin Cinema earlier in the day with an amendment that the Okehampton Town Council text was provided in larger font.

It was envisaged that work to remove existing signage would take place within the next few weeks following which the canopy structure would be reviewed by Merlin Cinema.

### **286.4 Accessible Toilet Handrail**

On the proposition of Cllr Leech, seconded Cllr Fisher, it was **RESOLVED** to approve the addition of a handrail in accordance with a request from a member of the public and a report by the Facilities Officer.

### **286.5 Charter Hall Roofing Work**

The End of Defect Liability Period inspection had been undertaken and some minor and rectification work identified.

## **287. Other Locations**

### **287.1 Lower Market Hall, First Floor Office**

Future use of the office space was considered and on the proposition of Cllr Leech, seconded Cllr Fisher, it was **RESOLVED** that the Council would advertise the space without using agents, the lease agreements in accordance with that used previously. Further discussion was deferred to Part 2.

### **187.2 Public Toilet Electrical Testing**

The five yearly hardwiring inspections had been undertaken. Rectification work for Fairplace Toilets had been quoted and agreed at the cost of £900. WDBC had declined to contribute to the cost of rectification work to the Market Street toilets which totalled £800. This work would be awarded to AJ Electrics who had provided a quotation.

### **287.3 Window Replacement and Repair Work**

The application for a grant towards consultant and other fees had been rejected and the planning pre-app work was progressing.

## **288. Fire Compliance**

Plans to progress improvement work was underway and would be reviewed following the Annual Fire Audit scheduled for later in October.

## **289. Finance**

### **289.1 Payment Schedule**

The cost of repair to the Mayoral pendant would be refunded by the Council's Insurer and the large payment to Mike Harding Lighting Solutions Ltd was for emergency lighting repairs in Simmons Park.

On the proposition of Cllr Fisher, seconded Cllr Richards, it was **RESOLVED** to approve the payment schedule, BACS payments totalling £23,427.21, excluding VAT.

### **289.2 2026/27 Budget**

Feedback arising from the Committee budget workshop held on 27<sup>th</sup> August to review the Committee's budget responsibilities for the current year and initial requirements for 2026/27 was noted. No amendments were made at the meeting.

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

### **290.1 Dartmoor Railway Association**

Cllr Fisher had attended a meeting and provided a report on progress and interaction with the new station. The bridge over the track had been fully repaired.

### **290.2 Devon Communities Together**

Cllr Leech reported that information had been circulated and there was an upcoming meeting about Village Halls in due course.

### **290.3 Museum of Dartmoor Life**

Cllr Bird advised that she had recently attended a Trustees Meeting, and they were continuing to seek grants and funding. The decision by Policy & Resources Committee not to award the full grant requested towards the Tourist Information Point this year had been disappointing and they had now approached the BID.

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

Cllr Colman was not present.

### **290.5 Okehampton Carnival Committee**

Cllr Fisher advised the Carnival was ready for the event later in the month, and a Go Fund Me page had been set up.

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

Cllr Colman was not present. Cllr Richards advised that a survey was ongoing, over 700 online responses had been received.

### **290.7 Transition Town Okehampton**

Cllr Cummings had not been able to attend the last meeting. The group was encouraging tree planting and working towards a Repair Café.

### **291. PART TWO – CONFIDENTIAL**

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.

### **292. Ground Floor, Market Street Lease Renewal**

On the proposition of Cllr Cummings, seconded Cllr Tolley, it was **RESOLVED** to renew lease the with Countryside Furnishers for a further year following expiry of the existing lease on 31<sup>st</sup> December 2025 in the same format as existing.

### **293. Lower Market Hall, First Floor Office**

On the proposition of Cllr Cummings, seconded Cllr Leech, it was **RESOLVED** to that the rent be £75 p/week, plus all utility bills which would be recharged by the Council. Situation in relation to Business Rates to be investigated.

On the proposition of Cllr Tolley, seconded Cllr Leech, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.15pm.

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Councillor Bird, Committee Chairman