

Okehampton Town Council Property Committee July 2026 Meeting Report

Date:	July 2026
Name:	Emma James

Facility Hire

6.1 Bookings - To note a summary of bookings for August, September and October 2026

Name	Rooms	Start Date
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 03/08/2026 18:30
Friendly Circle	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 04/08/2026 13:45
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 05/08/2026 18:30
Registrar Event conf	Council Chamber (max– 50)	Fri 07/08/2026 12:00
Registration Service	Council Chamber (max– 50)	Sat 08/08/2026 11:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 10/08/2026 18:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 12/08/2026 18:30
Registrar Event	Council Chamber (max– 50)	Fri 14/08/2026 12:00
Wren Music Day	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 15/08/2026 09:15
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 17/08/2026 18:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 19/08/2026 18:30
Registrar Event	Council Chamber (max– 50)	Fri 21/08/2026 11:00
Vintage Quest Jewellery Roadshow	Charter Hall (max standing 250, rows 150, around tables 104)	Fri 21/08/2026 12:30
RBL COFFEE MORNING	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 22/08/2026 09:00
registrar event	Council Chamber (max– 50)	Sat 22/08/2026 12:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 24/08/2026 18:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 26/08/2026 18:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 31/08/2026 18:30

Friendly Circle	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 01/09/2026 13:45
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 02/09/2026 18:30
NHS Blood Donation	Charter Hall (max standing 250, rows 150, around tables 104)	Thu 03/09/2026 11:30
OKE football club youths	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 05/09/2026 08:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 07/09/2026 18:30
Dartmoor Art Society	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 09/09/2026 09:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 09/09/2026 18:30
Registrar Event	Council Chamber (max– 50)	Fri 11/09/2026 13:00
Registrar Event	Council Chamber (max– 50)	Fri 11/09/2026 14:00
Tamar Energy Fest	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 12/09/2026 09:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 14/09/2026 18:30
Wren West Devon Folk Choir	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 15/09/2026 18:45
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 16/09/2026 18:30
OPS & College PTFA Coffee Morning	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 19/09/2026 08:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 21/09/2026 18:30
Wren West Devon Folk Choir	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 22/09/2026 18:45
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 23/09/2026 18:30
Blood Donation TBC	Charter Hall (max standing 250, rows 150, around tables 104)	Thu 24/09/2026 11:45
registration service	Council Chamber (max– 50)	Sat 26/09/2026 11:00
rbl dinner dance	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 26/09/2026 17:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 28/09/2026 18:30
Wren West Devon Folk Choir	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 29/09/2026 18:45
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 30/09/2026 18:30
RBL social club coffee morning	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 03/10/2026 08:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 05/10/2026 18:30

Friendly Circle	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 06/10/2026 13:45
Wren West Devon Folk Choir	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 06/10/2026 18:45
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 07/10/2026 18:30
Employment Fair	Charter Hall (max standing 250, rows 150, around tables 104)	Thu 08/10/2026 11:00
Community Links Big Breakfast	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 10/10/2026 08:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 12/10/2026 18:30
Wren West Devon Folk Choir	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 13/10/2026 18:45
Dartmoor Art Society	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 14/10/2026 09:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 14/10/2026 18:30
Carnival Coffee Morning	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 17/10/2026 08:30
West Devon HATOC	Council Chamber (max– 50)	Mon 19/10/2026 10:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 19/10/2026 18:30
Wren West Devon Folk Choir	Charter Hall (max standing 250, rows 150, around tables 104)	Tue 20/10/2026 18:45
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 21/10/2026 18:30
Mayors Coffee Morning	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 24/10/2026 08:30
Registrar	Council Chamber (max– 50)	Sat 24/10/2026 12:00
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Mon 26/10/2026 18:30
Clubbercise	Charter Hall (max standing 250, rows 150, around tables 104)	Wed 28/10/2026 18:30
Blood Donation	Charter Hall (max standing 250, rows 150, around tables 104)	Fri 30/10/2026 11:30
Courtenay Players Coffee Morning	Charter Hall (max standing 250, rows 150, around tables 104)	Sat 31/10/2026 08:30
Registrar Event	Council Chamber (max– 50)	Sat 31/10/2026 12:00

Okehampton Town Council Property Committee July 2026 Meeting Report

Date:	July 2026
Name:	Rosi Wills

Martyn's Law (Terrorism(Protection of Property) Act 2025)

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, is designed to enhance public safety by requiring certain venues and events across the UK to prepare for and respond to potential terrorist attacks. The Act mandates that those responsible for qualifying premises and events take steps to reduce the risk of harm from terrorism.

OTC premises of Town Hall and Charter Hall will likely need to be registered as one premises and will come under Standard Tier duty. We will be expected to liaise with the cinema and potentially Red Lion Yard management to ensure our emergency plans are cohesive and consider potential risks in adjoining areas, not just in premises OTC is responsible for. Outdoor unticketed events are not within scope so current regular events in Simmons Park are not affected.

Martyn's Law is coming into force in Spring 2027 and mandates that 'reasonably practicable' actions are taken to safeguard against acts of terrorism, there is no requirement to put in place physical measures. We must assess risk, undertake training, communicate with our staff, partners, neighbours and hirers and create appropriate procedures which can be followed in case of emergency. Procedures we must put in place are:

- Evacuation – getting people safely out of the building (very similar to existing fire procedures)
- Invacuation – bringing people safely into the building, or moving to safer parts
- Lockdown – securing premises to prevent individuals entering or leaving the building
- Communication – alerting and providing instructions to people in the building.

Considerations:

Do we want to insist all events be fully staffed so someone is able to facilitate emergency procedures?

Currently, Charter Hall Hirers are given a safety briefing and left to run their event independently. Caretakers may stay on-site and undertake other tasks but other keyholders may leave after the hirers are settled in. A member of staff is always on-site for bookings in Town Hall.

Given the geography of the building, a staff member on site (eg in the office) still may not be aware of/able to help a situation unfolding in the foyer of Charter Hall.

Additional staffing will of course require additional hours to be added to the budget/potentially recruiting a third Caretaking staff member to ensure Working Time Directive regulations are met.

Do we try and conduct training session with/run drills for regular hirers to disseminate information?

Any other suggestions?

Window Replacement

Following previous decision not to undertake a full Energy and Retrofit Assessment before applying for planning permission needed to replace the windows in our Grade II*-listed building and consultation with architect suggesting we should apply for double glazing over single glazing, Councillors asked for indicative costs of different building materials.

Some further information about changes to double glazing in historic buildings from a local joiner can be found [here](#).

	Pros	Cons
<p>Double Glazing: Historic England guidance broadly supports the case for double glazing in heritage windows now. Slimline double glazing to fit the window profiles now exists</p>	<ul style="list-style-type: none"> • Improved Thermal efficiency (potential reduced energy costs and more stable internal environment preserving interior of the building) • Improved Sound Deadening • Likely to remove the need for Secondary internal glazing – making ventilation easier 	<ul style="list-style-type: none"> • May not be approved by planning department • May need to appeal the planning decision
<p>Single Glazing: Replacing like-for-like aesthetically, some modern single glazing has advanced technologies which could improve on current thermal values</p>	<ul style="list-style-type: none"> • Likely to have planning approved 	<ul style="list-style-type: none"> • Likely to still need secondary glazing to reduce noise, therefore, additional expense and difficult to open for maintenance, ventilation etc. Potential cost of ~£500 per window plus installation • More advanced glazing is still expensive • Building won't maintain temperature well, expensive heating costs and fluctuating temperatures impact interior

Materials:

The windows will look the same as they do now, the sizes, shapes and profiles will have to match the current design to be granted planning permission. Whatever material is decided upon, it will be painted white and maintain the look of the building as it is – just in better condition.

	Pros	Cons	Indicative Prices* Handmade Bespoke Joinery
Softwood	<ul style="list-style-type: none"> Cheapest Option 	<ul style="list-style-type: none"> Only lasts ~20 years Comes primed not painted Require more painting/maintenance 	Double Glazing £2904.44 Single Glazing £2132.23
Accoya – softwood, modified through an acetylation process. Contains the same constituents as natural wood, just at enhanced levels. There are now more of the moisture resistant groups and less of the moisture binding groups. Performance improved through increasing dimensional stability and enhanced biological durability.	<ul style="list-style-type: none"> Minimum 60 year service life 50 year warranty Significantly less absorption, shrinkage and movement than ‘low movement’ timbers Less maintenance required Good reviews from architect and local joiner From FSC-certified forests 	<ul style="list-style-type: none"> Most expensive 	Double Glazing £3961.22 Single Glazing £3031.48
Hardwood	<ul style="list-style-type: none"> Expected to last 40-60 years (depending on species, does not have to be decided at this stage) 	<ul style="list-style-type: none"> Can be more wasteful and time-consuming in construction phase 	Double Glazing £3822.87 Single Glazing £2918.87

*Indicative Prices have come from a bespoke joiner, based on one of our Council Chamber windows and does not include any fitting costs. This would be the most expensive option overall, and other suppliers would be explored when we are ready to start getting proper quotes for the project. The intention is just to give an idea of the price variation of the different materials eg Hardwood only ~£100 less than Accoya.

More information on Accoya, how it is made and technical information is available on [their website](#)

Architect Recommendation

1. Accoya treated wood – has been in use since ~90s and is the only option with a warranty.
2. Apply for double glazing and appeal if necessary.

Decisions needed:

Whether to put in planning application for Single or Double Glazing?

Which of the three frame materials to state in the planning application (and subsequently install)?