



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179

www.okehampton.gov.uk

Minutes of an Okehampton Town Council Property Committee meeting held on Monday 13th July 2026 at 7pm in the Council Chamber, Town Hall, Okehampton

Cllr L Bird (Chairman)
Cllr A Fisher (Vice-Chairman)
Cllr T Cummings
Cllr T Leech
Cllr C Marsh
Cllr D McNeill

Cllr R Colman (Mayor)
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.

113. Apologies for Absence

On the proposition of Cllr Yelland, seconded by Cllr Colman it was **RESOLVED** to approve apologies tendered by Cllr Holt (illness).

114. Declarations of Interest

None.

115. Public Participation

None.

116. Members' Questions

Cllr McNeill commented on street cleaning.

117. Minutes

On the proposition of Cllr Bird, seconded by Cllr Fisher it was **RESOLVED** to approve the minutes of the Property Committee meetings held on 10th November and 1st December 2025, 2nd February and 18th May 2026 for signing by the Chairman.

118. Facility Hire

118.1 Bookings

The summary of bookings for August, September and October 2026 was noted.

118.2 Ceremonies

The Committee noted that the Registration Service were now offering small ceremonies (the couple and witnesses) on Mondays in their Okehampton Registry Office.

119. Charter Hall and Town Hall

119.1 Alcohol Sales

The following applications to sell alcohol under the Premises Licence that had been approved by the Facilities Officer in consultation with either the Committee Chairman or Vice-Chairman since the last meeting of the Committee were noted:

- 19th July 11:30am – 10:30pm, Okey Music Day
- 24th July 6pm - 11pm, Abba Music Event
- 28th November 6pm - 11pm, Private Birthday Party
- 11th December 5.30pm – 11pm, Jazz Performance

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

A report relating to the staffing and management of events held in the Town Hall and Charter Hall was considered. On the proposition of Cllr Bird, seconded by Cllr Colman it was **RESOLVED** that an information sheet and checklist for adding to the existing conditions and procedures issued to hirers be drafted for consideration of the committee.

119.3 Window Replacement and Repair Work

Consideration was given to the types of wood; softwood, accoya and hardwood, that could be used for the replacement windows and if to apply for planning consent for single or double glazing. On the proposition of Cllr Colman, seconded by Cllr Fisher (1 abstention) it was **RESOLVED** to progress planning application for hardwood and double glazing.

119.4 Fire Audit, Kitchen and other Improvements

The Facilities Officer reported that work had commenced in the Charter Hall, to the adjoining kitchen wall and in the electrical cupboards in order to bring them up to the required rating. A new kitchen worktop and replacement of the roller shutter for the hatch which would be integrated into the fire alarm were awaited. Once completed and the sign off certificate received, work to fully reopen the kitchen including cleaning of the extractor fans and food hygiene would be progressed.

119.5 Christmas Lights

On the proposition of Cllr Leech, seconded by Cllr Colman it was **RESOLVED** to agree a request from the BID to project Christmas Lights onto the front elevation of the Town Hall. Cllr Tolley to ascertain if this was for Edwardian Evening or throughout the Christmas period.

119.6 Air Conditioning

On the proposition of Cllr Colman, seconded by Cllr Colman it was **RESOLVED** that options for air cooling throughout the buildings.

119.7 Council Chamber Meeting Layout

Options for seating arrangements following the increase in councillors from 14 to 15 in 2027 was considered, noting that additional room would only be required full council meetings. On the proposition of Cllr Marsh, seconded by Cllr Fisher, it was **RESOLVED** to trial the use of the raised area for the Mayor, Deputy Mayor and Clerk, and to move the curved desking to the opposite end of the tables at the next meeting of Full Council.

119.8 Historical Artefacts

Cllr Bird reported that the next project was to use old maps and photographs for an 'Okehampton through the ages' display. Cllr Marsh offered to assist.

120. Finance

On the proposition of Cllr Marsh, seconded by Cllr Colman it was **RESOLVED** to approve the payment schedule, the BACS payments totalling £6,031.19 excluding VAT.

121. Members Reports and Requests for Agenda Items

121.1 Dartmoor Railway Association (Cllr Fisher)

Cleaning of the Interchange Station had not yet been agreed and Cllr Fisher was attending a meeting later in the week in Tavistock.

121.2 Museum of Dartmoor Life (Cllr Bird)

Museum representatives had attended the most recent Policy & Resources Committee meeting to thank council for financial support through grants over the last years. They were disappointed they had not been awarded the full amount requested this year and were concerned about the effect on their financial situation and bids for other grants.

121.3 North Dartmoor Search & Rescue Team (Cllr Colman)

The group was in touch with fire service and they were hoping carry out a combined drill.

121.4 Okehampton Hospital/North Dartmoor Health Initiative (Cllr Colman)

The current focus of the group was dental health care as a result of the survey undertaken earlier in the year. A request could be made for procedures at Okehampton Hospital.

121.5 Transition Town Okehampton (Cllr Cummings)

The Repair Café was going well but more support was needed, including from electricians, and users. Held monthly from 10am to 12noon in the Church Hall in Market Street. A display of children's artwork was being progressed.

The group was investigating how to promote the emergency plan and hubs, and was working on the provision of grab bags.

PART TWO – CONFIDENTIAL ITEMS

122. On the proposition of Cllr Leech, seconded Cllr Colman 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.

123. Lower Market Hall, First Floor Office

The Facilities Officer reported that the space had been let.

124. Health and Safety in Parks Buildings

On the proposition of Cllr Cummings, seconded by Cllr Yelland it was **RESOLVED** to:

- a) Approve the quotations from AJ Electrics for electrical work in the Parks Office (£1,333) and Workshop (£1,000).
- b) Ratify the provision of a battery storage and charging cabinet from Unimac (£2,675) agreed by the Parks Committee.

125. Roofing Repairs – Town Hall and Cinema

Further quotations for replacement of the boiler room roof using Fibreglass to be obtained.

126. Council Chamber Chair Repairs/Replacement

On the proposition of Cllr Marsh, seconded by Cllr Colman it was **RESOLVED** to purchase replacement chairs at £49.95 each, using council colours, subject to being able to physically see a chair in order to assess the quality, and to refurbish the Mayoral Chair at the cost of £360.

On the proposition of Cllr Leech, seconded Cllr Colman it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.30pm.

Councillor Bird, Committee Chairman