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
Monday 16th November 2026 at 7pm, Council Chamber, Town Hall, Okehampton

Cllr L Bird (Chair)
Cllr A Fisher (Vice-Chair)
Cllr T Cummings
Cllr T Leech
Cllr B Tolley (Chair, Parks)
Cllr J Yelland (Chair, Policy & Resources)

In Attendance:
Mrs E James (Town Clerk)
Miss R Wills (Facilities Officer)

Absent:

The meeting was livestreamed through the Council Facebook page.

356. Apologies for Absence
On the proposition of Cllr Fisher, seconded by Cllr Tolley it was **RESOLVED** to approve apologies tendered by Cllr Holt (illness), Cllr McNeill (personal), Cllr Colman (personal) and Cllr Marsh (personal).

357. Declarations of Interest
None.

358. Public Participation
None.

359. Members' Questions
None.

360. Minutes
On the proposition of Cllr Cummings, seconded by Cllr Tolley it was **RESOLVED** to approve the minutes of the Property Committee meeting held on 5th October 2026 for signing by the Chair.

361. Facility Hire
361.1 Bookings
The summary of bookings for December 2026, January and February 2027 was noted.

361.2 2027/28 Fees and Charges
Fees and charges including use of the Council's meeting Owl were considered in conjunction with changes to waste legislation that would affect the council from April 2027 increasing costs.

On the proposition of Cllr Leech, seconded by Cllr Cummings it was **RESOLVED** to approve the draft fees and charges including for use of the meeting Owl on council premises only. Hire of the Owl for use in other locations was not permitted.

362. Charter Hall and Town Hall

362.1 Alcohol Sales

The following applications to sell alcohol under the Premises Licence had been approved by the Facilities Officer in consultation with the Committee Chair:

- PTFA Bingo - 5th December 2026
- Jazz Event - 11th December 2026

362.2 Window Replacement and Repair Work

On the proposition of Cllr Cummings, seconded by Cllr Leech it was **RESOLVED** to approve the draft planning application with an amendment – that hardwood be used for all new windows and replacement of complete sections of wood, for example a windowsill, but like for like be used where repairs, splicing in, is required.

362.3 Tables and Seating

Quotation awaited, deferred.

362.4 Registrar's Office Flooring

The Facilities Officer reported that the parquet flooring under the lino in the small room off the Registrar's Office had become uneven, potentially water damaged, and required repair. Quotations to be considered in Part 2 later in the meeting.

362.5 Roof Leaks

A leak into the Boiler Room over the weekend had affected the boiler resulting in an engineer being called out earlier in the day. Replacement of the roof was expected in early December.

Investigation into a leak from the chimney on the left had side of the Town Hall when looking at the front elevation was awaited. Cllr Leech advised that this was likely an issue with leadwork in the roof valley and water being pushed under due to the wind direction.

362.6 Stage Repainting

On the proposition of Cllr Leech, seconded by Cllr Fisher it was **RESOLVED** to paint the stage front boarding in a deeper blue than the stage curtains in a hard-wearing washable paint. A decal of the Council Crest to be added to both sides.

362.7 Historic Displays

Cllr Bird reported that the next display was planned to be maps throughout the ages and may include photographs.

362.8 Disposal of Items

On the proposition of Cllr Cummings, seconded by Cllr Fisher it was **RESOLVED** to dispose of the filter coffee machine and OHP projector. Items to be advertised free of charge, for donations to the Mayor's Charity.

DRAFT

363. Phone Box

Adoption of a phone box at the bottom of Station Road for future use by OkePads was considered. The phone box was type K6 but not listed. Approximate costs including provision of a Defibrillator and box were in the region of £1,600. It was clarified that the location was at the bottom of Tors Road and it was commented that once power was cut off it was difficult to reinstate.

On the proposition of Cllr Leech, seconded by Cllr Tolley it was **RESOLVED** to ask BT why the box was being decommissioned and request that it be left in working order. To be further reviewed, dependent upon the outcome of the request.

364. Risk Assessments and Inspections

364.1 Jim the Walker

The Facilities Officer reported that the asset had been inspected and no work was required.

364.2 Water Management

The risk assessment had been completed and documentation was awaited

364.3 Asbestos

The Annual Inspection had taken place and there were no changes except for some electrical boxes that had been removed as part of the fire protection improvement work. The Management Plan would be reviewed by the Policy & Resources Committee.

364.4 Fire Audit

The annual audit had been completed and documentation previously circulated. Cllr Leech commented that the items noted therein showed that the inspection had been thorough. Actions included ongoing phased work, improvement to the Charter Hall Kitchen and consideration of evacuation procedures from the first floor of the Town Hall.

365. 2027/28 Budget

On the proposition of Cllr Fisher, seconded by Cllr Tolley it was **RESOLVED** to agree V2 of the draft budget with no amendments.

366. Members Reports and Requests for Agenda Items

366.1 Dartmoor Railway Association

Cllr Fisher reported that the group no longer attended the Rail Forum meetings and commented on the proposed route from Okehampton to Launceston.

366.2 Museum of Dartmoor Life

Cllr Bird reported that the Museum had recently won awards and there was a good turnover of items including a coin hoard found in Okehampton. Search for financial support was on going and the Trustee board was knowledgeable and dedicated.

366.3 North Dartmoor Search & Rescue Team

No report.

366.4 Okehampton Hospital/North Dartmoor Health Initiative

No report.

DRAFT

366.5 Transition Town Okehampton
Cllr Cummings had resigned from the group. The Repair Café was continuing but more repairers and customers were needed.

367. Urgent Item
The Councillors present **agreed** the schedule of payments, BACS payments including November salaries totalling £30,867.01, exclusive of VAT.

PART TWO – CONFIDENTIAL ITEMS
368. 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.

369. Lower Market Hall, Ground Floor
On the proposition of Cllr Leech, seconded by Cllr Fisher it was **RESOLVED** to approve renewal of the lease for a further year, 1st January 2027 to 31st December 2027 at the existing rent, terms and conditions.

The Clerk advised it would be prudent to ask a Solicitor to produce a lease for any future lease of premises and was requested to investigate.

370. Town Hall Kitchen Improvements
On the proposition of Cllr Fisher, seconded by Cllr Yelland (1 abstention) it was **RESOLVED** to accept the quotation from Harry Hughes Plumbing at the cost of £2,309.30 for improvements to the kitchen on the first floor.

371. Registrar's Office Flooring
The Committee noted that the work may need to take place over weekends, that the material under the parquet flooring may contain asbestos which would need to be checked, and that the condition and makeup of the surface underneath the parquet was unknown.

On the proposition of Cllr Cummings, seconded by Cllr Leech it was **RESOLVED** to accept the quotation from David Ware at the cost of £2,530, noting that there may be additional costs.

On the proposition of Cllr Fisher, seconded Cllr Tolley it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.04pm.

_____
Councillor Bird, Committee Chair

DRAFT