

# Window Condition Report

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Okehampton Town Hall,  
Charter Hall &  
Lower Market Hall

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Okehampton Town Council



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## A. THE INSPECTION

### A1 Brief

Hayden Associates have been engaged to undertake a condition survey of windows and external woodwork (incorporating fascia and bargeboards) of the following buildings along with the provision of a specification for a full repair/replacement and redecoration for the following properties:

- Town Hall, Fore Street, Okehampton EX20 1AA
- Charter Hall, Market Street, Okehampton EX20 1HN
- Market Hall (New Carlton Cinema), Market Street, Okehampton EX20 1HN
- Lower Market Hall (Countryside Furnishers and Offices above, Market Street Okehampton), Market Hall, Okehampton EX20 1HN

### A2 Background

The Town Hall is a Grade II listed building, and all the properties are within Okehampton Conservation Area.

The Town Hall is used as the Council offices, registry office, venue hire and archive store. The Charter Hall is also used by the Council for venue hire and is part occupied by commercial tenants.

The Market Hall and Lower Market Hall are occupied by commercial tenants.

The Town Hall underwent a significant renovation and structural repair between 1962-1964, with photographic evidence on file documenting the external appearance before, during and after. Further changes have been made to the rear Council offices in the late 20<sup>th</sup> Century.

### A3 Survey Methodology and Limitations

We inspected the property using our best endeavours to see as much of it as is physically accessible. We undertook our initial survey on 22<sup>nd</sup> March 2024, however no access was available to the Charter Hall due to scaffolding and roofing contractors throughout externally. We undertook a further survey on 14<sup>th</sup> June 2024, with internal access made available to Charter Hall and Market Hall. Where it was not possible to clearly see an item an explanation will be provided.

We visually inspected the windows and external joinery from ground level and, if necessary, from neighbouring public property and with the help of binoculars. We also utilised an 8m pole camera inspection of concealed areas, where possible, although it must be recognised that this form of inspection provides a remote visual inspection via photographs/videos only.

Where possible we have attempted to observe windows in operation, however where these were inaccessible, or where security could have been compromised through operation, our inspections were limited to visual inspections only.

We have undertaken no intrusive or destructive testing, nor undertaken any specialist investigations associated with the existing windows.

Condition report notes have been generalised in places, particularly where direct access was not available to window of matching type/construction.

## **B. WINDOW CONDITION SUMMARY**

Please refer to Annexe 1 for the Window Condition Schedule and Photographs.

### **B1 Town Hall**

The main elevation sash windows (1-14, 20-24) are generally in a poor condition due to their age and softwood construction, with visible timber decay and evidence of previous repairs. Windows 4, 8, 9, 10 and 21 are in particularly poor condition with significantly decayed timber that will accelerate and eventually lead to failure of the windows.

The window appear to have all been replaced during the extensive 1960s rebuilding and alteration works, supported by the photographic evidence viewed on site at the Town Hall.

It is likely to be more economical to replace the majority of the window units, particularly the first and second floor, which have the most visible decay.

It is eminently possible to undertake repairs, but given the windows date to the 1960s there is minimal historic value.

Replacement units would be an opportunity for incorporating heritage double glazing units, subject to Listed Building Consent, which we know from experience may be a challenge with West Devon Borough Council, but there is benefit in opening up a dialogue with the Conservation Officer to explore options.

The timber decay is also contributed by the flush fitting of the windows against the face of the walls, with minimal drip detail, resulting in rainwater running over the face of the windows. Replacement units would be an opportunity to review the fitting within the reveal to reduce this risk to future window units.

The inner courtyard and archive windows are in need of localised repairs and redecoration.

## B2 Charter Hall

The Market Street elevation timber windows are in need to localised repairs and redecoration. Alternatively, the units could be replaced with timber framed double glazed units to improve the efficiency of the fittings and internal space.

The metal crittal windows to the Red Lion Yard elevation were found to be ceased and inoperable. Repair works would entail easing and repairs of the hinge mechanisms and full redecoration, with preparation. Alternatively the units could be replaced with timber framed double glazed units to improve the efficiency of the fittings and internal space.

The fixed painted triangular windows are understood to be located behind the cinema screening room and therefore detailed comment on these windows is not provided at this time, due to lack of access and the potential disruption works would cause. Future work could include replacing the units with insulated panels such as Kingspan Quadcore, or with replacement double glazed window units if light was required within the interior space.

## B3 Lower Market Hall

The ground floor Market Street elevation windows are in very poor condition and require replacement with timber framed double glazed units to improve the efficiency of the fittings and internal space.

The first floor units to Market Street are capable of repair but most of the double glazed units have failed and the units are fairly poor quality and it may therefore be more economical to replace the units with new timber framed double glazed units.

The Walkway elevation windows are in need of localised repairs and redecoration. Alternatively, the units could be replaced with timber framed double glazed units to improve the efficiency of the fittings and internal space.

## C. EXTERNAL JOINERY


The external joinery to the Fore Street elevation appeared to be in generally good condition and requiring routine maintenance in the next 5 years. in the next 5 years. in the next 5 years.

The timber joinery throughout all other elevations, consisting of fascia boards, soffit boards, bargeboards and concealed box gutter facings is in need of localised repairs at boards ends, preparation and redecoration, with evidence of minor timber decay, particularly under leaking guttering, and with flaking and deteriorated paintwork throughout.

## D. SURVEYOR'S DECLARATION

Date of Report: 4<sup>th</sup> July 2024

I confirm that I have inspected the property and prepared this report.

Signature of Surveyor: 

Name of Surveyor: Emily Hayden MRICS

Professional Qualifications: BSc (Hons) (University of Reading, 2014)

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## ANNEXE 1 – WINDOW CONDITION SCHEDULE & PHOTOGRAPHS



