

**MINUTES OF THE CORPORATE PROPERTY MEETING OF DARTMOUTH TOWN
COUNCIL HELD ON TUESDAY 23rd JANUARY 2018**

PRESENT: Cllrs: R Springett (Chair); R Lyon (Vice Chair)
Cllrs: R W I Cooke (Mayor); A J C Fyson (Dept Mayor); T de Galleani; D
M Gent; B T Harriss.

IN ATTENDANCE: Cllrs: D Gent; G Cole; Town Clerk: C Pritchard-Williams; Dartmouth
Chronicle: Roger Williams & Friends of the Dartmouth Community
Orchard Group: Peter Shaw

1. APOLOGIES FOR ABSENCE

Cllrs: M Baillie; F Hawke; S Smith.

2. DECLARATIONS OF INTEREST

There were none.

3. CORRESPONDENCE

New Solicitor – Following the decision to seek the appointment of a new solicitor, due partly to the impending retirement of the current one, the Chairman Cllr Springett, read a letter from the new solicitor called Gillian Hibbard who works for Samuels Solicitors at their Kingsbridge office and proposed that she should be appointed.

Proposal: To instruct new solicitors

Proposed: Cllr de Galleani

Seconded: Cllr Cooke

Resolution: All in favour

4. EVENTS

The following events were referred from the December Full Council meeting:

Dartmouth Music Festival

Food Festival

The Chairman was of the opinion that we should proceed with these events as in previous years.

Proposal: To treat both of these event requests the same as last year, with the same charges

Proposal: Cllr de Galleani

Seconded: Cllr Lyon

Resolution: All in favour

Cllr Cooke spoke about the need for the Town Clerk and the event organiser to meet at least 2 weeks in advance to ensure compliance.

5. ORCHARD

It was agreed to move the Community Orchard from item 8 to earlier on in the meeting.

The Chairman explained that the folders contain the usual report from the Friends of Dartmouth Community Orchard (FotDCO) as well as a list of work that needs to be done and a draft policy for planting memorial trees in the Orchard.

Mr Shaw from the Friends spoke about how they have accepted two memorial trees into the orchard which has brought about the need of a policy.

Cllr Cooke said that Dartmouth Green Partnership (DGP) have had a problem with memorial trees being planted too close together in Royal Ave Gardens.

Peter Shaw said that the choice of apple tree would be specified by the FotDCO from an agreed list of traditional varieties and that FotDCO would plant them with due regard to space.

The Chairman suggested a way forward which will be incorporated into the draft policy and circulated to committee members.

Cllr Harriss asked if the purchaser would have these trees for ever and would there be a waiting list. The Chairman responded that it could be guaranteed only for the life of the tree.

Peter Shaw agreed to come up with another draft which reflected the comments made by Councillors and re-submit it to the Council.

The Chairman announced that specialist maintenance was to be done by our contractor, which will be managed by the FotDCO on behalf of the Council, within the allocated budget.

6. PROVISION OF A VEHICLE

The Chairman gave a resume of the attempt to spot hire a self-drive vehicle, but restrictions on use made it impractical and very expensive. The alternative of hiring a “van and a man” had been explored and a competitive quote from Burrows Removals of Dartmouth had been received, no other quotes were forthcoming.

There was a general discussion and the outcome was to let the Town Clerk go ahead with the trial use of Burrows Removals and to keep a tally on how much we spend.

7. GUILDHALL UPDATE

Website

Work is now underway to create the websites with the assistance of the marketing consultant.

Storyboards

Andy Carter is creating the three storyboards for the Clifton Room.

Update on improvements:

- The Guildhall ballroom painting is progressing well; the electrician is fitting the heaters and the staging is currently being renovated.
- Cllr Lyon said that our Maintenance Manager is fixing some hooks to the walls so that people can tie balloons to these instead of putting pins and Bluetac onto the walls.
- Cllr Fyson reported that he'd been asked by Cllr Baillie if the radiators in the Council Chamber can be painted, Cllr Lyon said he didn't recommend this at all. The general opinion was to do nothing at present.
- The Chairman reported that the Mayor's Parlor is looking very good, it's been painted, the cladding has been fitted and the lights are currently being installed.

Division Curtain

The Clerk explained that a semicircular wooden divider is to be built into the ceiling to replace the wire in the ballroom which will allow a runner to be fitted for new curtains.

Re-pointing the front of the Guildhall

The Chairman reported the need to re-point the front of the building. This will require lime mortar and The Clerk was asked to arrange for Richard Gage (SHDC listed buildings officer) to advise on the appropriate action.

Kitchen leak

The Chairman explained that this fault has been temporarily stabilized by fitting a pressure reducer to the water pipes but that work will need to be done to replace the faulty pipes in the office kitchen at a later date.

Review of charging

The Chairman asked that the review be finished by the end of the current financial year.

Refurbishment budget update

The Chairman confirmed that there is currently £32,000 in the budget, after paying existing bills.

8. THE MARKET

Cllr de Galleani declared an interest in this item as a market trader.

ATM in the market

Cllr de Galleani spoke about the demise of the Nat West bank and disappearance of the ATM after Regatta 2018. It was possible to take over the traders WC in the market and make room for an ATM that it would be accessible from Market Street.

Cllr Cooke said that he had looked up on the Link website and there were some specifications, ie: not placed within 1km of another Link machine so there will need to be some research done.

Proposal: To approach an ATM company and ask for the specifications

Proposed: Cllr Harriss

Seconded: Cllr Lyon

Resolved: All Cllrs in favour.

The Clerk was asked to contact Richard Gage about the possibility of allowing an ATM to be fitted into the fabric of the Market, with access from outside.

Dart to Mouth Deli - The Chairman advised that when work was being carried out in the Dart to Mouth Deli, it became apparent that the consumer electric units need to be updated. As the landlord we are obliged to do this, and the units will be updated with RCBO protection consumer units within the maintenance budget by our electrical contractor.

Proposal: To upgrade the electric units at a cost of £1,240 in total.

Proposed: Cllr Cooke

Seconded: Cllr Lyon

Resolved: All Cllrs in favour.

Cllr Coles left the meeting at 18:32

9. BUTTERWALK

Flat 12a

The Chairman noted that after a new heater was fitted, the staff from the Floating Bridge are using the lounge to dry their clothes and this is causing a lot of condensation which will cause damage to the Grade 1 listed building. A letter has been sent asking them to stop doing this and to dry their clothes in another way.

Flat 6a

The Chairman reported that DTC has given notice to SHDC, and SHDC have given notice to the current residents.

Sloping Deck

The Chairman reported that the Sloping Deck requires new wiring and conduit for 4 lights to the kitchen. This will cost £507.19 and is being carried out by our regular electrician, from the maintenance budget.

10. BOATFLOAT

The Chairman reported that the Administrator is in the process of sending out reminders to boat owners to pay their mooring fees.

The Chairman reported that DTC are going to do three sprays this year to improve the appearance and cleanliness.

11. LONGCROSS CEMETERY

Fencing

The Chairman reported that we've applied for TAP funding to erect fencing in between the allotments and the cemetery and we are awaiting quotes to erect the fence.

Notices

The Chairman reported that there was a problem last year when a grave was dug adjacent to another. The Town Council received complaints about spoil being laid onto other grave, by putting a notice up to explain that this will happen we could alleviate the problem.

The Chairman suggested when we give authority for the burial we also give a notice explaining this.

The Clerk would follow this up with the grave digger to ensure that the least disturbance is made.

Rules and Regulations

The Chairman reported that the last time these were looked at was four years ago and should be reviewed by the staff.

Burial Capacity

Cllr de Galleani reported that we should be mindful of the amount of space we have left in the cemetery.

The Chairman said that he had looked at the cemetery and thought that we had around 70 years left at the current rate of burial. We could look at the natural burial site, and decide if this is worth continuing as it requires separate maintenance.

Cllr Gent remarked that Stoke Fleming may shortly be closing the parish cemetery.

12. IVY LANE

Cllr Gent reported that the leak is currently in hand and we are waiting for Devon County Council Highways to give approval.

13. NEWCOMEN ENGINE

The Chairman said that as the Newcomen Engine is working and being used, it needs to be maintained, there is a schedule of maintenance being prepared. This could be done by Council staff or volunteers, and the council would welcome the creation of 'Friends of the Newcomen Engine'.

A training day for staff and volunteers is proposed for the 23rd & 24th February.

(Roger Williams said that he would welcome a press release for both the Newcomen Engine, and for spoils on the graves in Longcross Cemetery, this will be actioned by the staff.)

14. CCTV

Because of the recent damage to the control tower, the shoplifting in the town and broken glass in the phone boxes, the need for CCTV should be considered.

The Chairman said that the Police and Crime Commissioner would support this and there is to be a central monitoring service in either Kingsbridge or Ivybridge.

Cllr Fyson said that CCTV cameras mustn't intrude into the historic buildings, but there are plenty of private enterprises (shops) who run their own CCTV from inside their shops, so it doesn't mean plastering the town with cameras.

The Chairman said that he would take this forward with the Police and others and come up with some suggestions.

15. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr. R Cooke

Seconded: Cllr. De Galleani

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

16. REAR DOOR QUOTES

Two quotes were presented; a third quote had not been forthcoming.

Proposal: To accept the quote for £1,630 plus VAT.

Proposed: Cllr de Galleani

Seconded: Cllr Lyon

Resolved: All in favour

17. LONGCROSS CEMETERY FENCING QUOTES

Quotes were not received in time so this will need to be dealt with in the future.

The meeting came out of committee and closed at 19.06