

**MINUTES OF THE CORPORATE PROPERTY MEETING OF DARTMOUTH TOWN COUNCIL HELD ON
TUESDAY 22nd JANUARY 2019**

PRESENT: Cllrs: M Baillie; A Fyson (Deputy Chairman); T de Galleani; D Gent; B Harriss; R Lyon (The Mayor); F Pritchard-Tagg (Deputy Mayor); R Springett (Chairman); S Thomson.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Properties Administrator: Hannah Williams; Dartmouth Chronicle Representative: Charley Adams.

58. APOLOGIES FOR ABSENCE

Cllrs: Hawke

59. DECLARATIONS OF INTEREST

Cllr de Galleani declared an interest in the item **MARKET**

Cllr Gent declared an interest in the item **'ARCHITECTURAL PLANS FOR THE PROPOSED EXTENSION TO THE VISITOR CENTRE'**

60. CORRESPONDENCE

The Chairman spoke about correspondence from the RNLI, they are looking to find a permanent location for their lifeboat station, they were enquiring about the options for them to use a Coronation Park.

Currently they have a one year lease extension, and Cllrs were not in favour of any permanent transfer of ownership of the freehold.

Proposed: Cllr Lyon

Seconded: Cllr Gent

Resolution: To go back to the RNLI and say that when they are able to come back with a specific proposal then we will be happy to listen.

Cllr Springett and Cllr Lyon also said that this should also go to the Parks and Open Spaces Committee for discussion.

61. MEMORIAL BENCHES AND TREES

Draft guidelines

This had been discussed at the previous Corporate Property Committee meeting on the 20th November 2018, however it needed further discussion to work out clear guidelines.

Cllrs made different suggestions, but a firm decision was not forthcoming and it was decided that the staff would come up with a proposal which would include allowing members of the public to sponsor a new bench as well as to purchase a space on the memorial wall. Cllr Pritchard-Tagg said he would work on this with the Properties Administrator and the Clerk.

62. TOWN COUNCIL PROPERTIES & ASSETS

Electrical testing, asbestos survey, water testing (update)

The Properties Administrator gave a verbal report of how this is underway at the moment and nearly finished. The Chairman said that this would bring us in line with the correct legal requirements.

63. DEPOT

Building of a compost bed at the depot.

The Chairman explained that this item had been brought to Corporate Property but that it could have gone to the Parks and Open Spaces Committee, and that he asked members to remember that there would be some crossover between the two committees.

The Groundsman has asked if they can buy material to build a compost bed in the depot, at the moment they have to pay for skips to get rid of the green waste. The Groundsman had submitted material costs which were for between £3,300 - £4,000.

Proposed: Cllr Pritchard-Tagg

Seconded: Cllr de Galleani

Resolution: To go ahead with purchasing the materials for building a compost bed, and to recommend that up to £4,000 be made available.

All Cllrs attending the meeting were in favour

64. ROYAL AVENUE GARDENS (buildings)

The Bandstand

Cllr Fyson asked if anyone had checked on the state of the railings that hadn't broken, The Chairman asked for the Properties Administrator to arrange an inspection on the bandstand. The Chairman also suggested a polite sign to be placed on the railings saying that the railings are fragile and asking people not to climb on them.

The Properties Administrator spoke about the toilet gates that had been returned to the toilets (now galvanized). There was also a vandalism incident over the weekend, the bins opposite the showers in Royal Avenue Gardens were set on fire. The fire brigade came and extinguished the fire but some of the bushes had also caught. These bins belong to Dartmouth Town Council, but South Hams District Council will replace them as part of the exchange of services contract.

65. CORONATION PARK (buildings)

No items

66. CASTLE ESTATE (buildings & car park)

The Groundsman and his team have been out to the Castle Estate and trimmed the bushes around the toilets and also cut back on the high level walkway.

The Mayor said he'd had several comments on how well the gardens and other spaces are looking and in such a small length of time, and this confirms our decision to take the gardens over.

The Chairman said we should look at a new 20p pay on entry machine out at the Castle toilets and also reinstate the car park charging but at a very modest charge.

Proposal: Cllr Gent

Seconded: Cllr Lyon

Resolution: For the council staff to come back with a proposal for both of these issues.

67. GUILDHALL – UPDATE

a) Storyboards update

The story board printouts were circulated, Cllr Thomson asked for Cllrs to come into the office and to give their comments on it.

b) Open day update

Cllr Thomson said that the open day had been a success, we had around 50 people through the door and although there wasn't a firm booking, there were a number of enquiries so bookings may result from this evening.

c) Refurbishment budget update

The budget currently stands at £60,991.27 - £10,000 of this was allocated for the refurbishment of Ivy Lane, so it's £50,991.27.

d) Audio for meetings

The Clerk had been asked to source quotes for supplying audio equipment for Cllrs and the public so that everyone can easily hear the meeting.

The Clerk had one quote from a company but hadn't managed to obtain two others.

The Clerk was asked to look for more options and was asked if the option of recording meetings at the same time could be included.

68. MARKET

a) Two units are currently available to rent

The Properties Administrator reported that we had sent out packs to three interested parties.

b) Designated smoking areas

The Chairman said that this was in the work queue.

The Chairman said that the idea was to make the whole of the market no smoking, so that we are in line with other similar public buildings ie: train stations and comply with the legislation - Health Act 2006.

Proposal: Cllr Gent

Seconded: Cllr Thomson

Resolution: To forward the proposal of making the whole of the Market no smoking to the next Full Council meeting.

All Cllrs attending the meeting were in favour

c) Repainting the parking spaces in the market square car park

The Properties Administrator has obtained a quotation for £895 to repaint the whole of the market square, that would include bigger disabled bays and some town council parking bays.

Proposed: Cllr Pritchard-Tagg

Seconded: Cllr Gent

Resolution: To agree this quote as per the Mayor's rough design but to ask for the company to produce a design to scale.

All Cllrs attending the meeting were in favour

This will be authorized via the Clerk's powers - Standing Orders no 41a.

d) Guards for the trees

This had been discussed and agreed at an earlier meeting and should be completed during the repainting of the market car park

69. COMMUNITY ORCHARD

The Chairman said that this item would be moved to the Parks and Open Spaces Committee as there were no buildings to manage.

70. BUTTERWALK

Sloping Deck windows/roof

The Chairman spoke about the very bad leak just before Christmas, the damage is not as bad as originally thought. The Properties team have investigated and some work will need to be done on the windows and leading.

The tenant has requested that the work commence at the end of the season and the Chairman said that other maintenance could possibly be done at the same time.

Proposed: Cllr Lyon

Seconded Cllr Thomson

Resolution: To go ahead and get three quotes for this work and bring it back to the Corporate Property committee.

All Cllrs attending the meeting were in favour

Cllr de Galleani reported that another tenant, Peppers World Foods is also in need of some work to the internal walls, there may be some damp.

The Properties Administrator said she would investigate this.

71. BOATFLOAT

Nothing to report

72. LONGCROSS CEMETERY / ALLOTMENTS

a) **Privacy Fencing**

The Chairman reported that the fencing had now been finished, and it looked really good.

b) **Repairs to the cemetery chain linked fencing**

The Chairman said that this was in the work queue and would be actioned in due course, once we had additional staff.

c) **Allotments**

The Property Administrator said there had been an impromptu inspection and all allotment holders had been written to, another inspection will be carried out in April.

73. IVY LANE

Ivy Lane working group

There was a discussion about the minutes from the working group.

Cllr de Galleani said that she had asked a builder to come and look at the building and come up with some ideas to turn Ivy Lane into housing, but this was a longer term project.

The Chairman said that this Council had no obligation to provide housing and that an interim solution from the working group would be to redecorate the main hall in Ivy Lane so that it is a multi-use space. This would involve removing all the furniture and ensuring it is inviting to all users who may be interested in hiring it.

All equipment / furniture would need to be put away at the end of the event.

Proposed: Cllr Gent

Seconded: Cllr Thomson

Resolution: To increase the budget from £10,000 to up to £30,000 and for the Properties Administrator to start work on planning for re-decorating the main hall and the studio.

74. NEWCOMEN ENGINE

The annual service for the engine happened on Saturday on the 19th January 2019
The Chairman said that after the major refurbishment that happened last year, it was much easier this year.

The Chairman's report will be Appendix A

The Chairman said that the engine runs for 3 minutes when you put your £1 in and he thought this should be reduced.

Proposed: Cllr Springett

Seconded: Cllr Gent

Proposal: To reduce the time the engine runs for from three minutes to a maximum of two minutes.

All Cllrs attending the meeting were in favour

Councillors were of the opinion that the whole display in the Newcomen Engine needs revamping and being brought into the 21st century. This could be done as part of the re-work of the Visitor Centre.

75. CCTV

The chairman said that he's received one quote which is compliant, another one that isn't compliant and the third failed to respond.

This Police and Crime Commissioner has reported that if the Town Council goes ahead with this, then they will give us roughly 1/3 of the costs.

The Chairman said he would like for this to be taken to Full Council for a decision.

Proposed: Cllr Lyon

Seconded: Cllr Pritchard-Tagg

Resolution: To propose to Full Council that we take this quote forward and note that £40,000 has been put in the budget for CCTV to be installed into the town.

It was noted that Cllr Gent abstained from this vote.

The Clerk and the Properties Administrator reported that the Groundsman had asked if some PIR lighting could be installed onto the outside of some of our buildings: Ivy Lane; RAG toilets; RAG shelter. Staff were asked to obtain quotes.

PART 2 – Confidential

76. EXCLUSION OF PRESS AND PUBLIC

The Chairman said that there was no need to go into the confidential section.

77. REPAINTING THE PARKING SPACES IN THE MARKET SQUARE CAR PARK

This was dealt with in the above section.

78. PROPOSED EXTENSION PLANS FOR THE DARTMOUTH VISITOR CENTRE

The designs for the proposed extension to the Dartmouth Visitor Centre were circulated around the table.

Cllr Gent confirmed that when plans were submitted this would be looked at by the Planning Committee .

Proposed: Cllr Gent

Seconded: Cllr de Galleani

Resolved: To support the designs of the visitor centre.

All Cllrs attending the meeting were in favour

Meeting finished at 7.25 pm

Appendix A

Chairman's report on the Newcomen Engine.

Annual Service – Newcomen Engine – 2019

1. The annual service took place on Saturday 19th January 2019, commencing at 09.30 and ending 17.00. The Hon Engineer to the Council, Geoff Wallis, Cllr Robin Springett, Mr Adrian Booker and Mr Rod Bower all friends of The Newcomen Engine, took part.
2. All surfaces were vacuumed/dusted. The building was cleaned and a faulty light bulb replaced. **There is no dustpan/brush in the building; please purchase.**
3. The water was drained and the piston removed and the working parts were serviced. **The piston requires a replacement neoprene seal.**
4. The bilge pump worked satisfactorily, but the outlet for water is blocked and requires to be cleaned out. Water was pumped from the sump in the building using a garden hose and spreading the water outside the door to the engine. **This is not a viable solution and the blocked outlet needs attention; if that can't be rectified, a better, longer and larger diameter hose is needed.**
5. The hydraulic oil level was checked and found satisfactory. **It should be checked regularly.**
6. The engine was lubricated using a can and paint brush. **An oil can would be useful.**
7. After servicing, the pump was refilled with clean water. Note that the stop cock under the engine leaks. **New 15mm stop cock required for fitting next service.**
8. Everything was put back as found and the building locked. **Lower bolt on the engine room doors doesn't work.**
9. The following points arose from the service.
 - Hydraulic pump is too noisy and needs sound proofing. **Will require ply and battens.**
 - Engine lighting is inadequate and requires replacement
 - Timer on £1 coin box allows the engine to run for 3 minutes; this should be shortened to 2 minutes.
 - The ladder to the engine sump is over 2 m and doesn't comply with existing safety legislation. **Needs checking.**
 - A new safety screen of stainless steel and glass would enhance the engine. **Research.**
 - Taps in the office are very stiff and require servicing.
 - Any new build will require a re-interpretation of the engine.
 - Oil and a light bulb were purchased.

It was not possible to return the engine to demonstrate water pumping. A further attempt will be made on Friday 15th February, when a replacement neoprene seal will be fitted.

R Springett
Town Councillor
Friends of the Newcomen Engineered
20th January 2019