

DARTMOUTH TOWN COUNCIL

Minutes of the Town Council Meeting

1st February 2016

At the Guildhall, Dartmouth

Present

*The Town Mayor (Councillor R M Lyon) - Chairman

*The Deputy Mayor (Councillor R W I Cooke) - Vice-Chairman

*Cllr P F Allen
*Cllr M Baillie
*Cllr L M Barnes
*Cllr G B F Coles
*Cllr A J C Fyson
*Cllr T de Galleani
*Cllr D M Gent
*Cllr B T Harriss
*Cllr F J Hawke
*Cllr I A Pritchard
*Cllr R F Rendle
*Cllr S Smith
*Cllr R Springett
*Cllr S Thomson

#County Cllr J Hawkins

*District Cllr H Bastone

#District Cllr R Rowe

*Denotes attendance

#Denotes apology for absence

Also in attendance 6 members of the public, and 1 member of the press.

203. DECLARATIONS OF INTEREST.

Cllr de Galleani declared a personal interest in **minute 211 e)** Corporate Property Committee minutes p 6 item 9 – Review of Market Tolls.

Cllr Pritchard declared a personal interest in **minute 211 e)** Corporate Property Committee minutes p 1 item 3 – Community Orchard.

204. PRESENTATION BY JANIE MOOR, MANAGER, CITIZENS ADVICE SOUTH HAMS.

Janie Moor the Manager of Citizens Advice South Hams began by explaining that she had been in her new role for 9 months.

Cllr Hawke arrived at 7.05 pm

Nationally the Citizens Advice Service had:-

- Undergone a rebranding (dropping the word Bureau from its name)
- Researched how money invested had benefitted the community i.e. for each £1 invested £2.40 was saved in central government funding, £13.90 benefitted the wider community and £15.40 benefitted individuals.
- Been awarded Charity of the Year by the Charity Times
- As a membership organisation, had undergone a national audit to confirm that it gave quality assured advice.

In the South Hams, Citizens Advice had helped 5,683 people with 11,341 enquiries already in 2016. 20% of enquiries were face to face, 56% were made over the telephone and 25% were by webmail or email.

Advice was given in 16 advice areas, the most common being benefits, debt, employment and housing. In Dartmouth 45% of enquiries made were on benefits and 32% on debt.

Citizens Advice South Hams were working with the Dartmouth Food bank and if necessary referred clients to specialists in Totnes. They had 45 to 50 volunteers and one full-time and 6 part-time members of

staff. It took 6 weeks to train a volunteer but six months experience was required before volunteers could give advice to clients.

Citizens Advice were extending their opening hours in Dartmouth to 9.30 to 12.30 from 2nd February 2016 in addition to the time they spent with the Food bank.

Janie Moor explained that they wished to maintain and develop their services across the South Hams and would like to provide 6 more volunteers; they had set a target of £7,000 to be raised per year to develop services.

Following a question from Cllr Allen, Mrs Moor told the meeting that 12 % of their services were provided in Dartmouth.

Cllr Smith asked if Citizens Advice would consider an outreach service at the Townstal Community Hall; it was hoped to do this in the future.

Members felt that the £7,000 sought from Parish and Town Councils in the South Hams was very modest and asked that a completed grant application be made to the Town Council.

The Mayor thanked Mrs Moor for her presentation.

205. PRESENTATION BY LESLEY CLARK, COORDINATOR, TOTNES AND DARTMOUTH RING AND RIDE.

It was noted that due to other engagements neither Lesley Clark nor representatives from Totnes and Dartmouth Ring and Ride were able to attend the Town Council meeting in February.

206. REPORTS.

Police and District and County Councillors' Reports.

Inspector Tomlinson gave his report on the crime figures for Dartmouth for the month of January 2016; although there appeared to be a rise from the 2015 figures these had been exceptionally low.

Cllr Gent commended the PCSO's for their visits to the Ivy Lane Youth Centre which were very popular.

Cllr Barnes drew Inspector Tomlinson's attention to the number of incidents of "tagging" around the town especially in Mayors Avenue.

Cllr Bastone reported on the ongoing work that was taking place on the District Council website to move all planning applications (both live and historical with all of their associated documents) into one single system, the present situation was that all documents for open applications had now moved on to the new system. The District Council would be finalizing the remainder of the historical records in the next 2 or 3 weeks. Until this document move was complete, Town and Parish councils would still have to search using the two different search links (as stated on the website), after which there would be a single search facility as before.

The Parish Remuneration Panel had met recently and made a series of recommendations. Whilst these recommendations (including for the Basic Allowance) would be ultimately considered by the District Council at its meeting on 11th February 2016, the Panel had reaffirmed its support for the following formula to be applied in the event of a Town or Parish council wishing to pay an allowance: Electorate % of District Basic Allowance 0 – 2,500 2.5%, 2,501 – 5,000 5%, 5,001 – 10,000 7.5%, 10,001 – 15,000 10%.

The TAP Fund decision-making process had now concluded for this year and successful lead Town and Parish councils would be receiving formal offer letters within the next couple of weeks.

The District Council Executive would be considering the draft 2016/17 budget proposals at its meeting on 4th February 2016 and would be making its recommendations to the District Council meeting on 11th February 2016.

It was intended that the Heart of the South West Devolution Bid proposals would be following the same decision-making route as the budget and would also be considered by the District Council Executive on 4th February 2016 and then by the District Council at its meeting on 11th February 2016.

Following a question from Cllr Barnes, Cllr Bastone informed the meeting that the work to the boat park on Coronation Park was due to be completed by 1st April 2016; part of the plan was to improve the shrub beds.

Cllr Fyson expressed concerns that the consultation period for planning applications appeared to be shrinking; Cllr Bastone explained that this was legally 14 days but the District Council tried to allow 21 days as part of the 8 week process for each application.

Cllr de Galleani explained that Dartmouth Green Partnerships had concerns over the Coronation Park dinghy park scheme; it appeared that the District Council would be taking out shrubs that had nothing wrong with them and replacing them with a narrow hornbeam hedge that required high maintenance and she asked Cllr Bastone if the District Council had allowed for the maintenance of this in their budget.

Cllr Bastone explained that the boat park surface would be completed first; the planting scheme had yet to be finalized. Cllr de Galleani also raised concerns about play park and café customers having to navigate the boat park to use the toilets; Cllr Bastone assured the meeting that the District Council was working to ensure that vehicles would not enter the boat park.

Cllr Smith asked for an update on the West Dart development, Cllr Bastone informed the meeting that the appeal would be heard at Follaton House on 23rd and 24th February 2016, anyone wishing to speak at the appeal should arrange to do so. Cllr Gent added that the Town Council's planning committee would discuss if a verbal presentation would be made at the appeal.

Cllr Cole asked Cllr Bastone how the dinghy park plans had changed since they had been presented to the Town Council; there would not now be as much grasscrete and no encroachment on to the park. The Clerk would email Rob Sekula for a copy of the latest plan.

207. QUESTIONS TO THE MAYOR.

Prana Simon from Best of Health in Dartmouth Market informed the meeting that she had recently been approached to become a director of the BID and while unable to do this she had agreed to become the point of contact for the BID in the Market. She asked the Mayor if:-

- 1) She could attend the Town Council's working group meetings as a partner and not a tenant.
- 2) Having carried out some research into trying to find a temporary signage solution for the Market for the new season, if the Town Council would consider contributing towards the proposals before the Easter break.
- 3) The Town Council would consider something new for Unit 7, of a good standard.

The Mayor replied that the Town Council would not wish to replicate any of the existing units when choosing a new tenant for unit 7 and he asked that Mrs Simon pass her notes to the working group for their consideration.

Dr Boughton asked the Mayor if the Town Council would be sending a representative to the West Dart Planning Appeal on the 23rd and 24th February 2016 as this was the single most important issue for the Town in the last 20 years.

The Mayor replied that the Town Council would be represented at the appeal.

Dr Boughton asked the Mayor if following the previous Town Council meeting, where it had been agreed that the Town Council would apply for a copy of the Patient Participation Group (PPG) minutes, which had now been circulated to members, could he state clearly who the Town Council representatives were on the group.

The Mayor replied that these were Cllrs Gent and Springett and that the PPG had agreed to amend their website to reflect this.

Dr Boughton went on to ask the Mayor if the PPG could be invited to a Town Council meeting to make a presentation on the future of the Health Service in Dartmouth including the Hospital, the Health Centre and Care Homes.

The Mayor replied that the Town Council would consider this.

208. URGENT BUSINESS.

There was none.

209. CONFIRMATION OF THE MINUTES.

Members reviewed the minutes of 4th January 2016. Minute 188 p47 - Cllr Hawke queried if any progress had been made regarding the TIC; the Mayor reported that discussions were still on-going but he felt confident that the building would remain open as an information centre in some form.

Proposed: Cllr D M Gent

Seconded: Cllr P F Allen

Resolved: That the minutes of the Town Council meeting held on 4th January 2016, be confirmed and signed as a true record.

210. CORRESPONDENCE.

- a) An email invitation to attend a Vulnerability Event at the Council Chamber, Follaton House on Wednesday 10th February 2016 from 9.30 am to 4pm had been received and circulated to all Councillors.
- b) A letter from the Dart Area Landscape Access Group had been received requesting Town Council funding towards clearance of brambles and nettles and treating of the new wood tables/picnic benches at Jawbones Beacon Park. The Clerk had sent a small grant application form to the group and this would be considered by the Finance Committee when received.
- c) A formal letter asking for use of the Market Square/ Market Square car park, Amenity Hut and Community Corner during Food Festival 2016 (21st – 23rd October 2016) had been received. This year for the first time it was hoped to use the Market as a Festival Market Venue including use on the Friday. This would be considered by the next meeting of the Corporate Property Committee.

- d) A letter of notification of payment of the Dartmouth Trust Appropriation for the year ended 30th September 2015 had been received advising payment of £78,152.00.
- e) An email had been received from the Devon Countryside Access Forum seeking applications for new members of the Forum; this had been circulated to all Councillors. Cllr Springett had indicated that he would be applying but applications were still open until 25th February 2016.
- f) The South Devon Catchments Partnership E-newsletter had been received and circulated to members.
- g) An email had been received from the new Regatta Chairman seeking permission for the Regatta Committee minutes to be displayed on the Guildhall noticeboard. Members noted the request and were content for this to take place.

211. REPORTS.

- a) Planning Committee
The Report and Recommendations of a meeting of the Planning Committee held on 6th January 2016 were reviewed.

Proposed: Cllr D M Gent
Seconded: Cllr P F Allen

Resolved: That the Report and Recommendations of the meeting of the Planning Committee held on 6th January 2016, be received, approved and adopted.

- b) Finance Committee
The Report and Recommendations of a meeting of the Finance Committee held on 19th January 2016 were reviewed. It was noted that Cllr Allen had been present and Cllr Rendle had not.

Proposed: Cllr S E Thomson
Seconded: Cllr P F Allen

Resolved: That the Report and Recommendations of the meeting of the Finance Committee held on 19th January 2016, as amended, be received, approved and adopted.

- c) Planning Committee
The Report and Recommendations of a meeting of the Planning Committee held on 20th January 2016 were reviewed.
- Proposed: Cllr D M Gent**
Seconded: Cllr P F Allen
- Resolved: That the Report and Recommendations of the meeting of the Planning Committee held on 20th January 2016, be received, approved and adopted.**
- d) General Purposes Committee
The Report and Recommendations of a meeting of the General Purposes Committee held on 21st January 2016 were reviewed.
- Proposed: Cllr T de Galleani**
Seconded: Cllr I A Pritchard
- Resolved: That the Report and Recommendations of the meeting of the General Purposes Committee held on 21st January 2016, be received, approved and adopted.**
- e) Corporate Property Committee.
The Report and Recommendations of a meeting of the Corporate Property Committee held on 25th January 2016 were reviewed. Cllr Pritchard raised concerns that specifications for the work were being drawn up in house and that she believed these should be drawn up by a professional; and savings made would not be realized if a problem occurred.

Item 7 b) page 4 Cllr Allen to second the proposal.

Item 8 page 5 the word “cuts” to be changed to “possible changes”.

Item 12 page 7 Cllr Hawke suggested and it was agreed that the upstairs offices at the Guildhall be let for meetings.

Proposed: Cllr R Springett
Seconded: Cllr B T Harriss

Resolved: That the Report and Recommendations of the meeting of the Corporate Property Committee held on 15th December 2015, as amended, be received, approved and adopted.

212. FINANCIAL MATTERS.

The Clerk presented a report on payments made under Standing Order No. 56 (b).

Proposed: Cllr P F Allen
Seconded: Cllr F J Hawke

Resolved: That the Clerk's actions in paying accounts totaling £39,553.31 for the month of January 2016 under Standing Order No. 56 (b) be endorsed.

213. DEEDS OF EXCLUSIVE RIGHTS OF BURIAL.

Proposed: Cllr R Springett
Seconded: Cllr D M Gent

Resolved: That Deeds of Grant of Exclusive Right of Burial be issued in respect of Grave No. J22 at Longcross Cemetery, Dartmouth and the Town Mayor (Councillor R M Lyon) and Deputy Mayor (Councillor R W I Cooke) be authorized to sign the Documents in accordance with terms contained in Minute No. 225 (3) 1975/6.

214. REPORTS.

Representatives on Public Bodies and Associations.

Cllr de Galleani reported that she and the Mayor had attended a BID meeting concerning the future of the TIC. Discussions were still on-going. The next meeting of the BID had been postponed until 18th February 2016.

Cllr de Galleani reported that Dartmouth Green Partnerships had met with the District Council's Tree Officer Alex Whish, the Clerk, the Mayor and the Tree Warden Penny Woollams, to look at trees in need

of protection in Dartmouth. Dartmouth Green Partnership's plans for 2016 were moving forward with fundraising for the new greenhouse beginning.

Cllr Allen reported that he, Cllr Gent and the Mayor had attended a meeting of Dartmouth United Charities (DUC). Cllr Springett added that DUC had purchased another property in Dartmouth to be let to local people, for which they should be congratulated and encouraged to increase their property portfolio.

Cllr Smith reported that the Townstal Community Partnership were taking the lead to celebrate Her Majesty the Queen's 90th Birthday.

Cllr Gent reported that new crash mats had been purchased for the Ivy Lane Youth Centre and these were preferred to computers, video games and television by the young people using the centre.

Cllr Pritchard reported that at the recent Townstal Community Hall AGM Cllr Smith had been re-elected as Chairman.

215. QUESTIONS TO THE MAYOR.

Cllr Allen asked the Mayor if he was aware that a large percentage of the tenants in the Market Square were closed during the day. The Mayor replied that this would be looked at by the Market Management Working Group.

Cllr Allen asked the Mayor if it had been made clear to South Hams District Council that the Newcomen Engine was the responsibility of the Town Council should the TIC close. The Mayor replied that this information had been passed to the District Council.

Cllr Springett asked the Mayor if the Town Council could be supportive of the dog warden and the locality officer in the campaign to clear up dog fouling in the Town. The Mayor replied that as a dog owner he was well aware of the problem and the Town Council fully supported this initiative.

Cllr Hawke reported that the Market Working party would be meeting at 10.30am on Wednesday 3rd February 2016 and he invited members to send any comments to the meeting that they wished to raise.

216. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS BY THE WORKING GROUP.

A report of the meeting of the Standing Orders Working Group had been circulated to members.

Cllr Rendle commended the findings of the group to the meeting and members agreed that the changes as listed be added to the Town Council's Standing Orders and Financial Regulations.

Proposed: Cllr D M Gent
Seconded: Cllr R Springett

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.

217. EXPRESSIONS OF INTEREST IN UNIT 7, DARTMOUTH MARKET.

Details of 3 expressions of interest in Unit 7 Dartmouth Market were laid round the table.

Proposed: Cllr F J Hawke
Seconded: Cllr P F Allen

Resolved: That the Town Council offer Unit 7 Dartmouth Market to Mandy Falconer at the terms agreed.