

**DARTMOUTH TOWN COUNCIL**

**Minutes of the Town Council Meeting**

**4<sup>th</sup> July 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 5 members of the public, and 1 member of the press.

**26. DECLARATIONS OF INTEREST.**

Cllr Gent declared a personal interest in agenda item 15 – outdoor swimming pool release of grant.

Cllr Coles declared a personal interest in agenda item 4 – presentation on Woofstock 2017.

Cllr Smith declared a personal interest in agenda item 15 – outdoor swimming pool release of grant.

**27. PRESENTATION BY THE MAYFLOWER 400 GROUP.**

Members noted that the presentation by the Mayflower 400 group would now take place at the Full Council meeting on 5<sup>th</sup> September 2016.

**28. PRESENTATION BY HEATHER NESBITT ORGANISER OF WOOFSTOCK 2017, PROPOSED FOR CORONATION PARK.**

Heather Nesbitt the organiser of Woof stock told the meeting that the event was proposed for 5<sup>th</sup> August 2017 on Coronation Park in Dartmouth and would take a year to plan. The event had been running for 2 years in Dorset and she was hoping to move the event to Dartmouth to be in a better position to support local charities. The event took a great deal of organisation including advertising through television and radio. It would raise awareness of animal charities and those animal charities that assisted people e.g. search and rescue, guide dogs and hearing dogs.

The police in Dartmouth were aware of the event and wished to attend possibly to give a display. There was no other dog show like this in the South West. The organisers were careful to educate people about dog fouling and had sponsors for “poo bags” which were provided at the event.

Woofstock would bring many visitors to the Town, who the organisers hoped would visit again. The show would have 2 or 3 arenas for displays and it had been established that the Park and Ride Service would accept dogs.

Following a question from Cllr Allen, Miss Nesbitt explained that the event was organised by a committee of 9 or 10 people and the charities donated to were displayed on the posters for the event.

Cllr Coles raised concerns regarding the number of people that might attend Woofstock in Dartmouth and the parking problems that might be caused; 2000 people had attended the last show in Dorset. Heather Nesbitt added that visitors would be encouraged to use the Park and Ride. All the charities that attended would be given a free stand; new contacts would be needed in Dartmouth for the organisers to run the event.

Cllr Fyson was reluctant to see the event in Dartmouth; visitors were encouraged to use the green spaces and any dog fouling would spoil their use of Coronation Park. Heather Nesbitt explained that they had considered other spaces but sites outside the town would not benefit the town as those visiting Woofstock at an out of town venue wouldn't come into town. The organisers always meticulously cleared up after the event.

Cllr Bastone informed the meeting that South Hams District Council charged £260 per day for use of Coronation Park plus a deposit should there be any problems with how the grounds were left.

This matter would be considered at the next meeting of the General Purposes Committee on 21<sup>st</sup> July 2016.

## **29. REPORTS.**

### Police and District and County Councillors' Reports.

In his absence Inspector Tomlinson's report on the crime figures for Dartmouth for the month of June 2016 was laid round the table.

Cllr Rowe told the meeting that she had been interested in the debate concerning Woofstock on Coronation Park and she reminded members that the Town Council was only a consultee. Cllr Rowe was pleased that the grass had been cut in the boat park in Coronation Park and she would pursue the additional cutting of the hedging.

Cllr Rowe reported that the Local Authority Controlled Company (LACC) was being considered again by the District Council and an informal review meeting of all members had been held on 29<sup>th</sup> June 2016 with another scheduled for the end of July.

South Hams District Council was supporting Devon County Council in participating in the National Syrian Vulnerable Persons Relocation Scheme which would include approximately 20 people in this area.

Cllr Rowe told the meeting that expenditure of £600,000 had been approved by the District Council to develop additional commercial work units, including some starter units at Admiral's Court in Dartmouth.

Although budget reductions had been achieved as part of the T18 Programme, the technology had been delayed and was not performing as expected. In some cases more work was needed to meet the District Council's requirements. The Executive had therefore agreed to employ some additional staff to improve service levels and hence customer satisfaction. This would involve additional expenditure but the system needed the work done. This would improve the customer service satisfaction levels and staff morale; and that of members too, who received a lot of complaints from dissatisfied members of Parish Councils and the public; particularly planning issues, which gave the highest number of complaints. It was hoped that all the problems would be sorted by later in the year.

Cllr Rowe had visited the Sherford New Town project recently and had been taken on a tour of the site. Work was well under way, the infrastructure was being put in place, the bat tunnel/bridge had been installed as well as 10's of thousands of saplings being planted to form the country park areas. Much of the work to cover environmental issues was well under way. The District Council looked forward to the progress Bovis Homes were making on site and the foundations for new homes were currently being dug and should be completed by January 2017.

Cllr Rowe had also represented the District and County Councils in talks with the travellers around Littlehempston and Bourton Lane which was not an easy problem to deal with, particularly as at present South Hams District Council did not have any registered sites to accommodate the travellers.

As a County Councillor, Cllr Rowe reported that Devon County Council had been awarded £1.9m for pothole repairs which would mean that each County Councillor had £14,500 to spend on repairs in their ward (the cost of each pothole repair was approximately £40).

Cllr Allen raised the problem of parking on yellow lines and Cllr Rowe asked that he email the locations to her.

Cllr Hawke thanked Cllr Rowe for attending the walkabout to discuss bins and rubbish problems in Dartmouth and asked Cllr Rowe what support would now be provided following the resignation of the only member of the grounds maintenance staff for Dartmouth. Cllr Rowe explained that the District Council was looking at several options to ensure that there would be sufficient staffing in Dartmouth.

Cllr Bastone reported that more starter units at Admiral's Court had moved a step closer as South Hams District Council's Executive had recommended a £600k investment to further develop Admiral's Court in Dartmouth. This was the next step towards a new development which could provide the District Council with a rental income of £36,800 a year.

The development at Admiral's Court would be the fourth phase of the site and would see 7 new starter units being built. There were currently fifteen starter units at Admiral's Court and they had all been successfully let.

A planning application had been approved and a design and tender package had been produced.

The Full District Council approved this recommendation at their last meeting and the next phase of the project would be to commission a contractor.

Cllr Bastone reported that the following Operational Amendments to the South Hams Off-Street Parking Places Order had been approved by the Executive of the District Council:

1. That the permit parking on the South Embankment in Dartmouth be limited to a maximum waiting time of four hours.
2. That the South Hams District Council owned land on the North Embankment in Dartmouth be added to the South Hams Off-Street Parking Places Order, and that loading only be permitted in this area.

Cllr Bastone told the meeting that an event to discuss the Plymouth and South West Devon Joint Local Plan would be held on Thursday 14<sup>th</sup> July 2016 at 6:45 p.m. in the Guildhall, Dartmouth.

There would also be a Neighbourhood Plan workshop on Thursday 28<sup>th</sup> July, 2016 at 6:45 p.m. at the South Hams District Council offices, at Follaton House Totnes.

Devon County Council had advertised their (Disabled Parking & Control of Waiting) Amendment (No.10) Order for DARTMOUTH Schedule 7.001 for Disabled Badge Holders Only At Any Time in Mayflower Close, Dartmouth; the north-west side from a point 70 metres east and north of its junction with Collingwood Road for a distance of 6.6 metres.

Cllr Bastone was pleased to report that Dartmouth Rowing Club had been successful in its bid to stage the South Coast Rowing Championships in 2019 as part of the celebrations to mark the club's sesquicentennial.

The Dartmouth club previously staged the Championships in 1959, 1969 and 2006 and a 'last minute' transfer to Dartmouth in 2002 when conditions in Torbay proved to be too rough. The Port of Dartmouth Royal Regatta also staged the Championships on its sesquicentennial in 1984 and to mark its 150th Regatta in 1994.

The Championships which were to be held on 14th September, 2019, were the culmination of the rowing season for crews of the West of England ARA from Devon, Cornwall and Somerset; the Hants & Dorset ARA and the Coast ARA which covered Kent and Sussex. Rowing clubs along the south coast from Herne Bay in the east to Falmouth in the west would compete at Dartmouth.

Further celebrations were planned for 2019 with Castle Dore foregoing the West of England ARA Presidency in favour of the Dartmouth Club. A celebratory dinner was planned for Friday, 22<sup>nd</sup> March, 2019, with a Mini Head the following day.

**30. QUESTIONS TO THE MAYOR.**

Karen Perrow asked the Mayor if the Town Council would consider moving the item on the TIC out of committee.

The Mayor replied that as staffing matters were to be discussed this would not be possible.

Mr Boughton followed up on a previous question he had asked the Mayor concerning the Town Council making up the financial shortfall for items previously to have been provided by the BID. It had been minuted that the Town Council would not cover these items, and he asked if the Mayor would confirm this.

The Mayor confirmed that the Town Council was not planning to do anything the BID had failed to do.

Mr Boughton asked the Mayor to confirm when the Mayflower 400 group would make a presentation to Full Council.

The Mayor replied that this would take place at the September Full Council meeting.

Mr Boughton asked the Mayor if he would ask the Dartmouth Massachusetts Sister City Group if they could arrange for the return of a gargyle believed to have been taken from the Butterwalk in Dartmouth by American troops stationed nearby during the Second World War.

The Mayor replied that he would ask.

Mr Boughton added would the Mayor please also ask the American visitors why the separation of the Church and State was so important.

Mr Boughton asked the Mayor if given that the Fatstock Show had been held in Dartmouth for over 200 years, would the Town Council reconsider allowing Woofstock to be held in Coronation Park in 2017.

The Mayor replied that this matter would be considered by the General Purposes Committee at their next meeting.

**31. URGENT BUSINESS.**

There was none.

### **32. CONFIRMATION OF THE MINUTES.**

Members reviewed the minutes of the Town Council meeting held on 6<sup>th</sup> June 2016.

Amendment Minute 38 page 38 – it was noted that the TIC Working Group did not meet on 28<sup>th</sup> June 2016.

**Proposed: Cllr D M Gent**

**Seconded: Cllr F J Hawke**

**Resolved: That the minutes of the Town Council meeting held on 6<sup>th</sup> June 2016, be confirmed and signed as a true record.**

### **33. CORRESPONDENCE.**

- a) South Hams District Council Events Policy Consultation had been received with responses required by 29<sup>th</sup> July 2016. This would be considered by the General Purposes Committee meeting on 21<sup>st</sup> July 2016.
- b) Dartmouth Green Partnerships had sent an email giving details of the South West in Bloom judging route for Wednesday 20<sup>th</sup> July 2016, details were available from the office.
- c) A copy of the Plymouth and South West Devon Joint Local Plan had been received and details of a consultation evening on Thursday 14<sup>th</sup> July 2016 at 6.45 pm at the Guildhall had been circulated to members. The public consultation would be open from 1<sup>st</sup> July to 12<sup>th</sup> August 2016.
- d) A copy of the Dart Harbour and Navigation Authority Newsletter for June 2016 had been received and circulated to members.
- e) Notification of the South Devon AONB Annual Open Forum on Monday 11<sup>th</sup> July 2016 from 5.30 – 8.30pm at Thurlestone Village Hall had been received.

- f) A request had been received from the Flavel Church to use the Royal Avenue Gardens on Sunday 7<sup>th</sup> August 2016 for an event, as the Flavel Church would not be available. Refreshments and activities for children would be provided but there would be no charges made.

**Proposed: Cllr R F Rendle**

**Seconded: Cllr B T Harriss**

**Resolved: That the Flavel Church be allowed to use the Royal Avenue Gardens but not be allowed use of the Amenity Hut.**

- g) Details had been received of the new integrated urgent care service from 1<sup>st</sup> October 2016 and had been circulated to members.
- h) An email request had been received from Dartmouth Green Partnerships seeking Councillor's assistance in supervising teams of cadets from BRNC in weeding and cleaning in Dartmouth on 14<sup>th</sup> and 15<sup>th</sup> July 2016 and for brushes and hoes to be loaned where possible; Cllrs de Galleani and Barnes had already offered to help; members present at the meeting had reservations that this was not an appropriate task for the officer cadets.
- i) A letter had been received from the Town of Noia, in the province of Coruna, Spain seeking help in finding details of the journey of 2 crusader's journey from Dartmouth to Galicia for the 2<sup>nd</sup> Crusade. The Clerk had passed the request to Dartmouth Museum and the Dartmouth History Research Group.

#### **34. REPORTS.**

a) Planning Committee

The Report and Recommendations of a meeting of the Planning Committee held on 29<sup>th</sup> June 2016 were reviewed.

**Proposed: Cllr D M Gent**

**Seconded: Cllr G B F Coles**

**Resolved: That the Report and Recommendations of the meeting of the Planning Committee held on 29<sup>th</sup> June 2016, be received, approved and adopted.**

**35. FINANCIAL MATTERS.**

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

**Proposed: Cllr D M Gent**  
**Seconded: Cllr F J Hawke**

**Resolved: That the Clerk's actions in paying accounts totaling £59,445.20 for the month of June 2016 under Standing Order No. 56 (b) be endorsed.**

**36. DEEDS OF EXCLUSIVE RIGHTS OF BURIAL.**

**Proposed: Cllr R Springett**  
**Seconded: Cllr F J Hawke**

**Resolved: That Deeds of Grant of Exclusive Right of Burial be issued in respect of Grave No. J26 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.**

**37. REPORTS.**

Representatives on Public Bodies and Associations.

Cllr Gent had attended a meeting of the Regatta Committee and reported that there would be no display by the Red Arrows this year; there would however be 2 fly pasts. The Regatta Committee had been outbid for the use of the Mayors Avenue Car Park for a Fair and would not therefore have any control over its use or any funds from it.

Cllr Gent reported that that the Youth Club was doing really well under its new regime and the young people had requested that more organised events be held.

Cllr Gent had also attended a meeting at the Academy with Pierre Llandell-Mills of the Patient Participation Group (PPG). Young people's attitudes to health had been discussed and several of the young people were keen to join the PPG.

Cllr Gent told the meeting that a recent meeting of the Public Transport Group had been poorly attended. Stagecoach had been represented at the meeting and had informed the group that there was only one vehicle covering the Dartmouth route; if a problem arose the whole service would fail. The minutes of the group had been sent to the Town Clerk.

Cllr Hawke asked that the Town Council write to the Director of Stagecoach South West; twice recently there had been no bus service to Townstal for over 4 hours. The Town Council should inform Stagecoach that unless guarantees were received regarding the service we would be writing to the Western Traffic Commissioner.

Following questions from members, the Clerk explained that the Public Transport group had been set up by Devon County Councillor Jonathan Hawkins and had three representatives from the Town Council in its membership.

**38. RELEASE OF GRANT FOR THE OUTDOOR SWIMMING POOL FOR 2016/2017.**

A request had been received from the Chairman of the outdoor swimming pool for the release of the annual grant.

**Proposed: Cllr R Springett**

**Seconded: Cllr D M Gent**

**Resolved: That £3,500.00 be released from the budget in respect of a contribution towards the upkeep and maintenance of the Outdoor Swimming Pool.**

**39. U.S. MONUMENT IN DARTMOUTH.**

Details of a proposed United States monument in the Royal Avenue Gardens had been circulated to members. It was felt that the monument might be more suitably sited near to the current war memorial, rather than the current proposal behind the bandstand adjacent to the historical site of the Second World War concrete road. Cllr Springett had been in contact with the Americans and would take the matter forward in advising their next steps.

**40. REPORT ON DARTMOUTH'S NEIGHBOURHOOD PLAN BY CLLR FYSON.**

Cllr Fyson told the meeting that every household in Dartmouth should have received a leaflet and questionnaire in the post. The deadline for the return of these was 15<sup>th</sup> July 2016.

Central Government funding had been obtained to produce and distribute the leaflets and questionnaires and this had been out sourced to South Hams District Council. It had been planned that SHDC would send the documents out to individual adults using the electoral roll but only one questionnaire had been sent to each address.

Following the problems with the distribution including multiple forms to single addresses, the costs would be discussed with SHDC. Cllr Fyson reported that so far a 10% return had been received.

The feedback from the forms was extremely important and the work of opening the returned questionnaires would begin at the next meeting of the working group.

**41. QUESTIONS TO THE MAYOR.**

Cllr Springett asked the Mayor if following the excellent Sister City programme with Dartmouth Massachusetts, would a sign be put proclaiming the Sister City Status at the entrance to the Town.

Through the Mayor Cllr Cole reported that the Sister City group did plan to have a sign and she would report to the General Purposes Committee when plans were complete.

Cllr Allen asked the Mayor for assurance that any emails sent out over the summer recess would be for information only and not to take decisions.

The Mayor replied that he and the Clerk would ensure this was the case.

**Proposed: Cllr D M Gent**

**Seconded: Cllr P F Allen**

**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.**

**42. ELECTRICAL SAFETY WORK AT THE BUTTERWALK.**

Following electrical safety checks of the 12 properties in the Butterwalk authorised by the Corporate Property Committee on 24th March 2016 and ratified by Full Council on 4th April 2016, additional work was identified to bring all the properties in the Butterwalk up to the current required safety standards totaling £5,397.50 plus work to the Henley Museum of £390.00.

**Proposed: Cllr R F Rendle**

**Seconded: Cllr P F Allen**

**Resolved: That the costs of the electrical safety work at the Butterwalk be authorised.**

**43. NEW LIGHT FOR THE MARKET SQUARE CAR PARK.**

Following the damage to the lighting column in the centre of the Market Car Park, the Corporate Property Committee sought a quotation from Devon County Council Highway Lighting for its replacement. The cost as quoted was £7,500.

Highway Lighting had now identified a “spare” column which could be supplied and fitted in the Market Car Park before Regatta at a cost

of £1,916.89 plus vat. This was of the same style as the new columns on the embankment and with a single LED lamp.

Members were asked to confirm that this work should take place in order for the light to be replaced as soon as possible.

**Proposed: Cllr R Springett**

**Seconded: Cllr D M Gent**

**Resolved: That the new light for the Market Car Park be installed at a cost of £1,916.89 plus vat.**

**44. PROPOSAL TO SECURE THE FUTURE OF THE TOURIST INFORMATION CENTRE IN DARTMOUTH.**

Following a meeting with 3 of the Directors of the TIC on 28<sup>th</sup> June 2016, members discussed the future of the TIC and the need to keep a visitor centre facility in Dartmouth.

A paper giving details of the current financial situation for the TIC had been circulated to members. Cllr Thomson asked 7 questions:-

- 1) Which Councillors would become members of the Dartmouth and District Guide if the Town Council took over its running.
- 2) What were the TUPE (Transfer of Undertakings Protection of Employment) implications.
- 3) What were the current liabilities of the Dartmouth and District Guide
- 4) Who would pay the staff wages
- 5) Were there any pension liabilities
- 6) Would South Hams District Council be liable for the costs of the building upgrade proposed by the Mayflower 400 group.
- 7) Who would be the owners of the enhanced building.

It was noted that there were no TUPE implications as the staff would continue to be employed by the Dartmouth and District Guide Ltd, who would also pay their wages and there would be no pension liabilities.

The upgrade of the building was only a future proposal, funds for which would be raised by the Mayflower 400 group together with the Museum. Currently the building was owned by South Hams District

Council. Members would need to meet separately to discuss the directorships of the Dartmouth and District Guide Ltd but only if the Town Council took over the running of the business.

The Mayor stressed the need for a visitor centre in Dartmouth and added that the TIC would fail if their sponsors and advertisers did not have confidence in their continuing to trade over the next year. Cllr Gent told members that the Town Council had a duty to protect the Newcomen Engine and its future display in the Town.

Members had concerns that the current business model had not worked but it was noted that the TIC Board members had a new business plan and initially needed financial support to get the business to the end of their financial year at the end of August 2016.

Members were keen to gain control of the TIC building from South Hams District Council and Cllr Hawke suggested that if the Town Council took control of the company they would gain control of the lease and be in a better position to ask South Hams District Council for the freehold.

The TIC Directors had also requested that the Finance Officer assist with their accounts being put on to computer initially for 2/3 days to bring their accounts up to date and then for 2 hours per week.

**Proposed: Cllr P F Allen**

**Seconded: Cllr F J Hawke**

**Resolved: That Standing Orders be suspended in order to allow the meeting to continue after 9.30 pm.**

Councillor Hawke the Chairman of the working group sought the permission of members to wind up the working group and members were content for this to happen.

**Proposed: Cllr R F Rendle**  
**Seconded: Cllr S Smith**

**Resolved: That the Town Council seek to gain the freehold ownership of the TIC building in its entirety from South Hams District Council and subject to this, the Town Council take over the running of the Dartmouth and District Guide Ltd details of which to be concluded in three months' time.**

**An advancement of grant monies of £4,761.50 (£3,000 plus 2 x £880.75 for the Newcomen Engine) be made immediately to the TIC.**

**That the Town Council gives a grant of the Finance Officer's assistance to the TIC in the computerization of their accounting records.**

The Clerk would issue a press release immediately in conjunction with the TIC.