

**CORPORATE PROPERTY
COMMITTEE**

10th August 2015

Present

- *Councillor R Springett – Chairman
- #Cllr S Smith – Vice-Chairman

- *Cllr M Baillie
- *Cllr L M Barnes
- *Cllr G B F Coles
- *Cllr R W I Cooke – (Deputy Mayor)
- *Cllr A J C Fyson
- *Cllr F J Hawke
- *Cllr R M Lyon – (Town Mayor)
- #Cllr R F Rendle

Observers: Cllr D M Gent
Cllr S E Thomson

Also in attendance 2 members of the Friends of Dartmouth Community Orchard and 1 member of the press.

- *Denotes attendance
- #Denotes apology for absence

1. DECLARATIONS OF INTEREST.

Cllrs Coles and Fyson declared a personal interest in agenda item 8 – Royal Avenue Gardens Review of the Conditions of Hiring the Amenity Hut.

Cllr Hawke arrived at 6.03pm

2. **ORCHARD MANAGEMENT PLAN.**

Peter Shaw (Chairman) and Peter Beloe (Vice-Chairman) from the Friends of the Community Orchard presented the Friend's management plan for the Community Orchard, which had been formulated with input from the Devon Wildlife Trust and Dartmouth Green Partnerships.

They explained that this contained a sensible balanced approach to keeping the Community Orchard managed sympathetically, to form part of a network of green spaces around the town.

They asked the Town Council to give their plan official support and backing. They added that if the Orchard was to be a community facility then work would need to be carried out on the paths as many users had reported problems. Both the Britannia Naval College and the Friends of the Community Orchard could supply free labour for this work and they asked the Town Council to consider meeting the minimal cost of materials.

The Clerk would check with the Town Council's insurers concerning the maintenance of the paths.

Consideration was given to the installation of a disabled access path on the level area at the base of the hill and disabled access from the Ridge Hill entrance.

The Council currently had a risk assessment for the maintenance and use of the Community Orchard but this would need to be revised with the improvement and addition of paths.

Members recognised that the Friend's Management Plan detailed the key areas to be addressed and would provide some "quick wins".

Proposed: Cllr R W I Cooke

Seconded: Cllr L M Barnes

Recommended: That the Town Council accept the Friends of the Community Orchard Management Plan in principle, as guidance.

The Chairman thanked the Friends of the Community Orchard for their work on the plan and added that there was now a need to move forward to cost the proposals.

3. REVIEW OF THE 3 YEARLY MAINTENANCE CONTRACT FOR THE COMMUNITY ORCHARD AND LONGCROSS CEMETERY.

This item advised members that the terms of reference for the maintenance contract needed to be reviewed; the current contract was due for renewal in January 2016. Cllrs Springett and Barnes would review the terms of reference with any comments from members and bring back new terms of reference for the maintenance contract for the Orchard, Longcross Cemetery and St Saviour's Cemetery to the next meeting of the Corporate Property Committee on 27th October 2015.

Proposed: Cllr F J Hawke

Seconded: Cllr M Baillie

Recommended: That new terms of reference for the maintenance contract for the Community Orchard, Longcross Cemetery and St Saviour's Cemetery be drawn up and that the Town Council work hard to bring the older part of Longcross Cemetery up to the standard of the new area.

4. USE OF TOWN COUNCIL OFFICE SPACE FOR A POLICE OFFICE IN DARTMOUTH.

Following plans to sell the Police Station in Dartmouth, members considered a request from Devon and Cornwall Constabulary for use of Town Council office space for a police office in Dartmouth. Members raised concerns on how the office would be used and possible safety issues for both the Council staff and the building.

Proposed: Cllr L M Barnes

Seconded: Cllr G B F Coles

Recommended: That the Town Council turn down the request on the grounds of the unsuitability of the space.

5. BUS SHELTERS.

a) Update on the refurbishment of bus shelters.

The Clerk advised that the painting of the Town Council's bus shelters had begun. Cllr Hawke advised members that the shelter at the bottom of Raleigh Close was open sided and needed an end panel or if possible should be turned round; Cllrs Hawke and Springett would make a site visit to review this.

b) To consider the placements of advertisements on Town Council bus shelters.

At the request of Cllr Barnes, members considered the placement of advertisements on the Town Council's bus shelters. The Clerk would investigate this and consult Torbay Council on their shelter advertising.

6. ADDITIONAL BUS BAY AT NORTON PARK.

The Chairman explained that the need for an additional bus bay at Norton Park had been raised at a recent Dartmouth Transport users group meeting. Currently bus services were time tabled to stop there but Devon County Council would not allow the addition of bus stops as they believed that this was a dangerous site for buses to stop. The Clerk would write to Devon County Council to request a reconsideration of the County Council stance on the provision of bus stops at Norton Park and would also ask for the extension of the 40 mph speed limit to this point; Stoke Fleming Parish Council would be copied in, as the left hand side of the road leaving Dartmouth was in the Parish of Stoke Fleming.

7. ROYAL AVENUE GARDENS REVIEW OF THE CONDITIONS OF HIRING THE AMENITY HUT.

Members considered the need to review the current Town Council conditions for hiring the Amenity Hut in the Royal Avenue Gardens. Cllr Hawke suggested that these be reviewed pending discussions with South Hams District Council; Cllr Rendle and Barnes to review the current regulations.

Proposed: Cllr F J Hawke
Seconded: Cllr R M Lyon

Recommended: That the Town Council renew discussions with the District Council concerning the regulations in the Royal Avenue Gardens and the possibility of the Royal Avenue Gardens and Coronation Park being devolved to the Town Council.

8. REPORT AND RECOMMENDATIONS FROM THE MARKET MANAGEMENT GROUP.

Proposed: Cllr F J Hawke
Seconded: Cllr R M Lyon

Resolved: That the report and recommendations of the Market Management Group be taken in committee at the end of the meeting.

9. GUILDHALL REFURBISHMENT

The Mayor informed the meeting that the lift installation work was coming to a conclusion and it was hoped that the lift would be commissioned later that week. There would be additional costs for :-

- Advice from the structural engineer requiring extra blockwork
- Work carried out by the contractor, for which the Town Council had budgeted to use the Maintenance Manager; he had been unavailable due to work on Flat 8A the Butterwalk.
- The addition of a disabled toilet on the 1st floor.
- Flooring to replace carpeting removed during the building works.
- Re-cabling of the alarm system.

Cllr Cooke added that marketing of the Guildhall was an on-going item being considered by the Guildhall Management Group.

The group would also consider new floor covering throughout the Guildhall and the purchase of new chairs.

10. TO CONSIDER THE GRANTING OF A CONTRACT FOR “HIGH WORK” IN DARTMOUTH.

Members considered the granting of a contract by the Town Council for high work in Dartmouth; this to include the putting up of banners for community groups and the putting up and taking down of Christmas lights etc. The Clerk would seek quotations for this work.

Proposed: Cllr R M Lyon
Seconded: Cllr F J Hawke

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

11. NOTICE TO QUIT FROM THE CRAFTED EMPORIUM

A letter from the tenant of Andersen’s Upholstery had been laid round the table. Miss Andersen had been the only other interested party when the unit about to be vacated by the Crafted Emporium had been advertised and she now wished to move to the larger unit. Andersen’s Upholstery current unit would be offered to Devon and Cornwall Constabulary as a Police Office but would also be advertised for expressions of interest.

Proposed: Cllr R W I Cooke
Seconded: Cllr M Baillie

Recommended: That the unit currently known as the Crafted Emporium be offered to Thalie Andersen on a three year lease at a rental of £6,000 per annum.

12. TO CONSIDER THE RENEWAL OF THE LEASE AND RENT REVIEW FOR PEPPERS WORLD FOODS AT 8 THE BUTTERWALK, DUKE STREET, DARTMOUTH.

Members considered the lease renewal and rental of the shop at 8 The Butterwalk, Dartmouth.

Proposed: Cllr R M Lyon
Seconded: Cllr F J Hawke

Recommended: That a new 12 year lease be granted to Peppers World Foods at a new rental of £6,000 for the next three years.

13. REPORT AND RECOMMENDATIONS FROM THE MARKET MANAGEMENT GROUP.

The report of the Market Management group had been circulated to members.

This included:-

- The report of the management group
- Recommendations on the outside seating areas for the Market Café and Dart to Mouth Deli
- Market Regulations
- Suggestions for future use of the Market Car Park
- Market staff job descriptions
- A draft Market Code of Conduct
- Notes of meetings with Market Tenants and Market stall holders

Cllr Hawke detailed the proposed charges for the outside seating areas at Dart to Mouth Deli and the Market Café.

Members made the following amendments (*in italics*) to the Market Regulations:-

3. The Old Market is meant to be a quiet place. Shouting of wares and playing of recorded music is prohibited. Appropriate live music, however, may be performed in the Market *with approval of the*

Town Clerk.

5. Setting up is from 6.00am. Early setting up is advised due to limited parking. **On Market Days parking by Market Stallholders only will be allowed.**

7. Problems and complaints of any kind (including damage to Market premises and equipment) must be reported immediately to the Market Supervisor, *or in his absence his deputy*, who will, in turn, report all but the most trivial matters to the Clerk. *Matters that cannot be resolved by the Town Clerk should be passed to the Market Management Working Group.*

When re-allocating pitches, priority will be given to those stallholders who trade in all weathers throughout the year. *There is no guarantee of stalls being retained for those who do not trade during the winter months – stalls will only be held for those that attend and pay.*

Members added all the duties of the Market Supervisor to the duties of the Market Assistant (to deputise in his absence).

A report on parking in the Market would be brought to the Corporate Property Committee in October 2015.