

**CORPORATE PROPERTY  
COMMITTEE**

**27<sup>th</sup> October 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

\*Denotes attendance  
#Denotes apology for absence

**1. DECLARATIONS OF INTEREST.**

Cllr Lyon declared a personal interest in agenda item 3 – Request from Dart Music Festival.

**2. CORRESPONDENCE.**

A request had been received from the Dart Music Festival for use of the Guildhall Ballroom and Clifton Room, the Amenity Hut in the Royal Avenue Gardens, the Old Market and 20 car parking spaces in the Market Square on 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> May 2016.

Cllr Rendle expressed concerns about the lack of parking for local people during events in the Town. Cllr Barnes suggested that the District Council be asked to consider some parking on Coronation Park.

**Proposed: Cllr L M Barnes**

**Seconded: Cllr G B F Coles**

**Recommended: That the Clerk write to South Hams District Council suggesting 20 spaces be allocated on Coronation Park for the Music Festival, if this was not possible that Dart Music Festival's request for parking on the Market Square be granted.**

**3. MAINTENANCE CONTRACTS.**

The Chairman advised members that the maintenance contracts for the Orchard, Longcross Cemetery and St Saviour's Churchyard were all due for renewal in January 2016. He proposed that 3 separate contracts be issued.

A draft maintenance schedule for the Community Orchard had been put together by the Friends of the Community Orchard, Dartmouth Green Partnerships and the Clerk and circulated to members (Appendix A).

The current maintenance agreements for Longcross Cemetery and St Saviour's Churchyard had also been circulated to members. It was agreed to add to all specifications that the contractors must have the correct insurance and spraying certificates.

a) Community Orchard

**Proposed: Cllr R F Rendle**

**Seconded: Cllr F J Hawke**

**Recommended: That the draft specification for the Orchard be accepted and each day's work by contractors to be inspected by a Council representative before payment is made.**

Peter Shaw from the Friends of the Community Orchard was invited to address the Committee and informed the meeting that the paths in the Orchard were not useable in the winter months and this denied access to the public. The Friends and the Clerk had met with a contractor from Eco Land Management who had provided a quote to resurface and sculpt all the paths in the Orchard for £26,271.00 plus vat. Mr Shaw accepted that this would not be possible in one hit but suggested that the

stretch of path from Ridge Hill to College Way be prioritised at a cost of £5,000 - £6,000 and added that the Friends of the Community Orchard may be able to obtain some funding towards this.

**Proposed:** Cllr F J Hawke  
**Seconded:** Cllr R W I Cooke

**Recommended:** That the Finance Committee be invited to add £6,000 to the budget for 2016/2017 for path works in the Community Orchard.

b) Longcross Cemetery

It was agreed that the existing contract specification was not good enough to enable the improvements in maintenance that Councillors wished to achieve.

The Chairman suggested that the existing contractor be asked to continue work at Longcross Cemetery to enable the Council to seek professional advice concerning a new works specification. The contractor would also be asked to inform the Town Council if any new planting on graves took place at the Cemetery.

**Proposed:** Cllr M Baillie  
**Seconded:** Cllr F J Hawke

**Recommended:** That the current contractors contract be extended for one year provided that all work was properly monitored; this to give time for a new specification to be drawn up.

**Proposed:** Cllr R W I Cooke  
**Seconded:** Cllr G B F Coles

**Recommended:** That up to £1,000 be spent on obtaining professional advice for a specification of works for Longcross Cemetery.

c) St Saviours Churchyard

Cllr Rendle reminded Councillors of the Council's responsibilities for closed churchyards. It was agreed that the current specification was adequate but better supervision of the contractor would be required to ensure correct delivery.

**Proposed: Cllr F J Hawke**  
**Seconded: Cllr A J C Fyson**

**Recommended: That the contract for the maintenance of St Saviours Churchyard be put out to tender based on the current specification (Appendix B).**

4. LONGCROSS CEMETERY.

a) Rules concerning planting on graves.

Following a proposal by Cllr Barnes, a draft set of rules for planting in Longcross Cemetery had been circulated to members. These would need finalizing and all members were asked to send their input to the Clerk for the new rules to be put to the next meeting of the Corporate Property Committee.

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

**Recommended: That the Town Council support a set of rules for planting at Longcross Cemetery in principle.**

b) The purchase of 3 new litter bins.

The Clerk had investigated prices for new litter bins at Longcross Cemetery and informed members that the price of the bins was £250.00 inc vat. Members also requested that more watering cans be provided at Longcross Cemetery.

**Proposed: Cllr F J Hawke**  
**Seconded: Cllr G B F Coles**

**Recommended: That 3 new litter bins be purchased for Longcross Cemetery.**

**5. REPORT AND RECOMMENDATIONS FROM THE MARKET MANAGEMENT GROUP ON PARKING IN THE MARKET SQUARE.**

A report from the Market Management Group on possible alternatives for the charging for use of the Market car park had been circulated. Cllr Hawke outlined the proposals for members and sought their views.

**Proposed: Cllr F J Hawke**  
**Seconded: Cllr R W I Cooke**

**Recommended: That a costed proposal for the concept of a shoppers car park and residents parking scheme be brought to the next meeting of the Corporate Property Committee.**

*Cllr Fyson left the meeting at 7.00pm*

**6. GUILDHALL REFURBISHMENT.**

a) Purchase of new chairs

A sample chair was viewed by members and the Clerk explained that the best price for a chair of this type was £28.00 plus vat. 200 chairs would be required to replace every plastic chair in the Guildhall.

**Proposed: Cllr G B F Coles**  
**Seconded: Cllr R W I Cooke**

**Recommended: That the cost of 200 new chairs for the Guildhall be added to the budget for 2016/2017.**

The meeting discussed the work done so far and noted that the improvements were being well received. There was discussion on shortening the delivery time for the further improvements from 36 to 18 months, including the possibility of taking out a Public Works Loan.

**Proposed:** Cllr R W I Cooke  
**Seconded:** Cllr F J Hawke

**Recommended:** That the Guildhall working group draw up plans to shorten the programme of refurbishment works for the Guildhall.

- b) New lighted mirrors for the first floor changing rooms.  
The Clerk explained that 6 new mirrors were required for the refurbishment of the first floor changing rooms in the Guildhall and the options for these were discussed.

**Proposed:** Cllr F J Hawke  
**Seconded:** Cllr L M Barnes

**Recommended:** That 6 plain mirrors with separate lights above be purchased.

**7. REFURBISHMENT AND CONSERVATION OF THE PHOTOGRAPHS OF THE TOWN MAYORS.**

Members noted the very poor state of and discussed the refurbishment, conservation and redisplay of the photographs of past Mayors.

**Proposed:** Cllr R W I Cooke  
**Seconded:** Cllr G B F Coles

**Recommended:** That professional advice and costings for the conservation and display of the past Mayors photographs be sought and brought back to a future meeting of the Corporate Property Committee.

**8. POSSIBLE DISPLAY OF THE REGALIA.**

The Chairman informed the meeting that he felt it was important that the Town's Civic Regalia should be put on display particularly at events held in the Guildhall. Members agreed and it was stressed that a secure display case would need to be provided.

**Proposed: Cllr R W I Cooke**  
**Seconded: Cllr F J Hawke**

**Recommended: That the display of the Civic Regalia be investigated and advice sought from the Town Council's Insurers.**

**Proposed: Cllr R W I Cooke**  
**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 the press and public be excluded and that they be instructed to withdraw.**

**9. NOTICE OF VACANT UNIT IN DARTMOUTH MARKET.**

The Clerk informed members that notice to quit had just been received from the tenants of unit 7 in the Market; their last day being 6<sup>th</sup> December 2015. The unit would be advertised shortly.

## **Appendix A.**

### **SITE MANAGEMENT CONTRACT SPECIFICATIONS;** **DARTMOUTH ORCHARD**

**1 Year Contract:**           **From 1<sup>st</sup> March 2016**

#### **Guidelines**

1. The site is managed both for the public's recreation and as a wildlife conservation area.
2. All gates must be kept closed while working.
3. All work is to be carried out within Health and Safety guidelines. It is the contractors responsibility to ensure safe working practice is maintained to protect both themselves and the general public.
4. Management specifications are to be adhered to strictly, and not changed without instruction from Dartmouth Town Council.
5. The Council offices must be informed before any work takes place to allow review of work carried out.
6. All the contractor's staff must be briefed before working in the Orchard regarding the necessary conservation of plants and wildlife.

#### **Dartmouth Town Orchard-**

##### **Specification.**

1. Mow all paths and the Ridge Hill entrance area every 3 weeks, between the beginning of March and the end of October in accordance with weather conditions, paying attention to areas around gates and benches. The width of the main paths to be maintained to 1.5 metres, and a metre wide path to and around fruiting trees in accordance with the sketch plan provided. A flat mown area is also to be maintained by regular cuts (3 weekly), on top of the newly seeded area by the replacement wall in Ridge Hill. This area will be demarcated.
2. Collect and remove all litter.
3. Report all vandalism or damage to Dartmouth Town Council.
4. Make two cuts of the two paddock areas (indicated on the sketch plan) as follows:-

- a) First Cut – (January or early February) trim tightly to existing scrub areas, taking care not to damage apple trees, newly planted hedgerows and all other trees. If any of the following are coming through take care to remove any signs of new growth i.e. bracken, hogweed, nettles.
  - b) Second Cut – (end of September or early October) as first cut but **arisings to be raked off within a week and composted at designated locations on the site.**
5. Cut back and remove undergrowth from the outside of the boundary wall that runs from Ridge Hill to Mount Boone.

**At all times, the contractor must maintain effective communication with the Town Council. The contractor must phone the Council offices the same day as the work is carried out. The point of contact will be the Clerk to the Council.**

**All work by contractors to be inspected by a Council representative before payment is made.**

**Contractors must have the correct insurance and spraying certificates.**

## **Appendix B**

### **MAINTENANCE OF ST. SAVIOUR'S CHURCHYARD, DARTMOUTH**

1. To maintain the grass level throughout St Saviours.
2. To undertake adequate cuts ( at times, fortnightly ) during the growing season, to collect all grass cuttings and remove from site.
3. To trim shrubs, hedges etc.
4. To ensure that graves are clean after the cutting of grass through the use of a mechanical blower, or manually swept by hand.
5. To apply total weed killer to paths during favourable conditions in April or May in each year.
6. Plan working schedule so that the Churchyard is in good condition all year round.
7. Removing ivy from headstones.

**At all times, the contractor must maintain effective communication with the Town Council and the contractor must phone the Council offices the same day as the work is carried out . The point of contact will be the Clerk to the Council.**

**All work by contractors to be inspected by a Council representative before payment is made.**

**Contractors must have the correct insurance and spraying certificates.**