

**CORPORATE PROPERTY
COMMITTEE**

24th March 2016

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 B T Harriss

*Cllr F J Hawke

*Cllr R M Lyon – (Town Mayor)

*Cllr R F Rendle

Observers: Cllr D M Gent

Also in attendance 1 member of the public.

*Denotes attendance

#Denotes apology for absence

1. DECLARATIONS OF INTEREST.

Cllr Rendle declared a personal interest in agenda item 10 – Dartmouth Museum sign.

Cllr Gent declared a personal interest in agenda item 8 – Food Bank hire of Ivy Lane.

2. CORRESPONDENCE.

- i) A letter had been received from the Food Festival organisers requesting to use the Market Square on 22nd and 23rd October 2016, the Community Corner on 21st October 2016 and for spaces in the Market car park. They had also asked if a Food Festival market could take place in the Market on 21st October; the Clerk had informed the

organisers that there was already a Charter Market on that day but any free stalls could be used at the usual rate. Cllr Rendle requested that each hirer state the use that the Community Corner was to be used for and requested that the allowed uses of the Community Corner be considered by the Town Council at a future meeting.

Proposed: Cllr R F Rendle

Seconded: Cllr F J Hawke

Recommended: That the Food Festival be granted use of the Market on 22nd and 23rd October 2016, use of car park spaces as available and the Community Corner on 21st October all at the usual set prices.

3. UPDATE ON MAINTENANCE ISSUES:-

The Clerk reported that the following items were in hand or had already been dealt with and stressed that these were for noting only.

a) Butterwalk

i) Rainwater Hoppers – at both ends of the front of the Butterwalk the current rain hoppers were leaking and needed replacing; advise was being sought from the District Council’s Listed Buildings Officer.

ii) Lead Valleys – there were holes in one area of the lead valleys (above the sloping deck flats) members would need to be aware that all the lead valleys would need replacing eventually. The Clerk was seeking advice from the Listed Buildings Officer on their replacement. These repairs could be paid for from the Dartmouth Trust funds as could the hoppers above.

iii) Shop Electrical supply in 12 Duke Street – The Clerk advised that electrical work had taken place to repair faulty lighting in the retail shop known as Flamingo.

b) Market

i) New lights had been put up on the centre building to replace non-working exterior lights.

ii) 2 new wall heaters had been installed in the community corner which replaced 3 faulty heaters. This had been done as an emergency purchase as the elderly users of the Community Corner would not hire the facility without heating. The 2 new heaters would use less electricity and would pay for their purchase within a year.

iii) The Clerk was chasing Fraser Langdon for wall repairs and repairs to a leak in roof above the toilet block.

iv) A new non-standard size door had been fitted at Home and Hardware; quotes had been sought and the door replaced immediately to maintain security.

4. NEW MAINTENANCE ISSUES – MARKET.

- a) A replacement street light for the centre of the Market Car Park (the responsibility of Dartmouth Town Council) was required with replacement of the whole column advised by Devon County Council Highways. A price had been obtained from Devon County Council Highway lighting of £7,631.07 plus vat. Members were minded to keep the existing cast iron column.

Proposed: Cllr R F Rendle

Seconded: Cllr B T Harriss

Recommended: That the Clerk seek quotations for replacing the top lighting section only.

- b) Members considered a new bench in the Market with a memorial plaque for Mr Johnny Chick. It was felt that other forms of memorial would be more appropriate.

Proposed: Cllr R F Rendle

Seconded: Cllr L M Barnes

Recommended: That the bench in the Market is not replaced but it be suggested that other forms of memorial such as a planter might be more appropriate.

- c) A letter had been received from the Over 60's group regarding the Community Corner. They had asked to replace the table clothes with their own which members were content for them to do and they had suggested that hand driers be supplied for both toilet facilities.

Proposed: Cllr R Springett
Seconded: Cllr F J Hawke

Recommended: That the Clerk obtain quotations for hand driers, these to be brought to the next Corporate Property Committee meeting.

- d) Members discussed the redecoration of the toilets in the Community Corner; this would be carried out by the Town Council maintenance staff following the installation of the new hand driers.
- e) Members considered the request by Dartmouth Caring to install a new freezer in the Community Corner. The Chairman and Clerk had identified a possible site for the additional freezer and members agreed that the redundant freezer from the Guildhall kitchen could be offered to Dartmouth Caring for this use. Cllr Rendle questioned whether Dartmouth Caring were to return to the Guildhall for their lunch clubs; this was not proposed at this time.

5. **BUS SHELTERS.**

- a) Bus Shelter at Raleigh Close – members considered the addition of an end panel but it was felt that this would obstruct the pavement. The best option would be to turn the shelter around so that it was further back and to add a panel to the westerly end.

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

Recommended: That the Clerk obtain quotes for the moving of the shelter and the new end panel.

- b) An additional shelter at the junction of Church Road and Townstal Road was discussed and the need to control an advertising thereon.

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

Recommended: That an additional shelter be installed at the junction of Church Road and Townstal Road with a full width side.

6. **GUILDHALL REFURBISHMENT.**

- a) The Mayor gave an update on the works programme. The kitchen was finished and the upstairs toilets adjacent to the stage were being worked on. The next task was to obtain prices for the refurbishment of the downstairs toilets. Cllr Barnes and Hawke asked that a sign be put in the lift concerning the time taken by the lift doors to open.
- b) Members considered the purchase of an additional mobile hot cupboard for the Guildhall kitchen. The Chairman suggested that it would be best to wait and see if it was needed and to review this at a later date. Cllr Rendle stated that he would like to record his appreciation for the new kitchen which was brilliant. The Clerk would contact local caterers who had expressed an interest in hiring the new facilities.

7. **FOOD BANK IVY LANE.**

A request had been received from the Food bank for a reduction in their rent at Ivy lane following the cessation of the cookery club. Cllr Gent informed the meeting that following a change in volunteers the cookery club had not been running since October 2015.

Proposed: Cllr B T Harriss

Seconded: Cllr F J Hawke

Recommended: That the Food Bank's rent of the Ivy Lane facility be reduced to £75.00 per month (from £100.00) with immediate effect.

8. **ORCHARD.**

Details of a new site management plan as proposed by the Friends of the Community Orchard had been laid round the table. Peter Shaw the Chairman of the Friends group informed the meeting that it was hoped that 80- 90% of the plan could be achieved. The Chairman had reviewed the plan and was happy with its contents, he told the meeting that the community of Dartmouth was well served by the Friends of the Community Orchard who should be thanked for their hard work. Mr Shaw informed members that Britannia Royal Naval College cadets had given a terrific boost to the Friends efforts, with a day's work in the

Community Orchard; it was hoped to have 2 or 3 of these working parties through the year. The cadets were pleased to get publicity of their community involvement and Mr Shaw asked that the Town Council publicise this; he had sent some material and photographs to the Chairman which would be posted on the Town Council's website and Facebook page. Mr Shaw would ensure that these were also printed in the Dartmouth Chronicle. He went on to add that the Friends appreciated that the Town Council would have decreasing resources over time and the Friends would be applying to external sources for grants wherever possible. The Chairman agreed that the spirit of co-operation between the Friends the Town Council and the wider community was very good. All members thanked the Friends and the BRNC cadets.

Proposed: Cllr F J Hawke
Seconded: Cllr R Springett

Recommended: That the changes to the Community Orchard Management Plan be noted.

9. MUSEUM SIGN ON THE BUTTERWALK.

A request from Dartmouth Museum to paint the word "museum" on the front of the Butterwalk had been laid round the table. It was noted that this would need listed building and advertising consent. Members considered the photographs and fonts used. It was felt that the blinds in the first floor windows could be changed to make the Museum signage more prominent and that it was not appropriate to paint on the building's render. The Clerk would report back to Dartmouth Museum that the proposals had not found favour with the Corporate Property Committee.

10. GUILDHALL PLASTIC CHAIRS.

Members considered the sale of 160 Guildhall plastic chairs to the Dartmouth Shakespeare group.

Proposed: Cllr R F Rendle

Seconded: Cllr R M Lyon

Recommended: That the redundant plastic chairs from the Guildhall be sold to the Dartmouth Shakespeare group at £1.00 per chair.

Proposed: Cllr F J Hawke

Seconded: Cllr L M Barnes

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.

11. GROUNDS MAINTENANCE CONTRACTS.

Members considered 2 tenders for the grounds maintenance contracts, details of which had been laid round the table :-

a) St Saviour's Churchyard.

Proposed: Cllr L M Barnes

Seconded: Cllr R M Lyon

Recommended: That quotation 1 for £640.00 plus vat be accepted.

b) Community Orchard

Proposed: Cllr L M Barnes

Seconded: Cllr R M Lyon

Recommended: That quotation 1 for £1,036.00 plus vat be accepted.

12. NEW PATH SURFACE COMMUNITY ORCHARD.

Details of 3 quotations for a replacement path surface in the Community Orchard had been laid round the table. The Chairman reported that he had investigated the use of recycled aggregate following a comment from one of the contractors and felt that this was the most suitable material to use in this case. Members felt that it would be important to pressure South Hams District Council to complete the repairs to Coronation Park as soon as possible and to have a dialogue with their officers concerning all the green assets in the Town.

Proposed: Cllr R M Lyon

Seconded: Cllr B T Harriss

Recommended: That quotation 2 for £3,590.00 (no vat) be accepted but a start date of 1st June 2016 be set for the works.

13. ELECTRICAL CHECK OF THE BUTTERWALK.

The Chairman reminded members that it was the Town Council's responsibility as landlord to have regular electrical safety checks of all its properties. Details of 3 quotations for an electrical check of the Butterwalk were laid round the table.

Proposed: Cllr L M Barnes

Seconded: Cllr F J Hawke

Recommended: That quotation 3 for £1,400.00 plus vat be accepted.

14. GUILDHALL UPSTAIRS OFFICES.

The Clerk reported that an expression of interest for use of the upstairs office space at the Guildhall had been received from the owner of an exhibition company who designed and built modular stands and provided printing services and who wished to use the space for administration purposes.

Proposed: Cllr R M Lyon
Seconded: Cllr L M Barnes

Recommended: That the upstairs office space at the Guildhall be rented out to 200m2 Exhibitions at a rental of £3,600.00 plus vat.

15. GUILDHALL KITCHEN EXTRACTOR CANOPY.

Details of 2 quotations for the purchase of an extractor unit and canopy for the Guildhall kitchen were laid round the table.

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

Recommended: That quotation 2 for £3,406.00 plus vat be accepted.

16. ALTRO FLOORING – GUILDHALL FIRST FLOOR TOILETS.

The Clerk explained that one quotation for the Altro flooring for the upstairs toilets in the Guildhall had been received from the contractor who had completed the work to the Guildhall kitchen walls and floor.

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

Recommended: That the quotation of £829.00 plus vat for the Guildhall first floor toilet flooring be accepted.