

**CORPORATE PROPERTY
COMMITTEE**

24th May 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 S E Thomson

Also in attendance 1 member of the public, District Councillor H Bastone and 1 member of the press.

*Denotes attendance
#Denotes apology for absence

1. ELECTION OF VICE-CHAIRMAN.

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

Resolved: That Cllr S Smith be elected Vice-Chairman of the Corporate Property Committee for the ensuing year.

2. DECLARATIONS OF INTEREST.

Cllr Coles declared a personal interest in agenda item 4i) parking in the disabled bays in the Market Car Park.

3. CORRESPONDENCE.

- i) A letter had been received concerning the suspension of the disabled bays in the Market Car Park on Market days. Cllr Coles informed the meeting that this had been discussed by the Market Working Group and Cllr Hawke suggested that this be held in abeyance while the group considered the totality of the car parking in the Market Car Park. It was noted that the current parking order suspended parking in all the bays, including the disabled ones, on Market days. Members agreed that the disabled bays should be kept for blue badge holders even on Market days.

Proposed: Cllr G B F Coles

Seconded: Cllr M Baillie

Recommended: That the 2 disabled bays in the Market Car Park be kept for blue badge holders; the Clerk to inform all traders and Council staff.

- ii) An email had been received requesting to plant a tree in Longcross Cemetery in memory of a family member. Members were mindful that it was the Town Council's policy (from Corporate Property on 15th December 2015) that no planting of shrubs or trees be allowed in Longcross Cemetery. The Clerk would write to advise that memorial trees could be planted at Jubilee Walk adjacent to the Leisure Centre through South Hams District Council.

4. BOATFLOAT FEES.

Members considered a new system of fees for the Boatfloat for 2017/2018 – a copy of the current charges had been circulated to members. The Clerk informed the meeting that there were currently 10 boats in the Boatfloat whose owners lived outside the parish of Dartmouth. It was felt appropriate to review the fee system again in November when the budget for 2017/2018 was set.

5. **MARKET.**

a) Update on the new light for the centre of the Market Car Park.

Devon County Council were to carry out a lighting scheme in Dartmouth in September, the Clerk was awaiting a reduced price for the light in the Market should it be included in this scheme.

Cllr Lyon suggested that the Devon County Council depot be contacted to enquire if they had a reusable light fitting that could be attached to the existing column.

b) New bench in the Market – From Corporate Property Committee 24th March 2016 and Full Council 4th April 2016.

Linda Howard told the meeting that the Market tenants would like a new bench to replace the previous bench outside the Community Corner, which could be used by visitors and market traders.

Proposed: Cllr R M Lyon

Seconded: Cllr R W I Cooke

Recommended: That a new bench be purchased for the Market up to a value of £300.00.

c) Baby changing unit for the Market toilets.

The Clerk told the meeting that there was currently no facility for baby changing in the Market toilets, although a bin for their disposal was provided. The cost for the purchase of a changing unit was approximately £200.

Proposed: Cllr R W I Cooke

Seconded: Cllr M Baillie

Recommended: That the Town Council purchase a baby changing unit for the Market toilets.

d) Signage to the Market in Victoria Road and Duke Street.

The Chairman informed members, that at a meeting with the Listed Buildings Officer it had been suggested that a wrought iron sign could be placed above the Market Archway. Also discussed had been the

possible painting of the word “Market” with an arrow on several of the buildings in Duke Street; the Clerk had written to the building owners but no response had been received so far. Cllr Hawke reminded the meeting that they had previously turned down a request from the Museum for similar signage and he could not support this.

Proposed: Cllr L M Barnes

Seconded: Cllr F J Hawke

Recommended: That the Clerk investigate the costs for the construction of a wrought iron sign for above the Market Arch.

6. BUS SHELTERS.

Changes to the bus shelter at Raleigh Close and a new shelter at the junction of Church Road and Townstal Road had been discussed at the previous Corporate Property Committee in March. The Clerk was still awaiting costs for these and would chase these as a matter of urgency. Members noted that with changes to the 90A bus service the shelter in Church Road would be redundant.

7. GUILDHALL REFURBISHMENT.

a) Update on the works programme.

Cllr Lyon told the meeting that kitchen was complete and had been used successfully for a meal for over a 100 people. The first floor toilets were in the process of being refurbished; and the white walling and altro flooring would be installed shortly. Prices were being sought for new panelling in the Council Chamber. Cllr Lyon explained that the damp proofing would be carried out by the Town Council’s maintenance staff. Members wished that the advice of a professional damp proofing company should be sought; the Clerk would arrange this.

b) Purchase of a defibrillator for the Guildhall.

Cllr Barnes told the meeting that he believed from personal experience that the purchase of a defibrillator for a facility such as the Guildhall was essential. The Clerk would seek information from Malcolm Matthews of St John’s Ambulance.

- c) Replacement of the Ballroom west end window.

A photo of the ballroom west end window was circulated at the meeting clearly showing the rot to the frame. The Listed Buildings officer was content for it to be replaced with clear glass panels. The Clerk would make a listed buildings application for the work and seek quotes for its replacement.

- d) Replacement of the balcony fire doors.

The Listed Buildings officer had also been consulted on the replacement of the balcony fire doors which were poorly fitting; the Clerk would make a listed buildings application for the work and seek quotes for replacement fire doors.

- e) New crockery and cutlery for the Guildhall.

Members discussed the purchase of new crockery and cutlery for the Guildhall. Cllr Thompson told the meeting that she would be presenting a pricing structure for the Guildhall to a future meeting which would include the hire of place settings with linens.

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

Recommended: That quotes be sought for the purchase of crockery, cutlery and linens for the Guildhall.

8. ORCHARD – ADDITIONAL PATH WORK.

The Chairman explained that following the Town Council's approval of path works costing £3,590.00 (from a budget of £6,000) at the Corporate Property Committee meeting on 24th March 2016, a request had been received from the Friends of the Community Orchard for the Town Council to consider additional path works by the same contractor.

Proposed: Cllr R F Rendle
Seconded: Cllr L M Barnes

Recommended: That the Town Council does not support the additional path work in the Community Orchard at this time.

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 the press and public be excluded and that they be instructed to withdraw.

9. QUOTATIONS FOR THE MAIN GUILDHALL TOILETS.

Details of three quotations for the refurbishment of the Guildhall main toilets were laid round the table. Members were mindful that the walls would need to be checked for damp before work commenced.

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

Recommended: That the Town Council accept quotation one for £21,065.00 plus vat for the refurbishment of the Guildhall main toilets.

10. QUOTATIONS FOR HAND DRIERS FOR THE COMMUNITY CORNER.

The Clerk told members that she had researched the costs of hand driers for the Community Corner toilets and details were available for the meeting to view.

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

Recommended: That 2 hand dryers be purchased at a cost of £115.00 each plus vat and installation.