

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

*Denotes attendance
#Denotes apology for absence

Also in attendance 1 member of the public.

1. DECLARATIONS OF INTEREST.

Cllr Fyson declared a personal interest in agenda item 5(a) Guildhall – Revised charges for use of the Ballroom.

2. CORRESPONDENCE.

a) A letter had been received from Dart Music Festival re the use of Council properties on 12th, 13th and 14th May 2017.

Concerns were raised that the area adjacent to the fish shop became too crowded and the Clerk was asked to contact the Music Festival organisers to ask that the band perform in a different area of the Market.

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

Recommended: That the Music Festival be granted use of the Royal Avenue Gardens Amenity Hut, The Old Market and the Guildhall as requested from Thursday 11th to Sunday 14th May 2017; subject to the request to re-locate the band within the Old Market.

Cllr Hawke arrived at 6.05 pm

3. MARKET.

A report setting out action points was received from the Market Working Group and Cllr Hawke told the meeting that a comprehensive report would be brought to the meeting of the Corporate Property Committee on 21st March 2017.

Cllr Coles was organising a Christmas Event in the Market on 17th December 2016.

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

Recommended: That Full Council note the working group's action points (Appendix A).

4. GUILDHALL.

a) Revised charges for use of the Ballroom.

A proposal for a new simplified charging scheme for use of the Ballroom had been circulated to members. Members suggested a charge for breakages be added when the new crockery/glassware etc. was received and that the "6 hour session" clause be removed.

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

Recommended: That the new schedule of charges, as amended, be accepted (Appendix B).

b) Update on improvements.

The Mayor informed the meeting that the Listed Buildings Officer from South Hams District Council would be visiting the Guildhall on 23rd November 2016 to discuss the installation of a suspended ceiling in the Council Chamber.

The Clerk informed members that the paintings in the Council Chamber would need to be stored during the refurbishment and it was agreed that the first floor changing rooms would be used for this purpose.

c) Display of Regalia.

The Chairman told members that when a function was held, it would be more appropriate to have a bespoke cabinet made to display the Town Council's regalia. The Mayor suggested a lit cabinet be installed in the currently hidden alcove at the rear of the Council Chamber.

Proposed: Cllr R M Lyon

Seconded: Cllr A J C Fyson

Recommended: That the Clerk obtains prices for a lit and glazed cabinet to display the regalia at the rear of the Council Chamber.

d) Repairs to the Mayor's Chain.

The Mayor explained that a Director of Asprey & Garrard jewellers had viewed the Mayoral chain and had recommended a repairer for the damage to 3 of the enamelled panels. A quotation of £1,091.23 plus £550.97 for polishing, plus vat and carriage had been received.

Proposed: Cllr G B F Coles

Seconded: Cllr A J C Fyson

Recommended: That the Mayoral chain be repaired as per the quotation at an appropriate time to reduce the impact on the Mayor's engagements.

e) Commemorative Scroll for the Sister City Compact.

Members discussed a decorative scroll to celebrate the Sister City Compact signed on 21st May 2016. Cllr Rendle told the meeting that this should be paid for by the Sister City group. It was agreed that the Clerk would obtain a price for a calligrapher to produce a scroll and bring this back to a future meeting.

Proposed: Cllr R M Lyon

Seconded: Cllr R W I Cooke

Recommended: That the Clerk obtain a price for the production of a commemorative scroll for the Sister City Compact.

5. COMMUNITY ORCHARD.

A report from the Friends of Dartmouth Community Orchard for August to October 2016 had been received and circulated to members. Peter Shaw the Chairman of the Friends of the Community Orchard explained the report for members and told the meeting that this identified the need for additional tree work including the removal of 2 dead apple trees and a number of dead limbs on the larger trees. Members agreed that the work should go ahead up to a value of £360.00 following consultation of the Town Council's Tree Warden, Penny Woollams.

Proposed: Cllr G B F Coles
Seconded: Cllr A J C Fyson

Recommended: That tree work in the Community Orchard as identified by the Friends of Dartmouth Community Orchard be carried out up to a value of £360.00, following consultation with the tree warden.

6. BUTTERWALK – FLAT ROOF.

The Mayor told the meeting that the Listed Buildings Officer from South Hams District Council would be visiting the Butterwalk to view the problems with the flat roof and advise on what action could be taken.

7. REPAIRS TO THE NEWCOMEN SIGN AT THE ENTRANCE TO DARTMOUTH.

The Chairman told the meeting that the Newcomen sign on the roundabout at the entrance to Dartmouth had been damaged. The Clerk had reported the matter to the Police and had obtained an estimate for the repairs from the sign maker. It was noted that the Newcomen 300 group no longer held any funds.

Proposed: Cllr A J C Fyson
Seconded: Cllr R F Rendle

Recommended: That the repairs to the Newcomen sign be carried out from the Dartmouth Trust funds.

8. REPLACEMENT STREET LIGHTING IN VICTORIA ROAD.

The Clerk reported that the Devon County Council lighting engineer would be visiting Dartmouth on 25th November 2016 to survey Victoria Road for replacement street lighting. County Councillor Hawkins had requested that this new lighting be the same as that installed along the embankment but members felt that a design more appropriate to the street scene should be requested. The Clerk would speak to the lighting engineer about this at the visit.

9. BOATFLOAT UPDATE.

The Clerk reported that following the appearance of a “hole” in the floor of the Boatfloat adjacent to the slip, Colin Souch a surveyor from Paul Carpenter Associates Civil Construction Surveyors, had visited the Boatfloat.

Mr Souch had requested that the Town Council arrange for the Boatfloat gates to be shut on a high tide to see the effect of this at the site of the problem.

10. LONGCROSS CEMETERY .

The Chairman told the meeting that the grounds maintenance contractor had brought Longcross Cemetery up to a good standard for Remembrance. The Clerk reported that there were several grounds maintenance issues about which she had spoken to the contractor.

11. IVY LANE.

The Chairman told the meeting that he wanted to make the Ivy Lane premises more user friendly and suggested that the removal of stage area and coffee bar would achieve this. Cllr Harriss told the meeting that Cllr Gent had reported that the Food Bank made use of the coffee bar area. The stage area would be removed and the Food Bank would be consulted before the coffee bar was removed.

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.

12. QUOTATIONS FOR NEW CURTAINS FOR THE COUNCIL CHAMBER.

Members viewed details of 3 quotations for new curtains for the Council Chamber. Many of those present at the meeting believed the current curtains were in good enough condition and did not need replacing. The Clerk would arrange for them to be cleaned following the refurbishment works and a decision on replacement made then.

13. QUOTATIONS FOR REPAIRS TO THE GUILDHALL ROOF.

Details of 3 quotations for the repairs to the Guildhall roof were laid round the table.

Proposed: Cllr A J C Fyson
Seconded: Cllr G B F Coles

Recommended: That quotation 2 for repairs to the Guildhall roof, for £6,684.00 plus vat be accepted.

14. RENEWAL OF LEASE AND RENT REVIEW, UNIT 8, DARTMOUTH MARKET.

The Clerk reported that the lease for Unit 8, Dartmouth Market was due for renewal and a rent review.

Proposed: Cllr R F Rendle
Seconded: Cllr R M Lyon

Recommended: That the lease for Unit 8 Dartmouth Market be renewed and the rent remain at £3,000 per annum.

15. RENT REVIEW – MARKET STORES, DARTMOUTH MARKET.

The Clerk reported that the Market Stores were due for a three year rent review.

Proposed: Cllr R F Rendle

Seconded: Cllr R M Lyon

Recommended: That the rent for the Market Stores remain at £4,500 per annum and be reviewed in 1 year's time.

16. BUTTERWALK – REVIEW OF DIRECT LETS SCHEME AT FLAT 6A THE BUTTERWALK.

The Clerk reminded members that the South Hams District Council Direct Lets Scheme concerning Flat 6A the Butterwalk should shortly be reviewed for renewal.

Proposed: Cllr R Springett

Seconded: Cllr F J Hawke

Recommended: That the Town Council continue to rent out Flat 6A the Butterwalk through the South Hams District Council Direct Lets Scheme.

17. BUTTERWALK – REVIEW OF CHARGES FOR CAR PARK SPACES.

Members reviewed the rents for the 3 car park spaces behind the Butterwalk.

Proposed: Cllr R M Lyon

Seconded: Cllr F J Hawke

Recommended: That the rental for the 3 car park spaces at the rear of the Butterwalk be each increased to £1,750.00 pre annum.

APPENDIX A

Meeting of the Market Working Group on Wednesday 26th October 2016

Present : Cllr F J Hawke, Cllr G B F Coles, Cllr L M Barnes and the Clerk

Action points:-

- The Clerk to arrange for Cllr Coles to talk to Vision ICT concerning promoting the Market on the Town Council website.
- The Clerk to arrange a meeting with tenants and traders on Friday 13th January 2017.
- To consider a shoppers car park on Mondays, Wednesdays, Thursdays and Saturdays which would be free overnight between 5pm and 9am, £1 for 2 hours parking with no return within 2 hours. No parking on Market days (Tuesdays and Fridays) and free parking on Sundays. The Clerk would ask Chris Rook at Devon County Council for the costs of the County Council running a ticketing and charging scheme for the Town Council and would also contact the company running the car park for M&S. A comprehensive report would be produced and brought back to a future meeting of the Corporate Property Committee.
- The Clerk would check the costs of car parking in Mayors Avenue Car Park and also at Totnes.
- The Clerk would investigate bringing the Festivals into the Market on the Fridays of festival events.
- The Clerk would talk to the Market manager about putting up extra gazebos in the Market.
- Four spaces adjacent to Market street opposite the Dolphin Public House would be marked up as loading and unloading bays on Market days when the Market car park was re-lined and the two disabled bays would be widened (to cover three existing car spaces).

APPENDIX B

DARTMOUTH TOWN COUNCIL

SCHEDULE OF CHARGES – BALLROOM – 2017/2018

<u>BALLROOM</u>	<u>Local Hirers</u> £	<u>Other Hirers</u> £
Event	150.00	300.00
Additional charge for Caretaker after 11pm	40.00	40.00
Rehearsals/dance classes p/hour	10.00	20.00
<u>KITCHEN</u> (per Hire Session)		
Use of Kitchen (To include crockery/utensils etc. and subject to a refundable deposit of £50.00 for breakages)	60.00	120.00
All bookings (except rehearsals and dance classes) are subject to an insurance charge	10.00	10.00

All bookings providing music for any event are subject to a charge of £25.00 for Performing Rights and/or Phonographic Fees.