

**Present**

\*Councillor R Springett – Chairman  
#Cllr R M Lyon – Vice-Chairman  
  
#Cllr M Baillie  
\*Cllr G B F Coles  
\*Cllr R W I Cooke – (Town Mayor)  
\*Cllr T de Galleani  
#Cllr A J C Fyson – (Deputy Mayor)  
\*Cllr B T Harriss  
#Cllr F J Hawke  
#Cllr S Smith

\*Denotes attendance  
#Denotes apology for absence

Observers: Cllr P F Allen  
Cllr D M Gent  
Cllr D R Kelland

Also in attendance 1 member of the public.

**1. ELECTION OF VICE-CHAIRMAN.**

**Proposed: Cllr T de Galleani**  
**Seconded: Cllr B T Harriss**

**Resolved: That Cllr R M Lyon be elected Vice-Chairman of the Corporate Property Committee for the ensuing year.**

**2. DECLARATIONS OF INTEREST.**

Cllr de Galleani declared a personal interest in agenda item 4 – Market.

**3. CORRESPONDENCE.**

- a) An email request had been received retrospectively from Mitch Tonks to place an advertisement with the word “Rockfish” being painted in blue letters on one of the fishing vessels in the Boatfloat (300mm high and 1m in length); Mr Tonks was unaware that this was in contravention of the Boatfloat regulations. The Clerk read out Mr Tonks email to the meeting and informed members that she had already written to the owner of the boat concerned and the owner had suggested a cover over the word “Rockfish” while it was moored in the Boatfloat. Members were concerned that granting permission would set a precedent for advertisements in the Boatfloat.

**Proposed: Cllr B T Harriss**

**Seconded: Cllr T de Galleani**

**Recommended: That the Clerk write to Mr Tonks refusing this request and ask that the word “Rockfish” be removed or covered while the vessel is moored in the Boatfloat.**

**4. MARKET.**

- a) Sign for the Market.

The Chairman told the meeting that the original plans for a sign for the Market had been to have a sign flat across the archway of the Market entrance in Victoria Road. The Listed Buildings officer from South Hams District Council had suggested that a protruding hanging sign which could be seen from Duke Street would be more appropriate to attracting people to the Market.

Members felt that a slightly larger sign (than the existing wooden hanging sign) in metal would be more eye-catching and it was agreed that the Clerk would seek quotations for a new sign which could be seen from a distance.

- b) Replacement floor for the kitchen area of Dart to Mouth Deli.

The Chairman informed the meeting that the scree under the vinyl floor in the kitchen area of Dart to Mouth Deli in the Market was coming loose and causing holes in the flooring. The tenant had agreed that any works could be carried out in January 2018. It was agreed that the Clerk would seek quotations for a replacement floor.

c) Classic Channel Regatta 8th July 2017.

A request had been received from the organisers of the Classic Channel Regatta for free use of the Market (and Guildhall on 10<sup>th</sup> July) for their event on 8<sup>th</sup> July 2017. The cost of the use of the Market on Saturday 8<sup>th</sup> July 2017, the Community Corner on Saturday 8<sup>th</sup> July 2017 and the Guildhall Ballroom on Monday 10<sup>th</sup> July was £375.

Cllr de Galleani raised concerns over possible damage during the event and it was agreed that the Classic Channel Regatta organisers be asked to give an undertaking that they would cover the cost of any damage caused by the Classic Channel Regatta.

**Proposed: Cllr G B F Coles**

**Seconded: Cllr R W I Cooke**

**Recommended: That the Town Council make a grant of £375.00 to the Classic Channel Regatta to cover the cost of the event in the Market and Guildhall. That the organisers be asked to give an undertaking to cover the cost of any damage caused by the event.**

5. **GUILDHALL.**

a) Update on improvements – The Chairman advised the meeting that now that the refurbishment of the Council Chamber was complete it was proposed to start works on the Mayor’s Parlour, kitchenette and toilet. A schedule of potential works in these rooms had been circulated to members for consideration; there was £18,000 in the Guildhall budget for these.

It was agreed that the Clerk seek quotations for the works excepting a suspended ceiling in the Mayor’s Parlour which the Chairman had received advice would detract from the appearance of the room for hirers.

The Chairman told the meeting that it was then hoped to go forward with the refurbishment of the Ballroom, which would need a repaint, new blackout blinds with voile drapes instead of curtains, panelling under the stage and just one new set of steps. Replacing the sprung floor would not be necessary and so would reduce the overall Guildhall refurbishment budget by c. £20,000.

The Clerk was asked to research quotations for new more energy efficient heaters in the Ballroom

6. **COMMUNITY ORCHARD.**

The Chairman thanked the Friends of the Community Orchard for their work on the new shelter and information point in the Orchard.

Both he, Cllr Pritchard and the Mayor had attended the official opening of the new shelter on 21<sup>st</sup> May 2017 at the rogation picnic, which had been a very successful event.

Peter Goldstraw told the meeting that information boards would be added to the rear wall of the shelter concerning the local wildlife. The Friends of the Community Orchard would cease heavy work in the Orchard during the bird nesting season and would begin again in September. There would be an apple pressing event in October and it was hoped to hold a wassailing event at a future date.

7. **AMERICAN BATTLE MONUMENTS COMMISSION MONUMENT.**

The Chairman gave an update on the plans for an American Battle Monuments Commission Monument in the Royal Avenue Gardens and the dedication service on 6<sup>th</sup> June 2017. South Hams District Council had just started a complete replant of the Royal Avenue Gardens the previous day; they would also take delivery of the memorial stone on 25<sup>th</sup> May 2017. It was noted that the Old Dartmothians had planted up the memorial on the north embankment in preparation for the event.

A press release had been issued and the Chairman had asked the Devon section of the Royal British Legion if there were any local veterans that would like to attend. The laying of wreaths would take place by the Lord Lieutenant of Devon and the American Commissioner. All Councillors were invited to attend at the memorial on the North Embankment followed by the dedication of the monument in the Royal Avenue Gardens.

8. **PURCHASE AND PLACEMENT OF TOWN MAPS.**

Copies of pictures of a sample map and an example notice board were laid round the table. Cllr Coles told the meeting that the finished board would be 5ft x 4ft 3ins in size, with small advertisements in the square panels below the map.

Cllr de Galleani suggested that markers to indicate walking distances should be added to the map for visitors.

Cllr Coles explained that there would be circular panels on the map picturing places of interest such Dartmouth Castle, the Butterwalk, Bayards Cove, the Guildhall and the Market.

Members asked that more street names be added to the map, St Saviours Church be marked and Mr Goldstraw asked that the site of the Community Orchard be marked.

The meeting also agreed that the size of the river should be squeezed to give more space for other items. All the Committee would email any ideas for amendments to the Clerk for passing on to Cllr Coles.

Cllr Allen requested that the Dartmouth Visitor Centre consider an electronic interactive board for the future when funds allowed.

Cllr Coles reported that the cost of one board was £1,360 and 2 would cost £1,720. With a promised grant of £1,000 from County Councillor Jonathan Hawkins, she suggested that 2 boards be purchased. Members agreed to proceed with preparations for one board at present and all would consider the best site for this.

Cllr Coles would bring a larger draft version of the amended map to the next meeting.

**9. BUTTERWALK – UPDATE ON FLAT ROOF REPAIRS.**

The Chairman informed the meeting that the contractors chosen by the Town Council to carry out repairs to the flat roof at the rear of the Butterwalk had been in contact with the tenant and would carry out the repairs in October 2017.

**10. BOATFLOAT – UPDATE ON SPRAYING OF THE WALLS.**

The Chairman told members that it was planned to carry out the spraying of the Boatfloat walls in the next week.

**11. LONGCROSS CEMETERY.**

Members noted that the current grounds maintenance contractor was continuing to cut the grass at Longcross Cemetery on a rolling one month agreement until the Town Council took on its own grounds maintenance contractors.

12. **IVY LANE.**

a) **Update on the removal of the stage and counter in the main hall.**

The Chairman reported that the stage and counter had been removed and wheels would be added to the counter units to allow this to be moved around as required by hirers, leaving the main hall free for sports use if required.

b) **Roof repairs.**

The Chairman told the meeting that the small section of roof between the main building at Ivy Lane Youth Centre and the Seale Arms needed to be replaced following a leak. Quotations for the work would be taken in committee at the end of the meeting.

**Proposed: Cllr R Springett**

**Seconded: Cllr T de Galleani**

**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.**

The Chairman told the meeting that the Town Council did not currently have a policy on rent reviews. The meeting agreed that it would be better to have a consistent level of small rises at each 3 yearly rent review. The Chairman suggested 2.5% or the rate of inflation, whichever was higher. The meeting agreed that this would be added as an item on the next agenda for the Finance Committee to consider giving guidance, but the Chairman said that rent reviews were the business of this committee and we would continue with the rent reviews currently due at the meeting.

13. **TO CONSIDER A REQUEST FOR THE TRANSFER OF THE LEASE FOR HOME AND HARDWARE, DARTMOUTH MARKET AND TO CONSIDER A RENT REVIEW.**

The Clerk informed the meeting that Mrs Bailey had now obtained probate and had asked that the lease of Home and Hardware (which was still in Mr Bailey's name) be transferred into the name of her son. The Chairman reminded members that the previous rent review for this property had been held in abeyance.

**Proposed: Cllr R Springett**  
**Seconded: Cllr R W I Cooke**

**Recommended: That the lease of Home and Hardware be transferred to Mrs Bailey's son with the legal costs to be borne by Mrs Bailey and the rent be set at £11,800 for the next 3 years.**

**14. RENT REVIEWS.**

Members considered rent reviews for:-

Dartmouth Market

- a) South Hams Newspaper Offices
- b) Dartmouth Pet Supplies
- c) Market Café
- d) Market Workshop – Coombe Gallery

Butterwalk

- a) Flamingo
- b) Dartmouth Museum

It was noted that the Market Workshop had not received a rise in rent at the review in 2014. All other rents were agreed at a 2.5% rise.

**Proposed: Cllr R W I Cooke**  
**Seconded: Cllr T de Galleani**

**Recommended: That the rents of the properties be agreed to be set for 3 years at the following levels:-**

Dartmouth Market

- |                                 |                |
|---------------------------------|----------------|
| a) South Hams Newspaper Offices | <b>£3,900</b>  |
| b) Dartmouth Pet Supplies       | <b>£5,590</b>  |
| c) Market Café                  | <b>£11,040</b> |
| d) Market Workshop              | <b>£3,150</b>  |

Butterwalk

- |                     |                |
|---------------------|----------------|
| a) Flamingo         | <b>£16,000</b> |
| b) Dartmouth Museum | <b>£8,000</b>  |

**15. QUOTATIONS FOR ROOF REPAIRS AT THE IVY LANE CENTRE.**

The Clerk told members that three contractors had been asked to quote for the roof repairs at the Ivy Lane Centre. Only 2 quotations had been received which were considered by the meeting.

**Proposed: Cllr T de Galleani**

**Seconded: Cllr B T Harriss**

**Recommended: That quotation 2 for £1,500.00 plus vat be accepted for the Ivy Lane roof repairs.**