

**MINUTES OF THE CORPORATE PROPERTY MEETING OF DARTMOUTH TOWN COUNCIL HELD ON  
TUESDAY 20<sup>TH</sup> NOVEMBER 2018**

**PRESENT:** Cllrs: M Baillie; A Fyson (Deputy Chairman); T de Galleani; D Gent; B Harriss; R Lyon (The Mayor); F Pritchard-Tagg (Deputy Mayor); R Springett (Chairman); S Thomson.

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Properties Administrator: Hannah Williams; Cllr Gina Coles.

**58. APOLOGIES FOR ABSENCE**

Cllrs: F Hawke

**59. DECLARATIONS OF INTEREST**

Cllr de Galleani declared an interest in the Old Market

**60. CORRESPONDENCE**

The Chairman spoke about correspondence received from SHDC with regards to Manor Gardens toilets. SHDC had previously offered the toilet block to the Town Council but not the gardens, the town council had offered to take the toilets as well as the gardens. The new correspondence now said that they were withdrawing the offer of the toilets, closing them and an alternative use would be found for the building and land. The office was asked to officially reply to SHDC to offer to take ownership of the public toilet block if the gardens were included in the transfer.

**61. CORPORATE COLOURS**

Cllr de Galleani spoke about the need for a corporate look for the Town Council and asked Cllrs to consider this.

Cllr Harriss and Cllr Thomson both thought this was a good idea and Cllr Thomson suggested black and gold.

Cllr Harriss asked how this would be implemented, and Cllr Lyon said that these colours would be used as and when things needed to be replaced or re-painted.

It was asked to let the Old Dartmothians and the British Legion know about this regarding the fountain and the memorial garden.

**Proposed:** Cllr de Galleani

**Seconded:** Cllr Thomson

**Resolved:** To adopt the corporate colours of black and gold throughout the town as the Town Council colours.

**62. MEMORIAL BENCHES AND TREES**

**a) Replacement costs of resin moulded v wooden benches**

Cllrs considered the costs for refurbishment of a wooden bench or the purchase of a new resin moulded bench and the consensus was to use recycled resin moulded benches from now on in a similar style to the existing wooden benches.

**Proposed:** Cllr Gent

**Seconded:** Cllr de Galleani

**Resolution:** To replace all benches as and when needed with recycled resin moulded benches, but to find a design with metal ends which matched the existing wooden benches.

**b) Benches and/or trees in RAG, Castle Estate & the Orchard.**

Cllr Pritchard-Tagg reported that pricing for memorial trees and benches had been discussed at the Finance meeting on 14<sup>th</sup> November 2018, where the decision was made to no longer offer memorial trees in Royal Avenue Gardens and to charge £250 for the placement of a memorial plaque on a bench for a period of 10 years. The customer could source the plaque themselves or the Council could charge an additional fee to source the plaque for them, there would be specifications for the plaque.

Cllr Lyon suggested the wall sited behind the Royal Avenue Gardens amenity hut which looks out on the Boat Float could be a memorial wall; memorial plaques could be purchased for £250 and placed on the wall for the lifetime of the wall. All Cllrs attending the meeting thought this was a good idea.

Cllr Lyon suggested that the price for the client to have a new bench located and positioned would be double the price of the bench which would then cover the cost of administration and fitting it, this would be around £1000-£1400. The memorial plaque would not be included into this price.

Cllrs discussed what would happen to memorial plaques on benches after 10 years and the Chairman suggested that clients could be offered the option to renew for another 10 years at the market rate or they can be offered the chance for the plaque to be moved to the new memorial wall free of charge.

**Proposed:** Cllr Lyon (Mayor)

**Seconded:** Cllr Harriss

**Resolution:** To agree the above suggestions for memorial benches, trees & plaques.

The Clerk said that the Groundsman had produced a tree policy and this would need to be looked at further before any decisions on memorial trees were made.

## **63. TOWN COUNCIL PROPERTIES & ASSETS**

### **Electrical & water testing and asbestos survey**

Cllrs discussed these matters and the Chairman reported that the Properties Administrator had taken advice from a risk assessment consultant from our insurance company and these surveys and reports need to be done as a matter of urgency.

SHDC have been contacted to ask for the relevant paperwork to be sent over to DTC for the newly acquired properties and we are currently waiting on this.

The Council's preferred electrician will be commissioned to carry out the electrical testing on all the council owned buildings and the Chairman said that if the Town Council have to carry out testing and surveys on the newly acquired properties then this cost would need to be recovered from SHDC.

Water testing (legionella) for the new buildings was being added to the existing schedule and asbestos testing was being implemented.

Cllr Coles said that the Dartmouth Visitor Centre would send their asbestos report to the Council for retention.

**Proposed:** Cllr Lyon (Mayor)

**Seconded:** Cllr Gent

**Resolution:** To approve the above necessary actions for the electrical & water testing and asbestos survey.

**64. ROYAL AVENUE GARDENS (buildings)**

**a) Toilets**

The Chairman spoke about the recent vandalism to the lady's toilets and proposed that the Town Council place a security shutter on the men's toilets and unisex showers and a metal cage around the lady's toilets. Cllrs thought this was a good idea but there was a discussion as to what a cage may look like.

**Proposal:** Cllr Gent

**Seconded:** Cllr de Galleani

**Resolved:** To put in suitable security measures in the toilets via gates or cages to reduce vandalism.

**b) Rules & Regulations for both Royal Avenue Gardens, the amenity hut and Coronation Park**

These were circulated to all Councillors and discussed.

Cllr Baillie suggested adding into the end that the Town Council reserves the right to review these rules and regulations annually; also, to refuse an unsuitable application and to amend the rules and regulations for a specific event if appropriate.

**Proposed:** Cllr Lyon (Mayor)

**Seconded:** Cllr Harriss

**Resolution:** To accept the new rules and regulations for Royal Avenue Gardens with the amendments made.

Cllr Harriss reported that the posts have disappeared from the parking area next to the boatfloat and asked if these could be re-instated as maintenance and this was agreed.

**c) Hire charges for both Royal Avenue Gardens and Coronation Park**

The proposed prices were circulated to all Councillors and discussed.

Chairman pointed out that we cannot and should not stop organisations like 'Candlelit' from starting or ending their parade in the market and of course there is no charge for this.

Councillors suggested that this pricing was low but was a good start.

Councillors discussed a deposit and it was suggested that a deposit of 25% be collected along with the booking form for large events with the balance to be paid seven days after the event. Deposits could be taken in cash, cheque or via card payment. Deposits would be non-refundable but in circumstances where bad weather caused a cancellation the date could be changed at no cost.

**Proposed:** Cllr Pritchard-Tagg

**Seconded:** Cllr de Galleani

**Resolved:** To accept the new pricing for Coronation Park, Royal Avenue Gardens and Royal Avenue Gardens amenity hut and to bring into action the 25% deposit for large event bookings.

There was also a discussion about the market hire prices for a Sunday.

Cllr de Galleani declared an interest in the market.

It was suggested to amend the market pricing to include a Sunday tariff, this would include an additional price which would cover the cost of the caretaker.

The Clerk said that this would need to be discussed at the next Personnel committee because the Caretaker does not usually work on Sundays and a Sunday working hours policy will need to be drawn up.

**Proposed:** Cllr Gent

**Seconded:** Cllr Lyon

**Resolved:** To add in a Sunday pricing for the hire of the market, subject to staff costs being agreed via the Personnel committee.

**d) Permission for DGP to fund and place two wall mounted hanging baskets onto the front wall of the men's toilets**

Cllr de Galleani spoke about this item and Cllrs all agreed that this was a good idea.

**Proposed:** Cllr de Galleani

**Seconded:** Cllr Pritchard-Tagg

**Resolved:** To allow Dartmouth Green Partnerships to purchase and place two wall mounted hanging baskets on the front wall of the men's toilets in Royal Avenue Gardens.

All Cllrs who attended the meeting were in favour.

**e) Dartmouth Visitor Centre – heaters**

Cllr Coles was invited to speak and explained that the night storage heaters were not working very well, she said that it was always cold down at the visitor centre.

Cllr Springett said that he believed there was only one that wasn't working.

**Proposed:** Cllr Lyon (Mayor)

**Seconded:** Cllr Baillie

**Resolved:** To action our preferred electrician to go down and investigate the electric heaters at the visitor centre.

There was a discussion about where the cost for this should come from and the Chairman said that he would recommend that this cost is met by the Town Council and the Mayor agreed.

Cllrs also suggested the possibility of a heat curtain, and the electrician would be asked if this was an option.

**f) Public Liability Insurance for large and small events**

This was covered within the rules and regulations for Royal Avenue Gardens above.

**65. CORONATION PARK (buildings)**

**Rules & regulations, Hire charges & Public liability insurance for large and small events**

These were all covered within the Royal Avenue Gardens agenda item above.

**66. CASTLE ESTATE (buildings & car park)**

The Chairman said that the toilets and car park are used a lot by both dog walkers and walkers.

There was a discussion about installing pay on entry machines at the Castle toilets and there was a suggestion to install a temporary kit that would monitor usage.

There was also a discussion about the car parking meter which hasn't worked since the Town Council took over this asset. The Chairman said that the parking meter should be fixed and re-instated and the charges should be inexpensive to encourage people to park there, the profit from this machine could go back into the costs of running the toilets at the Castle.

**Proposal:** Cllr de Galleani

**Seconded:** Cllr Thomson

**Resolution:** To fix and re-instate the car parking meter in the Car Park at the Castle and investigate paid access to the toilets.

All Cllrs attending the meeting were in favour

## 67. GUILDHALL – UPDATE

### a) Storyboards

Cllr Thomson gave an update on this item and reported that our PR consultant has been working with a company in Paignton to get these done.

The designs will be circulated, and she is hoping that they will be ready for the open day on the Thursday 13<sup>th</sup> December.

### b) Open day 13<sup>th</sup> December.

Cllr Thomson reported that this was well underway. A press release has been written and circulated and the office receptionist has put together an invitation list.

It was asked if the office receptionist could email out to all Cllrs with the poster and to ask who would be available to help cover this event.

It was asked if folders could be made up for Cllrs attending with all the info in it.

### c) Refurbishment budget update

The budget currently stands at £61,751.27 - £10,000 was originally put in for the refurbishment of Ivy Lane, so it's £51,751.27.

### d) Audio in the Council Chamber

There was a discussion about this item and the Clerk was asked to get at least one quote to see how much this was likely to cost. The Clerk said that she knew of one company that did it, but they weren't local.

The Chairman also asked about the possibility of a screen coming out of the ceiling.

**Proposed:** Cllr Lyon

**Seconded:** Cllr Fyson

**Resolved:** To get quotes for media enhancement in the Council Chamber.

The Chairman reported that the stage curtains are being fitted tomorrow.

The mayor remarked that during an event on Saturday night, people had commented that the Guildhall were looking superb.

There was a discussion about opening up the Guildhall for when the Town Crier does his educational walks, and this was thought to be a good idea. Staff to pursue further.

## 68. MARKET

### a) Security

The Chairman reported that the change of lock on the back gate seems to have fixed the problem.

### b) Designated smoking areas

There was a discussion about making the whole of the market a no smoking area.

**Proposed:** Lyon

**Seconded:** Gent

**Resolution:** For the office to send a letter to all unit holders about making the market and no smoking or vaping area and to put up signs to say as such.

Cllr Harriss spoke about a market working group meeting that would be taking place very shortly.

**c) Repainting the parking spaces in the market square car park**

Cllrs discussed this issue and it was asked for the office to get three quotes for repainting the market car park.

Cllrs discussed the idea of charging for the Market car park, Cllr Lyon said the market costs the Town Council around £8,000 a year in Council Tax and this should be recovered from users.

**d) Barriers around trees**

It was reported that this is in the work queue

**69. COMMUNITY ORCHARD**

**Wall repair**

The Chairman reported that this has now been completed.

**70. BUTTERWALK**

Nothing to report

**71. BOATFLOAT**

Nothing to report

**72. LONGCROSS CEMETERY / ALLOTMENTS**

**a) Privacy Fencing**

This work is underway and will be finished next week.

**b) Chain Link Fencing**

The Chairman reported that the chain link fencing around the top of the cemetery has been broken and this needs to be fixed.

**Proposal:** Cllr Pritchard-Tagg

**Seconded:** Cllr Thomson

**Resolved:** To spend up to £1,000 to repair the chain link fencing in Longcross Cemetery.

**73. IVY LANE**

The future of Ivy Lane

There was a lengthy discussion about the future of Ivy Lane and the possibilities that the building could be used for.

Cllrs thought it a good idea to set up a working group and the following Cllrs offered to be involved: Cllr de Galleani, Lyon, Gent and the Properties Administrator.

Cllr Springett said he felt that we should commission an architect to come up with ideas and uses for this building.

**74. NEWCOMEN ENGINE**

The Chairman said that the annual service for the engine would be in January 2019.

**75. CCTV**

The Chairman reported that we were waiting for the second quotation for this. He said that he had been in discussion with Sgt Simons about this and we may need a small room to put the server in, this would be accessible by the Police only, but linked in to the control room in Exeter; this would record for 30 days but not monitor (monitoring would cost about 42p an hour per camera).

A CCTV system needs to be compliant with the protocol that the police have agreed, and the Chairman stressed that it was his opinion that we do not want to get involved in the data storage element or responsibility.

Cllr Lyon said that in a recent meeting with Sgt Simons and the new Chief Superintendent there was a discussion about if the police would be moving back down into the new building, being built on the site of the old police station and the Chief Superintendent said he would confirm this. If that was so, the server might be better in the Police Station.

**76. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr Gent

**Seconded:** Cllr Thomson

**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.

**77. QUOTES FOR THE UPPER OFFICE WINDOW IN THE GUILDHALL**

Three quotes were presented to replace the window upstairs in the Council Offices.

**Proposed:** Cllr Tess

**Seconded:** Cllr de Gent

**Resolved:** That DTC accept quote 2 for £2,380 as long as it's hard wood.

**78. QUOTES FOR THE REAR WINDOWS IN THE GUILDHALL**

Two quotes were presented to replace the window upstairs in the Council Offices, two additional companies were approached and failed to quote.

**Proposed:** Cllr Lyon

**Seconded:** Cllr Pritchard-Tagg

**Resolved:** That DTC accept quote no 2 for £12,600.

Cllrs voted to come out of committee

*Meeting finished at 7.35 pm*