

**DARTMOUTH TOWN COUNCIL**  
**MINUTES OF THE CORPORATE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL**  
**CHAMBER OF DARTMOUTH GUILDHALL ON THURSDAY 18<sup>th</sup> JULY 2019**

**PRESENT:** Cllrs: M Baillie; N Bodinnar; T de Galleani; A Edsall;  
S Hibbard (Deputy Mayor); R Lyon; G Webb (Mayor) L Williams

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Properties Administrator: Hannah Williams; Cllr R Rendle; a representative (Senior Property Counsel) from the RNLI; Dartmouth Chronicle: Emily Baker; six members of the public (some being market unit holders)

**PART 1 - Open to the Public**

**12. TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr D Shepherd

**13. TO RECEIVE DECLARATIONS OF INTEREST**

Cllr de Galleani declared a pecuniary interest in the Market

**14. GENERAL PROPERTY UPDATE**

- **To update on all Council properties**

The Properties Administrator said that there are a number of leases and licenses with the solicitor, but most of them are up to date, all the market units have been asked for a copy of their Public Liability insurance.

The Properties Administrator confirmed that she had emailed our insurance company with regards to our insurance policy covering all our properties.

Cllr Lyons said that most properties have had some refurbishment done, and at the moment we are working on Ivy Lane but once this has been finished, the Council should be on a sensible maintenance / refurbishment program.

The Properties Administrator also said that there was a works schedule for Flat 1 Anzac Street.

- **To update on additional dog waste bins in town**

The Properties Administrator said that SHDC had confirmed that wouldn't be able to put any new dog bins in due to budget constraints, but they may be able to move dog waste bins.

Cllr Edsall asked if it was possible to get a list of all the dog bins in town, and the Clerk said that this could go onto a job list.

A member of the public spoke about how some of the lids don't close on the dog bins in particular South Ford Road

**ACTION** – Office to contact SHDC to ask for a list & map of dog bins in Dartmouth and to notify them that some of the lids don't close.

**15. CASTLE ESTATE**

- **To discuss re-introducing parking charges to the car park at the Castle Estate**

Reported that office have contacted a company called 'Park with Ease' and are waiting on a quote back.

Rob asked how it would be policed, and Lucy said possibly the company could police it.

**ACTION:** Office to follow up on quotes from 'Park with Ease' for instigating parking charges at the Castle.

## 16. ROYAL AVENUE GARDENS (RAG)

- **To discuss the Council's corporate colours and agree a way forward**

This was discussed at the General Purposes Committee on the 11<sup>th</sup> July 2019, and letters would be sent to the Harbour Authority, DCC and SHDC.

## 17. TOILETS

- **To discuss introducing a pay on entry system to the toilets in Coronation Park, Castle Estate**

There was a discussion about looking into the refurbishment of the toilets. The Properties Administrator said that the toilets out at the Castle Estate were leaking and had suffered damage and the toilets at Coronation Park had been vandalised and although were now back up and running, thought that both toilets would need refurbishment before charges were introduced.

The Properties Administrator said that the Council's preferred plumber had been asked to look into refurbishment of the toilets at Coronation Park and to come back with a quote.

The Properties Administrator also advised that there seems to be an issue with the underground sewage system under Coronation Park so a survey may need to be done before any refurbishment took place.

Cllr Edsall asked if there was money in the budget for toilet refurbishment, and the Clerk said that there wasn't and this would have to be put into the precept or perhaps grants could be obtained to help with this. Cllr Edsall said that Cllr Bodinnar would be able to help with grant applications.

**ACTION:** Need a specification for the refurbishment of both toilets, and to survey the pipes beneath, and then we can obtain quotes.

- **To discuss the idea of taking over Manor Gardens toilets**

Cllr Edsall said that he wanted to know what the Corporate Property committee felt about bringing these toilets back to the town.

Cllr Bodinnar asked why we would do this when we have enough to do with the toilets we currently own.

Cllr de Galleani asked if DTC were looking after the gardens at the moment and Cllr Lyon clarified that yes we were looking after the GM work out at Manor Gardens and at the playpark along Victoria Road and in exchange SHDC empty and get rid of our litter from the bins in Royal Avenue Gardens and Coronation Park on our behalf.

The Chair, Cllr Williams said that she felt long term this was a valuable plot for the future and would like to express an interest in this land with SHDC.

Cllr de Galleani said to get in touch with SHDC in order to register Manor Gardens as a property of community interests.

**Proposed:** Cllr Edsall

**Seconded:** Cllr de Galleani

**Resolved:** To write to SHDC to ask them firstly to re-open the Manor Gardens toilets and secondly to register DTC's interest in this land and ask for them to be returned to the town's ownership.

All Cllrs attending the meeting were in favour

**Action:** The Chair, Cllr Williams to write a letter to SHDC to be sent via the office.

**Action:** Office to find out more about registering a property as a community interest.

- **To update on the market toilets**

The Properties Administrator said following on from complaints she could confirm that there are soap dispenses in there already and there is also a toggle tap which is set to 40%.

- **To discuss bringing the agency toilet cleaners in house**

The Clerk said that she had discussed the possibility of bringing the toilet cleaners in house with the Groundsman and incorporating them into the Open Spaces team.

The Clerk said that this could be moved to the Personnel Committee to move it forward.

- **To discuss replacing the existing toilet and shower doors with metal doors**

The Property Administrator said that rather than replacing with metal doors, more robust locks have now been fitted onto the RAG toilets and these would be monitored.

The Chairman said that because the agenda was long, she wanted to open up meeting now to questions from the public but that firstly, we had a presentation from a representative from the RNLI

The representative from the RNLI said that his job was to look at available land for a permanent lifeboat station and identify capital costs, he said that they are quite far through the process and have looked at numerous locations, but the main two are:

- Ferry View on Sandquay road which used to be the old lifeboat station
- An area on Coronation Park near the toilets.

The cost of build for both options reflects on how long it would take to deliver a RNLI building.

Cllr Edsall asked who owned the temporary building they are in already on Coronation Park and the representative confirmed that DTC owned it following on from the transfer of assets.

Cllr Baillie asked if Sandquay was an option and the representative clarified that it was not.

The Chairman said that we would bring forward item 12 which is further down the agenda

- **To consider the request from the RNLI for a permanent building on Coronation Park**

Cllr de Galleani said that from an Open Spaces point of view that she would not be happy with a permanent structure being built on the park, and would prefer if the RNLI was able to move to Ferry View.

Cllr Lyon said that if the new slipway was put in action, there would be more need for trailer parking in town and he felt that Ferry View would be the preferred option.

The representative said there is also the option to keep the RNLI where it currently is, but to build another permanent building in this location.

Cllr Webb asked which the most viable option was looking into the future and the representative said that they could deliver a building quicker if they stayed where they were.

**Proposed:** Cllr Lyon

**Seconded:** Cllr Webb

**Resolved:** To support the RNLI wholly but that the preferred option was for them to move to Ferry View rather than to put a permanent building on Coronation Park.

All Cllrs in attendance were in favour

A member of the public spoke about the potential sale of a unit in the Market and asked if this could be discussed.

The Chair said that this would be discussed within the confidential section of the meeting.

## **18. MARKET**

- **To discuss smoking in the market**

Cllr de Galleani declared an interest in this item as a market trader.

The Chair asked for this to be discussed and said that several traders have asked for this to be lifted, but explained that the decision to make the Market non smoking was less than 6 months ago so this decision would need to wait until September.

Cllr Edsall said this was discussed at the General Purposes Committee and that the Committee had said it was a grey area in terms of the law as to whether the Market was an enclosed or substantially enclosed premises considering it had four walls but no roof.

The Chair said that she had gone back to the previous minutes and felt that the previous Chair, Cllr Springett had acknowledged that legislation was not completely clear on whether the Old Market was a substantially enclosed workplace or not.

There followed a discussion that this also includes that the Old Market is a public space and also a place of work and the smoking legislation has strict rules regarding employer's responsibility.

Members of the public spoke about how they were unhappy with the no smoking ban and asked if this could be revoked, they said they didn't feel they had been consulted and that it was affecting their businesses, they also didn't feel that this was a covered area.

*Cllr Baillie left the meeting at 19.05*

There was further discussion about whether the Market should be smoking or non-smoking and whether the area is an enclosed area or a substantially enclosed area and it was agreed to bring this back to the September Full Council meeting, it was also agreed to consult with all the unit holders.

- **To discuss existing signage**

The Chairman said that it would be good to replace the sign outside the market on Market Street that currently lists the businesses, because it's out of date.

The Properties Administrator said that we would need to check with the listed buildings officer at SHDC, but that she thought replacing it with like for like may be ok.

She also said that it may be better to replace it with something more generic rather than specific businesses.

**Action:** The Chair to speak to the Listed Buildings Officer at SHDC to ask what we can and cannot do in relation to the market signs.

- **To discuss the idea of changing the market trading days**

The Chair said that she wanted to put this onto the agenda because Totnes has a vibrant market on a Friday which obviously meant that a lot of traders were there instead of in Dartmouth.

She wondered if it would be possible to move it from a Friday to eg: a Saturday and we may attract more traders and customers on a Saturday. It was generally agreed to pass this to the market working group and ask them to come back with ideas and proposals.

**Action:** Ask the market working group to explore and ask them to come back with ideas and proposals.

- **To update on the parking attendant from SHDC in the carpark and discuss options.**

The Properties Administrator said that she had spoken to SHDC and the manager said his members of staff generally turn up anytime between 6am – 10am but they only usually come once.

A member of the public said he asked about this a while ago if we could delay it from 6am to 8am because residents use this parking facility before they go off to work at around 8am.

There followed a conversation about moving this ticketing from SHDC to an outside company and the Clerk said she had approached an outside company to manage both the Castle Carpark and the Market Carpark.

**Action:** Clerk to follow up with the outside company who can manage both the Castle Carpark and the Market Carpark.

- **To discuss re-instating the rubbish bins**

The Properties Administrator said that she had spoken to SHDC who have said that they will not reinstate the rubbish bins within the market, the Properties Administrator said that the Council could get a trade waste contract and place a small bin in the market and/or a large bin out the back of the market that can then be emptied once a week.

One of the market unit holders commented that this was expensive and there followed a discussion that if there was a bin then the public would use it and it would need emptying daily.

Cllrs generally thought that this was too expensive but to find out costs.

**Proposed:** Cllr Lyon

**Seconded:** Cllr Williams

**Resolved:** To obtain costs for providing this service and to bring it back to a later meeting.

Six Cllrs voted in favour

One Cllr abstained

**Action:** Office to obtain costs for providing this service.

- **To update on the security cameras**

The Properties Administrator said that these are now up and running, if there is a break in then the cards can be removed from the cameras and viewed, but it would be better if we purchased a tablet so that we could download the app and access it more easily.

Cllrs agreed that this was the best option so the Clerk said she would go ahead and purchase one taking advice from our IT specialist.

Action: Office to speak with our IT specialist and purchase a tablet.

- **To discuss traders parking permits**

The Chair said that this had been put on the agenda by Cllr Shepherd who was not in attendance so this could be brought back to the next meeting.

## **19. TO DISCUSS THE AVAILABILITY FOR OTHER ORGANISATIONS USING THE DARTMOUTH TOWN COUNCIL CREST**

The Chair said that a member of the public had asked if they could use it and the general consensus was that they should write in and ask and explain what they want to use it for and then the Council can make a decision.

Cllr Rendle gave a brief history of the town crest.

## **20. IVY LANE**

### **To update on the Ivy lane refurbishment**

The Properties Administrator gave an update on the refurbishment.

- All four walls have now been plastered but need to dry out before painting
- The flooring in the hall leading into the building and in the toilets has just been agreed via the Mayor, Chair of Finance and the Clerk

- The main hall floor needs to be finished still

## 21. CCTV

### To receive an update on CCTV

The Properties Administrator said that 'Full Stop' the company who are installing our CCTV in the town are still talking to DCC about obtaining electricity from the lighting columns.

## 22. GUILDHALL

### To update on the rear windows

The Properties Administrator said that 16 new windows will be installed into the rear of the Guildhall next week.

## 23. CORONATION PARK

- **To receive an update on the toilets (blockage and vandalism)**

The Properties Administrator said that:

- Rotary Club are going to move from Ivy Lane into one of the disused disabled toilets in RAG and that the actual toilet furniture is going to be moved into the toilets in Coronation Park to replace one that was previously vandalised.
- The toilets in Coronation Park are still needing to be rodded regularly by our agency workers so there must be an ongoing problem.
- The security lights are being fitted on the outside of the toilets by our electrician, which will hopefully deter vandalism.

- **To consider ongoing maintenance to the toilets**

The Properties Administrator said that she was waiting on a quote from the plumber for future works in Coronation Park toilets.

- **To consider the request from the RNLI for a permanent building on Coronation Park**

This had been discussed previously.

## 24. TO ACCEPT ITEMS FOR FUTURE AGENDAS

There were no items proposed.

## 25. EXCLUSION OF PRESS AND PUBLIC

**Proposed:** Cllr Lyon

**Seconded:** Cllr 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 members of the public and the press left the room, Cllr Rendle remained.*

## PART 2 – Confidential

## 26. TO UPDATE ON DART TO MOUTH DELI IN THE MARKET

The Clerk said that this is in the hands of our solicitor who is dealing directly with the solicitors of the seller and buyer. The Chairman said that she had received a letter from the buyer's solicitor with some points.

It was agreed that the Clerk would discuss this with our solicitor tomorrow.

**27. TO DISCUSS THE LETTER RECEIVED FROM THE MARKET CAFÉ AND AGREE A WAY FORWARD**

There was a discussion about offering the Market Café a sitting out license the same as the one offered to Dart to Mouth Deli.

**Proposed:** Cllr Hibbert

**Seconded:** Cllr Bodinnar

**Resolved:** To offer the tenant of the Market Café a one year sitting out license for the outside seating area, to be consistent with Dart to Mouth Deli.

**28. TO DISCUSS THE LETTER RECEIVED FROM DART KEY CUTTING AND AGREE A WAY FORWARD**

There was a discussion about the letter received from the Dart Key Cutting tenant with regards to the sale of 'Home and Hardware' which is the shop next door.

The tenant expressed her concerns over the potential conflict which may affect her ongoing trade.

Councillors said that they understood her concerns but in the interests of free trade they could not dictate what tenants could or could not sell.

The Chair, Cllr Lucy Williams said that she understood that previously, tenants had been refused on the grounds that it clashed with another tenant in the market and asked what the protocol was, the Clerk and Properties Administrator said there had been an unspoken rule to encourage different shops in the market and not to have duplication. The Chair said that an application had been refused on three occasions because their business clashed with another tenant. Cllr Lyon said that this was because of other reasons but declined to elaborate. Cllr Edsall said that it was within the Council's gift to choose a new tenant whereas we are not in control of this because it's a sale of an existing tenancy. The Properties Administrator also said that we wanted to support the existing tenants and didn't want to make it harder for them by introducing direct competition.

**Proposed:** Cllr Webb

**Seconded:** Cllr Edsall

**Resolved:** To write to the Dart Key Cutting tenant to say that the Council cannot dictate what the new tenant of Home and Hardware can and cannot sell, but on her behalf, Council ask our solicitor to politely ask them to refrain from cutting household keys.

**29. TO DISCUSS THE SALE OF HOME AND HARDWARE AND AGREE A WAY FORWARD**

The Properties Administrator said that this is just to keep you informed that the seller's solicitor has now contacted DTC office, and this is now moving forward.

**30. TO DISCUSS THE LEASE FOR ARCHWAY NO 1 AND AGREE A WAY FORWARD**

The Properties Administrator said this is a license and not a lease and the tenant would like to change the name on the license into his wife's name. She said that this would cost around £500 for a solicitor to do this and asked who would pay this cost. Cllrs felt that this was a reasonable request but that the tenant must pay for these legal fees.

**Proposed:** Cllr Webb

**Seconded:** Cllr Lyon

**Resolved:** To allow the tenant to have a new license drawn up in the name of his wife, and for the legal costs to be met by the tenant.

**31. TO DISCUSS TRADERS PARKING PERMITS IN THE MARKET**

Cllr Shepherd was not in attendance, so this was not discussed.

**Councillors voted to come out of the Confidential Section**

**Proposed:** Cllr Lyon

**Seconded:** Cllr de Galleani

**Resolved:** To come out of the confidential section