

**MINUTES OF THE CORPORATE PROPERTY MEETING OF DARTMOUTH TOWN
COUNCIL HELD ON TUESDAY 11TH APRIL 2018**

PRESENT: Cllrs: R Springett (Chair); R Lyon (Vice Chair)
Cllrs: M Baillie; R W I Cooke (Mayor); A J C Fyson (Dept Mayor); B T
Harriss; F Hawke.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams, Cllr Coles; Cllr Gent; Cllr Thomson.

1. APOLOGIES FOR ABSENCE

Cllrs: T de Galleani; Cllr Smith

2. DECLARATIONS OF INTEREST

Cllr Richard Cooke declared that he is a trustee of the Dartmouth Museum (item 9).

3. CORRESPONDENCE

- **Mayflower 400:** The Clerk said that the committee were making bunting and were looking for help to store around 10 boxes in total 45w x 30d x 30h cm (18x12x12")
Cllr Lyon suggested Ivy Lane attic which is above the recording studio. The Clerk was asked to talk to the Maintenance Manager about this.
- **Railings:** Sgt Iain Simons' email was discussed, there is a problem at one zebra crossing at Townstal; a hedge runs alongside the road but there is a large gap in the hedge and the children run through this gap straight onto the road.
Sgt Iain Simons and Honey Foskett from SHDC have suggested erecting railings on that side of the road.
Cllr Hawke suggested extending the yellow lines either side of the crossing.
Cllr Fyson spoke about how dangerous it is trying to cross College Way and that it is a real problem at certain times of day.
A discussion took place as to which land would belong to DTC or not after the transfer of assets.
The Chairman suggested talking to DCC Highways about erecting railings on the pavement either side of the crossing.
Action: Clerk to contact Devon Highways.

4. EVENTS

There were no events submitted.

5. PROVISION OF A VEHICLE

The vehicle has now been purchased and has been used for many jobs by the Maintenance Manager already, this has improved staff efficiency.

6. GUILDHALL – UPDATE

- **Website** – Still in progress. The new email address of .gov.uk is already in use.
- **Storyboards** – Cllr Thomson reported that she has been in contact with Andy Carter and the large prints have now been ordered. They are hoping that the boards will be ready by Mayor Making.
- **Update on improvements**

- The grey blackout blinds have now been fitted
- The curtains are still being made.
- **Repointing the front of the Guildhall** - The listed buildings officer: Richard Gage advised that we should get a buildings surveyor in to look and give advice.
Cllrs: Lyon & Hawke all suggested some options for action by the Clerk.
- **Kitchen leak** – This will be tackled in the better weather.
- **Review of charging** – The Clerk advised that the ballroom had been done and the remainder will be circulated shortly for comment.
- **Refurbishment budget update** – The Clerk reported that we are in budget.

7. MARKET

- **Converting the traders toilet into a storeroom** - The Chairman said that there has been a proposal from the Maintenance Manager to convert the traders toilet into a store room, the traders toilet is rarely used and for those that do use it on a Sunday they can have a key to the main toilets with the understanding that they will have to ensure it is locked up at the end of the day.
All Cllrs were in agreement that we should do this.
The Clerk said that the only cost associated with this would be from the electrician to remove the electric dryers.
Action: Maintenance Manager to go ahead and convert the traders toilet into a store room
- **CCTV in the market car park** – There is a thought to put CCTV cameras into the market car park to monitor our vehicle and the site of recent fly tipping.
Cllr Hawke said that SHDC tried it in Royal Avenue Gardens a few years ago and it was not successful
The Chairman said that technology has moved on and the police can often recognize people from the CCTV footage.
The Chairman suggested further investigation into this and to possibly talk to Kingsbridge who are using CCTV already.
The conversation turned to CCTV throughout the town and Cllr Fyson said that there was a reluctance at district level to put up CCTV on historic buildings.
The Chairman said we could investigate this as part of safeguarding our assets.
- **Council reserved spaces in the market square car park** - The Chairman reported that the new van is being parked on the Weighbridge and this was satisfactory.
The Mayor said there had been a complaint about a white van being left in the carpark, so we do need to brand this vehicle.
Cllr Hawke said that re-painting the carpark especially for the disabled spaces was needed. The disabled spaces needed to be larger. The Chairman was asked if this could be moved to the market working group who can advise on this. This was agreed.
Cllr Baillie was worried about taking away parking spaces in the market. The Chairman said that we would have to take three spaces to accommodate the vehicles.
Cllr Cooke suggested reserving a space for the Lloyds bank van on market days. The Chairman deferred this to the working group.
Action: For the Market Working Group to look into a) repainting the carpark and to create larger spaces for the disabled bays and b) offering a reserved space for the mobile Lloyds bank van.
- **Gazebos** - Following on from a pre-risk assessment taking place in the market, it was recommended that the office buy two smaller gazebos to go with the two bigger gazebos as a trial to use gazebos instead of the original market stalls.

Cllr Lyon suggested we trial these gazebos for a while before buying any more, just to ensure that they are sufficient quality and will withstand the use.
Cllr Cooke confirmed that this was the intention and if they work then we would move towards buying more.

8. COMMUNITY ORCHARD

Cllr Cooke spoke about transferring the Orchard and the Cemetery to possibly a new committee called 'parks and gardens / outdoor spaces'

Cllr Gent said that terms of reference could be drafted for a new committee before the May Council meeting.

9. BUTTERWALK

- **Flat 6A** – The Chairman said that the family have yet to move out. The Chairman suggested that this flat is not suitable for social housing.

The Mayor said that we were told it would be for local people and instead SHDC put in people from outside of Dartmouth.

The Chairman said that the profit on this flat was less than 6k.

Cllr Harriss said rent it to a local person on the open market.

Cllr Hawke said that he was a great supporter of social housing, but we should have been making money on this property. Also if we aren't involved in supporting social housing then who else is.

Cllr Lyon said that this apartment was beautiful, it had a lovely bathroom & kitchen, it was on two levels with four bedrooms, but it's not suitable for social housing. We'll cost the repairs and then make a decision.

The Chairman agreed that we would wait until after the tenants have gone and we've looked at the flat before making a decision.

- **Museum** – the museum have expressed an interest in taking on all or part of 6a to extend the museum and extra storage.

Cllr Cooke spoke about how the museum had bid for the flat previously.

- **Storage** –DTC need additional and office space. **Action:** to be reviewed at the next meeting.

10. BOATFLOAT

The Chairman asked the Clerk to find out if the first spray had been completed.

11. LONGCROSS CEMETERY

- **Fencing** - This item is in committee.
- **Notices** – Review carried out, notices in production
- **Rules & regulations** – In the work queue

12. IVY LANE

Leak – Cllr Gent confirmed that South West Water have now admitted responsibility for this. Cllr Lyon said we needed to look at our sewage bills when we are seeking a refund. **Action:** Clerk to note.

13. LAND AT SEYMOUR DRIVE

The Chairman said that Cllr Smith has asked if Dartmouth Town Council could buy the land at Seymour Drive which currently has a caravan on it and fencing around it .

Cllr Gent said that he thinks it's a bad idea until enforcement action is taken.

Action: Deferred until a future meeting.

14. NEWCOMEN ENGINE

- **Maintenance schedule** – A copy to be sent to the Town Council offices. **Action:** Clerk to ask the Visitor Centre for a copy.
- **Volunteers and Friends of the Newcomen Engine** – there is now a group of people interested in helping with this.

15. CCTV

Chairman has a list of all the CCTV cameras in the town, and there is a proposal from the Police and Crime and Commissioner's office that a centralized South Hams monitoring office could be set up with help. **Action:** Note and await Police and Crime Commissioner's action

16. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Cooke

Seconded: Cllr Harriss

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.

It was agreed to discuss the item 'Expressions of Interest' later on in the meeting.

17. ANZAC STREET LETTING (HENLEY TRUST)

A discussion took place about this property. The tenant is not meeting the rental shortfall that is paid by SHDC.

The Chairman said that if the shortfall wasn't being paid then we would need to give notice, and this was agreed by all Councillors. **Action:** Town Clerk

18. FENCING QUOTES – Postponed until the May meeting to allow further quotes to be obtained.

19. CHANGES TO THE LEASE FOR UNIT 12 (JILLY'S FARM STORE)

Cllr Lyon reported that the tenant has asked for the terms of her lease to be altered, she would like to sell on her lease but would like the terms of what she sells to be flexible.

A discussion followed, and it was agreed that the council would consider change of use proposals. The Clerk mentioned that the shop has two storage sheds at the back of the market.

These would be useful to the Council and a discussion on altering the lease followed.

Proposal: To advise the leaseholder to make a specific proposal.

Proposed: Cllr Cooke

Seconded: Cllr Harriss

20. REVIEW GUIDANCE FOR APPLYING FOR SHOP UNIT

Councilors reviewed the guidance document for applying for a unit in the market. The document was discussed and a few changes were suggested. It was agreed to accept this.

Proposal: To accept the guidance document for applying for a market shop unit, with the agreed changes. (document attached)

Proposed – Cllr Hawke

Seconded – Cllr Cooke

21. QUOTES FOR THE ORCHARD WALL REPAIRS

This has been postponed until next month awaiting additional quotes. The Chairman advised that we have had trouble getting three quotes in the past, and he would recommend we proceed with whatever we have by the next meeting.

22. EXPRESSIONS OF INTEREST

The Councilors scrutinized the applications for unit 18, central building, each application was considered for suitability.

A number of applications were thought to be suitable, but all Councilors agreed that no 7 selling 'Vintage classic clothes for sale and exchange' was the best option.

Proposal: To offer unit 18, central building to applicant no 7 selling 'Vintage classic clothes for sale and exchange'

Proposed: Cllr Baillie

Seconded: Cllr Harriss

All Councilors in favour.

Proposal: To come out of committee

Proposed: Cllr Cooke

Seconded: Cllr: Harriss

The meeting closed at 19.22

EXCLUDE THE PRESS AND PUBLIC

Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public.