

**MINUTES OF THE CORPORATE PROPERTY MEETING OF DARTMOUTH TOWN COUNCIL HELD ON
TUESDAY 11th SEPTEMBER 2018**

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

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Charley Adams - Dartmouth Chronicle.

39. APOLOGIES FOR ABSENCE

Cllrs: B Harriss; S Thomson.

40. DECLARATIONS OF INTEREST

Cllr de Galleani declared an interest in the Old Market.

41. CORRESPONDENCE

The Old Market – One tenant had requested assistance following the break in as the damage to her shop had affected her trade. There was a brief discussion and it was proposed that a rent reduction of up to 75% be offered until repairs are completed.

Cllr Fyson entered the room

Proposed: Cllr Pritchard-Tagg

Seconded: Cllr Gent

Resolved: To offer a rent reduction up to 75% to the tenant who had received the most damage.

Five Councillors voted for this proposal

There were two abstentions

Manor Gardens toilets – Email received from SHDC to be discussed under item 46 Public Toilets.

42. EVENTS

There were no events noted

43. ROYAL AVENUE GARDENS BUILDINGS

The Chairman advised that the Corporate Property committee would look after the buildings and the War Memorial in Royal Avenue Gardens and also all the other buildings in Coronation Park and the Castle Estate that have transferred over with the transfer of assets from SHDC.

Cllr Hawke entered the room

War memorial - Cllr de Galleani asked whether the war memorial could be secured during large events to stop people using it as a shortcut, perhaps just to put a little strip of rope across to deter people from using it.

The Chairman asked for all Councillors to have a think about what can be done and to bring it back to the next meeting.

Bandstand - Cllr Gent asked about the state of repair to the band stand gates and the Clerk was asked to chase this up with SHDC.

The Chairman advised that the Maintenance Manager has recommended we take the glass out of the windows and replace the glazing bars.

Turnstiles - The Chairman spoke about the public toilets and that the Committee were interested in the idea of putting half-length turnstiles inside the door. The Chairman proposed the office went ahead and gathered quotes for turnstiles in Royal Avenue Gardens.

Cllr Lyon commented that he had been down to measure up and confirmed there was enough room to fit a turnstile into both the ladies and the gents and was asked to take this forward and work with our Maintenance Manager to gather quotes.

After gathering quotes, it has been ascertained that turnstiles will not fit and the existing pay on entry system is being activated whilst we consider the way forward.

Showers - Cllr Lyon spoke about the showers and reported that the men's shower block has been closed because they have not been working since we took ownership of them.

The Chairman suggested we lock the doors on the women's showers as well and monitor if there was any interest in having them opened again.

There had been comments that the showers were not hot and didn't work very well so would require maintenance to get them up to a good standard.

Subsequently we have found there is a demand for showers, so we propose that the women's showers are converted to unisex and we continue to monitor usage.

Meters - Cllr Lyon reported that he had asked SHDC to advise us of which electric and water meters we are responsible for and to send us over the meter numbers. He added that we would need to ensure that the money used in electricity and water would need to be covered by the rent for the events.

There was also a discussion about unauthorised usage of water and that this needs to be raised with the Maintenance Manager who knows how this can be prevented.

44. CORONATION PARK

RNLI - The Chairman asked about the ownership of the RNLI hut the Clerk was asked to check if we have received the lease for this.

Turnstiles - A question was raised as to whether the toilets needed turnstiles as well.

Cllr de Galleani thought it was not necessary and the Chairman said to try RAG first and see how that worked.

Depot - Cllr Baillie mentioned problems during the delivery of the storage units which blocked the approach road.

After discussion with the Groundsman it was ascertained that all the necessary signs had been displayed.

Putting Green - The Mayor said he had been approached by a member of the public who wanted to open a putting green, the Mayor said that this item should be moved to the Parks & Open Spaces committee.

This was agreed by all Cllrs.

45. CASTLE ESTATE

Cllr Lyon said that DTC should write to the Castle Tea Rooms, English Heritage and St Petrox Church to inform them that we are considering closing the toilets and do they want to take them over or at least contribute to them.

The Clerk to discuss with the Mayor and write a letter to them.

46. PUBLIC TOILET

The correspondence from SHDC regarding the closure of the public toilets was confusing, and after discussion the Chairman suggested the Clerk write to SHDC to clarify the current position.

47. GUILDHALL – UPDATE

Storyboards - these are still in progress.

Open day – to be actioned by Cllr Thomson.

Refurbishment budget update – The budget currently stands at £67,792.

Outstanding items include audio in the Council Chamber and Stage Curtains.

Ballroom curtains – Comments had been received as to why the stage curtains were red and didn't match the new curtains.

A quote from the existing contractor for new matching stage curtains had been obtained for £1,520 + vat.

Proposed: de Galleani

Seconded: Cllr Pritchard-Tagg

Resolution: To accept the quote for stage curtains (£1,520) from the company who produced the curtains for the Ballroom.

Cllr de Galleani asked why the window curtains didn't extend down to the window sill, the Chairman said they had been replaced like for like. Cllr de Galleani asked if they could be extended and after research this has not proven practical.

Cllr Baillie asked if we had air conditioning in the Ballroom and the Chairman confirmed we do not.

Office space – There was a discussion about the current office space available and that a new member of staff would be joining the team at the end of October 2018. The Clerk asked if it would be possible to trial limiting the hours when Cllrs come into the office from between 10-12 every day and asked if Cllrs may like to either phone or email instead of coming into the office, or to phone and make an appointment if they couldn't come in between 10-12.

The committee agreed to trial this but would look at other alternatives if this trial didn't help.

Audio enhancement in the Council Chamber – The Chairman had spoken to Totnes Town Council previously about their audio system and they confirmed that they didn't have an audio system, but that instead somebody recorded their meetings and a transcript was produced for an additional fee, The Clerk for Totnes Town Council confirmed that they were looking into an audio system and would be happy to work with us on this.

There was a discussion about other systems that other Councils use, and the Clerk was asked to talk to the Totnes Town Clerk about working together for delivery of an audio system.

Council office – The Chairman reported that the upstairs windows needed attention it was agreed to ask the Main Man to invest and obtain quotes as necessary.

48. MARKET

Designated smoking areas – this is in the work queue

Repainting the parking spaces in the market square car park - this is in the work queue

Barriers around trees – this is in the work queue

Security of the market – following on from the market being broken into, measures have been taken to secure the market. The smaller wicket gate at the front of the market has been decommissioned and the entrance and exit is now via the big gates at the back of the market. We had already chained up all the barriers and ladders which had aided a break in some years ago and we will check if additional security needs to be done.

49. COMMUNITY ORCHARD

Wall repair - this is in hand.

50. BUTTERWALK

Flat 6A - DTC are progressing with the museum lease.

51. BOATFLOAT

Signs - The Chairman spoke about the sign that points to the Market at the end of the boatfloat which needs to be replaced because it's unattractive, a solid sign would be better. Cllr de Galleani declared an interest in this item.

The Clerk was asked to investigate this and report back.

It was noted that Seaton and Lyme Regis have nice signs about not feeding the gulls.

An example had been obtained by the Clerk.

Silt on the boatfloat bed - The Mayor spoke about doing some work to remove the silt at the bottom of the boatfloat and may this be worth investigating again with the Harbour Master. The Clerk was asked to contact Mark Cooper from the Harbour Authority to discuss removing the silt in the boatfloat and ask if we could join forces.

52. LONGCROSS CEMETERY

Privacy Fencing - this will be commencing in October.

53. IVY LANE

Cllr Gent reported that the new cupboard will be completed this week and asked for some help with sorting from perhaps somebody in the office. It was also noted that one of the surplus cookers would be moved to Flat 6A.

54. NEWCOMEN ENGINE

The Chairman reported that he's arranging a service of the Newcomen Engine in November. There was a discussion about the state of the Newcomen Engine room which is currently being used for storage and this important engine deserves better treatment. The Clerk was asked to contact them about this.

55. CCTV

The Chairman reported that he and Cllr Fyson had attended a presentation on the system they have in Exeter. We have received a proposal from a company who had been contacted by Sgt Simons and we are waiting for a further survey and proposal of an alternative contractor.

The Chairman stressed that we should be wary about taking on any data protection role along with the CCTV, if it was networked with other towns the data would be held elsewhere.

56. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Gent

Seconded: Cllr Lyon

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.

57. QUOTES FOR THE UPPER WINDOW IN UNIT 18, THE OLD MARKET.

Two quotes were presented to fix the broken window in the Market and the Clerk informed Councillors that the third company declined to quote.

There was a discussion about the two quotes and the 'hard wood' second quote was accepted.

Proposed: Cllr Lyon

Seconded: Cllr de Galleani

Resolved: That DTC accept the hard wood quote for £2,116.00 from the second quote was accepted, it was also asked for this to happen straight away considering the recent break ins.

Meting finished at 7.12 pm

ACTIONS

- The Clerk was asked to find out when the band stand gates would be fixed
- The Clerk was asked to check if we have received the lease for the RNLI building.
- The Clerk was asked to write to the Castle Tea Rooms, English Heritage and St Petrox Church to inform them that we are considering closing the toilets and do they want to take them over or at least contribute to them.
- The Clerk to write to SHDC to clarify the current position on Manor Gardens toilet
- The Clerk was asked to talk to the Totnes Town Clerk about audio solutions in the Council Chamber.

- The Clerk to ask the Maintenance Manager to investigate the windows in the Guildhall Office.
- The Clerk was asked to investigate the market sign that hangs on the Boatfloat and report back.
- The Clerk was asked to contact Mark Cooper from the Harbour Authority to discuss removing the silt in the boatfloat and ask if we could join forces with them when they next schedule similar work.
- The Clerk was asked to contact the Dartmouth Visitor Centre about tidying up the Newcomen Engine room.