

**CORPORATE PROPERTY
COMMITTEE**

16th June 2015

Present

- *Councillor R Springett – Chairman
- *Cllr S Smith – Vice-Chairman

- #Cllr M Baillie
- #Cllr L M Barnes
- *Cllr G B F Coles
- *Cllr R W I Cooke – (Deputy Mayor)
- *Cllr A J C Fyson
- *Cllr F J Hawke
- #Cllr R M Lyon – (Town Mayor)
- *Cllr R F Rendle

Observers: Cllr D M Gent (until 6.08pm)
Cllr S E Thomson

Also in attendance 3 members of the public.

- *Denotes attendance
- #Denotes apology for absence

1. ELECTION OF VICE-CHAIRMAN.

Proposed: Cllr F J Hawke
Seconded: Cllr G B F Coles

Resolved: That Cllr S Smith be elected Vice-Chairman of the Corporate Property Committee for the ensuing year.

2. DECLARATIONS OF INTEREST.

There were none.

3. CORRESPONDENCE.

A request from Dartmouth Food Bank for additional space to run a Citizens Advice Bureau and Dartmouth Caring advice service for their clients had been received. Cllr Gent informed the meeting that the room suggested for use for these services was the recording studio above the kitchen area. The Citizens Advice Bureau had confirmed that they were happy to use the kitchen area. Cllr Fyson explained that this would be use by the CAB during time when Ivy Lane was hired out to the Food Bank.

The Committee view was that there was no objection to either the CAB or Dartmouth caring having space at Ivy Lane but the request needed to come from them. The Clerk would write to the Citizens Advice Bureau and Dartmouth Caring to ask them to confirm their requirements to the Town Council.

Cllr Gent left the meeting at 6.08pm.

4. ORCHARD.

- a) A request had been received from the Friends of the Community Orchard for the purchase of equipment, details of which had been circulated to members. It was noted that the equipment purchased would remain property of the Town Council and be stored in the ex-sub-station at the Community Orchard. The Clerk would add this to the Town Council's insurance schedule and ensure that volunteers using the equipment signed a waiver. All members agreed that the Friends of the Community Orchard should carry out additional work that would make the Orchard an even more valuable community and habitat resource.

Proposed: Cllr S Smith

Seconded: Cllr R W I Cooke

Recommended: That the Town Council support the purchase, storage and insurance of equipment for use by the Friends of the Community Orchard.

- b) A copy of the Habitat Management Plan from Devon Wildlife Consultants and Responses from the Friends of the Orchard and Dartmouth Green Partnerships had been circulated to members. The

Chairman commented that this was a useful document but could be improved by another visit from the Devon Wildlife Consultants during the summer months. The Clerk would investigate the cost of a second visit. The Friends of the Community Orchard would provide a management plan proposal derived from the Habitat Management Plan for discussion at the next meeting of the Corporate Property Committee. The Clerk recommended that it would be appropriate to consider the future maintenance contract at the same time as it would come up for renewal in 2016.

5. **UPDATES COUNCIL PROPERTIES.**

a) **Flat 8A, The Butterwalk**

The Clerk reported that the refurbishment had been completed. The matter of the tenancy would be considered as an urgent item at the end of the meeting.

b) **Boatfloat spraying**

The Clerk reported that South Hams District Council staff had sprayed part of the Boatfloat walls during the past week and this would be completed in the next two weeks.

c) **Pathway at St Saviour's Churchyard**

The Clerk reported that work had started on the pathway in St Saviour's on Monday 15th June 2015; it was hoped that this would be completed within a week.

Members asked that a tour for Councillors of the Butterwalk properties be arranged where possible, during the third week in July.

6. **REPORT FROM THE MARKET MANAGEMENT GROUP.**

Cllr Hawke reported that he and Cllrs Chilcott, Barnes and the Clerk had met with the Market shopkeepers on 10th June 2015 and a meeting was proposed with the Market stall holders on Friday 26th June 2015. A full report would be brought back to the next meeting of the Corporate Property Committee with the aim of improving the working relationship with all market tenants and stall holders. The Market Management Group was also looking at car parking and staff responsibilities and would bring all items together in their report.

Proposed: Cllr R W I Cooke
Seconded: Cllr S Smith

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that press and public be excluded and that they be instructed to withdraw.

7. QUOTATIONS FOR THE BUILDING WORK FOR THE GUILDHALL LIFT SHAFT.

Details of 2 quotations for the building of a lift shaft were laid round the table.

Proposed: Cllr R W I Cooke
Seconded: Cllr A J C Fyson

Recommended: That quotation 1 for £13,030.00 plus vat be accepted.

8. QUOTATIONS FOR THE GUILDHALL KITCHEN

Details of 3 quotations for new catering equipment for the Guildhall main kitchen were laid round the table.

Proposed: Cllr A J C Fyson
Seconded: Cllr G B F Coles

Recommended: That quotation 2 for £12,728.00 plus vat and £1,000 for installation be accepted with the date for the installation to be determined at a later date.

9. FLAT 8A THE BUTTERWALK.

The Clerk reported that there were already two applicants for the tenancy of Flat 8A The Butterwalk and sought members advice on how to proceed. It was agreed that the tenancy of Flat 8A would be advertised in the normal manner.