

DARTMOUTH TOWN COUNCIL
MINUTES OF THE CORPORATE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL
CHAMBER OF DARTMOUTH GUILDHALL ON TUESDAY 12TH MARCH 2019

PRESENT: Cllrs: M Baillie; A Fyson (Deputy Chairman); T de Galleani; D Gent; 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; and a member of the public

PART 1 – OPEN TO THE PUBLIC

88. APOLOGIES FOR ABSENCE

Cllrs: Hawke; Harriss.

89. DECLARATIONS OF INTEREST

Cllr de Galleani declared an interest in the Market

90. CORRESPONDENCE

None

91. CASTLE ESTATE

These two items were discussed together

- **Car park**

Cllrs discussed the option of re-instating the parking meter in the car park at the Castle and the staff were asked to get some quotes for installing a new machine.

There was the suggestion for the staff to contact both English Heritage (head office) and the Café to discuss options moving forward.

- **Toilets**

Cllrs discussed the option of installing a pay on entry machine for both male and female toilets at the Castle and staff were asked to get quotes.

Staff were also asked to talk with English Heritage and the Café to discuss options moving forward.

Proposed: Cllr de Galleani

Seconded: Cllr Thomson

Resolution: Staff to write to the café and English Heritage to discuss options for the toilets and the car park moving forward. Staff to go ahead and get quotes for the parking meter.

The quotes for the pay on entry machines were discussed within the confidential section.

88. TOILETS

- **Changes to the contract for toilet cleaners**

Clerk reported that the cost for the contractors had increased because our 3-month agreement had ended and now we were on a rolling contract.

Cllrs discussed the possibility of bringing the toilet cleaning in house and it was suggested that the office investigate the possibility of doing this and bring it back to the next Corporate Property meeting.

89. CORONATION PARK - ANCHORSTONE CAFÉ

- **Tennis Court issues**

Management/Prices - Following a meeting with the tenants from Anchorstone Cafe, the management and distribution of the annual passes will now be brought into the council office.

The annual charge for an adult will be increased to £120, and for a junior annual pass it will be £40.

Anchorstone Café will continue to manage and distribute the daily passes and introduce a weekly pass for both adults and juniors (under 16).

The prices will be: Adult weekly pass will be £15; Junior weekly pass will be £5; Adult daily pass will be £3; Junior daily pass will be £1.

Proposed: Cllr Springett

Seconded: Cllr Lyon

Resolution: To agree the increase and changes in prices:

- Adult annual pass - £120
- Junior annual pass - £40
- Adult weekly pass will be £15
- Junior weekly pass will be £5
- Adult daily pass will be £3
- Junior daily pass will be £1

Terms and Conditions - The Property Administrator had taken the existing terms and conditions and updated them, Cllrs reviewed these and made some suggestions.

Proposed: Cllr Gent

Seconded: Cllr de Galleani

Resolution: To accept the new Terms and Conditions pending the suggested changes.

All Cllrs attending the meeting were in favour.

Information - Cllr thought it would be a good idea to have information on display at the tennis courts which would include the pricing, where to buy passes, information about tokens for the electricity meter and the terms and conditions / rules of play.

A-Board - Cllrs were happy with an A board to advertise the tennis but it was noted that it should be kept up to date.

Policing of non-payers – The Clerk said that in the daytime Anchorstone Café police the tennis courts. The tenants had asked if the Council were able to police it in the evening to check that all players have paid for a pass, but the Clerk said that she didn't have any staff members easily available in the evenings to do this. Cllrs discussed this and Cllr Gent said that he would talk to the representative for the tennis association to see if they can help with policing this.

Cllrs suggested a key pad to be fitted but that this would probably be subject to vandalism.

- **Lease**
This was discussed in the confidential section.

- **Alcohol license**
Proposed: Cllr Gent
Seconded: Cllr de Galleani
Resolution: to allow the tenants to apply for an alcohol license on the condition that alcohol would be served with food only.

- **Music license**
Proposed: Cllr Gent
Seconded: Cllr Lyon
Resolution: To allow the tenants to play music on the condition that it does not disturb other people using the park, and that this would have to be revisited if there were complaints.

- **Seasonal Sales Area**
Cllrs discussed this and were not in favour of a seasonal sales area.
Proposed: Cllr de Galleani
Seconded: Cllr Lyon
Resolution: Not to allow a seasonal sales area.

- **Water Fountain**
Cllrs were in favour of a water fountain attached to the Anchorstone kiosk.
Proposed: Cllr de Galleani
Seconded: Cllr Lyon
Resolution: To allow a water fountain to be attached to the Anchorstone kiosk.

- **Moving the toilet door**
Cllrs were in favour of moving the toilet door to the end of the building and away from where customers queue.
Proposed: Cllr Lyon
Seconded: Cllr Gent
Resolution: To allow the toilet door to be moved to the end of the building.
- **Flowerbed**
Cllrs said that the tenants should talk to the Town Groundsman about we can work together on the flowerbed.

90. MARKET

- The Chairman reported that the new no smoking signs are up.

91. GUILDHALL

- **Storyboards** - The Chairman reported that the story boards have now been fitted and look very good.
- **Tenant in the upstairs office** - The Clerk reported that the tenant in the office above the Council office has now been given notice, he has been offered the two rooms in flat 6A but he has declined these. The Council are currently looking into any other options.

92. BUTTERWALK

- Flat 6A possible subsidence – The Chairman reported that there is possibly some subsidence in the walls of flat 6A. This could have come about from the very dry summer and very wet winter as well as the building works that are taking place nearby at the Police Station.
The idea is to fill the cracks and paint over them.

93. BOATFLOAT

- **Spraying of the walls update** – staff will ask the Boatfloat Supervisor to schedule a spraying of the walls.
The Mayor recommended a minimum of three times a year.

94. NEWCOMEN ENGINE

- The Chairman gave an update, there has been a successful service of the engine.
A new valve has been fitted in the pump
Created a new sound box to reduce the noise
Need to reduce the time on the £1 coin from 3 mins to 2 mins
A service is needed on the bilge pump and also to note that the water outlet is currently blocked.

95. 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.

PART 2 – CONFIDENTIAL

96. ANCHORSTONE LEASE

Anchorstone Café had asked about the possibility of increasing their lease due to the additional work that they have already done to the building and the additional work that they are proposing to do. The tenants would be happy to pay for this.

The Clerk suggested that the Council could terminate the existing lease and produce a new lease which would last for a 6 year period.

The Chairman said that because the payment for the annual pass was coming into the Town Council offices, and the tenants wouldn't receive the usual percentage from the management of this, that he proposed the scheduled 3 yearly rent increase was suspended but that it should be looked at after 3 years which would be half way through the lease.

The Cllrs also discussed the sitting out license which lasts for the duration of the existing lease the rent for this area can also be reviewed at the midpoint of the new lease.

Proposed: Cllr Gent

Seconded: Cllr Lyon

Resolution: To surrender the existing lease and create a new one for 6 years. With a rental review at the 3 year point for both the lease and the sitting out license.

97. CASTLE TOILETS

Pay on entry system quotes

Cllrs said that as per discussion earlier, we would be entering into negotiations first with the Café and English Heritage.

Following on from these discussions, and if the Café and English Heritage are not interested in assisting with the toilets then Cllrs thought that quote no three would be the best as it was very reasonable and had the ability of adding on options like accepting card payments.

Cllr Pritchard-Tagg said that he felt that quote no three was the best option because a lot of people do not carry change, but usually carry a card.

Proposed: Cllr Pritchard-Tagg

Seconded: Cllr Thomson

Resolution: To accept quote no three for £5,850 if we go ahead with adding a pay on entry into the toilets.

98. LEASES FOR THE BOATFOAT KIOSKS'

There was a discussion about whether the kiosks around the boatfloat needed to go out to tender at the end of their three-year license or if the Council should just renew if they are good tenants. This would be in line with the small units in the Market.

Proposed: Cllr Lyon

Seconded: Cllr Pritchard-Tagg

Resolution: To go ahead and renew the leases on the kiosks around the boatfloat.

99. OUTDOOR SEATING AREA FOR THE MARKET CAFES

Cllrs discussed the outside seating areas for the two cafés in the market. Cllrs said that they would be happy to create a one-year license if they require it which could be renewed annually, the cost of this should go to the café owner. If they do not require it then the current good will agreement remains.

Proposed: Cllr Pritchard-Tagg

Seconded: Cllr Baillie

Resolution: To create a one-year license if they require it, and the cost of this should be met by the tenant.

100. FLAT 6A

The Properties Administrator explained that she had three quotes for the carpet in the hall and the lounge.

Proposed: Cllr Lyon

Seconded: Cllr Pritchard-Tagg

Resolution: To accept quote no one for £2,250.

101. IVY LANE REFURBISHMENT REPORT

Cllrs discussed the refurbishment of Ivy Lane and the Chairman said that one of the first jobs would be skimming the walls.

The Properties Administrator explained that she had three quotes for the skimming of the walls.

Proposed: Cllr Fyson

Seconded: Cllr de Galleani

Resolution: To choose quote number three for £2,950

The Mayor also spoke about additional work that may need to be done alongside this which he felt would be under the £1,000 bracket.

The Chairman announced that Ivy Lane would be closing from 1st April for refurbishment.

Cllrs voted to come out of the confidential section