

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 11th October 2022 at 6.00 pm**

**PRESENT:** Councillors: R Bickford, J Dent (Chairman), S Miller (Vice-Chairman), P Samuels and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bullock, J Peggs and B Stoyel.

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#### **18/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **19/22/23 DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **20/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**21/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 2ND AUGUST 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on Tuesday 2<sup>nd</sup> August 2022 were confirmed as a true and correct record.

**22/22/23      TO RECEIVE, REVIEW AND SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.**

Councillor Miller arrived and joined the meeting.

Members discussed the budget setting for the year 2023/24.

It was proposed by Councillor Dent, seconded by Councillor Bickford and resolved to **RECOMMEND** the Property Maintenance Five-Year Repair and Maintenance Plan for the year 2023-24 to the Services Committee meeting to be held on the 13th October 2022 as attached.

Councillor Bickford left the meeting.

23/22/23

**TO RECEIVE QUOTES FOR THE APPOINTMENT OF A TOWN COUNCIL BUILDING SURVEYOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford returned to the meeting.

The Town Clerk provided an overview on the three quotes received for various works that require specialist advice.

The Town Clerk added that Company C confirmed they were unable to quote due to current work load.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to appoint Company B as the Town Councils Building Surveyor to be reviewed annually, subject to the Town Clerk seeking references from local Town and Parish Councils. See attached outline fee structure for costings.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

The Town Clerk brought Members attention to the Services Committee Professional Fees budget code 6418 available funds.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee:

1. To create a new budget code Professional Fees and vire £5,000 from General Reserves to the new budget code for the year 2022-23;

**Please note; a new budget code is not required as budget code 6418 Professional Fees already exists for this purpose)**

2. To provide continuation of the budget for Professional Fees for the year 2023/24 with a suggested available budget of £10,000 per annum.

**24/22/23      TO RECEIVE AN UPDATE ON THE GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following the sub committees delegated authority to the Town Clerk at the previous Property Maintenance Sub Committee held in August - minute nr 9/22/23, the Town Clerk updated Members on the investigation and appointment of relevant professionals to repair identified areas requiring maintenance works.

Areas requiring maintenance and repair work includes the Guildhall sash windows and repainting of identified areas internally and externally.

The Town Clerk advised Members the Guildhall Building is listed therefore planning permissions may be required and advised Members to seek advice from the newly appointed Building Surveyor prior to works commencing.

The Town Clerk added that the repainting of damaged areas internally and externally are to commence upon the sash windows being repaired.

It was **RESOLVED** to note.

**25/22/23      TO RECEIVE AN UPDATE ON THE TOWN COUNCIL PREMISES TO REDUCE ENERGY COSTS AND MOVE TOWARDS A NET ZERO POSITION.**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to provide delegated authority to the Town Clerk to liaise with the appointed Building Surveyor to further investigate options for Members consideration to reduce the Town Council's energy costs and assist in moving towards a net zero position.

**26/22/23      TO RECEIVE AN ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members requested future clarification and definition of the supply points detailed in the report.

It was **RESOLVED** to note.

**27/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**28/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

**30/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**31/22/23      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.20 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only									
Item	Budget	2022/2023 Current Year	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Approved	comments
<b>Guildhall - Major works</b>	<b>EMF</b>								All major works completed in 17/18
External & Internal repairs and decorations	6470 GH EMF Guildhall Maintenace	£20,000.00	£10,000.00	£0.00	£0.00	£0.00	£0.00		An EMF balance of £47,593 has been carried over, and a further £20,000 was added to this at the beginning of 2022/23.
Refit of kitchen area	6470 GH EMF Guildhall Maintenace		£0.00						Completed Dec 2020 at cost of £3,563.59
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenace	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		Completed 2013-2018, to be reviewed for 2024/25
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenace		£0.00						Completed June 2018
Painting works to Guildhall	6470 GH EMF Guildhall Maintenace		£0.00						Completed June 2018
Replace Guildhall Kitchen	6470 GH EMF Guildhall Maintenace		£0.00						Completed December 2020
Passenger Lift (Six Month Check insurance requirement) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		OTIS - Building Surveyor to go through report produced by OTIS £16,000 quote received most of the items are recommendations. Building Surveyor and Town Council insurance company reviewed Otis recommendations and advised the works are not required
	<b>TOTAL</b>	<b>£20,000.00</b>	<b>£10,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Maurice Huggins Room</b>	<b>EMF</b>								
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room		£0.00						£12,985 expended in financial year 2019/20 (May-Nov) on improvements works
	<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Longstone Park Depot</b>	<b>EMF</b>								
Installation of 300mm Loft insulation and loft hatch/ladder									Total cost £880 completed January 2020
External & Internal repairs and decorations	7170 Longstone Depot Capital Works	£0.00	£2,000.00	£0.00	£0.00	£0.00	£0.00		
	<b>TOTAL</b>	<b>£0.00</b>	<b>£2,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Library</b>	<b>EMF</b>								
Roof replacement and repair									£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£102,300.00	£10,000.00						Original Estimate £122,000 - £199,930 loan received 1st April - annual repayment cost of £23,000
Refurbishment Works to include:	Public Works Loan Board & 6971 EMF Library Property Maintenance	£103,405.80	£0.00						
Professional Fees for the above	Public Works Loan Board & 6971 EMF Library Property Maintenance	£14,399.41	£0.00						£8,228.24 spent on professional fees to date
Other Costs	Public Works Loan Board & 6971 EMF Library Property Maintenance	£231.00	£0.00						
Renew housings to extraction units	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						
Repairs to rainwater goods	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						
Planting areas to west elevation	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						Original Estimate £2500
Additional office Space and staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						Original Estimate £34950
Internal and External decorations (making good from replacement of curtain walling)	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						Original Estimate £5000
Café Area	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						Original Estimate £12000

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only									
Item	Budget	2022/2023 Current Year	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Approved	comments
Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						Original Estimate £1500
Public disabled toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl	£0.00						Original Estimate £8000
Refurbishment Works Shortfall Increase in Materials	6971 LI EMF Saltash Library Property Maintenance	£20,574.00	£0.00						
	<b>TOTAL</b>	<b>£240,910.21</b>	<b>£10,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Isambard House</b>	<b>EMF</b>								
Station refurbishment	6473 Station Building (Purchase and Captial Works)		£0.00						Completed March 2020 - snags including crack across floor, stained chimney slates and tarnished door furniture still to be addressed
External & Internal repairs and decorations	6870 Isambard House		£0.00						
	<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Public Toilets</b>	<b>EMF</b>								It is more cost effective to maintain public toilets as a group, the current operational expenditure is £1,670, with a budget of £4,024
<b>Waterside</b>									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£10,000.00	£0.00						£10,000 capital works recommended by property maintenance sub-committee 2022-23
<b>Alexander Square</b>									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)		£0.00						
<b>Longstone</b>									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)		£0.00						
<b>Belle Vue</b>									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)		£0.00						
	<b>TOTAL</b>	<b>£10,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Heritage Building</b>	<b>EMF</b>								
External & Internal repairs and decorations as per lease agreement	6471 Hertiage Centre	£5,000.00	£0.00						
	<b>TOTAL</b>	<b>£5,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Cemeteries</b>	<b>EMF</b>								
Joint Burial Board - St Stephens			£0.00						Work to cemetery wall complete £50k
	<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
Burial Authority - Churchtown			£0.00						6070 Churchtown Cemetery Capital Works
	<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Outdoor Land and Fences</b>	<b>EMF</b>								
Victoria Gardens	6588 Victoria Gardens	£10,000.00	£0.00						Devoultion
Pillmere land			£0.00						
Playparks	6571 Saltash Recreation Areas	£10,000.00	£20,000.00						Capital Works
Waterside development			£0.00						on hold
	<b>TOTAL</b>	<b>£20,000.00</b>	<b>£20,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Waterfront Pontoon</b>	<b>EMF</b>								Current pontoon maintenance costs are budgeted at £6,000, and have spent £7,173. This is already overbudget due to insurance claim allocated to budget code - further investigation required

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Item	Budget	2022/2023 Current Year	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Approved	comments
Pontoon Management	6584 Pontoon Maintenance Cost	£0.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00		No increase 2023-24, but to forecast from 2024-25 to cover survey cost
Water supply to pontoon									on hold
New toilet toilet/shower block									on hold
	TOTAL	£0.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00		





### Outline Fee Structure

You have kindly set out in your email 8 examples of types of work required from a Chartered Building Surveyor.

- 1) **Surveying Property.** We quote individually for all of our property surveys, based on our assessment of the property size and complexity.

As a guide, we are currently undertaking level 3 pre-purchase building surveys on residential property at an average fee of £850.00 + VAT (£1,020.00) per instruction.

We have undertaken larger commercial and office building stock condition style work or planned maintenance scheduling and fees for those instructions range from £1,250.00 to £2,250.00 + VAT (£1,500.00 to £2,700.00), again depending on size and complexity.

For building survey instructions, we would meet with Council representatives to discuss the instruction and then provide you with a formal written survey quotation for your consideration. Our initial scoping meeting of the instruction with you is at no cost.

- 2) **Procurement Documents to Tender.**
- 3) **Analysis from Tender.**
- 4) **Contracts.**

We are able to undertake design and specification services for building projects in-house where appropriate and working alongside other consultants where necessary, including architects, mechanical and electrical engineers and structural engineers. We have experience of producing tender documents including drawings, written specification and preliminaries, trade preambles and pricing documents.

Our fee structure is individual to each instruction but for production information work on projects, we would be working at a percentage fee for the whole project for which we would usually require around 45% stage fee up to tender information stage.

For example, if we were involved in a project with an expected value of £100k, and working at a percentage fee of 10%, then at tender production stage fees would be 45% of 10% £100k i.e. £4,500.00 + VAT (£5,400.00).

In relation to contracts – we prepare standard contract forms between employer and contractor using the JCT suite. On occasion we have collaborated with a quantity surveyor for specific contract variations where the standard suite documentation requires adjustment.

- 5) **Planning Applications.** We can prepare and submit planning applications for relatively and straightforward projects.



Where projects are more complex, or involve potentially contentious change of use, we have worked alongside a planning consultant such as James Wells Planning Consultancy. On those occasions we have led the project planning application, drawing in consultancy experience to assist with design statements and responding to particular planning policy.

Fees for planning applications vary depending on size and complexity. Typically, for a relatively simple and modest application for building extension work, fees would be around £2,500.00 + VAT (£3,000.00) for planning application preparation and submission.

- 6) **Project Management.** Our project management services include full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day-to-day queries, variations, valuations and final accounts.

We usually act on project management instructions at a percentage fee based on the project cost. The percentage fee varies depending on size and complexity. We are currently working as contract administrator on a substantial social housing



project with a value of over £800k where our project fee is 5%. Equally, we are working as contract administrator on a domestic extension project with a value of under £100k where our percentage fee is 12%.

Hopefully this gives you some idea of the fee range. We would meet and review each project management instruction with you and prepare a dedicated quotation for that particular service for your consideration. Again, that initial scoping meeting is at no cost.

- 7) **To Attend Town Council Meetings.**
- 8) **To Advise the Town Council on the 5-Year Repair and Maintenance Plan to Allow Successful Budgeting Over a 5-Year Period.**

If we were to attend Council meetings and have meetings with representatives to advise on the 5-year plan, then that style of work would be charged at our standard hourly rate of £100.00 + VAT (£120.00). We do not charge for any travel or other disbursements.