



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

5 May 2023

Dear Councillor

I write to summon you to the meeting of the **Devolution Sub Committee** to be held at the Guildhall on **Thursday 11th May 2023 at 6.30 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows  
Town Clerk

**To Councillors:**

R Bickford R Bullock S Gillies S Martin J Peggs B Samuels P Samuels D Yates	All other Councillors for information
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## Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.

7. To receive and approve the minutes of the Devolution Sub Committee held on 17th March 2023 as a true and correct record. (Pages 4 - 11)
8. To consider Risk Management reports as may be received.
9. To receive Cornwall Councils Tree Condition Survey and Maintenance Report on Victoria Gardens and consider any actions and associated expenditure.
10. To receive the Town Council Building Survey Report on Victoria Gardens and the Maurice Huggins Room and consider any actions and associated expenditure. (Pages 12 - 47)
11. To receive and consider Cornwall Councils revised Heads of Terms for Victoria Gardens and consider any actions and associated expenditure. (Pages 48 - 53)  
**(Pursuant to FTC held on 13.04.23 minute nr. 19/23/24)**
12. To receive an update on Friends of Victoria Gardens and consider any actions and associated expenditure.
13. To review the Town Council Long-Term Vision for Victoria Gardens and the Maurice Huggins Room and consider any actions and associated expenditure. (Page 54)
14. To review the Town Council Devolution Programme and consider any actions and associated expenditure. (Page 55)

15. 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.
16. To consider any items referred from the main part of the agenda.
17. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
18. To consider urgent non-financial items at the discretion of the Chairman.
19. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      To be confirmed.

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Friday 17th March 2023 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock (Vice-Chairman), S Gillies, S Martin (Chairman), J Peggs, B Samuels, P Samuels and D Yates.

**ALSO PRESENT:** Councillor S Miller, S Burrows (Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** None.

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#### **19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **20/22/23 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to elect Councillor Martin as Chairman of the Devolution Sub Committee.

Councillor Martin in the Chair.

#### **21/22/23 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Bullock as Vice Chairman of the Devolution Sub Committee.

#### **22/22/23 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.

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

None.

**24/22/23**      **TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE MEETING HELD ON 16TH FEBRUARY 2023 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 Martin, seconded by Councillor Bullock and **RESOLVED** to amend minutes 7/22/23a.4 to state Jubilee Green and 9/22/23 to state Alexandra Square Toilets.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Devolution Sub Committee held on 16<sup>th</sup> February 2023 were confirmed as a true and correct record.

**25/22/23**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

26/22/23

**TO RECEIVE CORNWALL COUNCILS GENERIC GROUNDS MAINTENANCE LICENCE FOR THE MEMORIAL PEACE GARDEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on Cornwall Council's Licence to Occupy to allow the Town Council to continue with grounds maintenance and planting works.

The Town Clerk advised that the Licence to Occupy does not allow for installations such as trees, benches etc without Cornwall Council's consent.

The Town Clerk added that the Town Council would remain responsible for the inspection and monitoring of any features that have either been installed or undertaken works to, over the years prior to the licence.

The Town Clerk confirmed that the supply of electricity within the boundary is Cornwall Council's responsibility due to it being a street light serving a wider purpose.

Councillor Miller arrived and confirmed his attendance as a Councillor and joined the meeting in the public gallery.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> April 2023;

1. To approve the Licence to Occupy the MPG at an annual sum of £1, renewable annually;
2. To provide delegated authority to the Town Clerk to sign the Licence to Occupy on behalf of the Town Council;
3. To note that the Town Council's insurance cover remains in place.

27/22/23

**TO RECEIVE CORNWALL COUNCILS SALTASH CAR PARK USAGE FOR THE YEAR 2021-22 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

28/22/23

**TO RECEIVE AN UPDATE ON SALTASH TOWN COUNCILS  
DEVOLUTION PROGRAMME AND CONSIDER ANY ACTIONS AND  
ASSOCIATED EXPENDITURE:**

a. Victoria Gardens - Cornwall Council Service Level Agreement;

The Town Clerk informed Members that Cornwall Council's Licence to Occupy is to permit the Town Council for a period of 5 months to tidy the lower lying areas (shrubs and bedding plants) at Victoria Gardens in time for Spring and the King's Coronation celebrations in May.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on Thursday 13<sup>th</sup> April 2023;

1. To approve the Licence to Occupy at Victoria Gardens to allow the Town Council to tidy the lower lying areas (shrubs and bedding plants) for a period of 5 months;
2. At a sum of £1 if demanded;
3. To provide delegated authority to the Town Clerk to sign the Licence to Occupy on behalf of the Town Council.

b. Victoria Gardens - Cornwall Council Tree Condition Survey and Maintenance Report;

Members discussed the report received and dated January 2021 and that an updated Tree Condition Survey and Maintenance report was due to be undertaken in the following months.

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to note Cornwall Council's Tree Condition Survey and Maintenance report dated January 2022 and to request a copy of Cornwall Council's future survey and maintenance report.

c. Victoria Gardens - Cornwall Council revised Heads of Terms.

The Chairman informed Members that Cornwall Council are offering Saltash Town Council a leasehold or a freehold for Victoria Gardens and the Maurice Huggins Room by way of revised Heads of Terms.

The Chairman informed Members that the Town Council's Building Surveyor is due to undertake a Building Survey Report on Victoria Gardens only on the 20<sup>th</sup> April 2023.

The Town Clerk advised Members await the results of the Building Survey Report and Cornwall Council's Tree Condition Survey and Maintenance Report.

The Town Clerk informed Members that CC may take a view to add a covenant on the sale of MHG for it to be kept for community use only. Any such covenant may not permit commercial businesses to use the property.

The Town Clerk informed Members that if the Town Council wished to pursue with a freehold the general maintenance of the area could have an operational impact on the Service Delivery Team therefore the matter would need to be considered at a Personnel Committee meeting.

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> April 2023;

1. To approve Cornwall Council's revised Heads of Terms for a freehold to Saltash Town Council at a price of £1 for the Maurice Huggins Room and Victoria Gardens;
2. To accept Cornwall Council's offer to provide Saltash Town Council a grant in the sum of £5,000 to undertake repairs and maintenance works to the railings;
3. Points 1 and 2 above are subject to;
  - i. The results of Cornwall Council's Tree Condition Survey and Maintenance Report;
  - ii. The Town Council's Building Survey Report;
  - iii. Confirmation of insurance cover and related cost;
  - iv. The Personnel Committee identifying additional work levels to efficiently discharge the work required by the Town Council.



d. Climate Change and Environment Working Group short-term vision for Victoria Gardens;

Councillor Gilles provided a verbal update on the initial thoughts received from Saltash Environmental Action (SEA) which included planting lower levels of Victoria Gardens as low maintenance as possible, to ensure minimal maintenance works are required.

Councillor Gillies added that SEA had stated in the short-term the group would look to tidy up existing hedges and investigate the possibility of planting native hedges. The Climate Change and Environment Working Group had discussed the idea of incorporating the Big Green Week by holding a plastic free picnic in conjunction with a gardening party to assist with the tidying and planting of the lower levels within Victoria Gardens.

Members discussed the timescales and the requirement to commence planting as soon as possible with Spring upon us.

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> April 2023;

1. To note the update received from SEA;
2. To form a 'Friends of Victoria Gardens' working in conjunction with SEA;
3. To hold the next scheduled Meet Your Councillor Session on Saturday 15<sup>th</sup> April at Victoria Gardens followed by a site meeting with those who wish to be part of the 'Friends of Victoria Gardens' to discuss the way forward;
4. To provide refreshments at the Maurice Huggins Room;
5. Publicise the 'Friends of Victoria Gardens' meeting location, date and time at the earliest opportunity to provide sufficient notice.

Councillor Peggs gave her apologies and left the meeting.

e. Saltash Town Council's long-term vision for Victoria Gardens and the

Maurice Huggins Room.

It was proposed by Councillor Martin, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> April 2023;

1. To set the Town Council long-term vision as a living document:
  - i. Music in the park;
  - ii. To encourage people to use the area for picnics;
  - iii. Ensure the MHR is used to support the community;
  - iv. The area to be a welcoming and safe place for everyone to enjoy;
  - v. Engage with the local residents;
  - vi. Create a 'Friends of Victoria Gardens';
  - vii. Use the bandstand area;
  - viii. To make the space a community asset to the town;
  - ix. Memorial benches;
  - x. Hold markets.
  
2. The priority is the formation of 'Friends of Victoria Gardens' to be community led with progression via Meet Your Councillors, flyers, website page and the Town Council's social media platforms.

**29/22/23      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.

**30/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**31/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**32/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**33/22/23      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES**

**ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

Councillor Bickford left the meeting.

**DATE OF NEXT MEETING**

Thursday 11 May 2023 at 6.30 pm

Rising at: 7.51 pm

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

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



**BARRON**  
SURVEYING SERVICES  
CHARTERED BUILDING SURVEYORS


**REPORT ON BUILDING AND HARD LANDSCAPING FABRIC**

**AT**

**VICTORIA GARDENS  
CALLINGTON ROAD  
SALTASH  
PL12 4DL**

**FOR SALTASH TOWN COUNCIL  
THE GUILDHALL  
LOWER FORE STREET  
SALTASH  
PL12 6JX**



<b>Prepared By: James M Barron MRICS</b>	<b>Date: 18 April 2023</b>	<b>Rev:</b>
<b>Checked By:</b> 	<b>Job Ref: 4235</b>	



## **CONTENTS**

- 1.0 General Items**
- 2.0 Fabric Condition Report**
- 3.0 Photographs**
- 4.0 Annotated Drawing**



## **1.0 GENERAL ITEMS**

### **1.01 Instructions**

Instructions were confirmed by Saltash Town Council to Barron Surveying Services Ltd and are in accordance with Barron Surveying Services letter 14 March 2023 and subsequent Purchase Order.

### **1.02 Site Inspection**

A site inspection of Victoria Gardens was carried out on 12 April 2023 from 9am.

The weather during the site survey was overcast and very windy (storm Noah) following a wet and windy spell.

The site inspection and condition report has been carried out by James M Barron MRICS.

### **1.03 Description of Property**

The property is Victoria Gardens.

This is an ornamental garden area with selected trees, shrubs and other planting.

Victoria Gardens sits at the west end of Fore Street and has a north boundary alongside Callington Road and a south boundary alongside St Stephens Road. The west boundary follows a line alongside the Maurice Huggins room and bordering Malvern House and Numbers 2 to 8 St Stephens Road.

Within the gardens is the Maurice Huggins room which is a detached building. The exterior only of that building will be considered in this report.

There is also a monument and masonry 'bandstand' within the gardens.

There are footpaths through the gardens with entrances from Callington Road, Fore Street and St Stephens Road.

The site slopes up from Fore Street towards the western boundary and is relatively level between its north and south boundaries.

### **1.04 Fabric Condition Report**

This report will be set out in a tabular format.

The report will consider items of external building fabric, hard landscaping, boundaries, railings, footpaths etc.



This report will not consider soft planting and trees, some of which will be specimen trees, likely planted when the ornamental garden was originally established.

The report will describe each item of building fabric with reference to the following:

- Item
- Description
- Condition
- Work required
- Photograph
- Plan reference number

Where appropriate plan reference numbers are shown on the accompanying site layout drawing at section 4.0 of this report.

Where appropriate, photographs of items described will be set out at section 3.0 of this report.



## 2.0 FABRIC CONDITION REPORT

JOB NO - 4235  
ADDRESS - VICTORIA GARDENS, SALTASH

APRIL 2023  
FOR SALTASH TOWN COUNCIL

BAKON  
PLANNING & INFRASTRUCTURE

ITEM	DESCRIPTION	CONDITION	WORK REQUIRED	PHOTO REF	PLAN REF. NO.
North Boundary Wall	Stone boundary wall alongside Callington Road. Approximately 1.4m high. Predominantly granite stones randomly coursed with concrete copings.	Weed growth at junction with Callington Road. Diagonal crack in wall. Cement jointing between stones. Generally good. Localised areas where pointing poor, particularly around the vegetation growth. Pointing poor at gate abutment.	Spray off. Rake out and re-point crack.	P2	1
		Areas along length of wall where there is some rotational displacement with wall slightly leaning over towards Callington Road but retaining wall structure remains stable.	Remove vegetation and make good pointing to wall.	P3	2
		Rotational displacement and outward bulge of wall caused by root growth of large specimen Monkey Puzzle tree.	Monitor over time.		
		Remove vegetation. Rake out cracks and re-joint wall in this displaced area. Monitor this area for ongoing progressive movement over time. Movement that has developed so far will be of longstanding. If movement progresses, install restraint strap to wall, to structural engineer's design.		P4	3
South Boundary St Stephens Road	Random stone boundary retaining wall between Victoria Gardens and St Stephens Road. Predominantly granite with granite coping stones.	Prolific vegetation growth from stone joints.	Remove vegetation. Rake out any defective joints and re-point. Make good any loose coping stones.	P5	4
		West end of this south boundary wall has noticeable rotational displacement leaning over St Stephens Road. Longstanding movement resultant from lateral pressure of retained park ground behind. Wall is elderly, not constructed with any backing drainage or weep holes.	Monitor this length of displaced wall for ongoing progressive movement. Displaced length approximately 30m to west boundary.	P6	5
West Boundary	West boundary from south end alongside No. 2 St Stephens Road. Wall or fence completely enshrouded in ivy. Only visible from park side.	Not visible.			



JOB NO - 4235  
ADDRESS - VICTORIA GARDENS, SALTASH



APRIL 2023  
FOR SALTASH TOWN COUNCIL



ITEM	DESCRIPTION	CONDITION	WORK REQUIRED	PHOTO REF	PLAN REF. NO.
	Boundary wall then turns to head west at rear of terrace of property St Stephens Road. Boundary hidden within large laurel bush bank. Boundary wall rubblestone slate and granite approximately 1.6m high.	Jointing almost completely worn away from wall.	Re-joint exposed lengths of stone wall complete.	P7	6
	West boundary stone garden wall part rendered and with brick top separating Victoria Park from Malvern House. Retained ground on park side. Random stone wall with slate capping. Wall visible from Malvern House car park entrance. Remains reasonably plumb and well jointed.		Maintain joints between stones over time. Re-joint cap stones and remove vegetation.	P8, P9	7
		Gate swings shut but latch does not slide into keep. Corrosion of metalwork and paint poor.	Adjust latch. Prepare and paint.	P10	8
Railings and Gates	Metal swing gate west end Callington Road. Callington Road railings - galvanised powder coated or painted railings with posts and supporting brackets let into concrete coping of boundary wall.	Moss and algae on railings. Some chipping to powder coating. Bolt fixings all intact.	Clean railings and touch in paint or powder coating where missing.	P11	9
	Callington Road gate.	Metal gate with ornate finials on top. Hinges badly corroded. Gate swings but binds on tarmac and will not fully close.	Adjust hinge to pull gate plumb and allow to close into latch. Repair latch where loose.	P12	10
	East length of Callington Road railings older metal painted railings with ornate finial posts and bracket supports.	Metalwork generally in reasonable condition for age.	Cut back vegetation where encroaching and thoroughly prepare and paint metalwork.	P13	11
	Fore Street entrance gates. Pair of metal swing gates with floor hinge and gate hinge and large gate posts with arch head.	Gates do swing and latch shut. Metalwork corroded and paint poor.	Thorough preparation and painting including arch Victoria Gardens head.	P14	12
	St Stephens Road railings. Elderly metal railings with ornate finials, posts and brackets let into granite copings.	Many areas of more significant corrosion to these railings. General wear, corrosion and general deterioration of paint.	Detailed survey and replacement of badly corroded sections of metalwork. Subsequent thorough preparation and painting of railings complete.	P15 P16	13 14
	St Stephens Road gate - metal swing gate with ornate posts.	Gate posts lean over towards St Stephens Road following general leaning of this length of boundary walling. Metalwork and paint in poor condition.	Monitor lean over time. Prepare and paint metalwork.	P17	15
Footpaths	North west corner - footpath tarmac surface.	Root growth from nearby tree affecting path. Lifting and cracked areas of tarmac. Trip hazard results.	Chop out tarmac cracks. Re-grade affected area and re-surface to remove trip hazards.	P18	16

JOB NO - 4235  
ADDRESS - VICTORIA GARDENS, SALTASH



APRIL 2023  
FOR SALTASH TOWN COUNCIL



ITEM	DESCRIPTION	CONDITION	WORK REQUIRED	PHOTO REF	PLAN REF. NO.
	East of Maurice Huggins room - 3no. Granite steps with metal handrail one side.	Metal handrail loose.	Re-bed handrail base. Consider installing additional handrail opposite side of steps to improve safety and greater compliance with Building Regulations.	P19	17
	Fore Street gated entrance section of footpath leading up into park.	Monkey Puzzle tree roots affecting tarmac surface. Cracked and broken. Uneven surface presents trip hazard.	Chop out cracked and uneven tarmac surface. Re-grade. Protect roots as necessary and surface to remove trip hazards.	P20	18
Monument	Granite stone plinth and monument Major General Sir William Penn Symonds. Copper plaques.	Visually in good condition. Some missing jointing to base stones.	Re-joint where missing.		
Bandstand	Concrete base. Textured concrete block surrounding walls and concrete coping. Fronts monument and Fore Street approach.	Crack across floor slab. Stepped crack across length of walling.	Rake out cracks and re-joint.	P21, P22	19
Maurice Huggins room	Roof. Fascias and Soffits.	Trapezoidal sheet metal. Good condition. Corrosion to sheet edges. Sheet laps and fixing bolts will be corroding. PVC clad fascia boards. Boarded and painted soffits. Dirty.	Plan to overcoat sheet metal roof with specialist waterproof paint treatment to prolong longevity of sheet material. Thorough clean and re-paint soffit boarding in due course.	P23, P24	20
	Gutters and downpipes.	Length of white plastic gutter with white downpipe over gully. Adjacent soil and vent pipe with branch outlets over gullys.	Clean PVC. Water test and seal gutter joints.		
	External walls.	Masonry rendered and painted walls. Slate stone cladding east elevation. Large concrete beam across openings east side. Walls structurally stable, no significant cracking or movement.	Re-decorate previously painted render in due course.		
	Windows.	White or brown PVC double glazed windows with fanlight openers, PVC sills and canted slate under sill. Good visual condition.			
	Doors.	PVC rear door full panel. Door infill panel north elevation with cracked PVC face. Brown PVC principal entrance door east elevation.	Repair PVC fascia panels where damaged.	P25	21



### 3.0 PHOTOGRAPHS



**P2 – diagonal crack in wall**



**P3 – vegetation and poor jointing**



**P4 – rotational displacement near tree**



**P5 – prolific vegetation growth**



**P6 – displaced west end of south boundary wall**



**P7 – west boundary wall**





**P8 – west boundary wall**



**P9 – west boundary wall**



**P10 – Callington Road gate**



**P11 – railings**



**P12 – Callington Road gate**



**P13 – East length of Callington Road railings**



**P14 – Fore Street entrance gates**



**P15 – corroded St Stephens Road railings**





**P16 – base of railings**



**P17 – St Stephens Road gate**



**P18 – north-west corner footpath**



**P19 – handrail east of Maurice Huggins room**



**P20 – cracked path**



**P21 – cracked floor slab to bandstand**



**P22 – walling to bandstand**



**P23 – roof to Maurice Huggins room**





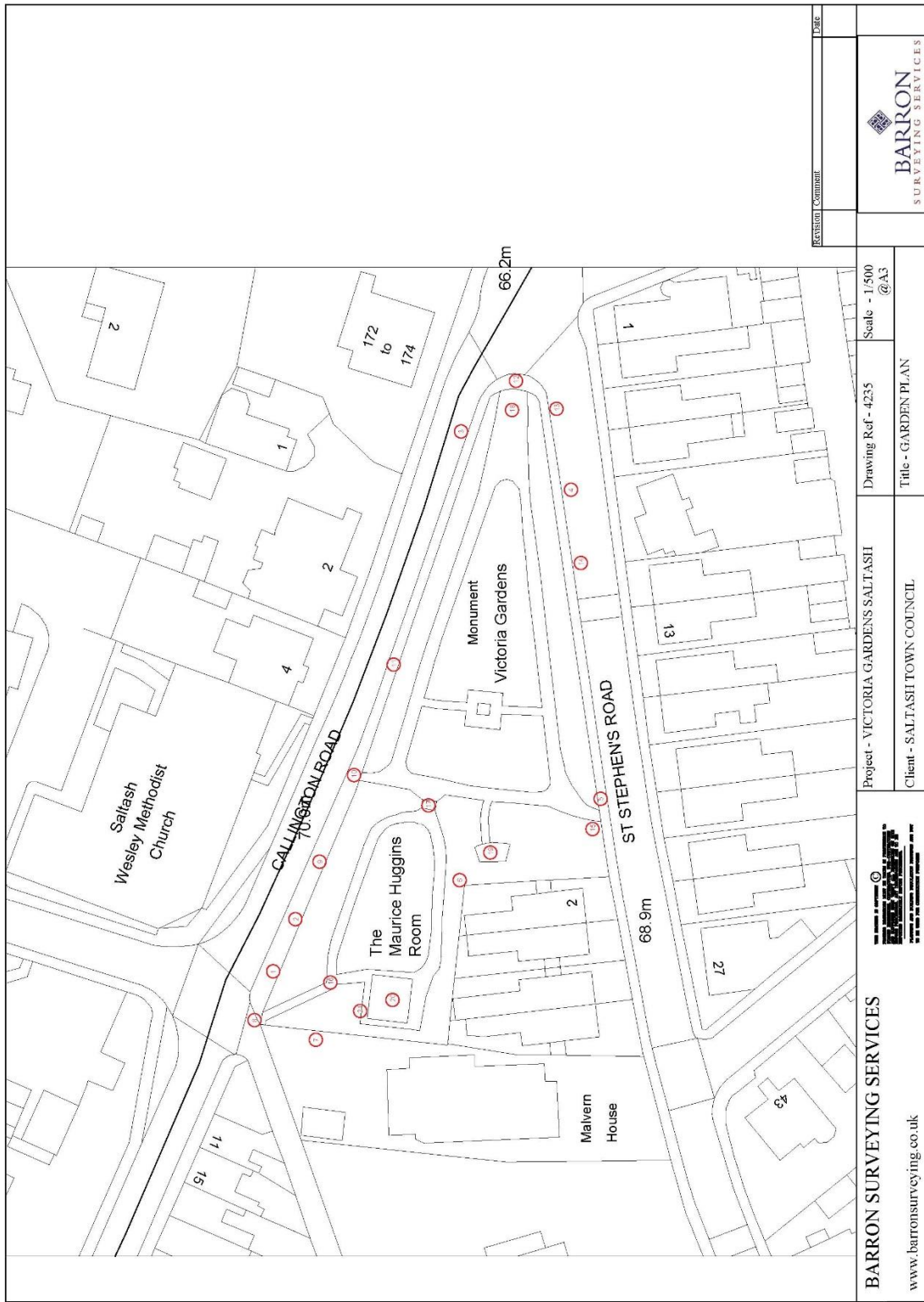
**P24 – corroding sheet edges**



**P25 – damaged fascia panels**



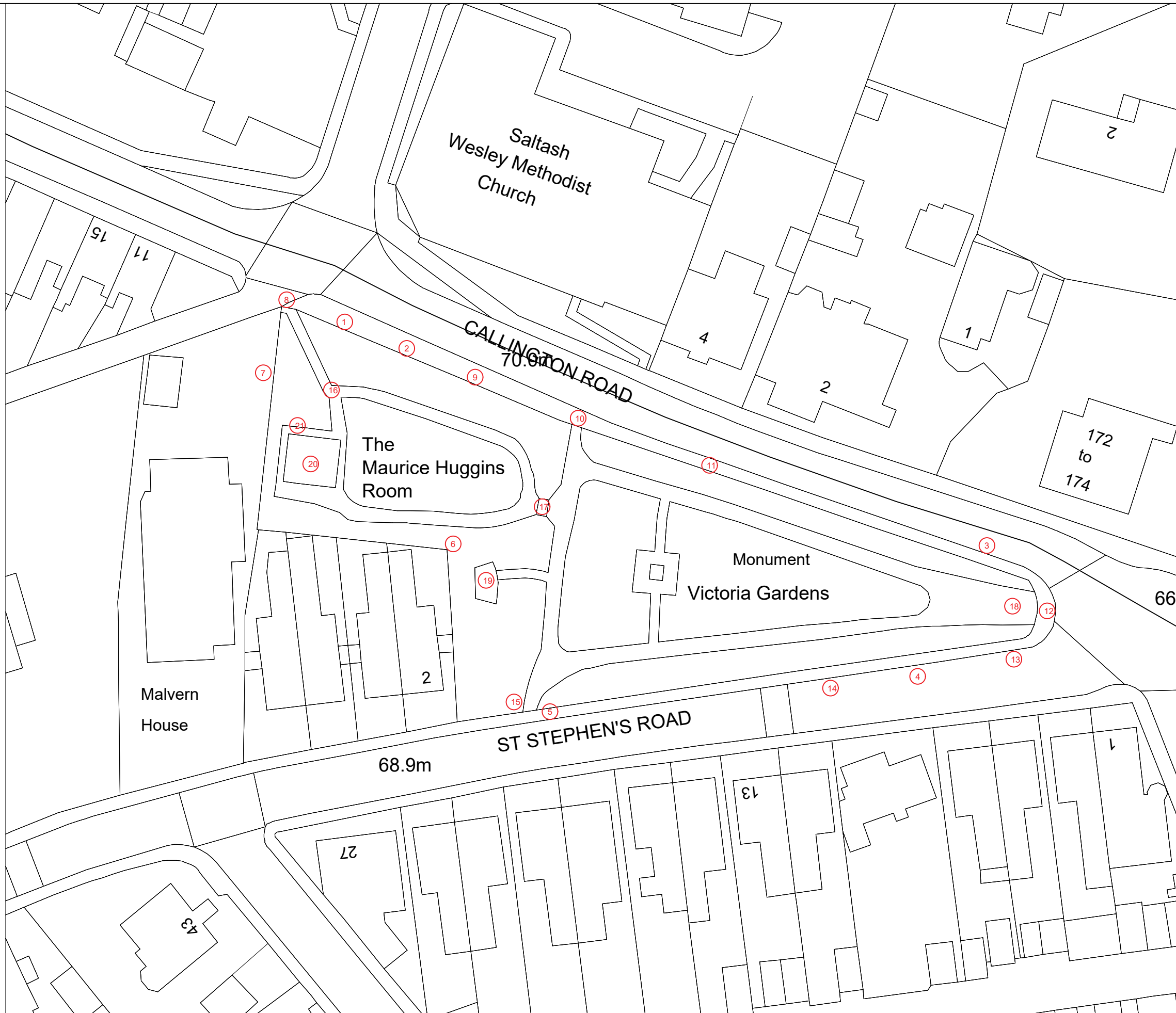
# 4.0 ANNOTATED DRAWING



ITEM	DESCRIPTION	CONDITION	WORK REQUIRED	PHOTO REF	PLAN REF. NO.
North Boundary Wall	Stone boundary wall alongside Callington Road. Approximately 1.4m high. Predominantly granite stones randomly coursed with concrete copings.	Weed growth at junction with Callington Road.	Spray off.		
		Diagonal crack in wall.	Rake out and re-point crack.	P2	1
		Cement jointing between stones. Generally good. Localised areas where pointing poor, particularly around the vegetation growth. Pointing poor at gate abutment.	Remove vegetation and make good pointing to wall.	P3	2
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		West end of this south boundary wall has noticeable rotational displacement leaning over St Stephens Road. Longstanding movement resultant from lateral pressure of retained park ground behind. Wall is elderly, not constructed with any backing drainage or weep holes.	Monitor this length of displaced wall for ongoing progressive movement. Displaced length approximately 30m to west boundary.	P6	5
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				P16	14
	St Stephens Road gate - metal swing gate with ornate posts.	Gate posts lean over towards St Stephens Road following general leaning of this length of boundary walling. Metalwork and paint in poor condition.	Monitor lean over time. Prepare and paint metalwork.	P17	15
Footpaths	North west corner - footpath tarmac surface.	Root growth from nearby tree affecting path. Lifting and cracked areas of tarmac. Trip hazard results.	Chop out tarmac cracks. Re-grade affected area and re-surface to remove trip hazards.	P18	16

ITEM	DESCRIPTION	CONDITION	WORK REQUIRED	PHOTO REF	PLAN REF. NO.
	East of Maurice Huggins room - 3no. Granite steps with metal handrail one side.	Metal handrail loose.	Re-bed handrail base. Consider installing additional handrail opposite side of steps to improve safety and greater compliance with Building Regulations.	P19	17
	Fore Street gated entrance section of footpath leading up into park.	Monkey Puzzle tree roots affecting tarmac surface. Cracked and broken. Uneven surface presents trip hazard.	Chop out cracked and uneven tarmac surface. Re-grade. Protect roots as necessary and surface to remove trip hazards.	P20	18
Monument	Granite stone plinth and monument Major General Sir William Penn Symons. Copper plaques.	Visually in good condition. Some missing jointing to base stones.	Re-joint where missing.		
Bandstand	Concrete base. Textured concrete block surrounding walls and concrete coping. Fronts monument and Fore Street approach.	Crack across floor slab. Stepped crack across length of walling.	Rake out cracks and re-joint.	P21, P22	19
Maurice Huggins Room	Roof.	Trapezoidal sheet metal. Good condition. Corrosion to sheet edges. Sheet laps and fixing bolts will be corroding.	Plan to overcoat sheet metal roof with specialist waterproof paint treatment to prolong longevity of sheet material.	P23, P24	20
	Fascias and Soffits.	PVC clad fascia boards. Boarded and painted soffits. Dirty.	Thorough clean and re-paint soffit boarding in due course.		
	Gutters and downpipes.	Length of white plastic gutter with white downpipe over gully. Adjacent soil and vent pipe with branch outlets over gullies.	Clean PVC. Water test and seal gutter joints.		
	External walls.	Masonry rendered and painted walls. Slate stone cladding east elevation. Large concrete beam across openings east side. Walls structurally stable, no significant cracking or movement.	Re-decorate previously painted render in due course.		
	Windows.	White or brown PVC double glazed windows with fanlight openers, PVC sills and canted slate under sill. Good visual condition.			
	Doors.	PVC rear door full panel. Door infill panel north elevation with cracked PVC face. Brown PVC principal entrance door east elevation.	Repair PVC fascia panels where damaged.	P25	21



66.2m

Revision	Comment	Date

**BARRON SURVEYING SERVICES**

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 PLANNED DIMENSIONS MUST BE TAKEN IN PREFERENCE TO  
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 AND SUPPLIERS MUST VERIFY ALL DIMENSIONS ON SITE  
 BEFORE PROCEEDING. ANY DISCREPANCIES ARE TO BE  
 REPORTED IMMEDIATELY BEFORE PROCEEDING.  
 PLANNING AND BUILDING REGULATION DRAWINGS ARE NOT  
 TO BE USED FOR CONSTRUCTION PURPOSES

Project - VICTORIA GARDENS SALTASH

Client - SALTASH TOWN COUNCIL

Drawing Ref - 4235

Title - GARDEN PLAN

Scale - 1/500  
@A3





**CORNWALL COUNCIL STANDARD HEADS OF TERMS**

SUBJECT TO CONTRACT

4<sup>th</sup> May 2023

Our Ref: 18065/ 17215

<b>PROPERTY:</b>	Maurice Huggins Tea Room and Victoria Gardens, Callington Road, Saltash, PL12 6LA as indicated edged red on the attached plan and for the avoidance of doubt the demise will include the retaining boundary walls.
<b>INTENTION:</b>	New lease to be drafted by Cornwall Council Legal Services.
<b>LANDLORD’S CONSENT</b>	Please note that where Landlord’s Consent is required under the terms of your lease this is <b>IN ADDITION</b> to other consents such as licencing and planning consent which may also be needed, albeit that these other consents may also be required from Cornwall Council as the local authority. Cornwall Council has various statutory functions; for example, the Council’s role as planning authority is entirely distinct from in its capacity as a landowner.
<b>LANDLORD:</b>	Cornwall Council New County Hall Treyew Road Truro TR1 3AY
<b>LANDLORD’S SOLICITOR:</b>	Legal Services Cornwall Council New County Hall Treyew Road Truro TR1 3AY  FAO: TBC





<b>LANDLORD'S SURVEYOR:</b>	Cornwall Council Estates Delivery Chy Trevail Beacon Technology Park Bodmin PL31 2FR FAO: Jo Keene Tel: 07955 434 474 Email: <a href="mailto:Jo.Keene@cornwall.gov.uk">Jo.Keene@cornwall.gov.uk</a>
<b>TENANT:</b>	Saltash Town Council The Guildhall 12 Lower Fore Street Saltash PL12 6JX  FAO: Sinead Burrows Tel: 01752 844846 Email: <a href="mailto:sinead.burrows@saltash.gov.uk">sinead.burrows@saltash.gov.uk</a>
<b>RENT:</b>	One peppercorn payable annually in advance if demanded.  Cornwall Council Legal Services will collect the rent due on completion of the Lease.
<b>RENT REVIEW:</b>	None
<b>VAT</b>	All figures stated are exclusive of VAT, if applicable.
<b>INSURANCE:</b>	The Tenant is responsible for their own buildings and contents, employer's and public liability insurance (the latter up to a minimum of £5 million, and provide proof of the policy to the council within 14 days of the request).
<b>OTHER CHARGES:</b>	The Tenant is responsible for Business Rates, utilities and any other applicable charges.
<b>TERM COMMENCEMENT DATE:</b>	The Landlord is aware that the tenant is in occupation of the Tea Rooms and has been for some time <b>under an implied tenancy at will</b> . The Landlord proposes the term commencement date as <del>1<sup>st</sup> June 2021</del> on <b>completion of the lease</b> .



<b>LEASE TERM:</b>	<b>Five years.</b> <del>subject to a Break Clause as set out below</del>
<b>BREAK CLAUSE:</b>	<b>None.</b> <del>Either party may terminate the Lease at any time during the Lease Term by serving upon the other party not less than three months' notice in writing.</del>  In the event that the property is devolved freehold to the Tenant the lease shall terminate immediately.
<b>USE:</b>	The property is currently used as a community hub/ community day centre with surrounding amenity gardens/ parkland.  The Tenant must seek the Landlord's prior written consent to any proposed change of use.
<b>REPAIR:</b>	The Tenant shall be responsible for maintaining and repairing the interior and exterior of the Maurice Huggins Tea Room and for maintaining the landscaping, grounds and boundaries of Victoria Gardens, including the Grade II Listed monument which shall not be altered, the walls and railings and any gates, all planted areas, trees, shrubs and grassed areas and any rubbish bins therein.
<b>DECORATIONS:</b>	The Tenant is to keep the premises in a clean and tidy condition. The Tea Rooms are to be painted externally every 5 years and internally every 3 years. The park railings are to be painted when required but at least once in 5 years.
<b>GRANT:</b>	On completion of the lease, the Landlord will provide to the Tenant a grant in the sum of £5,000 to take account of works and repainting of the railings.
<b>ALIENATION:</b>	The Tenant shall not assign the whole or any part of the Property and similarly shall not sub-let or share the whole or any part of the Property except that the Tenant may allow Community interest groups to use the property on the basis that no formal Landlord and Tenant relationship is created.  Public access to Victoria Gardens will be maintained.



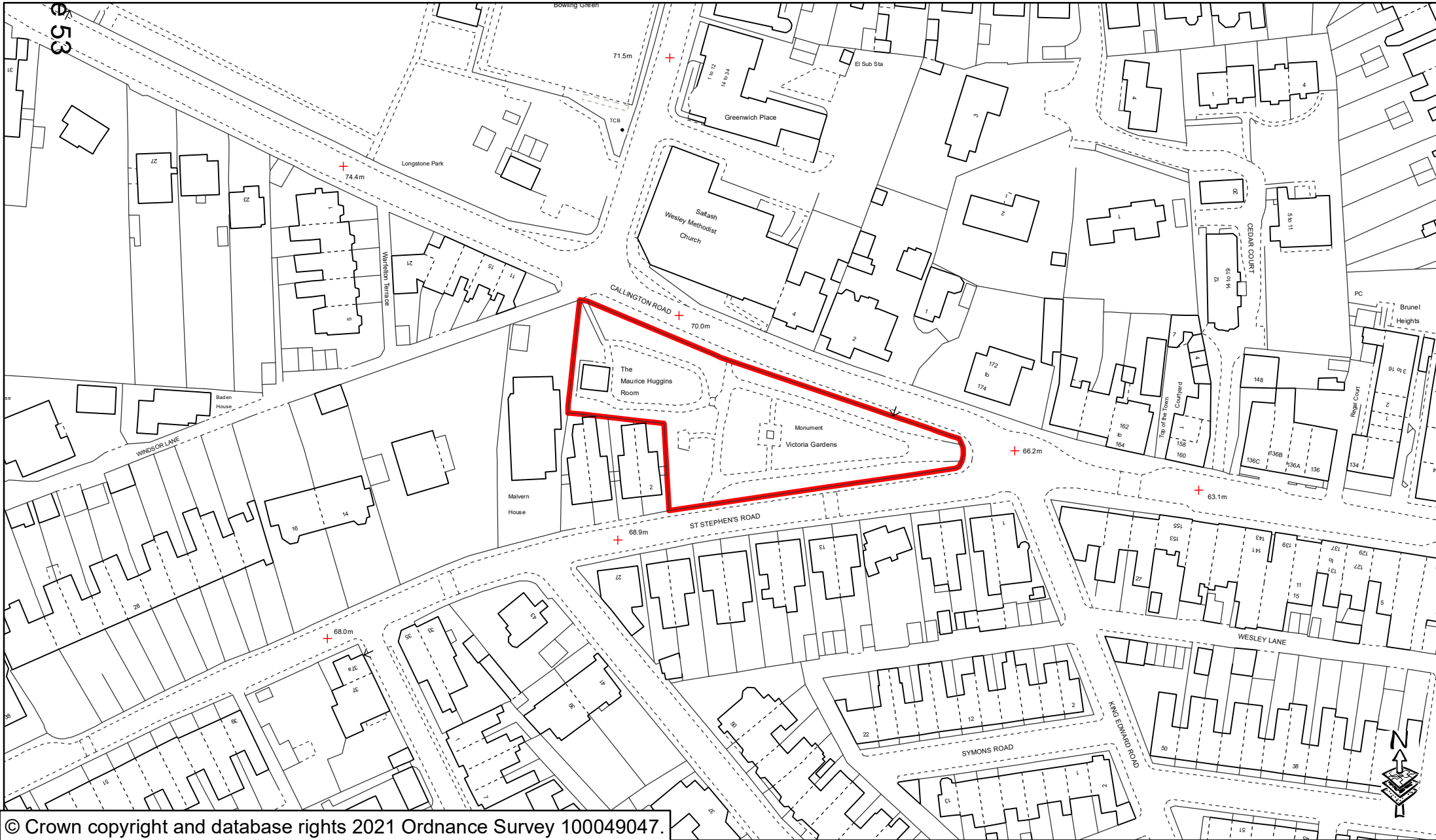
<p><b>ALTERATIONS:</b></p>	<p>Within the Maurice Huggins Tea Rooms, internal non-structural alterations or additions are permitted, without the Landlord's prior written consent. External alterations are permitted, subject to seeking the Landlord's prior written consent.</p> <p>With regard to Victoria Gardens, no alterations will be permitted unless this is in line with maintaining the Gardens as a Public open space, eg. Relocation of park furniture, replacement of existing benches with like for like replacements, replanting landscaping, relocating bins, etc...</p> <p>At the end of the Term the tenant must remove and reinstate any alterations, advertisements and fixtures and fittings and make good any damage caused if required so to do by the Landlord.</p>
<p><b>YIELD UP:</b></p>	<p>At the end of the Term (howsoever determined) the Tenant will Yield Up the Property in accordance with the repairing, cleaning and decoration obligations of the Lease.</p> <p>The Landlord may remove, store and if not collected within 10 days, may sell or otherwise dispose of any furniture or goods which the Tenant fails to remove from the Property at the end of the tenancy. The Tenant shall be responsible for all reasonable costs which the Landlord may incur. The Landlord shall be entitled to deduct such costs from any monies lawfully due to the Tenant.</p>
<p><b>SECURITY OF TENURE:</b></p>	<p>The Lease shall be contracted outside of the security of tenure provisions contained in S.24 to S.28 of the Landlord &amp; Tenant Act 1954.</p>
<p><b>LEASE PLAN:</b></p>	<p>Lease Plan attached.</p> <p>The Property demised to the Tenant is shown edged in red on the Lease Plan.</p>
<p><b>SIGNAGE:</b></p>	<p>The Tenant will be granted the right to erect and alter the Tenant's signage on the Property, subject to Landlord's consent and subject to obtaining any necessary statutory consents.</p>



<b>OTHER TERMS:</b>	<p>The Landlord reserves its right to ask for sight of any insurance certificates and evidence of adherence to legislation (for example: Fire Risk Assessment) and guidance for any of the Tenant's uses. The Tenant must provide a copy of the requested documentation within 14 days of the request made.</p> <p>The Tenant shall comply with all statutory requirements including planning legislation and Health &amp; Safety requirements.</p>
<b>COSTS:</b>	Each to bear their own costs.
<b>CONDITIONS:</b>	<p>Subject to:</p> <ol style="list-style-type: none"> <li>1) Landlord's Formal Approval</li> </ol>

# Maurice Huggins Tea Room & Victoria Gardens, Saltash

Scale 1:1,250 Paper Size: A4



## Friends of Victoria Gardens Saltash

**AIM** -To enhance the look of the overgrown garden for the benefit of the residents and visitors to Saltash.

To encourage connectivity between Fore St and Victoria Gardens

### Phase 1

Set date for first meeting with volunteers and supporters 15th April, with aims and ambitions. Physical survey of what needs attention and priorities	achieved
Meetings arranged for every Saturday morning. With tea /coffee in Maurice Huggins rooms	achieved
All volunteers understand the limits of what we are permitted to do under the terms of the lease, and they are free to come at any time.	achieved
Agreement made to concentrate on one side of the garden, turn over what we assume are the planting areas. Trim shrubs to enable planting for summer bedding plants	achieved
Set up Face book page "Friends of Victoria Gardens" to inform group when others will be in the garden on different days, and photos of what has been achieved, donations of plants and flowers etc.	achieved
Summer bedding plants planted in time for Coronation on one side Leaving Bluebells	achieved
Potted plants outside Maurice Huggins and around the Queen Victoria monument.	achieved
Bunting put up all around the gardens for the Coronation weekend. Grass edging around the Monument	achieved

### Phase 2

Start to tackle the massively overgrown other side of the garden. Volunteers needed to dig this over. Continue to encourage volunteers	13 <sup>th</sup> May
Shrubs to be trimmed back where appropriate, and roses pruned.	
Topsoil and peat free compost required in some areas. using the remaining £140 from £200 donation given from Flying Scotsman visit	
Brunel school to build a "Bug Hotel" in activities week. Create a community vegetable garden with plants promised end of May	
Ivy in all areas of the park to be pulled down and disposed of appropriately. In the meantime, an area around the back of the tall bushes is being used as a compost site	
To encourage all visitors to sit and chat, give their thought and opinions on the way forward with the gardens.	
To send a report to Cornwall council, Saltash Cornwall Councilors, our MP, and our CAP Chairman asking for their support in our devolution request. Include photographic evidence of what's been achieved	
To set up an online/ manual survey of the towns interest in Saltash Town councils request for a permanent lease on the Gardens.	

## STC Long-Term Vision for Victoria Gardens and Maurice Huggins Room - Living Document

### List

Music in the park

To encourage people to use the area for picnics

Ensure the MHR is used to support the community

The area to be a welcoming and safe place for everyone to enjoy

Engage with the local residents

Create a 'Friends of Victoria Gardens'

Use the bandstand area

To make the space a community asset to the town

Memorial benches

Hold markets

The **priority** is the formation of 'Friends of Victoria Gardens' to be community led with progression via Meet Your Councillors, flyers, website page and the Town Council's social media platforms.

## Saltash Town Council - Devolution Programme - Living Document

Priority Order (most important to least important)	Site	Ownership	Saltash Town Council Current Agreement	Saltash Town Council Formal Responsibility	Short Term Aspirations	Medium Term Aspirations	Long Term Aspirations	Devolution Meeting date	Devolution Minute Number	FTC 13.04.23 Minute Number	Renewal Date
1	Victoria Gardens The Maurice Huggins Tea Rooms	Cornwall Council	Victoria Gardens - No current agreement MHR - Implied Tenancy at Will	Victoria Gardens - N/A The Maurice Huggins Tea Room - hire facility to community groups / cleaning	Licence to work or SLA to tidy the lower lying areas (shrubs, grass, bedding plants) during the Spring/Summer 2023 and for the Coronation celebrations. Licence to Occupy to maintain the low lying areas (shrubs, and bedding plants) for a period of 5 months - signed and returned to Jo Keene at CC on 15.04.23.	Cornwall Council to undertake the high risk works offering Saltash TC improved Heads of Term to form a Lease. Devolution Sub Committee to further consider the options of improved Heads of Terms to form a lease at the 11th May 2023 meeting. Email sent to Catherine Thompson on 16.04.23 requesting a copy of CC future tree condition survey and maintenance report.	Freehold. To view STC long-term vision for Victoria Gardens, see other tab below.	17.03.23	28/22/23 (a) 28/22/23 (c) 28/23/24 (b) 28/22/23 (e)	420/23/24 - Recommendation 2 420/23/24 - Recommendation 3 420/23/24 - Recommendation 5	17th September 2023 (5 month licence)
	Memorial Peace Garden	Cornwall Council	No current agreement	None, currently undertake grounds maintenance work to the site	Generic Grounds Maintenance Licence to undertake various maintenance works, bedding and tree planting, installations and social gatherings on site. Licence to Occupy to maintain the area and be responsible for any items installed at the MPG site - signed and returned to Jonny Alford at CC on 15.04.23. Future installations at the site require the permission of Cornwall Council.	Lease 99 Years	Freehold - part of a package with Alexandra Square Toilet Block	17.03.23	26/22/23	420/23/24 - Recommendation 1	17th April 2023 (annually renewable)
3	Alexandra Square Toilet Block	Cornwall Council	Tenancy at Will	General maintenance and operations	Lease 99 Years	Lease 99 Years	Freehold - part of a package with the Memorial Peace Garden				
4	Longstone Park	Cornwall Council	No current agreement	N/A	Defer to the Services Committee upon further information from Stuart Wallace regarding various work to the site	Request options to work with Cornwall Council to further improve the park facilities - tennis courts, picnic benches, play equipment.	Freehold				
5	Waterside - Pontoon Jubilee Green Boat Park, Car Park, Garages and Slipway Brunel Green	Cornwall Council	Pontoon - Tenancy at Will Jubilee / Brunel Green - No current agreement	General maintenance and operations of the Pontoon	Tenancy at Will for the Pontoon. Better understand the Pontoon and STC revenue data. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis.	Tenancy at Will for the Pontoon, possible Lease. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis. Better understand from Cornwall Council Jubilee / Brunel areas overtime.	Freehold				