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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 24th June 2025 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, S Miller, B Samuels, P Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and L Wright (Administration Officer).

APOLOGIES: R Bickford.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Miller in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Stoyel to nominate Councillor Miller. The proposal did not receive a seconder.

It was proposed by Councillor Brady seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Brady as Chairman.

Councillor Brady in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Stoyel, seconded by Councillor Bullock to nominate Councillor Miller.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels to nominate Councillor B Samuels.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor B Samuels as Vice Chairman.

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26 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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
Stoyel	11	Non-Pecuniary	Chairman of Saltash Heritage	Yes
Bullock	11	Non-Pecuniary	Committee Member of Saltash Heritage	Yes

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

None received.

5/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

6/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 20 FEBRUARY 2025 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Miller seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Property Maintenance Sub Committee held on 20 February 2025 were confirmed as a true and correct record.

7/25/26 TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS.

Members agreed to receive the recommendation to review the Sub Committee's strategic priority four under agenda item 9b.

8/25/26 TO REVIEW THE PROPERTY MAINTENANCE SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND EXPENDITURE;

a. Quarter Four for the year 2024/25;

Members reviewed the Business Plan Deliverables and scores and agreed that quarter four scores accurately reflect the Property Maintenance's progress to date.

It was **RESOLVED** to note.

b. Quarter One for the year 2025/26.

Members discussed the aim of strategic priority 4 – Travel and Transport in which the sub committee had aimed to review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.

Upon further review of the sub committee's terms of reference it was concluded that this deliverable would be more appropriately considered under the remit of the Services Committee.

It was proposed by Councillor Brady seconded by Councillor Miller and **RESOLVED;**

1. To remove Strategic Priority 4's aim of the Property Maintenance business plan deliverables due to it not falling within the remit of the Property Maintenance Sub Committee;
2. To delegate to the Town Clerk to review and score quarter one of the Property Maintenance Sub Committee deliverables for the year 2025-26.

9/25/26

**TO RECEIVE THE PONTOON FUTURE MAINTENANCE DOCUMENT
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the report and proposed maintenance plan for the pontoon contained within the circulated reports pack.

Members highlighted how it is essential to have a maintenance plan for the pontoon in place ensuring compliance with insurance policies.

Members discussed the figures provided by Voyager Marine and expressed concern that the total cost outlined may be insufficient to cover all the works anticipated within the ten-year plan. Members requested a detailed breakdown of costs to be provided for further consideration at a future meeting.

During the discussion of the agenda item Councillor Stoyel left the meeting and returned.

Members noted that due to the specialised nature of the works and services required, a suitable alternative local company has not yet been identified to provide a comparative quotation.

It was proposed by Councillor Brady seconded by Councillor B Samuels and **RESOLVED**:

1. To note Voyager Marine's ongoing maintenance plan for Saltash Town Council with a further review of the recommended annual budget upon confirmation of costs being received at the Property Maintenance budget setting meeting to be held on 25 September;
2. To **RECOMMEND** to the Services Committee that the Annual Maintenance checks continue to be undertaken by the Service Delivery team and that Voyager Marine be appointed to undertake the two-yearly inspections referring to the maintenance plan, as attached;
3. To review the 8 – 10 year major maintenance proposal in the future, referring to the maintenance plan as attached.

Councillor Stoyel provided his apologies for an early departure.

Councillor Bullock declared an interest in the next agenda item and left the meeting.

10/25/26 TO RECEIVE A REPORT ON WORKS TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report contained within the circulated reports pack on the works required to the Heritage Building.

The Office Manager / Assistant to the Town Clerk provided a brief verbal overview of the report.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED**;

1. To note the report from Barron Surveying following the recent drone survey of the roof;
2. To allocate appropriate funding within the five-year plan for the recommended roof works;
3. To note the scope of works for external redecoration and repair of the front elevation is now open for tender submissions;
4. To **RECOMMEND** to Full Council to vire £25,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£20,000) and 6595 EMF Legal and Professional Fees (£5,000) to cover associated costs for the external redecoration and repair to the front elevation and professional fees (to note, Property Maintenance reports directly to Services, to avoid delay in the process, on this occasion, recommendation directly to Full Council);
5. To appoint Barron Surveying to provide contractual administration support up to completion of the external redecoration and repair to the front elevation at a cost of 15% of the contract value;
6. To appoint Councillors Miller and Brady to open and score the tender submissions following the tender closing date on 14 July 2025.

Councillor Bullock was invited to rejoin the meeting and subsequently offered apologies for an early departure.

11/25/26 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Town Council's Five-Year Repair and Maintenance plan together with the Services budget statements.

It was **RESOLVED** to note

12/25/26 TO RECEIVE A REPORT ON THE GUILDHALL INTERNAL AND EXTERNAL REPAIRS AND REDECORATION WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report on the Guildhall external repairs and redecoration work, contained within the circulated reports pack.

It was **RESOLVED** to note.

13/25/26 TO RECEIVE HEADS OF TERMS FOR THE WATERSIDE TOILET AND SHEDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated pack and expressed concerns regarding the terminology used in the Heads of Terms, specifically the reference to the property's use as a toilet block and storage facility.

Further concerns were raised about the break clauses outlined in the Heads of Terms.

It was proposed by Councillor Brady seconded by Councillor Miller and **RESOLVED**;

1. To **RECOMMEND** to Full Council to note the successful award of £7,480 in funding to Saltash Town Council and delegate to the Development and Engagement Manager (D&EM) to proceed with the process of undertaking the feasibility study for the Waterside Sheds and Public Conveniences site;
2. To note Councillors Bullock, Bickford and Miller remain on the Waterside Sheds and Public Toilet Project Working Group and approve the addition of Councillor Brady, and continue to work with the D&EM for the Waterside Sheds and Public Conveniences project;
3. To support in principle the Waterside Sheds and Public Toilets Heads of Terms, delegating to the D&EM and the working group to further review, reporting back to the next Property Maintenance Sub Committee meeting.

14/25/26 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.

15/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

16/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

17/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 25 September 2025 at 6.30 pm

Rising at: 7.50 pm

Signed: _____
Chairman

Dated: _____



APPENDIX A

The background image shows a boatyard with a large, complex metal structure, possibly a crane or a large boat, situated on a body of water. The structure is made of dark metal and has several vertical supports. In the background, there are houses and trees on a hillside under a blue sky with some clouds.

Project 31/05/2025, 18:35

ON GOING MAINTENANCE PLANE

Saturday, 31 May 2025

Prepared For Saltash Council

5 Pages



Proposed Annual Maintenance

Assigned To VOYAGER MARINE

Proposal for Annual Maintenance Check on
Saltash Pontoon Marina

Ongoing Maintenance Schedule for Saltash
Jubilee Pontoon

Annual Maintenance Checklist

We propose the following comprehensive maintenance plan for the Saltash Jubilee Pontoon Marina, to be conducted Annually ensuring the longevity and safety of the pontoons.

General Inspections

- Thorough Inspection: Conduct a comprehensive inspection of the pontoon annually to ensure optimal performance and safety.

Specific Areas of Focus

1. Joining Rubbers

- Check joining rubber Connection blocks and associated nuts and washers for condition and secure fit replace where needed.

2. Life Rings

- Confirm all life rings are in place and in good order.

3. Handrail Fencing

- Inspect handrail fencing for safety and secure attachment.

4. Cleats

- Inspect all cleats to ensure none are broken and all are securely fastened.

5. Wood Fendering

- Inspect the wood fender around the pontoon for secure attachment and condition. Re apply protective coating.

6. Navigational Lights

- Ensure all navigational lights are operational.

7. Deck Boards

- Inspect all deck boards for security and cleanliness; pressure wash as needed.

8. Access Pontoon Rollers

- Check the condition of nylon skids and access pontoon rollers.

9. Subframe Brackets

- Inspect brackets attaching the subframe to the pontoons; ensure none are broken and in good order.

10. Pile Brackets

- Inspect brackets surrounding the piles at each end of the pontoons for integrity.

11. Gate Access

- Check that gate access is functioning correctly.

12. Lighting

- Confirm that all lighting is working properly.



TWO-YEARLY MAINTENANCE

Assigned To SALTASH COUNCIL

Proposal for Two-Yearly Maintenance Check on
Saltash Pontoon Marina

To: Saltash Council

Subject: Recommendations for Two-Yearly
Maintenance Check

We would like to propose the following actions for
the upcoming two-yearly maintenance check on
the Saltash Pontoon Marina to ensure optimal
safety and functionality.

Comprehensive Underwater Inspection

1. Diver Inspections

- Condition Assessment: Engage professional divers to conduct a thorough examination of all underwater components.
- Anode Replacement: Assess the condition of anodes and replace them where necessary to prevent corrosion.
- Fixing Bolt Inspection: Check all fixing bolts for signs of corrosion and ensure they are securely tightened.

2. Float Integrity

- Corrosion Check: Ensure all floats below the waterline are inspected for corrosion.
- Security Assessment: Confirm that all floats are intact and securely fastened to maintain structural integrity.
- Documenting any damage or signs of wear.

3. Video Documentation:

- Recording underwater footage to visually capture the condition of the floats.
- Highlighting specific areas needing attention.

Additional Recommendations

- Routine Monitoring: Implement a routine monitoring schedule for anodes and fixing bolts to address any issues proactively.
- Documentation: Maintain detailed records of inspections and repairs to track the maintenance history of the pontoon.

Conclusion

By following these recommendations, we can enhance the safety and longevity of the Saltash Pontoon Marina. We look forward to your feedback and support in implementing these measures.

Thank you for your attention to this important matter.

8 to 10 Yearly Maintenance Proposal
Assigned To Saltash Council



8 to 10 Yearly Maintenance Proposal

Assigned To Saltash Council

Proposal for 8 to 10 Yearly Maintenance Check on
Saltash Pontoon Marina

To: Saltash Council

Subject: Recommendations for Long-Term
Maintenance of Saltash Pontoon Marina

We propose the following comprehensive

maintenance plan for the Saltash Jubilee Pontoon Marina, to be conducted every 8 to 10 years, ensuring the longevity and safety of the pontoons.

Recommended Maintenance Actions

1. Detachment and Transportation

- Detach the pontoons and transport them to Voyager Boatyard for thorough out-of-water maintenance.

2. Comprehensive Inspection and Maintenance

- Deck Board Removal: Remove all deck boards to facilitate full access for inspection.
- Subframe Removal: Remove subframes from the pontoon floats for detailed examination.
- Protective Coating Removal: Removal of all protective coatings to assess the underlying structures.

3. Non-Destructive Testing (NDT)

- Conduct NDT and pressure testing of the floats to evaluate their integrity.
- Perform necessary repairs based on the findings from the NDT report.

4. Reapplication of Protective Coating

- Reapply a two-pack epoxy one coat system with a durable black finish to protect against environmental wear.

5. Subframe Inspection and Repairs

- Inspect subframes thoroughly and complete any required repairs to ensure structural integrity.

6. Fender Replacement

- Fit new tantalized wood fenders around the pontoons to enhance durability and protection.

Applying a grey protective coat.

7. Reconstruction and Reinstallation

- Reconstruct pontoons and transport them back to Saltash Jubilee Pontoon.
- Install new rubber joining blocks, along with all new stainless-steel bolts, nuts, and heavy-duty washers.

8. Component Renewal

- Check all components on the pontoons and renew any that are worn or damaged. Including New Anodes.

Conclusion

Implementing this maintenance plan will significantly enhance the safety and functionality of the Saltash Pontoon Marina. We appreciate your consideration of these recommendations and look forward to your feedback.

Thank you for your attention to this important matter.

Sid Currie
Oceanic Marine Group