



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

18 June 2025

Dear Councillor

I write to summon you to the meeting of **Property Maintenance Sub Committee** to be held at the Guildhall on **Tuesday 24th June 2025 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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

PP S Burrows
Town Clerk / RFO

To Councillors:

R Bickford J Brady R Bullock S Miller B Samuels P Samuels B Stoyel	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. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

7. To receive and approve the minutes of the Property Maintenance Sub Committee held on 20 February 2025 as a true and correct record. (Pages 4 - 7)
8. To receive a recommendation from the Town Vision Sub Committee and consider any actions. (Page 8)
9. 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; (Pages 9 - 14)
 - b. Quarter One for the year 2025/26. (Pages 15 - 17)
10. To receive the Pontoon future maintenance document and consider any actions and associated expenditure. (Pages 18 - 26)
11. To receive a report on works to the Heritage Building and consider any actions and associated expenditure. (Pages 27 - 71)
(Pursuant to Property Maintenance held on 20.02.25 minute nr. 48/24/25)

12. 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. (Pages 72 - 76)
13. To receive a report on the Guildhall internal and external repairs and redecoration work and consider any actions and associated expenditure. (Pages 77 - 79)
14. To receive Heads of Terms for the Waterside Toilet and Sheds and consider any actions and associated expenditure. (Pages 80 - 85)
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 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 Property Maintenance Sub Committee held at the Guildhall on Thursday 20th February 2025 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman), S Miller (Vice-Chairman) and B Stoyel.

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

APOLOGIES: J Brady and J Peggs.

42/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

43/24/25 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.

44/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

45/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 28 OCTOBER 2024 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 Miller and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 28 October 2024 were confirmed as a true and correct record.

46/24/25 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.

Members discussed the need for some external redecoration (masonry repairs and painting) to Isambard House.

The Town Clerk confirmed that funds have been budgeted and would be available from April 2025.

It was **RESOLVED** to note.

47/24/25 TO RECEIVE AND REVIEW THE PROPERTY MAINTENANCE SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND EXPENDITURE.

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

It was **RESOLVED** to note.

48/24/25 TO RECEIVE AN UPDATE ON THE SALTASH HERITAGE EXTERNAL WINDOWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report on the Saltash Heritage external window works, contained within the circulated reports pack.

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

1. To note the report;
2. To delegate to the Service Delivery Manager to work with Barron Surveying to issue a tender specification, if required, for the appointment of a contractor working within budget 6471 SE EMF Heritage Centre, reporting back at the next Property Maintenance meeting.

49/24/25 TO RECEIVE AN UPDATE ON THE GUILDHALL 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.

Members discussed each area of the report in detail.

The Town Clerk noted that some external areas of the Guildhall had appeared to remain damp, resulting in a bubbling effect of the paint, this has been reported to the contractor and Barron Surveying to investigate.

It was **RESOLVED** to note.

50/24/25 TO RECEIVE AN UPDATE ON THE WATERSIDE TOILET AND SHEDS PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report on the Waterside Toilet and Sheds Project, contained within the circulated reports pack.

It was **RESOLVED** to note.

51/24/25 TO RECEIVE AN UPDATE ON THE HEADS OF TERMS FROM NETWORK RAIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report from the Development and Engagement Manager, contained within the circulated reports pack.

It was **RESOLVED** to note.

52/24/25 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.

53/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None

54/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

55/24/25 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: 6.57 pm

Signed: _____
Chairman

Dated: _____

To receive a recommendation from the Town Vision Sub Committee and consider any actions

8/25/26 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.


The Town Clerk gave a verbal overview of the report and deliverables to date contained and circulated in the reports pack.

It was proposed by Councillor Griffith, seconded by Councillor Gillies and

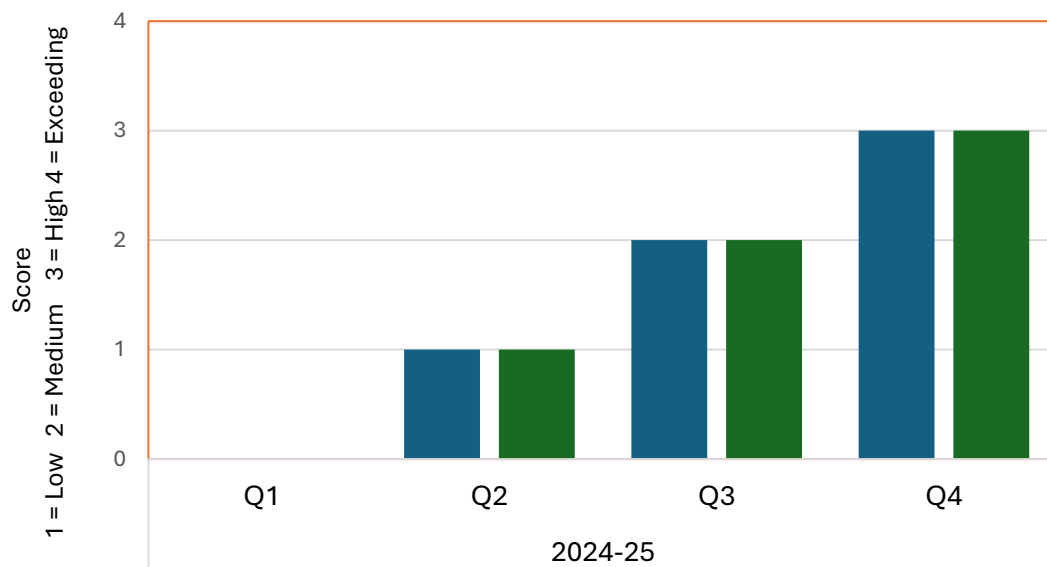
RESOLVED:

3. To **RECOMMEND** to Property Maintenance to:


a. Review Strategic Priority 4 to ensure it fits within the remit of the Sub Committee and how they see the 'Aim' being met;

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 9</div> <div></div>	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.	Working with the Five-Year Plan Working with Barron Surveying - Town Council appointed Building Surveyor Review sites that could benefit from solar PV Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors	Working within the Five-Year Plan to ensure Town Council buildings are reviewed regularly and works budgeted accordingly Appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building To proceed with the Guildhall external redecoration and draught proofing windows to provide better installation (we recognise this action also meets strategic priority 5) Services Committee recommended to Property Maintenance to consider maintenance work to the Borough War Memorial railings within the five-year plan Continue to review the five year repair and maintenance plan to ensure sufficient funds are budgeted to maintain the buildings - PM held on 20.02.25 minute nr. 45/24/25 Work with Barron Surveying to issue a tender specification for the Heritage Building External Windows - PM held on 20.02.25 minute nr. 48/24/25 Guildhall External Repairs and Redecoration works completed including Guildhall Town Seal above front entrance repainted to highest of	3	N/A	1	2	3
		Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.	Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors Review buildings in the local area to purchase as an investment to support the growth of the Town Council	To prepare a project report including any funding opportunities for the development of the Waterside toilets and sheds STC awarded £100k from CIL fourth round for the redevelopment of play park and sensory garden Guildhall building external refurbishment complete to highest standard Partial internal decoration work to the Guildhall	3	N/A	1	2	3

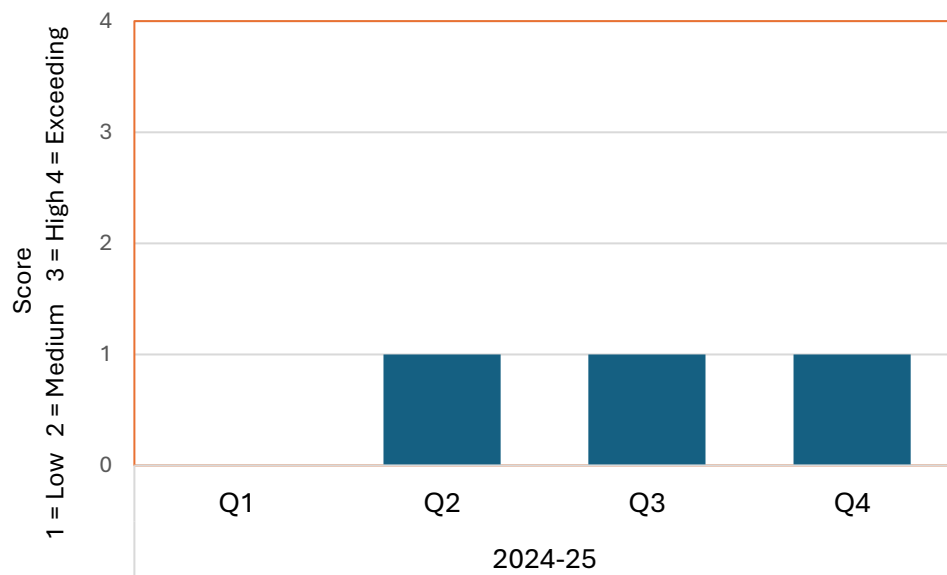
Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Property Sub Committee




- Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.
- Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.

Strategic Priority 4 - Travel and Transport		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.</p>	<p>Work with relevant key stakeholders such as Town Team and Beryl Bikes</p>	<p>Supporting the roll out of Beryl Biles across Saltash, in particular, at Isambard House and Pillmere Drive.</p>	1	N/A	1	1	1

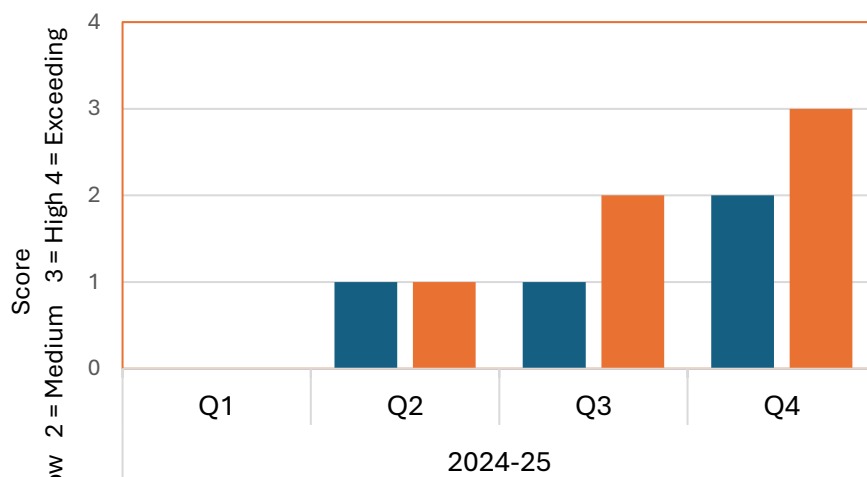
Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Property Sub Committee




■ Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers. N/A

Strategic Priority 5 - Climate Emergency		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.	Review sites that could benefit from solar PV Working with Barron Surveying - Town Council appointed Building Surveyor	To appoint a contractor to undertake an engery report on all Town Council buildings to better understand usage moving towards net zero as feasibly possible Finance Officer to provide a utility usage report for consideration Funding bid submitted for solar PV	2	N/A	1	1	2
		To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.	Working with the Five-Year Plan Working with relevant bodies to improve energy efficiencies	Completed Guildhall external redecoration and draught proofing windows to provide better installation (we recognise this action also meets strategic priority 1) To proceed with the Guildhall internal redecordation to part of the building to repair water ingress To proceed with an annual external washdown of surfaces and application of algaecide subject to the products meeting the Town Council environmental policy and business plan. To consider budgeting for annual external washdown for all Town Council properties	3	N/A	1	2	3


Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Property Sub Committee



- Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.
- To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26 Q1
<div>Page 15</div> <div>  </div>	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.	Working with the Five-Year Plan Working with Barron Surveying - Town Council appointed Building Surveyor Review sites that could benefit from solar PV Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors			
		Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.	Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors Review buildings in the local area to purchase as an investment to support the growth of the Town Council			

Strategic Priority 4 - Travel and Transport		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26 Q1
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.	Work with relevant key stakeholders such as Town Team and Beryl Bikes			

Strategic Priority 5 - Climate Emergency		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26 Q1
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.	Review sites that could benefit from solar PV Working with Barron Surveying - Town Council appointed Building Surveyor			
		To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.	Working with the Five-Year Plan Working with relevant bodies to improve energy efficiencies			

To receive the Pontoon future maintenance document and consider any actions and associated expenditure.

Report to: Property Maintenance

Date of Report: 18.06.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: N/A

Officers Recommendations

To consider a future maintenance schedule for the Pontoon and assess the inclusion of associated costs within the Property Maintenance five-year repair and maintenance plan.

Report Summary

Following recent repair and maintenance works on the pontoon, it has been recommended that a comprehensive annual maintenance plan be implemented to ensure the long-term safety and durability of this important Town Council asset.

The attached document - **Appendix A** outlines the proposed ongoing maintenance schedule.

This includes annual maintenance, checks every 8–10 years and a two-yearly inspection inclusive of visual assessments, diver inspections and float integrity checks. The two-year inspection will also include underwater video footage to clearly document the condition of the pontoon's underside and floats.

Voyager Marine has confirmed future maintenance costs at £4,000 per annum. This will enable the Property Maintenance Sub-Committee to plan and budget confidently over the next five years. The SD team will also support ongoing upkeep and maintenance, working from the same planned maintenance schedules, which will help reduce overall costs to Saltash Town Council.

How Does This Meet the Business Plan?

Strategic Priority 1 – Boosting Jobs and Economic Prosperity

The Property Maintenance sub committee aim to continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.

And aim to support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.

Quotes Provided

Due to the specialised nature of the works and services required, a suitable alternative local company has not yet been identified to provide a quotation.

Budgets

Budget Availability: £9,052.00

Budget Codes: 6584 SE EMF Pontoon Maintenance Costs

Committed Spend: £0

Lessons Learned

The Town Council has not previously implemented a comprehensive annual maintenance schedule for the pontoon.


Following damage caused by Storm Darragh, insurers advised that the severity of the impact could have been reduced had a comprehensive maintenance plan been in place.

This highlights the importance of learning from past experience and suggests that establishing a formal maintenance schedule would be beneficial in safeguarding this valuable asset.

Signature of Officer:

Office Manager / Assistant to the Town Clerk

APPENDIX A



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

To receive a report on works to the Heritage Building and consider any actions and associated expenditure.

Report to: Property Maintenance

Date of Report: 16.06.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: [Pursuant to Property Maintenance held on 20.02.25 minute nr. 48/24/25](#)

Officers Recommendations

1. To note the report from Barron Surveying following the recent drone survey of the roof.
2. To consider allocating 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 consider two Members to open and score the tender submissions following the tender closing date - 14 July 2025.
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 recommend to Full Council to vire £20,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£15,000) 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).

Report Summary

1. Heritage Building Roof – Drone Survey Results:

Property Maintenance approved Barron Surveying's recommendation to appoint a contractor to carry out a drone survey to better understand the condition of the roof where this is not clearly visible from ground level.

Refer to **Appendix A** condition report received from the Barron Surveying and the recommendation contained within to strip and re-cover the roof within the next five-years.

2. Scope of Works – Windows and Front Elevation

In February the Property Maintenance Sub Committee delegated to the Service Delivery Manager (SDM) to work with the Town Council's Building Surveyor to issue a tender specification for the appointment of a contractor to carry out the scope of works for external redecoration and repair of the front elevation only – Refer to **Appendix B**.

The tender was published on Monday 16 June will remain open for submissions until Monday 14 July at 5pm.

Two Members of the Property Maintenance Sub Committee are required to open and score the tenders in the presence of the Town Clerk in line with Financial Regulations.

The value of this contract is estimated to be approximately £30,000 including 2.5% contingency.

It is recommended to appoint Barron Surveying to provide contractual administrative services (scoring, appointment and project management) up until completion of the works.

This cost for Barron Surveying Professional fees are detailed under the Budget Overview section.

Barron Surveying Condition Report and Forecast Budget Cost - Refer to **Appendix C.**

Budget Overview

If Barron Surveying were to be instructed to carry out contract administration services, the Town Council should allow up to 15% of the project value as a professional fee, plus VAT.

It will depend on the timing of the work whether Barron is able to perform that through Barron Surveying or Baileys, and if the former, then the fee might alter.

The Property Maintenance Sub-Committee reviewed the five-year plan against Barron Surveying Condition Report and allocated a budget of £30,000 to be spread over the next five years for the required works.

However, due to the urgent nature of the repairs necessary to prevent further deterioration of the property and to allow the work to be carried out during better weather months, it is recommended the Property Maintenance Sub Committee request Full Council approve a virement of £20,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£15,000) and 6595 EMF Legal and Professional Fees (£5,000).

The Finance Officer has confirmed that there are no alternative earmarked funds or existing budgets sufficient to cover the cost of the works or the associated professional fees required to oversee the project through to completion.

This virement will ensure that the essential work to the external redecoration and repair of the front elevation only can proceed without delay, safeguarding the Town Council's asset.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes. Advertised via Contracts Finder.

Budgets

Budget Code: 6471 SE EMF Heritage Centre

Budget Availability: £15,966

Budget Code: 6595 SE EMF Legal and professional Fees (Grounds and Premises)

Budget Availability: £1,800

(This EMF was specifically requested and budgeted for professional fees relating to the waterside toilets and sheds project.)

Budget Code: General Reserves

Budget Availability: £417,448

Signature of Officer:

Office Manager / Assistant to the Town Clerk

Ref: JB/SB/4483

Ms S Burrows
Town Clerk
Saltash Town Council

By Email Only: sinead.burrows@saltash.gov.uk

5 March 2025

Dear Sinead

HERITAGE BUILDING - ROOF

We write further to the condition report that we prepared for your buildings, including the Heritage Building towards the end of last year.

You will recall that we recommended a camera drone survey to understand the condition of the roof where this is not clearly visible from ground level.

Further to your kind instructions, I have now had that drone camera survey undertaken and I enclose with this letter a link to the drone imagery.

The pitched roof slopes are all covered with a fibre cement asbestos tile. As I alluded to in my condition report, the tiles are aged and weathered with a significant build-up of moss and algae. There have been some piecemeal repairs to the tiles over the years.

Asbestos tiles have a relatively short lifespan and will become increasingly brittle and porous.

The roof covering remains intact without any significant areas of missing tiling. Lead abutments are not particularly well formed and some of the flashings around roof lights have lifted.

There will most likely be a roofers membrane beneath these tiles and I suspect that is also an elderly bitumen felt.

Because of the condition of the roof tiles, I recommend that plans are made to strip and re-cover the roof at the Heritage Building in the foreseeable future, say within the next 5 years.



If significant leaks start to occur, this may need to be accelerated.

Kind regards,
Yours sincerely

James M Barron MRICS
Chartered Building Surveyor
Director



OUTLINE SCOPE OF WORKS
FOR EXTERNAL REDECORATION AND REPAIR


FRONT ELEVATION ONLY

AT

**HERITAGE BUILDING
LOWER FORE STREET
SALTASH, CORNWALL
PL12 6JQ**

FOR SALTASH TOWN COUNCIL



Prepared By: James M Barron MRICS	Date: 5 March 2025	Rev:
Checked By: 	Job Ref: 4483	



- Chartered Building Surveyors
- Project Managers
- Property Inspections
- Architectural Design

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SECTION ONE

- General Items

SECTION TWO

- Scope of Works



SECTION ONE

General Items

1.1 Scope of Works

The work involves external repair and redecoration to the front elevation only of the Heritage Building Lower Fore Street, Saltash PL12 6JQ.

1.2 Description of Property

The front elevation of the Heritage Building is at 17 Lower Fore Street and fronts onto the pavement, being three storeys high.

1.3 Parties

Employer is Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall PL12 6JX.

1.4 Pricing This Schedule

Make a site visit through liaising with Saltash Town Council (Ian Bovis, Service Delivery Manager Tel: 01752 844846 ian.bovis@saltash.gov.uk) to inspect the rear parts of the property.

1.5 CDM Regulations

The contractor is to comply with CDM 2015 for this project.

1.6 Scaffolding

Include for scaffold access at the front elevation. Include for all pavement licenses and costs. Ensure the scaffold is erected by a competent contractor and is properly maintained through the project. Keep scaffold records. Ensure all scaffold access ladders are removed at the end of each working session. All low level scaffold poles to be taped with protective tape and foam and undertake all in accordance with good working practice and scaffolding regulations.

1.7 Power, Water and Welfare

Contractors will be permitted use of the building's water and power supplies and welfare facilities will be made available locally.



1.8 Insurances

The contractor must carry their own set of Public Liability, Employers Liability and Contractors All Risk insurances.

1.9 Contingency

When pricing this schedule, allow the contingency sum of **£2,500.00** to be expended at the discretion of the Employer.



SECTION TWO

Scope of Works

2.1 Fungicidal Wash and Rinse

Thoroughly fungicidal wash and rinse all previously painted rendered areas of the front elevation and all previously painted timber work and PVC. Take care to clean off as much rust staining under the flagpole bracket as possible. Leave ready for painting. Use environmentally friendly fungicides suitable for use over public areas.

2.2 Clear Gutters

Thoroughly clean out the plastic gutter along the front elevation. Thoroughly clean off moss and algae. Water test the gutter. Allow to seal all gutter joints and leave gutter watertight.

2.3 Render Repair

Tap test the render at ground, first and second floor.

Report any hollow/de-bonded areas of render to the Employer.

Seek instruction for render replacement which will be valued from the project contingency.

2.4 Overhead Cables

The contractor must note that there are overhead lighting and telecoms cables across the front elevation. Protect these cables at all time and leave safe.

2.5 Timber Repairs

Carry out the following specific timber repairs:

- Second floor window – replace 1no. windowsill complete, length 1.2m.
- First floor window – replace 1no. windowsill complete, length 1.2m.
- Ground floor moulding under lead canopy – replace 1.5Lm with matching timber, securely fixed back to fascia and left ready for painting.
- Left hand timber pillar, side No. 17 entrance door – replace pillar at bottom of pillar with a matching pedestal.



- Ground floor sash windows – keep all of these windows fixed and painted shut.
- Middle lower sash bottom – scarf repair 1Lm by 50mm by 50mm new timber.
- Mullion capping between middle and right hand sash – scarf repair base 400mm.
- Vertical mullion between middle and right hand sash – scarf repair vertical timber 200m by 50mm by 50mm.
- Both entrance doors and frames – prepare and paint. Include for removing all rusted door hinges and replacing with new stainless steel hinges and leave in good condition.

In addition to the above, dig out all soft timber from all windows, frames, sills, fascias, soffits and mouldings around shop front. Dig back to firm wood. Fill with epoxy resin woodcare repair, rub down and bring forward, leaving ready for decoration.

2.6 Flagpole Bracket

Remove the existing flagpole bracket and dispose of fixings.

Take the bracket to a metal fabricator. Arrange for a new galvanised steel bracket powdercoated black to be manufactured to matching size and dimensions. Re-fit the new galvanised powdercoated bracket to the wall in the existing position and leave in good condition.

2.7 Leadwork Over Shop Canopy

Closely inspect the leadwork. Clean off all previous paint and carry out lead repairs over any splits or cracks. Subsequently, overcoat the lead with mesh Acropol waterproof paint including the lead cappings over the corbel upstands either side of the canopy. Leave in good condition.

2.8 Paint Masonry

Thoroughly prepare and paint all previously painted render. Include for contrasting colour sills and splash course. Include for painting inside both door entrance undercrofts. Colours to match existing. Paint with two full body coats and mist coat any bare areas. Leave in good condition.

2.9 Redundant Fixings

Dig out from the render all redundant fixings and brackets. Make good render locally and leave ready for painting.



2.10 Timber Brackets

Either side ground floor sash – prepare and paint with undercoat and gloss and leave in good condition.

2.11 Noticeboards

Allow to remove the noticeboards inside the undercroft outside No. 17 door. Temporarily store safely. Reinstall onto painted walls and leave in good condition.

2.12 Mural Fascia Signage And Opening Time Signs Etc.

Temporarily remove and safely store all signage from the front elevation. Allow to prepare and paint all surfaces behind, which is a blocked up and rendered opening. Reinstall signage on completion and leave in good condition.

2.13 Clean Up

Regularly throughout and upon completion, clean the works and keep the site tidy.

2.14 Liaison with Neighbour

Liaise with Saltash Town Council and the neighbours throughout the work to keep advised of activities and particularly scaffold erection and dismantling.


CONDITION REPORT AND FORECAST BUDGET COSTS

AT

**VARIOUS BUILDINGS
SALTASH TOWN COUNCIL**

FOR SALTASH TOWN COUNCIL

APPENDIX C

Prepared By: James M Barron MRICS	Date: 14 October 2024	Rev:
Checked By: 	Job Ref: 4452	



SECTION ONE

- General Items

SECTION TWO

- Condition Report and Budget Costings

SECTION THREE

- Photographs



SECTION ONE

General Items

1.1 Instructions

Instructions were received from Saltash Town Council to carry out a major elements condition report and forecast budget costings over various buildings belonging to Saltash Town Council.

Instructions are in accordance with Barron Surveying Services email 2 September 2024 and subsequent correspondence.

1.2 Inspection

An inspection of the buildings has been carried out by James M Barron MRICS. Inspections have been carried out from 4 October 2024 with access arrangements being made with representatives of the Council.

1.3 Scope of Inspection

The inspection is for the purpose of carrying out a major elements building condition survey and preparing a costed forecast works report.

The inspection has been carried out visually from inside and outside the building.

Outside, the inspection is from ground level or with the use of 3m surveyor's ladders where necessary and from vantage points around each building.

Internal inspection has been carried out with liaison from Saltash Town Council staff.

The scope of the inspection is to record and report on the condition of major elements of building fabric.

The internal inspection is for the purpose of reporting on the condition of floor coverings only.

Items of a minor and cosmetic nature will not be reported upon.

The report will not consider any of the building's services such as electrical systems, drainage, water, fire alarm, emergency lighting, heating and cooling etc. No comment will be made in relation to building plant and services and no specialist testing has been carried out.



The report will not comment on items of cyclical and routine maintenance which is assumed to already be in hand with Saltash Town Council's appointed contractors.

1.4 Reading This Report

The report will consider each building individually.

The report is presented in a tabular format.

The report will contain the following headings:

- Item
- Description/condition
- Work required
- Budget cost and priority
- Photograph

For priority, three individual priorities will be allocated to each item of repairs identified. These are:

- **Priority one** – urgent works required within one year. Failure to implement the works will allow continued degradation of building fabric or occupancy/health and safety issues.
- **Priority two** – moderate works required to be carried out within years two and three. Failure to carry out the works will allow unnecessary degradation of building fabric and are required to keep the building in a well maintained condition.
- **Priority three** – planned work required to be carried out within years four to five.

Work anticipated to be required outside of a forecast five year period from the date of inspection will not be commented upon in this report.

Where appropriate, photographs are included in the report at section 3.0 to illustrate matters of repair identified.

1.5 Budget Costs

Budget costs contained in this report are prepared using surveyor's experience and judgement.

Prior to implementing the work in the report, Saltash Town Council should obtain competitive quotations from suitably qualified contractors.



This report is not intended to be a specification of works and instead is an outline scope of work required. Further design and specification work may be required to obtain quotations for items of work identified other than very simple like for like maintenance or repair.

Costs are presented on a day one basis and are exclusive of VAT.

For future cost planning, Saltash Town Council must take into account VAT as appropriate and make allowances for annual inflation on materials and labour costs.

1.6 Buildings Inspected

The following buildings are inspected within the scope of this inspection.

- Isambard House
- The Guildhall, Saltash
- Maurice Huggins Room
- Town Council Depot Buildings
- Saltash Library
- Heritage Building Lower Fore Street



SECTION TWO

CONDITION REPORT




JOB - 4452 SITE - SALTASH TOWN COUNCIL VARIOUS BUILDINGS		DATE - OCTOBER 2024	
ITEM		CLIENT - SALTASH TOWN COUNCIL	
DESCRIPTION/CONDITION		PRIORITY AND COST	
WORK REQUIRED		PHOTO REF	
		Priority 1 2025 £	Priority 2 2026/2027 £
		Priority 3 2028 to 2030 £	
SALTASH LIBRARY			
EXTERNAL			
Roof			
Gullwing style upper roof with internal drainage with outlets to external downpipes. Roof is too high to inspect and cannot be seen. STC budget sheets advise roof repairs carried out circa 2020. Present condition not known.		£ 300.00	
Rear monopitch roof with single ply style membrane covering. Internal gutter at lower end to downpipes. Visually good condition.			
Internal drainage from both roofs with external plastic downpipes. Downpipe brackets broken in places.		£ 150.00	P2
Gutters and Downpipes			
Painted concrete roof overhang to upper roof. Lower roof has self-finished cement board style soffit and fascia.			
Fascias and Soffits		£ 3,400.00	£ 3,400.00
Textured concrete external walling, unpainted. Vertical crack in render right hand side front elevation. Vertical crack in render rear elevation under lower window. Minor thermal cracking only.			
External Walls		£ 250.00	
Curtain walling at front. Budgetary allowances already made by STC. Curtain walling being replaced October 2024.			
Windows and Doors			
6no. Metal or timber windows.		£ 1,000.00	£ 1,000.00
Self-finished aluminium windows to rear section.			
2no. Vertical stack projecting windows each side library. Metal frame single glazed. Being replaced with curtain walling.			
Elevation Photographs			P3, P4, P5
INTERNAL			
Carpet floor coverings through main library area and on mezzanine platform. Minor wear of carpet tiles against red 'play area'. Cosmetic wear on carpet surfaces. Remains in serviceable condition.			
LIBRARY TOTALS		£ 5,100.00	£ 1,500.00
TOTALS		£ 5,100.00	£ 5,900.00

JOB - 4452

SITE - SALTASH TOWN COUNCIL VARIOUS BUILDINGS

DATE - OCTOBER 2024



DATE - OCTOBER 2024

CLIENT - SALTASH TOWN COUNCIL

ITEM

DESCRIPTION/CONDITION

WORK REQUIRED

PRIORITY 1

2025

£

PRIORITY 2

2026/2027

£

PRIORITY 3

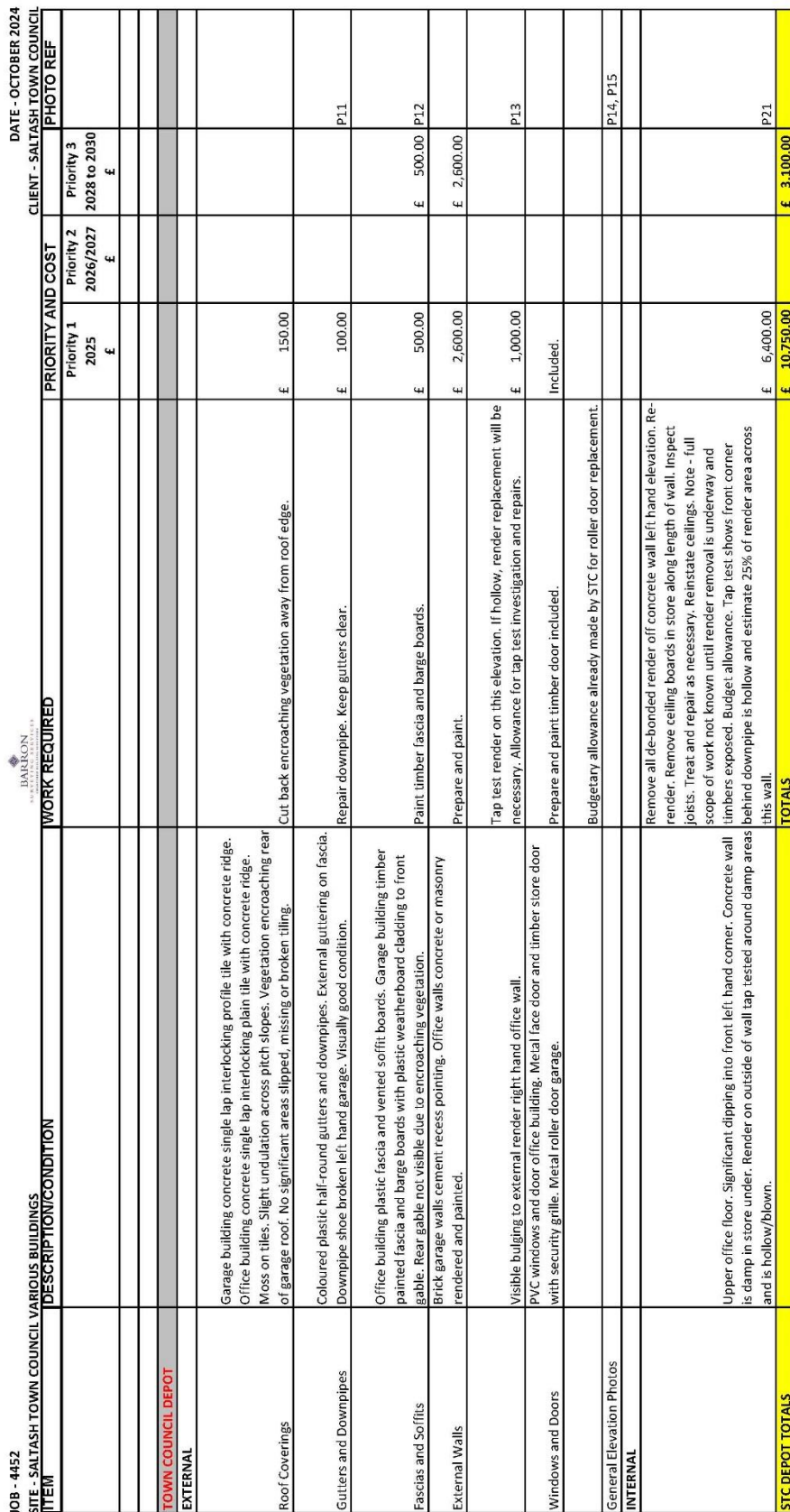
2028 to 2030

£

PHOTO REF

MAURICE HUGGINS ROOM/ EXTERNAL						
Roof	Shallow pitch roof self-finished sheet metal covering. Slight mossing. Visually good condition.					
Gutters and Downpipes	Plastic gutter and downpipe rear elevation. Gutter and downpipe joints mossy. Silt built up around gulley under downpipe.					P6
Fascias and Soffits	Plastic fascia. Painted board soffit. Possibly asbestos soffit boarding.	£ 300.00				P7
Walls	Blockwork or stone face external walls rendered and painted. Render and stone jointing good. Decoration worn.	£ 300.00				
Windows and Doors	Brown PVC door and ribbon window to front and side. White PVC to rear. PVC cladding blocks door opening right hand elevation.	£ 1,000.00		£ 1,000.00		
Elevation Photos		£ 150.00				P8
INTERNAL						P9, P10
	Floor coverings carpet throughout with vinyl sheet in kitchen and WCs. Slight scuffing and cosmetic wear but floor coverings remain good.					
MAURICE HUGGINS ROOM/ TOTALS		£ 1,750.00		£ 1,000.00		

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JOB - 4452		DATE - OCTOBER 2024			
SITE - SALTASH TOWN COUNCIL VARIOUS BUILDINGS		CLIENT - SALTASH TOWN COUNCIL			
ITEM	DESCRIPTION/CONDITION	WORK REQUIRED	PRIORITY AND COST	PHOTO REF	
			Priority 1 2025 £	Priority 2 2026/2027 £	Priority 3 2028 to 2030 £
ISAMBARD HOUSE					
EXTERNAL					
Roof	Re-roofed circa 2020.	None anticipated.			
Chimneys	2no. Rendered painted chimneys with pots and cowl.	Prepare and paint.	Included		
Gutters and Downpipes	Metal Heritage style gutters and downpipes installed circa 2020. Self-finished colour.	None anticipated.			
	Painted timber fascia boards and canopy on metal brackets. Rendered and painted walls with ornate banded sills and detailing. Minor thermal cracking in external render around window on station elevation along with less extensive cracking around windows on roadside and cafe elevation.				
Building Exterior	Wooden factory finish windows replaced circa 2020. Minor scuffing to factory finish in isolated areas.		£ 200.00	£ 8,000.00	p19, p20
INTERNAL					
	Self finished screed floor. STC in discussion with contractor regarding cracking across floor through building contract.	None anticipated.			
ISAMBARD HOUSE TOTALS		TOTALS	£ 200.00	£ 8,000.00	

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SECTION THREE

Photographs



P2 – library downpipe bracket



P3 – library



P4 – library



P5 – library



P6 – Maurice Huggins roof



P7 – Maurice Huggins mossy downpipe



P8 – cladding board



P9 – Maurice Huggins room



P10 – Maurice Huggins room



P11 – broken drainpipe



P12 – depot soffit



P13 – depot bulging wall



P14 – depot



P15 – depot



P16 – Heritage building



P17 – Heritage building



P18 – Heritage building



P19 – typical crack in building



P20 – touch up window



P21 – depot internal concrete wall in store

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only												
Page 72	Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
			2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	Comments
Guildhall - Major works		EMF									All major works completed in 17/18	
External repairs and decorations		6470 GH EMF Guildhall Maintenance	£76,364.64	£3,922.00	£978.00	£2,944.00	£5,669.00					Committed costs - Repair & paint stairwell and paint 15no internal windows £3,486 (snagging to be completed) Committed costs - Aquarod repairs to Guildhall drains £2,183
External repairs and decorations		6470 GH EMF Guildhall Maintenance		£12,000.00	£0.00	£12,000.00		£12,000.00	£12,000.00	£12,000.00		Building wash 2 years £3,000. Re-paint 5 years £42,000 = Total £45,000
Internal guildhall decorations works		6470 GH EMF Guildhall Maintenance	£0.00	£10,000.00	£0.00	£10,000.00		£10,000.00	£10,000.00	£10,000.00		Last completed June 2018. The Building internally is deteriorating in some areas requiring plastering works and decoration. Is this something that could be done in-house and how will the cost be covered?
Interior - Carpet renewal / replacement		6470 GH EMF Guildhall Maintenance		£1,500.00	£0.00	£1,500.00		£1,500.00	£1,500.00	£1,500.00		Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas Carpet in corridor, Chamber and first floor landing - stretch or replace £6,000
Professional Fees for the above		6418 GH EMF Legal & Professional Fees	£9,603.00	£418.00	£0.00	£418.00	£418.00	£1,000.00	£0.00	£0.00		Committed cost Barron Surveying for Internal decoration Budget 12% of project cost (no budget set for 2025/26, consider budget in future)
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF		6412 Lift Service & Maintenance (operational code not EMF)	£2,852.00	£3,741.00	£477.00	£3,264.00		£4,182.00	£4,487.00	£4,711.35	£4,946.92	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection		6410 GH General Repairs & Maintenance - Guildhall (operational code not EMF)	£0.00	£0.00	£0.00	£0.00		£1,000.00	£0.00	£0.00	£0.00	Pyramid June 22 (Cert £650)
Guildhall - Major works		TOTAL	£88,819.64	£31,581.00	£1,455.00	£30,126.00	£6,087.00	£29,682.00	£27,987.00	£28,211.35	£4,946.92	
Maurice Huggins Room		EMF										
External & Internal repairs and decorations		6472 MA EMF Maurice Huggins Room	£0.00	£3,073.00	£0.00	£3,073.00		£1,000.00	£1,000.00	£0.00	£0.00	Leasehold - Devolution Consider works to make rooms hireable
				£300.00	£0.00	£300.00						Gutters. Check gulley for blockages and clear as necessary
				£300.00	£0.00	£300.00						Fascia's and Soffits. Thorough wash and paint
				£1,000.00	£0.00	£1,000.00		£1,000.00			Walls. Prepare and paint	
				£150.00	£0.00	£150.00					Windows and Doors. Repair cladding board	
Professional Fees for the above		7018 MA EMF Legal & Professional Fees	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	Budget 12% of project cost
5 Yearly Electrical Inspection		7010 MA General Repairs & Maintenance (operational code not EMF)	£156.00	£0.00	£0.00	£0.00		£0.00	£500.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
Maurice Huggins Room		TOTAL	£156.00	£4,823.00	£0.00	£4,823.00	£0.00	£1,000.00	£2,500.00	£0.00	£0.00	

Agenda

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<div>Item</div> <div>Budget Code</div>		Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				<div>Red text = Notes for considerations</div> <div>Blue text = Barron Surveying recommendations (subject to annual CPI % increase)</div> <div>Purple text = new/rename nominal code</div>
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	
Longstone Park Depot	EMF										
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£1,212.00	£3,288.00	£0.00	£3,288.00		£1,000.00	£1,000.00	£0.00	£0.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £390 per month including insurance.
	7170 EMF Longstone Depot Capital Works		£150.00	£0.00	£150.00						Roof coverings. Cut back vegetation from roof edge
	7170 EMF Longstone Depot Capital Works		£100.00	£0.00	£100.00						Gutters and Downpipes. Repair downpipe
	7170 EMF Longstone Depot Capital Works		£500.00	£0.00	£500.00			£500.00			Fascia's and Soffits. Paint timber fascia and barge boards
	7170 EMF Longstone Depot Capital Works		£2,600.00	£0.00	£2,600.00			£2,600.00			External Walls. Prepare and paint
	7170 EMF Longstone Depot Capital Works		£1,000.00	£0.00	£1,000.00						External Walls. Tap test render, if hollow, render replacement
	7170 EMF Longstone Depot Capital Works		£6,400.00	£0.00	£6,400.00						Internal. Upper office - repair dipping floor and damp
Professional Fees for the above	7122 EMF Legal & Professional Fees (Longstone)										Estimate 12% of project cost for professional fees
Garage Roller Shutter Door	7170 EMF Longstone Depot Capital Works		£3,000.00	£0.00	£3,000.00		£3,000.00	£0.00	£0.00	£0.00	Safety works undertaken in Feb 2024 Potential need for a replacement door in 2026. Estimated cost £6,000 (budget accordingly) (Services committee 08/02/2024 Minute br 129/23/24 RECOMMEND replacement door)
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone (operational code not EMF)		£0.00	£0.00	£0.00		£0.00	£1,000.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
Longstone Park Depot	TOTAL	£1,212.00	£17,038.00	£0.00	£17,038.00	£0.00	£4,000.00	£5,100.00	£0.00	£0.00	
Library	EMF										
Roof replacement and repair			£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£59,887.20	£155,909.00	£0.00	£154,654.00	£14,972.00					Budget code 6971 = £264,752 (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 31 March 2025 £150,000. Due to be repaid in full April 2032. Project for Horizon Home Improvements £149,718 (2023/24 £74,859 + 2024/25 £59,887 + 10% to pay £14,972). Funding received from CC £15k December 2024
Other Costs	6971 EMF Library Property Maintenance	£4,567.37		£1,255.00							Total Spent to 2024/25 £5,282 (including planning application fees, asbestos survey & heritage impact assessment, Zurich Insurance, CC Building control)
Professional Fees for the above	6918 EMF Legal & Professional Fees	£6,900.00	£13,105.00	£0.00	£13,105.00	£11,500.00					Bailey Partnership Total Fee £200k x 11.5% = £23k. 2022/23 £8,050 2023/24 £6,900 and committed £8,050 Committed costs Bailey Partnership Building Regs approval £3,450 Budget 12% of project cost
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00			£0.00						This project on hold until further notice
Seating area / vending machine	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00			£0.00						This project on hold until further notice
Mechanical Extract Fan to Kitchen and Toilets	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00			£0.00						This project on hold until further notice

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<div> <div>Item</div> <div>Budget Code</div> </div>		Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				<div> <div>Red text = Notes for considerations</div> <div>Blue text = Barron Surveying recommendations (subject to annual CPI % increase)</div> <div>Purple text = new/rename nominal code</div> </div>
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	
Public fully accessible toilet		£0.00			£0.00						This project on hold until further notice
External & Internal repairs and decorations	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£300.00	£300.00	£0.00						Drone camera survey to inspect condition of upper roof
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£150.00		£150.00						Replace broken brackets
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£3,400.00		£3,400.00		£1,200.00	£1,100.00	£1,100.00		Fascia's and Soffits. Thorough clean and remove moss to include cherry picker for access. 25/26 £3,400 & spread another £3,400 over future 3 years
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£250.00		£250.00						External wall. Fill cracks
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£1,000.00		£1,000.00			£1,000.00			Windows and Doors. 6no metal or timber windows - prepare and paint
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£1,500.00	£1,500.00			Internal. Piecemeal repairs to carpet tile areas
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library (operational code not EMF)	£0.00	£1,000.00		£1,000.00		£0.00	£0.00	£0.00	£1,000.00	Pyramid March 21 (Cert £460, no remedial work required)
Library	TOTAL	£71,354.57	£175,114.00	£1,555.00	£173,559.00	£26,472.00	£2,700.00	£3,600.00	£1,100.00	£1,000.00	
Isambard House	EMF										
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£31,822.00	£37,366.00	£0.00	£37,366.00		£0.00	£0.00	£0.00	£0.00	Refurb works completed March 2020 2024/25 actual spent includes Patio Tables & Chairs £590. Shelving & work benches £585. Fridge & Fridge-freezer £432, kitchen refurbishment, tarmac carpark £25,500 Remaining funds for works to for solar PV, meter install
External & Internal repairs and decorations			£4,000.00		£4,000.00		£4,000.00				Exterior. Prepare and paint render including chimney Total £8,000
			£200.00		£200.00						Exterior. Minor touch up of windows
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00	£0.00	£18,492.00		£0.00	£0.00	£0.00	£0.00	Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
5 Yearly Electrical Inspection	6810 SA General Repairs & Maintenance - Isambard House (Operational code not EMF)	£0.00	£0.00		£0.00		£0.00	£500.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
Isambard House	TOTAL	£31,822.00	£60,058.00	£0.00	£60,058.00	£0.00	£4,000.00	£500.00	£0.00	£0.00	

Red text = Notes for considerations

Blue text = Barron Surveying recommendations (subject to annual CPI % increase)

Purple text = new/rename nominal code

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Public Toilets

Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Comments
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	
Public Toilets	EMF										
Waterside Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)		£26,398.00	£0.00	£26,398.00						Property Maintenance 26.09.24 26/24/25 To RECOMMEND to the Services Committee to be held on 10 October to provide delegated authority to the Town Clerk to further engage with Network Rail to start the 99-year lease proceedings for the Waterside toilets and sheds; Quote £127,250 (to include planning applic/building regs fees, pre-demolition survey and building cost
Professional Fees for above	6595 SE EMF Legal & Professional Fees (Grounds & Premises)		£1,800.00		£1,800.00						Fees 15% of project cost (£120,250) = £18,000
Alexandra Square Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)		£0.00		£0.00						Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)		£0.00		£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)		£0.00		£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
Public Toilets	TOTAL	£0.00	£28,198.00	£0.00	£28,198.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Waterside Sheds	EMF										
Redevelopment of Waterside Sheds 1 - 6	6596 SWE EMF Waterside Sheds (Capital Works)		£0.00		£0.00						Quote £231,700 (to include planning applic/building regs fees, pre-demolition survey and building cost
Professional fees for above	6594 SE EMF Legal & Professional Fees (Town & Waterside)		£0.00		£0.00						Quote Fees 12% of project cost (£263,200) = £31,500
Redevelopment of Single Shed over road between pillars	6596 SE EMF Waterside Sheds (Capital Works)		£0.00		£0.00						Quote £32,900 (to include planning applic/building regs fees, pre-demolition survey and building cost
Professional fees for above	6594 SE EMF Legal & Professional Fees (Town & Waterside)		£0.00		£0.00						Quote Fees 12% of project cost (£29,400) = £3,550
Waterside Sheds	TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Heritage Building	EMF										
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£250.00	£8,166.00	£0.00	£8,166.00		£1,000.00	£1,000.00	£0.00	£0.00	2023/24 Actual £1,473 replace guttering including scaffolding Budget can be used for external works estimated £30k
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre		£300.00	£250.00	£50.00						Roof. Camera drone survey to examine current conditions
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre		£0.00	£0.00	£0.00		£7,000.00	£7,000.00	£6,000.00	£6,000.00	Roof. Plan for replacement in approx 5 years. Total estimate £20k
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre		£7,500.00	£0.00	£7,500.00		£5,000.00	£5,000.00	£5,000.00	£7,500.00	Exterior. Thorough preparation and decoration. Total estimate £30k
Professional fees for above	6595 SE EMF Legal & Professional Fees (Grounds & Premises)		£0.00	£0.00	£0.00						Estimate fees 12% of project cost
Heritage Building	TOTAL	£250.00	£15,966.00	£250.00	£15,716.00	£0.00	£13,000.00	£13,000.00	£11,000.00	£13,500.00	
Cemeteries	EMF										
Joint Burial Board - St Stephens	6170 BB EMF General Maintenance	£0.00	£9,952.00	£0.00	£9,952.00		£3,000.00	£3,000.00	£0.00	£0.00	Rebuilding stone wall £15,763 (May 23)
St Stephens Cemetery	TOTAL	£0.00	£9,952.00	£0.00	£9,952.00	£0.00	£3,000.00	£3,000.00	£0.00	£0.00	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£5,972.00	£0.00	£5,972.00		£1,500.00	£1,500.00	£0.00	£0.00	Actual spend £2,258 for fencing the compound area of the site
Churchtown Cemetery	TOTAL	£0.00	£5,972.00	£0.00	£5,972.00	£0.00	£1,500.00	£1,500.00	£0.00	£0.00	

Red text = Notes for considerations
Blue text = Barron Surveying recommendations (subject to annual CPI % increase)
Purple text = new/rename nominal code

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Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	
Outdoor Land and Fences	EMF										
Victoria Gardens	6588 SE EMF Victoria Gardens	£519.00	£14,481.00	£0.00	£14,481.00						Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works. Quote Main park railings, repair to original £110,000. Top park, repair to original £13,500 or design new £26,500
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees	£0.00	£16,212.00	£0.00	£16,212.00		£3,000.00	£3,000.00	£0.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks & Open Spaces	6571 SE EMF Saltash Recreation Areas	£2,014.00	£52,791.00	£0.00	£52,791.00		£25,000.00	£25,000.00	£0.00	£0.00	Honeysuckle Close, Grassmere Way, Ashton Way (STC responsibility), Harebell Close, Campion Close. 2023/24 Actual cost includes Friends of Summerfields match funding £10k and grant £1k Honeysuckle Close/Grassmere Way completed playparks £94,955. CIL 3 funding approved £75k. Contribution from STC £20k
Outdoor Land and Fences	TOTAL	£ 2,533.00	£ 83,484.00	£ -	£ 83,484.00	£ -	£ 28,000.00	£ 28,000.00	£ -	£ -	
Waterside Pontoon	EMF										
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£29,035.00	£118,902.00	£109,850.00	£9,052.00		£10,000.00	£10,000.00	£4,000.00	£4,000.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span. Decking works complete March 2024. Costs for repairs due to storm damage. Phase 1 Lift out and inspection £26,450. Phase 2 Repairs and refloat £109,850. Virement of £109,170 from Genereal Reserves. Insurance claim agreed £13k. + 50% of removing and refloating costs of £23,650 (£47,300 x 50% = £23,650). Insurer to agree to this value Future maintenance plans estimated £4k per year
Waterside Pontoon	TOTAL	£29,035.00	£118,902.00	£109,850.00	£9,052.00	£0.00	£10,000.00	£10,000.00	£4,000.00	£4,000.00	
Cornish Cross	EMF										
Cornish Cross Management	6517 SE Cross (Maintenance) (Operational code not EMF)	£328.00	£400.00	£0.00	£400.00		£4,081.00	£4,379.00	£0.00	£0.00	
Cornish Cross Management	6593 SE EMF Cornish Cross (Maintenance)		£5,217.00	£0.00	£5,217.00						2023/24 Actual £5,780 includes torque load check £4,995. Electricity £270 & new colour changing flood light £494. Bar prestressing record last carried out 12.02.24. Next due Feb 2026 (2 years from last check) and then Feb 2031 (5 years from the 2 year check). Budget accordingly to cover cost
Cornish Cross	TOTAL	£328.00	£5,617.00	£0.00	£5,617.00	£0.00	£4,081.00	£4,379.00	£0.00	£0.00	
GRAND TOTAL		£225,510.21	£556,705.00	£113,110.00	£443,595.00	£32,559.00	£100,963.00	£99,566.00	£44,311.35	£23,446.92	

To receive a report on the Guildhall internal and external repairs and redecoration work and consider any actions and associated expenditure

Report to: Property Maintenance Sub Committee

Date of Report: 17.06.25

Officer Writing the Report: Town Clerk

Pursuant to: Property Maintenance 20 February 2025. Minute Number 24/24/25.
Services 13 February 2025 Minute Number 106/24/25.

Officers Recommendations

1. To note the report.
2. To note the Services Committee approved delegated authority to the Town Clerk to sign off future spend, as necessary, to resolve the fixing of the Guildhall downpipe, working within budget updating the Chairman of both the Services Committee and Property Maintenance Sub Committee.

Report Summary

1. Interior and exterior redecoration work:

The Guildhall interior (hallway and windows) and exterior redecoration of the building is now completed including snagging work and signed off by Barron Surveying.

The building works were undertaken by Jones Building Group, managed by Barron Surveying.

Jones left the remaining paint for Saltash TC to use elsewhere in the building. The paint is a custom colour by Crown Decorating Centre, they have called it Guildhall Grey/BI.

2. Exterior downpipe rear of building:

Aquarod were appointed to undertake urgent and essential work to the rear section of the Guildhall building due to internal water ingress. Aquarod applied for a street licence to allow the work to be undertaken safely (12 week turnaround). Due to Aquarod experiencing sickness absence, the work has been delayed for a significant period. We have now received a date for the work to commence - Thursday 19 and Friday 20 June.

Following the site visit on Thursday 19 June Aquarod identified that the cause of the blocked drainpipe was due to a previously installed swan neck pipe positioned uphill and below ground level. This improper installation led to a complete blockage of the pipe and stack serving the Guildhall.

Aquarod resolved the issue by removing the incorrectly installed section and refitting the appropriate pipework, restoring free flow to the manhole. They also cleared the debris that had been causing water damage.

An additional charge of £280 + VAT was incurred for these remedial works, which was authorised by the Town Clerk under delegated authority and within budget 6470 Guildhall Maintenance. This matter is now resolved.

The internal walls remain damp and will require internal redecoration upon the results of the camera work being rectified and the walls dried out. This work can be undertaken in-house.

3. Flagpole:

Service Delivery Manager has confirmed that the new flagpole and lanyard was supplied by Hampshire Flag Company at a cost of £324.75. The brackets were fabricated and repainted by Westcountry Fabrications at a cost of £530. The product is fiberglass with a lifespan of between 20 and 30 years.

Service Delivery Manager has confirmed that the new flagpole is to be dispatched to Saltash Town Council on 20 June. The brackets have been adjusted to house the new pole. The install has been scheduled to be fitted W/C 23 June with the assistance of a cherry picker at a cost of £250.

Budget Overview

<u>Item Description</u>	<u>Total Net Cost</u>
Interior work:	£3,486.40
Exterior work:	£78,519
Downpipe:	£2,183
Flagpole, bracket, cherry picker:	£1,104.75
<u>Total</u>	<u>£85,293.15</u>

Associated cost were allocated to budget code 6470 Guildhall Maintenance during the year 2024-25. Any work after this time is to be allocated to the same budget code in the year 2025-26.

Budget

Budget Code: 6470 EMF Guildhall Maintenance

Budget Availability: £26,862

Signature of Officer:

Town Clerk

To receive an update on the Heads of Terms from Network Rail and the Waterside Sheds and Public Conveniences project and consider any actions and associated expenditure.

Report to: Property Maintenance

Date of Report: 13.02.2025

Officer Writing the Report: Development and Engagement Manager

Pursuant to: Property Maintenance meeting held on 20 February 2025, Meeting Minutes: 51/24/25

Officers Recommendations

Members are asked to consider the following:

- 1) To review the content of the Heads of Terms, determine whether the Town Council wishes to assume ownership of the lease for the Sheds and Public Conveniences, and consider any necessary actions or associated expenditure.
- 2) To note the successful award of £7,480 in funding to Saltash Town Council, supporting the feasibility study for the Waterside Sheds and Public Conveniences project. **Please refer to section 2** of the report summary for further information.
- 3) To delegate authority to the Development and Engagement Manager to proceed with the process of undertaking a feasibility study on the Waterside Sheds and Public Conveniences site.
- 4) To form a working group for the Waterside Sheds and Public Conveniences project.

Report Summary

Section 1: On December 2nd, 2024, the Town Clerk transferred responsibility for communication with a Network Rail representative to the Development and Engagement Manager (D&EM) to obtain the Heads of Terms for the Waterside Sheds and Public Conveniences.

Network Rail have now produced the Heads of Terms (HOT's), **please refer to Appendix 1** to review this document in full.

The Town Clerk and D&EM asked the following questions to Network Rail as a follow up after reviewing the HOT's:

Q: In section 11 under 'Terms', it refers to an Access Route Plan. I couldn't see anything attached to this document, could you please share this or point me in the right direction if it is something I have missed.

A: Please see attached the plan for the area, including the access way highlighted in brown. **Please see this document in Appendix 2 below.**

Q: In Sections 9 and 11 under 'Lease Term' and 'Terms', there is reference to a break clause relating to any operational requirements of the railway. Could you clarify what this would entail for both Saltash Town Council and any subtenants — specifically in terms of notice periods, the process involved, and any potential liabilities or responsibilities we should be aware of?

A: The standard break clause is either 3 months, 6 months, or 12 months' notice, unless there is an emergency for the railway, which would go back to the statutory powers. This would be for operational reasons. As an example (but not limited to this scenario) say that the bridge above required to be fixed, and the area within the lease was required as part of the repair.

Q: Given the break clause, could you clarify how this will affect our security over the site? We would appreciate reassurance regarding the stability of our tenancy.

A: We can not provide any guarantees that we will not need to exercise the break clause in the event that the site is required for the operational railway.

Q: In section 11 under 'Terms' and 'Possession', it states that we will be allowed to sublet to generate income for renovations. Does this limit us to using any income generated for renovations only?

A: This is the justification for the business to keep the rental fee at £1 if demanded, rather than a market rate for the property, which will not limit the income generated for renovations only, as from the meeting I had on site it was discussed that the council intended to renovate the toilets and the storage shed area and sublet these areas to generate funding.

Section 2: As per the fundraising strategy, and due to the tight timeframe for this funding opportunity, it was agreed by the Town Clerk that The Development and Engagement Manager would submit a funding application to the Good Growth Scheme's Community Infrastructure fund. This application was submitted on the 1 May 2025, for a Feasibility Study at the Waterside Sheds and Public Conveniences site.

Saltash Town Council have been successful in this application and awarded £7,480 towards the feasibility study of the Waterside Sheds and Public Conveniences project.

How does this meet the Business Plan?

This project closely aligns with the Saltash Town Council's aim to reinvigorate the Waterside area, and promote/improve the social, environmental, and economic prosperity of the town.

Signature of Officer:

A handwritten signature in black ink, consisting of stylized cursive letters, followed by a horizontal line extending to the right.

Appendix 1: Heads of Terms



Property

Heads of Terms for a Lease Agreement

Relating to

Toilet block and Storage centre at Saltash docks Waterside, Old Ferry Rd, Saltash PL12 4GT

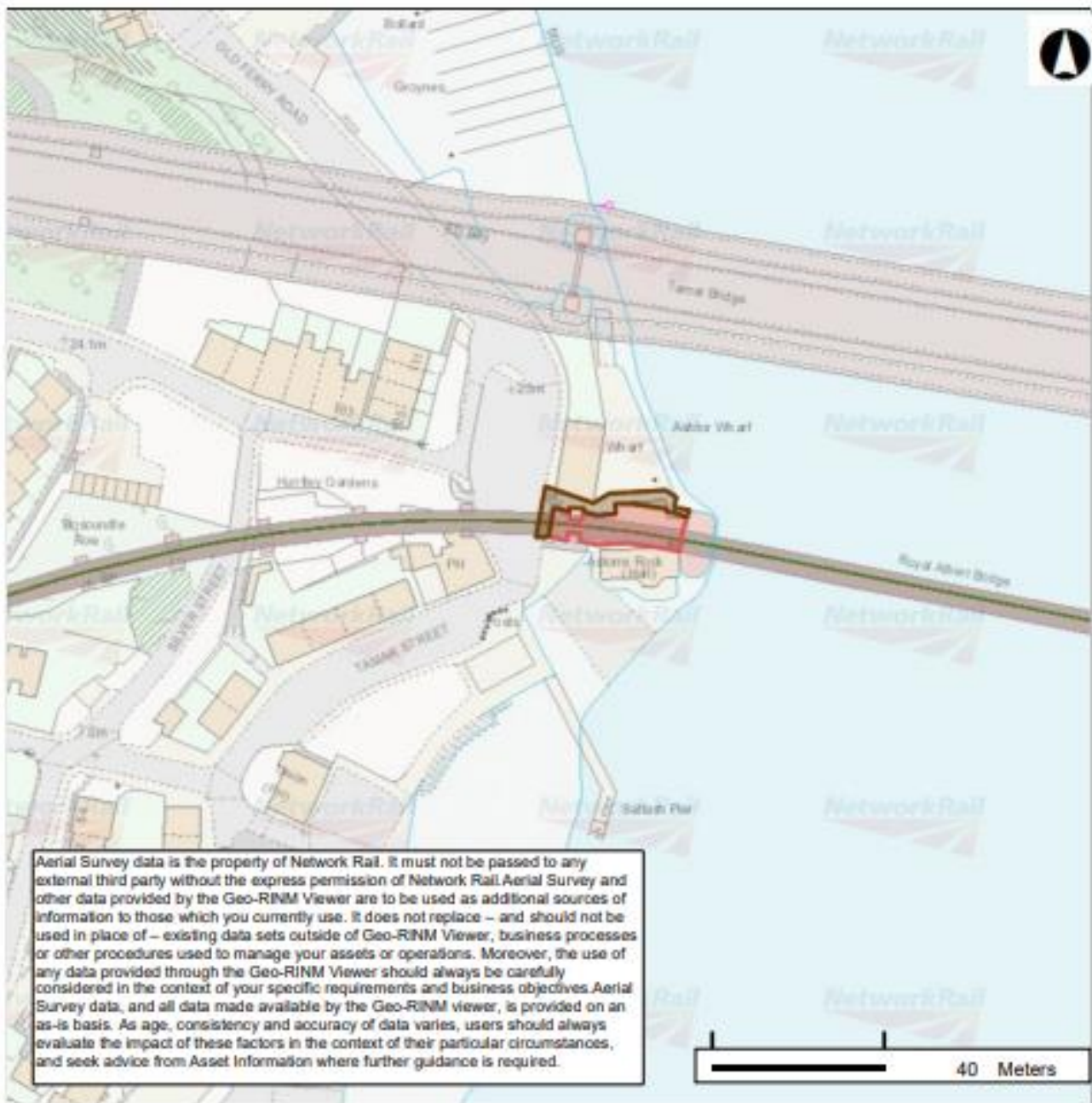
WITHOUT PREJUDICE & SUBJECT TO CONTRACT

1	Grantor	Network Rail Infrastructure Ltd Waterloo General Office London SE1 8SW
2	Grantee	Saltash Town Council The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
3	Grantors Solicitors	TBC
4	Grantors Agent	Luke Hallam Email: Luke.hallam@networkrail.co.uk Telephone: 073545 29317
5	Grantee's Solicitor	TBC
6	Grantee's Agent	TBC
7	Property	Toilet block and Storage centre at Saltash docks Waterside, Old Ferry Rd, Saltash PL12 4GT
8.	Agreement Type	Contracted out lease agreement.
9	Lease Term	Commencing 1 st April 2025 for 99 years with a break clause for operational requirements of the railway.
10	Lease Payment	The Grantee is to pay the Grantor a sum of £1 if demanded, to allow the renovation of the property. To be reviewed every 5 years.
11	Terms	Use– The Grantee is granted the lease of the buildings and the access way for use as a public toilet block and storage centre. Allowances – The Grantee is allowed to renovate the property subject to Network Rail approvals (Asset protection and property services). This is in lieu of rent for the minimum of the first 5 years.

(Access Route). The Access Route is for access only and the Grantee shall therefore keep the Access Route free and unobstructed at all times of vehicles and materials. The Grantee takes responsibility to ensure that any damages to the Access Route caused because of its use are repaired to a satisfactory condition.

Appendix 2: Access Route Plan - Referenced In section 11 under 'Terms'.

Name Of Team



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