

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Monday 15th April 2024 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer).

APOLOGIES: J Brady.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 28TH SEPTEMBER 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes from the Property Maintenance Sub Committee held on 28th September 2023 were confirmed as a true and correct record.

5/24/25 **TO RECEIVE A RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members this item would be received under agenda item 12 – minute number 11/24/24.

6/24/25 **TO RECEIVE AND NOTE BARRON SURVEYING REINFORCED AUTOCLAVED AERATED CONCRETE REPORT.**

The Town Clerk provided a brief overview of the report contained and circulated within the reports pack.

The Town Clerk informed Members that the Town Council premises listed in the report have now received a Reinforced Autoclaved Aerated Concrete inspection with no evidence of RAAC present to date.

The Town Clerk requested Members give consideration to appointing Barron Surveying to carry out further inspection tests at the Maurice Huggins Room.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to note the report and provide delegated authority to the Town Clerk to appoint Barron Surveying to pursue a more thorough test inspection to determine the nature of the concrete roof at the Maurice Huggins Room working within budget code 6214 Health and Safety.

7/24/25 **TO RECEIVE A REPORT ON THE TOWN CLERK'S DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to ratify the additional expenditure of £100 due to an overspend for the appointment of Barron Surveyors to complete a RAAC inspections report.

8/24/25

TO RECEIVE AN UPDATE ON THE EXTERNAL REPAIRS AND REDECORATION WORK TO THE GUILDHALL BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received an update report provided by Barron Surveying contained and circulated within the reports pack.

The Town Clerk spoke of the requirement to provide an Asbestos Survey of the Guildhall prior to any building works commencing. Three quotes had been received and considered for the Asbestos Survey to be undertaken by an external contractor, with an appointment made at a total cost of £525+VAT.

The Town Clerk confirmed that as the work progresses updates will be provided at future Property Maintenance Sub Committee meetings.

Members were encouraged to ask any questions should concerns arise during the works.

It was **RESOLVED** to note.

9/24/25

TO RECEIVE A REPORT ON REDUCING THE TOWN COUNCILS ENERGY COST AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

Members received the detailed report on reducing the Town Council's energy cost across Town Council premises, contained and circulated within the reports pack.

Members agreed to refer to the report when reviewing the five-year maintenance plan at future meetings.

It was **RESOLVED** to note.

10/24/25 **TO RECEIVE A REPORT ON THE REDESIGN OF THE GUILDHALL RECEPTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained and circulated within the reports pack.

Members discussed the suggestions contained within the report to improve the Guildhall Reception area, offering a more welcoming appearance and providing additional light.

Members suggested a variety of enhancements that could be implemented, such as, signage, changes to the internal layout, optimisation of natural light and window film.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk, working with the Administration Team, to review internal changes working within the relevant budgets.

11/24/25 **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 discussed and gave careful consideration to all areas of the five-year maintenance plan.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED**:

1. To note the updates to the five-year plan as attached;
2. To delegate to the Service Delivery Manager to make connection with Network Rail regarding redevelopment to the Waterside Toilet block;
3. To delegate to the Development and Engagement Manager to seek potential funding opportunities for improvements / redevelopment of Waterside Toilet block;
4. To further review the building energy report to reflect the five-year plan at the next Property Maintenance Sub Committee meeting.

12/24/25 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.

13/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

14/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

15/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to issue a Press and Social Media Release on the scheduled external repairs and redecoration works to the Guildhall Building.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.32 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only

Item	Budget Code	Actual Spent	Balance	Budget					Comments
		2023/2024 Actual Spent	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	
Guildhall - Major works	EMF								All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£79,934.00	£369.00	£0.00	£15,000.00	£15,000.00	£15,000.00	£15,000.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£1,415, less planned spend -£78,519 Jones Building (external repairs & redecoration due to start May 2024) = £369
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas. Service Delivery Manager to review carpet cleaning options and associated cost/budget.
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£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?
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£2,415.00	£888.00	£3,632.00	£3,897.00	£4,182.00	£4,487.00	£4,711.35	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	£0.00		£0.00	£0.00	£1,000.00	£0.00	£0.00	Pyramid June 22 (Cert £650)
	TOTAL	£82,349.00	£1,257.00	£3,632.00	£30,397.00	£31,682.00	£30,987.00	£29,711.35	
Maurice Huggins Room	EMF								
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	B/Fwd 2022/23 £214. Leasehold - Devolution
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	TOTAL	£329.86	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,500.00	£0.00	
Longstone Park Depot	EMF								
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance. B/Fwd 2022/23 £500 + 2023/24 £2,000
Garage Roller Shutter Door	7170 EMF Longstone Depot Capital Works				£3,000.00	£3,000.00	£0.00	£0.00	Safety works undertaken in Feb 2024 Potential need for a replacement door in 2026. Estimated cost £6,000 (budget accordingly)
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£1,000.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
	TOTAL	£681.10	£2,500.00	£1,000.00	£4,000.00	£4,000.00	£2,000.00	£0.00	
Library	EMF								
Roof replacement and repair				£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	Public Works Loan Board & 6971 EMF Library Property Maintenance	£149,718.00	£96,645.00	£15,000.00					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 4th April 2024 £150,976. Due to be repaid in full April 2032. 2023/24 Actual includes Horizon Home Improvements £149,718 (Invoiced £74,859 & committed costs £74,859)
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£14,950.00	£5,050.00						Budget 2023/24 £20,000. Actual includes Bailey Partnership invoiced £6,900 and committed £8,050
Other Costs	6971 EMF Library Property Maintenance	£0.00							Total Spent to 2022/23 £2,910.66 (including planning application fees, asbestos survey & heritage impact assessment)
Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice

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Minute Item 11/24/

Item	Budget Code	Actual Spent	Balance	Budget					Comments					
		2023/2024 Actual Spent	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029						
Seating area / vending machine	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice					
Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice					
Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice					
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)					
TOTAL		£164,668.00	£101,695.00	£15,000.00	£1,000.00	£0.00	£0.00	£0.00						
Isambard House EMF														
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00	£0.00	£0.00	£0.00	£0.00	£0.00	Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)					
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00	£0.00	£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.					
External & Internal repairs and decorations	6810 SA General Repairs & Maintenance - Isambard House	£791.00	£318.00	£2,000.00	£2,500.00	£2,500.00	£2,500.00	£0.00						
5 Yearly Electrical Inspection		£300.00		£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)					
TOTAL		£1,091.00	£76,555.00	£2,000.00	£2,500.00	£2,500.00	£3,000.00	£0.00						
Public Toilets EMF									£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.					
Waterside														
Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£105.99	£8,098.00	£1,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	Services Cttee 12.10.23 - minute nr. 78/23/24c - support PM to investigate improvement work and associated cost working with Network Rail and key stakeholders reporting back at Services. Delegate to SDM to make connections with Network Rail regarding redevelopment of the toilets.					
Alexandra Square														
Redevelopment of toilet block to improve facilities	6580 SE Public Toilets (Capital Works)	£105.99							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 Public Toilets (Capital Works)	£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.					
Belle Vue														
Redevelopment of toilet block to improve facilities	6580 SE Public Toilets (Capital Works)	£0.00	Leasehold 99 years from 01-02-2018 Cornwall Council.											
TOTAL		£211.98	£8,098.00	£1,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00						
Heritage Building EMF														
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	2023/24 Actual £1,472 replace guttering including scaffolding					
TOTAL		£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00						
Cemeteries EMF														
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£23.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Rebuilding stone wall £15,763 (May 23)					
TOTAL		£15,763.00	£23.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£0.00						
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£2,258.00	£3,946.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Actual spend £2,258 for fencing the compound area of the site					
TOTAL		£2,258.00	£3,946.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00						

Item	Budget Code	Actual Spent	Balance	Budget					Comments
		2023/2024 Actual Spent	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	
Outdoor Land and Fences		EMF							
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£0.00	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.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way (Town Council responsibility)	6571 SE EMF Saltash Recreation Areas	£11,531.00	£47,523.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£0.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding. Actual cost includes Friends of Summerfields, playpark match funding £10,000 & renovation of Summerfields Park £1,000. Look to create a new budget code for applications received via the Town Council Match Funding for Play Parks - recommend to Services Cttee.
TOTAL		£ 11,531.00	£ 57,523.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£0.00	
Waterfront Pontoon		EMF							
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£34.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£0.00	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. Connect with Chris Jones to better understand refurbishment cost of the Pontoon to allow budgeted cost to be reviewed.
Water supply to pontoon									on hold
New toilet toilet/shower block									on hold
TOTAL		£6,024.00	£34.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£0.00	
Cornish Cross		EMF							
Cornish Cross Manangement	6517 SE Cross (Maintenance)	£5,751.00	£551.00	£3,545.00	£3,804.00	£4,081.00	£4,379.00	£0.00	Actual £5,751 includes electricity £264. 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
TOTAL		£5,751.00	£551.00	£3,545.00	£3,804.00	£4,081.00	£4,379.00	£0.00	
GRAND TOTAL		£292,130.94	£258,813.00	£75,677.00	£116,201.00	£116,763.00	£115,366.00	£54,711.35	