

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 26th September 2024 at 6.30 pm

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

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

**APOLOGIES:** J Brady.

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#### **16/24/25 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Bickford to nominate Councillor Dent.

No further nominations were received.

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

Councillor Dent in the Chair.

#### **17/24/25 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Peggs, seconded by Councillor Dent to nominate Councillor Miller.

No further nominations were received.

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

#### **18/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

19/24/25

**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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Reason</b>	<b>Left meeting</b>
Bullock	11	Non-pecuniary	Member of the Heritage Committee	Yes
Dent	11	Non-Pecuniary	Member of the Heritage Committee	Yes
Stoyel	11	Non-Pecuniary	Chairman of the Heritage Committee	No

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

A dispensation had been received prior to the start of the meeting from Councillor Stoyel.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to approve a dispensation for Councillor Stoyel to participate in any discussion and vote, on any business relating to Agenda Item 11 for this meeting only, as without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of business.

20/24/25

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

None received.

**21/24/25**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 15TH APRIL 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 Miller, seconded by Councillor Stoyel and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 15 April 2024 were confirmed as a true and correct record.

**22/24/25**      **TO RECEIVE A RECOMMENDATION FROM TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request from the Town Vision Sub Committee to consider the six Town Council Strategic Priorities under the Property Maintenance Sub Committee's Terms of Reference.

Draft proposals had been worked up and included in the reports pack for Members input and consideration.

Members discussed the proposals and their relevance to the work of the Sub Committee.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED**:

1. To note the Town Vision Sub Committee recommendation;
2. To approve the business plan deliverables for the Property Maintenance Sub Committee, as attached;
3. To note the Property Maintenance Sub Committee scoring for the first quarter was missed due to the late arrival of their deliverables.

**23/24/25**      **TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS.**

The Town Clerk / Responsible Finance Officer gave a brief overview of the Town Council Five-Year Repair and Maintenance Plan together with the Services Committee budget statements.

It was **RESOLVED** to note.

24/24/25

**TO RECEIVE A REPORT ON THE GUILDHALL EXTERNAL REPAIRS AND REDECORATION WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report included in the circulated reports pack and discussed whether an annual surface washdown and algaecide application were necessary now, given that many paint products contain a certain amount of algaecide and the Guildhall's exterior was recently redecorated.

Members discussed other Town Council properties and the need for review to ensure all properties are preserved and maintained.

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

1. To proceed with the internal works (hallway and internal windows) by the appointment of Jones Building Group at a cost of £3,486.40+vat allocated to budget code 6740 GH Maintenance;
2. To appoint Barron Surveying to project manage the internal redecoration works at a cost of 12% of the project value allocated to budget code 6418 Professional Fees;
3. To proceed with an annual external washdown of surfaces and application of algaecide to the Guildhall by the appointment of Jones Building Group at a cost of £495+vat allocated to budget code 6460 GH Maintenance, subject to the products meeting the Town Council environmental policy and business plan and Barron Surveying confirming it is beneficial within the first year of redecoration works;
4. To consider budgeting for annual external washdown for all Town Council properties at the Property Maintenance Sub Committee five-year plan setting meeting to be held on 28 October 2024.

Councillors Bullock and Dent declared an interest in the following agenda item and left the meeting.

25/24/25

**TO RECEIVE A REPORT ON SALTASH HERITAGE EXTERNAL WINDOWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report included in the reports pack and the recommendation from the Town Council's building surveyor to undertake a scope of works.

Following the scheduled installation of a new mural to the front elevation of the Heritage Building, further repair works had been identified. Members agreed a full scope of works would be appropriate to undertake to the front elevation of the building.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED:**

1. To appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building;
2. To **RECOMMEND** to the Policy and Finance Committee the cost of £650+vat be allocated to budget code 6224 Professional Fees.

26/24/25

**TO RECEIVE A REPORT ON SALTASH WATERSIDE PUBLIC CONVENIENCES AND SHEDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and contained within the circulated reports pack on the progress made with Network Rail regarding a lease for the Waterside toilets and sheds.

Members were pleased with the engagement with Network Rail and their willingness to proceed with a 99-year lease.

Members discussed various possibilities for the area and the need for a project proposal to be drafted.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED:**

1. 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;

Subject to the Services Committee approval:

2. To provide delegated authority to the Development and Engagement Manager to prepare a project report including any funding opportunities for the development of the Waterside toilets and sheds reporting back to 28 October 2024 Property Maintenance meeting;
3. To revisit the project at the 28 October 2024 Property Maintenance five-year plan setting meeting.

27/24/25

**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.

28/24/25

**TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

29/24/25

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

30/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Monday 28 October 2024 at 6.30 pm

Rising at: 7.18 am

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

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

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.


Your name	BRIAN A E. STOYER
The business for which you require a dispensation (refer to agenda item number if appropriate)	SALTASH HERITAGE
Details of your interest in that business	CHAIRMAN
Date of meeting or time period (up to 4 years) for which dispensation is sought	from 26 Sept 2024
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
<b>REASON(S) FOR DISPENSATION</b>	
33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	✓
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	x
33c) the dispensation is in the interests of persons living in the authority's area	x
33e) that it is otherwise appropriate to grant a dispensation  Reason :	x

Signed: B Stoyer

Dated: 26 Sept 2024

DECISION :	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION : THIS MEETING ONLY
Date : 26/9/24	Minute Number : 19/24/25
Signed : Joyce	PP Clerk to the Council



Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				2025-26				2026-27			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>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.</p>															
		<p>Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.</p>															

**Strategic Priority 2 - Health and Wellbeing**

**Aims of the Property Maintenance Committee**



To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.

The Property Maintenance Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee

**Strategic Priority 3 - Housing**

**Aims of the Property Maintenance Committee**



To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council

The Property Maintenance Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee





**Strategic Priority 6 - Recreation and Leisure**

**Aims of the Property Maintenance Committee**



To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

The Property Maintenance Sub Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the sub committee