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

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<u>Item</u> <u>Budget Code</u>		Budget 2024/25	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	<u>Budget</u>				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
	2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments
<u>EMF</u>										All major works completed in 17/18
6470 GH EMF Guildhall Maintenance	£1,415.00	£78,888.00	£74,959.00	£3,929.00	£3,486.00	£1,908.55				6470 EMF Guildhall Maint. External repairs completed June/July 24.Contractor owed 2.5% retention £1,908.55 Committed costs - Repair & paint stairwell and paint 15no internal windows £3,486
6470 GH EMF Guildhall Maintenance						£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
6470 GH EMF Guildhall Maintenance	£0.00	£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?
6470 GH EMF Guildhall Maintenance						£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
6418 GH Professional Fees (RENAME 6418 EMF Legal & Professional Fees)	£600.00	£10,730.00	£9,185.00	£1,545.00		£0.00	£1,000.00	£0.00	£0.00	Budget 12% of project cost
6412 Lift Service & Maintenance (operational code not EMF)	£2,636.00	£3,632.00	£1,890.00	£1,742.00	£960.00	£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%)
6410 GH General Repairs & Maintenance - Guildhall (operational code not EMF)	£0.00	£0.00	£0.00	£0.00		£0.00	£1,000.00	£0.00	£0.00	Pyramid June 22 (Cert £650)
<u>TOTAL</u>	£4,651.00	£93,250.00	£86,034.00	£7,216.00	£4,446.00	£29,305.55	£29,682.00	£27,987.00	£28,211.35	
<u>EMF</u>										
						£1,000.00	£1,000.00	£1,000.00	£0.00	B/Fwd 2022/23 £214. Leasehold - Devolution Consider works to make rooms hireable
						£300.00				Gutters. Check gulley for blockages and clear as necessary
6472 MA EMF Maurice Huggins Room	£0.00	£1,466.00	£0.00	£1,466.00		£300.00				Fascia's and Soffits. Thorough wash and paint
						£1,000.00		£1,000.00		Walls. Prepare and paint
						£150.00				Windows and Doors. Repair cladding board
7018 MA Professional Costs- (RENAME 7018 EMF Legal & Professional Fees)	£0.00	£607.00	£0.00	£607.00		£0.00	£0.00	£0.00	£0.00	Budget 12% of project cost
7010 MA General Repairs & Maintenance (operational code not EMF)	£329.86	£1,607.00	£122.00	£1,485.00		£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
TOTAL FMF	£329.86	£3,680.00	£122.00	£3,558.00	£0.00	£2,750.00	£1,000.00	£2,500.00	£0.00	
7170 EMF Longstone Depot Capital Works						£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 £390 per month including insurance.
7170 EMF Longstone Depot Capital Works						£150.00				Roof coverings. Cut back vegetation from roof edge
7170 EMF Longstone Depot Capital Works						£100.00				Gutters and Downpipes. Repair downpipe
	£0.00	£3,500.00	£687.00	£2,813.00		£100.00		£500.00		Gutters and Downpipes. Repair downpipe Fascia's and Soffits. Paint timber fascia and barge boards
	EMF 6470 GH EMF Guildhall Maintenance 6418 GH Professional Fees (RENAME 6418 EMF Legal & Professional Fees) 6412 Lift Service & Maintenance (operational code not EMF) 6410 GH General Repairs & Maintenance - Guildhall (operational code not EMF) TOTAL EMF 6472 MA EMF Maurice Huggins Room 7010 MA General Repairs & Maintenance (operational code not EMF) 7010 MA General Repairs & Maintenance (operational code not EMF) TOTAL EMF 7170 EMF Longstone Depot Capital Works 7170 EMF Longstone Depot Capital	EMF 6470 GH EMF Guildhall Maintenance 6418 GH Professional Fees (RENAME 6418 EMF Legal & Professional Fees) 6412 Lift Service & Maintenance 6470 GH General Repairs & Maintenance - Guildhall (operational code not EMF) 7010 MEMF 6472 MA EMF Maurice Huggins Room £0.00 7018 MA Professional Costs- (RENAME 7018 EMF Legal & £0.00 Professional Fees) 7010 MA General Repairs & Maintenance (operational code not EMF) 7010 MA General Repairs & £329.86 EMF 7170 EMF Longstone Depot Capital Works 7170 EMF Longstone Depot Capital	Sudget Code Prior Year Budget 2024/25	Budget Code	Actual Spent Prior Year Budget 2024/25 Actual Spent YTO Budget Left	Budget Code Budget 2024/25 Actual Spent Budget 2024/25 Actual Spent Budget Left Committed (Excluded from Budget 1971)	Budget Code	Budget Code	### Reduct Code Part Part	Budded Code Prior Feel Pr

<u>Item</u> <u>Budget Code</u>		Actual Spent Prior Year	Budget 2024/25	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)		Buc	lget		Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments
	7170 EMF Longstone Depot Capital Works						£1,000.00				External Walls. Tap test render, if hollow, render replacement
	7170 EMF Longstone Depot Capital Works						£6,400.00				Internal. Upper office - repair dipping floor and damp
Professional Fees for the above (New Code)	NEW CODE 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	£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) (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)	£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)
Longstone Park Depot Library	TOTAL EMF	£681.10	£3,500.00	£687.00	£2,813.00	£0.00	£14,750.00	£4,000.00	£5,100.00	£0.00	
Roof replacement and repair	EWIF					£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)	£74,859.00	£184,504.00	£59,887.00	£122,746.00	£14,972.00					Budget code $6971 = £264,752$ (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost <u>approx</u> £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. Project for Horizon Home Improvements £149,718 (2023/24 £74,859 + 2024/25 £59,887 + 10% to pay £14,972).
Other Costs	6971 EMF Library Property Maintenance	£0.00		£1,871.00							Total Spent to 2022/23 £2,910.66 (including planning application fees, asbestos survey & heritage impact assessment) 2024/25 Zurich Insurance £1,433 & CC Building control £438
Professional Fees for the above	6918 LI Professional Fees (RENAME to 6918 EMF Legal & Professional Fees)	£6,900.00	£21,460.00	£0.00	£21,460.00	£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 Library recommended virement unused balance at year-end to 6971 EMF Saltash Library Property Budget 12% of project cost
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£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									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									This project on hold until further notice
Public fully accessible toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£300.00				Drone camera survey to inspect condition of upper roof
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£150.00				Replace broken brackets
External & Internal repairs and decorations	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£3,400.00		£3,400.00		Fascia's and Soffits. Thorough clean and remove moss to include cherry picker for access
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£250.00				External wall. Fill cracks

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	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£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				£0.00	£1,000.00	£0.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
Library	<u>TOTAL</u>	£81,759.00	£205,964.00	£61,758.00	£144,206.00	£26,472.00	£6,100.00	£1,500.00	£5,900.00	£0.00	
Isambard House	<u>EMF</u>	, , , , , , , , , , , , , , , , , , , ,		,	, , , , , , , , , , , , , , , , , , , ,	,	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00	£6,346.00	£51,399.00	£21,000.00	£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 Committed cost carpark £21,000 Remaining funds for works to for solar PV, meter install
External & Internal repairs and decorations							£4,000.00	£4,000.00			Exterior. Prepare and paint render including chimney Total £8,000
							£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	£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)	£300.00				£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
Isambard House	<u>TOTAL</u>	£300.00	£76,237.00	£6,346.00	£69,891.00	£21,000.00	£4,200.00	£4,000.00	£500.00	£0.00	
Public Toilets	<u>EMF</u>										
Waterside Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£230.99		£482.00	£15,103.00	£450.00					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	NEW CODE 6595 SE EMF Legal & Professional Fees (Grounds & Premises)		£15,585.00								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)	£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 EMF 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 EMF Public Toilets (Capital Works)	£0.00									Leasehold 99 years from 01-02-2018 Cornwall Council.
Public Toilets	TOTAL	£336.98	£15,585.00	£482.00	£15,103.00	£450.00	£0.00	£0.00	£0.00	£0.00	
Waterside Sheds	EMF										0 4 0004 700 (6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Redevelopment of Waterside Sheds 1 - 6	NEW CODE 6596 SWE EMF Waterside Sheds (Capital Works)										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)										Quote Fees 12% of project cost (£263,200) = £31,500
Redevelopment of Single Shed over road between pillars	NEW CODE 6596 SWE EMF Waterside Sheds (Capital Works)										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)										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	<u>EMF</u>										

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		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£7,416.00	£0.00	£7,416.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	2023/24 Actual £1,473 replace guttering including scaffolding
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£300.00				Roof. Camera drone survey to examine current conditions
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£7,000.00	£7,000.00	£6,000.00		Roof. Plan for replacement. Timescale to be reviewed after drone survey. Total estimate £20k
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£7,500.00	£7,500.00	£7,500.00	£7,500.00	Exterior. Thorough preparation and decoration. Total estimate £30k
Professional fees for above	NEW CODE 6595 SE EMF Legal & Professional Fees (Grounds & Premises)										Estimate fees 12% of project cost
Heritage Building	TOTAL EMF	£1,473.00	£7,416.00	£0.00	£7,416.00	£0.00	£15,800.00	£15,500.00	£14,500.00	£7,500.00	
<u>Cemeteries</u> Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£3,023.00	£0.00	£3,023.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Rebuilding stone wall £15,763 (May 23)
St Stephens Cemetery	TOTAL	£15,763.00	£3,023.00	£0.00	£3,023.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£2,279.00	£4,391.00	-£20.00	£4,411.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Actual spend £2,258 for fencing the compound area of the site
Churchtown Cemetery Outdoor Land and Fences	TOTAL EMF	£2,279.00	£4,391.00	-£20.00	£4,411.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	
Victoria Gardens	6588 SE EMF Victoria Gardens	£0.00	£15,000.00	£343.00	£14,657.00	£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. 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	£9,660.00	£0.00	£9,660.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks & Open Spaces	6571 SE EMF Saltash Recreation Areas	£11,531.00	£74,805.00	£1,762.00	£73,043.00	£20,000.00	£25,000.00	£25,000.00	£25,000.00	£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	£ 11,531.00	£ 99,465.00	£ 2,105.00	£ 97,360.00	£ 20,000.00	£ 28,000.00	£ 28,000.00	£ 28,000.00	f .	
Waterside Pontoon	EMF	2 11,001.00	2 00,400.00	2,100.00	2 01,000.00	20,000.00	20,000.00	20,000.00	20,000.00	~	
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£12,318.00	£2,410.00	£9,908.00	£0.00	£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
Waterside Pontoon Cornish Cross	TOTAL EMF	£6,024.00	£12,318.00	£2,410.00	£9,908.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£0.00	
Cornish Cross Management	6517 SE Cross (Maintenance) (Operational code not EMF)	£5,780.00	£3,545.00	£56.00	£3,489.00	£0.00	£3,804.00	£4,081.00	£4,379.00	£0.00	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 Management	NEW CODE 6593 SE EMF Cornish Cross (Maintenance)										New code for 2025/26 for future maintenance work (torque testing). Virement recommend from Services for unused budget from 6517 SE Cornish Cross (Maintenance) and then delete code from 5 year plan
Cornish Cross	TOTAL	£5,780.00	£3,545.00	£56.00	£3,489.00	£0.00	£3,804.00	£4,081.00	£4,379.00	£0.00	
	GRAND TOTAL	£130,907.94	£528,374.00	£159,980.00	£368,394.00	£72,368.00	£119,209.55	£102,263.00	£103,366.00	£35,711.35	