

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Monday 28th October 2024 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), W Peters (Finance Officer), F Pretty (Development and Engagement Manager) and D Joyce (Administration Officer)

**APOLOGIES:** J Brady, B Stoyel and D Yates.

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#### **31/24/25      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **32/24/25      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.

#### **33/24/25      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**34/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 26 SEPTEMBER 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 26 September 2024 were confirmed as a true and correct record.

**35/24/25      TO RECEIVE A REPORT ON THE WATERSIDE TOILET AND SHEDS PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Development and Engagement Manager (DEM) provided a verbal update on the report received and contained within the circulated reports pack confirming the Town Council's eligibility for Awards for All funding opportunity through the National Lottery for the Waterside public toilets.

Members discussed the importance of improving the Waterside toilet facilities for the community and helping with the improvements in the area.

Members agreed that a detailed project proposal to secure funding is needed.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED;**

1. To continue to maintain the Waterside toilets by improving the standards at the earliest opportunity;
2. To consider future budgeting for the toilets under Agenda Item 8 – to set the Town Council Five-Year Repair and Maintenance plan together with the Services Committee budget statements and consider any actions and associated expenditure;
3. To delegate to the Development and Engagement Manager to continue to seek funding opportunities for the entire Waterside project working with Councillors Bickford, Bullock, Dent, Miller and Peggs to develop the project plan in more detail;
4. The Town Clerk to report back to a future Property Maintenance meeting on the Heads of Terms received from Network Rail to form the Lease.

**36/24/25      TO RECEIVE A PROPERTY CONDITION REPORT FROM BARRON SURVEYING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received a Condition Report and Forecast Budget Costs from the Town Council Building Surveyor.

The Town Clerk highlighted priority levels within the document. Priority one requires action within the next year, priority two requires action within years two and three, and priority three can be scheduled for four to five years.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to note the property condition report and approve the forecast budget costs against priorities one to three into the five-year plan.

**37/24/25      TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer worked through the five-year repair and maintenance plan together with the services committee budget statements for the year 2025/26.

During the discussion of this item Councillor Bullock left the meeting briefly and rejoined the meeting.

Members carefully reviewed each budget line for all Town Council assets, considering prior agenda items discussed, such as, Barron Surveying Condition Report and the Waterside Toilet and Sheds project.

Members also considered necessary upgrades and maintenance of Town Council properties to ensure facilities meet health and safety standards whilst preserving their overall condition.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the Town Council Five-Year Repair and Maintenance Plan to the Policy and Finance Committee meeting to be held on 12 November 2024, as attached, subject to the following amendments:

#### Guildhall Major Works

1. To rename budget code 6418 GH Professional Fees to 6418 EMF Legal & Professional Fees;

#### Maurice Huggins Room

2. To rename budget code 7018 MA Professional Costs to 7018 EMF Legal & Professional Fees;

#### Longstone Park Depot

3. The Town Clerk to review the lease with Cornwall Council to ensure the Town Council only performs its responsible tasks, meeting Health and Safety at Works standards;
4. To create a new budget code 7122 EMF Legal & Professional Fees (Longstone);

#### Library

5. To rename budget code 6918 LI Professional Costs to 6918 EMF Legal & Professional Fees;
6. Budget code 6971 EMF Saltash Library Property Refurbishment, associated costs for future works to fascia and soffits of £3,400 be spread over the years 2026/2027 at £1,200, 2027/2028 at £1,100 and 2028/2029 at £1,100;

#### Public Toilets – Waterside

7. Budget code 6580 SE EMF Public Toilets (Capital Works) be increased to £12,500 for the year 2025/26 for the refurbishment project of the Waterside Toilets;
8. To create a new budget code 6595 SE EMF Legal and professional Fees (Grounds and Premises);
9. Budget code 6595 SE EMF Legal and Professional Fees (Grounds and Premises) be increased to £1,800 for the year 2025/26;

#### Waterside Sheds

10. To create a new budget code 6596 SWE EMF Waterside Sheds (Capital Works);
11. To create a new budget code 6594 SE EMF Legal and Professional Fees (Town and Waterside);

### Heritage Building

12. Budget code 6471 SE EMF Heritage Centre costs for roof repairs and replacement be spread across years 2026/2027 at £7,000, 2027/2028 at £7,000 and 2028/2029 at £6,000;
13. Reduce budget code 6471 SE EMF Heritage Centre across years 2026/2027 at £5,000, 2027/2028 at £5,000 and 2028/2029 to £5,000;
14. To create a new budget code 6595 SE EMF Legal and Professional Fees (Grounds & Premises);

### Outdoor Land and Fences

15. No further funds be allocated to budget code 6588 SE EMF Victoria Gardens for the year 2025/26. The Town Council to further investigate funding that may be available to rejuvenate the railings;
16. No further funds be allocated to budget code 6571 SE EMF Saltash Recreation Areas for the year 2025/26 as not required due to all Town Council owned playparks having received investment and requiring only maintenance;

### Waterside Pontoon

17. No further funds be allocated to budget code 6584 SE EMF Pontoon Maintenance for the year 2025/26 until the Lease from the Duchy has been ascertained and a further review of the pontoon facilities undertaken;
18. To remove the line 'water supply to pontoon' as no longer required;

### Cornish Cross

19. Create a new budget code 6593 SE EMF Cornish Cross (Maintenance);
20. Vire unused balance at the end of the year from budget code 6517 SE Cross (Maintenance) operational code to budget code 6593 SE EMF Cornish Cross (Maintenance);
21. Remove budget code 6517 SE Cross (Maintenance) operational code from the five-year plan;
22. Budget code 6593 SE Cross (Maintenance) be increased for the year 2025/2026 to £2,500.

**38/24/25      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.

**39/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**40/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**41/24/25      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 8.07 pm

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

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