

Dawn Joyce
Office Manager / Assistant To The Town
Clerk
Saltash Town Council
The Guildhall
Lower Fore Street
Saltash PL12 6JX

Our Ref:
JB Submissions

Your Ref:
Saltash Condition Reports

dawn.joyce@saltash.gov.uk

16th June 2026

Dear Dawn,

Saltash Town Council Property Condition Reports

Thank you for your email dated 9th June 2026 seeking assistance with the annual update of your building condition report.

We understand that condition surveys have previously been prepared by Barron Surveying Services Ltd and that you require that to be updated. The last survey and report was carried out in June 2025.

The scope of the report is a major elements building fabric survey of your property stock with budget costs for foreseeable repairs or renewals over a 5-year period. As with your previous reports, the scope will consider major building fabric elements only and will be based on a visual inspection externally. The scope will include a brief internal inspection for the purpose of reporting on the condition of floor coverings only.

The scope of the reports 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 are assumed to already be in hand with Saltash Town Council's appointed contractors.

We will include in the report the following properties

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

The report will consider each building individually.

The report will be presented in a tabular format.

The report will contain the following headings:

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

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

- Priority one – urgent work required within one year. Failure to implement the works will allow continued degradation of the 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 the building fabric and is 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 the report.

Budget costs will be prepared based on surveyors judgement and experience. Competitive quotations will not be obtained for any work recommended. Costs will be presented on a day-one basis and exclusive of VAT. For future cost planning, Saltash Town Council should take into account VAT as appropriate and make allowances for annual inflation on materials and labour costs.

We will proceed as follows

Initial scoping meeting

We would meet with your representatives and collate information on each building in relation to known defects and any planned maintenance or renewals over the forecast period. This information will be incorporated into the report.

Site Surveys

We will inspect each building, liaising with you for internal access. The physical site inspections will be carried out over the course of one day.

Report Preparation

We will prepare our report and submit it to you as an electronic copy in PDF format. Our report will follow within three working weeks of the site surveys.

Our fees would be as follows.

SERVICE	FEE (plus VAT)
Scoping Meeting	Included
Site surveys and report preparation	£1,500.00 plus VAT

Please find enclosed our standard terms and conditions REV 7 13-08-2025 for your kind attention.

We trust the above is acceptable and look forward to your further instructions.

If you wish to proceed, please sign and return the acceptance slip at the bottom of this letter, and we will commence the services for you. Our lead time is currently 3 weeks from instruction.

Kind regards

Yours sincerely



James Barron BSc (Hons) MRICS
Principal Building Surveyor
for Bailey Partnership (Group) Ltd

Enc: QA 20 Bailey Partnership Terms and Conditions of Appointment Rev 7 13-08-25

Saltash Town Council confirm acceptance of this proposal and instructs you to proceed with the duties set out in the fee proposal

Signed:

Print Name: **Date:**