

**Ref: JB/SB/4193**

Ms S Burrows, Town Clerk  
Saltash Town Council  
By Email Only: [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

19 January 2023

Dear Sinead

**SCOPE OF WORKS FOR EXTERNAL REPAIR AND REDECORATION  
WORKS AT THE GUILDHALL, 12 LOWER FORE STREET, SALTASH  
PL12 6JX**

Please find enclosed our draft specification of works and accompanying pre-construction health and safety pack for the external redecoration at The Guildhall.

I look forward to receiving any comments you may have in due course.

I recall that you are to tender this scope of works through your portal system and we look forward to providing assistance in relation to tender queries and the tender analysis and recommendations in due course.

Please let me know if you require anything further at this stage. In the meantime I respectfully enclose my firm's account for the specification services in accordance with our instructions.

Kind regards,  
Yours sincerely



James M Barron MRICS, IMaPS  
Chartered Building Surveyor  
Director



- Chartered Building Surveyors
- Project Managers
- Property Inspections
- Architectural Design

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