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## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 28th September 2023 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, S Miller (Vice-Chair, in the Chair), J Peggs and D Yates.

**ALSO PRESENT:** J Barron (Barron Surveying), S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, J Dent (Chairman) and B Stoyel.

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#### **39/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **40/23/24 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.

#### **41/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**42/23/24**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST AUGUST 2023 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 Bullock and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 1<sup>st</sup> August 2023 were confirmed as a true and correct record.

**43/23/24**      **TO RECEIVE AN UPDATE ON THE EXTERNAL REPAIRS AND REDECORATION WORKS TO THE GUILDHALL BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members on the report received from Barrons Surveying and response from the appointed contractor Jones Building, all contained within the circulated reports pack.

The Town Clerk confirmed a meeting took place between the Town Clerk, Barrons Surveying and Jones Building to evaluate the number of windows requiring repair and draft stripping installation.

Following the site meeting it was identified that several windows did not require any works which offered a cost saving to the Town Council.

Jones Building proposed a later start date than anticipated due to the Autumn/Winter months ahead and to ensure optimum end results as well as lead times for production and materials.

Works are to commence on 20<sup>th</sup> March 2024 with a pre-meeting to be held on 13<sup>th</sup> March 2024. Works are anticipated to take 8 – 12 weeks to complete subject to weather.

The Building Surveyor confirmed he has no real concern regarding the protection of the building during the Winter months because the building is generally well maintained.

The Town Clerk confirmed Jones Building have confirmed there will be no uplift in the project cost for completing the works in the year 2024.

It was **RESOLVED** to note.

44/23/24

**TO RECEIVE THE TOWN COUNCIL ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the report received and contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to provide delegated authority to the Finance Officer to review contract and or deals available to the Town Council for an improved energy contract reporting back to a future meeting.

**TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.**

The Town Clerk informed Members of the Reinforced Autoclaved Aerated Concrete (RAAC) and expressed the importance of the Town Council's responsibility to ensure Town Council buildings are safe.

Under health and safety the Town Clerk appointed Barron Surveying to carry out a survey to check for the presence of RAAC to all Town Council buildings.

The Library assessment is to take place on 6<sup>th</sup> October 2023.

To date; Barron Surveying have produced a report with a recommendation to further test the Maurice Huggins Room to determine the concrete used on the roof structure.

The Town Clerk advised that although the MHR is owned by Cornwall Council it is currently being discussed under devolution in which a five-year lease is being sought from Cornwall Council.

Barron Surveying confirmed there will be no additional cost to create a hole in the soffit, subject to permissions being received and asbestos report reviewed.

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

1. To ratify the Town Clerk's spend under Health and Safety to appoint Barron Surveying at a cost of £600.00 to undertake a visual assessment for the presence of RAAC within Saltash Town Council buildings;
2. To further appoint Barron Surveying at no additional cost to the Town Council to continue with the investigations at the Maurice Huggins Room working with the Service Delivery Department subject to Cornwall Council's approval and a clear asbestos report;
3. To be allocated to budget code 6218 Professional Fees.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND;**

1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12<sup>th</sup> October 2023 as attached;
2. To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.



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

Item	Budget	Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
<b>Guildhall - Major works</b>	<b>EMF</b>							All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£78,854.00	£1,449.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£335, less planned spend -£78,519 Jones Building (external repairs & redecoration due to start March 2024)
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£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
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£0.00	Last completed June 2018
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£1,744.00	£1,559.00	£2,818.37	£2,959.29	£3,107.25	£3,262.61	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall	£0.00		£0.00	£0.00	£1,000.00	£0.00	Pyramid June 22 (Cert £650)
	<b>TOTAL</b>	<b>£80,598.00</b>	<b>£3,008.00</b>	<b>£2,818.37</b>	<b>£9,459.29</b>	<b>£10,607.25</b>	<b>£4,762.61</b>	
<b>Maurice Huggins Room</b>	<b>EMF</b>							
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	B/Fwd 2022/23 £214. Leasehold - Devolution
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	<b>TOTAL</b>	<b>£329.86</b>	<b>£214.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Longstone Park Depot</b>	<b>EMF</b>							
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance. B/Fwd 2022/23 £500 + 2023/24 £2,000
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
	<b>TOTAL</b>	<b>£681.10</b>	<b>£2,500.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Library</b>	<b>EMF</b>							
Roof replacement and repair								£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	£244,363.00					Budget code 6971 = £244,363 Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 31st August 2023 £175,211. Due to be repaid in full April 2032
Refurbishment Works to include the following:								
a) Internal and External decorations (making good from replacement of curtain walling & reception)	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
b) Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
c) Seating area / vending machine	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						



		<u>Actual</u>	<u>Budget</u>					<u>Comments</u>	
		<u>2023/2024</u>	<u>2023/2024 Balance</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>		
<u>Item</u>	<u>Budget</u>								
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Planned works - Fencing (estimated £3k)
	<b>TOTAL</b>	<b>£0.00</b>	<b>£6,204.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	
<b>Outdoor Land and Fences</b>		<b>EMF</b>							
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	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.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way	6571 SE EMF Saltash Recreation Areas	£502.00	£58,552.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding.
	<b>TOTAL</b>	<b>£ 502.00</b>	<b>£ 68,552.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	
<b>Waterfront Pontoon</b>		<b>EMF</b>							
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span.
Water supply to pontoon									on hold
New toilet toilet/shower block									on hold
	<b>TOTAL</b>	<b>£0.00</b>	<b>£6,058.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	
<b>GRAND TOTAL</b>		<b>£100,548.96</b>	<b>£427,420.00</b>	<b>£56,818.37</b>	<b>£64,459.29</b>	<b>£64,607.25</b>	<b>£58,762.61</b>		