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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.

39/23/24 <u>HEALTH AND SAFETY ANNOUNCEMENTS.</u>

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 1st 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^{th} March 2024 with a pre-meeting to be held on 13^{th} 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.

45/23/24 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 6th 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**:

- 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;
- 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 12th 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.

46/23/24	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.
47/23/24	TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.
	None.
48/23/24	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:
	To resolve that the public and press be re-admitted to the meeting.
49/23/24	TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.
	None.
50/23/24	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: 7.42 pm

Signed:

Chairman

Dated:

ືບ ໝ ltem Budget		<u>Actual</u>			Budget			
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments
Guil Hall - Major works	<u>EMF</u>							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)
	<u>TOTAL</u>	£80,598.00	£3,008.00	£2,818.37	£9,459.29	£10,607.25	£4,762.61	
Maurice Huggins Room	EMF							
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		20.03	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	<u>TOTAL</u>	£329.86	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Longstone Park Depot	7170 EMF Longstone Depot Capital							Learned from Communal Court of from 20,002 40 to 20,002 04, CTC month of C205 non-month
External & Internal repairs and decorations	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)
	TOTAL	£681.10	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
<u>Library</u>	<u>EMF</u>		, ,	Í		,	·	
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 $\frac{\text{approx}}{\text{£25,000}}$ (£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						
	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						

	<u>Actual</u>			Budget				
<u>ltem</u>	Budget	2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments
d) Meduanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	Dulanio					
e) Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£0.00	£5,050.00					Budget 2023/24 £20,000. (Less committed costs for Bailey Partnership, £23,000 less already invoice £8,050 = balance still to be invoiced £14,950)
Other Costs	6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2,922.16 (including planning application fees, asbestos survey & heritage impact assessment)
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
	TOTAL	£0.00	£249,413.00	£0.00	£1,000.00	£0.00	£0.00	
Isambard House Station refurbishment	EMF 6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00					Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
External & Internal repairs and decorations	– 6810 SA General Reparis & –	£902.00	£507.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
5 Yearly Electrical Inspection	Maintenance - Isambard House –	£300.00		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
	TOTAL	£1,202.00	£76,744.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
Public Toilets	<u>EMF</u>							£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.
Waterside External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Owned by Network Rail, no documents on record
Alexandra Square External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone			£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue	6580 SE Public Toilets (Capital Works)	£0.00						
External and internal repairs and decs	0300 SE Public Tollets (Capital Works)	20.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
	<u>TOTAL</u>	£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Heritage Building	EMF							
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	2023/24 Actual £1,472 replace guttering including scaffolding
	TOTAL	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
<u>Cemeteries</u> Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,762 (May 23)
Contradinal Board - Ot Otephens	TOTAL	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	

	<u>Actual</u>			<u>Budget</u>				
ltem Budget		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments
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	Planned works - Fencing (estimated £3k)
	TOTAL	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Outdoor Land and Fences	EMF	20.00	20,204.00	21,000.00	21,000.00	21,000.00	21,000.00	
O) Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£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.
								action grant in still contained and rain maintenance mental
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	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	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.
Material Protects	TOTAL	£ 502.00	£ 68,552.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	
Waterfront Pontoon	EMF							
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	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
	TOTAL	CC 22	CC 050 00	C40 000 00	C40 00C 00	C40 000 00	C40 000 00	
	TOTAL	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
	ODAND TOTAL	0400 540 00	0.407.400.00	050 040 05	004 450 00	004 007 07	050 700 04	
	GRAND TOTAL	£100,548.96	£427,420.00	£56,818.37	£64,459.29	£64,607.25	£58,762.61	