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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 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 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 fiveyear 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;
- 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:

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only								
		Actual	Budget					
ບ ມີ	Burdant	2023/2024	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	
Guiltall - Major works	Budget EMF		Balance					All major works completed
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 2 spend -£78,519 Jones Buil
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 b 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 sign +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 £65
	TOTAL	£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. Leas
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert
	<u>TOTAL</u>	£329.86	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Longstone Park Depot	EMF 7170 EMF Longstone Depot Capital							Leased from Cornwall Cou
External & Internal repairs and decorations	Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	including insurance. 2022/23 £500 + 2023/24 £2
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 £381)
	TOTAL	£681.10	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Library	EMF							
Roof replacement and repair								£54,760.40 spent on Roof
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 = £244,3 Includes £200,000 loan rec (£20,000 + interest £4,477 to be repaid in full April 203
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						

Comments

ed in 17/18

nt 2023/24 Budget £80,303 less actual spend -£335, less planned uilding (external repairs & redecoration due to start March 2024)

b be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). eas

gned off by insurers. (Otis monthly fee £223.68) . (Budget YoY

650)

asehold - Devolution

ert. £200 and remedial work carried out £130)

ouncil from 29-03-18 to 28-03-24. STC rent at £385 per month B/Fwd

£2,000

ert. £300 and remedial work carried out to Office & Pump Shed

of replacement and repair in year 2019/20

44,363

received 1st April 2022 . Annual repayment cost <u>approx</u> £25,000 77 YE 2024). Balance of loan at 31st August 2023 £175,211. Due 2032

		Actual	Budget					
ltem	Budget	2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
d) Metuanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	Dulunoo					
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. (already invoice £8,050 = b
Other Costs	6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2, heritage impact assessmer
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 £4
	<u>TOTAL</u>	£0.00	£249,413.00	£0.00	£1,000.00	£0.00	£0.00	
Isambard House	EMF							
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Refurb works completed M meter install, any change ir
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00					Available balance £18,492 Snags including crack acro still to be addressed with C
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 (Cerl
	TOTAL	£1,202.00	£76,744.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
Public Toilets	EMF							£10,000 capital works bu Available budget 2023-24
Waterside								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Owned by Network Rail, no
Alexandra Square External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Tenancy at Will. 99 years f 5 years and internally ever
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 (
Belle Vue								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 0
	TOTAL	£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Heritage Building External & Internal repairs and decorations as per lease agreement	EMF 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 repl
	TOTAL	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Cemeteries	EMF							Pobuilding stops well 045
	6170 BB EMF Repairs to Cemetery	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,7
Joint Burial Board - St Stephens	Wall	210,100.00	20.00	20,000.00	20,000.00	20,000.00	20,000.00	

Comments
). (Less committed costs for Bailey Partnership, £23,000 less
balance still to be invoiced £14,950)
2,922.16 (including planning application fees, asbestos survey & nent)
£460, no remedial work required)
March 2000 remaining fundo for works to the correctly of the DV
March 2020 - remaining funds for works to the car park, solar PV, e in modifcation (kitchenette etc)
92 (retention fund)
cross floors, stained chimney slates, and tarnished door furniture Cormac.
ert. £300)
budgeted 2022-23 less costs £1,690 -24 £8,310.
no documents on record
s from 13-11-17 Cornwall Council. (Terms: external painting every
ery 3 years)
n 01-02-2018 Cornwall Council.
n 01-02-2018 Cornwall Council.
eplace guttering including scaffolding

15,762 (May 23)

ltem	Budget	2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Buria	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 (
0	TOTAL	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Outdoor Land and Fences	EMF							
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 from CC. £5,000 grant from CC towa
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 / F
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. £20,000 contributio
	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. B maintenance at 10 year life
Water supply to pontoon								on hold
New toilet toilet/shower block								on hold
	TOTAL	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
	GRAND TOTAL	£100,548.96	£427,420.00	£56,818.37	£64,459.29	£64,607.25	£58,762.61	-

Comments

(estimated £3k)

17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease

wards the rail maintenance works.

Fencing maintenance works.

+ 2023/24 £20,000. CIL Expression of Interest submitted Oct ution from STC to awarded funding.

. Budgeted £10k for future years to cover possible pontoon life span.