

## SALTASH TOWN COUNCIL

### Minutes of the Property Maintenance Sub-Committee held at The Guildhall on Friday 20<sup>th</sup> July 2018 at 3.00pm.

**PRESENT:** Councillors: J Dent (Chairman), G Challen, S Miller, W Phillips (Vice-Chairman), J Rance, and G Taylor.

**ALSO PRESENT:** R Lane -Town Clerk, A Chick - Administration Officer, J Diamond - Town and Waterfront Warden, G Peggs - Buildings Consultant, J Virgo – Grounds and Premises Warden.

**APOLOGIES:** Councillors J Brady, W Phillips.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**23/18/19** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**24/18/19** **DECLARATIONS OF INTEREST**

- a. 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.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None.			

- d. To note on-going dispensations:

**25/18/19** To note an on-going dispensation for Councillor Rance to act as Chair of the Saltash Team for Youth and Commissioning of Youth Work to 31<sup>st</sup> March 2019.

It was **RESOLVED** to note.

**26/18/19** To note an on-going dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce to 31<sup>st</sup> March 2019.

It was **RESOLVED** to note.

**27/18/19** **QUESTIONS FROM THE PUBLIC**

None.

**28/18/19** **TO RECEIVE THE FIVE-YEAR MAINTENANCE PLAN**

a. Property and Land

The Buildings Consultant presented his Saltash Town Council's 5 Year Repair and Maintenance Programme. He still has a few sites yet to inspect. Update to the works being done on the Guildhall and all has been completed apart from the reception office.

An Asset Register is being drawn up which will correlate with the property and land plan which will give the GPS location and a photograph of the sites.

Snagging all completed satisfactorily at the Longstone Depot.

The Buildings Consultant attended Pillmere with the contractor as he had received a request from Councillor Phillips to look at the removal of the fences. The Buildings Consultant has concerns as there are large drops in the area. The Services Committee discussed this at their meeting on the 16<sup>th</sup> July 2018 which resolved to put the current plan on hold. The Buildings Consultant advised that the most cost-effective way is to fence off the most dangerous of the hazards and would recommend fencing the area off completely and erect signs on the fencing to say 'No Access' and leave to nature to take over.

It was **RESOLVED** that

1. The Buildings Consultant to continue with his meeting with the contractors to quote for the renewal of the fences and report back to the next Services Committee on 12<sup>th</sup> September 2018.

**29/18/19**      **GUILDHALL UPDATE**

This is now complete apart from the carpet in the top office.

It was **RESOLVED** to note.

**30/18/19**      **RECEPTION CONVERSION**

The Buildings Consultant has been quoted £1,750 for a purpose made stable door with glazed openable screen in the top half. The current office area will still have to be used for certain purposes ie printer, safe and an area for administrative work.

It was **RESOLVED** to

1. Approve the reception door by changing line 26 of the 5 Year Plan from decoration to door.
2. Discuss with the staff to see what ideas they have for the reception area.

**31/18/19**      **STATION UPDATE**

No further progression.

It was **RESOLVED** to note.

**32/18/19**      **LIBRARY UPDATE**

Discussed at the Library Sub-Committee meeting this morning. Nothing imminent to be considered at the moment.

It was **RESOLVED** to note.

**33/18/19**      **MAURICE HUGGINS ROOM – UPDATE OF WORKS**

Building Regulations have been applied for, planning permission has been approved, the specifications have been drawn up and the tender contract is just going out.

The Town Clerk has received an email from Catherine Thomson, Cornwall Gateway Community Link Officer who gave two options for lease arrangements.

It was **RESOLVED** to adopt option 1 in which Cornwall Council gives Saltash Town Council a licence to allow early access to Maurice Huggins

room to carry out works with a lease to follow. Devolution will then ensue at which point the lease and freehold will merge. This option will enable the work to Maurice Huggins room to take place soonest.

**34/18/19**      **LONGSTONE DEPOT & WORKSHOP UPDATE**

All building work has been completed. The Grounds and Premises Warden reported that they have moved in with just a few items needing to be sorted.

It was **RESOLVED** to note and remove from the agenda.

**35/18/19**      **REFURBISHMENT WORKS TO LONGSTONE PARK TOILETS UPDATE**

**(Pursuant to minute no. 08/18/19 Property Maintenance held on the 14.06.18)**

See minute 36/18/19.

**36/18/19**      **AUTOMATIC ELECTRONIC OPENING AND LOCKING SYSTEM FOR LONGSTONE PARK TOILETS UPDATE**

**(Pursuant to minute no. 08/18/19 Property Maintenance held on the 14.06.18)**

This was discussed in the Services Committee held on the 16<sup>th</sup> July 2018 minute 31/18/19.

It was **RESOLVED** that the Town and Waterfront Leader obtain quotes and fix details for an external security grille and submit to the Chairman for approval.

**37/18/19**      **INTERNAL SECURITY BARS TO TOWN CLERK, RECEPTION AND GROUNDS AND PREMISES WARDEN OFFICES UPDATE**

**(Pursuant to minute no. 09/18/19 Property Maintenance held on the 14.06.18)**

It had been previously agreed not to have security bars and to have film on the lower half of all the windows on the ground floor, samples both opaque. As this is not a permanent fixture planning permission is not required. Quote for the white backed film is £395 and the grey backed one £445 including logos.

It was resolved to **RECOMMEND** to the next Full Town Council meeting that the white backed film be used at a cost of £395.

**38/18/19**      **CEMETERY WALL UPDATE**

A firm start date received from the contractor of the 13<sup>th</sup> August 2018.

It was **RESOLVED** to inform the neighbours in Church Lane and the allotment holders.

**39/18/19**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**40/18/19**      **AS REQUIRED OR IF NECESSARY**

None.

**41/18/19**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**42/18/19**      **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**43/18/19**      **PRESS RELEASES**

1. Repairs to the cemetery wall starting in August.

**44/18/19**      **DATE OF NEXT MEETING**

Chairman to call a meeting as and when necessary.

45/18/19

**COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 4.00pm.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_