

## SALTASH TOWN COUNCIL

### Minutes of the Property Maintenance Sub-Committee held at The Guildhall on Wednesday 29<sup>th</sup> May 2019 at 2.30 p.m.

**PRESENT:** Councillors: R Bickford, J Dent – Chairman, S Martin, S Miller.

**ALSO PRESENT:** R Lane – Town Clerk, S Emmett – Finance Officer, J Virgo – Grounds and Premises Warden, J Burge – Administration Officer, Geoff Peggs - Building Surveyor.

**APOLOGIES:** Councillors: Challen, Phillips – Vice Chairman, P Samuels.

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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.

**01/19/20**      **TO APPOINT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Dent be appointed Chairman.

**02/19/20**      **TO APPOINT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed Vice Chairman.

**03/19/20**      **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Administration Officer notified the Chairman she would be recording the meeting.

**04/19/20**      **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.
- b. To receive any 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.			

**05/19/20**      **QUESTIONS FROM THE PUBLIC**

None.

**06/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**07/19/20**      **TO RECEIVE AN UPDATE ON THE WORKS AT THE MAURICE HUGGINS ROOM**

The Building Surveyor informed members that the building works had been completed and any snagging works identified by the Building Surveyor were to be completed by the 30<sup>th</sup> May.

Additional costs incurred with the identification of asbestos floor tiles and the replacement of the main entrance door. The costs have been allocated against the Maurice Huggins EMF budget. The door is to be replaced by the 8<sup>th</sup> June.

**08/19/20**      **TO CONSIDER FUTURE OPTIONS FOR THE MAURICE HUGGINS ROOM**

Members discussed the function and use of the facility.

It was **RESOLVED** that:

- a. The name of the building remains the same. The Grounds & Premises Warden is to collect the sign, restore and retain at Longstone.

It was **RECOMMENDED** that:

- a. The MHR be offered to the Registration Office as alternative accommodation from the library when the current terms end which is 12 months after transfer of ownership to Saltash Town Council. The office at the library could then be utilised by STC staff.
- b. The MHR be set for community use and be promoted with an open day. The Finance Officer to produce rates based on; hourly/daily rate, week/weekend, community and commercial basis.
- c. The preferred option of this Sub-Committee is to offer the space to the Registration Office subject to the necessary fittings i.e. alarms, and if income raised through weddings, additional fees to be applied.

09/19/20

**TO REVIEW THE FIVE-YEAR MAINTENANCE PLAN**

The Building Surveyor reviewed the Five-Year Maintenance Plan with the following recommendations:

**Guildhall**

It was **RESOLVED** that:

1. All statutory works were to be completed and where possible completed in-house with staff attending training i.e. PAT and legionella courses.
2. The Service Delivery General Assistant that attends the PAT training course is to submit their expenses to be recovered by STC as this will form part of their working schedule.
3. Minor maintenance works to be completed in-house.
4. The major works titled “external repairs and decorations” was amended to show “Programme of repairs and redecoration internal/external” and to include an annual precept amount of £20,000. All other major works are completed and to be removed from the five-year maintenance plan.
5. Miscellaneous items are also to be removed from the report.

**Maurice Huggins Room**

It was **RESOLVED** that:

1. All statutory works were to be completed and where possible to be done in-house.
2. The Grounds & Premises Warden is to complete a fire risk assessment using the standard template adopted by STC.
3. The other works listed are to remain.

## **Longstone Depot**

It was **RESOLVED** that:

1. All statutory works are to be completed and where possible to be done in-house.
2. The other works listed including roof insulation and a loft hatch for the office at Longstone are to be overseen by the Building Surveyor.
3. All other items listed are running costs to remain.

## **Library**

It was **RESOLVED** that:

1. All statutory works are to be completed and where possible to be done in-house.
2. The summary of works to be overseen by the Building Surveyor for 2019/2020 included: recover and insulate roof; renew housings to extraction units and repairs to rainwater good (works are due to start week commencing 3<sup>rd</sup> June 2019); monitor walls on west elevation; arranging the concrete repairs; the overhaul of the heating system.
3. The Building Surveyor to work on the following works for 2020/2021; replace curtain walling; replace crittall windows; planting areas to west elevation; internal decorations to mezzanine area and ground floor. All subject to funding being received from Cornwall Council.
4. The Building Surveyor was asked to provide a quotation for the provision of a disabled toilet/baby changing table, within the existing area.
5. Ongoing repair costs to remain.
6. The Building Surveyor to update the members of the loadings on the mezzanine floor upon completion of a report from the appointed structural engineer.

## **Station**

It was **RESOLVED** that:

1. All statutory works are to be completed, and where possible to be done in-house, subject to completion of the major refurbishment works.

## **Saltash Town Council – Grounds & Premises/Town & Waterfront Item**

It was **RESOLVED** that:

1. All statutory works are to be completed and where possible to be done in-house.
2. General minor repairs to all toilet blocks are to be done in-house.
3. The Building Surveyor obtains a quotation for a paying locking system for Belle Vue and Longstone toilets reporting back at the next Sub Committee meeting.
4. The Building Surveyor arranges completion of the electrical checks.

## **Heritage Museum**

It was **RESOLVED** to note.

## **Outdoor Land and Fences**

It was **RESOLVED** that:

1. The waterside development is subject to devolution.
2. The Cornish Cross requires an annual budget of £2,000 to allow for the cost of a stress/tension test.

The Town Clerk obtained approval from the Services Vice Chairman for the stress test to be completed for 2019 at a cost of £1,776.00 to enable the Grounds & Premises Warden to appoint the engineer with immediate effect.

3. The playparks (173, 174, 176 & 183) are to merge and remain on the plan. To rename the title Play Park – replacement equipment/fence/resurface. All other entries are to be removed.

### **Waterfront Pontoon**

It was **RESOLVED** that:

1. The Grounds & Premises Warden is to obtain from the Engineering Company used to complete the Pontoon refurbishment their schedule of works to include a ten-year maintenance programme advising members.
2. All titles be replaced as Pontoon Maintenance Regime.

### **Joint Burial Board**

It was **RESOLVED** to add Joint Burial Board to the schedule.

### **Burial Authority**

The Building Surveyor advised members that he tried to contact the developers at the Churchtown site regarding The Party Wall but has not received a response. The Party Wall provides a framework for preventing and resolving disputes in relation to party walls, boundary walls and excavations near neighbouring buildings. A building owner proposing to start work covered by the Act must give adjoining owners notice of their intentions in the way set down in the Act.

It was **RECOMMENDED** that:

- a. Approval be sought by the Policy & Finance Committee to take legal action against the developer should a resolution not be met.
- b. Individual plot holders are to be contacted and issued with a letter regarding the Party Wall and to remedy a way forward.

**09/19/20**

### **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.

**10/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**11/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**12/19/20**      **TO CONSIDER URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**13/19/20**      **PRESS AND SOCIAL MEDIA RELEASES**

None.

**14/19/20**      **DATE OF NEXT MEETING**

To be arranged.

**15/19/20**      **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: 16.25 p.m.

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

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