

**SALTASH TOWN COUNCIL**

**Minutes of the Property Maintenance Sub-Committee held at The Guildhall on Thursday 12<sup>th</sup> September 2019 at 6.00 p.m.**

**PRESENT:** Councillors: R Bickford, G Challen, J Dent – Chairman, S Miller, W Phillips – Vice Chairman, B Samuels, P Samuels.

**ALSO PRESENT:** G Peggs – Building Consultant, R Lane – Town Clerk, S Emmet – Finance Officer, Dawn Joyce – Administration Officer.

**APOLOGIES:** Councillor: S Martin.

---

**HEALTH AND SAFETY ANNOUNCEMENTS**

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

**16/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**17/19/20** **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.			

**18/19/20** **QUESTIONS FROM THE PUBLIC**

None.

**19/19/20**      **TO RECEIVE AN UPDATE ON THE BOUNDRY WALL AT CHURCHTOWN**

The Building Surveyor updated members on the party wall agreements at Churchtown Cemetery and will be contacting the developers for a progress report.

The Building Surveyor added that one outstanding property/individual plot holder had not responded to correspondence thus far, and no further repair had been made to their section of the wall. It was agreed a letter will be sent by the Building Surveyor to the property owners to bring this matter to their immediate attention.

The Building Surveyor advised members holes had been dug adjacent to the wall and were authorised at the request of the engineer in order to establish the condition of the party wall below ground level.

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

The Chair updated members that Cornwall Register Office had declined use of the MHR due to unsuitability and Cornwall Councils lone working policy.

The Chair added that following the Services Committee Meeting there had been a resolution for possible use of the MHR as a commercial let.

The Building Surveyor informed members of the EPC inspectors report advising that the MHR would not require an EPC rating if let for commercial purposes as it is less than 50 square metres.

The Building surveyor will report back to STC once further information has been acquired regarding any exemptions relating to the proposed commercial use of the MHR.

**21/19/20**      **TO CONSIDER FUTURE OPTIONS AND COSTS FOR THE LIBRARY**

Members discussed the function and use of the facility with the potential of applying for a Public Works Loans Board loan to cover proposed refurbishment costs. The Chair informed members this item is now to be brought to Full Council on 3<sup>rd</sup> October 2019.

It was **RESOLVED** to approve continuing with ongoing maintenance to the library as set in the operational budget.

It was **RESOLVED** that:

1. Work contributing to the public consultation required for the Public Works Loan application will commence upon the return of the Head of Administration and Library Services from annual leave.

**22/19/20**      **TO RECEIVE THE FIVE-YEAR REPAIR AND MAINTENANCE PLAN**

Members reviewed the Five-Year Maintenance Plan with the following recommendations:

1. The statutory items can be removed from the plan and be allocated under the operational budget as the works have already been authorised with finances allocated and authorised.
2. The Services Superintendent will undertake all statutory checks and maintain records for all STC premises and grounds.
3. The Property Maintenance Committee will continue to maintain the five-year plan for any significant forecasted capital works.

**The Guildhall**

It was **RESOLVED** that:

1. All statutory works are to be completed and where possible to be done in-house and to be removed from the five-year repair and maintenance plan.
2. The Building Surveyor is awaiting a response from Otis Elevator Company to provide a complete list of essential and non-essential recommendations with costings. Once received the information will be reported back to STC.

**Maurice Huggins Room**

1. All statutory works are to be completed and where possible to be done in-house and to be removed from the five-year repair and maintenance plan.

### **Longstone Park**

It was **RESOLVED** that:

1. All statutory works are to be completed and where possible to be done in-house and to be removed from the five-year repair and maintenance plan.
2. The works listed including roof insulation and a loft hatch for the office at Longstone are to be overseen by the Building Surveyor and to remain on the plan until completed.

### **Library**

It was **RESOLVED** that:

1. All statutory works are to be completed and where possible to be done in-house and to be removed from the five-year repair and maintenance plan.
2. Ongoing maintenance work has been agreed to continue as in **Minute no. 21/19/20 (1)**
3. The paving and fencing budget be reduced to an amount of five thousand as the work can be done in-house.

### **Station**

1. All statutory works are to be completed and where possible to be done in-house and to be removed from the five-year repair and maintenance plan.

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

1. All statutory works are to be completed and where possible to be done in-house.

### **Heritage Museum**

It was **RESOLVED** that:

1. The Services Superintendent have a reporting mechanism in place to ensure STC as the landlord of the property can guarantee the Heritage Centre are meeting all statutory requirements as the tenants.
2. Building Surveyor advised no works to be reported in the forecasted future.

### **Joint Burial Board**

It was **RESOLVED** that:

1. All statutory works are to be completed and where possible to be done in-house.
2. Churchtown Cemetery Capital Works are to be established in the five-year forecast to demonstrate future capital sums and if the cost needs to be spread for longer than 12 months.

### **Outdoor Land and Fences**

It was **RESOLVED** that:

1. All statutory works are to be completed where possible and be done in-house and to be removed from the five-year repair and maintenance plan.

### **Waterfront Pontoon**

It was **RESOLVED** to note:

STC are awaiting information with regards to work that can be taken forward such as the supply of water to the Pontoon and the installation of a new toilet block.

**23/19/20**

### **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.

**24/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**25/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**26/19/20**      **TO CONSIDER URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**27/19/20**      **PRESS AND SOCIAL MEDIA RELEASES**

None.

**28/19/20**      **DATE OF NEXT MEETING**

To be arranged.

Meeting rise at 6:47pm

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

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