



# MINUTES OF A MEETING OF THE BUILDINGS MAINTENANCE COMMITTEE

**DRAFT**

**GREEN ROOM, SALISBURY GARDENS**

**9AM**

**8 SEPTEMBER 2025**

## Members present:-

Councillors: Ian Bond (Chair), Mark Jefferies, Linda Jefferies & Steve Milford (substitute).

Clerk: Alison Killick – Assistant Town Clerk. Town Clerk Shelley Scothorne attended meeting remotely.

Officers: Morgan Williams & Catherine Hammond.

## **MINUTE    SUBJECT**

### **22/25    PUBLIC FORUM**

There was one member of the public present.

James Toogood:-

- asked about potential plans to remove the wall behind the urinals at the Esplanade toilets, which he considers would risk the structure of the building.
- asked about some of the works suggested from the Legionella Risk Assessments, providing guidance that some of the works were likely unnecessary (or had already been completed in the past).
- asked the Committee to note the importance of having EICRs (Electrical Installation Condition Reports) conducted to ensure that the Town Council complies with its legal duties.
- asked about the lighting at Ventnor Park.

### **23/25    APOLOGIES FOR ABSENCE**

Apologies for absence received from Cllr Steve Cooper, with Cllr Steve Milford attending as substitute.

### **24/25    DECLARATIONS OF INTEREST**

Declaration of Interest received from Cllr Steve Milford as a Trustee of BabyBox relating to Item 9 on the Agenda.

### **25/25    MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of 18 June 2025 - having been previously circulated to Members - were taken as read and approved.

### **26/25    CAPITAL REPAIRS BUDGET - UPDATE**

Officer Morgan Williams introduced this agenda item, providing detailed background against the submitted report.

Ventnor Town Council have received one quote for works to Esplanade toilets to replace two fire-damaged toilet pans.

It should be noted that this work is not for major refurbishment of these facilities; a significant amount would need to be allocated in the 2026-27 budget for any works other than those necessary.

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**It was unanimously agreed to:**

Note the work already undertaken to investigate previously identified problems.

Delegate the issuing of the contract to replace the toilet pans to the Town Clerk, in consultation with the Chair once two further quotes are received.

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**27/25      LEGIONELLA RISK ASSESSMENT UPDATE**

Officer Morgan Williams introduced this agenda item, providing detailed background against the submitted report.

**It was unanimously agreed to:**

Ask officers to obtain quotes to:-

- Install 2 non-return valves at Central Car Park toilets
  - Install 1 non-return valve at Spring Hill Gardens
  - Install 1 stopcock, 1 non-return valve and 1 drain-off at the Putting Green kiosk
  - Install 2 drain-offs at the Esplanade toilets
  - Install 1 non-return valve and 1 drain-off, and remove redundant pipework at Ventnor Central
  - Install 1 drain-off, 2 temperature control valves, and remove redundant pipework at Boniface Fields
  - Install 1 temperature control valve and discuss removal of the redundant boiler and associated pipework with the tenant at Salisbury Gardens.
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**28/25      ELECTRICAL INSTALLATION REPORTS**

Officer Morgan Williams introduced this agenda item, providing detailed background against the submitted report.

To ensure that the electrics in the assets that Ventnor Town Council manage are safe and compliant with legislation:-

**It was unanimously agreed to:**

- Note the legal requirement to ensure that electrical systems are safe and maintained and instruct officers to seek quotations from registered engineers to conduct Electrical Installation Condition Reports (EICRs) at all sites they manage except Salisbury Gardens and Ventnor Park, which are recommended for renewal in October 2026 and July 2027 respectively.
  - Quotes to be brought to the next Buildings Maintenance Committee meeting for consideration.
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**29/25      MAINTENANCE ASSESSMENT & PRIORITISATION STRATEGY**

Town Clerk Shelley Scothorne summarised this agenda item.

To develop maintenance assessments and prioritisation processes together with utilising the skills and experience of Members:-

**It was unanimously agreed to:**

Support the proposal to develop an end-to-end process to identify, assess and prioritise maintenance work, with the proposal relating to members in paragraph 2(g) of the report not agreed, pending further consideration.

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**30/25     SALISBURY GARDENS KEY HOLDER & INSURANCE**

Town Clerk Shelley Scothorne introduced this agenda item which is for information only.

After discussions with our insurance broker – although not mandatory, the operational team will review and implement a keyholder system to ensure appropriate access for Salisbury Gardens, in the event of an emergency situation outside of office hours.

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**31/25     SALISBURY GARDENS – STRATEGIC FINANCIAL REVIEW & LONG-TERM SUSTAINABILITY PLAN FOR LEASED COMMUNITY BUILDING**

Town Clerk Shelley Scothorne introduced this agenda item.

To ensure the long-term viability, financial health and community value of Salisbury Gardens:-

**It was unanimously agreed to:**

Support the development of a Strategic Financial Review and Long-Term Sustainability Plan for Salisbury Gardens, in consultation with stakeholders and aligned with the town Council's broader asset management and community engagement strategies.

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**32/25     VENTNOR PARK LIGHTING REMOVAL – UPDATE**

Ventnor Town Council have management responsibility for Ventnor Park.

The lighting installed in the Park required removal to ensure health and safety to the public.

Given the urgency to remove the lighting and make the electrics safe, Ventnor Enhancement Fund (VEF) were not informed at the time.

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**33/25     DATE OF THE NEXT MEETING**

It was agreed to hold the next meeting on Wednesday 22 October 2025 at 9am.

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The meeting closed at 9.45am

SIGNED BY THE CHAIR

DATE

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