



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

11 May 2023

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at Isambard House on **Wednesday 17th May 2023 at 6.30 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk

To Councillors:

R Bickford R Bullock J Foster S Gillies S Miller J Peggs P Samuels D Yates	All other Councillors for information
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
7. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 27th March 2023 as a true and correct record. (Pages 4 - 10)
8. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 11)
9. To consider Risk Management reports as may be received.
10. To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure.
11. To receive an update on Isambard House building snags and Surveyor report and consider any actions and associated expenditure. (Pages 12 - 13)
(Pursuant to Station Property held on 23.03.23 minute nr. 49/22/23)
12. To review Isambard House Fees and Charges and consider any actions and associated expenditure.
13. To receive a booking request for Isambard House and consider any actions and associated expenditure.

14. To receive the following quotes and consider any actions and associated expenditure.
 - a. Car park resurfacing;
 - b. Internal meter supply;
 - c. Solar PV;
 - d. Kitchenette.
15. 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.
16. To consider any items referred from the main part of the agenda.
17. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
18. To consider urgent non-financial items at the discretion of the Chairman.
19. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Monday 27th March 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), S Gillies, S Miller (Vice-Chairman), J Peggs, P Samuels and D Yates.

ALSO PRESENT: Cllrs J Brady and B Samuels, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: None.

41/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

42/22/23 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.

43/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

44/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 21ST NOVEMBER 2022 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 and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on 21st November 2022 were confirmed as a true and correct record.

45/22/23 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

46/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No Report.

47/22/23 TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed additional Fees and Charges for Isambard House to accommodate Saltash based art exhibitions. Currently art exhibitions pay commission rates only for the room hire.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Wednesday 10th May 2023 to approve:

1. A charge of £30 Monday to Friday, £50 Saturday and Sunday, based on a six hour day and 10% commission, for Saltash based Art Exhibitions only;
2. The above additional cost plus VAT to be added to the Town Council Fees and Charges 2023/24;
3. Delegated authority to the Town Clerk working with the Chairman and Vice Chairman to manage any exceptional booking enquiries until the Town Council Room Hire policy has been approved.

48/22/23

TO RECEIVE A REPORT ON THE OUTSTANDING WORK AT ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received contained within the reports pack and requested to resolve the decisions en-bloc.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to note the report and approve:

1. To purchase 2 car park signs sized 695mm x 600mm at a cost of £70, to state 'private parking by permission of Saltash Town Council only', located on the external car park wall and the wall of Isambard House, allocated to budget code 6810 General Repairs & Maintenance;
2. The Saltash Heritage sign be positioned centrally above the door frame leading to the waiting room area, subject to sufficient struts to support the sign;
3. Further investigations be made for a separate internal use only Town Council meter from the main supply in the extension;
4. Delegated authority be provided to the Town Clerk liaising with the Chairman to procure suitable shelving for the store room, allocated to budget code 6810 General Repairs & Maintenance.

49/22/23

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford updated Members on the recently held discussions with the contractor regarding the crack in the floor.

The crack has continued to grow since it was highlighted within the final snagging process. Councillor Bickford confirmed that the contractor has admitted liability and an offer to resolve the matter has been received.

Councillor Bickford left the meeting.

Members discussed the screed and possibilities of alternative options for a final finish.

Councillor Bickford returned to the meeting.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED**;

1. To appoint the Town Council Building Surveyor to undertake an independent survey of the floor in the main space of the building only;
2. To request the Town Council Building Surveyor to attend the scheduled site meeting with the contractor, Bailey Partnership, the Town Clerk and any Members that wish to attend on 11th April 2023, reporting back at a future Station Property meeting;
3. To allocate the cost of the survey to budget code 6818 Professional Costs.

50/22/23 **TO RECEIVE AN UPDATE ON THE CAR PARK FEASIBILITY STUDY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed Bailey Partnership cost estimate for the car park and raised their concerns regarding the extensive work and associated cost, agreeing not to take the work any further.

Members further discussed the suitability of the space within the car park for a purpose built storage unit.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED**;

1. To not pursue the request for Bailey Partnership to undertake a car park feasibility study;
2. To not pursue storage within the car park area due to potential issues with the retaining wall;
3. Service Delivery Manager to obtain three quotes for the resurfacing and installation of suitable bollards within the car park area;
4. To note a commercial bin must be provided for the café and to consider a bike store.

51/22/23 **TO RECEIVE AN UPDATE ON THE INSTALLATION OF SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford provided a brief verbal update and asked Members give further thought into what is possible, what is the right solution, and what the Town Council requirements may be for Solar PV provisions at Isambard House.

It was proposed by Councillor Bullock, seconded by Councillor Yates and **RESOLVED**;

1. To investigate the infrastructure and requirements of Solar PV;
2. To investigate the current electrical load of Isambard House;
3. That the Service Delivery Manager obtains three quotes from Solar PV providers to be received at a future Station Property Sub Committee meeting.

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CAFE TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford spoke of the Tender process. Members were informed that no viable bids had been received although extensive advertising and promotions had been achieved.

Due to the recent disruption on the rail network there is a possibility it has had an effect on the ability for lettings to take place in and around station platforms.

Members discussed the proposal received from Simon Zinn – Café Operator.

The Chairman informed Members of Simon's proven track record of delivering a takeaway and bite sized catering options in small café spaces with a current operation located in Torpoint.

The Chairman informed Members of a planned site meeting to be held on Tuesday 28th March 2023 at 2pm to further discuss the possibility of Simon operating from Isambard House.

Members all agreed that the necessity to open the waiting room and provide a café is paramount.

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023;

1. To offer Simon Zinn a six-month free trial period (rent and utilities) reflective of the details contained within the existing tender pack to commence on 30th April 2023, including a three month review;
2. To appoint Kennall Consulting to draw up a written contract between Saltash Town Council and the Concessionaire at a maximum cost of £1,632.00+vat;
3. To provide the Town Clerk delegated authority to review and sign the written contract on behalf of the Town Council;
4. Associated cost to be allocated to budget code 6818 Professional Costs.

53/22/23 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.

54/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

55/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

56/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

57/22/23 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: 8.25 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

Services Committee - Isambard House (Station Building) Budget 2022-23

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,995	1,005	10,000	11,010	12,122	13,346
4302 SA Isambard - Refreshment Income	22	0	0	1,000	20	980	500	551	606	667
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	0	5,000	5,505	6,061	6,673
Total Isambard House Income	1,983	0	0	6,000	4,015	1,985	15,500	17,066	18,789	20,686
Total Isambard House Operating Income	1,983	0	0	6,000	4,015	1,985	15,500	17,066	18,789	20,686
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	4,546	5,005	5,510
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	710	782	861
6802 SA Gas - Isambard House	902	0	0	2,430	571	1,859	6,075	6,689	7,364	8,108
6803 SA Electricity - Isambard House	(159)	0	0	3,608	3,381	227	9,020	9,931	10,934	12,038
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	1,101	1,212	1,335
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	1,724	(186)	1,693	1,864	2,053	2,260
6809 SA Boiler Service & Maintenance - Isambard House	0	0	0	0	97	(97)	0	0	0	0
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	758	(8)	1,000	1,101	1,212	1,335
6811 SA TV License & PRS - Isambard House	0	0	(2,132)	2,132	0	0	0	0	0	0
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	231	255	280
6814 SA Equipment - Isambard House	954	0	0	989	650	339	989	1,089	1,199	1,320
6818 SA Professional Costs - Isambard House	250	0	1,500	1,052	1,660	892	2,000	2,202	2,424	2,669
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	1,101	1,212	1,335
6822 SA Activities & Events	0	0	(1,000)	2,000	0	1,000	1,000	1,101	1,212	1,335
Total Isambard House Expenditure	8,877	0	(2,132)	21,023	13,028	5,863	28,761	31,666	34,864	38,386
Isambard House Staffing Expenditure										
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	310	342	376
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	1,243	1,368	1,506
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	0	6,814	0	6,814	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095	1,411	1,553	1,710	1,882
Total Operating Expenditure	8,877	0	(2,132)	29,118	13,028	13,958	30,172	33,219	36,574	40,268
Total Isambard House Operating Expenditure	8,877	0	(2,132)	29,118	13,028	13,958	30,172	33,219	36,574	40,268
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	2,132	(23,118)	(9,012)	(11,974)	(14,672)	(16,153)	(17,785)	(19,582)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Treasuries Kernow Funding	0	0	2,500	0	286	2,214	0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	2,132	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	4,632	0	35,286	82,583	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,500	29,118	48,313	96,542	30,172	33,219	36,574	40,268
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,500)	(23,118)	(44,298)	(94,557)	(14,672)	(16,153)	(17,785)	(19,582)

To/From Reserves & Budget Virements 2022/23

1. £2,500 received from Treasuries Kernow Funding - 6871 EMF Treasuries Kernow Funding

2. £1,000 vired from 6822 SA Activities & Events & £500 vired from 6821 SA IT & Office Costs - Isambard House. Both transferred to 6818 SA Professional Costs - Isambard House. - 8/22/23

3. £2,321 vired from 6811 SA TV License & PRS - Isambard House to 6872 SA EMF Entertainment Licenses - Minute No. FTC 283/22/23

Ref: JB/SB/4244

Ms Sinead Burrows
Saltash Town Council
By Email Only: sinead.burrows@saltash.gov.uk

12 April 2023

Dear Sinead

ISAMBARD HOUSE - FLOOR

Thank you for organising the meeting with representatives from Cormac, Bailey Partnership and the Town Council held at Isambard House on 11 April 2023.

You have asked for my thoughts on the discussion held which was in relation to cracking and discolouration of the floor screed.

Isambard house was refurbished around 2020 and was one of many projects that suffered a stand-down because of working decisions to deal with the Covid pandemic.

The refurbishment has introduced an unbonded floor screed laid on top of insulation and underfloor heating pipes.

I understand from the discussion that the floor screed was covered in protective sheeting which remained in place for an extended period as the site shutdown. The screed will have dried with the sheeting down and a pattern of discolouration can be seen on top of the floor screed which reflects sheet joints and edges.

I do not feel the discolouration is particularly obtrusive and has to be balanced with this being an industrial floor finish which will scuff and mark as it receives the heavy wear and trafficking that it is intended and designed to cope with.

The main issue with the floor are the cracks that have developed.

In the café area there are two very fine hairline cracks formed across the screed. It is not unusual for floor screeds to crack through shrinkage and thermal movement particularly those with underfloor heating within which will create significant temperature change across the floor. In this café area the cracks are very fine indeed but do need to be filled with a liquid joining compound so as not to attract dirt or allow water ingress when the floor is being mopped. Cormac propose to do exactly that and I agree with that proposal. The filling compound would need to be coloured as close as possible to the screed



surface although inevitably there will still be a visible crack line when filled, even with close colour matching.

The larger crack extends between the pair of double doors.

My view on this crack is that, ideally, this section of flooring would have had another expansion joint across it where the crack has formed at the approximate mid-point between the expansion joints that are laid across the main hall floor. The crack line is also formed at a weaker part of the floor structure where the entrance door mat wells will cut into the screed finish.

The crack will be limited to the screed itself and will not be a structural issue extending to concrete slab or foundations.

There is a practical difficulty with repairing this crack. If a section of floor screed were to be cut out around the crack and a new section of screed introduced with additional expansion joints, then there would be a very high likelihood that the underfloor heating pipes would be damaged during the process. Also, the replacement section of screed would not be a matching colour to the existing screed and the patch would, arguably, stand out as much as the crack does.

Cormac's proposal is to fill the crack using a flexible jointing compound. That does need to be done as the minimum rectification so that the crack does not attract dust and debris, and the floor can be properly cleaned.

My concern with simply filling the crack is that, even with a close-matching colour jointing compound, the crack line will still be visible. Unfortunately, the crack has formed between the entrance doors and is very visible on entering the building.

Once Cormac had left the meeting, we discussed the option of overlaying this part of the floor with a thin Amtico style vinyl plank which Ian advised goes back to the original design brief for the refurbishment in the Railway Hall. Ian was going to ask Cormac if they would accept responsibility for repairing the crack across the floor **and** laying architect specified vinyl planks across between the doors to cover. If Cormac do accept to undertake that for the Council, my advice is that that would be a pragmatic resolution to the issue that stands.

I trust this is helpful, but please do not hesitate to contact the undersigned with any queries. In the meantime, I respectfully enclose my firm's account for the time spent at the meeting and letter of advice.

Kind regards,
Yours sincerely

James M Barron MRICS
Chartered Building Surveyor, Director