



Saltash Town Council

Konsel An Dre Essa



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

4 March 2024

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Friday 8th March 2024 at 6.00 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,

S Burrows
Town Clerk

To Councillors:

R Bickford R Bullock (Chairman) J Foster S Gillies S Miller (Vice-Chairman) J Peggs P Samuels D Yates	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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.
4. 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.
5. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 15th September 2023 as a true and correct record. (Pages 4 - 13)
6. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 14)
7. To consider Risk Management reports as may be received.
8. To receive information on new electric charge points and consider any actions and associated expenditure. (Pages 15 - 16)
9. To receive an update on Isambard House building snags and consider any actions and associated expenditure. (Page 17)
10. To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure. (Pages 18 - 23)
11. 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.
12. To consider any items referred from the main part of the agenda.
13. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
14. To consider urgent non-financial items at the discretion of the Chairman.

15. 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 Isambard House on Friday 15th September 2023 at 6.00 pm

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

ALSO PRESENT: B Samuels (Councillor), S Burrows (Town Clerk), D Joyce (Administration Officer) and W Peters (Finance Officer).

APOLOGIES: J Peggs.

19/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/23/24 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.

21/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

22/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 17TH MAY 2023 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 Bullock and seconded by Councillor Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 17th May 2023 were confirmed as a true and correct record.

23/23/24 **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND RECOMMENDATION FROM THE EXTRAORDINARY SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED:**

1. To note the budget statement;
2. To vire £409 from 6800 Rates to 6810 General Repairs and Maintenance to allow for any additional expenditure for repairs and maintenance to Isambard House for the year 2023/2024.

The Chairman announced the next item of business to be received is Agenda Item 13 - To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure.

24/23/24

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

Councillor Bickford informed Members on the report received and contained within the circulated reports pack.

Councillor Bickford spoke of the recently held site meeting with the Cornish Rail Coffee Company and their proposal confirmed by their Board to operate Isambard House waiting room, kitchen, and fully accessible toilet from March 2024 onwards;

Members thoroughly debated the various options outlined in the report and considered every option in detail.

Members agreed the option to leave the facilities unmanned is not viable due to insurance reasons and potential high risk to the building.

Councillor Yates left the meeting.

Members discussed the various implications if the waiting room, kitchen, and fully accessible toilet were to open in partnership with voluntary groups on an ad hoc basis. Members agreed the work involved would be excessive and possibly not achievable due to the short period between now and March 2024.

Councillor Yates returned to the meeting.

Councillor Foster left the meeting.

Councillor Bickford informed Members of conversations held with Cornwall Council and confirmed they are content with the perimeters of the funding agreement as long as there is a continued commitment from Saltash Town Council to open the passenger facilities at some point. Cornwall Council understand the challenges Saltash Town Council currently face.

Councillor Foster returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED:**

1. To delegate to the Town Clerk to open further discussions with the Cornish Rail Coffee Company to engage in the operations of the waiting room, kitchen, and fully accessible toilet at Isambard House in March 2024;
2. To continue to leave the waiting room, kitchen, and fully accessible toilet closed, but to continue to support daytime voluntary groups opening the space as requested;
3. To promote the opportunity for voluntary groups to use the space.

TO CONSIDER THE STATION PROPERTY SUB COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Station Property strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the Station Property Sub Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street.

Travel and Transport

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Saltash Station is a key transport hub to the town;
- Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park;
- Continue to support and promote the towns 450 local bus service providing better connectivity.

Climate Emergency

- To continue to support the Climate Change and Environmental Working Group with free use of Isambard House;
- To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions.

Recreation and Leisure

- Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building;
- Create an annual events calendar to better utilise the building.

26/23/24 **TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.**

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

27/23/24 **TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

28/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

TO RECEIVE THE FOLLOWING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

- a. Car park resurfacing;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24a)

Members discussed the significant costs provided in the quotes received and spoke of the importance of water run-off from the Station Property Car Park.

Members further considered the infrastructure of the car park and the possibilities of EV charging stations as well as provisions being made available for Beryl Bikes. Members agreed the need for a secure car park is evident however at this stage an alternative temporary solution is required.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to work within the budget at a reasonable cost to improve the security of the Station car park including improved ground level bollards and possible planters allocated to budget code 6473 EMF Station Building (Purchase & Capital Works) reporting back at a future meeting.

- b. Kitchenette;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24d)

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer to a future Station Property meeting subject to the appointment of a Café Concessionaire.

- c. Internal metre supply;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting subject to the appointment of a Café Concessionaire.

- d. Solar PV;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to the newly appointed Service Delivery Manager to investigate Solar PV options reporting back at a future meeting.

30/23/24 **TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that Cormac postponed the scheduled meeting to review the flooring repair work. Future date to be confirmed.

The Chairman confirmed following a review of the repair work within an eight week period it was agreed the repair is not satisfactory with Cormac being informed.

Members discussed various flooring options that could be used with the view that Cormac should now provide a suitable flooring solution at their cost.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to arrange a meeting with Cormac to discuss a way forward to cover the flooring in the main building and waiting room area.

31/23/24 **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.

32/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

33/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

34/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

35/23/24

TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor Foster and **RESOLVED** to issue the following Press and Social Media Releases:

1. Town Council to work in partnership with voluntary groups to operate the waiting room, fully accessible toilet, and kitchen area.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge
Room Hire (VATable)	Including VAT	Including VAT
Isambard House (Station) (Minimum 2 hour booking)		
Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
20% Discount for regular bookers evenings and weekends		
Room Hire Art Exhibitions (VATable)		
Isambard House (Station)		
<u>Based on 6 hour day</u>		
Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
Non Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
Room Hire Extras (VATable)		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00

Services Committee - Isambard House (Station Building) Budget 2023-24
Saltash Town Council
For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Isambard House Operating Income												
Isambard House Income												
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,402	6,598	8,000	Based on Average YTD Income	8,584	9,211	9,884	10,606
4302 SA Isambard - Refreshment Income	20	0	0	500	25	475	75	Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	Based on no new lease agreement	5,505	6,061	6,673	7,347
Total Isambard House Income	3,820	0	0	15,500	3,427	12,073	8,075		14,170	15,359	16,651	18,054
Total Isambard House Operating Income	3,820	0	0	15,500	3,427	12,073	8,075		14,170	15,359	16,651	18,054
Isambard House Operating Expenditure												
Isambard House Expenditure												
6800 SA Rates - Isambard House	3,543	0	0	4,129	3,720	409	4,431	Current Budget + 7.3% CPI	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693	Current Budget + 7.3% CPI	744	799	858	921
6802 SA Gas - Isambard House	573	0	0	6,075	(12)	6,087	6,519	Current Budget + 7.3% CPI	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,011	8,009	9,679	Current Budget + 7.3% CPI	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	210	1,483	1,817	Current Budget + 7.3% CPI	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House	758	0	0	1,000	902	98	2,000	Current Budget + £1,000	2,146	2,303	2,472	2,653
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	Current Budget + 7.3% CPI	243	261	281	302
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,062	Current Budget + 7.3% CPI	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	Current Budget + 7.3% CPI	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	37	963	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	0	0	1,000	505	495	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
Total Isambard House Expenditure	13,578	0	0	28,761	6,878	21,883	31,792		34,118	36,617	39,297	42,169
Isambard House Staffing Expenditure												
6671 ST SA Staff Expenses - Isambard House (Delete Code)	0	0	0	282	0	282	0	Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	0	0	1,129	0	1,129	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	0		0	0	0	0
Total Operating Expenditure	13,578	0	0	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Expenditure	13,578	0	0	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,452)	(11,220)	(23,717)		(19,948)	(21,258)	(22,646)	(24,115)
Isambard House EMF Expenditure												
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	No plans on 5 Year Property & Maintenance	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retention")	0	18,492	0	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Tresorers Kernow Funding	286	2,962	(35)	0	2,458	469	0		0	0	0	0
6872 SA EMF Entertainment Licenses (Delete Code)	0	2,132	0	0	0	2,132	0	Recommend Virement to 6473 SA EMF Station Building	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	2,000	0	0	0	2,000	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House EMF Expenditure	35,286	83,331	(35)	0	2,458	80,838	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	9,337	104,131	31,792		34,118	36,617	39,297	42,169
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,910)	(92,058)	(23,717)		(19,948)	(21,258)	(22,646)	(24,115)

To/From Reserves & Budget Virements 2023/24

- 6871 SA EMF Tresorers Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
- 6822 SA Activities & Events - Expenditure includes £450 Murder Mystery offset against income 4301 SA Isambard House Bookings

Agenda Item 6

Services Committee - Isambard House (Station Building) Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	3,800	0	0	10,000	5,795	4,205	8,000	8,584	9,211	9,884
4302 SA Isambard - Refreshment Income	20	0	0	500	81	419	75	81	87	94
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	0	0	0
Total Isambard House Income	3,820	0	0	15,500	5,876	9,624	8,075	8,665	9,298	9,978
Total Isambard House Operating Income	3,820	0	0	15,500	5,876	9,624	8,075	8,665	9,298	9,978
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	(409)	4,129	3,720	(0)	4,431	4,755	5,103	5,476
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693	744	799	858
6802 SA Gas - Isambard House	573	0	0	6,075	263	5,812	6,519	6,995	7,506	8,054
6803 SA Electricity - Isambard House	3,480	0	0	9,020	2,146	6,874	9,679	10,386	11,145	11,959
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073	1,152	1,237	1,328
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	489	1,204	1,817	1,950	2,093	2,246
6810 SA General Repairs & Maintenance - Isambard House	758	0	409	1,000	975	434	2,000	2,500	2,500	2,500
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	243	261	281
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,062	1,140	1,224	1,314
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	2,303	2,472	2,653
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	70	930	1,073	1,152	1,237	1,328
6822 SA Activities & Events	0	0	0	1,000	1,029	(29)	1,073	1,152	1,237	1,328
Total Isambard House Expenditure	13,578	0	0	28,761	9,199	19,562	31,792	34,472	36,814	39,325
Isambard House Staffing Expenditure										
6671 ST SA Staff Expenses - Isambard House	0	0	0	282	0	282	0	0	0	0
6672 ST SA Staff Training - Isambard House	0	0	0	1,129	0	1,129	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	0	0	0	0
Total Operating Expenditure	13,578	0	0	30,172	9,199	20,973	31,792	34,472	36,814	39,325
Total Isambard House Operating Expenditure	13,578	0	0	30,172	9,199	20,973	31,792	34,472	36,814	39,325
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,323)	(11,349)	(23,717)	(25,807)	(27,516)	(29,347)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	0	0	0
6870 SA EMF Isambard House	0	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Treasuries Kernow Funding	286	2,962	(35)	0	2,525	402	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	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	35,286	83,331	(35)	0	2,525	80,771	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	11,724	101,744	31,792	34,472	36,814	39,325
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,848)	(92,120)	(23,717)	(25,807)	(27,516)	(29,347)

To/From Reserves & Budget Virements 2023/24

- 6871 SA EMF Treasuries Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
- 6822 SA Activities & Events - Expenditure includes £1,029 Murder Mystery offset against income 4301 SA Isambard House Bookings £1,738
- Virement from 6800 SA Rates - Isambard House to 6810 SA General Repairs & Maintenance - Isambard House - £409.00 - 23/23/24

NOTE: The budget report has been updated with the Precept figures for 2024/25

Call for Expression of Interest from Town and Parish Councils: New Electric Charge Points

Cornwall Council is seeking expressions of interest from town and parish councils who have the facilities and are interested in exploring the possibility of installing electric vehicle charging points on land they own or lease from Cornwall Council. At this stage, there is no binding commitment, this is only an expression of interest.

Please complete the form on page 2 and return to driveev2@cornwall.gov.uk. Early indication of interest would be welcome. Once the level of interest has been reviewed, further communication will follow.

Cornwall needs to rapidly increase the number of electric vehicle charge points. This is to meet increasing demand, as new petrol and diesel vehicles are phased out up to 2035. Cornwall Council is developing its plans for the network of public charge points to complement commercial networks and maximise charge point network coverage and choice for users. Cornwall Council has been provisionally allocated £5.5m by the Department for Transport's Electric Vehicle Infrastructure (LEVI) fund and is currently developing a project bid.

Chargepoints: charge point types will be considered on a site-by-site basis, the majority will be 7kW dual charge points. Where possible, charging bays need to be accessible, two charging bays taking up the equivalent of three parking bays.

Potential sites: areas should be surfaced, accessible for residents 24/7 and owned/leased by the town/parish council. They should also be close to residents without off street parking.

Timescales: Cornwall Council will be bidding for funds by summer 2024 for a 5-year programme. It is not anticipated that any works will start until 2025. If funding is awarded then potential sites will be investigated further.

Town/Parish council:	
Address:	
Name and role:	
Contact Details (email):	

Site/s proposed	Postcode & Grid co-ordinates	Number of bays available for consideration*	Is land owned by town/parish council or leased from Cornwall Council?	Is public access available 24/7 to proposed charging area?	Comments/notes

*To allow chargepoints to be as accessible as possible three parking bays would be needed for two standard charging bays



FINAL ACCOUNT	
PROJECT : Saltash Train Station	
PROJECT NR : 29217	07/04/2021
CONTRACTOR: Cormac	
FINAL STATEMENT	
Contract Sum :	£ 388,651.20
Net sum of variations	232,414.23
Loss and Expense (clause 4.15 & 4.17.4)	67,694.22
DDT rectification (clause 2.30)	- 3,620.00
Commercial Adjustment	29,860.35
Gross Final Account	715,000.00
Payments to Date : Valuation 23	697,125.00
Balance upon issue of Certificate of Making Good Defects	17,875.00
DECLARATION BY CONTRACTOR AND BAILEY PARTNERSHIP	
We confirm that the total of the Final Account (exclusive of VAT) in the sum of £ 715,000.00	
<i>Seven Hundred and Fifteen Thousand Pounds Only.</i>	
is a true and final account and concludes the account for this contract.	
Signed:	Date: <u>08/04/21</u>
(Contractor)	
In The Capacity Of : <u>Contracts Manager</u>	
Duly Authorised to sign for and on behalf of : <u>CORMAC Contracting Ltd.</u>	
Signed: _____	Date: _____
(Bailey Partnership)	
In The Capacity Of : <u>Contract Administrator</u>	
Duly Authorised to sign for and on behalf of : <u>Saltash Town Council</u>	

QA FORM REF: TECH 10.2; TI REF: 26.0

REV: A

LYSTER COURT, 2 CRAIGIE DRIVE, THE MILLFIELDS, PLYMOUTH PL1 3JB
 TELEPHONE 01752 229259 e-mail: plymouth@baileyp.co.uk Regulated by RICS

To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure

March 2024 UPDATE

The document below remains valid and explains the background and possible options discussed at the last meeting.

The decision at the last meeting was to await for the CRCC (Cornish Rail Coffee Company) as well as trying to get volunteer groups to run temporary operations.

It has not proved possible to operate with volunteers other than on very occasional openings.

Good contact had been maintained with CRCC through the intervening period. However, during February we received communication from the Business Manager for the CRCC that she was leaving the business, and that the Managing Director would be pursuing the café expansion programme. Following a conversation with David Nelson the MD for the Bodmin and Wenford Railway and CRCC, the following has been determined.

The CRCC are still very interested in expanding to Saltash, but are unable to commit to any time scales currently. The departure of their Business Manager leaves a vacancy that needs to be filled, alongside this is a possible restructure that often accompanies a staff departure. On the positive side, David did say that delivering a café at Saltash would be one of the first jobs for a new employee to tackle, once they had bedded into the role.

David was hoping to gain approval from his board of directors to begin advertising the new role or roles, but yet, they have not even started that process.

It is therefore apparent that whilst they are still stating a clear interest, the timescales have extended and are not clear.

It is important to consider other options, some of which were outlined in the original report below.

It is still considered that opening the waiting room and toilet without supervision is unwise and would negate our insurance, so if STC wanted to open the space, then it would require a staff member to be present.

A possible way forward, could be to undertake a specific targeted approach to local café operators who have indicated an interest in expanding, along the following basis.

- 1 Offer a 6 months rent free period
- 2 Offer 6 months utilities free of charge
- 3 Agree a review at month 4 with a possible extension to 1 and 2 subject to levels of business.
- 4 Delegate to the Town Clerk in conjunction with the chair and vice chair of this committee the final decision to allow the earliest occupation.

The CRCC would remain a possible option, if progress is not made.

END OF REPORT UPDATE

4th March 2024

Overview

Part of the decision to buy and refurbish Isambard house was a desire to provide improved passenger facilities for rail travellers passing through Saltash station. A significant portion of the funding for this building refurbishment project came from Cornwall Council with some of this allocated from Local Transport Plan funding to specifically improve passenger facilities. It is therefore incumbent on STC to deliver these improved facilities in line with the funding agreement.

It is therefore important for STC to open the passenger facilities, not only to comply with the CC funding agreement, but also to deliver what we said we would for the residents of Saltash. The position of CC throughout the refurbishment and since is that STC should open when they are able, and CC are content to wait if there is an intent to open the passenger facilities at some point.

Challenges

There have been several challenges in getting the passenger facilities open. The Covid pandemic had considerable impact on the number of passengers using the railway across the country with travelling habits undergoing significant changes. This is proving to be a significant challenge for rail companies who have seen a shift away from peak time travel as people work more from home. The last year has also seen a number of industrial disputes between various bodies that has resulted in significant days with no rail operations anywhere in Cornwall. Rail unions must give 14 days notice for strike action and this uncertainty has put off potential café operators looking to start a new business.

Inevitably the disputes will be resolved and a 'normal' service will resume, but this does not seem imminent. The picture regarding passenger footfall looks much better, with Saltash numbers recovering well post pandemic, and the ORR footfall data shows a 140% change from pre pandemic levels, one of the most healthy across Cornwall. The introduction of a better timetable with a number of key additional calls at Saltash such as the 06.37 weekday service to Paddington has no doubt had a positive impact on footfall alongside a clear message that Saltash cares about its station. The Town Council should be proud of what it has achieved and the associated investment from partners in improved footpaths, lighting and bollards that make using the station easier and safer.

The upward trend in footfall is predicted to continue and the rail companies have acknowledged Saltash as a strong performer in terms of increased footfall and therefore business.

Potential Café operators

The Town Council agreed to enter into an agreement with Zinns Coffee to operate the café and waiting room at Isambard House. Unfortunately, in late July it became apparent that this was unlikely to progress as all communication from them ceased despite officer and member attempts to communicate with them.

At a similar time, a good alternative prospect became known, the Cornish Rail Coffee Company, based in Bodmin, and currently operating railway station cafes at Bodmin General (on the Bodmin and Wenford Railway), as well as Bodmin Parkway and Liskeard stations, both mainline locations. The Cornish Rail Coffee Company were formed to support and generate revenue for the heritage Bodmin and Wenford Railway, with the café at Bodmin General being their first and main venue.

Communication was established and their Business Manager visited Saltash for initial talks on the possibility of them adding Saltash to their growing portfolio. The meeting took place on the 18th July and was positive. The Business Manager prepared a report for their board that included positive communication with senior staff at GWR in relation to footfall figures at Saltash. The board of directors of the Cornish Rail Coffee Company discussed the possibility of taking on Saltash at their August board meeting, and we received the following on the 20th August:

“The Board are in favour of Saltash- however they feel that we can really only move forward on this from next March !
When we are more financially sound and have got through the winter closed period.

I would have liked to have moved quicker but have to be led by them.

If you haven't found a tenant in this time, then we would like to take you up on the offer in the new year.”

The café at Bodmin General does close during the winter period, and whilst they plan to keep the mainline cafes open, it seems clear that they feel it is too much for them to do anything before early next year.

We have since received the following on the 13th September:

“I have just had a quick chat with David Nelson Brown - MD, and he said that it was agreed at the Board Meeting that we would be looking to take on Saltash, from March 2024 onwards.

The properties at the moment are getting Penzance fitted out and put into location for Oct/Nov.

We would then have Christmas “ Santa trains here at Bodmin General to deal with, so we can then focus on Saltash in the new financial year – Feb 2024 onwards.

We of course, fully understand if you do get a tenant before this time, we would lose the opportunity, however we are keen to work with the Town Council to make this location a success but need to delay until 2024.

I will of course stay in touch with you, and keep you updated, if you could do the same for me”.

Current situation

Therefore, at present we do not have short term interest in taking on the café and waiting room at Isambard House, but have a positive long term option.

Possible Options

There is probably an infinite number of options, the below list provides a starting point for members to consider.

1. 1 Wait until CRCC (Cornish Rail Coffee Company) are able to open in 2024
2. 2 Open unmanned – **does not meet insurance requirements**
3. 3 Open and have a SDGA on site – **SDGA are not available due to other works, staff would need to be consulted if pursued, not best use of public money**
4. 4 Recruit and appoint a new member of staff to operate the café for STC – **Services would need to consider available staffing cost and Personnel to undertake the recruitment.**
5. 5 Re-advertise for ‘Expressions of Interest’ to operate the café
6. 6 Open on a limited basis using volunteers – **not proven successful to date**

Option 1

The Cornish Rail Coffee Company have stated that they would like to take this on from March 2024 should it still be available. They have a good track record of operating station cafes (Bodmin General, Bodmin Parkway, Liskeard and Penzance)and wish to expand, but at their pace.

Option 2

Would enable the waiting room and accessible toilet to be available quickly, but not a café operation. The space could be subject to abuse and vandalism. The space may benefit from a CCTV install, but without active monitoring the space could still be vulnerable. A timer lock can be used to open, but is not as secure as physical locks. The space would still require Service Delivery team visits to check, clean and probably engage the physical locks. The alarm system would need to be disabled or amended for the waiting room and toilet if the automatic locking is utilised.

Please see note at foot of report from the Town Clerk regarding insurance implications.

Option 3

Comes at a financial cost to STC and SDGA resources are already limited. The SDGA could be utilised to carry out other works on site. At present the early SDGA shift starts at 08.00, after many of the busiest morning trains have departed.

Option 4

STC could appoint a new member of staff tasked with opening and operating the waiting room and café. The site would be secure and would not require additional SDGA support in normal operation. The staff member could be utilised to carry out other tasks on the site such as room setup and hirer handovers. Any profit from the café operation would come to STC. Staff absences would need to be covered or the facility closed for that period.

NB. Possible Growth Hub funding for any equipment required as we would be creating additional employment.

Option 5

STC could readvertise to try to find an alternative café operator.

Option 6

In the past a number of volunteers did show interest. Further investigations could be done to try to find volunteers willing to open, close the facilities and possibly operate the café. This would provide some protection for the space, but STC may need to provide some equipment and training. Café profits could come to STC or be used to support local charities and organisations dependent on volunteers.

Other considerations:

Advice from the Town Clerk/RFO:

There are several issues with opening Isambard House waiting room and fully accessible toilet unmanned and potential problems for the Town Council. Under the insurance policy there is a section - The Reasonable Precautions Clause which reads as below:

3. Reasonable Precautions

The insured will comply with all regulations imposed by any competent authority and take all reasonable precautions to prevent or minimise accident, injury, loss or damage. In addition, the insured will comply with makers recommendations made in respect of plant and machinery wherever reasonably practicable.

Leaving a Town Council building open and unmanned has many potential problems and by going with the policy outlined, the Town Council are potentially falling foul of the reasonable precautions clause and leaving the building at risk of the following:

1. Vending machines can attract antisocial behaviour and if known that the building is unmanned this could also lead to various other problems including drugs, vandalism, arson.

2. The Station Property Sub Committee are leaving the Town Council open to claims which could affect the premiums and possibly cover going forward.
3. One incident would likely lead to more as the word would get out that the area is unmanned
4. Zurich would not provide cover at all for the vending machines for damage or theft. The provider might insist that the Town Council would reimburse for any losses.
5. Potentially, there is the risk of damage to the vending machines or building, then leading to injuries which may lead to Public Liability claims if the Town Council are unaware of any damage and not able to sort out quickly
6. What would the proposed opening times be? If evenings, the risk is even greater. Would they be locked at certain times?

CCTV may act as a deterrent, however, the building still remains high risk. The quality of low cost CCTV systems can be poor therefore difficult to identify a person. CCTV cannot be inside the toilet cubical, we are all aware of the volume of vandalism to the public toilets.

I am sorry that this is not the answer that the Station Property Sub Committee may want, but the risk with this is high, on that basis I do not advise the Town Council to leave Isambard House unmanned.

End of Report Councillor Bickford.