



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

10 September 2024

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Monday 16th September 2024 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](mailto:enquiries@saltash.gov.uk) via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk/ RFO

**To Councillors:**

R Bickford (Vice-Chairman) R Bullock (Chairman) J Foster S Gillies J Peggs B Samuels 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 2 July 2024 as a true and correct record. (Pages 4 - 10)
6. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 11)
7. To consider Risk Management reports as may be received.
8. To receive a recommendation from the Town Vision Sub Committee and consider any actions and associated expenditure. (Pages 12 - 24)
9. To receive a report on Isambard House utility cost and consider any actions and associated expenditure. (Pages 25 - 26)
10. To receive a report on solar PV and consider any actions and associated expenditure. (Pages 27 - 29)
11. To receive an update on Isambard House Final Account and consider any actions and associated expenditure.
12. To receive flooring quotes and consider any actions and associated expenditure. (Pages 30 - 31)
13. To receive an update on Isambard House extension and kitchen works and consider any actions and associated expenditure. (Pages 32 - 34)
14. To receive an update on resurfacing the car park and consider any actions and associated expenditure. (Pages 35 - 38)

15. To receive an update on Trackside Cafe and consider any actions and associated expenditure. (Page 39)
16. To set the Station Property Sub Committee Fees and Charges for the year 2025/26 recommending to Services Committee. (Page 40)
17. To set the Station Property Sub Committee budget for the year 2025/26 recommending to Services Committee. (Pages 41 - 132)
18. 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.
19. To consider any items referred from the main part of the agenda.
20. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
21. 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.