



# ***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)

23 September 2025

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Monday 29th September 2025 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.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

PP S Burrows  
Town Clerk / RFO

**To Councillors:**

|  |                                       |
|--|---------------------------------------|
| A Ashburn<br>R Bickford (Vice-Chairman)<br>J Brady<br>R Bullock (Chairman)<br>S Miller<br>B Samuels<br>P Samuels<br>B Stoyel | All other Councillors for information |
|--|---------------------------------------|

## 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.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 28 August 2025 as a true and correct record. (Pages 4 - 12)
6. To consider Risk Management reports as may be received.
7. To review the Station Property Sub Committee's Business Plan Deliverables for Quarter Three for the year 2025/26 and consider any actions and expenditure. (Page 13)
8. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 14)
9. To ratify the Final Account for Isambard House. (Pages 15 - 21)  
**(Pursuant to Station Property held on 28.08.25 minute nr. 18/25/26)**
10. To receive a report on the covering of the flooring at Isambard House and consider any actions and associated expenditure. (Pages 22 - 29)  
**(Pursuant to Station Property held on 28.08.25 minute nr. 19/25/26)**
11. To receive a report from the Railway200 Exhibition Working Group and consider any actions and associated expenditure. (Pages 30 - 34)  
**(Pursuant to FTC held on 5.06.25 minute nr. 92/25/26)**

12. To receive an update on solar PV and consider any actions and associated expenditure.  
**(Pursuant to Station Property held on 28.08.25 minute nr. 16/25/26)**
13. To set the Station Property Sub Committee Fees and Charges for the year 2026/27 recommending to the Services Committee. (Page 35)
14. To set the Station Property Sub Committee budget for the year 2026/27 recommending to the Services Committee. (Pages 36 - 37)
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 confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      To be confirmed.