



# ***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)*

22 August 2025

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Thursday 28th August 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 R Bickford J Brady R Bullock S Miller B Samuels P Samuels B Stoyel	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.

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.
7. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 16 September 2024 as a true and correct record. (Pages 5 - 25)
8. To consider Risk Management reports as may be received.
9. To receive a recommendation from Town Vision and consider any actions. (Page 26)
10. To review the Station Property Business Plan Deliverables and consider any actions and associated expenditure;
  - a. Quarter Four for the year 2024/25; (Pages 27 - 36)
  - b. Quarter One for the year 2025/26; (Pages 37 - 44)
  - c. Quarter Two for the year 2025/26.

11. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 45)
12. To ratify the sale of Town Council slate slabs located at Isambard House. (Pages 46 - 48)  
**(Pursuant to Station Property held on 16.09.24 minute nr. 45/24/25)**
13. To receive a report on Isambard House utility costs and consider any actions and associated expenditure. (Pages 49 - 51)
14. To receive a final report on the resurfacing of the car park and consider any actions and associated expenditure. (Pages 52 - 56)  
**(Pursuant to Station Property Sub Committee Meeting held on 16.09.24 minute nr. 45/24/25)**
15. To receive an update on Trackside Cafe and consider any actions and associated expenditure. (Pages 57 - 62)  
**(Pursuant to Station Property held on 16.09.2024 minute nr. 46/24/25)**
16. To receive a report on the use of Isambard House car park and consider any actions and associated expenditure. (Pages 63 - 64)
17. To receive a report on solar PV and consider any actions and associated expenditure. (Pages 65 - 70)  
**(Pursuant to Station property held on 16.09.2024 minute nr 41/24/25)**
18. To receive a request from Saltash Rotary Club and consider any actions and associated expenditure. (Page 71)
19. To receive an update on Isambard House Final Account and consider any actions and associated expenditure. (Pages 72 - 78)  
**(Pursuant to Station property held on 16.09.2024 minute nr 42/24/25)**
20. To receive flooring quotes and consider any actions and associated expenditure.  
**(Pursuant to Station Property held on 16.09.2024 minute nr. 43/24/25)**
21. 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.
22. To consider any items referred from the main part of the agenda.

23. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.

24. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: 29 September 2025 at 6:30pm