



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
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 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

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Monday 16th September 2024 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: J Foster and D Yates.

33/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

34/24/25 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.

35/24/25 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

**36/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION
PROPERTY SUB COMMITTEE MEETING HELD ON 2 JULY 2024 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, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Station Property Sub Committee held on 2 July 2024 were confirmed as a true and correct record.

**37/24/25 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**38/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

39/24/25 TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the recommendation from the Town Vision Sub Committee to review and develop their Strategic Priorities against their 'Actions' and to consider a number of recommendations.

The Town Clerk provided an overview of the overarching Strategic Priorities set by the Town Council as the corporate body.

The Town Clerk drew Members attention to the deliverables and actions presented for review at this evening's meeting.

Members reviewed the recommendation for amendments to the Station Property Sub Committee's deliverables and actions.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the amendments to the Station Property Sub Committee Business Plan Deliverables as follows and attached;

1. Amend under 'Climate Emergency' the 'Aim' – To continue to support the Climate Change and Environmental Working Group with free use of Isambard House - due to the Working Group no longer existing – To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters.
2. To note the Station Property Sub Committee reviewed the Business Plan Deliverables and were content with the status of the current deliverables.

40/24/25 TO RECEIVE A REPORT ON ISAMBARD HOUSE UTILITY COST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report contained within the circulated reports pack.

Members acknowledged the report highlighting the increase in utility cost since the opening of Trackside Cafe and discussed the potential impact during the upcoming Winter season.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to note the report and request the Finance Officer continue to present utility reports at future meetings of the Station Property Sub Committee.

41/24/25

TO RECEIVE A REPORT ON SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report contained within the circulated reports pack, highlighting associated cost if the Town Council wished to pursue installing Solar PV, inclusive of battery storage and EV Charging facilities.

Members discussed the benefits of installing Solar PV, noting that the use of renewable energy aligns well with the objectives and deliverables of the Town Council's Business Plan.

The Town Clerk shared advice received from the Town Council's insurers, who emphasised the importance of caution when procuring and installing Solar PV due to there being no regulations.

The Town Council's insurers requested consideration be given when sourcing panels and advised procurement from reputable manufacturers located in areas such as Germany or Norway. It was also advised that battery inverters would need to be isolated to avoid potential fire risks.

Members all agreed this project was in the early stages and required careful consideration but wished to confirm their in principle support.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED:**

1. To approve in principle Solar PV, Battery Storage and EV Charging system at Isambard House;
2. To delegate to the Service Delivery Manager to work up a specification and obtain three quotes reporting back at a future Station Property Sub Committee meeting.

42/24/25 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE FINAL ACCOUNT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk drew Members attention to the response received from Cormac contained within the circulated reports pack.

The Town Clerk referenced a report received from the Town Council's Building Surveyor in which they state, 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.

Members discussed how to proceed with Cormac's final offer.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to note the report delegating to the Town Clerk to seek Barron Surveying's professional advice reporting back at a future Station property Sub Committee meeting.

43/24/25 TO RECEIVE FLOORING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed detailed specifications for a specific brand of commercial flooring included in the circulated reports pack, and revisited the areas that would need coverage.

Members discussed the flooring specifications and the unresolved final account with Cormac, which is related to the cracks in the floor.

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

1. That the Service Delivery Manager obtains three quotes for Forbo Commercial Flooring R11 concrete colour, to include screed if required to all areas, and installation of product to the main space, waiting room and corridor leading to the extension, reporting back to a future Station Property Sub Committee meeting;
2. To note that flooring installation cannot take place until the final account with Cormac is finalised.

44/24/25 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE EXTENSION AND KITCHEN WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the report and thank the Assistant Service Delivery Manager for installing the kitchen to a high standard.

45/24/25 TO RECEIVE AN UPDATE ON RESURFACING THE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received an update on the car park resurfacing, confirming that a gully drain is not needed with details provided in the report of surface water runoff plans.

Members noted the work will begin in November and discussed the existing slate slabs in the car park.

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

1. To note the report;
2. To delegate to the Service Delivery Manger, to work with the Chairman to obtain a quote from a local reclamation company for the disposal of the slate;
3. That Members are to report ideas for usage of the slate directly to the Chairman;
4. That the Chairman of Station Property is to inform Members by email seeking approval prior to disposal of a Town Council asset, ratifying at the next Station Property Sub Committee meeting.

46/24/25 TO RECEIVE AN UPDATE ON TRACKSIDE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members were pleased to learn the café is popular and considered the request to amend the operational hours as detailed in the circulated report.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED:**

1. To approve an amendment to the headline terms of Isambard House Café - Licence to Occupy, operational hours only, from 06:45 to 14:30 to 07:15 to 14:30;
2. To approve an additional amendment to trial operating on Saturdays from 07:15 to 14:30, to commence from Trackside Café earliest opportunity through the Winter period, reporting back at a future Station Property Sub Committee meeting.

47/24/25 TO SET THE STATION PROPERTY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE.

Members discussed the Fees and Charges for the year 2025/26.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 the Station Property Sub Committee Fees and Charges for the year 2025/26, as attached.

48/24/25 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 the Station Property Sub Committee budget statement for the year 2025/26 (as attached) including the following amendments:

Operational Income:

1. Budget Code 4304 Isambard House – Café Rental, budget zero income in line with the Agreement, to be reviewed during the fiscal year 2025/26.

Operating Expenditure:

2. To vire unspent funds from budget code 6802 Gas – Isambard House, to 6473 EMF Station Building (Purchase and Capital Works), subject to there being an unspent balance available at the end of year;
3. To vire unspent funds from budget code 6803 Electricity – Isambard House, to 6473 EMF Station Building (Purchase and Capital Works), subject to there being an unspent balance available at the end of the year;
4. To vire unspent funds from budget code 6818 Professional Costs – Isambard House, to 6473 EMF Station Building (Purchase and Capital Works), subject to there being an unspent balance available at the end of the year;
5. Budget code 6818 Professional Costs – Isambard House, be increased from £2,211 to £3,221 due to anticipated associated costs for the year 2025/26.

49/24/25 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.

50/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

51/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

52/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to issue the following Press and Social Media releases:

1. Newly installed kitchen facilities;
2. Amended café opening hours, in partnership with Trackside Café.


DATE OF NEXT MEETING

Date Not Specified at Time Not Specified

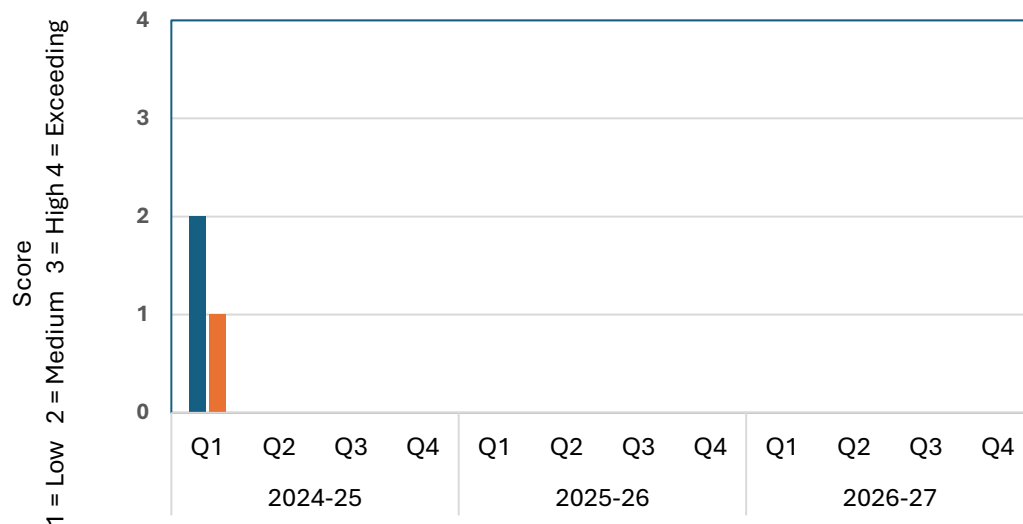
Rising at: 8.02 pm

Signed: _____
Chairman

Dated: _____

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance visitor experiences Maintain, promote, support and secure a concessionaire for Isambard House Cafe and Waiting Room	Offer reduced rates to community organisations and tourism attractions Organise events and activities at Isambard House such as live music, art exhibitions, and themed nights Secure a cafe concessionaire to operate the Station Cafe and waiting room by offering reduced rent and utilities Support and promote the Station Cafe to ensure the waiting room and accessible facilities remain open Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment	2	2			
		Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street	Improved marketing and promotion Collaborate with local businesses and attractions	Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment Support and promote vistor attractions such as the Heritage Centre and Trails, Mary Newmans Cottage and Elliot Store	1	1			


Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Station Sub Committee



- 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

Strategic Priority 2 - Health and Wellbeing		Aims of the Station Sub Committee
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	The Station Property Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee

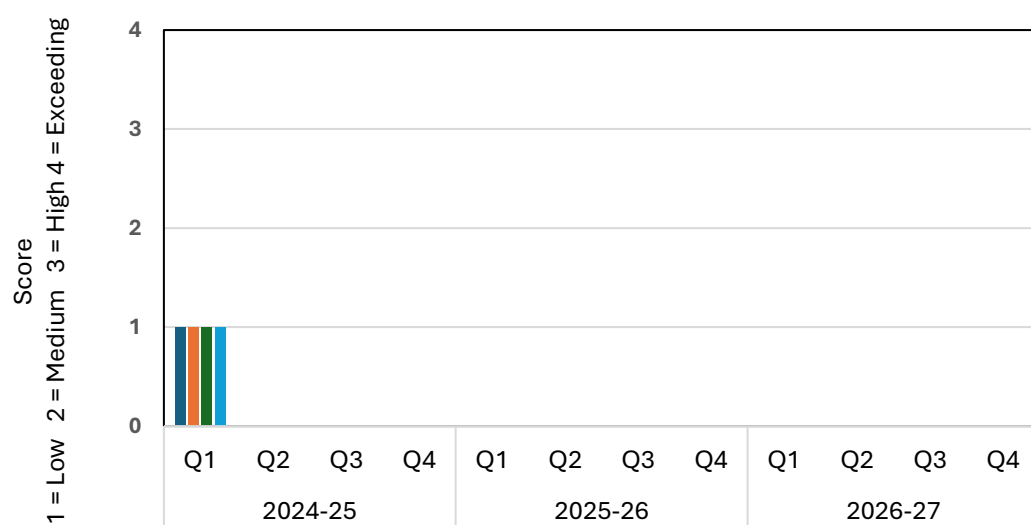
Strategic Priority 3 - Housing		Aims of the Station Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Station Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 4 - Travel and Transport		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance wayfinding Promote sustainable travel options Improved infrastructure to create a welcoming and vibrant Station building and surroundings Work with key stakeholders for future funding opportunities for future improvements	Install clear and directional signage to the Town Centre and local attractions inclusive of sustainable travel options Encourage the use of Beryl bikes, Saltash Red Bus and the Saltash ferry by promotion Secure a Service Level Agreement with GWR and work in partnership with local voluntary organisations, together both enhance the green areas ensuring the station is a welcoming, attractive and bright place to visit	1	1			
		Saltash Station is a key transport hub to the town	Improved train connectivity to neighbouring towns and cities Improved train accessibility at Saltash Station Ensure Saltash station provides sustainable travel options connecting users and visitors to the Town Centre and further afield Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan on guidance to sustainable transport Request install of Beryl bikes at the station building Request Saltash Red Bus stops at the station building to coincide with train arrival/departures Advocate for improved train timetable Increase train stops at Saltash Station Working in partnership with key stakeholders, such as, Local MP, Cornwall Councillors, Network Rail, GWR, to achieve actions	1	1			
		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	Install EV Charging Points in the Station Car Park Beryl bikes to be available for use at the station building	Investigate and implement where possible EV charging points at Saltash station Improved car park facilities Work in partnership to install Beryl bikes for community and visitor use Research solar car ports and roof for Isambard House car park	1	1			
		Continue to support and promote the towns 450 local bus service providing better connectivity	Work in partnership with Saltash Red Bus Secure an additional stop / improved route to Saltash station building	Promote the 450 services via the Town Council website, social media platforms and press releases Offer a stall at the Library Hub and Meet your Cllr Sessions to promote the bus service	1	1			

Business Plan

Strategic Priority 4 - Travel and Transport

Aims of the Station Sub Committee




■ Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area

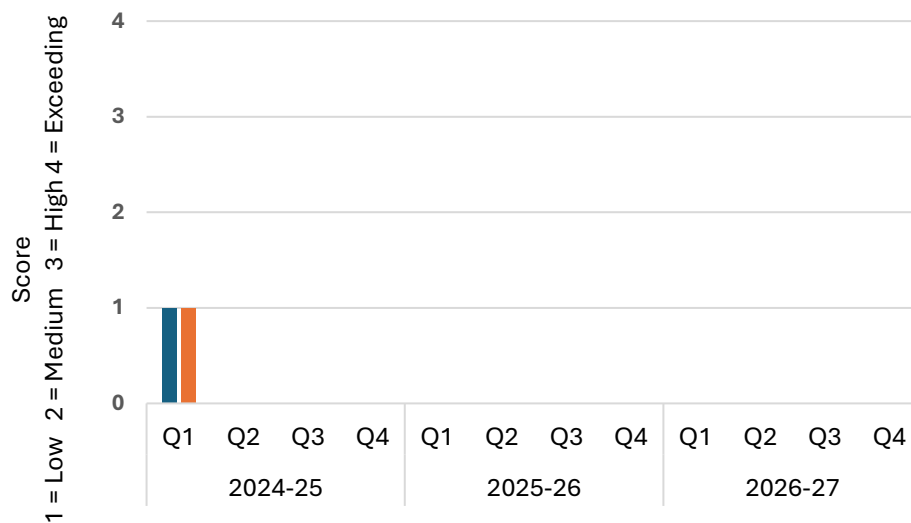
■ Saltash Station is a key transport hub to the town

■ 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

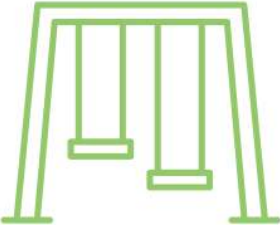
■ Continue to support and promote the towns 450 local bus service providing better connectivity

Strategic Priority 5 - Climate Emergency		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters	Hold successful community climate change events throughout the year Support the free use of Isambard House for Climate Change initiatives, workshops and community information		1	1			
		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	Invest and install Solar PV Invest and install solar water systems Reduction in energy bills and Co2 emissions Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating Assess the needs and goals the Town Council wish to achieve with installing solar PV and water systems Research the types of solar PV and water systems that may be suitable to the needs and goals Assess site suitability Monitor and assess energy bills and Co2 emissions	1	1			

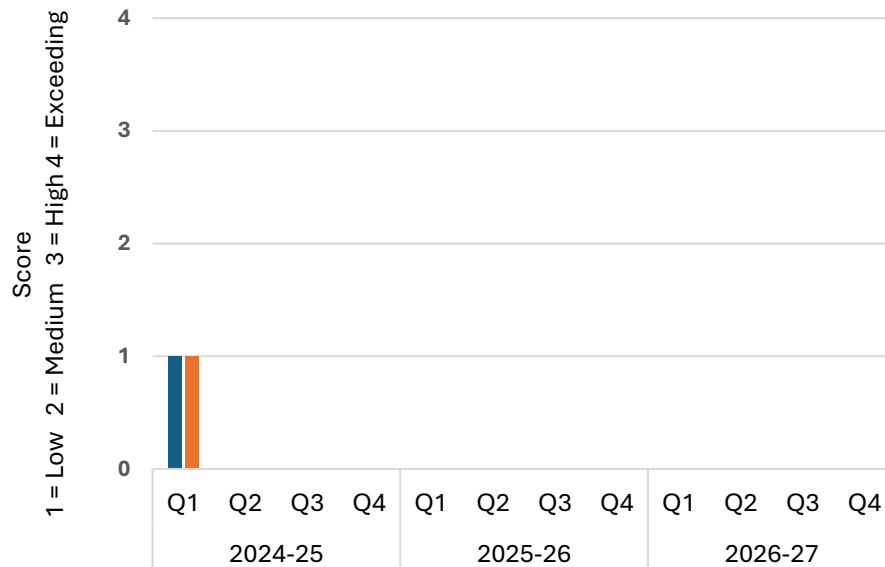
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Station Sub Committee



- 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

Strategic Priority 6 - Recreation and Leisure		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building	Increased cultural activities at Isambard House Increased event hire Improved promotion of the historical nature and restoration of Isambard House	Effective promotion and advertising of the station building and its restoration Host community events which are free or low-cost that offer an invitation to local residents to explore and enjoy the building Maintain an engaging website and social media profile with regular updates, photos, and event announcements	1	1			
		Create an annual events calendar to b	A fully operational and cohesive events calendar Improved promotions and outreach and communications	Maintain an engaging website and social media profile with regular updates, photos, and event announcements Plan a mix of events incorporating historical holidays, community festivals and art exhibitions	1	1			

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Station Sub Committee



- 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

Saltash Town Council
Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge
Room Hire (VATable)	Including VAT	Including VAT
Isambard House (Station) (Minimum 2 hour booking) Casual ph - weekdays, weekends and evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends	£10.00 £15.00 £30.00	£10.00 £15.00 £30.00
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 Weekends - per day + 10% commission of sales	£36.00 £60.00	£36.00 £60.00
Non Saltash Based Exhibitors Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£48.00 £72.00	£48.00 £72.00
Room Hire Extras (VATable)		
Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)	£1.00 £1.00	£1.00 £1.00

Services Committee - Isambard House (Station Building) Budget 2024-25
Saltash Town Council
For the year ended 31 March 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Isambard House Operating Income										
4301 SA Isambard House - Bookings	5,120	8,000	3,482	4,518	6,500	Based on YTD income	6,695	6,896	7,103	7,317
4302 SA Isambard - Refreshment Income	81	75	40	35	120	Based on YTD income	124	128	132	136
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	To be reviewed in future	0	0	0	0
Total Isambard House Operating Income	5,201	8,075	3,522	4,553	6,620		6,819	7,024	7,235	7,453
Isambard House Operating Expenditure										
6800 SA Rates - Isambard House	3,720	4,431	3,842	589	3,958	Actual + CPI 3%	4,077	4,200	4,326	4,456
6801 SA Water Rates - Isambard House	300	693	(886)	1,579	714	Current Budget + CPI 3%	736	759	782	806
6802 SA Gas - Isambard House	481	6,519	87	6,432	3,000	Estimate £3,000. This is 6 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,090	3,183	3,279	3,378
6803 SA Electricity - Isambard House	2,498	9,679	1,076	8,604	7,494	Estimate £7,494. This is 3 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	7,719	7,951	8,190	8,436
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600	967	Based on Actual 24/25 maintenance £467 + £500 for unforeseen maintenance	997	1,027	1,058	1,090
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	469	1,348	1,350	Based on 3 year average (reduction of 24/25 by £467)	1,391	1,433	1,476	1,521
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	810	1,190	2,560	Current Budget + CPI 3% + additional Planting est. £500	2,637	2,717	2,799	2,883
6813 SA Refreshments Costs - Isambard House	0	226	9	217	500	Current Budget + CPI 3%	515	531	547	564
6814 SA Equipment - Isambard House	947	1,062	417	645	1,094	Current Budget + CPI 3%	1,127	1,161	1,196	1,232
6818 SA Professional Costs - Isambard House	668	2,146	105	2,041	3,211	Current Budget + CPI 3% + additional £1k (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,308	3,408	3,511	3,617
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073	500	Reduce 25/26 to £500 (Saving £573 24/25)	515	531	547	564
6822 SA Activities & Events	1,479	1,073	976	97	1,106	Current Budget + CPI 3% (This is usually offset against income in 4301 Bookings)	1,140	1,175	1,211	1,248
Total Isambard House Operating Expenditure	12,373	31,792	7,378	24,415	26,454		27,252	28,076	28,922	29,795
Total Isambard House Operating Surplus/ (Deficit)	(7,172)	(23,717)	(3,856)	(19,861)	(19,834)		(27,252)	(28,076)	(28,922)	(29,795)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	0	57,745	5,806	51,939	0	Agreed no additional budget required Committed cost for car park £21,000. Solar Panels estimate to be followed up	0	0	0	0
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492		Agreed no additional budget required (Final account £17,250)	0	0	0	0
6871 SA EMF Tresorsy Kernow Funding	2,458	469	0	469		This is planned to be used for Beating of the Bounds costs in September 24	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132		Agreed no additional budget required	0	0	0	0
Total Isambard House EMF Expenditure	2,458	78,838	5,806	73,032	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	14,831	110,630	13,183	97,447	26,454		27,252	28,076	28,922	29,795
Total Isambard House Budget Surplus/ (Deficit)	(9,630)	(102,555)	(9,661)	(92,894)	(19,834)		(27,252)	(28,076)	(28,922)	(29,795)
<div>Estimated CPI 3% for Qtr 4 2024/25*</div> <div>* Bank of England Monetary Policy Report August 24</div>					Precept 2024/25	(23,717)				
					Precept 2025/26	(19,834)				
					Increase / (Decrease)	(3,883)				
					Difference as %	-3.7%				

To receive a recommendation from Town Vision and consider any actions

30/25/26 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER ONE 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received, reviewed and discussed each Committee and Sub Committee's deliverables in detail.

It was proposed by Councillor Gillies, seconded by Councillor Suter and

RESOLVED:


8. To **RECOMMEND** to the Station Property Sub Committee to;

a. Under Strategic Priority 1 'Aims' – Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;

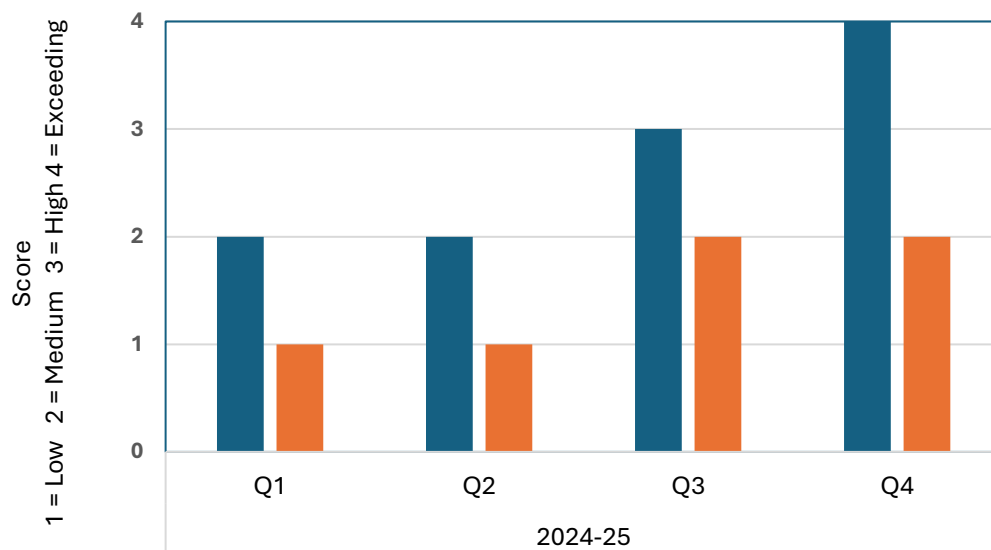
b. Under Strategic Priority 6 'Aims' – Create an annual events calendar to better utilise the building – under 'Actions' – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary.

End.

Town Vision Sub Committee

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 27</div> 	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance visitor experiences Maintain, promote, support and secure a concessionaire for Isambard House Cafe and Waiting Room	Offer reduced rates to community organisations and tourism attractions Organise events and activities at Isambard House such as live music, art exhibitions, and themed nights Secure a cafe concessionaire to operate the Station Cafe and waiting room by offering reduced rent and utilities Support and promote the Station Cafe to ensure the waiting room and accessible facilities remain open Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment Supporting additional Trackside Cafe hours on a Saturday to accommodate the need Succesful Murder Mystery event held in Nov at Isambard House CC hiring Isambard House Oct-Feb for English lessons for Afghan refugees Free use of station car park to those attending the Repair Cafe operated at St Nicholas and St Faith Church A further Murder Mystery Event promoted and well attended in February Continued partnership working with Trackside Cafe ensuring the waiting room and accessible facilities remain open	4	2	2	3	4
		Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street	Improved marketing and promotion Collaborate with local businesses and attractions	Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment Support and promote vistor attractions such as the Heritage Centre and Trails, Mary Newmans Cottage and Elliot Store Service Delivery clearing the beds and cutting back hedging to make the area neat and tidy at Saltash station Collaboration with key stakeholders to deliver an event for Rail 200 (early planning stage)	2	1	1	2	2


Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Station Sub Committee



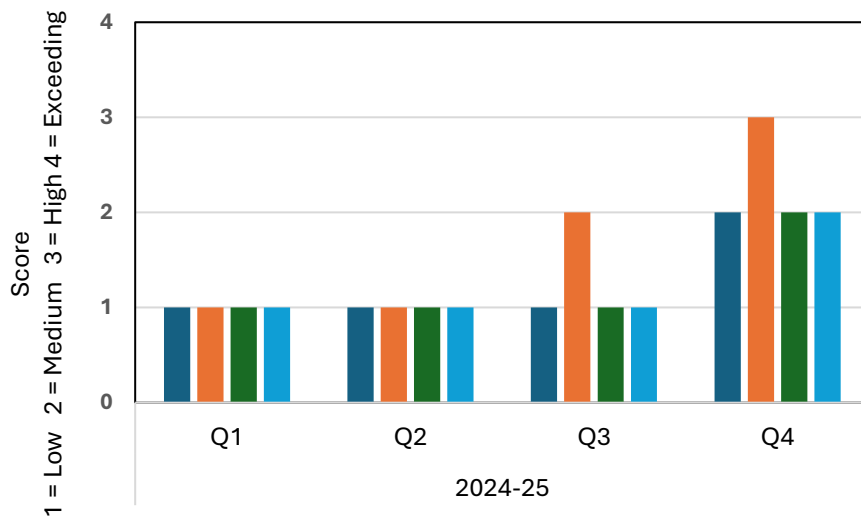
- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street

Strategic Priority 2 - Health and Wellbeing		Aims of the Station Sub Committee
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	The Station Property Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee


Strategic Priority 3 - Housing		Aims of the Station Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Station Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 4 - Travel and Transport		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance wayfinding Promote sustainable travel options Improved infrastructure to create a welcoming and vibrant Station building and surroundings Work with key stakeholders for future funding opportunities for future improvements	Install clear and directional signage to the Town Centre and local attractions inclusive of sustainable travel options Encourage the use of Beryl bikes, Saltash Red Bus and the Saltash ferry by promotion Secure a Service Level Agreement with GWR and work in partnership with local voluntary organisations, together both enhance the green areas ensuring the station is a welcoming, attractive and bright place to visit Working in partnership with Town Team to install improved wayfinding in Fore Street Continued Social Media advertisements	2	1	1	1	2
		Saltash Station is a key transport hub to the town	Improved train connectivity to neighbouring towns and cities Improved train accessibility at Saltash Station Ensure Saltash station provides sustainable travel options connecting users and visitors to the Town Centre and further afield Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan on guidance to sustainable transport Request install of Beryl bikes at the station building Request Saltash Red Bus stops at the station building to coincide with train arrival/departures Advocate for improved train timetable Increase train stops at Saltash Station Working in partnership with key stakeholders, such as, Local MP, Cornwall Councillors, Network Rail, GWR, to achieve actions STC endorsed the draft 'case for better rail services' and support the 'Saltash platform train interface improvements' to work with train operating companies to bring both reports to fruition over the coming years Funding bid submitted against GWR Customer and Community Improvement Fund - FTC held 6.2.25 Minute nr 350/24/25 Supported response to Peninsular Transport Strategic Implementation Plan (providing better transport services) - FTC 378/24/25 The Mayor raised accessibility awareness on Spotlight - Feb 2025 workingn with local residents	3	1	1	2	3
		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	Install EV Charging Points in the Station Car Park Beryl bikes to be available for use at the station building	Investigate and implement where possible EV charging points at Saltash station Improved car park facilities - invest in the car park resurfacing and safety to improve the levels for users to access Work in partnership to install Beryl bikes for community and visitor use Research solar car ports and roof for Isambard House car park Resurface the car park to improve access for users Beryl Bikes remain at Isambard House following a recent review of the service Funding bid submitted for solar PV.	2	1	1	1	2
		Continue to support and promote the towns 450 local bus service providing better connectivity	Work in partnership with Saltash Red Bus Secure an additional stop / improved route to Saltash station building	Promote the 450 services via the Town Council website, social media platforms and press releases Offer a stall at the Library Hub and Meet your Cllr Sessions to promote the bus service Bus times - Transport for Cornwall which covers six operators displayed in the leaflet rack at Trackside Cafe Assistance provided to Red Bus regarding funding opportunities	2	1	1	1	2

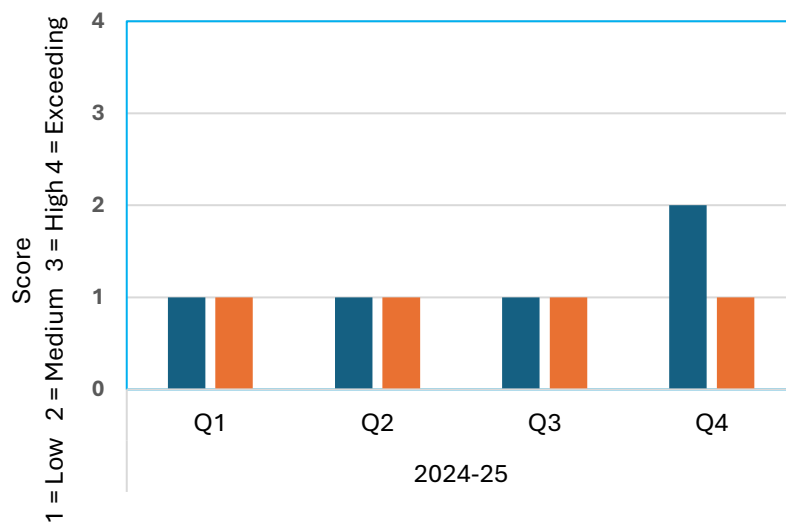
Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Station Sub Committee




- 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

Strategic Priority 5 - Climate Emergency		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters	<p>Hold successful community climate change events throughout the year</p> <p>Support the free use of Isambard House for Climate Change initiatives, workshops and community information</p>	<p>Review the Town Council's existing Hire Policy and ensure that the criteria for free use clarifies support for groups involved in climate change and environmental matters.</p> <p>Reach out to climate change and environmental organisations to promote support and use of facilities at Isambard House.</p> <p>Provided SEA free use of Isambard House to host a film night - climate scam</p>	2	1	1	1	2
		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	<p>Invest and install Solar PV</p> <p>Invest and install solar water systems</p> <p>Reduction in energy bills and Co2 emissions</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating</p> <p>Assess the needs and goals the Town Council wish to achieve with installing solar PV and water systems</p> <p>Research the types of solar PV and water systems that may be suitable to the needs and goals</p> <p>Assess site suitability</p> <p>Monitor and assess energy bills and Co2 emissions</p> <p>The sale of slate tiles from the fixtures of the original building (Isambard House) to be used by a member of the public on a project. Recycling rather than sending to landfill</p>	1	1	1	1	1

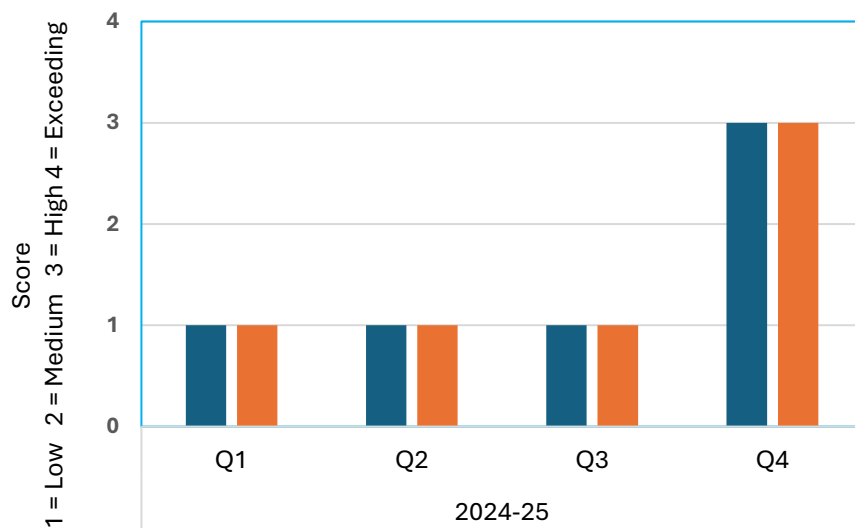
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Station Sub Committee



- To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters
- 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

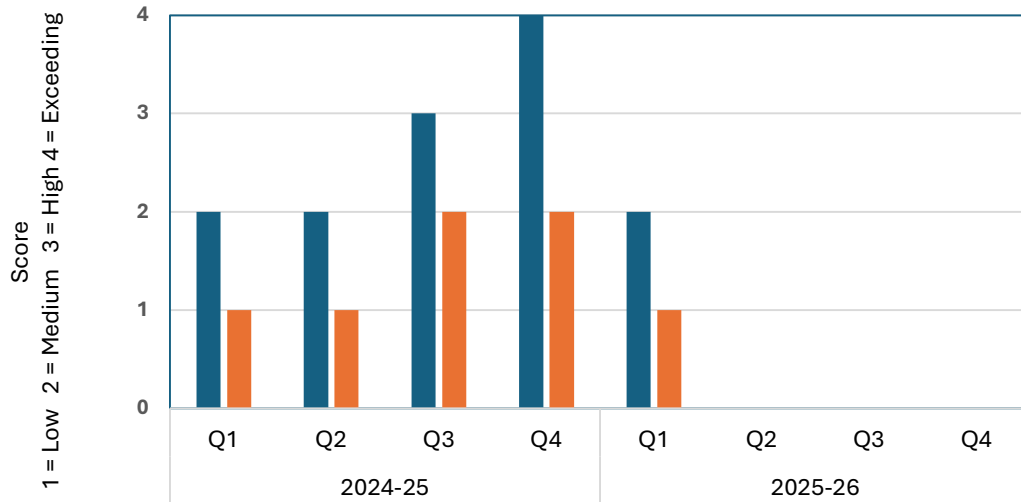
Strategic Priority 6 - Recreation and Leisure		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building</p>	<p>Increased cultural activities at Isambard House</p> <p>Increased event hire</p> <p>Improved promotion of the historical nature and restoration of Isambard House</p>	<p>Effective promotion and advertising of the station building and its restoration</p> <p>Host community events which are free or low-cost that offer an invitation to local residents to explore and enjoy the building</p> <p>Maintain an engaging website and social media profile with regular updates, photos, and event announcements</p> <p>Installed high end kitchen to improve the facility to hirers</p> <p>Provided SEA free use of Isambard House to host a film night - climate scam (we recognise this action also meets strategic priority 5)</p> <p>A further Murder Mystery Event promoted and well attended in February (we recognise this action also meets strategic priority 1)</p> <p>CC hiring Isambard House Jan-Feb for English lessons for Afghan refugees (we recognise this action also meets strategic priority 1)</p> <p>Collaboration with key stakeholders to deliver an event for Rail 200 (early planning stage) (we recognise this action also meets strategic priority 1)</p>	1	1	1	1	3
		<p>Create an annual events calendar to better utilise the building</p>	<p>A fully operational and cohesive events calendar</p> <p>Improved promotions and outreach and communications</p>	<p>Maintain an engaging website and social media profile with regular updates, photos, and event announcements</p> <p>Plan a mix of events incorporating historical holidays, community festivals and art exhibitions</p>	1	1	1	1	3

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Station Sub Committee




- 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

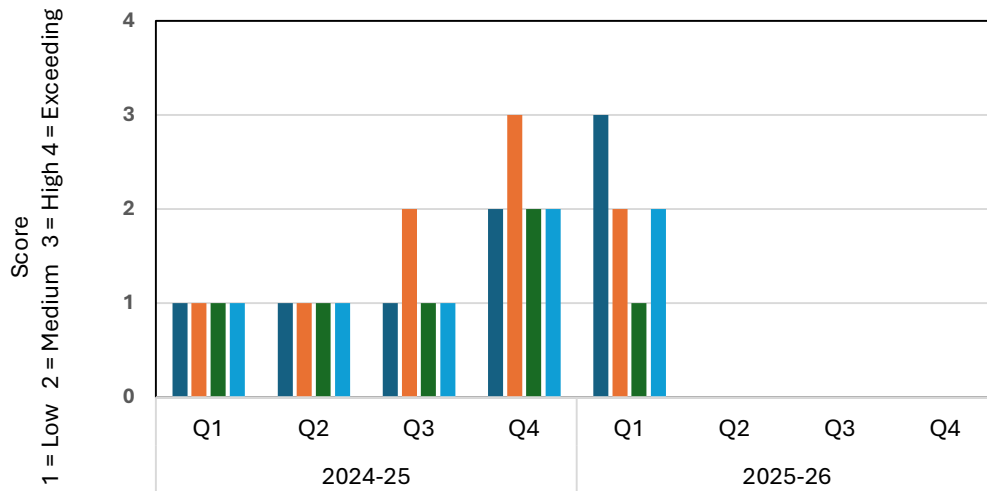
Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Station Sub Committee



- 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

Strategic Priority 4 - Travel and Transport		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance wayfinding Promote sustainable travel options Improved infrastructure to create a welcoming and vibrant Station building and surroundings Work with key stakeholders for future funding opportunities for future improvements	Additional signage installed at Trackside Café on both sides of the railway track and Albert Road to promote the waiting area and café. Bedding plants and shrubs maintained to a high standard to provide a vibrant and welcoming station Development and Engagement Manager networking with GWR RE potential funding opportunities and partnership working	3	3			
		Saltash Station is a key transport hub to the town	Improved train connectivity to neighbouring towns and cities Improved train accessibility at Saltash Station Ensure Saltash station provides sustainable travel options connecting users and visitors to the Town Centre and further afield Saltash Neighbourhood Development Plan	Railway 200 event at Isambard House Improved train timetable since May 2025, providing more stops at Saltash TV timetable provided at Trackside Café displaying train and bus times	2	2			
		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	Install EV Charging Points in the Station Car Park Beryl bikes to be available for use at the station building	Finance to review EV Charging supplies when looking at energy suppliers	1	1			
		Continue to support and promote the towns 450 local bus service providing better connectivity	Work in partnership with Saltash Red Bus Secure an additional stop / improved route to Saltash station building	Partnership working with Saltash Red Bus further built on by advertising their services and Saltash Red Bus displayed STC posters in their shop window.	2	2			

Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Station Sub Committee




■ Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area

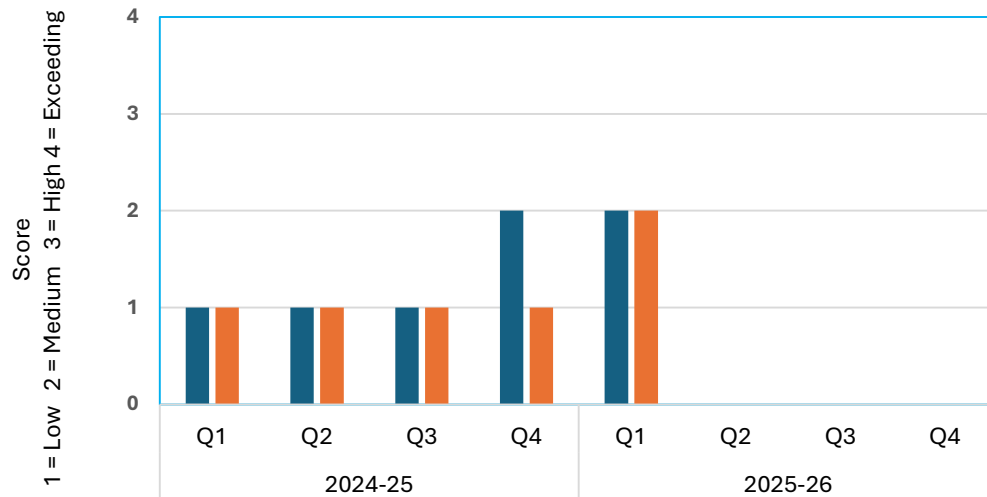
■ Saltash Station is a key transport hub to the town

■ 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

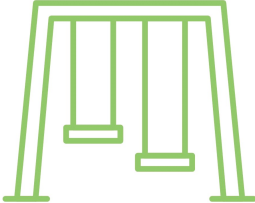
■ Continue to support and promote the towns 450 local bus service providing better connectivity

Strategic Priority 5 - Climate Emergency		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters	Hold successful community climate change events throughout the year Support the free use of Isambard House for Climate Change initiatives, workshops and community information	Saltash Environmental Action free room hire at Isambard on 2 April 2025.	2	2			
		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	Invest and install Solar PV Invest and install solar water systems Reduction in energy bills and Co2 emmissions Saltash Neighbourhood Development Plan	Funding bids submitted for solar PV - awaiting outcome	2	2			

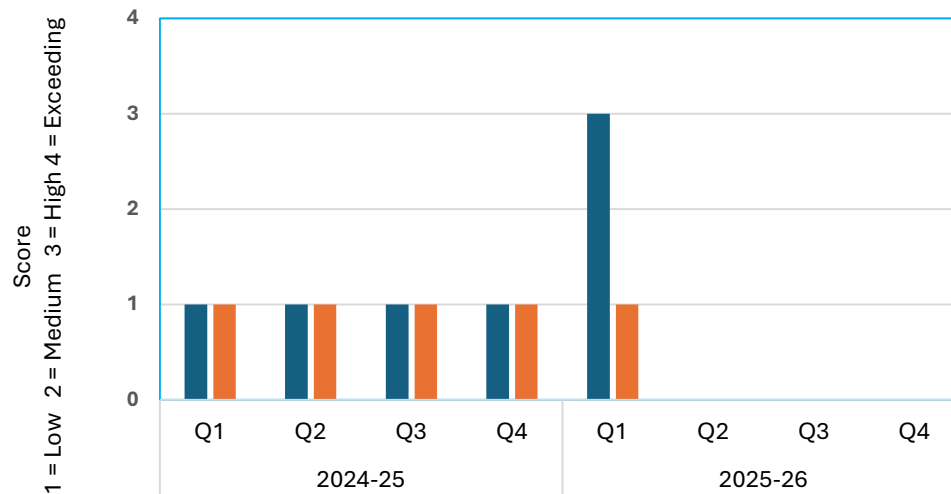
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Station Sub Committee



- To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters
- 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

Strategic Priority 6 - Recreation and Leisure		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building	Increased cultural activities at Isambard House Increased event hire Improved promotion of the historical nature and restoration of Isambard House	Mayor gifted free room hire to Saltash Rotary Club for their Railway Exhibition on 25-27 April 2025. Increase in regular hires of Isambard House including Cornwall Council Resettlement Service using the building two morning a week term time only for the whole of 2025. Local school using the room two afternoons a week for outreach support for a pupil in April 2025. NHS hired the building for a workshop event 12 May 2025. Charity Circles South West long term hire of the building one evening a week April - September for workshops to rehabilitate offenders.	3	3			
		Create an annual events calendar to better utilise the building	A fully operational and cohesive events calendar Improved promotions and outreach and communications		1	1			

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Station Sub Committee



- 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

Services Committee - Isambard House (Station Building) Budget 2025-26
Saltash Town Council
For the 4 Months ended 31 July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Isambard House Operating Income				
4301 SA Isambard House - Bookings	8,043	6,500	1,908	4,592
4302 SA Isambard - Refreshment Income	130	120	312	(192)
Total Isambard House Operating Income	8,173	6,620	2,220	4,400
Isambard House Operating Expenditure				
6800 SA Rates - Isambard House	3,842	3,958	3,842	116
6801 SA Water Rates - Isambard House	693	714	(1,579)	2,293
6802 SA Gas - Isambard House	438	3,000	52	2,948
6803 SA Electricity - Isambard House	4,817	7,494	1,046	6,448
6804 SA Fire & Security Alarm - Isambard House	473	967	403	564
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	673	677
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	472	2,088
6813 SA Refreshments Costs - Isambard House	81	500	129	371
6814 SA Equipment - Isambard House	426	1,094	58	1,036
6818 SA Professional Costs - Isambard House	105	3,211	0	3,211
6821 SA IT & Office Costs - Isambard House	0	500	0	500
6822 SA Activities & Events	1,886	1,106	0	1,106
Total Operating Expenditure	15,676	26,454	5,096	21,358
Total Isambard House Operating Surplus/ (Deficit)	(7,503)	(19,834)	(2,877)	(16,957)
Isambard House EMF Expenditure				
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	41,566	0	41,566
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492
6871 SA EMF Tresorys Kernow Funding	35	562	0	562
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132
Total Isambard House EMF Expenditure	31,857	62,752	0	62,752
Total Isambard House Expenditure (Operational & EMF)	47,533	89,206	5,096	84,110
Total Isambard House Budget Surplus/ (Deficit)	(39,360)	(82,586)	(2,877)	(79,709)

Key
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

To ratify the sale of Town Council slate slabs located at Isambard House

Report to: Station Property

Date of Report: 27.08.25

Officer Writing the Report: Town Clerk

Pursuant to: Station Property held on 16.09.25 minute 45/24/25 highlighted sections of the resolution.

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

1. To note the report;
2. To delegate to the Service Delivery Manager, to work with the Chairman to obtain a quote from a local reclamation company for the disposal of the slate;
3. That Members are to report ideas for usage of the slate directly to the Chairman;
4. That the Chairman of Station Property is to inform Members by email seeking approval prior to disposal of a Town Council asset, ratifying at the next Station Property Sub Committee meeting.

Officers Recommendations

To ratify the sale of slate slabs at an income of £500 + VAT allocated to budget code 4001 EMF income vired to 6473 EMF Station Building (Purchase and Capital Works).

Report Summary

The Chairman received email responses from six Station Property Members (including herself), all expressing support for the sale of the slate at a cost of **£500 + VAT**.

Please refer to **Appendix A** to review the asset disposal form completed at the time of sale, which is required for Saltash Town Council's records.

One smaller piece of slate was retained for potential future use and has been stored appropriately.

Budgets

Budget Codes: 4001 EMF income vired to 6473 EMF Station Building (Purchase and Capital Works)

Signature of Officer:

Town Clerk

Appendix A

SALTASH TOWN COUNCIL

ASSET REGISTER ITEMS FOR REMOVAL

Item Description	Make/ Model (If Known/ applicable)	Serial No (If Known/ applicable)	Original Location (e.g. Reception Guildhall)	Reason for Disposal (Part-exchanged / Sold / Scrapped)
Slate Slabs			Isambard House	No longer required. Currently stored in Isambard House carpark and space required for resurfacing works.

Sold To / Part-exchanged To (If Applicable)

Item Description	Name	Address	Sales Price Net	Sales Price VAT	Sales Price Total
Slate Slabs to be collected by Buyer	Universal Flooring Services Ltd	3 Foxgloves, Liskeard, Cornwall. PL14 6GF	£600.00	£120.00	£720.00

Minute Details

Station Property Sub Committee held on 16th September 2024. Minute nr 45/24/25

Mayors Signature of approval:

Date: _____

To receive a utilities report and consider any actions and associated expenditure

Report to: Station Sub Committee

Date of Report: 27 August 2025

Officer Writing the Report: Finance Assistant

Report Summary

Appendix A is a table which reports the units used and cost of utilities for Isambard House. The data relates to a 12 month period to **30 July 2025**. Summary of totals as follows:

Electricity	£4,970.36
Gas	£408.42
Water	£550.42
TOTAL	£5,929.21

Appendix B is a table reporting on a 12 month period to **03 June 2024** which is immediately before the Trackside café opened. Summary of totals as follows:

Electricity	£2,295.09
Gas	£543.66
Water	£175.47
TOTAL	£3,014.23

There has been a total increase of £2,914.98, primarily due to higher electricity and water usage. Room bookings have remained relatively stable, so the majority of this increase is attributed to the opening of the Trackside Café on 28 May 2024.

Signature of Officer:

Finance Assistant

APPENDIX A													
Days per period	35	27	33	29	27	37	26	29	35	28	30	34	
Meter Reading Dates taken by STC													
Utility Description	29/08/2024	25/09/2024	28/10/2024	26/11/2024	23/12/2024	29/01/2025	24/02/2025	25/03/2025	29/04/2025	27/05/2025	26/06/2025	30/07/2025	
Electric													
Meter Reading	31,937.0	307.0	1,293.0	2,115.0	2,835.0	3,969.0	4,994.0	5,893.0	6,785.0	7,475.0	8,300.0	9,224.0	
Units Used	757.0	307.0	986.0	822.0	720.0	1134.0	1025.0	899.0	892.0	690.0	825.0	924.0	
Units Charged	£350.49	£142.14	£456.52	£380.59	£333.36	£525.04	£474.58	£328.14	£325.58	£251.85	£301.13	£337.26	
Standing Charge	£70.00	£54.00	£66.00	£58.00	£54.00	£74.00	£52.00	£58.00	£70.00	£56.00	£60.00	£68.00	
Government Climate Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£8.79	£7.94	£6.97	£0.00	£0.00	£0.00	£0.00	
TOTAL COST	£420.49	£196.14	£522.52	£438.59	£387.36	£607.83	£534.52	£393.10	£395.58	£307.85	£361.13	£405.26	£4,970.36
Gas													
Meter Reading	6817.0	6829.0	6843.0	6895.0	6973.0	7092.0	7190.0	7237.0	7263.0	7269.0	7277.0	7286.0	
Units Used	0.00	12.00	14.00	52.00	78.00	119.00	98.00	47.00	26.00	6.00	8.00	9.00	
Units Charged	£0.00	£10.05	£5.79	£21.50	£32.24	£49.19	£40.51	£19.43	£10.75	£2.48	£3.31	£3.72	
Standing Charge	£19.95	£15.39	£18.66	£16.39	£15.26	£20.92	£14.70	£16.39	£19.79	£15.83	£16.96	£19.22	
TOTAL COST	£19.95	£25.44	£24.44	£37.89	£47.51	£70.11	£55.21	£35.82	£30.53	£18.31	£20.27	£22.94	£408.42
Water													
Meter Reading	121.00	126.00	132.00	139.00	145.00	150.00	156.00	163.00	171.00	178.00	185.00	194.00	
Units Used	8.00	5.00	6.00	7.00	6.00	5.00	6.00	7.00	8.00	7.00	7.00	9.00	
Units Charge	£44.48	£27.80	£33.36	£38.92	£33.36	£27.80	£33.36	£38.92	£44.48	£38.92	£38.92	£50.03	
Standing Charge	£9.47	£7.31	£8.93	£7.85	£7.31	£10.01	£7.03	£7.85	£9.47	£7.58	£8.12	£9.20	
TOTAL COST	£53.95	£35.10	£42.29	£46.76	£40.66	£37.81	£40.39	£46.76	£53.95	£46.49	£47.03	£59.23	£550.42
GRAND TOTAL	£494.39	£256.68	£589.25	£523.24	£475.53	£715.75	£630.12	£475.69	£480.06	£372.65	£428.42	£487.44	£5,929.21
INCREASE/(DECREASE) PREVIOUS MONTH	£37.32	-£237.71	£332.57	-£66.01	-£47.71	£240.22	-£85.63	-£154.43	£4.37	-£107.41	£55.77	£59.01	

APPENDIX B													
Days per period	28	32	31	31	30	30	31	31	28	29	33	34	
Meter Reading Dates taken by STC													
Utility Description	29/06/2023	31/07/2023	31/08/2023	01/10/2023	31/10/2023	30/11/2023	31/12/2023	31/01/2024	28/02/2024	28/03/2024	30/04/2024	03/06/2024	
Electric													
Meter Reading	26,725.0	26,994.0	27,221.0	27,464.0	27,727.0	27,996.0	28,279.0	28,583.0	28,901.0	29,173.0	29,612.0	29,945.0	
Units Used	220.0	269.0	227.0	243.0	263.0	269.0	283.0	304.0	318.0	272.0	439.0	333.0	
Units Charged	£115.94	£141.76	£119.63	£128.06	£138.60	£115.94	£121.97	£131.02	£127.52	£109.07	£176.04	£133.53	
Standing Charge	£56.00	£64.00	£62.00	£62.00	£60.00	£60.00	£62.00	£62.00	£56.00	£58.00	£66.00	£68.00	
Government Climate Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
TOTAL COST	£171.94	£205.76	£181.63	£190.06	£198.60	£175.94	£183.97	£193.02	£183.52	£167.07	£242.04	£201.53	£2,295.09
Gas													
Meter Reading	6,421.8	6,422.0	6,422.0	6,422.0	6,426.2	6,482.5	6,565.0	6,650.4	6,704.7	6770.0	6800.9	6804.0	
Units Used	1.83	0.17	0.00	0.00	4.17	56.29	82.58	85.32	54.37	65.27	30.88	3.11	
Units Charged	£1.77	£0.17	£0.00	£0.00	£3.49	£47.12	£69.13	£71.42	£45.51	£54.64	£25.85	£2.60	
Standing Charge	£18.76	£21.44	£20.77	£20.77	£17.10	£17.10	£17.67	£17.67	£15.96	£16.53	£18.81	£19.38	
TOTAL COST	£20.53	£21.61	£20.77	£20.77	£20.59	£64.22	£86.80	£89.09	£61.47	£71.17	£44.66	£21.98	£543.66
Water													
Meter Reading	86.93	88.00	88.00	88.00	89.20	89.90	90.00	90.76	92.00	92.00	96.00	99.38	
Units Used	1.20	1.07	0.00	0.00	1.20	0.70	0.10	0.76	1.24	0.00	4.00	3.38	
Units Charge	£6.69	£5.93	£0.00	£0.00	£6.67	£3.89	£0.56	£4.23	£6.89	£0.00	£22.24	£18.81	
Standing Charge	£7.58	£8.66	£8.39	£8.39	£8.12	£8.12	£8.39	£8.39	£7.58	£7.85	£8.93	£9.20	
TOTAL COST	£14.26	£14.59	£8.39	£8.39	£14.79	£12.01	£8.94	£12.61	£14.47	£7.85	£31.17	£28.01	£175.47
GRAND TOTAL	£206.74	£241.96	£210.79	£219.22	£233.98	£252.16	£279.71	£294.72	£259.46	£246.09	£317.87	£251.52	£3,014.23
INCREASE/(DECREASE) PREVIOUS MONTH		£35.23	-£31.17	£8.43	£14.76	£18.18	£27.55	£15.01	-£35.26	-£13.37	£71.78	-£66.34	

To receive a final report on the car park resurfacing and consider any actions and associated expenditure.

Report to: Station Property Sub Committee

Date of Report: 22 July

Officer Writing the Report: Service Delivery Manager

Pursuant to: Station Property Sub Committee Meeting held on 16.09.24 minute nr. 45/24/25

Officers Recommendations

1. To note the car park resurfacing has been completed;
2. To ratify the additional cost of £4,500+VAT for the groundworks carried out at the end of 2024, allocated to budget code 6473 SA EMF Station Building Purchase & Capital Works.

Report Summary

Following the recent completion of the surfacing works at Isambard House carpark, a discrepancy arose between the original quote and the final invoice.

This is due to miscommunication regarding the total cost of the scope of works included in the initial quote.

The original quote dated 12th June, which was approved by Council, outlined a total cost of £21,000 + VAT and was believed to include the asphalt surface, crash barriers, and posts.

A subsequent quote dated 5th July introduced additional costs for groundworks, which had not previously been received.

Delays in the delivery of the crash barriers and Cornish-style bollards, combined with higher than anticipated purchase costs, contributed to the delay in project completion and the submission of the final invoice.

These unallocated costs were not identified earlier due to the lack of formal confirmation of the full scope of works and pricing.

The final surfacing, barriers, and bollards have been installed to a high standard, and the overall appearance of the carpark is greatly improved.

For auditing and transparency purposes, the Sub Committee is requested to ratify the additional cost of £4,500 + VAT incurred for groundworks completed as part of the Isambard House carpark resurfacing project.

Please refer to the before and after images below.

Further to the information above, the central Cornish bollard has proven unsuitable for daily use due to its weight, requiring two to three people to remove it safely. As a result, one of the bollards from the Isambard House car park was relocated to the entrance of the St Stephens shed where it doesn't need to be moved often.

To maintain bollard coverage at Isambard House, a replacement bollard was purchased at a cost of £158 + VAT, with an additional £240 + VAT incurred to ensure it was properly fitted into the existing ground socket and adapted for padlock compatibility.

Report Images



Figure 1 - Car park before resurfacing

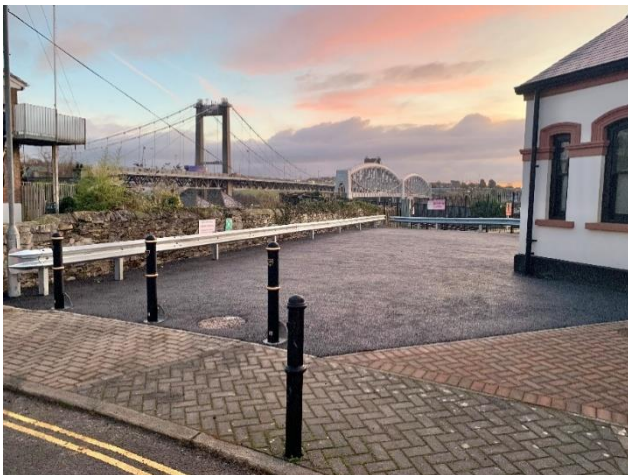


Figure 2 - Carpark after resurfacing

How Does This Meet the Business Plan?

Strategic Priority 4 Travel and Transport - Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area - Improved infrastructure to create a welcoming and vibrant Station building and surroundings

Budget Overview

Item Description	Quantity	Unit Price	Total Cost
Asphalt Supply and install base asphalt to top excavated area roll to a depth of 60-80mm Supply and install wearing asphalt to top of base roll to correct depths Remove all waste and surplus material from site to complete	1	£21,000	£21,000
Groundworks Excavate existing car park down to correct levels and remove all waste from site Supply and install 42 l/m of crash barriers to prevent cars from damaging the wall or black railings. Supply and install 3 x council black bollards set to correct levels to match the existing bollards	1	£4,500	£4,500
Total			£25,500

Budgets

Remaining Budget Availability: £41,566

Budget Codes: 6473 SA EMF Station Building Purchase & Capital Works.

Committed Spend: £0

Signature of Officer:

Service Delivery Manager

To receive an update on Trackside Café and consider any actions and associated expenditure

Report to: Station Property

Date of Report: 27.08.25

Cllrs Writing the Report: Bickford and Bullock

Cllrs Recommendations

1. To approve the use of additional space inside and outside of the black railings (rail side) plus purchase of additional outdoor tables and chairs both to increase seating capacity and better accommodate patrons at Trackside Café.
2. To delegate authority to the Assistant to the Clerk, in consultation with the Chair and Vice Chair, to identify the most suitable solution for providing sun cover (e.g. umbrella or canopy). This will be subject to approval from GWR and must comply with track regulations and health & safety requirements.
3. To approve a six-month trial period allowing Trackside Café access to the car park during operational hours, in support of business operations.
4. To approve the installation of additional car park signage to discourage unauthorised parking and clearly communicate usage restrictions.
5. To approve the Service Delivery Team to install a small blackboard advertising specials beneath the real-time information screen.
6. To allocate associated cost working within budget for the above items against budget code 6473 EMF Station Building (Purchase & Capital Works).

Report Summary

Councillors Bullock and Bickford met with Dawn Couch from the Trackside Café on Friday, the 22nd of August.

Dawn explained that business was continuing to improve on a month-by-month basis and that she was now at a solid break-even or better than the breakeven point. She was careful to outline that business still remains unpredictable and is often weather-dependent.

She explained that there was a mix of rail travellers and local patrons, with a majority of local residents using the facility. However, in recent months, rail passengers had picked up, which could be in relation to improved service provision.

Councillor Bickford explained the train changes that had come into place to the timetable in May and more recent additions.

Dawn outlined potential concerns over the winter period but was to continue with the operation, and that did underpin our conversation.

Councillor Bickford explained that we hoped there would be some modal shift to rail given the tunnel works, although that might not be as large as originally predicted by National Highways.

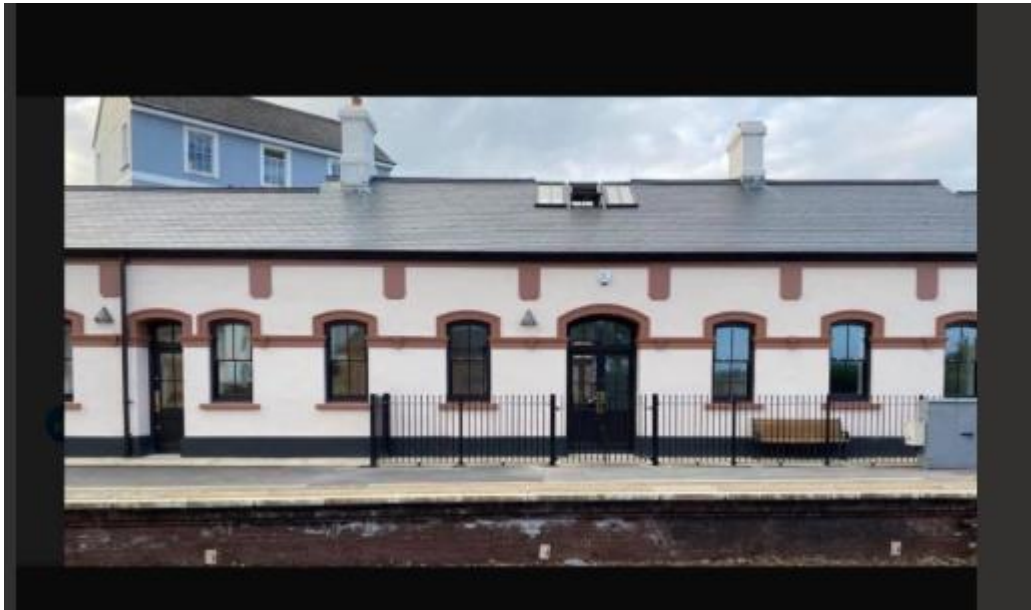
We discussed two elements that would support the Trackside Café and boost income. The first was additional outside table and chair space, as this is very popular (refer to pictures below for location). To achieve this, the Town Council could consider buying additional chairs and tables; storage needs to be carefully considered, and we might need to allow Dawn to access the area behind the railings to the café side of the double doors where tables could be not only stored securely but set up for use by patrons of the Trackside Café.

To review costings for outside table and chairs refer to **Appendix A**.

Inside the gate of the railings up to the double open doors as shown in the picture.



Outside the railings to the grey box shown in the picture.



Dawn also covered the area around parking and advised that patrons would love to have it on site. She offered the option for her staff to open and close the car park each day. However, there would be no way for her to manage the car park, and STC would need to undertake that with additional signage.

Draft additional signage for consideration:

Private Car Park – Isambard House and Trackside Café

Parking is reserved exclusively for hirers of Isambard House and patrons of Trackside Cafe. Unauthorised parking may result in your vehicle being locked in.

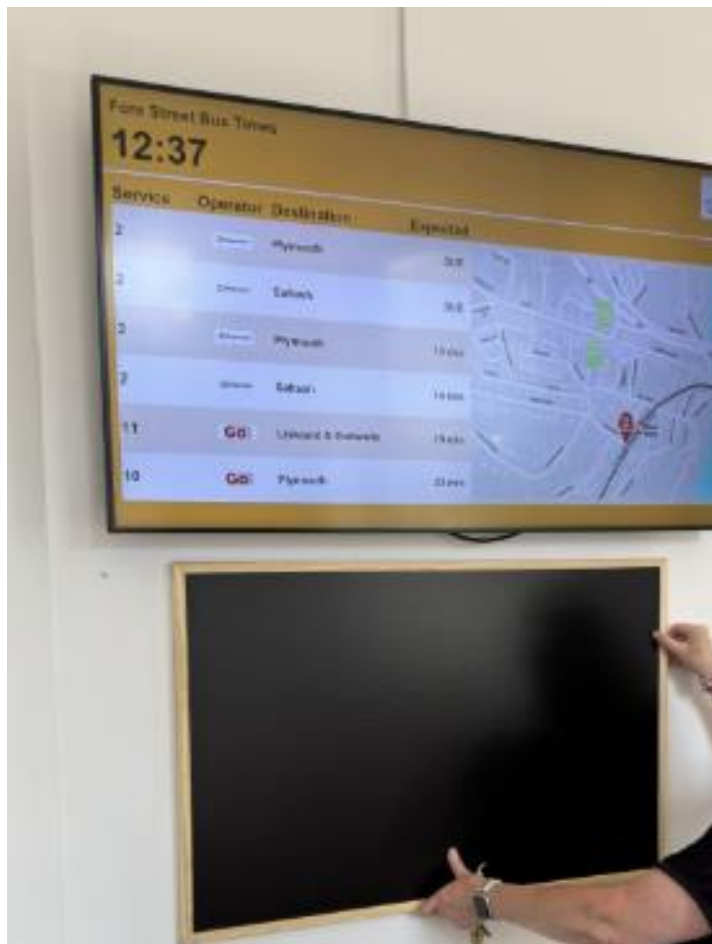
STC would need to consider if there would be a charge to use the car park and what potential impact would be on users of Isambard house. We would also need to carefully consider what happens if a car remains in the car park on the café closure time.

We would therefore recommend undertaking a six-month trial whereby the car park is opened and closed by staff at trackside Café between Trackside Café operational hours.

Usage could be monitored and any additional stays carefully managed to ensure the facilities is not abused and the car park remains available for afternoon and evening hirers of Isambard house.

We note the Trackside Café have improved their social media presence and further that there have been several posts saying how busy they are, overall indicating what we understand is an improving position.

Dawn would like permission to install a small blackboard underneath the real time passenger information screen displaying specials. If approved, we suggest our service delivery team install this. Refer to picture below for further information.



Dawn recently took the decision to open when a heritage train came through and although the steam train broke down there were large crowds that meant it was successful opening the Trackside Café and waiting room during that period, she is considering doing this on future days. They also opened this week on the bank holiday Monday and we understand it was relatively busy.

Budgets

Budget Codes: 6473 EMF Station Building (Purchase and Capital)

Budget Availability: £41,566

Committed Spend: Potential for solar PV no firm quotes or decisions made at this stage

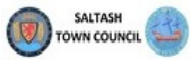
Budget Codes: 6810 General Repairs and Maintenance

Budget Availability: £2,088

Committed Spend: £0.00

Signature of Cllrs

Bickford & Bullock



Saltash Town Council
12 Lower Fore Street
The Guildhall
Lower Fore Street
Saltash
PL12 6JX

Amazon

Purchase Order

Our Order Number: 06844/5743
Order Date: 08/07/2024
Required by: 09/07/2024

Code	Description	Qty	Unit £	Total Net	VAT Rate
	Homeology POSITANO Garden & Patio Table & 2 Large Chairs with Armrests Cast Aluminium Bistro Set Grey for Trakside Cafe	3	199.96	599.88	20.00%
	Promotional Discount	1	-10.00	-10.00	20.00%
	VAT difference	1	0.05	0.05	0.00%
	VAT difference	1	-0.05	-0.05	20.00%

Order comments

Please deliver to:
12 Lower Fore Street
The Guildhall
Lower Fore Street
Saltash
PL12 6JX

Order Amount Net: £ 589.88
VAT Amount: £ 117.97
Total Order Value: £ 707.85

Please ensure Our Order Number is included on all invoices to ensure payment is made without delay

To consider the use of the Station Car Park and consider any actions and associated expenditure.

Report to: Station Property

Date of Report: 20.08.25

Working Group / Cllr Writing the Report: Cllr Miller

Working Group / Cllr Recommendations

Allow the car parking to be used by Trackside Cafe customers to improve accessibility and footfall

Officer Recommendation:

To approve a six-month trial period allowing GWR access to the car park strictly for general station maintenance purposes—such as emptying bins and cleaning shelters—and **not** for Network Rail or track-related works.

Report Summary

The cafe have reported a reduction in customers since the car parking became unavailable. It is located in an area where on-street parking is limited, and the hill makes access awkward even for the able-bodied.

Although the car park is primarily for users of the main space, it is rarely used, and even on those occasions often only one vehicle

Therefore it is mostly just sitting empty, and a wasted opportunity for use by customers who might be inclined to use the cafe as a destination for social activities. The cafe have reported a reduction use since the parking became locked off, and groups who used to use the venue have relocated due to parking issues.

It seems counter-productive for the council not to do all it can to help encourage cafe patronisation, and allowing potential customers the opportunity to park on site would be of significant assistance.

Now that the centre bollard is easily removable the cafe staff could be given the facility to open and close the area, with signs clearly stating the restricted usage. It is not envisaged this would compromise the limited use currently made by hirers

Signature of Cllr

Councillor Steve Miller

Further to the above, GWR has submitted a request to hold a key to the car park to enable their maintenance team to access the area when necessary during visits to Saltash Station. This access would be strictly for general station maintenance purposes—such as emptying bins and cleaning shelters—and **not** for Network Rail or track-related works.

The GWR maintenance team visits Saltash approximately three to five times per week and often experiences difficulty finding suitable parking. Granting limited access would support operational efficiency and demonstrate positive partnership working.

Saltash Town Council may wish to consider approving this arrangement on a trial basis, to assess whether the team can be trusted to use the space responsibly and park considerately.

Signature of Officer

Town Clerk

To receive a report on Solar PV and consider any actions and associated expenditure.

Report to: Station Property

Date of Report: 19 August 2025

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: Station Property held on 16.09.24 minute nr. 41/24/25

Officers Recommendations

The Solar PV Project Specification has been drafted at the request of the Sub Committee to assist with quotes and potential funding opportunities.

Members are asked to review, contribute, and approve the draft Solar PV Project Specification – refer to **Appendix A** for further details.

Report Summary

At the Station Property meeting held on 16 September 2024, Members requested that a project specification be drafted and that three quotations be obtained for the proposed solar PV installation.

CLUP Funding Update

Please note, the D&EM submitted a funding application to the Community Levelling Up Programme, unfortunately, STC were unsuccessful with the funding for the solar panels on this occasion. A representative from the levelling up team explained that it was highly competitive in year 4 because of the volume of applications and the very limited available funding.

However, information has been provided by solar PV suppliers and a draft specification has been prepared for Members review, input and approval prior to going out for three quotes.

How Does This Meet the Business Plan?

Strategic Priority 5 - Climate Emergency - 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 - Invest and install Solar PV and reduction in energy bills and Co2 emissions.

Signature of Officer:

Office Manager / Assistant to the Town Clerk

APPENDIX A

DRAFT Project Specification - Solar PV Isambard House

Project Title: Installation of Solar PV System and EV Charging Point at Isambard House

In-house or External Appointment: External

Contractor Name: To be completed upon appointment

Contact Information (telephone/email): To be completed upon appointment

Date Issued: Insert date

Officer's Job Title: Office Manager / Assistant to the Town Clerk

Pursuant to (minute number): Station Property held on 16.09.24 minute nr. 41/24/25

Scope of Work

Description of Work Required:

The contractor is required to design, supply, install, and commission a solar photovoltaic (PV) system on the roof of Isambard House. The system should be capable of offsetting a significant portion of the property's electricity usage. Additionally, the contractor will install an electric vehicle (EV) charging point.

To ensure the installation is future-proofed, the contractor must design the system with scalability in mind, allowing for future expansion of PV capacity and integration of emerging technologies, include infrastructure that supports potential battery storage and smart energy management systems and consider the evolving energy needs of the building, including increased electrical demand from additional EV charging points or other sustainability initiatives such as solar water systems.

Contractors wishing to quote to provide:

- Site survey and feasibility assessment
- System design and specification
- Associated costs to supply and install solar PV panels, inverter, and associated equipment
- Associated costs to install EV charging point with appropriate power capacity
- Associated costs to connect to existing electrical infrastructure
- Associated costs for testing, commissioning, and handover
- Provision of documentation including warranties, maintenance guidance, and energy yield estimates

Project Deliverables:

Fully operational solar PV system
EV charging point installed and tested
Compliance certificates and warranties
Final report including system specifications and expected performance

Timeline and Deadlines:

To be agreed upon appointment.

Quality Expectations:

All equipment must meet MCS (Microgeneration Certification Scheme) standards
Installation must comply with NICEIC regulations and Building Regulations
EV charger must be OLEV-approved and suitable for commercial use

Contractor's Responsibilities:

Ensure safe working practices and site cleanliness
Maintain regular communication with the Town Council
Provide progress updates and notify of any delays
Ensure all staff working on the Town Council site are qualified and insured
Due to the proximity of the site to the railway, the contractor must take all necessary precautions to ensure safe working practices.

Restrictions:

No work is to be carried out outside the agreed property boundaries. Saltash Town Council will provide the relevant Land Registry documentation to clearly define the site boundary lines
No changes to existing infrastructure without prior approval

Project Requirements & Specifications**Materials/Resources Provided by Contractor:**

Solar PV panels, inverter, mounting system, cabling
EV charging unit and associated hardware
Panels should be sourced from reputable manufacturers, ideally based in countries known for high standards in renewable technology such as Germany or Norway
Battery inverters to be isolated as a precautionary measure to mitigate potential fire risks

Materials/Resources Provided by Client:

Access to property and existing electrical infrastructure

Health & Safety Requirements:

Contractor must provide risk assessments and method statements

All operatives must wear appropriate PPE

Permits & Licenses:

Contractor to obtain any necessary planning permissions or grid connection approvals

Due to the proximity of the site to the railway, the contractor must take all necessary precautions to ensure safe working practices. This includes:

Liaising with Network Rail or relevant authority to confirm any required permits or safety protocols

Ensuring all staff are briefed on railway safety procedures and risks

Implementing appropriate barriers, signage, and exclusion zones to prevent unauthorised access or accidental encroachment.

Maintaining clear communication with site supervisors and railway contacts throughout the project.

Communication and Reporting**Point of Contact:**

To be confirmed upon appointment

Point of Contact:

Dawn Joyce – Office Manager / Assistant to the Town Clerk

Reporting Committee:

Station Property Sub Committee

Reporting to the Town Clerk:

Regular updates to be provided throughout the project lifecycle by the Office Manager / Assistant to the Town Clerk.

Terms and Conditions**Contract Duration:**

To be confirmed upon appointment

Insurance & Liability:

Contractor must hold public liability and professional indemnity insurance – minimum of £5m

References & Company's House:

References and Company's House report to be obtained if upfront payment is required

DRAFT

To consider a request regarding the Station Flower Beds and to consider any actions and associated expenditure

Agenda item request for Saltash Railway Station Sub-committee meeting 22nd July 2025

As members of this committee are aware a few of us, together with Saltash Rotary Club have undertaken the upkeep and planting of the many plants at Saltash Railway Station to enhance the area for visitors to both the Railway Station and Isambard House

The hard work has been undertaken and the plants are beginning to flourish with regular watering by STC members and Rotary. However, we have a major issue, lack of rain. Although there are water butts on both platforms these being filled at the moment, is dependent on the rain to fill them.

There is no outside water tap at the station and the only tap that will take a water container is in the café kitchen which from a health and safety situation is not acceptable for us to use. All the other sinks have taps which are facing the wrong way to get a container underneath with the exception of the sink unit which is in the extension area at the end of the building.

We would like to request if it were possible for us to have access to the end area as this is the only tap that will allow our water carriers to go in underneath. This needs only to be done a couple of times a week during the summer months. We have watering cans etc stored at the station for the necessary watering. We have spoken to GWR and they are happy for a portable container to be used near the water butts for this purpose but that STC do not have the necessary equipment to assist with this. All relevant members of Council and Rotary have undertaken their onboard training to be at the station and have indeed been given access to the locked areas to assist with the work necessary.

Secondly would it be possible for us to have vehicle access to the car park when we are watering etc at the Station. At the moment we often have to park in Alexander Square car park, due to lack of parking in the roads surrounding the station, then bring containers full of water down the hill, which are both heavy and awkward to manage

It would be a great pity if the area could not be enhanced because going forward, the long-range weather forecast does not show masses of rain for the next few months so and flowers need watering to keep them looking bright and fresh.

Thank you in anticipation

Cllr Brenda Samuels and Secretary Saltash Rotary Club

End of Report

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

Report to: Station Property

Date of Report: 27.08.25

Officer Writing the Report: Town Clerk

Pursuant to: Station Property held 16 September 2024 minute 42/24/25

The Town Clerk drew Members attention to the response received from Cormac contained within the circulated reports pack.

The Town Clerk referenced a report received from the Town Council's Building Surveyor in which they state, 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.

Members discussed how to proceed with Cormac's final offer.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to note the report delegating to the Town Clerk to seek Barron Surveying's professional advice reporting back at a future Station property Sub Committee meeting.

Officers Recommendations

Members are requested to review and consider the information provided since the last Station Property meeting.

Members are asked to note that while the final account is an important matter, managing it continues to take up a significant amount of the Town Clerk's time. Given the level of officer involvement required, it is a concern that the process is becoming inefficient and may not represent the best use of public resources in the long term.

In addition, Members are asked to provide clarification on how they wish to proceed with the final account to enable appropriate next steps to be taken.

Report Summary

Cormac, along with their Structural Engineer, has reviewed the materials and design of the floor. Please refer to **Appendix A** for further details. Cormac's position remains unchanged—they continue to offer Saltash Town Council a **£4,000 reduction** from the retention monies to conclude the scheme, leaving a final balance of **£13,250** payable to Cormac.

Following this, and at the request of Members during the last Station Property meeting, the Town Clerk appointed Barron Surveying to provide independent professional advice. Please refer to **Appendix B** for their findings.

Subsequently, Station Property Members agreed to put forward a counteroffer of **£15,000** to Cormac. This figure is considered fair and reasonable by Saltash Town Council, taking into account the unresolved flooring issues and staining to the roof tiles. Acceptance of this offer would leave a final balance of **£2,250** payable to Cormac.

In November 2024, Cormac confirmed they would be maintaining their original offer. They acknowledged that this does not help resolve the current impasse. A meeting with their Structural Engineer is scheduled next week to review drawings, photographs, and site observations. While initial comments were shared via email, Cormac indicated that a more formal summary may be appropriate (no additional information received).

Due to the extended timeframes and competing work commitments, the Town Clerk contacted Cormac again to confirm that a final agreement has still not been reached. This ongoing matter continues to be frustrating and increasingly time-consuming from an officer perspective.

Advice from the Town Council's Building Surveyor remains that the only appropriate resolution to the floor cracking is to remove the affected section and install a new floor with additional movement joints. This would be disruptive to the Town Council, result in some discolouration, and be financially significant for Cormac.

In light of this, Saltash Town Council maintains that its counteroffer of **£15,000** is both fair and reasonable. Should this not be acceptable to Cormac, we would welcome your advice on how best to move forward amicably, in order to avoid further costs and delays for both parties.

Please note, this proposal does not include rectification of the staining to the roof tiles, which Saltash Town Council has no option but to accept—although this remains far from ideal.

We look forward to hearing from you at your earliest convenience.

Budgets

Budget Code: 6870 EMF Isambard House Retention Fund

Budget Availability: £18,492

Signature of Officer:

Town Clerk

APPENDIX A – Cormac’s Structural Engineer comments

Hello Peter

Please find below a statement on what I believe is happening in the floor to cause the cracking in the top layer of screed.

Photo 1



Photo 2



Photo 3



Photo 4



I do not believe that the cracking seen at the surface of Saltash Station floor is due to reflective cracking as a result of anything below the insulation boards or due to the boards themselves as the boards are staggered in the direction across the room and the crack is relatively straight, photos 1 & 4.

Looking at photo 2, it can be seen that the heating pipes bend almost directly beneath the edge of the screeded bay, it is possible that the edge of the screeded bay would be a weak line in the screed and so if the screed were to shrink a crack would form there. The bends in the heating pipes may restrain the screed around them causing the screed along the line of the bay edge to break up and form a larger crack. The screeding bays probably resulted in the crack in the lower layer of screed, the line of which is shown in photo 3 with tape over it. This tape would have distributed the stress concentration at the crack in the lower screed and prevented a crack along the same line, known as reflective cracking, from forming in the top 10mm layer of screed.

I believe that the crack in the top layer of screed is independent of the crack in the lower screed and that the lower screed does not require any further work.

My recommendation is to install a straight 10mm deep movement joint in the top layer of screed in the location of the surface crack between the corners of the doormat wells, and where the crack deviates from this line it could be filled with concrete repair grout of a similar colour to the screed. The cracks in the café floor could also be repaired with the concrete repair grout without the need for a movement joint.

Regards,

Gavin Boyd BEng CEng MICE | Senior Engineer (Highway Structures)

Cormac Solutions Ltd | Infrastructure Group

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Ref: JB/SB/4244

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

5th October 2024

Dear Sinead

ISAMBARD HOUSE - FLOOR

Thank you for inviting me to look again at the floor at Isambard House.

I last saw the condition of the floor in April 2023.

Since then, the largest crack across the floor, between the pairs of doors, has been filled.

The crack is still very obvious indeed.

I understand from you that it is accepted by all parties in this matter that the crack is caused by the movement joints in the floor being too widely spaced.

In my opinion, the only proper resolution to address the unsightly cracking in the floor would be to remove the cracked section and lay a new section of floor with additional movement joints.

That will inevitably be disruptive and costly work and will involve a high risk of damage to the underfloor heating pipes that are encased in the screed.

Kind regards,
Yours sincerely



James M Barron MRICS
Chartered Building Surveyor, Director