

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Friday 8th March 2024 at 6.00 pm

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

**ALSO PRESENT:** B Stoyel (Councillor), S Burrows (Town Clerk) and D Joyce (Administration Officer).

**APOLOGIES:** D Yates.

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#### **36/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Town Clerk informed the Chairman of Councillor Brian Stoyel's attendance at this evening's meeting.

The Town Clerk advised Members of Standing Order 5J - Members of the Town Council shall have the right to attend all Committees, Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

The Chairman welcomed Councillor Brian Stoyel to the meeting.

#### **37/23/24 DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**38/23/24**     **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**39/23/24**     **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 15TH SEPTEMBER 2023 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock, seconded by Councillor Foster and **RESOLVED** that the minutes of the Station Property Sub Committee held on 15<sup>th</sup> September 2023 were confirmed as a true and correct record.

**40/23/24**     **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Miller arrived and joined the meeting.

The Town Clerk briefed Members on the budget statement received and contained within the circulated reports pack.

The Town Clerk informed Members of the operational cost to the Town Council to date £3,323, however, there are a number of bookings up to the end of March 2024.

It was **RESOLVED** to note.

**41/23/24**     **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

42/23/24

**TO RECEIVE INFORMATION ON NEW ELECTRIC CHARGE POINTS  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

The Town Clerk informed Members of the call for expression of interest from Town and Parish Councils for new electric charge points contained within the circulated reports pack.

Cornwall Council is seeking interest from Town and Parish Councils who own their own land or lease from Cornwall Council to install electric vehicle charging points under the LEVI fund (Cornwall Council allocated £5.5m).

Members discussed the funding criteria and available space within the car park at Isambard House.

It was **RESOLVED** to note the expression of interest and that the scheme on this occasion is not suitable for Isambard House.

43/23/24

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

Members received the Final Account Statement from Bailey Partnership contained and circulated within the reports pack.

Councillor Bickford informed Members of an internal meeting with representatives from Cormac, Bailey Partnership and Saltash Town Council, to review the snagging work undertaken by Cormac to the flooring and roof tiles.

At that meeting, Cormac were informed that the repair works were still not satisfactory, Cormac offered to reduce the final settlement figure.

Members discussed and debated the final account reduction to relieve Cormac of any future snagging duties.

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

1. To approve to withhold the balance upon issue of Certificate of Making Good Defects of £17,875 to reflect the Town Council's future cost to make good the flooring and roof tiles due to Cormac not adhering to the project specification.

Members considered and discussed various flooring options.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to obtain three like for like quotes for the main space and waiting room area for resin, non-slip commercial vinyl and hard wearing carpet tiles to be considered at a future Station Property meeting.

44/23/24

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

Members received the report contained and circulated within the reports pack with information relating to the current position of the Cornish Rail Coffee Company and their expression of interest to expand to Saltash, but unable to commit to any timescales at present.

Members discussed in length various options to open the café waiting room at the Station.

Members agreed leaving the Town Council building open and unmanned has many potential problems. The Town Council would fall foul of the insurance reasonable precautions clause and leave the building at risk.

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

Councillor Bickford left the meeting and then re-joined the meeting during discussion of this item.

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

1. To delegate to the Town Clerk working with the Chairman and Vice Chairman to work up and deliver to local Saltash businesses and afar a café concessionaire brief specification, inclusive of free 12 months' rent, business rates and utilities, followed by quarterly reviews;
2. To delegate to the Town Clerk working with the Chairman and Vice Chairman to appoint a concessionaire at the earliest opportunity;
3. To request feedback from businesses that are not interested in the offer;
4. To report back to Members of the Station Property Sub Committee by email on a monthly basis;
5. To report back the outcome at a future Station Property Sub Committee meeting.

**45/23/24**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**46/23/24**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**47/23/24**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**48/23/24**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**49/23/24**     **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to issue a press release and social media release on the current status of the café concessionaire and waiting room.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.04 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_