

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Tuesday 2nd July 2024 at 6.30 pm

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer)

**APOLOGIES:** D Yates.

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#### **15/24/25 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor B Samuels to nominate Councillor Bullock.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Bullock as Chairman.

Councillor Bullock in the Chair.

#### **16/24/25 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Bullock, seconded by Councillor Peggs to nominate Councillor Bickford.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Bickford as Vice Chairman.

#### **17/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**18/24/25      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.

**19/24/25      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**20/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 18 APRIL 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 and seconded by Councillor Bickford and **RESOLVED** that the minutes of the Station Property Sub Committee held on 18 April 2024 were confirmed as a true and correct record.

**21/24/25      TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**22/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**23/24/25**     **TO RECEIVE AN UPDATE ON ISAMBARD HOUSE FINAL ACCOUNT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk updated Members on correspondence sent and received between herself and Jerry Cobb the Project Manager for Cormac regarding the proposed counter offer agreed by the Station Property Sub Committee.

Cormac have advised they are to review the specification, pictures, drawings and report submitted and respond within the next few weeks.

The Town Clerk to report back at future Station Property meeting upon receipt of a response from Cormac Ltd.

It was **RESOLVED** to note.

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

Members were provided samples of flooring options and discussed options that could assist with acoustics and provide easy cleaning and protection.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to delegate to the Town Clerk working with Councillors B Samuels and P Samuels to prepare a flooring specification sheet reporting back at a future Station Property Sub Committee meeting.

**25/24/25**     **TO RECEIVE A REPORT ON THE TRACKSIDE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

Members discussed further assisting advertising Trackside Cafe in procuring an advertising A Board and installing it securely to the bin located on the platform adjacent to the side wall of Trackside Cafe.

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

1. To delegate to the Administration Officer to procure an A board using the same design as the existing wall signs up to a maximum budget of £500 allocated to budget code 6814 Equipment - Isambard House;
2. To delegate to the Service Delivery Manager to arrange install working within GWR track requirements.

26/24/25

**TO RECEIVE A REPORT ON THE PURCHASE OF EXTERNAL FURNITURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack and noted that currently no outside seating was available at Trackside Cafe.

Members discussed the option to purchase suitable aluminium furniture and considered the furnitures' placement, storage and security.

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

1. To delegate to the Service Delivery Manager to obtain three quotes in line with the Town Council's Financial Regulations, for three tables and six chairs at a maximum cost of £1,500 allocated to budget code 6473 EMF Station Building (Purchase & Capital Works);
2. The Service Delivery Manager to arrange appropriate daily install and storage arrangements with Trackside Café, working within GWR track requirements.

27/24/25

**TO RECEIVE A REPORT ON THE USE OF ISAMBARD HOUSE  
EXTENSION AND STORE ROOM AND CONSIDER ANY ACTIONS  
AND ASSOCIATED EXPENDITURE.**

Members considered the use of the extension and the proposal to turn the current storeroom into a practical working kitchen and the extension into a usable storage space.

Members went on to discuss the design specification and layout of a proposed kitchen in the current storeroom area with Members leaving the meeting to review the space.

Members returned to the meeting and discussed the kitchen design and appliances that would offer appealing facilities to potential hirers.

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

1. To approve the existing storeroom to become the main kitchen area to service the main space at Isambard House with the extension area to become a Town Council storage space;
2. To delegate to the Service Delivery Manager to appoint Howdens to supply only kitchen cupboards, worktops and appliances contained within the detailed quote and arrange in-house installation as per Howdens design, subject to the slight amendments discussed and agreed at this evening's meeting;
3. To delegate to the Service Delivery Manager to purchase a larder fridge, splash back wall protector for the kitchen and privacy film to the bottom only of the extension windows;
4. To approve a maximum budget of £5,000 for the kitchen and extension works allocated to budget code 6473 EMF Station Building (Purchase and Capital Works);
5. To delegate to the Service Delivery Manager and Finance Officer to create a bona fide storage system connected to the Town Council asset register.

**28/24/25**      **TO RECEIVE QUOTES TO RESURFACE THE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk requested Members consider appointing the Town Council's Building Surveyor to provide a report on the external parameter wall to ensure security of the wall prior to groundworks being progressed in the car park area.

Members discussed the report and quotes received and contained within the circulated reports pack. Members considered the surface materials that would be most suitable and of their concerns of water retention and drainage.

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

1. To delegate to the Service Delivery Manager to appoint Barron Surveying to provide a safety report including drainage proposal due to the existing parameter wall drop and the potential for it to become unsafe during works;
2. To approve Barron Surveying fees and charges at £100 per hour allocated to budget code 6818 Professional Costs - Isambard House;
3. To **RECOMMEND** to Full Council to appoint Company A to provide an asphalt surface to the car park area at a cost of £21,000 excluding VAT as per the quote received, allocated to budget code 6473 EMF Station Building (Purchase & Capital Works), subject to Barron Surveying approving the works to commence;
4. To obtain references for Company A of similar work undertaken;
5. To delegate to the Service Delivery Manager to ensure insurance certificates and RAMS are provided prior to work commencing.

**29/24/25**      **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.

**30/24/25**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**31/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**32/24/25      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release for available outside seating at Trackside Café upon delivery and installation.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.50 pm

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

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