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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Thursday 28th August 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford (Vice-Chairman), J Brady, R Bullock (Chairman), S Miller, B Samuels, P Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Assistant to the Town Clerk / Office Manager), L Mansfield (Mayor's Secretary / Receptionist).

APOLOGIES: None received.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Bullock in the Chair to open the meeting and deliver agenda item 1.

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

No further nominations were received.

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

Councillor Bullock in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

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

No further nominations were received.

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

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26

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.

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the Meeting
B Samuels	18	Non-Pecuniary	Member of Saltash Rotary Club	Yes
P Samuels	18	Non-Pecuniary	Member of Saltash Rotary Club	Yes
Stoyel	18	Non-Pecuniary	Member of Saltash Rotary Club	Yes

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

None received.

5/25/26

QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

6/25/26

TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 16 SEPTEMBER 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 Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 16 September 2024 were confirmed as a true and correct record.

7/25/26

TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/25/26 TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.

Members agreed to take Town Visions recommendations together with agenda item 10c.

9/25/26 TO REVIEW THE STATION PROPERTY BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

Members reviewed the Station Property deliverables as presented in the circulated report pack and agreed to consider each quarter en bloc.

Members also reviewed and considered the Town Vision recommendations, as outlined in the circulated reports pack.

a. Quarter Four for the year 2024/25;

b. Quarter One for the year 2025/26;

c. Quarter Two for the year 2025/26.

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

1. To approve the Town Clerk's scores for Quarter Four 2024/25 and Quarter One 2025/26;

2. To note the Town Vision Sub Committee's recommendation;

3. To delegate to the Town Clerk to score Quarter Two 2025/26.

10/25/26 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

11/25/26 TO RATIFY THE SALE OF TOWN COUNCIL SLATE SLABS LOCATED AT ISAMBARD HOUSE.

Members received the report detailing proceeds from the sale of slate in the recently refurbished car park.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** 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).

12/25/26 TO RECEIVE A REPORT ON ISAMBARD HOUSE UTILITY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the report outlining the impact on annual utility costs associated with a café operator being in situ.

Members expressed their continued support for the café operator, recognising their role in facilitating the opening and closing of the waiting room and accessible public conveniences, in line with the Town Council's responsibilities as the building proprietor.

Members thanked the Finance Officer for the clarity and thoroughness of the report.

It was agreed that an annual report should be provided to enable ongoing monitoring.

It was **RESOLVED** to note.

13/25/26 TO RECEIVE A FINAL REPORT ON THE RESURFACING OF THE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report, included within the circulated pack, outlining an additional cost associated with the car park resurfacing works requiring ratification.

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

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.

TO RECEIVE AN UPDATE ON TRACKSIDE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillors Bickford and Bullock provided a verbal summary of the report included in the circulated pack.

Members discussed various measures that could support Trackside Café in achieving financial sustainability over the winter period, including increased use of the outdoor space and access to the building's car park.

Members noted that limited building accessibility has affected patrons who may wish to use the café facilities.

Members also reviewed the proposed wording for a car park sign, as detailed in the report.

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

1. To approve the use of additional space inside and outside of the black railings (track side) plus purchase of additional outdoor tables and chairs both to increase seating capacity and better accommodate patrons at Trackside Café working within budget code 6473 EMF Station Building (Purchase and Capital);
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) subject to approval from GWR and compliance with track regulations and health & safety requirements working within budget code 6473 EMF Station Building (Purchase and Capital);;
3. To approve a six-month trial period allowing Trackside Café patrons 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 with approved wording as follows:

‘Parking is reserved exclusively for hirers of Isambard House and patrons of Trackside Café while using the facilities.

Unauthorised parking may result in your vehicle being locked in.’

5. To approve the car park sign allocating associated costs to budget code 6810 General Repairs and Maintenance;
6. To approve the Service Delivery Team to install a small blackboard advertising specials beneath the real-time information screen;

15/25/26 TO RECEIVE A REPORT ON THE USE OF ISAMBARD HOUSE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the request and report received from Councillor Miller regarding the use of Isambard House car park as detailed within the circulated report.

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

1. To note the request for Trackside Café patrons permitted use of the car park to improve accessibility and footfall had been considered under minute nr. 14/25/26;
2. To approve a six-month trial period allowing GWR general station maintenance team only access to the car park when visiting Saltash to undertake routine maintenance work at the station. The access does not apply to Network Rail / track-related works.

16/25/26 TO RECEIVE A REPORT ON SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received, reviewed, and discussed the draft Solar PV Specification, noting that further refinement is required to ensure the specification fully reflects both the current and future needs of the Station property prior to seeking quotations.

It was proposed by Councillor Bullock, seconded by Councillor Ashburn and **RESOLVED** to delegate to the Assistant to the Town Clerk, working with the Vice Chairman Councillor Bickford and Councillor Miller to continue to draft the Solar PV specification reporting back to a future Station Property meeting.

Councillors B Samuels, P Samuels and Stoyel declared an interest in the next agenda item and left the meeting.

17/25/26

**TO RECEIVE A REQUEST FROM SALTASH ROTARY CLUB AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request from Rotary, as outlined in the circulated reports pack.

During the discussion, Members invited Councillor B. Samuels back into the room to provide further clarification. Councillor Samuels explained that recent issues had arisen with water supplies, including water butts being left open and not collecting water, as well as use by Network Rail/GWR staff. Despite being reported, these issues persisted during dry spells, prompting the request presented at this evening's meeting.

Councillor Samuels was then asked to leave the room to allow Members to continue their discussions.

The Assistant to the Town Clerk advised that the Service Delivery Department was currently operating at full capacity with Town Council grounds maintenance responsibilities and therefore could not provide additional support for watering during dry periods.

Members considered the most appropriate way to support Rotary in maintaining the floral displays located on the Cornwall side of the track.

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

1. To delegate to the Assistant to the Town Clerk working with Councillor Bickford, Rotary and GWR to explore sustainable water supplies and improved accessibility to existing water butts any associated cost to improve security or additional water butts are to be purchased within budget code 6814 SA Equipment Isambard House;
2. To request Service Delivery to provide assistance by refilling the water butts on the roadside of the station platform, only during dry weather, in line with the risk assessment and subject to permissions being received from GWR;
3. To approve Rotary's use of Isambard House car park for watering duties only when no other parking is available and strictly during the operational hours of the Trackside café.

Councillor B Samuels, P Samuels and Stoyel returned to the meeting.

18/25/26 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE FINAL ACCOUNT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford briefed Members on the report and advised that a recent verbal discussion had taken place with Cormac in which it was verbally confirmed during that conversation that approval had been given for a 50% split to be offered on the final account.

Members considered and discussed the offer.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve in principle the verbal final settlement offer subject to the Town Clerk receiving written confirmation from Cormac, circulated to all Members for final approval and ratified at a future Station Property meeting.

19/25/26 TO RECEIVE FLOORING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to three quotes not being received in time for this evenings meeting there was no report for Members consideration.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to defer this item to a future Station Property meeting.

20/25/26 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.

21/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

22/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

23/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Monday 29 September 2025 at 6.30 pm

Rising at: 8.09 pm

Signed: _____
Chairman

Dated: _____