

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Monday 27th March 2023 at 6.30 pm

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

ALSO PRESENT: Cllrs J Brady and B Samuels, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: None.

41/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

42/22/23 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.

43/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

44/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 21ST NOVEMBER 2022 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 Miller and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on 21st November 2022 were confirmed as a true and correct record.

45/22/23 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

46/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No Report.

47/22/23 TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed additional Fees and Charges for Isambard House to accommodate Saltash based art exhibitions. Currently art exhibitions pay commission rates only for the room hire.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Wednesday 10th May 2023 to approve:

1. A charge of £30 Monday to Friday, £50 Saturday and Sunday, based on a six hour day and 10% commission, for Saltash based Art Exhibitions only;
2. The above additional cost plus VAT to be added to the Town Council Fees and Charges 2023/24;
3. Delegated authority to the Town Clerk working with the Chairman and Vice Chairman to manage any exceptional booking enquiries until the Town Council Room Hire policy has been approved.

48/22/23

TO RECEIVE A REPORT ON THE OUTSTANDING WORK AT ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received contained within the reports pack and requested to resolve the decisions en-bloc.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to note the report and approve:

1. To purchase 2 car park signs sized 695mm x 600mm at a cost of £70, to state 'private parking by permission of Saltash Town Council only', located on the external car park wall and the wall of Isambard House, allocated to budget code 6810 General Repairs & Maintenance;
2. The Saltash Heritage sign be positioned centrally above the door frame leading to the waiting room area, subject to sufficient struts to support the sign;
3. Further investigations be made for a separate internal use only Town Council meter from the main supply in the extension;
4. Delegated authority be provided to the Town Clerk liaising with the Chairman to procure suitable shelving for the store room, allocated to budget code 6810 General Repairs & Maintenance.

49/22/23

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

Councillor Bickford updated Members on the recently held discussions with the contractor regarding the crack in the floor.

The crack has continued to grow since it was highlighted within the final snagging process. Councillor Bickford confirmed that the contractor has admitted liability and an offer to resolve the matter has been received.

Councillor Bickford left the meeting.

Members discussed the screed and possibilities of alternative options for a final finish.

Councillor Bickford returned to the meeting.

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

1. To appoint the Town Council Building Surveyor to undertake an independent survey of the floor in the main space of the building only;
2. To request the Town Council Building Surveyor to attend the scheduled site meeting with the contractor, Bailey Partnership, the Town Clerk and any Members that wish to attend on 11th April 2023, reporting back at a future Station Property meeting;
3. To allocate the cost of the survey to budget code 6818 Professional Costs.

50/22/23 TO RECEIVE AN UPDATE ON THE CAR PARK FEASIBILITY STUDY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed Bailey Partnership cost estimate for the car park and raised their concerns regarding the extensive work and associated cost, agreeing not to take the work any further.

Members further discussed the suitability of the space within the car park for a purpose built storage unit.

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

1. To not pursue the request for Bailey Partnership to undertake a car park feasibility study;
2. To not pursue storage within the car park area due to potential issues with the retaining wall;
3. Service Delivery Manager to obtain three quotes for the resurfacing and installation of suitable bollards within the car park area;
4. To note a commercial bin must be provided for the café and to consider a bike store.

51/22/23 TO RECEIVE AN UPDATE ON THE INSTALLATION OF SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided a brief verbal update and asked Members give further thought into what is possible, what is the right solution, and what the Town Council requirements may be for Solar PV provisions at Isambard House.

It was proposed by Councillor Bullock, seconded by Councillor Yates and **RESOLVED**;

1. To investigate the infrastructure and requirements of Solar PV;
2. To investigate the current electrical load of Isambard House;
3. That the Service Delivery Manager obtains three quotes from Solar PV providers to be received at a future Station Property Sub Committee meeting.

52/22/23

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CAFE TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford spoke of the Tender process. Members were informed that no viable bids had been received although extensive advertising and promotions had been achieved.

Due to the recent disruption on the rail network there is a possibility it has had an effect on the ability for lettings to take place in and around station platforms.

Members discussed the proposal received from Simon Zinn – Café Operator.

The Chairman informed Members of Simon's proven track record of delivering a takeaway and bite sized catering options in small café spaces with a current operation located in Torpoint.

The Chairman informed Members of a planned site meeting to be held on Tuesday 28th March 2023 at 2pm to further discuss the possibility of Simon operating from Isambard House.

Members all agreed that the necessity to open the waiting room and provide a café is paramount.

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023;

1. To offer Simon Zinn a six-month free trial period (rent and utilities) reflective of the details contained within the existing tender pack to commence on 30th April 2023, including a three month review;
2. To appoint Kennall Consulting to draw up a written contract between Saltash Town Council and the Concessionaire at a maximum cost of £1,632.00+vat;
3. To provide the Town Clerk delegated authority to review and sign the written contract on behalf of the Town Council;
4. Associated cost to be allocated to budget code 6818 Professional Costs.

53/22/23 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.

54/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

55/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

56/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

57/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.25 pm

Signed: _____
Chairman

Dated: _____