

SALTASH TOWN COUNCIL

Minutes of the Station Property Sub-Committee held at The Guildhall on Wednesday 27th September 2017 at 3:30 p.m.

PRESENT: Councillors: R Bickford – Chairman, J Brady, J Dent (late arrival), W Phillips, G Taylor, D Yates.

ALSO PRESENT: Mrs A-J Thomas – Senior Administration Officer, Mrs C Dixon.

APOLOGIES: None

HEALTH AND SAFETY ANNOUNCEMENTS

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

25/17/18 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

26/17/18 **DECLARATIONS OF INTEREST**

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

27/17/18 **QUESTIONS FROM THE PUBLIC**

None

28/17/18 **FINANCE**

- a. Income and expenditure update.

It was **RESOLVED** to note and the update on funding from GWR.

- b. VAT registration implications.

Following the recent meeting of the Business Strategy and Forward Planning Sub Committee with the VAT Consultant, the Chairman summarised the current position and the advice that the land and building will need to be registered before work begins.

It was **RESOLVED to note**.

Councillor Dent arrived.

29/17/18 **STATION BUILDING SECURITY AND SAFETY**

- a. Update on car park use, management and clean up.

The Chairman reported that the car park has been cleared. The council van is currently parked there when not in use. Once work begins on the station building the contractors will use the space.

It was **RESOLVED** that Council staff may park in the car park at their own risk for a trial period of two months.

30/17/18 **OPTIONS APPRAISAL AND FEASIBILITY STUDY**

- a. To consider quotes and appoint consultants.

The Chairman reported that only one quotation had been received from RIO (Real Ideas Organisation). Within its remit the organisation is particularly keen to involve youth in projects and it has a great deal of experience with this kind of project.

It was **RESOLVED that:**

1. RIO is appointed to undertake the Options Appraisal and Feasibility Study.
2. The funding comes from the Project Development Budget.
3. The Chairman is given delegated authority to negotiate the additional days of input with two additional RIO consultants working with local secondary school young people at no extra cost.
4. The Chairman oversees best value use of the time proposed.

31/17/18 **UPDATE ON ARCHITECTURE WORK**

The Chairman reported that the architects invited to submit fees (with the specification to follow) had all done so. The specification document

will be issued shortly for work to take the project to the planning application stage. The quotes will then be considered by the committee.

It was **RESOLVED** to note.

32/17/18 **COMMUNICATIONS AND FUNDING STRATEGY**

The Chairman reported that the website continues to be worked on. The committee agreed that a social media page is established. These will have regular updates on the project.

A meeting was held with a fundraising expert who advised on strategies for working with possible donors and other funding streams such as a crowdfunding campaign or justgiving page. Other fundraising opportunities were considered. A timeline for undertaking these will be produced by the Chairman.

A presentation to key stakeholders will be considered once a concept and the architects have drawings in place.

It was **RESOLVED** to note.

33/17/18 **FUNDING UPDATES**

a. GWR CCIF.

The Chairman reported that the GWR Customer and Communities Improvement Fund application has been submitted. He can now confirm to them that the committee is confident that the project can be completed within the budget quoted.

It was **RESOLVED** to note.

b. Cornwall Council Funding.

It was noted that this funding is committed but the Chairman will write and request that it is transferred to the project fund.

c. Other funding streams.

The Chairman reported that any other funding opportunities identified are being applied for.

d. To consider a further request for S106 funding.

It was noted that any request for further s106 funding would have to be made under a new application. The Chairman proposed writing to the s106 Committee requesting that any Lidl money funds or

underspends remaining in January 2018 are allocated to the station project.

It was **RESOLVED** to note.

34/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

35/17/18 **CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

36/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
It was **RESOLVED** that the public and press be re-admitted to the meeting.

37/17/18 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Councillor Phillips requested that a specific photograph of the station is used on the website and social media sites.

38/17/18 **PRESS RELEASES**

It was **NOTED** that the Chairman is working on a feature in Saltash Observer and that an update will be published in the next edition of the Town Messenger.

39/17/18 **DATE OF NEXT MEETING**

To be confirmed.

40/17/18 **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 5.00pm

Signed: _____
Chairman

Dated: _____