

SALTASH TOWN COUNCIL

Minutes of the Station Property Sub-Committee held at The Guildhall on Wednesday 6th February 2019 at 2:30 p.m.

PRESENT: Councillors: R Bickford – Chairman, G Challen (Deputy Mayor, ex-officio voting), J Dent, P Samuels, D Yates.

ALSO PRESENT: R Lane – Town Clerk, S Emmett – Finance Officer, J Burge – Administration Officer.

APOLOGIES: Councillors: Brady, Phillips.

HEALTH AND SAFETY ANNOUNCEMENTS

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

30/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

The Administration Officer notified the Chairman she would be recording the meeting.

31/18/19 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			

32/18/19 QUESTIONS FROM THE PUBLIC

None.

33/18/19 AN UPDATE ON PRELIMINARY WORKS

The Chairman advised the Committee that the preliminary works were going to plan, and the Site Manager intended starting the building works on 18th March subject to an approval from Network Rail.

During the construction phase, the roads around the site will remain open. However, there will be limited parking and the provision of a pedestrian walkway will be provided on the opposite of the road.

BT have confirmed that they were to remove the telephone box, refurbish and replace.

It was **RESOLVED** to note.

34/18/19

TO CONSIDER THE DRAFT JCT CONTRACT FOR PHASE 1 WORKS

The Chairman advised the Committee that it was an expectation that the Contract Manager would adopt and review the contract, to protect the interest of STC. Payments would be via the Contract Manager for approval and then forwarded to STC.

Any variations of the contract would need to go via the Contract Manager and then referred to STC for agreement.

It was **RECOMMENDED** to put forward to the FTC that the contract the Committee have was assigned as appropriate, in place, safeguarded and indemnified.

The contactors are not sending documents to STC.

It was **RESOLVED** that The Chairman would request the formal line of communication was followed and STC were issued with all documents issued between the Contractors and the Contract Manager.

The cash flow of the project was to be reviewed by the Town Clerk and Finance Officer. A financial report on the progress of the Station was to be reported to the FTC, on a monthly basis, along with a report to the funders; Cornwall Council, GWR and Railway Heritage Trust.

It was **RESOLVED** that the Chairman and the Town Clerk would put in place a process to report back to the FTC on the redevelopment.

The Chairman was to attend the FTC meeting on 7 February to confirm funding. Pursuant to minute no 363/18/19 to underwrite a temporary cash flow of £75,000. In addition, the Chairman was to request a reconfirmation for minuting purposes of a transfer of £52,750 to cover a current shortfall.

It was **RECOMMENDED** to sign the contract subject to reaffirmation of the council funding the temporary shortfall cash flow of £75,000, and the shortfall £52,750 from capital reserves.

35/18/19

TO CONSIDER POSSIBLE CONTRACT VARIATIONS:

- a. Moving the accessible toilet
The Contract Manager stated this would be a better use of space and cost neutral.

It was **RESOLVED** to approve the contract variation with the Contractor and allow for an additional costing of up to £2,000 within the project budget contingency.

- b. Kitchen hatch/door change
The modified design would allow a flexibility within the building and future proof for different uses.

It was **RESOLVED** to approve the contract variation with the Contractor and allow for an additional costing of up to £2,000 within the project budget contingency.

36/18/19

PHASE 2 UPDATE:

- a. Design
The Chairman reviewed the designs showing office space available.

It was **RESOLVED** to note.

- b. Cost estimate
The Chairman advised that costings at this point were projected at £200,000.

It was **RESOLVED** to note.

37/18/19

FUNDING UPDATE:

- a. Phase 1

- I. To report draw down of funding.

The Finance Officer reported that funds were received from GWR.

Additional funds are due from CC, subject to contract signing, and The Railway Heritage Trust, at the end of the refurbishment.

It was **RESOLVED** to note.

b. Phase 2

I. Plymouth TcF/DfT visit

The Chairman advised that a meeting was held on 5th February between the parties. A funding application has been submitted as part of the Western Corridor project and an outcome will be known within a month.

It was **RESOLVED** to note.

II. GWR CCIF 4

The Chairman advised that an additional funding application has been submitted and an outcome will be known within a month.

It was **RESOLVED** to note.

III. ERDF

The Chairman advised that an application had been submitted.

It was **RESOLVED** to note.

IV. S106

The Chairman advised that funding had been applied to support this programme.

It was **RESOLVED** to note.

V. CC

The Chairman advised that additional funding was available, and applications would be submitted.

It was **RESOLVED** to note.

38/18/19

EXTERNAL STREET WORKS:

a. GWR bollards

GWR were to put bollards in the pavement, to make access easier to the property and stop parking on the pavement.

It was **RESOLVED** to note.

b. To consider street lighting

- I. The Chairman referred the Committee to the plans of the lighting for consideration.

It was **RESOLVED** that the Committee would pay for the electrical costs for any street lighting in the immediate vicinity of the station building..

- II. Station building external lighting
This was dependant on the lighting to be provided by CC.

It was **RESOLVED** to note.

- 39/18/19** **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.

None
- 40/18/19** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
It was **RESOLVED** that the public and press be re-admitted to the meeting.
- 41/18/19** **CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.
- 42/18/19** **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.
- 43/18/19** **PRESS AND SOCIAL MEDIA RELEASES**

None.

44/18/19

DATE OF NEXT MEETING

To be confirmed.

Rising at: 4 01.p.m.

Signed: _____
Chairman

Dated: _____

DRAFT