

**SALTASH TOWN COUNCIL**

**Minutes of the Station Property Sub-Committee held at The Guildhall on Wednesday 10<sup>th</sup> April 2019 at 3:00 p.m.**

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

**ALSO PRESENT:** S Burrows – Head of Administration and Library Services, S Emmett – Finance Officer, J Burge – Administration Officer.

**APOLOGIES:** Councillor: Brady.

---

**HEALTH AND SAFETY ANNOUNCEMENTS**

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

**01/19/20      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.

**02/19/20      TO APPOINT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Bickford be reappointed Chairman.

**03/19/20      TO APPOINT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed Vice Chairman.

**04/19/20      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.

| <b>Councillor</b> | <b>Agenda Item</b> | <b>Pecuniary/Non-Pecuniary</b> | <b>Reason</b> |
|-------------------|--------------------|--------------------------------|---------------|
| None              |                    |                                |               |

**05/19/20**      **QUESTIONS FROM THE PUBLIC**

None.

**06/19/20**      **FINANCE**

a. Budget statement.

It was **RESOLVED** to note.

b. Update on further funding.

i. Transforming Cities Fund – TCF tranche 2.

The Chairman informed members that the first tranche of TCF funding for £150,000 was unsuccessful and that the Department for Transport ask that the application be resubmitted.

It was **RESOLVED** that the Chairman submits a subsequent application for TCF tranche 2 funding and works with Cornwall Council in improving the bid.

ii. Real Ideas Organisation (RIO) ERDF Bid.

The Chairman informed members that the ERDF funding application for £35,000 for office space and IT remains outstanding.

It was **RESOLVED** to note, and that the Chairman continues to pursue the funding.

Councillor Yates arrived at the meeting.

**07/19/20**      **PHASE 1**

a. To receive an update on the works.

The Chairman updated members on the progress of Phase 1 works at the Station Building.

An invitation was extended to members to view the works at the Station Building.

It was **RESOLVED** to note, and that works are progressing and on schedule.

- b. To receive an update on draw down of funding.

The Chairman and Finance Officer informed members that Phase 1 funding is due to be received from:

- i. Cornwall Council first tranche of payment - £98,000 subject to internal processes.
- ii. GWR - £22,314 to be received on completion of works.
- iii. The Railway Heritage Trust - £60,000 to be received on completion of works.

It was **RESOLVED** to note, and that the Chairman continues to liaise with CC, GWR and the Railway Heritage Trust.

**08/19/20**

**PHASE 2**

- a. To consider a budget.

The Chairman informed members that Phase 2 works could potentially rebuild the exterior section of the extension at the Station Building.

The Chairman updated members on the committed funding for phase 2 works:

|                  |         |
|------------------|---------|
| Cornwall Council | £66,000 |
| GWR              | £40,000 |
| STC Precept      | £40,000 |
| S106             | £16,439 |

It was resolved to **RECOMMEND** that:

- i. Phase 2 rebuild of the exterior section of the extension commences on the completion of phase 1.
- ii. A total budget of £162,439 comprising of funding, S106 and Precept.
- iii. The Chairman continues to raise further funding for phase 3 fitting out works.

- b. To consider Architecture fee proposal.

The Chairman informed members that Bailey Partnership have provided a fee proposal for further multi-discipline consultancy services for potential further stages of works.

It was resolved to **RECOMMEND**:

- i. Bailey Partnership be reappointed for phase 2 works.
- ii. The fee proposal of £7,240.
- iii. Allocating the fee proposal cost of £7,240 to phase 2 budget.

**09/19/20**      **TO RECEIVE AN UPDATE ON STREET LIGHTING**

The Chairman provided an update on street lighting located at the Station Building.

It was **RESOLVED** that:

- a. Cormac are to install a lighting column outside the station building and in the car park, on the roadside.
- b. The ownership and responsibility of the lighting column remains with Cormac.
- c. STC are only to be responsible for the electricity charges.
- d. The platform lighting and costs will remain the ownership and responsibility of GWR.

**10/19/20**      **TO REVIEW THE RIO PLANNING DOCUMENT**

The Chairman informed members of the RIO business planning support document.

It was **RESOLVED** that members liaise with the Chairman regarding future business planning support options from RIO and are to be considered at a future meeting.

**11/19/20**      **TO CONSIDER OPTIONS FOR THE MANAGEMENT OF THE WAITING ROOM/CAFÉ**

The Chairman provided options to members for a potential waiting room/caf  .

It was **RESOLVED** that the Chairman progresses viable use of a waiting room/caf  /vending machines liaising with business groups in the town.

**12/19/20**      **TO CONSIDER FURNITURE OPTIONS**

It was **RESOLVED** that the Chairman pursues furniture options for the launch of the Station Building.

**13/19/20**      **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.

**14/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**15/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**16/19/20**      **CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

Station Building name and address

Councillor Phillips requested that members consider a name for the station building and street.

It was **RESOLVED** that members submit their proposal to the Chairman and that the results be considered at the next Station Sub-Committee meeting.

**17/19/20**      **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**18/19/20**      **PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to upload Cormac's photos on the progress of works at the Station Building subject to Cormac's approval.

**19/19/20**      **DATE OF NEXT MEETING**

To be confirmed.

Rising at: 4.29 p.m.

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

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