

SALTASH TOWN COUNCIL

Minutes of the Station Property Sub-Committee held at The Guildhall on Wednesday 12th June 2019 at 3:45 p.m.

PRESENT: Councillors: R Bickford – Chairman, G Challen (Mayor, ex-officio voting), J Dent, J Peggs, W Phillips – Vice Chairman, P Samuels (Deputy Mayor, ex-officio voting).

ALSO, PRESENT: R Lane – Town Clerk, J Burge – Administration Officer, Representatives from Baileys Partnership – Ian Newcombe, Simone Grey, Jessie Dilkes.

APOLOGIES: Councillor: D Yates

The Chairman apologised for a late start due to a site visit at the Station.

HEALTH AND SAFETY ANNOUNCEMENTS

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

20/19/20 **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.

21/19/20 **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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

22/19/20 **QUESTIONS FROM THE PUBLIC**

None.

23/19/20 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

The Chairman announced that the next item of business to be received was agenda item 8.

24/19/20 PHASE 1

- a. To receive an update on the works.

The Chairman welcomed Bailey Partnership for their attendance on site and at the meeting.

Bailey Partnership updated members.

The members were advised that the property is subject to historic building conditions that are used to preserve features of the building and to reconstruct with the use of original or matching materials.

- i. Windows and doors

A survey of the windows has shown that they are irreparable, and replacements are being sought.

Double glazed units offer benefits including reduced external noise and heat loss. The options include a standard 24 mm window or a slimline 14 mm unit. Twenty-three window units are required, that meet with the requirements of the Conversation Officer.

It was **RESOLVED** that the 24mm unit was the preferred option of the Committee.

The replacement doors have been matched to keep with the originals as stated within the conditions via the Historic Planning Officer.

It was **RESOLVED** to note.

The revised quotation for the windows would incur an additional cost up to £15000.

It was **RESOLVED** to approve the uplift in the quotation for the windows.

It was **RESOLVED** that:

- a. The Chairman report to the Planning & Licencing Committee on the requirement to fund the additional £15,000 for the windows and doors for Phase 1 works from the Phase 2 budget.
- b. The resultant deficit of £15,000 in the Phase 2 budget be considered for reimbursement by the Policy and Finance and Services Committees.

The roof lighting has been agreed.

It was **RESOLVED** to note.

ii. Roofing materials

The current condition of the Welsh roofing slate has a limited life span of 5-10 years. The contractor has sourced an alternative Spanish tile which can have a 100-year warranty for the roof slate and fixings.

It was **RESOLVED** that the Building Contractor obtain a revised quotation with the additional 100-year warranty and feed back to the members.

iii. Chimneys

The two main chimneys have been taken down and restoration work is being conducted.

It was **RESOLVED** to note.

iv. Flooring

On completion of Phase 1 the flooring will have a non-slip vinyl in the waiting areas and toilets. The main area will have a screed flooring with a sealed surface finish, like polished concrete. The aesthetic will provide an industrial feel.

It was **RESOLVED** to note.

The Chairman announced that the next item of business to be received was agenda item 9.

25/19/20 **PHASE 2**

- a. To consider the interior design and layouts

The Building Contractor discussed with members the concept plan stating that:

- i. Preliminary plans have been issued to Cormac with structural plans to follow. Cormac are to provide a quotation on the extension and additional partition works to create the corridor and meeting room.
- ii. Internal finishes will not be completed, and the result will be bare brick work and a future fit out will be required.
- iii. Planning permission has been obtained and building regulations are to follow.
- iv. The external walls are to be plaster boarded with a foil installation.

It was **RESOLVED** to note.

It was **RESOLVED** that the Building Contractor instruct Cormac to provide a quotation and feed back to members on the following:

- i. The recessed well for the entrance mats.
 - ii. The partition walls for the meeting space.
 - iii. Services infrastructure for the lighting throughout the main space.
- b. To consider the interior design and layouts

The members were advised that the concept is to have an overall neutral finish to have the building the key feature.

This would be addressed at a later stage when the amount of funding will be known.

It was **RESOLVED** to note.

The Baily representatives left the meeting.

The Chairman announced that the next item of business to be received was agenda item 8.b.

26/19/20 **TO RECEIVE AN UPDATE ON DRAW DOWN OF FUNDING**

The Town Clerk advised members that a payment of £140000 had been received from Cornwall Council.

It was **RESOLVED** to note.

27/19/20 **FINANCE**

- a. To receive a budget update.

A budget statement was not available to discuss. However, The Chairman advised members that £9000 of the contingency had been used.

It was **RESOLVED** to note.

- b. Update on further funding.

- i. Transforming Cities Fund – TCF tranche 2.

The Chairman has submitted a subsequent application for TCF tranche 2 funding.

It was **RESOLVED** to note.

- ii. Real Ideas Organisation (RIO) ERDF Bid.

The Chairman continues to pursue the funding.

It was **RESOLVED** to note.

28/19/20 **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 and incur the installation costs.
- b. STC are only to be responsible for the electricity charges.

29/19/20 **TO CONSIDER THE APPROACH ROAD AND BUILDING NAMES**
(Pursuant to minute no 16/19/20)

The members discussed the approach road and building names.

It was **RESOLVED** that preferences were Station Approach and Isambard House.

30/19/20 **TO CONSIDER OPTIONS FOR THE MANAGEMENT OF THE**
WAITING ROOM/CAFÉ

It was **RESOLVED** to advertise and invite expressions of interest to work in conjunction with the Library for the provision of the café facilities, via social media outlets.

31/19/20 **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.

32/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF**
THE AGENDA

The Chairman updated members on:

a. The telephone box

GWR are happy for the phone box to be adopted by STC and remain on the leased land.

It was **RESOLVED** to note.

Councillor Phillips proposed housing a defibrillator with the telephone box.

It was **RESOLVED** that Councillor Phillips would make enquiries and report back to members.

33/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

34/19/20 **CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

35/19/20 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

36/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

37/19/20 **DATE OF NEXT MEETING**

To be confirmed.

Rising at: 17.15 p.m.

Signed: _____
Chairman

Dated: _____