

## **SALTASH TOWN COUNCIL**

### **Minutes of the Station Property Sub-Committee held at The Guildhall on Wednesday 16<sup>th</sup> October 2019 at 2:30 p.m.**

**PRESENT:** Councillors: R Bickford – Chairman, G Challen, J Dent, W Phillips – Vice Chairman, P Samuels, D Yates.

**ALSO, PRESENT:** R Lane – Town Clerk, S Emmett – Finance Officer, D Joyce – Administration Officer.

**APOLOGIES:** Councillor: J Peggs.

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#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**70/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**71/19/20** **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.

**72/19/20** **QUESTIONS FROM THE PUBLIC**

None.

**73/19/20** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

## a. To review and accept funding offers

The Chair informed members of the additional £100,000 of funding to help with the structural roof issues

- i. £40,000 from the Railway Heritage Trust
- ii. £41,000 from Great Western Railway through CCIF funds
- iii. £19,000 from Cornwall Council Local Transport Plan.

In addition, further funding of £80,000 has been provisionally secured through Cornwall Council to cover the shortfall to build the extension. Cornwall Council see the benefit of utilising the currently setup work site and Network Rail agreement, which would be extremely difficult to secure in the future.

The Chair stated the projected costings and figures shown from the Bailey Partnership includes a cost saving and has provided confidence in the ability to achieve this project within the budget now shown.

The Chair confirmed that the £80,000 was a final offer from Cornwall Council and that we could not seek any additional funds from them.

Members discussed the option of the building extension and that it could deliver a stand-alone workspace or office that could attract an annual rental income in excess of £5,000 pa.

The Chair agreed to seek clarification to establish when payments would be made available in order to add to a cash flow schedule for the Finance Officer and budget requirements.

The revised overall total cost of phase 1 works is now estimated to be £585,490 and the extension part of Phase 2 £115,000. In an addition to these costs contingencies for both phases have been budgeted for. The project does not seek additional funding from STC to achieve this budget.

It was **RECOMMENDED** to accept the offer of additional funding to complete the works including the extension and parts of Phase 2 and note the revised contract cost subject to Full Council approval.

- b. To review the overall budget

The Chair showed members the projected budget being an outcome of a meeting held with Bailey Partnership which included allowances for alterations to cost within the budget for any works that may create further issues not yet known. The costings shown included the building extension and part of Phase 2 works.

It was **RESOLVED** to note.

**75/19/20**    **PHASE 1**

- a. To receive an update on the works to date:

The Chair informed Members that the roof installation had been completed with just a few minor works to be addressed on the chimneys.

The Chair added that the scaffolding is due to come down to a lower level in order to start painting the exterior of the building. The works internally are underway with the asphalt layer installed and the building now watertight.

The Chair informed Members that the insulation to the building is scheduled next which would then allow the contractors to mark out the under-floor heating.

The Vice Chair Informed Members that the windows and external doors are scheduled to be delivered at the beginning of November and is happy with the significant progress that had been made at the site since the last meeting held with the contractors.

It was **RESOLVED** to note.

**76/19/20**    **TO CONSIDER ANY ALTERATIONS, CHANGES AND VALUE ENGINEERING OPTIONS**

The Chair shared the proposed design plans which had been revised due to showing potential café operators the proposed operating space. The Chair stated the designs needed to be altered slightly in order to answer potential concerns and accommodate various ideas such as the ability to serve at two locations, the waiting room and main space, maximising potential revenue for the operator. The Chair stated the alterations to wall structures around the toilet amenities have allowed for the opportunity to redesign plans. The boiler cupboard can be removed which allows more space in the kitchen area. Service provision (water/waste) restricts changes to one side of the building.

The Chair informed members these plans involved the removal of two existing toilets which would ease costs such as cleaning and maintenance whilst still offering users of the station one accessible toilet.

The Chair informed Members that funders such as GWR and Cornwall Council are flexible with the proposed design changes and the plan of a combined space of an operational café and waiting room as it is appealing to potential operators and found to be a safer environment due to management of the space being in place.

It was suggested by Members that any operational bidders would need to take the shared space into consideration with management plans in place prior to renting. It was agreed by Members that the operational management of the café would require further discussions and consideration as a separate subject matter further down the line.

The Chair provided Members with the Quantity Surveyors' projected cost implications to the new proposed design layout, which suggested, due to the toilets being removed, savings are evident.

It was **RESOLVED** to approve, but hold further discussions required by Members on how the shared space is to be managed.

**77/19/20**      **PHASE 2**

- a.      To consider and approve the continuation of work for Phase 2 works to commence:

It was **RECOMMENDED** to approve moving forward with the extension subject to:

- i. Full Council approval
- ii. Further confirmation of funding offered
- iii. Schedule of payment is secured and received by the Finance Officer.

It was **RESOLVED** to approve the final detailed design of the internal layout changes to the far end of the building (Phase 2, but not the extension).

**78/19/20**      **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.

**79/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**80/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

81/19/20 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

82/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

83/19/20 **DATE OF NEXT MEETING**

To be confirmed.

Rising at: 4:06pm

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

Chairman

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

DRAFT