Saltash Town Council

Konsel An Dre Essa

The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

21 March 2023

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Monday 27th March 2023 at 6.30 pm**.

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows
Town Clerk

To Councillors:

R Bickford R Bullock (Chairman) J Foster S Gillies S Miller (Vice-Chairman) J Peggs P Samuels D Yates	All other Councillors for information

Agenda

1. Health and Safety Announcements.

2. Apologies.

3. Declarations of Interest:
   a. To receive any 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

4. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
   Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.

5. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 21st November 2022 as a true and correct record.

6. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 4)

7. To consider Risk Management reports as may be received.

8. To review Isambard House Fees and Charges and consider any actions and associated expenditure. (Page 5)

9. To receive a report on the outstanding work at Isambard House and consider any actions and associated expenditure. (Page 6)

10. To receive an update on Isambard House building snags and consider any actions and associated expenditure. (Pages 7 - 9)

11. To receive an update on the car park feasibility study and consider any actions and associated expenditure. (Page 10)

12. To receive an update on the installation of Solar PV and consider any actions and associated expenditure. (Pages 11 - 35)
    (Pursuant to Station Property Sub Committee held on 21.11.23 minute nr. 34/22/23)

13. To receive an update on Isambard House Cafe Tender and consider any actions and associated expenditure. (Pages 36 - 39)

14. Public Bodies (Admission to Meetings) Act 1960:
    To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

15. To consider any items referred from the main part of the agenda.

16. Public Bodies (Admission to Meetings) Act 1960:
    To resolve that the public and press be re-admitted to the meeting.

17. To consider urgent non-financial items at the discretion of the Chairman.

18. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

Services Committee - Isambard House (Station Building) Budget 2022-23
Saltash Town Council
For the 10 months ended 31 January 2023

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/ Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,741	1,259	10,000	11,010	12,122	13,346
4302 SA Isambard - Refreshment Income	22	0	0	1,000	20	980	500	551	606	667
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	0	5,000	5,505	6,061	6,673
Total Isambard House Income	**1,983**	**0**	**0**	**6,000**	**3,761**	**2,239**	**15,500**	**17,066**	**18,789**	**20,686**
Total Isambard House Operating Income	**1,983**	**0**	**0**	**6,000**	**3,761**	**2,239**	**15,500**	**17,066**	**18,789**	**20,686**
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	4,546	5,005	5,510
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	710	782	861
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	6,075	6,689	7,364	8,108
6803 SA Electricity - Isambard House	(159)	0	0	3,608	3,381	227	9,020	9,931	10,934	12,038
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	1,101	1,212	1,335
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	1,300	238	1,693	1,864	2,053	2,260
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	630	120	1,000	1,101	1,212	1,335
6811 SA TV License & PRS - Isambard House	0	0	(2,132)	2,132	0	0	0	0	0	0
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	231	255	280
6814 SA Equipment - Isambard House	954	0	0	989	0	989	989	1,089	1,199	1,320
6818 SA Professional Costs - Isambard House	250	0	1,500	1,052	0	2,552	2,000	2,202	2,424	2,669
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	1,101	1,212	1,335
6822 SA Activities & Events	0	0	(1,000)	2,000	0	1,000	1,000	1,101	1,212	1,335
Total Isambard House Expenditure	**8,877**	**0**	**(2,132)**	**21,023**	**9,300**	**9,591**	**28,761**	**31,666**	**34,864**	**38,386**
Isambard House Staffing Expenditure										
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	310	342	376
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	1,243	1,368	1,506
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard	0	0	0	6,814	0	6,814	0	0	0	0
Total Isambard House Staffing Expenditure	**0**	**0**	**0**	**8,095**	**0**	**8,095**	**1,411**	**1,553**	**1,710**	**1,882**
Total Operating Expenditure	**8,877**	**0**	**(2,132)**	**29,118**	**9,300**	**17,686**	**30,172**	**33,219**	**36,574**	**40,268**
Total Isambard House Operating Expenditure	**8,877**	**0**	**(2,132)**	**29,118**	**9,300**	**17,686**	**30,172**	**33,219**	**36,574**	**40,268**
Total Isambard House Operating Surplus/ (Deficit)	**(6,893)**	**0**	**2,132**	**(23,118)**	**(5,540)**	**(15,447)**	**(14,672)**	**(16,153)**	**(17,785)**	**(19,582)**
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,500	0	286	2,214	0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	2,132	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Expenditure	**47,476**	**113,237**	**4,632**	**0**	**35,286**	**82,583**	**0**	**0**	**0**	**0**
Total Isambard House Expenditure (Operational & EMF)	**56,352**	**113,237**	**2,500**	**29,118**	**44,586**	**100,269**	**30,172**	**33,219**	**36,574**	**40,268**
Total Isambard House Budget Surplus/ (Deficit)	**(54,369)**	**(113,237)**	**(2,500)**	**(23,118)**	**(40,825)**	**(98,030)**	**(14,672)**	**(16,153)**	**(17,785)**	**(19,582)**

Notes

To/From Reserves & Budget Virements 2022/23

1.£2,500 received from Tresorys Kernow Funding - 6871 EMF Tresorys Kernow Funding

2. £1,000 vired from 6822 SA Activities & Events & £500 vired from 6821 SA IT & Office Costs - Isambard House. Both transferred to 6818 SA Professional Costs - Isambard House. - 8/22/23

3. £2,321 vired from 6811 SA TV License & PRS - Isambard House to 6872 SA EMF Entertainment Licenses - Minute No. FTC 283/22/23

To review Isambard House Fees and Charges and consider any actions and associated expenditure

Station Property Minutes 22nd July 2021

8/21/22 TO CONSIDER AND APPROVE INITIAL RENTAL CHARGES

The Chairman informed Members of the proposed rates for hire charges of Isambard House which are listed below:

Weekday rates
Between 9 a.m. - 5 p.m. (Community Rate) £10.00 (per hour)
Between 9 a.m. – 5 p.m. (Commercial Rate) £15.00 (per hour)

Evening and weekend rates
Weekends & evenings (Community Rate) £15.00 (per hour)
Weekends & evenings (Commercial Rate) £30.00 (per hour)

Hourly rates all plus VAT

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to approve and adopt the initial rental charges to commence as soon as feasible to form STC official fees and charges list.

9/21/22 TO CONSIDER A PROGRAMME OF EVENTS

It was proposed by Councillor Bickford, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford, Bullock and Yates to establish a programme of events.

2. To approve some free events throughout the initial marketing stage of the Station Building.

3. To report back at future Station Property Sub Committee Meetings.

To receive a report on outstanding works at Isambard House and consider any actions and associated expenditure

Car Park Sign - location has been confirmed, quotes have been received, 695mm – 600mm £35 or 500mm – 300mm £27.50. Confirmation of the size and the wording required, if this is confirmed by close of play on Monday, the sign will be delivered on Friday of next week.

Notice Board - delivery still on track for Tuesday 28th March and installation that week.

Web cam – Spoken with Adrian Bradshaw, Railcam, Director, he has confirmed, as previously discussed. the installation was going to coincide with Dartmouth Railway's scheduled for the end of March, unfortunately Dartmouth's project has been cancelled and so he has advised our installation will have to be pushed back into April, he will confirm a date within the next two weeks.

External Door Fixings - brass plates are now in stock, specific door paint and security fixing bolts purchase orders are going through the approval process

Internal Wall Decoration - the specific internal wall paint has been ordered; delivery is due Monday of next week, internal works will then be commenced.

Station heritage Sign - the sign has been reviewed, the internal wood frame to the sign needs to be repaired; it is a heavy sign weighing well over 50kg, confirmation of the exact location is required, there is an option of internal or external fitting, it appears an external fitting would be preferred.

Work Place Organisation - there is still a lot of clutter in the store room and annexe that needs to be sorted through, we are keen to progress and get this done.

Car Park Barriers and Surfacing - on hold, awaiting instruction.

End of Report
Service Delivery Manager

To receive an update on Isambard House building snags and consider any actions and associated expenditure

33/22/23 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford updated Members on the recent correspondence with Cormac in relation to various snagging issues identified following the refurbishment works at Isambard House.

Councillor Bickford spoke in particular of the concerns arising from the crack in the concreted floor. A Cormac Surveyor is due to attend site within the next ten days to undertake a survey of the area.

Councillor Bickford is to circulate a full detailed list of all reported snags and keep Members informed of the outcome of the survey.

It was **RESOLVED** to note.

Update from Cormac:

Please find below a statement on what I believe is happening in the floor to cause the cracking in the top layer of screed.

I do not believe that the cracking seen at the surface of Saltash Station floor is due to reflective cracking as a result of anything below the insulation boards or due to the boards themselves as the boards are staggered in the direction across the room and the crack is relatively straight, photos 1 & 4.

Looking at photo 2, it can be seen that the heating pipes bend almost directly beneath the edge of the screeded bay, it is possible that the edge of the screeded bay would be a weak line in the screed and so if the screed were to shrink a crack would form there. The bends in the heating pipes may restrain the screed around them causing the screed along the line of the bay edge to break up and form a larger crack. The screeding bays probably resulted in the crack in the lower layer of screed, the line of which is shown in photo 3 with tape over it. This tape would have distributed the stress concentration at the crack in the lower screed and prevented a crack along the same line, known as reflective cracking, from forming in the top 10mm layer of screed.

I believe that the crack in the top layer of screed is independent of the crack in the lower screed and that the lower screed does not require any further work.

My recommendation is to install a straight 10mm deep movement joint in the top layer of screed in the location of the surface crack between the corners of the doormat wells, and where the crack deviates from this line it could be filled with concrete repair grout of a similar colour to the screed. The cracks in the café floor could also be repaired with the concrete repair grout without the need for a movement joint.

Now that Gavin Boyd has had a chance to look at the screed issue in more detail, he has concluded that we are not looking at a structural issue and that we just need to make repairs to 10mm industrial screed which is great news.

I appreciate we are all very busy but this issue has gone on far too long and we need to close it out. To void emails bouncing around here and there and prolonging the completion would it be possible for all parties copied into this email meet around the table on site at Saltash Station to finally agree on how we intend to rectify this cracking issue and confirm a date for when this work can be carried out.

Probably best for Richard to advise on some dates and we can work around those to confirm the site meeting.

End of Report

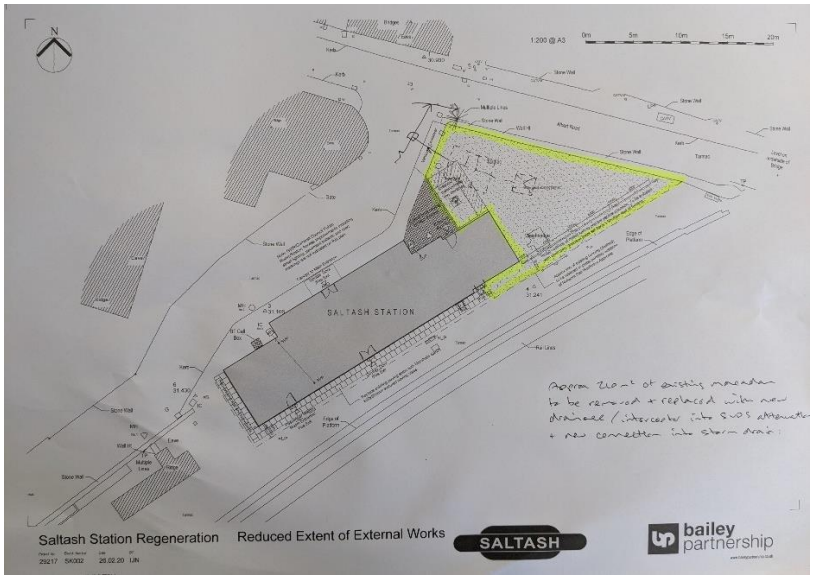
To receive an update on the car park feasibility study and consider any actions and associated expenditure

Further to our earlier conversation, I have briefed our quantity surveying team to develop a rough order of cost estimate for resurfacing and drainage to the car park to inform how much of your budget would likely need to be allocated towards this.

This will be based on the attached sketch and following initial assumptions:

- Geotechnical survey including borehole sampling, contamination testing and infiltration test for SUDS.
- Civil engineering design fees.
- Breaking up and removal of existing macadam and any sub- base material to a notional depth of 450mm.
- Disposal of arisings (assume that this will be treated as contaminated waste).
- Install surface water drainage system comprising road gullies and below ground pipework connecting into a petrol interceptor and then SUDS attenuation tanks before making a new connection into offsite storm drain.
- New sub base and coated macadam surfacing laid to falls (approx 210m2).
- New raised kerb line to platform frontage to prevent vehicle inclusion and divert surface water away from platform.
- New thermoplastic line markings for parking bays etc
- Remove and reinstall existing collapsible vehicular bollards.

We have assumed that the existing weighbridge will remain in situ and that no external lighting or CCTV is required. Likewise, we have excluded any structural survey costs to assess the condition and suitability of the existing stone retaining wall to the Albert Road boundary. You may also need to liaise with Network Rail and there could be BAPA costs associated with this.



End of Report

nationalgrid Electricity Distribution

Our Ref: 28599052 Your Ref: SALT

Tuesday, 21 February 2023

Daniel John
Lyster Court 2 Craigie Drive, The Millfields,
Plymouth
Devon
PL1 3JB

National Grid Electricity Distribution
Mapping Centre
Toll End Road
Tipton
West Midlands
United Kingdom
DY4 0HH
www.nationalgrid.co.uk

Map Response
T 0121 623 9780
NGED.MapResponse
@nationalgrid.co.uk

Dear Daniel John

Thank you for your enquiry dated Tuesday, 21 February 2023

I now enclose a copy of our plan showing existing National Grid Electricity Distribution (NGED) Electricity / National Grid Telecoms (NGT) apparatus in the vicinity of your proposed works. This information is given as a general guide only and its accuracy cannot be guaranteed. Please note that all NGED equipment on site should be assumed to be LIVE until NGED prove otherwise and provide you with confirmation to this effect in writing. Recent additions to our network, or service connections between the main cable and a building or street lamp may not be shown.

Damage to underground cables and contact with overhead lines can cause severe injury or may prove fatal. If you are excavating on site in the vicinity of either NGED Electrical apparatus or NGT Telecoms apparatus you must comply with the requirements of the following:-

Health & Safety Executive guidance HS(G)47, Avoiding Danger from underground services.

Work taking place in the vicinity of our plant is also regulated under the:-

Electricity at Work Regulations 1989, Health and Safety Act 1974, CDM Regulations 2015.

Safe working procedures should be defined and practiced

Please ensure that the use of mechanical excavators in the vicinity of our plant is kept to a minimum. NGT Telecoms ducts contain fibre cables, which are expensive to repair. Therefore, extreme care must be taken whilst working in the vicinity of these ducts, hand digging methods being used to determine their precise position.

If there are overhead lines crossing your site and your proposal involves building works which may infringe the clearance to our overhead system then you should call the relevant general enquiries number (see page 2 of this letter) for advice. Where overhead lines cross your site you must comply with the requirements of Health & Safety Executive guidance as laid down in GS6, Avoidance of Danger from Overhead Electric Lines.

Where diversions to NGED apparatus are needed to allow change to occur on site, the cost of these alterations may be charged to the persons responsible for the works.

If you require advice in connection with your proposals please contact the relevant general enquiries number (see page 2 of this letter)

Following consultation the local NGED team will where necessary prepare detailed proposals and provide a quotation for any necessary alterations and/or development of our equipment on the site.

This information is given as a guide only and its accuracy cannot be guaranteed. This plan is based on data from our Geographic Information System, which is updated every 24 hours to reflect changes to our network. The information contained in this plan reflects the most recent network GIS data, however changes to the network (including network additions and new service

National Grid Electrricity Distribution
South West - 02366894
South Wales - 02366985
East Midlands - 02366923
West Midlands - 03600574

Registered in England and Wales

Registered Office:
Avonbank
Feeder Road
Bristol
BS2 0TB

Safety Documents:
https://www.nationalgrid.co.uk/customers-and-community/health-safety/public-safety-advice

connections) may not be shown. You are advised to obtain an up to date plan on the date of commencing on-site works.

Yours sincerely
NGED Map Response Team

Contact Us

Emergency or Power Supply issues
In an emergency call 105, 24 hours a day.

Mapping Enquiries
If you have an enquiry relating to this letter or the attached map plan, please contact us using the following information:

Telephone	0121 623 9780
Email	NGED.MapResponse@nationalgrid.co.uk

General Enquiries
If you have a general enquiry, please call us on the following telephone number:

All areas	0800 096 3080

LSBUD
If you have an enquiry relating to the use of the LSBUD website please contact LSBUD using the following information:

Telephone	0345 437 7365
Email	enquiries@LSBUD.co.uk
Website	www.LSBUD.co.uk

Safety Documents:
https://www.nationalgrid.co.uk/customers-and-community/health-safety/public-safety-advice

Steps to help keep you safe

- **If you are working within 10 metres of our 33kV, 66kV, 132kV underground electricity cables or within**
10 meters of an overhead electricity line you should call the relevant General Enquiries for free safety advice.

Safety Documents – please download our informative safety documents to help ensure that you, your staff and the public are kept safe whilst working in the vicinity of electricity.
https://www.nationalgrid.co.uk/customers-and-community/health-safety/public-safety-advice

- **Make sure you have up to date plans** - remember that recent additions to our network or service connections between the main cable and a building or street lamp may not be shown.

- **Look for signs of service cables -** an electricity meter box or nearby streetlamp may give you an indication that service cables are present in your area of work.

- **Non NGED Network -** electricity cables, lines and equipment owned by others may also be present in addition to NGED network. They are unlikely to be shown on our plans.

- **Use a cable locator** - trace electricity cables and mark the position of them using paint or other waterproof marking on the ground.

- **Hand dig trial holes** - to confirm the position of cables in close proximity to your area of your work and use spades and shovels rather than picks, pins or forks.

- **Have an emergency plan** - so that everyone working on site understands what to do in the event of an underground electricity cable being damaged or contact being made with an overhead electricity line.

- **If you are working within 10 meters** of an overhead electricity line then it may be necessary for you to erect warning signs and markers, or height restriction goal posts. Ensure that you comply with the requirements of Health & Safety Executive guidance laid down in GS6, Avoidance of Danger from Overhead Electric Lines.

- **If you are erecting a structure** that could allow anyone standing on it, or its access device (ladder, scaffold, MEWP), to come within 3m of any overhead electric line then **you must inform us**. This is your duty and a legal requirement under the Electricity Safety, Quality & Continuity Regulations 2002.

- **If you cannot work safely** around the underground electricity cable or overhead electricity line, then you may need to get it moved to allow your works to go ahead. Call the general enquiry numbers above for guidance.

- **It is possible that cables or pipes may be embedded in concrete** - electricity cables embedded in concrete MUST be made 'dead' by Western Power Distribution or the cable owner before the concrete is broken out. Alternatively, another safe way of working should be agreed.

- **Cables are sometimes covered by tiles or a marker tape** - these can be concrete, polythene or earthenware and are a useful early warning of the presence of cables; you should avoid disturbing any tiles or tape to expose the cable. Not all cables have these warning indicators.

Tuesday, 20 September 2022

LSBUD – online service

Non Chargeable e.g. Local Authority, Utility, Architect, Consultant, Developer or, Independent Connection Providers (ICP) including contractors excavating on their behalf	
LSBUD internet/email	Free
Chargeable - Commercial use of plans and data e.g. Solicitor, Conveyancer, Search Company. Including, but not limited to, resellers and speculative consultancy.	
LSBUD internet/email (Pay As You Go and **Monthly Invoice***)	£15 per enquiry

***Monthly Invoice - Standard payment terms are 30 days net of receipt of invoice**

Paper Plans – Map Response Team (see below for contact details)

Private Domestic Enquiry e.g. homeowner requesting plans of their own property	
Single Paper Plan Postal service	Free
Chargeable e.g. Solicitor, Conveyancer, Search Company, Local Authority, Utility, Architect, Consultant, Developer or, Independent Connection Providers (ICP) including contractors excavating on their behalf. Including, but not limited to, resellers and speculative consultancy.	
Single Paper Plan Postal service	£30.00 *Multiple plans price on application*

- All prices are **exclusive of VAT**
- Plans are not suitable for black and white photocopying

For further information or to register for LinesearchbeforeUdig (LSBUD) go to:

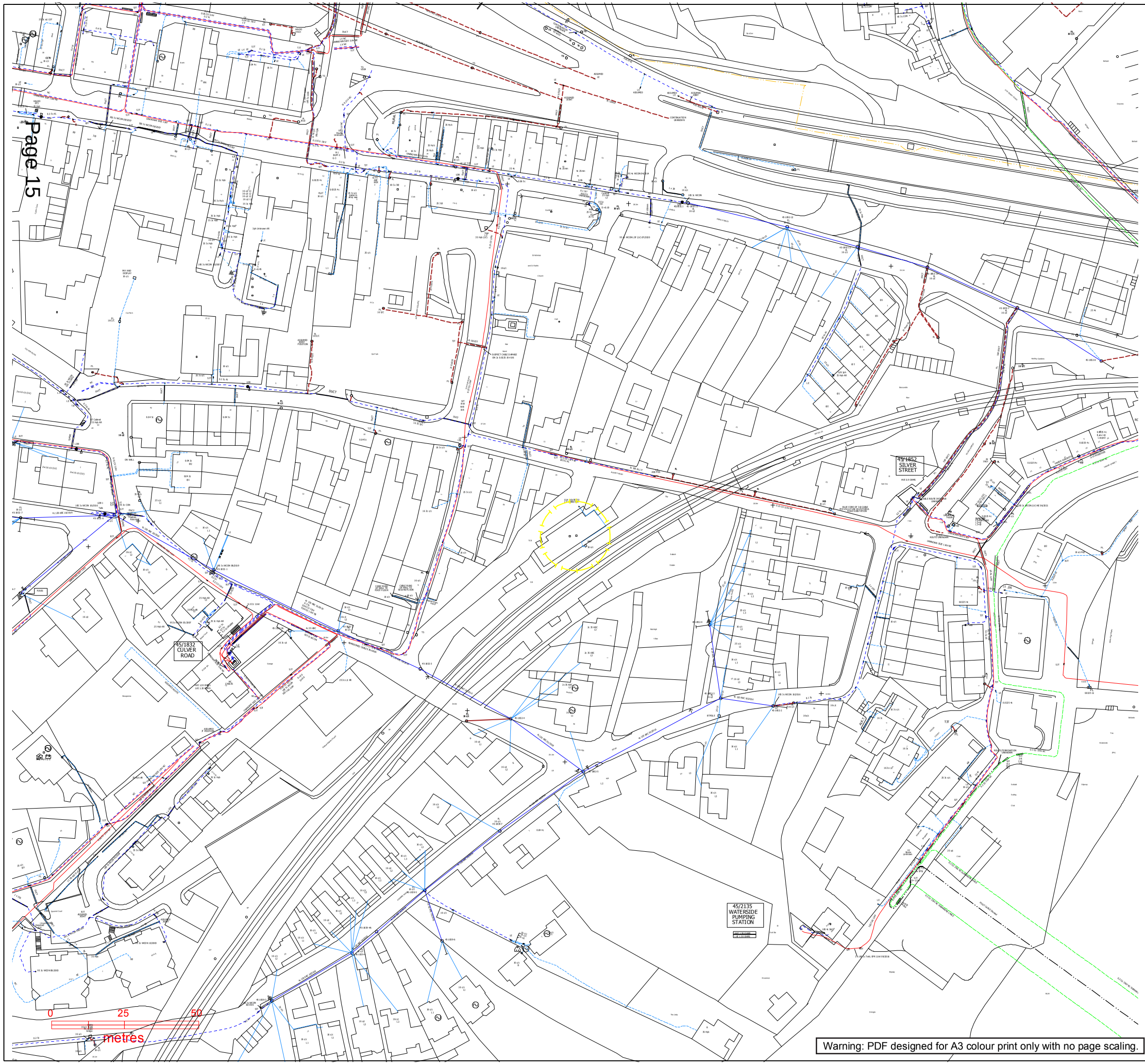
http://www.nationalgrid.co.uk/locationplans or http://www.LSBUD.co.uk

For more information on Paper Plans please contact the Map Response Team:

Email: NGED.MapResponse@nationalgrid.co.uk

Post: Map Response Team, National Grid Electricity Distribution, Mapping Centre
Toll End Road, Tipton, West Midlands DY4 0HH

Phone: 0121 623 9780 Fax: 0121 623 9223



Warning: PDF designed for A3 colour print only with no page scaling.

nationalgrid Electricity Distribution

Contact Us

Mapping Enquiries:		General Enquiries:	
All areas	0121 623 9780	All areas	0800 096 3080

Report damage immediately – KEEP EVERYONE AWAY FROM THE AREA
0800 6783 105

Date Requested: 21/02/2023
Job Reference: 28599052
Site Location: 243119 58719
Requested by: Mr Daniel John
Your Scheme/Reference: SALT
Exact Scales:
1:1250 Area or Circle dig site
1:500 Line dig site

IMPORTANT NOTICES

- This information is given as a guide only and its accuracy cannot be guaranteed. Services or recent additions to the network may not be shown.
- Cables, overhead lines & substations owned by other electricity network owners or private companies may be present and may not be shown.
- You should always verify exact locations of cables using a cable locator and by careful use of hand tools in accordance with HSE guidance note HSG47.
- When working within 10m of any overhead electric line you should follow the requirements of HSE Guidance Note GS6.
- For further advice on working near our electricity cables or lines, call our Contact Centre on 0800 096 3080.
- Advice should be sought from the National Grid Electricity Distribution Contact Centre for any work that is to take place in proximity to 66kV or 132kV underground cables and 66kV 132kV overhead lines – 0800 096 3080

Overhead Line

- PL
- Service
- LV
- HV (11kV)
- HV (33kV)
- HV (66kV)
- HV (132kV)

Underground Cable

National Grid Telecoms

Pilot Cables

Link Box

PME Earth

Pole Mounted Transformer

Site Location

Line/Area

Underground Earth

Ground Mounted Transformer

nationalgrid

Avoidance of danger from electricity overhead lines and underground cables

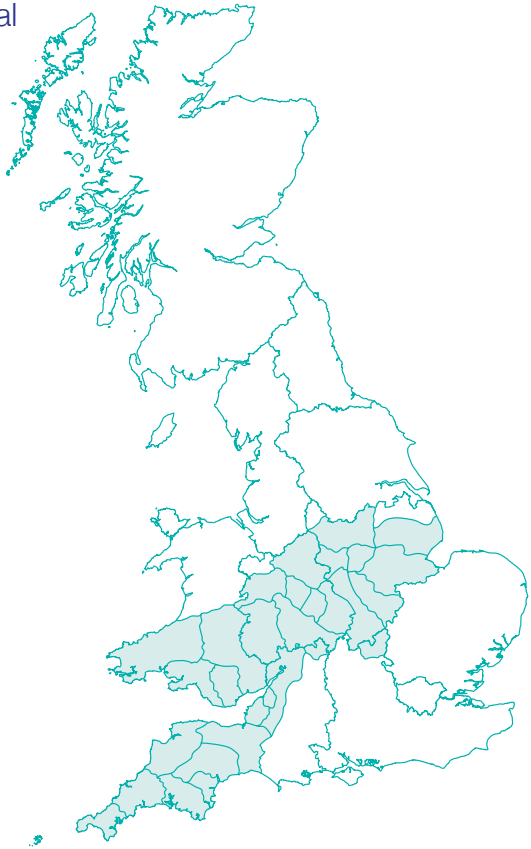
National Grid Electricity Distribution's information to manage safety whilst working in the vicinity of our equipment.

CALL 105

nationalgrid.co.uk

Avoidance of danger from electricity overhead lines and underground cables

Every year in the UK on average, two people are killed and many more are injured when mechanical plant and machinery comes into contact or close proximity to overhead electricity lines.



Although electric shock is the first thing that people associate with coming into contact with our network, those who have witnessed the effects of damage to our system are shocked by the amount of heat, light and noise that are the result of an electrical flashover.

In the Midlands, South West and South Wales, National Grid Electricity Distribution (NGED) have had to attend to incidents where people have accidentally made contact with one of our live electricity overhead lines or damaged an underground cable and became seriously injured.

A significant number of these accidents occurred whilst people were working in the vicinity of overhead and underground electrical apparatus and this booklet has been produced to provide general guidance on how you and your employees can avoid becoming one of these statistics.

Planning your work

It makes sense to consider your safety while in the vicinity of our equipment as early in your planning process as possible.

One of the first things you should do whenever you are planning your work is to check whether there is any of our equipment in the immediate vicinity. You should do this whether your work is taking place on public (e.g. highways and footpaths) or on private land.

Companies and organisations can request plans through LSBUD (Linesearch BeforeUdig) **lsbud.co.uk** – this site provides the same high quality plans and service that the NGED Webmap system has provided in the past, with the significant added benefit of searching over 40 other asset owners from a single query, including underground and overhead electricity networks, gas, high pressure fuel, water and fibre optic networks.

(Please note: not all asset owners are represented by LSBUD, and enquiries should also be made independently to all other relevant organisations).

This service allows you to request plans online and receive an information pack back via email within minutes.

Domestic/private customers should request plans using the phone number, email or postal address shown at the bottom of this section.

For instance, take a good look around your site to see if there are any visible overhead lines.

You should also bear in mind that we have a very extensive network of underground cables, and we are always happy to supply a plan from our Map Response Team who can be contacted via the following;

Tel:
0121 623 9780

Email:
nged.mapresponse@nationalgrid.co.uk

It is always safer to assume that there are underground cables present in the ground until you have proven otherwise.

An online mapping service is available at: **nationalgrid.co.uk/our-network/check-before-you-dig-location-of-our-cables-and-equipment**

Working in the vicinity of underground cables

Having obtained copies of our network maps, it is important to recognise that in most cases there will be no surface indication of the presence of underground cables.

We therefore advise that you take the following actions:

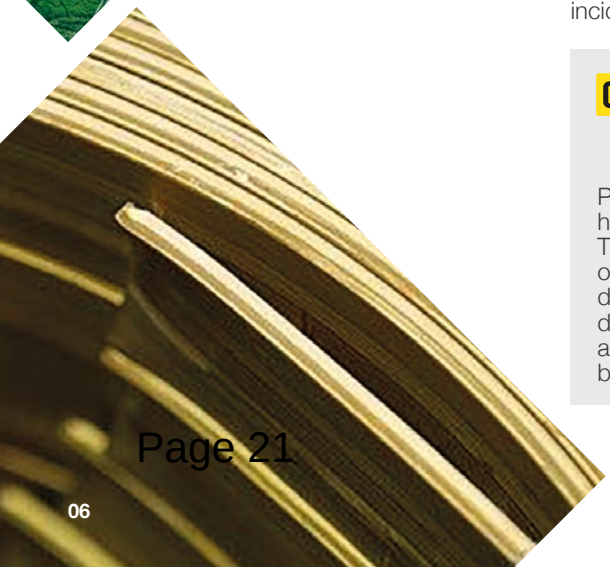
- make sure that you have up-to-date copies of our cable record plans on site - not back in the office
- don't assume that these plans are to scale if they have been faxed or copied
- make sure that a competent person using a Cable Avoidance Tool (CAT) locates all of the cables shown on these plans
- mark the locations of cables on the ground surface with waterproof road paint or other permanent marker
- always assume that our cables are live unless we have informed you, in writing, otherwise
- by hand, dig trial holes to locate the exact position of all cables. Always use an insulated spade or shovel – never use a pick, fork or power tool – push the spade or shovel into the ground applying foot pressure
- look out for ducts, marker tape or tiles but do not rely on these. Even if a cable route was originally laid in a duct or with a marker tape, these may have been removed during other excavations at a later date along with all or part of the cable route
- brief all people working in the vicinity of the presence and location of all underground cables.

Under no circumstances should you attempt to work on, or interfere with, any of our underground cables

The only people qualified to work on this equipment are our operatives; who have been specifically trained and are authorised in writing to do so.

Please also be aware that:

- cable record plans are not guaranteed to be completely accurate. Kerb lines, roads and buildings may have been moved or altered since the cables were laid
- cables should ordinarily be at least 450mm deep, but don't assume this to be the case where you are working – ground levels could have changed
- not all service cables are shown on record plans, so look for cables running down poles and bear in mind that all buildings, street lights and street furniture are likely to have cables running to them. Cables feeding street furniture may be relatively shallow near to the furniture
- cables do not run in straight lines. They often "snake" through the ground avoiding surface and buried obstacles that may not be visible to you
- cables are flexible and can change direction and depth abruptly – for this reason never use mechanical excavators within 0.5m of any underground electricity cable even if you have located it with trial holes
- **no attempt should be made to break out concrete surrounding a cable. Please contact us immediately on our general enquiries number and we will discuss the options for safe working which may include making the cable dead or you moving your work site if possible. If we need to make the cable dead we may need to provide our customers with two weeks notice of the power interruption**
- our cables and joints are not designed to act as steps or to be left unsupported. If you remove support from any cable, you will need to support it using temporary hangers at not more than 0.5m intervals.
- when backfilling, please consolidate the ground under the cables, cover the cable with soil free of stones or with stone dust and replace any cable marker tiles, ducts and tape.



If you damage an underground cable

You must immediately clear the area of personnel because the cable could still be live, or become live again.

If a machine is still in contact with the cable, instruct the driver to jump clear of the vehicle, avoiding simultaneous contact with any part of the machine and the ground. Try to land with your feet as close together as possible.

Where possible, continue to move away from the vehicle using “bunny hops” with your feet together until at least 15m from the vehicle.

Please contact us on our emergency number immediately and tell us what has happened. Please be ready to provide us with a contact telephone number and an accurate location or set of directions – this will help us in getting our staff to site quickly to minimise any danger and lessen the disruption to your work.

Incident locations can be hard to describe. Using the free What3Words app will enable us to quickly and easily identify where the incident has taken place across our network.

CALL 105

Please report any damage to a cable, however superficial it might seem. The cable may not fail at the time of damage, but it could fail later, causing danger to our staff and other contractors, disruption to our customers’ supplies, and also – if we trace the damage back to you – a large repair bill.

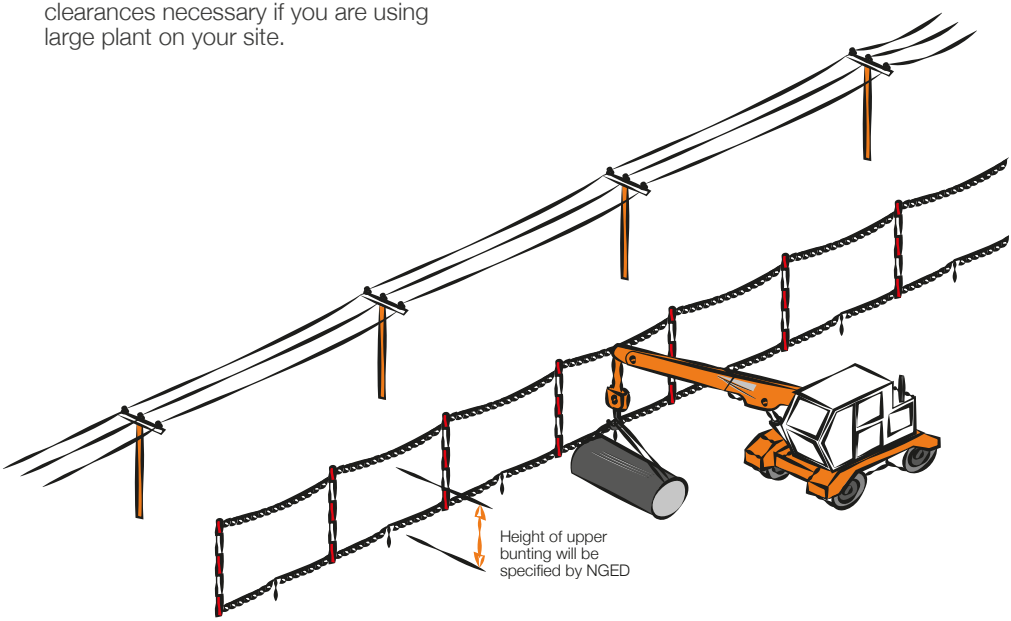
Working in the vicinity of overhead lines

Under no circumstances should you attempt to work on, or interfere with any of our overhead line equipment or service wires.

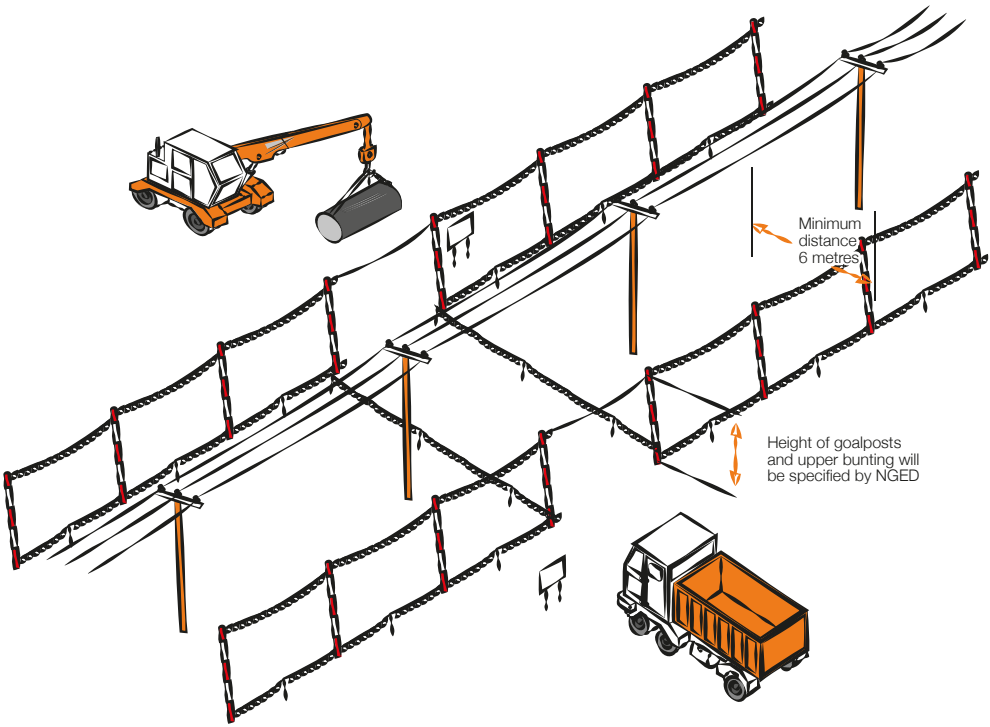
The only people qualified to work on this equipment are our operatives; who have been specifically trained and are authorised in writing to do so. Overhead lines have the advantage that, unlike underground cables, they can easily be seen.

- Always assume that our overhead lines are live unless we have informed you otherwise in writing.
- We will be able to advise you about the type and voltage of the overhead lines in question and provide you with information about the clearances that you must adhere to during your work. Please ring our regional general enquiries number for further advice.
- In some circumstances, we may be able to temporarily shroud low voltage overhead lines and services running to buildings if you need to work in the vicinity e.g. for scaffolding erection, fascia repairs and painting work on domestic properties. We don't normally charge for the shrouding of overhead lines, but please give us as much notice as possible.
- If you think that you will be working close to our overhead lines and they need shrouding – please don't start work until we have agreed what needs to be done and all safety precautions are in place.
- If you are in any doubt about whether the overhead lines in question are power or telephone (this is a very common mistake) – please ask us.
- Please note that it is not technically possible to shroud high voltage lines, so if you cannot avoid working near to our high voltage lines, contact us and we will be happy to meet with you to discus safe alternatives.

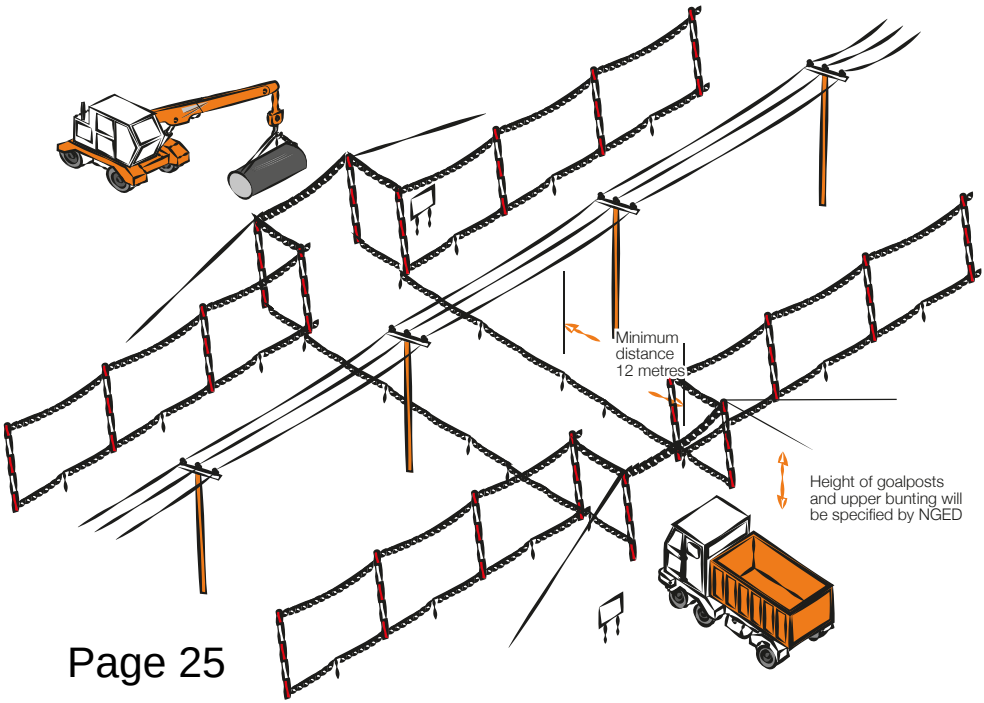
- If it is decided that work can go ahead in the vicinity of our overhead lines but there is a risk of you infringing the safety clearances from the overhead lines, you have a responsibility to erect safety barriers to segregate your works from the area around the overhead lines. The detailed requirements for these barriers are provided in the HSE document GS6 'Avoidance of Danger from Overhead Lines'. As a summary they should consist of:
  - red and white coloured posts erected at 6m intervals, with coloured bunting stretched between their tops, supplemented by low level bunting erected at 1m above ground level, supported at 3m intervals on red and white coloured posts. This is shown below.
- We are able to advise you on the height of the barriers and any additional clearances necessary if you are using large plant on your site.
- Any bunting, ropes and lanyards used should be made from an insulating material.
- These barriers should be erected parallel to the overhead line at a minimum distance of 6m horizontally from the outermost conductor of the overhead line.
- The supports may be supported by rubble or concrete filled barrels or buried directly in the ground.
- Danger notices should be fixed to all of your high level supports.
- The ground enclosed within these barriers is best regarded as "dead ground" in which all foot and vehicular traffic is forbidden, in all circumstances, for the duration of your work.



- Where it is necessary for foot and vehicular traffic to pass under the line, you will need to form a marked access way between the barriers as shown below.
- This access way should comprise of bunting erected 1m above ground, supplemented by high level “goal-posts” erected at either end.
- The goal post cross bars should be rigid, made of insulating material and positioned in a location and at a height specified by us.
- The access route should be as narrow as possible and should not normally exceed 10m in width.
- If it is necessary to make the access route wider than this, you may find it impractical to use rigid cross bars, so you may use a tensioned rope and bunting instead. If you use rope and bunting as a cross bar, you should move the entrance to the access route out to a minimum distance of 12m from the outermost conductor of the line. This is to allow for any stretching of the rope if pulled by your plant.



- If you decide to use steel wire rope to support the barrier, this must be effectively connected to earth at both ends.
- You should also install Danger Notices at all probable directions of approach and clearly display the cross bar height.
- Whatever measures you take, you should ensure that everyone working in the vicinity of overhead lines is briefed about the risks and what safety measures are in place. Do not permit anyone to carry long objects, especially scaffold poles, ladders and irrigation pipes in the vicinity of overhead lines.
- If you are working at night, or in conditions or poor visibility, you should ensure the area is well lit and that the overhead lines are clearly visible.
- You should ensure that all shrouding, barriers and signs are regularly inspected and maintained so that they remain effective.
- Overhead lines are not normally insulated and electricity at high voltages may jump, so a dangerous situation can arise just from a close approach.
- Cranes and excavators working near overhead lines are at increased risk because of the possibility of the jib/arm slewing or being raised into the overhead line, or the load swinging into the overhead line. You may therefore also need to fit plant and vehicles with restricting chains etc. to physically restrain their operation – we can advise on this if you wish.
- If you are planning to carry out tree cutting or arboriculture work in the vicinity of our overhead lines, you need to be aware that this is a complex, high risk activity and we recommend that you employ a competent tree surgeon, who complies with all of the requirements of Forestry industry Safety Accord (FISA) publication FISA 804 - Electricity at work: Forestry.



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If contact is made with an overhead line

You must immediately clear the area and suspend all work within 50m of the damage because the line could still be live, or become live again. The operator of a machine that is in contact with an overhead line should:

- **If the machine is still operable and the operator is still in the cab:**
  - provided that you do not risk breaking the overhead line or dragging it to the ground, immediately lower the raised parts of the machine using only the controls in the cab and/or drive the vehicle clear of the overhead line
  - contact us immediately on our emergency number so that we can check the overhead lines
  - instruct other people in the vicinity not to approach the vehicle.
- **If the machine is not operable, cannot be driven clear of the overhead line or there is a risk that doing so will break the line or drag it to the ground:**
  - stay in the cab
  - contact your site manager or us immediately on our emergency number by radio or mobile phone or as soon as possible by any other method
  - instruct everyone outside the vehicle not to approach it
  - do not exit the cab until given confirmation by wpd personnel that it is safe to do so.
- **If the machine is inoperable or cannot be driven free and there is risk of fire or other immediate hazard:**
  - jump clear of the vehicle, avoiding simultaneous contact with any part of the machine and the ground
  - try to land with your feet as close together as possible
  - where possible, continue to move away from the vehicle jumping with both feet together until at least 15m from the vehicle. Instruct other people in the vicinity not to approach the vehicle. Contact us immediately on our emergency number
  - do not return to the vehicle until given confirmation by wpd personnel that it is safe to do so.

Whatever the circumstances please contact us on our emergency number immediately and tell us what has happened. Please be ready to provide us with a contact telephone number and an accurate location or set of directions – this will help us in getting our staff to site quickly to minimise any danger and lessen any disruption to your work.

CALL 105

Please report any damage or contact no matter how minor they may seem to you at the time. The damage may not cause a serious problem at the time of damage, but it could fail later, causing danger to our staff and members of the public, disruption to our customers' supplies, and – if we trace the damage back to you – a large repair bill.

More information

For your information, we are legally obliged to report all contact with our system to the Health and Safety Executive (HSE), and, if you are an employer, you may be obliged to report incidents involving your staff or contractors to the HSE.

Even if no one is hurt, you could be prosecuted for failing to report such an incident.

More detailed general information on this subject is available in the following publications from the HSE:

- HSG(47) – Avoiding Danger from Underground Services
- GS6 – Avoidance of Danger from Overhead Lines
- along with Forestry Industry Safety Accord (FISA) publication FISA 804 – Electricity at Work: Forestry

If you require more site-specific information relating to our equipment at your location please contact us on our general enquiry number:

Our general enquiry number is:
0800 096 3080

Finally

Please, always remember that electricity cables and overhead lines can be very dangerous – the general rule is **stay away and stay safe.**

National Grid Electricity Distribution plc
Avonbank
Feeder Road
Bristol BS2 0TB
United Kingdom

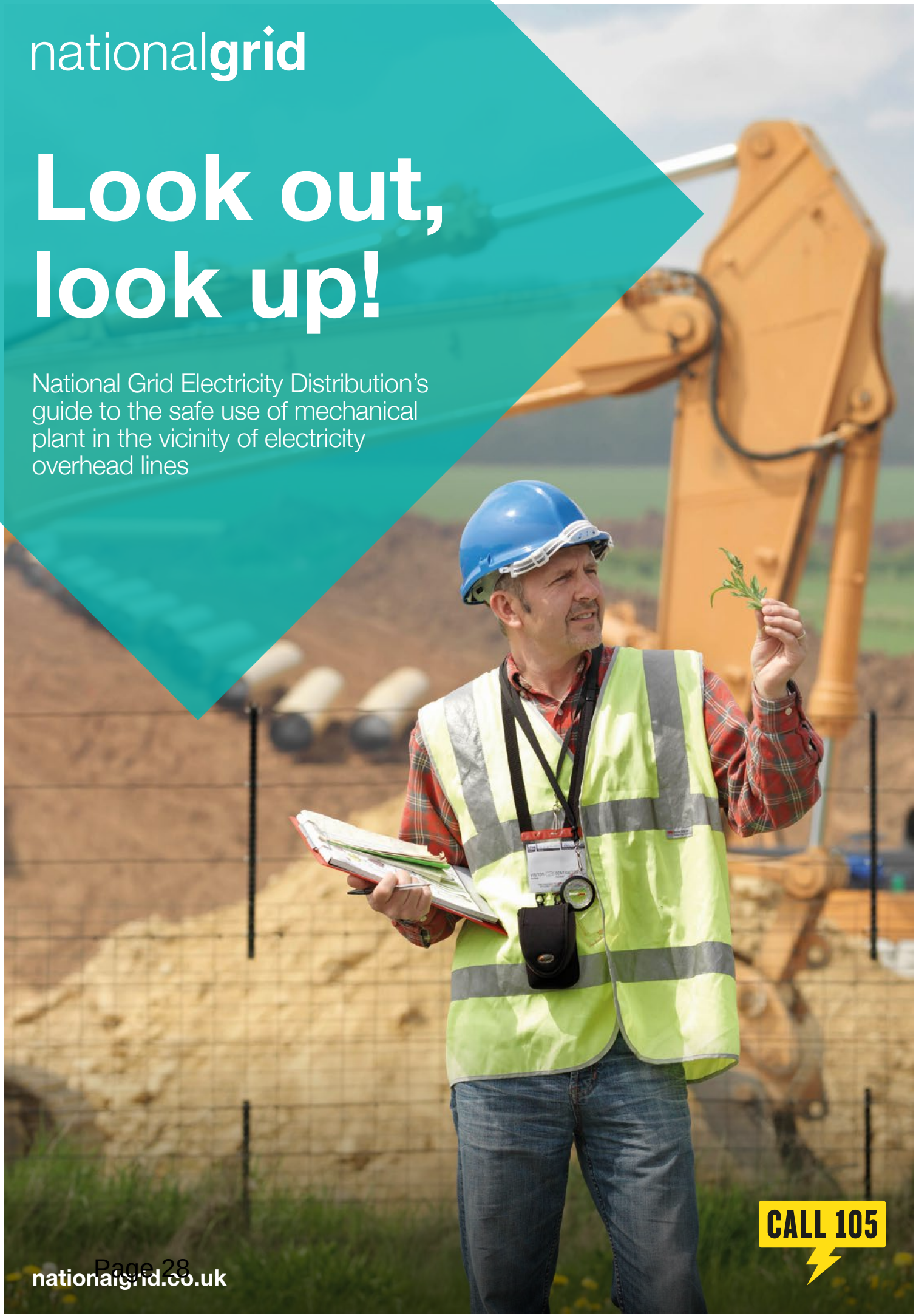
nationalgrid.co.uk

September 2022. BLU26501/PR

nationalgrid

Look out, look up!

National Grid Electricity Distribution's guide to the safe use of mechanical plant in the vicinity of electricity overhead lines



nationalgrid.co.uk

The safe use of mechanical plant in the vicinity of electricity overhead lines

Every year in the UK on average, two people are killed and many more are injured when mechanical plant and machinery comes into contact or close proximity to overhead electricity lines.

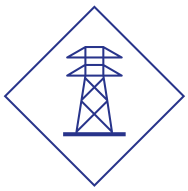
This booklet has been produced for anyone who uses mobile plant, (such as Hiabs, MEWPs, tipper lorries and trailers, grab lorries, concrete conveyors and excavators) for short duration work and provides general guidance on how to avoid becoming part of these statistics.

1
Before starting work

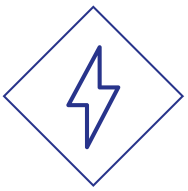
Overhead lines have the advantage that they can easily be seen, so before you set up your vehicle or plant always:

Stop and look up!

If you are working at night, or in conditions of poor visibility, you should use spotlights or a torch to carefully check that there are no overhead lines within your vehicle's reach.



If you are in any doubt about whether the lines in question are power or telephone (this is a very common mistake) – always assume that they are power lines and are live.



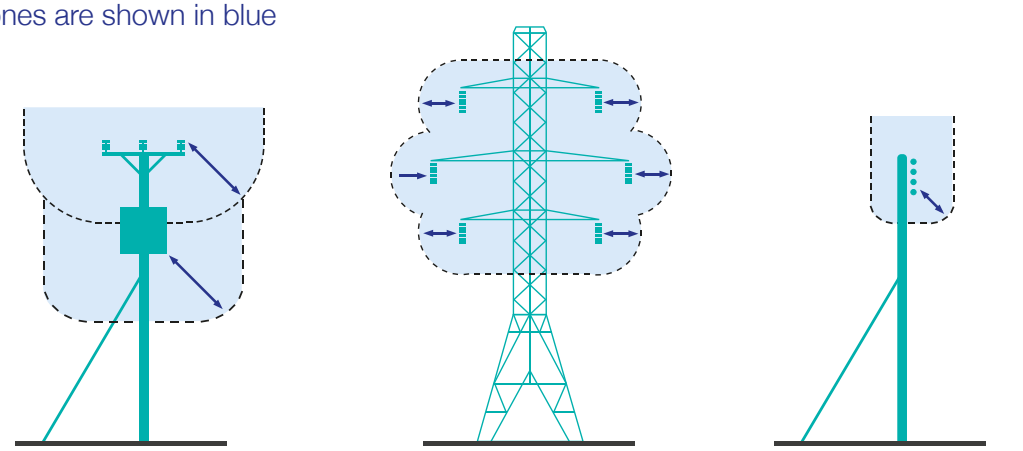
It is not normally practical for electricity companies to shroud high voltage conductors and even when low voltage conductors are shrouded, the shrouding is not designed to protect against contact by mechanical plant – again, always assume the lines are live.

2
Exclusion zones

Overhead power lines are not normally insulated and so any contact can result in serious or fatal injuries. Electricity at high voltages can also jump gaps with no warning whatsoever, so it is also dangerous to let your plant approach too close to a line. The distance that electricity can jump depends on the voltage of the line.

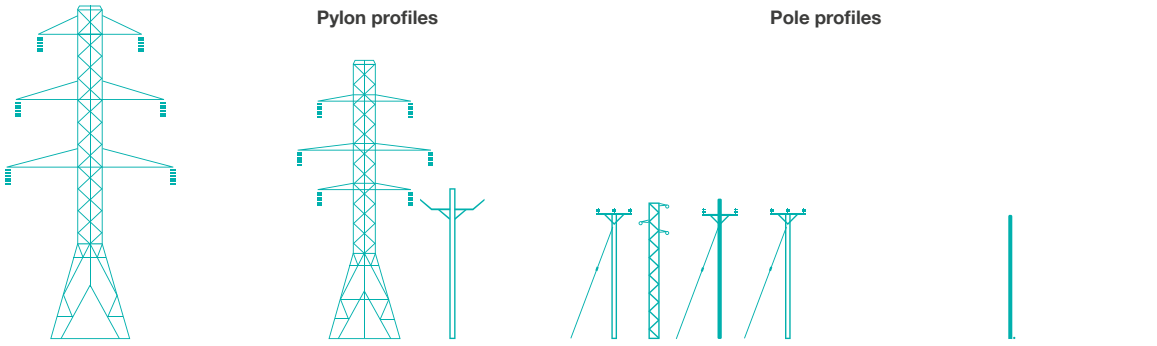
The higher the voltage, the further you must stay away from the line and any other equipment that may be fitted to the pole or pylon. This distance is called the **exclusion zone**. Examples of this are shown highlighted in the diagram below.

Exclusion zones are shown in blue



Exclusion zones for pole with transformer | Exclusion zone high voltage (HV) | Exclusion zone low voltage (LV)

You must not allow any part of your plant to enter the **exclusion zone**. The diagram below shows typical types of overhead lines and provides a guide to help you assess the line voltage of lines on wooden poles or steel pylons. The minimum **exclusion zone distance** is shown for each example.



275kV or 400kV Exclusion Zone 7m | 132kV Exclusion Zone 6m | 11kV and 33kV Exclusion Zone 3m | LV 230/400V Exclusion Zone 1m

Please note that these are absolute minimum distances that should under no circumstances be infringed. If you do – it could prove fatal. As well as staying away from the lines or equipment, you should also stay at least 600mm away from any part of poles, pylons and stay wires. Please remember that is for guidance only, and if you are in any doubt, please call us for advice before setting up your plant or starting work.

3
Stand off distances

If there are power lines in the vicinity of your work the best way to make sure you stay out of the **exclusion zone** is to position your vehicle at a **safe stand off distance** so that, even when fully extended, no part of it can accidentally reach inside the **exclusion zone.**

This **safe stand off distance** can be calculated by adding the **exclusion zone** distance for the appropriate voltage of the line to the **maximum operating reach** of your vehicle.

This is shown in the diagram opposite.

If you position your vehicle outside of the **safe stand off distance**, there is no risk of accidental contact with the lines and no danger of electricity jumping from the line to your vehicle.

If you cannot achieve a **safe stand off distance**, consider moving your vehicle to a safer location.

It may make your job a bit more difficult, but if it means you stay away from the **exclusion zone** - it will be safer.

The next best option would be to consider using smaller plant with a **maximum operating reach** that cannot enter the **exclusion zone**.

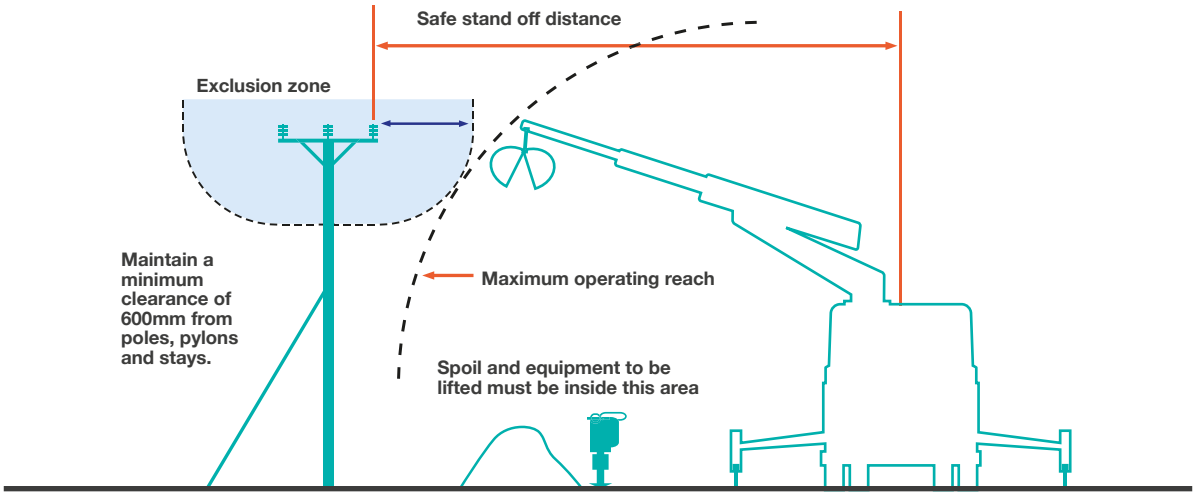
You may not be able to achieve either of these options, so, as a last resort, if you cannot avoid operating large items of plant in the vicinity of lines, you must make sure that the plant is fitted with restraints to ensure that the **exclusion zone** cannot be entered.

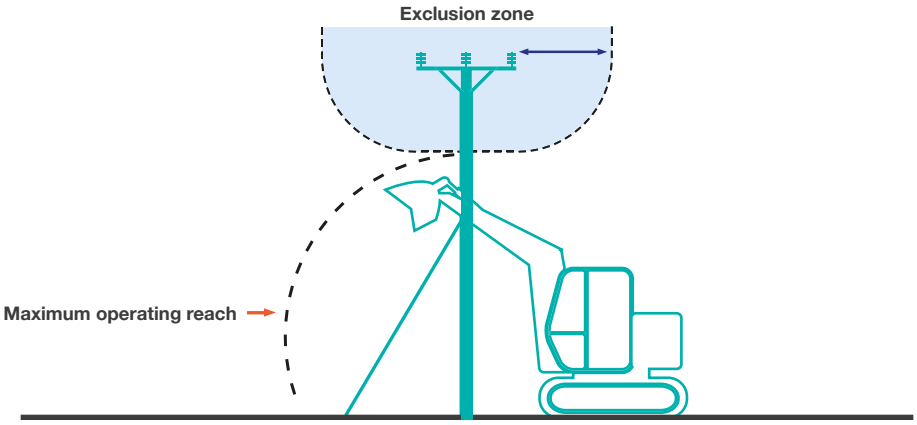
These restraints may be electrical or hydraulic systems fitted to the plant, or mechanical devices such as chains.

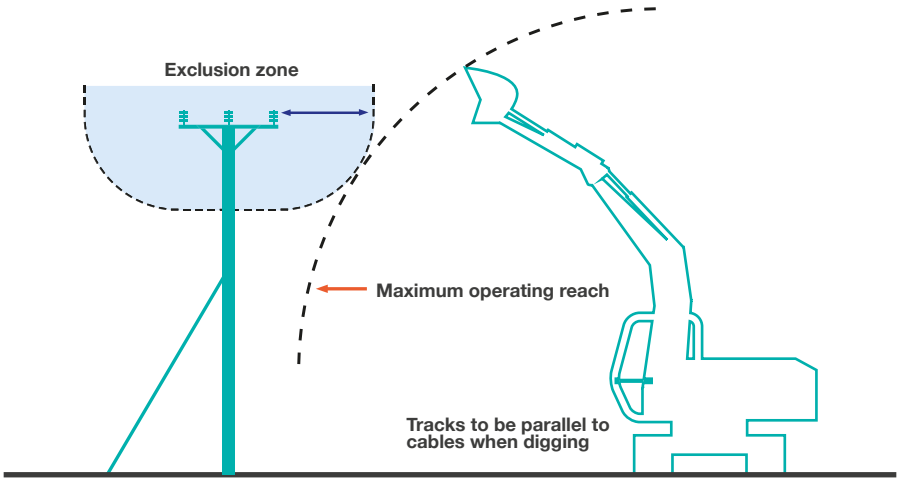
Please seek advice from the plant manufacturer for more information on choices available for your particular item of plant. If you are using a mechanical excavator to dig parallel to the line, it is good practice to position the excavator with the tracks or wheels parallel to the line, so as you move along the excavation the safe stand off distance is easily maintained.

Care must also be taken to avoid non mechanical equipment, (e.g. scaffold poles, ladders and long loads such as lengths of steel or timber) from entering the exclusion zone.

Always maintain at least 600mm clearance from your plant to any of our poles, stay wires or pylons. Any contact with these by your plant could cause the line to break and fall to the ground.


Safe stand off distance
Exclusion zone
Maintain a minimum clearance of 600mm from poles, pylons and stays.
Maximum operating reach
Spoil and equipment to be lifted must be inside this area


Exclusion zone
Maximum operating reach


Exclusion zone
Maximum operating reach
Tracks to be parallel to cables when digging

4
Emergency procedures

If contact is made with an overhead line, you must immediately clear the area and suspend all work within 50m of the damage because the line could still be live, or become live again.

The operator of a machine that is in contact with an overhead line should take the following steps:

If the machine is still operable:

- lower any raised parts that are controlled from the driving position and/or drive the vehicle clear of the line, as long as neither of these actions risk breaking the line or dragging it to the ground.

If the machine is not operable or cannot be driven clear of the line:

- stay in the cab
- contact your site manager or us immediately by radio or mobile phone or as soon as possible by any other method
- instruct everyone outside the vehicle not to approach it
- do not exit the cab until given confirmation by National Grid Electricity Distribution personnel that it is safe to do so.

If the machine is inoperable or cannot be driven free and there is risk of fire or other immediate hazard:

- jump clear of the vehicle, avoiding simultaneous contact with any part of the machine and the ground
- try to land with your feet as close together as possible
- where possible, continue to move away from the vehicle using “bunny hops” with your feet together until at least 15m from the vehicle
- instruct other people in the vicinity not to approach the vehicle
- do not return to the vehicle until given confirmation by National Grid Electricity Distribution personnel that it is safe to do so.

Whatever the circumstances please contact us on our emergency number immediately and tell us what has happened.

Please be ready to provide us with a contact telephone number and an accurate location or set of directions – this will help us in getting our staff to site quickly to minimise any danger and to reduce any disruption to your work.

Our emergency number is:
105 or 0800 6783 105

Please report any damage or contact no matter how minor they may seem to you at the time.

Whilst the damage may not cause a serious problem at the time of contact it could fail later, causing danger to our staff and members of the public, disruption to our customer’s supplies, and – if we trace the damage back to you – a larger repair bill!

5
More information

Proximity Warning Systems (such as Wire Watcher – see wirewatcher.co.uk for information) may be fitted to your vehicle. Never turn these devices off or disable them in any way.

Take note of any warnings these proximity warning systems may provide but do not use the presence of such devices as a reason not to follow the advice provided in this leaflet.

For your information, we are legally obliged to report all contact with our system to the Department of Trade and Industry (DTI), and, if you are an employer, you may be obliged to report incidents involving your staff or contractors to the Health & Safety Executive (HSE). Even if no one is hurt, you could still find yourself being prosecuted for causing a dangerous occurrence.

6
Further reading

For advice related to signing and guarding at longer term work sites please also refer to National Grid Electricity Distribution booklet "Avoidance of Danger from Electricity Overhead Lines and Underground Cables". More detailed information is also published in the following documents available from the HSE.

GS6 – Avoidance of Danger from Overhead Lines.

HS(G) 47 – Avoiding Danger from Underground Services.

Along with Forestry Industry Safety Accord (FISA) publication **FISA 804 - Electricity at Work: Forestry.**

If you require more site-specific information relating to our equipment at your location please contact us on the relevant **general enquiries number:**

0800 096 3080

Finally... please, always remember that electricity overhead lines can be very dangerous – **the general rule is stay away and stay safe!**

National Grid Electricity Distribution plc
Avonbank
Feeder Road
Bristol BS2 0TB
United Kingdom

nationalgrid.co.uk

September 2022. BLU26470/PR

Facebook

Post Date	Reach	Likes and reactions	Clicks on the link	Comments
20-Dec	770	7	3	0
22-Dec	1000	7	5	1
24-Dec	342	1	1	0
27-Dec	436	0	1	0
30-Dec	295	2	1	0
01-Jan	308	1	0	0
05-Jan	330	3	1	0
07-Jan	205	0	0	0
09-Jan	1623	2	0	0
15-Jan	221	0	0	0
17-Jan	190	0	0	0
18-Jan	497	3	0	0
19-Jan	665	4	0	0
24-Jan	245	1	0	0

Facebook Groups Post Shared In
Advertise your local business in Cornwall and Devon
Mid Cornwall business network
Railways of Devon and Cornwall
Cornwall business services
Plymouth business connections
Catering pitches and events UK
Cornwall business network

View Contract Finder
637

On Site Visits	
1	
Date	**Comments**
15/12/22	Really impressed with the building and the Cafe area, but, the main issue was the size of the kitchen, he felt there was not enough space in the Kitchen to be able to work and prepare food, by the time a hot drinks machine was put, he said there would not be any room left

Feedback From EOI Prior to Tender
I loved the building and the setting and would have loved to have a small cafe there. However I am not sure how significant the foot fall is to make a sufficient revenue. People come to the station minutes before their departure - generally it would appear to commute to work and in term times to go to school. On arrival later in the day its straight off the train and home. I dont anticipate there would be a great deal of local interest in the day time due to close proximity and easier access to Fore street. I think what has been done with the building is really impressive and would be happy to take another look perhaps. However it would be a totally new venture for me - good and bad points to that - but wonder if a more experienced person could pick this up. I am so tempted as I love the building however have little experience and not certain I would be totally suitable for you.

To receive an update on Isambard House Cafe Tender and consider any actions and associated expenditure

Overview:

Saltash TC issued a tender to occupy the café/waiting space at Isambard House.

Unfortunately, no response received.

See attached report for social media statistics.

Thoughts / possible areas of consideration:

- Run a further tender round, including some more extensive marketing / communications and media;
- Option of employing someone to run a café provision;
- Installation of a vending solution;
- Direct approach to existing café providers to see if they wanted to run and host a café;
- Community volunteer opportunity to run and host a café;
- Partner with a community group or local service as a dual use provision, e.g. Local Tourism centre;
- Contact those that had previously submitted an expression of interest to seek their views on the tender process and if they wanted to run and host a café.

Is there any merit in seeking views or interest from the local chamber of commerce / business retail sector?

Regarding the above options, the things that would need to be considered are:

Volunteers:

- If a volunteer option was pursued, then Saltash TC would need to consider the insurance implications. Whilst they are volunteers the Council would need to highlight this with their insurer both employee insurance schedule but also public liability.
- Whilst not paid, there would need to be some aspects of training and support that the Town Council would have to provide to the volunteers, including consideration on food hygiene as well as coordinating the rota.

- Similarly, there is work to do around both finding volunteers as well as induction and any due diligence / vetting that may be required.

- The plus point on this would be that if it were successful, it would be a great community benefit through enabling volunteering opportunities into the community, that can either support those looking for work and / or those with a sense of wellbeing and purpose.

Working with Community Group:

- This would be more akin to the concession arrangement where STC would be affording the community group access to operate the café through a property lease agreement.

- The Community PL12 group could be a good solution, but with any community partnership arrangement, it would really depend on whether the partner is on the same page with the Town Council.

- The big benefit of this arrangement over and above the Town Council directly engaging volunteers is that the partner community group would be managing the day-to-day practicalities of the service provision.

Other Town Councils Experiences:

Kennall Consulting contacted Falmouth, Camborne, St Austell and Newquay TCs around an insight they may have around alternative provision for service delivery.

The arrangements, which St Austell have, are as follows (clearly a different purpose from what Saltash TC are looking for but the structure is interesting):

- St Austell Library Support Association (SALSA) – these are a fully constituted group totally independent of the Town Council. The have their own constitution / articles, policies / procedures, bank account and insurance cover etc. They work with the core team in the library providing things like fundraising, children's toys, carer events, and other events such as events jubilee celebrations.

- Community Allotment Garden (Alexandra Road) – this is a Community Interest Company (CIC - https://www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies) so again fully constituted and again; insurance, own bank account etc. This group operate the site under permission of a lease agreement.

The arrangements which Falmouth have are as follows:

Kimberley Park Lodge project will be along those lines (community partner running community studios and likely a franchised community café).

Currently the on-site café is temporary and renewable annually to a local trader pending completion and assimilation into the above. We have a very simple licence agreement for that, but nothing about volunteers.

Ships and Castles Leisure Centre we will simply lease to a CIC and they will run it – utilising volunteers.

We use many volunteers otherwise across our services but in the traditional ways of co-ordinating and overseeing their efforts.

Procurement Regulations:

As we move forward, more flexibility exists as overall, a transparent and open process has been followed and this can be evidenced – EOI and Tender.

Kennall Consulting confirmed, if there is a potential suitor, then Members could have informal commercial discussions ahead of firming anything up for sign off by Full Council.

I know this is well below threshold (required for full adherence of Public Sector Procurement Regulations) but would suggest the principles and basis for any negotiations could be carried out along the lines of Regulation 32 of the Public Contract Regulations: https://www.legislation.gov.uk/uksi/2015/102/regulation/32/made in particular Regulation 32 (2) (a)

The current tender pack can be used as the basis of those negotiations.

Kennall Consulting – Quotation for additional support

Steve Sandercock would be more than happy to further support Saltash Town Council should there be a need for further support in connection with resolving matters to Isambard House café.

Clearly the nature of the work required would be dependent on what option is decided, but anticipating this would likely be between 2 to 3 days in total.

As with the current arrangement Steve would look to provide services on a consumption based arrangement so STC would only pay for hours used and transparency provided on charges through production of a monthly charge sheet. In respect of charging, Steve would be happy to provide the services on a reduced cost of £68 per hour (discounted from the current £75), so based on this I would estimate further costs of £1,088 to £1,632 (excluding VAT).

End of Report
Town Clerk