



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

29 March 2023

Dear Councillor

I write to summon you to the meeting of **Property Maintenance Sub Committee** to be held at the Guildhall on **Tuesday 4th April 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](mailto: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<br>R Bullock<br>J Dent (Chairman)<br>S Miller (Vice-Chairman)<br>J Peggs<br>P Samuels<br>B Stoyel<br>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 Property Maintenance Sub Committee held on 11th October 2022 as a true and correct record. (Pages 4 - 8)
6. To receive and review the Town Council five-year repair and maintenance plan and consider any actions and associated expenditure. (Page 9)
7. To receive a report on the Guildhall maintenance works and consider any actions and associated expenditure. (Pages 10 - 43)
8. To receive an update on the energy consumption analysis and consider any actions and associated expenditure.  
**(Pursuant to Property Maintenance Sub Committee held on 11.10.22 minute nr. 26/22/23)**
9. To receive quotes to reduce the Town Council energy costs and consider any actions and associated expenditure. (Pages 44 - 57)  
**(Pursuant to Property Maintenance Sub Committee held on 11.10.22 minute nr. 25/22/23)**
10. 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.

11. To consider any items referred from the main part of the agenda.
  
  12. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
  
  13. To consider urgent non-financial items at the discretion of the Chairman.
  
  14. 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.

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 11th October 2022 at 6.00 pm

**PRESENT:** Councillors: R Bickford, J Dent (Chairman), S Miller (Vice-Chairman), P Samuels and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bullock, J Peggs and B Stoyel.

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#### **18/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **19/22/23 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.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **20/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**21/22/23** **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 2ND AUGUST 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on Tuesday 2<sup>nd</sup> August 2022 were confirmed as a true and correct record.

**22/22/23** **TO RECEIVE, REVIEW AND SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.**

Councillor Miller arrived and joined the meeting.

Members discussed the budget setting for the year 2023/24.

It was proposed by Councillor Dent, seconded by Councillor Bickford and resolved to **RECOMMEND** the Property Maintenance Five-Year Repair and Maintenance Plan for the year 2023-24 to the Services Committee meeting to be held on the 13th October 2022 as attached.

Councillor Bickford left the meeting.

23/22/23

**TO RECEIVE QUOTES FOR THE APPOINTMENT OF A TOWN COUNCIL BUILDING SURVEYOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford returned to the meeting.

The Town Clerk provided an overview on the three quotes received for various works that require specialist advice.

The Town Clerk added that Company C confirmed they were unable to quote due to current work load.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to appoint Company B as the Town Councils Building Surveyor to be reviewed annually, subject to the Town Clerk seeking references from local Town and Parish Councils. See attached outline fee structure for costings.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

The Town Clerk brought Members attention to the Services Committee Professional Fees budget code 6418 available funds.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee:

1. To create a new budget code Professional Fees and vire £5,000 from General Reserves to the new budget code for the year 2022-23;

**Please note; a new budget code is not required as budget code 6418 Professional Fees already exists for this purpose)**

2. To provide continuation of the budget for Professional Fees for the year 2023/24 with a suggested available budget of £10,000 per annum.

**24/22/23**      **TO RECEIVE AN UPDATE ON THE GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following the sub committees delegated authority to the Town Clerk at the previous Property Maintenance Sub Committee held in August - minute nr 9/22/23, the Town Clerk updated Members on the investigation and appointment of relevant professionals to repair identified areas requiring maintenance works.

Areas requiring maintenance and repair work includes the Guildhall sash windows and repainting of identified areas internally and externally.

The Town Clerk advised Members the Guildhall Building is listed therefore planning permissions may be required and advised Members to seek advice from the newly appointed Building Surveyor prior to works commencing.

The Town Clerk added that the repainting of damaged areas internally and externally are to commence upon the sash windows being repaired.

It was **RESOLVED** to note.

**25/22/23**      **TO RECEIVE AN UPDATE ON THE TOWN COUNCIL PREMISES TO REDUCE ENERGY COSTS AND MOVE TOWARDS A NET ZERO POSITION.**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to provide delegated authority to the Town Clerk to liaise with the appointed Building Surveyor to further investigate options for Members consideration to reduce the Town Council's energy costs and assist in moving towards a net zero position.

**26/22/23**      **TO RECEIVE AN ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members requested future clarification and definition of the supply points detailed in the report.

It was **RESOLVED** to note.

**27/22/23 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.

**28/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

**30/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**31/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.20 pm

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

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



| Saltash Town Council - Services Property Maintenance 5 Year Plan - Major Works/Projects Only |   |                               |                   |                   |                   |                   |                   |  |
|--|---|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|
| Item   | Budget  | 2022/2023                     | 2023/2024         | 2024/2025         | 2025/2026         | 2026/2027         | 2027/2028         | Comments   |
| <b>Guildhall - Major works</b>   | <b>EMF</b>  |                               |                   |                   |                   |                   |                   | All major works completed in 1718  |
| External & Internal repairs and decorations  | 6470 GH EMF Guildhall Maintenance                               | £20,000.00                    | £20,000.00        | £0.00             | £0.00             | £0.00             | £0.00             | 6470 EMF Guildhall Maintenance balance as at the end of 2022-23 is £66,973. £20,000 was budgeted for the year 2023-24. Total EMF balance for the year 2023-24 is £86,973   |
| Refit of kitchen area  | 6470 GH EMF Guildhall Maintenance                               |                               | £0.00             |                   |                   |                   |                   | Completed Dec 2020 at cost of £3,563.59  |
| Programme of carpet renewal and replacement  | 6470 GH EMF Guildhall Maintenance                               | £0.00                         | £0.00             | £0.00             | £0.00             | £0.00             | £0.00             | Completed 2013-2018, to be reviewed for 2024/25  |
| Internal guildhall decorations works   | 6470 GH EMF Guildhall Maintenance                               |                               | £0.00             |                   |                   |                   |                   | Completed June 2018  |
| Painting works to Guildhall  | 6470 GH EMF Guildhall Maintenance                               |                               | £0.00             |                   |                   |                   |                   | Completed June 2018  |
| Replace Guildhall Kitchen  | 6470 GH EMF Guildhall Maintenance                               |                               | £0.00             |                   |                   |                   |                   | Completed December 2020  |
| Passenger Lift (Six Month Check insurance requirement) Emergency EMF                         | 6412 LR Service & Maintenance (operational code not EMF)        | £0.00                         | £0.00             | £0.00             | £0.00             | £0.00             | £0.00             | OTIS - Building Surveyor to go through report produced by OTIS £16,000 quote received most of the items are recommendations. Building Surveyor and Town Council insurance company reviewed Otis recommendations and advised the works are not required   |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£20,000.00</b>             | <b>£20,000.00</b> | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Maurice Huggins Room</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| External & Internal repairs and decorations  | 6472 EMF Maurice Huggins Room                                   |                               | £0.00             |                   |                   |                   |                   | £12,985 expended in financial year 2019/20 (May-Nov) on improvements works   |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£0.00</b>                  | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Longstone Park Depot</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| Installation of 300mm Loft insulation and loft hatch/ladder                                  |   |                               |                   |                   |                   |                   |                   | Total cost £880 -works completed January 2020  |
| External & Internal repairs and decorations  | 7170 Longstone Depot Capital Works                              | £0.00                         | £2,000.00         | £0.00             | £0.00             | £0.00             | £0.00             | budgeted £2,000 for the year 2023-24<br>7170 EMF Longstone Depot Capital Works available budget for the year 2023-24 £2,500  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£0.00</b>                  | <b>£2,000.00</b>  | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Library</b>   | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| Roof replacement and repair  |   |                               |                   |                   |                   |                   |                   | £54,760.40 spent on Roof replacement and repair in year 2019/20  |
| Replace curtain walling and windows including Mezzanine Windows                              | Public Works Loan Board & 6971 EMF Library Property Maintenance | £102,300.00                   | £10,000.00        |                   |                   |                   |                   | Original Estimate £122,000 - £199,930 loan received 1st April - annual repayment cost of £23,000   |
| Refurbishment Works to include:  | Public Works Loan Board & 6971 EMF Library Property Maintenance | £103,405.80                   | £0.00             |                   |                   |                   |                   |  |
| Professional Fees for the above  | Public Works Loan Board & 6971 EMF Library Property Maintenance | £14,399.41                    | £0.00             |                   |                   |                   |                   | £8,228.24 spent on professional fees to date   |
| Other Costs  | Public Works Loan Board & 6971 EMF Library Property Maintenance | £231.00                       | £0.00             |                   |                   |                   |                   |  |
| Renew housings to extraction units   | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   |  |
| Repairs to rainwater goods   | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   |  |
| Planting areas to west elevation   | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   | Original Estimate £2500  |
| Additional office Space and staff toilet   | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   | Original Estimate £34950   |
| Internal and External decorations (making good from replacement of curtain walling)          | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   | Original Estimate £5000  |
| Coff Area  | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   | Original Estimate £12000   |
| <b>Item</b>  | <b>Budget</b>   | <b>2022/2023 Current Year</b> | <b>2023/2024</b>  | <b>2024/2025</b>  | <b>2025/2026</b>  | <b>2026/2027</b>  | <b>2027/2028</b>  | <b>Comments</b>  |
| Mechanical Extract Fan to Kitchen and Toilets  | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   | Original Estimate £1500  |
| Public disabled toilet   | Public Works Loan Board & 6971 EMF Library Property Maintenance | ind                           | £0.00             |                   |                   |                   |                   | Original Estimate £8000  |
| Refurbishment Works Shortfall Increase in Materials  | 6971 LI EMF Saltash Library Property Maintenance                | £20,574.00                    | £0.00             |                   |                   |                   |                   |  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£240,910.21</b>            | <b>£10,000.00</b> | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Isambard House</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| Station refurbishment  | 6473 Station Building (Purchase and Capital Works)              |                               | £0.00             |                   |                   |                   |                   | Completed March 2020 - snags including crack across floor, stained chimney slates and tarnished door furniture still to be addressed. Available balance £57,745  |
| External & Internal repairs and decorations  | 6870 Isambard House   |                               | £0.00             |                   |                   |                   |                   | Available balance £18,492 (retention fund)   |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£0.00</b>                  | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Public Toilets</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   | £10,000 capital works budgeted 2022-23. Available budget 2023-24 £8,310  |
| <b>Waterside</b>   | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| External and internal repairs and decs   | 6580 SE Public Toilets (Capital Works)                          | £10,000.00                    | £0.00             |                   |                   |                   |                   |  |
| <b>Alexander Square</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| External and internal repairs and decs   | 6580 SE Public Toilets (Capital Works)                          |                               | £0.00             |                   |                   |                   |                   |  |
| <b>Longstone</b>   | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| External and internal repairs and decs   | 6580 SE Public Toilets (Capital Works)                          |                               | £0.00             |                   |                   |                   |                   |  |
| <b>Belle Vue</b>   | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| External and internal repairs and decs   | 6580 SE Public Toilets (Capital Works)                          |                               | £0.00             |                   |                   |                   |                   |  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£10,000.00</b>             | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Heritage Buildings</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| External & Internal repairs and decorations as per lease agreement                           | 6471 Heritage Centre  | £5,000.00                     | £0.00             |                   |                   |                   |                   | Available budget 2023-24 - £7,889  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£5,000.00</b>              | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Cemeteries</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| Joint Burial Board - St Stephens   | 6170 EMF Repairs to Cemetery Wall                               |                               | £0.00             |                   |                   |                   |                   | Work to cemetery wall complete £50k. Available budget £0.00  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£0.00</b>                  | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| Burial Authority - Churchtown  | 6070 Churchtown Cemetery Capital Works                          |                               | 0.00              |                   |                   |                   |                   | Available budget £7,688  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£0.00</b>                  | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Outdoor Land and Fences</b>   | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| Victoria Gardens   | 6588 Victoria Gardens   | £10,000.00                    | £0.00             |                   |                   |                   |                   | Devolution works   |
| Pilmère land   |   |                               | £0.00             |                   |                   |                   |                   |  |
| Playparks  | 6571 Saltash Recreation Areas                                   | £10,000.00                    | £20,000.00        |                   |                   |                   |                   | EMF 6571 Saltash Recreation Areas 2023-24 budget availability £59,560  |
| Waterside development  |   |                               | £0.00             |                   |                   |                   |                   | on hold  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£20,000.00</b>             | <b>£20,000.00</b> | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      | <b>£0.00</b>      |  |
| <b>Item</b>  | <b>Budget</b>   | <b>2022/2023 Current Year</b> | <b>2023/2024</b>  | <b>2024/2025</b>  | <b>2025/2026</b>  | <b>2026/2027</b>  | <b>2027/2028</b>  | <b>Comments</b>  |
| <b>Waterfront Pontoon</b>  | <b>EMF</b>  |                               |                   |                   |                   |                   |                   |  |
| Pontoon Management   | 6584 Pontoon Maintenance Cost                                   | £0.00                         | £0.00             | £10,000.00        | £10,000.00        | £10,000.00        | £10,000.00        | No increase 2023-24, but to forecast £10,000 from 2024-25 to cover survey cost. Current pontoon maintenance costs are budgeted at £6,000, and have spent £7,173. This is already overbudget due to insurance claim allocated to budget code - further investigation required. Update as at 04.04.23 - insurance has advised payment of £6,482.10 to the Town Council is to be received soon. |
| Water supply to pontoon  |   |                               |                   |                   |                   |                   |                   | on hold  |
| New toilet/shower block  |   |                               |                   |                   |                   |                   |                   | on hold  |
| <b>TOTAL</b>   | <b>EMF</b>  | <b>£0.00</b>                  | <b>£0.00</b>      | <b>£10,000.00</b> | <b>£10,000.00</b> | <b>£10,000.00</b> | <b>£10,000.00</b> |  |



**Ref: JB/SB/4193**

Ms S Burrows, Town Clerk  
Saltash Town Council  
By Email Only: [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

19 January 2023

Dear Sinead

**SCOPE OF WORKS FOR EXTERNAL REPAIR AND REDECORATION  
WORKS AT THE GUILDHALL, 12 LOWER FORE STREET, SALTASH  
PL12 6JX**

Please find enclosed our draft specification of works and accompanying pre-construction health and safety pack for the external redecoration at The Guildhall.

I look forward to receiving any comments you may have in due course.

I recall that you are to tender this scope of works through your portal system and we look forward to providing assistance in relation to tender queries and the tender analysis and recommendations in due course.


Please let me know if you require anything further at this stage. In the meantime I respectfully enclose my firm's account for the specification services in accordance with our instructions.

Kind regards,  
Yours sincerely

James M Barron MRICS, IMaPS  
Chartered Building Surveyor  
Director

**SPECIFICATION OF WORKS**  
**FOR**  
**EXTERNAL REPAIRS AND REDECORATION**  
**AT**  
**SALTASH TOWN COUNCIL**  
**THE GUILDHALL**  
**12 LOWER FORE STREET**  
**SALTASH**  
**PL12 6JX**

**FOR MS S BURROWS, TOWN CLERK, SALTASH TOWN COUNCIL**

|  |                              |             |
|--|------------------------------|-------------|
| <b>Prepared By: James M Barron MRICS IMaPS</b>   | <b>Date: 19 January 2023</b> | <b>Rev:</b> |
| <b>Checked By:</b>  | <b>Job Ref: 4193</b>         |             |

REV D SEPT 2019



## **CONTENTS**

- 1.0 Contract Preliminaries**
- 2.0 Detailed Specification of Works**
- 3.0 Project Drawings**
- 4.0 Ventrolla Technical Data Sheet**



## 1.0 CONTRACT PRELIMINARIES

### Pricing of this Specification

Every item in Section 1 (Preliminaries and Conditions of Contract) and the Schedule of Work of this specification which the Contractor considers to have a monetary value shall be priced individually. Costs relating items which have not been priced will be deemed to have been included elsewhere.

The Contractor shall note that the items of work contained in the Schedule of Work have been described in reasonable detail but the Contractor shall consider them in conjunction with the drawings and Preambles and the actual work involved on site and shall allow in his prices for everything necessary for carrying out the Works in the best manner whether specifically mentioned or not and in compliance with the Trade Preamble Notes, where included.

The Contractor is advised to make his own assessment of the actual quantities required.

No alterations or qualifications of any kind are to be made by the Contractor to the text of this specification without the written agreement of the Contract Administrator (CA).

### Definition of 'Employer'

The term 'Employer' in the said conditions shall mean:

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

### Definition of 'Contract Administrator'

The term 'Contract Administrator' in the said conditions shall mean:

To Be Advised

### Definition of 'Contractor'

The term 'Contractor' in the said Conditions shall mean the individual or firm or company undertaking the works and shall include the legal representatives of such individuals or of the persons comprising such firm or company and the permitted assigns of such individual of firm or company.



### Location & Particulars of the Site

The site comprises the exterior of the building known as The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX

### Drawings & Information

The Contractor is referred to the following drawing numbers:

- Floor plan and elevation drawings with window numbers annotation

### Conditions of Tendering & Acceptance

Tenders received will be examined by the Contract Administrator. Tendering will be in accordance with the NJCC Code of Procedure for Single Stage Selective Tendering January 1996 or the NJCC Code of Procedure for Two Stage Selective Tendering January 1996. Any errors disclosed by such examination of Single Stage Selective Tenders will generally be considered under (**Alternative 2**) of the Code of Procedure for Single Stage Selective Tendering, unless otherwise directed by the employer.

The Client does not bind itself to accept the lowest or any tender.

### Form of Contract

Form, Type and Condition of Contract

The Conditions of Contract will be those contained in the JCT Agreement for Minor Building Works MW 2016 including all latest amendments issued by the Joint Contracts Tribunal, insofar as they are not inconsistent with the amendments set out below and the Contractor is to allow for all costs or expenses which he considers necessary for complying therewith:



## Recitals

- 1<sup>st</sup> Delete: “the Architect”. **NOTE:** The term “the Architect” shall be deemed to have been deleted throughout.
- 2<sup>nd</sup> Delete: “the work schedules”.
- 3<sup>rd</sup> No amendment
- 4<sup>th</sup> No amendment
- 5<sup>th</sup> No amendment
- 6<sup>th</sup> No amendment
- 7<sup>th</sup> No amendment

### Article 1:

Contractor’s obligations No amendment.

### Article 2:

Contract sum Add: Complete the Article to include the Contract Sum in words and figures.

### Article 3:

The Contract Administrator Delete: “the Architect”. (Line one).  
Add: To Be Confirmed

### Article 4:

Principal Designer To Be Confirmed

### Article 5:

Principal Contractor The principal contractor will perform the role under the CDM Regulations

### Article 6:

Disputes No amendment.



## Article 7

Arbitration No amendment

## Article 8

Legal proceedings No amendment

## Contract Particulars

Fourth Recital Base date to be 7 days before the date of tender return

2.2 *Commencement and completion*

Add: "The works shall be commenced within 4 weeks of order and completed within a 12 week contract period".

2.8 *Damages for non-completion*

Add: "£500.00 Per week".

2.10 *Defects liability*

Delete: "3 months". (Line two).

Add: "six months". (To replace that deleted).

## 3 Control of the Works

## 4 Payment

4.2 The employer is not a contractor

4.3 95%

4.4 97.5%

4.8.1 *Final certificate*

Delete: "three months". (Line one).

Add: "one month". (Line one to replace that deleted).

4.11 *Contribution, levy and tax changes*

Add: "Nil".

Fifth Recital Delete as necessary

Sixth Recital Framework agreement is not applicable

Seventh Recital Supplementary provisions - delete complete





- Article 7 No amendments
- 1.1 CDM period to be 4 weeks minimum, where applicable
- 5 Injury, damage and insurance**
- 5.3.2 *Injury or damage to property*  
Insert: “£10,000,000.00”. (After “insurance cover referred to above to be not less than:”).
- 5.4A & 5.4B *Insurance of the Works by Contractor - Fire etc.*  
& 5.4C TO BE CONFIRMED PRIOR TO START
- 5.4A 1 & 2 Percentage to cover Professional Fees 15%
- 7 Settlement of disputes**
- Notification of Disputes – Paragraph 6 – no amendments
- 7.2 *Adjudication*  
No amendment
- Schedule 1 *Arbitration*  
No amendment

#### List of Sub-Contractors

The Contractor shall inform prior to appointment his proposed Sub-Contractors working on this project.

#### Programme of Works

The Contractor shall submit to the Contract Administrator for his information, at, or before the pre-contract meeting, a detailed programme showing clearly when he proposes to start and complete the various sections of the Works.

#### Attendance at Meetings

The Contractor shall at the request of the Contract Administrator, attend such meetings as may be held by the Contract Administrator to discuss the progress of the works to be carried out in accordance with the terms and conditions of this contract.

#### Temporary works and facilities

The Contractor shall provide and maintain all necessary temporary lighting,



hoardings, fencing, guard rails, warning notices etc. for the safety of work people, the occupants of the premises, and the public.

The Contractor shall provide and maintain all necessary temporary office, storage, sanitary or other accommodation as may be required by the Contractor.

The Contractor will be responsible for protecting and safeguarding all work and materials delivered to the site.

Scaffolding

The Contractor shall provide and maintain all necessary scaffolding for the proper and safe execution of the work, and shall comply with all Health and Safety at Work Legislation.

Dayworks

Where work cannot be otherwise measured and valued, the Contractor shall be allowed daywork rates.

No work shall be carried out on a daywork basis unless authorised by the Contract Administrator following a request from the Contractor.

The Contractor shall provide the following all-inclusive Daywork Rates

|                   |                |
|-------------------|----------------|
| Carpenter/Joiner  | £.....per hour |
| Painter/Decorator | £.....per hour |
| Labourer          | £.....per hour |
| Foreman/Manager   | £.....per hour |

Plant will be valued on an invoice plus percentage basis. The Contractor shall identify below his percentage:

.....%

Materials will be valued on an invoice plus percentage basis. The Contractor shall identify below his fixed percentage figure:

.....%

Prevention of Corruption

The Client to cancel the contract and to recover from the Contractor the amount of any loss resulting from such cancellation, if the Contractor shall have offered or given or agreed to give any person any gift or consideration of any kind as an



inducement or reward for doing or for having done or any action in relation to the obtaining or execution of the contract or for showing favour or disfavour of any person in relation to the contract or if any of the like acts shall have been done by any person employed by the Contractor (whether with or without the knowledge of the Contractor) or if in relation to any contract with the Client the Contractor or any person employed by him or acting on his behalf shall have committed any offence under the Prevention of Corruption Acts.

## SITE REQUIREMENTS

### Working Area

The Contractor will restrict the working area to the immediate area of the section of work being executed at that time. If access is required outside that area, to an adjacent property, then the Contractor shall gain the agreement of the adjoining occupant.

The works shall be carried out so as to cause the minimum inconvenience and disturbance to all occupants and adequate precautions shall be taken to prevent excessive dust including watering down at frequent intervals.

The Contractor is to keep clean at all times all adjacent roads and footpaths and make good any damage to any work disturbed.

The Contractor shall ensure that neither his own vehicles nor those of his sub-Contractors are parked on adjacent roads to the detriment of local residents.

### Deliveries

The Contractor shall ensure that all deliveries of materials are well supervised and scheduled and that minimum disruption to public vehicular and pedestrian traffic occurs.

### Materials and Skips

The Contractor shall ensure that all materials are stored in agreed designated areas and that materials stored are well maintained.

### Control of Dust on Occupied Properties

The Contractor shall use the best available means to minimise dust.

### Fire - Contracts for Maintenance, Adaptation or Extension to Existing Buildings

Before any work of maintenance, adaptation or extension to existing buildings is carried out, the Contractor is to discuss his proposals with the CA and to



ensure that the extent of any fire hazards in the work are known fully. The Contractor's workmen are required to confirm strictly with all "No Smoke" rules applicable in specific areas of the site. Fire escape routes are to be kept unobstructed. When work necessitates the use of naked flames in roof space, service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available. Comply with Hot Working Permit procedures and keep adequate records.

#### Burning on Site

Burning on site of materials arising from the work will not be permitted.

#### Moisture/Water

Prevent the work from becoming wet or damp where this may cause damage. Dry out the works thoroughly.

### MANAGEMENT OF THE WORKS

#### Supervision

Accept responsibility for co-ordination, supervision and administration of the works, including all sub-contracts.

#### Maintenance of Existing Services

Where properties are occupied the Contractor is to maintain at all times mains services to the area of the property occupied.

#### Standards in Occupied Properties

The Contractor shall ensure that those under his control respect the fact that properties being worked in will be occupied.

#### Insurance

Before starting work on site submit documentary evidence for the insurance required by the Conditions of Contract.

#### Insurance Claims

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the works or injury or damage to persons or property arising out of the works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.



### Health and Safety

The tenderer shall respond to the Pre-Construction Health and Safety information pack (where applicable), included with the tender documents, if applicable.

Subject to the tender assessment, the contract will be awarded and the successful tenderer appointed as Principal Contractor under CDM 2015.

The Contractor will not be permitted to commence the construction phase until he has developed the Construction Health and Safety Plan.



## **2.0 SPECIFICATION OF WORKS**

**Repairs and Redecoration at:  
The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX**

### **1.0 PROJECT GENERALLY**

### **2.0 SCHEDULE OF WORKS**

### **3.0 PHOTOGRAPHS**



|  |                         |
|--|-------------------------|
| <p><b>1.0 PROJECT GENERALLY</b></p> <p><b>1.01 Scope of Works</b></p> <p>The works comprise external repair and redecoration at The Guildhall.</p> <p><b>1.02 Drawings</b></p> <ul style="list-style-type: none"><li>• PDF annotated floor plan and elevation drawings enclosed separately</li></ul> <p><b>1.03 Contingency Sum</b></p> <p>The contractor is to allow a contingency sum of <b>£5,000.00</b> to be expended at the discretion of the contract administrator.</p> <p><b>1.04 Site Visit</b></p> <p>The contractor must make a site visit to fully appreciate the work and location factors.</p> <p>The property can be seen from public spaces on all sides.</p> <p>If the contractor feels internal access is required for pricing, please contact Saltash Town Council (Sinead Burrows, Town Clerk 01752 844846).</p> <p><b>1.05 Construction, (Design and Management) Regulations 2015</b></p> <p>The contractor is to perform the Principal Contractor role under CDM 2015.</p> <p>The Employer is to employ a Principal Designer.</p> <p>The Designer appointed is Barron Surveying Services Ltd.</p> <p>The contractor is to prepare a proportionate construction phase health and safety plan.</p> <p>The contractor is to assist the Employer with the compilation of a health and safety file on completion.</p> <p>Due to the project duration, F10 Notification to HSE is not required.</p> | <p><b>£5,000.00</b></p> |
|--|-------------------------|



The Employer will supply suitable asbestos survey information for the exterior of the building/working areas prior to works commencing.

**1.06 Existing Health and Safety File**

Not applicable.

**1.07 Programme of Works**

The contractor is to provide a programme for discussion prior to commencement.

**1.08 Progress Reports**

Prepare weekly progress reports for the Contract Administrator.

**1.09 Existing Uses**

The Guildhall will remain in full use and occupation throughout the works.

Specifically, the Employer will advise the contractor of any meetings or uses within the Guildhall where noise restrictions might be imposed and cooperate as fully as possible.

The contractor must ensure that access and egress to the building at all times is not interrupted.

**1.10 Foreman**

Appoint a working foreman who will act as a point of contact for the contract administrator.

**1.11 Protection of Surfaces**

Ensure that internal access is minimised and undertaken only at times through liaison with the Employer.

**1.12 Damage to Property**

Make good any damage caused at the contractor's expense.





### **1.13 Scaffolding**

The main contractor shall provide all necessary scaffolding and comply with Health & Safety Regulations. Keep any scaffolding maintained and keep records.

The scaffold is to be netted to minimise dust or debris escape.

Ensure that any scaffold erected over access and egress to the building are fitted with crash decks above, double boarded and sheeted to protect persons below.

Any low level scaffold poles are to be wrapped in high visibility tape. Ensure that any protruding clamps or sharp edges of scaffold are wrapped in foam.

Erect onto the scaffold an intruder alarm and maintain the alarm through the working period.

Maintain through the working period an alarm callout procedure to respond promptly to any scaffold intrusion or alarm activation.

Ensure that all necessary street or pavement licenses are obtained and pay all costs.

### **1.14 Security**

The main contractor shall ensure that the works are made adequately secure and protected during the works, including outside working hours.

Ensure that at the end of each working session, all low level scaffold ladders are removed or boarded. Fence off low level scaffold as best as possible.

### **1.15 Power/Water and Welfare Facilities**

The contractor will be permitted use of the building's power and water supplies for construction purposes.

The contractor will need to supply and maintain suitable welfare facilities in the vicinity. Prior to works commencing, liaise with the Employer who will assist with the identifying space close to the building for a welfare facility. Assume that this will consist of sanitary facilities, storage and canteen with heating and hot water provision.



**1.16 Dust and Dirt Emissions**

The works shall be kept clean and tidy and all rubbish removed from the site.

**1.17 Materials and Workmanship**

The materials shall be clean and free from damage and in accordance with the relevant British Standards.

**1.18 Working Hours**

The working hours shall normally be limited to between 8.00am and 5.00pm Monday to Friday. Weekend working will be permitted by agreement with the contract administrator.



## 2.0 SCHEDULE OF WORKS

### 2.01 General Decoration Notes

The specification is prepared using Crown Paints materials specification and accompanying notes.

Alternative materials suppliers will only be permitted with Employer's approval and confirmation that alternatives are equal approved.

This specification is based on the condition of existing substrates and their applied coatings at the time of issue. The specified surface preparation requirements and subsequent coating application will remain valid for a period of 12 months from the date of issue from this document.

Apply all products in accordance with BS6150:2006 code of practice of painting buildings and BS8000 part 12 1989 code of practice for decorative wall coverings and painting. All products should be applied in accordance with manufacturer's instructions/product data sheets. If there is any doubt whatsoever with any aspect of this specification, it must be brought to the attention of the Employer before proceeding.

Some finishing colours may require an additional coat in order to achieve complete opacity. Should this situation be suspected or expected during the progress of these works, application of the product should cease immediately and instruction from the Employer/Contract Administrator obtained before continuing.

Surface Preparation – failure to provide an adequately prepared surface will result in poor adhesion and performance of the subsequently applied coating system. Timber surfaces should not be over prepared with fine abrasives as this will reduce the degree of absorption. Wire wool and metallic brushes must **not** be used.

Personal Protection – treatments for the removal of surfaces coatings such as sanding, burning off or chemical stripping may generate hazardous dust and/or fumes. Work in well ventilated areas. Use suitable personal protective equipment.

Fillers and Stoppers – be sure to use the products which have been specifically designed for use with the substrate being treated. Translucent finishes are not designed to obscure the substrate therefore filling and stopping should be avoided



wherever possible and should be done with great care. General or all-purpose fillers are not suitable particularly on external joinery where even wood fillers cannot cope with timber movement and work loose.

Weather Conditions – do not apply coatings when there is a risk of rain or frost. In general, solvent borne coatings should not be applied below 5°C and water borne coatings should not be applied below 8°C. Refer to product data sheets for further information.

Application – when applying coatings in order to ensure optimum protection and durability it is essential to achieve the required coverage rate particularly when using medium high build finishes. If there is any doubt, the film build should be checked using a wet film gauge. Particular attention should be paid to ensure end grains are thoroughly treated to saturation by applying the first coat wet on wet until no more product is absorbed. All coatings should be laid off in the direction of the grain with the minimum number of brushstrokes required to give an even finish.

Brushes – all coatings should be applied with a good quality brush. Water borne coatings should be applied with a synthetic bristle brush formulated for the application of water borne products.

## **2.02 Painting Specification Exterior Render**

Undertake the following works for specified areas of previously painted external render.

Note – existing paint finishes appear to be generally in sound condition. Localised adhesion failures are evident in some areas. Organic growth contamination is evident in some areas.

### Surface Preparation

All surfaces should be clean, sound, dry and free from any materials that could affect the adhesion of coatings to be applied.

Refer to general notes page for additional information.

Remove all loose, flaking or powdery materials back to a sound surface.



Removal all loose, flaking or powdery materials by pressure washing at 1500 to 2000 Psi taking care not to damage the surface.

Treat areas of mould and/or vegetable growth with Sandtex Trade Fungicidal Wash.

Remove all loose or flaking coatings back to a sound edge.

After thorough cleaning, prime any residual stains with Crown Trade PX4 All Purpose Primer in accordance with manufacturer's instructions.

#### Coating

**Stabilise** with Sandtex Trade SB Stabilising Solution max spreading rate 6.1msq per litre dry film thickness 41, drying time 16 hours, re-coat time 16 hours.

**Bring forward** with Sandtex Trade X-Treme X-Posure Smooth Masonry spreading rate 15.8msq per litre, dry film thickness 24, drying time 30 minutes, re-coat time 3 hours.

**First coat** Sandtex Trade X-Treme X-Posure Smooth Masonry spreading rate 15.8msq per litre, dry film thickness 24, drying time 30 minutes, re-coat time 3 hours.

**Topcoat** Sandtex Trade X-Treme X-Posure Smooth Masonry spreading rate 15.8msq per litre, dry film thickness 24, drying time 30 minutes, re-coat time 3 hours.

### **2.03 Specification for Previously Coated Timber**

Note – this specification is for the preparation and painting of the exterior of all previously painted windows and doors only. Ensure that windows and doors are opened sufficient to allow the preparation and painting of door casement and sash edges.

Note – existing paint finishes appear to be generally in sound condition. Localised adhesion failures are evident in some areas. Organic growth contamination evident in some areas. Some grey and de-natured surfaces are noted. Defective glazing bead and putty noted in some areas. Surfaces are disfigured with surface contamination.



### Surface Preparation

All surfaces should be clean, sound, dry and free from any materials that could affect adhesion of the coatings to be applied.

Refer to general notes page for additional information.

Make good all cracks and surface defects with an appropriate filler.

Treat areas of mould and/or vegetable growth with Sandtex Trade Fungicidal Wash.

Remove all loose or flaking coatings back to a sound edge.

Clean to remove all surface contaminants. Thoroughly wet and abrade sound coatings to provide a key. Rinse with clean water and allow to dry.

Ensure end grains are fully coated.

Ensure tops and bottoms of all exterior doors and opening window sections are fully coated to reduce water ingress.

Round all sharp edges to a 1:3mm radius. Remove all dust.

Remove excess resin from knots and other resinous areas. Note the use of shellac knotting is not recommended under translucent or varnish systems.

Remove grey, de-natured surface.

Before undertaking any glazing, all rebates must be primed with one full coat of primer or primer undercoat specified.

Linseed oil putty must be allowed to form a hard skin before overcoating.

Carefully de-nib between coats between a fine grade nylon abrasive pad or a fine grade wet or dry silicon carbide abrasive paper in the direction of the grain.

### Coating Specification

**Spot prime** Sandtex Trade Flexible Primer Undercoat spreading rate 15msq per litre, dry film thickness 32, drying time 4-6 hours, re-coat time 16 hours.



**Bring forward** Sandtex Trade Flexible Primer Undercoat spreading rate 15msq per litre, dry film thickness 32, drying time 4-6 hours, re-coat time 16 hours.

**Undercoat** Sandtex Trade Flexible Primer Undercoat spreading rate 15msq per litre, dry film thickness 32, drying time 4-6 hours, re-coat time 16 hours.

**First Coat** Sandtex Trade Eggshell X-Tra spreading rate 15.2msq per litre, dry film thickness 33, drying time 4-6 hours, re-coat time 16 hours.

**Topcoat** Sandtex Trade Eggshell X-Tra spreading rate 15.2msq per litre, dry film thickness 33, drying time 4-6 hours, re-coat time 16 hours.

#### **2.04 Specification for Exterior Coated Metalwork**

Notes – existing finishes appear to be generally sound.

Existing coating systems exhibit some poor adhesion.

Some localised corrosion is evident.

Some localised surface contamination is evident.

Organic growth contamination is evident in some areas.

##### Surface Preparation

All surfaces should be clean, sound, dry and free from any materials that could affect the adhesion of the coatings to be applied.

Refer to general notes page for additional information.

Treat areas of mould and/or vegetable growth with Crown Trade Fungicidal Solution.

Remove all loose or flaking coatings back to a sound edge.

Clean to remove all surface contaminants. Thoroughly wet abrade sound coatings to provide a key. Rinse with clean water and allow to dry.

Prime bare metal within 4 hours.



Remove rust or corrosion and spot prime any areas of exposed metal within 4 hours with Crown Trade Protective Coatings High Build Rust Inhibiting Metal Primer Undercoat.

Clean down all nuts, bolts, rivets, sharp edges, weld seams and areas of difficult access with Crown Trade Protective Coatings High Build Micaceous Iron Oxide.

#### Surface Coatings

**Spot prime** Crown Trade Protective Coatings High Build Rust Inhibiting Metal Primer Undercoat spreading rate 7msq per litre, dry film thickness 71, drying time 3 hours, re-coat time 6 hours.

**Bring forward** Crown Trade Protective Coatings High Build Rust Inhibiting Metal Primer Undercoat spreading rate 7msq per litre, dry film thickness 71, drying time 3 hours, re-coat time 6 hours.

**Undercoat** Crown Trade Protective Coatings High Build Micaceous Iron Oxide spreading rate 8msq per litre, dry film thickness 63, drying time 4 hours, re-coat time 16 hours.

**First Coat** Crown Trade Protective Coatings High Performance Gloss For Metal spreading rate 15msq per litre, dry film thickness 35, drying time 4-6 hours, re-coat time 16-24 hours.

**Topcoat** Crown Trade Protective Coatings High Performance Gloss For Metal spreading rate 15msq per litre, dry film thickness 35, drying time 4-6 hours, re-coat time 16-24 hours.

### **2.05 Specific Repairs**

#### Electrical Fittings

Protect external lights or other external electrical fittings, leave clean and tidy on completion.

Retain all alarm boxes in position and do not disturb.

#### Stone Cleaning

Thoroughly clean the stone pillars to the Station Road elevation. Use proprietary stone cleaners to gently wash the stone to remove as much of the black staining as possible. Repeat until the pillars are brought back to a neat visual appearance.

#### Signage

Remove and set aside signs. Paint behind. Clean and reinstate on completion.





#### Airbricks

Overpaint all airbricks as previous.

#### **Flagpole Brackets**

##### North Elevation

Remove 2no. flagpole brackets. Hand to Employer. Purpose-make 2no. galvanised and power coated black flagpole brackets to exactly match existing. Fix with stainless steel bolts and washers. Leave in good condition.

##### West Elevation

Remove and set aside large wooden flagpole. Remove 2no. brackets. Purpose-make matching galvanised and powder coated brackets as above. Reinstate and leave in good condition.

##### Metal Vent Grilles

Clean all metal grilles. Remove previous paint splashes. Leave in good order.

##### Painted Crest West Elevation Gable

Paint the walling around the Crest. Tape area and protect during the works. Do not overpaint.

##### BT Cable Brackets South Elevation

Paint brackets. Protect cables during the works.

##### Stone Arch South Elevation

Gently clean the stone. Treat with SafeGuard StormDry masonry cream suitable for stone background. Leave in good order.

##### Metal Wall Corner Brackets

Remove and set aside. Paint wall behind. Reinstate on completion.

##### Electric Incoming Supply Cables East Elevation

Protect at all times. Do not disturb.

#### **2.06 Gutters, Downpipes and Other Rainwater Goods**

Thoroughly clean out all gutters. Water test and seal all leaking joints with gutter sealant compound. Note gutter joints are dripping on the north side of the building.

Prepare and paint all metal or other gutters, downpipes, brackets, hoppers etc. on all elevations. Ensure differently coloured date



stamps are picked out. Remove all surface corrosion. Paint in accordance with the coatings specification and leave in good order.

### **2.07 Previously Decorated Timber**

Undertake full preparation and surface coating to all previously decorated timber at the building in accordance with the specification.

Report any areas of badly softened timber to the Project Surveyor/Employer and seek further instructions.

Leave all in good condition.

Previously decorated painted timber is to include:

- All windows
- All doors
- Gas cupboard door under stairs
- All fascias and soffits
- Timber flagpole full height
- Soffit corbel feet

### **2.08 Previously Decorated Render**

Thoroughly prepare and paint all areas of previously decorated render in accordance with this specification.

Rust – remove all rust stains using chemical cleaners. Thoroughly clean and seal the surface. Leave ready for overpainting.

All colours to match the existing.

This is to include:

- Render panels all elevations
- Low level black plinth course
- All render details and mouldings
- All painted windowsills
- Painted arched canopy pillars, roofs etc.

### **2.09 Hammer Tap Test**

Tap test all render prior to painting.



Mark up photographs showing where there is hollow or de-bonded render and seek further instruction from the Employer/Project Surveyor.

### **2.10 Glass**

Take a detailed schedule before work commences of any chipped or broken glass panes or double glazed panes which are condensed.

Present a schedule to the Employer/Surveyor and seek further instruction.

### **2.11 Metalwork**

Prepare and paint all previously painted metalwork in accordance with this specification.

Metalwork is to include:

- All brackets, gutters, downpipes, hoppers etc. as existing including the inside of gutters
- All previously painted door hinges

### **2.12 Window Draught Stripping**

Supply and install draught strips to all opening window sashes and casements at the building.

Draught stripping to be from Ventrolla and is to be the Ventrolla perimeter ceiling system (VPSS) supplied and installed by suitably competent contractors.

Contact Ventrolla [info@ventrolla.co.uk](mailto:info@ventrolla.co.uk) Tel: 0800 378 278

Ventrolla House  
Unit C2, Crimple Court  
Hornbeam Business Park  
Harrogate  
HG2 8PB

Undertake all draught stripping installation work in accordance with the Ventrolla specification and technical data sheet enclosed with this specification.

Leave all in good condition.



### 2.13 Specific Window and Door Repairs

All windows – open to ease and adjust.

All windows – remove and reinstate blinds if necessary.

All windows – repair putty as necessary.

- W1 – scrape glass clean. 1m x 1.5m. Retain fixed and painted shut.
- W2 – scrape glass clean. 1m x 1.5m. Retain fixed and painted shut.
- D1 – no repairs. Paint.
- W3 – 1.2m x 1.9m. Scrape glass. Remove corroded fixing screw top sash. Retain bottom sash opening.
- W4 – scrape glass. 1.2 x 1.9m. Retain fixed shut.
- W5 – scrape glass. 1.2m x 1.9m. Retain top and bottom sash opening.
- W6 – scrape glass. 1.2m x 1.9m. Retain top and bottom sash opening.
- W7 -scrape glass. 1.2m x 1.9m Retain bottom sash opening. Ease top sash to open.
- W8 – scrape glass. 1.2m x 2.3m. Retain bottom sash opening. Ease top sash to open.
- D2 – no specific repairs.
- Gas meter door – repair and paint.
- W9 – scrape glass. 1m x 2m. Retain bottom sash opening. Ease top sash.
- W10 – scrape glass. 1.5m x 2m. 300mm left hand side frame scarf repair. Retain bottom sash opening. Ease top sash.
- W11 – scrape glass. 1.3m x 1.9m. 400mm sill scarf repair. 200mm sill scarf repair. Increase weights bottom sash to hold open. Ease top sash.
- W12 – scrape glass. 1.3m x 1.9m. Retain bottom sash opening. Ease top sash.
- W13 – scrape glass. 1.8m x 2m. 150mm frame repair bottom right. Retain opening casement.
- D3 – no specific repairs.
- W14 – scrape glass. 1.4m x 2m. Ease sashes.
- W15 – scrape glass. 1.4m x 2m. Ease sashes.
- W16 – scrape glass. 1.4m x 2.7m. Ease sashes. Replace 1no. broken pane.
- W17 – scrape glass. 1.4m x 2.7m. Ease sashes.
- W18 – scrape glass. 1.4m x 2.7m. Ease sashes.



- W19 – scrape glass. 1.1m x 1.8m. Retain bottom opening. Keep top fixed shut.
- W20 – scrape glass. 1.15m x 2.6m. Ease sashes.
- W21 – scrape glass. 1.15m x 2.6m. Ease sashes.
- W22 – stairwell square window and 2no. porthole windows. Scrape glass. 200mm scarf frame repair. Window 900mm x 700mm. Portholes 600mm<sup>2</sup>.
- W23 – scrape glass. 1.2m x 2.7m. Ease bottom sash.
- W24 – scrape glass. Repair putty. 300mm scarf repair under arch top. 300mm scarf repair bottom sash bottom rail. 1.45m x 2.7m. Replace sill timber complete.
- W25 – scrape glass. Putty repair. 400mm bottom sash bottom rail scarf repair. Make good bottom sash joint. Replace 1no. pane of glass. 1.45m x 2m. Ease bottom sash. Keep top fixed shut. Replace sill timber complete.

#### **2.14 Crack Repairs**

Rake out all cracks in render on walls and windowsills. Cut back to sound render. Fill crack with flexible exterior fillers or sand/cement. Feather over existing. Leave ready for decoration. Report any underlying cracks in the stone or brick to the Employer and seek further instruction.

#### **2.15 Clean Up**

During the works and upon completion keep the site clean and tidy.



### **3.0 PROJECT DRAWINGS**

PDF 4193 Decoration Scheme Drawings 04-01-23



## 5.0 VENTROLLA TECHNICAL DATA SHEET



**Ventrolla**  
SASH WINDOW SPECIALISTS

Over 30  
years of British  
Craftsmanship



The Technical Data





The Ventrolla system consists of two parts. The first phase is the renovation process which treats the wood and ensures the window is fully operational. The second phase is the performance upgrade, by installing our unique draught proofing system, the Ventrolla Perimeter Sealing System (VPSS).

### Phase 1 - Window Renovation

Ventrolla have developed a unique Wood Repair System (VR90) that has been designed to extend the life of wooden windows and doors.

VR90 wood repair is a two part epoxy resin designed to impart the original strength to tenon joints and to fill cavities in sill, which it achieves through bonding with the original timber.

The system's core benefits are:

- It retains the majority of the original timber
- Provides long lasting repairs
- Fast acting so minimises standing time
- Reduces Carbon Footprint of repair
- Enables existing profile to be matched

In the event of excessive deterioration or if beyond economical repair, we replace the timbers, as required.

### Application

All windows are inspected and surveyed prior to quotation and commencing work. At installation, sashes are removed and the condition of the timber, glass and pulleys are fully assessed.

- Decaying wood is removed back to the sound timber
- VR90 WS stabiliser is applied to provide anchorage
- VR90 filler is applied to fill gaps / joints and moulded to match the window profile
- All sash cords are replaced and the pulleys serviced ensuring smooth operation

NB: In the case of larger repairs or where economics dictate, we splice in new timber, or, in the case of a rotten sill, we can replace it completely.

### Phase 2 - Performance Upgrade

The Ventrolla Perimeter Sealing System (VPSS) has been specifically designed to be installed into any shape or size wooden window or door.

The system upgrades the performance of original wooden windows and doors without affecting either their appearance or character.

As shown in Diagram A overleaf, the system is installed to provide a seal on all faces and becomes an integral part of the window or door.

The system's core benefits are:

- Virtually eliminates draughts and leaks
- Eradicates sash rattle
- Improves Window's Energy Rating by up to 30%
- Helps reduce noise problems
- Ensures smooth operation of the window
- Recognised by English Heritage, Historic England, Historic Scotland and Cadw

### Application

A Perimeter Sealing System using Weatherfin two-piece parting bead, comprising of a pile carrier fitted into a U-section, is installed in and around the sashes.

The sealing system:

- Conforms to BS 7386: 1997
- Conforms to BS EN 12207 : 2000 and BS6375-1: 2009, Class 3
- Is manufactured from multifilament polypropylene yarn that is silicon treated to be water repellent and UV stabilised
- Can be supplied in any colour (additional cost may apply)

The sealing system is installed to the top of the box, mid rail, bottom rail, parting bead and the staff beads. See Diagram A overleaf for further details.

The sashes are weighed and the weights adjusted to ensure the window is correctly balanced and operates smoothly.

All exposed and bare wood is painted with one coat of white acrylic primer to BS5082. Final, decorative painting is by others.

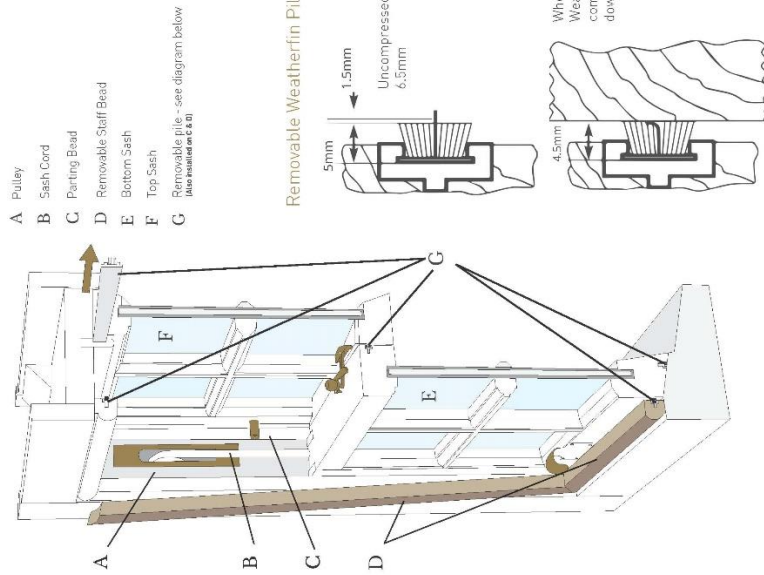
The sashes are reinstalled and staff beads fitted (if the easy release Sash Removal System is being installed removable staff beads are fitted and corked). Windows are then be checked for smooth operation.

### Independent Testing

- VPSS achieved the highest requirement of BS6375-1: 2009, Class 3 (Tested to 600 Pa)
- VPSS provides up to a 30% improvement in a Windows Energy Rating (WER)
- Air change rates reduced to 0.4 air changes per hour
- Noise reduction levels of up to 6-10 dB(A) range
- Has been independently tested and proven to fall within the 6 to 100dB noise reduction range

## Ventrolla Renovated Window

Diagram A: Ventrolla Renovated Window



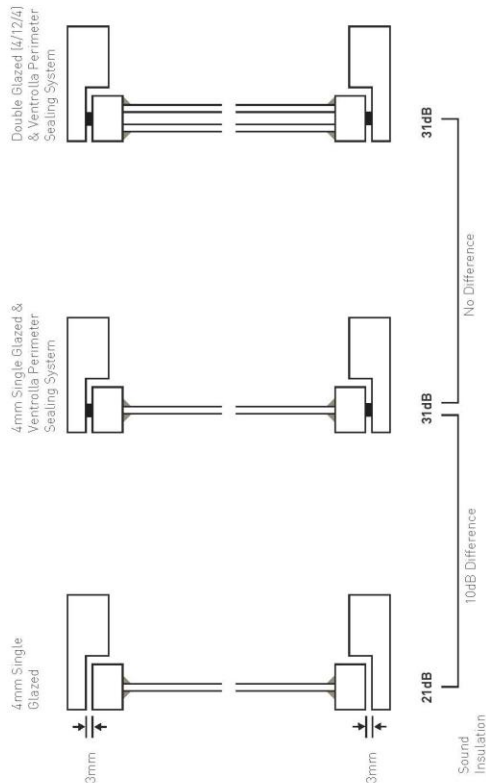
### Sash Removal System (SRS)

Is discreetly mounted in the side of the sash, allowing safe and easy removal of both the upper and lower sashes, to therefore give free access to the window box frame, and is not visible either internally or externally during the normal operation of the sash window.



# Ventrolla Specification

Diagram B: Noise Reduction With VPSS



## Noise Control

There is misrepresentation that double glazing provides sound insulation due to the two panes of glass. In fact, it is the seal that offers the improvement, which as Diagram B above shows, is equalled by the Ventrolla Perimeter Sealing System (VPSS).

## Environmental Issues

Because the Ventrolla system retains much of the original material its Carbon Footprint is significantly less than replacement windows.

- The Green Facts are:
- Replacement windows consume up to 40 times the energy of renovating windows
  - Window renovation retains the invested energy within the original window
  - Minimal waste is sent for recycling or to landfill
  - Window Energy Rating is improved by 30%

If you would like further information about the Ventrolla Sash Window Renovation Service, or copies of our RIBA NBS Specifications, please call 0800 0277 454 or visit our website [www.ventrolla.co.uk](http://www.ventrolla.co.uk)

## Accreditations





# Ventrolla

SASH WINDOW SPECIALISTS

For information on our services,  
offices, case studies and news, visit  
our website at :

[www.ventrolla.co.uk](http://www.ventrolla.co.uk)

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Or call us on:  
0800 0277 454

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Ventrolla Head Office  
Crimple Court  
Hornbeam Business Park  
Harrogate  
North Yorkshire  
HG2 8PB

# Agenda Item 9

Property and Maintenance 17/10/2023

25/22/23

**TO RECEIVE AN UPDATE ON THE TOWN COUNCIL PREMISES TO REDUCE ENERGY COSTS AND MOVE TOWARDS A NET ZERO POSITION.**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to provide delegated authority to the Town Clerk to liaise with the appointed Building Surveyor to further investigate options for Members consideration to reduce the Town Council's energy costs and assist in moving towards a net zero position.

## Ricky Lumley

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**From:** Sara <sara@barronsurveying.co.uk>  
**Sent:** 09 December 2022 09:59  
**To:** Ricky Lumley  
**Subject:** RE: STC Buildings Net Zero

Morning Ricky

This isn't an area we are very familiar with. The best I can give you is this contact, who may be able to signpost you further.

Company A

I hope that Chris will be able to help you.

With kind regards,

Sara



Tel: 01752 257064

62C Larkham Lane  
Plympton  
Plymouth  
PL7 4PN

[james@barronsurveying.co.uk](mailto:james@barronsurveying.co.uk)  
[www.barronsurveying.co.uk](http://www.barronsurveying.co.uk)



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**Subject:** Building Energy Surveys and Modelling

Hi Ricky

Happy New Year and hope you had a refreshing break. Regarding your enquiry looking at undertaking a survey on all Town Council premises with the view of working towards a net zero position. You mentioned that you have 5 buildings (the Library, the Guildhall, Maurice Higgins Room, Isambard House & Longstone), I've looked at these on Google maps so I can make an educated budget costing to complete a survey and report.

I have been considering the best and efficient approach for you, trying to restrict any additional modelling if possible, but ensuring your council has tangible information and recommendations. I've determined a couple of approaches as follows:

**DEC assessments**

Display Energy Certificates are designed to publically display the year on year energy performance of a building with the aim of improving its energy efficiency. So once the DEC has been initially completed, subsequent years they could be updated (without a site visit assuming no building changes have occurred) for a significantly reduced cost. This would allow progress to be reported and support the councils energy reduction action plan. The DEC is an operational rating based on actual energy consumption as opposed to an EPC rating which is an asset rating so we will need energy data from the buildings, utility bill copies or copies of their meter readings. A DEC looks similar to EPC see below and could be displayed in the building.

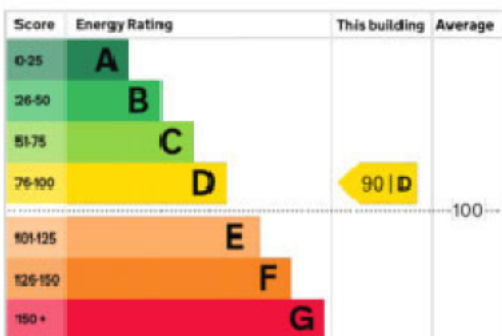
|  |                           |   |
|--|---------------------------|---|
|  | Energy rating<br><b>D</b> | Certificate number: <b>9876 · 6789 · 5432 · 2345 · 1358</b> |
|  |                           | Valid until: <b>30 September 2020</b>                       |

### Energy performance of this building

The building's energy performance is graded on a scale from A (most efficient) to G (least efficient).

The chart shows the average energy performance for a building of this type (university campus), marked as 100.

A number below 100 indicates this building has below average energy performance. A number above 100 indicates this building has above average energy performance.



### Previous energy ratings

| Date           | Energy rating |
|----------------|---------------|
| September 2019 | 90   D        |
| November 2018  | 97   D        |
| November 2017  | 114   E       |

### Total CO2 emissions

This table shows how many tonnes per year of carbon dioxide (CO2) the building emits.

| Date     | Electricity | Heating | Renewables |
|----------|-------------|---------|------------|
| Sep 2019 | 480         | 158     | 0          |
| Nov 2018 | 508         | 161     | 0          |
| Nov 2017 | 516         | 163     | 0          |

### This building's energy use

| Energy use                          | Heating | Electricity |
|-------------------------------------|---------|-------------|
| Annual energy use (in kWh/m2/year)  | 100     | 114         |
| Typical energy use (in kWh/m2/year) | 242     | 80          |
| Energy from renewables              | 0%      | 0%          |

### Technical information

|                              |                                 |
|------------------------------|---------------------------------|
| Main heating fuel            | Natural Gas                     |
| Building environment         | Heating and Natural Ventilation |
| Total useful floor area (m2) | 5,916                           |
| Asset rating                 | Not available                   |

### Assessment details

|                          |  |
|--------------------------|--|
| Assessment software      | DCLG, ORCalc, v3.6.3                                 |
| Property reference       | 7080765600   |
| Assessor name            | Matthew Smith  |
| Assessor number          | QUID300300   |
| Accreditation scheme     | Quidos Limited                                       |
| Employer/trading name    | Company Name   |
| Employer/trading address | 1 Mariner Close,<br>Somewhere, Wakefield,<br>WF1 3AA |
| Issue date               | 30 September 2019                                    |
| Nominated date           | 30 July 2019   |
| Related party disclosure | Not related to the occupier                          |

The software also produces an advisory report, identifying recommendations. A site visit will be required, and if possible availability of existing scaled drawings/floor plans. If plans are not available then we need to measure the building and allow time for that within the site visit. On this site visit they would validating floor areas, identifying how the environment is conditioned, visiting plant rooms, meters, A/C systems, checking occupancy and a gathering their information for the Advisory report. We can recruit commercial energy assessors willing to work with this project. Provide online and telephone support to the energy assessors throughout the process. Lodge DEC as necessary.

For your budgeting purposes, allowing a day for each site visit, Completion of the DEC assessment, DEC production and Advisory report, Lodgement of the DEC: £600 maximum per building.

**Total Budget Estimate Cost £3000 exc VAT.**

Baseline energy survey and producing a set of recommendations to improve the EPC rating of a non domestic building

The second option would be to carry out a building assessment, again this would require a site visit to conduct a full building assessment of the construction and building services. Following the survey the technical consultant would use Simplified Building Energy Model (SBEM) and other approved software tools commonly used for producing EPCs to produce a baseline model to compare the building being assessed with different energy improvement/efficiency scenarios identified from suitable options assessed from the site condition survey and energy assessment. If there are no plans for a building, the energy assessor will need to survey the building and gather the appropriate information. If you have up to date information and plans for your building this process will be less time consuming. The energy assessor is responsible for ensuring the information used in the energy calculations is accurate and, even where detailed plans are available for existing buildings must validate this information by making a site inspection.

Approved software programmes using a government approved energy assessment methods such as simplified building energy model (SBEM) or dynamic simulation model (DSM) produces the EPC certificate and the recommendation report for the building. The recommendation report will help the council to improve the energy efficiency of a building. The recommendations only include those improvements that are appropriate for the building that has been assessed. For each recommendation indicative paybacks are noted.

The recommendations are provided in four categories: short term payback (less than three years), medium term payback (between three and seven years), long term payback (greater than seven years), other recommendations (based on the energy assessor's knowledge).

[REDACTED] can enhance and exceed this standard output recommendation report by preparing a bespoke summary report to provide the baseline EPC rating, Energy Performance and CO2 emissions and an energy band of the actual building. A proposed set of Energy Saving recommendations with the predicted impact on energy consumption and financial savings with some narrative and recommendations from iterative remodelling of improvements. These can all be summarised.

I would estimate on average 1.5 days for each of the buildings that need an energy assessment survey and modelling. Some larger or more complex buildings (multi zone, older properties, construction styles) take a day to assess and a second day to process in the software before report compilation.

**Total Budget Estimate Cost £6300 exc VAT**

I hope this meets your requirements, any questions feel free to ask.

Kind Regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



QUOTATION - Energy Audits & Site Surveys

**Energy Audits and Surveys - Saltash Town Council**

**Billing Address:**

Saltash Town Council  
The Guildhall, 12 Lower Fore Street , Saltash

**Customer Address:**

Saltash Town Council  
The Guildhall, 12 Lower Fore Street , Saltash  
PL12 6JX

| Product / Service  | Quantity | List Price | Total         |
|--|----------|------------|---------------|
| Energy Services - Energy Audits & Surveys<br><i>Location: Guildhall (PL126JQ)</i><br><i>Details: Building Type: Offices (Multiple Partitions)   Floor Area: &lt;500m2</i>  | 1        | £1,117     | £1,117        |
| Energy Services - Energy Audits & Surveys<br><i>Location: Library (PL126DX)</i><br><i>Details: Building Type: Offices (Open Plan)   Floor Area: &lt;500m2</i>              | 1        | £1,032     | £1,032        |
| Energy Services - Energy Audits & Surveys<br><i>Location: Maurice Huggins Room (PL126LA)</i><br><i>Details: Building Type: Offices (Open Plan)   Floor Area: &lt;100m2</i> | 1        | £917       | £917          |
| Energy Services - Energy Audits & Surveys<br><i>Location: Isambard House (PL124EB)</i><br><i>Details: Building Type: Hospitality   Floor Area: &lt;250m2</i>               | 1        | £1,157     | £1,157        |
| Energy Services - Energy Audits & Surveys<br><i>Location: Longstone Depot (PL126DN)</i><br><i>Details: Building Type: Offices (Open Plan)   Floor Area: &lt;100m2</i>      | 1        | £917       | £917          |
| <b>Net Total:</b>  |          |            | <b>£5,140</b> |

**VAT**

Value added tax should be added to all prices at the appropriate rate.

**Payment & Purchase Orders**

To enable you to pay us efficiently you may need to provide a Purchase Order (PO). If this is the case then please forward a PO or the PO Number for [REDACTED]. If you do not require a PO then please send an email indicating that this is not needed and confirming that you are able to Pay on Invoice.

*Please note - we will not be able to commence any works until we have received the PO or confirmation that a PO is not required.*

**Details - Service Specification & Scope**

Full details of the Energy Audit & Site Survey service are provided as part of this Quotation and can be found in the proceeding "Specification" section.

Some specific information to support the scope of the service quoted for Saltash Town Council is provided below.

Funding options to implement the recommended energy saving initiatives will also be explored and advised as part of this service.

## Validity

This quotation is valid for a total of 90 days.

also reserves the right to change or modify these Terms and Conditions or Service Specifications without notice. On receipt of a purchase order, details of any applicable amendments will be provided.

## Major Changes to Building

Where significant changes occur that might affect the subsequent work required under this service, e.g. consultancy, calculations, reports, any deliverables, legislation or require re-verification of information; then additional costs may apply. Please see section 1.4, "Changes in Specification" in the Terms and Conditions below for more information.

## Specification of Energy Audits & Site Surveys

The purpose of this service is for to provide Saltash Town Council with the Energy Audits & Surveys service. This service entails the undertaking of a Site Survey to identify potential utility savings opportunities available, which are then assessed and documented in an Energy Audit Report with associated cost estimates and simple payback calculations.

The overall service objective is to help Saltash Town Council find opportunities to reduce their energy footprint by identifying ways to reduce energy consumption, costs and emissions.

## Site Surveys

The first step is to understand the scope of the Sites the Energy Audits & Surveys service is required for. Where the individual Sites that are to be surveyed are known up-front, then these are specified in Details above. These Sites usually relate to locations that an Organisation may wish to target as there is a suspicion that energy usage could be reduced. However, if Saltash Town Council are not sure about the individual Sites that should be surveyed, then this represents the number and type of sites that are included in this Quotation. It may be when the project is initiated and the reviews the list of all Sites used by Saltash Town Council, then the actual Sites to be surveyed may be different. Note, where an Organisation has sites which are very similar in terms of their building structure and operations, an approach can be taken where not all of them are surveyed and a sample selection is determined. However, any specific observations that are unique to an individual Site may not be realised if this is the case. can help ensure the best sites are surveyed and assist in the determination a logical selection and priority where a sample is required. This can be achieved in several different ways, such as:

- **Benchmarking** of the whole (or part) of the site portfolio using energy consumption data and another metric - normally kWh/m<sup>2</sup>, but this could also require degree day adjustment (where site are spread over the UK) or a different metric in terms of manufacturing (e.g. kWh/product) or hospitality (e.g. kWh/stay/day) etc.
- **Utility Spend** - focus on the sites with the biggest energy spend first, the higher the spend the greater the possibility there is of bigger savings.
- **Location** - grouping sites into geographic areas to reduce travel time and costs or focus on regional groups for business structure reasons.
- **Known Issues** - focus on sites with known problems or types of equipment - e.g. it is known some sites have older boiler plants that will need upgrading soon anyway.
- **Building Type/Usage** - survey a good split of different building uses where this is possible across the business.

## Pre-survey Preparation and Data Analysis

Before attending the Site(s), some work is done to collate and analyse available information about the building(s) to be surveyed to understand the energy usage. This will include requesting the following types of information from Saltash Town Council:

- **Location Details**, type of building and what goes on there (e.g. it is a 1960's style office block, a warehouse, a Victorian school, light industrial units where it is manufacturing etc.)
- **Energy (and Water) Use Data**, e.g. bills and Half-hourly data if available for last couple of year if possible

- **Site Floor Plans**
- **Key Equipment Specification** (if available) - this could be detailed if available e.g. from their asset register, or much simpler like size or type of the plant (e.g. we have 500kW biomass boiler)

Using the obtained information, an initial picture of the site can be built to enable preparation for the survey. Also, initial analysis of the energy data will aid in the calculation of benchmarks and help highlight anomalies that might point to potential problems to look for when conducting the site survey e.g. poor heating control.

## Site Survey

During the site survey, a [REDACTED] Consultant will visit the applicable premise(s) and carry out a full visual inspection of the building and its major energy using equipment. The following activities will be undertaken whilst on-site:

- **Photographs – specifically:**
  - Building exterior views (to record orientation) or any issues/opportunities identified outside
  - Major equipment/plant rooms including model serial number plate and distribution systems (e.g. pipework)
  - Rooms details, heating and cooling units, lighting, major equipment, exterior windows and doors (examples of types present not every single room)
  - Main utility meters and sub-metering if present
- **Capture general observation notes** - including details such as building fabric, age, condition, maintenance, key operations, potential improvements and any quantification of such potentials.
- **Capture meter readings** (where possible) - to use later for validation or on a following visit. If possible, readings will be taken at least twice (at least 1 hour apart during normal building operations).
- **Capture temperature measurements** - in areas where insulation is observed to potentially lacking.
- **Capture lux measurements** - in areas where lighting levels are observed to be potentially too bright/dark.
- **Site contact questions** – questions may be asked of the site contact and people met during the site walk-round regarding building controls (is there a BMS, is it managed on site/elsewhere), operations and general awareness of energy use in the building.

## Post Survey Analysis & Report Preparation

### Analysis

Following return from the site survey, the information captured is then processed and analysed to determine and quantify the savings opportunities identified.

For each saving opportunity the following are determined:

- Budget Cost - using metrics gathered in site survey
- Estimated Saving (In Energy, Cost and Carbon) - calculated using energy data and saving potential
- Simple Payback in years – note, this will not entail using any complicated discounted cash-flow or financial predictions or energy price forecasting.

### Report Preparation

The Energy Building Audit Report will then be compiled using all the data that has been collected during the previous steps. The report will provide details of the methodology adopted and the findings from the Site Survey(s). This will include photos and graphical representation of savings (if appropriate) for energy saving opportunities.

This will then be summarised, outlining the total saving potential, key findings and recommended next actions. The report will be then shared with Saltash Town Council.



## Additional Information

### Roles and Responsibilities



- Assign an Energy Services Consultant to provide the Services as set out in this document
- Liaise with the appropriate Customer representatives to arrange and deliver the Site Survey(s) and Report delivery

### The Customer

- Nominate a key contact within the organisation to whom all enquiries related to the delivery of the service can be sent
- Timely feedback on questions as and when required
- Schedule the Site Surveys within the Organisation as required and ensure suitable provisions are made for the Consultant to complete the Site Visit and access all areas of the building(s) on the applicable day(s).



### Deliverables

The deliverable is a **Building Energy Audit Report** which includes a number of sections and information to enable Saltash Town Council to take forward opportunities for energy saving to the next stage which may need more detailed analysis/investigate or be ready for Business Case Development or even in some cases, project implementation.

### Invoicing Milestones

The service will be invoiced monthly in arrears based on the effort incurred and work completed relating to the delivery of the service in the month.

### Timescales

Timescales for delivery of the services can only be confirmed following receipt of order. Where information requested by  in order to fulfill the requirements of the project is not provided by the Customer within the agreed timescales, any delivery date previously agreed may be delayed. A new delivery date will be advised following receipt of the outstanding information and take into account the workload then in place by the .

# Energy Services Standard Terms and Conditions

These terms and conditions apply to Energy Services engagements undertaken by [REDACTED]

## 1.1 Purchase Order Options

The Customer acknowledges and agrees that any reference to a purchase order or any associated invoice is solely for Customer's convenience in record keeping, and no such reference or any delivery of Services to Customer following receipt of any purchase order shall be deemed an acknowledgement of or agreement to any terms or conditions associated with any such purchase order or in any way be deemed to modify, alter, supersede or supplement these Terms and Conditions. These terms and conditions are the exclusive agreement of the parties with respect to the subject matter hereof and no other terms or conditions shall be binding upon [REDACTED] or otherwise have any force or effect.

## 1.2 Invoicing & Payment

An invoice for Charges will be forwarded monthly in arrears based upon items delivered and progress in the current month.

1.2.1 The Customer must pay the Charges to [REDACTED] within the period of 30 days following the issue of an invoice in accordance with this Clause 1.2;

1.2.2 The Customer must pay the Charges by bank transfer or cheque (using such payment details as are notified by [REDACTED] to the Customer from time to time);

1.2.3 If the Customer does not pay any amount properly due to [REDACTED] under an order or signed agreement, [REDACTED] may:

- a. charge the Customer interest on the overdue amount at the rate of 5% per annum above the Bank of England base rate from time to time (which interest will accrue daily until the date of actual payment and be compounded at the end of each calendar month); or
- b. claim interest and statutory compensation from the Customer pursuant to the Late Payment of Commercial Debts (Interest) Act 1998; or
- c. suspend all Services until any overdue amount has been paid.

## 1.3 Delivery Timescales and Site Survey Cancellation

1.3.1 Timescales for delivery of the services can only be confirmed following receipt of an order or signed agreement. Where information requested by [REDACTED] in order to fulfil the requirements of the project is not provided by the Customer within the agreed timescales, any delivery date previously agreed may be delayed. A new delivery date will be advised following receipt of the outstanding information and take into account the workload then in place by the [REDACTED]

1.3.2 Cancellation and re-arrangement of confirmed Site Survey bookings will only be accepted if notified in writing or email. The following conditions will apply:

- a. 7+ working days prior to agreed Site Survey date, the visit can be re-arranged at no extra cost; or
- b. Less than 7 working days prior to agreed Site Survey date, the visit will be charged for in full, and any re-arrangement will be subject to additional fees; or
- c. Where a Site Survey cannot take place when the consultant has arrived on Site for reasons that are out of the control of the [REDACTED] Consultant, then no refund will be provided an additional fee may be chargeable to re-arrange the survey visit for another time.

## 1.4 Changes in Specification

Any changes in specification realised or requested after placement of order may incur additional costs and affect overall delivery times. Changes may come about due to:

1.4.1 [REDACTED] reserve the right to initiate a change process where the scope of the service being provided materially differs from that of the initial Quotation. This may include (but is not limited to):

- a. Changes in the customers energy landscape (e.g. additional items needing to be included in the scope of the services)
- b. Omission of information on which this quotation was based that leads to additional work being required by [REDACTED] to fulfil the service
- c. Significant changes to a building that might affect subsequent processing or require re-verification of information. Examples might include but are not limited to: change in building use, Total Useful Floor Area, no access to the building or other special uses etc.

1.4.2 **Customer Initiated Change** – the Customer requests to materially alter the scope of the service from that as per the initial Quotation. This may include (but is not limited to):

- a. Changes in the customers energy landscape (e.g. additional items needing to be included in the scope of the services)
- b. Omission of information from the Quotation that leads to additional work being required by [REDACTED] to fulfil the service

1.4.3 **Changes in Legislation** – for services relating to legislation from a governing body, then the Service Specification is based upon achieving compliance with the legislation and Government guidance in force or known at the point of Quotation. Should this change after the Quotation was issued then [REDACTED] reserve the right to revise the Service Specification in-line with any such changes. This is particularly relevant for multi-year compliance related services. Any changes as a result of this are out of the control of [REDACTED] and the Customer.

1.4.4 For any changes in specification required after placement of order, a revised Quotation will be provided by [REDACTED] showing any resulting impact on cost and delivery. [REDACTED] will only proceed with any changed Service Specification upon receipt of a new purchase order.

## 1.5 Publicity

Following provision of services under this proposal [REDACTED] may contact you for a quote/comment, case study or reference. Should you not wish to be contacted, please advise at time of placing the order or contact your Customer Account Manager.

## 1.6 Force Majeure

1.6.1 "Force Majeure Event" means an event, or a series of related events, that is outside the reasonable control of the party affected including failures of the internet or any public telecommunications network, hacker attacks, denial of service attacks, virus or other malicious software attacks or infections, power failures, industrial disputes affecting any third party, changes to the law, disasters, explosions, fires, floods, riots, terrorist attacks and wars.

1.6.2 If a Force Majeure Event gives rise to a failure or delay in either party performing any obligation under an order or signed agreement other than any obligation to make a payment, that obligation will be suspended for the duration of the Force Majeure Event.

1.6.3 A party that becomes aware of a Force Majeure Event which gives rise to, or which is likely to give rise to, any failure or delay in that party performing any obligation under these Terms and Conditions, must:

- a. promptly notify the other; and
- b. inform the other of the period for which it is estimated that such failure or delay will continue.

1.6.4 A party whose performance of its obligations under these Terms and Conditions is affected by a Force Majeure Event must take reasonable steps to mitigate the effects of the Force Majeure Event.

## 1.7 Warranties and Liability

### 1.7.1 [REDACTED] warrants to the Customer that:

It will perform all Services with reasonable care and skill. However, [REDACTED] does not warrant that the Customer will achieve any specific results or performance as a result of the provision of the Services by [REDACTED] here-under. If [REDACTED] is in breach of the aforesaid warranty in relation to any particular Services, then [REDACTED] shall at its option as soon as reasonably practicable and as the sole and exclusive remedy of the Customer either take such steps as may be necessary to render the results of such Services as they would have been had [REDACTED] supplied such Services in accordance with such warranty or refund to the Customer such sums as the Customer paid to [REDACTED] in respect of such particular Services.

1.7.2 Nothing contained herein shall take effect or be construed so as to limit the liability of either party for death or personal injury resulting from that party's negligence.

1.7.3 The warranties given by [REDACTED] in Clause 1.7 are the only warranties given by [REDACTED] in relation to the Services or otherwise in relation to an order or signed agreement and Clause 1.7 states the Customer's exclusive remedies and [REDACTED] entire liability in respect of breach of any such warranties. Notwithstanding any oral or other representation that may have been made to the Customer at any time, [REDACTED] hereby excludes, to the fullest extent permissible at law, all warranties express or implied (including without limitation any warranty as to correspondence with description, satisfactory quality or fitness for purpose) other than those expressly given in these Terms and Conditions, and the Customer hereby agrees and acknowledges that it is reasonable in all the circumstances of this Agreement that such exclusion should apply.

1.7.4 Neither Party shall be liable to the other, whether by way of indemnity or by reason of any breach of these Terms and Conditions or in tort (including but not limited to negligence) or otherwise, for any indirect, special, incidental or consequential loss including (without limitation) losses or damage such as loss or alteration of data, loss of profit, business, revenue or goodwill or for any special, exemplary or consequential damages whatsoever howsoever arising out of or in connection with this Agreement.

1.7.5 [REDACTED] liability shall not exceed the value of a purchase order or annual value of any agreement.

## 1.8 Insurance

[REDACTED] will take out and maintain adequate insurance to cover its liability here-under and shall furnish the Customer with evidence of such insurance as and when reasonably required to do so.

## 1.9 Intellectual Property

All Intellectual Property Rights in the Services and arising from the provision of the Services by [REDACTED] to the Customer shall vest exclusively in [REDACTED] and shall be the exclusive property of [REDACTED]. In particular, all rights in databases created by [REDACTED] in the performance of the Services shall be the exclusive property of [REDACTED] and subject to any rights of the Customer in proprietary data provided by the Customer to [REDACTED] for the purposes of the performance of the Services by [REDACTED] and subject to [REDACTED] complying with the obligations of confidentiality in these Terms and Conditions, [REDACTED] may make use without restriction of the results of any surveys, audits and reports generated by [REDACTED] in the performance of the Services.

## 1.10 Infringement of Third Party Rights

1.10.1 In the event that any claim is made against the Customer for infringement of Intellectual Property Rights arising directly from the provision of the Services by [REDACTED] to the Customer (or the use by the Customer of the Software), [REDACTED] at its own expense shall conduct any ensuing litigation and all negotiations for a settlement of the claim. [REDACTED] will bear the costs of any payment (either by way of a lump sum or a continuing royalty payment) made in settlement, or as a result of an award in a judgement against the Customer in the event of litigation, provided that:

- a. the Customer gives written notice to [REDACTED] of any alleged Intellectual Property Infringement or claim threatened or brought against the Customer promptly upon becoming aware of it; and;
- b. the Customer gives [REDACTED] sole authority to conduct the defence or settlement of such claim or any negotiations related thereto at [REDACTED] expense and does not at any time admit liability or otherwise or attempt to settle or compromise such claim or action; and;

[REDACTED] [REDACTED] [REDACTED]

c. the Customer acts in accordance with the reasonable instructions of [REDACTED] and shall provide [REDACTED] with all reasonable information, co-operation and assistance (including, without limitation, lending its name to proceedings) as it reasonably requires at [REDACTED] cost in respect of the conduct of the defence.

1.10.2 The indemnity given above is expressly limited to any damages awarded to a third party in a court of final judgement or to the amount of money, settlement or compromise agreed upon by [REDACTED] with such third party.

1.10.3 The foregoing states the entire liability of [REDACTED] to the Customer and the Customer's sole and exclusive remedies against [REDACTED] in connection with claims based on or resulting from the infringement by the Services or the Software of any third party Intellectual Property Rights.

For the purposes of this Condition, the capitalised term "Intellectual Property Rights" means Patents, Registered Designs, Unregistered Designs, Registered Trademarks and Copyright only.

### 1.11 Confidentiality

1.11.1 All information disclosed by either of the parties (the "Disclosing Party") as part of the delivery of Services included within an order or signed agreement to the other party ("the Recipient") shall be treated as confidential by the Recipient in perpetuity and not be used other than for the purposes of the delivery of Services without the prior written consent of the party who has issued the information, unless such information:

- a. is now or later comes into the public domain other than as a result of a breach of the Clause; or
- b. is in the possession of the recipient party with full right to disclose prior to receiving it from the other party; or
- c. is independently received by the recipient from a third party with full right to disclose; or
- d. is required to be disclosed for the purposes of these Terms and Conditions provided the Recipient shall disclose it on a strictly need to know basis to the minimum number of employees and / or consultants necessary for the purposes of these Terms and Conditions and provided it shall ensure that such employee / consultant agrees to be bound by obligations of confidence and restrictions and prohibitions as to use and disclosure of the information no less stringent than those as set out in these Terms and Conditions.

1.11.2 The obligations of confidentiality contained in this Clause shall remain in force and survive completion of the delivery of Services included within an order or signed agreement without limit in point of time. Each party shall immediately upon the request of the other party return that party's confidential information and all copies to it.



[REDACTED]

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[REDACTED] Company C

Good evening [REDACTED]

Apologies for the slow reply. I think there are more questions to ask in terms of what sort of net zero position you are looking to demonstrate. Buildings use energy, generally, in two ways. Regulated and unregulated energy. Regulated includes things like heating, hot water, lighting and cooling. These are all things that form the basis of Building Regulations calculations and Energy Performance Certificates. Unregulated energy includes things that are plugged in or equipment that is not part of the general building set up, e.g. a photocopier or a kettle.

If you are trying to achieve net zero for the building and all energy within it, then that would be a case of investigating building energy consumption and interrogating energy bills too. If you are trying to achieve net zero for just the regulated energy, then that's slightly less involved.

For the purpose of supplying you with a quote to compare to others, please see below.

- Net zero position to be based on regulated energy
- Visits to all buildings to collect data
- Energy Performance Certificate methodology to determine CO2 emissions from buildings
- Advice on achieving net zero at each building / overall portfolio

For a building to be net zero, it will have to include renewable energy to offset the energy that is used. That may be difficult to achieve on a space such as the Maurice Huggins Room, given presumably it is part of a larger building. In such a case, an overall portfolio net zero might be required, whereby carbon emissions at this site are offset at another.

Cost £1,900 + VAT

There are other things to consider too, including your definition of net zero. If you were to remove gas use from all your sites and only use electricity from a 100% renewable energy supplier, then in theory, that is net zero, as the energy supplied to your building is free from carbon dioxide emissions. If you moved back to a 'normal' supplier though, then the net zero position would no longer stand. So definitions and what it is that you wish to achieve are also important to understand / consider.

If your operational hours at buildings are fairly low, compared with typical standards (library, for example), then the EPC route won't be appropriate, it would be better to use your energy bills as an assessment route. The cost of that approach would vary depending on whether or not unregulated energy needs removing from the assessment.

If you have any questions about the suggested approach, or would like a quote for something different, then please do get back to me.

Regards