



Saltash Town Council

Konsel An Dre Essa



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

12 April 2024

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Guildhall on **Thursday 18th April 2024 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/ RFO

To Councillors:

R Bickford R Bullock (Chairman) J Foster S Gillies S Miller (Vice-Chairman) J Peggs P Samuels D Yates	All other Councillors for information
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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. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 8th March 2024 as a true and correct record. (Pages 4 - 9)
6. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 10)
7. To consider Risk Management reports as may be received.
8. To receive an update on Isambard House concessionaire and consider any actions and associated expenditure.
(Pursuant to Station Property held on 08.03.24 minute nr. 44/23/24)
9. To receive an update on Isambard House building snags and consider any actions and associated expenditure.
10. To receive flooring quotes and consider any actions and associated expenditure. (Pages 11 - 13)
(Pursuant to Station Property held 08.03.24 minute nr. 43/23/24)
11. To receive CCTV quotes and consider any actions and associated expenditure. (Pages 14 - 29)
(Pursuant to Services held on 09.02.23 minute nr. 110/22/23)

12. 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.
13. To consider any items referred from the main part of the agenda.
14. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
15. 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 Station Property Sub Committee held at Isambard House on Friday 8th March 2024 at 6.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), J Foster, S Gillies, S Miller (Vice-Chairman), J Peggs and P Samuels.

ALSO PRESENT: B Stoyel (Councillor), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: D Yates.

36/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Town Clerk informed the Chairman of Councillor Brian Stoyel's attendance at this evening's meeting.

The Town Clerk advised Members of Standing Order 5J - Members of the Town Council shall have the right to attend all Committees, Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

The Chairman welcomed Councillor Brian Stoyel to the meeting.

37/23/24 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.

38/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

39/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 15TH SEPTEMBER 2023 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 Bullock, seconded by Councillor Foster and **RESOLVED** that the minutes of the Station Property Sub Committee held on 15th September 2023 were confirmed as a true and correct record.

40/23/24 **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Miller arrived and joined the meeting.

The Town Clerk briefed Members on the budget statement received and contained within the circulated reports pack.

The Town Clerk informed Members of the operational cost to the Town Council to date £3,323, however, there are a number of bookings up to the end of March 2024.

It was **RESOLVED** to note.

41/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

42/23/24

**TO RECEIVE INFORMATION ON NEW ELECTRIC CHARGE POINTS
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Town Clerk informed Members of the call for expression of interest from Town and Parish Councils for new electric charge points contained within the circulated reports pack.

Cornwall Council is seeking interest from Town and Parish Councils who own their own land or lease from Cornwall Council to install electric vehicle charging points under the LEVI fund (Cornwall Council allocated £5.5m).

Members discussed the funding criteria and available space within the car park at Isambard House.

It was **RESOLVED** to note the expression of interest and that the scheme on this occasion is not suitable for Isambard House.

43/23/24

**TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING
SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the Final Account Statement from Bailey Partnership contained and circulated within the reports pack.

Councillor Bickford informed Members of an internal meeting with representatives from Cormac, Bailey Partnership and Saltash Town Council, to review the snagging work undertaken by Cormac to the flooring and roof tiles.

At that meeting, Cormac were informed that the repair works were still not satisfactory, Cormac offered to reduce the final settlement figure.

Members discussed and debated the final account reduction to relieve Cormac of any future snagging duties.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and **RESOLVED**:

1. To approve to withhold the balance upon issue of Certificate of Making Good Defects of £17,875 to reflect the Town Council's future cost to make good the flooring and roof tiles due to Cormac not adhering to the project specification.

Members considered and discussed various flooring options.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to obtain three like for like quotes for the main space and waiting room area for resin, non-slip commercial vinyl and hard wearing carpet tiles to be considered at a future Station Property meeting.

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained and circulated within the reports pack with information relating to the current position of the Cornish Rail Coffee Company and their expression of interest to expand to Saltash, but unable to commit to any timescales at present.

Members discussed in length various options to open the café waiting room at the Station.

Members agreed leaving the Town Council building open and unmanned has many potential problems. The Town Council would fall foul of the insurance reasonable precautions clause and leave the building at risk.

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

Councillor Bickford left the meeting and then re-joined the meeting during discussion of this item.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED:**

1. To delegate to the Town Clerk working with the Chairman and Vice Chairman to work up and deliver to local Saltash businesses and afar a café concessionaire brief specification, inclusive of free 12 months' rent, business rates and utilities, followed by quarterly reviews;
2. To delegate to the Town Clerk working with the Chairman and Vice Chairman to appoint a concessionaire at the earliest opportunity;
3. To request feedback from businesses that are not interested in the offer;
4. To report back to Members of the Station Property Sub Committee by email on a monthly basis;
5. To report back the outcome at a future Station Property Sub Committee meeting.

45/23/24 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.

46/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

47/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

48/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

49/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to issue a press release and social media release on the current status of the café concessionaire and waiting room.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.04 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Services Committee - Isambard House (Station Building) Budget 2023-24

Saltash Town Council

For the year ended 31 March 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	3,800	0	0	10,000	5,120	4,880	8,000	8,584	9,211	9,884
4302 SA Isambard - Refreshment Income	20	0	0	500	81	419	75	81	87	94
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	0	0	0
Total Isambard House Income	3,820	0	0	15,500	5,201	10,299	8,075	8,665	9,298	9,978
Total Isambard House Operating Income	3,820	0	0	15,500	5,201	10,299	8,075	8,665	9,298	9,978
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	(409)	4,129	3,720	(0)	4,431	4,755	5,103	5,476
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693	744	799	858
6802 SA Gas - Isambard House	573	0	0	6,075	411	5,664	6,519	6,995	7,506	8,054
6803 SA Electricity - Isambard House	3,480	0	0	9,020	2,333	6,687	9,679	10,386	11,145	11,959
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073	1,152	1,237	1,328
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	880	813	1,817	1,950	2,093	2,246
6810 SA General Repairs & Maintenance - Isambard House	758	0	409	1,000	1,091	318	2,000	2,500	2,500	2,500
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	243	261	281
6814 SA Equipment - Isambard House	650	0	0	989	947	42	1,062	1,140	1,224	1,314
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	2,303	2,472	2,653
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	70	930	1,073	1,152	1,237	1,328
6822 SA Activities & Events	0	0	0	1,000	1,479	(479)	1,073	1,152	1,237	1,328
Total Isambard House Expenditure	13,578	0	0	28,761	11,438	17,323	31,792	34,472	36,814	39,325
Isambard House Staffing Expenditure										
6671 ST SA Staff Expenses - Isambard House	0	0	0	282	0	282	0	0	0	0
6672 ST SA Staff Training - Isambard House	0	0	0	1,129	0	1,129	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	0	0	0	0
Total Operating Expenditure	13,578	0	0	30,172	11,438	18,734	31,792	34,472	36,814	39,325
Total Isambard House Operating Expenditure	13,578	0	0	30,172	11,438	18,734	31,792	34,472	36,814	39,325
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(6,237)	(8,435)	(23,717)	(25,807)	(27,516)	(29,347)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	0	0	0
6870 SA EMF Isambard House	0	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Treasuries Kernow Funding	286	2,962	(35)	0	2,458	469	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Expenditure	35,286	83,331	(35)	0	2,458	80,838	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	13,896	99,572	31,792	34,472	36,814	39,325
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(8,695)	(89,273)	(23,717)	(25,807)	(27,516)	(29,347)

To/From Reserves & Budget Virements 2023/24

1. 6871 SA EMF Treasuries Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event

2. 6822 SA Activities & Events overspent -£479 - Actual expenditure includes £1,479 Murder Mystery offset against income 4301 SA Isambard House Bookings £1,761

3. Virement from 6800 SA Rates - Isambard House to 6810 SA General Repairs & Maintenance - Isambard House - £409.00 - 23/23/24

To receive flooring quotes and consider any actions and associated expenditure

Following the request to obtain 3 quotes for flooring at Isambard House. The quotes are for the main floor area and the waiting room only.

The new Resin surface quotes have proven very difficult to obtain as this is a specialised style of work. There are very few companies in Cornwall that even do this type of floor. The original flooring contractor has not responded to any calls emails and are based in Penzance. We contacted other companies with one in St Austell responding and attended the property to provide a quote. However they haven't sent a quote to us with various chassing by phone and emails. We spoke with two companies outside of Cornwall but didn't want to travel the distance just to provide a quote.

We received a quote to repair the small hole of £550+vat

Our opinion is that the resin floor will be very expensive and difficult to maintain as damage will always happen with tables, chairs and public using the space.

The other quotes are for Carpet tiles (as recommended by the suppliers) or a vinyl surface.

We asked for 3 quotes from each companies.

Carpet main room & waiting room
Carpet main room, vinyl to waiting room
Vinyl main room & waiting room

Company A

The cost for 'Pro 10 tiles' in both areas throughout will be £4,819.00.

The cost of 'Prima Vera ' in both areas throughout will be £3,347.00.

The cost for tiles in the function room and vinyl in the canteen area will be £4,677.00.

The total amounts are inclusive of all materials, adhesive, fitting charge and VAT.

Company B

To supply Carpet tiles in Main room	£2,640.00
To supply Vinyl in waiting room	£985.00
To supply 2 tubs adhesive glue	£200.00
To supply 2 pieces of entrance matting	£100.00
Labour	£600.00
Grand Total for everything above (Quote 1)	£4,525.00

Quote 2:

To supply carpet tiles in waiting and main room	£3,334.00
To supply 2 Tubs adhesives glue	£200.00
To supply 2 pieces of Entrance matting	£100.00
Labour	£600.00
Grand Total for everything above (Quote 2)	
£4,234.00	

Quote 3

To supply Vinyl to the main room and waiting room	£2,640.0
To supply 2 tubs adhesive glue	£200.00
To supply 2 pieces of Entrance matting	£100.00
Labour	£600.00
Grand Total for everything above (Quote 3)	
£3,540.00	

Company C

Option 1 for carpet tiles would be £4272 + vat.

This is carpet tiles supplied and fitted through all the waiting area and cafe.

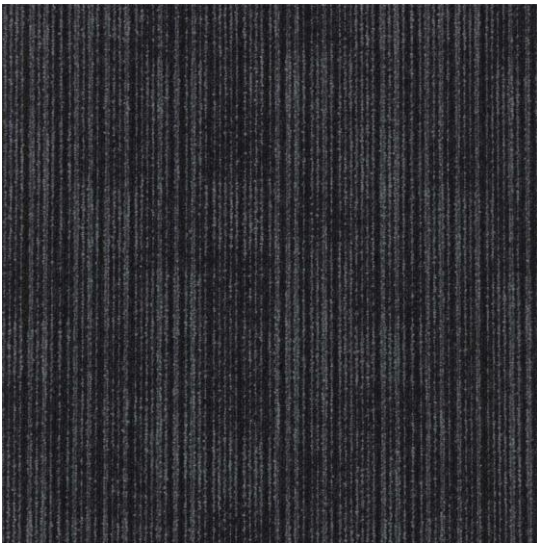
Option 2 for commercial vinyl flooring in all areas of the waiting room and cafe. This is £5510 + vat.

Please note that you must have a safety flooring type vinyl in these areas and a cheap vinyl will not withstand the traffic of customers so please bear that in mind this is how I've priced this.

Option 3 is for carpet tiles in the main room and commercial vinyl in the cafe area. This would be £4871+ vat.

For members to consider that it would be our recommendation for the commercial hard wearing carpet floor tiles to the main room and none slip vinyl to the waiting room. This is based on that carpet tiles can easily be cleaned or replaced if damaged. The vinyl will be easier to keep clean in a smaller area where there is more likely spillages on the floor in the café area. There will be a requirement to alter each internal door to allow for the higher floor level and door closures. This will be carried out by SDGAs. Samples of carpet and vinyl colours will be available once a decision has been made.

Examples of the carpet and vinyl flooring.



This can be set against budget code 6473 EMF Station Building Capital Works £57,745 or 6870 EMF Isambard House contingency £18,492

End of report

Service Delivery Manager

To receive CCTV quotes and consider any actions and associated expenditure

Below is an example of the type of CCTV system that could be used for STC Buildings.

This is based on each building having its own setup which can be monitored via a mobile phone when logged in. The option provided will not link to a PC as they are the cheaper home style CCTV not set up for multi building use.

The cameras could be installed by SD department. We would need to fit some power sockets in the toilets next to the fuse box to give the unit power plus power for each camera to operate correctly. This would be an additional cost of aprox £80 per socket for the cable, socket and any additional items required (each camera will need a power point to work). Batteries are not required.

To use the system correctly we would need a 4G router in each building to pick up the internet. The cost is in the region of £350 per box.

Option 1:

2 x Zxtech Tropox 5MP CCTV Camera Infrared

Night Vision 9CH Sony Starvis | WF2D9Y

£203.37 for the camera and box plus cables.



Option 2:

2 x Zxtech Tropox Pro 5MP CCTV Camera Infrared+IntenseLED, 5X Auto Zoom

1 x 9CH Zxtech 4K Home NVR

Optional HDD

Power Supply Unit (installed through loft spaces or using white surface cable trunking) with 1 Metre Lead Included (This is not a battery-powered system)



System Features for both options

【5MP Sony Starvis】 5 Megapixel resolution (2560x1920) is 2x crisper than 1080p. With the integrated Sony Starvis Chip, the wide-angle CCTV footage is noticeably better.

【Wireless】 With a built-in long-distance antenna on the camera, the Wifi signal strength is sufficient for most British houses. The camera is easy to set up without network video cables; power supplies are provided.

【Waterproof & Vandal Proof】 Designed for both indoor and outdoor use. The solid waterproof casing is rated at IP67, and anti-vandal housing ensures it remains robust even in harsh conditions.

【2-Way Audio】 The camera offers clear two-way audio communication with its built-in microphone and speaker. Stay in touch with the courier if you miss them. The mobile app is available for both iOS and Android.

【Great Night Vision】 Using the Sony Starvis Chipset, the night images outperform many alternatives. Tropox (Option 1) features infrared light enabling long night vision up to 100 ft in black and white. Meanwhile, Tropox Pro (Option 2) offers both infrared and intense LED, giving you the option of black and white or full-colour night vision.

【Humanoid Detection】 Intelligent software allows the cameras to distinguish between human figures and other objects, reducing the number of false alerts.

【Lens】 Tropox (Option 1) features a wide-angle 2.8mm lens, while Tropox Pro (Option 2) has a 2.7-13.5mm auto-zoom, letting you remotely adjust the view through the app.

【HDD & Onboard SD Card Slot】 With up to 8TB HDD on the NVR and 128GB SD storage on each camera, your footage is secure. Furthermore, it will automatically overwrite old data when the storage is full, eliminating the need for manual deletion.

【Remote access】 Access, playback, and snapshot your camera or recorder footage remotely via free mobile apps for iPhone and Android.

Number of camera systems required to cover STC buildings:

1X CAMERA KIT £153.37 2X KITS FOR ALEXANDRA, BELL VUE TOILETS AND CHURCHTOWN STORE

2X CAMERA KIT £203.37 4X KITS FOR WATERSIDE, LONGSTONE TOILETS, CABIN, PONTOON AND MHR

4 X CAMERA KIT £303.37 1X KIT FOR LIBRARY

5X CAMERA KIT £353.37 1X KIT FOR GUILD HALL

6X CAMERA KIT £403.37 1X KIT FOR STATION

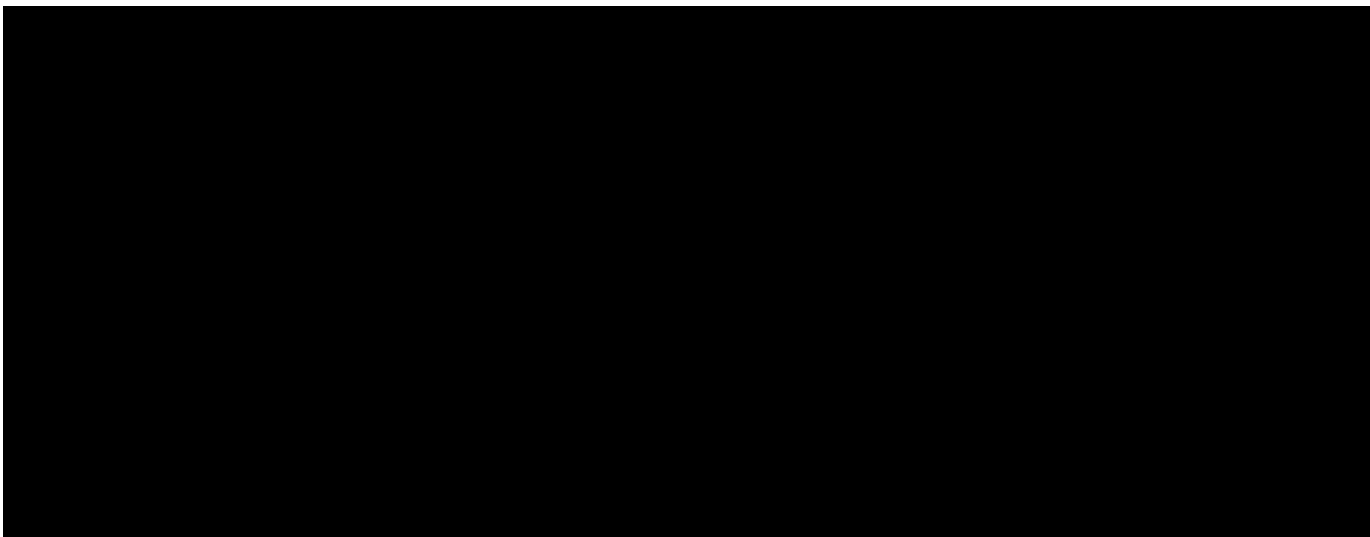
Each kit includes the cameras box and power cables

Please note: the work required for each Town Council premises would be quite an involved job for us to take on, plus we also feel they will still be subject to vandalisam.

TOTAL COST £2,179.96 vat included. This covers only the cost for the camera kits per building. Each building may require different installation for the power points adding to the overall cost. This may require a fund set aside for Service Delivery to use for this purpose.

End of Report

Service Delivery Manager

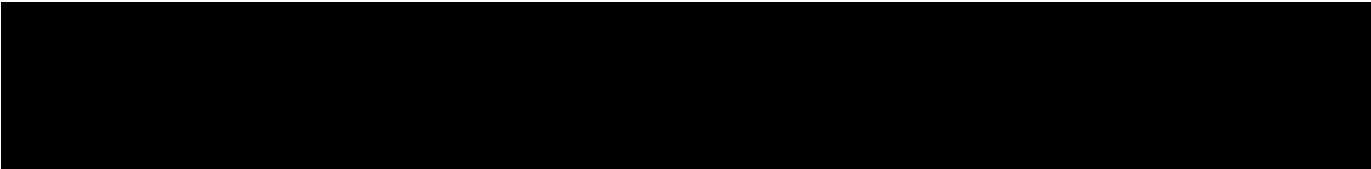


SYSTEM DETAIL

VIDEO SURVEILLANCE

Site address	Saltash Town Council Isambard House Saltash Train Station Saltash Cornwall
Quote reference	[REDACTED]
Issue number	01
Date (dd/mm/yyyy)	25/03/2024

PROJECT NAME:	STC – Isambard House	Document Reference [REDACTED]
DOCUMENT NO:	[REDACTED]	Version: 1.0



SYSTEM DESCRIPTION

User Requirement

	COMMENTS
Basic Objectives	Provide a visible deterrent to reduce likelihood of criminal activity and record criminal activity.
Operational Periods	24/7
Surveillance Areas	Perimeter of Isambard House
Activities to be captured	Security Deterrent
Illumination Types	IR/White Light Illumination

Overview

The system is based on an IP (networked) Video Surveillance System

SYSTEM DESIGN

Design Parameters

The system has been designed by [REDACTED] in accordance with the following:

- NSI NCP 104.3

Legislation and Standards

Your attention is drawn to the Data Protection Act and the information available from the Information Commissioner's Office.

To obtain more information, please go to <https://ico.org.uk/>

Assessment of Risk

A site survey and risk assessment of your property has been carried out on 22/03/24 by [REDACTED]

Lux Levels

A minimum illumination level of 1 lux is assumed in all areas of system coverage at all times. If any areas can be expected to fall below this level, SFS should be notified in order that the system design is adjusted accordingly.

Please Note: Where Public Street lighting forms part of the lighting provision, consideration should be given to whether energy saving measures are existing or proposed (lights switched off during certain hours of darkness) as this could have a significant detrimental effect on the quality of images provided.

Cameras

CAMERA REF.	VIEWING AREA	CAMERA TYPE	IMAGE CATEGORY							IMAGE RECORDING FORMAT						
			MONITOR	DETECT	OBSERVE	REGOGNISE	IDENTIFY	CONTINUOUS	MOTION ACTIVATED	RESOLUTION	IMAGES PER SECOND	PRE-ALARM RECORDING (S)	POST-ALARM RECORDING (S)	ENCODING FORMAT	IMAGE RETENTION (DAYS)	
1	Parking area LHS	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
2	Front LHS towards extension door	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
3	Front LHS towards parking barriers	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
4	Front RHS towards main Entrance Door	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
5	Front RHS Roadside	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
6	Front RHS Corner Side path	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
7	Rear LHS Platform (Optional)	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
8	Rear RHS Platform (Optional)	FD	●	●	●	●	●	●	●	8MP	12	5 Sec	5 Sec	H.265	31	
9	Café (Optional)	FD	●	○	●	○	○	○	●	5MP	12	5 Sec	5 Sec	H.265	31	
		-	○	○	○	○	○	○	○	-	-	-	-	-	-	
		-	○	○	○	○	○	○	○	-	-	-	-	-	-	
		-	○	○	○	○	○	○	○	-	-	-	-	-	-	

Camera Types

FD – Fixed Dome (movement and position of lens cannot be remotely operated from a remote location)

FB – Fixed Bullet (movement and position of lens cannot be remotely operated from a remote location)

PTZ – Pan / Tilt / Zoom (movement and position of lens can be remotely operated from a remote location)

Image Categories

Monitor: A figure should typically occupy a minimum of 80 mm per pixel.

An observer should be able to monitor the number, direction and speed of movement of people across a wide area.

Detect: A figure should typically occupy a minimum of 40 mm per pixel.

When alerted, an observer should be able to search the display screens and ascertain whether a person is present or not.

Observe: A figure should typically occupy a minimum of 16 mm per pixel.

An observer should be able to see some characteristic details of the individual, such as distinctive clothing, whilst the view remains sufficiently wide enough to allow activity surrounding an incident to be monitored.

Recognise: A figure should typically occupy a minimum of 8 mm per pixel.

At this level of detail, an observer should be able to say with a high degree of confidence whether or not an individual shown is the same as someone they have seen before.

Identify: A figure should typically occupy a minimum of 4 mm per pixel.

Video Analytics

TYPE	FUNCTION / PURPOSE	APPLIES TO
Motion Detection	Images recorded on detection of motion only / maximise image storage capacity	All cameras
Motion Detection		All Cameras
Object Identification & Tracking		External Cameras
-		-
-		-

Recording Equipment

Recording equipment shall be located as follows:

LOCATION	Video Inputs	HDD	TYPE	MOUNTING	UPS BACKED
Comms Cupboard	8	8	NVR	19" Rack	No
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-

Control & Viewing Equipment

Viewing equipment shall be located as follows:

LOCATION	CONTROL EQUIPMENT				MONITORS			
	TYPE	MOUNTING	MANUAL CONTROL DEVICES	UPS BACKED	SIZE	QTY	MOUNTING	UPS BACKED
2 nd Floor Server Room	Monitor Interface	Desk	PC Keyboard & Mouse	No	19"	1	Desk	No
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-

Operator workstations – please note:

- For the selection of the screen size, the distance between the display and operator is the primary factor. The general rule is that the viewing distance should be between 3 to 5 times the size of the screen's diagonal.
- The operator must be positioned so that they are able to clearly view the information on the display.
- Control desks should be ergonomically designed with particular attention being paid to siting of monitors in order to avoid reflections from extraneous light sources on the display screens.
- Workstations must be suitably protected from unauthorised use, either by physical or application access control.

Clarifications

The following items may require further discussion/confirmation:

COMMENT	DOCUMENT REFERENCE	!
1. Where privacy issues are identified (where images from cameras overlook private properties), relevant images will be digitally 'masked' to exclude these areas.		●
2.		○
3.		○
4.		○
5.		○
6.		○
7.		○

! = Non-compliant to corresponding document when checked (● = checked / ○ = unchecked)

Please note: Where items have been identified as non-compliant these are to be agreed in writing prior to installation.

Power & Data Requirements

The following table confirms power and data requirements in relation to the project:

ATTENDANCE / WORKS	UN-SWITCHED FUSED SPUR	MAINS SOCKET	RJ45 DATA SOCKET	RJ45 DATA SOCKET (PoE)	RJ45 DATA SOCKET (PoE+)
Video Surveillance NVR/DVR*	○	●	●	○	○
Video Surveillance Monitor	○	●	○	○	○
Video Surveillance Fixed Camera	○	○	○	●	○
Video Surveillance PTZ Camera	○	○	○	○	○
Server*	○	●	○	○	○
PC Workstation	○	●	●	○	○
	○	○	○	○	○
	○	○	○	○	○

* NVR's, DVR's & Servers require 2no. data sockets

INSTALLATION

Cable Types

The following cable types shall be installed (where applicable):

CABLE FUNCTION	CABLE TYPE	CPR CLASSIFICATION
ELV, Control and Monitoring (Multicore Alarm Cables)	Type 1 (LS0H) to BS4737-3.30:2015	N/A - see note 1 below
ELV Power (Flex)		N/A - see note 1 below
Data		N/A - see note 1 below

Wiring Configuration

The wiring shall be configured to suit the building layout.

Cable Type: Cat5e

Existing Data Socket high level in the Café to be utilised for wiring of cameras on the RHS of the building, due to building layout no loft space is available for cabling through the main space.

Test Plan

Upon conclusion of the works, selected cause & effect and 3rd party stage operations will be witness tested to the client and, if necessary, the Local Authority representatives.

The following tests shall be carried out (subject to agreement):

1. Images testing – This shall be scenario based. Image chain consistency of each camera shall be carried to ensure images viewed live and/or replayed and exported meet the image performance requirements detailed in this document. Please note that construction sites are unlikely to be available outside of normal working hours for testing of worst-case lighting scenarios and therefore this scenario will not be tested. This test can be arranged directly with the end user after contract completion and under a separate instruction if deemed necessary.
2. Testing will cover the operational period of the system;
3. Legislative requirements that affect the design of the system shall be tested/assessed for compliance;
4. Design requirements introduced due to a Privacy Impact Assessment (coverage/masking) shall be assessed for compliance;

All test results shall be documented and shall include details of tests carried out and evidence captured (for example, operator acceptance checks, reference stills and videos, configuration files, network load statistics, penetration test reports, etc.) to confirm the system meets the UR/SDS.

Commissioning

Following completion of the electrical wiring and prior to client participation, [REDACTED] will configure, program, test and commission the system to our satisfaction to provide a fault free system that meets the parameters set out in this proposal and the accompanying documents.

Handover / Completion

[REDACTED] will provide customer training and system familiarisation, and this activity will be carried out to suit the programme of works.

Unless otherwise agreed in writing with the end user, all system accounts used by [REDACTED] will be deleted or locked and the user will be advised to change passwords when the system is handed over. This includes removing remote access rights to the system.

The following documentation shall be provided at handover:

- Risk assessment, unless carried out by others;
- UR, unless produced by others;

- [REDACTED] unless produced by others (should be signed by the customer);
- As fitted documentation;
- Test plan and commissioning results;
- The results of testing (as a minimum these shall include reference images from each of the cameras at representative illumination levels throughout the operational period defined in the UR;
- Operating instructions/manuals (these shall be in a format agreed with the customer);
- System account details and passwords;
- System logbook;`
- Handover checklist (signed by the customer and the individual handing the system over);
- Certificate of acceptance;
- NSI Certificate of Compliance

Pricing

System / Description	Visits		
Video Surveillance System (VSS) Option 1 (6 external cameras) 188171	N/A	£3086.76	<input type="checkbox"/>
Video Surveillance System (VSS) Option 2 (6 External Cameras and 1 Internal Camera in the Café area) 188171-02	N/A	£3480.53	<input type="checkbox"/>
Video Surveillance System (VSS) Option 3 (8 External Cameras including 2 directed along the platform side) 188171-01	N/A	£3812.96	<input type="checkbox"/>

Please tick the relevant box/s required – Please note that there are annual increases unless a **fixed** contract term is accepted. All prices quoted are subject to VAT at the current rate



ACCEPTANCE

The customer hereby accepts the above quotation based on [REDACTED]

Please note: - All maintenance contracts are rolling contracts and we require 45 days written notice for any cancellation.

The system supplied and the service and maintenance given by the Company are designed and intended to minimise the risk to the Subscriber of suffering the loss or damage for which it has been specified but no guarantee can be given that the system will detect, activate, or report correctly at all times, under all conditions. Respectfully we would like to point out that [REDACTED] is not an insurance company and consequently because of the potential extent of any claim that could otherwise be made against the Company under the contract arising from a failure of the system or from some act of negligence on the part of the company, its employees or its agents in comparison with the sum payable by the Subscriber, the company places a limit on its liability. It is therefore the Subscriber's responsibility to comprehensively and adequately insure the property in which the system is installed, it's contents and persons using the same, against "all risks".

Signed

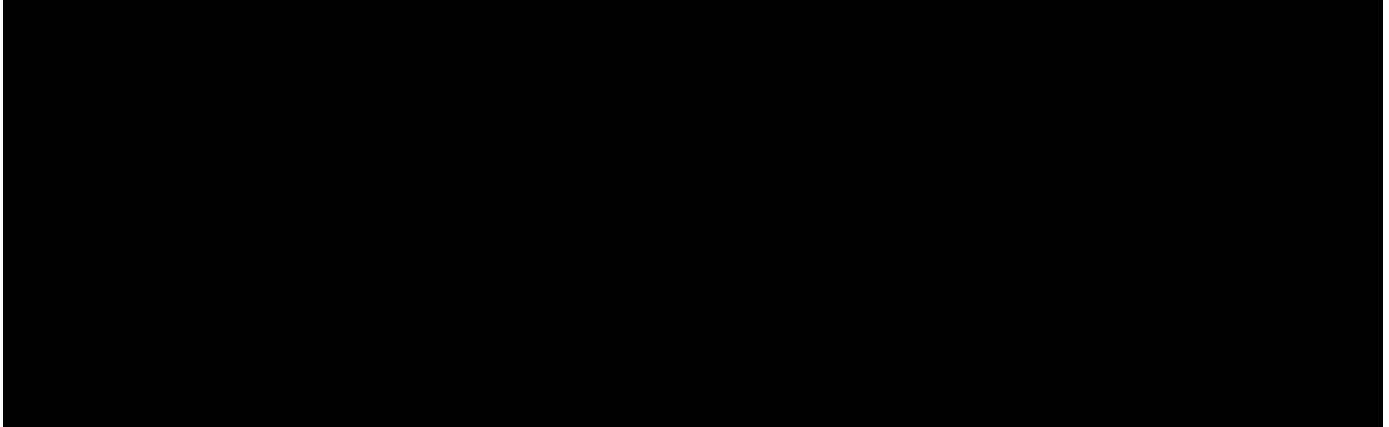
Date

PRINT NAME

Position Held

Purchase Order No (if applicable)

ABOUT US



Association Memberships



Certifications & Accreditations

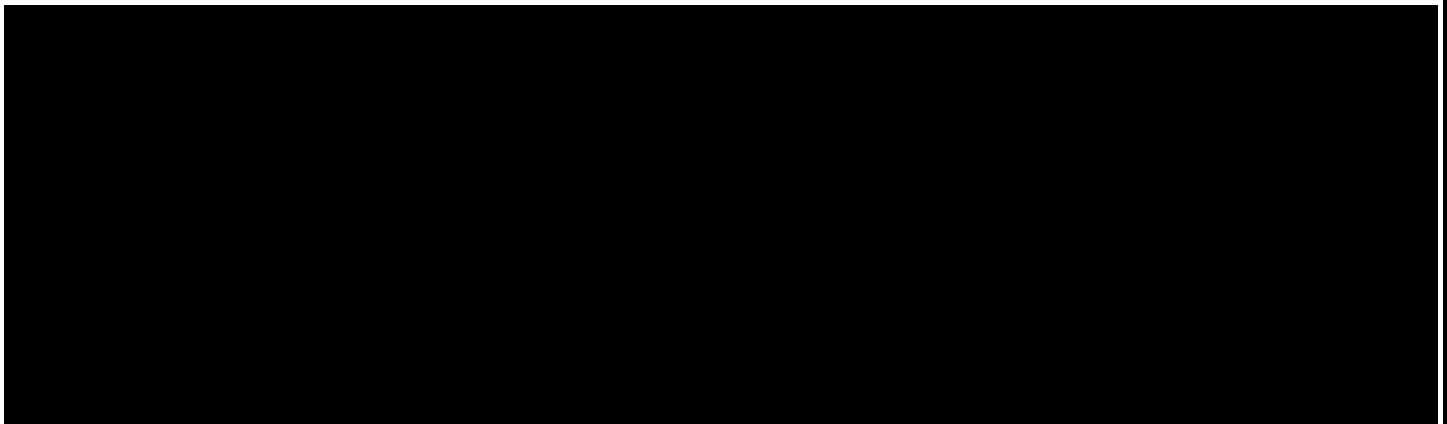


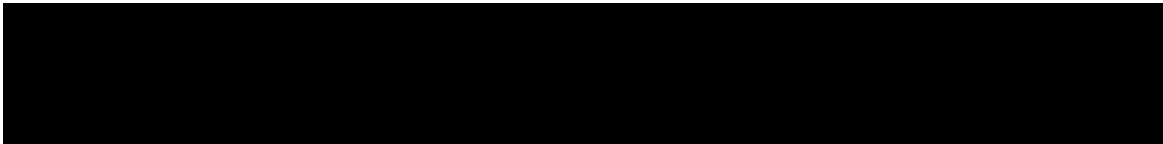
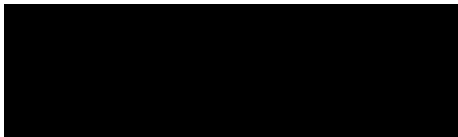
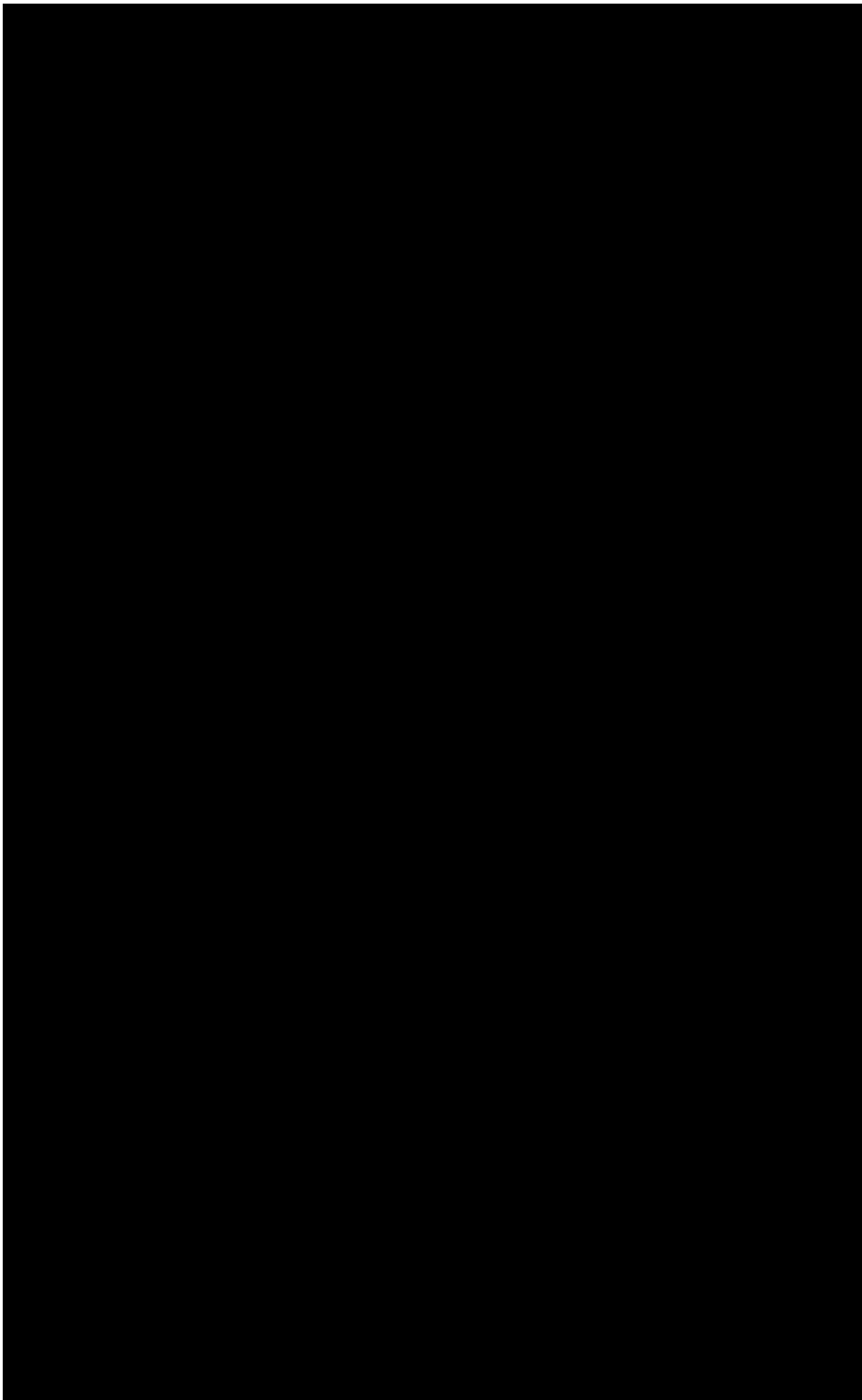
Approved services and NSI Certificate(s) of Approval:

- Design, Installation and Maintenance of Electronic Security Systems for Intruder Alarms, CCTV Systems and Access Control
- Design, Installation, Commissioning & Handover, Verification and Maintenance of Fire Detection & Alarm Systems



Certified Partnerships





Quote Numbers: [REDACTED]

Version: [REDACTED]

System Type: Proposed CCTV installation

Description: The design and grading of this system is based on information gathered during your on-site risk assessment. The design is therefore determined by the information available at the time, including any valuations, supplied by you or your representative.

Date: 3 November 2023

Outline Quotation as listed below:

1) The below quotation is based on the attached proposed layout, site audit and our onsite meeting.

2) As discussed if you require an additional camera in the waiting room and its ordered with the below installation then it would be an additional £ 184.92 + VAT and it would be in white

Contact:

Position:

Tel:

Email:

Site Contact:

Position:

Tel:

Email:

Surveyed by:

Drawing Number:

Survey Document:

Customer: Saltash Town Council

Install Add: Isambard Building
Saltash Railway Station
Albert Road
Saltash

Prepared by [REDACTED]

PART	DESCRIPTION	QUANTITY	PER UNIT	TOTAL	NOTES
CCTV	IP NVR RECORDING EQUIPMENT				
CCTV	Hik 8 channel NVR with 8 ports POE and 8TB of storage	1.0			
CCTV	IP CAMERAS				
CCTV	Hikvision Black 8MP IR Fixed Turret Network AcuSense, Powered by Darkfighter Camera, Human and vehicle classification alarm, 2.8mm lens, up to 30m IR range, Built-In Microphone, IP66, 12 VDC ± 25%/PoE,	6.0			
CCTV	External Bullet Camera Power intake Box for above*	6.0			
CCTV	MONITORS				
CCTV	22" LED HD 1080p Monitor VGA-HDMI	1.0			
CCTV	3m HDMI Cable	1.0			
CCTV	Wall Bracket 5" - 22"	1.0			
POWER/NETWORK	NETWORK SWITCHES				
IP EQUIPMENT	HikVision 4 Port POE + 1 LAN	1.0			
MISCELLANEOUS	MISCELLANEOUS				
IP EQUIPMENT	RJ45 Connectors	14.0			
CABLE	CABLE				
CABLE	Cat - 5e 305m - Low Smoke Zero Halogen (purple)	2.0			

£ 3166.66 + VAT

* All pricing exclusive of VAT

CUSTOMER REQUIREMENTS (IF APPLICABLE)

- Price does not include cutting away, making good or redecoration
- Any Civil works to be supplied by customer
- Allocated space as per site diagram for all equipment
- The quotation excludes any specialist containment required for the installation
- [REDACTED]
- [REDACTED] cable routes are asbestos free, or will be cleared prior to the work commencing. In the event of asbestos being discovered on site, we have an obligation to ensure that our staff are not exposed to such hazards and will therefore have to cease work until the situation is investigated and declared safe without any costs to [REDACTED] shall be required prior to any works commencing
- Works are to be continuous and breaks such as phasing will incur additional costs
- Constant and unrestricted access to all areas will be available at all times 5 days per week, 9 hours per day
- All Parts and labour supplied to [REDACTED] come with a 12 month guarantee
- It is important to note that all of the above assumptions need to be completed and adhered too prior to [REDACTED] commencing the installation

DATA PROTECTION POLICY

[REDACTED] is committed to operating in a way that complies fully with the provisions of the General Data Protection Regulations 2018 (GDPR).

Collecting and Processing Your Data

- Data provided to us for marketing purposes is obtained through lawful means and by organisations fully compliant with GDPR.
- [REDACTED] maintains a Data Processor Register, which ensures that all our suppliers, providers and associated agencies are sufficiently qualified to competently manage data on our behalf.
- All database management systems have been implemented with 'privacy by design' in mind. Our IT systems are maintained and kept secure in accordance with our comprehensive IT Policy.
- We maintain transparency and before contacting customers about our services, we establish consent.
- Data is solely kept and maintained for the purpose indicated to the data subject. Old data is erased, securely destroyed or archived as appropriate and in line with our legislative or business requirements.

Systems and Training

- We are committed to critically reviewing our systems and procedures on an ongoing basis and have an established team of competent staff members, who continually scrutinise the way we operate.
- We aim to maintain first class standards of data safety through our non-conformance system, which enables all team members to raise any concerns, suggestions and ideas for improvement.
- All team members and associates are regularly briefed in the importance of data safety, via toolbox talks and training sessions.

Our senior management team is fully engaged and committed to follow advice and guidance provided by the Information Commissioner's Office (ICO) and sets exceptional data safety standards for the organisation.

Responsibility

The overall responsibility for data safety ; [redacted] es with the directors of the business.

Raising Concerns

If you are concerned about the way in which we collect or process your data. Please contact us via [redacted]

COMMUNICATIONS

Customer is to arrange for the provision of a PSTN/ADSL line with static IP address local to panel location prior to installation - TBC

Customer is to arrange for the provision of a addressed PoE data point within 1 meter on equipment location prior to installation date - TBC

MAINS SUPPLY

1 x 3 Amp unswitched fuse spur will be required prior to engineers visit as follows: TBC

13 Amp socket outlets will be required prior to engineers visit as follows: TBC

All to be provided with appropriate mains safety testing Certificate

CCTV NOTES

The lighting levels in the areas of camera operation are the responsibility of the customer / end user.

It is your responsibility to register with the **Data Protection Register** .To register contact the Information Commissioner c [redacted] here a member of staff will take you through the registration process.Information can also be obtained from their website www.ico.org.uk (<https://ico.org.uk/for-organisations/register/>) or call 0303 1231113

TERMS & CONDITIONS

*Quotations are based on the installation being carried out during normal working hours i.e. 9.00am to 5.00pm Monday to Friday excluding bank holidays.

*Quotations do not cover extraneous work, building work or redecoration unless stated in the attached quotation.

[redacted] reserves the right to charge for any delays occurring from hindered access or badly planned working schedules

Any alterations to the attached proposed specification, alterations or extensions not mentioned before this quotation will be charged at pro-rata rates, at NO COST to [redacted]

[redacted] reserves the right to revise the attached proposed specification and provide a solution acceptable to all parties involved.

*If Stage payments are required they will be agreed by both parties as to the duration and payment structure prior to the commencement of the work

*Payment in full for this installation will be made not later than 14 days from the final invoice date unless otherwise stated before work commences.

*We reserve the right to charge late payment interest and compensation on all overdue accounts pursuant to the late payment of commercial debts (interest) act 1998

[redacted] reserves the right to ask for a 45% deposit of the total installation costs, before any installation work can commence.

*Special ordered items will have to be paid for in full as they are non returnable, so therefore non refundable. Special orders will be identified on the specification

*All equipment provided and installed b [redacted] :mains the property of the company until full and final payment is received

If full payment is not received within the terms and conditions stated the [redacted] :serve the right to reclaim this equipment as part payment of the outstanding balance

GUARANTEES & WARRANTIES:

All labour and goods supplied by The Company shall be of a sound quality and suitable for operation in the manner intended by The Company. The Company shall in no way be liable for the consequences of use or non-use of the equipment or services supplied. The Company gives full access to the equipment within 12 months of the date on which the goods were despatched by The Company, but after that period a charge will be made by The Company.

CANCELLATION:

Cancellation of an Order or Contract that has been accepted will become effective only if the Purchaser agrees to pay the full amount(s) as notified by the Company. This will be a total of the value of materials and agreed labour incurred at the date of cancellation, together with a reasonable amount of monies towards overheads, loss of profit(s) and cost of interruption.

MONITORING, SERVICE AND MAINTENANCE:

Where a monitoring, service and maintenance agreement is entered into, a standing order mandate will be sent and this is the preferred payment method for the service.

VARIATIONS:

All [redacted] have strict instructions not to carry out any additional or variation works unless in receipt of written instructions from the customer. Such variations or additional works will be charged for following your acceptance of our revised quotation or against our small work quotes.

ADDITIONAL CHARGES:

Any failure to advise the company in writing of any change or revision of the date of commencement may result in charges being accrued. Should the cancellation or postponement not be received by the company within 5 working days before the scheduled start date, the company reserves the right to charge labour time and travel expenses, currently rated at a minimum of £290.00 per engineer, per day scheduled on site.

All Payments to be made to

[redacted]

Customer

Authorised Signatory

Full Name

Position

Date

Authorised Signatory

Full Name

Position

Date