



Saltash Town Council

Konsel An Dre Essa



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

26 June 2024

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Tuesday 2nd July 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 J Foster S Gillies J Peggs B Samuels P Samuels D Yates	All other Councillors for information
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. 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.
7. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 18 April 2024 as a true and correct record. (Pages 4 - 9)
8. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 10)
9. To consider Risk Management reports as may be received.
10. To receive an update on Isambard House final account and consider any actions and associated expenditure.
(Pursuant to minute 8/24/25 Station Property 18.04.24)
11. To receive flooring quotes and consider any actions and associated expenditure. (Pages 11 - 13)
(Pursuant to minute 9/24/25 Station Property held 18.04.24)
12. To receive a report on the Trackside Cafe and consider any actions and associated expenditure. (Pages 14 - 15)
13. To receive a report on the purchase of external furniture and consider any actions and associated expenditure. (Pages 16 - 18)
14. To receive a report on the use of Isambard House extension and store room and consider any actions and associated expenditure. (Pages 19 - 23)
15. To receive quotes to resurface the car park and consider any actions and associated expenditure. (Pages 24 - 28)

16. 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.
17. To consider any items referred from the main part of the agenda.
18. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
19. 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 Guildhall on Thursday 18th April 2024 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer).

APOLOGIES: J Foster and S Gillies.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

**4/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION
PROPERTY SUB COMMITTEE MEETING HELD ON 8TH MARCH
2024 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 Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 8th March 2024 were confirmed as a true and correct record.

**5/24/25 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**6/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

7/24/25

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

The Town Clerk informed Members of the journey taken to appoint a café concessionaire delegated at the last Station Property Sub Committee meeting.

The Town Clerk referred to the process that reflects tendering to ensure a fair, consistent and transparent procedure.

The Town Clerk informed Members of the appointment of Dawn Couch the operator of Poolside Café located at Saltash Leisure Centre.

Dawn comes with a wealth of business and café operator knowledge and experience and is keen to work with Saltash Town Council to help promote the use of the main space.

The Town Clerk informed Members of some minor alterations to the kitchen area to accommodate the café service at the expense of Dawn Couch.

Members discussed the appointment of Dawn Couch and the need for a café sign.

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

1. Ratify the appointment of Dawn Couch as the Café Concessionaire to commence at the earliest opportunity working with the Town Clerk;
2. Ratify a 12 month free trial period (rent and utilities) reflective of the details contained within the brief specification and licensee report;
3. Ratify the signed contract from both parties, qualification certificates, business licence and references;
4. Note Saltash Town Council await Dawn Couch lone working policy, risk assessments and public liability insurance;
5. Provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to agree a final design for a café sign with a spend of up to a maximum of £2,000 and allocated to budget code 6473 EMF Station Building (Purchase & Capital Works);
6. Delegate to the Service Delivery Manager working with the Chairman and Vice Chairman to further develop the extension kitchen and purchase of cupboards, work surfaces, fridges and any other items to make it a usable kitchen to serve the main space working within budget code 6473 EMF Station Building (Purchase & Capital Works);

7. **RECOMMEND** to Full Council to be held on 2 May 2024 that Track Side Café at Saltash Station be the name of the café located at Isambard House, with all rights to the name to remain the ownership of Saltash Town Council not the café concessionaire.

8/24/25

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

Councillor Bickford informed Members of the recent communication with Bailey Partnership.

Bailey Partnership declined the Town Council's offer of £17,250, the full amount of the final balance, and instead advises the Town Council to consider a smaller final payment.

Members discussed the potential cost to correct the flooring to the agreed original design specification and staining to the roof tiles. Members agreed it is evident that the total amount to fix the floor alone would exceed £17,250 and therefore did not require justification.

Members discussed additional financial impact to the Town Council due to associated cost to procure, install and maintain carpet or vinyl. This is without further financial consideration being given to the roof repairs.

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

1. That Saltash Town Council believe a counter offer of £15,000 is fair and would allow both parties to agree that a Certification of Completion could be issued and the final balance of £2,250 be paid;
2. To request Bailey Partnership to submit the counter offer to Cormac on behalf of Saltash Town Council.

9/24/25

TO RECEIVE FLOORING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To defer to a future Station Property Sub Committee meeting upon the Town Council's final account being resolved with Cormac;
2. To obtain flooring product specification quotes for review at a future Station Property Sub Committee meeting.

10/24/25 TO RECEIVE CCTV QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the requirement for CCTV at Isambard House and noted that the café operator is to install CCTV within the café area to comply with their lone working policy.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to withdraw the requirement of CCTV to be installed at Isambard House as it is deemed not necessary at this time.

11/24/25 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.

12/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

13/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

14/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to issue a Press and Social Media Release on the appointment of the Café Concessionaire.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.08 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

Services Committee - Isambard House (Station Building) Budget 2024-25

Saltash Town Council

For the 2 months ended 31 May 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
Isambard House Operating Income				
4301 SA Isambard House - Bookings	5,120	8,000	2,627	5,374
4302 SA Isambard - Refreshment Income	81	75	0	75
Total Isambard House Operating Income	5,201	8,075	2,627	5,449
Isambard House Operating Expenditure				
6800 SA Rates - Isambard House	3,720	4,431	3,842	589
6801 SA Water Rates - Isambard House	300	693	(886)	1,579
6802 SA Gas - Isambard House	481	6,519	43	6,476
6803 SA Electricity - Isambard House	2,498	9,679	195	9,484
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	376	1,441
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	471	1,529
6813 SA Refreshments Costs - Isambard House	0	226	210	16
6814 SA Equipment - Isambard House	947	1,062	62	1,000
6818 SA Professional Costs - Isambard House	668	2,146	0	2,146
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073
6822 SA Activities & Events	1,479	1,073	489	584
Total Isambard House Operating Expenditure	12,373	31,792	5,276	26,516
Total Isambard House Operating Surplus/ (Deficit)	(7,172)	(23,717)	(2,649)	(21,068)
Isambard House EMF Expenditure				
6473 SA EMF Station Building (Purchase & Capital Works)	0	57,745	209	57,536
6870 SA EMF Isambard House	0	18,492	0	18,492
6871 SA EMF Tresorys Kernow Funding	2,458	469	0	469
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132
Total Isambard House EMF Expenditure	2,458	78,838	209	78,629
Total Isambard House Expenditure (Operational & EMF)	14,831	110,630	5,485	105,145
Total Isambard House Budget Surplus/ (Deficit)	(9,630)	(102,555)	(2,858)	(99,697)

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

ISAMBARD HOUSE FLOORING QUOTES

To receive reports from the Service Delivery Department and consider any actions and associated expenditure. 18/4/24

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	£2,640.00
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 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.

To receive a report on Trakside Café and consider any actions and associated expenditure

Overview to date:

Risk assessment, policies, food hygiene, insurance and agreement have all been received, approved and signed by the Town Clerk.

The Food Standards Agency visited Trakside Café on 20 June and issued a food hygiene rating of 5.

The review stage of the agreement will take place six months ahead of the end of year in line with the signed agreement. The review will be managed by the Town Clerk reporting back to the Station Property Sub Committee.

Trakside Café opened its doors on 28 May 2024.

Speaking with the operator Dawn Couch, Trakside Cafe has been doing well since the opening day. There are times it is quieter than they would like but it is still early days. Business picks up between 10.30am and 13.30. There are a few commuters, but it is mainly used by people that visit Poolside Café, are local to the area, and dog walkers.

Dawn is covering her cost and is content with the progress at this stage.

The external cafe signs on the wall facing the railway track and side wall of the building have been changed to larger signage, improved colours, and to include the word 'public' so that people don't feel they have to purchase refreshments, they can use the space/toilet to wait for a train.

To further assist with the advertising of Trakside Café, GWR Station Manager has approved for an A Board to be securely chained to the bin located on the platform adjacent to the side wall of Trakside Café - see below picture:



Dawn agrees this will help with further promotion.

Members are asked to consider purchasing an A Board to display the same as the wall signs.

Budget code: 6473 EMF Station Building (Purchase & Capital Works)

Budget availability: £57,536.

Dawn confirmed she is purchasing two banners to display on the car park railings and the railings on the platform.

End of Report
Town Clerk

To receive a report on the purchase of external furniture and consider any actions and associated expenditure.

Currently there is no outside seating area at Trackside Café. It would be nice to be able to provide that option during nicer days, it will also help with additional covers.

GWR Station Manager approved for appropriate external chairs and tables to be located within the studied area owned by the Town Council – see picture below:



Furniture located outside of the studded area will need to be considered by David Corp Senior Surveyor for Amey.

The type of furniture that would be suitable for the space within the studded area is something that is aluminium, comes with some weight to avoid it being blown onto the track, and low maintenance so that the items can be stored outside. The below link is an example of a product and associated cost. Due to the total cost, three quotes would need to be obtained in line with Financial Regulations.

<https://www.gardenfurnitureworld.co.uk/gardenfurnitureworld/m/product.asp?pid=HB ERKSET19BA01>

There is potential to display four/five tables subject to Members agreeing to allow Trackside Café to use a small section behind the railings, the area in question could be roped off for clarification of space – see below picture:



The tables and chairs could be chained in position and left all year round or stacked and stored/chained behind the railings.

Dawn is keen for outside furniture to be available and would be grateful if the Town Council could cover the associated cost. It is possible that Dawn will look to purchase her own outside furniture in the future but, it will be sometime before this comes to fruition.

Budget:

Budget code: 6473 EMF Station Building (Purchase & Capital Works)

Budget availability: £57,536.

Next Steps:

Members are asked to consider how they wish to proceed.

**End of Report
Town Clerk**

To receive a report on the use of Isambard House extension and store room and consider any actions and associated expenditure

Summary:

The Station Property Sub Committee held 18 April agreed to:

Delegate to the Service Delivery Manager working with the Chairman and Vice Chairman to further develop the extension kitchen and purchase of cupboards, work surfaces, fridges and any other items to make it a usable kitchen to serve the main space working within budget code 6473 EMF Station Building (Purchase & Capital Works).

Since then, it has become apparent that the extension kitchen is not a safe working kitchen for our staff, cllrs and hirers due to lack of practical space. The Town Clerk instructed the Service Delivery Manager to remove the Urn from the area on the grounds of health and safety in the workplace.

Members consideration:

The Town Council receive many booking enquiries for the main space and a kitchen area to support the booking requirements. Trackside Café has received a catering booking, however, there are many hirers that wish to provide their own refreshments and need space to accommodate this.

On 24 June, I met with Howdens to design a potential kitchen for Isambard House. The current small storage room is the proposed space for this kitchen.

Attached is the quote and design.

The quote includes the dishwasher but not the larder fridge as they only offer integrated ones. The quote also mentions grey doors and shelving; this can be changed to white at the same cost.

To ensure Isambard House remains appealing to hirers, the current space must be better utilised and managed by the Town Council Office.

Next Steps:

1. Turn the current store room into a practical working kitchen as per the attached design and associated purchase cost;
2. Turn the extension room into a usable storage space to include racking and label system connecting to the Town Council's asset register;
3. Service Delivery to install Howden's kitchen;
4. Delegate to the Service Delivery Manager to manage points 1 to 3;

5. Delegate to the Finance Officer to work with the Service Delivery Manager to ensure a robust storage system is in place.

Budget:

Budget Code:6473 EMF Station Building (Purchase and Capital Works)

Available Budget: £57,536

End of Report

Cllr Rachel Bullock



ESTIMATE

Date: 24/06/2024 13:37
Account: 1101753415

Estimate For:

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Cad Plan Number: 24062460017
Estimate Number: A74/0209868
Estimate expiry: 24/07/2024
Our Operator: Tamzan
Sales Consultant: Tamzan

Your Contact: XXXXXXXXXXXX
Contact No: XXXXXXXXXXXX
Your Reference:

Qty	Product	Net
1	FBQ8607 Beko White Freestanding Dishwasher 60cm	239.14
1	GDVC129 Gwich Gls Dv Grey 500 PreFit Standard 4 Dwr Base Croft Grey Cab	208.08 F
1	GDVC23F Gwich Gls Dv Grey 600 CC HiLine Sink Base Croft Grey Cab	196.83 F
1	GDVC242 Gwich Gls Dv Grey 700 CC HiLine Base Croft Grey Cab	200.32 F
1	GDVC369 Gwich Gls Dv Grey 931 CC HiLine Cnr Shelf Service Void Base Croft Grey Cab	355.11 F
1	GDVC43D Gwich Gls Dv Grey 700 CC 900 Tall wall Croft Grey Cab	221.54 F
1	GDVC445 Gwich Gls Dv Grey 900 CC 900 Tall wall Croft Grey Cab	250.15 F
2	GDVC91A Gwich Gls Dv Grey Cornice/Pelmet Square Profile 2.4m	54.38 F
1	GDVC920 Gwich Gls Dv Grey Continuous Plinth 2.75m	31.04 F
3	GDVC933 Gwich Gls Dv Grey 910 Base Decor End	105.99 F
2	GDVC947 Gwich Gls Dv Grey 932 Tall wall Decor End	64.50 F
3	GIR0026 Zipbolt Connecting Bolt for 25-40mm worktops	9.42
1	HJS9806 Kit Installation Manual Apr 23 15/Box	0.00
12	HKB1131 T Bar Brushed S/Steel Effect Classic Handle 230mm	75.48
2	HYH8178 Moulded Silver Cutlery Tray 500mm	16.00
1	PLU1002 Plumbing Kit for 1.0 Bowl Sinks with 1 x Appliance Trap	13.49
1	SNK5286 S/Steel Earlsburn Inset 1.5 Bowl Sink and waste	170.49
1	TAP3545 Rienza Chrome Swan Neck Monobloc Tap	40.00
2	WKP4660 Charcoal Bullnose worktop 3m 38mm/8mm (600 Deep)	144.70 F
1	WKP4695 Charcoal worktop Edging Strip 1.4m	6.33

Depot: Saltash Manager: Iain Robertson
Address: Edgcumbe Road, Tamar View Industrial Est, SALTASH, Cornwall, PL12 6LD
Tel: 01752 841 305
E-mail: saltash@howdens.com



ESTIMATE

Date: 24/06/2024 13:37
Account: 1101753415

Estimate For:

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Cad Plan Number: 24062460017
Estimate Number: A74/0209868
Estimate expiry: 24/07/2024
Our Operator: Tamzan
Sales Consultant: Tamzan

Your Contact: XXXXXXXXXXXX
Contact No: XXXXXXXXXXXX
Your Reference:

Qty	Product	Net
1	WOR9028 Smoke Grey Worktop Jointing Compound	8.38
1	ZZD39 Delivery	80.00

Only Products marked F (FSC) or P (PEFC) above
Are certified as Follows :
FSC Mix 70%, SA-COC-001813
70% PEFC Certified, SA-PEFC-COC-001813

Total Goods	2491.37
VAT	498.28
Estimate Total	2989.65
All prices are in GBP	

WE WON'T BE BEATEN ON PRICE

Depot: Saltash Manager: Iain Robertson
Address: Edgcumbe Road, Tamar View Industrial Est, SALTASH, Cornwall, PL12 6LD
Tel: 01752 841 305
E-mail: saltash@howdens.com

Our range is the UK's largest from stock, which means that your trade professional can collect exactly what he needs, when he needs it, to create your dream kitchen.

90 Days Howdens Joinery Ltd



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8

Previous Image Next Image



Agenda Item 15

To receive quotes to resurface the car park and consider any actions and associated expenditure

1. Carpark Overview

The current carpark area is in poor condition with unlevel and damaged areas. The Beryle Bikes are in the wrong location and should be re-sited (see image below) perhaps a better location would be to the side of the extension building to allow better access into the carpark. The weigh scales will remain in position as a feature. All other items will be removed prior to the work starting creating a clear working space. Any room bookings will need to be informed prior to the work being carried out.



The recommendations for a new surface are Asphalt, Concrete or Resin Bound.

The most common will be Asphalt as this provides an even and smooth finish. Car bays can easily be painted on this surface. Repairs can easily be patched if required. Can suffer in high temperatures.

Concrete is also quite common however over large areas are prone to cracking and pitting. This carpark will have vibration from the passing trains which over time may have an effect on the surface. Repairs to this surface take more time and materials.

Resin Bound is a far more superior finish along with being flexible and decorative as there is a choice of colours. This is more expensive however it would enhance the carpark area in keeping with the image of the building. It also comes with a 10 year warranty once applied.



Below are three quotes from three different companies for each of the surfaces. Part of the quote covers the groundwork preparation and fitting crash barriers along the stone wall and iron railing sections for safety and protection. The location of the Beryl Bikes would be moved and re-fitted to allow better access for cars. Further communication would need to take place with Beryl Bikes regarding the location and fitting of the stands.

COMPANY A	TECH DETAILS	GROUND WORKS INCLUDED IN EACH PRICE	PRICE EXCL VAT
SURFACE <u>ASPHALT</u>	This is a standard and most common finish • Supply and install base asphalt to top excavated area roll to a depth of 60-80mm • Supply and install wearing asphalt to top of base roll to correct depths • Remove all waste and surplus material from site to complete	• Excavate existing car park down to correct levels and remove all waste from site • Supply and install 42 l/m of crash barriers to prevent cars from damaging the wall or black railings. • Supply and install 3 x council black bollards set to correct levels to match the existing bollards	£21,000
SURFACE <u>RESIN BOUND</u>	This is the most superior finish • Supply and install open textured asphalt to top excavated area roll to a depth of 60-80mm • Supply and machine finish resin bound • Remove all waste and surplus material from site to complete	AS ABOVE	£25,000
SURFACE <u>CONCRETE</u>	This is the least popular and prone to cracking • Supply and install concrete to excavated area and compact and machine finish to a depth of 100mm • Remove all waste and surplus material from site to complete	AS ABOVE	£19,000

COMPANY B	TECH DETAILS	GROUND WORKS	PRICE EXCL VAT
SURFACE ASPHALT	To lay a 2 layer asphalt surface with a rolled top surface creating a smooth all round finish. Line painting would be quoted separately. All waste removed from site.	To remove the current surface and sub surface to approximately 100 to 150 mm. Remove all waste from site. To fit superior barriers to the wall and fencing areas. To fit security bollards at the front of the carpark.	£26,380
SURFACE RESIN BOUND	To lay a high quality resin grip finish over a substrate layer of base material. This is a three day process to allow for drying. Texture and colour to be confirmed.	AS ABOVE	£31,000
SURFACE CONCRETE	To lay a standard compacted hardcore with rebar strengthening. Top concrete tampered surface with edging. Bay painting not quoted.	AS ABOVE	£22,300

COMPANY C	TECH DETAILS	GROUND WORKS	PRICE EXCL VAT
SURFACE ASPHALT	To lay asphalt surface across the carpark matching into part of the disabled parking bay. To supply and fit two crash barriers to left and rear of the carpark. Supply two security posts across the entrance. Bay paint marking.	To prepare the area by digging out to the correct level, removing old surface and removing the waist. prepare holes for security posts.	£23.450
SURFACE RESIN BOUND	To lay a sub surface with a top resin textured surface. Colour to be confirmed. Barrier legs fitted prior to top surface. Barriers and posts fitted when dry.	AS ABOVE	£28.300
SURFACE CONCRETE	To supply and lay aprox 100mm of concrete with a smooth finish across the carpark. Barriers legs fitted prior to the pour the barriers and fitted when dry.	AS ABOVE	£20.800

Members are asked to consider the above quotes to appoint a company to carry out the work for the surface required.

This will be from Budget code 6473 SA EMF Station Building Purchase & Capital Works.

Current Budget amount £57,536.00

2. Station Planters or Bollards

It was proposed by Councillor Bullock, seconded by Councillor Miller and RESOLVED to delegate to the Town Clerk to work within the budget at a reasonable cost to improve the security of the Station car park including improved ground level bollards and possible planters allocated to budget code 6473 EMF Station Building (Purchase & Capital Works) reporting back at a future meeting.

The options are to place planters across the carpark will make it secure from unauthorized parking however will also make it difficult to move each time the parking is required by staff and guest for room bookings.

A 1.5 meter long planter when full will be very heavy to move which isn't ideal from a H&S point of view. You would require 3 x the planters 2 across the front and 1 to the side of the disabled space.



The cost of one 1.5 meter planter is £150 plus delivery £10. Total £480 including delivery

You could place smaller planters making it easier to move when parking is required, but could be stolen by the public. We would require 8 x small planters.

The cost of one small planter is £36 plus delivery. Total £368 including delivery.

It would be our recommendation to go with the removable posts with padlocks the same as the one at the side of the guild hall. This would also be in keeping with the character of the building. It would make it easier for staff to move when working at the building, allows the Beryle bikes access and for room bookings to use the carpark easier.

The post would form part of the resurfacing work as per the quotes above. This would make sense to fit them at the same time to avoid double work and cost.

End Of Report

Service Delivery Manager