

[REDACTED]

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

Attn: Wendy Peters
Via Email Only: Wendy.Peters@saltash.gov.uk

[REDACTED]

Our Ref:
Q000124

Your Ref:

7 October 2025

Dear Sirs,

RE Saltash Town Council - Asset Valuation for Insurance Purposes

Further to your valued enquiry received in an email from Wendy Peters dated 2 October 2025 timed at 12:12, we have considered your requirements and are pleased to provide our proposal below.

Background

[REDACTED]

Three years has elapsed and we understand you now require new assessments covering the following 14nr properties:

1. The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall PL12 6JX (Listed Building)
 2. Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX
 3. Saltash Library, Callington Road, Saltash, Cornwall, PL12 6DX (Listed Building)
 4. Saltash Station Building, Station Road, Saltash, Cornwall, PL12 4UY
 5. Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall
 6. Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR
 7. Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG
 8. Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN
 9. Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES
 10. Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR
 11. Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ
- [REDACTED]

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12. Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU

13. The Cornish Cross, Address, Elwell Woods, Saltash, Cornwall, PL12 6EG

14. St Stephens Cemetery, Boundary Wall, Address, St Stephens Road, St. Stephens, Saltash, Cornwall, PL12 4AP

[REDACTED] is a RICS Regulated Firm with extensive experience in this sector. Our mission is *"To empower and support our clients to achieve their objectives through collaborative expertise and innovative sustainable design."* As part of this our Chartered Surveyors regularly work closely with our other disciplines to ensure cost advice is robust and enables our clients to make informed decisions.

The Services

- Project Management	No ▾	- Building Services Engineering	No ▾
- Contract Administration	No ▾	- Town Planning	No ▾
- Architecture	No ▾	- Principal Designer (CDM & BSA)	No ▾
- Building Surveying	No ▾	- Structural Engineering	No ▾
- Quantity Surveying	Yes ▾	- Interior Design	No ▾
- Fire Engineering	No ▾	- Civil Engineering	No ▾

We hereby offer to undertake the services as particularised within the enclosed RICS standard Scope of Services for a Reinstatement Cost Assessments. in accordance with the RICS Professional Standard 'Reinstatement cost assessment of buildings' 3rd edition.

Please note that the RCAs exclude buildings contents and separate advice should be sought.

Our proposed methodology for preparing the RCA is to undertake an initial desktop review of the drawings and information provided / obtained. We will also undertake a site inspection for each property.

We use Autodesk Construction Cloud (ACC) for Building Information Management. Our site visit inspection forms are generated within the platform. We proposed to deliver the reports via ACC link unless otherwise instructed.

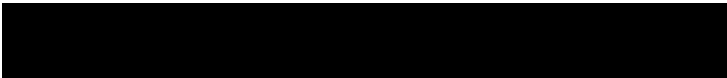


Please can you provide legal demise plans for the buildings, and/or other drawings and recent photographs - e.g. those retained in your files for the purposes of the Construction (Design and Management) Regulations and/or the Regulatory Reform (Fire Safety) Order 2005. Should you not have suitable drawings available we will be able to obtain the plans and any drawn information held for each property from the Land Registry for an additional charge of £15 per property search exclusive of VAT.

[REDACTED]



The Team

Your work will be undertaken by the following team, who have been selected based on their relevant experience and capabilities.

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Timescales

We have resources available to commence upon instruction.

Upon instruction we shall review the information provided and raise any queries we may have.

Subject to any difficulties with obtaining information, we anticipate completion of the visits within one week and delivery of the reports within two weeks.

We will provide updates on the progress of our work to keep you informed.

The Fee

Our fees are calculated mainly with reference to the amount of time to be spent on the services. We also take into account the complexity of the matter and the value of the works.

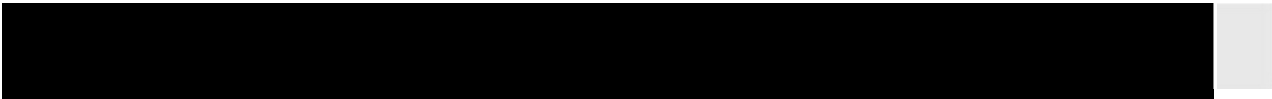
We hereby offer to undertake the above services for the following fee:

Deliverable	Fee (£)
Site Visits (14nr)	£1,800.00
Taking-off Measurement and Estimating	£2,640.00
Reporting	£960.00
Total (excluding VAT)	£5,400.00

We would seek reimbursement of our fees on a monthly basis.

All fees are inclusive of reasonable expenses and disbursements but exclusive of VAT.

Please note, any further or additional services would be time-charged at the following hourly rates:





Designation	£ rate/hour (Excluding VAT)
Executive Director - Professionally qualified with at least 10 years post qualification experience	£210.00
Director - Professionally qualified with at least 10 years post qualification experience	£135.00
Senior Associate - Professionally qualified with at least 10 years post qualification experience	£115.00
Associate/Principal - Professionally qualified with at least 5 years post qualification experience	£95.00
Senior - Professionally qualified / experienced	£85.00
Chartered - Professionally qualified / experienced	£75.00
Degree qualified or 5 years experience	£65.00
Graduate / Assistant / Trainee / Apprentice	£60.00

Generally

We would apply our normal terms and conditions of engagement to this commission (QA20), a copy of which is enclosed.

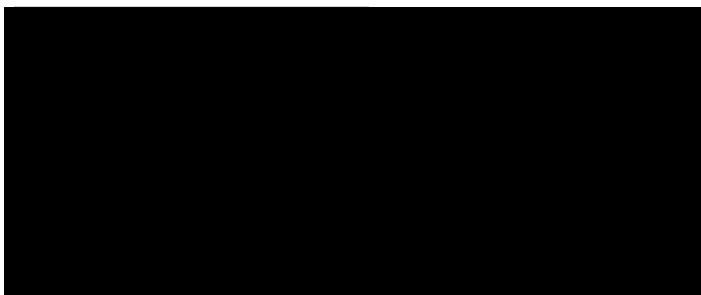
We hope the above and enclosed is/are self explanatory and satisfactory, and that you find this fee proposal acceptable. However, should you have any queries please contact the undersigned in the first instance.

We are delighted to be given the opportunity of working with you and representing your interests on this project.

We would be happy to discuss your further requirements.

Please confirm your instruction to proceed by return.

Yours sincerely





I confirm this appointment and instruct you to proceed (and shall raise a Purchase Order as appropriate)

Name:

Signed:
For and on behalf of: Saltash Town Council

Date:

