

**APPENDIX A****Saltash Town Council**

Station Building - Income and Expenditure

As at: 10/02/2018

**Income**

Description	Status	Amount
Transfer from other EMF Balances	Held by STC	£ 75,000.00
General Reserves - Purchase	Held by STC	£ 60,000.00
General Reserves - Legal Fees	Held by STC	£ 5,000.00
Great Western Rail Contribution	Held by STC	£ 30,000.00
Station Fund	Held by STC	£ 15,000.00
S106 Application	Held by STC but released in stages	£ 70,500.00
Cornwall Council	Awaiting Payment	£ 140,000.00
Cornwall Council	Held by STC	£ 5,000.00
Cornwall Council	Held by STC	£ 5,530.00
Railway Heritage Trust	Awaiting Payment	£ 60,000.00
	<b>Total Income</b>	<b>£ 466,030.00</b>

**Expenditure**

Description	Status	Amount
Legal Fees		£ 3,246.90
Purchase of Station Building		£ 165,000.00
Initial Health & Safety Works		£ 7,474.45
Geoff Peggs - Professional Fees		£ 450.00
Consultancy - Hilary Bracegirdle		£ 2,100.00

<b>Total Expenditure</b>	<b>£ 178,271.35</b>
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## APPENDIX B

29217 - Saltash Station  
Order of Cost Estimate



### Details

Portfolio/Title/Client: Saltash Town Council	<b>Estimate Date:</b>	30/01/2018
	BCIS Function:	114
	BCIS Construction:	C - Brick
Site Address: Saltash Train Station Station Road Saltash PL12 4EP	BCIS All-in TPI:	1Q18 (311)
	Location Factor:	Caradon (.99)
	Primary stories:	1
	GFA (m <sup>2</sup> ):	166
	Functional Units:	1
	Contract Period (weeks):	24

### 1. Introduction

The design proposals for all options have been prepared notionally up to RIBA Stage 1 (Preparation & Brief) and the Order of Cost Estimates (OCE) in this report have been prepared in accordance with RICS NRM Vol1 and are intended to indicate the affordability of the proposed works only and are not a formal cost plan or quotation for the works. Any allowances for inflation that are included within the estimates have been calculated using the latest RICS Building Cost Information Service's Indices. This forecast cannot accurately predict the impact of future national or international political events or local market forces particular to this project.

The OCE recommends a sum that you should allow in your calculations; more accurate costs will be reflected in the Formal Cost Plans that will follow with the future design and procurement stages. We recommend that you review the exclusions and make your own allowances for any direct costs in your calculations.

### 2. Description

#### 2.1. Construction and Accommodation:

The Works comprise: rehabilitation/conversion of a the existing single-story masonry built former Saltash railway station (.114); to provide new passenger waiting room with WC, *[Excluding new cafe and open plan feasible space with ancillaries]*; together with associated facilitating works, temporary works, external works (to include canopies and work to secure boundaries), drainage and services; and all other necessary works

#### 2.2. Access and Site:

The site is an existing building and hard landscape and is generally level (retained on one side); assumed moderate ground conditions and excavation generally above water table; access is restricted (via a residential road with a public house opposite and low bridge to the south); working space is restricted (being adjacent to live NR railway lines, having a small site area, public rights of way at the boundary and overhead telephone cables).

### **3. Basis of estimate**

#### **3.1. Procurement:**

For the purposes of this estimate, and for simplicity when comparing options and sites, we have assumed the project will be procured by selected competition under the JCT Intermediate Building Contract 2016 edition (as amended) conditions using Drawings and Specification and at the base date stated.

The procurement strategy will need to be considered in more detail during the next stage and the programme then adjusted to reflect the unique level of information required and sequence of activities, to select a contractor with appropriate skill and experience.

#### **3.2. Programme:**

The key time constraints are: working with Network Rail, avoiding disruption to adjacent residents and businesses, logistics for such a constrained site, to deliver the building at the earliest opportunity following a successful funding application and statutory approvals.

For the purposes of this estimate we have assumed a contract period of: 24 weeks

#### **3.3. Benchmarking:**

Sources of cost data used in the preparation of the estimates include:

- 1 Empirical data from previous project
- 2 Direct in-house market research (especially for new technology)
- 3 Industry price books
- 4 BCIS publications
- 5 Cost models in industry publications

### 3.4. Documents Used:

This estimate has been prepared using the following information:

- 1 Bailey Partnership Feasibility Report
- 2 Review of record information for the site
- 3
- 4
- 5

### 4. Exclusions and Key Risks

The following is not included in this estimate:

- 1 Below ground obstructions, voids, etc.
- 2 Contamination remediation (incl asbestos)
- 3 End-user fit-out (Café Survery and other group 2&3 FF&E or ICT)
- 4 Utilities or Highways s38, s104, s278 works
- 5 Boundary / ownership issues
- 6 Planning obligations contributions (e.g. s106)
- 7
- 8 Client costs (e.g. staff costs and decanting)
- 9 Capital allowances or other tax implications.
- 10 Funding and finance

Elemental Basis													
NRM1 Ref	Element	Sub-Element	Brief Specification & Assumptions	Quantity	Unit	Rate £/m <sup>2</sup>	Cost £	Cost per m <sup>2</sup> of GFA	% of Value (incl VAT)	£ per Functional Unit			
<b>0 Facilitating Works</b>													
0.1		Toxic/hazardous/contaminated material treatment	assume asbestos works by others		Excl.	£	-	£	-	0%	£	-	
0.2		Major demolition works	included in 'works to existing buildings' below			£	-	£	-	0%	£	-	
0.3		Temporary support to adjacent structures	n/a			£	-	£	-	0%	£	-	
0.4		Specialist groundworks	n/a			£	-	£	-	0%	£	-	
0.5		Temporary diversion works	n/a			£	-	£	-	0%	£	-	
0.6		Extraordinary site investigation works	n/a			£	-	£	-	0%	£	-	
							£	£	0%	£	-		
<b>1 Substructure</b>													
1.1.1		Standard Foundations	assume existing foundations sound and sufficient			£	-	£	-	0%	£	-	
1.1.2		Specialist Foundations	n/a		m <sup>2</sup>	£	-	£	-	0%	£	-	
1.1.3		Lowest Floor Construction	new RC ground bearing slab; u-value 0.13; and reduce level dig; assume no obstructions or voids	166	m <sup>2</sup>	£	110	£	18,300	5%	£	18,300	
1.1.4		Basement excavation	n/a		m <sup>2</sup>	£	-	£	-	0%	£	-	
1.1.5		Basement retaining walls	n/a		m <sup>2</sup>	£	-	£	-	0%	£	-	
							£	18,300	£	110	5%	£	18,300
<b>2</b>													
2.1		Frame	n/a			£	-	£	-	0%	£	-	
2.2		Upper Floors	n/a			£	-	£	-	0%	£	-	
2.3		Roof	included in 'works to existing buildings' below e.o. insulation to pitch  + New canopy to main entrance	251	m <sup>2</sup>	£	20	£	5,300	32	1%	£	5,300
					Item			£	3,250		0%	£	-
2.4		Stairs and Ramps	n/a			£	-	£	-	0%	£	-	
2.5		External Walls	new internal dry lining to existing masonry walls	190	m <sup>2</sup>	£	90	£	10,000	60	2%	£	10,000
2.6		Windows and External Doors	included in 'works to existing buildings' below			£	-	£	-	0%	£	-	
2.7		Internal Walls	metal stud partitions; two-layers plasterboard both sides; acoustic insulation; glazed screens; balustrade to galleries	5	m	£	170	£	900	5	0%	£	900
<b>Elemental Basis</b>													
NRM1 Ref	Element	Sub-Element	Brief Specification & Assumptions	Quantity	Unit	Rate £/m <sup>2</sup>	Cost £	Cost per m <sup>2</sup> of GFA	% of Value (incl VAT)	£ per Functional Unit			
2.8		Internal Doors	solid core FC30 veneer faced doorsets with vision panels/side screens; painted softwood framed and architraves; SSA knockery	6	nr	£	780	£	4,700	28	1%	£	4,700
							£	20,800	£	126	5%	£	20,800
<b>3 Finishes</b>													
3.1		Wall Finishes	plaster skim and paint generally	226	m <sup>2</sup>	£	20	£	4,600	28	1%	£	4,600
3.2		Floor Finishes	vinyl to waiting room and wet areas; tct latex levelling screeds; painted softwood skirtings	55	m <sup>2</sup>	£	40	£	2,200	13	1%	£	2,200
3.3		Ceiling Finishes	MFR MR plasterboard ceilings to wet areas only; skim and paint; finishing works to exposed timber structure and soffits	16	m <sup>2</sup>	£	40	£	700	4	0%	£	700
				25	m <sup>2</sup>	£	20	£	500	3	0%	£	500
							£	8,000	£	48	2%	£	8,000
<b>4 Fittings</b>													
4.1		Fittings	general allowance for Group 1 PFAE (e.g. statutory and wayfinding signage)	166	m <sup>2</sup>	£	10	£	1,700	10	0%	£	1,700
4.2		Furnishings	new Survey		Excl.	£	-	£	-	0%	£	-	
4.3		Equipment	Excl.			£	-	£	-	0%	£	-	
							£	1,700	£	10	0%	£	1,700
<b>5 Services</b>													
5.1		Sanitary Appliances	new WCs with handwash basins	3	nr	£	1,500	£	4,500	27	1%	£	4,500
5.2		Services Equipment	Excl.			£	-	£	-	0%	£	-	
5.3		Disposal Installations	above ground drainage generally	5	nr	£	750	£	3,800	23	1%	£	3,800
5.4		Water Installations	hot and cold water distribution generally	5	nr	£	1,500	£	7,500	45	2%	£	7,500
5.5		Heat Source	gas-fired boiler, pump set and flues, etc.	1	Item	£	10,000	£	10,000	60	2%	£	10,000
5.6		Space Heating and Air Conditioning	LTHW central heating	25	m <sup>2</sup>	£	70	£	1,800	11	0%	£	1,800
5.7		Ventilation Systems	MEV to wet areas	4	nr	£	750	£	3,000	18	1%	£	3,000
5.8		Electrical Installations	distribution; small power and lighting generally	25	m <sup>2</sup>	£	80	£	2,000	12	0%	£	2,000

Elemental Basis											
NRM1 Ref	Element	Sub-Element	Brief Specification & Assumptions	Quantity	Unit	Rate £/m²	Cost £	Cost per m² of GFA	% of Value (incl VAT)	£ per Functional Unit	
5.9		Gas and other fuel installations	piped gas supplies to boiler and kitchen	2	nr	£ 2,000	£ 4,000	£ 24	1%	£ 4,000	
5.1		Lift and Conveyor installations	n/a			£ -	£ -	£ -	0%	£ -	
5.11		Fire and Lightning Protection	n/a			£ -	£ -	£ -	0%	£ -	
5.12		Communication, Security and Control	Cat 5e structured cabling, intruder alarm, Cat L2 fire alarm	25	m²	£ 40	£ 1,000	£ 6	0%	£ 1,000	
5.13		Specialist installations	n/a			£ -	£ -	£ -	0%	£ -	
5.14		BWIC	generally forming penetrations, containment and firestopping, testing and commissioning generally.	25	m²	£ 20	£ 500	£ 3	0%	£ 500	
							£ 48,100	£ 299	8%	£ 36,100	
<b>6 Pre-fabricated Units</b>											
6.1		prefabricated buildings and building units	n/a			£ -	£ -	£ -	0%	£ -	
							£ -	£ -	0%	£ -	
							£ -	£ -	0%	£ -	
<b>7 Works to Existing Buildings</b>											
7.1		Minor demolition and alteration works	As condition survey, including access;	1	item	£ 119,000	£ 119,000	£ 717	29%	£ 119,000	
7.2		Repairs to existing services	n/a			£ -	£ -	£ -	0%	£ -	
7.3		Damp-proof courses / fungus and beetle eradication	n/a			£ -	£ -	£ -	0%	£ -	
7.4		Facade retention	n/a			£ -	£ -	£ -	0%	£ -	
7.5		Cleaning existing surfaces	n/a			£ -	£ -	£ -	0%	£ -	
7.6		Renovation works	n/a			£ -	£ -	£ -	0%	£ -	
							£ 119,000	£ 717	29%	£ 119,000	
<b>Sub-Total for Building Functions</b>							£ 206,000	£ 1,341	01%	£ 206,000	
<b>8 External Works</b>											
8.1		Site Preparation Works	general site clearance, scabbe existing surfaces and provide new tarmac surfacing, tnc markings	50	m²	£ 20	£ 1,000	£ 6	0%	£ 1,000	
8.2		Roads, Paths and Pavings	n/a			£ 30	£ 1,500	£ 9	0%	£ 1,500	
8.3		Soft landscapes, planting and irrigation systems	new planters with shrubs		item	£ 5,000	£ -	£ -	0%	£ -	
8.4		Fencing, railings and walls	n/a			£ -	£ -	£ -	0%	£ -	
8.5		Site/Street Furniture & Equipment	allowance for signage, bollards, benches, bins	1	item	£ 3,000	£ 3,000	£ 18	1%	£ 3,000	
8.6		Drainage	n/a			£ -	£ -	£ -	0%	£ -	
8.7		External Services	n/a			£ 1,500	£ 1,500	£ 9	0%	£ 1,500	

Elemental Basis											
NRM1 Ref	Element	Sub-Element	Brief Specification & Assumptions	Quantity	Unit	Rate £/m²	Cost £	Cost per m² of GFA	% of Value (incl VAT)	£ per Functional Unit	
8.8		Minor Building Works & Ancillary Buildings	n/a			£ -	£ -	£ -	0%	£ -	
							£ 7,000	£ 42	2%	£ 7,000	
<b>Building Works Estimate</b>							£ 213,000	£ 1,283	54%	£ 213,000	
<b>9 Main Contractor's Preliminaries</b>											
9.1		Employer's Requirements	n/a	£ 213,000	@	0%	£ -	£ -	0%	£ -	
9.2		Main Contractors Cost Items	staff, accommodation, welfare, CDM, etc.	34	weeks	£ 3,170	£ 76,100	£ 458	19%	£ 76,100	
							£ 76,100	£ 458	19%	£ 76,100	
<b>10 Main Contractor's Overheads and Profit</b>											
10.1		Overheads	baseline overhead	£ 289,100	@	5%	£ 14,455	£ 87	2%	£ 14,455	
10.2		Profits	profit	£ 289,100	@	4%	£ 11,564	£ 70	5%	£ 11,564	
							£ 20,000	£ 122	5%	£ 20,000	
<b>Works Cost Estimate</b>							£ 309,400	£ 1,864	77%	£ 309,400	
<b>11 Professional Fees</b>											
11.1		Consultants	PMQS/design team, surveys and reports, etc.	£ 309,400	@	12%	£ 37,200	£ 224	9%	£ 37,200	
11.2		Main Contractors Design Fees	n/a			£ -	£ -	£ -	0%	£ -	
							£ 37,200	£ 224	9%	£ 37,200	
<b>12 Other Costs</b>											
12.1		Statutory Fees	Planning fees	1	item	£ 1,200	£ 1,200	£ 8	0%	£ 1,200	
			Building Control fees	1	item	£ 3,250	£ 3,250	£ 20	1%	£ 3,250	
12.2		Group 2 FF&E	e.g. furniture to passenger waiting room		£/m²	£ -	£ -	£ -	0%	£ -	
							£ 4,450	£ 28	1%	£ 4,450	
<b>Risk Cost Estimate</b>							£ 351,200	£ 2,116	87%	£ 351,200	
<b>13 Risks</b>											
13.1		Design Risk	general allowance for design development	£ 351,200	@	0%	£ 17,600	£ 106	4%	£ 17,600	
13.2		Construction Risk	general allowance for unforeseen works	£ 351,200	@	0%	£ 17,600	£ 106	4%	£ 17,600	
13.3		Client Risk	general allowance for client changes	£ 351,200	@	0%	£ 17,600	£ 106	4%	£ 17,600	
							£ 52,800	£ 318	13%	£ 52,800	
<b>TOTAL ORDER OF COST ESTIMATE (Excluding Inflation and VAT)</b>							£ 404,000	£ 2,454	100%	£ 404,000	
<b>14 Inflation</b>											
14.1		Tender inflation	BCIS base TPI to target TPI @_ tender date	311	to	£ 311	£ -	£ -	0%	£ -	
14.2		Construction inflation	BCIS base OBCI to target OBCI @_ end point of construction	341.2	to	£ 341.2	£ -	£ -	0%	£ -	
							£ -	£ -	0%	£ -	



Building Element	Sub element	Works	Quantity	Number/ Length/ Area/ Volume	Rate	Budget Cost	Notes
Access	Scaffold	Perimeter of building to roof		1 Nr	£5,000.00	£5,000.00	Estimate
Roof	Slates	Remove existing		261 m2	£8.53	£2,226.33	Spens 2016, p 218,
Roof	Slates	Install new including underfelt, battens and ridge tiles.		261 m2	£136.00	£35,235.00	Spens 2016, p. 173, New welsh slate, £110-£135
Roof	Ridge tiles	Replace with new.	inc above	inc above	inc above	inc above	Spens 2016, p. 173, New welsh slate, £110-£135
Roof	Barking	Install new.	inc above	inc above	inc above	inc above	Spens 2016, p. 173, New welsh slate, £110-£135
Roof	Close boarding	Repair. Allow 20% replacement.		52 m2	£30.00	£2,600.00	Estimate
Roof	Skylight	Remove existing		4.38 m2	£54.00	£236.52	Estimate
Roof	Skylight	Replace with new.		1 item	£5,000.00	£5,000.00	Spens 2016, p. 174, Patent glazing; including flashings, standard aluminium alloy bars; Georgian wood or laminated glazing; fixed lights, leave clear (outward) and laminated double glazed units
Roof	Structure	Replace decayed sections of timber. Allow PQ of 25 km of roof structure.		25 m	£18.19	£454.75	Spens 2016, p.225, Cutting out infected or decayed structural members; Pitched roofs, supply and fix new treated sawn softwood members 50 mm x 150 mm
Roof	Structure	Treat remaining timber. Install new 300mm glass fibre quilt insulation at ceiling joist level.		261 m2	£16.89	£4,408.29	Spens 2016, p.226, Insecticide or fungicidal treatments Treating individual timbers with two coats of proprietary insecticide and fungicide by brush or spray application as appropriate
Roof	Insulation			201 m2	£10.50	£2,110.50	Spens 2016, p.173, Glass fibre quilt, 200mm x 100mm.
Chimneys		Demolish below roof line and carry over coverings		3 Nr	£1,000.00	£3,000.00	Spens 2016, p.214, Demolishing brick chimney to 300 mm below roof level; sealing off flues with slates; piecing in treated sawn softwood rafters and making good roof. 1030 mm x 1030 mm x 900 mm high above roof – 25.52 547 42 25 65 125 10 nr 698 17 add for each additional 300 mm height
Rainwater goods	Gutters	Clear debris.		69 m	£2.00	£138.00	Estimate
Eaves joinery	Gutter board	Remove existing.		69 m	£2.00	£138.00	Estimate
Eaves joinery	Gutter board	Install new		69 m	£12.09	£834.21	Spens 2016, Sawn softwood; untreated. Gutter boards, butt joints, 25 mm thick, 225 mm wide
Eaves joinery	Gutter board	Decorate.		69 m	2.89	199.41	Spens 2016, p.526, Touch up primer; two undercoats and one finishing coat of gloss oil paint, on wood surfaces. Isolated surfaces not exceeding 300 mm girth
Extension		Demolish		90 m3	£80.64	£5,457.60	Spens 2016, p.213 Demolishing structures, by machine; note disposal not included Demolishing to ground level, single storey brick out-building; timber flat roof grub up shallow foundations, volume single storey out-building approximately 50 m3
Extension		Make good wall of main building		19 m2	£32.06	£609.14	Combine rates for render removal and application of new render.
Extension		Making good in bitumen macadam.		24 m2	£20.00	£480.00	Estimate
External Walls	Lintels	Further investigate lintels as part of render/plaster repairs and replace as required.		1 Nr	£5,000.00	£5,000.00	Provisional Sum
External Walls	Render	Hack off defective render, allow for 20% Repointing. Allow for 20%.		60 m2	£5.56	£333.60	Spens 2016, p.219, Firehose; removing and load into skip unless stated otherwise, cement rendering, pebbledash or similar
External Walls	Pointing			60 m2	£19.55	£1,173.00	Spens 2016, p.228 Repointing masonry Raking out decayed masonry joints and repointing in cement mortar, brickwork walls generally.
External Walls	Render	Repair areas of cracked render. Allow to replace 20% of render.		60 m2	£26.50	£1,590.00	Spens 2016, p.179, 13 mm thick cement and sand plain face rendering
External Walls	Paint	Remove paint.		297 m2	£7.40	£2,197.80	Spens 2016, p. 179, shotblasting to expose aggregate
External Walls	Paint	Redecorate.		297 m2	£6.65	£1,975.95	Spens 2016, p. 179, two coats Sandox Matt cement paint to render

External Walls	Internal plaster	Remove vegetation and make good internal pointing and plaster to external walls. Allow 20% of plaster.		60 m2	£16.70	£1,002.00	Spens 2016, p. 187, two coats of lightweight plaster with emulsion finish.
Doors	Double leaf	Remove existing		2 Nr	£22.54	£45.08	Spens 2016, p. 181, Remove doors and windows; set aside for reuse. solid double door; frame to skip
Doors	Double leaf	Install new		2 Nr	£2,300.00	£4,600.00	Spens 2016, p. 181, Softwood external doors Standard external softwood doors and hardwood frames; doors painted; including ironmongery, double leaf, emergency fire exit
Doors	Single leaf	Remove existing		1 Nr	£12.28	£12.28	Spens 2016, p. 215, Remove doors and windows; set aside for reuse. solid single door; frame to skip.
Doors	Single leaf	Install new		1 Nr	£1,150.00	£1,150.00	Spens 2016, p. 181, Softwood external doors Standard external softwood doors and hardwood frames; doors painted; including ironmongery, single leaf, emergency fire exit
Windows		Remove existing.		35.1 m2	£15.12	£530.71	Spens 2016, p. 181, Remove doors and windows; set aside for reuse. casement window frame; set aside frame; glass into skip. up to 1.50 m2
Windows		Install new		35.1 m2	£710.00	£24,921.00	Spens 2016, p. 181 Hardwood windows (U-value = 1.6 W/m2 K). Purpose-made windows, stained double glazed
Ground Floor	Suspended timber floor	Replace decayed floor joists with new. Allow PQ of 20mm		20 m	£29.69	£593.80	Spens 2016, p. 229, Remove Existing Material for Replacement. Cutting out ends of joists and plates from walls; making good in common bricks in cement mortar 175 mm joists; 400 mm centres
Ground Floor	Suspended timber floor	Replace defective floor boards. Allow 20%.		40 m2	£20.00	£1,200.00	Spens 2016, p. 187, Sheetrock flooring Softwood 22 mm thick straight softwood flooring, 150 mm wide, 18g joints.
Ground Floor	Suspended timber floor	Treat remaining timber. Clear blocked gutters and further investigate condition of below ground surface water drainage and carry out repair works		201 m2	£15.78	£3,171.78	Spens 2016, p.226 Insecticide or fungicidal treatments Treating individual timbers with two coats of proprietary insecticide and fungicide by brush or spray application as appropriate. filling necessary floorboards; treating flooring with two coats of proprietary insecticide and fungicide by spray application; reft boards.
Drainage	Surface water			1 Nr	£1,000.00	£1,000.00	Provisional Sum
Internal Walls	Partitions	Rot investigation		1 Nr	£3,000.00	3000	Provisional Sum





- In addition, STC has taken the decision to raise the annual Precept (2018/19) in favour of the station project by £25,000.
- We significantly raised the public profile of the project through an online AVIVA campaign, and although our award was small [£500], the hard work undertaken to canvass votes has given us an excellent foundation for a public giving campaign.
- Alongside this, the project is one of three Waitrose nominated community projects for the Green Token scheme. Estimated benefit is around £400.
- Public Giving Campaign: due to be launched once the viability study has reported, and the preferred scheme agreed – thus plans will be available for public consultation.
- Other smaller funds: more research needed, with positive indication given from Cornwall Community Foundation (Howden Solar Fund) – but, a funding ‘vehicle’ is required – a charity?

### Viability

GWR fund conditions of funding require the project to be completed within the 2018/19 financial year. Therefore, it is essential that we start very soon.

The central issue of business viability is about to be addressed [preliminary meeting to review income and running cost assumptions planned for Thursday 15<sup>th</sup> Feb].

### Overview of Capital Funds raised and Capital Costs

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#### Funds

Source	Capital £
GWR	100,000 (tbc)
Railway Heritage Trust	60,000 (tbc)
CC Local Transport Plan	140,000
S106	65,000
STC	40,000
OPTS	Unknown
Small funds (in hand)	1100
Public Giving	20,000 (target)
<b>TOTAL</b>	<b>421,100</b>

**Costs**

<b>Description</b>	<b>Cost as per schedule £</b>	<b>Includes 15% contingency £</b>	<b>Total £</b>	<b>Short Fall [£406,100]</b>
<b>Scenario A</b> 'Public-facing' area only – to fit out, ready to use	£404,000	£52,800	£404,000	None
<b>Scenario B</b> 100% of building, [but no conversion to office / meeting space] All open plan flexible space	£486,600	£63,600	£486,600	£65,500
<b>Scenario C</b> Add say £75,000 for meeting space fit to rent [cost from Bailey's required based on sq m / how many offices] – but this may not include addition of mezzanine floor – allowing for more letting space]	£561,600	£73,000	£561,600	£140,500

Given the figures above the following three scenarios are evident:

**Scenario A**

Complete the 'public facing' area only [phase 1]; partition the rest of the building [which has been made safe, renovated but not fully converted.]

- **Shortfall:** None
- **Implications:** Annual running costs to be met by STC. Viability report to estimate those costs – a very rough estimate, net of catering concession income, is around c£5,000 [with no allowance for a sinking fund]. Capital shortfall still to be raised.

### Scenario B

Complete the 'public facing' area and ensure the remainder is useable in an Open Plan/Flexible way.

- **Shortfall:** £65,500
- **Implications:** Viability report to estimate costs – a very rough estimate, net of catering concession income, is around c£10,000 [with no allowance for a sinking fund]. Income generation ability unwoven at this point. The open plan style may offer alternative income generation solutions.
- Rental income: size of flexible space unknown – rent best guess @ £14 - £20 per sq meter
- Running costs: unknown, as size of full building unknown

### Scenario C

Complete the full project, including conversion to letting space. Balance of office space v community letting space to be explored and agree.

- Shortfall: c£140,500 (not tested yet)
- Implications: Funding for commercial investment is hard to reach. Consider Council borrowing – as an example: £150,000.
  - 20 years estimated @ £7,815 pa [based on £2,605 pa, per £50K over 25 years –2.18%]
  - 15 years estimated @ £11,322 pa [based on £3,774 pa per £50K over 15 years – 1.64%]
- In reality STC may favour a mix of borrowing and an annual commitment to running costs
- Rental income: size of offices unknown – rent best guess @ £14 - £20 per sq meter
- Running costs: unknown, as size of full building unknown

### The unknowns

- How much can be removed from the costs by 'community' contribution to materials costs...
- How much can be removed from the costs by prioritising – not doing everything to the highest standard
- How much can be raised from other sources, currently unidentified
- How much can be raised from a public given campaign
- Level of STC annual commitment
- Level of car parking income – either within or beyond rental via office lets
- Currently no allowance for external works such as hard landscaping, surfacing and marking out of car parking spaces etc
- Assumption that internal fitting out of any business/food/drink units would be largely self-funded by those businesses or a social enterprise

**APPENDIX D**



## Quotation

Richard Bickford  
Saltash Town Council  
12 Lower Fore Street  
Saltash  
PL12 6JX

## RYDON SIGNS LTD

UNIT 3, PEEK HOUSE  
PINHOE TRADING ESTATE  
VENNY BRIDGE, EXETER  
DEVON  
EX4 8JN  
TEL: 01392 466653  
FAX: 01392 466671

**Quoted:** 06/02/2018

**Quote:** 57744/TP /

For the attn. of: Richard Bickford  
Tel:

**Saltash Station**  
**Platform Signage Panels**


I thank you for your recent enquiry and have pleasure in offering our quotation.

Item	Product Description	Qty	Unit Price	Net Price
1	Signage along platform 33m x 2m in Dibond with applied digital print and a anti graffiti laminate.	1	7,930.00	7,930.00
2	Installation.	1	750.00	750.00

This quotation is valid for 30 days and excludes VAT.  
I trust you will find the above favourable and assure you of our best attention.

Yours sincerely

10:01  
06/02/2018



<b>Total Net Amount</b>	8,680.00
<b>Carriage</b>	0.00
<b>Total VAT Amount</b>	1,736.00
<b>Total</b>	10,416.00

## **APPENDIX E**

Dear Cllr. Bickford,

I have been asked to prepare the necessary Deed of Grant for the grant that Cornwall Council proposes to make to Saltash Town Council in respect of the proposed refurbishment of Saltash Station.

I have had a discussion with Hannah Harris, the Council's Transport Principal Officer, Transport and Infrastructure, who is overseeing the making of this Grant for the Council and together we have identified a number of issues that will need to be addressed before the grant Funding can be put in place and during the continuance of the Project.

The Deed of Grant will follow the Council's standard format, but will contain bespoke conditions that must be observed before the Grant is released (Conditions Precedent) and/or during the currency of the project (Ongoing Conditions).

I have summarised the conditions, below, in these two groups, but it should be noted that whilst some conditions may be ongoing in nature, they have only been listed once:-

Conditions Precedent

- 1 Sight of the Business Case being developed. The Council would expect to be provided with a copy of and approve the business case being created to support this Project.
  - 2 Confirmation of the Project Cost. The Council would expect to have confirmation of the various contract costs associated with the Project. It will also reserve a right to call for a copy of the works and other contracts.
  - 3 Confirmation that all necessary funding is in place to achieve this Project, The Council has earmarked a further £140,000 (in addition to the £5,000 already made available), but will need to see that the total cost of the Project is met by these funds and any other fully committed funds.
  - 4 Evidence that all Project contracts have been properly procured, in accordance with Saltash Town Council's Procurement Obligations and good procurement practice.
  - 5 Copies of all relevant consents; Planning, Listed Building Consents, Building Regulations, Restrictive Covenants, train operator/franchisee, Department for Transport , Railtrack, English Heritage. (This list is based on my conjecture and is not intended, at this stage, to be definitive.)
- 
- 6 Confirmation that grant funds are to be used for passenger facilities - including specific matters (to be enumerated by Hannah Harris).
  - 7 Confirmation that any surplus funds are to be either returned to
- 
- 7 Confirmation that any surplus funds are to be either returned to the Council or, with Cornwall Council consent, used towards other suitable station/passenger facility/experience improvements.



Ongoing Conditions

- 8 Whilst the Council does not require the Grant Funds to be ring-fenced, they must be held in a specific Project fund bank account with rights reserved to the Council to audit the same.
- 9 The Council will require all or part of the Grant Funds to be returned to it (Clawback) if they have not been spent or committed by end of March 2020 or in the event of breach of any condition.
- 10 Saltash Town Council is required to acknowledge the support of Cornwall Council in this Project and will be required to liaise with Hannah Harris to agree the content and/or format of any statement to the Press or any other publicity associated with the Project and on all Project site boards.
- 11 Cornwall Council will reserve rights to identify itself with this Project in Cornwall Council reports and information/promotional material.
- 12 The parties will be required to deal with each other in good faith in connection with the delivery of the Grant Funding and the Project.
- 13 The Deed of Grant will contain the usual grant provisions relating to the elimination of Bribery and Corruption and preservation of Cornwall Council's reputation.
- 14 There will also be a declaration that any consent given by Cornwall Council in respect of this Grant are only given as grantor and not in any other capacity.

It would be helpful if you would signify the Town Council's approval, in principle, of these terms so that the draft Deed of Grant may be prepared to reflect them.

So that there is no misunderstanding at this stage, and whilst it is entirely supportive of the Town Council's proposals, any commitment on Cornwall Council's part is contingent on the satisfaction of conditions precedent and will be dependent on the negotiation and conclusion of an appropriate Deed of Grant.

For this reason this email and subsequent correspondence on this subject must remain subject to formal agreement. Saltash Town Council is advised not to make any formal commitment to spend or engage in any other activity which might expose it to financial risk until such time as the Deed of Grant is completed and any conditions set out in it are satisfied.

Saltash Town Council

Station Property Sub-Committee Appendices

Date: 13<sup>th</sup> February 2018

Cornwall Council is represented by Cornwall Legal, an element of the Cornwall Council, and Saltash Town Council is therefore advised to seek its own legal advice as to this letter and any Deed of Grant that may arise from it.

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Kind regards

**Steven Krempel**

Locum Solicitor  
Cornwall Legal  
Cornwall Council