

# APPENDIX A

Town Council 21.03.2017

Agenda item 8

Quotes for printing town visitor guide

Specification:

A5 portrait booklet

32 pages

Full colour

Cover 170gsm, inner sheets 130gsm

Quantities: 2000, 3000, 4000

|           | 2000 | 2500 | 3000  | 4000  | 5000 |
|-----------|------|------|-------|-------|------|
| Able      | £660 |      | £952  | £1115 |      |
| Deltor    | £858 |      | £1021 | £1177 |      |
| Moorprint | £515 | £566 | dnq   | £776  | £895 |

## **Proposal for the design and content of Saltash Town Guide 2017**

**Prepared by  
Cornerstone Vision  
for  
Saltash Town Council**

**March 2017**



# **Proposal for the design and content of Saltash Town Guide 2017**

These proposals have been prepared in response to the tender document issued by Richard Bickford on behalf of Saltash Town Council.

## **About Cornerstone Vision**

Cornerstone Vision is a well-established family-owned publishing company with extensive design and copywriting capabilities. The company publishes a series of community newspapers in Plymouth as well as a monthly lifestyle magazine.

In addition Cornerstone Vision has recently taken over responsibility for production of Love Saltash magazine, working closely with Jenny Lightley of Backbone Media. We have also produced the Torpoint Advertiser for more than two years, having taken over responsibility for its production from Deltor Communications, with whom we enjoy an excellent working relationship.

The company also has extensive distribution capabilities, delivering more than 100,000 publications and significant numbers of leaflets across Plymouth and South East Cornwall each month.

# **Proposal for the design and content of Saltash Town Guide 2017**

## **Cornerstone Vision's proposal**

The tender document specified an A5 guide with a minimum of 20 pages. Our recommendation is based on production of a 32 page A5 publication, containing a maximum of six pages of advertisements.

There are two reasons for this recommended size:

1. Assuming that Saltash-based Deltor Communications are the chosen printers, we have established that the cost of a 32 page publication is only £25 more than a 20 page version [based on 3,000 copies on 170gsm gloss paper]. This minimal increase in cost is because Deltor's print presses are the most efficient with a 32 page A5 configuration.
2. The revenue generated from advertising sales enables Cornerstone Vision to reduce its overall price for the copywriting, design and project management.

Adopting a 32 page publication with a maximum of six pages of advertising adds significant added content - and value - for Saltash Town Council.

This proposal assumes that all advertising sales will be handled by Cornerstone Vision and the income generated used to defray part of the costs of the design, copywriting and project management.

We believe a print run of 3,000 copies, which will cost in the region of £720, is the minimum required to enable Cornerstone Vision to attract advertising, which represents an important element of our proposal in terms of revenue contribution.

The costs shown at the end of this document allow for estimated advertising revenue of approximately £600. Advertisements will only be sold to businesses and organisations located in Saltash.

# Proposal for the design and content of Saltash Town Guide 2017

## Proposed Contents Structure

Based on a 32 page guide, the content could look like this (although this is only a suggestion and can be adjusted as required):

|                |  |
|----------------|--|
| Page 1         | Cover image and title                        |
| Page 2         | Advertisement(s)                             |
| Page 3         | Introduction and Contents                    |
| Page 6 and 7   | History of Saltash                           |
| Page 8 and 9   | History of Saltash continued                 |
| Page 10 and 11 | Double page photo spread                     |
| Page 12 and 13 | Things to do/places to visit in Saltash      |
| Page 14 and 15 | Major Events in Saltash                      |
| Page 16 and 17 | (Centre pages) Map of Saltash                |
| Page 18 and 19 | Waterfront and map of facilities for sailors |
| Page 20 and 21 | Royal Albert Bridge and Brunel               |
| Page 22 and 23 | Blue Plaque Trail                            |
| Page 24 and 25 | Walks in and around Saltash                  |
| Page 26 and 27 | Double page photo spread                     |
| Page 28 and 29 | Advertisement(s)                             |
| Page 30 and 31 | Advertisement(s)                             |
| Page 32        | (back page) Advertisement(s)                 |

# **Proposal for the design and content of Saltash Town Guide 2017**

## **Timescales**

Assuming the go-ahead is given on March 22 we anticipate the following timescales:

|              |   |
|--------------|---|
| Weeks 1 to 3 | Preparation of copy, sourcing photography, selling advertisements |
| Week 4       | Design work and feedback on editorial content and initial designs |
| Week 5       | Proofs available for Saltash Town Council                         |
| Week 6       | Final proofing and sign off by Saltash Town Council               |
| Week 7       | OK for press and print  |

This timetable would enable printing of the guide to take place during week commencing April 8. Depending on the printer's schedules, printing and finishing should take no more than 5 days.

As requested in the tender document Cornerstone Vision will provide print-ready PDFs to the printer's required specification. A digital version will also be made available for Saltash Town Council to distribute as required.

## **Costs**

Design and content services

Copywriting, design, artwork and project management,  
including liaison with Saltash Town Council representatives      £500.00 (PLUS VAT)

## **Distribution**

Cornerstone Vision is happy to assist with distribution of the guide if required. We already deliver publications to a number of locations in the Saltash and Torpoint area. A schedule of locations and costings can be supplied if required.

# **Proposal for the design and content of Saltash Town Guide 2017**

## **Summary**

Cornerstone Vision are grateful for the opportunity to submit our proposals and we would naturally be delighted to be involved in production of the Saltash Town Guide. We trust our proposals are acceptable and would be happy to discuss them in more depth if required.

If there are any questions regarding this proposal please contact Chris Girdler  
([chris@cornerstonevision.com](mailto:chris@cornerstonevision.com)) 07811 343335

Cornerstone Vision, 28 Old Park Road, Peverell, Plymouth PL3 4PY  
Telephone 01752 225623 web: [www.cornerstonevision.com](http://www.cornerstonevision.com)

Town Council 21.03.2017  
Agenda item 8

## **Town Visitor Guide**

### **Saltash Town Guide 2017 Design Specification**

#### **Format**

A5  
20 Printed Pages - stapled (this is a minimum number of pages)  
Full Colour

#### **Content**

The intention is to produce a high quality Town Guide that would encourage visitors to visit Saltash. The guide will be distributed through local leaflet racks and TIC's in the area.

The guide should concentrate on the Town Centre and Waterfront areas, but should also offer information about areas such as Churchtown Farm Nature Reserve, Coombe Woods, Saltmill Art Park and Tincombe Nature Reserve.

A simple map should indicate key features such as toilets, parking, museums, shops, pubs, cafes and transport links (train and bus).

The guide should also mention key town events such as Mayfair, Regatta, Kalan Gwav G and Christmas Lights. The guide does not need to mention smaller events, which may not be aimed at visitors.

The guide should also be useful for visiting sailors, so should include a facilities map of the Waterfront, preferably this would be a separate map, and should include details relating to the pontoon, slipway, boat park, sailing club and walking routes to the town centre.

The guide can be advert supported, with businesses within the Saltash Town boundary only. If ad supported, quotes should indicate the number of pages of adverts.

High Quality photographs can, and should be used to show off Saltash's features. No more than 3 full picture pages should be used, unless as extra pages beyond the base 20pp.

The Royal Albert Bridge and Isambard Kingdom Brunel should have its own feature with photos, visitors should be signposted into walking the road bridge for the stunning free view, as well as visiting the Waterfront.

The guide should include an introduction into the history of the town, and can use information in other town council produced guides, and publicise the newly launched Blue Plaque trail. Visitors should be signposted to visit the Guildhall for copies of these additional leaflets.

The Town Council website includes a number of local walks. There should as a minimum be clear 'signposting' to these walks on the council website. Walks can be included within the guide, but this is not essential as they may take up too much space. A simple walking route that takes in the Cornish Cross, Elwell Woods, the Waterfront and back up via Culver Road to the Town Centre is encouraged, but not essential.

The guide may include non-original content, as long as permission is sought at no cost to the Town Council. Some original content is encouraged to ensure the guide is up-to-date. Likewise, photos should where possible be original to ensure they are current. Council staff and members may be available to advise on content, but do not have significant time available. The Town Council should have free access to any original photos taken for this guide to use to promote the guide itself and town as a whole.

#### Timescales and final output

Please indicate the timescales that you are able to work to, assuming the go-ahead is given on the 22nd March 2017. STC will require 1 week for proof reading and 2 days for a final proofing.

The final output should be a print ready PDF in a format to be specified by our chosen printer.

All quotes should include making the guide available in PDF format for digital distribution.

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The following were invited to quote:

|                |   |
|----------------|---|
| Backbone Media | Declined to quote   |
| Cornerstone    | £500 + vat - (see attached response)                              |
| Deltor         | Declined to quote   |
| Mark Fielding  | Declined to quote   |
| Printminor     | £500 + vat - No timescales or information supplied with the quote |



## APPENDIX B

### CORMAC

Cleaning and operation of public toilets 2017/18 costs:

Quote based on the Living Wage Foundation rate of £8.45ph:

| Facility                                       | Summer    | Winter       | Total Charge for year |
|--|-----------|--------------|-----------------------|
| Waterside                                      | £2,950.88 | £2,934.75    | £5,885.63             |
| Belle Vue<br>(Automatic Locking System)        | £2,655.79 | £2,641.28    | £5,297.06             |
| Longstone Park                                 | £3,541.05 | £3,521.70    | £7,062.75             |
| Alexandra Square<br>(Automatic Locking System) | £2,655.79 | £2,641.28    | £5,297.07             |
|  |           | <b>TOTAL</b> | <b>£23,542.51</b>     |

The reason there is only a very small difference between summer and winter charges for your facilities is that there is only one day's difference in our calculation for Summer and Winter. We provide the same cleaning frequency of one clean per day across the whole year for you hence the figures are very similar.

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### TARGET SERVICES

Cleaning and operation of public toilets 2017/18 costs:

| Facility                                       | Sub Total | Management Fee @ 11% | Total Charge for Year |
|--|-----------|----------------------|-----------------------|
| Waterside                                      | £7,438.11 | £818.19              | £8,256.30             |
| Belle Vue<br>(Automatic Locking System)        | £7,743.70 | £851.81              | £8,595.51             |
| Longstone Park                                 | £7,743.70 | £851.81              | £8,595.51             |
| Alexandra Square<br>(Automatic Locking System) | £7,743.70 | £851.81              | £8,595.51             |
|  |           | <b>TOTAL</b>         | <b>£34,042.83</b>     |

\*Target Services are not part of the Living Wage Foundation they pay their operatives hourly rates equivalent to or above the statutory 'living wage' requirements and in line with the equal rights regulations\*

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**ORANGEMAN CLEANING SERVICES**

Cleaning and operation of public toilets 2017/18 costs:

No response.

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**CCS PROFESSIONAL**

Cleaning and operation of public toilets 2017/18 costs:

No response.

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# APPENDIX C

## CORMAC Project Plan



| Document History |        |             |               |                  |          |               |               |
|------------------|--------|-------------|---------------|------------------|----------|---------------|---------------|
| Version          | Author | Change      | Date of Issue | Value            |          |               |               |
|                  |        |             |               | CORMAC Solutions | WSP   PB | Third Parties | Version Total |
| 0                | PLM    | First Issue | 07/02/2017    | £5000            | £-       | £-            | £5000         |
|                  |        |             |               |                  |          |               |               |
|                  |        |             |               |                  |          |               |               |

| Section 1 – Document Control  |   |  |                                |                            |                            |
|---|---|--|--------------------------------|----------------------------|----------------------------|
| <b>Project Name</b>   | Carkeel Roundabout (Entry Feature)  |  |                                |                            |                            |
| <b>Project Codes</b>  | Cornwall Council  | Insert CC code                         | CORMAC                         | Insert CSL code            |                            |
|   | WSP   Parsons Brinckerhoff  |  | Not Applicable                 |                            |                            |
| <b>Cornwall Council Client Officer</b>  | Jeremy Edwards  |  | <b>Date Updated</b>            | Click to enter date        |                            |
| <b>Project Control Consultant</b>   | Not Applicable  |  | Not Applicable                 |                            |                            |
| <b>Consultant Project Manager</b>   | Chris Sentance  |  | CORMAC Solutions               |                            |                            |
| Cormac Consultancy Approval Level   |   |  |                                |                            |                            |
| Category  | Project Plan or Stage Value for Fee   | Check/Agree/Review Project Plan Detail | 1 <sup>st</sup> Approval       | 2 <sup>nd</sup> Approval   | 3 <sup>rd</sup> Approval   |
| A   | <£50k   | Project Manager<br>Team Leader         | Project Manager<br>Team Leader | Principal Engineer         | N/A                        |
| B   | £50-£250k   | Team Leader                            | Team Leader                    | Principal Engineer         | Group Manager              |
| C   | £250-£500k  | Team Leader<br>Principal Engineer      | Principal Engineer             | Group Manager              | Technical Services Manager |
| D   | >£500k  | Principal Engineer<br>Group Manager    | Group Manager                  | Technical Services Manager | Director                   |
| <b>CORMAC Approver</b>  | Chris Sentance  |  | <b>Category</b>                | A <£50k                    |                            |
| <b>Conditions of Contract</b>   | NEC Professional Services: Option E - Cost Reimbursable (Time & Expense)                                      |  |                                |                            |                            |
| <b>Version</b>  | 0   |  |                                |                            |                            |
| <b>Project Description</b>  | To identify and investigate a suitable location on the new Carkeel Roundabout for the proposed entry feature. |  |                                |                            |                            |
| <b>Project Type</b><br><i>Select stages applicable to scope</i>   | <b>Feasibility</b>  | <b>Preliminary Design</b>              | <b>Planning</b>                | <b>Detailed Design</b>     | <b>Construction</b>        |
|   | <input checked="" type="checkbox"/>   | <input type="checkbox"/>               | <input type="checkbox"/>       | <input type="checkbox"/>   | <input type="checkbox"/>   |
| <b>Document Owner</b>   | Peyman Mokarram   |  | CORMAC Solutions               |                            |                            |
| <b>Where applicable all procedures and processes are to be undertaken in accordance with those detailed in the Commission Management Plan (CMP)</b> |   |  |                                |                            |                            |

| SECTION 2 – PROJECT DESCRIPTION / DEFINITION |  |   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
|--|--|---|------|-------------|-----|------------|---|-----|----------------|--|-----|---------------------------------|--|-----|-----|---|-----|---------------|-------------------------|---------|------|-------------|-----|----------------|---|-----|--------------------------|--|-----|-------------|--|-----|-----------------|---|-----|---------------|----------------------------------|---------|------|-------------|-----|----------------------------|---------------------------------------|
| 2.1  | <p><b>Project Specific Brief and Objectives:</b><br/>To identify and Investigate a suitable location on the new Carkeel Roundabout for the proposed entry feature. This will be subject to a Road Safety Audit to ensure the location of the feature poses minimal risk to road users.</p>   |   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2.2  | <p><b>Scope of Work:</b><br/>To develop appropriate design options that will enable an RSA to be carried out<br/>To liaise with stakeholders for approval on design<br/>To highlight any anticipated risks associated with the design in construction and maintenance<br/>Commission RSA1 and respond to comments</p> <p><b>Assumptions:</b><br/>The client brief is complete<br/>Planning permission not required<br/>HSE F10 notification to be undertaken only if the scheme proceeds</p> <p><b>Exclusions:</b><br/>Utilities e.g. diversions arising as a result of the proposed works<br/>Planning permission (time and fee)</p> <p><b>Project Approach:</b></p>  |   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2.3  | <p><b>Stage 1 – Preliminaries.</b></p> <table border="1"> <thead> <tr> <th>Task ID</th> <th>Task</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1-1</td> <td>Site Visit</td> <td>Undertake Site Visit. Detailed Site Photographs and measurements located on plan (if required).</td> </tr> <tr> <td>1-2</td> <td>Land Ownership</td> <td>Finalise Highway Boundary Information (This will be carried out by Area Highways Manager).</td> </tr> <tr> <td>1-3</td> <td>Statutory Undertakers Enquiries</td> <td>Issue C2 Notices to obtain information relating to existing utility equipment.</td> </tr> <tr> <td>1-4</td> <td>CDM</td> <td>Principal Designer to assess need for HSE Notification and issue F10 if required.</td> </tr> <tr> <td>1-5</td> <td>Identify Risk</td> <td>Identify Project Risks.</td> </tr> </tbody> </table> <p><b>Stage 2 – Design</b></p> <table border="1"> <thead> <tr> <th>Task ID</th> <th>Task</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2-1</td> <td>Initial Design</td> <td>Develop the initial design options ensuring that they are compliant with appropriate standards. Any departures from standard need to be identified and justified as required. Liaison with Regional and Asset colleagues.</td> </tr> <tr> <td>2-2</td> <td>Environmental Assessment</td> <td>Undertake a basic desktop environmental assessment using Intranet mapping.</td> </tr> <tr> <td>2-3</td> <td>Constraints</td> <td>Identify any constraints that may affect the project. Propose solutions.</td> </tr> <tr> <td>2-4</td> <td>Client Approval</td> <td>Gain approval from Client prior to RSA.</td> </tr> <tr> <td>2-5</td> <td>Risk Register</td> <td>Produce Designers Risk Register.</td> </tr> </tbody> </table> <p><b>Stage 3 – Road Safety Audit</b></p> <table border="1"> <thead> <tr> <th>Task ID</th> <th>Task</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>3-1</td> <td>Road Safety Audit Response</td> <td>Coordinate designers response to RSA.</td> </tr> </tbody> </table> | Task ID   | Task | Description | 1-1 | Site Visit | Undertake Site Visit. Detailed Site Photographs and measurements located on plan (if required). | 1-2 | Land Ownership | Finalise Highway Boundary Information (This will be carried out by Area Highways Manager). | 1-3 | Statutory Undertakers Enquiries | Issue C2 Notices to obtain information relating to existing utility equipment. | 1-4 | CDM | Principal Designer to assess need for HSE Notification and issue F10 if required. | 1-5 | Identify Risk | Identify Project Risks. | Task ID | Task | Description | 2-1 | Initial Design | Develop the initial design options ensuring that they are compliant with appropriate standards. Any departures from standard need to be identified and justified as required. Liaison with Regional and Asset colleagues. | 2-2 | Environmental Assessment | Undertake a basic desktop environmental assessment using Intranet mapping. | 2-3 | Constraints | Identify any constraints that may affect the project. Propose solutions. | 2-4 | Client Approval | Gain approval from Client prior to RSA. | 2-5 | Risk Register | Produce Designers Risk Register. | Task ID | Task | Description | 3-1 | Road Safety Audit Response | Coordinate designers response to RSA. |
| Task ID                                      | Task   | Description   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 1-1  | Site Visit   | Undertake Site Visit. Detailed Site Photographs and measurements located on plan (if required).   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 1-2  | Land Ownership   | Finalise Highway Boundary Information (This will be carried out by Area Highways Manager).  |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 1-3  | Statutory Undertakers Enquiries  | Issue C2 Notices to obtain information relating to existing utility equipment.  |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 1-4  | CDM  | Principal Designer to assess need for HSE Notification and issue F10 if required.   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 1-5  | Identify Risk  | Identify Project Risks.   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| Task ID                                      | Task   | Description   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2-1  | Initial Design   | Develop the initial design options ensuring that they are compliant with appropriate standards. Any departures from standard need to be identified and justified as required. Liaison with Regional and Asset colleagues. |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2-2  | Environmental Assessment   | Undertake a basic desktop environmental assessment using Intranet mapping.  |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2-3  | Constraints  | Identify any constraints that may affect the project. Propose solutions.  |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2-4  | Client Approval  | Gain approval from Client prior to RSA.   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2-5  | Risk Register  | Produce Designers Risk Register.  |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| Task ID                                      | Task   | Description   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 3-1  | Road Safety Audit Response   | Coordinate designers response to RSA.   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |
| 2.4  | <p><b>Design Input &amp; Special Project Requirements:</b></p>   |   |      |             |     |            |   |     |                |  |     |                                 |  |     |     |   |     |               |                         |         |      |             |     |                |   |     |                          |  |     |             |  |     |                 |   |     |               |                                  |         |      |             |     |                            |                                       |

## CORMAC Project Plan



|                                |   |                                      |
|--------------------------------|---|--------------------------------------|
| 2.4 (a)                        | <u>Project References</u><br>N/A  |                                      |
| 2.4 (b)                        | <u>Contractual</u><br>The above scope assumes that the form of contract will be Option E - Cost Reimbursable (Time & Expense) of NEC3 Professional Services Contract (Third Edition June 2005) as amended June 2006 and September 2011 in the Agreement by Deed with CORMAC Solutions Ltd and Parsons Brinckerhoff. |                                      |
| 2.4 (c)                        | <u>Technical</u><br>Specification   |                                      |
| 2.4 (d)                        | <u>Standards</u><br>DMRB, TSRGD, WebTag, CC Standards, Eurocodes  |                                      |
| <b>2.5</b>                     | <b>Links, Dependencies and Interfaces:</b><br>N/A   |                                      |
| <b>2.6</b>                     | <b>Project Deliverables:</b>  |                                      |
| <b>Deliverable</b>             | TBC   | Outline Design for Road Safety Audit |
| <b>Description</b>             | Drawings to enable an RSA to be carried out.  |                                      |
| <b>Format and presentation</b> | Digital copy: PDF of all documents  |                                      |
| <b>Due Date</b>                | TBC   |                                      |
| <b>Deliverable Approver</b>    | Chris Sentance  | <b>Organisation</b> CORMAC Solutions |
| <b>Deliverable</b>             | TBC   | Road Safety Audit                    |
| <b>Description</b>             | Liaise with Adrian Rooberts.  |                                      |
| <b>Format and presentation</b> | Hard copy and digital copy: PDF of all documents  |                                      |
| <b>Due Date</b>                | TBC   |                                      |
| <b>Deliverable Approver</b>    | Chris Sentance  | <b>Organisation</b> CORMAC Solutions |

| Section 3 – Communications Plan |  |                  |                  |                 |
|---------------------------------|--|------------------|------------------|-----------------|
| <b>3.1</b>                      | <b>Project Interfaces:</b><br>Reference Communication Plan where appropriate. Input key stakeholders and Consultees in table below |                  |                  |                 |
| 3.1 (a)                         | <b>Stakeholders:</b>   |                  |                  |                 |
|                                 | CC Client  | Jeremy Edwards   |                  |                 |
|                                 | Public   |                  |                  |                 |
|                                 | CC Members   | Bod Austin CC    |                  |                 |
| 3.1 (b)                         | <b>Consultees:</b>   |                  |                  |                 |
|                                 | N/A  |                  |                  |                 |
|                                 |  |                  |                  |                 |
|                                 |  |                  |                  |                 |
| <b>3.2</b>                      | <b>Progress Reporting:</b>   |                  |                  |                 |
|                                 | <b>Information Required</b>  | <b>Recipient</b> | <b>Frequency</b> | <b>Provider</b> |
|                                 | Outline Design   | CC Client        | Single delivery  | CORMAC EDG      |
|                                 | RSA  | CC Client        | Single delivery  | CORMAC EDG      |
|                                 | RSA Response   | CC Client        | Single delivery  | CORMAC EDG      |
|                                 |  |                  |                  |                 |

| Section 4 – Project Plan & Programme |  |                  |            |     |     |      |     |     |     |     |     |     |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------------------|--|------------------|------------|-----|-----|------|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|----------------|--|--|--|--|--|--|--|--|--|--|--|--|-----|--|--|--|--|--|--|--|--|--|--|--|--|--------------|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Start Date:</b>                   | 01/02/2017   | <b>End Date:</b> | 31/03/2017 |     |     |      |     |     |     |     |     |     |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |
|                                      | <table border="1"> <thead> <tr> <th></th> <th colspan="12">2017</th> </tr> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Data Collection</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Outline Design</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RSA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RSA Response</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |                  |            |     |     | 2017 |     |     |     |     |     |     |  |  |  |  |  |  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Data Collection |  |  |  |  |  |  |  |  |  |  |  |  | Outline Design |  |  |  |  |  |  |  |  |  |  |  |  | RSA |  |  |  |  |  |  |  |  |  |  |  |  | RSA Response |  |  |  |  |  |  |  |  |  |  |  |  |
|                                      | 2017   |                  |            |     |     |      |     |     |     |     |     |     |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |
|                                      | Jan  | Feb              | Mar        | Apr | May | Jun  | Jul | Aug | Sep | Oct | Nov | Dec |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |
| Data Collection                      |  |                  |            |     |     |      |     |     |     |     |     |     |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |
| Outline Design                       |  |                  |            |     |     |      |     |     |     |     |     |     |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |
| RSA                                  |  |                  |            |     |     |      |     |     |     |     |     |     |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |
| RSA Response                         |  |                  |            |     |     |      |     |     |     |     |     |     |  |  |  |  |  |  |     |     |     |     |     |     |     |     |     |     |     |     |                 |  |  |  |  |  |  |  |  |  |  |  |  |                |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |

| Section 5 – Project Risks               |                   |               |                   |
|---|-------------------|---------------|-------------------|
| <b>Risk Description and Consequence</b> | <b>Likelihood</b> | <b>Impact</b> | <b>Risk Score</b> |
| HE non acceptance                       | Medium = 3        | Very High = 5 | 15                |
| Utility conflict with desired position  | Low = 2           | High = 4      | 8                 |
|   |                   |               |                   |
|   |                   |               |                   |

**Section 6 – Financial & Commercial**

## CORMAC Project Plan



|   |  |
|---|--|
| <b>6.1</b>  | <b>Value</b>   |
| 6.1(a)  | <b>Fees for CORMAC Solutions (For Information and Budgeting purposes ONLY):</b><br>£2000 Design Fee + £3000 Road Safety Audit<br><b>Total CORMAC Solutions Fee: £ 5000</b>   |
| 6.1(b)  | <b>Fees for WSP   Parsons Brinckerhoff (For Information and Budgeting purposes ONLY):</b><br>N/A<br><b>Total WSP   Parsons Brinckerhoff Fee: £ N/A</b>   |
| 6.1(c)  | <b>Fees for Third Parties (For Information and Budgeting purposes ONLY):</b><br>N/A<br><b>Total Third Party Fees: £ N/A</b>  |
| 6.1(d)  | <b>Combined Design Fees (For Information and Budgeting purposes ONLY):</b><br><b>Total Combined Fee: £ 5000</b>  |
| <b>Information for Project Co-ordinator</b><br>Purchase Order value required by WSP   Parsons Brinckerhoff for Project Plan: £ Insert value |  |
| <b>6.2</b>  | <b>Billing</b><br>Insert details for application of payment, e.g. submission of monthly invoices in accordance with Commission Management Plan, percentage complete based on submitted activity schedule, payment on completion of activity. |



## CORMAC Project Plan



| Section 7 – CDM  |  |             |                            |
|--|--|-------------|----------------------------|
| <b>Notification Statement:</b>   |  |             |                            |
| <input type="checkbox"/> This project requires notification to the HSE<br><input checked="" type="checkbox"/> The appointment of a Principal Designer is required  |  |             |                            |
| <b>CDM Regulations – Client Duties:</b>  |  |             |                            |
| <p>We, <i>Insert Name of Client</i>, confirm that we are aware of and understand, the following duties placed on Clients in the Construction (Design and Management) (CDM) Regulations 2015:</p> <ul style="list-style-type: none"> <li>• Ensure co-operation and co-ordination of all persons involved in the project so far as it relates to our duties as the Client.</li> <li>• Ensure that there are suitable management arrangements in place for the project, in particular in relation to                         <ul style="list-style-type: none"> <li>○ Construction work to be undertaken without risk to health and safety of any person</li> <li>○ Compliance with Schedule 2 of the CDM Regulations (welfare facilities)</li> <li>○ Allowing sufficient time and resources for planning and preparation of all stages of the project</li> <li>○ Providing pre-construction information</li> <li>○ Providing information for the Health and Safety File to the Principal Designer</li> <li>○ Retaining and providing access to the Health and Safety File</li> <li>○ Ensuring that arrangements made for managing the project are maintained and reviewed throughout the project</li> </ul> </li> <li>• Appointing a Principal Designer for projects where there is or will be more than one contractor and ensuring that they comply with their duties.</li> <li>• Appointing a Principal Contractor for projects where there is or will be more than one contractor and ensuring that they comply with their duties.</li> </ul> <p>In addition to the above, we acknowledge that it is the duty of the Client to sign the form F10 sent to the Health and Safety Executive for all notifiable projects or to authorise another to sign it on our behalf provided they are confident that we understand our duties.</p> <p><i>Insert Name of Client</i> hereby authorises <i>Select Principal Designer</i> to sign all F10 forms that relate to construction works, new build works, refurbishment and repair works to our premises that operate under the names of <i>Insert Name of Client</i>.</p> |  |             |                            |
| <b>Signed</b>  | <i>Client to insert signature, Company and Position</i>                                  | <b>Date</b> | <i>Click to enter date</i> |
| Section 8 – Archiving Requirements   |  |             |                            |
| <b>Scheme closedown Archiving requirements.</b>  |  |             |                            |
| <b>How is the scheme to be Archived once complete?</b><br><i>Delete as appropriate</i>   | Scan paper files and add to EDG Archive. Destroy paper files once Archiving is complete. |             |                            |
| <b>Do hard-copy files need to be kept after completion to comply with funding arrangements?</b><br><i>ERDF, Legal Requirements, transfer of property/land.</i>   |  |             |                            |



## CORMAC Project Plan



| Section 9 – Authorisation  |  |      |            |
|----------------------------|--|------|------------|
| Consultant Project Manager |  | Date | 07/02/2017 |
| Consultant Authoriser      |  | Date | 08/02/2017 |
| Client Authoriser          |  | Date | 07/02/2017 |

| Appendix A – Project Team Directory                        |                 |                          |                       |
|--|-----------------|--------------------------|-----------------------|
| Project Role   | Name            | Email                    | Contact Number        |
| <b>Cornwall Council</b>                                    |                 |                          |                       |
| Client Officer   | Jeremy Edwards  | jedwards@cornwall.gov.uk | (01872) 327878        |
| <b>Project Controls ( Select consultant organisation )</b> |                 |                          |                       |
| Project Director   | Insert name     | Insert email address     | Insert contact number |
| Project Manager  | Insert name     | Insert email address     | Insert contact number |
| <b>CORMAC Solutions</b>                                    |                 |                          |                       |
| Partnership Manager  | Richard Taylor  | rtaylor@cormactd.co.uk   | (01872) 327240        |
| Project Co-ordinator                                       | Donna Nimmo     | dnimmo@cormactd.co.uk    | (01872) 327319        |
| EDG Lead   | Chris Sentance  | csentance@cormactd.co.uk | (01872) 326738        |
| EDG PM   | Peyman Mokarram | pmokarram@cormactd.co.uk | (01209) 616999        |

## APPENDIX D

### Bunting Report:

- Purchase of heavy duty bunting to dress all existing light runs and cross street catena wires with double levels at each end of Fore Street.
- To supply, install, maintain and take down at the end of the year.

**Christmas Decorators** - £1,400.00 black & gold **OR** £1,100.00 red, white & blue

**SSE** – do not supply or install bunting

**Cormac** – declined to quote

**Online Suppliers** - unable to install or maintain the bunting if damaged

- 
- To supply, install, maintain and take down, heavy duty red, white and blue bunting that was surplus to requirement last year (Jubilee Green & Brunel Green).

**Christmas Decorators** - £300.00

**SSE** – do not supply or install bunting

**Cormac** – declined to quote

**Online Suppliers** - unable to install or maintain the bunting if damaged.

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- Purchase of heavy duty red, white and blue bunting to dress the new section of lights on the Waterfront at Brunel Park (Union Pub to Livewire).

**Christmas Decorators** - £250.00

**SSE** – do not supply or install bunting

**Cormac** – declined to quote

**Online Suppliers** - unable to install or maintain the bunting if damaged.

---

**2016 comparison costs:**

Jubilee Green and Brunel Green - purchase and install - £950.00.

Fore Street - purchase and install - £1,032.50.

2016/17 Budget Availability: Flags and Bunting - £300.00

2017/18 Budget Availability: Flags and Bunting - £1,530.00

\*All of the above to include –health and safety checks and subject to a site survey\*

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