



Formal Application for grant aid to refurbish the ground floor interview rooms, waiting area and office at 18 Belle Vue Road, jointly with Citizens Advice Cornwall (CAC)

Background

Citizens Advice has occupied most of 18 Belle Vue Road, which is owned by Cornwall Council, for about 30 years. Six years ago, this arrangement was threatened when Cornwall Council decided to put the building (then in a neglected state) up for sale. Saltash Town Council asked us to approach Cornwall to find a way to keep the Citizens Advice service in the town. We decided to produce a business plan to manage the building as a whole, and a year later Cornwall offered us a 2-year lease to test if we could make a success of our plan. We had to accept full financial responsibility - everything from insuring the building to regular maintenance and the risk of major repairs.

We refurbished the building with the help of some grant aid, and began letting off the upper floors. The basement was taken over by the Foodbank. We have taken a long-term view of “community ownership” of this building, and have constantly reinvested income to make improvements, eg windows, roof, gutters, heating and, most recently, the forecourt. In 2017, we had been granted a 2 year extension to the lease, and now we have been told we can have a long-term lease. In total has been spent over the period.

Citizens Advice

Until the appointment of a new chief executive for Citizens Advice Cornwall in the last year, we found it difficult to have a strategic understanding with them. This has now totally changed, but the current coronavirus crisis stalled progress. Now demand from the public for help with financial, marital, benefits, employment and similar problems is growing rapidly. However, we are now on the verge of cementing a long-term partnership which will lead to daily use of the ground floor to offer a wider range of advice to the public... with a “reception and triage” facility, two enlarged interview rooms, and a flexible multi-purpose room supporting community services to complement what CAC can offer (as Foodbank already does, so to speak). This will be for

additional specialist advice services, training, project meetings, voluntary sector coordination, etc.

Finance

As landlords, we will take full responsibility to organise all the necessary refurbishment, but we have depleted our available resources recently with approx spent in the last couple of months on the planned work to the forecourt and the total renovation of the old Public Toilet block at the top of the Belle Vue West car park, which we will be using for storage in the short-term. We requested a contribution from CAC to the refurbishment of their facilities, but they are unable to find this. This was the background to the letter you received this week from CAC.

My (surveyor) colleague Peter Ryland has drawn up a floor plan in conjunction with CAC, and prepared a full schedule of the necessary work, with estimated costings. Copies attached below

Please keep the estimates confidential at this stage for commercial reasons.

As an aside, CEPL12 is currently projecting a minimum loss on the year of because of the crisis which has shut down community transport and other enterprises, so drastically reducing our income. We therefore have to be prudent in the coming months, and thus would greatly appreciate a grant from STC to help us expedite the return of Citizens Advice to the town - in an enhanced form.

We are an openly accountable body, and we will ensure full and effective use of the grant you might make.

PT

26 June 2020

BRIEF SPECIFICATION OF WORKS

1.PRE WORKS

- A.Disconnect all wiring within Reception lobby,Interview Rooms 1 and 2 and Managers Office
- B.Detach Fire Alarm points and Security Alarm panel from the walls but maintain connectivity
- C.Remove existing partition walls which form former toilet[now storeroom] and partitions between Interview rooms 1 and 2 and between Interview 2 and Managers Office
- D.Disconnect heaters and store for re-use
- E.Remove all rubbish from site

WORKS-VARIOUS TRADES

- A.Construct partition walls to form Triage Room with 2 doors as shown on drawing [Plan B]
- B.Construct partition walls to form Interview Rooms 1 and 2,each room with dual access,as shown on drawing [Plan B]
- C.All walls to be sound insulated and provided with fixed window panels at upper levels
- D.All doors to have visual panels
- E.All walls to be plastered
- F.All walls to be trimmed with mouldings/skirtings as per existing profile[or similar]
- G.All new timber to be painted with 2 coats of undercoat and one of gloss[colour to be determined]
- H.All walls to be painted with 2 coats of emulsion[colour to be determined]

WORKS-ELECTRICAL/ALARMS

- A.Provide two way switching for lights in the rooms at both entrance points thereof and reposition existing lights centrally to the newly formed offices
- B.Reconnect heaters [in locations to be agreed]
- C.Provide double power sockets to each room[locations to be agreed]
- D.Re-attach Fire Alarm points and Security Alarm panel

GENERAL

- A.Test/certificate all systems upon completion of the works and ensure full working order
- B.Make good any damage to adjacent surfaces caused by the implementation of above works
- C.Ensure that the building is left secure at the end of each days work
- D.Upon completion of the works leave the site clean and tidy

ASSOCIATED WORKS

- A.To right hand front ground floor room, remove existing panelling from the front wall and right hand recess.Spray wall with appropriate proprietary product to kill woodworm and re-plaster prior to repainting with emulsion[colour to be agreed].
- B.Investigate other panelling and carry out similar works to A.above or drench with proprietary product to prevent further woodworm attack-dependent on level of attack.
- C.All use of proprietary product to be when other offices in the building are unoccupied and in strict adherence to the recommendations contained in the instructions with the product

D.Sand down Parquet floor and reaffix any loose blocks prior to re varnishing in accordance with product instructions

E.Carry out works as per D.above to the communal ground floor hall which accesses the upper floors and staircase between ground and first floor.

PLAN B.

