

Wickham Market Parish Council - Storage Proposal

1. Background

1.1. This proposal potentially resolves a number of issues the Parish Council have including:

- Storage of Market related equipment
- Storage of Event material
- Storage of seasonal decorations
- Access to A3 size Printer
- Access to Parish Records to review for archive or destruction
- Clerk availability in the parish

2. Proposal

2.1. The proposal is to locate a 6m x 2.2m secure storage unit behind the village hall near the portacabins.

3. Considerations

3.1. Owners of existing structures

3.2. Portacabin 1 is owned by the Village Hall CIO and used for the Archives Centre

3.3. Portacabin 2 is owned by the Archives Centre

3.4. Shed 3 is owned by the Archives Centre

3.5. Shed 4 is owned by the Archives Centre

3.6. Shed 5 is owned by the Brownies and is scheduled to be moved

3.7. Items 1 – 4 are scheduled to be transferred to the Men's Shed once the new archive centre is open

3.8. Proposal is to install a storage unit shown in blue (not to scale)

4. Suggested Location

4.1. The location suggested is not on the paved area which will allow hard access to the doors of the unit and also allow this area to be used for other activities



5. Benefits

- 5.1. All the Parish Council equipment could be stored in one place
- 5.2. The annex room next to the Committee room could be emptied of equipment allowing access to the filing cabinets for the long overdue exercise of ensuring PC records meet GDPR requirements in terms of archive and destruction
- 5.3. The annex could then form a lockable office for the Clerk. This would save £150 per month for 2 mornings or £100 per month for 1 morning or £50 per month if the Resource Centre interview room is only used for the printer storage. Potential savings are therefore £1,800 per year
- 5.4. Once the new Archives Centre is created, the safe in this room will also be moved, creating more space
- 5.5. Free access to an A3 printer and laminator for all Councillors
- 5.6. The space can also be used for the Clerk and new Assistant Clerk to meet regularly to organise responsibilities and activity

6. Consultation

- 6.1. Philip Tallent on behalf of the Village Hall CIO
- 6.2. Cath Cauldwell on behalf of the Men's Shed

7. Storage Unit

- 7.1. A shipping container is not an option as the overhead cables prevent one from being lifted in by crane. Therefore flatpack self assemble units are being considered.
- 7.2. Wooden sheds have been considered. Tiger Sheds for example, build good quality wooden storage sheds but their largest is 3.5 x 2.3m and costs £1,200 (c£150 per m²)
- 7.3. Galvanised steel sheds have also been considered. Examples include:
 - 7.3.1. Kovobel 6 x 2.2m costs £2,900 (c£220 per m²) [storageboss.co.uk]
 - 7.3.2. KDC 4 x 2m costs £2,960 (c£370 per m²) [safetrade247.co.uk]
 - 7.3.3. 6 x 2m costs £3,550 (c£295 per m²) [shellturtle.com]
 - 7.3.4. Armourgard 2 x 4m costs £4,660 (c£582 per m²) [bigdug.co.uk]
- 7.4. Costs exclude
 - 7.4.1. Delivery
 - 7.4.2. Assembly – should be within the PC and maintenance ability
 - 7.4.3. Construction of suitable base – Sleepers. Membrane and gravel base could be constructed by maintenance man
 - 7.4.4. Internal fittings and shelves
- 7.5. Considerations include
 - 7.5.1. Durability
 - 7.5.2. Cost
 - 7.5.3. Ease of assembly
 - 7.5.4. Security
 - 7.5.5. Size
 - 7.5.6. Availability of internal fittings and shelving

8. Recommendation

- 8.1. The Parish Council agree in principle to this storage and office space project
- 8.2. The Clerk does more research to provide the optimal option for the storage container for purchase authorisation