

# Proposal for Change



<b>Proposal for Change type</b>	Material Change Proposal
<b>Title</b>	St Pancras International internal bins and external ashtrays
<b>Sponsor</b>	Jay Newton Head of Stations Engineering and Operations
<b>Date of Proposal</b>	2 <sup>nd</sup> August 2018
<b>Station</b>	St Pancras International
<b>Affected Zone(s)</b>	Station Common areas and TOC user exclusive area for EMT and LSER
<b>Description of change(s)</b>	To record the inclusion of internal bins and external ashtrays at the station.
<b>Affected User(s)</b>	Eurostar International, London & South Eastern Railway, East Midlands Trains, Network Rail (High Speed) <b>cc: For Info Only:</b> Govia Thameslink Railway and DfT
<b>Associated costs</b>	The initial CAPEX for ashtrays will be covered by HS1. Any on-going maintenance and replacement will be covered by QX as standard asset maintenance.

## Overview

This Proposal for Change is submitted in accordance with Part 3 of the HS1 Station Access Conditions. As such this document sets out information in relation to the proposal as necessary to enable Affected Users of the changes to evaluate the effect of the changes and invites the submission of representations in respect of the proposed changes within 30 days ie by 31 August 2018. Early consideration and comments about the Change Proposal would be appreciated and any absent replies by the Change Proposal deadline will be taken as an accepted non-objection.

Should you have any queries about the content of this proposal, please contact me directly at [asieh.ahmadzade@highspeed1.co.uk](mailto:asieh.ahmadzade@highspeed1.co.uk) 020 7014 2760, where necessary copying in the sponsor of this Proposal for Change ([Jay.newton@highspeed1.co.uk](mailto:Jay.newton@highspeed1.co.uk)).

Formal objections/non-objection responses should be sent via email to [asieh.ahmadzade@highspeed1.co.uk](mailto:asieh.ahmadzade@highspeed1.co.uk) and received no later than 31<sup>st</sup> Aug 2018.

Please use the attached **Annex B** Notice of Non-Objection where appropriate.

For the avoidance of double and to provide a historical record/clarity with this Proposal for Change and all subsequent formal communications will be posted on the HS1 website under the Register of Changes upon completion of the project: <https://highspeed1.co.uk/regulatory/register-of-changes>

Regards

**Asieh Ahmadzade**  
**Facilities and Stations Operations Manager**  
**HS1 Limited**  
**2<sup>nd</sup> August 2018**

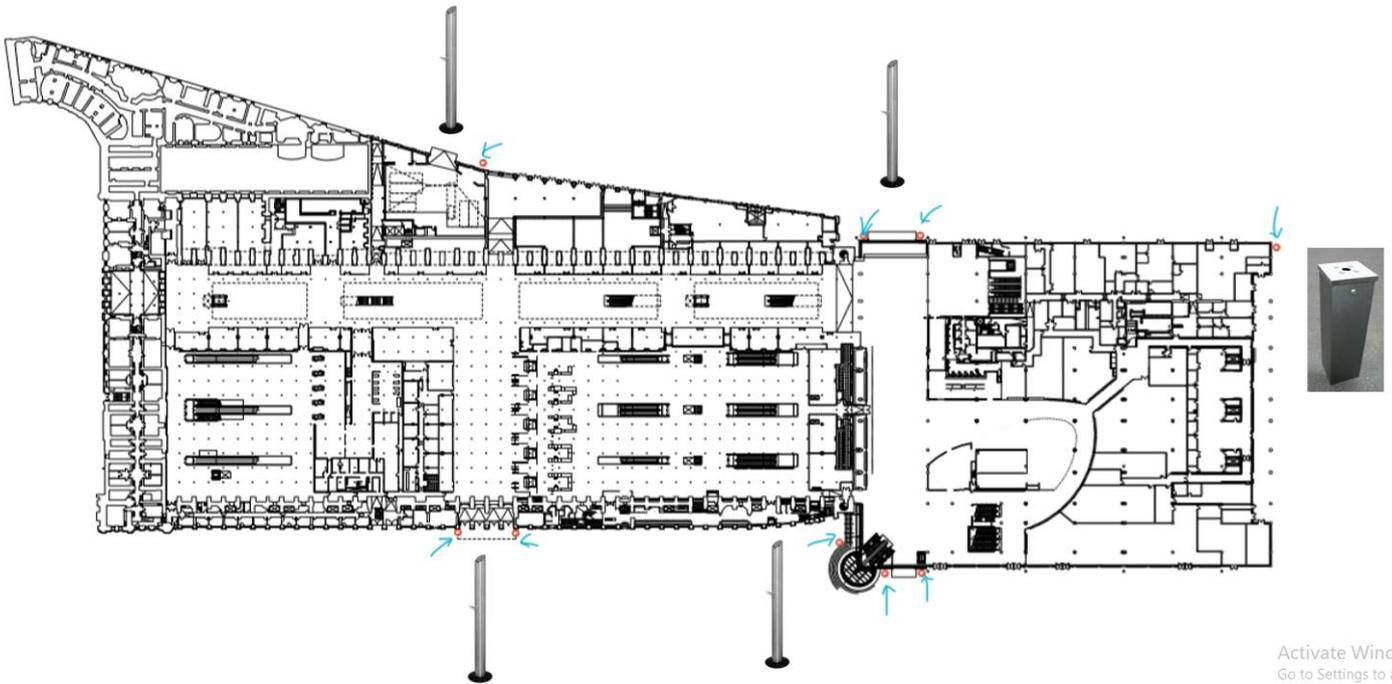
## St Pancras bins and ashtrays

*In accordance with Clause 8.6 of Part 3 of the SACs, the information provided in this document should be sufficient for Affected Users “to evaluate the effect which the change in question or the process of its implementation, will have or is likely to have on its customers, its business and on the building fabric of the Station.”*

### 1. Description of Change

This proposal is to include the addition of internal bins and external ashtrays to the Station and associated Station Annex.

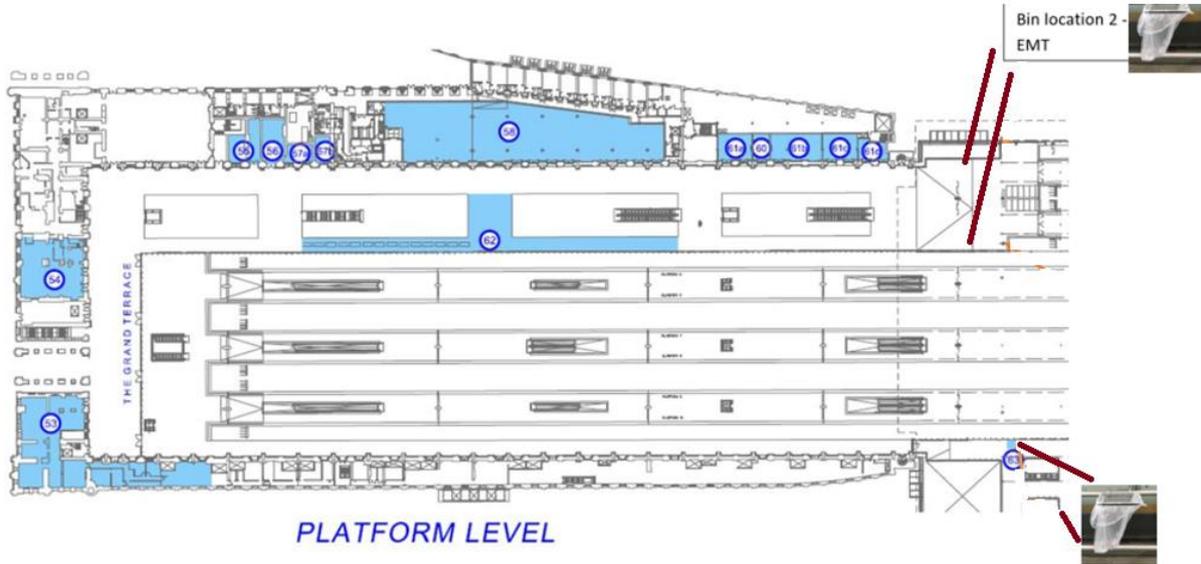
Plan A below shows the proposed area to install external ashtrays. As noted we intend to install eight ashtray poles and one bigger ashtray in the Coach Road.



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Plan B shows the location of bins in the TOC exclusive areas for the Northbound (EMT) and Southbound (LSER) domestic concourses.

There are four handrail bins installed in these areas where two are in EMT and two in LSER exclusive areas.



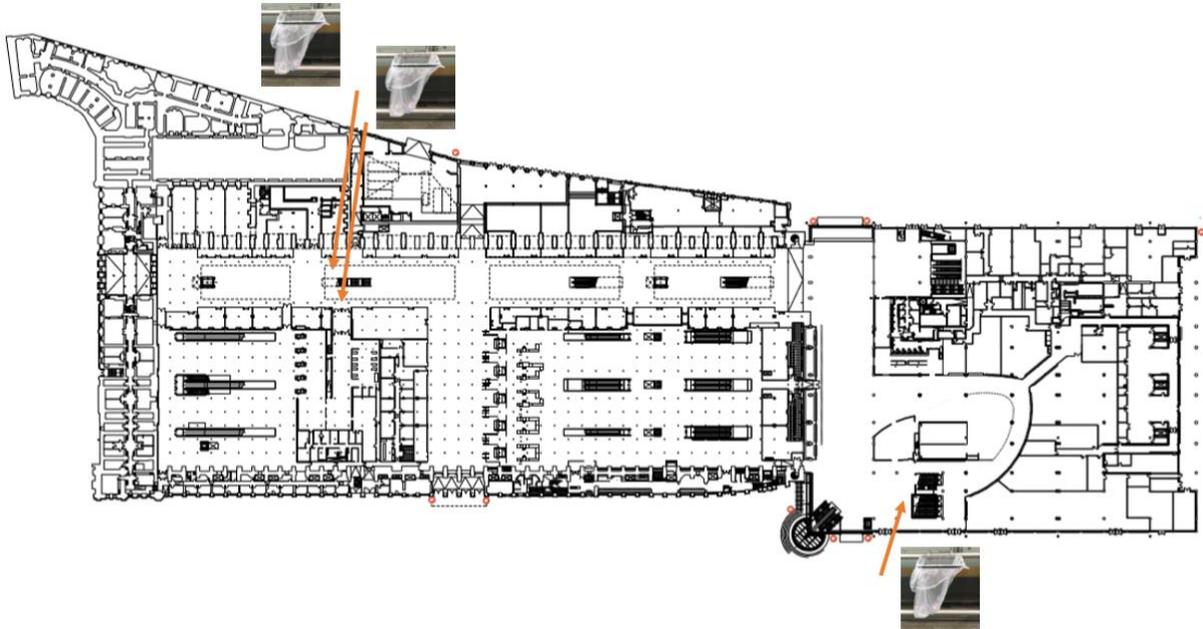
Example picture



# Proposal for Change

Plan C shows the arcade bins location.

There are currently three handrail bins installed in this Common Area.



## 2. Proposed Works

The work proposed will involve:

For the ashtray installation;

- a) Installation of studs to the floor allowing the ashtray to be fixed to the ground
- b) Maintain the ground to original state where possible ie reinstate any required tiles.

The hook bins do not require any additional structural work as they are held with brackets around handrails with screws. They are installed across the station in the locations shown in Plans B and Plan C. The two types of ashtrays are:



x8



x1

### 3. Historic England Approval

Hook bins: These were already approved by Historic England on 25/07/2017.

Ashtray: **HS1 Limited will be solely responsible for securing listed building consent for the works from Historic England.** Failure to secure approval from Historic England will negate the works, in which case all recipients of this Proposal will be informed.

### 4. Conditions Changes

Addition of an additional item line to the equipment inventory at Appendix 4 to Annex 1 in the Station Access Condition Annex. See Annex A.

### 5. Impact and benefits of external ashtrays and internal handrail bins

**Station cleanliness/presentation:** To improve station cleanliness and reduce rubbish /cigarette ends from being left on floor surfaces especially in station entrances.

**Maintenance:** There is limited maintenance as they are low cost and durable. They would be replaced at the end of their life. It is, however, much cheaper to replace them as a station asset via the QX process when they have exceeded life expectancy. Initial CAPEX expenditure and installation costs for ashtrays are being covered by HS1 Limited as a non-Qx ex-gratia payment.

**Safety Benefits:** Reducing litter build up would reduce potential fire risk. The ash-trays will have keys to prevent items being covertly installed in them, thus mitigating a security risk.

**Costs:** On-going maintenance and replacement cost. The station cleaning contractor, currently Churchill, will empty and clean the units as part of the existing maintenance contract and with a consolidated place for litter, it is expected that the cleaning speed will be increased making them more efficient and thus able to cover more space within the station as a result.

### 6. Key Timelines – Indicative Timetable for Ashtrays

ACTION	PROPOSAL
Design approval by Heritage England	Ongoing
Design scope starting	July 2018
Site visit	July 2018
Station Change issued	Aug 2018
Procurement starts	Aug 2018
Historic England meeting & Submission	Aug 2018
Station Change closes	Sept 2018
Works to start	Oct 2018
Works to complete	Oct 2018

# Proposal for Change



## Annex A – Station Access Condition Annexes - APPENDIX 4 TO ANNEX 1

Description	Present in Station Zones				Quantity (where applicable)	Maintenance is Qualifying Expenditure	Repair is Qualifying Expenditure	Renewal is Qualifying Expenditure
	Common	North Domestic	South Domestic	International				
26. Lift Installations	YES	YES	YES	YES	N/A	YES	YES	NO
27. Escalator & Travelator Installations	YES	YES	YES	YES	N/A	YES	YES	NO
28. Platform Barriers	NO	YES	NO	NO		YES	YES	NO
29. Cycle Racking	YES	NO	NO	NO	N/A	YES	YES	NO
30. Waiting Rooms Furniture	NO	NO	NO	NO	N/A	N/A	N/A	N/A
31. Left Luggage Facility	YES	NO	NO	NO	N/A	YES	YES	NO
32. Customer Service Handheld Telephones & Equipment and associated Base Stations	YES	YES	NO	YES	N/A	YES	YES	NO
33. Passenger Information points including Digital Electronic and static displays and supporting computer hardware (PIPS)	YES	NO	NO	NO	11	YES	YES	NO
34. WiFi network including distribution nodes antennae and supporting hardware	YES	YES	NO	YES	N/A	YES	YES	NO
35 Stations' bins (Including ashtrays)	YES	YES	YES	YES	N/A	YES	YES	YES

Add line 35. For 'Station bins( including ashtray)' with 'Yes' added to all categories with exception of quantity, as it applies to all station areas and will require Qx funded maintenance and replacement when needed.

**Annexe B**



**APPENDIX 4 TO ANNEX 1– User Notice of Non-Objection to the Proposal for Change titled: St Pancras International internal bins and external ashtrays**

I, *(print name of the person signing)* .....  
hereby

confirm that *(print full company name)* .....  
has no objection to the Proposal for Change, dated 2<sup>nd</sup> August 2018,  
and titled **St Pancras internal bins and external ashtrays** for the  
addition of an item to **APPENDIX 4 TO ANNEX 1 to the Station  
Access Condition Annex.**

I acknowledge that a copy of this approval and the Station Change  
documentation will be placed on the HS1 website as a matter of  
public record.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Duly authorised signatory on behalf of

\_\_\_\_\_

**Initial Change Proposal Sent:**

**To:**  
Eurostar International  
London & South Eastern Railway Limited  
East Midlands Trains Limited  
Network Rail (High Speed) Limited

**cc for Info Only:**  
Department for Transport  
Govia Thameslink Railway Limited

Annexe B



**APPENDIX 4 TO ANNEX 1– User Notice of Non-Objection to the Proposal for Change titled: St Pancras International internal bins and external ashtrays**

I, (print name of the person signing) ... ELODIE BRIAN .....  
hereby

confirm that (print full company name) LONDON & SOUTHEASTERN RAILWAY LTD  
has no objection to the Proposal for Change, dated 2<sup>nd</sup> August 2018,  
and titled **St Pancras internal bins and external ashtrays** for the  
addition of an item to **APPENDIX 4 TO ANNEX 1 to the Station  
Access Condition Annex.**

I acknowledge that a copy of this approval and the Station Change documentation will be placed on the HS1 website as a matter of public record.

Signed:  Date: 21/08/18

Duly authorised signatory on behalf of  
LONDON & SOUTHEASTERN RAILWAY LTD

**Initial Change Proposal Sent:**  
**To:**  
Eurostar International  
London & South Eastern Railway Limited  
East Midlands Trains Limited  
Network Rail (High Speed) Limited

**cc for Info Only:**  
Department for Transport  
Govia Thameslink Railway Limited

Annexe B



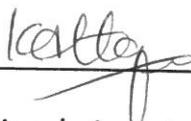
**APPENDIX 4 TO ANNEX 1– User Notice of Non-Objection to the Proposal for Change titled: St Pancras International internal bins and external ashtrays**

I, (print name of the person signing) KAREN HOLE.....

hereby

confirm that (print full company name) EASTMIDLANDS TRAINS LIMITED  
has no objection to the Proposal for Change, dated 2<sup>nd</sup> August 2018,  
and titled **St Pancras internal bins and external ashtrays** for the  
addition of an item to **APPENDIX 4 TO ANNEX 1 to the Station  
Access Condition Annex.**

I acknowledge that a copy of this approval and the Station Change  
documentation will be placed on the HS1 website as a matter of  
public record.

Signed:  Date: 28/08/18

Duly authorised signatory on behalf of

EASTMIDLANDS TRAINS LIMITED

**Initial Change Proposal Sent:**

To:  
Eurostar International  
London & South Eastern Railway Limited  
East Midlands Trains Limited  
Network Rail (High Speed) Limited

**cc for Info Only:**

Department for Transport  
Govia Thameslink Railway Limited

Annexe B



**APPENDIX 4 TO ANNEX 1– User Notice of Non-Objection to the Proposal for Change titled: St Pancras International internal bins and external ashtrays**

I, (print name of the person signing) EDWARD MANSFIELD.....

hereby

confirm that (print full company name) EUROSTAR.....

has no objection to the Proposal for Change, dated 2<sup>nd</sup> August 2018, and titled **St Pancras internal bins and external ashtrays** for the addition of an item to **APPENDIX 4 TO ANNEX 1 to the Station Access Condition Annex**.

I acknowledge that a copy of this approval and the Station Change documentation will be placed on the HS1 website as a matter of public record.

Signed:  Date: 30th August '18.

Duly authorised signatory on behalf of

Eurostar

**Initial Change Proposal Sent:**

To:  
Eurostar International  
London & South Eastern Railway Limited  
East Midlands Trains Limited  
Network Rail (High Speed) Limited

cc for Info Only:  
Department for Transport  
Govia Thameslink Railway Limited

Annexe B



**APPENDIX 4 TO ANNEX 1– User Notice of Non-Objection to the Proposal for Change titled: St Pancras International internal bins and external ashtrays**

I, *(print name of the person signing)* MELANIE SACKETT  
hereby

confirm that *(print full company name)* NETWORK RAIL HIGH SPEED Ltd  
has no objection to the Proposal for Change, dated 2<sup>nd</sup> August 2018,  
and titled **St Pancras internal bins and external ashtrays** for the  
addition of an item to **APPENDIX 4 TO ANNEX 1 to the Station  
Access Condition Annex.**

I acknowledge that a copy of this approval and the Station Change  
documentation will be placed on the HS1 website as a matter of  
public record.

Signed:  Date: 24/08/18

Duly authorised signatory on behalf of

\_\_\_\_\_

**Initial Change Proposal Sent:**

To:  
Eurostar International  
London & South Eastern Railway Limited  
East Midlands Trains Limited  
Network Rail (High Speed) Limited

**cc for Info Only:**

Department for Transport  
Govia Thameslink Railway Limited

**From:** Sam Hart <Sam.Hart@dft.gov.uk>  
**Sent:** 29 August 2018 08:05  
**To:** Asieh Ahmadzade <Asieh.Ahmadzade@highspeed1.co.uk>  
**Subject:** RE: Station Change : St Pancras bins and Ashtrays - 02 Aug 2018

Hi Asieh,

Just to confirm the DfT have no objections on this proposal.

Kind regards

Sam



**Sam Hart**  
HS1 Commercial Manager, Intercity Market  
4/21, Great Minster House  
33 Horseferry Road, London, SW1P 4DR  
07584 617773

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**From:** Asieh Ahmadzade [<mailto:Asieh.Ahmadzade@highspeed1.co.uk>]  
**Sent:** 02 August 2018 18:00  
**To:** MANSFIELD Ed ; EXTL: Ball Lucinda ; Rachel Rundell ; Sackett Melanie  
**Cc:** Ellis, Susan ; Sam Hart ; James Dunne ; [Mo.Uddin@GTRailway.com](mailto:Mo.Uddin@GTRailway.com); Gerry Kitchener ; Lesley Corley ; David Fielding ; Jemme Dustoor ; Jay Newton  
**Subject:** Station Change : St Pancras bins and Ashtrays - 02 Aug 2018  
**Importance:** High

Hello,

Please find attached a Station Change proposal in respect of the St Pancras bins and external ashtrays.

Initial CAPEX expenditure and installation costs for ashtrays are being covered by HS1 Limited.

Your early consideration would be much appreciated.

Regards,  
Asieh.



Safety is no accident -  
we all play our part

**Asieh Ahmadzade** | Facilities & Operations Manager (Stations)

☎ [+44 207 014 2760](tel:+442070142760) | 📱 [+44 7808 766 048](tel:+447808766048)

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🌐 [www.highspeed1.co.uk](http://www.highspeed1.co.uk)