



Six Property Consulting



Thame Town Council - Town Hall

Condition Report



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1 | EXECUTIVE SUMMARY

The five-year planned maintenance assessment for the Town Hall estimates **£202,250.00** of works to ensure the property remains wind and watertight, safe, clean and functional over the next 5 years. This estimate includes an allocation of **£157,700.00** towards items that fall below the baseline 'satisfactory' standard i.e. are considered 'poor' or 'bad'. A significant proportion of costs through the reporting period concern building structure and external envelope, such as works to pitched and flat roofs, external windows, and brickwork repairs. Further investigations into humidity and ventilation issues to the basement are also required. From a services perspective, significant costs are associated with heating, extraction, fluorescent lighting, fire alarms and intruder systems are reaching the end of their serviceable life and upgrading these units over the next five years is recommended.

Early attention to these items will reduce risk of more significant damage, operational disruption and enhanced costs in the medium-long term. There is also tangible benefit to be derived through concurrent delivery of renewals/repairs if funding allows.

Building fabric | key issues

- Pitched roof: Clean down, anti-fungal treatment and repairs/replacement of slipped tiles. Clean out and redecorate guttering and downpipes to ensure they operate effectively.
- External walls: Repointing and replacement of spalled facing brickwork.
- External windows: Replacement of cracked glazing, renew failed/worn decorations and repointing to window reveals.
- Basement: Further investigations should be carried out to improve humidity and ventilation levels.
- Internally, a cyclical renewals programme should be implemented to renew and upgrade elements suffering the effects of ageing as well as typical wear and tear, such as decorations and flooring.

Services | key issues

- Mechanical extraction: Replacement of existing extraction fans to the WC facilities as they are coming towards the end of their life factor.
- Lighting: The existing fluorescent lighting, although operational the lighting is approaching the end of its economic life factor and a rolling programme of replacement should be implemented.
- Fire and intruder alarms: Replacement required as the system is coming towards the end of its serviceable life.
- Lift- Replacement of lift controls, drive unit, door openings and lift car.

Further Investigations

- A CCTV drainage survey/jetting of rainwater outlets is recommended to ensure they are free from obstruction and running clear
- Potential to introduce ventilation to basement will improve air quality and reduce condensation.
- Structural Engineer to assess the condition and performance of corroded steel lintels in the basement and recommend necessary remedial or repair works.

Estimated Costs¹

The total works costs over the reporting period are broadly estimated at **£202,250.00**. A summary breakdown by block, element and category C/D works is provided overleaf. The costs associated with poor condition items (category C/D), totalling **£157,700.00**, relate to targeted building fabric repair/renewals.

Conclusion

The Town Hall premises are generally well-maintained, with active routine maintenance and targeted improvement works evident throughout. Investment is however needed in the early stages of this report to reinstate the external building envelope in satisfactory condition.

A significant proportion of the costs through the reporting period are attributable to the building structure, external envelope works such as works to the pitched and flat roofs, windows and external brickwork. There are further early cost outlay towards a wide range of building fabric items at the end of their serviceable life that require targeted repairs and/or replacement.

The majority of services within the Town Hall are in reasonable condition. However the WC extraction fans, fire and intruder alarms, fluorescent lighting and the lift inc controls etc. are approaching the end of their economic and serviceable life. Renewals during the next five years are anticipated in order to keep the premises running efficiently and cost-effectively, meet modern standards and, again, reducing the risk of regular or significant disruption to the use of the building.

Early attention to these items will reduce the risk of more significant damage, operational disruption and enhanced costs in the medium-long term. There is also tangible benefit to be derived through concurrent delivery of renewals/repairs if funding allows.

A well-planned maintenance and cyclical renewals regime should mitigate the frequency, scale and consequence of unforeseen defects and the need for reactive maintenance, as well as realise the benefits of coordinated future works in terms of cost (value for money), logistics (minimised disruption to learning), etc.

¹ All figures are exclusive of VAT, professional fees and any statutory fees that may apply. Costs are indicative only and subject to detailed site measurement, specification and procurement. They are based on the current Tender Price Index (TPI) and our experience of similar works/projects. They will however be subject to fluctuation over the reporting period, and the current condition/priority ratings and associated budgeted costs may be further influenced by external factors such as vandalism, severe weather, ongoing repair actions, maintenance, etc.

2 | INTRODUCTION

Client's brief & our scope of service

In accordance with the client's brief and our scope of service dated 27th January 2022, summarised below, we have carried out a condition survey with 5-year planned maintenance assessment for **Thame Town Hall, on behalf of Thame Town Council.**

- To assess the current condition of the Town Hall and provide a 5-year planned maintenance assessment for each, to include a broad estimate of cost for the reporting period.
- The condition survey is to focus on significant issues that may result in the full or partial closure, or result in significant disruption to its service provision and occupancy. As such, defects of a minor nature associated with normal wear & tear and cosmetic items shall generally be omitted from the inspection and reporting, unless it is likely that they may present a significant risk through continued inaction.
- The condition survey is to include the structure, fabric and building services to all buildings/blocks at the Town Hall together with the external hardstanding areas.

Date of inspection and weather conditions

Our inspections was carried out on;

7th February 2024 the weather was generally overcast, dry and mild.

Limitations of survey

This report is limited to the findings of a visual inspection of the structure, fabric and externals areas of the property; we have not undertaken any intrusive inspections, opening up, or testing on any of the existing services. Roof observations were made from ground level or advantage points in the loft space. We have not generally made comment on any items that are deemed to be generally routine or cyclical in nature as we would expect this to be part of a general maintenance regime for the property and its grounds. We have not had sight of any ownership or lease documentation so are unable to provide comment as to the extent of the ownership, including site boundaries, nor the liability for maintenance and the allocation of service charge contributions, etc.

The following areas/rooms of the premises were excluded from this assessment:

- Internal loft space including assumed entire timber structure.

All other areas were available for inspection.

Refer to our standard limitations and assumptions for general commercial surveys, provided separately.

3 | DESCRIPTION OF THE PROPERTY

Thame Town Hall is located on High Street, Thame, OX9 3DP

General: Thame Town Hall is a three-storey Grade II listed building originally constructed in the late 1880's with a single storey extension at the rear of the building constructed approx. early-mid 1900's. The external walls are load-bearing masonry with the building surmounted by a pitched roof covered with natural slates. Both pitched and flat roofs are drained via painted cast-iron gutters and downpipes. The external windows are single-glazed timber-framed sliding sash and external doors comprise timber leaf and frame with single glazed vision panels.

The internal finishes comprise lath and plaster, modern lay-in grid system and plasterboard ceilings, painted plaster/plasterboard masonry and stud partition internal walls, painted joinery throughout and carpet, vinyl and tiled flooring throughout. Toilets and a small kitchen provided which includes a tea point fitted with a pre-finished cabinetry.

Services: The main building is naturally ventilated by way of openable windows to offices and meeting rooms. The heating services comprise LTHW (low temperature hot water) gas fired boiler system distributed to radiators. There are electric storage heaters installed to the ground floor WC and 2nd floor offices in addition to electric radiant heaters installed to the main chamber. Domestic water services are installed to the WCs and kitchen and are provided from a local electric heater to the kitchen and by way of the combination boiler to the WC area. There are local extract systems installed to the WCs.

The electrical services comprise a number of distribution boards serving the local lighting and power distribution. There is lighting throughout comprising linear and compact fluorescents with local switching provided to the various classrooms. Small power is distributed to serve cleaning sockets and to various classroom equipment. A fire alarm main panel is located in reception with smoke detection and call points throughout. Finally there is an intruder detection system and access control system installed to the front door.

4 | CONDITION & MAINTENANCE ASSESSMENT

Building Name: Thame Town Hall
 Address: Town Hall, High Street, Thame, OX9 3DP
 Inspection Date: 07/02/2024

Summary of works:

NOTE: REFER TO FLOOR PLAN APPENDED TO MAIN SUMMARY COVER REPORT FOR REFERENCED ROOM LOCATIONS

Block ref.	Element No.	Item No.	Element	Sub-Element	Item	Condition	Priority	Photo No.	Action	Total Cost	Year 0 (Immediate)	Year 1	Year 2	Year 3	Year 4	Year 5	Description
1	1	1.1	Roofs	Roofs structure	Pitched Roof	C	3	N/A	Investigate	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	Purlin cut roof structure only visible in isolated areas. Recommend further investigation by a specialist roofing contractor to assess the condition of all roof timbers; a cost has been provided in year 1.
1	1	1.2	Roofs	Roofs structure	Clock Tower	A	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The clock tower has recently undergone restoration works and found to be in satisfactory condition and performing as intended.
1	1	1.3	Roofs	Roofs structure	Chimney	B	4	N/A	Monitor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Brick chimney stack found to be in satisfactory condition. Evidence of recent repointing works have been undertaken; Visually monitor for further potential signs of mortar erosion which may affect the structural integrity.
1	1	1.4	Roofs	Roofs structure	Coping stones	B	2	01	Cyclical	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Generally found to be in satisfactory condition however evidence of moss, lichen and guano build up which is common for stones of this age and requires cleaning down in the next 2
1	1	1.5	Roofs	Roof coverings and insulation	Tiles	C	1	02 03	Repair	£30,000.00	£0.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	Natural slate covering present to the pitched roof generally found to be in satisfactory condition and performing as intended however evidence of moss and lichen growth indicating slate coverings are becoming porous and retaining moisture; this should be cleaned down and treated with an anti fungal treatment. Elsewhere there are signs of dislodged/defective tiles which should be repaired/replaced as these currently present a serious health and safety risk to the general public. Note: Due to the high cost of access for clean down/treatment and isolated tile repairs/replacement tiles, you may wish to consider a full renewal of roof coverings with a budget of c.£80k.
1	1	1.6	Roofs	Roof coverings and insulation	Lead flashing	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Lead flashing to pitched roof generally in satisfactory condition however showing signs of age related staining/uv damage particularly at the ridge detail.
1	1	1.7	Roofs	Roofs drainage	Guttering/downpipes	C	2	04 05 06 07	Repair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Pitched roof is drained via painted cast-iron gutters and downpipes which show isolated areas of corrosion and delaminating paintwork to the downpipes. Vegetation is evident within the guttering and at the abutment of the downpipes/external areas, this should be removed to ensure rainwater drains effectively. Elsewhere there is evidence of guttering/downpipe failure to the entrance elevation with staining present to the brickwork and exterior detailing. An allowance has been made for repairs and redecoration works in item 1.5.
1	1	1.8	Roofs	Roofs structure	Flat roof	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Flat roof over wc facilities concealed by ceiling coverings (assumed timber) however no obvious signs of defect to flat roof structure from internally or externally.
1	1	1.9	Roofs	Roof coverings and insulation	Felt	C	3	N/A	Replace	£15,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,000.00	No access gained to observe flat roof coverings externally however no obvious signs of leaks internally at the time of inspection. Consideration for full replacement of felt coverings and insulation towards the end of the reporting period to increase thermal performance to modern building regulations.
1	1	1.10	Roofs	Roofs drainage	Guttering/downpipes	C	3	N/A	Repair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Rainwater chutes and downpipes generally in fair condition. Allowance for isolated repairs/redecorations included in item 1.7.
1	2	2.1	Floors and stairs	Suspended floors structure	Timber floor	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Timber floor structure to ground, first and second floors concealed by floor coverings however no visible defects/abnormalities evident at the time of inspection.
1	2	2.2	Floors and stairs	Ground bearing/hollow floors structure	Concrete	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Ground bearing concrete floor to wc extension concealed with floor coverings however no visible signs of defects/evident.
1	2	2.3	Floors and stairs	Floors screed and finish	Carpet and vinyl	B	3	08 09	Replace	£15,000.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£5,000.00	Combination of tile, vinyl, carpet and timber flooring present throughout, generally in satisfactory condition with isolated areas of age related wear and tear, and isolated areas of replacement noted. A cost has been allocated for phased approach to replacement of carpet and vinyl floor coverings.
1	2	2.4	Floors and stairs	Floors screed and finish	Timber floor	C	2	10	Investigate	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	During the inspection it was reported that the timber flooring in the 'Chambers room' swells and lifts in the middle of the room. At the time of the assessment there was no obvious signs of floor lift or trip hazard present. Recommend monitoring/investigating when lifting movement occurs.
1	2	2.5	Floors and stairs	Staircases structure	Concrete	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Concrete formed staircase from ground to first floor concealed by vinyl floor coverings however no obvious signs of defects/distress.
1	2	2.6	Floors and stairs	Staircases balustrades	Metal	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Painted metal balustrades appear in satisfactory condition. Routine maintenance required to maintain aesthetics and structural integrity.
1	3	3.1	Ceilings	Ceilings generally	plaster, plasterboard	B	4	N/A	Monitor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Assumed painted plaster/plasterboard ceilings generally found in satisfactory condition with localised minor superficial cracking present. Allow to fill, decorate and monitor to assess if cracks reappear.

Block ref.	Element No.	Item No.	Element	Sub-Element	Item	Condition	Priority	Photo No.	Action	Total Cost	Year 0 (Immediate)	Year 1	Year 2	Year 3	Year 4	Year 5	Description
1	3	3.2	Ceilings	Ceilings generally	Suspended grid	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Modern lay-in grid system to main reception and ground floor offices generally in satisfactory condition with isolated replacement tiles evident.
1	3	3.3	Ceilings	Ceilings generally	Timber clad	B	3	11	Repair	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	Timber ceiling cladding generally in fair condition with isolated areas of minor distress, notably to the second floor office. Likely due to recent humidity changes with change of use of room. Allow to remove defective cladding, inspect sub-frame and replace/renew cladding.
1	4	4.1	External walls, windows and doors	External walls structure	Masonry	C	2	12 13 14 15	Repair	£20,000.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	Double skin brickwork external wall construction with areas of previous repointing works noted in multiple areas. Numerous areas of spalled brick and missing/defective mortar joints identified; a provisional allowance has been provided in year 1 for replacement brickwork and repointing works. Elsewhere evidence of saturated brickwork identified, likely caused by no overhang to window cills and detailing which is common of a property constructed in this era. There is evidence of an injected damp proof course to low-level brickwork on the extension at the rear of the property, likely installed due to the lack of slate/dpm damp proof; continue to monitor for signs of internal water/moisture ingress due to high level paving slabs.
1	4	4.2	External walls, windows and doors	External walls external finishes	Cills, columns	C	2	16 17	Repair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The majority of the stone window reveals, cills and columns are in satisfactory condition however there are numerous areas of spalled/eroded stone evident indicating these have become porous. A cost for necessary repairs to defected stone has been included in item 4.1.
1	4	4.3	External walls, windows and doors	External windows and doors	Windows	C	2	18	Cyclical	£15,000.00	£0.00	£15,000.00	£0.00	£0.00	£0.00	£0.00	Painted timber single-glazed sliding sash windows are generally in fair condition however the majority of windows are showing signs of failed/worn decorations. There is a crack to a low-level window which may be at risk increasing in size during the winter months. It was advised windows were operational; routine maintenance shall be required to ensure windows remain operational. Numerous window reveals are showing signs of missing/defective mortar and is a likely source of water ingress and may affect the thermal performance of the property. A cost for redecoration and putty repairs has been included in year 1; high level access costs have been allocated in item 1.5 as part of the roof repairs and guttering clearance.
1	4	4.4	External walls, windows and doors	External windows and doors	Doors	B	2	N/A	Cyclical	£750.00	£0.00	£750.00	£0.00	£0.00	£0.00	£0.00	External timber doors with single glazed windows generally in satisfactory condition however showing signs of worn decorations. The door at the rear extension is showing signs of rot at the base of the timber frame. All doors were operational at the time of inspection however routine maintenance is required to ensure doors remain operational. An allowance for splice repairs to the rear door and decorations to all external doors has been included in year 1.
1	5	5.1	Internal walls and doors	Internal walls and partitions structure	Masonry	B	4	19	Monitor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Internal masonry walls generally in satisfactory condition however delaminating paint identified at low level in the main reception behind the door to the offices. Allow to strip and redecorate and monitor to assess if delamination continues.
			Internal walls and doors	Internal walls and partitions structure	Basement, render	C	2	20 21 22	Investigate	£1,000.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	The basement is suffering from a lack of climate control and ventilation resulting in delamination of the internal render and corrosion to the ceiling supporting steel beams. It is recommended that a structural engineer is engaged to assess the condition and structural integrity of the steels and a specialist basement contractor to assess the basement and recommend remedial works.
1	5	5.2	Internal walls and doors	Internal walls and partitions finishes	plaster, plasterboard	B	4	N/A	Cyclical	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Painted plaster/plasterboard internal wall generally in satisfactory condition.
1	5	5.3	Internal walls and doors	Internal walls and partitions finishes	Timber cladding	B	4	N/A	Cyclical	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Timber wall cladding generally in satisfactory condition. Isolated areas of defects/damage in the 'Chambers' room. Routine maintenance and treatment of all timber finishes required.
1	6	6.1	Sanitary services	Sanitary services generally	Basins, showers, sinks, urinals, WCs, plumbing etc.	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Sanitaryware and associated plumbing, where visible, found in satisfactory and serviceable condition. Routine care and maintenance shall be necessary to maintain aesthetic and hygiene.
1	7	7.1	Mechanical services	Heat source & equipment	Gas fired LTHW boilers	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Gas fired LTHW boilers in reasonable condition and should provide ongoing service for the remainder of the term.
1	7	7.2	Mechanical services	Heating distribution, emitters and controls	LTHW radiators	B	4	ME01	Replace	£7,800.00	£0.00	£0.00	£0.00	£4,800.00	£3,000.00	£0.00	LTHW radiators in reasonable condition closed water conditions should be monitored during the term. The six radiant electric heaters to the chamber (year 3 allowance) and storage heaters at 2nd floor and to the ground floor WCs (year allowance) require replacement during the term.
1	7	7.3	Mechanical services	Hot & cold water system	Hot water and storage heaters	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The local electric domestic hot water services appear in reasonable condition and should provide ongoing service during the term.
1	7	7.4	Mechanical services	Gas distribution	Steel gas pipework	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Steel gas pipework. No works anticipated.
1	7	7.5	Mechanical services	Mechanical ventilation/air conditioning	AHU and Extract systems	C	3	N/A	Replace	£700.00	£0.00	£0.00	£0.00	£0.00	£0.00	£700.00	The WCs are each served with local extract systems. The fans are approaching the end of their economic life factor and allowance for replacement has been included in year 5.
1	8	8.1	Electrical services	Control gear	Wall mounted control panel	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The boiler controls are basic domestic and in reasonable condition no works envisaged during the term.

Block ref.	Element No.	Item No.	Element	Sub-Element	Item	Condition	Priority	Photo No.	Action	Total Cost	Year 0 (Immediate)	Year 1	Year 2	Year 3	Year 4	Year 5	Description
1	8	8.2	Electrical services	Power	Wall mounted switchgear	B	4	ME03	Replace	£4,500.00	£0.00	£0.00	£0.00	£4,500.00	£0.00	£0.00	Distribution boards and MCB boards in reasonable condition albeit the basement board and kitchen distribution boards would benefit from replacement during the term.
1	8	8.3	Electrical services	Lighting system	Linear and compact fluorescents	C	3	N/A	Replace	£6,000.00	£0.00	£0.00	£0.00	£2,000.00	£2,000.00	£2,000.00	The lighting is on the whole LED fluorescent remain installed to the entrance lobby and concealed in the perimeter of the chamber, as fluorescents have limited product support. A rolling programme of replacement is recommended.
1	8	8.4	Electrical services	Alarms	Intruder detection and fire alarm system	C	3	ME02	Replace	£9,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,500.00	The fire alarm system will be approaching the end of its life factor during the term and consideration to replacement head end and devices should be considered during the term.
1	8	8.5	Electrical services	Communications & IT infrastructure	Telecoms and access control systems	C	3	N/A	Replace	£4,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,000.00	local rack serving CAT 5 distribution to offices and WIFI. There is an intruder detection system. Allowance for up grade of the intruder detection during the term.
1	8	8.6	Electrical services	Passenger lift	Hydraulic lift	C	3	N/A	Replace	£55,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£55,000.00	The lift is approaching the end of its life factor and due a refurbishment including the controls, drive unit, door mechanisms and lift car finishes.
1	9	9.1	Redecorations	Internal walls redecorations	Generally	B	4	N/A	Cyclical	£15,000.00	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£5,000.00	Painted finishes in satisfactory condition, with only general imperfections and marks through day-to-day use, wear and tear, etc. Budget allowance is made for implementing a cyclical redecoration programme, to include pre-decoration repairs, renewal of sealants, grouts, isolated minor plaster damage, etc. consider carrying out the works during a phased programme.
1	10	10.1	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Washroom Systems	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Laminated washroom cubicles generally in fair condition albeit dated. Routine maintenance shall be required to preserve lifecycle.
1	10	10.2	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Cabinetry and worktops	B	3	N/A	Routine	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	Factory finished laminated work surfaces, base units with metal inset sink provided on the first floor. Cabinets are performing as intended however they are dated and should be considered for replacement during the reporting period.
1	10	10.3	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Shelves, storage and display boards	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Shelves, storage and display boards are in satisfactory condition and performing as intended.
1	10	10.4	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Window blinds	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Window blinds present throughout the property are in satisfactory condition and performing as intended.
1	11	11.1	External areas	Paths, pedestrian paved areas, play areas	Generally	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The surrounding areas to the Town Hall are generally well maintained with signs of age related wear and tear. No obvious signs of serious defect/deterioration noted at the time of the inspection.

£202,250.00 **£1,500.00** £67,250.00 £0.00 £16,300.00 £21,000.00 £96,200.00
Note: All figures are exclusive of VAT, professional fees and any statutory fees that may apply. Costs are indicative only and subject to detailed site measurement, specification and procurement. They are based on the current Tender Price Index (TPI) and our experience of similar works/projects. They will however be subject to fluctuation over the reporting period, and the current condition/priority ratings and associated budgeted costs may be further influenced by external factors such as vandalism, severe weather, ongoing repair actions, maintenance etc.

APPENDICES



APPENDIX A



SURVEY CRITERIA

Condition Ratings: This section explains the terminology and general meaning of the condition survey. The following basic criteria have been used in the production of the database and associated survey data, in accordance with the standard DfES guidelines (as indicated in Asset Management Plans Section 3: Condition Assessment) for recording condition and repairs and maintenance planning data.

- A. Good** Performing as intended and operating effectively.
- B. Satisfactory** Performing as intended but exhibiting minor deterioration.
- C. Poor** Exhibiting major defects and/or not operating as intended.
- D. Bad** Life expired and/or serious risk of imminent failure.

- X. Full replacement**

Supplementary designation assigned in addition to 'B' and 'C' where full replacement is required. For example, a boiler may be assessed as "Cx" if the surveyor judges it to be in poor condition but is aware that it is obsolete and that it will no longer be possible to get the necessary spare parts due to its age.

Priority Ratings

Having identified what is wrong our surveyors have allocated a priority to indicate when works should be done. In the first instance the Priority ratings are designed to comply with DfES guidelines. In practice the school may find it necessary or desirable to change the order in which they address individual defects in line with educational or operational need. The following priority ratings are recommended by DfES in the context of a five year planning period.

1. Priority 1

Urgent work that will prevent immediate closure of premises and/or address as immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.

2. Priority 2

Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.

3. Priority 3

Desirable work required within three to five years that will prevent deterioration of the fabric and services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.

4. Priority 4

Long term work required outside the five year planning period that will prevent deterioration of the fabric or services

APPENDIX B





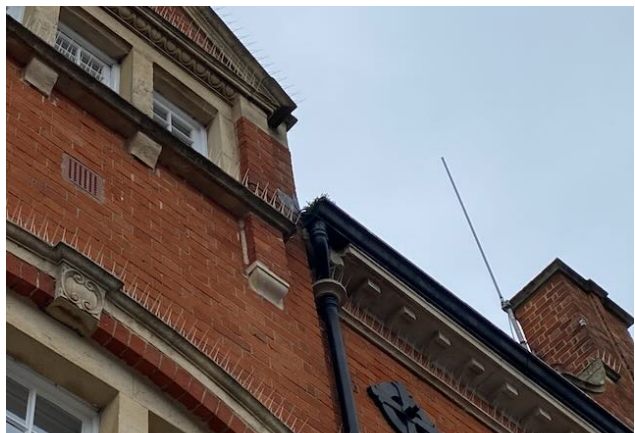
01. Moss, lichen and guano build up to coping stones.



02. Slipped/dislodged tiles to dormer.



03. Moss, lichen and guano build up to slate roof coverings.



04. Vegetation growth to guttering.



05. Vegetation growth and corrosion present at base of downpipe.



06. Corrosion present to downpipes.



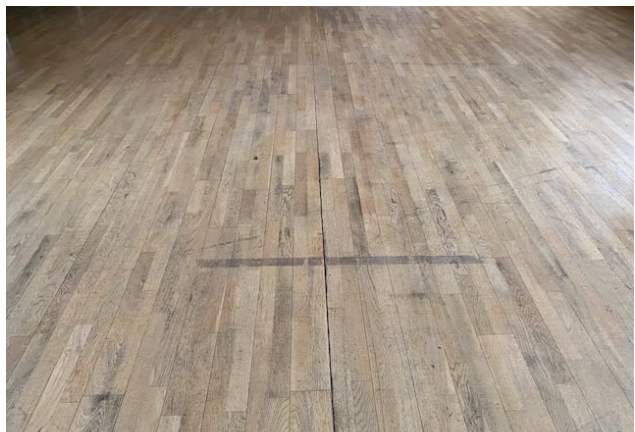
07. Vegetation preventing rainwater draining effectively.



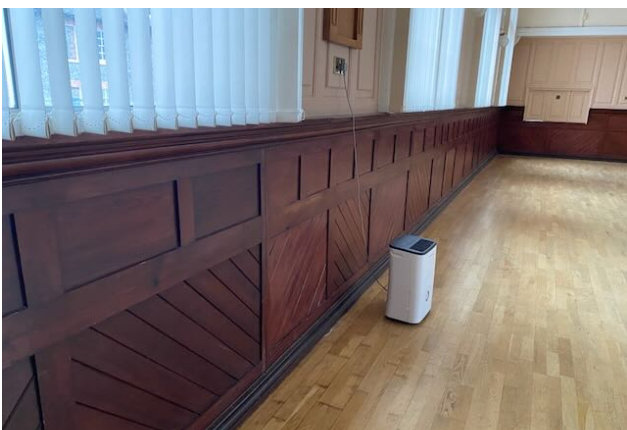
08. Missing Carpet tile to top floor office.



09. Worn flooring to Town Hall entrance.



10. Reported lifted flooring to the chamber not observed during inspection.



11. Minor defects to timber cladding in the chambers.



12. Rot present to external timber door frame.



13. Evidence of previous damp proof injection works having been carried out.



14. Evidence of saturated brickwork.



15. Loose/defective mortar jointing.



16. Spalled stone window reveals in need of repairs.



17. Evidence of saturated brickwork and stone detailing in need of repair.



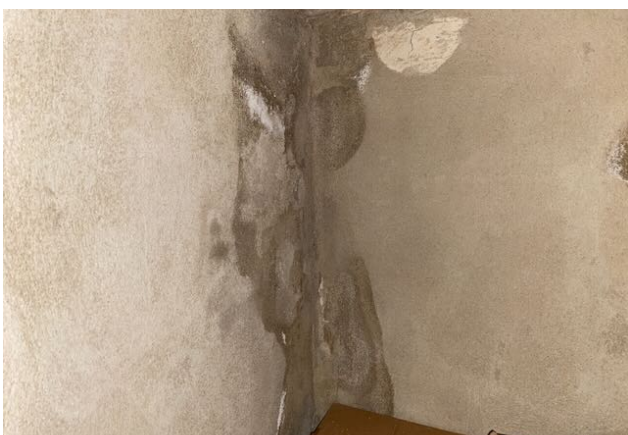
18. Crack in glazing on the ground floor.



19. Delaminating paint to masonry wall in Reception.



20. Delaminating render to basement



21. Moisture penetration to basement.



22. Corrosion evident to steel supports in basement.



ME01. Electric radiant heaters due for replacement.



ME02. Fire alarm system approaching the end of life.



ME03. Distribution boards due replacement.

Original full resolution images available via Sharepoint:

https://sixpc.sharepoint.com/:f:/g/EpDECygumsxEkqsYF_NPNZYBpWaUusvuug9jUfh-fPh6dw?e=udsANu