



Asset Management Committee

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting on Tuesday 3rd December 2019 at 5:00pm
at the Council Offices, Market Street Carnforth**

- 19045 To receive apologies for absence
- 19046 To receive declarations of interest
- 19047 To consider notes of meeting held on Tuesday 1st October 2019
- 19048 To consider any items of urgent business
- 19049 To adjourn the meeting for a period of public discussion (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 19050 Outdoor Maintenance
- 19051 Carnforth Civic Hall:
 - a) Options appraisal
 - b) Heating system appraisal report
 - c) Condition Report
- 19052 To consider date of next meeting

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a long horizontal line extending from the end of the signature.

Town Clerk

01 December 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 01524 858557

Email: clerk@carnforthtowncouncil.org



Asset Management Committee

**Minutes of the meeting held on 1st October 2019
at 5:00pm at the Council Offices, Market Street, Carnforth**

Present: Councillors Armstrong; Branyan; Bromilow Parker and Watson
In attendance: Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager; Terry Allum
Outdoor Maintenance Operative

- 19034 **Apologies:** There were no apologies
- 19035 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.
- 19036 **Minutes:** It was **RESOLVED** that notes of the meeting held on 6th August 2019 be approved.
- 19037 **Urgent Business:** Cllr Watson reported on the work carried out to review the Town Council's assets. A new and up-to-date list has been drawn up, equipment labelled and, where appropriate, photographed. The next step is to value the assets. It was acknowledged that this would not be an easy task given the age of a lot of the assets and the absence of detailed purchase information in some cases. It was noted that assets like the War Memorial could not be valued and will, instead, be recorded as a 'community asset' with a nominal value of £1.
ACTION: Cllr Walton and the Town Clerk to arrange for the Town Council's assets to be valued.

Having created a spreadsheet to record assets, the Town Clerk reported that a recent upgrade to the accounting system, *Scribe*, allows for assets to be recorded with the total value of all assets being automatically included in the Annual Governance & Accountability Return (AGAR). **ACTION:** Up to date details on the description and whereabouts of all assets, together with their estimated value and life to be input into *Scribe*.

After some comments and questions, it was **RESOLVED** that the latest position on the review of the Town Council's assets be noted and that those involved in carrying out the review be thanked for their efforts.

- 19038 **Adjourn for public discussion:** No members of the press or public were present at the meeting
- 19039 **Outdoor Maintenance:** Members were informed by the Outdoor Maintenance Operative that he had now settled into the job and was beginning to get known in the local community. In addition to the 'routine work' he has also recently mowed the land at the corner of North Road, ready for the Cllr Pat Wooff memorial stone being placed in situ. Members acknowledged that if this area is now to be regularly maintained by the Outdoor Maintenance Operative, it may be necessary to purchase a mower.

There was a discussion about what tools and equipment are needed to carry out the job and the reported that he had identified a 5ft x 7ft metal gardening store/shed that could be located at the Civic Hall for storage and safe keeping of tools and equipment. **ACTION:** Town Clerk to arrange for the purchase of the metal store and Outdoor Maintenance Operative to install it on a suitable base.



Asset Management Committee

Cllr Parker reported that following a variety of fundraising events a group of residents wish to donate a bench to be located at the War Memorial in memory of a local man who tragically died of motor neurone disease. It has been acknowledged that this would require the removal of an existing bench. After some discussion it was **RESOLVED** that arrangements be made for a new bench to be placed at the War Memorial Gardens and that the bench to be displaced be relocated to a suitable position near the Aldi store.

- 19040 **Carnforth Civic Hall:** The Civic Hall Manger updated Members on the following matters:
- a) No further action is being taken on obtaining quotations to replace the hall floor with carpet tiles until after the options/conditions survey has been completed and considered by the Town Council;
 - b) Following the Chairs urgent approval, it had been necessary to call out tank specialists to deal with a significant leak from the oil tank. The Civic Hall Manger considers that this tank will need replacing in a few years;
 - c) The oil heating boiler had also become faulty and required a minor repair to the sensor to enable it to 'fire up';
 - d) The options/conditions surveys and plan drawings project are now underway.
- 19041 **Carnforth Council Offices:** The Town Clerk reported that he had not yet taken any action to seek quotations to redecorate and carpet the Council offices. Given the increase in events and notices by/from the Town Council, approval was given for the purchase of an office laminator.
- 19042 **Committee Updates:** Members noted updates and progress on the Committees actions and no intervention was required.
- 19043 **Date of next meeting:** The next meeting of the Asset Management Committee will be Tuesday 3rd December 2019
- 19044 **The meeting closed at 6:20pm**

Options Appraisal Carnforth Civic Hall

For Carnforth Town Council

27 November 2019

Job no. 19079



John Coward Architects Limited
No.3 Unsworth's Yard
Ford Road
Cartmel
Cumbria
LA11 6PG

Telephone: (015395) 36596
Fax: (015395) 36775
E:mail: info@johncowardarchitects.co.uk

Introduction

Carnforth Civic Hall is a former drill hall which is now a reasonably well used community facility. The building is now starting to show its age and is in need of modernisation and general upgrade.

The Hall has a shooting range at the basement level which is accessed through the main hall. There are three further meeting rooms to the main hall, two of which are used by the MOD. The MOD also have sole use of the shooting range and a store room at lower ground floor.

The building is located centrally in Carnforth on a one-way road. It has limited parking availability which does restrict its use.

The building needs to become more flexible to allow a variety of users to be able to hire rooms and use the spaces to their full advantage. Consideration should be given to including a bar area to allow the use of the building to include evening events, shows, small weddings etc.

The main areas of concern are as follows:

Main Hall

The main hall is large with a staircase leading down out of the corner into the basement. The room is set out as a badminton court with hard surfaces to the floors, walls and ceilings. The room is now never rented out for badminton or other sports therefore no longer needs to be finished with hard surfaces. Ideally the hall should be able to be split into smaller spaces for separate rental, but it is also important to be able to use the hall as one large space. The hall is currently used for film nights but the acoustics are poor due to the hard finishes in the space.

Large room to right hand side of entrance

This room is well used and is of a good size. The decoration is rather dated. The parquet flooring allows for the room to have multiple uses.

Two meeting rooms to left hand side of entrance

These rooms are currently used by the MOD. The rooms are of a reasonable size for small meetings or office use. Both rooms are in need of decorative upgrade.

Kitchen

The kitchen is a reasonable size and is located centrally in the building. It is not easy to use for larger events and needs a complete overhaul. Consideration should be given to the layout of the units in relation to the entrance doors.

Toilets

The toilet facilities are sufficient for the number of users and include an accessible wc. They are in need of refurbishment and redecoration.

Shooting Range

The Shooting range is used solely by the MOD. It is substantially underused.

Basement store and plant room

The basement store is used by the MOD and the plant room houses an inefficient oil boiler.

External Areas

There is an external terrace accessed off the WC corridor which sits over part of the shooting range. This is used to house sheds for storage. There is an over grown area of "garden" to the East of the building where the oil tank is located. At the front of the building there is a forecourt which has parking for two cars.

First floor

The Centre Manager's flat is located at the first floor. The access is only through the internal staircase. The flat does not form part of this options appraisal.

Options appraisal

Purpose of the report

JCA Ltd have been appointed to consider alterations to the building including a general overhaul of the interior but also identify areas where improvements could be made to optimise the use of the building for the activities and audiences it currently attracts as well as identifying alterations which may increase alternative audiences. This options appraisal will also consider whether the building has the potential to be converted into a modern multi-function community amenity serving the diverse needs of the town. A survey of the ground floor and basement was carried out by Atlantic Geomatics which has been converted into separate A3 drawings for the purpose of this report these are numbered 19076/01 and 02. All A3 drawings are attached to the rear of the report.

Concept Options for consideration

1. Option 1 See drawing numbers 19076/ 03 and 04 – This option looks at alterations to the ground floor to provide four large lettable rooms and a separate bar area. The proposals are as follows:
 - a) The meeting room to the East side of the entrance door remains as existing.

- b) The two offices to the West side of the entrance door are knocked into one room to create a larger meeting room.
 - c) The door into the kitchen is altered to a single door to allow for more kitchen space for units. The kitchen would be fitted with units and equipment more suited to a catering kitchen
 - d) The large hall is altered creating an escape corridor from the basement and a large chair and table store. The room can then be used as one large hall or split into two smaller rooms with sliding folding partition doors. The ceiling of the hall will be fitted with a suspended ceiling with noise reducing panels and better-quality lighting to give adjustable light levels. The hall will be carpeted and fitted with black out blinds to the windows. A better-quality sound system and ceiling suspended projection system would be proposed.
 - e) Access to the wc's will be provided from the existing corridor and from the new split hall. The corridor space has been improved around the accessible wc to give more space for manoeuvring
 - f) The new corridor to the basement stairs will allow the basement to be used independently from the rest of the rooms. If no alterations are made to the basement, it is likely its use will remain as a shooting range/ archery area. It does offer the potential for a small indoor bowls room.
 - g) An extension is proposed to the building over the flat roof which is currently accessed next to the wc's. The proposal would be to create a small bar area with seating which could be used for parties and events such as film night in the main hall. Due to the location of the extension adjacent to the school, we would propose high level windows and a flat roof with a large glazed lantern so the room is light but views out over the school are restricted. The bar and seating area will be three steps above the rest of the ground floor level so the bar would not be fully accessible, but this can be overcome by providing table service to the other rooms.
 - h) The small "garden area" could be tidied up and the storage sheds currently housed on the flat roof area relocated there so no storage space is lost.
2. Option 2 – See drawing numbers 19076 / 05 and 06
- a) This option is similar to Option 1 at ground floor except that the offices to the West side of the main entrance door are retained as smaller meeting rooms. For either continued used by the MOD or letting rooms for smaller meetings.
 - b) The main alteration in the layout is the provision of a new additional staircase to the basement level under the staircase to the managers flat. This would allow the basement to be split into two multi-purpose rooms with toilet facilities. To make these rooms fully usable natural light and ventilation will be required, therefore new windows are proposed. The existing staircase is retained which gives access to the basement store room and plant room and will provide an alternative means of escape to the new multi-purpose room.

The two concept options show how the building could be altered to increase the potential numbers of users. The external alterations proposed would have to be

designed carefully to ensure that they enhance the character of the building. The internal alterations will need to be considerate of the existing building but will also need to enhance the spaces to allow the rooms to have multiple uses.

Consideration was given to the potential of creating a first floor over the main hall as the roof space is quite generous in terms of space. This option was not pursued as on further investigation in to the roof space, it revealed that the structure is not capable of conversion and would mean that the whole roof would need to be replaced to allow additional rooms to be included.

The issue that arises from the alterations to the building to improve its use, and therefore the number of people using the building, is that there is no option to provide additional parking. The facility is located in the centre of Carnforth therefore users can park in the town, but the lack of parking will be a concern to some users.

Potential costs for options

The following is indicative possible costings for consideration in relation to the design options. This break down is in addition to the repair works schedule. For more accurate build costs a Quantity Surveyor should be employed to review the options and the repair works proposed.

Option 1

Archery /bowling room	Line walls and ceiling	£6,200
	Provide timber flooring	£4,800
Main hall and store	New separating wall	£4,000
	2 no, sliding folding partitions	£10,000
	Chair store doors and entrance doors	£1,000
	Suspended ceiling	£7,800
	Carpeted floor	£5,500
New Meeting room	Removal of partition wall and making good	£1,500
Kitchen	New kitchen fittings	£15,000
Toilets	refurbishment	£4,000
Bar and event room	New build room including windows and rooflight at £2,500/sqm	£90,000
	Fit out of bar	£5,000
General	Building works, openings etc	£3,500
	Decoration	£3,000
	Electrical and heating alterations including sound and visual equipment.	£38,000
	Approximate costs option 1 total	£199,300

Option 2

Basement meeting rooms	Line walls and ceiling	£6,200
	Provide timber flooring	£4,800
	New separating walls and doors	£3,700
	4 number windows	£6,400
	Two wc's	£3,000
	Staircase	£6,500
Main hall and store	New separating wall	£4,000
	2 no, sliding folding partitions	£10,000
	Chair store doors and entrance doors	£1,000
	Suspended ceiling	£7,800
	Carpeted floor	£5,500
Kitchen	New kitchen fittings	£15,000
Toilets	refurbishment	£4,000
Bar and event room	New build room including windows and rooflight at £2,500/sqm	£90,000
	Fit out of bar	£5,000
General	Building works, openings etc	£4,500
	Decoration	£3,000
	Electrical and heating alterations including sound and visual equipment.	£41,000
	Approximate costs option 1 total	£221,400

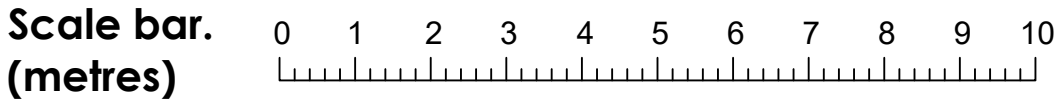
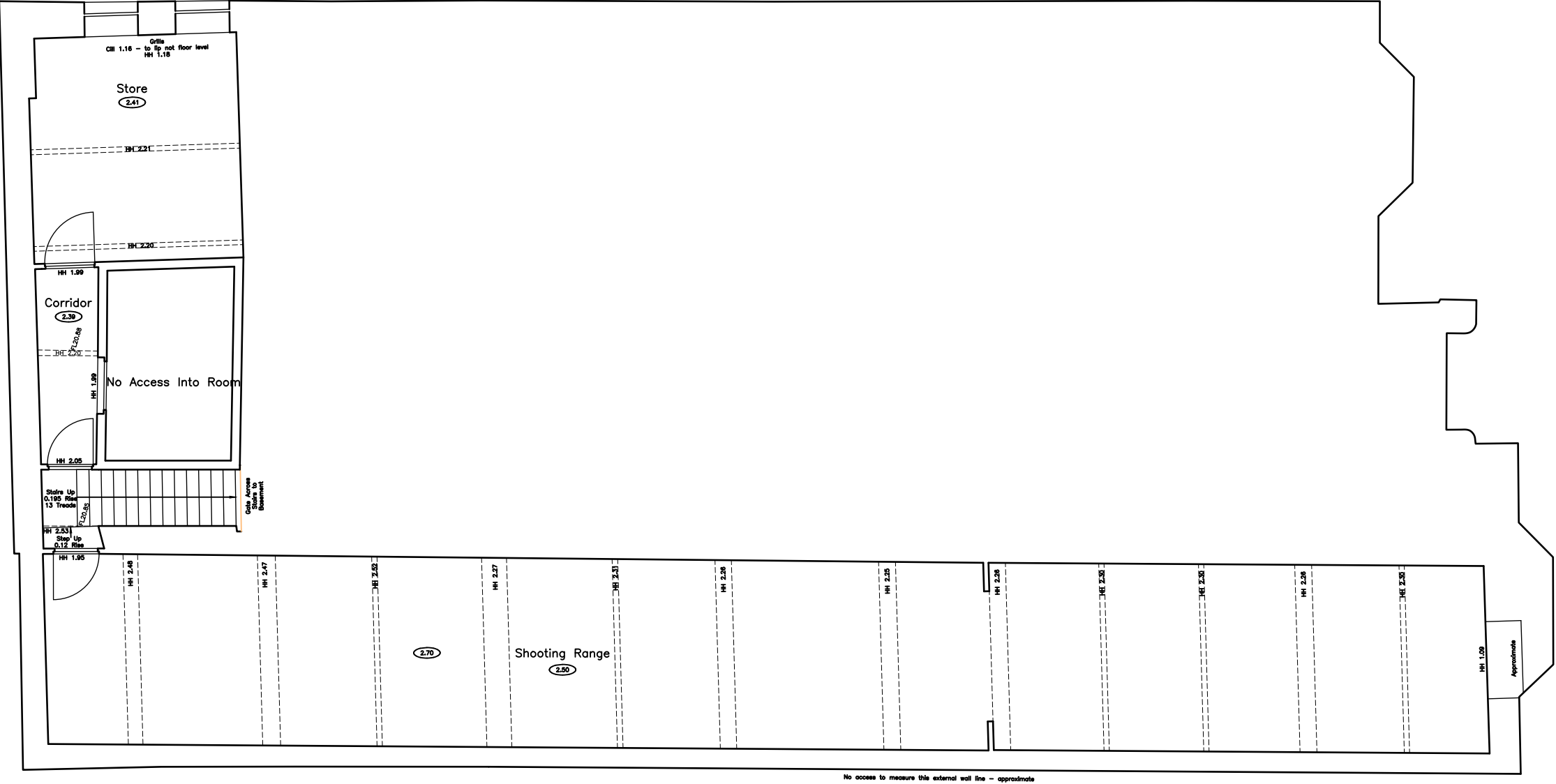
Conclusion

There is no doubt that the building has the potential to be altered and improved, providing quality community facilities in the town. There will be a substantial cost involved in these improvements as indicated above and this has to be weighed against the increase in income from the rooms. Not all of these works need to be carried out to improve the standards of the facilities, for example the roof top bar seems an extravagant inclusion, that could be included elsewhere within the building. It also has to be considered that there is no potential to increase parking for the building. Many users may well see this as problematic.

The alternative may well be to search for another town centre site for a new Civic Hall. However, if a town centre site cannot be found, then a new hall would be pushed to the outskirts, increasing visitor's dependency on vehicles. Our considered opinion is that the building's central location even with minimal parking is more beneficial for the community than an out of town facility.

Improving the quality and flexibility of the current facilities is likely to add to the letting value. We would therefore recommend that the Town Council calculate the potential increase of income based upon the two options, to enable a calculation to be worked

out for payback of costs required to carry out the work. If the pay-back time is extensive and unfeasible, then we would recommend a smaller scheme of improvements and repair concentrating on the changes to the main hall.



REV	COMMENT	BY	DATE

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PROJECT
Improvement to Carnforth Civic Hall

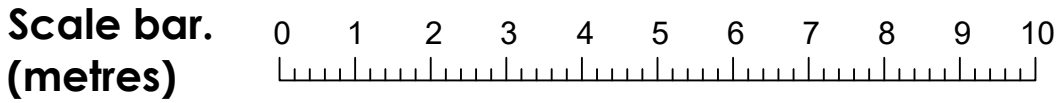
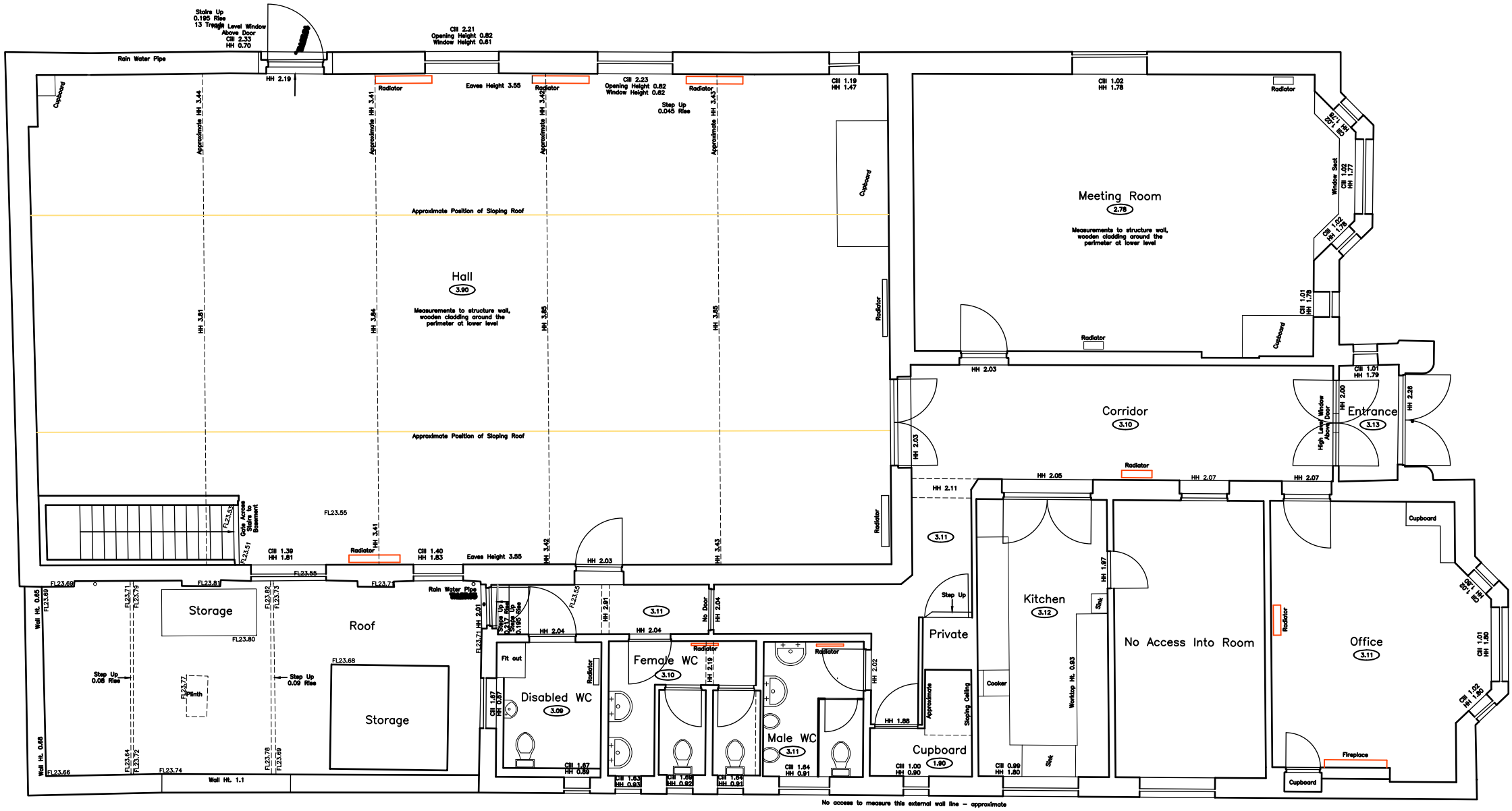
CLIENT
Carnforth Town Council

TITLE
Basement Plan Survey as Existing
Extract of Survey by Atlantic Geomatics

SCALE/ A3 1/100	DRAWN WHR	CHECKED -	DATE OCT 19
JOB NO 19076	DRAWING NO 01	REVISION -	



JOHN COWARD ARCHITECTS LIMITED
No. 3 Unsworth's Yard,
Ford Road,
Cartmel,
Cumbria, LA11 6PG
Tel : (015395) 36596
www.johncowardarchitects.co.uk



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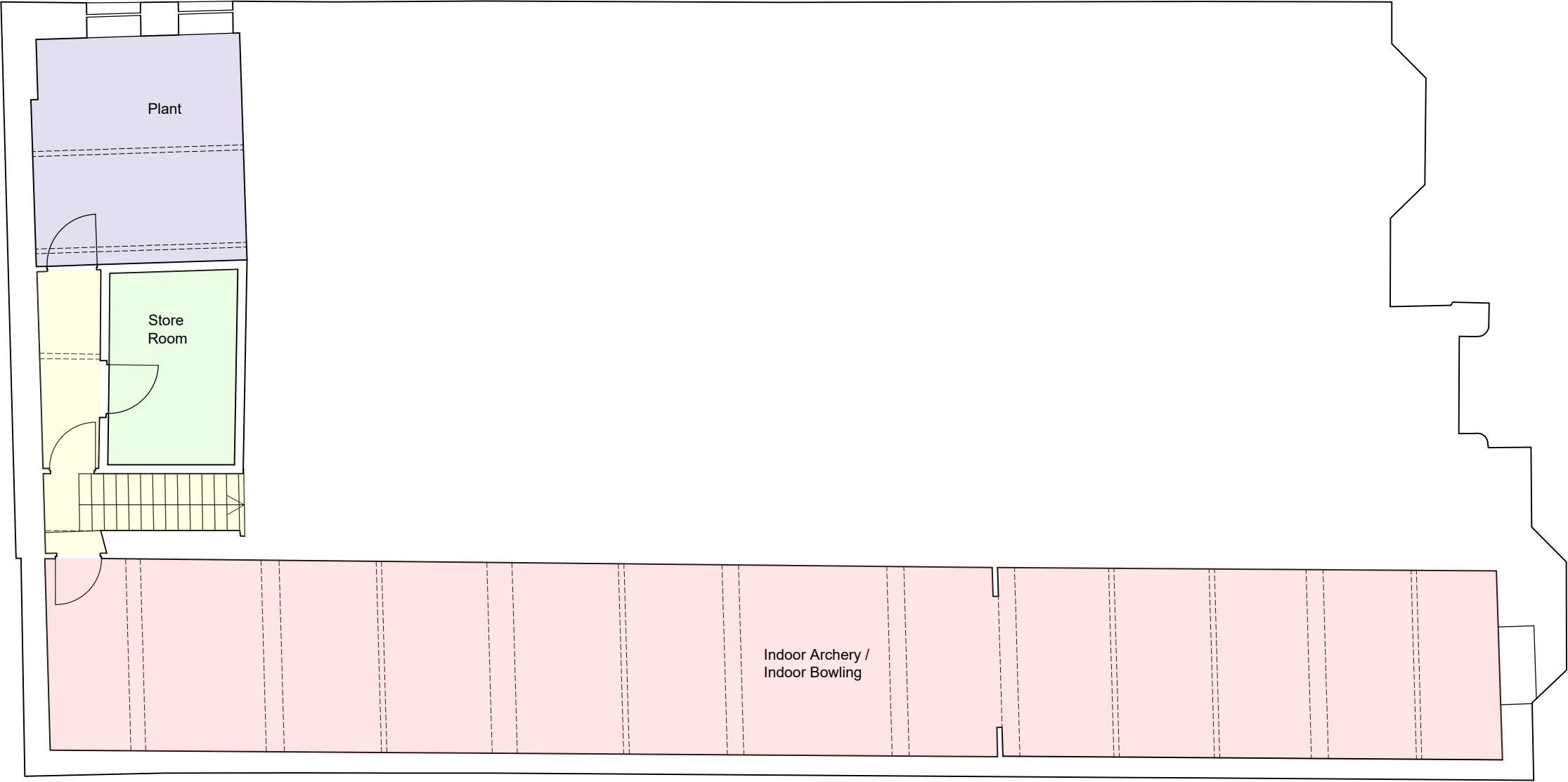
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PROJECT
Improvement to Carnforth Civic Hall

CLIENT
Carnforth Town Council

TITLE
Ground Floor Plan Survey as Existing
Extract of Survey by Atlantic Geomatics

SCALE/ A3 1/100	DRAWN WHR	CHECKED -	DATE OCT 19
JOB NO 19076	DRAWING NO 02	REVISION -	



Scale bar.
(metres)



REV	COMMENT	BY	DATE
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PROJECT

Improvement to Carnforth Civic Hall

CLIENT

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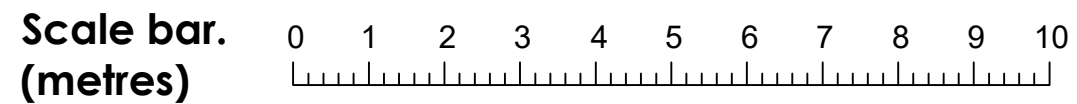
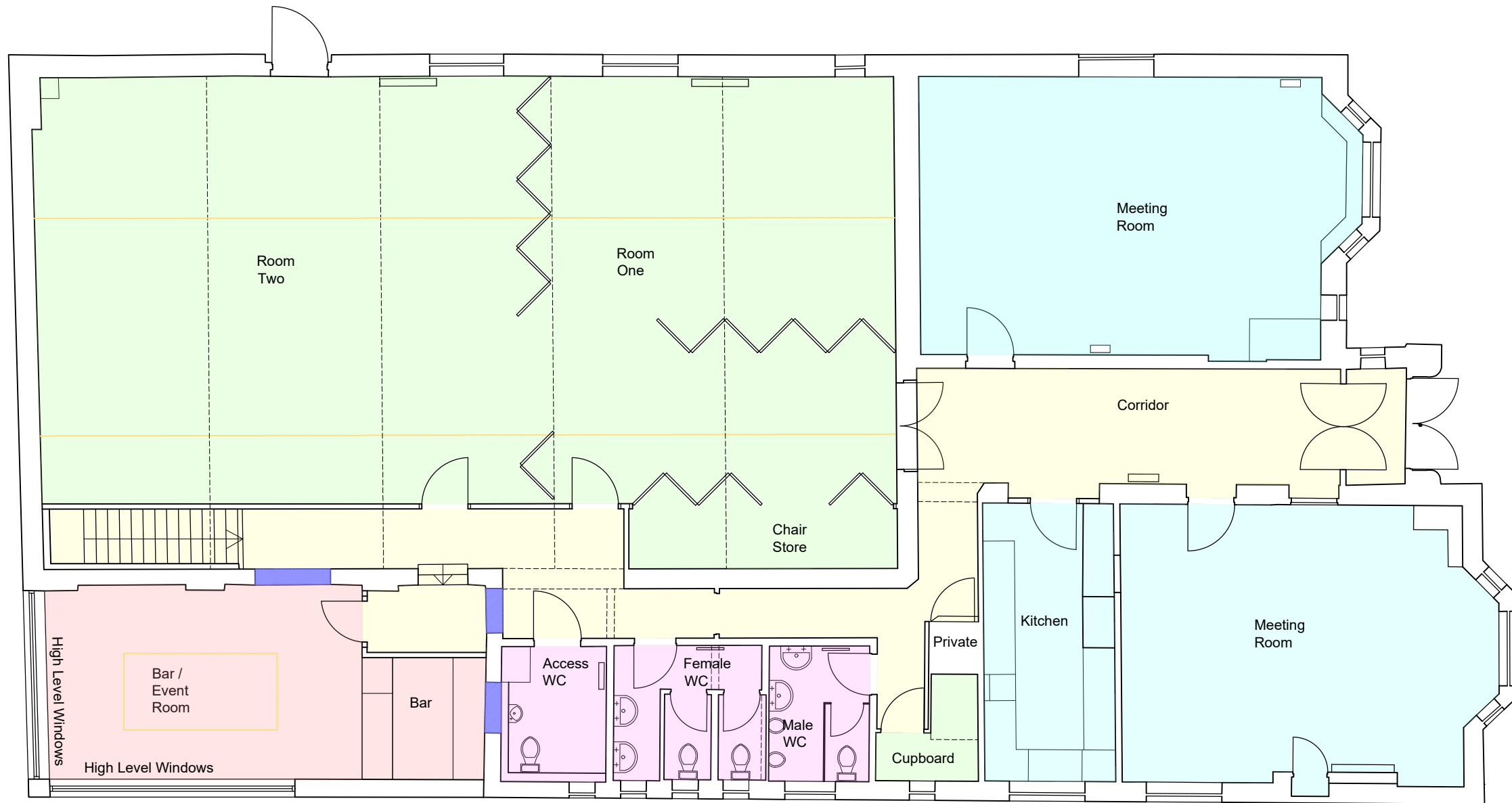
TITLE

Proposed Basement Plan Option One

SCALE/ A3	DRAWN	CHECKED	DATE
1/100	WHR	-	OCT 19
JOB NO	DRAWING NO	REVISION	
19076	03	-	



JOHN COWARD ARCHITECTS LIMITED
No. 3 Unsworth's Yard,
Ford Road,
Cartmel,
Cumbria, LA11 6PG
Tel : (015395) 36596
www.johncowardarchitects.co.uk



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PROJECT
Improvement to Carnforth Civic Hall

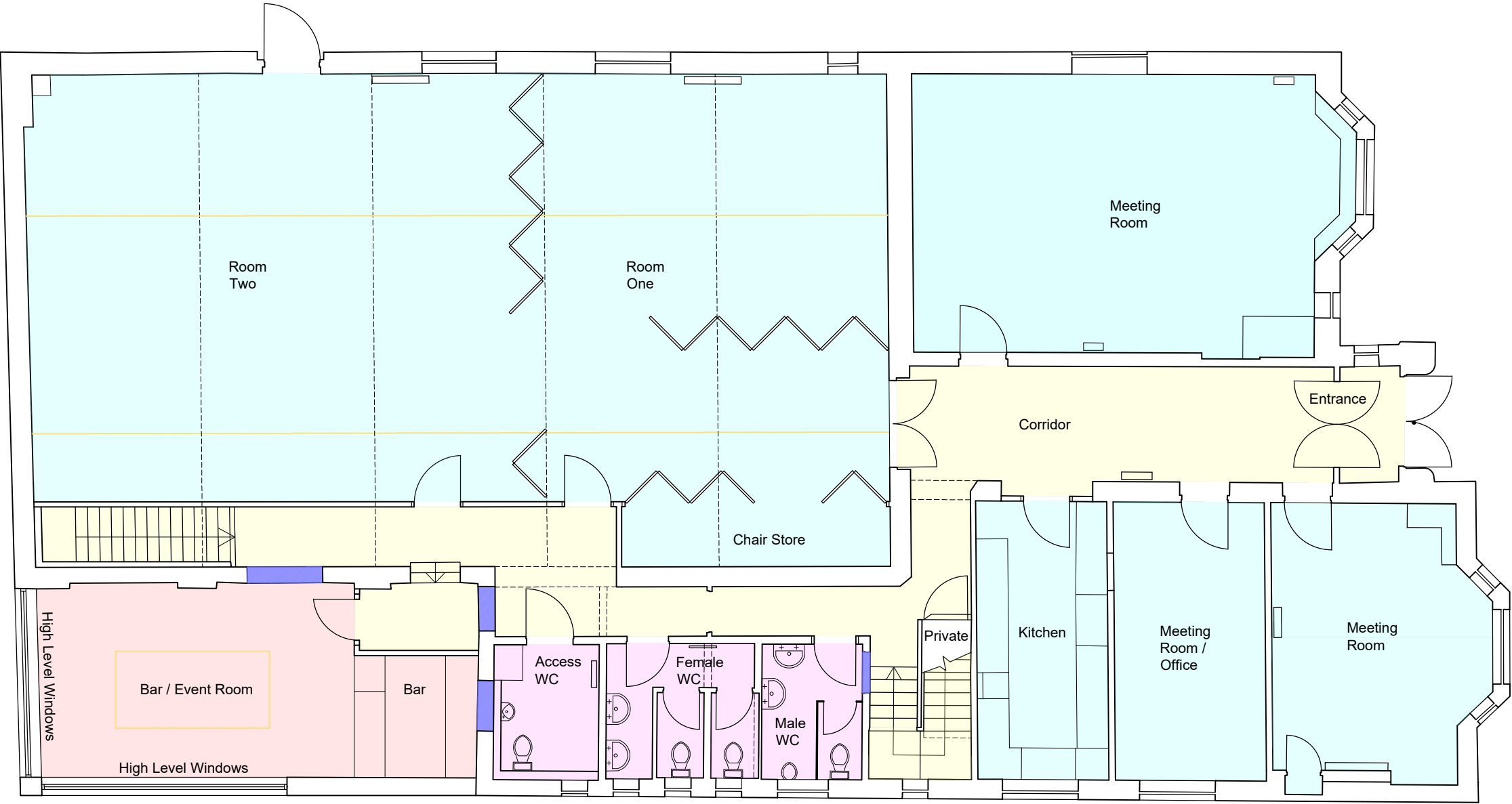
CLIENT
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TITLE
Proposed Ground Floor Plan Option One

SCALE/ A3 1/100	DRAWN WHR	CHECKED -	DATE OCT 19
JOB NO 19076	DRAWING NO 04	REVISION -	



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No. 3 Unsworth's Yard,
Ford Road,
Cartmel,
Cumbria, LA11 6PG
Tel : (015395) 36596
www.johncowardarchitects.co.uk



Scale bar.
(metres)



REV	COMMENT	BY	DATE
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PROJECT

Improvement to Carnforth Civic Hall

CLIENT

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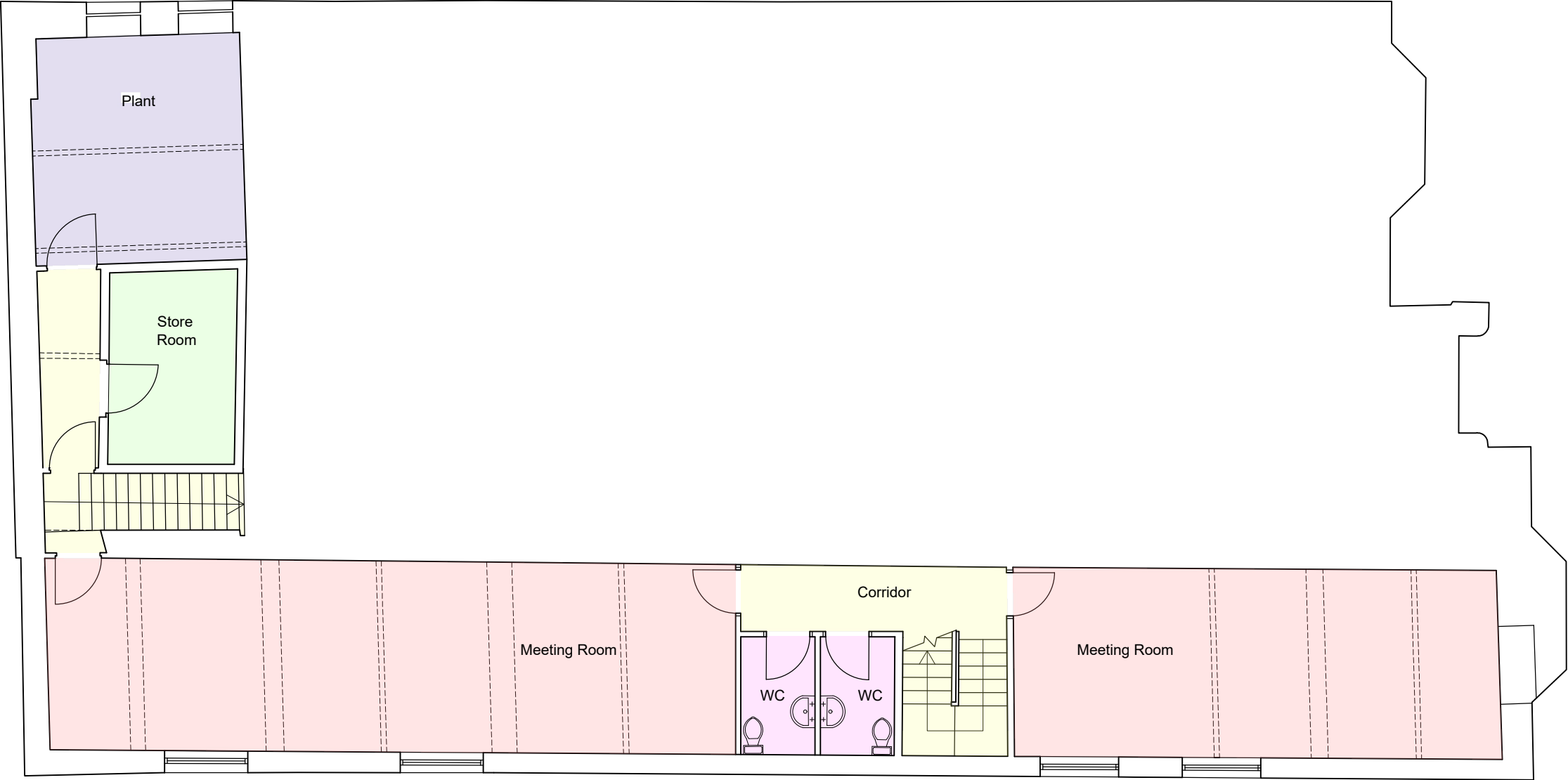
TITLE

Proposed Ground Floor Plan Option Two

SCALE/ A3	DRAWN	CHECKED	DATE
1/100	WHR	-	OCT 19
JOB NO	DRAWING NO	REVISION	
19076	05	-	



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No. 3 Unsworth's Yard,
Ford Road,
Cartmel,
Cumbria, LA11 6PG
Tel : (015395) 36596
www.johncowardarchitects.co.uk



Scale bar.
(metres)



REV	COMMENT	BY	DATE
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PROJECT

Improvement to Carnforth Civic Hall

CLIENT

Carnforth Town Council

TITLE

Proposed Basement Plan Option Two

SCALE/ A3	DRAWN	CHECKED	DATE
1/100	WHR	-	OCT 19
JOB NO	DRAWING NO	REVISION	
19076	06	-	



JOHN COWARD ARCHITECTS LIMITED
No. 3 Unsworth's Yard,
Ford Road,
Cartmel,
Cumbria, LA11 6PG
Tel : (015395) 36596
www.johncowardarchitects.co.uk

CARNFORTH CIVIC HALL

LA25 9LJ

HEATING SYSTEM APPRAISAL REPORT

Prepared by



Walmsley Associates Ltd
Consulting Engineers
Buckshaw House
East Terrace Business Park
Euxton Lane
Chorley
PR7 6TB

Ref : 1486/11/01 Rev 0

Date : Nov 2019

Heating Appraisal Report

CONTENTS

1. Introduction and Terms of Reference
2. Executive Summary
3. Existing heating system overview and replacement proposal
4. Budget cost estimate

Appendix

Survey photographs

Heating Appraisal Report

1.0 INTRODUCTION AND TERMS OF REFERENCE

Consulting Engineers, Walmsley Associates Ltd, were instructed in September 2019 to carry out consultancy work in connection with the existing heating system at the Carnforth Civic Hall.

The consultancy brief was to carry out a visual non-intrusive site survey of the existing heating system and prepare a 'high level' appraisal report with replacement heating proposals and a budget cost estimate.

The survey findings and recommendations are outlined in the following sections of this report.

The consultancy work has been carried out by Philip Walmsley BSc (Hons)C Eng. MCIBSE.

The site survey took place on the afternoon of Thursday 3rd October 2019. The weather was fine and dry, and the heating system was not in operation.

Heating Appraisal Report

2.0 EXECUTIVE SUMMARY

The key findings and recommendations of the report are summarised below.

Findings:

- I. The existing oil-fired boiler is 22 years old and approaching the end of its economic life expectancy of 25yrs. (20yrs for the pressure jet burner). There are ongoing maintenance issues with the boiler and external oil tank, with regular failures and incurring costly call-out maintenance charges.
- II. The existing boiler is located in a basement storeroom/workshop presenting an inherent fire risk.
- III. The steel heating pipework distribution is estimated to be in excess of 50years old and the radiators are of the same period. For an open vented system of this type, economic life expectancy is 25yrs.
- IV. The radiators are undersized for the output required to heat the building to modern comfort levels. The system was probably only designed to provide background heating.
- V. The system is a single heating zone with a single head circulating pump affording little control and no resilience.
- VI. The heating controls are extremely basic.
- VII. There is a general lack of pipework insulation.
- VIII. There are existing external gas supplies to the front of the property serving a former meter at ground floor level (removed), and a metered supply in the first floor living accommodation. It is therefore assumed that a gas distribution main is located to the front of the property in North Road
- IX. Double glazing is installed throughout and the roof is insulated.

Recommendations:

- I. The existing heating system is de-commissioned and removed.
- II. A new commercial gas supply is procured and a U16 meter cabinet provided at the front of the building.
- III. A new gas fired high efficiency wall mounted condensing boiler is installed in the alcove to the left of the chimney breast in ground floor office. The boiler, together with associated pressurisation unit, expansion vessel, pumps and

Heating Appraisal Report

controls, would be housed in a fire rated enclosure. A horizontal balanced flue would discharge through the side elevation of the building.

- IV. New zoned heating distribution pipework is installed to serve the Toilets/Kitchen, Hall and Meeting room. Contemporary vertical panel style radiators with thermostatic valves and zone control valves are installed with primary pipework distribution at high level in the corridors.
- V. The installation of solar photovoltaic panels on the South West roof pitches should be considered together with hot water PV optimisation to a new replacement hot water cylinder in the Disabled toilet.

Heating Appraisal Report

3.0 EXISTING HEATING SYSTEM OVERVIEW AND REPLACEMENT PROPOSAL

Existing system

The existing heating system is fed by an oil-fired boiler located in the basement storeroom at the rear of the property. An external GRP oil storage tank is located at ground level at the North West end of the building. The boiler is a SIME model IR7 fitted with a Reillo forced draught burner rated at 54-120kW. The boiler is rated at 78kW and was installed in 1997. The boiler and burner are towards the end of their economic life expectancy in accordance with data published by the Chartered Institution of Building services Engineers (CIBSE). This is further evidenced by frequent boiler failure. The boiler plant is located in a room containing flammable materials and in the opinion of the author presents a fire risk.

The heating distribution pipework is installed as a single zone and provided with a single head circulating pump located adjacent to the boiler. Heating control is by a Danfoss mechanical programmer again located adjacent the boiler. The boiler plant electrical supply has a generator back-up supply facility.

The pipework distribution is generally via a basement area on the West side and within floor ducts and exposed on the East side. The pipework serves cast iron radiators and steel panel radiators. Large bore pipework is exposed in some rooms which provides additional useful heating output. Judging by the size of the radiators relative to room dimensions, the system was designed to provide background heating only which was typical of the period. The pipework and radiators are aged and long overdue replacement.

A direct hot water cylinder and header tank are located in a cupboard in the Disabled toilet. An electric immersion heater provides the heat source.

Photographs of the existing installation are included in the Appendix to the report.

Replacement heating system proposal

There are 2no. existing gas services to the building assumed to be supplied from mains in North Road. The supply to the ground floor enters the front office and is capped off and the meter removed. The supply to first floor rises externally to an internal meter. The first floor living accommodation is provided with a domestic gas boiler.

On the assumption that an affordable commercial gas supply can be procured from mains in North Road, then the proposal would be to provide a new gas fired heating system to replace the existing oil fired system.

The existing installation would be de-commissioned and stripped out in its entirety.

A new high efficiency gas condensing boiler could be installed in new fire rated enclosure in the South West corner of the front office with a horizontal flue discharge

Heating Appraisal Report

through the side elevation of the building. Based on a preliminary load assessment, an 80kW boiler would be required.

The new system would be a sealed system with associated pressurization and expansion equipment. The heating distribution would be zoned for efficient control and incorporate weather compensation and optimum start/stop control in accordance with current Building Regulations AD L2.

New radiators would be of contemporary style to match existing or new wall finishes and would be fitted with robust thermostatic valves.

Pipework distribution would be in either Table X copper or medium grade mild steel and would be insulated and boxed in at high level.

Solar PV Option

There is scope to install solar PV modules on either of the South West roof pitches. A 4kWp 1ph system would comprise 16no. modules arranged in landscape or portrait. Commercial feed-in tariff contracts are no longer available, however some electricity shippers are offering buy-back incentives for exported self-generated electricity.

The Civic Hall does have a reasonable domestic hot water demand and surplus PV energy can be optimized to heat hot water in preference to exporting power to the grid. A new mains unvented PV hot water cylinder would be required.

Heating Appraisal Report

4.0 BUDGET COST ESTIMATE

The estimated budget cost to procure the proposed replacement heating system is £45,000 + VAT.

The budget cost is a feasibility stage estimate only and is at present day value.

The budget estimate excludes the following:

- I. Main contractors' profit, overhead and discount if undertaken as subcontract works for a larger building project.
- II. Asbestos removal works
- III. Professional fees
- IV. VAT
- V. Contingency (advisory 10-15%)

A provisional allowance of £6,000 is included in the estimate for a new gas supply to the building.

The estimated budget cost of a 4kWp PV system and PV ready hot water cylinder is £8-10,000 + VAT

Heating Appraisal Report

APPENDIX

Survey photographs

Heating Appraisal Report



1. Existing oil boiler

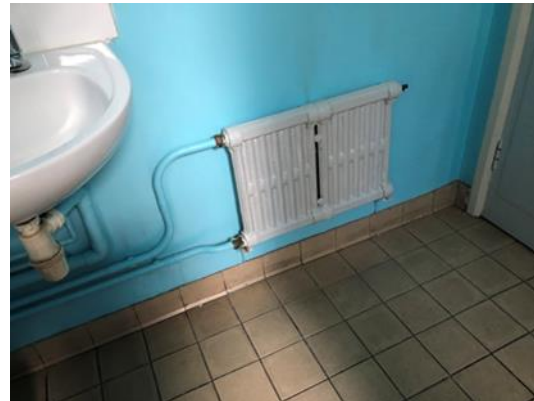


2. Existing time clock

Heating Appraisal Report



3. Generator back-up power supplies



4. Typical existing radiators

Heating Appraisal Report



5. Heating distribution pipework through basement



6. Proposed alcove location for new gas boiler

Heating Appraisal Report



7. Proposed gas boiler flue discharge location



8. Existing gas supply pipework

Condition Report, November 2019

Carnforth Civic Hall

By John Coward Architects Ltd

For Carnforth Town Council



John Coward Architects Ltd
3 Unsworth's Yard
Ford Road
Cartmel
Cumbria, LA11 6PG
015395 36596
info@johncowardarchitects.co.uk

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1. General Information

All directions are given from compass north. Windows and doors have not been individually referenced.

1.1 Executive Summary

The building is generally in reasonable condition but some work is required to the external fabric. Most pressing items are:

- Repairs to timber windows to replace decayed beading.
- Repairs to address the minor cracking in the render on the south façade followed by redecoration of the render.
- Repairs to the parapet wall at the northwest flat roof to prevent water ingress through the wall head.
- Appointment of a structural engineer who can inspect and report on the cracking of the wall head of the west elevation of the drill hall (above the flat roof).

1.2 Brief Description of the Building

The Civic Hall comprises the former drill hall of the Fifth Battalion Kings Own Royal Regiment. The drill hall is to the east of the site. On the west side there is a two-storey wing that comprises offices, kitchen and toilets on the entrance level (ground floor) and the manager's apartment above. To the south of the drill hall, fronting onto North Road, is a large meeting room. The lower ground floor level, accessed via a staircase at the northern end of the drill hall, contains a shooting range, store room and boiler room. Pitched roofs are covered in slate and the flat roof at the northwest corner is covered by some form of waterproofing paint on top of the primary membrane. Walls are masonry construction and rendered externally. The south façade and part of the east façade is painted. Windows are a mix of timber and UPVC. External doors are timber.

The building is not listed nor does it lie within the boundary of the Carnforth Conservation Area however the sites east boundary does mark the edge of the Conservation Area and specifically the North Road Character Area.

1.6 Limitations of the Report

We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that any such part of the building is free from deflection. The inspection was confined to that which could be carried out with a portable ladder and services were inspected superficially, no specialist testing was undertaken.

1.8 Report Format

The report covers all aspects of the building fabric as far as it possible to do from a ground level inspection. Roof coverings are discussed first, then rainwater goods, walls, windows and doors. Then the interior is discussed.

The report does not cover building services (heating/plumbing/electrical) which are subject to a separate inspection and report.

The following scale is employed to denote the urgency of the work:

- A. Urgent, requiring immediate attention
- B. Requires attention within 12 months
- C. Requires attention within the next five years.
- D. A desirable improvement with no timescale

A summary of condition with broad budget cost estimates is provided at the end of the report. The summary cross-references the main body of the report.

This report covers the condition of the building fabric and identifies defects that require remediation. The document is not intended to be used as 10-year maintenance plan for planning recurring cyclical tasks that require carrying out during the normal life of the building such as internal/external cosmetic decoration, clearing of gutters/gullies, heating/electrical system maintenance etc.

Exterior

Roofs and Chimneys

The former drill hall and the two-storey accommodation block both have pitched roofs, covered with natural slate, probably blue/grey Westmorland. Halfway along the two-storey section the roof narrows and the change in width has resulted in a tiled hip and lead lined valley (the latter not easy to view without access via ladder to the roof coverings). The room to the south of the former drill hall, fronting onto North Road has a flat roof. The condition of the flat roof and its covering falls outside the scope of this condition report and was not inspected.

Condition of the roof covering of the east slopes is reasonable with just one slipped slate observed at the front gable and one slipped slate at the eaves above the flat roof. These should be re-fixed.

Re-fix slipped slates on east slope of two-storey wing (above flat roof). Check all roof coverings at this time. B1

The roof coverings on the east slope were viewed from the public highway using binoculars. No slipped or cracked slates were observed. The masonry chimney stack in the southwest corner has a small duo-pitched roof between it and the main roof, covered with lead. The smaller stack at the northern end of the west elevation does not appear to have small roof behind it, instead there appears to be a flat back gutter, assumed to be lead-lined. Both stacks are rendered with cement dashing just as the wall below but a slightly different colour indicating the coatings were applied at different times.

The west roof slope and the two masonry stacks appear to be in good condition, with no obvious indication of defect.

Access for a visual inspection of the drill hall roof is difficult due to the proximity of adjacent buildings however it is possible to get oblique views from the public highway. The slate coverings appear to be in good condition with no obvious sign of defect. A row of tagged slates was noted about 2/3rds up the east roof slope and these clearly correspond with the filling in of former roof-windows.

At the north gable of the drill hall, the roof slates overhang the brick corbelling at the wall head and there is a cement fillet below the covering. Sections of the cement fillet are missing (a common problem with this detail) and the timber slating battens are exposed, at risk of decay. The cement

fillet should be replaced as it is all likely to be loose or a fascia board fitted to better cover the gap to the slates.

To the north gable of the drill hall, repair the verge by re-doing the cement fillet below the slates or fitting a fascia board. B2

There is a masonry chimney stack at the northeast corner of the drill hall taking the flue from the boiler in the basement plant room below. The stack is coated with cement render. No defects were observed.

There is a flat roof at the northwest corner of the building, over part of the lower ground floor (the firing range). It is not clear exactly what the covering is, perhaps waterproofing paint over GRP. The covering appears in good condition with no defect observed. It was noted that there is no separate cover flashing at the parapet upstand.

Rainwater Goods

There is a mix of UPVC and cast-iron pipes and gutters on the building. The cast-iron is likely to be original. The majority of pipework is UPVC. All of the pipes and gutters on the west elevation appear to be in good condition and are well fixed with no signs of water overflow or other leaks. The pipes discharge to ground in the school playing field. Pipework on the façade of the two-storey wing is a mix of UPVC at higher level connected into cast pipework at lower level. All appears to be in reasonable condition.

The flat roof drains via two lead chutes through the parapet wall on the east side that connect to cast-iron hoppers and circular cast-iron downpipes. All appear in reasonable condition.

The drill hall has UPVC gutters on the east side that discharge to UPVC circular downpipes. Where the original gutters have been removed, a timber batten covered with mineral felt has been introduced to attempt to cap the wall head, however in places where the felt is missing (natural degradation) the timber batten has started to decay.

On the east elevation of the drill house, replace any decayed sections of the timber batten at the wall head along with the mineral felt covering. B3

The drill hall downpipes all discharge over ground gullies. The collection of leaves in these gullies is clearly a problem as all of the gullies are fitted with wire leaf guards. More standard covers are available that could be better fixed in place.

Consider fixing standard covers over ground gullies. D1

Walls

The south façade fronting onto North Road is predominantly smooth cement render which is painted. The frontage of the central porch is formed with dressed stone ashlar. At the base of the rendered walls there is a low brick plinth which is painted. The two-storey wing has brick quoins that have been painted.

The south elevation of the flat roof section has flat coping stones set on a lead DPC. The wall is covered in smooth render and fine cracking was observed in several places most notably the upper right side on the parapet and at the base of the right mullion on the bay window. Crack lines are generally horizontal, perhaps following brick coursing, as well as vertically at changes of direction in the wall plane i.e. at the junction with the diagonal projection of the bay. These cracks should be capable of repair prior to redecoration of the façade. The paint on the wall is failing, allowing water penetration behind. If left unchecked, this could rapidly lead to damp issues as water gets in behind the paint and is unable to escape, causing damage to the render and possibly the brickwork walls. Redecoration of all painted surfaces is recommended using an appropriate paint system such as Keim Mineral Paint, applied to a site-specific specification drawn up in collaboration with the paint manufacturer.

This approach should be adopted for the south façade of the two-storey wing also where the phenomenon of fine cracking was also observed, with most cracks at first floor level.

Repair the fine cracking in the render on the south façade (North Road) and redecorate using Keim Mineral Paint or similar, to a site-specific specification written in collaboration with the paint system manufacturer. C1

In places on the south façade, small plants were observed growing from masonry joints, such as those on the east side of the entrance porch. The plant growth is an indicator of moisture presence in the masonry and most likely damaged masonry joints. The plants should be removed prior to the joints being raked out and re-pointed.

Remove plants from masonry joints on south façade, rake out and re-point the joint using lime mortar. B4

The entrance porch is constructed of sandstone ashlar and dressed stone units. It has a semi-circular parapet topped with a stone ball finial. The pediment is carved with a coat of arms and an inscription: 'FIFTH BATTALION KINGS OWN ROYAL REGIMENT'. The lettering is slightly weathered on the left side of the frieze but it is still legible. Quite why the left side of the frieze is most weathered is not clear but the build up of surface deposits (darkening on the face of the stone) is less on the left side. Concentrated run-off water through an open mortar joint could be partly to blame as well as very local climatic conditions causing a downdraft. It was noted that all of the masonry joints on the entrance porch are pointed with cementitious mortar and the longevity of the stone units will be improved by removing this and re-pointing in lime mortar.

Rake out the masonry joints on the entrance porch (sandstone) and re-point using lime mortar. D2

The west and north sides, facing onto the school field, are rendered with roughcast cementitious mortar. Generally, it appears in reasonable condition with no apparent sign of defect.

The east side of the drill hall is a mixture of finishes. The south portion (the meeting room) has smooth render on the flat roof parapet and roughcast render on the wall below. Both are painted. The northern portion of the wall (the drill hall) is unpainted rough cast render with a base plinth of brick. There is also a brick cornice just below the eaves. No defects were observed.

The north gable of the accommodation wing can be viewed from the flat roof over the northern part of the firing range. The gable is rendered with rough cast and repairs have been carried out above the door and window head. At the junction of the wall with the drill hall roof, the masonry has been pointed with sealant, presumably to prevent water ingress internally. It would be better if this was

removed, the joint re-pointed or the render repaired and the lead flashing over the flat valley gutter extended to the window sill.

To the accommodation wing north gable, remove the sealant from the masonry joint and re-point or repair the render. Extend the lead flashing further over to the window sill. B5

The parapet wall of the northwest flat roof is covered with roughcast render. In places, it is possible to see repair locations. Small plants were observed growing from the wall where the render appears to be cracked. The render coating on the outside face of the wall is cracked also and small sections have fallen off. There appears to be no lead DPC below the flat coping stones which will be a source of water penetration into the wall. Efflorescence on the internal face of the wall at lower ground floor level (in the shooting range) could be partly caused by water penetrating the flat roof wall head. It is recommended that the copings are lifted and re-bedded on a DPC.

Lift and re-bed the coping stones of the northwest flat roof parapet onto a DPC. D3

Repair the cracked render on the inner and outer face of the parapet wall. B6

On the west wall of the drill hall, above the flat roof, the render has been patch repaired in places but fine cracking (2-5mm) is manifest through the render. It could be an outward rotation of the wall head, under load from the pitched roof structure where it is not restrained by the two-storey wing. Noted that cracking in the wall plaster is present on the interior face. An inspection by a structural engineer is required to determine the cause of the movement and to suggest a holding repair. The render can then be repaired.

Appoint a structural engineer to inspect and report on movement at the head of the west wall of the drill hall (above the flat roof) where cracking through the external render and internal plaster is manifest. A1

Windows, Doors and Fences

The front entrance door is a pair of timber door leaves, painted black. They are in reasonable condition but will require redecoration every three to five years on a cyclical programme of maintenance. The same is true of all other timber windows and doors.

To all timber windows and doors, redecorate on a three to five-year cyclical maintenance programme. C2

On several of the timber windows, the bottom external bead has decayed and should be replaced prior to any attempt at redecoration.

Replace any decayed beads on the timber windows prior to redecoration. B7

There is a section of iron railings with a single leaf gate on the east side of the drill hall, across the access path to the drill hall east fire escape door. The paintwork on the gate and railings has failed and needs to be redone to protect the metal from corrosion.

Prepare and redecorate the iron railings and gate across the access path on the east side of the drill hall. B8

The upper floor of the accommodation wing, the entire west elevation and the east elevation of the drill hall has UPVC window frames that are double glazed. One of the windows on the west elevation, to the second office room, is missing a cover trim along the sill. This should be replaced.

Replace a section of missing UPVC cover trim on the second office window sill on the west elevation. B9

Interior

Former Drill Hall

The hall has a flat ceiling soffit, fixed at the level of the steel truss tie beams. The material of construction is not known. Walls are painted plaster. The floor is solid (ground bearing) and covered with a vinyl type covering and marked out as a badminton court. Cracking was noted at high level on the west wall, corresponding with cracking evident externally in a similar location. A structural engineer should be appointed to review this. (refer to A1). Due to the hard wall/floor/ceiling surfaces, the acoustics in the hall are poor.

Inner Hall / Lobby

A corridor between the entrance lobby and the former drill hall. A flat ceiling soffit (flat roof above), painted plaster walls and vinyl covered solid floor.

Southeast Meeting Room

Timber parquet floor. Walls have half height timber wall panelling. Ceiling is a lay-in grid suspended ceiling, hung from the structural concrete flat roof above.

Noted that the wall panelling on the south wall, below and adjacent to the windows, is decayed. The timber is quite friable. There is no ventilation gap between the panelling and the masonry wall.

Remove the decayed wall panelling on the south wall of the southeast meeting room and replace with new. B11

Consider removing all of the wall panelling in the southeast meeting room and re-fixing it, set slightly off the wall with a slot vent top and bottom to promote air movement behind the panelling and reduce the risk of timber decay. D4

In the southwest corner, the ceiling tiles are stained and the grid bars are rusting. The wallpaper on the high-level walls is bubbling, all suggesting water ingress from above. The flat roof cover flashings, roof covering and wall upstands should be checked for integrity.

Inspect flat roof above southeast meeting room to determine cause of water ingress leading to damage to internal finishes. B12

Kitchen

Flat ceiling soffit is painted. Walls and painted plaster. Floor is sheet vinyl. There is a very minor crack in the wall plaster at the northern reveal of the window.

Porch / Lobby

A small lobby with painted plaster walls and ceilings. Signs of moisture ingress at high level in the northeast corner, correspond with plant growth externally (open mortar joints). Note that signs of

water ingress are close to the damage observed at high level in the southwest corner of the large meeting room.

Southwest Office

Painted plaster walls and ceiling. Some minor flaking paint and staining noted in the southeast corner of the room at high level.

Toilets

All of the toilets appear in good order and are well maintained.

Lower Ground Floor

A timber staircase at the northwest corner of the drill hall leads down to the lower ground floor and a corridor that runs across the north end of the building. Off the corridor there is access to the shooting range, a store room and the plant room / workshop.

Boiler Room / Workshop

Exposed brick walls and solid floor. Louvre vents on the external wall have been sealed with expanding foam at their base, presumably to prevent water ingress. The boiler is oil fired.

Shooting Range

A long space running north to south along the entire west side of the building. Floor is exposed concrete beams and plank. Walls are masonry and painted.

Blistering in the paint was observed on the west wall however a good part of this wall is above ground level so water ingress is either driven rain or from the flat roof parapet above. The paint system (modern film forming) is not coping well with the passage of moisture through the wall. If redecoration is to be carried out (subject to proposed use of the space) then the modern paints should be removed and a breathable paint applied to the walls that are above ground level. On the east side of the space, efflorescence (salting) was noted on the wall surface in places. This wall is below ground level (the west wall of the drill hall) and retains the ground beyond it (there is no basement below the drill hall). The presence of a tanking membrane cannot be verified. The salting is not a significant issue and it is not widespread therefore if redecoration of the space is considered, the film forming paint should be removed and a breathable paint system applied.

If the shooting range is to be redecorated, the existing inappropriate paint coverings should be removed and the wall redecorated in a breathable paint system such as Keim. D5

Roof Voids (drill hall)

The roof over the drill hall is constructed from a series of lightweight steel trusses, between which span timber purlins at close centres on top of which is fixed timber sarking boards. Note that there are no rafters except where the original roof glazing has been removed and the opening infilled between the purlins. The timber work and steel trusses are painted white. The roof is well insulated over the flat soffit with mineral wool. Access to the roof space is via a hatch at the south end of the drill hall.

Photographic Record



East roof slope of two-storey wing indicating location of 2no. slipped slates



East roof slope of drill hall. A row of tagged slates 2/3rds up where former roof-lights have been removed and filled in



UPVC pipework on the west elevation



Rainwater goods are a combination of high-level UPVC draining to cast-iron on the façade of the two-storey wing



Cast-iron hoppers and pipework take roof water from the flat roof



Decayed timber batten below the gutter line on the east elevation of the drill hall where the mineral felt covering has degraded.



Wire mesh leaf guards to the ground gullies on the east elevation.



Fine cracking in the render and paint system on the façade of the drill hall.



Cracking also observed in paint/render on first floor of the accommodation wing, above and adjacent to the window openings.



Plant growth from masonry joints on the east side of the porch.



The sandstone main entrance porch façade. The inscription on the frieze is weathered on the left side. The weathering pattern is easy to read where there are fewer surface deposits (darkening) on the face of the stone.



Decay in the glazing beads to several of the timber framed windows (front elevation bay window pictured)



The iron gates to the east of the drill hall require redecoration to prevent corrosion of the metal.



Flat roof at the northwest corner of the building.



The north gable of the accommodation wing, viewed from the flat roof. The masonry at the drill hall roof to wall abutment has been pointed up in sealant.



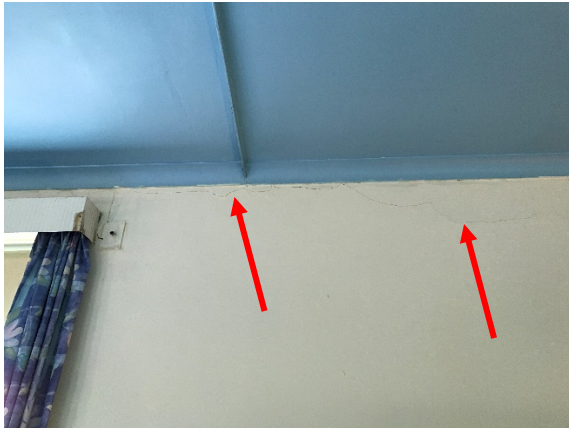
Coping stones on the northwest flat roof are not bedded on DPC. The render on the wall face is cracked in places.



Render on the outer face of the northwest flat roof parapet wall is cracked and blown off in places.



Cracking along the wall head on the west elevation of the drill hall (from above the flat roof)



Cracking in the wall plaster at high level on the west side of the drill hall.



Water damage to high level wall finishes and ceiling in the southeast meeting room.



The timber wall panelling on the south wall of the southeast meeting is decayed. Sections require replacement.



The roof space above the drill hall is well insulated.



The ceiling void above the southeast meeting room, between structural soffit (concrete) and the top of the lay-in grid ceiling.



In the ceiling void above the southeast office looking to the southwest corner, where water damage is evident on the ceiling grid and wall finishes below.

Summary

Urgent Works

A1	Page 8	Appoint a structural engineer to inspect and report on movement at the head of the west wall of the drill hall (above the flat roof) where cracking through the render is manifest. Cost does not cover repairs as they can be identified until the structural engineer has carried out their inspection. (see B6)	£600
		TOTAL URGENT WORKS REQUIRED	£600.00

Works required to be completed in the next 12 months

B1	Page 5	Re-fix slipped slates on east slope of two-storey wing (above flat roof). Check all roof coverings at this time.	£150
B2	Page 5	To the north gable of the drill, repair the verge by re-doing the cement fillet below the slates or fitting a fascia board.	£500
B3	Page 6?	On the east elevation of the drill house, replace any decayed sections of the timber batten at the wall head along with the mineral felt covering.	£200
B4	Page 7	Remove plants from masonry joints on south façade, rake out and re-point the joint using lime mortar. (cost can be reduced if work done simultaneously with D2 – porch façade re-pointing)	£150
B5	Page 7	To the accommodation wing north gable, remove the sealant from the masonry joint and re-point or repair the render. Extend the lead flashing further over to the window sill.	£300
B6	Page 7	Repair the cracked render on the inner face of the northwest flat roof parapet wall.	£300
B7	Page 8	Replace any decayed beads on the timber windows prior to redecoration.	£200
B8	Page 8	Prepare and redecorate the iron railings and gate across the access path on the east side of the drill hall.	£250
B9	Page 8	Replace a section of missing UPVC cover trim on the second office window sill on the west elevation.	£80
B10	Page 9	Allowance for repairs to wall head of drill hall west elevation following inspection and report by structural engineer.	£1,500
B11	Page 9	Remove the decayed wall panelling on the south wall of the southeast meeting room and replace with new.	£200
B12	Page 9	Inspect flat roof above southeast meeting room to determine cause of water ingress leading to damage to internal finishes.	£200
		TOTAL OF WORK TO BE COMPLETED IN THE NEXT 12 MONTHS	£4,030.00

Works required to be completed in the next five years

C1	Page 6	Repair the fine cracking in the render on the south façade (North Road) and redecorate using Keim Mineral Paint or similar, to a site-specific specification written in collaboration with the paint system manufacturer.	£5,000
C2	Page 8	To all timber windows and doors, redecorate on a three to five-year cyclical maintenance programme.	£1,200
		TOTAL OF WORKS TO BE COMPLETED IN THE NEXT 5-YEARS	£6,200.00

Desirable works with no set timescale

D1	Page 6	Consider fixing standard covers over ground gullies.	£200
D2	Page 7	Rake out the masonry joints on the entrance porch (sandstone) and re-point using lime mortar.	£800
D3	Page 7	Lift and re-bed the coping stones of the northwest flat roof parapet onto a DPC.	£1,800
D4	Page 9	Consider removing all of the wall panelling in the southeast meeting room and re-fixing it, set slightly off the wall with a slot vent top and bottom to promote air movement behind the panelling and reduce the risk of timber decay.	£1,200
D5	Page 10	If the shooting range is to be redecorated, the existing inappropriate paint coverings should be removed and the wall redecorate in a breathable paint system such as Keim.	£3,500
		TOTAL OF DESIRABLE WORKS	£7,500.00

Advice to the Building Owner

- This is a summary report; it is not a specification for the execution of the work and must not be used as such.
- The professional adviser is willing to advise the building owner on implementing the recommendations and will if so, requested prepare a specification, seek tenders and oversee the repairs.
- Asbestos – this report does not include an assessment of the presence of asbestos in the building. The building owners have an obligation to ensure that the building has an up-to-date asbestos register and that the appropriate form of survey is carried out prior to the execution of any works of repair or improvement to the building fabric.