

Asset Management Committee

Building Survey Report – All Council Property

Purpose of this report

The purpose of this report is to inform members of the findings of the Building Survey Report of all the Town Council property and assets in March 2020.

Background

Individual Reports

Legend:

Low WORKS REQUIRED IN YEARS 3-10

Medium WORKS REQUIRED IN YEARS 1-2

High IMMEDIATE ACTION FOR HEALTH & SAFETY REASONS

ST GEORGE'S FIELD CRICKET PAVILION			
Item	Task	Risk	
Roof covering - Concrete interlocking tiles and half round ridge / hip tiles. Bituminous overlapping roofing felt below tiles.	Wind damaged plain tiles to most roof pitches. General moss encrustation to pitches. Roofing felt in good order for 2001 installation. The inclined valley gutters are choked with plastic bottles and moss.	Medium	£4.5K
Clock Tower - White painted timber clock tower with louvre side and weathervane	Appears in robust order. Redecorate when safe to access.	Medium Low	£0.8K £0.8K
Fascias, Soffits and Bargeboards - UPVC white fascia boards and soffits	Tired and damaged condition. Possible vandalism. Allow for complete replacement. Allow for soffit vent; Allow for renewal of bulkhead lighting and CCTV camera wiring.	Medium	£3.5K
Fascias, Soffits and Bargeboards - Timber gable end and beading - Front elevation.	Early visual discolouration of the gable cladding and early rot to the verge beading. Reseal the gable timber cladding.	Medium	£1.5K

	Replace the verge beading to gables.		
Fascias, Soffits and Bargeboards - Gable cement cloaks.	Cracking and loose. Rake out and replace gable cement cloaks.	Medium	£0.5K
Rainwater goods – UPVC downpipes.	Vandalised, leaking and partially blocked. Allow for complete replacement; consider anti-impact boxings around the downpipes.	Medium	£2.5K
External Walls - Cavity wall reconstituted Cotswold style stonework (outside); construction with 50mm cavity; 100mm concrete block (inner leaf).	1mm crack ascending above the right-side door to eaves height. 1mm crack to the top left side of the front security shutter. 1mm crack descending down for the front left side window shutter. Chase out cement pointed horizontal joint to 50mm depth min 500mm either side of the crack; Resin bond Heli-bar into the chased crack every other joint; cement in to match on completion.	Medium	£12.2K
	Graffiti to front walls and security shutters. Acid clean ; allow specialist company.	Medium	£0.8K
	Lichen stains to lower walls. Power wash lower walls following renewal of rainwater goods.	Medium	£0.2K
	Vertical expansion joints to side elevation x 4. Polysulphide brittle. Rake out polysulphide and gun in new to match.	Medium	£0.8K
Windows - Double glazed UPVC units.	Generally, in working repair. External sill stop ends missing to isolated windows. Minor vandalism to the side elevation sills. Replace 1 x UPVC sill; Provide new stop ends; One number internal window handle missing.	Medium	£0.8K
Shutters - Automated security shutters to the front elevation	Graffiti to front security shutters.	Medium	£0.8K

openings. Side frame powder coated. Side shutters padlocked shut.	Cricket ball impact damage to shutters. Side frame losing powder coating and corroding. Shutters are still in working condition. Allow to replace all shutters in 8 years. Specialist paint system to side frame of main shutter required to prevent corrosion.	Low	£4.5K
External Doors - Main door and side access doors.	Painted timber doors x 3. Georgian wired glass; chrome handles; kick plates Redecorate in 2 years; renew handles and kick plates.	Medium	£0.8K
External Decorations - Painted timber doors and clock tower; black concealed boxing to the left (basketball court side)	As noted to the clock tower and external doors. Cyclical redecoration every 6 years maximum.	Low	£3.5K
Floor Structure - Carpet tiles and Altro	Carpets and Altro foot trafficked. Shampoo carpets; General regular cleansing of Altro as outside games are dirtying the Altro. Replace all carpet and Altro's year 8. Shower room replace Altro year 2.	Medium	£1.5K
		Low	£7.0K
Wall/Ceiling decorations - Plain faced plaster with emulsion paint. Plain and textured plaster ceilings with emulsion paint	Generally acceptable but cyclical redecoration scheme must be undertaken. Allow a 6 yearly cycle of internal redecoration.	Medium	£8.0K
		Low	£8.0K
Ceilings - 12.5mm plasterboard with plaster skim with decorated finishes.	Generally good condition; Abutting plasterboard sheets noted to be grinning through to scrim junction in main central room and some ancillary rooms. Break out plaster skim to 'grinning' areas; re-skrim prior to plastering patch ups and redecoration.	Medium	£0.6K
Kitchen - Basic wall and base units, melamine rolled work top and stainless steel sinks	Acceptable condition. Allow to replace in year 9-10.	Low	£4.5K
Internal Doors - Half hour fire resisting doors.	Painted timber doors with intumescent strips, self-closing devices and frames. Chrome door sets and kick / finger plates.	Medium	£3.0K

Non- fire doors.	Non-fire doors - painted plain faces. Redecoration required. Replace ironmongery.		
Sanitary Accommodation - Male, female, DDA toilet	Doc M pack toilet fit out to Disabled facility; Wall hung sink and standard toilet / flush cistern. Provide 'red' assistance alarm to the disabled toilet fit out. Replace 2 x toilets in the individual toilet units as dated.	Medium	£2.0K
Heating - Electrical Dimplex wall heaters.	Dated and in-efficient to the main event central room. Replace 1-2 years. Allow all other wall heaters to be replace year 8. Budget for replacement.	Medium	£3.2K
Electrical - Incoming and distribution board in the front lobby.	Provide evidence of current inspection.	Full electrical inspection in July 2020	
Asbestos Register	Given the 2001 construction date it is thought unlikely that asbestos containing material is in the building.	No issues	
Fire Risk Assessment / fire precautions and means of escape.	Within our property report we suggest that the Fire Risk Assessment be carried out by a specialist.	Completed July 2020	
Fire / Heat Detection	None noted at the premises. Clarify the situation. Recommend these are hardwired in.	Medium	£3.5K
Disabled Access	The building is relatively compliant with BS8300. Should the need for improvements arise, these will need to be considered and prioritised by the primary user.		
Safety Glazing	Limited identification was present on glazed doors below 800mm to suggest they were compliant with BS6360. Cost of recommended works to be advised.		
Building Regulations	There is a lack of documentation for the electrical services for the building. Information on the boiler system was available in the plant room. Compile documentation.	See notes	

General	Only electrical testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in July 2020
Tree Proximity	N/A	
Vermin	No issues were noted.	
Invasive Vegetation	No immediate issues were noted but this should be kept under review.	

MELKSHAM NEWS OFFICE

Item	Task	Risk
Roof - Original pitched roof with synthetic slate covering	Minimal noted at the time of survey. If scaffold erected - allow to brush off larger areas of moss build up.	Medium £2.5K
Roof - Original roof structure with King post trusses, rafters, breather felt and mineral insulation	Historic staining from leak (now repaired). Breathable underfelt rippling, isolated old wet rot damage and insufficient thermal insulation depth. Allow for annual inspection to ensure no issues have worsened. Provisionally allow for into old rot lengths of purlins, following inspection. Allow for replacing the underfelt 7-10 years' time. Upgrade thermal insulation to 270mm	Medium £2.3K
Roof Flashing - Lead dressed to the roof slope / gable upstand detail	Generally acceptable but damp penetration noted to the top of the stairwell relates to valley gutter upstand issues and regular blockage. Allow for safe access and create betterment of the lead detail to ensure water cannot pass behind the lead upstand.	Medium £0.5K
Chimneys – Ashlars stack above roof level x2	Isolated open lime mortar joints. Cement crown to chimneys moss encrusted. Clay pots open to rain ingress and chimney flue no longer utilised. Repoint stacks with scaffold access. Recrown to ensure pots stay secure. Allow to lead cap the pots to stop rain egressing down the flue. Ensure internal flues are vented.	Medium £0.4K
Guttering – Front Parapet	Include within annual inspection via cherry picker. Clear out any debris, check spalling to parapet inner face.	Low

<p>Guttering Downpipe - Rear and side UPVC guttering and downpipe</p>	<p>Noted to be leaking and unfixed to the rear swan neck and downpipes, isolated lichen growth to the plastic fixing brackets on the Ashlar. Correctly connect the displayed downpipe to swan neck. Ensure all are checked for blockage. Cleanse all rainwater gullies at ground level.</p>	<p>Medium £0.2K</p>
<p>Elevations - Ashlar stone with lime pointing. (Read the attached full report for detail)</p>	<p>Numerous areas of washed out mortar to the lower external courses. Open perpendicular to higher level stonework. Unfilled service penetrations. Rear elevation with kitchen window stone lintel movement and water ingress. Lime repointing required; Rake out existing mortar to 40mm depth and apply new lime to the satisfaction of the Listed Building Officer. Fill penetrations with sympathetic 'approved' plastic stone repairs. Stitch / make safe the movement noted to the kitchen lintel.</p>	<p>Medium £8.5K</p>
<p>Elevations - Ashlar stone. Lead dressed over corning etc</p>	<p>Spalled and contour scaled Ashlar to all elevation. Allow annual inspection via cherry picker to assess and remove loose spalled stonework to avoid falling stone becoming a H&S hazard to the general public. General lichen staining to elevations Areas of failing dropped key stone and iron corrosion causing stonework to crack. Assess on annual basis. Provisionally allow, with consent', to utilise stonemason to cut out and replace individual stones where badly affected. Review potential for</p>	<p>Medium £0.4K</p>

	lichen removal techniques with Conservation officer. Works to restore dropped key stone and avoid further cracking from corroding cast iron fixings.		
Windows - Single glazed painted sash casements with isolated internal security grilles.	Redecorate in a rolling 4-5 year plus putty to glazing. Access, prepare and redecorate.	Medium Low	£5.5K £11K
Doors - Main front painted door and frame	No issues other than maintenance and cyclical redecoration. Access, prepare and redecorate.		
Floor Structure – Concrete ground floor	No issues		
Floor Structure – First floor boarded finish over suspended timber joists.	No issues		
Floor Finish - Carpet, ceramic tiles, vinyls.	All tired condition. Allow to replace all floor covering to ground and first floor as part of a future refurbishment.	Medium	£4.5K
Internal Walls/Partitions - Brick inner skin of solid wall with plaster finish. Timber stud with plasterboard finish.	Structurally sound condition. Damp issues to the kitchen wall and stairwell wall. Rising damp to the ground floor perimeter walls. Instigate damp proofing report; undertake recommendations with 20 year warranty supplied. Likely to be injected DPC and internal tanking if the listed building Building Officer will accept. Undertake replastering to kitchen and stairwell wall.	Medium	£8.5K
Staircase – Timber stair from ground floor to first floor	No issues		
Wall Decorations - General painted finishes. Read full report and consider full internal refurbishment.	All tired condition. Allow to replace all floor covering to ground and first floor as part of a future refurbishment.	Medium	£18K
Ceilings - Plasterboard	Generally tired décor throughout. Allow for redecoration cyclical in the Short term. Costed above in decoration.	Medium	Inc. above
Kitchen Provision - Fitted basic melamine worktops and sink appliance.	Tired repair below an acceptable standard. Budget	Medium	£1.2K

	for upgrading the kitchen units in 1 year		
Timber Skirtings – Painted skirtings	Poor repair in the entrance reception area due to damp issues at low level. Allow to match the moulding and replace following any damp proofing works.	Medium	£1.0K
Sanitary Accommodation - Male, female, and disabled toilet provisions - Ground and first floor of the News Office.	Tired and dated repair. Water heaters leak, toilets mech worn. Provide new toilet/sink/hot water fit out. Tile walls	Medium	£3.0K
Heating - 2 x modern air conditioning units to the upstairs office. Plug in electric convectors noted elsewhere.	The ground floor reception requires a air conditioning unit to better the heating cooling in this 'working' environment. Allow for provision of 1 x air conditioning unit to the ground floor reception - air handling unit to be mounted on the rear felt roof.	Medium	£2.0K
Alarms – Fire detection and intruder	Testing regime and certification.	TBC	
Electrical	Appear adequate. Allow for servicing / testing. 3 x Water heater replacements in 1 year. Not tested. Instantaneous water heaters to toilets are not acceptable in their current condition. Reasonably modern installation with fuses, consumer unit and metering arrangement.	Medium	£1.2K
Asbestos Register	The Asbestos Register for the building should be found in the reception area of the building. Situation needs to be clarified.	Arrange for the register to be made available onsite	
Fire Risk Assessment/fire precautions and means of escape - General	Caution is to be exercised as to fire containment in the building between large open space rooms and offices. Ensuring an effective means of escape can be managed. Fire safety will be the school's 'Responsible Persons' responsibility. A review as to occupation numbers and escape need reviewing in the fire action plan. If the building	Review fire risk assessment	

	is to be let to third parties for events then this will also require fire management plans. Check internal door smoke seals, and self-closers annually.	
Fire Risk Assessment/fire precautions and means of escape – Fire/Heat Detection	None noted at the premises. Testing regime to be ensured.	Establish if we need to have detection installed
DDA - Disabled Access	The access ramp to the rear entrance was available. The ramp complies with BS8300.	No issues
DDA - Toilets	An accessible toilet facility was noted at ground floor level. No action required unless refurbishment of the toilets is considered.	No issues
DDA – Lift	A lift was present at the building. This was not tested.	Arrange for a test
Safety Glazing	Various areas of glazing are within 'at risk' zones and it is unclear as to whether these areas comply with the glazing regulations. Limited identification was present on glazed doors below 800mm to suggest they were compliant with BS6360. Internal double doors. Cost of recommended works to be advised.	Medium
Building Regulations	Operation and maintenance documentation. Full as built documentation should be available at the site. Compile documentation.	See notes
General	Only electrical testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in February 2020
Tree Proximity	N/A	No issues
Vermin	No issues were noted.	No issues
Invasive Vegetation	No immediate issues were noted but this should be kept under review.	No issues

RO OFFICE & GARAGE

Item	Task	Risk	
External Walls – Ashlar Stone	Stepped cracking. Engage Structural Engineer to carry out investigation. Include Provisional Sum to undertake remedial repairs.	Medium	£1.5K
External Walls – Ashlar Stone Walls and Chimney Stack	Spalled stonework, algae staining, and localised erosion of mortar joints. Stonework restoration to rear elevation and chimney stack. Stone cleaning	Low	£3.0K
Main Roof - Pitched roof with slate coverings and ridge tiles	Lichen growth along ridge and on slate coverings. Several cracked slates. Remove lichen and allow for localised repairs.	Medium	£1.0K
Main Roof - Pitched roof with slate coverings and ridge tiles	Breathable underlay does not neatly lap into gutter. Allow for corrective works.	Medium	£0.5K
Flat Roof - Felt finish flat roof over internal lobby	Blocked outlet, water ponding, and debris on roof surface. Remove blockage and debris. Poor drainage. Provisional sum to reform flat roof with improved drainage falls.	Medium Low	£0.3K £3.8K
Flat Roof - Metal framed, Perspex flat roof window	Stained and degraded roof window. Replace roof window	Low	£1.0K
Leadwork - Lead gutters, flashings, soakers, and upstands to adjoining roofs, walls, and chimney stack	Poor lead detailing generally at junctions with adjoining structures and to flat roof window. Replace lead flashings to stack and upstands.	Medium	£2.0K
Leadwork - Lead gutter alongside pitched roof over Café	Poor gutter detail. Reform gutters with new WBP gutter boards and reline in lead. Form upstands, correct falls, and drips in accordance with Lead Sheet Association recommendations	Medium	£2.5K
Rainwater Goods - PVC gutter	Misaligned gutters on main roof and garage roof. Moss growth blockage. Reinstall guttering to ensure correct drainage falls.	Medium	£0.5K
Rainwater Goods – PVC Rainwater pipe	Missing rainwater pipe to garage roof. Replace missing rainwater pipe.	Medium	£0.1K

Windows – Timber Sash	Windows require general overhaul and servicing to maintain good operation. Overhaul windows including replacing damaged fittings and sash cords.	Low	£1.0K
Garage Doors – Pair of timber framed doors	General overhaul and servicing.	Low	£0.2K
External Decoration - General overhaul and servicing	Cyclitic redecoration to main building	Low	£1.2K
External Decoration - Previously painted wood cladding and joinery features to garage	Wood cladding generally in poor decorative condition. Redecorate and include localised timber repair.	Medium	£2.0K
Floor Structure – Concrete ground floor		No issues	
Floor Finishes – Vinyl and laminate floor finish		No issues	
Internal Wall Finishes – Solid walls with plaster finish	Localised damp has affected plaster and paint finishes. Provisional sum for specialist damp proofing e.g. injected chemical dpc into walls and re-plastering.	Low	£2.0K
Internal Decorations – Painted walls and joinery	Cyclitic redecoration to offices	Low	£5.0K
Garage Floor – Timber floor	Concern with the structural stability and overloading from stored effects. Provision sum allowance for possible structural supports.	High	£1.0K
Heating - Gas central heating and domestic hot water	Not tested. Gas supply to boiler comes from the Town Hall. Gas safety test - cost included in survey report for Town Hall.	Arrange for gas inspection.	
Alarms – Fire, detection and intruder	Not tested. Provisional sum for first floor office and garage (no detection). Café tenant responsible for alarm system in Café.	High	£1.5K
Electrical – Power and lighting	Not tested.	Tenants responsibility	
Asbestos Register	The Asbestos Register for the building should be found in the reception area of the building. Situation needs to be clarified.	Arrange for the register to be made available onsite	
Fire Risk Assessment/fire precautions and means of escape - General	Fire Risk Assessment is the responsibility of the Duty Holder. Provisional sum to update Fire Risk Assessment	High - Fire risk assessment was completed in June 2020	

DDA - Toilets	An accessible toilet facility is available in the public toilet adjacent to the Cafe	No issues
Building Regulations – Operation and maintenance documentation	Full as built documentation should be available at the site. Compile documentation.	See notes
General	Only electrical and gas testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in June 2020
Tree Proximity	N/A	No issues
Vermin	No issues were noted.	No issues
Invasive Vegetation	No immediate issues were noted.	No issues

ARTS CAFE

Item	Task	Risk	
Roof - Original pitched roof with slate covering	Minor moss build up to covering. Minimal noted at the time of survey. If scaffold erected - allow to brush off larger areas of moss build up.	Medium	£0.1K
	Numerous cracked, slipped and missing slates. Replace, circa 20 nr slates.	Medium	£0.3K
	Provisional sum for further slate replacements.	Low	£1.0K
Roof - Lead lined flat roof with steel mesh guard.	Mesh guard is rusty and this has stained the lead finish. Replace mesh guard and remove staining.	Medium	£0.2K
Roof – Ridge tile	Ridge tile is notched on rear gable where suspected finial piece had previously been installed and now missing. Small gaps appear. Seal gaps and cover over in lead.	Medium	£0.1K
External Walls - Ashlar stonework to main walls and gable	Localised stepped cracking to gable and arch opening above front entrance. Repoint and make good	Medium	£0.2K
External Walls - Render finish to external walls to rear kitchen extension.	Hairline cracks and minor cracking around windows. Provisional Sum - allow to re-render	Low	£2.5K
Gutter - Lead lined gutter alongside Town Hall	Ponding due to insufficient drainage fall. Reform gutter section to ensure sufficient drainage	Low	£0.3K
Gutter - Lead lined gutters on both side of pitched roof	Lead lining appears aged. Provisional sum to re-line lead lining to gutters.	Low	£3.0K
Windows - Softwood sash windows on side of kitchen	Sash cords damaged. Replace sash cords.	Medium	£0.2K
External Joinery - Softwood fascia's, eaves, soffits, doors and windows with gloss painted finish	Some wear and flaking finish noted. External redecoration required on a 5-yearly cycle.	Low	£2.0K
Floor Structure – Concrete ground floor		No issues	
Floor Finishes – Vinyl and laminate floor finish		No issues	

Internal Wall Finishes – Solid walls with plaster finish	Localised damp has affected plaster and paint finishes. Provisional sum for specialist damp proofing e.g. injected chemical dpc into walls and re-plastering.	Low	£2.0K
Internal Decorations – Painted walls and joinery		No issues	
Heating - Gas central heating and domestic hot water	Not tested. Gas supply to boiler comes from the Town Hall. Gas safety test - cost included in survey report for Town Hall.		
Alarms – Fire, detection and intruder	Not tested. Café tenant responsible for alarm system in Café.		
Electrical – Power and lighting	Not tested.	Tenants responsibility	
Asbestos Register	The Asbestos Register for the building should be found in the reception area of the building. Situation needs to be clarified.	Arrange for the register to be made available onsite	
Fire Risk Assessment/fire precautions and means of escape - General	Fire Risk Assessment is the responsibility of the Duty Holder.		
DDA - Toilets	An accessible toilet facility is available in the public toilet adjacent to the Cafe	No issues	
Building Regulations – Operation and maintenance documentation	Full as built documentation should be available at the site. Compile documentation.	See notes	
General	Only electrical and gas testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in June 2020	
Tree Proximity	N/A	No issues	
Vermin	No issues were noted.	No issues	
Invasive Vegetation	No immediate issues were noted.	No issues	

ASSEMBLY HALL

Item	Task	Risk	
Roof – Pitched and Clad, Metal trapezoidal clad pitched and hipped mansard roof with steel fink roof trusses over the main hall area.	<p>External finish appears adequate. The internal face of the cladding is exhibiting surface corrosion from trapped condensation and failing internal rigid insulation board fixings. This cladding system is close to the end of its economic life and roof refurbishment must be considered and budgeted for over the next 5-8 years.</p> <p>Redevelopment of the Assembly Hall should be considered.</p>	Low	£35K
Roof – Flat Roofs. Timber decked and covered in torched on bituminous felt and gravel UV protection; lead flashings with masonry upstands and copings atop	<p>Roof noted to be ponding rainwater.</p> <p>Copings and brick cappings loose in isolation.</p> <p>Flat roofs offer no gradient across them to outlets.</p> <p>Roof lights to the rooms below in poor, leaking repair.</p> <p>Regrade to form flat roof slope; cleanse all moss off.</p> <p>Reset loose copings/cappings; (H&S risk)</p>	Medium	£25K
Roof - Slate roof to older Georgian 3 storey section of the building. Roof covering appears to have been refurbished in a synthetic slate along with new guttering and downpipes.	<p>No immediate roof issues noted but access to inspect poor.</p> <p>No access. Allow provisional sum</p>	Low	£2.5K
Roof Flashings - Flashing to particular lengths of the flat roofs	<p>Flashings not dressed up the wall effectively.</p> <p>Assess and reseal upstands as inspected.</p>	Medium	£1.5K
Chimneys - Extract ventilation chimney cowl serving the clad pitched roof.	<p>Leaking around roof penetrations.</p> <p>Access and reseal.</p>	Medium	£1.2K
Chimneys - Older Georgian 3 storey section of the building	<p>Stone chimneys above roof level appear to have been removed. Access minimal.</p>	Medium	£1.0K

	Evidence of rainwater penetration around the large modern flue pipe that ascends up through the older uninhabited parts of the building from the plant room. Allow Provisional sum for access and works to seal the leak.		
Guttering - Proprietary channel guttering to the perimeter of the clad pitched roof	Silted and partially blocked to lengths ; lack of regular cleansing; shrubby growth; moss blockages; coping stone friable into the guttering; minimal gradient to the guttering channel. Cleanse in the short term. Cost included for new clad pitched covering and gutters in roof maintenance		
Guttering & Downpipes - Cast iron downpipes, lead outlets and hopper-heads to the flat roof areas.	Working but in very tired decorative repair. Access and redecorate	Medium	£1.2K
Elevations - Brickwork cavity wall to the frontage with tiled drip course and brick capping. Rubble stonework 'brought to course' with ribbon pointing to the left side elevation.	Vertical brick hairline cracks due to lack of expansion joints - thermal expansion. Satisfactory condition; repointing in next 8 years. Side exit door heads prone to rainwater tracking in. Copings are loose in lengths of the parapet upstand. Disk cut expansion joint (specialist works); Repoint ribbon pointing piece meal.	Medium	£6.5K
Elevations - Natural ashlar stone and quoins to the old Georgian structure.	Difficult to access to fully inspect; Consideration of the future of the Assembly Hall and redundant caretakers/storage rooms needs to be considered. No access. Allow provisional sum	Low	£8.0K

	Note - The swimming pool utilises large water tanks within this demise.		
Windows UPVC - Double glazed set within reinforced reconstituted stone protruding frames.	<p>UPVC units in satisfactory condition.</p> <p>The reconstituted stone surrounds noted to be fractured and spalling at their connections and corrosion of rebar damaging stone. Consider the future of the Assembly Hall.</p> <p>50% of the reconstituted stone surrounds require assessment, loose stone removing and new 'plastic' stone repairs. Treat corroded exposed rebar prior to repair.</p>	Medium	£8.9K
Windows - Painted timber (old section); Windows - Painted metal Crittal (old section) Single glazed units fitted in the older Georgian redundant areas of the building.	<p>Painted and Crittal - all very tired, rotten, warped and corroding due to lack of maintenance.</p> <p>Consider future of the Assembly Hall and moth balling older sections.</p> <p>Costed here for all new UPVC window units Provisional.</p>	Medium	£12.0K
Windows - Roof Lights Set within the flat roofs. Polycarbonate x 3 domed roof lights. Basic flat Georgian wired glass rooflights. Velux pine rooflights.	<p>Upstands to all roof lights are in questionable; Georgian wired glass failing and unsuitable to boiler rooms.</p> <p>Upstands to all roof lights are in questionable; Georgian wired glass failing and unsuitable to boiler rooms.</p> <p>Allow for roof lighting specialists to assess and reseal all upstands.</p>	Medium	£4.5K
Doors – External Powder coated entrance doors. Side fire escape painted timber doors.	<p>No issues with powder coated doors.</p> <p>All single and double painted fire exit doors are in poor decorative condition and areas of wet rot exhibited to lower frames and lower door sections.</p>	Medium	£7.0K

	Replace all the timber doors with more robust door/frame units; allow for new signage, ironmongery/push bar and alarm reconnections.	
Floor Structure - Solid loadbearing concrete slab to main ground floor areas.		No issues
Floor Structure - Timber suspended joists to old redundant areas.	Areas of wood boring insect noted to the first-floor timber deck and joists in the care takers redundant dwelling. Elsewhere all timber floors dated and/or overlaid with MDF sheet. Open-up floorboards and spray preservative to exposed joists. Consider moth balling areas.	Medium £1.5K
Floor Finishes – Main Hall (Gym style sprung boards) PVC Tiles Carpet/Carpet Tiles Altro/Vinyls	Hall floor is scuffed and faded. Prepare and reseal the Hall floor in approved system. PVC tiles can have asbestos content and require identifying. Ensure PVC tiles are tested and recorded in the asbestos register. Carpets generally acceptable. Altro and vinyls satisfactory.	Work already completed in August 2020
Internal Walls/Partitions - Predominantly solid and loadbearing occasional stud work and IPS cubicles.	No structural issues noted internally. Damp is penetrating through to lower areas of the older sections of Dressing room, boiler room and dressing room toilets. Consider moth balling areas; cost estimate for drilling damp proof course and internal tanking to selected areas only.	Medium £4.5K
Staircase - Timber stair to the old section of the Assembly Hall.	Ascends Ground to first and first to second. Reason repair but uncovered bare wood generally.	

	<p>Suitable for redundant area. No works.</p> <p>Stair to back of house Dressing Room.</p>		
<p>Wall/Ceiling Decorations - Emulsion paint finishes generally. Older sections allow for wallpaper.</p>	<p>Full redecoration must be budgeted for. Consideration of the older sections to possibly moth ball. Allow for full redecoration of walls and ceilings - cyclical 8-year programme.</p>	Low	£19K
<p>Ceilings - Main Hall - Mineral tile 600 x 600 grid</p>	<p>All in place. Dated and discoloured. Question fire rating of the tile insert to contain fire spread? Roof void above does allow for Rockwool fire break mid-way along the void but question whether fire door set in the barrier is actually fire containing? Costed to replace / upgrade 600 x 600 tile inlay from tower scaffold.</p>	Medium	£3.5K
<p>Ceilings - Ancillary rooms Mineral tile inserts Lath plaster ceilings to old sections</p>	<p>Boarded ceiling finishes with skim and emulsion are satisfactory but redecorate costed. Mineral tile grids in modern toilet areas in good repair. Lath and plaster ceilings to old store sections are dilapidated and mouldy. Old ceilings to redundant sections require assessment to whether redevelopment is more cost effective. Redecorate boarded finishes. Not costed.</p>		
<p>Kitchen Provision - Stainless steel units</p>	<p>Not included. Note - cooker extremely worn and dirty. Overhaul/replace cooker/hob. Gas supply failure warrants replacement of pipework.</p>	<p>Deep clean of the ovens undertaken in July 2020</p> <p>Medium</p>	£4.0K
<p>Internal Doors - Generally timber plain faced and / or upper Georgian wired. Steel handles; smoke seals, self-closers</p>	<p>Dated. Questionable fire containments qualities. Redecoration cost included. Consider upgrading all internal doors following fire risk assessment.</p>	<p>Fire risk completed in Feb 2020 recommended the replacement of fire doors.</p> <p>Medium</p>	£22.0K

Timber Skirtings – Painted timber	Generally acceptable but included in redecoration costing. Redecorate included.	
Sanitary Accommodation – Toilet to Dressing Room	Dated and worn repair. Renovate toilet and sink	Medium £0.8K
Sanitary Accommodation – Male/female and Disabled provision	Generally refurbished in recent years	No issues
Old Section of Core - Upper floors once used for caretaker. Kitchen and bathroom, walls, ceilings, and mechanical all beyond repair.	Dilapidated and redundant. Provisionally allow for a complete refurbishment of this area	Low £65K
Heating – Air Handling Units throughout. Plug in electric convectors noted elsewhere.	<i>(error on report as copy and pasted from Melksham News office report)</i>	AHU inspected in September 2020 Three units in need of repair/replacement Medium £2.0K
Alarms – Fire, detection, and intruder	Not tested. Testing regime and certification.	
Electrical – Reasonably modern installation with fuses, consumer unit and metering arrangement.	Not tested. Instantaneous water heaters to toilets are not acceptable in their current condition. Appear adequate. Allow for servicing / testing. 3 x Water heater replacements in 1 year.	Medium £1.2K
Asbestos Register	The Asbestos Register for the building should be found in the reception area of the building. Situation needs to be clarified. Clarify the situation. ACMs maybe present in the PVC tiles and older sections of the store areas.	Arrange for the register to be made available onsite
Fire Risk Assessment/fire precautions and means of escape – Fire and Heat Detection	None noted at the premises. Testing regime to be ensured.	High - Fire risk assessment was completed in June 2020
DDA – Access Ramp	Level access provided.	No issues
DDA - Lift	Not required as all one level. An 'Access statement' is required reflecting the Nature of the building and the offset between the building losing character and accessibility.	No issues
DDA - Toilets	An accessible toilet facility was noted off the Foyer	No issues

Safety Glazing - Various areas of glazing are within 'at risk' zones and it is unclear as to whether these areas comply with the glazing regulations.	Not deemed applicable in this scenario.	No issues
Building Regulations – Operation and maintenance documentation	Full as built documentation should be available at the site. Compile documentation.	See notes
General – Maintenance Records	Only electrical and gas testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in June 2020
Tree Proximity	N/A	No issues
Vermin	No issues were noted.	No issues
Invasive Vegetation	No immediate issues were noted but this should be kept under review.	No issues

<p>Elevations - Ashlar stone</p> <p>Bellcote at roof level</p> <p>Leadwork dressed over cornicing etc</p>	<p>Conservation Officer. Fill larger penetrations with sympathetic 'approved' plastic stone repairs.</p> <p>Spalled and contour scaled Ashlar to all elevation.</p> <p>Allow annual inspection via cherry picker to assess and remove loose spalled stonework to avoid falling stone becoming a H&S hazard to the general public.</p> <p>General lichen staining to elevations</p> <p>Areas of failing dropped key stone and iron corrosion causing stonework to crack. Assess on annual basis. Provisionally allow, with consent', to utilise stonemason to cut out and replace individual stones where badly affected. Review potential for lichen removal techniques with Conservation officer.</p> <p>Works to restore dropped key stone and avoid further cracking from corroding cast iron fixings.</p>	<p>Medium</p> <p>£7.9K</p>
<p>Windows - Single glazed painted sash casements with isolated internal security grilles</p>	<p>Wet rot noted to 1998 extension window sill.</p> <p>Redecoration in a rolling cyclical 4-5 years plus putty to glazing.</p> <p>Access, prepare and redecorate.</p>	<p>High (wet rot) £1.2K</p> <p>Medium £5.5K</p> <p>Low £5.5K</p>
<p>Doors - Main front treated double door</p> <p>Doors - Rear access Door/Disabled level access</p>	<p>No issues other than maintenance and cyclical redecoration.</p> <p>Access, prepare and redecorate.</p> <p>Wet rot developing to low side beading sections.</p> <p>Replace rotten beading.</p> <p>Cyclical redecoration.</p>	<p>Medium £0.2K</p>
<p>External Fence - Shiplap timbers and gate</p>	<p>Minor deterioration noted.</p> <p>Allow to redecorate.</p>	<p>Medium £0.3K</p>
<p>Floor Structure - Concrete ground floor</p>		<p>No issues</p>

Floor Structure - First floor boarded finish over suspended timber joists.		No issues
Floor Finishes - Carpets, ceramic tiles and vinyls.	On-going maintenance and cleaning required. The ground floor offices exhibit heavily worn carpet finishes. Replace the office carpets	Medium (Partially completed) £1.0K
Internal walls/partitions - Brick inner skin of the solid wall with plaster finish	Structurally sound condition but hairline cracking evident between ground and first floor within Committee room. Damp noted to Main Hall arch windows. Areas of plaster require hacking off, lath backing and replastering to the Committee room above the oak effect panelling. Redecoration of the Main Hall window arches following comprehensive assessment / rectification of the external open lime pointing and flashing dressings.	(See under wall decoration)
Staircase - Modern concrete winding stair to the 1998 rear extension		No issues
Staircase - Main stone stair from ground to first floor in the central Foyer	No issues. Other than modern compliance issues, which cannot be undertaken due to Listed Status.	No issues
Wall Decorations – General painted finishes	Tired throughout. Budget for complete redecoration throughout in the short term. Toilet provision areas to be excluded.	Medium £32K
Ceilings - Plasterboard	Minor ceiling crack in the front office. Generally tired décor throughout. Allow for redecoration cyclical in the short term.	
Kitchen Provision - Fitted base and wall units with melamine worktop and sink unit appliances.	Reasonably modern installations. Budget for upgrading the kitchen units in 10 years.	Low £15K
Sanitary Accommodation – Male/Female and Disabled Toilet Provisions.	Reasonably modern installations.	No issues

	No foreseeable works required for 10 years.	
Heating - Gas burner boiler, combination of older cast iron radiators to the original build and late 90s radiators to the extension.	Boiler radiator feed pipework is large bore and very inefficient. Consult Conservation officer about upgrading radiators and pipework. No issues other than heat loss and efficiency problems of old radiators and pipework. Provisional sum for upgrading £12,000	Medium £12K
Alarms – Fire, detection and intruder	Not tested. Appear adequate. Testing regime not costed.	
Electrical – Modern installation with fuses, consumer unit and metering arrangement.	Not tested. Instantaneous water heaters to toilets. Appear adequate. Allow for servicing / testing. 3 x Water heater replacements in 5 years.	Low £2.0K
Asbestos Register	The Asbestos Register for the building should be found in the reception area of the building. Situation needs to be clarified.	Arrange for the register to be made available onsite
Fire Risk Assessment/fire precautions and means of escape - General	Caution is to be exercised as to fire containment in the building between large open space rooms and offices. Ensuring an effective means of escape can be managed. Fire safety will be the organisations 'Responsible Persons' responsibility.	
Fire Risk Assessment/fire precautions and means of escape – Fire/Heat Detection	None noted at the premises. Testing regime to be ensured.	
DDA - Access ramp to the rear entrance.	The access ramp to the rear entrance was available. The ramp complies with BS8300.	No issues
DDA - Toilets	An accessible toilet facility was noted at ground floor level. No action required unless refurbishment of the toilets is considered.	
DDA - Lift	A lift was present at the building. This was not tested.	No issues
Safety Glazing - Various areas of glazing are within 'at risk'	Limited identification was present on glazed doors below	

zones and it is unclear as to whether these areas comply with the glazing regulations.	800mm to suggest they were compliant with BS6360. Internal double doors. Cost of recommended works to be advised.	
Building Regulations – Operation and maintenance documentation	Full as built documentation should be available at the site. Compile documentation.	See notes
General – Maintenance Records	Only electrical and gas testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in June 2020
Tree Proximity	N/A	No issues
Vermin	No issues were noted.	No issues
Invasive Vegetation	No immediate issues were noted but this should be kept under review.	No issues

ROUNDHOUSE

Item	Task	Risk	
<p>Roof - Stone tile in pitched structure</p> <p>Timber rafters and wall plates</p>	<p>General moss build up to covering. Minimal noted at the time of survey. If scaffold erected - allow to brush off larger areas of moss build up.</p> <p>Wall plates noted to be exhibiting wood boring insect holes. Maybe redundant (historic) but areas are soft and crumble to touch suggesting a weakened wall plate.</p> <p>Allow to scarf in new wall plates to worst areas. Ensure preservative spray is applied. Black paint to the rafters as part of the cyclical redecoration.</p>	Medium	£1.1K
Guttering	<p>Lack of guttering is causing 50% of the damp issues to the walls of the property.</p> <p>Apply for Listed Building Consent to install cast iron guttering to the perimeter of the roof and downpipes to drain away from the walls.</p>	Medium	£1.0K
Elevations - Stonework/Lime mortar	<p>Hairline cracking and slumping of the stonework due to lime washing out of the central core, stone and lime pointing being eroded and splashback to lower areas.</p> <p>Engage structural specialist to design / insert Heli-bar cross stitching and reinforcing across and through the stone - brick solid walls to arrest further movement.</p>	Medium	£3.4K
Stone/Lime mortar	<p>Wash out lime mortar to the lower external courses.</p> <p>Lime repointing required. Rake out existing mortar to 100mm depth and apply new lime to the satisfaction of the Conservation Officer.</p>	Medium	£2.5K
		High	£0.4K

Windows - Single glazed painted casements with isolated internal security grilles	Redecoration in a rolling cyclical 4-5 years plus putty to glazing. Access, prepare and redecorate	Medium	£1.2K
Doors - Main front oak double door Secondary painted softwood glazed doors.	Early signs of deterioration to the lower areas of the oak doors. Assume guttering and Aco issue is dealt with. Prepare the oak door and reseal in clear appropriate stain. Realign oak door head and key stone. No issues were noted.	Medium	£0.8K
Lintels – Doors/Windows	Evidence of wood boring insect holes. Cut out affected areas and allow for replacement of worst affected beams. Consider preservative treatment.	Medium	£2.2K
Floor Structure – Concrete PVC floor tile covering	No issues other than possible dampness in the screed. Tired and damp state of repair.		
Floor Finishes – First floor boarded finish	No issues		
Internal Walls – Brick inner skin of the solid wall Internal Partitions - Brick inner skin of the solid wall	Reasonable structural condition but hairline cracking evident between ground and first floor windows / doors Isolated replacement and releveling of window and door heads tied in with the reinforcing works identified above. General deterioration of the inner pointing. General deterioration of the inner pointing.		
Staircase - Timber stair from ground to first floor	Provide edge tape to delineate nosings.	Medium	£0.1K
Ceilings - Plasterboard	Isolated skim showing through and hole to far side close to the wall plate. Allow for redecoration cyclical. Fill the hole to avoid bird ingress. Plus tower scaffold.	Medium Low	£1.3K £1.2K
Sanitary Accommodation – Ceramic sink unit	Tired, allow for replacement over the next few years		

Electric Radiators - 2 x wall mounted heaters plus overhead door heater	Modern units to walls. Overhead heater aging. No issues. Replace overhead heater in 10 years.	Low	£0.3K
Alarms – Fire detection and intruder	Not tested. Appear adequate		
Electrical – Modern installation with fuses, consumer unit and metering arrangement.	Not tested. Appear adequate. Allow for servicing/testing	Medium	£1.0K
Asbestos Register - An asbestos survey has been undertaken by AC & MS Ltd in December 2015.	The Asbestos Register for the building can be found in the reception area of the building. Asbestos is present and actions are recommended to remove it on the next opportunity.		
Fire Risk Assessment/fire precautions and means of escape - General	Caution is to be exercised as to fire containment in the building between large open space rooms and offices. Ensuring an effective means of escape can be managed. Fire safety will be the premises 'Responsible Persons' responsibility. A review as to occupation numbers and escape need reviewing in the fire action plan. If the building is to be let to third parties for events, then this will also require fire management plans.	Fire risk assessment was completed in June 2020	
Fire Risk Assessment/fire precautions and means of escape – Fire/Heat Detection	None noted at the premises. Clarify the situation. Recommend these are hardwired in.		
Building Regulations – Operation and maintenance documentation	Full as built documentation should be available at the site. Compile documentation.	See notes	
General	Only electrical and gas testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in June 2020	
Tree Proximity	The large mature tree in the courtyard area requires crowning and pruning. Cut back tree as a maintenance cost. Clarify responsibility to maintain these trees / shrubs.	Medium	£1.1K
		Low	£3.9K
Vermin	No issues were noted.	No issues	

Invasive Vegetation	No immediate issues were noted but this should be kept under review.	No issues
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WAR MEMORIAL

Item	Task	Risk	
Monument – Crucifix Head Stone	<p>The monument exhibits isolated points of wear, as discussed above, it is not believed necessary to undertake expensive repairs at this time and only minimal intervention over the coming 10 years. The loose stone to the higher-level crucifix faces should be inspected annually and the worse areas lightly raked back to avoid falling shards of stone splinter. The cost of new stonework seems excessive a task, at this time. Allowance should be made following the annual inspection to liaise with a proficient stone mason and the Conservation officer to agree sympathetic ground stone 'plastic stone' repairs should the depth of raked stone become excessive. Cost estimate for inspection and repairs each year £650.</p>	Medium	£1.95K
Pillar – Two-part stone pillar	<p>Exhibits contour scaling to the shaft. Monitor, as above, pock mock plastic stone repairs will be required and clarified during annual inspection. Cost included above.</p>	Low	£0.65K
Steps – Octagonal stone steps	<p>Noted to exhibit isolated replacement and cut-in sections of new matching stone. Allow for reactive cutting in costs but no obvious issues required over the next 10 years.</p>		
Plaques – Bronze memorial	<p>General fading and pollution patination. Allow to cleanse every 5 years and apply cleaner/sealant system such as Brasso.</p>	Medium Low	£0.25K £0.25K

Paving – Reconstituted concrete paving	Weed growth.	Medium	£0.3K
Paving – Reconstituted concrete paving	Repointing paving gaps where excessive. Repoint between paving or lay bedding sand between.	Medium	£0.75K
Walls - Dwarf stone boundary	The natural stone boundary appears to have been hit by a vehicle towards the far end location, with rudimentary repairs undertaken. The area in question is approximately 3m in length, full height to the wall, which will require the partial rebuilding of this section. It is likely that the existing stonework, if removed carefully, could be reutilised, along with a sympathetic lime cement-based mortar system.	Medium	£2.2K
Walls - Dwarf stone boundary	Isolated capping stone pieces are noted to be missing to the far end where weed growth is noted to be growing out of the tops of the dwarf wall. The weed growth will be exacerbating the breakdown of the wall structure and it would be beneficial to consider removing the weeds altogether and replacing with an aesthetically sympathetic capping or coping stone piece.	Medium	£1.8K
Walls - Dwarf stone boundary	Elsewhere, piecemeal checking of all brick capping pieces, and eroded lime mortar would be beneficial over the next one/two years, with a view to re-bedding in sympathetic lime mortar and repointing as and when required. Isolated areas of stonework would benefit from stabilising though nothing of any severity.	Medium	£0.8K
Safe Access – Allowance for access to inspect	Ladder may suffice. Mini - tower scaffold		
Tree Proximity - General	No immediate issues were noted but this should be kept under review.		

	No works currently identified	
Invasive Vegetation - General	No immediate issues were noted but this should be kept under review. No works currently identified	

Financial Implications

SITE	HIGH (H&S RISK)	MEDIUM	LOW
St George's Pavilion	£0	£51.5K	£28.3K
Melksham News	£0	£59.7K	£11K
RO Office & Garage	£2.5K	£9.4K	£15.8K
Art's Cafe	£0	£1.1K	£10.8K
Assembly Hall	£1.2K	£109.3	£64.5K
Town Hall	£1.2K	£66.4K	£22.5K
Roundhouse	£0.4K	£15.7K	£5.4K
War Memorial	£0	£6.8K	£2.2K
TOTAL	£5.3K	£319.9K	£480.4K

Recommendation

There is £5,300 of essential health and safety work that needs to be completed so that we are not putting our staff or customers at risk. I would strongly suggest the council take this opportunity to get this work done at the earliest possible time particularly where it is in premises we currently hire to third parties.

In the medium risk category, I would propose that work to premises we hire takes priority over work to buildings we occupy as a council. We can work towards a maintenance schedule to get the other works completed in the time frame identified in the report.

The biggest question to answer is how much do we spend on the Assembly Hall? If we look at the medium to low risk elements we would need to spend £173.8K over the next ten years to satisfy the findings of the report. There are proposals to refurbish or even redevelop the Assembly Hall following the completion of the Campus Project of Melksham House. If the development is approved is there any point in spending a large amount from our reserves to complete these tasks? The report itself questions whether it would be more practical to redevelop the building.

Tim Cross

Facilities and Hospitality Manager – November 2020