

To receive a report on works to the Heritage Building and consider any actions and associated expenditure.

Report to: Property Maintenance

Date of Report: 16.06.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: [Pursuant to Property Maintenance held on 20.02.25 minute nr. 48/24/25](#)

Officers Recommendations

1. To note the report from Barron Surveying following the recent drone survey of the roof.
2. To consider allocating appropriate funding within the Five-Year Plan for the recommended roof works.
3. To note the scope of works for external redecoration and repair of the front elevation is now open for tender submissions.
4. To consider two Members to open and score the tender submissions following the tender closing date - 14 July 2025.
5. To appoint Barron Surveying to provide contractual administration support up to completion of the external redecoration and repair to the front elevation at a cost of 15% of the contract value.
6. To recommend to Full Council to vire £20,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£15,000) and 6595 EMF Legal and Professional Fees (£5,000) to cover associated costs for the external redecoration and repair to the front elevation and professional fees (to note, Property Maintenance reports directly to Services, to avoid delay in the process, on this occasion, recommendation directly to Full Council).

Report Summary

1. Heritage Building Roof – Drone Survey Results:

Property Maintenance approved Barron Surveying's recommendation to appoint a contractor to carry out a drone survey to better understand the condition of the roof where this is not clearly visible from ground level.

Refer to **Appendix A** condition report received from the Barron Surveying and the recommendation contained within to strip and re-cover the roof within the next five-years.

2. Scope of Works – Windows and Front Elevation

In February the Property Maintenance Sub Committee delegated to the Service Delivery Manager (SDM) to work with the Town Council's Building Surveyor to issue a tender specification for the appointment of a contractor to carry out the scope of works for external redecoration and repair of the front elevation only – Refer to **Appendix B**.

The tender was published on Monday 16 June will remain open for submissions until Monday 14 July at 5pm.

Two Members of the Property Maintenance Sub Committee are required to open and score the tenders in the presence of the Town Clerk in line with Financial Regulations.

The value of this contract is estimated to be approximately £30,000 including 2.5% contingency.

It is recommended to appoint Barron Surveying to provide contractual administrative services (scoring, appointment and project management) up until completion of the works.

This cost for Barron Surveying Professional fees are detailed under the Budget Overview section.

Barron Surveying Condition Report and Forecast Budget Cost - Refer to **Appendix C.**

Budget Overview

If Barron Surveying were to be instructed to carry out contract administration services, the Town Council should allow up to 15% of the project value as a professional fee, plus VAT.

It will depend on the timing of the work whether Barron is able to perform that through Barron Surveying or Baileys, and if the former, then the fee might alter.

The Property Maintenance Sub-Committee reviewed the five-year plan against Barron Surveying Condition Report and allocated a budget of £30,000 to be spread over the next five years for the required works.

However, due to the urgent nature of the repairs necessary to prevent further deterioration of the property and to allow the work to be carried out during better weather months, it is recommended the Property Maintenance Sub Committee request Full Council approve a virement of £20,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£15,000) and 6595 EMF Legal and Professional Fees (£5,000).

The Finance Officer has confirmed that there are no alternative earmarked funds or existing budgets sufficient to cover the cost of the works or the associated professional fees required to oversee the project through to completion.

This virement will ensure that the essential work to the external redecoration and repair of the front elevation only can proceed without delay, safeguarding the Town Council's asset.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes. Advertised via Contracts Finder.

Budgets

Budget Code: 6471 SE EMF Heritage Centre

Budget Availability: £15,966

Budget Code: 6595 SE EMF Legal and professional Fees (Grounds and Premises)

Budget Availability: £1,800

(This EMF was specifically requested and budgeted for professional fees relating to the waterside toilets and sheds project.)

Budget Code: General Reserves

Budget Availability: £417,448

Signature of Officer:

Office Manager / Assistant to the Town Clerk