

# APPENDIX A



## CONDITION REPORT AND FORECAST BUDGET COSTS

AT

**VARIOUS BUILDINGS  
SALTASH TOWN COUNCIL**


**FOR SALTASH TOWN COUNCIL**

**2025 UPDATE**



**Saltash Town Council**  
Working for the People of Saltash



<b>Prepared By: James M Barron MRICS</b>	<b>Date: 20 June 2025</b>	<b>Rev:</b>
<b>Checked By:</b> 	<b>Job Ref: 4494</b>	



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## **SECTION ONE**

- General Items

## **SECTION TWO**

- Condition Report and Budget Costings

## **SECTION THREE**

- Photographs



## **SECTION ONE**

### **General Items**

#### **1.1 Instructions**

Instructions were received from Saltash Town Council to carry out a major elements condition report and forecast budget costings over various buildings belonging to Saltash Town Council.

This report is an update of a previous report dated October 2024.

#### **1.2 Inspection**

An inspection of the buildings has been carried out by James M Barron MRICS. Inspections have been carried out from 23<sup>rd</sup> June 2025 with access arrangements being made with representatives of the Council.

#### **1.3 Scope of Inspection**

The inspection is for the purpose of carrying out a major elements building condition survey and preparing a costed forecast works report.

The inspection has been carried out visually from inside and outside the building.

Outside, the inspection is from ground level or with the use of 3m surveyor's ladders where necessary and from vantage points around each building.

Internal inspection has been carried out with liaison from Saltash Town Council staff.

The scope of the inspection is to record and report on the condition of major elements of building fabric.

The internal inspection is for the purpose of reporting on the condition of floor coverings only.

Items of a minor and cosmetic nature will not be reported upon.

The report will not consider any of the building's services such as electrical systems, drainage, water, fire alarm, emergency lighting, heating and cooling etc. No comment will be made in relation to building plant and services and no specialist testing has been carried out.



The report will not comment on items of cyclical and routine maintenance which is assumed to already be in hand with Saltash Town Council's appointed contractors.

#### **1.4 Reading This Report**

The report will consider each building individually.

The report is presented in a tabular format.

The report will contain the following headings:

- Item
- Description/condition
- Work required
- Budget cost and priority
- Photograph

For priority, three individual priorities will be allocated to each item of repairs identified. These are:

- **Priority one** – urgent works required within one year. Failure to implement the works will allow continued degradation of building fabric or occupancy/health and safety issues.
- **Priority two** – moderate works required to be carried out within years two and three. Failure to carry out the works will allow unnecessary degradation of building fabric and are required to keep the building in a well maintained condition.
- **Priority three** – planned work required to be carried out within years four to five.

Work anticipated to be required outside of a forecast five year period from the date of inspection will not be commented upon in this report.

Where appropriate, photographs are included in the report at section 3.0 to illustrate matters of repair identified.

#### **1.5 Budget Costs**

Budget costs contained in this report are prepared using surveyor's experience and judgement.

Prior to implementing the work in the report, Saltash Town Council should obtain competitive quotations from suitably qualified contractors.



This report is not intended to be a specification of works and instead is an outline scope of work required. Further design and specification work may be required to obtain quotations for items of work identified other than very simple like for like maintenance or repair.

Costs are presented on a day one basis and are exclusive of VAT.

For future cost planning, Saltash Town Council must take into account VAT as appropriate and make allowances for annual inflation on materials and labour costs.

## **1.6 Buildings Inspected**

The following buildings are inspected within the scope of this inspection.

- Isambard House
- The Guildhall, Saltash
- Maurice Huggins Room
- Town Council Depot Buildings
- Saltash Library
- Heritage Building Lower Fore Street







**SECTION TWO**  
**CONDITION REPORT**



## SECTION THREE

### Photographs

PHOTO NUMBER	PHOTOGRAPH
1 – Library Roof	
2 – Library Roof – blister due to vapour trapped behind membrane	
3 – Library rear roof brackets	
4 – Mossy particle board fascias and soffits	



5 – crack library wall



6 – Crack Library wall



7 – Maurice Huggins Room Roof





<p>8 – Maurice Huggins Room Gutters</p>	A photograph showing the exterior of a building with a white gutter system. The wall below the gutter is made of stone or brick. A date stamp '23/06/2025' is visible in the bottom right corner of the image.
<p>9 – Rendered walls Maurice Huggins Room</p>	A photograph of a white rendered wall. A narrow path with some vegetation and fallen leaves runs alongside the wall. A date stamp '23/06/2025' is visible in the bottom right corner of the image.
<p>10 – Cladding board Maurice Huggins Room</p>	A photograph showing a close-up of white horizontal cladding boards. One board has a significant hole and a vertical crack. To the right, a stone wall is visible. A date stamp '23/06/2025' is visible in the bottom right corner of the image.
<p>11 – Broken downpipe depot garage</p>	A photograph of a black downpipe that has broken and is leaning against a grey stone wall. There is a lot of green grass and weeds growing at the base of the pipe. A yellow object is partially visible on the right. A date stamp '23/06/2025' is visible in the bottom right corner of the image.



12 – Timber fascia depot garage



13 – Timber store door depot office



14 – roller door depot



15 – Isambard House wall cracking





16 – Timber window touch ups Isambard House

