

Ballymoney Music Centre	9th August 2016
To: Leisure and Development Committee For Decision	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Resilient, Healthy & Engaged Communities
Outcome	Council will work to develop and promote stable and cohesive communities across the Borough
Lead Officer	Julie Welsh - Head of Community & Culture Louise Scullion – Community Development Manager
Cost: (If applicable)	N/A

The purpose of the Report is to provide a Strategic Outline Case in relation to the former Ballymoney Music Centre in order to allow Council to make a decision in relation to purchasing a long term lease on the premises from the Education Authority.

A workshop for Elected Members is scheduled to take place on Wednesday 3rd August which will provide an opportunity for members to discuss the Strategic Outline Case in detail. Any further information or clarification required can be provided by verbal update at the Leisure and Committee meeting on 9th August.

An Options Outline Report is attached at **Annex A** and provides a report of the consultation that has taken place with all the interested parties in the building. The report then considers the options for the building which are as follows:

Option 1: The Do Nothing Option: Decline the Opportunity.

Option 2: A Cultural Hub.

Option 3: A Community Hub.

Option 4: A Mixed Use Development Trust Proposal.

The review and consultation process has indicated a continued interest and support for the retention and regeneration of the Music Centre which has the potential to bring back into use a significant building within the town and with the appropriate leadership, partners and funding, develop what could be a creative and community asset.

However there are considerable risks at this stage in terms of the deadline for decision making with uncertainty regarding recurring capital and revenue costs, the absence of a detailed feasibility or economic appraisal and subsequent business case to support any of the above options, the lack of resources available to any of the local groups willing to take the project forward and the very challenging public sector funding climate which would make any capital and revenue project a medium to high risk

Recommendation

That Council considers the options put forward in relation to Ballymoney Music Centre and makes a decision as to whether or not to purchase a long term lease on the premises.



Ballymoney Music Centre

Options Outline Report



Blueprint Development Consultancy

July 2016

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Section 1: Introduction

- 1.1 The Ballymoney Music Centre (BMC) is a legacy capital project considered by the former Ballymoney Council and subsequently by the Leisure and Development Committee at its meetings in 2016¹. The BMC was considered by the Ballymoney Council as building of significance to the town, although not listed, with an important historical role and with the potential to be restored and brought back into use as an asset to the town and wider region.
- 1.2 The Building is currently held in leasehold by the Education Authority (EA) and is considered surplus to requirements and as such the EA, formerly the North Eastern Education and Library Board, was in discussion with Ballymoney Borough Council (BBC) and recently with the new Council as part of a public sector asset transfer programme.
- 1.3 The discussions concerning the development of the BMC have formed the basis of a series long running proposal with initially a “Community” Hub proposed in 2006 and then in 2008 North Antrim Ulster Scots Hub committee was set up with the intention of leasing it on from BBC as an Ulster Scots Cultural Hub. An Economic Appraisal for the Ulster Scots Hub was prepared in 2011 but was rejected by the then Department for Culture Arts and Leisure (DCAL) on the grounds that there was a lack of evidence supporting the need for the project, that the business case wasn't viable, that funding had not been sought from other sources, and that alternative site options had not been considered.
- 1.4 Consideration of the BMC has rolled into the new Council and an extension was secured from the EA in order to allow Council time to consider the options. Due to the duration of the ongoing discussions the EA has advised that the Council must make a decision by the end of August to allow it to plan for the disposal of the asset. If agreed by Council, this would see the building being taken over by the Council, in exchange for a long term lease for the sum of £70,000.

¹ The BMC as considered at the L and D subcommittee at its January, March and May meetings

- 1.5 The consideration of the BMC legacy proposal was discussed within the context of the Council's Community Development Strategy², the Audit of Need and Options Appraisal in relation to Community Facilities in Ballymoney³ and consideration of the proposal to invest in the refurbishment of Ballymoney Social Centre at Edward Street at the Leisure and Development Sub Committee meetings in January, March and May 2016. It was against this backdrop that the Committee authorised Officers to engage in additional consultation with potential users of the BMC.
- 1.6 As a consequence of the discussions, the Council engaged Joe McVey (Blueprint Development Consultancy) to undertake a short exercise to gauge the level of interest in the BMC, to identify what might form the basis of feasible options and to prepare a report to the Committee to aid its decision making processes.
- 1.7 This work carried out over a short time frame entailed; a review of available papers, discussions with the interested parties and Officers and discussion with agencies who may be available to offer support⁴. It should be noted that this work does not constitute a feasibility study, economic appraisal or outline business case and should be considered in that context.

² Community Development Strategy

³ Audit of Need and Options Appraisal in relation to Community Facilities in Ballymoney Town prepared by Blue Zebra Ltd November 2015

⁴ Development Trust NI, Ulster Architectural Heritage Society, Heritage Lottery

Section 2: The BMC Building

- 2.1 The BMC building was constructed in and around 1904 and was initially used as a school, and was later the base for the Ballymoney Technical College. When the Technical School relocated to North Road, the building became a Music Centre / Performing Arts Centre. The building is constructed of red Bann bricks common with the era, and has two floors.
- 2.2 The property is not listed and is located at Charles Street some 50 meters from Ballymoney Town Hall. It is less than a quarter of a mile from the Town Centre, and within easy walking distance of the main town car park at Townhead Street, with ample on-street parking in the vicinity. The building is in an urban perspective, bordering the commercial centre and residential areas of the town.
- 2.3 The building has a floor area of approximately 950 square metres, with additional storage space of approximately 80 square meters to the rear. (9,900 sq. ft.). There is a small office to the front reception area. The building has a performance space for small concerts with the remainder of the building being used as class rooms. As a former Centre for Music Tuition the building has a number of rooms equipped for such activity and has two soundproofed rooms for recording. It also has a large Hall, formerly the school assembly space, which could be used for public performances and large, in terms of numbers attending, meetings.
- 2.4 Due to its age the building requires some repairs to make it water tight. There is some limited car parking space for day to day usage. The building is in a moderate state of repair but would require major work to convert it a new purpose and to bring it up to modern standards in terms of energy efficiency and disability access.

Although it has an apparently extensive floor area (780 sq. metres.) the actual existing configuration of room spaces would require alteration to meet any new needs. A condition report on the property which was prepared for Ballymoney Borough Council in 2006⁵ concluded that “The property is generally well maintained however certain elements e.g. the mechanical and electrical installations, sanitary ware and the external envelope require attention. In addition, work to comply with the Disability Discrimination Act, the replacement of windows, the eradication of damp and the treatment of all timber in the property will be required. This Condition Report has been updated in July 2016 and provides an Indicative Construction Cost of £1,026,000 for the refurbishment of the building. The Condition Report was prepared on a visual inspection of the property and advises that further intrusive investigations will need to be undertaken and specialist reports obtained in relation to damp proofing etc before finalising a specification for tendering purposes.

- 2.5 The building is located close to the Town Centre and has good car parking and has space for further development.
- 2.6 The building is currently held on a long term lease by the EA (900 years) with a covenant restricting its use to technical /educational purposes. In 1905 a lease was granted by the Earl of Antrim to the Antrim County Council. It is believed that the monies which funded the construction was raised through rates. The lease from the Earl of Antrim to the former Antrim County Council transferred, on reorganisation of local government in 1973 to the Ministry of Education and the then NEELB took over the management of the building.

⁵ Presented to support the E.A undertaken in 2011 by R Robinson & Sons Architects and Cogan Shackleton, Consulting Engineers.

Section 3: Consultation

- 3.1 In May 2016 Council officers invited a number of groups to a meeting to gauge interest in the Building. The following groups were invited to attend:
- North Antrim Regional Ulster Scots Hub group
 - Ullans Group
 - Ballymoney & District Cultural & Heritage Society
 - Ballymoney Regeneration Group
 - Ballymoney Community Resource Centre and
 - Compass Advocacy Network
 - Ballymoney British Legion
 - The Council's Cultural Services Section
- 3.2 At the meeting which was attended by representatives of the North Antrim Regional Ulster Scots Hub Group, the Ullans Group, the Ballymoney & District Cultural & Heritage Society and the British Legion and Council's Cultural Services section, those present indicated a continued interest in the BMC and a willingness to be kept informed of progress and to be involved in any proposals. It was also indicated by those present their preference was for Council to own the building and lease to all the relevant groups as they did not want the responsibility of renovation and development works. They also indicated that they would like Council to seek the funding for the project.
- 3.3 Following this meeting each of the groups were contacted and interviewed individually to clarify their respective level of interest and commitment to any project involving the BMC. The following provides a summary of the respective groups' current positions.

The Compass Advocacy Group

The group currently has a number of premises within the local area and have recently opened a new space in the Town Centre. The group is supportive of the idea of a community hub with groups "hot desking", sharing resources and back office services. If the project was to go forward as a mixed use development comprising the third sector, Council and other user groups, Compass would be supportive.

The group felt that if led by a consortium of third sector partners this may allow for greater flexibility and access to funds that might be difficult for a Council only led initiative.

The group would be supportive of being part of an exploration of a community resource which is neutral and open to all.

Building Communities Resource Centre (BCRC) (formerly Ballymoney Community Resource Centre)

A long established group with its base at the Acorn Business Centre, which is quite extensive, hosting its staff team, training and meeting facilities. The group would be open to considering a move provided any new premises which could match or exceed its current premises. The group expressed interest in the idea of a community hub centre as above, offering hot desking, training facilities, workshop space and small offices. As a network organisation BCRC expressed an interest in being part of a partnership collaborative project and would consider moving to such a premises recognising the benefits to being part of a Town centre initiative with good parking and access. They indicated that they would be willing to give some time to lead such an initiative in partnership with others

The North Antrim Regional Ulster Scots Hub Group (NARUSH)

The North Antrim Region Ulster Scots Hub (NARUSH) was founded in 2008 by a group of persons representing a wide range of interests. They are committed to promoting the development and continuance of Ulster Scots Language, Culture and Traditions in North Antrim and beyond. This group was instrumental in developing a proposal for an ambitious for Ulster Scots Cultural centre. As set out in its economic appraisal⁶ the group proposed a Centre which would comprise:

⁶ E.A completed in 2011

- Education in all aspects of Ulster Scots culture and traditions including the promotion of the Ulster Scots Language, Ulster Scots Music, Dance, Poetry & Literature, Genealogy and History
- Create a focus for Cultural Tourism in the area and
- Create employment.

NARUSH proposed to restore and modernise the existing main building and to construct a two storey extension to the existing building. They also proposed to extend the property, through the demolition of the existing outbuildings, and to construct on the cleared site a two storey new block which would contain a kitchen / café area with four additional tuition spaces in the upper floor. They also proposed to construct a new residential accommodation block.

As a part of its E.A. process the proposal was revised and reduced in scale to include;

- An Exhibition Space which offers Craft and Retail areas
- Soundproofed rooms for use by a proposed Ulster Scots Radio Station (fUSE FM).
- Office Space for Ullans Centre, Ulster Scots Agency and Ulster Scots Community Network
- Multi-Purpose space for Performance, Social Activities, Dance etc.
- Workplace units for rent.

The E.A. was rejected by the DCAL on a number of grounds specifically an overdependence on DCAL funding (@90% of funding) questioning the level demand, the overall viability and a failure to consider alternative options

At this point they would be willing to see their proposal being reconsidered as a stand-alone initiative or as part of a mixed development

The Ullans Group

This group had featured as a part of the initial E.A. but has expressed a continued interest in the project. The group has run the Ullans local radio station since 2011 and would see the BMC as an ideal location, having used it briefly in 2008. Other potential uses to promote the Ulster Scots culture and language would include rooms for lectures, exhibition space, administration space a shared

kitchen, a centre for music classes, offices for the Ulster Scots Network and Ulster Scots Agency.

The group would see the emphasis on music classes as a link to the BMC traditional use and draw for the children and parents of the Town and surrounding area.

As such the group would be keen to be part of a new initiative as an anchor tenant, transferring from their current premises and possibly attracting other sister organisations including the Ulster Scots Agency and Ulster Scots Network.

The Ballymoney & District Cultural & Heritage Society

This is volunteer led local historical group interested in local history with a particular interest in WW1. Their specific interest would be in securing space to exhibit WW1 memorabilia, a display and demonstration area for trenches and equipment and possibly workshop space to repair old equipment with historical significance. As a local museum resource this may be an additional draw for tourists. The Ballymoney British Legion would also support the need for a focus to consider the legacy of the WWI to complement its own education centre and to offer space to display its artefacts.

The Ballymoney Regeneration Group

Ballymoney Regeneration Co. is a public limited Company, made up of about 60-70 business people and a board of directors. The company many years ago were involved in the development of a vacant site at grounds at Castlecroft, and have recently completed a complete refurbishment in Victoria Street, assisted by T.H.I. @ £1.9 million.

As a group which has experience of successfully delivering capital schemes with a heritage component, they are very willing to become involved and offer leadership and support as part of a wider partnership, potentially acting as lead partner, if appropriate.

The Council's Cultural Services (Museums Services)

Discussion with the Council's Museum's Team has indicated a need for additional space to support the development of the Museum's service within the new Council. This is based upon a need to offer greater access to collections, enhance the offering, provide space for staff and research and workshop space.

The concept of a central store⁷ which is open to the public for visits and has an education programme is one which the Service would be keen to develop.

Generally, there is currently limited storage across all collections. Specifically, there are issues re Coleraine's collection which is currently being stored in the basement of the civic headquarters at Cloonavin, in relation to health and safety and insurance – costs have risen due to the open nature of the storage. This collection needs a new home.

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⁷ There is a similar scheme in Glasgow but on a much larger scale Glasgow Museums Resource Centre <http://www.glasgowlife.org.uk/museums/GMRC/about>

3.4 Conclusion

The targeted consultation process undertaken indicates a continued level of interest from local groups to being involved in a collaborative project that would see the BMC building being restored and reused as part of the fabric of the Town and offered as an asset base for services to the local community and wider Borough.

The discussions indicated that there are a range of possible uses; cultural, community civic that could be complementary and a willingness to explore the concept of a collaborative venture provided it is **clearly cross community, open to all and feasible**. Of those consulted both the BRG and the BCRC expressed a willingness to offer leadership to such a venture. What form this leadership might take or the shape of a feasible model needs to be explored further and could only be explored as part of a feasibility study.

It should be emphasised that the resources available to each of the groups vary widely. All are voluntary or community organisations with limited funding or with funding that is derived from service delivery within the voluntary or community sector. None of the groups would have staff readily available to lead or drive such an initiative.

Section 4: Options and Implications

4.1 Based upon a review of the available information, background papers and discussion with the above groups there are a number of options and implications and inherent risks summarised below;

Option 1: The Do Nothing Option: Decline the Opportunity

Here the Council would advise the EA that it does not wish to take up the offer of the lease due to other priorities and commitments and the uncertainty concerning use, development costs and funding required. The rationale is that there are too many unknown factors to allow an informed decision to be taken in the timescale.

While out of the Council's control, what happens to the building will be the responsibility of the E.A, which may decide to seek an alternative public sector party and or place the building on the open market allowing the building to be sold and developed and or the site cleared and developed.

Option 2: A Cultural Hub

Here the Council would take on the lease costs allowing the cultural hub concept as developed by the Ulster Scots group and supporters to be revisited. While the group is still confident that a scaled down version of its original proposal would be viable, the rejection of the economic appraisal in 2011 would require strong case to be built to allow any such concept to be considered again by government or public sector funders.

If this option were selected this would require the group to revisit its plans, undertake and economic appraisal and seek funding. **It should be noted that the group has not progressed its plans subsequently and therefore would need to provide or seek funding to support further feasibility or economic appraisals.**

If successful, this may provide a very valuable cultural hub within the town and an asset to the Borough. If unsuccessful the Council would be lease holder of building which is not being developed and falling into a state of disrepair, again raising the question of the on-going costs to the Council.

Option 3: A Community Hub

This was one of the original concepts considered when Ballymoney Council took a positive view of the BMC. The consultation did indicate continued support for the concept with community sector groups using all or part of the building for meetings, hot desking, sharing of resources. A key local network group, BRC indicated an interest in the concept, in partnership with others.

However, the review of community facilities presented to Council in 2016 indicated that **there is evidence of over provision of community facilities within the town and surrounding area with a need to better utilise the existing resources.**

The benefit of this option is that the Council would provide an opportunity for the concept of a community hub to be considered in full and if successful allowing an enhanced community resource to be developed. The unknown is the extent to which such a concept would be feasible and sustainable, given pressures within the public sector funding and particularly on the voluntary and community sector.

It is reasonable to suggest that most organisations interested in becoming part of such an initiative would be in receipt of public funding and if moving to new premises, renting space would need to seek additional public funding to do so. Revenue funding or core funding for such groups is increasingly hard to source and therefore the long term sustainability of potential tenants needs to be examined carefully.

The question remains that while community groups may have an interest it is questionable whether they would have the resources or time to pursue such a project.

Option 4: A Mixed Use Development Trust Proposal

Here the Council would take on the lease with the intention of facilitating a mixed use development within the building to offer the best possible opportunity of being self-sustaining. This option would reflect the interests of those groups consulted in maintaining and developing a resource for the town and wider Borough. The proposal would combine: cultural use (music, radio, dance, literature) tourism, community elements of office space for interested groups and museums services and possibly craft and small business use.

The opportunity would be offered to those groups interested to establish a partnership or Development Trust and to progress the model independent of the Council. Such projects are not unusual and can be sustained, dependent upon the range of partners, funding and critically leadership⁸.

This would allow the groups with support from an outside agency such as The Development Trust Northern Ireland, the Ulster Architecture Heritage Society and to pursue funding opportunities e.g. Heritage Lottery that may be more difficult for the Council to access⁹.

The risk to the Council is that the group or partnership if it can be galvanised, having undertaken their feasibility work, may discover that such an initiative is not feasible and that capital and revenue funding can't be easily accessed in the short to medium term. As a consequence, the Council will be the landlord by default with all the ongoing responsibilities and costs.

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⁸ Some examples are included at Appendix 1

⁹ Some background re DTNI/UAHS and Heritage lottery

Overview of Options

Options	Summary	Benefits	Risks
1	Do Nothing	End the Council's uncertainty concerning the Building Draw a line under the risks	An asset may be lost to public use within the Town
2	A Cultural Hub	The BMC building is brought back into use Supports cultural heritage, culture and possible tourism benefits	<ul style="list-style-type: none"> • £70,000 investment • Economic appraisal having been turned down previously • No certainty of the project gaining support and funding • The Council will be responsible for on-going maintenance /insurance • Any cultural hub would need to be presented as cross community accessible and open to all sections of the community.
3	A Community Hub	The BMC building is brought back into use Supports community development and the voluntary and community sector within the Town and Borough	<ul style="list-style-type: none"> • £70,000 investment • No feasibility /No economic appraisal • No certainty of the project gaining support and funding • The Council will be responsible for on-going maintenance /insurance
4	A Mixed use: partnership Development Trust	BMC brought back into use Support cultural /community development /tourism /museum services within the Town and Borough. Greater chance of being self-sustaining	<ul style="list-style-type: none"> • £70,000 investment • No feasibility /No economic appraisal • No certainty of the project gaining support and funding • The Council will be responsible for on-going maintenance /insurance

Section 5 Conclusions

- 5.1 The brief review and consultation process has indicated a continued interest and support for the retention and regeneration of the BMC as an asset for the Town and Borough. This reflects the legacy of the building, its place within the Town's history and more importantly the potential to build on the past and create something viable and exciting for the Town.
- 5.2 The risks at this stage are considerable related to a number of issues;
- The requirement to take a decision against a deadline which may result in the Council taking on a longer term commitment to a building with a limited information concerning recurring capital and revenue costs
 - The absence of a detailed assessment of the state of the building
 - The absence of a detailed feasibility or economic appraisal and subsequent business case to support any of the above options which may provide a degree of certainty around any decisions or option chosen
 - The groups specifically the Ballymoney Regeneration Group has indicated a willingness to lead on the project but it does not have resources or staff
 - The very challenging public sector funding climate which would make any capital and revenue project a medium to high risk
- 5.3 Set against the risks, which are inherent in any project of this nature, Council has the potential to bring back into use a significant building within the Town and with the appropriate leadership, partners and funding, develop what could be a creative and community asset. Such initiatives are not unusual but to succeed **require strong leadership, a long term vision and great determination to move from a concept to a self-sustaining asset.** The challenge to the Council, in taking a proactive approach, is to weigh up the risks, provide leadership, and facilitate a new partnership or Trust to take on and deliver the project.
- 5.4 Mindful of the timescales set and the limited information available the following linked recommendations are offered for consideration and to support the Council's decision making process.

Appendix 1

Project Examples

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Best Practice Examples

The following case studies highlight some best practice examples of community managed building/community asset transfer within the community and voluntary sector in Northern Ireland some based within heritage buildings

St. Patrick's School



Built in 1828 to the designs of the Newry architect, Timothy Hevey, St. Patrick's National School was the first Catholic school to be built in Belfast. The land was donated by the Marquess of Donegall. It had been the town dump until the school was built.

The threat to the future of Belfast's last remaining neo-Gothic building was the impetus for the foundation of the BBT. With a package of funding from the Heritage Lottery Fund, the Architectural Heritage Fund, various charitable trusts and the BBT's own borrowings, the group ensured a completed project at a cost of £1.2 million. Reopened in 1999 by Lord Dubs, then Minister for the Environment, St. Patrick's now houses offices, a bookshop and a restored classroom that is used for events ranging from creative writing classes to business seminars.

174 Trust Duncairn Complex¹⁰



Dating to 1862, the former church was designed by WJ Barr who was also responsible for well-known local landmarks such as the Ulster Hall and Albert Clock. In addition to being one of the few listed buildings in the North of the city, the site is of great heritage significance for its connections with, and proximity to, a host of historic locations and events. The church stands at one of the gateways into Crumlin Road Gaol, and is located close to Clifton House and Clifton Street Cemetery, where the graves of Mary Ann and Henry Joy McCracken and other key figures involved in the 1798 Rebellion are located. Also associated with the church is Thomas Sinclair, a close friend of Lord Edward Carson, whose son wrote the final text for the Solemn League and Covenant in 1912.

The site was acquired by the 174 Trust in 1995 and is currently used by local groups and organisations as a venue for activities as diverse as boxing, after school clubs, community physio therapy services and Irish Dancing classes. Over 800 people access these services, but the church building has suffered serious deterioration from weather damage and vandalism over the last ten years and is currently considered 'at risk'.

The new project will restore the historic fabric of the church building and its linked Halls and Manse. Extensive conservation works will be needed to preserve the building and will include repairs to the Scrabo Stone exterior and the roof and floors, reusing existing materials where possible. The restored building will provide a new welcome area, tourist information point, café, exhibition and theatre space, office accommodation and activity rooms.

¹⁰ <http://www.174trust.org/v3/index.php>

Templemore Avenue School, Belfast¹¹

An important Grade B1 listed former school which sits in an area of Victorian housing, set on a peace line between communities. The School was built in 1924 as an elementary school, to the designs of W.G. Davies, Architect. It was one of the first two schools built by the Belfast Education Committee and was constructed according to the most up-to-date ideas, in regard to planning and architectural facilities. It also contributes an important element of architectural distinction to the area in which it stands. It is of sufficient architectural significance that it has been listed B1 category by the Northern Ireland Environment Agency (NIEA). Its importance to the local area is significant. Serving the immediate community around it, from 1926 until the early 70's, it is estimated that some 2,500 – 3,000 children went through the school during this time. As it functioned as an elementary school until the 50's, children left the school and went directly in the industries around east Belfast for example, Harland & Wolff Shipyard, Belfast Ropeworks, Inglis' Bakery, Davison Sirocco or Mackie's Linen Mill. Other children won scholarships, on the recommendation of the headmaster, to Belfast Technical College in Belfast City centre, which led them into many varied careers.

From the early 1980's onwards, the school was used by Belfast Institute (now Belfast Met); however the building has been derelict for some years and subsequently has fallen into a state of disrepair. The project to regenerate the school was led by the East Belfast Community Development Agency (EBCDA), an umbrella organisation supporting community development.

The EBCDA had the vision to turn the school into a ground-breaking community development project. They wanted the site to provide space for local organisations and start-up businesses and be a meeting place for groups and organisations that bring together the adjoining Protestant and Catholic communities. The project is complete and the building, now called the East Belfast Network Centre, reopened in June 2013.

¹¹ http://www.ebcda.org/sites/default/files/reports/TAS_Network_Centre_Brochure.pdf

Appendix 2

Background Information

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The Development Trust NI

Development Trusts are enterprises created by communities to enable sustainable development in their area. They undertake a wide range of economic, environmental and social activities and services. As independent not-for-private-profit organisations, they are committed to involving and being accountable to local people. Community Assets are land and buildings owned or managed by community organisations.

DTNI, as part of a UK network of development trust organisations in Scotland and Wales, and Locality in England, can access practitioner led examples of the most successful community-led asset transfer to date.

In working with groups particularly in relation to asset transfer they would provide advice, guidance and access to models of good practice

Ulster Architectural Heritage Society

The Ulster Architectural Heritage Society is the lead independent voice for built heritage in Ulster. A not for profit organisation, operating across the nine counties, we have nearly 50 years expertise in promoting the value of built heritage, encouraging its protection and re-use through **heritage-led regeneration**.

The Society can offer **general guidance on restoration, funding and planning matters**. UAHS work with: People, communities including trusts, statutory bodies, local councils, central government, other heritage groups and organisations, and our members.

Heritage Lottery

The Heritage Lottery Fund provides a range of options which may be useful to consider including;

- **Start-up Grants**
Start-up grants are for anyone thinking about creating new organisations to look after or engage people with heritage, or existing groups taking on new responsibilities for heritage.
- **Heritage Grants**
This is our open programme for grants over £100,000, for any type of project related to the national, regional, or local heritage in the UK.

- Heritage Enterprise

Heritage Enterprise supports enterprising community organisations across the UK to rescue neglected historic buildings and sites and unlock their economic potential. This offers grant aid support from £100,000 to £5million. **The advantage of this option is that it allows a phased approach and the potential to access development support which would allow detailed plans and a detailed development brief to be developed as a bidding document which if successful can act as the key to unlocking grant aid to support delivery.**

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CONDITION REPORT

in respect of

**BALLYMONEY MUSIC CENTRE
23 CHARLES STREET
BALLYMONEY BT53 6DX**

On behalf of



**Causeway
Coast & Glens
Borough Council**

Handwritten note:
COPY

Date of Inspection

14 & 22 November 2006

Re-inspection

20 July 2016

Date of Publication

26 July 2016

**BALLYMONEY MUSIC CENTRE
23 CHARLES STREET, BALLYMONEY BT53 6DX**

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**BALLYMONEY MUSIC CENTRE
23 CHARLES STREET, BALLYMONEY BT53 6DX**

1. INTRODUCTION AND BRIEF

In accordance with your instructions, we have undertaken an inspection of the property known as Ballymoney Music Centre, 23 Charles Street, Ballymoney BT53 6DX, in order to advise you in connection with the condition of the property.

Our inspections were undertaken on Tuesday, 14th and Wednesday, 22nd November 2006, respectively. The weather conditions at the time of the inspections were overcast with intermittent rainfall.

A re-inspection of the property was undertaken on Wednesday, 20th July 2016.

We have instructed, on your behalf, Cogan & Shackleton to report on the existing Mechanical and Electrical Installations and their report is attached at Appendix 1. Messrs. Cogan & Shackleton carried out their re-inspection on 20th July 2016.

Earl Lewis Ltd (Chartered Quantity Surveyors) has provided updated indicative budget costings for the repair works and this is detailed in Section 6.

Directions given in the report to the left and right assume the reader is facing the front elevation of the premises.

**BALLYMONEY MUSIC CENTRE
23 CHARLES STREET, BALLYMONEY BT53 6DX**

2. LIMITATIONS OF INSPECTION

We have inspected all parts of the property, which could be safely accessed through the normal occupation of the building including the external elevations (viewed from the external ground floor level) and main roof areas. Access to the main roof areas was limited due to safety restrictions.

No exposure works have been undertaken on any concealed parts of the property and demise and consequently certain elements could not be accessed, such as foundations, floor and ceiling voids.

We have not inspected woodwork or parts of the property that are covered, unexposed or inaccessible and we are, therefore, unable to report that such parts are free from defect. We would also confirm that access into the roof void was limited. There are two access hatches to the roof void at first floor level. We were only able to access safely the hatch on the first floor landing.

**BALLYMONEY MUSIC CENTRE
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3. GENERAL DESCRIPTION OF THE PROPERTY

The property is a detached two storey building on the outskirts of Ballymoney town centre. The precise age of the property is not known but it would have been one of the main buildings in the town centre and has traditional characteristics such as solid stone walls, which would indicate its period as being around 1900's. Enquiries made of the Environment & Heritage Service confirmed that the property is not listed.

The property comprises music rooms/offices arranged over ground and first floor levels. Male and female W.C.'s are located to the rear of the building at ground floor level. Kitchen facilities are also provided at ground floor level.

There are two single storey detached outbuildings to the rear of the property.

4. CONSTRUCTION AND CONDITION

4.01 Roof

The main roof to the property is pitched and covered with man made slates and ridge tiles. Generally, the main roof, which has been replaced in recent years, is in a satisfactory condition.

There are three flat roofs serving the property namely, over the W.C. areas at the side and rear of the property and over a front entrance. Some flat roofs were viewed from windows but these views were limited. We were unable to safely access any of the flat roofs. Generally the flat roofs serving the W.C.'s appear to have a butyl covering with stone ballast. Extensive moss and vegetation growth was noted to these roofs.

We would recommend that the flat roofs be cleaned and overhauled. The stone ballast needs to be removed and replaced and it is likely that the membrane may need to be replaced.

4.02 Chimneys

The chimney stacks serving the property are of fair faced brickwork. There are lead flashings in place around the base of the stack, which intersects with the roof pitch. Copings and chimney pots are in place.

An inspection was carried out from ground level and there is evidence of considerable vegetation growth and loose and weathered pointing. Internally staining was noted to the ceilings at first floor level.

We would recommend that all flashings to the stacks are checked, vegetation growth removed and brickwork re-pointed.

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4.03 Parapets

Parapet walls are provided to the flat roof at first floor level and this was viewed from ground level. General staining was noted to the brickwork and there is evidence of vegetation growth.

We would recommend that the vegetation growth be removed, the roof is overhauled and lead flashings are checked.

4.04 Roof Void

The main roof was accessed via a hatch at first floor level. This is beyond the reach of a Surveyor's 3m ladder and was not accessed.

We are informed that the main roof is constructed in a traditional manner with rafters, purlins, ceiling joists, etc., in place. An earlier report indicated historic staining to the timbers and considerable rubbish and debris was noted in the void.

We would recommend the void is cleaned of any rubbish and debris.

4.05 Rainwater Goods

The rainwater goods serving the main property are a combination of metal/p.v.c. gutters and metal downpipes. Generally, the metal gutters are aged and corroded with leaking joints and the p.v.c. products are aged and discoloured. Considerable vegetation growth was noted to the gutters to the front and rear of the property.

We would recommend that all rainwater goods are replaced.

4.06 External Walls and Elevations

We suspect that the walls to the main property are of possibly cavity construction with a fair faced brick finish externally in Garden Wall Bond. (Further intrusive investigations will need to be undertaken before finalising a specification for works for tendering purposes). We will need to establish and confirm that the walls are either of cavity construction or solid masonry as this will affect the type of repairs necessary i.e. if the walls are of solid construction, it is usual for the timber joists to be built into the walls and the joist ends will be susceptible to dampness and often decay.

Damp penetration was noted to the internal face of the external walls to the offices at ground and first floor levels. This is mainly due to a defective damp proof course, at ground level, defective pointing to brickwork and defective rainwater goods.

Loose and weathered pointing was noted to the brickwork which will require re-pointing. There are also areas of damaged brickwork which will require repair.

4.07 Damp Proof Course

There is evidence of a damp proof course present particularly to the rear right hand corner of the property. The damp proof course is aged and brittle and will need to be replaced.

Electronic moisture meter readings were taken on the internal face of the external walls in localised areas and did reveal unacceptably high levels of dampness. This would suggest that the damp proof course has failed.

4.08 Sub-Floor Ventilation

The floors throughout the property at ground floor level are of solid concrete/suspended timber construction. Sub-floor void ventilation is provided to certain areas at ground floor level. It is important to maintain adequate cross ventilation.

4.09 External Joinery

The windows to the property are painted timber and single glazed and are possibly the original sash windows.

The windows are generally rotten with missing cords and broken glazing. We would recommend that they be replaced and upgraded with new p.v.c. windows complete with double glazed units.

The window openings are served by concrete/brick sills and concrete detailing to the heads. Loose pointing was noted to certain of the sills which will need to be re-pointed. Cracks were also noted to the heads of the windows and these will also require repair.

There are a number of defective concrete sills particularly the windows to the W.C.'s which will need replacing.

The external doors are of painted timber finish. Wet rot and peeling paintwork were noted to the external doors and these doors and frames should be replaced.

4.10 External Decoration

Generally, the external decorations are poor. Re-decoration will be required following maintenance and improvement work and will be required on an ongoing basis to maintain the property in a good condition.

4.11 Ceilings

The ceilings to the main property are a combination of t & g sheeted timber boards/proprietary suspended ceiling/fibreboard panels and presumably lath and plaster with a paint finish.

Historic damp staining was noted to certain of the ceilings in the property. Redecoration will be required following maintenance and refurbishment of walls.

4.12 Internal Walls and Partitions

These are mainly masonry but some stud work has been used internally and all have a smooth plastered finish/timber panelling up to dado level which has been decorated.

Damp staining and cracking was noted and, as above, when the source of water ingress has been resolved, plaster repairs will be necessary. "Live" plaster and cracking was noted in localised areas on ground and first floor. "Live" plaster will need to be hacked off and re-plastered to align through with existing. Cracks should be raked out and filled prior to redecoration.

Fungal growth is present in the internal face of the external wall at the front of the property.

4.13 Floors

At ground floor level, the floors are of suspended timber or solid concrete construction. The first floor is of suspended timber construction i.e. timber boarding on joists.

Carpet tile/ceramic tile/vinyl floor coverings are in place at ground floor level. These disguise the actual condition of the floor surface. In localised areas the floor coverings are worn and will need to be replaced throughout.

The suspended timber floor joists at ground floor level were slightly springy underfoot, particularly in the main conference room. Due to the presence of dampness noted in the ground floor walls, it is difficult to establish the condition of the floor timbers which are in contact with the walls. Further investigations will need to be undertaken once the floor coverings have been removed.

4.14 Internal Joinery and Kitchen Fittings

The internal joinery to the main property appears to be the original panelled doors, skirtings and architraves.

The internal joinery throughout is of reasonable standard, considering the type and age of the property. Certain alterations will need to be undertaken, particularly to the lobby doors at ground floor level to facilitate access for those with disabilities.

The kitchen is of a galley type and cupboards/sink unit are of basic standard and required to be replaced.

4.15 Internal Decoration

The property has not been redecorated recently and redecoration will be required as part of the ongoing maintenance to the property and following any refurbishment works.

4.16 Dampness

Electronic moisture meter readings were taken at selected locations around the property and unacceptably high levels of dampness were detected. You are advised to obtain a Specialist Report on Damp Proofing.

4.17 Timber Decay and Infestation

There is evidence of woodworm attack in the roof timbers. You are advised to obtain a Specialist Report on Timber Infestation.

4.18 Thermal Insulation

The thermal insulation is at a low level in this building. There is presently no loft and possibly no ceiling, wall or floor insulation present. Windows are single glazed.

We would recommend that insulation be provided, where possible, as part of any refurbishment programme. Current Building Regulations may require an upgrade of the elements as an energy conservation measure.

4.19 Outbuildings

There are two single storey detached outbuildings to the rear of the property. No access was available so a visual inspection was carried out externally.

Store 1 is constructed of single brickwork with metal windows and timber panelled doors served by a corrugated asbestos roof. The asbestos roof is in poor condition and will need to be replaced if the stores are to be utilised, as will the windows and doors. We suspect that the internal areas will also need to be refurbished and as we were unable to gain access we have allowed a provisional sum within our costs for limited refurbishment.

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Store 2 which is of timber construction, served by a pitched roof with a slate covering is used for storage and undertaking repairs to musical instruments. Generally, the external joinery is in need of redecoration and the entrance door and frame will need to be replaced. Consideration should be given to providing a fire exit to the rear/side of the property. The kitchen and W.C. facilities appear to be combined and these will need to be re-configured.

At the rear of the store there is a combined kitchen and W.C. facility. This will need to be reconfigured to provide separate facilities.

5. SERVICES

We have appointed Cogan & Shackleton to report on the existing Mechanical and Electrical Installations and their report and costings are attached at Appendix 1.

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6. BUDGET COSTS

Earl Lewis Ltd has provided indicative budget costings as follows:

6.01 INTRODUCTION:

This estimate is to provide an Indicative Construction Cost for the Proposed Refurbishment of Ballymoney Music Centre (former Technical College), 23 Charles Street, Ballymoney.

The Indicative Construction Cost is as follows:

Building Works	£520,000.00
Mechanical Installations	£296,000.00
Electrical Installations	<u>£210,000.00</u>
TOTAL INDICATIVE COST	<u>£1,026,000.00</u>

6.02 BASIS OF PRICING:

The figures reflect a current fixed price construction cost as at 3rd Quarter 2016.

Indicative Construction Cost Nr 1 was prepared on the 15th December 2006, this cost has been updated from the 4th Quarter 2006 to the 3rd Quarter 2016 using The BCIS All In Tender Price Index (TPI) issued by the Royal Institution of Chartered Surveyors.

It is assumed that the contract will be let as a result of a competitive tender, that the Contractor will be allowed free and unimpeded access to the site and will be allowed to work during normal working hours without restriction or interruptions.

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This Indicative Construction Cost has been prepared without the benefit of a Structural Engineer. When this consultant has had an opportunity to assess the Project their cost implications will have to be included within this estimate.

This cost estimate is subject to confirmation or amendment upon receipt of the Client Brief and the Project Specification.

6.03 **SCHEME INFORMATION:**

The following information was used in the preparation of this Indicative Construction Cost:

R. Robinson & Sons - Chartered Architects

Schedule of Repair Works, dated 2006.

Cogan & Shackleton – M & E Consulting Engineers

Mechanical & Electrical Installation Costs, dated July 2016.

6.04 **ASSUMPTIONS:**

1. The structure and fabric of the properties have not deteriorated any further since December 2006.

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6.05 **EXCLUSIONS:**

We list below items excluded from our estimated cost:

1. Building Regulation, Planning and Professional Fees.
2. Value Added Tax (VAT).
3. Site investigation costs and Utility Charges.
4. Loose fittings, fixtures and consumables.
5. Repairs to External Stores.
6. Inflation

7. CONCLUSION

The main property has not been very well maintained. There are elements e.g. the mechanical and electrical installations, sanitary ware and external envelope which will require upgrading, repair and replacement.

We would recommend that a full and comprehensive refurbishment programme be implemented. Certain items should be dealt with on an immediate basis such as mechanical and electrical installations, statutory obligations under the Disability Discrimination Act, replacement of rainwater goods and windows, external joinery, the eradication of damp and the carrying out of timber treatment in the property.

We would note that the Schedule of Repair Work listed in Appendix II is based upon a visual inspection of the property only and, prior to drafting Specifications for tendering purposes, further intrusive investigations will need to be undertaken.

8. THIRD PARTY CLAUSE

We must stress that this report is only for the use of the party to whom it is addressed and no responsibility is accepted to any third party for the whole or any part of its contents. Neither the whole, nor any part of this report or any reference thereto may be included in any document or statement, nor published or reproduced in any way, without the prior approval in writing as to the form or context in which it will appear.

Signed:



J. N. P. Morrison M.R.I.C.S.
for R. Robinson & Sons Ltd

APPENDIX 1

**COGAN & SHACKLETON REPORT ON EXISTING
MECHANICAL & ELECTRICAL INSTALLATIONS**



**Causeway
Coast & Glens
Borough Council**

**MECHANICAL & ELECTRICAL ENGINEERING
SERVICES CONDITION REPORT**

AT

BALLYMONEY MUSIC CENTRE



COGAN & SHACKLETON



10 New Row,
Coleraine, BT52 1AF

195 York Road,
Belfast, BT15 3HB

1. ELECTRICAL ENGINEERING SERVICES INSTALLATION

SECTION A - CONDITION REPORT

a. N.I.E. Supply & Switchgear Installation

The NIE supply is located on the ground floor in the Entrance Lobby at high level. The electrical supply is three phase with an approximate rating of 50 amps/phase.

There is evidence of a TT earthing facility. The main installation is protected by a TP/N 100mA 100A RCD. There is no evidence of an earth spike.

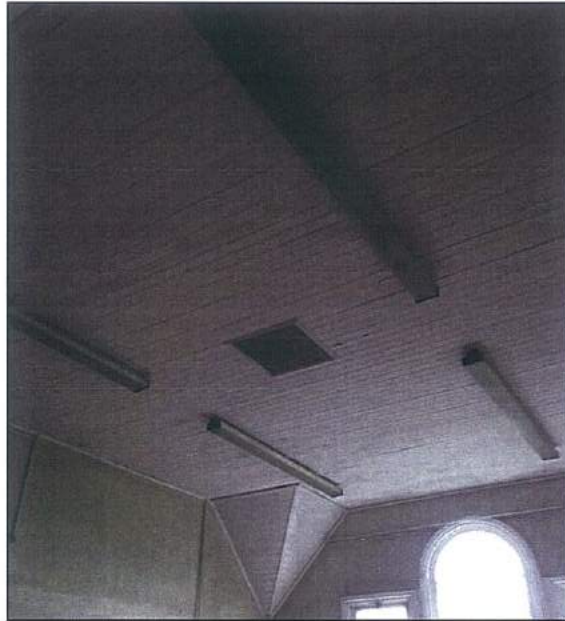


b. Cabling Installation

The outgoing circuits from the distribution boards are generally PVC insulated enclosed in galvanised conduit. The galvanised conduit is used as the circuit protective conductor as there is no separate earth. The wiring within the building is generally 30+ years old, with the exception of minor modifications in recent years.

c. Lighting Installation

The lighting within the building is generally surface mounted comprising of switch start linear fluorescents with T12 tubes. The entire existing lighting system is not compliant with modern Lighting Regulations, British Standards and Building Control Regulations.



There is evidence that emergency lighting has been installed within the building however it has a number of deficiencies. These include the following: Wrong legends are installed on exit boxes, some bulkhead luminaires fitted may not meet BS5266, no evidence that bulkhead luminaires are charging the batteries, inadequate coverage generally throughout rooms and stairwells.

d. General Purpose Power and Data Installations

There are socket outlets installed at various locations in the buildings. In general socket outlets are installed in PVC dado on ring circuits. These circuits are not protected by 30mAmp MCB/RCD's. There are also dedicated electrical supplies to water heaters and other miscellaneous items of equipment.

The existing communications (data) installation is not suitable for modern high speed equipment which requires high data transfer speeds.



e. Fire Alarm Installation

A fire alarm system is currently installed within the building. The system is manufactured by Tann Model Firecheck 3001. The system comprises of breakglass units at final exits and fire bells. There is no fire detection equipment located in the escape routes. It would be necessary to provide a fire alarm system to comply with the current British standards, such a system would provide fire protection to those using the building as well as protecting the property in the event of a fire.



SECTION B - RECOMMENDATIONS

a. NIE Supply and Switchgear Installation

The existing main switchboard and electrical distribution equipment would be past its useful life expectancy and requires complete replacement.

b. Internal Lighting Installation

The existing lighting installation would require complete replacement to comply with current Lighting Regulations, British Standards and Building Control Regulations. We would note that more aesthetically and architecturally pleasing luminaires are now available in the market place. A new lighting installation would be more efficient and require less maintenance with the use of new lamp technologies, such as L.E.D., with presence detection and daylight sensing.

Considering the above comments, we propose that a new lighting scheme is designed and installed throughout the building.

It is considered essential to incorporate a new emergency lighting system in accordance with BS5266-1:2016 throughout the building to provide adequate escape lighting in the event of an emergency situation. Such a lighting system would have to be carefully designed and installed to ensure that the current requirements are met without detracting from the aesthetics of the building.

c. General Purpose Power and Data Installations

It is recommended that the existing general purpose power and data installations are at the end of their useful life cycle.

A replacement system would incorporate sufficient additional socket outlets to facilitate all known current and future power connection requirements.

A Cat6 or Cat6A data installation would be installed to provide modern data transfer capability, whilst also future-proofing the building.

d. Fire Alarm System

It is considered essential that a new fire alarm system is installed to protect the entire building. We recommend that a fire alarm system be installed in accordance with BS5839-1:2013 and subsequent amendments, and be to a minimum L3 standard, but more advisable to an L1 standard which covers all areas throughout the building. An L3 system is designed to give a warning of fire at an early stage to enable all occupants, other than those in the room of fire origin, to escape safely, before the escape routes are impassable owing to the presence of fire or smoke. Such a fire alarm system would be provided with strobe/sounders for the visually impaired and should be centrally monitored which again would offer a higher standard of protection than currently exists to both property and life.

e. Disability Discrimination Act & Building Regulations Part F

It is necessary to provide a through floor lift within the premises to satisfy the requirements of the Disability Discrimination Act (DDA). We would therefore recommend that a platform lift be installed within the building.

Building Regulation Part F (Conservation of Fuel & Power) sets out strict guidelines on efficiencies and the metering of installed equipment within a building. This would be fully addressed via a full re-wire of the building.

f. Estimate of Costs

Due to the poor condition of all electrical services within the building, we would recommend that the entire building be re-wired to include, general power, general and emergency lighting, fire alarm, etc.

Removal of Existing Installations	£ 10,000.00
NIE Upgrades and Main Switchgear Installation	£ 11,200.00
General, Emergency & External Lighting Installations	£ 71,400.00
General Power Installation	£ 44,800.00
Communications (Telephone & Data) System Installation (excluding active equipment i.e. servers, computers, telephones etc.)	£ 10,500.00
Fire Alarm Installation	£ 16,100.00
Intruder Alarm Installation	£ 3,500.00
CCTV Installation	£ 7,000.00
Wiring for Mechanical Services	£ 10,500.00
Platform Lift Installation (excluding builders work)	£ 18,000.00
Miscellaneous Items	<u>£ 7,000.00</u>
Total Cost for Electrical Services Installation	£210,000.00

2. MECHANICAL ENGINEERING SERVICES INSTALLATION

SECTION A - CONDITION REPORT

a. Boiler House LPHW Heating Installation

The boiler house is located underground to the rear of the building. The boiler is a Buderus Clyde boiler output 146kW, served by a Nuway oil burner. Externally there is slight signs of corrosion on the boiler casing, however it has been reported that the boiler has operated without any major interruptions due to maintenance problems. It has not been possible to assess the installation date of the boiler.

The boiler operates on a domestic style time clock. There is no form of weather compensation or optimisation fitted. The boilerhouse pipework distribution network consists of one 80mm pumped circuit. The pump, valves and associated pipework are in extremely poor condition and show considerable signs of deterioration.

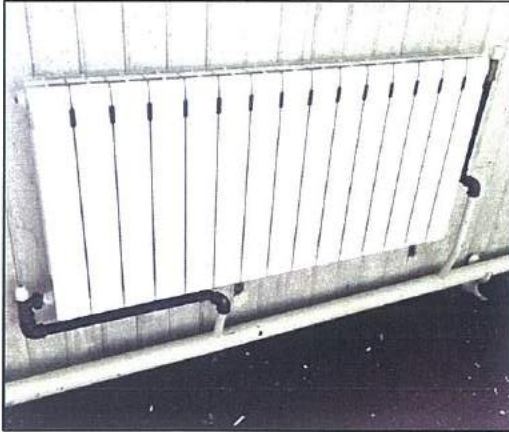
The pipework insulation is in poor condition and consists of varying standards. There is possible evidence of Asbestos based pipework insulation. The insulation in part does not comply with requirements set out for installation in buildings of public assembly. The insulation generally is in extremely poor condition and shows considerable signs of deterioration.

The boiler flue is a single skin un-insulated metal flue. The flue is in extremely poor condition and shows considerable signs of deterioration. The brick chimney would require further internal examination.

b. Distribution LPHW Heating Installation

The distribution network within the building consists mainly of a one single pipe heating circuit serving different styles of radiators located throughout the building. There are newer aluminium sectional radiators in reasonable condition and older style steel sectional and panel radiators. The older style radiators condition range from fair to extremely poor. There is some external evidence of joint deterioration on the pipework network, which was possibly caused by frost damage and internal corrosion. The internal condition could not be assessed however taking into account the estimated age of the system the network requires total replacement.

There is no modern thermostatic controls installed on the heating system which would be in contravention of current Building Regulations. The walls, roof and windows have very poor insulation standards, and if these were being upgraded the heating system would also require upgrade. No zoning is installed which in combination with motorised valves and thermostatic radiator valves would give local temperature control of each space.



c. External Oil Storage

The external oil tank is a plastic bunded tank and has a capacity of 2500 litres. The tank is in good condition and meets with current building control regulations. The external oil distribution pipework is in extremely poor condition.



d. Firefighting Installation

The portable firefighting equipment was last serviced in July 2005. This should be continued to be checked at yearly intervals.

e. Sanitary Ware and Plumbing Installation

The sanitary ware varies from antique style to modern. The condition of the modern type varies from fair to very poor. The antique style is in extremely poor condition. Waste pipework varies from plastic which serves the modern style to steel pipework, which serves the antique type. The steel waste pipework is in extremely poor condition.

The exposed parts of the plumbing system generally contravene anti-legionella recommendations i.e. no hot water return.

No access was gained to the cold water storage tank or hot water cylinder. It is however assumed that due to the age of the plumbing system both is assumed to be galvanized steel again contravenes anti legionella recommendations.

f. Conclusion

It is apparent from the varied style of mechanical services within the building that the heating, sanitaryware and plumbing installations have been changed in part over the years. The condition of the installations however remains generally poor. It is therefore our recommendation that all the mechanical services should be replaced in their entirety as part of any major refurbishment works.

g. Estimate of Costs

Due to the poor condition of all mechanical services within the building, we would recommend that the entire building be renewed to include, heating, plumbing, sanitary ware, ventilation, controls etc.

Removal of Existing Installations	£ 10,000.00
Heating Installation	£126,000.00
Plumbing Installation	£ 60,000.00
Sanitary Ware & Wastes Installation	£ 40,000.00
Ventilation Installation	£ 25,000.00
Controls	£ 25,000.00
Miscellaneous	<u>£ 10,000.00</u>
Total Cost for Mechanical Services Installation	£296,000.00

APPENDIX II
SCHEDULE OF REPAIR WORKS

**BALLYMONEY MUSIC CENTRE
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REPAIR WORKS

MAIN PROPERTY

EXTERNALLY

Provide safe access i.e. scaffolding, to undertake all external works.

1. Carefully remove existing rainwater goods and replace with new p.v.c.
2. Replace damaged/delaminated concrete/brick sills.
3. Repair damaged concrete/brick sills and heads of windows.
4. Remove existing timber windows throughout and replace with new p.v.c.u.
5. Remove existing external doors and frames and replace complete with new ironmongery – 3 No. double door sets and 3 No. single. Provide automatic open and close mechanism to main entrance doors.
6. Allow for cutting out and replacing damaged/delaminated brickwork (isolated areas measuring up to 2m²).
7. Rake out all defective pointing and re-point.
8. Carefully remove existing parapet copings, provide new lead flashing and reinstate copings, re-point same.
9. Remove vegetation growth to chimney stacks, clean down and re-point brickwork 3 No.

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10. Repair/replace mouldings.
11. Carefully remove brickwork to apex of gable and rebuild
12. Replace covering to 3 No. flat roofs to rear and effect all necessary repairs to roof structure.
13. Carry out close inspection of all lead valleys and abutments and replace leadwork, where necessary.

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STORE 1

14. Carefully remove corrugated asbestos roof to rear store and replace.
15. Remove all existing rainwater goods and replace.
16. Remove existing double doors and frames (3 No. sets) to store and replace.
17. Remove existing windows and provide new metal windows with security grilles externally.
18. No access internally for inspection.

STORE 2

19. Clean moss growth from pitched roof covering.
20. Remove existing rainwater goods and replace same and leave same in proper working order.
21. Remove existing metal windows and provide new metal windows and external security grilles.
22. Remove existing double doors and single door and frames and replace. Provide new fire exit door and push bar mechanism.
23. Thoroughly prepare and redecorate all the external joinery.
24. Reconfigure existing W.C. and kitchen facility.

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INTERNALLY

MAIN PROPERTY

25. Redecorate internally throughout. All existing surfaces to be cleaned down of all flaking paint and primed prior to re-decoration.
26. Hack off cracked/damp affected plaster, re-plaster to align through with existing. Rake out hairline cracks and fill prior to redecoration.
27. Reconfigure staff toilets to provide disabled male and female W.C.'s. Hack off all plaster finishes and re-plaster.
28. Carefully remove existing sanitary ware, provide new sanitary ware to male/female and disabled W.C.'s throughout.
29. Provide new tiled splashbacks to sink units and W.C.'s and provide tiled sills to windows.
30. Provide existing floor finishes to W.C. areas and replace.
31. Provide new signage to W.C. doors.
32. Overhaul, ease and adjust all internal doors including ironmongery and leave in proper working order.
33. Investigate water ingress to MR2.
34. Open up cracks to music rooms and investigate.
35. Replace worn carpet tiles throughout.

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36. Upgrade fire precautions.
37. DDA provisions:- provide level ramp access.
38. Provide induction loop.
39. Provide car parking bay markings and disabled bay markings.
40. Replace ground floor covering throughout (brown vinyl).
41. Upgrade balustrades to staircase (x 2 No.).
42. Overhaul, clean 2 No. glazed roof lights.
43. Replace fibreboard tiles to ceilings and walls to PR1 and PR2.
44. Provide insulation to roof void.
45. Improve signage throughout.
46. Provide new kitchen facilities.