



St Ives Town Council

St Ives Town Council

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Website: stivestowncouncil-cornwall.gov.uk
Date: 31st October 2024

STIVES-RFQ-00010-24: REQUEST FOR QUOTATIONS: ROOF REPLACEMENT AND ASSOCIATED WORKS, ST IVES OLD FIRE STATION, ST ANDREWS LANE

Dear Sir/Madam

Thank you for your interest in the above roofing works contract. The attached documents provide you with all the information you need to submit a quote. These include

- A detailed bid document including a specification of works, conditions of tender and the key dates. The award criteria are also provided.
- Site plans and associated documents
- A submission document template including a quality questionnaire and form of tender

To submit a bid, please read the bid guidance and complete the submission document and send this, together with your response to the specification and a copy of the Risk and Method Statement, insurances (and any other background information) by the deadline.

Correspondence or any requests for clarification should be directed to the mailbox tenders@stives-tc.gov.uk with a subject line as follows: Strictly Confidential – Roof replacement and Associated Works - St Ives Old Fire Station - [your company name] Proposals should be submitted no later than **midday on Monday 18th of November 2024**. We look forward to receiving your quote.

Yours faithfully,

Louise Dwelly
Town Clerk



St Ives Town Council



St Ives Town Council

StIves-RFQ-00010-24

Roof replacement and associated
works at St Ives Old Fire Station
(St Johns
Ambulance Building)

Request for Quotation

NAME OF AUTHORITY: St Ives Town Council
QUOTATION FOR: roof replacement and associated works at the St Ives Old Fire Station
CONTRACT NOTICE REFERENCE NUMBER: reference StIves-RFQ-00010-24
QUOTATION RETURN DATE AND TIME (DEADLINE): Midday Monday 18 th November 2024

1. Introduction and Background

1.1 Contents of the RFQ

This request for quotation (**RFQ**) comprises:

- APPENDIX A: Specification of Works
- APPENDIX B: Conditions of Tender
- APPENDIX C: Site location plan, condition survey and building plans
- APPENDIX D: Quality Questionnaire
- APPENDIX E: Form of Tender

1.2 Introduction to the Council

A contract notice was placed on Contract Finder with reference StIves-RFQ-00010-24 and the RFQ was made available on Wednesday 31st October 2024 with reference St Ives (Cornwall)

The Council is conducting the procurement using the open procedure in accordance with the requirements of the Public Contracts Regulations 2015 (*SI 2015/102*) (PCR 2015) for the purpose of procuring capital works described in the Specification.

This RFQ contains further information about the procurement process, the works, and assessment questions for Bidders to complete. Each Bidder's response (**Quotation**) should be detailed enough to allow the Council to make an informed selection of the most appropriate solution.

St Ives Town Council ("the Council") owns the old fire station building. The building is not listed but is a heritage asset and is connected to a listed structure. The building was acquired from Cornwall Council in 2023 and the roof has significant damage and water ingress. Recent survey work and investigations have revealed has revealed the roof to be in a perilous state and is in need of urgent

replacement. A copy of the building survey is attached at Appendix C.

1.3 Value of the contract

Based on surveys and estimates, the anticipated value of the works will not exceed the budget threshold of £70,000.

1.4 Contract Timetable

The Council is not specifying a commencement date – this will be by negotiation with the successful bidder. However, works must be completed as a matter of urgency, subject to suitable weather conditions by **no later than Friday 21st March 2025**.

1.5 Purpose and scope of this RFQ

This RFQ:

- Asks bidders to submit their quotes in accordance with the instructions set out in the remainder of this document.
- Sets out the overall timetable and process for the procurement.
- Provides Bidders with sufficient information to enable them to submit a compliant Quotation
- Sets out the Award Criteria that will be used to evaluate the Quotations.
- Explains the administrative arrangements for the receipt of Quotations.
- Unless otherwise indicated, all words and expressions used in these Instructions to Bidders with an initial capital letter shall have the meanings set out in the Conditions of Contract

1.6 Clarifications about the proposed works

This RFQ should provide all the information required at this stage. However, bidders are free to ask questions or seek clarification as appropriate to enable them to complete their Quotation. Questions must only be asked via the email tenders@stives-tc.gov.uk specifying **Roof Replacement and Associated Works - St Ives Old Fire Station - request for clarification** in the subject line for of the email.

The Council will respond to all reasonable clarifications as soon as possible through publishing questions and the Council's response to them on via an email (**Clarifications Log**). The Council is committed to maintaining a competitive and transparent procurement process including ensuring that information given in response to Bidders' questions is equally available to all.

The deadline for receipt of clarifications relating to the Works or this RFQ is set out in paragraph 2. The Council reserves the right not to answer questions received after this date.

Bidders should note that it is their responsibility to review all previous questions and answers that have been asked and answered as well as any additional information that might be circulated by email from time to time. Therefore, it is recommended that Bidders regularly check their emails and keep their email addresses up to date.

Bidders are advised not to rely on communications from the Council in respect of the Works or RFQ unless they are made in accordance with these instructions.

The Council reserves the right to issue amendments or modifications to the RFQ. Any such amendments will be issued to all Bidders simultaneously directly and Quotations will be assumed to take such amendments, and any modifications or amendments arising from the RFQ, into account.

1.7 Clarifications about the contents of the Quotation

The Council reserves the right (but is not obliged) to seek clarification of any aspect of a Quotation during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Bidders are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the Quotation non-compliant.

2. Quotation Timetable

2.1 Key dates

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Bidders are treated equally.

The key dates for this procurement (**Timetable**) are currently anticipated to be as follows:

Event	Date
Deadline for receipt of clarifications	Monday 11 th November 2024
Target date for responses to clarifications	Wednesday 13 th November 2024
Deadline for receipt of Quotations	Monday 18 th November at midday
Evaluation of Quotations and internal approval process	Wednesday 20 th November 2024
"Standstill" Letters issued	Wednesday 20 th November 2024

"Standstill" period	Wednesday 20 th November
Confirm contract award	Monday 2 nd December 2024
Practical Completion Date	Friday 21 st March 2025

Any changes to the procurement Timetable shall be notified to all Bidders as soon as practicable.

2.2 Deadline for receipt of Quotations

Responses to this RFQ must arrive at the address and in the manner prescribed under paragraph 3.1 no later than the Deadline.

Any Quotation received after the Deadline shall not be opened or considered. The Council may, however, in its own absolute discretion extend the Deadline and in such circumstances the Council will notify all Bidders of any change.

2.3 References

Bidders are requested to supply three references. References will be used to verify the technical proposals put forward in the Quotation and will not be scored.

The Council reserves the right to seek references from any of the Bidders' customers, including the Council, whether or not the Bidder has listed such customers as referees.

2.4 Site visits

The Council recommends that prior to bidding, all Bidders should undertake site visits to ascertain the nature of the sites, local conditions which are likely to affect the delivery of the Services.

2.5 Contract award

The Council may award the Contract(s) on the basis of a Quotation submitted in accordance with the instructions below.

Following submission of Quotations, they will be evaluated in accordance with the methodology set out at 3.4 in this RFQ. The Bidder who submits a Quotation with the highest overall score will be the most economically advantageous Quotation and will be selected as the Successful Bidder.

Contract award is subject to the formal approval process of the Council. Until all necessary approvals are obtained and the standstill period completed, no Contract(s) will be entered into.

Once the Council has reached a decision in respect of a contract award, it will notify all bidders of that decision and provide for a

standstill period in accordance with the PCR 2015 before entering into any Contract(s).

2.6 Debrief

The contract award notification will be sent to each. The Council will inform all unsuccessful Bidders of the identity and relative advantages and characteristics of the successful Quotation as compared with the addressee's Quotation.

3. Quotation completion information

3.1 Formalities

Documents comprising the Quotation (the quality questionnaire and form of tender, together with any supporting information) must be completed and sent by email to tenders@stives-tc.gov.uk with "Roof replacement and Associated Works at St Ives Old Fire Station" as the subject line of the email by the Deadline.

The following requirements must be adhered to when submitting Quotations:

- The pages of the Quotation documents must be numbered sequentially as "Page [x] of [xx]" and include the date and title of the document on each page of the main body.
- Any additional pre-existing material which is necessary to support the Quotation should be included as schedules with cross-references to this material in the main body of the Quotation. Cross-references to this RFQ should also be included in the Quotation whenever this is relevant.
- Where documents are embedded within other documents, Bidders must provide separate copies of the embedded documents as attachments.
- The Quotation must be in English and drafted in accordance with the drafting guidance set out in this RFQ.
- Each Quotation must be uniquely named or referenced.

The Quotation must be clear, concise and complete. The Council reserves the right to mark a Bidder down or exclude them from the procurement if its Quotation contains any ambiguities, caveats or lacks clarity. Bidders should submit only such information as is necessary to respond effectively to this RFQ. Quotations will be evaluated on the basis of information submitted by the Deadline.

The Bidder must provide an executed **Form of Tender** Where the Bidder is a company, the Quotation must be signed by a duly authorised representative of that company. Where the Bidder is a consortium, the Quotation must be signed by the lead authorised

representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case they must have and should state that they have authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of a sole trader, they should sign and give their name in full together with the name under which they are trading.

3.2 Submission of Quotations

Each Bidder must submit a quotation which meets the Council's minimum requirements, operate as a standalone bid and not be dependent on any other bid or any other factors external to the Quotation itself. That is, the Quotation must be capable of being accepted by the Council in its own right.

3.3 Conditions of Tender

The Conditions of Tender are attached at Appendix B. By submitting a Quotation, Bidders are agreeing to be bound by the terms of this RFQ and the Conditions without further negotiation or amendment.

If the terms render the proposals in the Bidder's Quotation unworkable, the Bidder should submit a clarification in accordance with paragraph 1.7 and the Council will consider whether any amendment to them is acceptable.

The Contract will be in the form of a JCT minor works contract, which embodies the terms of the Quotation documents.

The successful Bidder will be required to enter into the Contract promptly and shall not commence the provision of the Services nor be entitled to any remuneration whatsoever until it has done so unless otherwise expressly agreed at its discretion by the Council.

The successful Bidder shall be liable for any loss or damage incurred by the Council if the Services cannot be concluded on the Completion Date as a result of the successful Bidder's failure to execute the Contract properly.

3.4 Award Criteria

Each quotation will be checked for completeness and compliance with all requirements.

The successful bid will be selected through evaluation by review panel to determine the most economically advantageous offer based on the following award criteria:

Criteria	Score %
Skills and experience (of the company and project team)	25
Track record (based on the references and projects provided)	10
Cost of work (exc VAT) including travel and other expenses. The lowest price will be awarded the full 50%. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid.	50
Financial Standing	5
Social value – how the proposal will improve the economic, social and environmental well-being of the area. This might include employing apprentices, recruiting employees or subcontractors locally, paying the living wage, and environmental benefits.	5
Start date – how soon work can start	5

The review panel will award marks depending upon assessment of the tender submissions using the following scoring:

Judgement	Interpretation
Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.

Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or
Unacceptable	quality measures required to provide the goods/works/services, with little or no evidence to support the response. Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, St Ives Town Council reserves the right to seek clarification in writing from the proposers, to assist it in its consideration.

Proposals will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

St Ives Town Council is not bound to accept the lowest price nor any proposal put forward and will not reimburse any expense incurred

3.5 Documents forming the contract

The following documents shall form part of the Contract between the Council and the Contractor:

- Letter of appointment
- Specification.
- Approved plans – planning portal reference: PA24/00583
- Submitted Risk and Method Statement

Appendix A: Specification of Works

Building name and address

The Old Fire Station, St Andrews Street, St Ives, TR26 1AH

Project

Re-roofing the Old Fire Station, to include a dry lay slate to the rear (east) roof aspect, a traditional wet lay slate to the front (west) roof aspect. These works will also incorporate the replacement of the wet lay slate hangings, on the rear (east) elevation of the building.

Client

St Ives Town Council, The Guildhall, Street-an-Pol, St Ives, TR26 2DS

Planning permission

The property is not listed but does fall within the St Ives Conservation Area and is attached to two other listed structures.

Planning consent has been approved (planning reference - PA24/00583), which includes:

- The replacement of the rear (east) roof aspect in dry lay
- Installation of a solar array on the rear (east) roof aspect with on roof mounts (to be installed by specialist supplier).

Building regulations

Building regulations approval will be required. Contractors will be scored higher if they are members of NFRC Competent Person Scheme (or similar) to allow self-certification and provide a 10-Year or more insurance backed guarantee.

Construction design and management (CDM)

Full compliance with CDM2015 regulations is to be followed during all stages. The project is non notifiable. There will be more than one contractor (roofer and solar installer) and a principal designer will be required.

The contractor is to allow for all necessary site facilities and provide risk assessments and method statements as required.

Existing services

The Old Fire Station - Mains electricity (not three phase), water & drainage.

Type of contract

Confirmation in writing with contracted specification and terms.

Management

The contractor is to provide site management and administration, including liaising with the contract administrator [note: are we having a CA as part of these works? Feels like the job is too small for that?], any subcontractors, consultants, and relevant statutory authorities.

The contractor is to carry out the works specified in section 3 onwards within this document and is to include a necessary programme to indicate how the works will be completed by a specified start and finish date.

Full compliance with CDM2015 regulations is to be followed during all stages. The contractor is to allow for all necessary site facilities and provide risk assessments and method statements.

Materials

Materials are to be as specified below and in accordance with the planning permission. Any variations must be agreed beforehand. All workmanship must follow current British standards, agreement certificates or industry codes of practice unless otherwise stated. Any relevant certification shall be provided upon request. All materials are to be installed to manufacturers specifications and any problems with incompatibility must be discussed with the contract administrator prior to installation.

Variations

Variation orders should be issued as appropriate by the contract administrator to allow an adjustment in the scope of works and expenditure or to confirm expenditure of contingencies or provisional sums under the intent of the contract. The contractor shall produce fully costed details of expenditure under variations upon request. Where requested the contractor will also produce fully dated timesheets and supporting supplier invoices.

Any day works carried out under variation orders are to be fully agreed with the contract administrator prior to execution.

Licences

The contractor must ensure to obtain any necessary licences associated with the works such as waste disposal, scaffolding all statutory permissions. Gaining the necessary licences should be factored into the lead times and confirmed within the quotations.

Services

The contractor ensure that all service connections are maintained and safe during the works. Temporary site supplies must be allowed for and included in tendering costs.

Public

Construction areas should be completely fenced in order to keep the public out and warning signs will be displayed to advise of site dangers. All neighbouring properties should be notified of the hazards on site and kept aware of the activities. All access routes will be kept clear at all times.

Public roads will be regularly cleaned if debris from site is spread during inclement weather and suitable warning signs will be displayed. Nuisance dust will be controlled by water spraying if necessary, and drivers will be required to operate at slow speeds. Noise levels will be monitored to prevent the noise becoming a nuisance.

Removal of waste materials

All waste materials are to be disposed of at a licensed tip. Tickets for disposals must be kept.

Assessment will be made with St Ives Town Council while stripping the existing covering to establish whether any of the slates are salvageable. Whether there is scope to re-use slates will be agreed at the time of works. Any salvageable slates not re-used will remain the property of St Ives Town Council.

Work at height

Scaffolding should be priced separately. In setting out proposed timescales for work, the availability of scaffolding should be ascertained and confirmed.

All work at height will take place on scaffolding erected by a competent person, in accordance with current regulations and BS EN12811-1. Mesh guards will be fitted to platforms to prevent falls of materials. Handover Certificates will be obtained from the Scaffolding Contractor, prior to its first use.

Manual handling

All materials will be handled mechanically when possible. One person will not handle loads weighing in excess of 20kg and a manual handling risk assessment will be compiled.

Asbestos

The Town Council has completed an Asbestos Refurbishment Survey for the Old Fire Station with approved asbestos surveyor Allium, and this will be available for the contractor to review. Only one area of asbestos has been confirmed within the building, which is the asbestos tiles to the staircase internally.

Traffic management

St Andrews Lane is a no through road with restricted vehicular access (residents only) and the lane is under St Ives Town Council's ownership. There is a gate at the entrance, which has access via a padlock – access to this will be provided. There is space for up to two vehicles in front of the Old Fire Station, but a site visit will be required to agree where the vehicles can be parked, to allow continued access for residents.

Efforts will be made to separate pedestrians from moving vehicles and plant. Where necessary, temporary fencing can be erected to provide a safe zone for pedestrians with road crossing points established with the necessary road signs displayed.

When selecting plant and work equipment for use on site, consideration must be given to the suitability of the plant and its safe operating parameters. Operatives who are selected to operate an item of plant must also have their competencies assessed.

When the necessity arises for plant / vehicles to reverse, a banksman will be available to direct the driver.

Speed limits will be imposed on site and signs will be displayed accordingly.

A traffic plan will be compiled and updated as work on site progresses.

Noise and vibration

Noise and vibration levels will be kept to a minimum to prevent them becoming a nuisance and to prevent health effects to operatives. Levels above the minimum action levels will be monitored and records maintained.

Demolition / strip out

Trained operatives working to a method statement prepared by a competent person will carry out all demolition/strip-out work

The contractor shall ensure that all relevant notices are fixed to the site in accordance with health and safety legislation.

The site must be kept clean and tidy at all times and rubbish is to be removed as work progressed. Waste and debris must not accumulate on the site to avoid health and safety hazards. Contractors must also work using dust extractors where necessary to avoid dusty environments leading to health hazards.

First aid

The contractor is to undertake the appropriately qualified first aiders are available onsite at all times in accordance with the CDM2015 regulations

Induction

ALL persons working on site will attend an induction course where site rules will be explained; all persons attending will be required to sign to confirm that they attended the induction training course.

Pre-start list

The following will be available on site prior to work commencing:

- a) Construction Phase Health and Safety Plan
- b) A Safety Policy for all contractors working on site
- c) Employers Liability Insurance Certificate
- d) Copies of Statutory Documents, Notices, etc.
- e) Copies of Training Certificates
- f) Site Rules / Induction Training Records
- g) Plant Test / Examination Certificates
- h) Warning Signs - Hard Hats / Overhead Cables / Deep Excavations / etc.
- i) Fire Extinguishers
- j) Site Fencing
- k) Welfare Facilities in full working order (to regulation standard)
- l) Emergency procedures drawn up - fire plan, etc.

Risk / COSHH

Assessments for all activities with significant risk will be available prior to the activity commencing. This includes work to be carried out by sub-contractors.

Where risk assessments may not fully cover all hazards within an activity, a full method statement / permit to work system will be compiled.

Site documentation

Copies of all site documentation will be kept available for inspection by authorised personnel and copies will be available for the Principal Designer for inclusion in the Safety File.

The contractor will ensure that all sub-contractors and specialist suppliers provide documentation of their installation and materials for insertion within all Health and Safety files. Test certificates will be required for all installations.

Weather

Risk assessment should always be undertaken to establish safe working at height taking into account the weather as well as changing wind speeds.

Generally, it will be expected that roof level work will cease when the (average) mean wind speed reaches approx. 23 mph (or gusting to approx. 35 mph or over). When handling rolls of felt or membrane at roof level, additional care should be taken when the mean wind speeds are in the region of 17 mph (gusting to 26 mph or over).

The contractor will ensure that necessary temporary protection is provided to the building during the works to avoid undue damage to internal areas and structures. All work should stop when the temperature drops below 3° C and ongoing works must be protected against frost.

All areas of the structure must be protected against rain when working upon and after completion of works. Hot weather must also be accommodated by damping down masonry to avoid fast drying out of mortars et cetera.

Standards of workmanship

The contractor must ensure to price for the full extent of work specified in these documents. Failure to fully price the scope of works will potentially lead to loss by the contractor and no claims for inadequate pricing of the specification will be allowed.

Variations from the specified work must be discussed with the contract administrator and cost savings will be encouraged as well as improvements in quality. The contractor is to consider all work and provide information on possible suggested variations as early as possible.

All materials and workmanship to comply with all relevant British standards and codes of practice. Strict adherence to the structural engineering drawings must take precedence over the design drawings and specialist installations such as steelwork and timber structures must be carried out by competent and

experienced contractors and must be fully priced based on the structural engineer's specifications and drawings.

The contractor must ensure that site foremen are responsible and experienced in supervising and controlling the works on site. Any plant and operative equipment must be handled by experienced and competent operatives, and this is the responsibility of the site manager and contractor to ensure that good health and safety practice is always followed. As a minimum the site manager is to have an up-to-date Site Managers Safety Training Scheme certification.

Any works carried out by the main contractor or sub-contractors on site prior to the main approval or the submission of any additional information (i.e., details, samples, calculations, or reports) requested by the Planning Department or Building control is carried out entirely at their own risk.

The contractor/supervisor shall be responsible for ensuring all insulation to floors, walls and roofs is continuous with all joints taped to ensure no cold bridging occurs. All relevant areas shall be inspected during critical stages of construction and a report indicating that work has been completed satisfactorily and confirming that all works carried out comply with Part E of the Current Building Regulations as well as DEFRA's current edition of "Limiting Thermal Bridging and Air Leakage: Robust Construction Details for Dwellings and similar Buildings" A copy of such a report shall be made available during the Building Inspectors 'Final inspection' and failure to produce such a report could jeopardize the issuing of a 'Completion Certificate'.

Completion documentation

On completion of the works the contractor must ensure to hand over all necessary completion certificates and provide building control with required documents to certify electrical and plumbing installations. A full handover file should be prepared which includes instruction manuals for all fittings and fixtures and this must be passed to the contract administrator and health and safety adviser. The necessary documentation will be required prior to release of the certificate of practical completion and appropriate retention.

A Building logbook should be kept on site at all times and comply fully with the guidance laid down in Approved Document: Part L2B: paragraphs 90 to 92 inclusive as well as CIBSE TM 31 and the current C.D.M. Regulations.

Scope of work

The quotations provided should allow for all pitched roof covering elements to be replaced, as well as the rear vertical slate hangings. Expected time needed to replace the whole roof is approximately 4 weeks, with allowances to cater for possible bad weather.

Slate and halves are to be used to hips and ensure that no slithers or sections are permitted. Allowance should be made to remove and replace all slates and battens and entirely re-slate all roof slopes on tanalised slating battens.

The front roof aspect (east roof slope) should be re-laid in 'wet-laid' scantle slates laid in diminishing courses on a lime-based mortar bed. This should be matched with the adjoining building providing continuity and strong weather seal between the two properties. Details of slate including quarry name, sizes, method of coursing and method of fixing, should be agreed prior to work beginning on site.

The rear aspect (west facing slope) should be a dry-laid natural slate to tie with and match the adjoining building, providing continuity and a strong weather seal between the two properties. Details of slate including quarry name, sizes, method of coursing and method of fixing, should be agreed prior to work beginning on site.

On the dry lay rear (west) aspect, slates should be double nailed with copper nails. Existing ridge tiles are to be carefully set aside for reuse. Allow for 10no reclaimed matching pierced crested terracotta ridge tiles [check existing materials and planning conditions] to match like for like. Ventilation should be achieved with breathable membrane, continuous eave vents and vented ridge tiles.

On the rear of the building (west) – the vertical slate hangings should also be replaced with a wet laid scantle on a lime mortar bed.

It is understood that A frames, purlins and rafters are reported as being in good condition with no evidence of any substantial deterioration noticed. An allowance should be included for treatment to timbers while the roof is off to protect from woodworm/dry rot etc. These would need to be assessed when the scaffolding has been erected. Minor repairs should be allowed for within the quotation.

Quotations should include an allowance for replacement leadwork to valleys and abutments as part of the quotation. Closer inspection should be undertaken during works with any defects reported and notified as a variation as necessary.

Assess all rainwater goods at the roof edges, with any defects reported and notified as a variation as necessary.

All slating work to be in full accordance with British Standard BS5534:2003 – Codes of Practice for Slating and Tiling (including Shingles) and BS8000 – Workmanship on Building Sites, Part 6:1990 – Code of Practice for Slating and Tiling Roofs and Cladding.

General

Up to date contractor insurance is to be maintained by the contractor throughout the works and details are to be provided prior to commencement.

The contractor is to allow for all necessary temporary supports as required during the works.

All roofing works are to be undertaken by an NFRC registered roofer with building control self-certification provided.

The building is currently un-used and empty, and no provision will need to be made to open the building to staff or public.

The contractor will be responsible for security of the scaffolding during the works.

Two parking passes will be available for St Andrews Lane during the works, otherwise contractors are to make their own parking arrangements.

Appendix B: Conditions of Tender

1.0 Council's Warranties and Disclaimers

The Council may require further information as appropriate and assess this as part of the evaluation process.

The Applicant shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) the Council shall not make any payments to the successful Applicant save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by the Council to the Applicant in respect of the services by reason of the specification being different from that envisaged by the Applicant or otherwise.

Whilst the information in this document has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, the Council does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. The Council does not make any representation or warranty (express or implied) with respect to the information contained in the document or with respect to any written or oral information made or to be made available to any Applicant or its professional advisors.

Each Applicant to whom the document is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.

This document is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded the Applicant to bid or enter into any other contractual agreement. Under no circumstances shall the Council be liable to an Applicant in respect of any costs incurred by an Applicant (whether directly or otherwise) in relation to the preparation or submission of an offer.

2.0 The Bribery Act

The Bribery Act 2010 requires Public Bodies to ensure that they have procedures in place to prevent bribery by persons associated with them. As part of this responsibility all Applicants should make themselves aware of the obligations set out at <http://www.justice.gov.uk/legislation/bribery>.

3.0 Public Services (Social Value) Act

The Public Services (Social Value) Act 2012 brings in a statutory requirement for public authorities to have regard to economic, social and environmental well-being in connection with public services contracts in a way that is relevant to the subject matter of the contract and compliant

with the Public Contracts Regulations 2015. Applicants must note that they may be asked to comply with particular requirements based around such considerations as part of the selection and/or award process.

4.0 Freedom of Information Act 2000 and Environmental Information Regulations 2004 and Data Protection Act 2018

The Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This provides that anyone can ask the Council for any information held by it, or on its behalf and, unless an exemption applies, the information must be supplied. This means that all the information which an Applicant has provided in respect of this procurement and may provide in future to the contracting authorities will be subject to the FOIA or EIR.

In the absence of special circumstances, any part of the procurement documentation may be regarded as not subject to any exemptions, and therefore capable of being disclosed under the FOIA or EIR.

In respect of any completed Bid, where the Council is required to consider whether any information contained therein should be disclosed further to the FOIA, it will be necessary to consider whether any exemption applies. Where the Applicant considers that any of the information contained in its Bid is subject to any exemption, this shall be stated in the submitted documents with an explanation setting out what exemption it considers applicable and the reasons for it. The Council may have regard to this explanation when considering its response to FOIA requests.

The attention of Applicants is drawn to Section 43 of the Freedom of Information Act Guidance:

[Freedom of information and Environmental Information Regulations | ICO](#)

which provides that information may be exempt information if it constitutes a trade secret, or if its disclosure would, or would be likely to, prejudice the commercial interests of any person (including the Council). Applicants are further advised that, if the Council considers this exemption applies, it will then be necessary for the Council to determine whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5.0 Transparency in Local Government

As part of the transparency agenda, the Government has made the following commitments for procurement and contracting. Local authorities must publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. The Council may also publish the contract entered into with the successful Applicant. In making publication the Council intends to follow guidance set out in A practitioner's guide to

publishing information in accordance with the local government Transparency Code 2015.

6.0 GDPR and Data Protection Act 2018

The Applicant and Council shall comply with the provisions of the EU General Data Protection Regulation (GDPR) and the DPA 2018 where it applies in regard to any contract resulting from this procurement procedure.

7.0 Counter Terrorism and Security Act 2015

Section 29 of the Counter Terrorism and Security Act 2015 places a duty on Local Authorities in the performance of their duties to have “due regard to the need to prevent people from being drawn into terrorism”. The Act requires the Council to ensure that its procedures help to ensure a better understanding of radicalisation so that strategies can be put in place to deal with it. As part of this responsibility all Applicants should make themselves aware of the obligations set out at <http://www.legislation.gov.uk/ukpga/2015/6/contents>.

8.0 Modern Slavery Act 2015

Regulation 19 of the Modern Slavery Act 2015 incorporates the offences under Section 1, 2 or 4 of the Modern Slavery Act 2015 into Regulation 57 of the Public Contract Regulations as grounds for mandatory exclusion at selection stage. Section 54 of the Act also requires businesses which meet certain criteria to prepare and publish a slavery and human trafficking statement.

As part of this responsibility all Applicants should make themselves aware of the obligations set out at <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>.

9.0 Late Payment Directive 2015

The Council must maintain compliance with the following legislation:

Late Payment of Commercial Debts (Interest) Act 1998

Late Payment of Commercial Debts Regulations 2002

Late Payment of Commercial Debts Regulations 2013

5.9.2 The latter set of Regulations implements an EU Directive on late payment (Directive 2011/7/ EU). In line with this directive, the Council requires that all contracted suppliers pay their sub-contractors within 30 days.

10.0 Study of the Document

Documents issued by the Council to a prospective Applicant must not be passed on to a third party without the express permission of the Council.

- Applicants are expected to read, understand and agree to the documents as set out (including the terms and conditions) of the document as they will in their entirety form part of the resultant Contract.
- The Applicant is required to obtain all information as it may require them to make a Bid. The Applicant shall be deemed to have satisfied itself as to the correctness and sufficiency of its Bid. No claims whatsoever shall be entertained arising out of the Applicants failure to study the documents; the information provided will be relied upon as being true and accurate and will form part of the Contract with the successful Applicant. If any of the information given by your organisation within the document is subsequently identified as being inaccurate, this may exclude your organisation from further consideration.
- The Applicant's price shall (except in so far as it is otherwise provided in the Contract) cover all obligations under the Contract and Applicants shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Bid.
- The Applicant is responsible for all costs, expenses and liabilities incurred by the Applicant in connection with preparing its Bid.

11.0 Consortia and Sub-contracting

Where an Applicant wishes to make its application as a Consortium or utilising subcontractors the Council advises the group of organisations to select a Lead Applicant in whose name the Bid is to be submitted. The Lead Applicant is advised to confirm precisely what the arrangements are within its Bid including providing the names of all of the organisations to be involved, the nature and extent of their involvement and proposals regarding the structure and management of the Consortium or arrangements. Such details should be provided within the Selection Questionnaire where appropriate and should enable the Council to assess the overall Consortium or core supply base. All members of the consortium are required to provide the information required in all sections of the Selection Questionnaire.

The Lead Applicant should provide details of the actual or proposed percentage shareholding of the constituent members within the Consortium or the exact nature of and degree to which the Supplies/Services to be sub-contracted. Applicants that wish to bid as a Consortium or sub-contractor are discouraged from also making their own individual application or from participating in Consortia or providing sub-contracting arrangements for multiple Lead Applicants.

The Council recognises that arrangements in relation to Consortia and sub-contracting may (within limits) be subject to future change. Applicants should therefore respond to this opportunity in the light of the arrangements as they are currently envisaged. Applicants are informed that any future change in relation to Consortia and sub-contracting must

be notified to the Council during the procurement process or in the event that they are the successful Contractor and, in any event, as soon as that change is known.

The Council may then make a further evaluation of that Applicant or Contractor by applying the Selection criteria to the new information provided. In the event that the Council's evaluation of the new information results in an outcome that is different from the original, it reserves the right to deselect that Applicant from the process on those grounds and the Applicant shall be notified accordingly. As such, the Lead Applicant shall undertake to ensure that any change to its Consortium or sub-contractors shall not have a negative impact upon the arrangements.

If a Consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. Where the proposed Lead Applicant is a special purpose vehicle or holding company, information should be provided regarding the extent to which it will call upon the resources and expertise of its members.

Please note that the Council reserves the right to require a successful Consortium to form a single legal entity in accordance with Regulation 19 of the Public Contracts Regulations 2015. Where an Applicant requires additional time in the procurement process to establish relationships with suitable consortia partners it is advised to notify the Council at the earliest convenience and request an extension to the procurement timescales. Applicants may do this through the messaging facility described at the clarification section.

12.0 Discrepancies, Omissions and Errors

Should the Applicant find discrepancies in, or omissions from, the procurement documents, the Council shall be immediately notified by the Applicant: Should any additions or deletions arising from such notification, or in the event that the Council requires an amendment to be made, these will be issued by the Council to all Applicants and will be deemed to form part of the documentation. The Council reserves the right to extend any date of submission accordingly.

13.0 Terms and Conditions

- The applicable terms and conditions accompany this Quotation. Applicants will be required to declare that they have read and understood and will comply with said clauses as part of the submission process.
- Any queries regarding the terms and conditions, including an Applicant's request to suggest alternative drafting on some or all of the clauses contained therein, may be raised during the clarification period and in accordance with the Clarification Process. The Council requests that Applicants' comments, queries and/or suggestions are clear and precise, otherwise they may be rejected.
- Where the Council is in agreement with any changes to the terms and conditions proposed during that period, it will update the relevant documentation and all Applicants will be notified

accordingly. The Council reserves the right to extend the submission deadline date in order to allow Applicants sufficient time to take these changes into account. Where the Council is not in agreement with any changes those proposals shall have been judged to have been rejected and the Council shall provide an explanation to the Applicants as to the reason/s why it has been judged so.

- When the period for clarification has closed Applicants shall no longer be allowed to raise any further queries regarding the terms and conditions and the Applicant shall not be permitted to reserve their right to comment or negotiate upon the terms and conditions at any point thereafter.
- Applicants are required to agree to the terms and conditions associated with this procurement opportunity as part of the submission process and the Council reserves its right to class any Bid submitted to the contrary as noncompliant. All such Applicants shall be judged to have failed with their submitted Bids, shall be evaluated no further and notified accordingly.
- The Contractor(s) shall accept the terms and conditions as they are drafted in the final Contract. No further negotiation shall take place nor changes allowed. Where a Contractor disputes this position the Council reserves the right to withdraw the Contract award and class the submission as non-compliant.

14.0 Requests for Clarification

Upon commencement of the procurement process the Applicant shall not approach any elected member of the Council in relation to the opportunity, other than by using the agreed contact email.

Applicants should note that unless your question is innovation based, responses will be provided to all Applicants. Where a question is of a commercially confidential nature and the Applicant does not wish it or the associated answer to be shared with other Applicants, the Applicant shall state this clearly within its question. The identity of Applicants raising any questions will remain confidential.

Relevant questions together with the answers will be posted on **Contracts Finder** and on the relevant page of the Council's website www.stivestowncouncil-cornwall.gov.uk and it will be the requirement for the Applicant to check any updates.

When Applicants first access the procurement documentation, they should satisfy themselves that they have seen any messages posted. It is in the Applicant's interest to visit the messages area regularly as clarifications may fundamentally affect their planned response.

If during the period, the Council as awarding issues any circular letters to Applicants in order to clarify or alter part of the documents then such circular letters shall form part of the Contract and Applicants shall be deemed to have taken account of them in preparing their Bid. Applicants shall promptly acknowledge any circular letters that they receive.

15.0 Completion of the Document

For the avoidance of doubt

- a proposal in response to the specification
- a copy of a completed Risk and Method Statement
- the form of tender document and
- the Quality Questionnaire

must be completed and submitted by the Applicant in order to be considered by the Council as a fully complete and compliant Bid.

Any Bids made omitting any of the sections, or any of the requirements therein, will be considered as incomplete and may be disqualified from further evaluation and therefore exclusion from the procurement process.

Documents should only be completed and submitted in the format in which they currently appear. It is essential that Applicants do not reformat or re-brand any of the procurement documentation in accordance with their own standards on formatting.

Applicants will answer all appropriate questions and sign (if possible) where specified. Applicants will clearly reference its replies and any supporting documentation. Any proformas must be fully completed even if your organisation has previously submitted Bids to the Council. It is not sufficient to cross refer to previous responses.

Where an Applicant requires assistance in completing the documents or meeting the submission requirements it is advised to notify the Council at the earliest convenience and request additional support, to include meeting with the Council's Authorised Officer.

16.0 Applicant Site Visits

The Applicant may visit the site prior to completing its offer to ensure that it is fully familiar with the site location. The information in the attached schedules is given as an indication of the general requirements of the Contract. Claims on the grounds of lack of knowledge of site locations/conditions will not be accepted.

17.0 Return of Documents

- Documents must be returned in the correct and proper process for submitting the Applicant's Bid electronically. All Bids shall be submitted via the email address highlighted tenders@stivestc.gov.uk quoting the StIves-RFQ-00010-2024 reference in the subject line.
- Applicants will not email their Bids directly to any named person(s) within the Council.

- Applicants will not send their Bids to the Council in a paper or other 'hard' format unless specifically requested to do so within the associated bid documentation.
- It is the Applicant's responsibility to ensure that its Bid is submitted prior to the deadline date/time.
- Any submissions that do not accord with the guidelines set out above shall be considered as non-compliant and will be treated as such.
- Submissions must be received in advance of the deadline in order to qualify as timely offers. As such, Applicants are urged to make their submission well in advance of the stated deadline in order to avoid such issues as technical difficulties with the electronic system that may be due to the high volume of traffic attempting to submit offers, for example.
- Submissions made after the date and time specified on the documents or to a different address, electronically or otherwise, will not be considered under any circumstances.

18.0 Applicant's Warranties

In submitting their Bid, the Applicant warrants and represents and undertakes to the Council that it has not done any of the acts or matters referred to in Regulation 57 of the Public Contracts Regulations 2015 and has complied in all respects with the requirements;

- it has full power to enter into the Contract and provide the Services and will be requested produce evidence of such to the Council;
- it is of sound financial standing and the Applicant and its partners, directors, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the audited accounts or other financial statements of the Applicant submitted to the Council) which may adversely affect such financial standing in the future.

19.0 Evaluation of Bids

All Bids will be treated equally and assessed with transparency throughout the evaluation process. The successful offer(s) will be that which achieves the highest score within a best value framework (optimum combination of whole-life costs and quality) in line with the best value principles of Most Economically Advantageous Quotation (MEAT).

The evaluation process is a critical part of the procurement process and is the means by which the Council is able to assess to whom it wishes to award the Contract.

The information disclosed by Applicants in its Bid will be used for the purposes of evaluation and shall form part of the resultant Contract. The Council's evaluation will consist of two (2) distinct stages: Selection and Award.

Any responses to any of the Selection or Award questions or any other part of your Bid that are later found to be incorrect may lead to you being exempted from this procurement process or any future procurement process lead by the Council and could cause the termination of any resultant Contract.

20.0 Applicant's Price

The price offered by the Applicant shall be firm and fixed for the duration of the Contract. Any percentage discounts that may be applied must be detailed by the Applicant in its Bid. Price variation during the Contract term will be by negotiation only via formal performance review meetings. Any price variations will not take effect until they have been mutually agreed by both the Council and Applicant and the former receives confirmation in writing from the latter.

All prices submitted shall be in pounds sterling and shall be exclusive of Value Added Tax (VAT).

The Applicant's price will be evaluated in accordance with the scoring methodology and weightings as set by the Council and declared within the RFQ document.

21.0 Errors and Omissions in the Applicant's Bid

If the Council discovers errors or omissions in the Bid, the Applicant may be required to justify the price or item(s) concerned. Any price adjustments to the Bid made by agreement between the parties concerned shall be confirmed in writing by the Applicant to the Council before final acceptance of the Bid.

22.0 Abnormally Low Bids

In the event that the Council receives a Bid which is abnormally low, in accordance with Regulation 69 of the Public Contracts Regulations 2015, it shall require the Applicant to explain in writing the price or cost proposed in the submission. The Council shall assess the information provided by the Applicant and may reject the Bid where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

23.0 Interview

The Council may invite up to two applicants, to attend an interview at which stage it will be a requirement to reinforce your position. This will be used to finalise the quality assessment of the Bid.

24.0 Rejection of Offers

- The Council may at its absolute discretion refrain from considering or reject a Bid if:
- It is incomplete or vague or is submitted later than the prescribed date and time; or
- It is not in accordance with the approved format and all other provisions of the documents; or
- is in breach of any condition contained within it.

The Council reserves the right, subject to relevant legislation, at any time to reject any Bid and / or terminate the procurement process with one or all of the Applicants.

The Council reserves the right to disqualify any or all Applicants who make material changes to, or (in the Council's opinion) a material change takes place in respect of, any aspect of either its pre-qualification submission or Bid unless substantial justification can be provided.

Any submission in respect of which the Applicant:

- has directly or indirectly canvassed any Official, Member, Officer, Agent or Advisor of the Council or
- obtained information from any other person who has been contracted to supply Supplies or provide the Service to the Council concerning the award of the Contract or
- who has directly or indirectly obtained or attempted to obtain information from any such Official, Member, Officer, Agent or Advisor concerning any other Applicant or
- fixes or adjusts the prices by or in accordance with any agreement or arrangement with any other person
- or communicates to any person other than the Council the price or approximate price except where such disclosure is made in confidence in order to obtain quotations necessary for the bid preparation or for the purposes of insurance or financing
- or enters into any agreement with any other person that such other person shall refrain from submitting an offer or shall limit or restrict the prices to be shown or referred to by another Applicant; or offers to agree to pay to any person having direct connection with the procurement process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Applicant or any other person's proposal, any act or omission shall not be considered for acceptance and shall accordingly be rejected by the Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by an Applicant may attract.

25.0 Acceptance of Offers

The Council does not bind itself to accept the lowest or any quotation, and reserves the right to accept a quotation either in whole or in part, or such item or items specified in the procurement documents, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as bid for separately, or to make no award at all.

26.0 Award of Contract

Submitted documents shall constitute an irrevocable offer to provide the Services. Any acceptance of it by the Council shall be communicated in writing to the Applicant. Upon such acceptance the Contract shall become binding on all parties.

The successful Applicant shall conclude a formal Contract with the Council, which shall embody the Applicant's offer. No Applicant may consider itself successful unless and until a formal Contract has been signed by a Duly Authorised Officer of the Council and co-signed by the Applicant's Authorised Officer.

The offer shall remain open for acceptance for a period of six (6) months from the closing date for the receipt of submission.

APPENDIX C:
Location Plan
Approved Plans
Building Survey



Application Site

1:1250



Project
The Old Fire Station,
St Ives

Drawing Title
LOCATION PLAN

Scale 1:1250 @ A4

Date January 2024

File No. 8211

Drg No. S:1009-01

Chartered Surveyors and
Historic Building Consultants

3 Lemon Villas,
Truro,
Cornwall,
TR1 2NX,

Tel: 01872 263 939
Fax: 01872 262299

Client
St Ives Town Council

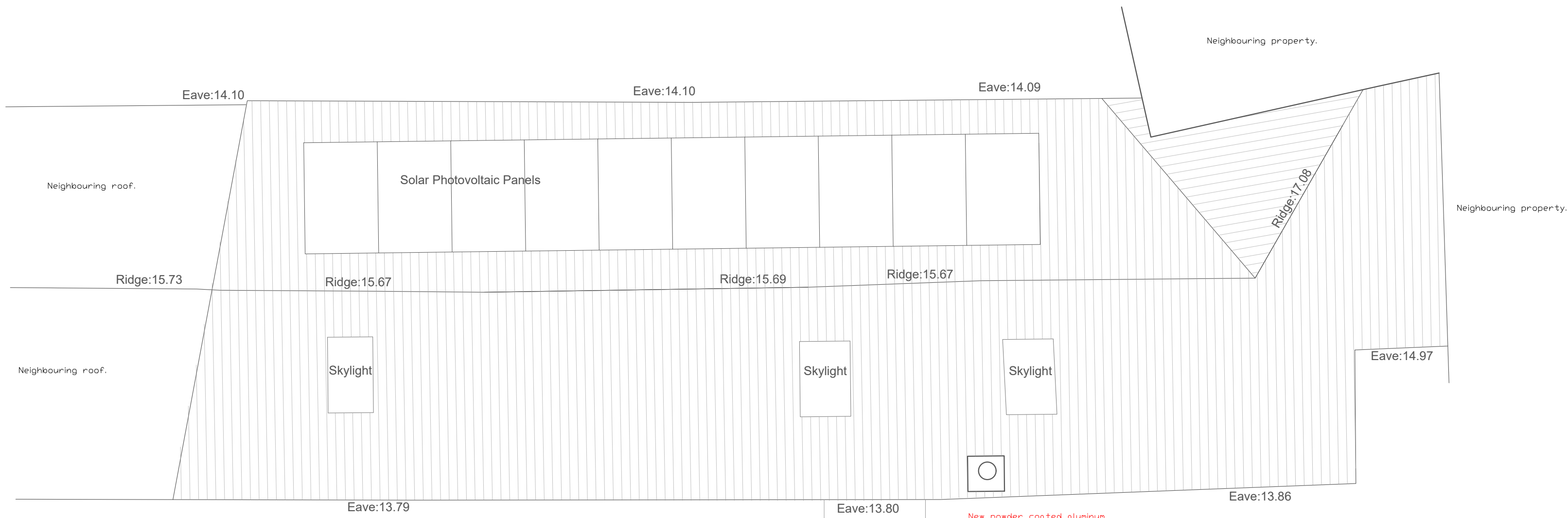
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KP

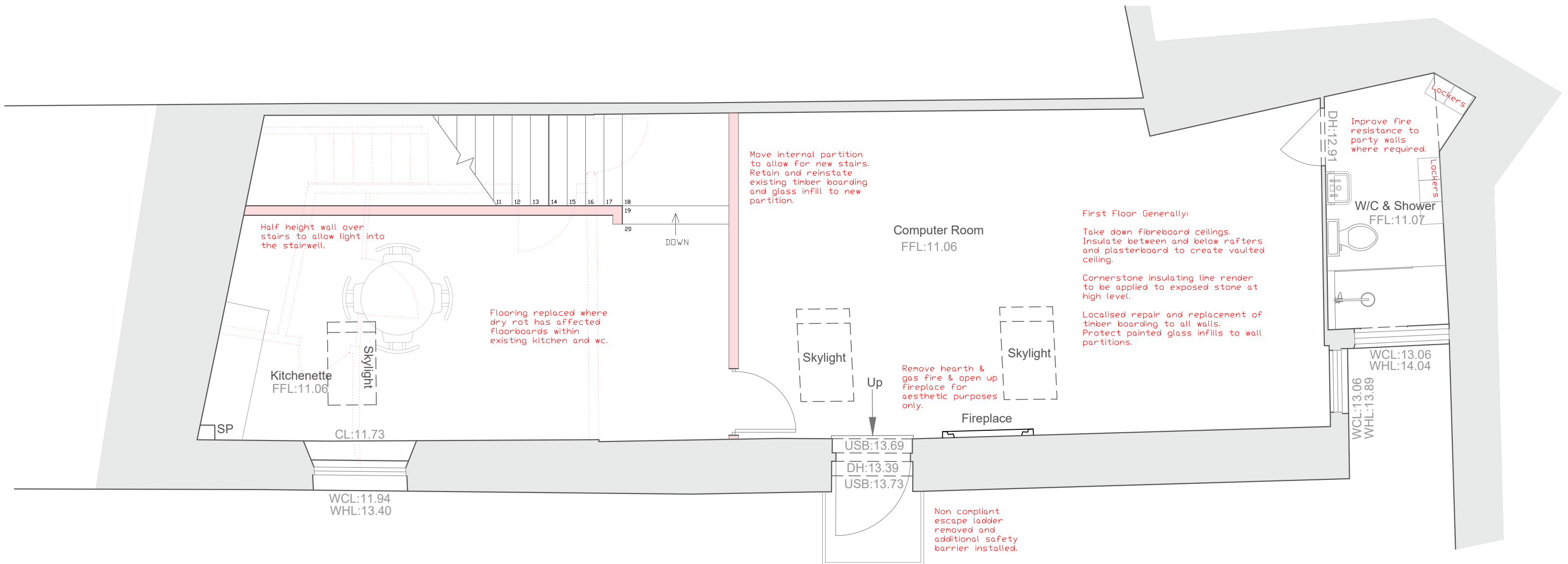
Drawn by

KP

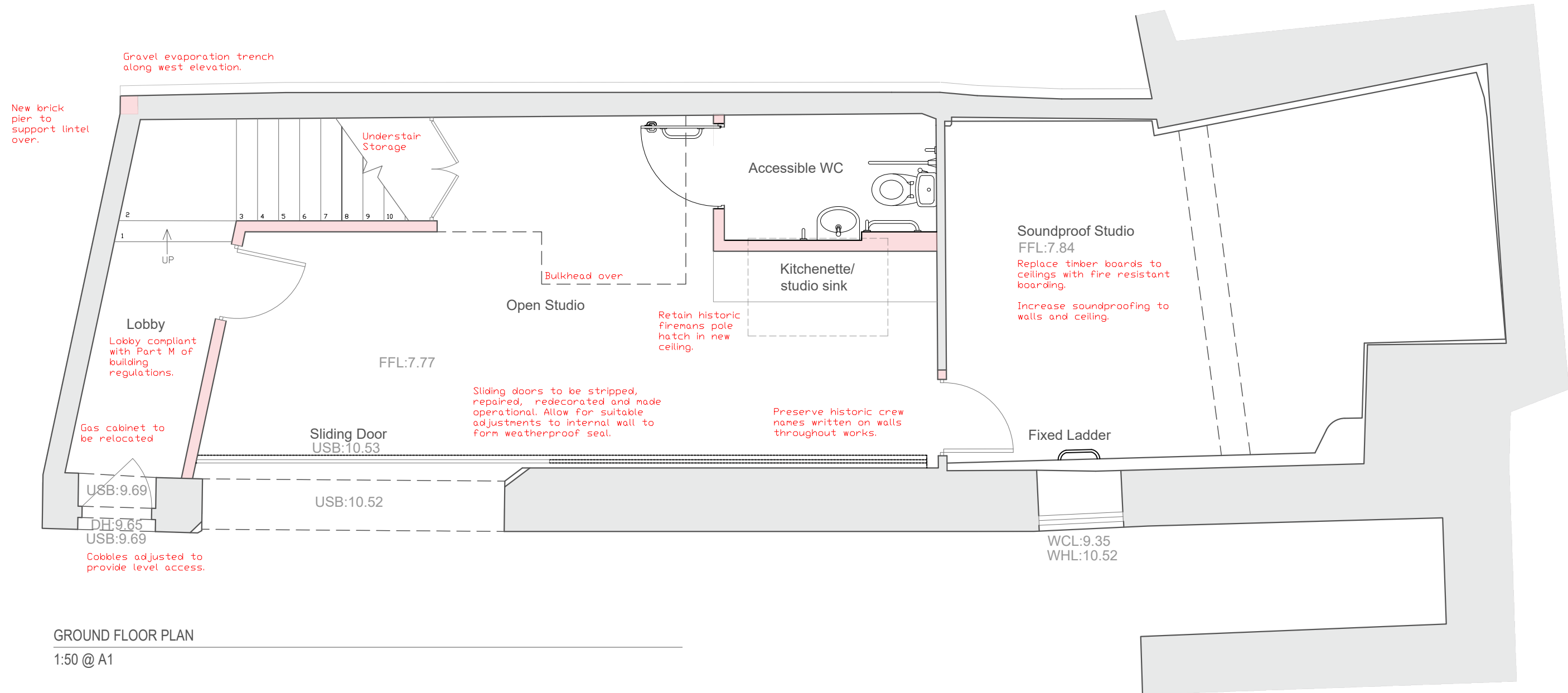
Contractors must check all dimensions on site.
Only figured dimensions are to be worked from.
Discrepancies are to be reported immediately.



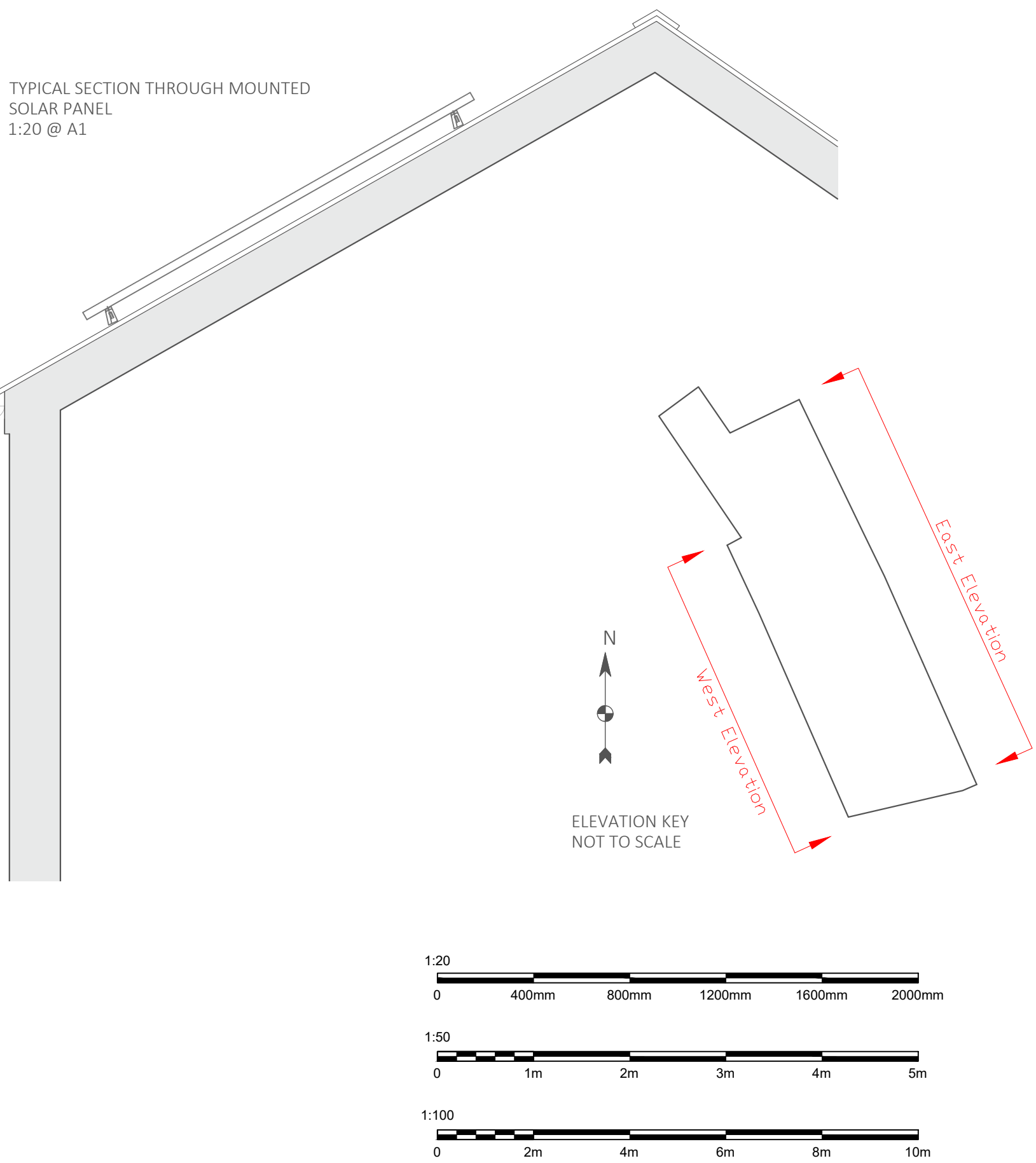
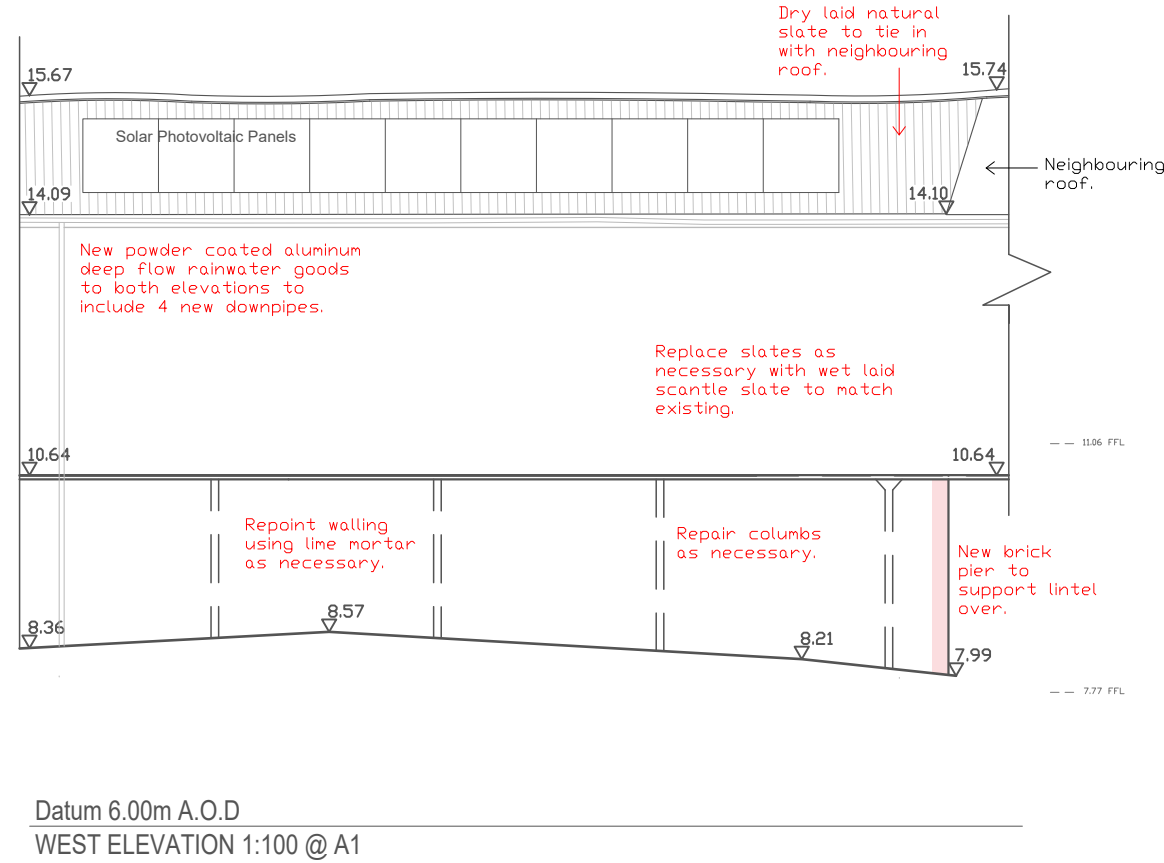
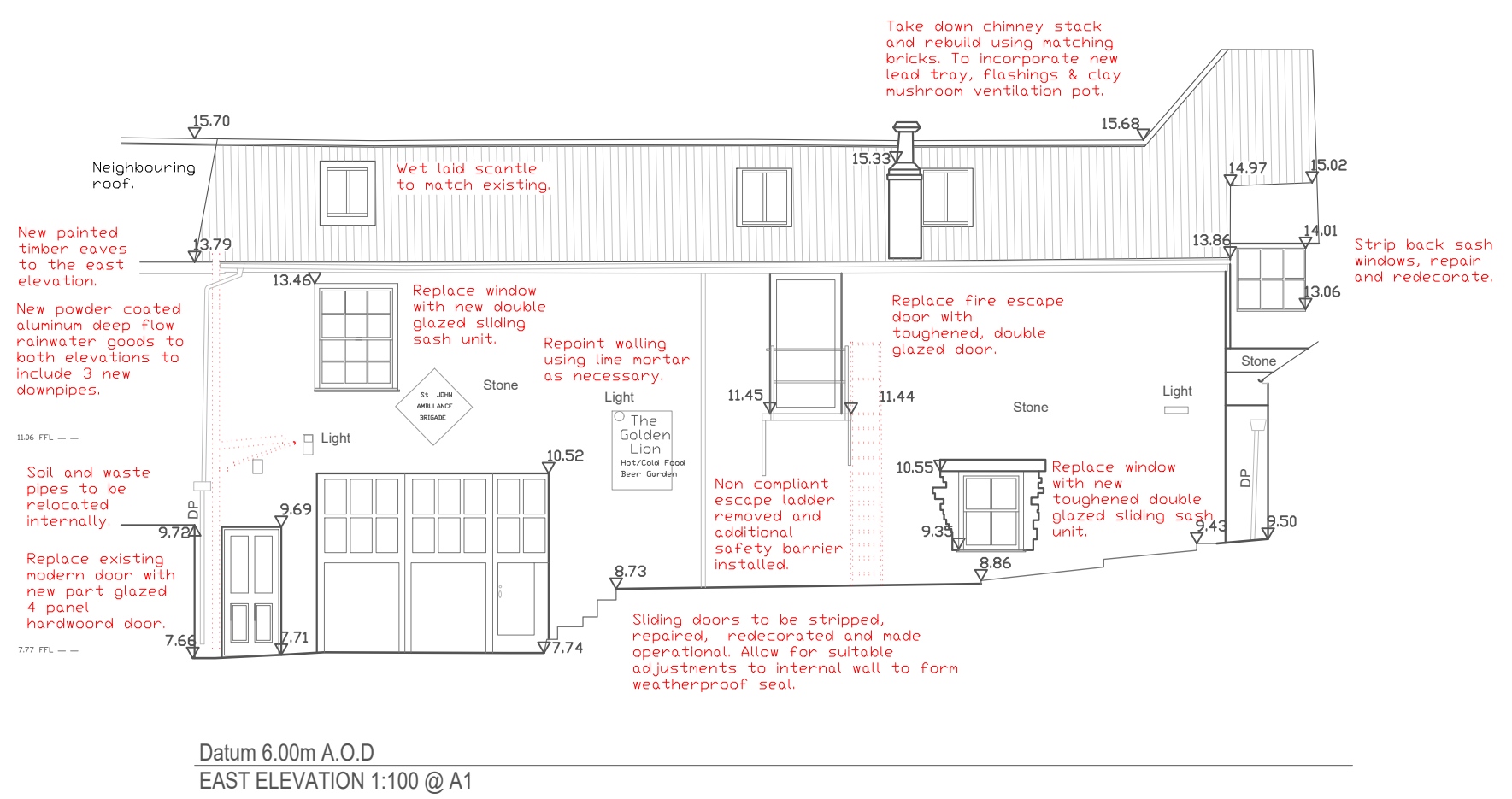
ROOF PLAN
1:50 @ A1



FIRST FLOOR PLAN
1:50 @ A1



GROUND FLOOR PLAN
1:50 @ A1



Contractors must check all dimensions on site. Only figured dimensions are to be worked from. Discrepancies are to be reported immediately.

Rev	Date	Comment
c	240201	Existing external platform and re-roofing extent shown & typical section added.
b	240115	Planning Issue
a	230929	Revisions following client feedback



Chartered Surveyors and
Historic Building Consultants

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TR1 2NX,

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Project

The Old Fire Station,
St Ives

Client

St Ives Town Council

Drawing Title

Floor Plans and Elevations
as Proposed

Scale. 1:100 1:50 & 1:20 @ A1

Drq No. S:1009-04

File No. 8211

Designed by	Kp	Drawn by	Kp
Date	January 2024	Rev	c

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BUILDING INSPECTION REPORT

OF

FORMER ST JOHN'S AMBULANCE STATION, ST IVES



Scott and Company
3 Lemon Villas
Truro TR1 2NX

Tel: 01872 263939
Fax: 01872 262299

As inspected 5th May 2023
CGH/8211

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BUILDING INSPECTION REPORT
OF
FORMER ST JOHN'S AMBULANCE STATION, ST IVES

In accordance with kind instructions from Louise Dwelly, Town Clerk of St Ives Town Council, we have undertaken a building survey inspection of the former St Johns Ambulance Station, which is accessed from a small private lane to the west side of St Andrew's Street, St Ives. Our inspection was carried out in accordance with our Standard Terms and Conditions which are appended to this report, Appendix I.

The inspection was undertaken on 5th May 2023. The weather conditions at the time of the inspection were overcast with occasional rain.

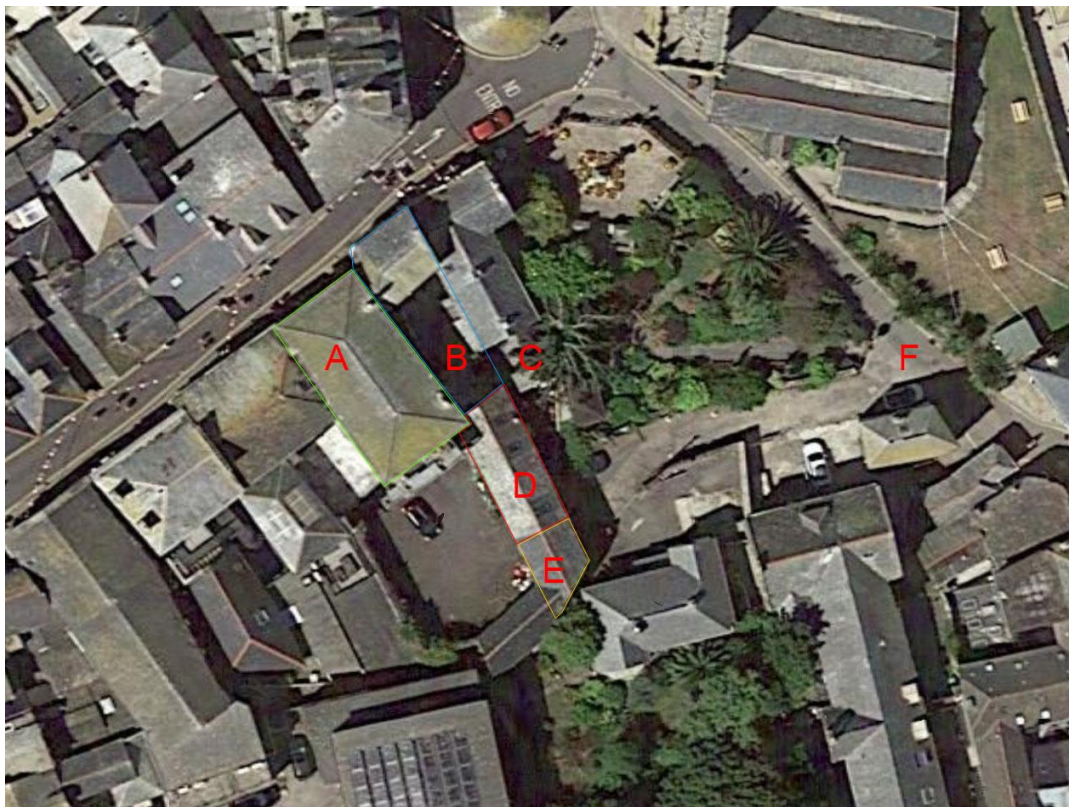
DESCRIPTION

The building is currently the unused former St John's Ambulance Station. It was recently acquired by St Ives Town Council, who have commissioned this report. The building is a long, narrow part slate hung two storey building with large open rooms on the ground and first floor. It has been unused for some time and is in a poor state of repair as a result.

The building abuts the south side of Oates Travel (listed grade II). The grounds to the west side are part of the former Lloyds Bank Building (listed grade II), the rear areas of which we believe have been converted into flats. The east side of the building overlooks the garden of The Golden Lion public house.

The far south side of the building is under separate ownership ending at the wall just south of the main entrance door to the top floor.

See below a marked up aerial photograph showing the building and indicating the details listed above.



1. Aerial view marked up. A: former Lloyds Bank. B: Oates Travel. C: The Golden Lion garden. D: St John's Ambulance (survey property). E: southern end of building under separate ownership. F: St Andrew's Street.

EXTERNAL CONSTRUCTION AND CONDITION

Roof Slopes

The roof runs to a gable end on the south side with an abutting hipped roof onto the Lloyd's bank building to the west and a gable abutment to Oates Travel south side. The gable end is under separate ownership.

The roof is covered in scantle slate, which is a traditional Cornish slating method using random width slates secured with pegs and bed on lime mortar.

The roof is in a very poor condition with lost and slipped slates to many areas and some significant undulation indicating failure of the supporting battens below. The rear west slope has three major holes towards the centre of the slope that are allowing water to run unchecked into the building. This has caused a dry rot outbreak and heavy mould growth below. In addition, pigeons and other birds have accessed the roof void for nesting.



2. Rear west roof showing damage to slating.

There is heavy vegetation growth to the slating to the northeast side. This will be adding weight to the slates and accelerating potential collapse. Due to the location over the beer garden this needs to be addressed as a matter of urgency.

The roof will need replacing in its entirety. We would note that the south neighbour has slated the west side of their roof in imported sized slates. Liaising with the neighbour to get their roof elements re-slatted as well would be advantageous.

The roof timbers are heavily impacted by water ingress and there is a strong probability that a large amount of the structure will need to be replaced.

We would note that herras fencing has been erected on the west side to restrict access close to the wall due to falling slates. This is certainly necessary.

We would recommend re-roofing as soon as practically possible and certainly within the next twelve months. At the very least localised stripping and stabilisation will be needed to avoid potential damage / injury from falling slates. The building is not listed so scantle slates do not need to be reinstated, however we would recommend a good quality natural slate dry laid in random width diminishing courses to maintain the traditional appearance of the building and to allow it to remain in keeping with surrounding traditional roofs.

The verge to the gable end is formed from rendered cement. There is ivy growth to the verge and evidence that a significant coverage of ivy has recently need removed. Whilst outside of the scope of this building's ownership where, taken as a whole the roof should be terminated with a timber or slate barge ideally and a good gable overhang.



3. View along east slope towards north end.

Re-roofing will need to be done after the bird nesting season and would be subject to bat surveys before works can progress. The abutment to the listed buildings would need to be maintained as existing. Any changes would require a listed building consent.

There appears to be a flat roof just below the far north end of the north room. Access was not possible. There is a lot of vegetation growth to the roof and evidence of water ingress into the upper hall. It is recommended that the flat roof is re-covered along with the main roof works – subject to access and assessment.

Ridges and Hips

Red clay ridge and hip tiles. These have numerous open joints which is allowing vegetation to grow from between. There is undulation and evidence of a loss of bedding. These need to be reinstated when the roof is replaced. Some of the existing tiles may be re-usable.

Eaves

The eaves to the east side is formed from a tall square edged painted timber fascia board. There is no soffit. The timber is showing signs of rot to numerous places and is in need of replacement when re-roofing is undertaken.

To the west there is no fascia or soffit with the slate hanging running directly up to the underside of the roof slates.

Chimney

The building has a single brickwork chimney on the east side. This runs to a terracotta pot with a ventilator cap. The pointing is loose and missing in places and there is some spalling to brickwork caused by frost damage. The flaunching appears to be open to the base, which will be allowing water to penetrate below. There is no lead tray, which is a protective barrier across the section of the chimney to resist water penetration from above.

As part of the re-roofing works it is recommended that the chimney is taken down and, if required, re-built using matching bricks. A lead tray should be incorporated.



4. View of chimney.

Leadwork

There are lead flashings and weatherings to the chimney. These are not well dressed and vegetation has built up alongside the lead, which is compromising the weathering. These will need to be replaced in full accordance with current guidelines when the building is re-roofed and the chimney re-built.

There is a small intersecting valley on the west side north end where the main roof abuts the hipped roof. This is blocked with vegetation at the base and there is a very difficult detail where the valley runs into the corner of the Lloyds building. This will be replaced with the re-roofing works but should be cleared to avoid water ingress into both buildings as soon as possible whilst waiting for re-roofing to take place. In time this detail should be modified to ensure greater protection.

There is lead at the intersection between the roof and the slate hanging. This will need to be reinstated when roof works take place.

There is lead flashing to the Velux rooflights. This appears sound but will be reinstated with re-roofing works.



5. View of intersecting valley to north end.

Rainwater Goods

Grey UPVC gutters and downpipes to both elevations. The gutters are undersized half round and blocked with vegetation, moss and debris. The gutters have dropped in areas due to the additional weight and this combined with the blockages is causing them to overspill further adding to the water ingress internally.

Small section of cast iron guttering on the east elevation to the southern section owned separately. This is not complete with sections missing and what remains is heavily rusted and dilapidated. Water is flowing down the wall and has resulted in a lot of large open joints to the masonry.

There is a single downpipe on the front and back shared with the southern neighbour. The rear round downpipe runs down past a window in the neighbouring section. To the front elevation the round downpipe runs into a hopper along with the lavatory basin waste. The hopper and lower downpipe are formed from white square section UPVC.

The rainwater goods are showing signs of distress from UV light and this will be making the plastic fragile. It is recommended that all gutters and downpipes are removed and replaced with deep flow units. Additional downpipes would be of benefit particularly to avoid dependence on the neighbouring property. In the short term the gutters need to be cleared as soon as possible to avoid ongoing damage from water penetration.



6. View of rear guttering and downpipe



7. Gutter to front east elevation.

Rooflights

Three Velux rooflights. These appear to be relatively new and the rooflights themselves are in good order. There is moss and vegetation growth to the seals. They should be cleaned down and can be re-set within the new roof covering with new weatherings and seals.



8. Rooflight to east elevation.

Soil and Vent Pipe

There is a soil and vent pipe on the east elevation serving the kitchen and lavatory. This is a grey UPVC pipe that runs up alongside the downpipe. Generally sound although there are signs of UV weakening causing fragility.

Main Walling

The front east wall is formed from locally extracted killas slate stone and granite rubble stonework with cut granite quoins and lintels. The east window to the ambulance garage has brick surrounds.

The wall has been pointed in cement which has been smeared into the joints and partly over the stonework. The use of cement is unfortunate as it is impermeable and as a result moisture is unable to evaporate through the mortar joints and is being forced out through the stone. This has resulted in some erosion to the stone surface, which in turn is leading to sections of mortar dropping away or forming ledges where water can track into the core of the wall.

There is some embedded metal work in the wall that will need to be removed and there is the end of a timber beam over the neighbour's roller shutter. The 'St John's Ambulance Brigade' sign is slate bedded onto the wall in cement.

Generally, the masonry is sound beyond the mortar with only very minor cracking evident.

The wall is in need of re-pointing completely in a lime-based mortar to ensure it is breathable and to avoid further damage / deterioration to the stonework. Ideally this needs to be done on the neighbour's section of the east wall and the far south gable as well.



9. East masonry wall

The ground floor south wall is located within the covered accessway via the roller shutter. This has been built up in brickwork with cement pointing. The work is relatively modern and is competent having been sheltered by the accessway.



10. South brickwork wall below covered accessway.

The west wall is slate hung on timber frame to the upper section with a mix of brickwork and rubble stonework to the lower section. Cast iron columns are embedded in the lower wall. These were the original support columns for the upper timber frame wall with the lower wall possibly open at one point to form a series of bays. There is bedrock to the north end that will need to be worked around.

There is a large section of ivy that is obscuring view of the wall to assess condition along with causing the inevitable root damage to the wall surface. This should be cleared back so the wall can be assessed further.

The cast iron columns are heavily rusted and dilapidated and will need to be removed. They are not providing full support to the timber frame, but their removal will compromise the support in their locations. It would be good from a heritage stand point to retain and either repair or replicate the columns so they can be re-set in the same positions.



11. Embedded iron columns with masonry infill between.

There are a lot of open joints to the lower wall and whilst there is some cement pointing some of the original lime based mortar survives. The walling needs to be raked out and re-pointed in lime to ensure breathability.

There is heavy vegetation to the base of the wall and the tarmac surface runs tight to the wall. This will be promoting water penetration at this point due to water becoming trapped below the tarmac against the wall. There would be some benefit from forming a gravel evaporation trench here to enable water to evaporate and effectively drain away.

The upper slate hung wall is clad with wet laid scantle as per the roof. The slates have been laid on laths over the studs. This is a traditional detail in the town. There are several sections where slates have dropped exposing the timber frame structure and evidence of ongoing slippage and damage to the slating. There is evidence of rot and deterioration to the wallplate below the timber frame along with deterioration to the exposed studs where slates have been lost.

The slate hanging will need to be removed in its entirety. The timber frame will need extensive repairs and the provision of insulation at the same time would be extremely beneficial. This would need to be a breathable wood fibre or similar insulation. The slates should be reinstated to match the roof and I would advise moving away from wet laid scantle to dry laid random width diminishing course slating. A dry laid slate is easier to repair and the mortar bonding on a wet laid roof means that you often get failures to larger sections of slating where they are held together by the mortar.

The work should be done at the same time as the roof to ensure the correct lead weatherings and details can be included.



12. View of slate hanging to west elevation.

To the north end of the building there are sections of brickwork and stonework to the small alcove against the northern neighbour. There is a small area of slate hanging around the 6 pane window facing east. Full access to assess not possible. There is evidence of damp internally and opening joints externally. There is a lot of vegetation impacting both walls and the flat roof below. Re-pointing as above would be required along with clearing the area of all vegetation.

The slate hanging here is showing signs of undulation and lifting – this will potentially allow water to track under the slate line. The slates should be stripped and re-hung.



13. Walling to north end of building

External Joinery

East Window – First Floor (to kitchen / lavatory):

Softwood casement window that has been sub-divided internally between the two rooms. Top hung fan lights. There is rot evident to the cill along with some rot to the sides. This will need to be fully stripped down and assessed before repaired and re-decorated. This is a fairly basic C20 window and replacing with a more appropriate sash or mullion casement window would be beneficial. This can be double glazed, which would help with thermal performance.



14. Kitchen window

Fire Escape Door to Upper Hall

Glazed fire escape from upper hall. This is formed from softwood with Georgian wired glass. The paint has peeled away and the door is showing signs of rot and deterioration. There is evidence of woodworm internally from the threshold. Extensive repairs and decoration required. A replacement door and frame should be considered.

The escape is via a galvanised steel ladder to the north externally with a galvanised steel landing. Some rust to fixing points but sound, if not the best method of fire escape for public use.



15. Fire escape door

First Floor North Room Six Pane Sash Window

East facing sash window to north end store room on first floor. Some evidence of rot, but generally sound. Requires stripping back, repairing and decorating.

First Floor Upper Hall North End Sash Window

Small four pane sash window with lead detailing below cill onto brickwork wall. Some evidence of rot to the cill but the window generally appears sound. Allow for stripping back, repairing and decorating.

Ground Floor Door to Stairs

Basic C20 timber two panel door with lower solid panel and Georgian wired glass to upper panel. A notice board has been secured over the glass. There is a loss of beading to the panels and some minor rot to the base. The glass has been smashed. The door is generally sound and with repairs to the details mentioned above can be returned to a good state of repair. Again upgrading the door to provide a more traditional style with double glazing is an option.

The lintel over the door has been replaced with a concrete pre-stressed lintel.

Ambulance Garage Roller Door

This door rolls to the north on a track. It has a small access door within. There is some minor rot to the base that will need to be repaired. The roller mechanism is seized and requires easing. Generally the door is sound and salvageable. It will need to be fully stripped down and decorated.



16. Ambulance garage roller doors

Ground Floor Casement Window to Ambulance North End Store

Fixed softwood casement window with external mesh covering glazing. Window has a large section timber lintel over. This is a C20 addition. There is evidence of rot and deterioration and the quality of the window is poor. A double glazed replacement window would be of benefit here.



17. Ground floor north end window

Boundaries, Paths and Accessways

The grounds to the east are mixed with areas of concrete, tarmac and cobbles. The concrete is fractured and displaced creating trip hazards and there are open joints to the surviving granite cobbles. Re-pointing to the cobble joints and patching of the concrete will be required. A scheme to re-form the paving on this side would be beneficial – hopefully including the retention of the cobbles.

The rear west areas are tarmac, which runs tight to the wall. Our earlier comments about the provision of evaporation zones should be noted.

The south side drive inside the covered access is concrete again running tight to the brickwork south wall.

The drive from St Andrew's Street often gets blocked with visitors parking. Depending on the end use for the building some form of access control for users and residents (retracting bollards to the street junction for instance) would be of benefit.



18. Cobbles / concrete to east elevation

BUILDING INTERIOR

Note rooms will be described in the same format with detail on the ceiling, walls, floor and any other items.

Note decoration of plaster surfaces (ceilings / walls) should be done using breathable mineral based paint. Impermeable emulsion traps moisture and results in the paint bulging and pushing out causing flaking and failure of the paint surface. Breathable products allow water vapour to pass through the paint. This can cause some efflorescence (salting) but this can easily be brushed off and the paint surface is not damaged.

Roof Void

As previously discussed there is evidence of damage to roof timbers due to water ingress. Extensive repairs / reconstruction will be required. There will be an opportunity to provide good levels of insulation.

First Floor Northernmost Room

Ceiling

Fibre board ceiling. Signs of damp staining due to water ingress from the hip roof above. This will need replacing with the roof works.

Walls

Mix of plaster on solid and timber boarding to north and west walls. Paint has peeled extensively. There is a blocked fire place on the north wall – this no longer has a chimney above. The timber boarding to the north wall appears to link into the Oates Travel building – there is wet rot to the base of the boarding. There is very limited fire resistance at this point and it is recommended that the timber boarding is removed and fire resistant plasterboard or similar is provided to allow at least 30 minutes separation here.

To the east wall there is a small door that is seized shut. Potential access onto the flat roof beyond. The walling is plaster on timber studwork. This is poor and should be re-plastered following repair works to the timber frame.

The internal south wall is a timber screen with two panel door. The glass to the upper part of the screen has been painted. The screen is loose in its fixings and needs securing.

Floor

Exposed original floor boards. These have a lot of character and should be retained. There is some damp staining to the north side with some active woodworm that will require treatment. Damp staining due to leaks from the roof above.



19. East wall and north wall



20. Rot to timber boarding onto Oates Travel building.

First Floor Hall

Ceiling

Mix of fibre board on flat and pitch with some remaining areas of lath and plaster. Plywood has been used around the rooflights below the chimney. There is evidence of damp staining and extensive black spot mould. The ceilings will need to be stripped and renewed as part of the roof works.

Walls

Predominantly large section timber horizontal boarding on both the rear timber frame wall and on dry lining to the front (east) masonry wall. Some plaster on solid to the north end of the room. The timber boards on the west wall are showing signs of water ingress where slates are missing to the external walling. There is extensive black spot mould. Repairs to the boarding will be necessary before re-decoration following the walling repairs externally. Localised replacement may be required.

The skirting to the north end under the small window is rotten and requires replacement. This relates to water penetration through the walling below.

The screen as described above is to the north wall. On the south room a matching timber screen also with painted glass. This has evidence of damp staining and has heavy mould growth and some softness indicating wet and dry rot has taken hold. This will need extensive repairs and potentially removal and replacement. It provides limited fire protection from the kitchen.

Floor

Vinyl over floor boards. Some undulation to the floor. The vinyl is in poor condition and should be replaced.

Other

Gas fire on east wall venting to chimney with blocked fireplace behind.

Door to stairwell vertical panel door. Hinges are badly rusted due to water from above. These require repair. Door generally in sound condition however so serviceable following decoration and hinge repairs.



21. View of upper hall on left looking south and plywood ceiling to rooflights on right

Kitchen

Ceiling

Lath and plaster partially collapsed due to water ingress from above. The ceiling should be removed and replaced. Lath and plaster reinstatement not necessary, but desirable given the age of the building.

Walls

North wall onto screen as above. There is dry rot fungal growth to the skirting. The screen is likely to require significant repair / replacement. West wall is plaster on stud. This has water damage and excessive mould growth. Damage to the studs is expected and the wall may need to be reformed.

East wall is boarding on dry lining as per hall. Some damp staining evident.

South wall is softboard walling to lavatory and to the south neighbour.

Floor

Vinyl on ply over floorboards. Dry rot has attacked the plywood under the vinyl with fruiting bodies showing across the floor. Strip and replace following repairs to the retained floorboards. The floor generally feels solid so we assume the floor boards have not yet been impacted by the rot.

Other

Basic kitchen fittings that will require replacement.



22. Collapsed ceiling to kitchen on left – dry rot affected flooring to right

Lavatory

Ceiling:

Softboard lower ceiling. Generally poor quality and in need of renewal.

Walls:

Softboard on studwork with some tiling to basin. This would benefit from renewal and improvement.

Floor:

Vinyl on plywood over boards. It is likely that dry rot has spread under the vinyl from the kitchen.

Other:

Basic lavatory fittings and plain door to kitchen. The whole area needs re-ordering and improvement.



23. View of lavatory

Stairwell

Ceiling:

Lath and plaster – extensive mould growth and damage from water ingress. Will require replacement.

Walls:

Mix of boarding and plaster on solid. Extensive mould growth and impact from water ingress. The surfaces will need extensive repairs and replacement. Vertical boards at the ground floor level onto the ambulance garage. These are showing signs of active woodworm, which requires treating.

Floor:

Very aged and cracked vinyl. Water is ponding on the landing in rainfall. Replace.

Other:

There is evidence of woodworm to the stair string and treads along with some of the vertical boards to the garage which will require treating. There is very little fire protection below the stairs. The underside should be boarded with fire check plasterboard.

Gas main just inside the lower door.



24. Mould to stairwell walling due to water ingress.

Ground Floor North Room (accessed via ambulance garage)

Ceiling

Painted timber boards to ceiling and boxing around central support beam. Some evidence of root ingress from ivy on west side to southwest corner of room. Boarding generally sound, but do have poor fire separation.

Walls

Mix of plaster on solid and timber boarding on dry lining. Plaster blown in places with cracking and crazing. This will require replastering following repair and stabilisation of external walls. The south wall is plasterboard on stud. A section of bedrock is exposed in the room in the northeast corner. This will need to be built around.

Floor

Carpet on solid concrete.



25. View of room to north of main garage

Main Ambulance Garage

Ceiling

Stained timber boards with section of plywood to east end. Generally sound although limited fire resistance.

Walls

Plaster on solid to east with names of the crew still on the wall.

West wall plaster on solid – plaster has blown in places and replastering is required.

The south wall is boarded onto the stairwell. Very limited fire separation. Woodworm to some of the panels as detailed above.

North wall plasterboard on stud – sound.

Floor

Exposed concrete. Some crazing and wear but generally sound.



26. View of main garage looking north



27. Main garage looking south

28.

SERVICES

Electrics

The building is connected to the mains electricity supply. It is imperative in any public building to ensure that the electrics are regularly tested and certified by a registered electrician.

The electrician should be engaged to inspect, test and certify all fixed and mobile appliances.

It is particularly important to ensure that all electrics are adequately earthed and bonded. This is of particular importance where electrics are near or in the vicinity of sinks, basins or water supplies.

Trailing leads should be kept to an absolute minimum and should be visually checked on a regular basis to ensure that there is no adverse wear. Appropriate fuse protection should be provided within all plugs. Older light fittings should be checked for earthing.

We would recommend that all public buildings are provided with appropriate emergency escape lighting or that appropriate guidance and stewardship is provided to ensure public safety. Disabled lavatories should ideally have alarm pull cords within them connected to both audible and visual signalling.

We would recommend the installation of hard wired smoke, and where appropriate, carbon monoxide alarms. All call and alarm systems must be regularly tested and serviced.

We cannot comment on the exact condition of the electrical installation and you would need to engage a registered contractor to undertake a full inspection. The electrical installations on the ground floor appear sound. The fittings on the first floor are largely surface fixed and look rather dated. Depending on the use of the building going forward a full rewire would be beneficial.

At the time of the inspection the electricity supply had been disconnected.

Gas

The building is connected to the gas main which comes in by the lower stairwell door. One gas fire remains in the upper hall.

Water

The building is connected to the mains water supply. This was not checked for potability.

Heating

The building has limited heating with a sole gas fire on the first floor.

Drainage

All drainage installations should be checked, sluiced through and cleaned on a regular basis. We would recommend that all pipe runs for both foul and surface water systems be inspected with cameras on at least a ten yearly basis to ensure that the pipes have not got displaced due to problems of ground heave, movement, slump or root growth within them. All manhole chambers should be checked to ensure that they are competent and have adequate load bearing capacity in trafficking areas. Internal chambers should be double sealed and the existing manholes may need to be upgraded as the seals look aged.

Adequate soil vent pipes should be provided to ventilate the drainage system and reduce problems of siphonic action. All surface water, drainage systems and gullies should also be regularly checked, the gullies cleared through of organic detritus and debris.

ENVIRONMENTAL

Ventilation

As a matter of good practice, all roof voids should be adequately vented. This should be provided in the form of ventilation above any thermal insulation. This should be accommodated with the re-construction.

A regular problem within buildings is inadequate ventilation of sealed voids, under floor cupboards, sub floor voids and suspended timber daises.

We would strongly recommend that on a regular basis access be provided to these areas to enable checks to be undertaken of the timber structure to ensure that it has not been affected by woodworm, beetle infestation or rot.

Improved ventilation within all sealed or sub floor voids will reduce the problems of high humidity and should be encouraged.

All lavatory facilities should be suitably vented with a forced ventilation system.

The building is well ventilated on the first floor via the ventilation tower which provides air flow into the main hall. There are also openable windows on the first floor. Downstairs there is limited ventilation due to fixed windows, but quite frequent ventilation with customers coming in and out of the retail spaces.

Damp

We have highlighted within this report various areas where sections of the building are in need of attention and where this will be increasing the risk of damp within the fabric.

We list below the relevant problems highlighted within the report, and if attended to should, in the long term, help the fabric and environment within the building:

- blocked and overflowing rainwater goods.
- voidage in some of the wall pointing.
- poor pointing to the sealing of, windows and doors.
- inappropriate use of cement mortars.
- poor weathering to roofs at abutments.
- holes / damage to roof / slate hanging
- inappropriate use of vapour impermeable paints.
- high ground levels
- inadequate passive ventilation.
- intermittent heating.
- poor thermal insulation.
- slipped, missing and damaged slates plus open joints to ridges / hips.

It is important to try and maintain the fabric of the building internally and externally, utilising appropriate vapour permeable materials to reduce the increase of damp, condensation and humidity within the fabric. Use of appropriate, sympathetic and historically appropriate materials is always recommended. Unfortunately, over the years subsequent to the last 60 years, materials have been introduced which are quite appropriate for modern construction techniques, but are not suitable for older and intermittently used historic traditional structures. We would recommend where possible, action to reduce the problems of damp within the building as listed above. We would note, however, that this is not going to result in a rapid cure. Many of the problems raised within the report are associated with both inappropriate materials and workmanship, which will inevitably take a long time to be reversed. Persistence in this area, will, however, prove to be advantageous in the long term.

As noted elsewhere increased high levels of moisture and damp within the building will increase the risk of wet and dry rot infestation to any abutting timbers, whilst also increasing the risk of beetle infestation. This should be avoided if at all possible.

Woodworm and Beetle Infestation

As with any old building of this nature, there is always a risk of beetle infestation. This is most commonly seen in the form of the common furniture beetle. There are, however, further beetles which attack both soft and hardwood timbers. The most well known of these is the death watch beetle.

Any treatment of timber must be undertaken extremely carefully and should, if possible, take into consideration any earlier form of timber treatment or chemical application to ensure that these are compatible and will not produce a toxic chemical cocktail, which could adversely affect users and occupants. It is for this reason that we recommend purely judicious localised treatment of any infestation or activity noted.

We would also note that following any treatment of timber it will take the full life cycle of the beetle before it is killed. Surface timber treatment will only kill the beetle that is already within the affected timber when it exits for breeding purposes through flight holes. You will, therefore, inevitably see the new activity after treatment. This will be in the form of frass or fine sawdust. If this continues for many years after treatment, further advice should be sought.

With changes in climatic conditions, we are beginning to learn of other forms of beetle and weevil infestation of timberwork, some of which can be very aggressive. A close watch should be kept and suitable advice sought.

Within this building there were signs of active woodworm which need to be treated.

Rot Infestation

The most common forms of rot infestation within building are either wet or dry rot.

Wet rot infestation is more generally seen on external joinery, window and door frames and in some roof structures. It needs continual moisture to survive. Joinery that is affected is generally treatable, although the affected timber will need to be carefully cut out and splice repaired. This needs to be appropriately done. Wholesale replacement of historic joinery units is not recommended, both for financial and environmental reasons.

Dry rot infestation is more aggressive. This will often occur in concealed, unvented places for many months or years before becoming evident. We will have noted within the bulk of the report, areas that may or may not be at risk of rot infestation, along with recommendations as to how to reduce the risk. Dry rot is both manageable and treatable.

Wet rot was identified on a number of the external windows and doors and in the timber frame to the rear. There was rot to skirtings in the upper hall and dry rot to the kitchen floor spreading into the timber screen and skirting.

Insulation

The thermal qualities of the building are poor. Improvements to the building should be considered subject to necessary statutory approvals. The roof void requires insulation when completed. There are options for walling with insulated lime plasters on the market that can improve thermal performance in these areas. The provision of double glazing would be acceptable in this building due to it not being listed.

Lightning Conductor

There is no lightning conductor on the building.

Security and Safety

We are not aware of any recent problems of vandalism or security beyond those possibly minor incidents noted in the report.

We would, however, note that it is good policy to ensure that the security of the building is regularly reviewed. All items of value within the building should be suitably photographed and records kept in a separate location, away from the building. The items should also be security marked. Valuable metallic items and any lead work on the building should be marked with the Smartwater system as recommended insurance companies. We would note that if lead is not appropriately marked, this will prejudice any possible insurance claim, should problems of theft or vandalism be experienced.

We would recommend that consideration is given to forms of security lighting, both for safe access and for property protection. Economic forms of video surveillance are also now becoming available. These, if appropriately installed with necessary statutory approvals, can prove beneficial. Discussion with your insurance company should become a regular part of your annual review. This may reduce premiums.

It is recommended that noticeboards carry the post code of the building so that those who are unfamiliar with the property location can advise the emergency services should they be required to attend.

Where there are sudden changes in level, low rails, unprotected steps or areas where the unwary or visitors could easily stumble, suitable warning notices should be provided.

Lighting

Electric lighting was provided although switched off. A new lighting scheme is required pending confirmation on the end use of the spaces.

Asbestos

We saw evidence of potential asbestos containing materials, which should be checked. Asbestos may be found in:

- manmade roof slating or sheets.
- internal thermoplastic floor tiles or cladding.
- softboard ceiling materials.
- electrical or other insulants.
- adhesive to vinyl floor coverings.

In addition old pipe runs and electric fuseways could contain asbestos. This is not an exhaustive list.

Managers of buildings of this age and nature must ensure that any asbestos that is found is properly recorded, noted and managed or removed. An asbestos register must be in place and maintained.

If an asbestos report has not been commissioned an independent assessment should be carried out. We can offer recommendations if required.

Protected Species

We saw no obvious evidence of bat activity within the building, but would note that the property is likely to provide a suitable habitat for bats to roost, breed and winter in however it's town location may preclude this. Any re-roofing works which may disturb habitat of any protected species should be assessed and if deemed appropriate, Natural England licences will need to be obtained before any high level work is put in hand. This is a requirement of Planning.

The roof void is being used by pigeons and other birds for nesting and roosting. It is unlikely bats will use the void due to the bird presence.

Accessibility

The building does not have any accessible lavatory facilities. This is something that should be considered going forward.

Appropriate light levels should be provided for those who have visual impairments with appropriate focal lighting for areas of specific importance within the building. Emergency escape lighting should be provided and suitably maintained.

Large print notices should be made available.

SUMMARY

The building has suffered greatly from being vacant. A lack of continued use and ongoing maintenance has resulted in partial roof and slate hanging collapse which has led to water flowing unchecked into the building.

Given the condition of the roof are rear wall areas replacement of these elements is the only viable option and unfortunately along with the slates, it can be assumed that a significant level of timber repair / replacement will be necessary.

The masonry walls are generally sound pending repointing in lime. The first floor structure looks to be sound despite the ingress from above.

Once a use for the building has been put forward and agreed it requires extensive re-ordering and repair with improved thermal performance and critically important fire separation improvements.

Consideration should also be given to accessibility and the provision of a lift for accessing the first floor is something that could be considered. Again this depends on the end use.

In short a lot of work is required to bring this building back into a useable condition and we would recommend at least the external envelope is repaired as soon as possible to stop inevitable further collapse of roof and slate sections.

It is however a fine building and has a lot of history and will, with the right use, return to being a positive component of the town.

SUMMARY OF MAJOR WORKS

Immediate

Clear gutters of vegetation to ensure flowing freely
Attend to loose / damage slates

Within 12 months

Re-roof
Re-slate hung slate walling
New rainwater goods
Remove dry rot affected timber and apply treatment

Within 2 Years

Joinery repairs / replacement

Within 5 Years

Masonry pointing works
Internal strip out and repairs
Improvements to surrounding grounds
Access improvements

Routine

Reinstate slipped slates and loose tingles
Test all services
Clean gutters and downpipes
Ensure adequate ventilation
Redecorate
Remove debris from gullies and plant growth
Clear paths
Check security

SPECIAL NOTE

This report does not purport to be a full structural survey but is a report executed following our limited inspection in accordance with our terms and conditions of engagement. We cannot confirm that any area that was not available for inspection within the context of the terms and conditions of engagement is free from defect, rot or deleterious materials.

THIRD PARTIES

This report is confidential and for the sole use of our Client's and their Legal Advisors. No responsibility may be taken for any third party acting upon or relying upon this report. No part of the report may be published without prior consent.

A handwritten signature in black ink, appearing to read 'Hunter', enclosed within a large, loopy oval stroke.

**CHRISTOPHER HUNTER BSc (Hons) MSc CHE MRICS
CHARTERED BUILDING SURVEYOR**

CGH/8211
24th May 2023

APPENDIX 1

Terms and Conditions

1. The Surveyor will advise the Client as to his opinion of the state of repair and condition of The Building specified by the Client. No specific comment will be made upon the environment, the locality, grounds or Planning.
2. The Surveyor will not advise whether or not the price agreed for the property reflects the current open market value taking into account its repair and condition and market condition generally. A separate independent valuation should be arranged with a specialist valuation surveyor if this is required. The Surveyor will not include this in his fee. Separate terms and conditions should be arranged direct.
3. If a reinstatement valuation for the purpose of insurance is required this can be arranged at an additional fee. This can be discussed with the surveyor.
4. Save as hereinafter provided, the Surveyor will carry out such work as is reasonable in his professional judgement, bearing in mind the limitations of the inspection. This inspection is not a full structural survey, which is now interpreted by the courts as an inspection of every part of the building accessible or otherwise resulting in destructive surveying techniques.
5. The Surveyor will inspect as much of the internal and external surface area as is practicable, but he will be under no obligation to raise fixed floorboards or to inspect those areas of the property that are covered, unexposed or not readily accessible. Inspection will therefore exclude both the roof space, if there is no, or no reasonably accessible roof hatch, and the outer surfaces of the roof if they cannot be readily seen. Similarly, inaccessible flat roofs over 3m above ground level will not be inspected.
6. The Surveyor will not be responsible for arranging the testing of domestic or mains services, unless specifically instructed to do so. Specialist tests can be arranged at an additional fee. Recommendation for testing of Electric & Heating Services may be included in the report and should be completed before a commitment is made to Purchase.
7. Except where the contrary is stated, parts of the structure and of the woodwork which are covered, unexposed or inaccessible, will not be inspected and will be assumed to be sound and in good repair. Where concern is raised over condition we will advise further inspection with builders in attendance. We will not expose foundations.
8. The report will not purport to express an opinion about or to advise upon the condition of uninspected parts and should not be taken as making an implied representation or statement about such parts.
9. The report is provided for the sole use of the named Client and is confidential to the Client and his Legal Advisors. The Surveyor accepts responsibility to the Client alone for the stated purpose that the report will be prepared with the skill, care and diligence reasonably to be expected of a competent Chartered Surveyor, but accepts no responsibility whatsoever to any person other than the Client himself. Any such person relies upon the report at his own risk. Further, neither the whole or any part of the report, or reference thereto may be included in any published Document, Circular or Statement nor published in any way without the Surveyor's written approval as to the form and/or context in which it is to appear.
10. Unless otherwise expressly stated, in making the report the following assumptions will be made. The Surveyors will be under no duty to verify these assumptions:
 - a. That no high alumina cement concrete or calcium chloride additive mastic, or other deleterious material was used in the construction of the property. Further tests may be needed in laboratories at additional costs.
 - b. That the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoing and that good Title can be shown.
 - c. That the property is unaffected by any matters which would be revealed by a local search and replies to the usual enquiries, or by Statutory Notice, and that neither the property, nor its condition, nor its use, nor its intended use, is or will be unlawful. A separate legal adviser will be engaged by you to advise on these and other legal matters.
 - d. That the inspection of those parts which have not been inspected would neither reveal material defects nor cause the Surveyor to alter his advice materially.
11. The Surveyor will be unable to categorically confirm the absence of known invasive plant species such as Japanese Knotweed within the property.
12. The Client will pay the Surveyor the agreed survey fee upon receipt of the report and any expressly agreed disbursements plus VAT where applicable. Disbursements include travel costs and can include a printed copy for a further charge of £25, if required. Otherwise a digital copy of the report will be provided. Any further inspections, Attendance upon builders, Follow up reports and Advice following scientific laboratory analysis will be charged over and above the agreed report fee detailed below, on a time or fixed fee to be agreed separately if necessary.

TERMS AND CONDITIONS OF ENGAGEMENT

1. Fees as agreed between : Date : 5th May 2023
2. Client : St Ives Town Council, C/O Louise Dwelly, Town Clerk, The Guildhall,
Street-An-Pol, St Ives, TR26 2DS
3. Surveyor : Christopher Hunter, Scott & Company, No. 3 Lemon Villas,
Truro TR1 2NX
4. Building : St John's Ambulance Station
5. Project : Building Inspection Report

Ref : CGH/8211

6. Services as agreed in the quotation email dated 4th January 2023
7. Fee Type:

In line with engagement email / letter fees to be based on either an agreed lump sum cost (outlined in section 9 below), based on time charge at current rate or based on a percentage of the project cost if applicable – see section 8.

Current professional charge out rates per hour:

Principal £140 per hour or quarter hour proportion

8. Fee Structure for a Building Works Project unless otherwise agreed:

Net expenditure below £50,000* - Time Charge

Net expenditure above £50,000* - 10% of Project Cost (unless otherwise agreed)

9. Fee structure for Professional Advice not forming Part of a Building Works Project:

Professional Report/Quinquennial Report

£2,000

Other work outside of the scope of the agreed lump sum including:

Time Charge for ad hoc advice on Phone

Time Charge for ad hoc advice on Site

Time charge for ad hoc advice Office Meeting

10. Disbursements*:
- | | |
|---|-------------------------------------|
| Travelling | £0.55p per mile |
| Printing: | Suppliers' trade account rate x 1.5 |
| Post, Fax & e-mail | @ cost |
| Subsistence and accommodation
only where away from Truro for
more than 10 hours | @ cost x 1.25 |

VAT is charged at the current rate

Accounts are due for settlement within seven days of presentation of the invoice. Credit is not offered. Interest is charged daily on overdue accounts at the rate of 4% above Lloyds Bank base lending rate. Failure to pay an account will entitle us to terminate our agreement.

11. Insurance: Scott & Company under RICS bye laws must maintain Professional Indemnity Insurance to practice along with public liability insurance etc.
A copy of our insurance documents are available on request.
The client must satisfy as to adequacy of insurances for any other specialist consultant and contractor engaged on the project. The surveyor does not purport to be an expert in insurance.
12. Further Charges: The Client shall be responsible for settlement direct of all other professionals and subcontractor costs and fees as separately agreed. The client shall pay all local authority charges.
13. Review: Costs and charge out rates are reviewed annually in April.
14. Building Contract and Legal Advice: The surveyor will recommend an industry standard form of contract. The client shall be fully at liberty to seek independent legal advice, at his own cost, in connection with the contract prior to signing if he deems it necessary. The engagement of a surveyor should not obviate the need for independent legal advice. If, under a JCT Building Contract there is a dispute, this shall be resolved by arbitration unless otherwise agreed.
15. Neighbours: Scott & Co cannot be responsible for neighbours or their Actions. As client and property owner it is your responsibility to ensure that all relevant notifications and consents are obtained from neighbours. It may be necessary to obtain party fence or party wall consents and orders. We would strongly recommend that separate party wall surveyors and legal advice be obtained. This service is not offered by Scott & Company. Any additional costs incurred as a result of neighbourly disputes, delays or misunderstandings or advice provided in connection with neighbourly matters will be charged for separately on a time basis.
16. Less Able Clients: The professional service that we offer clients concentrates upon

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- dealing with your buildings. Meetings are generally held on site. Should you have special access or visual needs, please let us know so that suitable arrangements can be made. We are always happy to meet at your property, where you may be more comfortable. In addition, we are only too pleased to produce correspondence or reports in large print format or otherwise adapted to suit your needs.
- 17. Finance & Tax:** It may be deemed necessary to obtain separate financial and tax advice in connection with cash flows and funding. This must be obtained by the client at their cost if necessary from their accountant or financial adviser.
- By signing this Agreement the client confirms that he has sufficient funds to pay for services up to tender return. By signing the Building Contract he confirms he has funds to pay the full contract value. By signing this Agreement the client confirms that all funds are from legitimate sources and that the Inland Revenue is, or will be, aware of the funds one way or another.
- 18. Aborted Work:** Where, for any reason, the work is aborted the client shall pay the surveyor for all time expended by all personnel at the rate of £140 per hour for any time subsequent to the last due apportioned fee account, whether raised or not, in accordance with the apportionment detailed herein, where the original fee agreement was based on a percentage charge.
- Where the project has got to the tender stage, the fee shall be at 75% of the full fee set against the tender return or estimated tender return if aborted, before costings have been returned.
- 19. Speculative Work:** Only under special circumstances and with prior written agreement will
- Scott & Company undertake speculative work. Instructing Scott & Company will ultimately incur a fee for work executed.
- 20. Suspension of Project:** Where the client, for any reason, suspends the project the surveyor may charge for loss of profit at 20% of the estimated remaining fee. The surveyor may also charge for additional time incurred in suspending and subsequently reviving a project.
- 21. Exclusions:** Services that will not be provided include:
- Party Wall Notices
 - Structural Engineering
 - CDM Coordinating
 - Formal Quantity Surveyor Services – Provision of BOQ
 - Services engineering design beyond performance requirements
 - Chemical or mudic analyses
 - Geotechnical or mining surveys
 - Fund raising
 - Engagement of consultants or contractors directly
 - Full time contract supervision
- This list is not exhaustive.

- 22. Copyright:** All drawings, designs and specifications, schedules and professional reports are the sole copyright of Scott & Company and must only be copied with prior written consent for whatever purpose.
- 23. Termination of Instructions:** You may terminate your instructions to us in writing at any time. Termination of a project from either side will follow the RICS Guidance for Conditions of Engagement.
- 24. Client Care and Complaints Handling:** We aim to provide a professional and efficient service to our clients. The stop and start nature of many conservation projects make it difficult to programme. We do everything that we can to accommodate this within the context of the service that we offer. We believe that there should be a formal complaint handling procedure. We comply with the RICS standards for complaint handling. Should there be a formal complaint raised by a client, this should be addressed to the Company Administrator at the above address in writing, who will thereafter confirm the procedure and timescale to be adopted.
- 25. Agreement: this** Your continuing instructions subsequent to the despatch and date of letter will amount to your acceptance of these terms of business, personally, or where relevant, in your capacity as our contact with a client body. Where instructions are received on behalf of an organisation we will assume that instructions shall be received via other nominated officers in that organisation and/or their successors for the duration of the project(s) unless otherwise stated in writing.
- 26. Strategic Stages for the raising of Fee Accounts for full Contract Administration Services (note points 1-6 constitute the development phase of any project with 7 being the delivery phase).**

- 1. Due no less frequently than quarterly as interims**
- 2. Measured survey of existing completed as a one off**

Thereafter accounts will be raised against the agreed percentage rates as follows:

Cumulative		Proportion of	
		Fee	Total
3. Completion of at least one sketch proposal		15%	15%
4. Substantial completion of design: discuss contract procedure		20%	35%
5. Complete working drawings: submit PP, Brgs, LBC		20%	55%
6. Preparation of specification schedules and/or drawings to obtain contractor's costs		20%	75%
7. Contract administration on site – to contract completion))	25%	100%

Up to 75% of the full percentage fee will be raised against the tender return (negotiated or competitive) this will cover the development phase.

The delivery phase will be charged on one of two scenarios – should the final account be higher than the tender then the delivery phase fee will be the full percentage against the FA less previous accounts, including development. Should the final account be less than the tender figure then 25% of the full percentage fee will be raised against the agreed Final

Account will be raised – this will raise the overall percentage figure across delivery and development and allows a consideration of the work that was involved for the larger scope at tender stage.

The tender return and agreed Final Account figure will NOT be the same.

Tenders will be issued with a 10% contingency for unforeseen expenditure. This is included to allow for budgeting for problems or changes which may arise once the contract is on site and opening up has commenced. The tender may also include prime cost (PC) or provisional sums (PS) to reflect expenditure on items which are known to be needed, but which at tender stage have not been chosen, or may not be able to be detailed. The contractor does not have a right to expend either the Contingency or the PC/PS items without direction. If these sums of money are not used they will be omitted from the Final Account and thus reflected in the final apportionment of professional fees. Expenditure of these sums would not constitute a “Material” variation to the contract.

Signed

Date.....