



MANOR HOUSE & RIVERSIDE CENTRE COMMITTEE

6 June 2023

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Manor House and Riverside Centre Committee at which your attendance is summoned, will be held at the Manor House, Old Town Street, Dawlish, EX7 9AP on **Monday, 12th June 2023** at **2.00 pm** to transact the business specified in the following Agenda as set out.

Andrew McKenzie
Town Clerk

Distribution: The Mayor and Members of Manor House & Riverside Centre Committee as follows:

Councillors Hardy (Chair), Heath (Vice-Chairman), James, J. Petherick, L. Petherick, Pyne, Dawson (ex-Officio) and Goodman-Bradbury (ex-Officio)

The Mayor and Deputy Mayor are ex-officio Members of all Committees.



For information – to be taken as read:

- 1** ***Declarations of Interest** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.*
- 2** ***Items requiring urgent attention** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.*
- 3** ***The Freedom of Information Act 2000** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.*
- 4** ***The Data Protection Act 2018** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.*
- 5** ***Mobile telephones** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.*
- 6** ***Recording** this meeting may be filmed or audio taped.*
- 7** ***Public Participation:** Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.*



AGENDA

PART I

(Open to the Public)

1. **Apologies for absence**
2. **Agreement of the Agenda between Parts I and II**
3. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

4. **Dispensations**

To receive and consider requests for dispensation (if any).

5. **Minutes (To Follow)**

To approve and sign the minutes of the Manor House & Riverside Centre Committee held on 7 June 2023.

6. **Town Clerk's Report (if any) (Verbal Report)**

7. **Dry Rot Remedial Works (Pages 5 - 6)**

To note the current spend on dry rot works and resolve actions where required.

8. **Proposed Schedule of Works (Pages 7 - 16)**

To consider the amended proposed schedule of works for the Manor House, and Riverside Centre and resolve which actions should proceed to tender.

9. **Recommendation from Civic Amenities Committee**

The Manor House and Riverside Committee is requested to approve that the central strip across the turning circle in front of the Manor House (where works were completed last year) become a wildflower area (with biodiversity and pollinators) as the Council has declared a climate emergency, and that within seven days, if approval were granted, a meeting of the ACT Wildlife Warden and a representative of the Civic Amenities Committee meet for advice with a view to early planting. The area would be accompanied by relevant signage of the project.



10. **Manor Car Park Task & Finish Group**

The Manor House & Riverside Centre Committee is asked to appoint three Members to form the Car Park Task & Finish Group to consider options for better management of the car park at the Manor House.

PART II (PRIVATE)

Items which may be taken in the absence of the Public and Press on grounds that Exempt Information may disclosed as defined in the Local Government Act 1972 and / or the Public Bodies (Admission to Meetings) Act 1960.

Nil.

Item	Description	Cost	Comments	Approved by Council
Rm 4a	Original works to Room 4a	23,123.20		Yes
	Additional works to Room 4a	2,145.00	Works include rebuilding crumbling brickwork below windows & repair to floor	Yes
	Additional works to Room 4a	3,492.00	Additional works to windows	Yes
	Omit Contingency	-3,500.00		Yes
	Omit Brick repairs	-500.00		Yes
	Sub total for 4a	24,760.20		
Rm 4b	Additional works to Room 4b	20,424.40	includes 3,500 contingency and 500 PS as per	Yes
	Omit Contingency	-3,500.00		
	Omit Brick repairs	-500.00		
	ADD - Repair of timber floor structure	3,000.00	Estimated.	No
	ADD - Structural engineers fee	500.00	Estimated.	Yes
	Sub total for 4b	19,924.40		
	OMIT - PS for Specialist (4a & 4b)	-6,900.00		Yes
	ADD - Stage 1 Internal Treatment	5,454.41		Yes
	ADD - Main Contractor OHP	818.16		Yes
	ADD - Remove built in timber and make good.	720.00		
		92.57		
	Total	45,497.17	plus VAT	
Canopy	Engineers inspection - Stage 1	450.00		Yes
	Engineers inspection - Stage 2	600.00		No
Option 1	Repair works to canopy	10,000.00	Estimated.	No
Option 2	Replace canopy	[20000]	Estimated.	No
				No

Stage 2 Dry Rot Works	Stage 2 - External Treatment	3,729.97		Yes
	Main Contractor OHP	559.50		Yes
	Investigate lintel, repair french doors	5,000.00	Estimated.	
	Sub total for canopy	20,339.47		
	Total exc. VAT	65,836.64		

Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
	Main Roof	Overhaul roof slopes: remove moss, replace all slipped, missing and damaged slates to match existing.	<u>750</u>	750		
	Main Roof	Install balloon guards to rainwater outlets to prevent leaf blockages.	<u>25</u>	25		
	Main Roof	Investigate leaks to parapet gutter and roof valley and undertake repairs.	1,500			
	Main Roof	Treatment of roof timbers with preservative treatment (Cuprinol 5 star or similar).				2,000
	North Wing Roof	Overhaul roof slopes: replace all slipped, missing and damaged slates to match existing.	<u>500</u>	500		
	North Wing Roof	Install balloon guards to rainwater outlets to prevent leaf blockages.	<u>25</u>	25		
	North Wing Roof	Investigate roof leak to front parapet gutter and undertake repairs.	500			
	North Wing Roof	Replace damaged polycarbonate cover to rooflight.		150		
	North Wing Roof	Clean flat roof, prepare and overcoat felt using a suitable liquid applied waterproofing.	<u>650</u>	650		
	Council Chamber Roof	Overhaul roof slopes: remove all moss, replace all slipped, missing and damaged slates to match existing. Replace fibre cement slates with natural slates.	<u>1,200</u>	1,200		
	Council Chamber Roof	Refix slipped leadwork to south easy roof hip.	150			

Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
	Entrance Portico Roof	Clear pine needles and other debris to prevent blockages to rainwater goods.	25			
	Entrance Portico Roof	Replace lead sheet to right hand side bay where split.		850		
	Rainwater Goods	Cyclical redecoration of all cast iron rainwater goods.	<u>2,500</u>	1,500		
	Rainwater Goods	Clear debris from all guttering, check and where necessary reseal any leaking joints.	1,200			
	Rainwater Goods	Consider replacement of UPVC rainwater goods to the North Wing with cast iron.				3,000
	Chimneys	Cyclical redecoration of chimney stacks.	<u>1,500</u>	1,100		
	Chimneys	Fit rain cowls to flue pots to prevent damp penetration.				475
	Eaves Joinery	Cyclical redecoration of eaves joinery with allowance for minor repairs to decaying timberwork.	<u>3,000</u>	2,000		
	External Walls	Rake out and fill hairline cracks and cyclical redecoration to painted render.	<u>15,000</u>	12,000		
	External Walls	Hack off and renew render to west elevation of North Wing due to loss of adhesion.	<u>1,500</u>	1,500		
	External Walls	Anticipate localised repointing/re-bedding of parapet coping stones on new mortar.	<u>500</u>	500		

Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
	Windows and Doors	Overhaul, repair and cyclical redecoration of painted timber windows and external doors.	15,000	12,000		
	Conservatory	Reinforce or replace door/glass side screen to Assist Teignbridge entrance.				2,000
	Conservatory	Consider replacement of glass with more thermally efficient sealed double glazed units.				4,000
	External Walls	Renewal of white line markings to parking bays.			1,000	
	Internal Areas	Fire-stopping to ceiling in electrical cupboard.	250			
	Internal Areas	Hack off defective plaster to second floor staircase and replaster.		1,200		
	Internal Areas	Allowance of internal redecoration and replacement of floor coverings to some areas.				15,000
	Electrical Installation	Undertake electrical remedial works to achieve 'satisfactory' rating.	2,000			
	Electrical Installation	Undertake Electrical Installation Condition Report (EICR) in 2026.			1,200	
	Emergency Lighting	Undertake an emergency light testing (3 hour drain down) in accordance with BS 5299 and budget to replace battery packs.	250			
	Emergency Lighting	Install additional external emergency lighting to fire exit doors and repair damaged fittings on the south elevation.	600			

Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
	Electrical Installation	Consider upgrading lighting to LED fittings to reduce energy consumption.				10,000
	Gas, Heating & Hot Water	Undertake Gas Safety inspection and boiler service (annually).	250			
	Gas, Heating & Hot Water	Install carbon monoxide detector adjacent to boilers.	25			
	Gas, Heating & Hot Water	Replacement of boilers and hot water cylinder.		15,000		
	Gas, Heating & Hot Water	Label gas pipework.	25			
	Fire Safety	Complete a detailed fire risk assessment of the property.	500			
	Fire Safety	Install additional 'Fire Action Notices' adjacent to final fire exit doors and designate an external assembly point.	75			
	Fire Safety	Testing of fire alarm system in accordance with BS 5839. Anticipate some replacement of smoke detection.	200			
	Fire Safety	Prepare a Fire Zone Plan in accordance with BS 5839.	300			
	Asbestos	Commission an up to date Asbestos Report and prepare Asbestos Register. Label any ACM's present.	750			
	Accessibility	Commission an Access Audit as part of Equality Act compliance.	750			

Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
	Accessibility	Replace WC grab rails to provide suitable colour contrast with wall.	600			
	Estimated Totals (£)		46,750	14,200	2,200	36,475

Estimated grand total of all elements: £99,625.

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Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
1	Flat Roof	Sweep, bag up and remove all moss and other vegetation growth from flat roof. Redistribute and replenish stone chippings to provide protection from solar heat gain.		£1,000.00		
2	Flat Roof	Install wire balloon guard to soil and vent pipe to prevent bird/insect/vegetation entry.		£25.00		
3	Flat Roof	Anticipate minor repairs and repointing to lead flashings at abutment with inside face of parapet wall.			£300.00	
4	Veranda	Cyclical redecoration of painted timberwork.			£2,000.00	
5	Rainwater Goods	Cyclical redecoration of rainwater goods.	<u>500</u>	£300.00		
6	External Walls	Rake out and fill hairline cracks and cyclical redecoration to painted render.	<u>4,000</u>	£3,500.00		
7	External Walls	Anticipate localised repointing/re-bedding of parapet coping stones on new mortar.			£350.00	
8	Windows & Doors	Cyclical redecoration of painted timber windows and external doors.			£2,000.00	
9	Windows & Doors	Anticipate failure of some double glazed units will require replacement.				£1,500.00
10	Paving & Boundaries	Localised repairs and repointing of boundary wall to Brook Street.		£500.00		
11	Internal Areas	Fire-stop cable penetrations though internal compartment walls with intumescent sealant.	£100.00			

Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
12	Internal Areas	Investigate damp to north wall of main hall and undertake repairs.		£1,500.00		
13	Internal Areas	Internal redecoration and replacement of floor coverings.				£20,000.00
14	Electrical Installation	Undertake remedial works achieve 'satisfactory' rating.	£500.00			
15	Electrical Installation	Undertake Electrical Installation Condition Report (EICR) in 2026.			£650.00	
16	Electrical Installation	Undertake an emergency light testing (3 hour drain down) in accordance with BS 5299 and budget to replace battery packs.	£750.00			
17	Electrical Installation	Install additional emergency lighting to kitchen.				£250.00
18	Electrical Installation	Consider upgrading lighting to LED fittings to reduce energy consumption. Light levels				£8,000.00
19	Heating & Hot Water	Undertake Gas Safety inspection and boiler service (annually)	£200.00			
20	Heating & Hot Water	Install carbon monoxide detector in kitchen adjacent to boiler.	£25.00			
21	Heating & Hot Water	Replace faulty radiator valve in main hall.	£50.00			
22	Fire Safety	Complete a detailed fire risk assessment of the property.	£500.00			

Item	Element/Location	Remedial Works	Priority	Within 18 months	Within 5 years	Desirable/Improvement
23	Fire Safety	Install additional 'Fire Action Notices' adjacent to final fire exit doors and designate an external assembly point.	£75.00			
24	Fire Safety	Anticipate replacement of smoke detection.			£800.00	
25	Accessibility	Commission an Access Audit as part of Equality Act compliance.	£500.00			
26	Accessibility	Replace WC grab rails to provide suitable colour contrast with wall.				£600.00
27	Accessibility	Replace radiator with Low Surface Temperature (LST) alternative.				£350.00
Estimated totals (£)			4,600	3,025	5,300	30,700

Estimated grand total of all elements: £43,625.

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