

CONDITION SURVEY

HUISH CHAMPFLOWER

VILLAGE HALL

FOR:

Hall Management Committee c/o Olivia Winterton, West Combe House,
Huish Champflower, Taunton, Somerset, TA42GH
01984623557



REVISED: 23rd September 2011

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1.0 Introduction.

- 1.1 This survey was requested to establish the structural condition of the hall and to investigate ways of improving the facilities available to the hall users.
- 1.2 No invasive or destructive methods are used and the survey is by visual means only. No testing or analysis of materials has been undertaken as part of this work.
- 1.3 The building is a good example of early post-war off site manufacture of an adaptable building system.
- 1.4 Date of Survey: Tuesday 20th September 2011
- 1.5 Time of survey: 10.45am
- 1.6 Weather conditions: Dry with blustery wind, overcast sky after overnight rain, good visibility.

2.0 GENERAL DESCRIPTION

- 2.1 The Hall is constructed principally of precast concrete interlocking horizontal strip panel with ends tongued into vertical concrete precast posts. There are brick piers each side of the main entrance defining the doorway. Window openings are incorporated into the precast concrete system with concrete surrounds to galvanised steel window frames (Crittal/John Williams pattern) set in mastic.



- 2.2 The roof is corrugated fibre cement sheet which, because of its age, may contain asbestos. The Gable at the car-park end is clad in vertical Cedar boarding and at the other end is clad with fibre cement sheeting.

- 2.3 There is a small car park which could contain a maximum of 15 cars is tightly positioned on a 'last in –first out' basis.
- 2.4 The Hall is separated from the public road by the small car-park at the entrance end and is surrounded by open countryside to the rear, the Cricket field to the front and the cricket pavilion and associated buildings at the other end. The Hall enjoys panoramic views across the cricket square to hills and valleys in the distance.
- 2.5 Constructed circa 1950 (local report puts the date at 1953) the hall has been well maintained within the confines of the original structural materials and signs of a continuing repair and maintenance programme are evident.

3.0 CONDITION

- 3.1 Externally there are signs of material failure through age. Cracks are evident in some of the concrete panels and the lower overlapping lip is broken off in several small areas.



- The roof has spread at approximately the mid-point of the main hall, forcing the top of the wall system outwards. The bolts holding the brackets connecting the posts with the top horizontal panel on each side and the roof truss internally are rusted where visible and may be severely weakened within the concrete and roof void.
- 3.2 The roof has many repair patches visible (cricket ball damage) and future repairs must allow for the possibility of asbestos in the sheet material. The sheet material is brittle and requires replacement.



- 3.3 Both long elevations are fitted with 100mm black plastic guttering in good condition but the rainwater pipe is detached on the rear elevation and requires refitting.



- 3.4 The rear elevation is not accessible to the public and is in slightly better condition than the front elevation although there are signs of outward movement at the eaves level and around window openings.



Lateral movement of pre-cast concrete panels on front elevation



Rear elevation showing movement in concrete window cill

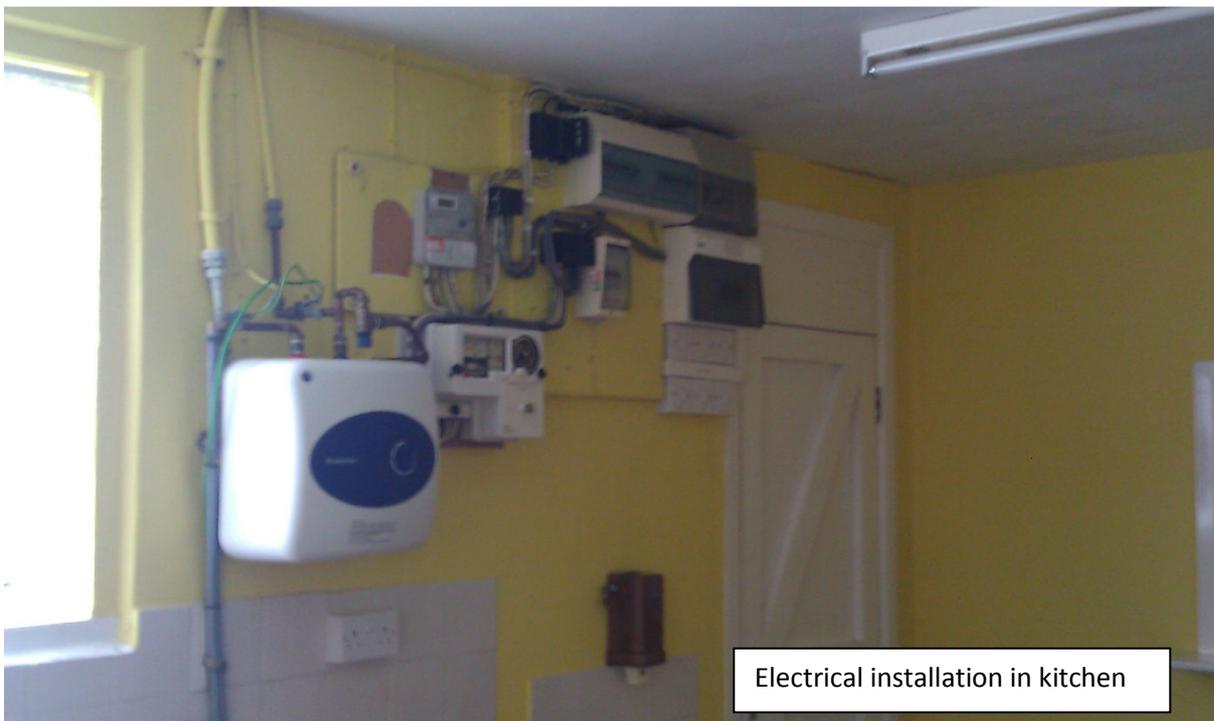
- 3.5 Internally there is an entrance lobby leading to double doors into the main hall. Doors from the lobby lead to the kitchen on the left hand side and Ladies and Gents toilets on the right side.
- 3.6 The Kitchen is fitted with a single drainer domestic sink, a domestic electric cooker, fridge and a microwave oven. Domestic cupboards and work top line the walls. A serving hatch opens into the main hall. A Gas water heater and various electrical controls are mounted on the wall above a domestic pedestal hand-wash basin. There is no heating or ventilation system to the kitchen. The floor to the kitchen and entrance lobby is of concrete overlaid with approximately 7mm of Asphalt added after the original construction. There are signs of cracking to the concrete floor near the exit door.



Cracked Asphalt/concrete in corner of kitchen indicating settlement or impact damage



Part of Kitchen showing cooking facility



Electrical installation in kitchen

- 3.7 The Ladies toilets consist of two cubicles and a hand wash basin. The floor is concrete and a window provides the only ventilation. There are signs of mould and ingress of water around the window and damp staining on the ceiling.



Hand wash basin in Ladies toilet

- 3.8 The men's toilets consist of 3 urinals and one cubical, and a door leads to a small store area that may have contained a warm air heating system, now obsolete. There is no heating or ventilation system in the Ladies or Gents toilets and they present a somewhat cold and austere appearance.
- 3.9 The main hall is fitted with a pine floor, plastered walls and fibre board ceiling. The floor is in good condition for its age and has a small corner stage at one end. There is some minor vertical movement within the floor indicative of failing timber plates and lack of ventilation to the under-floor void.



Part view of hall showing vertical battens covering joints

- 3.10 There are cracks generally to the walls indicating differential movement between wall panels and probably due to wind induced movement and the precast nature of the external wall system. Vertical timber battens cover the joints between the structural sections. Vertical timber battens cover the joints between the structural sections.



View of hall internal wall surface showing vertical batten and vertical crack to right of batten

- 3.11 The ceiling is of 'Celotex' type material low-density fibre board and shows movement between the sheet edges. The material is flexible and the ceiling is in fair condition. There is discolouration on the cricket field side and it is reported that damage from cricket ball impact is the cause of the roof damage.



3.12 The hall is heated by 6 electric infrared lamps wall mounted below ceiling level and grills from an obsolete oil-fired system remain visible.

4.0 STRUCTURAL CONDITION

4.1 The external wall and roof are failing through age and will continue to deteriorate despite ongoing maintenance.

- 4.2 No signs of foundation failure or settlement were detected and the nature of the loose component structural system allows considerable movement with-out damage becoming apparent, however the foundation is assumed to a pad and edge beam arrangement and adequate.
- 4.3 The concrete panels are of slender section reinforced with wires. There are some cracked panels and signs of either movement or original bad fitting joints.
- 4.4 There is some spreading of the roof evident but this is contained within the flexibility of the construction. Heavy snow loading will encourage further spreading and the roof should be kept clear of snow deposits.
- 4.5 The roof covering is brittle and strength will vary considerably between individual sheets. Great care must be taken to ensure that any loading imposed by maintenance access is placed on the purlin positions and not central to any sheeting panels.
- 4.6 The steel brackets connecting the roof truss and post and panel assembly can only be examined by removing an area of ceiling and roof. There is heavy rust visible externally on bolt heads indicating that the bolts, and by inference the brackets, were not galvanised. The brackets may be part of the truss assembly and are then unlikely to be galvanised.

5.0 OPINION

- 5.1 Strengthening the existing structure may be possible by constructing a solid outer wall leaf all round and replacing the fibre cement roofing with a double skin insulated steel sheet on the existing roof truss and purling arrangement but will not provide improved amenities to current standards.
- 5.2 Whilst no indication of imminent collapse was found during the survey, a severe winter and/or heavy snow loading together with strong wind conditions may result in structural movement leading to irreparable damage. Consideration should be given to replacing the hall with a building that caters for the current need and can provide facilities for a wider range of uses.

6.0 RECOMMENDATIONS

- 6.1 Replacement of the existing building should be planned for within 5-10 years.
- 6.2 A new building could incorporate parts of the existing hall, perhaps the floor, and provide a fixed stage with doors at each side providing access to a new Kitchen, toilets and changing rooms, and incorporating the cricket pavilion.
- 6.3 The view onto the cricket field could be enjoyed by inserting glazing along the side of the main hall and protection from cricket ball impact provided. The existing kitchen and toilet areas could be adapted to form a Bar area or committee room, and storage for group activity equipment.

7.0 FINANCIAL IMPLICATIONS

7.1 Notes on Lottery type funding and process are attached for information only.

8.0 PHOTOGRAPHIC RECORD



Main entrance elevation



Typical damage/failure of lower lip of cladding panel



Typical metal window in concrete surround



Damage and movement to precast concrete panels at front corner



Front corner at entrance to cricket field



Side of building facing cricket ground



Concrete panels and edge beam on insitu concrete ground beam



Concrete post and panels showing failure and movement



Rear corner near cricket pavilion showing failure of panel edge



View of cricket field rear corner showing escape doors and roof damage



Cricket field elevation



View across cricket field from front of hall



View across cricket field from front of hall



End of hall showing proximity of cricket pavilion and score box etc



View of cricket pavillion



Electrical installation on kitchen wall



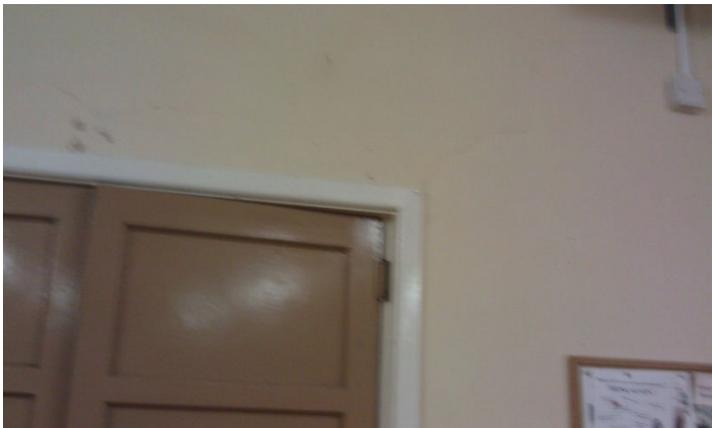
Toilet window cill



Wash basin in Men's toilet



Internal view of hall
towards entrance doors



Hall entrance doors showing
cracking in masonry above
lintel



Typical window reveal in hall showing metal single glazed windows and blowing paint

Lottery Funding

Likely question when you call?

- Where are you based?
- How much are you applying for?
- Information about how your group is set up – *Description of the type of group they are (a non profit community group or a profit community group)*
- What do you know about us, have you seen our website or information pack? – *we have downloaded a lot of your information so are aware of what funding programmes are relevant to us (Reaching Communities: England) we have downloaded the full application so that we know exactly what to apply for, plus we have downloaded information for the 'design of community buildings to ensure that our design meets the relevant needs of the whole community.*
- What is your project? – *Refurbish a town hall.*

Types of Funding Programme?

- Reaching Communities Buildings

Aim: Is to improve or replace community buildings where a wide range of community activities take place.

Can apply: Community groups, schools, charities and non profit making organisations

Can NOT apply: Profit making organisations and individuals

Contact: BIG 0845 410 20 30

Grant size: Minimum £100,000 while maximum £500,000

Geographically funded locations: 'Lower super output areas' in England – this means <http://www.imd.communities.gov.uk/InformationDiscovery.aspx>

- Reaching Communities England

Aim:

Can apply: Voluntary or community organisation, school or local authority

Grant size: Minimum £10,000, while maximum is £50,000

Contact: BIG 0845 410 20 30

Geographically funded locations: 'Lower super output areas' in England

Greater detail on above programmes:

Project must (in order to get funding):

- Respond to a need (should demonstrate the need in application) for lottery need refers to the problem / situation / issue that needs to be rectified to create a better community / environment.
- Involve the people that will benefit from the project throughout the planning and running stages of the project.
- Achieve one or more of the following outputs:
 1. People having better chances in life, with better access to training and development to improve their life skills
 2. Stronger communities, with more active citizens working together to tackle their problems
 3. Improved rural and urban environments, which communities are better able to access and enjoy
 4. Healthier and more active people and communities.
- Lower super output areas are:
 1. The most deprived 15% of LSOA's categorised as urban
 2. The most deprived 20% of LSOA's categorised as rural (town and fringe)
 3. The most deprived 50% of LSOA's categorised as rural (village/hamlets/isolated dwellings)

<http://www.imd.communities.gov.uk/InformationDiscovery.aspx>

CLG 2010 research found:

'The South West has 121 LSOAs which are amongst the 10% most deprived LSOAs in England. In total this region has 3,226 LSOAs, so 3.8% of all its LSOAs are within the 10% most deprived. The South West region has 58.3% of its LSOAs in the 50% least deprived LSOAs on the IMD 2010. Severe deprivation is concentrated in the urban areas of Plymouth and the city of Bristol as well as in parts of Cornwall, especially in the former tin mining area of Penwith' – *therefore will this place be eligible (postcode will tell us) but the Page 77 map would appear NOT to be in one of the most deprived areas.*

- A building should already be in place – to be altered etc. (because they will only fund a 'need' if there is no building then there may be a need but it will not be demonstrated etc.) but they will do rebuilds.
- Will NOT pay for:
 1. Costs incurred before you are given the grant (regardless of whether they are overheads or capital etc.)
 2. Any costs someone else is paying for (whether in costs or kinds)
- Will pay for (CAPITAL COSTS):
 1. Building and engineering works (new build, extension, refurbishment, modernisation or conversion) required for the delivery of the project

2. Plant and equipment necessary for running the project
 3. Purchase of land, buildings, equipment or fixtures and fittings that are linked to the land or building
 4. VAT that you cannot recover from HM Revenue and Customs if you are registered for VAT
 5. Professional fees associated with capital spending on your project, including project management
 6. Legal fees associated with capital spending on your project, such as supplying legal documents. We are likely to require the provision of specific legal documents such as a legal opinion, certificate of title, deed of dedication, restriction on title and legal charge. We can provide a standard form of these documents for use by your solicitor. You should make provision within your project costs for the legal fees you will incur providing a Legal Opinion. As an indication only it would be reasonable to include an estimate of up to £500 plus VAT. You should take advice from your solicitor on the cost of providing a Legal Opinion.
 7. Running costs for the building after your building project is finished
 8. Monitoring and evaluation of the project
 9. Professional and legal fees associated with revenue expenditure on the project items that only benefit an individual and are not needed to deliver the project outcomes
 10. Travel outside the UK 8 Reaching Communities buildings guidance notes capital projects £100,000-£500,000
 11. Funds to build up a reserve or surplus, whether distributable or not
 12. Loan repayments
 13. Contributions to general appeal
- You must include contingency costs of up to 10 per cent of the total cost of your project in your budget for your building work. But we won't pay for:
 1. Routine repairs and maintenance to buildings
 2. General improvements to public areas unless they are essential to the project
 3. Personal equipment not essential to running the project
 4. Maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project
 5. Transport that is necessary for delivering the project
 6. The purchase of a leasehold that has less than five years to go
 7. The transfer of public buildings to voluntary or community sector ownership
 8. Projects where more than 25 per cent of the work is to make your venue accessible to those with disabilities in accordance with Building Regulations, disability legislation and BS 8300.
 - You can pay for the following revenue costs:
 1. Marketing and publicity for the project to help launch your building when it is finished.

The application process (Guidance notes page 13 + outline what needs to be sent in terms of bankers reference number etc.)

1. If applying for less than £40,000 each full year then the Lottery will take 10 weeks to tell you whether it was initially successful.
2. If the project is for over £40,000 pa and relates to buildings it become more complicated so they will take 17 weeks getting back to the applicant.

What EVERY APPLICANT will be asked for:

1. How you will make sure the project is well managed
2. How you will make sure that the people or organisations that you are targeting have access to your project and can use the facilities and services provided – *disabled access, bus routes, car parks, opening times*
3. The indicators that you will use to measure and track your progress towards achieving your outcomes – *first building working, increased interest (maybe through phone calls or emails) the first activities in the refurbished buildings (how successful are they)*
4. The costs of your project, how much money you want from us, what it will be spent on and who will pay for any costs that you are not asking us to fund – *Match funding!*
5. If any staff will be employed to work on your project, their role and salary – *Builders, architects, surveyors planners etc.*
6. If any volunteers will work on your project and what contribution they will make?

If asking for over £40,000 pa:

1. More information about the *need* for your project and *how you have identified* that need – *Research!!*
2. How your project fits in with other local, regional or national activity, plans, policies or strategies
3. More information about how your project will meet the need that you have identified
4. More information about the people who will benefit from your project
5. More information about how the people who will benefit from your project will be involved in running and evaluating your project
6. If you are asking for capital funding up to £50,000 for a project that involves land or buildings, you will need to complete a capital checklist

When assessing the ‘outline’ proposal and the application if there are any significant changes then application will be rejected. Significant changes are:

1. Changes to the type and number of people you will be working with – *An alteration particularly with the contractors could lead to a change in the price*
2. The need for your project
3. The area your project will work in – *will have to remain working in and for the community*

4. Your proposed outcomes – *what you believe this scheme will achieve, but if the 'need' has changed then the outcomes will to!*
5. **A change (increase or decrease) in the total project cost of 25% +**

Project Brief (for the community group NOT KFA):

This is designed by the group to outline what they want to do – they present it to building professionals (that will become the design team) – the 'Land and building guidance notes' outline the requirements that the BIG Lottery fund group want (qualifications of the design team: RIBA architect and RICS building / quantity surveyor).

(Design must be a to a BREEAM rating)

Lottery Match funding

NOT ESSENTIAL for the Reaching Communities Programme – however it shows a greater support of the project – which would therefore demonstrate a greater need for the project (which is essential for the project to get granted funding anyway). Plus there is A LOT of competition for these types of funding so it is best to try and gather some of your own money – and money will need to be received to cover the costs that the Reaching Communities funding does not.

These contributions /'matches in kind' do not need to ALL be money – some of it can be equipment, volunteer time, facilities and resources – this must be checked though not ASSUMED.

To receive the grant it is essential that a 'monitoring' plan is produced – so that the Lottery can ensure (/and any other partnership or funders) that the money is being spent correctly and in accordance with the proposal.

Reaching Communities Building Funding (Between £10,000 & £50,000)

- Security of tenure (be it leasehold or freehold is essential when applying for this grant – *To ensure that the money will be used and not have to be returned when they lose possession of the building.*

For up to £50,000 funding it will only be granted if you are the freeholder OR you have a lease that does not expire within the next 5 years (calculated from completion of the buildings or 'buying' the buildings – whichever is later)

Options Appraisal :

ESSENTIAL in all applications that refer to buildings and land – so it must be submitted with the grant application (information is downloaded and MUST be used as a guide). An options appraisal needs to show that you have considered a range of alternatives about how the project could be delivered (including doing nothing) and that the option you have agreed on is the most appropriate one.

A good options appraisal will enable you to:

1. Clarify both your community's needs and your project's outcomes – *they are very closely linked as the need will always affect the outcomes!*
2. Identify a number of different approaches that could be used to achieve your outcomes – *the options available to you*

3. Assess the costs and value for money of each of the options identified
4. Assess the benefits, uncertainties and risks associated with all of the options you have identified
5. Decide upon the best way (i.e. the best option) to carry out the project

To develop a successful options appraisal it is suggested that you must include:

Stage 1: Define your project's outcomes in consultation with your community – *This will need a lot of research (possibly questionnaires may be a good way forward?) visits in to schools, town meetings etc. will all need to be done so that EVERY member of the community has in some way been represented*

Stage 2: Determine the options available i.e. the different ways that you could achieve your project outcomes

Stage 3: Gather information about the advantages and disadvantages of each option – *Research heavily here as it will include cost, time scale, accessibility by the community, the availability of workmen in the area to do that 'type' of work*

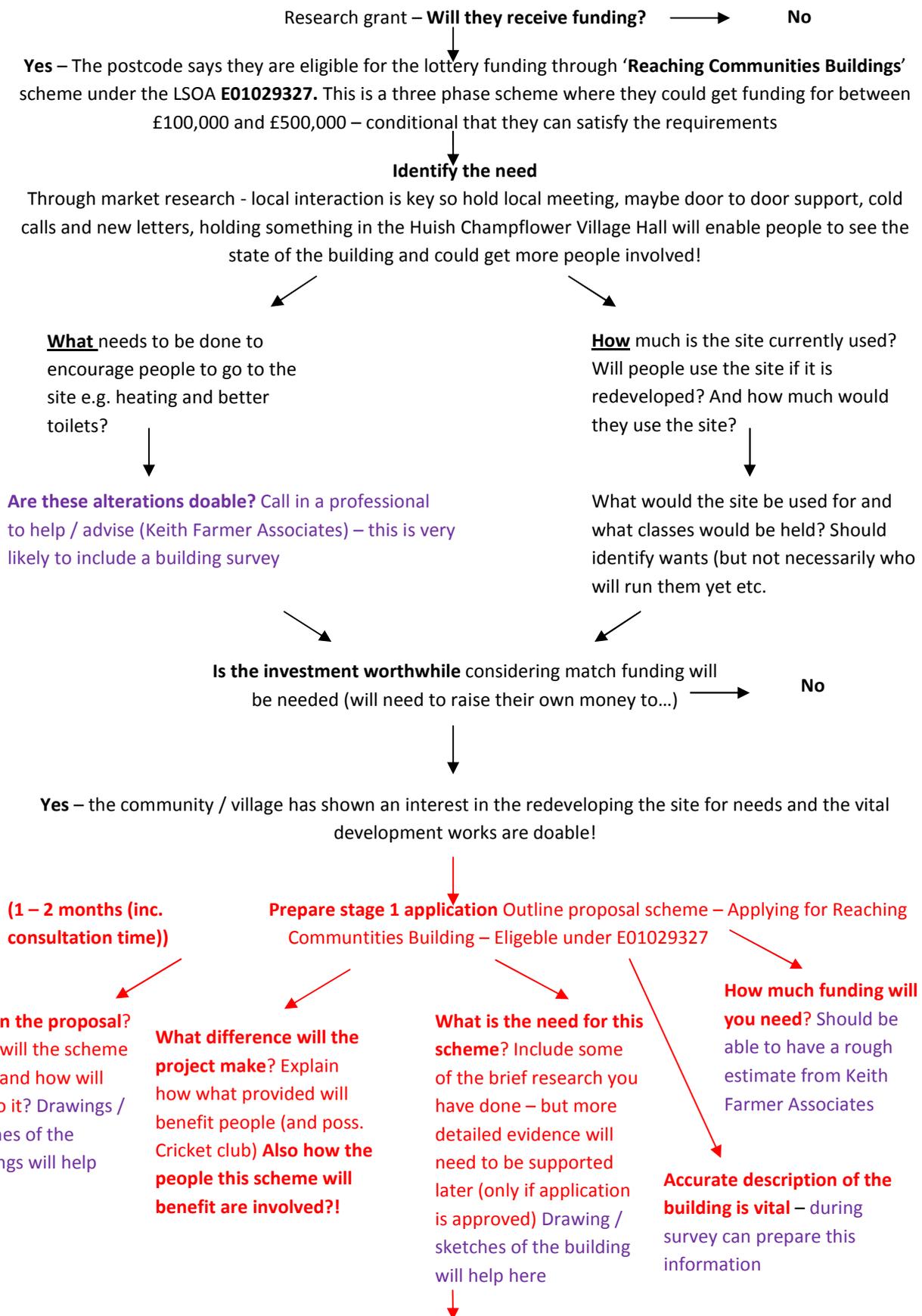
Stage 4: Develop a system to enable you to assess each option thoroughly

Stage 5: Assess each option using your system

Stage 6: Select your preferred option

- Up to £50,000 must get 3 quotes to do the work – It is suggested that they would favour the cheaper option.
- If planning permission is required then it needs to have been obtained and granted before the grant can be assessed (this includes any necessary conditions or consents)
- Any refurbishment project MUST have a surveyor/architect (preferably RICS/RIBA) and building / quantity surveyor (RICS)

Basic process of works flow chart(1 – 2months)



Submit stage 1 outline proposal – ONLINE! You must then wait 20 working days to hear if the scheme has been put through to the next stage

Yes – continue onto stage 2

No – the 12 month limit on reapplying has now been removed so you will be able to reapply with an altered scheme

What went wrong and how will it be rectified?

Not resubmitting

(5- 6months (inc. Consultation time))

Prepare Stage 2 Application for submission

it is best to break down this section into what we will do and what you will do (as there is a lot of work for both...)

Set goals and aims so that success is measurable – and can see if they are on target – Liaise with KFA to ensure these are achievable

Detailed breakdown of the funding that you require – And how it will be managed by now should be able to give details on book keeping complying with SORP 2005 (standard of recommended practice)

Evidence of who owns the building?

Detail on how access will be provided to the developers

Explain and provide evidence of how you indentified the need?!

Detailed breakdown of:

- How the people that benefit will be involved – action plan for the people (by now a managing committee developed (3 members)
- Who will be benefited – identify the diff society groups
- How they will be benefited – classes, programmes and use of the hall

RIBA Work Stage B –
Drawings need to be developed to show the scheme and what you intend to do (any interior exterior

RIBA Work Stage B –
Developed to justify the scheme you have chosen. Other schemes will need to be explored including the cost and risk associated – which will enable you to justify why you have picked a certain one. *Will be the working schemes*

RIBA Work Stage B – Feasibility study which will examine the key project constraint and how they will / have been handled (e.g. planning permission)

Does the scheme work with the planning policies applicable to the area?

Detailed costing taking the whole proposal into consideration

Submit Stage 2 Proposal
Will need to wait 4 months before a decision on the application is made and whether the proposal has been put through to the next stage

Yes – Move onto stage 3

No – Do you resubmit the application?
Bear in mind this can be one without the 12 month wait (that was only applied during the peak times)

What went wrong?
And reapply with alterations

Not resubmit

Prepare to submit stage 3 application

it is best to break down this section into what we will do and what you will do (as there is a lot of work for both...)

Produce a six month business plan (maybe best to involve a professional):

- How you plan to achieve what you are planning on doing
- Specific goals and targets must be laid out – and elaborated on

Produce a capital project delivery plan (downloaded) checklist and run through of everything that you need to spend inc. professional fees etc.

RIBA Working Stage E –
Submit full planning application if this is necessary?! And Building Regulations application – defiantly necessary

Have appointed a project manager – who will appoint the whole team (health and safety requirements will have been addressed)

Have produced clear design drawings and be clear on the scheme

Costing complete – must have given consideration to risk factors

Submit stage 3 application

**Application approved –
Can begin the building work**

Application denied