

# Appendix 01

## Project Cost Report



**Tom Laurie** OBE FRICS  
Economic Planner  
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**O'DonnellBrown**



**MILLPORT TOWN HALL  
REPAIRS AND CONVERSION TO  
COMMUNITY FACILITY**

**FEASIBILITY COSTS  
FOR**

**FRIENDS OF MILLPORT TOWN HALL**

**APRIL 2019**

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## **1.00 INTRODUCTION**

### **1.01 Background**

Friends of Millport Town Hall (FMTH) have appointed Brown + Wallace to act as cost consultants for the repairs, conservation and conversion of former Millport Town Hall into a multi-use community facility.

### **1.02 The Works**

The proposed works comprise a full strip-out, rot eradication works, external stone repairs, re-roofing and window repairs. Internally the spaces will be reinstated to a high standard including a heritage centre, new toilets, caretaker and self-catering flats, reception area, foyer, upgrading hall and stage and provision of a community hub. All mechanical and electrical installations will be replaced.

The existing building shall be completely closed during the construction works to provide the main contractor with vacant possession of the site.

### **1.03 Remit of the Report**

The remit of this report is to ascertain, based on the information available, the current estimated construction and total development costs for the proposed option.

This report has been provided to assist FMTH in their applications for funding from various sources.

## **2.00 EXECUTIVE SUMMARY**

### **2.01 Summary of Proposal**

The works comprise the renovation and conversion to community facility of Millport Town Hall, which is within Millport conservation area.

### **2.02 Synopsis & Purpose of the Report**

Brown + Wallace have appraised the current design proposals with the purpose of providing the Client with a robust Budget Cost for the Construction Works and overall Development Costs.

This report will assist the Client with the various grant applications that will be necessary to deliver an economically viable and sustainable project.

The Estimated Development Costs are summarised as follows:-

|   |          |                                   |
|---|----------|-----------------------------------|
| 1. Works Cost Estimate                  | £        | 2,529,600                         |
| 2. Project Team Fees                    | £        | 328,800                           |
| 3. Other Development Costs              | £        | 9,700                             |
| 4. Risk Allowance                       | £        | 154,800                           |
| 5. Client Direct Fit-Out                |          | excluded                          |
| 6. Tender Inflation (to 2Q 2020)        |          | <u>included</u> (in 1. above)     |
|   | £        | 3,022,900                         |
| VAT Assessment                          | £        | <u>571,700</u>                    |
| <b>TOTAL ESTIMATED DEVELOPMENT COST</b> | <b>£</b> | <b><u>3,594,600 (2Q 2020)</u></b> |

For comparative purposes the Total Estimated Development Cost at today's pricing levels (2Q 2019) is £3,445,700. Allowances for Tender price inflation to estimated site start totals £148,900.

A more detailed breakdown of the Estimated Development Cost is contained within Section 3.0 and a further detailed breakdown of the Estimated Works Cost is included within Appendix 1.

### **2.03 Reflection of Current Market Conditions**

Anticipated costs reported are based on current pricing levels, and projected to a potential site start date of June 2020.

It is a requirement of some funding applications that inflationary allowances are separately identified in the overall development costs.

Whilst current market conditions are still uncertain and unpredictable a small increase in output has been recently experienced and is expected to continue, albeit at a somewhat conservative level for the foreseeable future. Building Cost Inflation Service (BCIS) Published indices and recent market prices obtained by Brown + Wallace reflect this view.

It is therefore considered appropriate that if a site start is potentially June 2020, that an inflationary allowance of 4.33% be included in the summary of capital costs.

## **2.04 Application of VAT**

Following changes in the Budget 2012, the zero rating of VAT on approved alterations to protected buildings was withdrawn. Consequently, with the exception of one distinct area, VAT will be applied at the full rate of 20%. The one area for VAT relief is:-

- A zero rate for some construction work to suit people with disabilities may be available.


In the event that the Trust validate their charitable status, and that of the buildings use for charitable purposes, the Trust may be able to reclaim VAT, provided they are VAT registered.

The application of VAT on construction is a complex area and specialist accountancy advice should be sought by the Trust to ensure that the correct rates are applied.

VAT on Consultants fees and surveys etc. are always subject to VAT at the full rate.

## **2.05 Conclusion**

Brown + Wallace are satisfied that this Feasibility Cost Report represents a robust and accurate assessment of the likely cost of the project, reflecting the current status of design development and prevailing market conditions.

Signed:  (Craig Macdonald MRICS)

for

Brown + Wallace  
22 James Morrison Street  
Glasgow, G1 5PE

Date: 24 April 2019

# MILLPORT TOWN HALL FEASIBILITY COSTS

## 3.00 DEVELOPMENT COST SUMMARY

### 3.00 - DEVELOPMENT COST SUMMARY

#### 1 ESTIMATED WORKS COST

|    |   |       |   |           |
|----|---|-------|---|-----------|
| 1  | Substructure  |       | £ | 31,100    |
| 2  | Superstructure                                      |       | £ | 851,700   |
| 3  | Internal Finishes                                   |       | £ | 402,000   |
| 4  | Fittings and Furnishings                            |       | £ | 127,000   |
| 5  | Mechanical and Electrical Services                  |       | £ | 636,300   |
|    |   |       |   | <hr/>     |
|    |   |       |   | 2,048,100 |
| 6  | External Works                                      |       | £ | 43,000    |
|    |   |       |   | <hr/>     |
|    |   |       |   | 2,091,100 |
| 7  | Preliminaries                                       | 10.4% | £ | 218,200   |
| 8  | Main contractors profit and overheads (Incl. above) |       |   | 0         |
|    |   |       |   | <hr/>     |
|    |   |       |   | 2,309,300 |
| 9  | Contingencies                                       | 5.0%  | £ | 115,200   |
|    |   |       |   | <hr/>     |
|    |   |       |   | 2,424,500 |
| 10 | Inflation to site start (2Q 2019 to 2Q 2020)        |       | £ | 105,100   |
|    |   |       |   | <hr/>     |
|    |   |       |   | 2,529,600 |

|            |                   |        |   |             |
|------------|-------------------|--------|---|-------------|
| 2          | VAT ON WORKS      | 20.00% | £ | 505,900     |
| 3          | PROFESSIONAL FEES | 13.00% | £ | 328,800     |
| 4          | VAT ON FEES       | 20.00% | £ | 65,800      |
|            |                   |        |   | <hr/>       |
| TOTAL COST |                   |        |   | £ 3,430,100 |

#### 5 OTHER DEVELOPEMENT COSTS

|   |                               |  |   |         |
|---|-------------------------------|--|---|---------|
| 1 | Planning                      |  | £ | 600     |
| 2 | Advertising                   |  | £ | 200     |
| 3 | Warrant                       |  | £ | 7,000   |
| 4 | Licence Application (alcohol) |  | £ | 1,300   |
| 5 | Surveys (asbestos)            |  | £ | 0       |
| 6 | Surveys (rot)                 |  | £ | 0       |
| 7 | Surveys (bats)                |  | £ | 600     |
|   |                               |  |   | <hr/>   |
|   |                               |  |   | £ 9,700 |

#### 6 RISK ALLOWANCE ESTIMATE

|   |                                     |       |   |           |
|---|-------------------------------------|-------|---|-----------|
| 1 | Design development risk             | 2.00% | £ | 68,800    |
| 2 | Construction / site conditions risk | 1.00% | £ | 34,400    |
| 3 | Employer change risk                | 1.50% | £ | 51,600    |
|   |                                     |       |   | <hr/>     |
|   |                                     |       |   | £ 154,800 |

#### 7 CLIENT DIRECT FIT-OUT

|   |   |   |          |
|---|---|---|----------|
| 1 | Heritage centre equipment                     | £ | excluded |
| 2 | Conservation corner equipment                 | £ | excluded |
| 3 | Loose furniture and fittings                  | £ | excluded |
| 4 | Artworks                                      | £ | excluded |
| 5 | Office equipment                              | £ | excluded |
| 6 | Community Hub tables, chairs, seating         | £ | excluded |
| 7 | Self Catering flats white goods and furniture | £ | excluded |
|   |   | £ | excluded |

#### TOTAL ESTIMATED DEVELOPMENT COST (2Q 2020)

£ **3,594,600**

#### Notes

In compiling this budget cost we have made the following assumptions :-

- 1 Works competitively tendered with a main contractor and executed as a single contract
- 2 Existing mains services do not require upgrading or alteration

Development cost is exclusive of the following:-

- a Legal Fees
- b Finance charges
- c Client direct FF&E

## **4.00 COST COMMENTARY**

### **4.01 Constraints & Limitations**

- a) The costs have initially been appraised upon current pricing levels (2Q 2019) with inflationary allowances projected to June 2020 (2Q 2020)
- b) It is envisaged that the project will be procured on a competitive tender basis with suitably experienced contractors via a Public Contracts Scotland Tender Notice.
- c) Preliminaries are based upon the works being procured in one single phase and exclude any costs that may be attributable to any subsequent phasing of the works.
- d) Preliminaries are based on a typical contract period with normal working hours and no allowance for any acceleration oncosts.

### **4.02 Drawings & Other Information**

Costs are based upon the following information provided by others:-

- a) Architects Information
  - 00-100 Location Plan
  - 00-200 Existing Lower Ground Floor Plan
  - 00-201 Existing Ground Floor Plan
  - 00-202 Existing First Floor Plan
  - 00-203 Existing Roof Plan
  - Cross Section 01
  - 00-250 Proposed Lower Ground Floor Plan
  - 00-251 Proposed Ground Floor Plan
  - 00-252 First Floor Plan Option 1 (Mezzanine Flats Level 01)
  - 00-253 First Floor Plan Option 1 (Mezzanine Flats Level 02)
- b) Engineers Information
  - Desktop Study not available at time of report

- c) Mechanical & Electrical Information
  - No information available at time of report
- d) Fire Strategy
  - No information available at time of report
- e) Topographical Study
  - No information available at time of report
- f) Site Investigation
  - No information available at time of report
- g) Specification
  - As interpreted from Architect's drawings
- h) Specialist Operations
  - No specialist works envisaged at this stage, other than rotworks and basement tanking
- i) Building Inspection Report
  - Prepared by Allied Surveyors Scotland dated February 2019

### **4.03 Statutory Approvals**

- a) Planning Consent – no formal application to date
- b) Building Warrant – to current standards.
- c) Roads Construction Consent / Section 56 – no formal application to date.
- d) Scottish Water approvals – no formal application to date.

This report makes no allowance for any onerous conditions that may arise from the above.

**4.04 Exclusions from Construction Cost Estimate**

- a) revenue costs including manager, caretaker, cleaners, construction project manager and clerk of works
- b) third party warranties and way-leaves
- c) finance charges
- d) VAT – see 4.11

**4.05 Assumptions made in the Preparation of this Cost**

- a) no requirement for a contract guarantee bond
- b) reasonable access / egress to and from the site for the appropriate plant and machinery
- c) all principle excavations above ground water level
- d) no requirement for a new electrical sub-station
- e) suitable space for a plant room
- f) all excavated material suitable for disposal off site as 'inert' waste
- g) no requirement for ground gas preclusion measures

**4.06 No Allowance Included for the Following**

- a) diversion of existing services unless otherwise stated
- b) works outwith the site boundary (other than drainage connections)
- c) mineral instability or ground decontamination treatments
- d) abnormal foundations, unless otherwise stated
- e) archaeological watching brief

**4.07 Significant Provisional Sums**

Not applicable due to feasibility status.

**4.08 Prime Cost Sum Allowances**

Allowance for meter installation and connection charges for the undernoted utility services have been included:-

- a) Scottish Power
- b) Scottish Water
- c) British Telecom

It is envisaged that adequate capacity is available for water and electricity supplies.

**4.09 Risk Allowance**

**4.11 Application of VAT**

In accordance with cost planning principles, the following risk allowances have been made:-

- (i) Risks associated with design development changes, e.g. statutory requirements (2.0%).
- (ii) Risks associated with site conditions, e.g. access restrictions / limitations, adjacent buildings, existing sewers (1.0%).
- (iii) Risks during design and construction associated with Employer driven changes e.g. scope of works, changes in quality and/or timing of the works (1.50%).

#### **4.10 Inflation**

Anticipated costs reported are based on current pricing levels (2Q 2019) with future tender price inflation allowance to June 2020 (2Q 2020).

Whilst current market conditions are still uncertain and unpredictable, a steady increase in output has been recently experienced and is expected to continue for the foreseeable future. Published BCIS indices and recent market prices obtained by Brown + Wallace reflect this view.

It is therefore considered appropriate that recognition be given in any future cost estimates to reflect these increases.

Tender price indices indicate inflationary increases as follows:

2Q 2019 to 2Q 2020    +4.33%

VAT is excluded from this report.

The application of VAT on construction is a complex area and specialist accountancy advice should be sought by the Client to ensure that the correct rates are applied.

VAT at current rate of 20% may be applicable to some elements of repairs, extension, professional fees, development costs and risk allowances.

**FRIENDS OF MILLPORT TOWN HALL  
FORMER MILLPORT TOWN HALL  
REPAIRS AND CONVERSION TO COMMUNITY FACILITY**



**APPENDIX 1 - ELEMENTAL WORKS COST SUMMARY**

**12 April 2019**

|          |  | Total Cost<br>of Element | Cost per<br>m2 GFA | Element<br>% |
|----------|--|--------------------------|--------------------|--------------|
| <b>1</b> | <b>SUBSTRUCTURE</b>                      |                          |                    |              |
| 1A       | Ground floor                             | 31,100                   | 29.28              | 1%           |
| 1        | Element Total                            | <b>31,100</b>            | <b>29.28</b>       | <b>1%</b>    |
| <b>2</b> | <b>SUPERSTRUCTURE</b>                    |                          |                    |              |
| 2A1      | Downtakings & builderswork               | 146,100                  | 137.57             | 6%           |
| 2A2      | Rot Eradication & damp-proofing          | 116,600                  | 109.79             | 5%           |
| 2B       | Upper floors                             | 58,100                   | 54.71              | 2%           |
| 2C       | Roofs                                    | 113,500                  | 106.87             | 5%           |
| 2D       | Stairs                                   | 25,200                   | 23.73              | 1%           |
| 2E       | External walls                           | 152,300                  | 143.41             | 6%           |
| 2F.1     | Windows and screens                      | 112,600                  | 106.03             | 5%           |
| 2F.2     | External doors                           | 7,700                    | 7.25               | 0%           |
| 2G       | Internal walls & partitions              | 58,000                   | 54.61              | 2%           |
| 2H       | Internal doors                           | 61,600                   | 58.00              | 3%           |
| 2        | Element Total                            | <b>851,700</b>           | <b>801.98</b>      | <b>35%</b>   |
| <b>3</b> | <b>INTERNAL FINISHES</b>                 |                          |                    |              |
| 3A       | Wall finishes                            | 122,500                  | 115.35             | 5%           |
| 3B       | Floor finishes                           | 78,400                   | 73.82              | 3%           |
| 3C       | Ceiling finishes                         | 132,300                  | 124.58             | 5%           |
| 3D       | Decoration                               | 68,800                   | 64.78              | 3%           |
| 3        | Element Total                            | <b>402,000</b>           | <b>378.53</b>      | <b>17%</b>   |
| <b>4</b> | <b>FITTINGS AND FURNISHINGS</b>          |                          |                    |              |
| 4A       | Fitted furniture & equipment (F, F & E)  | 127,000                  | 119.59             | 5%           |
| 3        | Element Total                            | <b>127,000</b>           | <b>119.59</b>      | <b>5%</b>    |
| <b>5</b> | <b>SERVICES</b>                          |                          |                    |              |
| 5A       | Sanitary appliances                      | 32,900                   | 30.98              | 1%           |
| 5B       | Service equipment (kitchen appliances)   | 7,500                    | 7.06               | 0%           |
| 5C       | Disposal installation                    | 20,300                   | 19.11              | 1%           |
| 5D       | Water installation                       | 32,100                   | 30.23              | 1%           |
| 5E-F     | Heating installation                     | 104,400                  | 98.31              | 4%           |
| 5G       | Ventilation system                       | 55,500                   | 52.26              | 2%           |
| 5H       | Electrical installation                  | 184,500                  | 173.73             | 8%           |
| 5I       | Gas installation                         | -                        | -                  | 0%           |
| 5J       | Lift installation                        | 47,300                   | 44.54              | 2%           |
| 5K       | Protective installation                  | 81,500                   | 76.74              | 3%           |
| 5L       | Communication installation               | 22,500                   | 21.19              | 1%           |
| 5M       | Special installation                     | 32,600                   | 30.70              | 1%           |
| 5N       | Builderswork in connection with services | 15,200                   | 14.31              | 1%           |
| 5        | Element Total                            | <b>636,300</b>           | <b>599.15</b>      | <b>26%</b>   |
|          | <b>Building cost - carried forward</b>   | <b>2,048,100</b>         | <b>1,928.53</b>    | <b>84%</b>   |

**FRIENDS OF MILLPORT TOWN HALL  
FORMER MILLPORT TOWN HALL  
REPAIRS AND CONVERSION TO COMMUNITY FACILITY**



**APPENDIX 1 - ELEMENTAL WORKS COST SUMMARY**

**12 April 2019**

|          |  | Total Cost<br>of Element | Cost per<br>m2 GFA | Element<br>% |
|----------|--|--------------------------|--------------------|--------------|
|          | <b>Building cost - brought forward</b>           | <b>2,048,100</b>         | <b>1,928.53</b>    | <b>84%</b>   |
| <b>6</b> | <b>EXTERNAL WORKS</b>                            |                          |                    |              |
| 6A       | Site works                                       | 13,700                   | 12.90              | 1%           |
| 6B       | External drainage                                | 5,700                    | 5.37               | 0%           |
| 6C       | External services                                | 23,600                   | 22.22              | 1%           |
| 6D       | Minor building works                             | -                        | -                  | 0%           |
| 6        | Element Total                                    | <b>43,000</b>            | <b>40.49</b>       | <b>2%</b>    |
|          | <b>Works cost - sub-total</b>                    | <b>2,091,100</b>         | <b>1,969.02</b>    | <b>86%</b>   |
| <b>7</b> | <b>PRELIMINARIES</b>                             |                          |                    |              |
|          |  |                          |                    | 10.4%        |
| 7        | Element Total                                    | <b>218,200</b>           | <b>205.46</b>      | <b>9%</b>    |
| <b>8</b> | <b>MC Profit &amp; Overhead (incl. in rates)</b> |                          |                    |              |
|          |  |                          |                    | 0.0%         |
| 8        | Element Total                                    | -                        | -                  | <b>0%</b>    |
| <b>9</b> | <b>Contingencies</b>                             |                          |                    |              |
|          |  |                          |                    | 5.0%         |
| 9        | Element Total                                    | <b>115,200</b>           | <b>108.47</b>      | <b>5%</b>    |
|          | <b>ANTICIPATED CONSTRUCTION COST (2Q 2019)</b>   | <b>2,424,500</b>         | <b>2,282.96</b>    | <b>100%</b>  |

**SUMMARY OF AREAS**

| <b>GFA Summary</b>  |                 |             |
|---------------------|-----------------|-------------|
| Lower Ground Floor  | 441 m2          | 42%         |
| Ground Floor        | 406 m2          | 38%         |
| First Floor         | 195 m2          | 18%         |
| Mezzanine           | 20 m2           | 2%          |
| <b>Total M2 GFA</b> | <b>1,062 m2</b> | <b>100%</b> |

**NOTES**

Above estimated construction cost includes the following significant allowances/assumptions:-

- Asbestos removal allowance - £ excluded
- Rot treatments - £50,000 (Wise Property Care report)
- Damp-proofing - £66,000 (Wise Property Care report)
- Replace roof slating and leadwork allow 50%
- Existing floors repaired; no allowance for acoustic upgrading
- Stone repairs allowance - £60,000
- Replacement windows - £60,000 (60%)
- Reuse and upgrade existing doors (30%)
- Catering kitchen - £20,000
- Bespoke bar and fittings - £10,000
- Reception desk - £10,000
- Stackable chairs - £10,000
- Acoustic curtains - £15,000
- Lift to accommodate wheelchairs - £45,000
- Lighting and sound equipment excluded
- Monitored CCTV security cameras in lieu of site watchman

# Appendix 02

## Consultees



**Tom Laurie** OBE FRICS  
Economic Planner  
Property Consultant

**O'DonnellBrown**



**Tom Laurie** OBE FRICS  
Economic Planner  
Property Consultant



## List of Consultees

**The following individuals and parties were consulted by Tom Laurie as part of the feasibility exercise:**

- Jackie Wilson Local drama group
- Margaret Kennedy Tourism association
- Jean Kerr Garrison library group
- Janette Donnelly Sanctuary Millport Care Home
- Mazda Munn Art group
- Gill Miller Art group
- Kasia Smith North Ayrshire Council
- Eleanor McAllister Heritage Lottery
- Ranald McInnis Environment Scotland
- Cumbrae Beecology
- Creative Scotland
- David McGilp Visit Scotland
- Peter Broughan Film producer
- Angela Giorgetti Festival organiser
- Jan Summers Dance group
- Alister Chisholm Cathedral of the Isles
- Rhona Gourley Sonoro Choir
- Margaret Allen Dance group
- Marie Wallace History project
- Graham Wallace - Cumbrae Community Council
- Angie McCallum - Cumbrae Community Council
- Rena McIntyre - Cumbrae Garden Club and CCDC
- Edwin Deas Author
- The Boys Brigade
- Bronwyn Deas Marketing Consultant
- James Farrell Elderly Forum
- Local businesses
- Overseas holiday home owners
- IT
- CPDs
- Website (projects, about us) / media presence / Marketing
- Instagram post(s)



**Tom Laurie** OBE FRICS  
Economic Planner  
Property Consultant



**Friends of Millport Town Hall also have messages of support from:**

- Cumbrae Community Council
- Isle of Cumbrae Tourist Association
- Cumbrae Community Development Company
- Millport Pipe Band
- Millport Golf Club
- Millport Burns Society
- Cumbrae Contemporary Poetry Society
- Sonoro Choir
- The Cathedral of the Isles
- Scottish Dance Group
- Cumbrae Historical Society
- Millport WI
- International Writers Group
- Returning Worldwide Visitors
- Scottish Dance Federation
- Local Businesses

# Appendix o3

## Business Plan



**Tom Laurie** OBE FRICS  
Economic Planner  
Property Consultant

**O'DonnellBrown**

**Millport Town Hall**  
**Projected Income**

|                                  |       | Year 1 |         | Year 2 |         | Year 3 |         | Year 4 |         | Year 5 |         |
|----------------------------------|-------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|
|                                  | Notes | £      | £       | £      | £       | £      | £       | £      | £       | £      | £       |
| Heritage Centre                  |       |        |         |        |         |        |         |        |         |        |         |
| Donations                        |       | 1,500  |         | 1,527  |         | 1,554  |         | 1,582  |         | 1,611  |         |
| Entrance Fees                    | 1     | 18,000 |         | 18,000 |         | 18,000 |         | 18,000 |         | 18,000 |         |
|                                  |       |        | 19,500  |        | 19,527  |        | 19,554  |        | 19,582  |        | 19,611  |
| Hall                             |       |        |         |        |         |        |         |        |         |        |         |
| Hall Hire                        | 2     | 15,168 |         | 15,168 |         | 15,168 |         | 15,168 |         | 15,168 |         |
| Private Functions                | 3     | 1,276  |         | 1,299  |         | 1,322  |         | 1,346  |         | 1,370  |         |
| Hogmanay Function                | 4     | 3,500  |         | 3,563  |         | 3,627  |         | 3,692  |         | 3,759  |         |
| Film Club                        | 5     | 3,200  |         | 3,258  |         | 3,316  |         | 3,376  |         | 3,437  |         |
| Wedding Hire                     | 6     | 6,000  |         | 6,108  |         | 6,218  |         | 6,330  |         | 6,444  |         |
| Seminars                         | 7     | 1,000  |         | 1,018  |         | 1,036  |         | 1,055  |         | 1,074  |         |
| Millport Fundraisers             | 8     | 15,000 |         | 15,000 |         | 15,000 |         | 15,000 |         | 15,000 |         |
|                                  |       |        | 45,144  |        | 45,414  |        | 45,688  |        | 45,967  |        | 46,252  |
| Cumbræ Lottery                   |       |        | 3,600   |        | 3,665   |        | 3,731   |        | 3,798   |        | 3,866   |
| Therapeutic Millport             |       |        | 5,000   |        | 5,090   |        | 5,182   |        | 5,275   |        | 5,370   |
| Creative Millport                |       |        |         |        |         |        |         |        |         |        |         |
| Amateur Productions              | 9     | 2,350  |         | 2,392  |         | 2,435  |         | 2,479  |         | 2,524  |         |
| Professional Productions         | 10    | 10,000 |         | 10,180 |         | 10,363 |         | 10,550 |         | 10,740 |         |
| Art and Photographic Exhibitions | 11    | 1,000  |         | 1,018  |         | 1,036  |         | 1,055  |         | 1,074  |         |
|                                  |       |        | 13,350  |        | 13,590  |        | 13,835  |        | 14,084  |        | 14,337  |
| Accommodation                    |       |        |         |        |         |        |         |        |         |        |         |
| Caretaker Residence              | 12    | 4,200  |         | 4,276  |         | 4,353  |         | 4,431  |         | 4,511  |         |
| Rental Flats                     | 13    | 41,600 |         | 42,349 |         | 43,111 |         | 43,887 |         | 44,677 |         |
|                                  |       |        | 45,800  |        | 46,624  |        | 47,464  |        | 48,318  |        | 49,188  |
|                                  |       |        | 132,394 |        | 133,910 |        | 135,453 |        | 137,025 |        | 138,624 |

**Assumptions**

All figures based on information provided by Tom Laurie and no further verification work undertaken  
Inflationary increases assumed at 1.8% across all income sources excluding entrance fees, Donations, Fundraisers and Hall Hire based on February 2019 Consumer Price Index

**Notes**

- 1 Based on 6,000 visitors pa average £3 entry
- 2 Detailed breakdown available, based on discussions with interested community groups and current usage/rates
- 3 Assuming one function per month and additional Burns Night/St Andrews night functions
- 4 Based on 150 tickets at £15 per ticket and additional bar income
- 5 Based on 8 showings for 80 people at £5 per person
- 6 Assuming 6 weddings per year at £1,000 per wedding
- 7 Based on 2 seminars at £500 each
- 8 Based on 6 fundraising events at £2,500 each
- 9 Based on 9 productions at £150 per production and bar takings at 5 productions £200/production
- 10 Based on 12 productions at £500 each and bar takings at 10 productions £400/production
- 11 Based on 4 exhibitions per year £250 per exhibition
- 12 Based on rental income of £350/month
- 13 Three rental flats 50% occupancy, £500/week for 2 and £600/week for the largest

[illegible]

All figures based on information provided by Tom Laurie and no further verification work undertaken  
Assumed that expenses provided are inclusive of VAT  
If expenses are provided net of VAT, approximately £8,000 of VAT will be incurred based on the expenditure noted  
This VAT is unlikely to be reclaimable, however detailed VAT advice will require to be obtained  
Inflationary increase of 1.8% assumed across all expenditure in line with CPI February 2019 figures (same would also require to be added to the potential additional VAT as noted above)

1 To include all employers national insurance and pension contributions

## Appendix 04

### Surveys:

- Condition survey
- Structural survey
- Electrical survey
- Timber survey



**BUILDING INSPECTION REPORT**

**OF**

**MILLPORT TOWN HALL**  
**5 CLIFTON STREET**  
**MILLPORT**  
**ISLE OF CUMBRAE**  
**KA28 0AZ**

**ON BEHALF OF**

**FRIENDS OF MILLPORT TOWN HALL**

**Prepared by**

**Allied Surveyors Scotland**  
**Building Consultancy**  
**Herbert House**  
**Glasgow**  
**G20 6NB**

**February 2019**

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**

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- |           |   |   |
|-----------|---|---|
| Urgent    | - | Where work has to be carried out forthwith to render the building safe and weathertight to preserve its integrity or must be carried out in early course, certainly within a twelve month period. |
| Essential | - | Where the work is of such a nature that it must be carried out for the well being of the building and should be done within five years or earlier if possible.                                    |
| Desirable | - | Where the work would be beneficial but can be delayed.  |

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
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FRIENDS OF MILLPORT TOWN HALL**

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**1.00 INTRODUCTION**

- 1.01 CLIENT - Friends of Millport Town Hall
- 1.02 PROPERTY INSPECTED - Millport Town Hall  
5 Clifton Street  
Millport  
Isle of Cumbrae  
KA28 0AZ
- 1.03 DATE OF INSPECTION - We inspected the property on 31<sup>st</sup> January 2019 during sunny but freezing weather conditions.
- 1.04 INSTRUCTED BY - Angie McCallum, Chair – Friends of Millport Town Hall
- 1.05 SURVEYED BY - Scott Graham BSc (Hons) MRICS &  
Alan Hutchison BSc FRICS  
Allied Surveyors Scotland  
Building Consultancy  
Herbert House,  
30 Herbert Street  
Glasgow, G20 6NB
- 1.06 PHOTOGRAPHS - Contained within Appendix A
- 1.07 FLOOR PLANS - Contained within Appendix B
- 1.08 STRUCTURAL REPORT - Contained within Appendix C  
  
Allister Campbell  
(B.Eng.(Hons) MSc. C.Eng. M.I.Struct.E)  
ATK Partnership  
33 Union Street  
Greenock  
PA16 8DN
- 1.09 ELECTRICAL REPORT - Contained within Appendix D
- 1.10 TIMBER REPORT - Contained within Appendix E

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**BUILDING INSPECTION REPORT  
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1.11 GENERAL DESCRIPTION

- Millport Town Hall was originally constructed in 1878 and is located in the centre of Millport. The original town hall building has been extended over its history and consists of various sized halls, a kitchen, toilets and basement storage.

Roofs are generally timber pitched structures with slate finishes. External walls to the original build are stonework, with the more recently constructed areas brickwork with a roughcast finish. Rainwater goods are generally metal with isolated areas having PVCu gutters and downpipes. Windows are mainly timber sash and case or PVC type double glazing. Doors are timber panelled with flush timber fire escape doors around the property.

Internally, the majority of rooms have lath and plaster ceilings, plaster or plasterboard walls and either carpet, vinyl or tiled floor finishes.

1.12 LISTING

- Millport Town Hall is not currently listed, however it is located within the Millport conservation area.

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**BUILDING INSPECTION REPORT  
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**2.00 SCOPE**

- 2.01 This report provides a general guide as to the state of repair. No exposure work whatsoever has been carried out and the foundations have not been inspected.
- 2.02 Where directions of the compass are given these should be read as if the front entrance of the Town Hall faces northeast.
- 2.03 The majority of the roof voids were not accessible at the time of our inspection, and only an area next to the Female Toilets had access, although restricted.
- 2.04 It was not possible to gain direct access onto the roof coverings and therefore all information was obtained by a visual inspection from ground level or cherry picker.
- 2.05 Plasterwork has not been inspected and no underfloor inspections have been made except where stated.
- 2.06 Flues were not inspected nor electrical, gas, water, or drainage tests carried out.
- 2.07 We have not inspected woodwork or other parts of the structure which were covered, unexposed or inaccessible and are therefore unable to report that any such part of the property is free from defect.
- 2.08 Where costs have been indicated, these are purely indicative and are in no way based on contractor's estimates or quotations. We have to state that the indicated costs should be used with caution as, for example, further exposure work by a contractor may reveal that much more work is required. All costs are also exclusive of VAT and Professional Fees. Scaffold and special access costs are not included.
- 2.09 No allowance is included for reinstating plaster finish to internal face of external walls in main hall.
- 2.10 Decoration is in poor order throughout. The cost of decoration is not included within our costings. We recommend quotations be obtained and allowed for in considerations to reinstatement.
- 2.11 Should there be any items on which you are not clear, please do not hesitate to contact Allied Building Consultancy.
- 2.12 This report shall be for the private and confidential use of the client for whom it has been prepared and may not be reproduced in whole or in part or relied upon by third parties for any use without the express authority of Allied Building Consultancy.

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**BUILDING INSPECTION REPORT  
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**3.00 FINANCIAL SUMMARY**

|      |                     | <b><u>Urgent</u></b> | <b><u>Essential</u></b> | <b><u>Desirable</u></b> |
|------|---------------------|----------------------|-------------------------|-------------------------|
| 3.01 | Town Hall Externals | £83,120              | £48,680                 | £32,650                 |
| 3.02 | Town Hall Internals | £76,320              | £106,870                | £49,030                 |
|      | Total               | £159,440             | £155,550                | £81,680                 |

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Please note that the costs detailed are budgetary in nature and should be used with caution. You will also note that there are a number of items where the costs have allowed for further survey work by specialists. Costs for remedial measures recommended by these specialists have not been included and it is likely that the budget cost will increase substantially once the specialist reports have been received.

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#### 4.00 **SUMMARY**

The property is generally in a fair to poor condition and has not been maintained over the recent past. There are a number of areas that require remedial works, some of which we have listed below:-

##### 4.01 Town Hall - Externals:

1. The slate/lead roof coverings/linings are in poor order. It may be possible to phase replacement roof coverings, but they are generally all considered to fall into either urgent or essential repair categories.
2. Leaking gutters and downpipes with corrosion to areas of metal rainwater goods.
3. Isolated areas of friable and delaminating stonework.
4. Cementitious mortar pointing used in areas of stonework.
5. Cementitious render used on stonework gable which is cracking and has vegetation growth.
6. Lintel above glass blocks for basement toilet cracked.
7. Timber decay to windows, with the majority of windows boarded up.
8. Timber decay to doors with decoration poor.
9. Corrosion to embedded structural steelwork.
10. Cracked and previously repaired areas of roughcast.
11. Stonework boundary wall severely cracked.

##### 4.02 Town Hall - Internals:

1. Water ingress throughout building, mainly around south-west rooms.
2. Mould growth to walls and ceilings in certain rooms.
3. Exposed timbers with signs of timber decay and high moisture readings.
4. High moisture readings to roof timbers in void next to Female Toilets.
5. Nail fixings for slates corroding and salt stained due to high levels of moisture.
6. Electrical switchgear near main entrance corroding and in areas of high moisture.
7. Doors warped and sticking on operation due to moisture levels.
8. Structural steelwork corroding in areas of basement.
9. Lintels damaged or missing within basement.
10. Cracked plaster ceilings and walls throughout building.

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**BUILDING INSPECTION REPORT  
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4.03 Structural

1. Refer Structural Report.
2. Further investigation works are called for. The full scope of structural repair has not been assessed. Disruptive inspections required.
3. A provisional allowance is included for gable ties along the Clifton Street.
4. A provisional allowance is included for sundry structural repairs. This excludes remedials to concrete/steel frame.

4.04 Electrical Services

1. The property requires a new light, power, emergency lighting and security system. The property should be rewired.

4.05 Timber Rot Specialists

1. Refer Timber Specialist Report.

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## **5.0 - CONDITION SCHEDULES**

**BUILDING INSPECTION REPORT  
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|   |   |  |  |  |  |                 |                |                |
|---|---|--|--|--|--|-----------------|----------------|----------------|
| PROPERTY: Millport Town Hall, Isle of Cumbrae |   |  |  | B.S. SG  | Date: Feb 2019   | Job No. BS1454  |                |                |
|   |   |  |  |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT   | DESCRIPTION  | CONDITION DEFECT   | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
|   |   |  | Good/Fair/Poor   |  |  |                 |                |                |
| <u>EXTERNALS</u>                              | Roofs (Refer roof plan in Appendix B for locations) | Combination of pitched slated roofs with zinc/lead ridges, lead flashings and overcoated lead flat roof with lead flashings. |  |  |  |                 |                |                |
|   | Roof 1  | Pitched, slated  | Poor<br>Evidence of previous repairs using Welsh slate, principally at lower levels. Several slipped and missing slates elsewhere. No underslating felt below Scottish slates. | Undertake general overhaul to maintain weathertightness.<br><br>Programme future replacement of coverings. Undertake phased replacement of slating/underfelt and lead linings. | U<br><br>E   | 3,000           | 34,280         |                |
|   | Roof 2  | Combination of pitched, slated and lead flat roof overcoated with proprietary felt/paint system, lead flashings/linings      | Poor<br>Slating and leadwork in poor order, however, a holding exercise can be undertaken.   | Undertake a general overhaul, including oversheeting flat surfaces with felt to obtain weathertightness. Programme future replacement of coverings.                            | U  | 3,000           |                |                |

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|---|------------------|--|---|--|--|-----------------|----------------|------------------|
|   |                  |  |   |  |  | INDICATIVE COST |                |                  |
| LOCATION                                      | ELEMENT          | DESCRIPTION  | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED<br>REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£   |
|   | Roof 3           | Pitched, slated, lead finishes/linings   | Poor<br>Slating and leadwork in poor order  | Strip and replace roof coverings, flashings, linings etc, complete | E  |                 | 13,800         |                  |
|   | Roofs 4, 5 and 6 | Pitched, slated, lead flashings, linings   | Poor<br>Source of major water ingress into the building. Slating and leadwork in poor order | Strip and replace roof coverings, flashings, linings, complete     | U  | 12,980          |                |                  |
|   |                  |  |   | Strip and replace roof coverings, flashings, linings, complete     | U  | 24,840          |                |                  |
|   | General          | Introduce ventilation to roof voids.<br><br>Introduce 'mansafe' working fixings to roofs |   |  |  |                 |                | Incl<br><br>Incl |

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|---|-------------------|------------------------------------|--|--|--|-----------------|----------------|----------------|
|   |                   |                                    |  |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT           | DESCRIPTION                        | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| <b>North-West<br/>Elevation (Side)</b>        | External<br>Walls | Metal gutters and downpipes        | Fair/poor<br>- decoration flaking and worn throughout, leaking gutter joints throughout property, areas of vegetation growth | Overhaul rainwater goods, ensure free flowing and in good order, prepare surfaces and redecorate (allowance) | U  | 2,500           |                |                |
|   |                   | Concrete slab (stairs to basement) | Fair/poor<br>- cracking to concrete slab and water staining/paint flaking internally   | Carry out repairs to roof  | U  | 8,400           |                |                |
|   |                   | Sandstone                          | Fair<br>- stonework friable to areas of previous repairs.  | Descalce loose stonework and monitor   | U  | 600             |                |                |
|   |                   |                                    | - mortar pointing repairs poor and appears to be cementitious in nature. Areas of vegetation growth.                         | Rake out and repoint areas of poor pointing  | U  | 3,600           |                |                |

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|---|---------|----------------------|---|--|--|-----------------|----------------|----------------|
|   |         |                      |   |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION          | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
|   | Windows | Structural repairs   | - stonework visibly wet, stained and vegetation growth behind downpipes.<br><br>Refer to Structural Engineer report – bulge evident to wall and structural ties covered with metal cladding | Clean down stonework, carry out possible stone repairs<br><br>Refer to engineer report for required repairs - Consider replacing metal cladding to match in with character of building | U<br><br>D   | 600             |                | 2,200          |
|   |         | Timber sash and case | Poor<br>- glazing damaged throughout with a large number of windows boarded up. Timber decay evident to window frames and sills, with decoration poor                                       | Carry out major overhaul of windows, including replacing damaged glazing, timber repairs and decoration (allowance) (Consider replacing all windows)                                   | U<br><br>D   | 6,000           |                | 18,800         |
|   |         |                      |   |  |  |                 |                |                |
|   |         |                      |   |  |  |                 |                |                |

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|---|----------------|------------------------|---|--|--|-----------------|----------------|----------------|
|   |                |                        |   |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT        | DESCRIPTION            | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| <b>North-East<br/>Elevation (Front)</b>       | Doors          | Solid core timber door | Fair/poor<br>- timber decay at low level and decoration poor  | Overhaul door and carry out isolated timber repairs, redecorate (Consider replacing) | U  | 150             |                |                |
|   | External Walls | Sandstone              | Fair<br>- stonework friable to areas of previous repairs.   | Descal loose stonework and monitor   | D  |                 |                | 500            |
|   |                |                        | - mortar pointing repairs evident, possibly cementitious in nature, isolated pointing appears friable | Rake out and repoint areas of poor pointing  | U  | 600             |                |                |
|   |                |                        |   |  | E  |                 | 300            |                |
|   |                |                        | Structural repairs<br>- horizontal cracking to lintels above basement toilet window openings          | Refer to engineer report for required repairs  | U  | *               |                |                |
|   |                |                        | - wall bulging and twisting at eaves level along front elevation                                      | Refer to engineer report for required repairs  | U  | *               |                |                |

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| PROPERTY: Millport Town Hall, Isle of Cumbrae |         |  |  | B.S. SG   | Date: Feb 2019   | Job No. BS1454  |                |                |
|---|---------|--|--|---|--|-----------------|----------------|----------------|
|   |         |  |  |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION  | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED<br>REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
|   | Windows | PVCu casement  | Fair/poor<br>- glazing damaged to windows with majority of windows boarded up/soiling and vegetation to windows with mastic poor in areas. | Carry out major overhaul of windows, including replacing damaged glazing, (allowance)<br>(Consider replacing all windows) | U  | 3,000           |                |                |
|   |         |  |  |   | D  |                 |                | 9,950          |
|   | Doors   | Solid core timber door (w/ glazing to main entrance doors) | Fair/poor<br>- timber decay at low level and decoration poor   | Overhaul door and carry out isolated timber repairs, redecorate<br>(Consider replacing)                                   | U  | 200             |                |                |
|   |         |  |  |   | D  |                 |                | 1,200          |
|   |         | Metal gate (basement toilet)                               | Fair/poor<br>- corroding throughout and decoration poor  | Rub down door and redecorate  | U  | 100             |                |                |
|   |         |  |  |   |  |                 |                |                |

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FRIENDS OF MILLPORT TOWN HALL**



| PROPERTY: Millport Town Hall, Isle of Cumbrae |                   |                     |  | B.S. SG   | Date: Feb 2019   | Job No. BS1454  |                |                |
|---|-------------------|---------------------|--|---|--|-----------------|----------------|----------------|
|   |                   |                     |  |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT           | DESCRIPTION         | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| <b>South-East<br/>Elevation (Side)</b>        | External<br>Walls | Sandstone           | Fair/poor<br>- stonework friable to areas of previous repairs/cracking evident to stonework joints and isolated lintels  | Descal loose stonework, carry out stone repairs and monitor           | U  | 300             |                |                |
|   |                   |                     | - mortar pointing repairs evident, cementitious in nature, isolated pointing appears friable. (allowance)                | Rake out and repoint  | U  | 3,000           |                |                |
|   |                   | Roughcast brickwork | Fair/poor<br>- previous repairs to roughcast evident. Areas of roughcast spalled, cracked and vegetation growth present. | Hammer test roughcast, hack of defective and re-roughcast (allowance) | U  | 800             |                |                |

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|---|---------|--------------------|--|--|--|-----------------|----------------|----------------|
|   |         |                    |  |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION        | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
|   |         | Structural repairs | - roughcast wall at stairs to basement toilet in poor condition with cracking throughout and vegetation growth | Hack off loose roughcast, repair, and re-roughcast access stairs to basement toilets                                     | U  | 600             |                |                |
|   |         |                    | Refer to Structural engineer report – bulge evident to wall and structural ties covered with metal cladding    | Refer to engineer report for required repairs - Consider replacing metal cladding to match in with character of building | D *  |                 |                |                |
|   |         |                    | Horizontal cracking, corrosion to reinforcement and spalling to concrete structure                             | Refer to engineer report for required repairs  | U *  |                 |                |                |
|   | Windows | PVCu casement      | Fair<br>- vegetation to windows with mastic poor in areas.   | Carry out overhaul of windows, replace mastic (allowance)  | U  | 2,250           |                |                |

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|---|-------------------|---|---|---|--|------------------|----------------|----------------|
|   |                   |   |   |   |  | INDICATIVE COST  |                |                |
| LOCATION                                      | ELEMENT           | DESCRIPTION   | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£      | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| <b>South-West<br/>Elevation (Side)</b>        | Doors             | Timber sash and case<br><br>Solid core timber doors/<br>sliding timber door | Poor<br>- glazing damaged<br>with timber decay<br>evident to window<br>frames and sills,<br>decoration poor<br><br>Fair/poor<br>- timber decay at low<br>level and decoration<br>poor | Replace windows to<br>match existing<br><br>Overhaul door and carry<br>out isolated timber<br>repairs, redecorate | U<br><br>U   | 3,600<br><br>300 |                |                |
|   | External<br>Walls | Sandstone with rendered<br>finish   | Fair/poor<br>- rendered finish<br>severely cracked,<br>potentially boss and<br>cementitious in<br>nature  | Remove render, carry<br>out potential stone<br>repairs and make good<br>pointing                                  | U  | 2,700            |                |                |
|   | Grounds           | Stone wall  | Fair<br>- large cracking and<br>wall leaning slightly at<br>south corner of site<br>next to Kitchen/Hall  | Refer to engineer report<br>for required repairs  | U  |                  |                |                |
| <b>External Areas</b>                         |                   |   |   |   |  |                  |                |                |

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|---|---------|---------------------------|---|--|--|-----------------|----------------|----------------|
|   |         |                           |   |  |  | INDICATIVE COST |                |                |
| LOCATION  | ELEMENT | DESCRIPTION               | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED<br>REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| <b>INTERNALS</b><br>GROUND FLOOR<br>OFFICE<br>(0/007) | Ceiling | Timber gate               | Fair/poor<br>- timber gate<br>decaying and<br>decoration worn<br>throughout                           | Consider replacing   | E  |                 | 100            |                |
|   |         | General                   | Areas of waste, bins,<br>and overgrown<br>vegetation throughout<br>south garden area                  | Clear external areas   | E  |                 | 200            |                |
|   |         | Lath and plaster, painted | Fair<br>- water damage at<br>south-west corner of<br>room, areas of<br>cracking throughout<br>ceiling | Investigate water<br>ingress, repair, and<br>replace area of plaster<br>ceiling, monitor | U  | 500             |                |                |
|   |         | Plaster, painted          | Fair<br>- areas of cracking<br>and isolated water<br>damage at south-<br>west corner                  | Investigate water<br>ingress, repair, and<br>replace area of plaster                     | U  | 400             |                |                |

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ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**



| PROPERTY: Millport Town Hall, Isle of Cumbrae |         |                           |  | B.S. SG   | Date: Feb 2019   | Job No. BS1454  |                |                |
|---|---------|---------------------------|--|---|--|-----------------|----------------|----------------|
|   |         |                           |  |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION               | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| CLOAKROOM<br>(0/008)                          | Ceiling | Lath and plaster, painted | Fair<br>- mould growth throughout, possible areas of raised moisture levels                              | Investigate possible water ingress, repair ceiling and redecorate | U  | 790             |                |                |
|   | Walls   | Plaster, painted          | Fair/poor<br>- areas of cracking and isolated water damage at south-west corner, mould growth throughout | Investigate water ingress, repair, and replace area of plaster    | U  | 200             |                |                |
|   | Door    | Timber, painted           | Fair/poor<br>- door swollen and does not close correctly   | Ease and adjust, consider replacing due to mould in area          | E<br>D   |                 | 70             | 280            |
| MALE TOILET<br>(0/009)                        | Ceiling | Lath and plaster, painted | Fair<br>- mould growth throughout, areas of raised moisture levels at south-east corner at external wall | Investigate possible water ingress, repair ceiling and redecorate | U  | 380             |                |                |

**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
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|---|---------|---|--|--|--|-----------------|----------------|----------------|
|   |         |   |  |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION   | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED<br>REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| CIRCULATION<br>(0/006)                        | Walls   | Plaster, painted                                      | Fair/poor<br>- areas of cracking and isolated water damage at south-west corner, mould growth throughout | Investigate water ingress, repair, and carry out plaster repairs | U  | 240             |                |                |
|   |         |   | - plaster cracked and high moisture levels around WC pan   | Investigate water ingress and repair                             | U  | 160             |                |                |
|   | Ceiling | Lath and plaster, painted<br>Timber cladding in areas | Fair<br>- high moisture levels and timber decay to panelling near to Office (0/012)                      | Investigate water ingress and replace timber cladding            | U  | 420             |                |                |
|   | Walls   | Plaster, painted                                      | Fair<br>- areas of cracking, mould growth throughout   | Carry out plaster repairs and redecorate                         | U<br>D   | 80              |                | 750            |
|   | Floor   | Vinyl floor finish, on timber flooring                | Fair<br>- flooring uneven in areas throughout corridor   | Investigate uneven flooring and carry out repairs if necessary   | E  | 250             |                |                |

**BUILDING INSPECTION REPORT  
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|---|---------|---------------------------|---|--|--|-----------------|----------------|----------------|
|   |         |                           |   |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION               | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| KITCHEN<br>(0/010)                            | Walls   | Plaster, painted          | Fair<br>- areas of raised moisture levels along base of wall separating Office (0/012) and wall separating stairs | Investigate raised moisture levels and repair                                  | U  | 300             |                |                |
|   | Ceiling | Lath and plaster, painted | Poor<br>- water damage throughout room with areas of water ponding to floor                                       | Investigate water ingress, repair, and replace ceiling                         | U  | 2,980           |                |                |
|   |         |                           | - corrosion staining to plaster on beam at south of room  | Investigate possible steel corrosion to beam and carry out repairs (allowance) | U  | 1,000           |                |                |
|   | Walls   | Plaster, painted          | Fair/poor<br>- areas of cracking and isolated water damage, mould growth throughout                               | Investigate water ingress, repair, and replace damaged areas of plaster        | U  | 800             |                |                |
| OFFICE<br>(0/012)                             |         |                           |   |  |  |                 |                |                |

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MILLPORT TOWN HALL,  
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|---|---------|--|--|---|--|-----------------|----------------|----------------|
|   |         |  |  |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION                                | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| CIRCULATION<br>(0/005)                        | Floor   | Vinyl floor finish, on timber              | Poor<br>- flooring uneven and water ponding throughout   | Investigate uneven flooring and carry out repairs if necessary, ensure water ingress issue resolved (allowance) | U  | 500             |                |                |
|   | Door    | Timber, painted                            | Poor<br>- door swollen and does not operate correctly  | Replace door to match existing  | E  |                 | 300            |                |
|   | Ceiling | Lath and plaster/<br>plasterboard, painted | Poor<br>- water damage throughout area   | Investigate water ingress, repair, and replace ceiling  | U  | 950             |                |                |
|   | Walls   | Plaster, painted                           | Poor<br>- high moisture levels to plaster walls throughout, particularly around fire exit door | Investigate water ingress, repair, and replace damaged areas of plaster, possible timber repairs required       | U  | 600             |                |                |

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MILLPORT TOWN HALL,  
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|---|---------|-------------------------|--|--|--|-----------------|----------------|----------------|
|   |         |                         |  |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION             | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| HALL<br>(0/003)                               | Ceiling | Suspended ceiling tiles | Fair<br>- isolated ceiling tiles are water stained/damaged   | Investigate and repair   | U  | 250             |                |                |
|   | Walls   | Plaster, painted        | Fair/poor<br>- area of water staining and cracked plaster near to fire exit door at north-west corner        | Investigate water ingress, repair, and replace damaged areas of plaster                                      | U  | 640             |                |                |
|   |         |                         | - water ingress and damaged plaster at window lintel at north-east corner, water staining to exposed lintels | Investigate water ingress, repair, and replace damaged areas of plaster, refer to structural engineer report | U  | 100             |                |                |
|   |         |                         | - separating wall with Circulation 0/001 is covered in mould and has high moisture readings                  | Investigate water ingress, repair, and replace damaged wall  | U  | 1,800           |                |                |

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|---|---------|--|---|---|--|-----------------|----------------|----------------|
|   |         |  |   |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION                                | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED REPAIR  | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| STORE<br>(0/002)                              | Ceiling | Lath and plaster/<br>plasterboard, painted | - cracking to plaster wall at high level around stage area<br><br>Poor<br>- lowered plasterboard ceiling partially collapsed, high moisture levels throughout | Refer to engineer's report, carry out plaster repairs<br><br>Investigate water ingress, repair, and replace ceiling | U *<br><br>U   | 480             |                |                |
|   | Walls   | Plaster, painted                           | Poor<br>- high moisture levels and mould growth to plaster walls throughout area  | Investigate water ingress, repair, and replace plastered walls  | U  | 1,350           |                |                |
|   | Floor   | Timber T&G floorboards                     | Fair/poor<br>- high moisture readings throughout room with areas of timber decay noted  | Refer to timber preservation report   | U  |                 |                |                |



**ALLIED**  
SURVEYORS  
SCOTLAND

| PROPERTY: Millport Town Hall, Isle of Cumbrae |                   |                                     |   | B.S. SG  | Date: Feb 2019   | Job No. BS1454   |                |                |
|---|-------------------|-------------------------------------|---|--|--|------------------|----------------|----------------|
|   |                   |                                     |   |  |  | INDICATIVE COST  |                |                |
| LOCATION                                      | ELEMENT           | DESCRIPTION                         | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£      | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| ENTRANCE<br>(0/001)                           | Ceiling           | #Lath and plaster, painted          | Fair/poor<br>- potential water staining and raised moisture levels, decoration flaking throughout | Investigate possible water ingress, repair, and carry out repairs to ceiling           | U  | 480              |                |                |
|   | Doors             | Solid core timber door (w/ glazing) | Fair/poor<br>- timber decay at low level and decoration poor                                      | Overhaul door and carry out isolated timber repairs, redecorate (Consider replacing)   | U  | Incl. previously |                |                |
|   | STORE<br>(0/001A) | Ceiling                             | Exposed timber joists   | Fair<br>- spliced timber repairs evident, water staining to timbers near window lintel | U  | 240              |                |                |
|   | Walls             | Plaster, painted                    | Fair/poor<br>- high moisture levels to plaster walls in areas, cracked and boss plaster           | Investigate water ingress, repair, and carry out repairs to walls                      | U  | 1,350            |                |                |

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MILLPORT TOWN HALL,  
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|---|---------|--------------------------------------|---|---|--|-----------------|----------------|----------------|
|   |         |                                      |   |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION                          | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED<br>REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| FIRST FLOOR<br>CIRCULATION<br>(1/001)         | Floor   | Timber T&G floorboards               | Fair/poor<br>- high moisture readings throughout room with areas of timber decay noted                                      | Refer to timber preservation report                                 | U  |                 |                |                |
|   | Walls   | Plaster, painted<br>Timber panelling | Fair<br>- high moisture levels to plaster walls in areas (near window), cracked and boss plaster, mould to timber panelling | Investigate water ingress, repair, and carry out repairs to walls   | U  | 240             |                |                |
|   | Ceiling | Lath and plaster, painted            | Fair/poor<br>- water staining, high moisture levels and mould growth to isolated areas of ceiling                           | Investigate water ingress, repair, and carry out repairs to ceiling | U  | 240             |                |                |
| CIRCULATION<br>(1/004)                        |         |                                      |   |   |  |                 |                |                |

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|---|---------|--------------------------------------|--|--|--|-----------------|----------------|----------------|
|   |         |                                      |  |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION                          | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| TOILETS<br>(1/002)                            | Walls   | Plaster, painted                     | Fair/poor<br>- raised moisture levels to plaster walls in areas, cracked plaster and mould growth  | Investigate possible water ingress, repair, and carry out repairs to walls | U  | 200             |                |                |
|   | Ceiling | Plasterboard/plaster, painted        | Fair/poor<br>- water staining, high moisture levels and mould growth to isolated areas   | Investigate water ingress, repair, and carry out repairs to ceiling        | U  | 120             |                |                |
|   | Walls   | Plaster, painted<br>Timber panelling | Fair/poor<br>- raised moisture levels to plaster walls, particularly around downpipe and above windows, cracked plaster and mould growth | Investigate possible water ingress, repair, and carry out repairs to walls | U  | 180             |                |                |

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|---|---------|--|---|--|--|-----------------|----------------|----------------|
|   |         |  |   |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION  | CONDITION DEFECT<br>Good/Fair/Poor  | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| BASEMENT                                      | Ceiling | Exposed timber joists, steel beams and timber flooring | Fair<br>- areas of water staining and corrosion to supporting steelwork   | Refer to structural engineer report  | U *  |                 |                |                |
|   | Walls   | Exposed brickwork/ stonework, painted                  | - water ingress areas and timber decay to areas along Howard Street and Clifton Street elevations, water ingress at south-west corner<br><br>Fair<br>- lintels missing to isolated windows, some timber windows with high moisture readings and damage from service installations | Investigate water ingress areas, repair, refer to structural engineer and timber preservation report for remedial works to structure/finishes *<br><br>Refer to structural engineer and timber preservation report * | U<br><br>U   |                 |                |                |

**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
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|---|---------|-------------------------------|--|--|--|-----------------|----------------|----------------|
|   |         |                               |  |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION                   | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| FEMALE TOILETS<br>(-1/001)                    | Ceiling | Plasterboard/plaster, painted | Fair/poor<br>- water staining, high moisture levels and mould growth to isolated areas | Investigate water ingress, repair, and carry out repairs to ceiling    | U  | 800             |                |                |
|   | Walls   | Plaster, tiled                | Fair/poor<br>- cracking throughout tiled walls around door openings at lintels         | Investigate, repair, refer to recommendations from structural engineer | *U   |                 |                |                |
|   |         |                               | - tiles bulging, cracked and damaged in areas, particularly at stairwell               | Remove and replace ceramic tiles, further investigate cracking         | *U   |                 |                |                |

**BUILDING INSPECTION REPORT  
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|---|---------|---|--|---|--|-----------------|----------------|----------------|
|   |         |   |  |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION   | CONDITION DEFECT<br>Good/Fair/Poor   | RECOMMENDED<br>REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
| GENERAL                                       | General | Exposed timber roof structure   | Fair/poor<br>- high moisture readings throughout with water staining to timbers, nail fixings corroding throughout, previous timber repairs evident to structure | Refer to timber preservation report for recommended repairs (see later)   | *U   |                 |                |                |
|   | CAWR    | <u>Asbestos survey and management</u>   | -  | Ensure Refurbishment Asbestos survey carried out prior to carrying out works to building, and carry out any recommended works | U  | £incl.          |                |                |
|   |         | <u>Structural Works</u><br>Gable restraint to Clifton Street<br><br>Disruptive surveys by Concrete Specialist<br><u>(Report only)</u> |  | New restraint ties  | E<br><br>U   | <br><br>3,000   | 5,000          |                |

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|---|---------|--|------------------------------------|---|--|-----------------|----------------|----------------|
|   |         |  |                                    |   |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION  | CONDITION DEFECT<br>Good/Fair/Poor | RECOMMENDED<br>REPAIR   | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
|   |         | Provisional Sum for isolated repairs ( <u>excludes</u> concrete beams/columns) |                                    |   | E  |                 | 10,000         |                |
|   |         | <u>Timber Specialist Works</u>   |                                    |   |  |                 |                |                |
|   |         | Roof Void  |                                    | Spray treat roof voids, provisional allowance for timber repairs (£5,000) | E  |                 | 10,500         |                |
|   |         | External Walls   |                                    | Replacement of timber safe lintels  | E  |                 | 31,000         |                |
|   |         | Floors   |                                    | Chemical irrigation as indicated  | U  | 21,000          |                |                |
|   |         |  |                                    | Provisional allowance for repairs (£10,000) and treatment                 | U  | 13,300          |                |                |
|   |         | Basement   |                                    | Proprietary water proofing works  | D  |                 |                | 48,000         |
|   |         |  |                                    | Chemical damp proofing  | E  |                 | 10,000         |                |

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|---|---------|--------------------------------|------------------------------------|--|--|-----------------|----------------|----------------|
|   |         |                                |                                    |  |  | INDICATIVE COST |                |                |
| LOCATION                                      | ELEMENT | DESCRIPTION                    | CONDITION DEFECT<br>Good/Fair/Poor | RECOMMENDED<br>REPAIR                                      | PRIORITY<br>U - URGENT<br>E - ESSENTIAL<br>D - DESIRABLE | URGENT<br>£     | ESSENTIAL<br>£ | DESIRABLE<br>£ |
|   |         | <u>Electrical Installation</u> |                                    | Lighting, power and heating, poor order (Provisional Sums) | U<br><br>E   | 20,000          | 40,000         |                |

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**BUILDING INSPECTION REPORT  
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**APPENDIX A  
PHOTOGRAPHS**

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
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Photo 1. General front elevation



Photo 2. General Howard Street elevation



Photo 3. Cracking to high level render



Photo 4. Water staining around downpipe

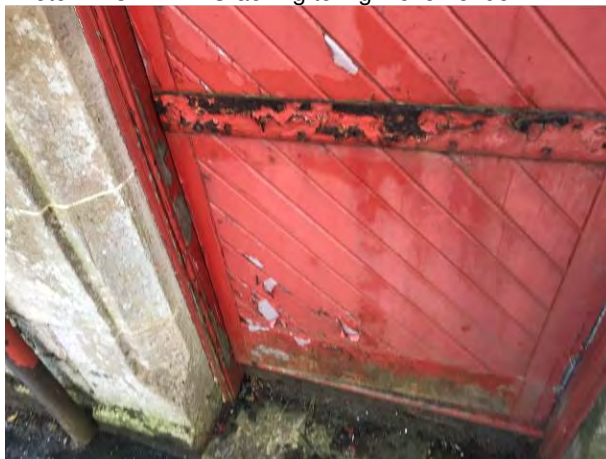


Photo 5. Decaying escape door



Photo 6. Previous mortar repairs to front elevation

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Photo 7. Timber decay to front doors



Photo 8. General front facing elevations



Photo 9. South-east corner elevations



Photo 10. Cracking across lintel to basement windows



Photo 11. Cracking and vegetation growth to basement toilet entrance



Photo 12. General view of grounds

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**BUILDING INSPECTION REPORT  
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Photo 13. General cracking to structure of south-east extensions



Photo 14. Corrosion to embedded steelwork



Photo 15. General of south-east elevations



Photo 16. High moisture levels and staining to timbers in basement

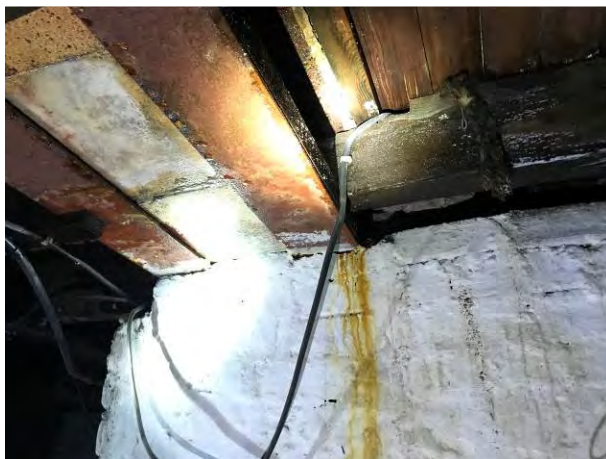


Photo 17. Corrosion to steelwork in basement



Photo 18. General view of roof void accessed near 1<sup>st</sup> Floor Female Toilet

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Photo 19. High moisture readings to timber sarking and corroding nail fixings



Photo 20. View of water staining and previous timber repairs to roof void



Photo 21. Water damage around downpipe



Photo 22. Mould growth and high moisture levels in store at main entrance

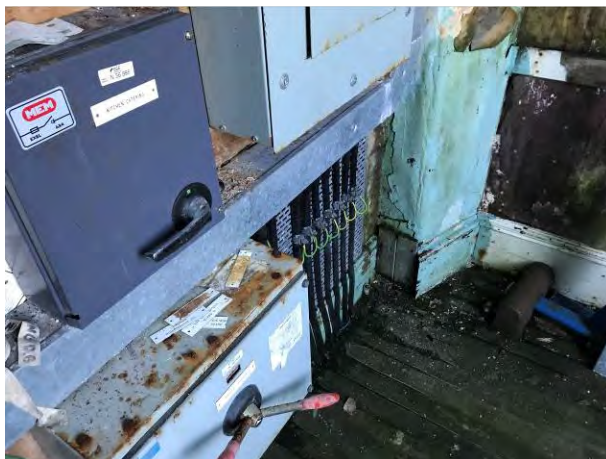


Photo 23. Corroding electrical switchgear

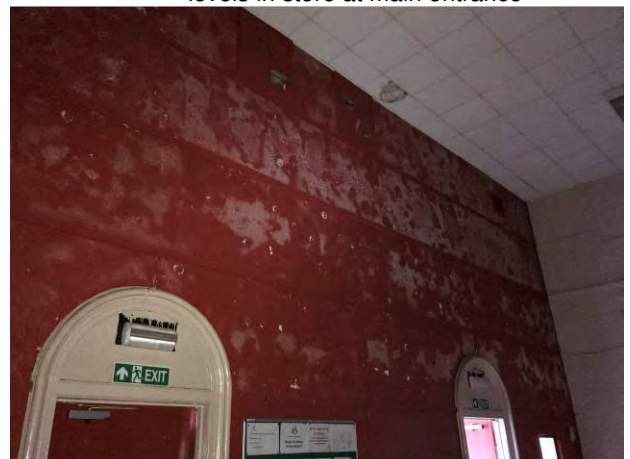


Photo 24. High moisture levels and mould to wall within main hall

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**BUILDING INSPECTION REPORT  
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Photo 25. High moisture readings and cracking around door lintels at north-west corner of building



Photo 26. Severe water ingress/damage within room 0/012



Photo 27. Severe water ingress/damage within room 0/012

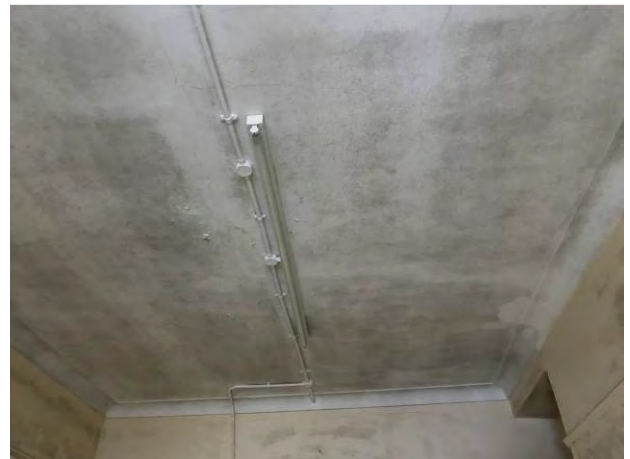


Photo 28. Mould growth to ceiling within room 0/008 Cloakroom



Photo 29. High moisture readings in Male Toilet

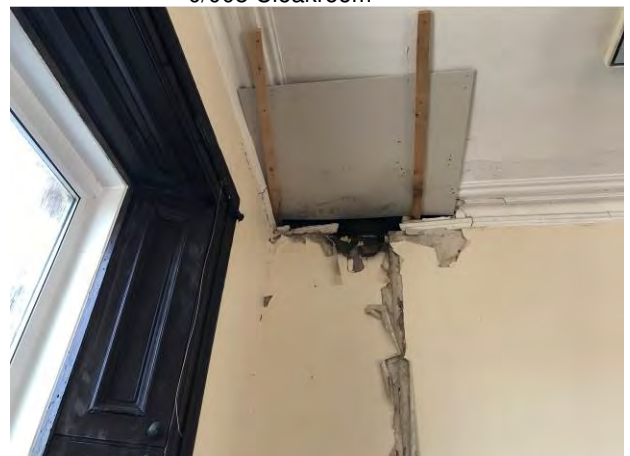


Photo 30. Water damage to ceiling within room 0/007 Office

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**BUILDING INSPECTION REPORT  
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ON BEHALF OF  
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**APPENDIX B**

**PLANS**

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**

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**APPENDIX C**

**STRUCTURAL REPORT**

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**

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**APPENDIX D**

**ELECTRICAL REPORT**

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
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ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**

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**APPENDIX E**

**TIMBER PRESERVATION REPORT**

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**

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**APPENDIX C**

**STRUCTURAL REPORT**

Our Ref: LTR/13277/1/RS

Your Ref:

Date: 05 February 2019

Allied Stewart & Williamson  
35a Union Street  
Greenock  
PA16 8DN  
**For the attention of Alan Hutchison**

Dear Sirs

### **Structural Inspection at Millport Town Hall, Millport**

In response to your recent instruction regarding an inspection at the above, we confirm our Mr Campbell visited the above property on the 31<sup>st</sup> January 2019.

The purpose of the inspection was to comment on the general condition of the town hall in relation to possible redevelopment.

### **Description & Observations**

The property is located at the corner of Clifton Street and Howard Street in Millport with rear garden grounds sharing boundary walls with neighbouring properties along its southern edge and sharing the gable wall of a three-storey tenemental style property along its western edge.

Construction appears to be typical for its age and style with heavy stone outer walling, dual pitched slated roofs and suspended timber ground floor spanning between outer walls and intermediate steel beams supported on masonry piers within the basement.

From an inspection of the outer walls, they generally appeared to be in a reasonable condition although displaying signs of weathering and movement in places:

- **Northwest Elevation** (along Howard Street)

Stonework and jointing appear to be relatively sharp and intact. However, several sections of previously repaired stonework now appear to be damaged and have become loose.

Significant damp staining could be seen along the base of the side wall and adjacent to each rainwater downpipe.

Open joints in the masonry/.....

#### **DIRECTORS**

JOHN ANDERSON BSc (Eng) C.Eng. M.I.Struct.E.

ALLISTER CAMPBELL B.Eng.(Hons) MSc. C.Eng. M.I.Struct.E.

## Structural Inspection at Millport Town Hall, Millport (Cont...)

Open joints in the masonry and hairline cracking were noted alongside several downpipes and below the low level roof guttering.

A noticeable outwards lean and bulge could be clearly seen along the Howard Street elevation but evidence of previous structural remedial were noted across the top of the wall – protected and covered over using metal cladding.

Guttering appeared to be choked and damaged in places with significant weed growth noted in places.

Moss/lichen growth, weeds and damp staining could also be seen adjacent to both gables and club skews/flashings.

- **Northeast Elevation** (along Clifton Street)

Stonework and jointing in general appears to be relatively sharp and intact across the gable elevation. However, a slight twist and outwards bulge could be seen at eaves level across the front elevation.

Damp staining was also noted along the base of the wall, below the gable club skews and decorative stone window/door hoods and cills.

The adjacent small hall also appears to be of similar construction and in a reasonable condition albeit cracking could be seen across both Clifton Street basement window openings (lintels).

- **Southeast Elevation**

This area has been altered and extended but also includes the adjacent small hall.

Alongside the smaller hall, a two-storey extension of traditional construction has been built off a steel and concrete frame sub-frame providing an undercroft area and access to the main basement.

A further single-storey extension has also been erected in the South corner alongside the boundary walls on a similar steel and concrete sub-frame with undercroft for storage and access to rear gardens.

Significant damp staining could be seen across the Southeast elevation with damaged/choked gutters and downpipes noted in several locations. Evidence of localised render repairs were noted across both extensions and rear gable wall of the adjacent small hall.

Some of the support frames have been damaged (loose/missing concrete and render) with embedded steelwork now exposed in places and demonstrating severe corrosion. Several main support beams, columns and capping plates now appear to be affected and in need of further investigative works and repairs.

In addition, severe cracking and exposed embedded steelwork could also be seen across the underside of the two-storey extension's suspended upper floor slab. At this stage, we suspect each of these cracks to denote the positions of support beams and will also need to be investigated further.

Cracking and open joints in the masonry were noted across the small hall's gable elevation which appears to continue through both basement outer leaf window lintels.

Southwest Gable Elevation/.....

## **Structural Inspection at Millport Town Hall, Millport (Cont...)**

- **Southwest Gable Elevation**

Several diagonal and vertical cracks, damp staining and sections of loose/damaged render could be seen across the main hall's high level gable wall.

From our external inspection of the high level and low level roofs (restricted to street level) they generally appeared to be in a reasonable condition, although we observed widespread moss and lichen across each slated roof slope as well as several areas of damp staining with choked/damaged gutters.

We also noted a few sections of missing/loose and damaged roof slates and flashings.

The ridge lines appear to be in a reasonable condition, however, slight drops in the roof shape could be seen adjacent to each gable (high level roof) and adjacent to the small hall's Southeast gable elevation.

Evidence of localised flashing repairs could be seen across each roof slope as well as alongside the gables and club skewers. However, several sections of flashings and high level masonry appear to be loose and in need of further repair/remedial works.

Internally, widespread evidence of water ingress and dampness could be seen throughout the main hall and smaller side halls (extensions) across several sections of ceiling and down internal and external walls.

Significant damage was also noted within the rear small hall (in the South corner) with sections of missing lath and plaster, exposing roof timbers and upper floor joists which appear to be damp and exhibiting signs of possible timber decay. Large areas of surface water were noted to be ponding across several sections of suspended ground floor.

Diagonal cracking could be seen across the main hall's Southwest gable wall alongside the stage area – which we suspect match some of the cracks observed externally across this section of walling.

Water ingress and suspected timber decay which may have affected the door lintels over the door opening between the main hall and rear corridor were also noted on the opposite side of the main stage.

Evidence of previous remedial works and repairs could be seen within the main hall along the Northwest elevation with multiple concrete lintels partially exposed across one of the large window openings. The plasterwork in this area appears to be wet and has dropped from the underside of the window opening. The underside of the lintels were also noted to be damp.

Hairline cracking and signs of water ingress with dampness could be seen within the upper floor toilet and across sarking boards/trusses within the attic roof void. Evidence of previous remedial work was also noted within the attic roof void in the form of roof truss rafter end repairs and structural tie rods with steel restraints. Access into the main roof truss void was restricted by the presence of stored materials and wall/ceiling finishes within the main hall.

Within the basement area, several window and door opening lintels appear to be affected by timber decay. In some cases, timber lintels have either been removed or cut away to permit services to pass through with no attempt to replace what has been removed or damaged.

The basement in general/.....

## **Structural Inspection at Millport Town Hall, Millport (Cont...)**

The basement in general appears to be relatively dry and well ventilated. However, significant signs of water ingress and dampness with suspected timber decay could be seen along Howard Street and Clifton Street with surface corrosion across supporting steelwork. Severe water ingress and dampness was also noted in the South corner at the junction between the main hall and small hall.

### **Conclusions & Recommendations**

We would conclude from our inspection of the property that the general signs of movement observed throughout were of an historical nature with no real signs of recent movement or ongoing activity. However with a simple inspection it is almost impossible to advise that movement has ceased.

As our external inspection of the roof was from street level, we would recommend giving consideration to a high level roof inspection in order to check the condition of roof flashings and high level masonry.

With regards to the damp staining noted throughout the building we would also recommend that a timber specialist is appointed to undertake a full survey of the property, including all embedded timbers elements such as lintels and joist ends as they can also be prone to decay. They should also be asked to inspect the roof space and report on the condition of the roof timbers, in particular over the rear smaller halls.

In terms of the missing and damaged timber lintels noted within the basement, allowances must be made for repairing or replacing them using multiple Robeslee type C (or equivalent) precast concrete lintels – number of lintels to match structural wall widths and to be provided with 150mm.lg. end bearing at each support.

With regards to the cracking observed across several basement stone outer leaf lintels, consideration should also be given to repairing using stainless steel crack-stitch ties and dowels inserted across each crack using an epoxy grout. Depending on the severity of some cracks, additional galvanised steel angles may also have to be installed below the failed lintels.

In terms of the cracking observed across the basement lintels along Clifton Street, downstand beams across the Southeast elevation and soffit to the undercroft, further investigative work is needed in order to determine the extent of the damage and whether or not the embedded steelwork has also been damaged (affected by corrosion) and in need of repairs or remedial works. At this stage, allowances should be made for appointing a concrete repair specialist to investigate the condition of the concrete in these areas and to investigate the steelwork.

Depending on their findings, the concrete repair specialist should be able to provide you with likely costs to treat, repair and/or replace any damaged members.

With regards to the cracking across the Southwest gable, consideration should be given to investigating the areas of cracking with allowances for the installation of stainless steel crack-stitch ties across each crack at regular c/c cast in pre-formed slotted channels using epoxy grout.

Whilst extensive repairs appear to have been carried out across both side walls of the main hall, there weren't any clear signs of remedial works across the Clifton Street elevation. Consideration should therefore also be given to the installation of gable restraint tie rods across the front elevation fixed across adjacent roof trusses/upper floor and bonded to the gable stonework.

This report is based/.....

**Structural Inspection at Millport Town Hall, Millport (Cont...)**

This report is based on a visual, non-disruptive inspection of the property. We did not inspect timbers or woodwork for infestation or decay, nor did we inspect areas, which were covered, unexposed or inaccessible and are therefore unable to report that these areas are free from defects.


This report relates to our views on the structural condition of the above noted property. We can give no assurances that it would be acceptable as security for mortgage purposes for the remit of a Valuation Surveyor is more diverse than ours.

In the preparation of this report, we have exercised the reasonable skill and care to be expected of an appropriately qualified and competent consultant.

This report has been prepared specifically for yourself and is confidential to you only. It may be disclosed to professional advisers assisting you but shall not be disclosed to any third party without our expressed prior written consent.

We trust the foregoing is self-explanatory but please do not hesitate to contact us if you require further assistance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Allister Campbell'.

Allister Campbell  
for ATK Partnership Ltd

Encs.

13277 - Structural Inspection at Millport Town Hall, Millport



Front (Clifton Street) elevation



Side (Howard Street) elevation

13277 - Structural Inspection at Millport Town Hall, Millport



Signs of dampness along Howard Street



Southwest gable elevation - render cracking

13277 - Structural Inspection at Millport Town Hall, Millport



Southeast elevation (undercroft)



Southeast elevation - Damaged steelwork, concrete & masonry

13277 - Structural Inspection at Millport Town Hall, Millport



Southeast elevation - Damaged support columns



Clifton Street elevation - cracking across lintels

13277 - Structural Inspection at Millport Town Hall, Millport



Southeast elevation/undercroft - Damaged steelwork



Southeast elevation/undercroft - Damaged masonry

13277 - Structural Inspection at Millport Town Hall, Millport



Small hall (along Clifton Street) - Water ingress/dampness



Ground floor hallway - Water ingress/dampness

13277 - Structural Inspection at Millport Town Hall, Millport



Small rear hall - Water ingress/dampness & damage



Small rear hall - Water ingress/dampness & damage

13277 - Structural Inspection at Millport Town Hall, Millport



Main hall rear wall (Southwest gable) - damaged lintel(s)



Main hall rear wall (Southwest gable) - cracking

13277 - Structural Inspection at Millport Town Hall, Millport



Main hall (Howard Street elevation) - Exposed lintels & water ingress



Main hall (Howard Street elevation) - Water ingress/dampness

13277 - Structural Inspection at Millport Town Hall, Millport



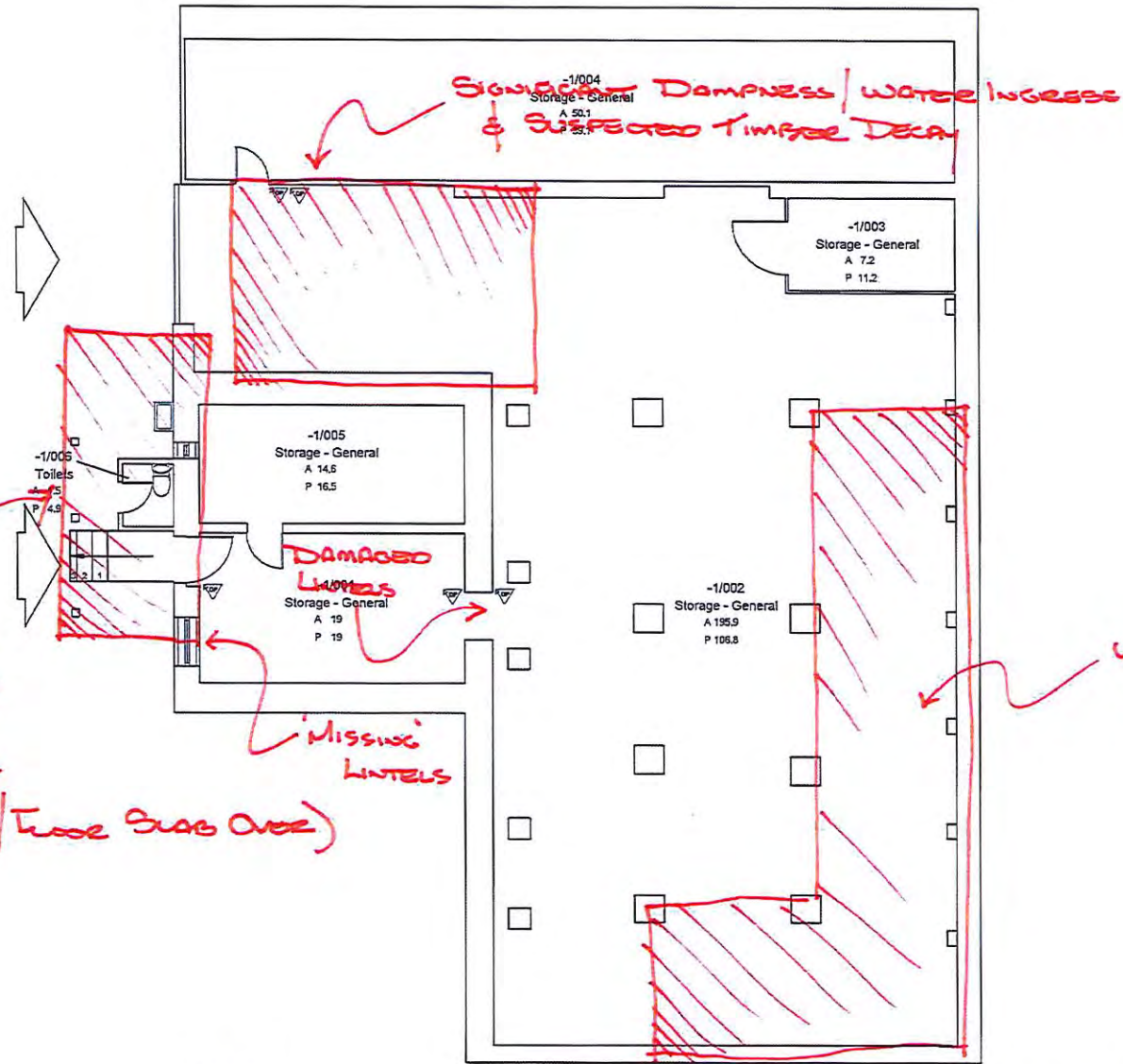
Attic roof void - Signs of dampness/water ingress & previous repairs



Attic roof void - Previous repairs & remedial works

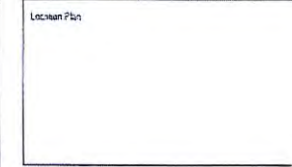
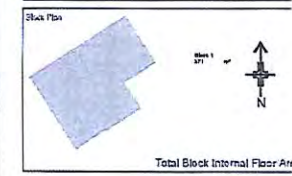
A3

Cracking Across  
Beams & Columns  
To Be Investigated  
Further - Conc.  
Repair Specialist  
(Including Scaff / True Slab Over)



Block 1  
Basement

Clifton Street Cleansing Depot  
G2292784  
GIA: 298 m<sup>2</sup>  
GEA: 344 m<sup>2</sup>



Fire Symbols

|  |                      |  |                              |
|--|----------------------|--|------------------------------|
|  | Automatic Detector   |  | Foam Fire Extinguisher       |
|  | Fire Alarm Sounder   |  | Water Fire Extinguisher      |
|  | Break Glass          |  | Dry Powder Fire Extinguisher |
|  | Fire Alarm Panel 12V |  | CO2 Fire Extinguisher        |
|  | Fire Alarm Panel 24V |  | Fire Alarm panel 12V/24V     |
|  | Fire Alarm Panel 24V |  | Fire Alarm panel 12V/24V     |

| Rev | Description | Drawn | Check |
|-----|-------------|-------|-------|
|     |             |       |       |

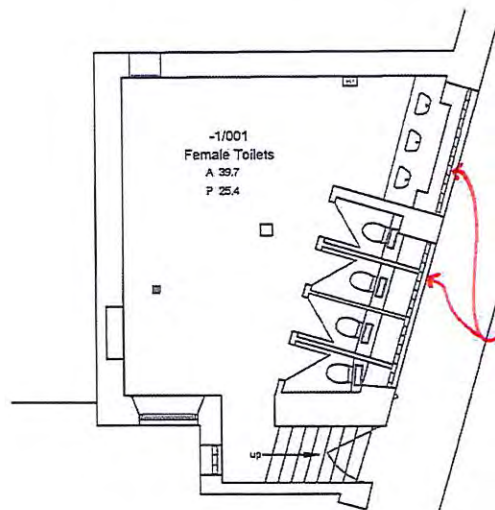


Yvonne Bouik  
Head of  
Physical Environment  
CUNNINGHAM HOUSE, IRVINE, KA12 8E  
TEL: (01294) 310000

Property: Clifton St Cleansing Depot  
CLIFTON STREET  
MILLPORT, KA28 0AZ  
Title: Ground Floor Plan  
Sheet 1 of 3

|                                    |                                    |
|------------------------------------|------------------------------------|
| Scale: 1:100                       | Filename: G2292784_ZL(0)_AF_0001_F |
| Date: 15/10/09                     | Status: As Filled                  |
| Survey: 14/09/09                   | Type: ZL(0)                        |
| Drawn: AL                          | Checked:                           |
| Drawing No: G2292784_ZL(0)_AF_0001 | Rev: A                             |



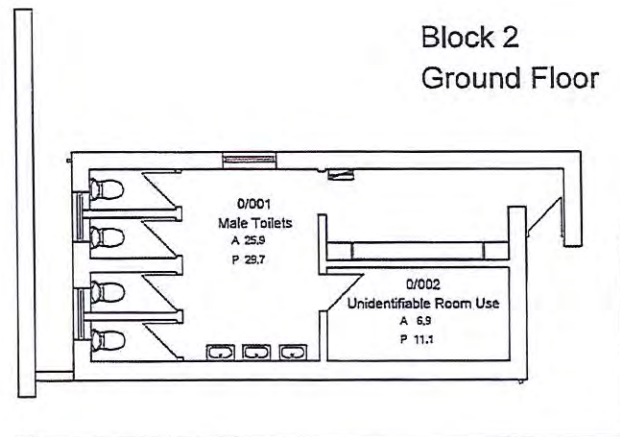


Clifton Street Toilets - Female  
G2006854  
GIA: 45.2 m<sup>2</sup>  
GEA: 57.8 m<sup>2</sup>

Block 1  
Basement Floor

*CRACKING ACROSS  
LINTELS TO BE  
INVESTIGATED  
TOGETHER WITH KNOWLEDGE  
FOR CAV. REPAIR SPECIALIST  
& / OR REPAIR WORKS  
KNOWLEDGE REPAIRS (POSSIBLY REPLACEMENT)*

metres 0 5 10 15 20



Block 2  
Ground Floor

Clifton Street Toilets - Male  
G2006854  
GIA: 33.9 m<sup>2</sup>  
GEA: 44.3 m<sup>2</sup>

**TRIBAL**

Block Plan

Total Block Internal Floor Area

Legend

|                      |                              |
|----------------------|------------------------------|
| Automatic Detector   | Point Fire Extinguisher      |
| Fire Alarm Sounder   | Water Fire Extinguisher      |
| Smoke Glass          | Dry Powder Fire Extinguisher |
| Flashing Device      | CO2 Fire Extinguisher        |
| Fire Alarm Panel 12V | Fire Alarm Panel 24V         |
| Fire Sticker         | Fire Hose                    |

| 00  |             |      |       |
|-----|-------------|------|-------|
| 00  |             |      |       |
| 00  |             |      |       |
| 00  |             |      |       |
| Rev | Description | Date | Drawn |



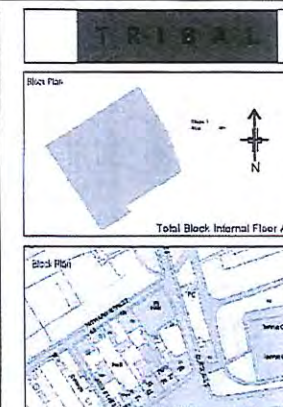
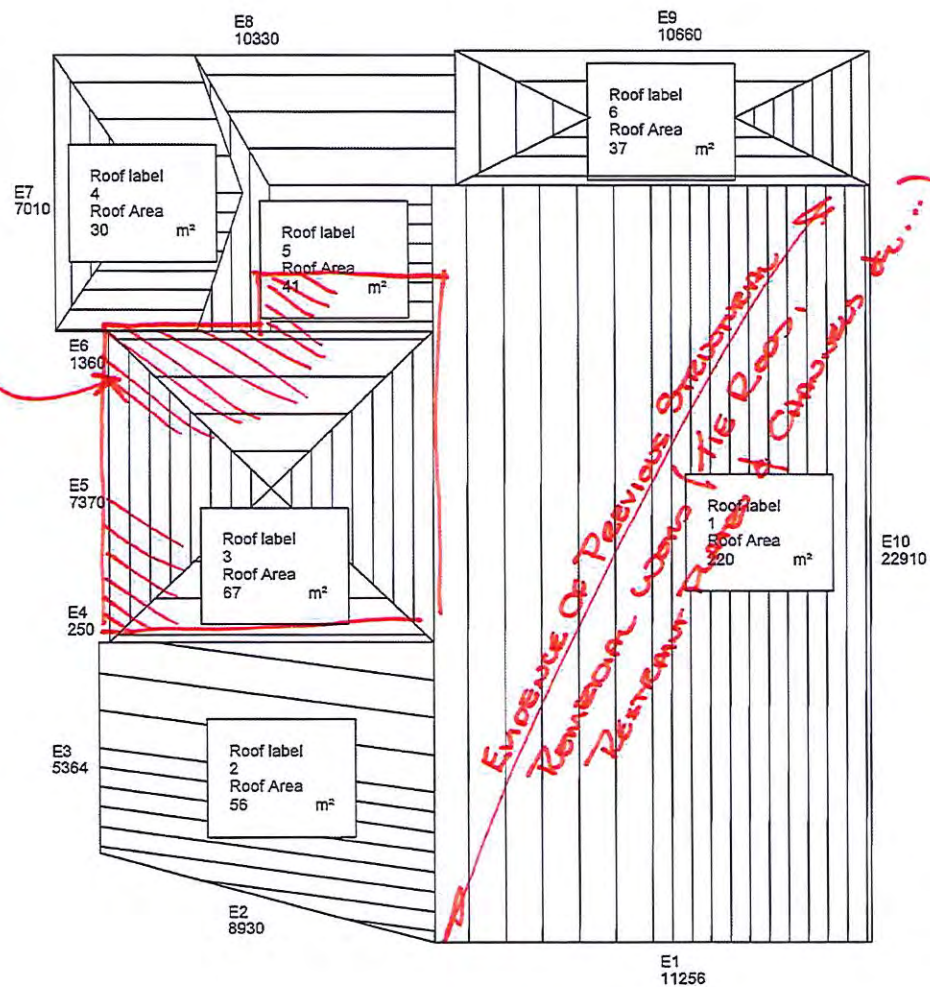
North Ayrshire Council  
Carnòiche Siaracha Air n Tuinn

Yvonne Bouik  
Head of  
Physical Environment  
CUNNINGHAM HOUSE, IRVINE, KA12 8E  
TEL: (01294) 310000

Property: CLIFTON STREET TOILETS  
CLIFTON STREET  
MILLPORT, KA28 0AZ  
Title: Ground & Basement Plan  
Sheet 1 of 2

|                      |                    |
|----------------------|--------------------|
| Scale: 1:100         | Filename: G2006854 |
| Date: 08/10/10       | Status: As Filed   |
| Survey: 30/09/10     | Type: ZL(0)        |
| Drawn: FMA           | Checked:           |
| Drawing No: G2006854 | Rev:               |

A3



| A   | ROOF PLAN   | PW    | PD  |
|-----|---|-------|-----|
| B   | Ground floor & first floor plans, Rooms 5007 & 5012 added, 5013 |       |     |
| DB  |   |       |     |
| DB  |   |       |     |
| Rev | Drawings  | Drawn | CHK |



YVONNE BAULK  
Head of  
Physical Environment  
CUNNINGHAM HOUSE, IRVINE, KA12  
TEL: (01294) 31000

Property: MILLPORT TOWN HALL  
CLIFTON STREET  
MILLPORT, KA28 0AZ  
Title: Roof Plan  
Sheet 3 of 3

|                                    |                                    |
|------------------------------------|------------------------------------|
| Scale: NTS                         | Filename: G200679X_ZL(0)_AF_0001_I |
| Date: 29/07/08                     | Status: As Fitted                  |
| Survey: 08/07/08                   | Type: ZL(0)                        |
| Drawn: PW                          | Checked: PD                        |
| Drawing No: G200679X_ZL(0)_AF_0001 | Rev: B                             |

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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**

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**APPENDIX D**

**ELECTRICAL REPORT**

CLYDE ELECTRICAL SERVICES  
1 FIR TERRACE, GOUROCK  
MOBILE 07979476066



19.02.2019

Dear Alan , following my recent visit to Millport Town Hall here is a brief report on my findings

Switch Room, water ingress from roof seeping in and around switch gear unable to open or switch anything on .

Older type mcb suppling sub boards would require upgrading

Mixed wiring types, pyro, wire armour and single cable used in installation, pvc conduit

Rust shown on metal switch gear would require upgrade..

#### Main Main Hall

Dated roof lighting would require upgrading to led panel type

Wiring to lighting to be upgraded

Some sockets of round pin type 15amp to be removed and upgrade socket circuit

Room heaters are of storage type/fan heaters and probably not very efficient if working , spares for these could be obsolete.

The hall would benefit from a new electric heating system

Wire armour cables suppling heater



Sound room all metal clad spurs showing signs of rust and corrosion require upgrading including wiring

Kitchen area, looks as if it has been upgraded recently with consumer unit and metal clad sockets and switches

Corridors and stairwell, lighting is of single pendant and strip lights, would require upgrade and additional lights along with wiring.

Play Group Room, ceiling heating panels showing signs of damage to ceiling requires upgrading of heating panels or different form of heating.

Dado trunking suppling sockets and power to this area.

Emergency lighting of 8 watt tube type that would need to checked to see if they are charging /discharging correctly .

Upstairs , wall mounted panel heaters in use

Pvc conduit /single cables

Older type mcb in use



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**BUILDING INSPECTION REPORT  
MILLPORT TOWN HALL,  
ISLE OF CUMBRAE  
ON BEHALF OF  
FRIENDS OF MILLPORT TOWN HALL**

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**APPENDIX E  
TIMBER PRESERVATION REPORT**



Building  
**value**  
into your home

# Survey Report



|                         |   |
|-------------------------|---|
| Client Name             | Mr Scott Graham   |
| Company Name            | Allied Surveyors  |
| Client Property Address | Millport Town Hall<br>5 Clifton Street, Millport<br>ISLE OF CUMBRAE<br>KA28 0AZ |
| Email                   | Scott.Graham@alliedsurveyorsscotland.com  |
| Telephone Number        | 0141 337 7594   |
| Surveyed by:            | Roddy McKenzie C.S.R.T.   |
| Survey date:            | 06/02/2019  |
| Survey reference:       | EN324909  |

Dear Mr Scott Graham

Thank you for instructing Wise Property Care Ltd to report on this property. We have confined our inspection to the areas as indicated by you for evidence of the reported issues in accordance with your instructions.

If there are any omissions or if you believe that we have misinterpreted your survey instructions we apologise and if so we would be obliged if you could inform us as soon as possible so we can rectify any problems.

We set out below our findings and recommendations in accordance with our standard specification for wood preservative treatments.

## **PROPERTY DESCRIPTION**

The property is a Town Hall .

## **WEATHER CONDITIONS**

At the time of our visit to inspect the above property it was Cloudy with rain .



## **OCCUPIED STATUS**

At the time of our inspection the property was unoccupied.

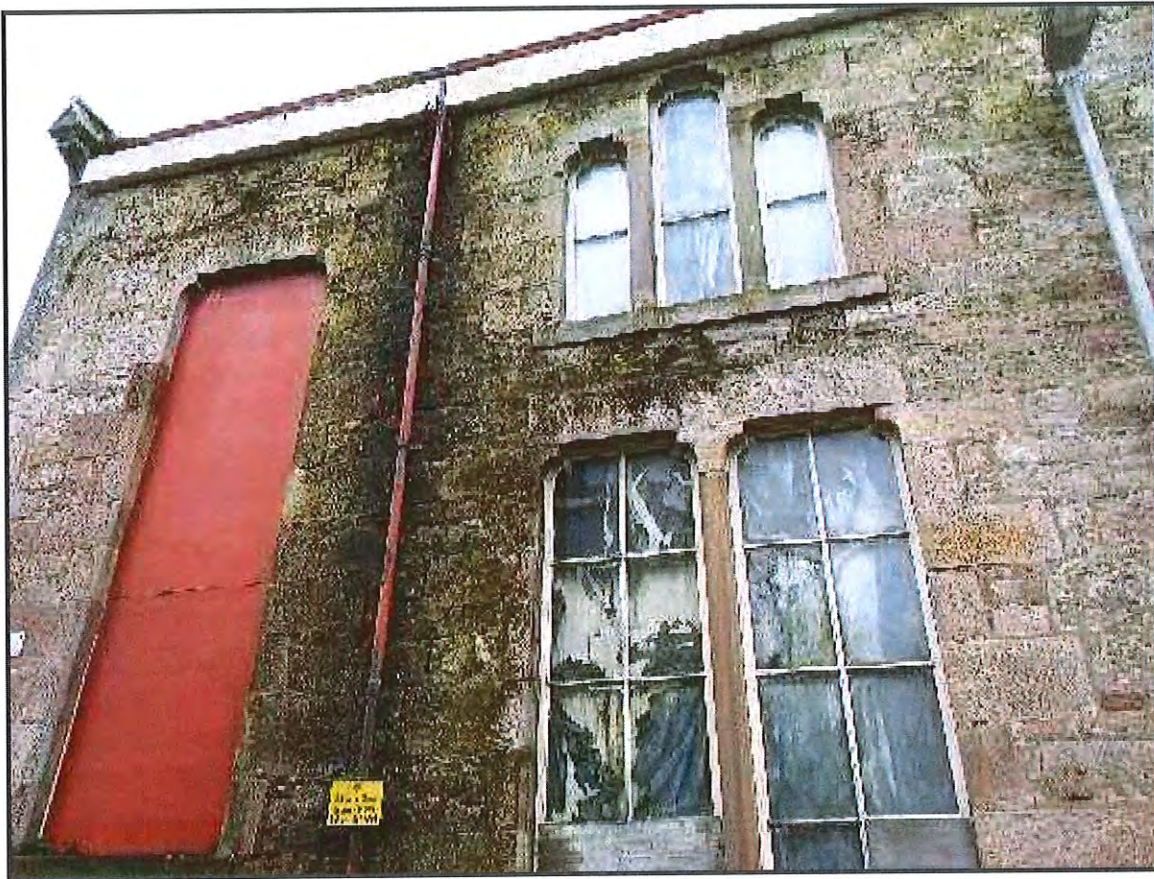
## **LOCATION**

Situations are described facing the front elevation of the property from Front elevation .

## **EXTERNAL OBSERVATIONS**

A brief external inspection of the property was completed from the ground level only during our visit and the following defects noted:

- Defective roof coverings





Client to instruct the services of a reputable roofing contractor to carry out a full survey of all roof coverings and water management systems.

Client to arrange for a reputable building contractor to carry out an external inspection of all masonry including making comment on the existing timber windows.

## **OBSERVATIONS**

- BASEMENT BLOCK 1 & CLIFTON ST FEMALE TOILETS
- GROUND FLOOR BLOCK 1, 1ST FLOOR BLOCK 1 & PART ROOF VOID ENTERED FROM 1ST FLOOR LEVEL.

## **RESTRICTIONS**

- Our inspection is based upon a close but not intimate examination of the areas specified. Inevitably there will be timbers which could not be inspected fully or at all without opening up. We have so far as possible inspected accessible exposed surfaces available to us.  
Our recommendations are therefore subject to the qualification that further necessary works may be required once the fabric of the building or a particular element is exposed during the course of our works.

- General observations









During the course of our visual inspection within the basement block it was noted that the construction of the ceiling/ground floor joists would appear to consist of an internal perimeter steel ring beam which is supporting the ground floor joists. The ground floor joists appear not to be built into the masonry where visually inspected.

Our inspection also revealed areas of water staining to the underside of the ground floor joists/T&G flooring where viewed from within the basement. Our inspection at ground floor level confirmed the presence of water lying on the top surfaces of floor coverings suggesting ingress from roof coverings.

We would also recommend that all existing built in timber lintels within the basement are test drilled in order to ascertain there structural integrity.

The basement walls are below street level in places and this also includes the ladies toilet block. Should the above locations be converted during a programme of refurbishment then underground basement works will be deemed necessary and shall have to be carried out by an approved water proofing design specialist employed by (Wise Property Care).

Our water proofing design specialist Mr Stuart McGinley has reviewed the drawing provided and we have included some provisional costs for potential works (All subject to a full inspection and report).

Our walk round visual inspection within the Ground floor rooms within block 1 revealed the following.

1. Water ingress on floor coverings especially within the Large Hall & Office.
2. High levels of moisture readings were obtained on the majority of internal walls either plastered on the hard or strapped and lined throughout the ground floor.
3. Areas of ceiling damage and saturation was evident within the front elevation Store rooms, Office 07, Office 12. Condensation was also evident in various locations within the Kitchen and Male toilets.
4. Dry rot outbreaks were also noted within the Office 012, lining boards, facings also affected around

the stage door frame and extending into the timber safe lintels leading from the Main Hall into the Office 012.

5. Dry rot out breaks were also noted to the mid floor timber beam support at ceiling level within the Office 012 and further investigation will be deemed necessary by means of the main contractor providing an access scaffold to allow further inspection by Wise PC and the clients structural Engineer.

6. It would be prudent for the Main Contractor to remove all floor coverings including uplifting the plywood floor coverings and original T&G flooring due to the water ingress in places.

7. We are also concerned as to the structural integrity of the in-built timber safe lintels throughout the basement, ground floor and 1st floor level.

Our inspection within the 1st Floor block 1 revealed the following.

1. High moisture readings on the majority of internal walls strapped and lined.
2. Evidence of the peziza fungus was also observed within the wc area this fungus is attributed to water ingress.
3. Evidence of water penetration was noted to the ceiling fabric within the Toilet 1/002.
4. Condensation was also evident to the ceiling fabric within the 1st floor level.

Our visual inspection within the walk in roof void at 1st floor level revealed the following.

1. Previous repairs to the roof spars/ceiling joists, Jack spars and roof sarking.
2. Moisture penetration evident to sections of roof sarking.
3. Glasswool insulation in-situ therefore restricting survey of the ceiling joists and perimeter wall head timbers.

Wise Property Care have not inspected the remaining areas of roof voids either due to restricted access, glasswool insulation and height restrictions.

Given the information available to our surveyor we have allowed some provisional costs for your perusal.

### **TREATMENT RECOMMENDED**

- We feel that it would be prudent to allow the following budget costs for your perusal.

1. Chemical spray application to roof void timbers using an approved insecticidal/Fungicidal solution. £4888.84 EX VAT.

2. Removal and replacement of timber safe lintels within basement, Ground floor, 1st floor Level. £27,516.36 EX VAT

3. Allow for chemical irrigation to masonry walls as highlighted. £10,500.00 EX VAT

4. Allow for chemical spray application to ground floor joists and boron application to all remaining joist

ends.£2884.00 EX VAT

5.Allow basement water proofing works within the basement and ladies toilets to meet (Grade 2 and grade 3 BS8102 2009)£47.500.00 EX VAT.

6.Allow for chemical damp proofing budget costs £8900.00 EX VAT.

• MAIN CONTRACTOR TO CARRY OUT THE FOLLOWING WORKS AS INDICATED BELOW

- 1.ERECT EXTERNAL SCAFFOLDING.
- 2.REPAIR EXTERNAL ROOF COVERINGS, FLASHINGS, LEADWORK,GUTTERS AS DEEMED NECESSARY.
- 3.STONEMASON TO INSPECT EXTERNAL MASONRY.
- 4.CARRY OUT ALL INTERNAL JOINERY STRIPPING OUT /RE-INSTATEMENT WORKS TO THE ARCHITECTS SPECIFICATION AND DRAWINGS.
- 5.RENEW TIMBER WINDOWS.
- 6.CARRY OUT ALL REPAIRS TO CEILINGS INCLUDING REPLACING CORNICE WORKS.
- 6.APPOINT PLUMBING AND ELECTRICAL CONTRACTOR.
- 7.PROVIDE ACCESS INTO ROOF VOIDS AND REMOVE GLASSWOOL INSULATION AND STORED GOODS WHERE APPLICABLE.

## **CLIENT RESPONSIBILITIES**

The client is to arrange for the following work (WHICH IS NOT INCLUDED FOR IN OUR QUOTATION):

- Removal of all fixtures and fitting from the treatment area(s) prior to our commencement of works on site
- Removal of all floor coverings including underlays from the treatment area(s) prior to our commencement of works on site
- Disconnection and reconnection of plumbing items within the treatment area(s)
- Disconnection and reconnection of electrical items and wiring within the treatment area(s)
- Disconnection and reconnection of radiators within the treatment area(s)
- Any required decoration including re-tiling of walls and floors
- Employment of reputable roofing contractors to inspect, report and repair any faults with the roof coverings, gutters and downpipes
- Employment of a reputable builder to inspect, report and repair the following noted items below:
- Cleaning of work area(s) and areas leading up to the work area(s). Our operatives will take steps to minimise dust invasion out with the areas of work(s)
- Supply water, power and light

Any defects as noted within 'External Observations' will need to be rectified by the client under a separate contract.

Upon completion of the contract and the account being paid in full our guarantee (if applicable) will be issued, offering you peace of mind by protecting your property for the future.

Where a guarantee is issued by Wise Property Care Ltd it will be conditional upon any building defects being corrected and the building being maintained in a weather tight and waterproof condition.

Completion of the contract to your satisfaction will be identified by either a signature on our operative's worksheet when works have been completed, or by means of a telephone call from our Sales Ledger Department.

In order to comply with Health & Safety Regulations regarding the use of our chemicals it is essential that the areas of treatment remain vacant and well ventilated during and for a minimum of 1 hour after treatment.

## **CLIENT NOTE**

- Our specialist survey was restricted to those rooms or areas indicated to us and we therefore cannot comment on the conditions which may prevail elsewhere in the property and any contract arising from or deemed to have been entered into by reason of the survey is limited accordingly.

If we receive your instructions to inspect the concealed structural timbers our surveyor will provide a quotation for the required exposure works based on the owner/others removing or setting aside floor coverings/furniture. No allowance is normally made for making good or decorating areas exposed for access. This work should be carried out by the owner/purchaser of the property at their own cost. Wise Property Care Ltd accept no responsibility for the condition of the concealed structural timbers should you decide to proceed without this recommended inspection.

Our inspection was not and should not be relied upon as a substitute for a structural survey. We have not investigated, considered or reported upon any other matter including, without limitations, timbers exposed to the outside or timbers not visible at the time of inspection. However, should you proceed on the present basis; we shall advise you of any other infestation or fungal infection we discover during execution of the works (if any) and advise/quote accordingly.

It may be seen from our specification that we may have included for the removal of the existing plaster. In removing plaster it is not unusual for dust to find its way to the remotest parts of the property. We will take the precaution to minimise this nuisance wherever practical within the immediate area of our work but we respectfully suggest that you should also take some precautions to protect furniture and the like elsewhere in the property. We regret we can take no responsibility for cleaning or for any damage that may be caused by dust, however if you wish us to include for industrial cleaners to visit the property on completion of our works, we can do so.

During our inspection, we carried out an assessment of potential hazards and health risks, which might arise during the course of our works. These were done under the COSHH (Control of Substances Hazardous to Health) regulations 1989. We noted that the property was unoccupied at the time of our inspection and have assumed that it will be occupied when we carry out our works. When you ask us to carry out these works, please let us know if there are any changes in this assumption, or if there are any other material changes when we start work, we can forward a copy of our assessment to you.

The nature of remedial construction works is such that, occasionally, the problem outlined is more extensive than anticipated. Therefore any timescales discussed for the project are indicative only, as extra works may be required. Whilst we make every effort to minimise inconvenience to our customers, we may not, because of other commitments, be able to continue with the extra works immediately. If this is the case, we will schedule the extra works as soon as we possibly can, but cannot be held responsible for difficulties this may cause.

As a company we carry out the following:

- Dry Rot Eradication
- Wet Rot Eradication
- Woodworm Eradication
- Rising Damp control
- Penetrating Damp Control
- Condensation Control
- Basement Tanking (Water management systems)
- Invasive Weed Control (Japanese Knotweed, etc)
- Structural Repairs (Crack stitching, wall stabilisation)

## **QUOTATION**

The cost of our recommended treatment and associated works (if applicable) is shown within the quotation below. on the attached form and is based on the assumption that the work can be carried out in one continuous operation.

Our quotation covers only those items specifically stated in the report to be under taken by Wise Property Care Ltd. All other repairs and/or ancillary works are to be the responsibility of others under separate contract.

Our quotation is issued subject to it being accepted in writing within a period of 28 days, with the work proceeding within three months of acceptance.

Please complete the enclosed acceptance of quotation and return it to this office where our contracts coordinator Derek McLeod will contact you to arrange a mutually convenient commencement date to carry out the works as detailed in our report.

Alternatively you can contact us at our Glasgow office during office hours on 0141 876 9201 or by e-mail at [derek.mcleod@wisepropertycare.com](mailto:derek.mcleod@wisepropertycare.com)

This report is copyright and is for the above addressee only; we can accept no responsibility for our survey, or this report towards any other person or persons. On no account must it be duplicated or copied in whole or part without the authority of a company director of Wise Property Care Ltd.

## **YOUR SURVEYOR AND HOW TO CONTACT US**

The surveyor who has been dealing with this property is Roddy McKenzie C.S.R.T. and can be contacted on mobile number . Alternatively, you can also reach Roddy McKenzie C.S.R.T. using the branch details at the front of the report or contact him by email at [Roddy.McKenzie@wisepropertycare.com](mailto:Roddy.McKenzie@wisepropertycare.com).

Yours faithfully,

Roddy McKenzie C.S.R.T.

t:

Glasgow

8 Muriel St

Barrhead

Glasgow

G78 1QB

t: 0141 876 0300

e: [west@wisepropertycare.com](mailto:west@wisepropertycare.com)

0141 876 9201

## Quotation



Client Name Mr Scott Graham  
Company Name Allied Surveyors  
Client Property Address Millport Town Hall  
5 Clifton Street, Millport  
ISLE OF CUMBRAE  
KA28 0AZ  
Date 06/02/2019  
ID EN324909

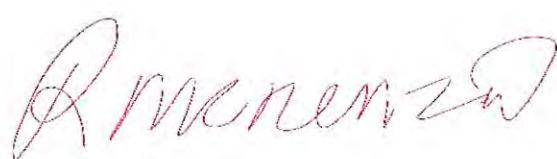
| Description | Total Excl VAT | VAT Amount | Total Incl VAT |
|-------------|----------------|------------|----------------|
|-------------|----------------|------------|----------------|

Terms and Conditions apply.

I understand the observations and recommendations contained in this report and confirm that they correspond with my instructions to request an estimate for remedial work required in relation to the property. I fully understand and accept the terms of the transferable 20 year guarantee, which only applies in relation to the areas of the property where remediation work has been identified as being required in the report. I accept that the proposed remediation work does not include carpeting, the moving of furniture, removal of fixtures and fittings, painting, electrical or plumbing work unless this has been specifically provided for in the quotation. I confirm that neither a full exploratory examination nor disruptive exposure has been carried out.

Consultant Signature:

Customer Signature

|   |  |
|---|--|
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|---|--|

## WISE PROPERTY CARE STANDARD TERMS AND CONDITIONS

1. **THESE TERMS**
  - 1.1 These are the terms and conditions on which we undertake any works identified in our survey report which you ask us to carry out.
  - 1.2 In particular your attention is drawn to paragraph 5 which relates to the price payable, paragraphs 8 and 9 which set out your rights to cancel this contract, paragraph 12 which sets out the limit of our liability to you and paragraph 13 which sets out how we may use your personal information.
2. **INFORMATION ABOUT US AND HOW TO CONTACT US**
  - 2.1 We are Wise Property Care Limited, a company registered in Scotland. Our company registration number is SC168153 and our registered office is at 8 Muriel Street, Barrhead, Glasgow G78 1QB. Our registered VAT number 209918933.
  - 2.2 You can contact us by telephoning our customer service team on the number set out on our quotation or by writing to us at the address on the same form.
  - 2.3 "Writing" includes emails. When we use the words "writing" or "written" in these terms, this includes emails.
  - 2.4 "Works" includes any works or treatments we provide to you as set out in our survey report and could include some materials and/or goods needed to complete those Works.
3. **OUR CONTRACT WITH YOU**
  - 3.1 Following your enquiry to us, we may decide to send a surveyor to your property to evaluate and assess your requirements. If it is critical that the Works are completed by a particular date you must advise us of this at the time of the survey. The surveyor may give you a quotation on the day as to the likely costs of the Works.
  - 3.2 You may be required to pay a fee for the survey report. If this is required, you will be told at the time of your enquiry. This fee will be refunded in full should you cancel the survey or if you proceed with all the Works recommended in the survey report. However we will not refund the fee if the survey report is for a condensation control system for your property.
  - 3.3 After the visit by our surveyor, we will send to you the survey report confirming our recommendations, our Works and our price.
  - 3.4 The survey report will contain important information describing our Works, the information we may need from you in preparation for the Works and the actions you may need to take to help us. It will also tell you what we are not doing.
  - 3.5 If at the time of receiving the survey report you have not already signed the order giving us permission to proceed with the Works, then if you would like us to perform the Works, you must confirm this in writing. Our acceptance of your order will take place when we contact you whether by email, telephone or letter to accept it, at which point a contract will come into existence. That contract will incorporate these terms and conditions.
4. **CHANGES**
  - 4.1 If you wish to make a change to the Works, please contact us. If the change is possible, we will let you know about any changes to the price, the timing of supply or anything else which may alter as a result of your request and ask you to confirm whether you wish to go ahead with the change.
  - 4.2 We may change the Works to implement minor technical adjustments and improvements. If we do this then we shall notify you of the changes and any impact on the Works, timing of supply or anything else.
  - 4.3 We will not notify you if we are only substituting materials or equipment of similar quality and performance to those specified in the survey report or any other document issued to you.
5. **PRICE AND PAYMENT**
  - 5.1 The price of the Works identified in our survey report (which includes VAT) will be the price set out in our quotation or as set out in our survey report to you.
  - 5.2 Sometimes it is not possible to calculate the full price of the Works. Our survey report will clearly set out the price for the Works and materials set out in it. If additional materials or Works are required we will provide you with a new quotation setting out the price for such additional materials/Works in writing and will not proceed with any such additional work without your written acceptance.
  - 5.3 If the rate of VAT changes between your order date and the date we supply the Works, we will adjust the rate of VAT that you pay, unless you have already paid for the order in full before the change in the rate of VAT takes effect.
- 5.4 We shall require payment in full before we commence the Works or, where appropriate, a deposit. The balance shall be due to us immediately on completion of the Works and on receipt of such payment we shall issue to you an invoice for the whole value of the Works.
- 5.5 If you do not make payment to us on completion of the Works we may charge you interest on the overdue amount at the rate of 4% a year above the base lending rate of HSBC PLC from time to time. This interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us interest together with any overdue amount.
- 5.6 If you have any queries regarding the payment then please contact us promptly explaining why you think it is wrong and we will not charge you interest until we have resolved the issue.
6. **PROVIDING THE WORKS**
  - 6.1 We will begin the Works on the date agreed with you at the time of the survey or following your acceptance of the Works set out in the survey report. We will let you know before the start of the Works the estimated completion date.
  - 6.2 We may need certain information from you or we may require you to carry out certain actions so that we can carry out the Works, for example, clearing rooms or emptying cupboards. If we require your assistance, this will be stated in the survey report.
  - 6.3 We will contact you to ask for this information or for you to confirm that you have carried out the actions. If you do not give us this information, or if you give us incomplete or incorrect information or if you have not carried out your actions, we may either end the contract or make an additional charge of a reasonable sum to compensate us for any extra work that is required as a result. We will not be responsible for completing Works late or not supplying any part of them if this is caused by you not giving us the information or failing to carry out the actions within a reasonable time of us asking.
  - 6.4 As our access to all parts of your property may have been limited or restricted during our survey, if when we start providing the Works, we discover that the problem is more extensive than we originally thought then we reserve the right to provide a quote to you for this additional work.
  - 6.5 If our completion of the Works is delayed by an event outside our control (including for example unavailability of service staff due to illness) then we will let you know as soon as possible and we will take steps to minimise the effect of the delay. Provided we do this we will not be liable for delays caused by the event, but if there is a risk of substantial delay you may contact us to end the contract and receive a refund for any Works you have paid for but not received.
  - 6.6 If you do not allow us access to your property to perform the works as arranged (and you do not have a good reason for this) we may charge you additional costs incurred by us as a result. If, despite our reasonable efforts, we are unable to contact you or re-arrange access to your property we may end the contract and paragraph 10.2 will apply.
  - 6.7 If we are unable to complete the Works on the date we originally advised to you, unless this is due to circumstances outside our control, then you may end the contract but only if you have told us in writing before we accepted your order that the Works had to be completed by that date.
  - 6.8 If you do not wish to end the contract, you can give us a new deadline to complete the Works, which must be reasonable, and if we do not meet this new deadline you can also end the contract.
  - 6.9 If you do choose to end the contract under paragraphs 6.7 or 6.8 you can cancel your order for any Works only partially completed but we will invoice you for those partially completed Works at the date you have ended the contract.
7. **GUARANTEES**
  - 7.1 Where the survey report states that our Works come with a guarantee, we shall issue to you the guarantee upon receipt of payment in full. The terms of the Guarantee are shown on the relevant certificate of Guarantee.
8. **CANCELLATION RIGHTS**
  - 8.1 If you end the contract for a reason set out at (a) to (e) below the contract will end immediately. The reasons are:
    - (a) we have told you about an upcoming change to the Works or these terms which you do not accept;
    - (b) we have told you about an error in the price or description of the Works you have ordered and you do not wish to proceed;

## WISE PROPERTY CARE STANDARD TERMS AND CONDITIONS

- (c) there is a risk that the supply of the Works may be significantly delayed because of events outside our control;
- (d) we have or we wish to suspend the supply of the Works for technical reasons (for example due to the presence of asbestos or bats), in each case for a period of more than twenty-eight days or until we get the appropriate statutory consent, whichever is the later; or
- (e) you have a legal right to end the contract because of something we have done wrong including because we will be unable to complete the Works by the date you specified when you confirmed your acceptance under paragraph 3.5.
- 8.2 To end the contract, please contact the local service office on the telephone number or e-mail address set out in the quotation. Please provide your name, home address, details of the order and, where available, your phone number and email address.
- 8.3 We will refund to you the price you paid for the Works not yet provided, by the method you used for payment. However, we may make deductions from the price (or, if you have not made an advance payment, charge you) the reasonable costs we will incur as a result of you ending the contract.
9. **STATUTORY RIGHTS TO CANCEL**  
**THIS PARAGRAPH 9 ONLY APPLIES IF YOU ARE A CONSUMER AND YOU HAVE ENTERED INTO A DISTANCE OR OFF-PREMISES CONTRACT.**
- 9.1 If this applies, then under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have a legal right to change your mind within 14 days.
- 9.2 Because you have this legal right to change your mind, we will not provide the Works to you until after the 14 day period has expired (the "Cooling off period").
- 9.3 If you believe the Works are urgent and you would like us to commence the Works during the Cooling off period then you must sign a waiver giving us permission to start early.
- 9.4 You must realise that by giving us permission during the Cooling off period you may lose your right to cancel and this will mean that:
- (a) if we have completed the Works in full you cannot change your mind, even if the 14 day Cooling off period is still running; or
  - (b) if you cancel after we have started the Works but before the Works are completed during the Cooling off period, you must pay us for the Works to the extent completed at the time you tell us that you have changed your mind.
- 9.5 If you are ending within 14 days of signing the contract under paragraph 9.2, please complete the cancellation form at the end of the order form or contact us on the number set out in the quotation
10. **OUR RIGHTS TO END THE CONTRACT**
- 10.1 We may end the contract for works at any time by writing to you if:
- (a) you do not make any payment to us when it is due and you still do not make payment within seven days of us reminding you;
  - (b) you do not, within a reasonable time of us asking, provide information we require or carry the actions that are necessary for us to provide the Works; or
  - (c) you do not, within a reasonable time, allow us access to your premises.
- 10.2 If we end the contract in the situations set out in paragraph 10.1 we will refund any money you have paid in advance for the Works we have not provided but we may deduct or charge you reasonable compensation for the net costs we will incur as a result of your breaking the contract.
11. **IF THERE IS A PROBLEM WITH THE WORKS**
- 11.1 If you have any concerns or complaints about the Works, you can contact us in accordance with our complaints procedure which can be requested by telephoning our customer service team on the number set out on our quotation or by writing to us at the address on the same form.
- 11.2 If you believe there is a fault or problem with the Works we have provided, then you must contact us promptly so that we have an opportunity to fix the problem. If you fail to give this opportunity and instead use another company then any additional charges or losses you have suffered will not be recoverable from us.
- 11.3 If you have not contacted us with any complaint within 6 months of completion of the Works we will be entitled to assume that the Works were performed satisfactorily.
12. **OUR LIABILITY FOR LOSS OR DAMAGE SUFFERED BY YOU**
- 12.1 If we fail to comply with these terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking this contract or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable.
- 12.2 If we are undertaking Works in your property, we will make good any damage to your property caused by us but our total liability to you arising from the damage will be limited to twenty thousand pounds (£20,000). However, we are not responsible for the cost of repairing any pre-existing faults or damage to your property that we discover while providing the Works.
- 12.3 Nothing in this paragraph 12 or elsewhere in this contract excludes or limits our liability for death or personal injury caused by our negligence; for fraud or fraudulent misrepresentation; or to the extent such liability may not be excluded or limited at law.
13. **HOW WE MAY USE YOUR PERSONAL INFORMATION**
- 13.1 We shall process your personal data, including sending you marketing information, in accordance with applicable data protection legislation and our privacy notice which is located at: <https://www.rentokil-initial.com/site-services/cookie-and-privacy-policy/privacy-policy.aspx>.
- 13.2 If you do not wish to receive marketing information from us you can opt out here: [opt-out@wisepropertycare.com](mailto:opt-out@wisepropertycare.com). We will continue to send you communications as necessary for the performance of the contract and/or the services we are providing to you.
14. **OTHER IMPORTANT TERMS**
- 14.1 We may transfer our rights and obligations under these terms to another organisation.
- 14.2 You may only transfer your rights or your obligations under these terms to another person if we agree to this in writing. However, you may transfer our guarantee at paragraph 7.1 to a person who has acquired your property. We may require the person to whom the guarantee is transferred to provide reasonable evidence that they are now the owner of the property.
- 14.3 This contract is between you and us. No other person shall have rights to enforce the terms.
- 14.4 Each of the paragraphs of these terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
- 14.5 If we do not insist immediately that you do anything you are required to do under these terms, or if we delay in taking steps against you in respect of your breaking this contract, that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date.
- 14.6 These terms are governed by Scottish law and legal proceedings will be in the Scottish courts.
- EXPRESS REQUEST TO COMMENCE THE DELIVERY OF WORKS EARLY**
- I hereby request the immediate performance of the works and acknowledge that I will lose my right of withdrawal from the contract once the works are fully performed. I also understand that if I cancel and the works are part complete I will be liable to pay for any works up to the date I cancelled.
- Please commence the works within the Cooling off Period

## What makes us great?



### Recognised by Which?

1st Scottish Preservation Company to be endorsed and recognised by Which? Visit [trustedtraders.which.co.uk](http://trustedtraders.which.co.uk) to see what makes a trader with this status so special.

### Average Rating



### Rated and Recommended

Average 4.5 star rating online. In addition, our customer questionnaires show that 96% of customers would recommend us



### Award Winning Contractors

Property Care Association Award Winners in 2014 and commended in 2011. Also awarded 'Best Business Turnaround' and recent finalist in both 'The Entrepreneur of the Year' and 'Chamber of Commerce Business Awards'



### 40 Years Experience - Scottish Based

40 years experience in building preservation serving Scotland with local branches Scotland wide, Scottish company...local service.

### Our Professional Memberships and Accreditations



For more information about our professional memberships, watch our video at:

[wisepropertycare.com/approvedcontractor](http://wisepropertycare.com/approvedcontractor)

# Specifications

The company reserves the right to change these specifications at any time without notice, subject to changes in technique, improvement in materials or in particular cases where a change might be found necessary, during the course of the work.

## 1. Woodworm

The purpose is to treat as many available surfaces of the infected timber as possible. The treatment in this section covers infestation by Common Furniture Beetle *Anobium punctatum*, Death Watch Beetle *Xestobium rufovillosum* and Powder Post Beetle *Lyctus* Sps. In cases of infestation by House Longhorn Beetle *Hylotrupes bajulus*, these treatments are supplemented as follows: After cleaning, cut away heavily decayed sapwood, reinforce or renew any timbers whose structural strength is seriously impaired.

### A Roof Void Treatment

Clean down as deemed necessary all exposed roof timbers. Apply insecticide to all exposed surfaces of all the timbers

### B Floor Treatment

Lift sufficient floor boards. Apply insecticide to all exposed surfaces. Re-lay existing floor boards renewing where specified in our report.

### C Joinery and Timber Treatment

Form holes to 2/3 of the depth of the infested timber in the least conspicuous position, to supplement existing flight holes. Apply insecticide to all accessible unpainted surfaces of the timber. This treatment may be supplemented by recommendations in our report.

### D Staircase Treatment

Apply insecticide to all exposed timber surfaces. Joinery timber treatment may also be specified for wall strings and other timbers whose reverse sides are not accessible.

## 2. Wet Rot

- A Remove any timber that our surveyor has deemed seriously weakened or unsightly. Remove from the area, debris resulting from our work.
- B Replace with sound timber, any timbers removed in paragraph (a). All such timber to be pretreated or treated on site.

## 3. Dry Rot

The true dry rot fungus *Serpula lacrymans* attacks the timber under conditions of damp and inadequate ventilation. It forms special water conducting strands, which enable it to travel rapidly, penetrating most building material and attacking timber from the original source of decay. Small portions of the fungus left untreated in timber or wall areas are capable of developing independently, and it is therefore essential that the fullest extent of any attack be determined and subsequently treated. Our report will, as far as possible, outline the extent of the attack and specify the appropriate sections of the following treatments. See also section 4.

- A Cut away all timbers as specified in our report, and remove from the premises.
- B Remove plaster and rendering coats as specified above.
- C Clean all exposed walls and other surfaces to remove surface mycelium of the fungus. Drill holes at staggered centres in a band around the perimeter of the exposed area to a depth of 1/3 to 2/3 of the wall thickness.

Irrigate each hole and apply fungicide to all surfaces specified in our report.

- D Apply fungicide liberally to all timber surfaces as specified.
- E Replace any timbers that have been removed with sound timber, either pre-treated or treated with fungicide on site. Joist ends to be treated with fungicidal paste and in very damp conditions to be capped with damp proof material.
- F Re-render all previously rendered surfaces according to our plastering specification.
- G Provide and fix new air bricks, as specified in our report.
- H Drill and irrigate around perimeter of door and window openings within the dry rot area.

## 4. Fungal Decay (Special Note)

In respect of attacks by both wet and dry rot fungi, our report will, where possible, determine the source of the dampness and specify any other repairs that may be necessary to remedy it. One of the most important measures in the remedy of fungal decay is the reinstatement and maintenance of dry conditions which, in some instances, would be adequate to ensure its eventual eradication. Treatment is required to hasten this process, to replace decayed timber, and to protect elements of the building at risk. However, it is vital that the measure taken to ensure dry conditions be perpetrated thereafter and this is an essential condition of our guarantee.

## 5. Chemical Damp-proof Course

The insertion of a chemical damp-proof course is recommended for most types of walling, and involves the injection of chemical under pressure into holes drilled at intervals into the wall, at levels decided where practicable, by our surveyor at the time of his inspection.

- A Drill 9mm to 16mm holes 75mm to 225mm apart into the masonry at the level to be damp proofed as directed by our surveyor.
- B Irrigate each hole under pressure with chemical solution ensuring even distribution.
- C Make good external holes with sand cement mortar or mastic.
- D Cavity walls may be drilled and injected either from one side only or from both sides, depending upon the circumstances surrounding the operation.
- E All skirtings and fittings will either be renewed by our operators or by our client's builder, as specified in our surveyor's report.

NOTE: In certain circumstances we recommend the transfusion process for chemical dampproofing. This specification is available when required.

## 6. Injection Creams

- A 12mm diameter holes drilled horizontally into the mortar joint at 120mm centres and to a depth of 10-20mm from the opposite face.
- B Fill boreholes with injection cream using a low pressure sprayer or cartridge gun.

## 7. Electro Osmotic Damp-proof Course

- A Drill 14mm holes to a depth of approximately 100mm, 925mm apart into a mortar joint at a level determined by our surveyor.
- B Insert anodes, fill with cement and clip titanium wire into mortar joint.
- C Fix power unit and connect to 13 amp unswitched socket.
- D Drive standard earth rod into ground at least 2 metres from the nearest anode so that the top is lower than any of the wall anodes.
- E Fix one end of the earth wire to the earth rod and make waterproof. Fix the other end to the power box. Switch on mains power and the light emitting diode will illuminate. The system is then working.
- F Skirtings and architraves will either be fitted or renewed by our operators or the client's builder, as specified in our surveyor's report.

## 8. Plastering

- A Whenever dampness arises in a wall, certain contaminants, either acidic or alkaline are introduced into the wall.

This contamination will migrate to this surface as the wall dries, leaving a crystalline efflorescence. These deposits can absorb and retain moisture from the air and the walls thus tend to become damp, particularly during humid conditions. This dampness usually occurs where the wall has been replastered after the installation of a damp proof course and is often confused with rising damp. It is because of this that correct replastering is of paramount importance to ensure a dry wall.

- B Wherever rising damp has contaminated plaster, that plaster must be removed to an area 300mm beyond the damp staining. This need not be done when the damp course is inserted.
- C The wall should be replastered using Limdite Renovating Plaster to manufacturers specification as stated in British Board of Agrément Certificate.

UNDER NO CIRCUMSTANCES SHOULD ANY OTHER PREMIX PLASTER BE USED

- D The bottom edge should be stopped 25mm from the floor. Great care should be taken to ensure that all plaster droppings are removed and are not left behind the skirtings.
- E All skirtings and fixings should be treated with fungicide prior to fixing.
- F The floor to wall joint should be sealed with a waterproof compound to prevent the upward movement of water vapour between the wall and the floor slab or damp proof membrane in the floor slab. This waterproof coating should extend 100mm up the wall and 50mm across the floor slab (applies only to solid floors).

## Client Information

THE FOLLOWING HELPFUL INFORMATION SHOULD BE READ IN CONJUNCTION WITH OUR REPORT AND QUOTATION. IT IS AN INTEGRAL PART OF OUR REPORT AND QUOTATION. WHERE ADVICE IS GIVEN TO CLIENTS, IT SHOULD BE ACTED UPON IN THE TIME SCALE SHOWN. IF THIS IS NOT POSSIBLE WISE PROPERTY CARE SHOULD BE NOTIFIED IN WRITING IMMEDIATELY.

GENERAL TO ALL SERVICES CARRIED OUT BY WISE PROPERTY CARE.

- 1 The client should ensure that mains water and electricity are available at all times whilst Wise Property Care are on site.
- 2 The Wise Property Care Quotation is based on, unless reported differently, the client being responsible for ensuring that all furniture, floor coverings and other household possessions, including plants, are removed from the treatment area prior to the commencement of the work and subsequently replaced. It is not recommended that floor coverings of any type be replaced for at least five days, or as recommended by the manufacturer, whichever is the longest.
- 3 Wise Property Care cannot accept any responsibility for any damage to hidden services not previously brought to their attention by the client.
- 4 Where Wise Property Care have included for the removal and replacement of any electrical, gas or water service to facilitate their work, they do so on the basis that the respective services are without defect. At the time of replacing a service any apparent defect which prevents Wise Property Care from effectively doing so will be brought to the clients attention. If additional work is necessary, a supplementary report and Quotation will be submitted.
- 5 Party walls are the joint responsibility of adjoining owners. Where work on a party wall is necessary the client must advise the owner of the adjoining property beforehand.
- 6 Where work to an external wall is to be carried out from the neighbours property, it is the responsibility of the client to obtain written permission beforehand and to ensure free working access at all times.
- 7 When working on the outside of the property Wise Property Care will take every care of plants and shrubs adjacent to the external working area but cannot accept any responsibility for damage.
- 8 Wise Property Care reserves the right to change or vary its recommendations from time to time, without notice, in order that the customer may obtain the benefits of either improved techniques, better materials or improved working methods.
- 9 With regards to the area specified for treatment, care should be taken by the client to ensure that the building is maintained in a waterproof and weatherproof condition, prior to, during and after treatment by our Operatives. Roof coverings should not be removed until such time as treated timbers are touch dry. Treated timbers and masonry should not be exposed to weather penetration which will negate the effectiveness of any treatment and invalidate the guarantee.

# Certificate of Guarantee

Client \_\_\_\_\_

Contract No. \_\_\_\_\_

Assignee \_\_\_\_\_

Report Date \_\_\_\_\_

Property \_\_\_\_\_

Date Treatment \_\_\_\_\_

Completed \_\_\_\_\_



This Guarantee is issued to the above named client in respect of work carried out by Wise Property Care Ltd. Henceforth referred to as WPC at the above named property in accordance with the above mentioned report, estimate and contract.



WPC guarantee for a period of 20 years from the date that the contract was complete that any continuation or recurrence of infestation by wood boring insect or attack by a wood rotting fungus in any of the timbers treated against such decay will be treated free of charge to include such re-installment as may be necessary, excluding redecoration.



Should the damp course installed as detailed in the report fail to prevent the rise of dampness from the earth into the walls within a period of 20 years from the date that the contract was completed, WPC guarantees to repair the failure free of charge, excluding redecoration.



In the event of a claim under the terms of this guarantee, it is essential that this guarantee certificate and all of the original reports (and sketches where applicable) are provided by the claimant, to the company, together with the then appropriate investigation charge (this charge will be refunded in full if any treatment covered by clause B and C above has failed, subject to the conditions in clause E below). Failure to provide the aforementioned documents and/or fee will invalidate this guarantee.



This Guarantee will become invalid in any one or more of the following circumstances

- (i) Where the property has not been kept in a good and proper state of maintenance including rainwater goods and disposal systems, domestic plumbing, internal and external ground levels relative to the damp proof course, adequate sub-floor ventilation and general structure of the property.
- (ii) Where recommendations given by WPC have not been complied with.
- (iii) Where, subsequent to the completion of treatment, there has been any disturbance of the works carried out by way of structural alterations, repairs, settlement or subsidence of the building or otherwise.



This Guarantee does not extend to furniture and doors.



The rights conferred upon the client by this document shall be in addition to any rights the client may have at Common Law.



In the event of disposal of the property, the subject of this Guarantee and the benefits of this Guarantee shall be assigned by the client named above to the new owner provided that within three months of the change of ownership of the property, the new owner shall have

- (i) Given written notice of the change to WPC
- (ii) Permitted WPC's representative to inspect the property to ensure that all conditions have been complied with.
- (iii) Paid WPC's then current transfer and inspection fee
- (iv) This Guarantee is conditional upon WPC receiving payment in full for the work carried out at the above named property in accordance with the above mentioned report, estimate and contract.

For and on behalf of Wise Property Care

\_\_\_\_\_

Date: \_\_\_\_\_

[wisepropertycare.com](http://wisepropertycare.com)

For all guarantee enquires, contact our Head Office at:

8 Muriel Street, Barrhead, Glasgow G78 1QB

T: 0141 876 9200

F: 0141 876 9900

E: [headoffice@wisepropertycare.com](mailto:headoffice@wisepropertycare.com)

Alternatively, find your local branch details at  
[wisepropertycare.com/branches](http://wisepropertycare.com/branches)



Ensure your guarantee is safe  
Be Sure - Insure



- ✓ PCA Approved
- ✓ Provides cover where contractor ceases to trade
- ✓ Provides access to Financial Ombudsman Service
- ✓ Individual insurance certificates for multiple properties
- ✓ GPI is a member of the Financial Services Compensation Scheme
- ✓ Automatic free assignment on sale of property
- ✓ GPI is a UK authorised and regulated insurance company

**wisepropertycare.com/gpi**  
**0800 65 22 678**



**WET ROT | DRY ROT | WOODWORM | RISING DAMP | CONDENSATION | BASEMENT SYSTEMS | GUARANTEES**

# The Wise Choice?

## Scotland's Leading Provider of Property Care Services

Wise Property Care has grown dynamically over the last decade by providing high quality and technologically advanced services. Wise Property Care has become the professional's first choice for in-depth low disturbance investigations and sympathetic remediation regimes.

## Privately Owned and Local

While Wise Property Care is a national company, it continues to be owned and operated by Scottish experts for Scottish property owners. Wise Property Care operates on the principle of providing services that the owners would themselves expect to experience and is proud of its local coverage and quality of service.

## True Value for Money

"It is unwise to pay too much, but it is unwise to pay too little. The common law of business balance prohibits paying a little and getting a lot. It cannot be done. If you deal with the lowest bidder, it is well to add something for the risk you run."

*John Ruskin (1819 – 1900)*

We offer Value for money without compromising quality of work or materials.

## Local Coverage

Wise Property Care realise the importance of employing local people who have the benefit of local knowledge and the ability to serve an area promptly. Regional offices in Glasgow, Edinburgh, Falkirk, Kinross, Dunfermline, Aberdeen, Hawick and Ayrshire support our countrywide surveying staff.

## Minimum Disruption to Your Life

In recent years there have been substantial advances in the products used to treat preservation problems. So much so, that in the majority of cases, it is possible to re-enter a treated area after 1 hour. Today, all products are water rather than solvent based meaning there are now no offensive odours. These innovations translate into reduced disruption to the lives of our customers and clients can be assured that it is safe to have preservation work carried out. Wise Property Care wish to reduce inconvenience as much as possible and can discuss any special requirements with individual home owners.

## Award Winners

Wise Property Care's performance is reflected in awards bestowed upon the company by independent organisations. In recent years, the company has been awarded 'Best Business Turnaround' at the National Business Awards of Scotland 2001; been 'Commended for Innovation'



by the 'Property Care Association' and has been named as a finalist in the 'Entrepreneur of the Year' awards, 'Chamber of Commerce Business Awards' and the 'IOD Scotland Director of the Year Awards'

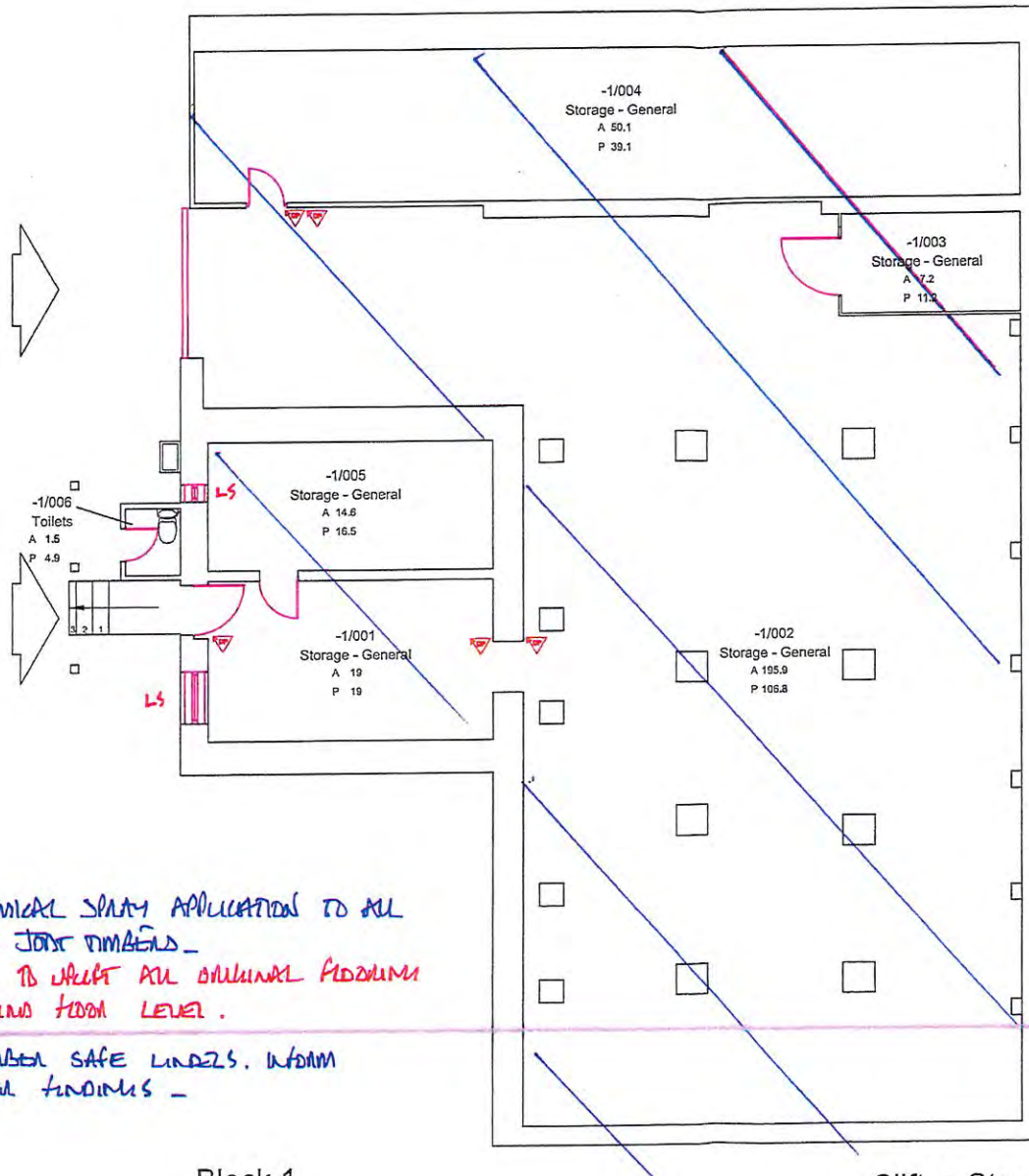
## Guaranteed Peace of Mind

Wise Property Care is a member of the Property Care Association (PCA), helping to build best practice within the industry. The company is also a member of 'Guarantee Protection Insurance', an independent organisation which offers insurance-backed guarantees in addition to the Wise Property Care 20 year company guarantee. Wise Property Care is actively involved in ensuring the highest industry standards to the extent that since 1997, Les Meikle (MD) has been chairman of the Scottish Region of the PCA and is currently the Deputy Chairman of the PCA in the UK.

## Assured Quality

Wise Property Care is an approved ISO 9001: 2000 and ISO 14001 registered firm demonstrating our commitment to quality in company administration systems.





WSEPC



CARRY OUT CHEMICAL SPRAY APPLICATION TO ALL REMAINING FROM JOINT DIMENSIONS -  
MAINS CONNECTION TO UNPLUG ALL ORIGINAL FLOORING  
STRENGTH AT GROUND FLOOR LEVEL.

(LS) TEST DRILL TIMBER SAFE LINZLS. INFORM  
CLIENT WITH OUR FINDINGS -

Block 1  
Basement

Clifton Street Cleansing Depot  
G2292784  
GIA: 298 m<sup>2</sup>  
GEA: 344 m<sup>2</sup>



Location Plan

| Fire Symbols |                              |
|--------------|------------------------------|
|              | Automatic Detector           |
|              | Fire Alarm Sounder           |
|              | Break Glass                  |
|              | Flashing Beacon              |
|              | Fire Alarm Panel 12V         |
|              | Fire Alarm Panel 240V        |
|              | Fire Blanket                 |
|              | Foam Fire Extinguisher       |
|              | Water Fire Extinguisher      |
|              | Dry Powder Fire Extinguisher |
|              | Co2 Fire Extinguisher        |
|              | Fire Hose                    |

| Rev | Description | Drawn | Chd. |
|-----|-------------|-------|------|
| 00  |             |       |      |
| 00  |             |       |      |
| 00  |             |       |      |



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

Yvonne Baulk  
Head of  
Physical Environment  
CUNNINGHAM HOUSE, IRVINE, KA12 8E  
TEL: (01294) 310000

Property: Clifton St Cleansing Depot  
CLIFTON STREET  
MILLPORT, KA28 0AZ  
Title: Ground Floor Plan  
Sheet 1 of 3

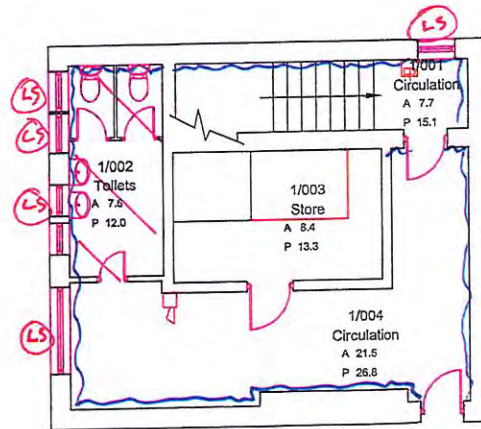
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|------------------------------------|------------------------------------|
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| Date: 15/10/09                     | Status: As Filled                  |
| Survey: 14/09/09                   | Type: ZL(0)                        |
| Drawn: AL                          | Checked:                           |
| Drawing No: G2292784_ZL(0)_AF_0001 | Rev: A                             |



MAIN CONTRACTOR STRIP/UPGRADE  
INTERNAL WALLS FULL HEIGHT -

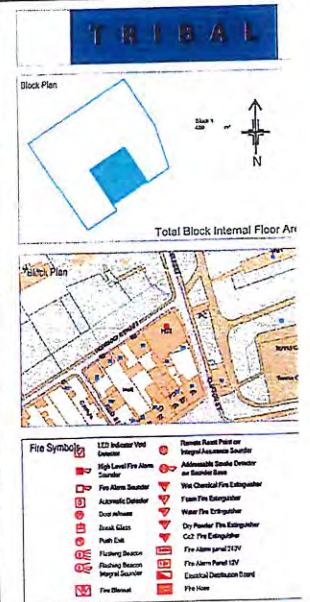
MAIN CONTRACTOR TO REMOVE CEILING FROM X-REVENUE AREAS OUTLINED -

(LS) WISE PROPOSALS MADE  
TEST DRILL THRU SAFE LINDERS  
INFORM CLIENT WITH OUR FINDINGS -



NO ACCESS

Block 1  
First Floor



| A   | GROUND FLOOR PLAN   | PW    | PW   |
|-----|---|-------|------|
| B   | Ground floor & roof plan redlines, Rooms 0007 & 0012 added, R&F |       |      |
| 00  |   |       |      |
| 00  |   |       |      |
| Rev | Description   | Drawn | Chkd |



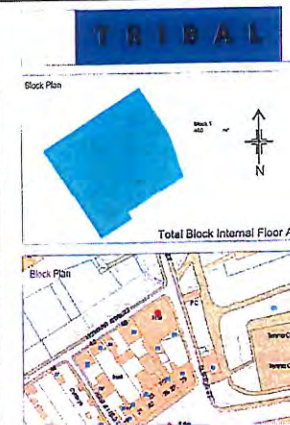
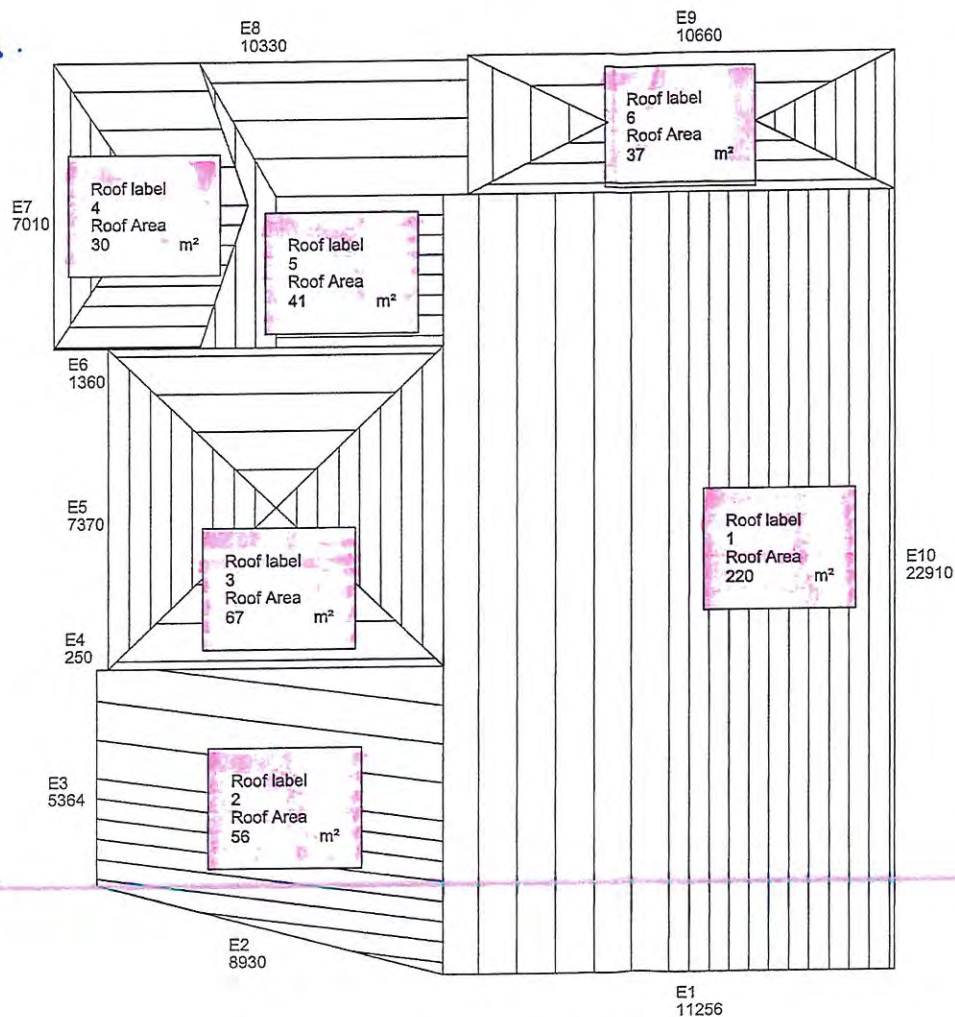
YVONNE BAULK  
Head of  
Physical Environment  
CUNNINGHAM HOUSE, IRVINE, KA12  
TEL: (01294) 31000

Property: MILLPORT TOWN HALL  
CLIFTON STREET  
MILLPORT, KA28 0AZ  
Title: First Floor Plan  
Sheet 2 of 3

|                                    |                                    |
|------------------------------------|------------------------------------|
| Scale: 1:100                       | Filename: G200679X_ZL(0)_AF_0001.J |
| Date: 29/07/08                     | Status: As Filled                  |
| Survey: 08/07/08                   | Type: ZL(0)                        |
| Drawn: PW                          | Checked: PD                        |
| Drawing No: G200679X_ZL(0)_AF_0001 | Rev: B                             |

WSEPL

ALLOW FOR CHEMICAL SPRAY  
TREATMENT TO ROOF VOID TIMBERS.



| A   | ROOF PLAN   | PW    | PW    |
|-----|---|-------|-------|
| 0   | Ground floor & roof plan redaction, Rooms 0007 & 0012 added. 194F |       |       |
| 00  |   |       |       |
| Rev | Description   | Drawn | Chk'd |



YVONNE BAULK  
Head of  
Physical Environment  
CUNNINGHAM HOUSE, IRVINE, KA12  
TEL: (01294) 31000

Property: MILLPORT TOWN HALL  
CLIFTON STREET  
MILLPORT, KA28 0AZ  
Title: Roof Plan  
Sheet 3 of 3

|                                    |                                    |
|------------------------------------|------------------------------------|
| Scale: NTS                         | Filename: G200679X_ZL(0)_AF_0001.J |
| Date: 29/07/08                     | Status: As Filled                  |
| Survey: 08/07/08                   | Type: ZL(0)                        |
| Drawn: PW                          | Checked: PD                        |
| Drawing No: G200679X_ZL(0)_AF_0001 | Rev: B                             |

## NOTES TO COST REPORT AND FUNDING

- 1) The Cost Report is top spec scenario– it provides a starting point.
- 2) Contingency Figures have been added. The figures are tight because we expect to reduce the starting figure which will give us a greater sum for the inevitable hitches.
- 3) Sinking Fund – it is anticipated that this will not be required during the first couple of years due to the extensive building works which will have taken place and their allied guarantees/retention qualities.
- 4) DTAS have applied to Scottish Alliance for support for us during the complex construction stage. We are in discussions with Scottish Land Fund and Architectural Heritage Fund regarding development grants to enable us to engage with professionals during this time with the employment of a Project Manager.
- 5) Advice has been taken regarding the very complex scenario of VAT regarding construction work v charitable status, exemptions and VAT registration. A preliminary 30 minutes free advice was awarded by COSS/DTA. The conclusions were that it was indeed complex – exemption is possible for works allied to disability eg lift and toilets, also possible for flat conversions as income is for charity. Until there is a detailed construction financial breakdown it is not possible to say how much VAT will be payable so 50% has been added.
- 6) The scheme is at a very early stage and there are a huge amount of variables to be discussed and explored.
- 7) It would be preferable to have a staged development but given the magnitude of the repairs it would not be cost effective and result in a far higher final outlay.
- 8) LEADER funding which has been one of our major targets since last year has closed, perhaps because of its European nature. Another major target – The National Lottery Community Asset

Fund is also closing. Despite initial positive phone calls it is now not possible to submit for their final October deadline as our decision from Scottish Land Fund (with whom they work) is also October and the timings do not work.

- 9) Match funding requirements seem to be tighter than they were previously. We have three major potential funders all with positive initial enquiry reactions, however we cannot apply until we have achieved 50% of our total overall target.
- 10) We are working on a high profile celebrity crowd funding initiative and DTAS have applied to Scottish Alliance on our behalf for support to ensure we get the maximum benefit from this initiative.

### **Working with the Three priorities of the Locality Partnership**

Below is a list of existing groups on the island who have expressed an interest in using the new Town Hall facility. They reach through the young to the elderly, they include the handicapped and there will be many opportunities for isolated and marginalised individuals to be welcomed in to activities.

Employment, volunteering and skills training through the Town Hall Project will enhance the lives of many. The economy of the island will be boosted by increased footfall and spend.

### **Costs to local groups**

Community lets will be at community rates ie comparable to those currently charged by NAC. These low rates will be subsidised by higher priced ticket events which will be marketed further afield.

### **Groups who have been struggling to hold events since the closure of the Town Hall**

The Burns Society This group have expressed a desire to come back to their old haunt – the Town Hall - for their annual celebrations of St Andrew's Day and Hogmanay. They have been struggling with the loss of a central, large venue with suitable catering facilities.

The Boys Brigade The BB's have an annual camp and quite often have a problem with the weather. The space where they meet is currently small and their Leader has welcomed the possibility of having their old space becoming available again. We would also be able to offer the members volunteering and educational opportunities.

Millport Scottish Dance Group Since the closure of the Town Hall this group have been really struggling. By nature they need a big enough space to dance in. They host an annual Dance Weekend which has attendees coming from Europe and further away. This is a bonus for the accommodation providers and businesses on the Island and we wish to provide them once again with a large enough venue. With a large venue once again it will be possible for their events to be increased.

Badminton Club This was abandoned because of the lack of high ceiling venue. We would hope to introduce other high ceiling sports such as volleyball and basketball. There is nowhere at all for indoor sports at present.

Cumrae Gardening Club The Club holds an annual show which historically used to be held in the Town Hall. The current facility is simply not large enough. This show is very historical, well attended and maintains an interest in gardening along with its physical, creative and emotional benefits.

Festivals Committee This Committee organise several events during the year – Country Festival, Comedy Festival, Scooter Rally. It is envisaged that the Town Hall would once again enhance these festivals, running concurrent exhibitions, offering venue space and facilities. These events are vital to the economy of Cumrae.

Millport Pipe Band The Pipe Band have expressed their wish to once again use the Town Hall facility. At present if the DA Hall is not available they have nowhere at all to go as they require a space large enough to 'hold the sound' at a safe level for their ears. Their rehearsal and performance opportunities have been hampered by the loss of a large venue. They also need somewhere to store their accessories.

### **Existing Groups who will be able to expand their capabilities**

Millport Care Home The Sanctuary are extremely keen to rent a space from the Town Hall on a 52 weeks per year basis. They are just around the corner from the Town Hall and would be able to reach the venue without the need for special transport. They hope to rehearse for a

show which can be presented to the public. There will be opportunities for other activities within the Arts and Crafts which will enhance their emotional, physical and mental well being.

The Elderly Forum The Forum has been approached and they are keen to get involved. It would be possible to have an indoor carpet bowls facility which would be welcomed as at present people have to travel to the mainland, which they do three times per week. For those who have been unable to take part due to concerns surrounding the slip and the ferry this would be a new opportunity. There is nowhere else large enough on the Island. There would be many other activities and social events that could be organised within the Town Hall facility – tea dances, lunches, physical exercise, book club – all good for social interaction and enjoyment. The Community Hub would be a centre for meeting, socialising and also for advice if needed.

Cumbrae Beecology: Beecology are delighted we will have a Conservation Area in the lower ground floor. They are keen to be involved in its development and it will be used for the education of all on the flora and fauna on Cumbrae.

The Poetry Group The Poetry Group already have a meeting space but what they lack is a performance and exhibition space. We would work with them in a collaborative way, possibly sometimes in conjunction with other Expressive and Performing Arts. They will also be welcomed to create work for use in the Heritage and Conservation Centre and it would be hoped they may be able to work with some Cumbrae Primary School children.

The Art Studio The Art Studio are developing and expanding their community classes and events. They are extremely keen to see this project become successful in order to have extra space and exhibition potential. They have recently lost their Studio at the Cathedral and are keen to be rehoused within the Town Hall. It may also be possible to have their skills used occasionally within our Community Hub. We would like to involve them in the decoration and decor of some space. Both of the founders are respected Artists and one is well known for her leaded glass work and it is anticipated that this will be incorporate into our glass atrium.

Sonoro Choir This Community Choir is one year old and has a large membership and everyone is welcome regardless of age or ability. There have been two concerts, one in our Nissan Hut which was too small and one in the Chapel when the Hut was closed because of asbestos removing work. The Choir urgently need a space fit for purpose which is safe for such a large number and will have the capacity for a decently sized audience. They would also use this space for their rehearsals.

Cumbrae Historical Society This popular group could benefit so much with the creation of the Millport Heritage Centre. It would be possible to share stories and images and events and social evenings would be arranged.

The Cathedral The Cathedral of the Isles is of special significance architecturally to the island and also because of its music programme and acoustics. Collaboration with them on a programme of training, rehearsal space and venue for possible National Youth Orchestra and Choir could be a distinct possibility. They have also mentioned the possibility of a Choir Convention. The Cathedral is limited by size for larger audiences and number of performers.

### **General advantages for existing groups and Organisations**

Millport Golf Club – this Club is working hard to promote itself through a Tourism approach. Added attraction to the Island through the Town Hall project will enhance their offer. There will be the opportunity for an Organisation like this to freely advertise their facilities within the Town Hall space.

Cumbrae Tourist Association – There is strong support from this group who see the Heritage Centre would add strength to the Island's bid for Ancestral tours which are one of the most popular tourist activities in Scotland. The Heritage Centre will exhibit long and varied history from Vikings to smugglers, evacuees to collaborative farming and fishing practices with the Isle of Bute. We were a destination for "Doon the watter" in Victorian times with the puffer

steamers, had the historic “Arc” research centre berthed off Farland Point and have the smallest Cathedral in the British Isles with its own unique history.

Cumbræ Community Council CCC have already evidenced their support in becoming the umbrella organisation for this steering group. We will work with them in reporting at their meetings as and when required.

The Brownies/Girl Guides Partnership working could be achieved with the building offering the availability of badge taking facilities.

#### CCDC/Garrison House

It should be noted that as Garrison House and CCDC are dependent on some services which may be reduced they are considering alternative ways to make themselves secure for the future in their sustainability. If the Town Hall is open it would leave the way clear for the old DA Hall to be removed, thereby offering up potential space and income making opportunities.

#### **Potential New Groups**

Citizen’s Advice Bureau There are currently investigations being made into once again having this presence on the Island. The people involved have expressed interest in this being placed one day within the proposed Community Hub within the Town Hall.

Men’s Shed The proposal is for the Men’s Shed to develop organically, dependent on demand and interest. The Town Hall can offer a variety of spaces which could be used on a flexible basis.

## MILLPORT TOWN HALL – FUNDING STRATEGY

1. Make use of funding recommendations from Local Authority, SCVO, DTAS , HIE and other advisors
2. Identify key responsibilities for certain Trustees, volunteers eg
  - a) Major fundraising
  - b) Local fundraising Initiatives
  - c) Crowdfunding and Social Media appeals

Communicate with each other! Keep everyone abreast of successes and disappointments and keep the community informed and enthused

3. Identify funders who have supported similar projects in the Past
4. Identify immediate, medium and long term funding goals and opportunities
5. Does an expression of interest or phone call have to be made first?
6. Make a clear chart of deadlines and don't leave things until the last minute
7. Check funders guidelines carefully before starting
8. Be consistent, methodical and organised with all applications
9. Make a list as you go of all supporting documents required.  
Add extra if you like
10. Establish a system for monitoring and recording outcomes for funders

### NOTES

- a) A crowdfunding toolkit can be found at [www.hie.co.uk](http://www.hie.co.uk)
- b) The Scottish Land Fund are being approached for help in funding a Development Worker, part of whose remit will be fundraising

|                                   |          |  |
|-----------------------------------|----------|--|
| <b>a) Management / Governance</b> | <b>x</b> | Management experience in a wide range of fields including national newspapers, an international publishing company, CEO of a charity, team manager of a LA Treasury Section, Head Teacher with MBE for Services to Education in Scotland, retail and bar management and management of both paid and voluntary staff. |
| <b>b) Financial Management</b>    | <b>x</b> | Comprehensive experience in managing finances for charities, newspaper editorial budgets, budgeting for new titles and reprints of reference books, School's Music Service SIMS software, and Superannuation Department of County Treasury   |
| <b>c) Marketing</b>               | <b>x</b> | Experience in all aspects of marketing, including creation of marketing material, website management, promotion of charity events and press and radio interviews.  |
| <b>d) Community Engagement</b>    | <b>x</b> | Liaising with, visiting and presenting to a variety of community groups, such as Community Councils and charity fundraising/volunteer groups, and engaging with youth groups in capacity as senior NCO in Boys' Brigade and as qualified youth worker.   |
| <b>e) Partnership Working</b>     | <b>x</b> | Working in conjunction with various organizations and councils; liaising with other departments within companies, such as art, sales and marketing and typesetters. Working on multi organisation and department initiatives with effective communication and organisational skills.                                 |
| <b>f) Managing Assets</b>         | <b>x</b> | Experience in running a Third Sector Company with all concomitant responsibilities; working within the structure of employment legislation, national and local agreements and policies governing employment. Managing and running personal businesses and assets.  |
| <b>g) Human Resources</b>         | <b>x</b> | Wide experience in recruitment and management of both in-house and freelance staff, including running the HR Department of a London school.  |
| <b>h) Business Planning</b>       | <b>x</b> | Extensive experience in writing proposals, strategic business plans and profitability forecasts and in establishing information-gathering systems to enable implementation of these plans.   |

|   |   |   |
|---|---|---|
| i) <b>Securing Funding, e.g. Grants</b> | x | Fundraising and completion of application forms for local charities and Third sector, including reports to funders, gathering statistics and outcomes, and negotiating funding with Directorates and Parent Councils. |
|---|---|---|