



# HASLEMERE TOWN COUNCIL

## Town Hall Survey

### Background

Council instructed officers to obtain a survey of the Town Hall so that a maintenance program could be set up as there are a few issues with damp at the back of the building.

We have appended the first three pages of the survey, which includes an overall summary sheet, together with notes on actions taken so far.

Quotes for the external year 1 work have started to arrive and are in excess of £10,000.

**RECOMMENDATION:** Quotes are obtained for the Year 1 external works and put in the budget for the next financial year.

## 10 YEAR PLANNED MAINTENANCE PROGRAMME

of



**HASLEMERE TOWN HALL  
HIGH STREET  
HASLEMERE  
SURREY  
GU27 2HG**

**Prepared by:**

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**Ref: MJR/ladg/21732/R2313**

**Dated: 11 January 2022**

## **SUMMARY**

The building has been well maintained in recent years with no significant damage, structural movement or deterioration evident during the course of our survey.

There was evidence of infestation by wood boring beetle in the main roof timbers which requires a specialist report if no valid insurance backed guarantees exist for past treatment.

At ground floor level there was evidence of rising / penetrating damp, this also requires a specialist report and estimate for treatment.

In respect of works required within the next 12 months (year 1) including health and safety items, we estimate the costs to be £26,000 plus VAT (£31,200). An allowance of 15% plus VAT should be made for contract administration by a chartered surveyor.

The planned maintenance programme includes for costings for annual inspection / servicing of the fire alarm, extinguishers, lift, electrical installation and heating. If contracts are already in place the cost estimates can be adjusted as required.

**Summary Sheet**

**Redmond & Associates**  
Condition Survey

**Date of Survey** 11-Jan-22

**Surveyor** Michael J Redmond BSc (Hons) MRICS

**Gross External Area** 140 sq m

**Premises** Haslemere Town Hall  
High Street  
Surrey  
GU27 2HG

**Number of Storeys** 2

Location	Sheet Name	Estimated Cost of Works								Notes - added by HTC
		H & S	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6 to 10	Total Year 1	
EXTERNAL	Chimney Stacks	-	-	-	-	-	-	1,000	-	
	Bell Tower	-	-	-	-	-	500	-	-	
	Main Roof	-	-	-	-	-	1,500	1,500	-	
	Lower Roofs	-	-	-	-	-	500	-	-	
	Gutters / Downpipes	-	2,500	-	-	-	-	2,500	2,500	Year 1 work getting quotes
	External Walls	-	1,500	3,500	-	-	-	1,500	1,500	Year 1 work getting quotes
	External Joinery	-	6,000	-	-	-	-	6,000	6,000	Year 1 work getting quotes
INTERNAL	Roof Void	850	-	-	-	-	-	-	850	Work investigated and dealt with
	Disabled WC	-	-	-	-	-	5,000	-	-	
	Entrance Lobby/Lift/Stairwell	-	-	-	-	-	2,500	4,000	-	
	Offices/kitchen/store	250	1,750	-	-	-	3,000	6,000	2,000	Work investigated and dealt with
	Councils Chamber	-	300	300	300	300	300	4,000	300	Year 1 work
	Services	1,250	2,000	2,000	2,000	2,000	8,250	16,250	3,250	Yr 1 -10 work is already done on an annual basis Quote(s) being obtained for H&S work
<b>Subtotal</b>		<b>2,350</b>	<b>14,050</b>	<b>5,800</b>	<b>2,300</b>	<b>2,300</b>	<b>21,550</b>	<b>42,750</b>	<b>16,400</b>	
Notes: All costs are estimates for budget purposes. Costs to not include VAT. Costs do not include professional fees for contract administration.							Rounded	16,500		
							Scaffolding	5,000		
							Preliminaries	2,000		
							Contingencies	2,500		
							<b>Works Estimate</b>	<b>£26,000</b>		