

Almonry Development Working Group

Notes from meeting on 23 Aug 2019

Present: Cllrs B Brown, G Favell and M Kiloh

1. Agree recommendations regarding urgent building repairs

Requiring immediate attention:

1 Remove broken tiles from gutters around chimneystacks

This should be carried out by a suitable contractor.

2 Replace slipped and otherwise defective roof and vertical tiles

This should be carried out by a suitable contractor.

3 Remove rusting fixings to rainwater pipework and replace with non-ferrous fixings

This should be carried out by a suitable contractor.

4 Clear blocked rainwater gullies

This should be carried out by a suitable contractor.

5 Remove metal from exterior walls causing damage to adjacent brickwork

This should be inspected and if felt to be urgent, should be carried out by a suitable contractor.

6 Replace broken glass to window W4 by specialist

This could be left until major refurbishment is undertaken, unless it becomes an urgent issue.

7 Repair/replace broken casement stay to window W26

This could be left until major refurbishment is undertaken, unless it becomes an urgent issue.

8 Plaster repairs to Parish Office ceiling

This should be made safe, but full repairs could be left until major refurbishment is undertaken.

9 Repairs to internal walls in Parish Room and removal of plant growth

Removal of plant growth should be carried out by the Maintenance and Grounds Staff.

The walls could be left until major refurbishment is undertaken, unless it becomes an urgent issue.

10 Check asbestos report/update report regarding ceiling lining in cellar. Reinstate fire-proofing in conjunction with any structural/beetle eradication work

An asbestos report should be undertaken as soon as possible.

11 Remove weeds/vegetation from external steps, paths, etc.

This should be carried out by the Maintenance and Grounds Staff and the job included in maintenance schedule of the Almonry Management Plan

It is hoped that the budget for maintenance will cover the repairs and maintenance listed above.

2. List all relevant documentation currently available to inform decisions

Building consent and plans

RDC Accessibility Statement

Building Condition Report and Structural Condition Report 2019

Structural Report 2006

The Almonry Project: Initial Proposal

Almonry Centre Proposal Nov 2018

Rationale for the Almonry Proposals

Elemental Cost Plan

Appraisal Report – Battle Town Council Property Portfolio 2016

NB Structural survey at the time of purchase to be found if possible

3. Note lessons to be learned from previous work/lack of work on Almonry building

Some problems with the building have become worse since the 2006 survey, but some have not e.g. the chimneys. The building is in surprisingly good condition, considering the lack of attention over the past 13 years.

Unfortunately, poor repairs have resulted in a need to spend further sums, not only to undo the repairs, but also to fix the damage caused by those repairs. This emphasises the need to use proper materials suitable for a building of its age.

4. Produce timetable of actions required to apply for CIL monies in December

If Council were to agree to apply for RDC CIL funding towards the cost of refurbishment and restoration, the tender process would need to be complete by the F&GP meeting in November. This would require an extremely tight timetable:

<i>Thurs 26 Sep 2019</i>	<i>Issue of Invitation to Tender and TQQ</i>
<i>Thurs 07 Nov 2019</i>	<i>Tender and TQQ return date</i>
<i>Thurs 14 Nov 2019</i>	<i>Provider pre-contract interviews</i>
<i>Tues 26 Nov 2019</i>	<i>Preferred provider agreed for recommendation to Council</i>
<i>Tues 17 Dec 2019</i>	<i>Recommendation to be considered by Council</i>

NB the tender process is required, whether or not Council decides to apply for RDC CIL funding.

It may be possible for BTC to produce the supporting documentation for the tender process if a Schedule of Works is provided by the architect.

The group recommend that tenders are sought from providers that will supply all the required services, probably through sub-contracting, in order that BTC does not have the responsibility for timetabling and delays.

Stephen Gray, a heritage architect who has become involved with the Heritage W/G, could be asked to support BTC with the provider selection process.

5. List other possible sources of funding and agree who will research further options

Architectural Heritage Fund – an expression of interest has been submitted and a response is expected in the autumn.

Public Works Loan Board

BB to research further options.

6. Agree who will lead on gathering information to achieve objective 1 **MK**

7. Agree who will lead on gathering information to achieve objective 2 **GF**

8. Agree who will lead on gathering information to achieve objective 3 **BB**

9. Agree who will lead on gathering information to achieve objective 4 **GF**

10. AOB

It was agreed that the Working Group (and the Town Clerk if available) should meet with Mark Anderson to discuss how best to produce a Schedule of Works suitable for the tender process. This has been arranged for 5th September 2019 at 11.00.

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Aim 1

To recommend a timetable for the repair, refurbishment and reinstatement of the Almonry

Objective 5

To review reports on the structure and condition of the Almonry and recommend the most economically efficient way to undertake the planned works, both in line with the Planning Consent and also considering the future sustainability of the building. [L] [SEP]

Aim 2

To assist in the production of a Business Plan for the operation of the Almonry

Objective 1

To gather information regarding the accommodation required in order to provide a conducive working environment for Councillors, tenants, Town Council and Rother District Council staff. [L] [SEP]

Objective 2

To gather information regarding the accommodation required in order to provide a one-stop-shop and associated services for [L] residents of Battle and surrounding villages visitors to Battle and 1066 Country [L] [SEP]

Objective 3

To collate information about the needs of organisations that may wish to use the facilities (for workshops, exhibitions, meetings, training, archiving etc) to inform the requirement specification for the project

Objective 4

To research background information to inform the introduction to the business plan for the Almonry [L] [SEP]