

Parish Council Meeting – 6th December 2021

Report - Holly Cottage

Resolutions for approval

- A. *Approval to proceed with an application to the Secretary of State seeking approval for £180,000 of funding from Public Works Loan Board repayable over 50 years for capital works to refurbish the Parish Council's property, Holly Cottage*
- B. *Approval to apply £2,000 of estimated unallocated funds from 2022/23 draft budget to the project*
- C. *Approval to proceed with appointment of either contractor b) or c) from Paragraph 4 Table*
- D. *Approval to commence works on or after 1 April 2022*

1. Bequest

The following text is an extract of the Will of J T Relph (deceased 8.3.20) and was provided by the Executors of the Estate

I give my freehold dwelling house and premises called Holly Cottage, Crosby Ravensworth to the local Council of Crosby Ravensworth to be held by it for the benefit of the inhabitants of the Parish and it is my wish that they should let it to some worthy local family applying the rent so received firstly to keep the premises in a reasonable state of repair and any surplus from the rent to be used for the benefit of the inhabitants of the Parish of Crosby Ravensworth Provided Always that if the gift should fail for any reason and if the local Council of the Parish declines to accept the same then the bequest shall fall into the residue of my estate.

2. Parish Council Minutes to date

The extracts in Appendix 1 are taken from Crosby Ravensworth Parish Council Minutes and track the progress with Holly Cottage from the initial notice of the bequest.

3. Community Consultation and Transfer of Property

3. a Community Consultation

One of the requirements of the Public Works Loan Board application, even though the PC has no intention of increasing the precept to cover some of the works cost of the project, is that the community must be informed / consulted on the proposed scheme and borrowing.

This has been achieved by;

- a) Parish Council agendas advertised on village noticeboards and on website
- b) Parish Council meeting minutes posted on village noticeboards and published in the Parish magazine, the Lyvennet Link. (see Appendix 1)
- c) An article was published in the February edition of the Lyvennet Link asking for community views on the Council's proposal (see Appendix 2)
- d) Website – A new page was created on the PC website specifically for Holly Cottage. Various documents relating to the scheme have been uploaded and information will be posted as the project proceeds.

The February 2021 edition of the Lyvennet Link gave the background to the Holly Cottage Bequest and the PC's proposals to refurbish using Public Works Loan Board funding (see Appendix 2).

This article sought views from the community with a link provided to a short online questionnaire.

There were a total of 18 responses (Appendix 3) from individuals who were all local residents. On the two key questions relating to developing the scheme the results were as follows:

- a) Do you support the principle of the Parish Council accepting the bequest and refurbishing the house? – 18 Yes, 0 No = 100% in favour
- b) Do you support the Parish Council in using a rental figure circa 15% below market for the purposes of financial modelling to make the rent more affordable? – 17 Yes, 1 No = 94% in favour

There has been no other feedback or concern regarding the refurbishment project raised by the community either at any Parish Council meeting or otherwise.

3 b Transfer of Property

The executors obtained Probate on 1 February 2021. When the property was formally offered to the PC, it was resolved on 2 August 2021 to accept the gift. The property was transferred from the estate to the PC on 17 September 2021

4. Refurbishment

The PC employed Lewis Conservation to carry out the initial Condition Survey and develop a budget for costs associated with the refurbishment of Holly Cottage. This was completed on 5 December 2020.

Following acquisition of the property, the Initial Condition Survey has been further developed into detailed refurbishment proposals. These include making the project more environmentally sustainable through heating provision via an Air Source Heat Pump with underfloor heating to the ground floor and radiators to the first floor, along with replacement upvc double glazed windows, and the construction of a new front porch. The aim is to achieve at least a minimum Energy Performance band of E and ensure minimal ongoing maintenance requirements for the Parish Council. This is very much a balancing exercise between conservation of character, energy efficiency and future maintenance.

Three quotes have been secured as detailed below;

	a)	b)	c)
Sub-total building works	£152,663	£126,220	£122,940
Fees for project management	£13,740	£7,195	£11,065
Contingencies	£30,000	£30,000	£30,000
Sub total	£196,403	£163,415	£164,005
VAT @ 5%	£9,820	£8,171	£8,200
TOTAL	£206,223	£171,585	£172,205
Fees for project management	9.0%	5.7%	9.0%

The contingency figure allows for unexpected additional works associated with refurbishment of such an old building, along with the current unpredictable volatility of building market prices in particular the material elements.

All the above contractors are committed to respect and retain the character of the building.

The intention is to appoint either contractor b) or c) on the basis of their ability to achieve an appropriate start date. c) has responded that they can start in March/ April 2022. Response from others remains outstanding.

It is proposed that the PC should not, however, commence works on site before 1 April 2022. By this date the property will have been un-occupied for over two years thereby reducing the VAT payable on the refurbishment works from 20% to 5% under relevant regulations.

This 5% VAT sum can then be reclaimed in full by the PC under its 7 year rolling VAT payment exemption of £52k.

Other works and Costs;

Re-grading of garden surrounding the property	£2,000
New double gates to entrance	£1,500
Rebuilding of lengths of the Northern boundary dry-stone wall	£3,000
Floor coverings throughout	£4,000
Initial letting costs and EPC	£ 700
	<u>Sub total</u> £11,200
Building refurbishment quote (from above table highlighted in yellow)	£164,005
Loan repayments (12 months) (see Para 5 d below)	£5,856
Less Parish council unallocated reserves 2022/23 (see Para 5 b))	-£2,000
	Project costs <u>£179,061</u>

Refurbishment works will take a maximum of 9 months with a further period of 3 months allowed for securing a tenant. One year of PWLB loan repayments have therefore been incorporated into the final costing above.

5. Financing

a) Public Works Loan Board (PWLB)

The PC can access funding via the PWLB as refurbishment of Holly Cottage would be classified as capital works.

The PWLB gives the PC access to a maximum of £500k borrowing over up to 50 years.

The application needs to be made via Cumbria Association of Local Councils with final approval for borrowing made by the Secretary of State via the Department of Communities and Local Government. The following information is required:-

- *Copy of full minute of the Full Council Meeting with the resolution to seek the Secretary of State's approval for the proposed borrowing;*
- *Copy of the Council's budget for the current year, and next year (if available), showing the provision made to meet the loan costs;*
- *Full report to the Council or business case. This should include*
 - a. Breakdown of the proposed works, estimated costs*
 - b. financial planning to fund the loan repayments and*
 - c. the steps/options the Council has in place to mitigate the risk of not being able to afford the loan repayments;*
- *Please provide information on how the Council will*
 - a. afford the loan repayments,*
 - b. breakdown of funding resources,*
 - c. amounts to be used from reserves, and*
 - d. any increase of precept to fund the borrowing;*
- *You still need to provide details how local residents were consulted on the project and associated borrowing even if you are not increasing precept to fund the loan (e.g. newsletter/website/in the agenda of public meeting).*

Once the Parish has approval from the Secretary of State the funds have to be drawn down within 12 months and are normally available with 1 weeks' notice.

It is envisaged that once refurbishment commences we will be paying our contractor by monthly valuation and it is at this stage that the drawdown of PWLB finance will be executed.

b) 2022/23 Budgetary Impact

It is a requirement of the PWLB that any 'unallocated balances held by an applying Council beyond those required for the prudent financial management of the council should be used in' the project

Any unallocated balances in the 2022/23 Draft Budget will therefore need to be allocated to Holly Cottage. A figure of £2,000 has been utilised for the purposes of this report.

c) Future income from rental

Cumbrian Properties in late 2020 indicated that the likely rental achievable for a 3 bed roomed refurbished property in Crosby Ravensworth would be in the region of £750 - £800 per month.

Given that Ted Relph in his Bequest wanted the property to be let to "some worthy local family", then assuming this is discounted by around 15% to make it more "affordable", rent would be around £650 per month.

d) Borrowing versus Rental income

Required Borrowing (No VAT)

Cost summary (from Paragraph 4) £180,000

Interest rates are fixed for term of the loan and repayments are paid on a 6 monthly basis. The interest rates payable on the PWLB loan are those applicable at time of draw down. Current interest rate and loan repayment are as follows:-

Term	Interest	Monthly payment	Monthly surplus
50 yrs	2.12%	£488.02	£161.98

Should any element of the £30k contingency sum not be required it is intended it will be returned to the PWLB.

PWLB interest rates may fluctuate until the loan is made and the interest rate payable on the loan will be fixed at the point of drawdown.

6 Financial Risk Management

a) During renovation

The Parish Council has incorporated a £30,000 contingency sum into the refurbishment budget. This equates to almost 20%, is considerably higher than the usual 10-15% in the building trade, and reflects the current market volatility. As stated above, any excess will be refunded at completion of the project, thus reducing the loan and ongoing repayments.

b) Rental

Cumbrian Properties have confirmed that the current rental market is buoyant with significant demand, limited availability of properties and rising rental rates. The Parish Council's proposed monthly rental of £650/month is seen as very competitive therefore risk is minimal. Within the budget model 12 months of loan repayments have been incorporated (9 month refurbishment + 3 months to secure a tenant).

With the property rented at £650/month and PWLB repayments of £488 there is a monthly surplus of £162. This surplus will be held in a reserve account to cover all ongoing costs associated with the property; insurance, maintenance, inspections etc.

The rent will be increased annually in line with inflation and given that the PWLB interest rates are fixed the monthly surplus will increase, ensuring funds are built up for any future capital works.

The Parish Council has rented another property for over 40 years with the only void during a changeover of tenants which incorporated a major refurbishment.

c) Worst case scenario

The PC has accepted the house bequest on the terms stated, acting in good faith, with the condition therefore satisfied. In the unlikely event that the PC should need to sell the property, the sale proceeds would fund repayment of the PWLB outstanding balance. The balance of sale proceeds would belong to the PC.

APPENDIX 1 – Crosby Ravensworth Parish Council – Minute Extracts

August 3rd, 2020, Ordinary Meeting of Crosby Ravensworth Parish Council.

016/20 Proposed Bequest of Holly Cottage.

Councillors had had advice of a bequest in the will of the Late T Relph (A former Chairman of the Parish Council and lifelong resident of the Parish) of his home 'Holly Cottage', the bequest was conditional upon the Parish Council making the cottage available for rent. It was a 3-bedroom family home. Councillors had had an opportunity to visit and inspect Holly Cottage on the 22 July 2020.

Arising from this were a series of questions that a landlord would have to address regarding; Energy Performance Certificate, the general condition of the building, the general condition of wiring, the general condition of plumbing & heating systems, ceiling and floor insulation and glazing. It was estimated that the works required to bring it up to a lettable standard would cost somewhere in the region of £65 to £85k. It was agreed not to engage a surveyor as it was felt that the works could be adequately costed by contractors and managed by councillors who had a track record in relation to rented property including the Police House in Maulds Meaburn.

The question therefore arose as to how this work could be funded. The council had made enquiries in relation to the Public Works Loan Board (PWLb) which could lend at 2% or otherwise by a commercial mortgage. It was argued that rental income would easily defray the expense of borrowing at this level and that the property would be a net contributor to the council's funds in the short and medium term and a significant asset going forward. Cllr Taylor raised a question as to whether a project of this type was something that it was appropriate for the council to get involved in. He expressed unease about going forward with it.

Councillors also expressed concern that in the current downturn the property may go unlet and leave the council facing significant costs. It was decided to keep these matters under consideration and to research the project further. No decision was made at this point as to 'in principle' acceptance and the will had yet to be proved.

Councillors reflected on the very full life led in the village by Mr Relph, the visit had been very moving and the proposed bequest was a generous offer to the community in which he had lived and served in several capacities.

December 7th, 2021 Ordinary Meeting of Crosby Ravensworth Parish Council

084/20 Holly Cottage Update.

The solicitors' valuation from probate purposes was £150k with an insured value of £415k. Lewis Surveyors (based at Brougham Castle) were appointed at a cost of £375 to do a piece of work to establish a scope of works and estimate of costs in respect of the refurbishment of the property. A project management service was also offered for contract preparation, tendering and management during refurbishment. This would allow the council to approach to the public works loan board.

January 18th, 2021 Ordinary Meeting of Crosby Ravensworth Parish Council

106/20 Holly Cottage.

The Chairman gave a verbal presentation based on the detailed written report with cost estimates presented prior to the meeting. Decisions were made as follows:

1. Councillors were unanimous in their support to progress acceptance of the bequest.
2. The 'principle' of borrowing through the Public Works Loan Board (PWLB) was approved. Any application would be subject to approval at a future meeting.
3. Communication and Consultation with parishioners was agreed as follows: An Article in the Link. A dedicated webpage with a form for responses on the council's website, the regular publication of agendas and minutes and the wide availability of these for dissemination. It was however specifically agreed that the project would not be publicised on Social Media relating to the Crosby Area.
4. Councillors agreed to the principle of using a rental figure (15% below market value) for the purposes of financial modelling. It was hoped that the house would eventually provide accommodation that remained relatively affordable.

Councillors were unanimous in their support of these decisions and it was noted that Holly Cottage could reasonably be expected to be a net contributor to Parish Funds from 2022 onwards.

DRAFT

March 1st, 2021, Ordinary Meeting of Crosby Ravensworth Parish Council. 144/20 Holly Cottage.

It was known that Ted Relph's will had been proved and it was anticipated that Holly Cottage would shortly be formally offered to the Council. 18 people had responded to the consultation at <https://crosbyravensworthparish.org.uk/holly-cottage/> responses had been positive. The Clerk would circulate the consultation responses to councillors.

August 2nd, 2021, Ordinary Meeting of Crosby Ravensworth Parish Council.

039/21 Holly Cottage.

It was RESOLVED resolve to accept the bequest of Holly Cottage from the Estate of the late Ted Relph.

040/21 Holly Cottage. (Assent Form AS1)

The form was signed in the meeting by the Chairman and Vice Chairman and would be passed to the legal volunteer to liaise directly with Arnison's.

041/21 Holly Cottage. (Date of Transfer)

The Clerk would advise the council of the date of transfer in due course the Clerk was instructed to insure the property on transfer for vacant occupancy/construction with the council's existing insurers.

042/21 Holly Cottage. (First Registration of Title)

A quotation had been received for the legal work involved in making a first registration of title for Holly Cottage and had been circulated to councillors before the meeting. The council had however accepted the offer from a member

of the public during public participation to do this on a voluntary basis saving the costs of professional fees. It was noted that a plan of the property attached to the 1953 conveyance of the property was included in the papers.

043/21 Holly Cottage. (Project Management, refurbishment)

VH. Would take on the project co-ordination role, review the 18th January report on Holly Cottage and update if necessary, and would report periodically to the council. The council's financial regulations would need to be observed. The RFO was unwilling to rely on VAT Guidance notes available online and wanted to offset the risk of significant error by specialist taking advice. He would approach Lewis Surveyors for advice as to an appropriate specialist in the first instance

September 6th, 2021, Ordinary Meeting of Crosby Ravensworth Parish Council.

066/21 Holly Cottage Update.

VH had circulated an update regarding the transfer of Holly Cottage touching on issues relating to a drainage agreement with the neighbouring property, solar panels feed in tariff (FIT) not being established from estate records and First Registration of Title at the Land Registry prepared by Steve Holroyd (SH) on behalf of the council. (Appendix 3).

1. It was proposed that the property would be transferred to the council on the 14th September, Clerk to arrange to add it to the council's insurance from that date. The Council recorded its thanks to Steve Holroyd for his assistance over legal matters.
2. It was AGREED that SH should seek to make an agreement 'in principle' with the owners of Fell Gate as to regularising the legal arrangements over drainage on the Council's behalf.
3. Regarding preparations for the refurbishment project, additional quotes and specifications were being sought from contract managers in line with the PC's financial regulations. It was proposed, and AGREED, to develop a specification for underfloor heating linked to air source heating rather than Gas/Oil heating as originally proposed and it was noted that Cumbria Action for Sustainability/EDC could provide assistance/advice.
4. A member of the community had come forward (with the help of a working party planned for October) to help manage the garden in preparation for the refurbishment works.
5. It was AGREED to commission an asbestos survey at a cost of approximately £300 prior to the commencement of works.
6. It was AGREED to seek permission to fell a monkey puzzle tree in the garden to allow for better access to the house. (Clerk to enquire as to felling consent).

067/21 Holly Cottage Garden

(Allotment proposal) the suggestion that Holly Cottage Garden be let as an allotment had arisen during the open gardens event. In view of the previous discussion the proposal was withdrawn.

November 8th, 2021, Ordinary Meeting of Crosby Ravensworth Parish Council.

092/21 Holly Cottage Update.

An email update (from Cllr Holroyd) had been circulated regarding Holly Cottage

1. Registration of the property was pending the completion of an easement from the neighbouring property.
2. The transfer of the Utilities accounts (including electricity feed in tariff) was underway.

3. The asbestos survey had identified two only issues (Cystern & Flue) that would require non specialist involvement in removal, double bagging and liaison with Flusco recycling / disposal centre.
4. Estimates for the building works were coming in with one provider yet to complete their figures. An analysis was being prepared for discussion decision in the new year. Councillors should be prepared for a 20% uplift in net project costs. It was anticipated that this would require a review of the proposed term of the PWLB loan and proposed rental costs.
5. Advice regarding VAT indicated that delaying the project start to after March 2022 would have the consequence of reducing the rate of VAT from 20% to 5% a substantial saving.
6. A Zoom meeting with planners had been highly instructive with a clear go ahead to remodel the porch without loosing any permitted development rights, to widen the gate, to replace wooden windows with UPVC etc.
7. 12 people had come forward to help with the management of the garden and had made a substantial impact clearing growth.
8. The position of the trees in the garden had been sketched/noted and on this basis, discussion had taken place with the YDNP's acting trees officer as to their management needs. The acting trees officer was not proposing to place a TPO on the Monkey Puzzle Tree but had expressed the view that it should be retained/managed. He was proposing to write to the council before leaving the authority with a letter enabling requested actions/management re pruning and removal of a dead chestnut tree which would require a replacement tree to be sited in the garden somewhere. It had been suggested that this might be a walnut tree planted in memory of Ted Relph.
9. A request to buy the old stove had been received and Councillors AGREED that the old stove could be disposed of

APPENDIX 2 – Community Consultation

Lyvennet Link Article – February 2021

Holly Cottage, Crosby Ravensworth

Parish Council Consultation

The Will of the late Ted Relph bequeathed his former home, Holly Cottage, to Crosby Ravensworth Parish Council stating that the home

‘should be let to some worthy local family applying the rent so received firstly to keep the premises in a reasonable state of repair and any surplus to be used for the benefit of the inhabitants of the Parish’

Should the Parish Council decide not to accept the Bequest then the property will revert to the Estate and the other beneficiaries listed in the Will.

The Parish Council commissioned a detailed condition survey along with an estimate of potential costs from Lewis Conservation. There is considerable work required to bring the property up to a rentable standard and one that meets the legally required Energy Performance Criteria.

As a flavour of the scale of works the property needs repointing, replastered, timber treatment, new kitchen and bathroom, new plumbing and drainage, heating, new electrics, chimneys repaired, asbestos removed etc. The current estimate for the works is £129,000 with a further 12.5% contingency sum of £16,000 for unexpected works. With some additional costs associated with making the property ready for rental the full figure is around £150,000. All the figures exclude VAT as the Parish Council can recover this tax.

The Parish Council can access finance via the Governments Public Works Loan Board which offers funding at extremely competitive rates for terms of up to 50 years. Funding the required £150,000 would cost the Council

Term	Interest rate	Monthly cost
30yrs	1.67%	£530
35yrs	1.78%	£480

The interest rate is fixed for the duration of the loan and payments can be made to reduce the balance at any time with zero charges.

Comparing the above costs to an Estate Agents potential rental value of between £750-£800 per month the loan cost are well covered. The Parish Council could decide to make the rent more affordable and there would still be a healthy surplus.

Parish Councillors at their meeting on 18th January 2021 were unanimous in their support to accept the Bequest and progress the refurbishment.

One of the requirements of the Public Works Loan Board application process is that the Parish Council provides evidence of consultation with the community to further inform its decision to proceed.

To this end we have posted all the information including Condition Survey, Valuation, PC report on the Parish Website at

www.crosbyravensworthparish.org.uk

Should you wish to express a view on the proposal please leave a comment on the website or telephone / email the Clerk, Christian Barnes, clerk@crosbyravensworthparish.org.uk or contact any of the Parish Councillors.

APPENDIX 3 – Responses to consultation

Timestamp	Do you live in Crosby Ravensworth Parish (Maulds Meaburn, Reagill or Crosby Ravensworth)?	What is your postcode	Do you support the principle of the Parish Council accepting the bequest and refurbishing the house?	Do you asupport the Parish Council in using a rental figure circa 15% below market for the purposes of financial modelling to make the rent more affordable?	Referring to the material published on our webpage here https://crosbyravensworthparish.org.uk/holly-cottage/ please make any additional comments in the space below. If you would like to raise a matter at the Council please contact clerk@crosbyravensworthparish.org.uk
1/26/2021 21:51:02	Yes	CA10 3HR	Yes	Yes	
1/29/2021 7:50:57	Yes	CA10 3HR	Yes	No	Worthy does not equate to needy and hence 'in need' of below market rent. The wording of the second part of the bequest states that surplus rental income should be used to support the parish. So is the PC, in seeking to have a below market rental level actually following the terms of the bequest or is this consultation looking for authorisation to 'vary' the bequest terms? A below market rent would benefit one family only. Using rental income to alleviate or reduce future increases to the parish precept would benefit all families across the parish so on that basis I would not support a below market rental rate as I do not think a below market rental rate is in accordance with the terms of TR's generous bequest.
2/22/2021 7:43:50	Yes	CA10 3JP	Yes	Yes	I believe the CRPC should accept Ted's generous gift and refurbish the property to the appropriate standard to enable it to be rented out on affordable terms as envisaged by the terms of Ted's Will. The proposed loan makes sense and the property will be an asset for the benefit of the community long after the loan has been repaid. Apart from being unsightly and bizarrely out of place, I believe the Monkey Puzzle tree in the front garden will deprive the property of light and may be detrimental to the structure of the property in time. They grow to enormous proportions. I believe an application should be made for consent to remove it. It is not an appropriate tree for a modest domestic garden and whilst it does have curiosity value, as a non-native species it has no environmental value for resident wildlife and has an adverse effect on the local landscape, which will become more exaggerated with time .
2/23/2021 16:57:26	Yes	CA10 3JE	Yes	Yes	
2/23/2021 18:02:31	Yes	CA10 3JP	Yes	Yes	
2/23/2021 18:57:12	Yes	CA10 3JP	Yes	Yes	Go for it!
2/23/2021 18:57:53	Yes	CA10 3JP	Yes	Yes	
2/23/2021 20:05:43	Yes	CA10 3HN	Yes	Yes	A very worthwhile enterprise to provide an affordable rental property in the local community
2/24/2021 9:28:11	Yes	CA10 3JA	Yes	Yes	
2/24/2021 9:45:18	Yes	CA10 3LG	Yes	Yes	I believe the PC has gone about this in a very professional and commendable manner. Ted would have approved of the thoroughness. I would like to see some work down to secure the very insecure cover to the old unused septic tank in the front garden. Good luck!
2/24/2021 10:55:24	Yes	CA10 3LG	Yes	Yes	
2/24/2021 13:09:43	Yes	CA10 3JA	Yes	Yes	
2/24/2021 15:00:36	Yes	CA10 3JN	Yes	Yes	I think it's great the parish council are seriously thinking of accepting Holly Cottage, and making it into a family home, at a reasonable rent
2/24/2021 15:01:37	Yes	CA10 3JE	Yes	Yes	
2/24/2021 15:02:32	Yes	CA10 3HY	Yes	Yes	
2/24/2021 18:22:33	Yes	CA10 3HY	Yes	Yes	
2/25/2021 10:22:51	Yes	CA10 3HY	Yes	Yes	
2/25/2021 12:29:09	Yes	CA10 3HY	Yes	Yes	

APPENDIX 4 - Schedule of works

ITEM	DESCRIPTION	CONDITION	RECOMMENDATIONS
0	Preliminaries		
0.1	Site clearance	House and garage	Carefully strip all existing fittings; floor coverings, kitchen fittings, remaining furniture and contents, flooring to attic, etc Include for removal of all spoil and debris off site
0.2	Site services		Provide all site services as required by legislation; toilet etc etc
0.3	Access		Include for all access equipment
1	Roofs		
1.1	Westmorland slate laid in diminishing courses.	Reasonable condition - relaid on new structures within last 15 years. Heavy moss growth; lack of ventilation is causing condensation in the roof voids.	Remove moss growth. Provide roof fents to all sides. Repoint rear verges
1.2	Photovoltaic panels	Fair condition.	Clarify FIT arrangements ; Connect electric water heating from unused surplus energy.
2	Chimneys and Flues		
2.1	Front stone chimney	Fair condition; some eroded mortar.	Repoint chimney.
2.2	Rear stone chimney.	Fair condition; some eroded mortar.	Not Required – provide vent
2.3	Left gable chimney.	Missing.	Not required – provide vent
2.4	Asbestos cement flue to sitting room fireplace.	Fair condition but will contain asbestos.	Appoint an accredited asbestos removal company.
3	Rainwater Goods		
3.1	Cast iron and plastic gutters and downpipes.	Fair condition. Heavy debris evident.	Clear gutters and downpipes and repair as necessary

4	External Walls		
4.1	Solid rubble walls, originally with lime wet dash - now largely removed.	South gable - particularly poor with eroded and cracked cement mortar, some voids and inappropriate plastic paint.	Rake out and repoint wall with lime sand mortar and lime wet dash; remove masonry paint and finish with limewash.
4.2		Front elevation - fair condition. Masonry paint to window openings and walls in poor condition. Crack in lintel over door.	Stitch crack to lintel with stainless steel pins and resin. Remove plastic paint and finish with limewash
4.3		Rear and north elevations - fair condition with degraded paint and mortar.	Re-point and redecorate wall with lime-based materials.
5	External Joinery		
5.1	Front porch.	Improvised structure in poor condition.	Demolish Construct new storm porch – stone to South elevation. E and N elevations open. Single pitch slate roof with water goods
5.2	Front windows - Yorkshire sash with secondary glazing.	All in poor condition.	Restore sash as existing, draught proof and renew secondary glazing
5.3	Timber and metal single glazed windows to north side (right).	Fair condition; capable of restoration. Secondary glazing is poor standard.	Restore existing windows and renew secondary glazing.
5.4	PVC double glazed windows to west (rear) and south (left)	Reasonable condition.	Retain.
5.5	Decoration to joinery and metalwork	Poor condition	Redecorate externally (walls included elsewhere)
6	Outbuildings		
6.1	Pre-fabricated metal garage.		Demolish, clear site and dispose off site

		Poor condition with improvised power supply.	Remove power supply.
6.2	Rendered brick garden shed with corrugated steel roof.	Doors and windows are in poor condition. Damage to roof from tree. Improvised electrical supply.	Make good as external store. Disconnect and remove electricity supply
7	Site Services		
7.1	Drainage - combined drainage system discharging foul and storm water through old septic tank to public sewer.	Partially blocked at inspection chamber near garage. Drain is shallow along right side up to soil vent pipe.	Relay all foul water drainage from main sewer connection in road side verge. Separate storm water drainage to soakaways where required
7.2	Power Supply - mains supply to external meter cupboard. Overhead supply from cable at front right corner.	Good.	Appoint statutory supplier to sheath overhead cables whilst works of repair are carried out.
7.3	Water mains	Good.	None.
7.4	Gas supply.	None.	
7.5	Telephone and data - overhead cable supply.	Good.	None.
8	Internal Observations		
8.1	Roof structures		
	Roof structures and voids - simple truss and purlins.	Good - original trusses have been retained but purlins and rafters have been renewed.	None.
		Some evidence of water ingress around chimneys.	Renew chimney slatings.

		Lofts have mineral wool insulation, circa 200mm thick.	Upgrade loft insulation with extra 200mm.
		Condensation evident on the sarking felt.	See Section 1.
8.2	Ceilings		
	Reception room - open to floor boards above.	Fair but dust migration and sound will be an issue.	
	Kitchen - plasterboard.	Heavily soiled.	Clean and overboard with new plasterboard and skim.
	Scullery - hardboard.	Poor.	Insulate between joists and finish with plasterboard to match kitchen
	First floor bedrooms and bathrooms - all overboarded with hardboard and trims.	Finishes will most likely obscure decayed lathe and plaster finishes.	overboard throughout with plasterboard and skim.
	Rear bedroom is finished with polystyrene tiles.	Tiles present a dangerous fire hazard and will very likely obscure poor lathe and plaster finishes.	Remove tiles and overboard throughout with plasterboard and skim.
	Utility / Downstairs toilet		Extend ceiling timbers, board and plaster to complete ceiling. Provide loft insulation
8.3	Walls		
	Walls - lime plaster on solid masonry, plus timber partitions to ground floor pantry and first floor front bedrooms and bathroom.	All the ground floor perimeter walls are damp at low level.	Lower external path levels all round, remove dwarf stone wall to path edge and grade back soil levels to uniform slope between new path level and existing boundary wall level. Patch repair plaster with lime materials and allow to dry out. Remove timber partition to downstairs pantry
	The left (south) wall has been dry-lined	South wall is damp around old chimney	Repoint and provide wet dash to the southern elevation.

	in an attempt to control dampness.	breast and across the south side at levels.	Remove all dry-lining and renew decayed plasters on south wall.
	Scullery walls	Poor condition with no plaster finishes	Install insulated dry-lining to control heat losses
8.4	Floors		
	Concrete floors at ground level.	Fair condition.	Remove concrete floor and excavate to allow for 75mm concrete screed with anti cracking fibres with underfloor heating loop, on 500 gauge separating layer on 150mm flooring grade insulation on RMB400 radon barrier on 50mm sand/cement
	Suspended timber floors on the upper level.	Tongue and groove boards at the front - fair.	Overboard with hardboard to control dust migration
8.5	Fireplaces and Flues		
	Log burner in sitting room in original recessed fireplace.	Not tested; it is unlikely that the flue has been lined.	Line flue with flexible liner, install closure plate and test flue for air tightness. Renew stove and increase size of hearth
		Back boiler disconnected.	
	Fireplace with back boiler on south wall, vented through as asbestos flue.	Poor condition.	Strip out fireplaces and reinstate original openings Retain internal fireplace, close off and vent
	Closed fireplace in front left bedroom	Fair, vented.	None.
	Stone fireplace in rear bedroom.	Sound; closed.	Insert air vent to help keep flue wall dry.
8.6	Joinery		
	Timber stair.	Sound.	
	Plank and brace doors.	Fair.	

	Built-in cupboards, kitchen units, shelving	Poor.	Strip out and renew all storage and shelving units (retain stone shelving)
8.7	Internal Decoration		
	Wall paper and paint to walls: varnish and paint to joinery.	Poor.	Strip all wallpaper, repair lime plaster and decorate with clay paint or other breathable finishes: redecorate joinery throughout
8.8	Sanitary fittings		
	Ground floor WC	Saniflow unit with improvised drainage connections; no enclosure.	Provide a new partitioned enclosure and fittings; connect new drain as detailed Section 7.1
	Bathroom	WC, basin and bath poor	Renew all fittings – shower over bath and wall tiling (full height over bath and 2 rows above sink) Over sink illuminated mirror and heated towel radiator
9	Building Services		
9.1	Power and lighting installations	Dangerous improvised installation.	Renew all electrical services throughout and incorporate hard-wired and interlinked smoke, heat and carbon monoxide detectors, bathroom, WC and kitchen extraction
9.2	Electric storage heaters in sitting room, kitchen, rear bedroom.	All approaching the end of useful life.	Strip out; see below for new heating proposals.
9.3	Heating - steel panel radiators in sitting room, front left bedrooms and rear bedroom.	No heating in scullery, bathroom, front right bedroom. Radiators are under-sized and served by old back-boiler.	Carefully strip out existing systems and provide new air source heat pump with underfloor heating downstairs and radiators to 1st floor. Locate large hot capacity water cylinder in utility room and make connections to harness surplus solar energy for hot water heating with mains electric override switch