

13th September 2023

Minutes of the **General Purposes Committee Meeting** held on **Wednesday 6th September 2023** at **11.30am** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX.

Minutes

13/23	Welcome and Introduction to General Purposes Committee meeting. Meeting started 11:50, Chair apologised for the late start and explained the previous meeting had overrun.	Actions
14/23	Present: Cllr Kevin Smith Cllr Ann Ronaldson Cllr Paul Baxter Cllr Peter Kirkham - Chair Cllr Abid Anwar Donna Moore – Clerk	
15/23	Apologies for Absence: - None	
16/23	Declarations of Interest: Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. - None	
17/23	Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). 2 members of public did attend, they did not wish to make any comments.	
18/23	Chair's Remarks: - None	
19/23	Minutes: To approve and sign the Minutes of the General Purposes Committee held on 28 th June 2023. Committee agreed the minutes, 4 votes for, 1 abstained. <p style="text-align: right;">Resolved</p>	
20/23	Risk Management: No accidents or incidents reported to the Council which took place on property or land owned by the Council. Cllr Smith reminded Clerk the Wylie building was vandalised with graffiti, Committee acknowledged. There was no cost to the Council as the Rangers had cleaned it off. Committee members requested Clerk to investigate the Concrete concerns in the structure of our buildings that have been raised in the news recently. Clerk to find a surveyor.	<p style="text-align: right;">DM</p> <p style="text-align: right;">Noted</p>

Signature:..... Date:.....

21/23	<p>Asbestos Update Clerk to provide verbal update on the Wylie Building and Parish Office. Clerk stated Wylie Building roof repairs have been completed and Asbestos removed. Parish Office internal roof checks are being carried out on Friday 8th September. Clerk will report back the findings to the Committee.</p> <p style="text-align: right;">Noted</p>	DM
22/23	<p>Contracts: Committee to discuss and review Draft IT Support Brief. Committee reviewed the brief and requested “Software and associated licenses” and “Internet Access and Stability” to be removed from the brief as the recommendation from Committee is they should be in Stantonbury Parish Council name. Committee approved the Brief, and it can be sent out to suppliers. Agreed 5 votes for.</p> <p style="text-align: right;">Agreed</p>	TC/DM
23/23	<p>Wylie Building: Committee to review and discuss running costs of Wylie Building and to make a recommendation to Full Council. Committee requested Clerk to look into</p> <ul style="list-style-type: none"> • When we took the asset on, • Is there a clause if we wish to sell and how long left on clause, • Any restrictions if the Council did choose to sell the building / land, • Look into cost of moving the container, look at whether we could store container at the Allotment site. <p>Committee requested agenda item to be deferred to till next meeting, once questions are answered.</p> <p style="text-align: right;">Agreed</p>	DM / RFO ST (point 4)
24/23	<p>Operational requirements: Clerk to update committee of staff projects report. Committee reviewed the project spreadsheet, and the Committee requested a column to be added to record the meeting the projects have come from. Clerk explained not all staff have had the time to fill in the spreadsheet due to holidays, but going forward they will.</p> <p style="text-align: right;">Noted</p>	DM All staff
25/23	<p>Service inspection log: To review the spreadsheet Committee reviewed and acknowledged the schedule and Committee requested to look into getting the Wylie building boiler serviced.</p> <p style="text-align: right;">Noted</p>	DO
26/23	<p>Building inspection: To review and discuss draft template. Committee reviewed template and requested some minor changes, Committee approved the template.</p> <p style="text-align: right;">Noted</p>	TC / DO / DM
27/23	<p>Wylie: Committee to discuss and agree to enter into a Service Agreement to regularly service the Wylie building shutters.</p>	DO

Signature:..... Date:.....

	<p>Committee felt currently there is no need for the shutters to be serviced as there is no safety related concerns.</p> <p>If anything changes, we will revisit it. Agreed - Not to enter into a service agreement.</p> <p>5 votes against</p> <p style="text-align: right;">Resolved</p>	
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Meeting closed 12:55

Signature:..... Date:.....

CERTIFICATE OF ANALYSIS

Asbestos Fibre Identification in Bulk Sample

Client D J Hinton & Company
Address: Road 2
 Hoobrook Industrial Estate
 Worcester Road
 Kidderminster
 DY10 1HY

Site Stantonbury Parish Council
Address: Parish Office
 Bradville
 Milton Keynes
 MK13 7DX

Samples Received: 25/09/2023

Issue Date: 29/09/2023

Order Placed By: Karen Strutt

Sampled By: D J Hinton & Company

Analysed on: 29/09/2023

Authorised Signatory: 

Job Title: Laboratory Analyst

Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation						
Report No.: J318898						
Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
29/09/2023	BS183725	1	Meeting Room	Ceiling	No Asbestos Detected	H Moran

TEST NOTES: The test method is as described in the in-house method (Appendix 7, Quality Manual), based on HSG248. "Crocidolite", "Amosite" and "Chrysotile" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Anthophyllite" and "Tremolite" are other rarer forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by yourselves. Materials that have been referred to as Asbestos Insulating Board or Asbestos Cement are based on their asbestos content and visual appearance alone (these opinions are not covered by our UKAS accreditation), water absorption tests have not been carried out unless otherwise stated. The report should not be reproduced except in full, without written approval of the laboratory.

END OF REPORT

Analysed at:
 Head Office:
 20 Stourbridge Road,
 Halesowen, West Midlands
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Department
for Education

Reinforced Autoclaved Aerated Concrete (RAAC): Identification guidance

September 2023

Document Control

Document Owner:

Deputy Director, Technical Standards, Department for Education

Document Originator:

Building Safety Team, Technical Standards, Department for Education

Document Properties:

File Name	GUIDE-DFE-XX-XX-T-X-9002-Reinforced Autoclaved Aerated Concrete Identification Guidance
File Description	Reinforced Autoclaved Aerated Concrete Identification Guidance
Current Revision	C03
Current Status	A

Revision History

Revision	Status	Date	Author	Amendment
C01	A	2022-12-14	RRE	First issue of guidance
P02	S2	2023-08-29	RRE	Update to existing guidance
C02	A	2023-08-30	RRE	Removed reference to use of a 'hammer' in identification and layout updated
C03	A	2023-09-19	RRE	Minor typographical and terminology corrections, and changes to improve the accessibility of images

Contents

Summary	5	Actions to be taken by responsible bodies of state-funded education settings in England if RAAC is suspected or confirmed	17
Review date	5		
Who is this publication for?	5		
Definitions	6	Appendix A: DfE Assessment Survey Programme for state-funded education settings	18
Introduction	7	Appendix B: Gather information	19
Why is RAAC a potential risk?	8	Appendix C: Access requirements	20
Flowchart of guidance stages	9	Image credits	21
Stage 1A: Identifying RAAC	10		
Quick guide to identifying RAAC in buildings	11		
What is RAAC?	11		
Identifying RAAC	11		
Where to look?	12		
Appearance & texture	12		
Stage 1B: Appoint an appropriately qualified building surveyor or structural engineer	16		
Appointing a building surveyor	16		
Appointing a structural engineer	16		
Stage 2: Actions to be taken	17		

List of figures

Figure 1: Flowchart of guidance stages	9	Figure 7: Underside of a cracked RAAC panel.....	12
Figure 2: A fragment of RAAC showing its 'bubbly' appearance	10	Figure 8: Profile of RAAC panels	13
Figure 3: Example of RAAC in flat roofs/floors.....	12	Figure 9: V-shaped grooves at 600mm spacing.....	13
Figure 4: Example of RAAC in walls	12	Figure 10: Example of deflected RAAC panel.....	14
Figure 5: Example of RAAC on internal wall face	12	Figure 11: Example of deflected RAAC panel.....	14
Figure 6: Aerated appearance of RAAC	12		

Summary

This publication provides non-statutory guidance from the Department for Education (DfE). This guidance has been produced to help responsible bodies from the education sector (school, nursery and college leaders, staff and governing bodies) understand how to identify Reinforced Autoclaved Aerated Concrete (RAAC) and appoint an appropriately qualified building surveyor or structural engineer to confirm if RAAC is present in their settings.

Review date

This guidance will be reviewed no later than December 2024.

Who is this publication for?

This guidance is for:

- local authorities (for community, voluntary-controlled schools, foundation schools and maintained nursery schools)
- academy trusts (for academies and free schools)
- governing bodies (for voluntary-aided schools)
- school/college leaders, staff and governing bodies in: further education colleges and designated institutions, sixth form colleges, maintained schools, academies and free schools, pupil referral units, City Technology Colleges, non-maintained special schools and maintained nursery schools
- building professionals (e.g., structural engineers and building surveyors) who have been commissioned to assist the above clients regarding the identification of RAAC.

Stage 1 of this guidance will be of use to the wider education sector.

Stage 2 of this guidance is specifically for state-funded education estates in England.

Definitions

Terms and acronyms you may come across with respect to RAAC are defined below.

Bearing - The width or distance that a RAAC element (panel or plank) sits on the support, measured from the edge of the support to edge of the panel.

Bending - The force within a structural system that causes deviation from a straight line to a curve.

Compression - The force within a structural system that pushes down or into an element.

Panel - The term to describe the individual RAAC element. May be referred to as 'plank' when considering horizontal elements.

RAAC - Reinforced autoclaved aerated concrete.

Span - The horizontal (or vertical) distance between supports, typically measured from the centreline of the supports. Clear span is often used to describe the distance between the faces of the supports.

Shear - The force within a structural system that causes slippage on a plane of failure, typically close to a support.

Introduction

This publication provides non-statutory guidance from the Department for Education (DfE). It has been produced to help estates' teams/site managers understand how to identify Reinforced Autoclaved Aerated Concrete (RAAC) panels in floors, walls, eaves and roofs (pitched and flat).

This publication replaces previous guidance issued by the DfE entitled 'Reinforced Autoclaved Aerated Concrete: Estates guidance' dated December 2022.

Why is RAAC a potential risk?

In December 2018, the Department for Education (DfE) and the Local Government Association (LGA) made building owners aware of a recent building component failure in a property constructed using RAAC. In May 2019, the Standing Committee on Structural Safety (SCOSS) raised an alert to emphasise the potential risks from such construction, highlighting the failure of a RAAC panel roof construction within an operational school. This collapse was sudden with no apparent warning.

Since then, we have been made aware of further sudden collapses of RAAC panels in roofs that appeared to be in good condition. It is therefore essential that all responsible bodies undertake work to identify any RAAC they have in their estate following the stages set out in this guidance.

Prior to this, in the 1990s, there had been other concerns raised relating to structural deficiencies in RAAC by both the Building Research Establishment and SCOSS. It was recognised that the in-service performance was poor with cracking, excessive displacements and durability all being raised as concerns.

Flowchart of guidance stages



Stage 1A
Initial RAAC identification

Use the 'Quick guide to identifying RAAC on pages 11 -14 to see if you might have RAAC on your education estate

Stage 1A may be undertaken by someone who has responsibility for building or estate management as well as the day -to-day running of the school. Depending on experience, advice may be required from a building professional (see stage 1B).



Stage 1B
If unsure, or where RAAC is suspected, appoint a building surveyor or structural engineer

Refer to page 15 for advice on appointing a specialist consultant

Once RAAC has been suspected or if you are unsure, an appropriately qualified building surveyor or structural engineer should be appointed to confirm if RAAC is present in any of the buildings in your education estate.



Stage 2
For responsible bodies of state funded education estates
Actions to take if RAAC is suspected or confirmed and what happens next

Refer to page 16 and inform DfE if RAAC is confirmed

Log onto the RAAC Questionnaire and inform the Department for Education that you have identified RAAC panels in your education estate.

See Appendix A for information checklist and accessibility requirements

These forms should be undertaken by a person or team familiar with the day-to-day running of the school and with some knowledge of the buildings.

Figure 1: Flowchart of guidance stages

Stage 1A: Identifying RAAC



Figure 2: A fragment of RAAC showing its 'bubbly' appearance

Quick guide to identifying RAAC in buildings

What is RAAC?

The Department for Education is asking all Responsible Bodies (local authorities, academy trusts, dioceses, and college groups) to look for RAAC in their buildings.

RAAC is a lightweight, 'bubbly' form of concrete commonly used in construction between the 1950s and mid-1990s. It is predominantly found as precast panels in roofs (commonly flat roofs, sometimes pitched) and occasionally in floors and walls.

Identifying RAAC

This guide will help you identify where RAAC panels may be present in your buildings. In many cases, RAAC panels can easily be identified if a building's structure is not covered by finishes or decoration (such as ceilings). RAAC panels have some distinctive features as shown on pages 12-13. If you are able to view the structure and identify one or more of these, RAAC may be present in your building.

BE AWARE – if you need to look behind ceilings or finishes you should consult guidance about managing asbestos (see page 14) and the building's asbestos register beforehand.

RAAC Checklist

When looking directly at the structure (i.e., with no finishes or decoration), can you see one or more of the following?

(See overleaf for photographs)

- 1 600mm wide concrete panels (typically)
- 2 Distinctive V-shaped grooves at regularly spacing (normally 600mm in a floor, wall or ceiling)
- 3 Floors, walls or ceilings that are white or light grey (where they have not been painted)
- 4 Drawings of your buildings that refer to RAAC or mention any of the following suppliers Siporex, Durox, Celcon, Hebel and Ytong

Where to look?

RAAC panels are most commonly found on flat roofs, they may also be found in pitched roofs, floors or walls.



Figure 3: Example of RAAC in flat roofs/floors



Figure 4: Example of RAAC in walls



Figure 5: Example of RAAC on internal wall face

Appearance & texture

RAAC panels are light grey or white in appearance, the underside of the panels will appear smooth. The inside of the planks will appear bubbly, often described as looking like an Aero bar. Unlike traditional concrete, there will not be visible stones (aggregate) in the panels



Figure 6: Aerated appearance of RAAC



Figure 7: Underside of a cracked RAAC panel

Stage 1A

Drawings

If you have drawings from the time the building was built or modified, you should review these. Common manufacturers of RAAC panels are Siporex, Durox, Celcon, Hebel and Ytong.

Panel Size & Profile

RAAC panels are typically 600mm (approximately 2 feet) wide although this has been known to vary. Their length will vary, typically up to 6 metres. RAAC panels typically have a chamfer along their edge meaning there is a distinctive V-shaped groove every 600mm in the surface of the roof, floor or wall.

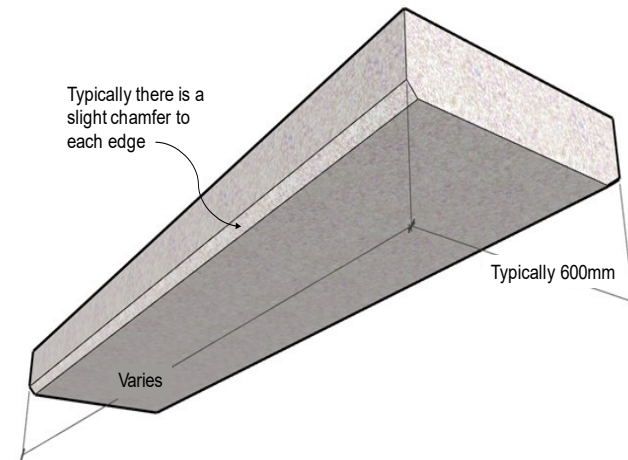


Figure 8: Profile of RAAC panels



Figure 9: V-shaped grooves at 600mm spacing

Stage 1A

Softness

RAAC panels are very soft. If you press a screwdriver, screw or nail into the surface of a RAAC panel you will be able to make an indentation.

BE AWARE – if there is a surface covering to the panels you should not try to make an indentation as the covering may contain asbestos.

Bowing / Deflection

RAAC panels may bow or deflect. From the underside of the roof or floor you may see a 'gap' between two adjacent panels.



Figure 10: Example of deflected RAAC panel



Figure 11: Example of deflected RAAC panel

Stage 1A

Further information

The following documents provide background about RAAC and give information on how you can safely identify RAAC panels in your buildings.

[Failure of reinforced autoclaved aerated concrete \(RAAC\) planks \(cross-safety.org\)](#)

[Managing asbestos in your school or college - Guidance - GOV.UK \(www.gov.uk\)](#)

[Managing my asbestos \(hse.gov.uk\)](#)

[Safe use of ladders and stepladders: overview - HSE](#)

[Maintenance and Access into Suspended Ceilings - FIS \(thefis.org\)](#)

If you have further queries, please email:

RAAC.Awareness@education.gov.uk

Stage 1B: Appoint an appropriately qualified building surveyor or structural engineer

Having identified that a premises may contain RAAC or if you are unsure, assistance should now be sought from an appropriately qualified building surveyor or structural engineer with experience of RAAC to confirm if RAAC is present in any of the buildings in your education estate. This section provides advice on appointing an appropriately qualified building surveyor or structural engineer.

Appointing a building surveyor

Building Surveyors (BS) for RAAC identification require:

- a relevant degree e.g., BSc (Hons) Building Surveying
- 3 years relevant experience assessing building condition, this can be measured in the time elapsed since completion of an appropriate industry related degree or qualification, e.g. BSc (Hons) Building Surveying
- evidence of one-year minimum relevant RAAC project/commission experience
- membership of the Royal Institution of Chartered Surveyors (RICS) with Building Surveyor designation

Appointing a structural engineer

To ensure that the Structural Engineer has the appropriate qualifications, their credentials should be requested and include:

- Chartered Membership of the Institution of Structural Engineers (CEng MIStructE)¹, and/or
- Chartered Membership of the Institution of Civil Engineers (CEng MICE)

Evidence of experience of the following (**RAAC is essential**):

- surveying, assessment and design/specification of remediation works to existing buildings
- visual inspection works and desk-study works
- physical inspection works, either specification and management or physical works
- management/post-completion evaluation of remedial works

¹ Members of The Institution of Structural Engineers may be found here: [Find an Engineer - The Institution of Structural Engineers \(istructe.org\)](https://www.istructe.org)

Stage 2: Actions to be taken

Actions to be taken by responsible bodies of state-funded education settings in England if RAAC is suspected or confirmed

This page outlines the actions you will need to take and what happens next.

Inform the Department for Education (DfE) immediately via the DfE Capital Portal

Responsible bodies of state-funded education estates in England who suspect RAAC might be present on any of their sites must:

1. immediately inform the Department for Education via the [DfE Capital Portal](#)
2. **for every site where you suspect RAAC you should answer “Yes” to Question 2.3 (Did the investigations identify RAAC panels being present?)**

To create a Portal account please complete this form [DfE Capital Portal Account Request \(office.com\)](#)

Should you have any difficulties logging onto the portal and informing the department, please email:

RAAC.Awareness@education.gov.uk

What happens next?

Department for Education Assessment Survey Programme

The Department for Education will add your education setting to the DfE Assessment Survey Programme for state-funded education settings in England.

Please email RAAC.Awareness@education.gov.uk with any questions.

Prior to further investigation by one of DfE’s contracted surveying companies you are required to:

- gather and supply relevant information about your buildings
- list all spaces where additional measures will be required to enable the surveyors to see the surfaces clearly

Refer to the Appendices (pages 17-19) for more information.

Appendix A: DfE Assessment Survey Programme for state-funded education settings

Checklist of information required and access requirements

Prior to further investigation by one of DfE's contracted surveying companies, you are required to:

- gather and supply relevant information about your buildings (see Appendix B)
- list all spaces where additional measures will be required to enable the surveyors to see the surfaces clearly (see Appendix C)

These actions may be undertaken by someone who has responsibility for building or estate management as well as day-to-day running of the school. Depending on experience, you may decide to seek advice from a building professional.

Appendix B: Gather information

Index	Item	RB issued to DfE (Yes/No)	Notes
1	<p>Construction dates for different blocks/parts of school, alterations, extensions or interventions</p> <p>i.e., where RAAC panels may have been used, or an adaptation to RAAC panels within existing buildings. <i>E.g., from correspondence, drawn information (see below), local authority (LA) planning or building control applications, aerial photos, historic maps.</i></p>		
2	<p>Drawn information</p> <p>Including historic building plans, sections and elevations together with any detailed construction drawings, re-roofing works, confirmation of any works that may have been undertaken and the reasons why e.g., ponding or leaking.</p>		
3	<p>Record photographs</p> <p>Photographs during construction, rebuilding works, alterations, repairs etc.</p>		
4	<p>Specifications and/or reports</p> <p>E.g., building specifications, condition, or investigation reports</p>		
5	<p>Building services systems and revisions</p> <p>I.e., any adaptations that may have altered loading, required fixings into roof or floor systems, or altered internal environments within a space (humidity, temperature etc).</p> <p>E.g., PVs added to roof; conversion of upper floor to library/science lab; new kitchen.</p>		
6	<p>Asbestos register</p>		
7	<p>Evidence associated with any application for School Rebuilding Programme</p>		

Appendix C: Access requirements

List all spaces where access arrangements are needed to see the surface clearly

Room ID / name	Accessibility during term time	Accessibility during school holidays	Height >3m	Surface concealed by covering or coating e.g., <ul style="list-style-type: none"> Covering: Suspended ceiling Covering: Plasterboard Coating: plaster Coating: asbestos Coating: unknown 	Asbestos register notes	Roof access e.g., Staircase, guard rails around perimeter	RB notes	Notes *Links to documents with information on how you can safely identify RAAC panels in your buildings are on page 16
e.g., 1 Sports Hall	Wednesday/ Thursday 8-2pm	2-6 October 8-5pm	6.7m	n/a		Roof access via staircase, 1.1m guard rail	No scaffold tower	To provide mobile scaffold tower
e.g., 2 Entrance area	Before 8.30am and after 4pm	2-6 October 8-5pm	4m to underside suspended ceiling			n/a (ground floor of 3 storey block)	Caretaker can be available 8am to 5pm to remove tiles as required	To provide mobile scaffold tower
e.g., 3 Classroom 2A	Monday-Wednesday: before 8.30am, after 3.15pm Thurs-Friday: before 8.30am, after 1pm	2-6 October 8-5pm	3m to u/s of soffit	Unknown coating, no ceiling void	Not available		School risk assessment doesn't permit TA use of ladders	To provide ladders. Sample of coating tba*, and coating confirmed prior to visit date

Image credits

Figure 1: DfE

Figures 2: Ove Arup and Partners Ltd

Figures 3: Mott MacDonald

Figure 4-6 (inclusive): Ove Arup and Partners Ltd

Figure 7 to 8 (inclusive): Ove Arup and Partners Ltd

Figure 9: David Robertson

Figure 10: Ove Arup and Partners Ltd

Figure 11: Mott MacDonald



Department
for Education

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BUILDING INSPECTION: The Community Hub



The Community Hub
 Mercers Drive
 Bradville
 Milton Keynes, MK13 7AY

Main rectangular structure built: Circa. 1970s.
Rear extension built: Unknown.
Pitched roof & steel structure built: 1999.
MUGA refurbished: 2017.

DATE OF INSPECTION: 18/09/2023
CONDUCTED BY:
Name: Donna M and David O
Position: Clerk and Ranger Supervisor

FRONT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
DOORS		✓		Doors are old, but all working ok			✓
PAVING			✓	N/A			
PILLARS		✓		Could do with a repaint			✓
WALLS		✓		Could do with a repaint			✓
WINDOWS		✓		Windows are old, but all working ok			✓

LEFT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
DOORS		✓		Doors are old, but all working ok			✓
WALLS		✓		Could do with a repaint			✓
WINDOWS		✓		Windows are old, but all working ok			✓


RIGHT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
PAVING			✓	N/A			
WALLS		✓		Could do with a repaint			✓
WINDOWS		✓		Windows are old, but all working ok			✓

REAR ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
DOORS		✓		Door are old, but all working ok			✓
PAVING	✓			Rangers to de - weed	✓		

BUILDING INSPECTION: The Community Hub


	The Community Hub Mercers Drive Bradville Milton Keynes, MK13 7AY	Main rectangular structure built: Circa. 1970s. Rear extension built: Unknown. Pitched roof & steel structure built: 1999. MUGA refurbished: 2017.	DATE OF INSPECTION: <u>18/09/2023</u> CONDUCTED BY: Name: Donna M and David O Position: Clerk and Ranger Supervisor
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WALLS		✓		Could do with a repaint			✓
WINDOWS		✓		Windows are old, but all working ok			✓

INTERNAL ROOMS

ROOM	OVERALL CONDITION (✓)			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS (✓)		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
ENTRANCE		✓		Internal door seal coming away on right hand side. To note felt ramp in entrance to steep	✓		✓
RECEPTION		✓		N/A			
TOILETS (M)		✓		Need to check radiator.	✓		
TOILETS (F)		✓		Arrange radiator to be fixed	✓		
TOILETS (D)		✓		N/A			
MAIN HALL			✓	Damage to internal wall. Rangers check all radiators and look at sorting replacement valves. Section of floor missing	✓		✓
KITCHEN		✓		Light cover damaged and “Caution Hot” stickers need replacing	✓		
HALLWAY before kitchen	✓			Dirty and stop cock jammed – Jackie and Rangers to sort	✓		
SPORTS STORE		✓		Dirty – Jackie to sort External doorstep brink missing – Rangers to look into	✓		

BUILDING INSPECTION: The Community Hub

	The Community Hub Mercers Drive Bradville Milton Keynes, MK13 7AY	Main rectangular structure built: Circa. 1970s. Rear extension built: Unknown. Pitched roof & steel structure built: 1999. MUGA refurbished: 2017.	DATE OF INSPECTION: 18/09/2023 CONDUCTED BY: Name: Donna M and David O Position: Clerk and Ranger Supervisor
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BOILER ROOM	✓			Dirty and Smelly also Black Damp – Jackie to clean, Rangers to paint	✓		
OFFICE			✓	N/A			

Overall, the Hub could do with new flooring (not the Office).

ROOF

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
FRONT		✓		Nothing to report			
LEFT		✓					
RIGHT		✓					
REAR		✓					

Muga – Fence and Ground Good - (Lines could do with repainting)

Carpark – Ground is Good – Could paint lines to help with parking, Check who owns land to the left of car park.

PHOTOGRAPHS

BUILDING INSPECTION: The Community Hub




The Community Hub
Mercers Drive
Bradville
Milton Keynes, MK13 7AY

Main rectangular structure built: Circa. 1970s.
Rear extension built: Unknown.
Pitched roof & steel structure built: 1999.
MUGA refurbished: 2017.

DATE OF INSPECTION: 18/09/2023
CONDUCTED BY:
Name: Donna M and David O
Position: Clerk and Ranger Supervisor

BUILDING INSPECTION: Parish Office

	126, Kingsfold Bradville Milton Keynes MK13 7DX	Main structure built: Unknown.	DATE OF INSPECTION: 20.11.2023 CONDUCTED BY: Name: Kerry Fane Position: Snr Administrator Name: David Outram Position: Parish Ranger Spr
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FRONT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
DOORS		√		Change door to more manageable for residents/staff.		√	
PAVING			√				
WALLS		√		Needs fresh repaint.			√
CLADDING		√		Paint peeling – needs repaint.		√	
WINDOWS			√				

LEFT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
DOOR			√				
WALLS		√		Needs fresh repaint.			√
CLADDING		√		Some loose/split. Need replacing.		√	
WINDOWS			√				
PAVING		√		Remove loose paving slabs (adj. to RFO office)		√	


RIGHT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
WALLS		√		Needs fresh repaint.		√	
WINDOWS			√				

REAR ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
DOOR	√			Poor state of repair-consider complete removal.		√	
WALLS		√		Needs repainting		√	
WINDOWS			√				


BUILDING INSPECTION: Parish Office

	126, Kingsfold Bradville Milton Keynes MK13 7DX	Main structure built: Unknown.	DATE OF INSPECTION: 20.11.2023 CONDUCTED BY: Name: Kerry Fane Position: Snr Administrator Name: David Outram Position: Parish Ranger Spr
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INTERNAL ROOMS

ROOM	OVERALL CONDITION (✓)			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS (✓)		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
RECEPTION		✓		-Smoke detectors-bring up to current standard. -Carpets are old/warn-consider replacement. -Louvre windows (top of wall)-let out heat-consider removal.		✓	✓ ✓
FRONT OFFICE		✓		-Smoke detectors-bring up to current standard. -Carpet is old/warn-consider replacement. -walls-bubbling-investigate cause and sort. * -Door to reception area stiff to open.	✓ ✓ ✓		✓
ARCHIVE				-Old PC's-Remove from floor/completely.		✓	
CUPBOARD		✓		-Roof-Repair 2 holes in roof. -Light- Repair light -Open wiring-cover with access point. Consider if required or can be removed. -Carpet-old/warn-replace	✓	✓ ✓	✓
BOOK SWAP		✓		-Walls are bubbly-investigate cause and sort. * -Carpet-old/warn-consider replacement.		✓ ✓	
KITCHEN		✓		-Wall (under counter, next to fridge) bubbly-investigate cause & sort.*		✓	
HALL		✓		-Walls are bubbly-investigate cause and sort. * -Roof wood splitting.		✓ ✓	
TOILETS (M)		✓		-Walls are bubbly-investigate cause and sort. * -Tap loose (disabled toilet). -Disabled alarm-should be put on regular checks.	✓ ✓	✓	
TOILETS (F)		✓		-Walls are bubbly-investigate & sort. *		✓	
TOILETS (D)		✓		-Recommend panic alarm on regular checks.	✓		
TRAINING RM		✓		-Walls are bubbly-investigate & sort. * -Top of walls-wood splitting. -Louvre windows-recommend removing as not heat efficient. -Water damaged windowsill-recommend replacing. -Carpet old/warn-suggest replacing.		✓ ✓	✓ ✓
CHAMBERS		✓		-Walls are bubbly-investigate & sort. * -Carpet old/warn-suggest replacing. -louvre windows-suggest remove		✓ ✓	✓

BUILDING INSPECTION: Parish Office

	126, Kingsfold Bradville Milton Keynes MK13 7DX	Main structure built: Unknown.	DATE OF INSPECTION: 20.11.2023 CONDUCTED BY: Name: Kerry Fane Position: Snr Administrator Name: David Outram Position: Parish Ranger Spr
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ROOM	OVERALL CONDITION (✓)			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS (✓)		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
				-Top window frame cracked		✓	
ADMIN		✓		-Walls are bubbly-investigate & sort. * -Hole in wall needs to be fixed. -Carpets-old/warn-needs replacing.		✓	
CLERK		✓		-Walls are bubbly-investigate & sort. * -Carpets-old/warn-need replacing.		✓	
RFO		✓		-Walls are bubbly-investigate & sort. * -Carpets-old/warn-need replacing.		✓	

CAR PARK

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
VEGETATION		✓		Vegetation regularly overgrows - Recommend schedule of works to maintain.		✓	
SURFACE		✓		Car park to side of building tarmac in poor state-needs reviewing.		✓	

ROOF

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
FRONT		✓		Repaired recently with no leaks. Would benefit from regular reviews.		✓	
LEFT		✓		See above.		✓	
RIGHT		✓		See above.		✓	
REAR		✓		See above.		✓	

BUILDING INSPECTION: Parish Office



126, Kingsfold
Bradville
Milton Keynes
MK13 7DX

Main structure built: Unknown.

DATE OF INSPECTION:

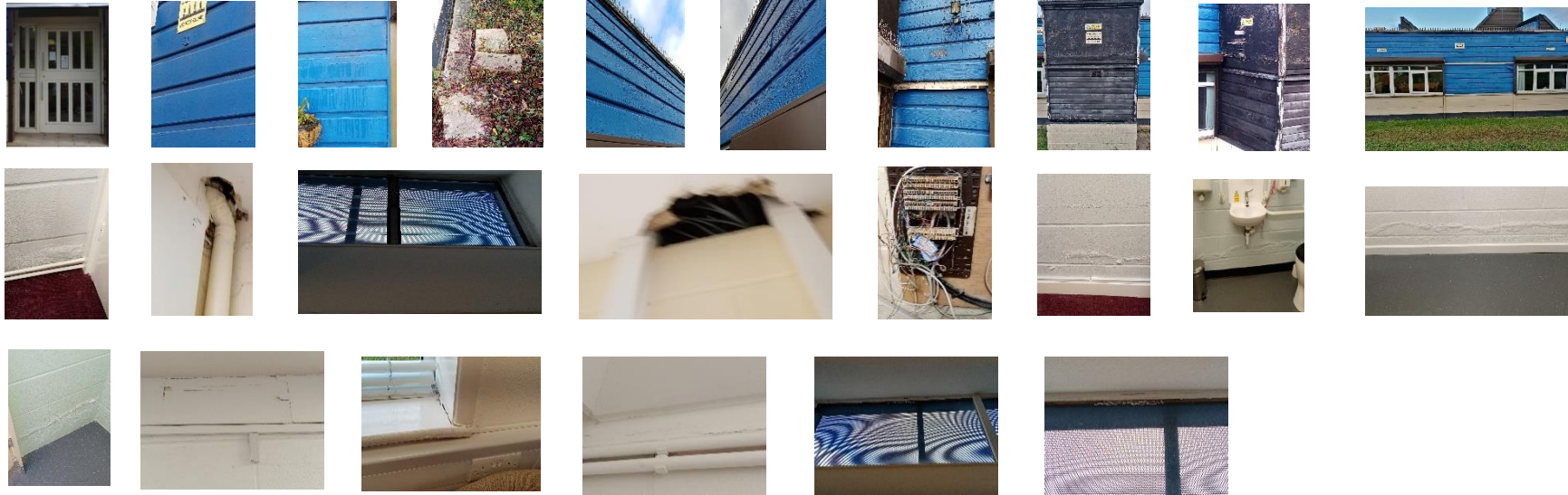
20.11.2023

CONDUCTED BY:


Name: Kerry Fane Position: Snr Administrator

Name: David Outram Position: Parish Ranger Spr

PHOTOGRAPHS



BUILDING INSPECTION: Wylie Building

	Wylie Crispin Road Bradville Milton Keynes, MK13 7BS	Main structure built: Unknown.	DATE OF INSPECTION: 20/11/2023 CONDUCTED BY: Name: Kerry Fane Position: Snr Administrator Name: David Outram Position: Parish Ranger Spvsr
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FRONT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
DOORS			√				
PAVING		√		Front rail brickwork needs re-mortaring.		√	
WALLS		√		Needs repainting.		√	
WINDOWS		√		Vents need replacing.		√	

LEFT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
WALLS		√		Need repainting.		√	


RIGHT ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
WALLS		√		Need repainting.		√	

REAR ELEVATION

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
WALLS		√		Need repainting.		√	


BUILDING INSPECTION: Wylie Building

	Wylie Crispin Road Bradville Milton Keynes, MK13 7BS	Main structure built: Unknown.	DATE OF INSPECTION: 20/11/2023 CONDUCTED BY: Name: Kerry Fane Position: Snr Administrator Name: David Outram Position: Parish Ranger Spvsr
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INTERNAL ROOMS

ROOM	OVERALL CONDITION (✓)			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS (✓)		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
HALL		✓		-Needs repainting -Update lighting -Update of smoke detectors -Update of heating		✓ ✓ ✓	✓
TOILET		✓		-Update of light -Hot Water tap needs changing. -Removal of cupboard -Heating		✓ ✓ ✓	✓
SMALL OFFICE		✓		-Heating (radiator to be updated) -Ceiling repaint cracks -Lights to be updated (currently tube lights) -Smoke detectors to be updated		✓ ✓ ✓ ✓	
KITCHEN		✓		-Heating to be updated to current standard -Lights to be updated to current standard -Smoke detectors to be updated -Hot water boiler to be updated -Recommend repaint	✓	✓ ✓ ✓ ✓	
BIG OFFICE		✓		-Heating to be updated to current standard -Lights to be updated to current standard -Smoke detectors to be updated -Request removal of sink and surrounding cupboards -New door handle fixed. (Handle and surround broken). -Recommend repaint		✓ ✓ ✓ ✓	✓

BUILDING INSPECTION: Wylie Building

	Wylie Crispin Road Bradville Milton Keynes, MK13 7BS	Main structure built: Unknown.	DATE OF INSPECTION: 20/11/2023 CONDUCTED BY: Name: Kerry Fane Position: Snr Administrator Name: David Outram Position: Parish Ranger Spvsr
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CAR PARK

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
VEGETATION			√				
SURFACE			√				
CONTAINER		√		-Damp -No light-recommend			
FENCE			√				













ROOF

FEATURE	OVERALL CONDITION			REPAIRS <i>(Please give brief details of any repairs which require attention)</i>	URGENCY OF REPAIRS		
	POOR	SATISFACTORY	GOOD		IMMEDIATE <i>(within 3 months)</i>	SHORT TERM <i>(6 – 12 months)</i>	LONG TERM <i>(1 - 3 years)</i>
FRONT			√				
LEFT			√				
RIGHT			√				
REAR			√				

BUILDING INSPECTION: Wylie Building

	Wylie Crispin Road Bradville Milton Keynes, MK13 7BS	Main structure built: Unknown.	<u>DATE OF INSPECTION:</u> 20/11/2023 <u>CONDUCTED BY:</u> Name: Kerry Fane Position: Snr Administrator Name: David Outram Position: Parish Ranger Spvsr
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PHOTOGRAPHS

						
Front Wall-Repaint	Side Wall-Repaint	Side Wall-Repaint	Front-Brickwork-re-mortar	Big Office-Cupboards	Big Office-handle	Big Office-Sink
						
Toilet Hot - Water Tap	Toilet-Removal of cupboard	Toilet-Water Heater	Lights-All rooms	Small Office-Ceiling		



Rentokil
The Experts in Property Care

Survey Report

24th November 2023

Reference No: ENQ745538
Stantonbury Parish Council
126 Kingsfold
Bradville
Milton Keynes
Buckinghamshire
MK13 7DX

PROPERTY ADDRESS

Stantonbury Parish Council
126 Kingsfold, Bradville
Milton Keynes
Buckinghamshire
MK13 7DX

Dear Sir / Madam

Following my survey of the above property on 24th November 2023, I am pleased to enclose our Survey Report.

In accordance with your instructions, we have confined our inspection to the areas as indicated by you. 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.

This Survey Report has been sub-divided into convenient sections so that you may easily find details of the survey, our recommendations and any quotations as applicable as well as other useful information.

In the meantime, if there are any points that you wish to discuss, you can contact me using the details below.

Yours sincerely

Marko Lillepa

Surveyor
07899844486
marko.lillepa@petercox.com



PROPERTY DESCRIPTION

The property is a detached council offices.

THE SURVEY

In accordance with your specific instructions, we carried out a survey of the undermentioned parts of Stantonbury Parish Council, 126 Kingsfold, Bradville, Milton Keynes , Buckinghamshire, MK13 7DX on the 24th November 2023. Our findings and recommendations are set out below and should be read in conjunction with the enclosed General Notes for clients and Health and Safety precautions.

We must draw to your attention that this survey was conducted only in those areas that we were requested to inspect. Solely to identify evidence of Damp, Condensation.

NOTE: The terms left, right, front and rear are used as if facing the front elevation of the building from outside.

External Survey

- The property is a block built detached council offices, with timber panneling on the external walls.
- The weather conditions at the time of the inspection were dry and 8 degrees celsius.
- The property was occupied and fully furnished at the time of our inspection.

Our external observations were conducted from ground floor level and limited to what could be observed from this level.



- A damp proof course could not be identified due to the painted external block work.



- The external ground level is too high with respect to the existing damp proof course and should be lowered so that the damp proof course is at least 150mm above external ground level. Doing this will prevent ponding and splashback which may allow damp to penetrate the buildings fabric.



- There are no external air vents in the external walls due to the internal floors being solid construction.

- At the rear and right hand side external elevations, it appears that the ground level slopes towards the property, meaning any heavy rainfall will penetrate the buildings fabric. It is recommended that your own contractor installs a suitable drainage system to prevent this rainwater being able to penetrate the buildings fabric. No allowance has been made by Rentokil for this work.



- Your own contractor to check and maintain/repair as necessary all gutters, downpipes, external joinery timbers and roof coverings. No Allowance has been made by Rentokil for this work.

Internal Survey

Ground floor

Front room right, Front room centre, Front room left, Middle room right, Middle Room, Rear room right, Rear room centre, Rear room left, Reception

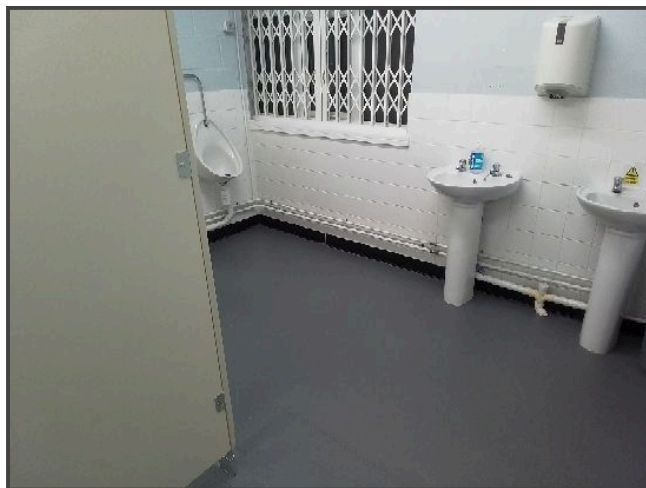
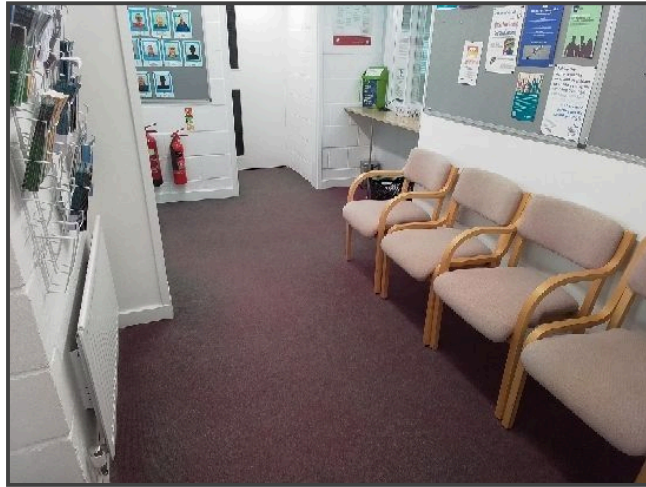
Floor(s)

- The floor is of a solid construction and is not included in our survey.
- The testing of solid floors to determine the presence and effectiveness of a suitable damp proof membrane falls outside the scope of our inspection due to the necessity for destructive drilling of the floor slab. We are therefore unable to give any warranty as to condition or performance of this element.



Walls

- Limited inspection possible due to fixed kitchen units, work units, bathroom units, bathroom tiles and stored items.





- There is visual evidence of salt banding on the internal and external walls.

Salt bands occur following a previous leak, and is a sign that the walls are drying out.

Rentokil are unable to categorically state the route cause of the moisture at this time.





- At the time of survey, a calcium carbide test was carried out to the wall an

internal wall in the rear room right, and to an external wall in the rear room right.

When conducting a calcium carbide test we test for the wet weight from within the fabric of the wall. Readings of above 5% wet weight would indicate high moisture content.

A sample was taken from the mortar bed and readings of 1% or less wet weight were recorded in both areas, which indicated that there is not an issue of rising damp or penetrating dampness within this area.



Recommendations

- No specialist treatment required on the basis of this inspection.
- It is recommended that your own contractor investigates any potential leak issues and repairs it as appropriate. No allowance has been made by Rentokil for this work.
- It is recommended that your own contractor removes the existing paint to allow the wall to breathe.

Following this, it is recommended that your own contractor redecorates the areas.

No allowance has been made by Rentokil for this work.

Customer Instructions

IMPORTANT

The extent of this report is limited to the areas of the property which the surveyor was instructed to view on the day of the visit. No responsibility or liability whatsoever is accepted for issues which were unobservable on the day of the visit or for areas of the property not made available for observation.

Please note that this report is confidential, personal and non-assignable. The report has been produced by the surveyor on behalf of Rentokil Property Care Limited specifically for the stated recipient of this report (the customer), for their sole use alone. The contents must not be disclosed to any other party without the express permission of Rentokil Property Care Limited which must be obtained in writing. Rentokil Property Care Limited shall have no duty of care beyond that owing to the customer. Under no circumstances shall Rentokil Property Care Limited be liable for any reliance by any party, other than the Customer, on the information contained within this report.

Nothing in this report confers or purports to confer on any third party any benefit or the acceptance of any third party liability by virtue of the Contracts (Rights of Third Parties) Act 1999. This report is provided strictly subject to the Rentokil Property Care Limited standard terms and conditions.

This report is based on professional opinion. It is not a guarantee or warranty.

NOTES

IMPORTANT

The extent of this report is limited to the areas of the property which the surveyor was instructed to view on the day of the visit. No responsibility or liability whatsoever is accepted for issues which were unobservable on the day of the visit or for areas of the property not made available for observation.

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This report is based on professional opinion. It is not a guarantee or warranty.

- **Extent of Survey:** The areas we have reported upon are those inspected in accordance with your instructions. If there are any omissions or if you believe that we have misinterpreted your survey instruction, please let us know at once. Where treatment has been recommended, unless otherwise stated above, this is on the understanding that the specified area has not previously been treated and guaranteed.

You should be aware that we have reported upon problems evident to us at the time of our visit. We are not commenting in any general sense on the risks of fungal decay or any other defect not evident at this time or that may develop in the future.

Where we have drawn to your attention items that are outside the scope of our survey as defined earlier, these items should be regarded as helpful suggestions and not a full and complete assessment of any problems that may exist.

Please read carefully the content of this report and all of its enclosures.

This survey must not be regarded as a substitute for a structural survey

GENERAL NOTES FOR CLIENT

These notes contain important information for clients and must be read in conjunction with the Survey Report. Please see the Survey Report for any variations on these General Notes.

1. Instrumental readings or moisture content.

Where we refer to instrumental readings or moisture content in our report, we will have used a resistance meter to ascertain the moisture content of timber and a carbide meter to ascertain the moisture content of mortar samples taken from the walls of the property.

2. Relaying carpets.

Where our Technicians have treated the top surface of a floor or staircase, they will protect treated areas, where necessary, so that carpets may be relaid loosely without delay. In the case of foam/synthetic backed carpets, it is inadvisable to lay these on treated floors until a period of four weeks has elapsed after treatment. For the same reason, vinyl floor coverings should not be laid until three months have elapsed.

3. Roof insulation.

Where insulation material has been removed from a roof, it can be re-laid immediately after treatment by our Technician. If the insulation material is to be relaid by some other party, the work must be delayed until after the expiry of the appropriate safety precautions period.

4. Polythene sheet below suspended timber floors.

Where we have laid polythene sheet on the oversight beneath a suspended timber floor at ground floor level, its purpose is to reduce the evaporation of water from the surface of the oversight. It is essential that the polythene sheet is not disturbed or removed from the oversight otherwise fungal decay may occur in the floor timbers.

5. Other contractors.

Where we have recommended work that is to be carried out by others, arrangements for such work are the client's responsibility. No allowance for this work is included in our quotation.

6. Water and electricity supply.

The client should ensure that there is an adequate supply of mains water and electricity available prior to the arrival of our Technician to carry out the treatments recommended in the survey report. If electricity is not available, it will be necessary for us to supply a portable generator and this will be subject to an additional charge on completion of the contract.

7. Rentokil Insurance.

Where optional insurance is offered under the terms of a Rentokil Insurance policy, the offer will only apply to the relevant areas, which have been inspected and which are detailed within the survey report, and the category or categories of insurance cover referred to on the quotation under the heading "optional insurance".

8. Third party liability.

The survey report is for the sole and confidential use of the client and no liability will be accepted in relation to third parties. Any such persons relying on the survey report do so entirely at their own risk.

HEALTH AND SAFETY PRECAUTIONS

Rentokil has always been conscious of its health and safety responsibilities to both its clients and staff. Our prices reflect the need to ensure your safety.

The Control of Substances Hazardous to Health (COSHH) Regulations relate to the use and handling of hazardous substances, including pesticides. The law clearly defines the responsibility of companies involved in industries such as the treatment of timber and the installation of damp proof courses.

In the last few years, Rentokil has developed a range of treatment techniques aimed at reducing the amount of pesticides and solvent used without affecting the quality of protection offered to our clients.

Our treatments are designed to cause the minimum of inconvenience and our technicians are trained to use our formulations safely and with care. All treatments have been approved for use by the Health and Safety Executive under the Control of Pesticides Regulations, where appropriate.

You should observe the warning signs that will be displayed in a prominent place before work commences.

1. Access to all work areas:- you should not enter an area whilst work is in progress.
2. Allergies:- it is recommended that people who suffer from respiratory problems, such as asthma, should not enter the property whilst work is in progress.
3. Pets:- cats, dogs, birds and other household pets should be removed from the work area.
4. Fish:- should be removed from the work area.
5. Plants:- should be removed from the work area.
6. Food and drink:- should be removed from the work area.
7. Other items:- should be protected or removed from work area, where necessary
8. Naked flames:- all naked flames (fires, pilot lights, boilers) in or adjacent to the work area should be extinguished.

You should also observe the warning signs that will be displayed in a prominent place after the work has been completed.

The type of work undertaken and the ability to ventilate the work areas will determine the time for which the safety precautions will need to apply after completion of the work. The minimum access restriction that will apply after treatment and of which you need to be aware is two hours.

However, it may be necessary to restrict access to certain areas for longer periods of time. For example, we would recommend that the minimum access restriction be extended to 24 hours for people who are known to suffer from allergies.

RENTOKIL LONG TERM GUARANTEES

1. WOODBORING INSECT TREATMENTS

We undertake the necessary treatment should an attack by woodboring insects reoccur in the timbers treated by us. Your protection lasts for 30 years.

2. WOOD-ROTTING FUNGI TREATMENTS

We undertake any necessary treatment, including timber replacement, should an attack by wood-rotting fungi reoccur in the timbers treated or replaced by us. We ask you to keep the property in good repair so as to keep the water out. Your protection lasts 30 years.

3. RISING DAMP

We undertake to repair our damp proof course should any defect occur in our work. In addition, where we carried out re-plastering work in association with our damp proof course installation, we undertake to carry out any necessary re-plastering work in such cases. Your protection lasts for 30 years.






4. WALL TIE CORROSION

We undertake to replace any of our stainless steel wall ties should they corrode. Your protection lasts 25 years.

5. OTHER SERVICES

Rentokil long term guarantees are also available for roof insulation (30 years) and wall tanking works (10 years)

Part of **Rentokil Initial**

-  Rentokil Pest Control
-  Rentokil Insurance
-  Initial Hygiene
-  Initial Medical
-  Ambius Interiors

Contact us today

**For further information on Rentokil Property Care services
please contact us on:**

- t 0800 731 2343**
- e propertycare.callcentre@rentokil.com**
- w rentokil.co.uk/propertycare**

Rentokil Property Care Limited, Compass House, Crawley, West Sussex, RH10 9PY. Company No 03004506

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David work duties

Date	Project	DO Comments	DM Comments	Deadline	Next Meeting date with Donna
Jul-23	Dog waste	To obtain dog waste reports from Marcus	Keep chasing	September	
Oct-23	Fit lock	Lock fitted to kitchen cupboard at The Hub as requested By Cllr Northwood	completed	October	
Oct-23	Wrold record tin line	Cllr Morgen requested me to stay at this event	completed	October	
Oct-23	Paving quotes	To obtain more paving quotes for the Community Hub	completed	October	
Nov-23	24-26 Crispin Road	Cllr Ronaldson requested us to clear pathway between 24-26 Crispin Road	completed	November	
Nov-23	The Community Hub	Move tables for Knit and natter and after events	completed	November	
Nov-23	Path clearing	Cllr Kirkham requested that the pathway between Shipton hill & Bishopston be cleared	completed	November	
Dec-23	Play equipment	Take photos and measurements of the paly equipment on Lakes estate Donna asked	completed	December	

Date	Project	KF Comments	Meeting/Request Date	DM Comments	Deadline	Next Meeting date with Donna
Jan-23	Speedwatch	All 15 requested location em'd to Lee Turnham (TVP) 25/8 to await authorisation. Spent ages on this trying to sort our their technical and update issues. Have spoken to both Lee Turnham and Simon Still ongoing. Was asked to allow them time to make 'tweeks' to the system. Will try again next week (4/9). Update 11.9.23-7 locations have been authorised by Lee Turnham. 30.10.23-All sites but both from Barry Ave and 1 from Ashfield were authorised. KF msg Lee to ask if we can re-submit or if the roads are unsuitable. Await reply. Also need min of 2 admins for the scheme. DO chosen to be alternative who needs to do the training course. Course completed.		Chase	September	
Aug-23	Draft Office Risk Assessment	Pending draft comments by DO. Once rec'd KF to update in time for next Fin mtg - 1.11.23. Spoke to DO who showed me the ones he had which were not what I forwarded. DO advised he would spk to DM to clarify. Chasd for update 1.9.23. LM lead on this. Risk Assessments done on Wylie & PO.			October	
Jun-23	Skips	Bin info em'd to LM 22.8 in preperation for CPM 6/8 to discuss no. and location of skips for agreement at MM 20/9. DM to spk to LM/CN. Deferred to next year early spring. DM re-instated-Await o/come of Skips only mtg-22.11. Mins confirm: Bradville= 1 at Woodstock, 1 for Mercers Drive (based at C/Hub), 2 at Harrowden, 2 at Eston Ct, 4 at Kingsfold (2 sep locations, near Parish Office and Ashwood), 2 Crispin. Stantonbury=2 Walsh's Manor, 2 around Kents Rd (1 bottom Crossland-Rangers to check). 2 Jennings, 2 Stowe Ct, 1 West Hill. Bancroft-2 Hadrians Dv, Bancroft Pk & Blue Bridge (RPRC) OPark=1 Winchcombe Meadows. Skips Projekt to start late in March 2024 and first location to be Bradville.		Deffered to 2024	CPM 6.8.23	
Jul-23	Walshs Manor Play Park Sign	Get Phill Snell of MKCC to organise sign at park stating part funded by SPC. 25.8-Phill had organised temporary laminate sign which was fixed with plastic ties whilst await permanent sign to be ready. 11.9 - Asked DO to check if permanent sign in place, if not, will chase for delivery date. No perm. sign as of 14.9. Chased PS again. 15.9-Order has been placed, as soon as it come in PS will get it attached. Signs attached but have spelling mistake! PS emd 1.11.23 requesting sorted and new signs put up. No change as of 23.11-Have chased PS for update. PS responded 27.11 confirming sign makers error. He awaits replacement.		Donna to chase Sign		
Jul-23	Bradville Play Park (Bradwell Rd)	At MM 19/7- Agreed investigate price for replacement slide using match funding. Chased confirmation the swing will be changed to include a baby seat. Await chased response.Permission request to paint parks in our parish em sent to PS 23/8. Await response. Rec'd agreement to go ahead 23.8.23. Forwarded to DM for next step. Chased PS 14.9. Response from PS was he passed the request to team but will check and get back to us. PS confirmed removing some old equipment from elsewhere that is in good condition so would propose moving there. Timeline likely to be either late 2023/early 2024. Also confirmed they can add a flat and cradle swing.		Sarah to query costing with Phil - not being installed till 2024		

Aug-23	Replacement for Queen's Portrait	DM requested update. KF Em'd Mike at Royal Images 21.8 and nothing 'official' yet but we are on list to be contacted when available. In the meantime keep Queen's portrait in place with ribbon. Forwarded DM response. 21.8. My last em from the official custodian explained nothing due until at least September 23 but he would be in touch. Nothing rec'd at of 01.11.23. No update rec'd as of 23.11.23.				
Aug-23	Play Parks Painting Permissions.	Permissions letter received 24/8. Em'd DM to ask how shall proceed. DO/NS took photos of items to paint. KF sent to PS for update and agreement to go ahead. PS agreement rec'd 12.9. Em'd PS to ask best time of year. Advised probably OK next couple of months but the colder it is, the longer it takes to dry. Forwarded to DM to make decision. 15.9. TC also looking into possibility of local offenders helping out. Await outcome of Community Payback Scheme Mtg-Mtg held. DM taking to MM 15.11.23 for consideration. Await outcome.				
Aug-23	Gt Yarmouth Coach 5 Refund Requests	Refund request rec'd from 2 group leaders G Masters/Bekki O'Dell (7 ppl in total). DM to talk to LM/CN if refunds authorised. Await response. KF em'd Bills to request mtg to discuss refund requests received. Draft 'holding' update ltr produced and sent to DM to auth/change. Await DM. Letter agreed, signed and given to NS to hand-deliver to residents. Mtg held draft outcome ltr to be agreed by DM. Em from DM advising draft letter to be considered by Council. Agreed at CPM/MM to give 50% back as 'good will gesture' only to those who returned back on coach 5. TC producing ltrs. Admins to stuff and PR's to hand deliver 23.11.23. 5 out of 12 'good will gestures' (GWG) paid to date 27.11. No further refunds paid as of 30.11.	CPM 82/22 05/04/23			
Sep-23	Christmas Coach Trip	Project to KF. Max 2 coaches as budget 1500. Areas to research: Winsor/Black Country/Birmingham/Garden Centre /Rochester/Lincoln/London/Cambridge. Following CPM 6.9.23-Agreed trip to London, 2 coaches. Quote rec'd from Bills and forwarded to DM for consideration/agreement. Cost PER COACH increased to £720. DM checking if still within budget with RFO. Cost OK'd. TC booked as KF on hols. 2nd coach cancelled as not enough tickets sold. 5 tickets remain as of 23.11.23.		tahnee taking over in kerry absence		
Sep-23	Yellow Lines	Following mtg 13.9.23 DM asked me to forward JK's additional yellow lines request. Em'd PH 14.9 cc'd DM & JK. Chased for update report from PH 01.11.23. Draft report sent to DM. Chased PH for completed document. 23.11.23. Await reply.	DM request 13.9	pending Paul Harrison's response		
Sep-23	White Lines	DM request to look into who to contact regarding white lines. Em'd MKCC Cust Svs 15.9. Await response.	DM request flg Yellow Lines Mtg with PS.			
Sep-23	Broomlee - Request for Procedure to install Residents Parking	KF em'd 16.9.23 to request Paul Harrison asked for procedure to install residents parking on Broomlee flwg request from Broomlee resident. PH em'd 18.9. Await response. No response so chase em sent 23.10.23. Response rec'd 24.10. Options given by PH along with request as to reason behind request. Forwarded to JK cc'd DM.	Clr JK em request 16.9. DM auth 18.9			
Oct-23	Yellow Lines At Wyle Building	DM request to contact Paul Harrison and add Yellow lines to potential plans for yellow lines. KF em'd DM to clarify street names/length for them. 16.10. Em'd PH with Wylie full address 17.10.23.				
Oct-23	D-Day Celebrations	DM requested a backing paper done for the D-Day Celebration options. Choice of Beacon or lamp. Backing paper forwarded to DM for consideration by Council 23.10.23. DM to speak to Chair/V Chair and let me know. 3.11.				

Nov-23	Community Payback Scheme	DM request KF & DO to work together to have meeting with Jan Hall Community Payback Placement Co-ordinator. Mtg 11am 8.11.23. Get questions together. Filwg mtg DM em'd cllrs and KF asked to contact Luke @C/wave to ask about CCTV footage. Em'd 8.11.23. Luke's reply rec'd and forwarded to Jan Hall cc'd DM. 9.11.23. Next step scheme on MM 15.11.23 to see if Council wish to go ahead. DM confirms OK to go ahead and to contact organiser.				
Nov-23	Winter Warmer Scheme	DM request KF to contact several locations in parish to see if able provide warmer venue & food & drink. Cost to SPC. Free to residents. Suggestions made by DM-RPRC Trustees, Hanover, Christ Church, Halleys Comet, Stantonbury School. RPRC responded with £6 per head DM advised. DM request to reply 'is this best price? Best price returned at £3.50. Food offered = tea / coffee with bacon or sausage roll (Bread), Sausage roll, toast including beans on toast and as an alternative a box of cereal for the children. DM agreed & asked KF to ask if can start immediately on Wed/Fri for couple of hours. Also requested weekly tally kept and sent for audit. Suggested SPC to do poster once days/timings confirmed. CN em'd to ask if night shelter wants to help and CN also mentioned Melissa at Hanover is also going to take part. Details to be confirmed.	RPRC Em'd 21.11			
Nov-23	Lamp Post Query-J7	DM request to report/chase lamp post issue. 20.11.23. KF EM'd PB with location request and what fault to report. PB advised lamp flickering & had been previously reported. KF called to report and req'd em conf. Ref No: FS563585647. Advised 2 weeks to sort. Update rec'd-29.11 by MKCC stating 'job raised'. PB informed 29.11.23. Also rec'd further job raised em no: FS563692950. 29.11	CN to EM further details.			
Nov-23	Broken Grit Bin (Corner Ashfield)	DM request to report and get sorted. Em'd MKCC 20.11 & sent photo with request to repair/replace or notify of ownership.	EM'd MKCC 20.11			
Nov-23	Purchase Order-Bespoke BALC Cllr Training	DM email-20.11 requesting KF produce PO for bespoke Cllr Training here at PO between 10am and 12pm on Thur 8th Feb. PO done No: PO-0178.	PO ref PO-0178 sent for auth 20.11			
Nov-23	Hub Testing for RAAC quotation requests	DM request to ask for quotes for RAAC (Reinforced Autoclaved Aerated Concrete) Testing to establish (or not) its presence in the Hub. EM'd 2 co's-Anstey Horne (ansteyhorne.co.uk) and Perry Testing Ltd (perry-ltd.com) via their contact direct route. Await response. Anstey Horne quote rec'd and forwarded to DM 23.11.23.	EM'd co's 21.11			
Nov-23	Martyn's Law/Protect UK/BALC	DM request to look into Martyn's Law (organisational preparedness for certain premises against terrorist risk, and how we respond to an attack. KF em'd pdf of Martyn's Law from ProtectUK and sent link to comments discussing outcome of King's Speech. Now await consultation (will regularly check for updates) on ProtectUK and BALC training.	EM'd initial links & Law 27.11.23			
Nov-23	Crimewave Camera Log	DM request for KF to produce a log & to notify CW all requests must have SPC approval. (DM/Chair/Vice) 27.11. Also requested current location of all cameras and info to complete initial log. Await CW response.	EM'd CW 27.11			
Nov-23	Proposal P3-2023-Noticeboard at Walsh's Manor (Play Park)	DM request to KF. Proposal given to request placement of noticeboard at Walshs Manor Play Park. KF given 2 tasks - em-Phill Snell to ask permissions (done-27.11). Following receipt of permissions get quotes . Await response. Quotations report forwarded to DM/Council for MM consideration.	Em'd PS 27.11			

Nov-23	Replacement Bespoke Flag-PO	Flagmakers & Flags&flagpoles both contacted for quotes. 23.11. Having issues with Logo quality. Working with TC to sort. 1.12.23. TC produced high res version which I em'd to both co's 6.12.23. Await reply. Rec'd quote from both -forwarded to DM 6.12.23. Await response.	Em'd-06.12.23			
Nov-23	Bus Route 7	DM requested KF contact GLPC to ask for promotional materials for @Use the Bus! Save the Bus for bus route 7. GLPC sent materials and happy for us to joint them but we want to do own campaign. MKCC have campaign so direct msgd them 30.11.23 and requested to join. Contact not in until w/c 4.12. Await reply. Em direct quote from Michael Wadham MKCC- "Use it or Lose it" is a marketing campaign, and not a consultation. Therefore there is no contact point as such. It's about raising awareness of the services being vulnerable. If people want to contact the council they should do so via the Council's customer services, via the usual channels. Await DM/Council how wish to proceed.	Em rec'd from MKCC- 4.12.23-forwarded to DM.			
Nov-23	Girl Packs	KF responsible for maintaining levels of girl period packs for the PO & the Hub. Just rec'd restock to see us through the Christmas period.	Ongoing.			
Nov-23	Fire alarm services-PO&Wylie	DM asked me to query some quote costings and dates. Emd Smiths 1.12. Holding em rec'd 4.12. Await full reply.	Ongoing.			
Nov-23	Big Slide Play Park-Harowden	DM request to put a report together for a backing paper. 1.12 Needed no later than 8.12.23. Sent to DM 4.12.23.	Ongoing.			
Dec-23	Bush Trim-Rear/Side Allotments	DM request 7.12.23 to contact Parks Trust and request they trim the bushes on their land to the rear and right side of our Allotment site. Em sent to communityranger@theparkstrust.com Await reply.	Em to P/Trust 7.12			

Sue work duties

Date	Project	ST Comments	DM Comments	Deadline	Next Meeting date with Donna
Jun-22	Allotment App	Currently liaising with Cloudy IT/Microsmiths for trial run of Allotment APP	To enquire about trial run	Cllrs to vote MM 13/12/23 to purchase App	
Aug-23	Allotment	Source costings for allotment trolley		Cllrs voted against	No further action
Jul-23	Training	Arrange full bespoke Councillor Training - contacted MKBALC for dates		Now booked February 2024	
Aug-23	Training	Search for Needlestick training for Parish Rangers		Completed	
Aug-23	Training	Search for Weed spraying training for Parish Rangers		Not taken up	
Aug-23	Comm Hub	Source costings for BIFFA bins		Cllr voted against	No further action
Aug-23	DBS checks	DBS checks for Comm Hub Committee		Cllr now to take up Basic DBS check 5/12/23	
Aug-23	Comm Hub	CCTV arrange meeting to download data		Meeting 13/8/23	
Aug-23	Peninsula	Peninsula HR Proposal for Parish Council		On hold	Not taking up. No further action
Aug-23	Comm Hub	Label up internal switches at the Hub		Completed	
Aug-23	Grant Applications	MK Youth Provision Safe Practice Mark Application		Ongoing	
	Neighbourhood Plan	Ongoing updating		Ongoing	
	Food Hygiene Training	3 Cllrs and 1 staff member to gain Food Hygiene Level 2 Certificate		Ongoing	
	Food Safety Certificate	Currently liaising with Judy Kite and MKCC to apply for certificate for Community Hub		Jan-24	
	Allotment Invoices	Sent out 1st October chased any o/s payments		End Oct 2023	Completed
	Allotment Tenants Forms	Sent out 1st October chasing o/s forms		End Dec 2023	
	Acquire land beside Comm H	MKCC surveyor to respond if feasible		Ongoing	
	Comm Hub car park	quotes for white line embarking		Ongoing	
	IHR Grievance Mtg	Ensure all confidential paperwork is copied for appropriate Councillors		Dec-23	Completed
	Liaise with MK Dons re Youth Club	MK Dons attended a presentation and forwarded quote to hold training sessions			
	Over 65's Xmas Lunch	Purchase food, raffle prizes etc for Xmas Lunch		13/12/2023	
	Children's Xmas party	Purchase food etc for part. Purchase selection boxes		16/12/2023	
	Community Hub	Liaising with hirers. Invoicing booked events and refunding deposits. Making sure that the Community is well stocked with paper plates etc. cleaning materials and toilet tissue		Ongoing	

Tahnee Work duties

Date	Project	TC Comments	DM Comments	Deadline	Next Meeting date with Donna
Aug-23	CIF Application	CIF application now submitted.	Completed	31st August	29/08/2023
Jul-23	SPC Property Registers	Employees/Councillors - to include fuel/bank cards & keys	With DM		Passed to Donna
Jul-23	SPC IT Brief (GP - 22/23)	Quotations received from IT companies and given to DM	With DM		
Aug-23	COF Application - Solar Panels	19/10/23 CHC Meeting (30/23) CHC deferred the decision till the 4-year plan is produced to understand the Council wishes for the Community Hub	With Council		
Aug-23	UKSP Fund Adult Ed. Classes	18/10/2023 Main Meeting (132/23) Clerk made Council aware the 3rd party organisation wish for payment up front, Council had concerns if attendance were low, we would still be liable for payment. Council agreed risk was too great, and to cancel grant application and support MK City Council with their adult learning courses. -- Agreed 10 votes for.	Completed		
Aug-23	Employee Handbook	Simplify existing handbook & identify gaps	With DM		
Aug-23	Councillor TOR Pack	Combine all finalised committee TORs for councillors	TC to print TOR packs for Councillors who responded to email		
Aug-23	Building Inspection Template (GP - 26/23)	Template amended in line with feedback from GP committee	Completed		
Sep-23	CCTV Manual (CH - 08/23)	Difficulty logging in remotely - passed to Donna	With DM		
Sep-23	Create online booking form for CH (CH - 10/23)	https://forms.gle/RcoDw1aXdeYKwXf9 / Block booking: https://forms.gle/E1AaxX	With DM		
Sep-23	Red book	Submitted to DM for approval	With DM		
Nov-23	Things to do & see guide to encourage residents to book onto Winter Coach Trip	TC completed and shared on social media and at Knit & Natter. As of 1st December, Winter Coach Trip is fully booked.	Completed		
Nov-23	Create instructions for setting CH Burglar Alarm	Completed, approved by DM & Rangers, and copies put at CH	Completed		
Nov-23	Create instructions for setting CH fire call points	Completed, approved by DM & Rangers, and copies put at CH	Completed		
Nov-23	Create instructions for setting CH fire alarm	Completed, approved by DM & Rangers, and copies put at CH	Completed		
Nov-23	Test CH calendar on site synced with TeamUp	TC to export current CH TeamUp calendar as backup before creating test calendar	Ongoing		
Nov-23	Establishing a scout group at the CH	TC to contact National Scout Organisation	Ongoing		
Nov-23	Promoting BNIB Stamp Collection Box	TC will share on social media once poster and box received	Ongoing		

Completed

Date	Project	Comments	Comments	Date Completed	Comments
Jul-23	Wylie Roof	Option C (D Haynes Roofing) agreed choice. Company contacted and roof repairs carried out 18/08/23. Although NO warranty-will rectify if any repair issues. EM'd to DO to ask if works satisfactory or need to get them back. Queried roof payment. DM spoke and resolved. OK to receive payment 21.9.23 (with NO extra charges) as over £1k. CLOSED 29.8.23.			KF Completed
Aug-23	Newsletter Meeting	Project given to KF. Em'd Cllrs proposing new mtg date 6.8.23. Cancelled by DM 01.09.23. Closed.		CPM 6.8.23	KF Completed
Jul-23	Great Yarmouth Coach Trip	KF to arrange agreed 5th coach trip and offer to those on waiting list. Done.			KF Completed
Aug-23	Memorial Bench Replacement Plaque & Slat	Spelling mistake on plaque noted. KF called Broxap who confirmed will send replacement plaque, fixings, paint and instructions on how to fix (as in bench is in situ). Rec'd plaque already fixed on slat. Holes on slat were out of line to bench. Called Broxap again, explained issue told to send email with photos. EM sent 25.8 asking to resolve issue. Chased for update 8.9.23. Rangers managed to fix it so no need to have a further replacement. DM agreed to close enquiry.		12.9.23	KF Completed
Feb-23	Clothes Bank (Hub)	Astco clothes bank installed 9th March. Ongoing project as extra empties need to be organised. Usual empties are once a week.			KF Completed
Jul-23	Wylie Roof	Option C (D Haynes Roofing) agreed choice. Company contacted and roof repairs carried out 18/08/23. Although NO warranty-will rectify if any repair issues. EM'd to DO to ask if works satisfactory or need to get them back. Queried roof payment. DM spoke and resolved. OK to receive payment 21.9.23 (with NO extra charges) as over £1k. CLOSED 29.8.23.			KF Completed
Oct-23	Chambers Ceiling Roof	Report received concluded no asbestos in Chambers roof.		13.10.23	KF Completed
Oct-23	Linda's Laptop	DM request for me to organise collection of LM laptop as replacement part now here. Em'd Msmiths 20.10. When spoke to LM she knew nothing. LM to call Msmiths direct to query and sort. CLOSED. 24.10.23.			
Aug-23	MK Can	Em'd Cllrs to see if can get min 5 volunteers for it. Backing paper showing map and bullet point details in Com Proj folder on G: Volunteers to date are: JK/PB/SK. Starting up campaign with schools & MIB to 'donate' a can. AA has donated 10 cans. Agreed to participate CPM 6.9.23. Cllr volunteers are: SK&LM&PB. SK Advised Christ Church, Stantonbury have agreed for SPC to join their team. DM authorised em to Maggie Prisk to confirm as Closing date for entries is: Friday 15th September. Date of WR attempt Mon 16 Oct. WR attempt successful. MP thanked for allowing us to join with Christ Church. CLOSED.			
Nov-23	Dog Bins 2nd Empty Ittr	DM request to chase Marcus Youngs to say no 2nd empties carried out wc 6.11.23. With request to do asap and let us know when done. Bin in photo SPC33. Call from Marcus confirming had now been done. CLOSED.			
Nov-23	Winter Coach Trip to London	DM request for KF to contact Sway Gregory at Heron Lodge inviting ticket requests. SG responded saying she hadn't had any requests. KF sent further email attaching TG's 'Things to See and Do' leaflet to issue. 10.11.23. EM'd RPRC trustees. Melissa@Hanover. Maggie Prisk@ Christ Church. No further responded rec'd. CLOSED.			
Nov-23	PAT Testing	DM request to chase PAT Test for buildings for 2023. Em'd Janus 2.11.23. Em rec'd stating Jan 24. PO, Hub & Wylie all tested by 21.11.23. All cllrs (but LM/JW) Pat tested. CLOSED.			

Nov-23	Boiler Service-PO&HUB	DM request to organise Boiler service with DAC Services. MK 366667. Email: dac313@fzs.com Em'd 2.11.23. On further investigation it was found that both boilers were checked in September. (PO-16.9/Hub-14.9) Copies of Certs now on G: CLOSED.				
Nov-23	Purchase Order for Cann Electrical Fire Exit Boxes	DM request 3.11.23 to sort purchase order. PO request sent to SE for approval 3.11.23. PO-0174. Sent. CLOSED.				
Nov-23	Camera request-for skate park @ Stantonbury	DM request for camera at skate park. 2 recent incidents of people being chased. One including knives. TVP aware. DO to get picture of lamp ref no for me to request from Crimewave. Await DO photo on lamp.Photo rec'd & sent to LD@Cwave. LD conf will get moved. 9.11.23. CLOSED.				
Nov-23	Purchase Order for Nissan Van BN15-YJX	DM request to do PO for Nissan van service and MOT-6.11.23. PO request sent to SE for approval 6.11.23. Approved & Sent. PO-0175. CLOSED.				
Sep-23	IT Support	Project to KF & ST whilst TC on leave. TC invited Aimtech. Cloudy IT. CSR Digital. Digital Origin & Microsmiths to quote on 7.9 - One reply to date-Cloudy IT want mtg. DM gave choice of either Mon 11th /Thur 14th /Fri 15th. Mtg with DM&Cloudy IT 11.9@10am. Mtg with DM&Digital Origin 11.9@3pm. Await quotes. 14.9-Cloudy IT sent 3 quotes. Await DM instructions. CLOSED TO KF		tahnee taking over in kerry absense		
Sep-23	Newsletter	Initial invitation email sent. Some adverts/articles rec'd. Both Helen B-D and Sure2Door emailed. Too early to receive draft issue atm. ST/TC both took over the production of the draft NL which went to MM 18.9 and was signed off with no changes. Final copy emd to S2D to organise printing/posting no later than 1st wk in Nov. Copies have now been delivered in all areas apart from 150 homes in Bancroft. These should be done by 2.11.23. Footfall report should be rec'd by 3.11.23 to check if anywhere missing. SK requested copies sent to Rainbows. Will get DO to sort. 1.11.23. CLOSED TO KF.		Sue taking on		
Sep-23	Camera-Walshs Manor Play Park	Em'd Luke Denton (Crimewave) to enquire if able to place camera at Walshs Manor Play Park. (Due to vandalism of newly referbed equip with broken trampoline parts. Await response. LD agreed to camera here after assessing the area. He will liaise with Council. DO to let me know when camera positioned here so I can close enquiry. Chased DO for confirmation that the camera has been placed. 01.11.23 Camera in place confirmation 2.11.23. CLOSED. KF.	Req DO/auth DM 13.9.	being installed back end of september		
Sep-23	Clothes Bank (PO)	DM request to look into timings/costings of additional Bank (adj to grit bin at front of PO). Astco confirm can bring one (FOC) on 21.9.23. If no clr objections rec'd from Clrs. Request to have plenty of pre-warning to allow for movement of blackboard and to organise PRanger. Delivered and in place. CLOSED. KF	DM verbal request 15.9			
Sep-23	Camera-Junction of Ormonde/Redbridge (Caravan)	Luke Denton (Crimewave) asked for clarity of request to place camera on junction of Ormonde/Redbridge. Em'd DO/DM who confirmed it was regarding the caravan that keeps appearing/disappearing. TVP need clarification whether someone is living in it. Await Luke's response. Luke Em'd 12.10 to advise all quiet and recommended no further action. Agreed by KF. DB to keep an eye if re-appears. CLOSED. KF.	Luke Denton (Crimewave initial request) DM auth 18.9	being installed back end of september		
Oct-23	Camera request-Kingsfold/Ormonde	Resident request for camera to catch youths riding motor cross bikes on the green. 18.10.23. Response back from Scarlett of Crimewave 3.11.23 confirming camara agreed and placed at Edwards Croft. CLOSED. KF.				