

SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND SUB COMMITTEE

MINUTE of MEETING of the SELKIRK COMMON GOOD FUND SUB COMMITTEE held in the Council Chamber, Council Headquarters, Newtown St Boswells on Tuesday, 2 September 2014 at 3.00 p.m.

Present: Councillors G. Edgar (Chairman), M. Ballantyne, V. Davidson (from Para 3)
Community Councillor T. Combe.
In attendance: Solicitor (J. Webster), Senior Financial Analyst (A. Mitchell), Estates Surveyor
(J. Morison), Democratic Services Team Leader.

MINUTE

1. There had been circulated copies of the Minutes of 11 June 2014.

DECISION

APPROVED the minute for signature by the Chairman.

2. With reference to paragraph 5(i) of the Minute 11 June 2014, it was noted that the quote for the roof ridge had not yet been received. A report on the other matters would be given later in the meeting as part of the property update.

**DECISION
NOTED.**

3. With reference to paragraph 7 of the Minute of 11 June 2014, the Chairman reminded officers that the Sub-Committee required appropriate officers to attend a future meeting to discuss the implications of a Culture Trust for the Common Good Fund.

**DECISION
NOTED.**

APPLICATIONS FOR FINANCIAL ASSISTANCE

4. There had been circulated copies of an application from Scott's Selkirk Association for funding of £1,200 to cover the costs of rental etc. associated with the "Green Shed" which was used by Scott's Selkirk and a number of other groups in Selkirk for the storage of equipment.

DECISION

AGREED to award a grant of £1,200 to Scott's Selkirk.

5. With reference to paragraph 6 of the Minute of 6 October 2013, Mr Combe advised that he still had to meet Alex Young from the Council's lighting section with regard to the provision of a grant to the Selkirk Christmas Illuminations Group and that they would double check the existing power points and report back.

**DECISION
NOTED.**

6. With reference to paragraph 3 of the Minute of 11 June 2014, Graeme McMurdo presented illustrations of the "Mini-rope end swing" which was proposed for the Bannerfield Play Area. Members agreed that the funding be released to purchase this piece of equipment.

DECISION

AGREED to confirm approval of the contribution of £5,000 towards play equipment for the Bannerfield Play Area.

PROPERTY UPDATE

7. In the absence of the Property Officer, the Estates Surveyor reported that one farm survey had been completed with the other two about to be carried out. The quote for the roof ridge of the shed at Smedheugh was still awaited. He further advised that the bathroom window at Smedheugh was in very poor condition and in need of an emergency repair at a cost of £392. Members expressed concern regarding the timescales required to get work carried out on Common Good Properties and asked that the Head of Property Maintenance be invited to their next meeting to explain the process. Members also requested that future meetings receive the Property Update report in written format.

DECISION

AGREED:-

- (a) to approve the replacement of the bathroom window at Smedheugh;**
- (b) that the Head of Property Maintenance be invited to the next meeting to explain the process and timescale associated with the carrying out of works to Common Good properties; and**
- (c) that future property update reports be provided in writing.**

URGENT BUSINESS

8. Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the items dealt with in paragraphs 9 and 10 should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

THE RIGG

9. It was reported that a race meeting had been held on the Rigg and although the permission of the tenant farmer had been sought no request had been formally received by the Common Good Fund. The event had not been organised directly by the Common Riding Committee but the monies raised were being used to repair the Rigg with the remainder being donated to charity. Due to the success of the event it was likely to be held again next year but would be organised by the Common Riding Executive.

DECISION

AGREED that the Estates Surveyor get in touch with the organisers in writing to advise them of the requirements in terms of the holding of any future such events.

RIVER ETTRICK FISHING RIGHTS

10. The Chairman advised that the Tweed Foundation would be requesting permission to carry out a survey of fish in the River Ettrick. This required to be carried out outwith the fishing season and would involve the catching of around 30 fish.

AGREED to grant permission, when requested, to the Tweed Foundation to carry out their survey.

DATE OF NEXT MEETING

11. The next meeting would be held on Wednesday, 29 October 2014.

DECISION

NOTED.

PRIVATE BUSINESS

12. DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 9 of Part I of Schedule 7A to the Act.

The meeting concluded at 4.15 p.m.

Monitoring Report for 6 Months to end September 2014

Report by the Chief Financial Officer

Selkirk Common Good Sub Committee

29 October 2014

1 PURPOSE AND SUMMARY

- 1.1 **This report sets out details of transactions for the 6 months to 30 September 2014, the projections of the annual outturn with variances from the proposed budget and the projected effect on Revenue and Capital Reserves at 31 March 2014.**
- 1.2 Total income and expenditure are projected to be in line with the budget for 2014/15, which has been drafted on the basis of prior year activity, anticipated rental income and estimated dividend income from the Newton Fund. Approval of this draft budget is sought.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Common Good Sub Committee**
- (a) approves:-**
- (i) the financial performance for 2014/15 as shown in Appendix 2.**
 - (ii) the budget proposed for 2014/15 as shown in Appendix 2; and**
- (b) notes:-**
- (i) the key figures shown in Appendix 1.**
 - (ii) the Grants Analysis provided in Appendix 3.**
 - (iii) the projected balances on Revenue and Capital Reserves as shown in Appendix 4.**
 - (iv) the performance of the Property Portfolio as shown in Appendix 5.**

3 PROJECTED OUTTURN 2014/15

- 3.1 Appendix 1 brings together key financial data on the Revenue performance and Balance Sheet situation for 2014/15.
- 3.2 Appendices 2 to 5 provide details on the Revenue budget in an extended format, Grants paid and payable, Revenue and Capital reserves and the performance of the Property Portfolio.
- 3.3 Dividend Income is now being received from the investment in the Newton Fund. This is received in September and February and an estimated income level is projected but this can change with the performance of the fund. In 2013/14 and in the first quarter of 2014/15 the fund has performed ahead of its target.
- 3.4 Interest is still earned on the balances held by the Council in its loan fund but it is not credited until the end of the year and therefore the amount is dependent on interest rates over the remainder of the year.
- 3.5 Taking all of the above into consideration the Common Good Fund is projecting total expenditure of £137,658 and income of £70,605 supplemented by a draw down of £62,556 from the Revaluation Reserve, resulting in an outturn net expenditure of £4,497, which is fully funded from the surplus of £24,617 in 2013/14.

4 REVENUE & CAPITAL RESERVES

- 4.1 Appendix 4 shows the effect on accumulated reserves of the projected outturn for 2014/15.

5 IMPLICATIONS

5.1 Financial

There are no financial implications, other than those explained above in Sections 3 and 4.

5.2 Risk and Mitigations

No significant risk to the financial position of the fund is identified.

5.3 Equalities

It is anticipated that there are no adverse equality implications arising from the proposals contained in this report.

5.4 Acting Sustainably

Whilst there are no economic, social or environmental effects arising from the proposals contained in this report, there are, through the activities reported upon, positive impacts upon the economy through protection of employment, positive impacts upon the quality of community life, improvements in local amenities and nurturing of local talent.

5.5 Changes to Scheme of Administration or Scheme of Delegation

There are no changes required to the Scheme of Administration or Scheme of delegation arising from the proposals contained in this report.

6 CONSULTATION

6.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Service Director Strategy and Policy, the Chief Officer Audit and Risk, the Chief Officer HR and the Clerk to the Council have been consulted and all comments received have been incorporated into the final report.

Approved by

David Robertson - Chief Financial Officer **Signature**

Author(s)

Name	Designation and Contact Number
Andrew R S Mitchell	Senior Financial Analyst, Corporate Finance. 01835 824000 Extn 5974

Background Papers:

Previous Minute Reference:

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Andrew Mitchell can also give information on other language translations as well as providing additional copies.

Contact us at Andrew Mitchell, Senior Financial Analyst, Corporate Finance, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 824000 Extn 5974
Fax: 01835 825011, email: amitchell@scotborders.gov.uk

**Scottish Borders Council
Selkirk Common Good**

Appendix 1

Key Figures 2014/15

	£	£
<u>Projected Outturn</u>		
Property Rental Income		62,903
Less Expenditure on property		-30,000
Net Income		32,903
Add Other income sources:-		
Newton Dividends & Interest on Revenue Loans Funds with SBC	3,620	
Donations - Fishing Club annual donation	50	
		3,670
		36,573
Less Expenditure on running costs:-		
Expenditure on Selkirk Hill management agreement	-10,000	
Net Central Support Service Costs	-11,070	
		-21,070
Excess of income over running costs		15,503
Less Expenditure other than running costs		
Grants & Donations made to local bodies	-20,000	
		-20,000
Projected Deficit to be funded from Revenue Reserves		4,497

<u>Revenue Reserve</u>		
Revenue Reserve at start of year		153,258
Less Projected deficit for the year		-4,497
Projected Revenue Reserve at end of year		148,761

<u>Grants & Donations</u>		
Total Grants budget for the year		20,000
Less Prior year grants approved to be paid in 2014/15	-4,390	
Less Grants approved in 2014/15 to date	-6,200	
		-10,590
Remaining available budget		9,410

<u>Investments & Loans</u>		
Cost of Investment in Newton Fund in 2013/14		130,000
Market Value of Newton Fund at start of financial year		132,545
The performance of the Newton Fund to the end of June has been ahead of target.		
Revenue in SBC Loans Funds		
Funds invested in SBC Revenue Loans Fund at start of current year		86,466
Capital in SBC Loans Funds		
Funds invested in SBC Capital Loans Fund at start of current year		0

**SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND
REVENUE BUDGET MONITORING 2014/15**

Appendix 2

Description	Proposed Current Budget for the year to 31.3.15	Actual Transactions to 30.9.14	Over spend to date against full year budget	Under spend to date against full year budget	Projected Outturn for year to 31.3.15	Projected over spend for year against full year budget	Projected under spend for year against full year budget
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	£	£	£	£	£	£	£
Expenditure							
Property costs	30,000	22,203		7,797	30,000	0	0
Selkirk Hill Management Agreement	10,000	0		10,000	10,000	0	0
Central Support Services recharges	15,102	0		15,102	15,102	0	0
Administration	0	0	0		0	0	0
Depreciation/Impairment	62,556	0		62,556	62,556	0	0
Donations and contributions	20,000	0		20,000	20,000	0	0
Total Expenditure	137,658	22,203	0	115,455	137,658	0	0

Description	Proposed Current Budget for the year to 31.3.15	Actual Transactions to 30.9.14	Under generation of income to date against full year budget	Over generation of income to date against full year budget	Projected Outturn for year to 31.3.15	Projected under generation of income for year against full year budget	Projected over generation of income for year against full year budget
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	£	£	£	£	£	£	£
Income							
Rents etc	62,903	55,573	7,330		62,903		0
Donation	50	50		0	50	0	0
Interest received	3,620	0	3,620		3,620	0	0
Central Support Services support grant	4,032	0	4,032		4,032	0	0
	70,605	55,623	14,982	0	70,605	0	0
Funding from Fixed Asset Restatement Reserve	62,556	0	62,556		62,556	0	0
Total Income	133,161	55,623	77,538	0	133,161	0	0

Net Income/(Expenditure) Totals	-4,497	33,420			-4,497		
Net expenditure under spend & under generation of Income				37,917			

**SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND
DONATIONS AND CONTRIBUTIONS PAID AND APPROVED
2014/15**

Appendix 3

	Date Approved	£	£	£
Proposed 2014/15 Budget				20,000
Paid as at end September 2014				
Total paid as at end September 2014			0	
Approved but not paid as at end September 2014				
Selkirk Chamber of Commerce- Improve prospects for retailing in town	31/10/2012	2,890		
Selkirk Christmas Illuminations Group Power points	23/10/2013	1,500		
Bannerfield Playground Equipment	11/06/2014	5,000		
Scott Selkirk Property Rent assistance	02/09/2014	1,200		
Total approved but not paid as at end September 2014			10,590	
Total paid and approved as at end September 2014			10,590	
Remaining available 2014/15 budget				9,410

SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND
RESERVES AT 31 MARCH 2015

Appendix 4

Revenue Reserve	£
Balance as at 31 March 2014	153,258
Less Projected deficit for the year	-4,497
Projected balance at 31 March 2015	<u>148,761</u>
Capital Reserve	£
Balance as at 31 March 2014	51,150
Movement during 2013/14	0
Balance at 31 March 2014	<u>51,150</u>

Property Portfolio Performance

2014/15

	1.4.14 Book Value	Rental Income		Expenditure to end September 2014								
		Current Budget	Projected Outturn	Plumbing / Central Heating	Insurance	Painting	Roof	General repairs	Dykes Fencing & Drains	Common Riding related	Estates & Property Service	Total
	£	£	£	£	£	£	£	£	£	£	£	£
Linglie Farm Farmouse & Cottages	350,286	(7,500)	(7,500)		391			6,732	0		231	7,354
Linglie Farm Shootings	7,500	(750)	(750)									0
Linglie Mast Site	68,500	(10,832)	(10,832)									0
Linglie Plantation	10,000											0
Pant Well	0											0
Pringle Park	0											0
Pringle Park Play Area	0											0
Shawburn Rd Amenity Ground	0											0
Shawburn Toll Embankment	0											0
Bog Park Recreation Ground	0											0
Rosebank Quarry	0											0
Rosebank Quarry Play Area	0											0
River Ettrick Salmon Fishing	700											0
Selkirk Golf Course	69,000											0
Selkirk Shooting Range	0	(11)	(11)									0
Selkirk Hill	20,500	(410)	(410)									0
Selkirk Town Hall Clock	0											0
Selkirk Town Hall	115,050				243		0	714			213	1,170

	Rental Income	Expenditure to end September 2014	
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	1.4.14 Book Value	Current Budget	Projected Outturn	Plumbing / Central Heating	Insurance	Painting	Roof	General repairs	Dykes Fencing & Drains	Common Riding related	Estates & Property Service	Total
	£	£	£	£	£	£	£	£	£	£	£	£
Selkirk Town Hall Shops	0					0	0	7,712				7,712
Shop - 26 Market Place	21,595	(4,125)	(4,125)									0
Shop - 28 Market Place	29,450	(5,600)	(5,600)									0
Smedheugh Farm Shooting	1,750	(200)	(200)									0
South Common Farm Shootings	1,750	(200)	(200)									0
Smedheugh Farm & Farmhouse	291,333	(23,500)	(23,500)	376	415				3,854		18	4,663
Smedheugh Plantation	5,600											0
South Common Farm Farmhouse & Cottages	302,000	(8,400)	(8,400)		369						169	538
South Common Plantation Selkirk	2,400											0
Riverside Amenity Site land	75,000											0
The Green Hut	16,250	(1,175)	(1,175)									0
Shawpark Rd Development Site	37,500											0
Victoria Hall	639,744									652		652
Victoria Hall Caretakers Flat	35,119											
Victoria Park & Caravan Park	0											0
Victoria Park Pavilion site	1,750	(200)	(200)									0
General					10			103			0	113
	2,103,527	(62,903)	(62,903)	376	1,428	0	0	15,261	3,854	652	631	22,202

Condition Survey Report

Property:	Smedheugh Farm
UPRN:	SK033/04
Surveyed By:	Lynn Thomson, Gordon Horsburgh, Tom Holmes
Survey Date:	15th September 2014
Report By:	Lynn Thomson, Gordon Horsburgh
Report Date:	6th Oct 2014

**PLEASE NOTE: THIS SURVEY IS FOR INDICATIVE PURPOSES ONLY. ALL COSTS
SUBJECT TO CHANGE - QUOTATIONS SHOULD BE OBTAINED.**

Property Description & Construction:

Traditional stone construction farmhouse and annex accomodation. Pitched slate roof, timber single glazed windows and timber conservatory added to farmhouse. Upvc conservatory added to the annex. The farm buildings consist of traditional stone construction steading/stable buildings with pitched slate roofs. There are several other more recent steel or timber portal frame storage/livestock buildings.

Summary:

Survey is visual and non-intrusive. No survey or cost included for fire safety, asbestos, DDA. No access to roof voids. Survey not structural. Cost excluding any fees & VAT.

Farmhouse –

- Internally the farmhouse is in good repair. It would perhaps benefit from a new kitchen and ground floor W.C. as the existing are outdated.
- The first floor bathroom requires immediate upgrade. Mechanical ventilation should also be included to help prevent the damp/condensation issues they have at present
- The roof seems to be watertight but must have the gutters cleared of debris immediately to prevent water ingress. The Slates, leadwork and chimneys should be checked for any maintenance required.
- External paintwork requires urgent attention.
- Some of the external render is loose and needs to be removed at these locations and renewed.
- Fire safety issue at stove in sitting room. Timber mantle badly burned. Investigate reason and condition of chimney internally.
- Possible oil leaking to boiler.
- Unsafe light switch in room on first floor to farmhouse.

Farm Buildings –

- The original stone construction farm steading requires general annual maintenance. One gable end wall requires urgent structural repair to stonework.
- The newer more modern farm buildings have been poorly maintained and require numerous repairs. The gutters need cleared of plant debris. There are areas of missing/damaged timber slats to walls/Yorkshire boarding. Broken gutters and downpipes. Corroded/damaged metal wall sheeting. Ridge cover missing to one shed allowing water ingress.

Farmhouse Annex –

- Internally the Annex is in good repair.
- No signs internally of any recent water ingress. However, externally the roof requires urgent attention to slipped slates and clearing of plant debris from gutters. This is a particular problem above the conservatory most likely caused due to the very low pitch of the conservatory roof.
- The slate roof at the rear of the property has a bow/sag to it. However, there are no signs of any cracking to external/internal walls.

Smedheugh Farm

Item No 7(a)

Budget Building Maintenance Costings for repairs next 5 years -

			Responsibility
- New bathroom and ventilation to farmhouse.	£2500.00	Year 1	Landlord
- Minor repairs to farmhouse roof and clear gutters of plant debris	£800.00	Year 1	Tenant
- External Painting of timber and metal surfaces to farmhouse and annex	£3000.00	Year 1	Tenant
- Render repairs to farmhouse	£2400.00 Provisional Sum	Year 1	Tenant
- Annual farm building general repairs	£2000.00	Year 1-5	Tenant
- Repair gable end wall of steading building	£1200.00	Year 1	Landlord – same at date of entry.
- Repairs to newer farm buildings	£15000.00(quote from contractor)	Year 1	Landlord
- New kitchen and ground floor W.C. to farmhouse	£10000.00	Year 5	Landlord
- Repairs and investigate bow/sag to annex roof (cost for minor repairs and investigation only)	£1000.00 Provisional Sum	Year 1	Landlord – same at date of entry.
- Investigate problem at stove in sitting room.	£100.00 Investigate only	Year 1	Landlord for H&S issue
	£1000.00 Provision Sum		Tenant for repair.
- Investigate possible leak at boiler	£100.00 Investigate only	Year 1	Landlord

Separate Survey for electrical works –

- Switch and box have been removed to room on first floor.	£60	Year 1	Tenant
- Electrical Testing to farm buildings	£750	Year 1	Landlord
- Repair and upgrade existing distribution system	£3000	Year 1	Landlord

Total cost for Landlord Responsibility items £33650.00

Total cost for Tenant Responsibility items £9260.00

Condition Survey Report

Property:	Linglie Farm
UPRN:	SK033/06
Surveyed By:	Lynn Thomson, Gordon Horsburgh, Tom Holmes
Survey Date:	25th August 2014
Report By:	Lynn Thomson, Gordon Horsburgh
Report Date:	6th Oct 2014

**PLEASE NOTE: THIS SURVEY IS FOR INDICATIVE PURPOSES ONLY. ALL COSTS
SUBJECT TO CHANGE - QUOTATIONS SHOULD BE OBTAINED.**

Property Description & Construction:

Traditional Stone construction farmhouse with pitched slate roof and new upvc double glazed windows. The farm buildings consist of traditional stone construction steading/stable buildings with pitched metal profile and slate roofs. Other single skin profile metal sheet timber portal frame storage buildings and a more recent steel portal frame farm building. There are also two semi-detached single storey traditional brick built farm cottages with pitched cement tiled roofs and partial new upvc double glazing.

Summary:

Survey is visual and non-intrusive. No survey or cost included for fire safety, asbestos, DDA. No access to roof voids. Survey not structural. Cost excluding any fees & VAT.

Farmhouse –

- Internally the farmhouse is in good repair. It would perhaps benefit from a new kitchen and bathroom as the existing are outdated.
- The roof requires some minor repairs to slipped slates and some leadwork may need replaced. However, there are no signs of any water ingress at this time.
- External paintwork requires urgent attention especially to the timber bargeboards and exposed rafter ends as these are starting to rot.
- The drainage to the rear of the house needs to be investigated where the ground level drops at the retaining wall. This occasionally floods. This has been shown as a provisional sum only as it requires further investigation.
- Some of the external render is loose and needs to be removed at these locations and renewed.

Farm Buildings –

- A general maintenance sum has been included for each year only as the buildings are generally structurally sound and the condition is adequate for their use. Costs to achieve 'perfect' condition to these buildings and other external areas/roads etc would not be economic. In an ideal world they would be replaced as they do not suit modern farm machinery (This has not been included in the costing)

Farm Cottages –

- Internally the cottages are in reasonable repair but would greatly benefit from a new kitchen to both houses and a new bathroom to one house.
- Investigate how the surface mounted internal pipework in the kitchen and bathrooms could be hidden.
- Redecoration internally and externally is also recommended over the next few years.
- Repairs to the spalling concrete window cills to the front of the properties should be carried out in the next 2 years.
- No signs internally of recent water ingress from the roof. However, it should be noted that the cement tiles could possibly contain asbestos.

Budget Building Maintenance Costings for repairs next 5 years -

			Responsibility
- New kitchen and bathroom to Farmhouse	£12,000.00	Year 4	Landlord
- Minor repairs to Farmhouse roof	£800.00	Year 1	Tenant
- External Painting to bargeboards and exposed rafters to Farmhouse and isolated timber repairs.	£3,500.00	Year 1	Tenant
- Investigate drainage issues to area at rear of farmhouse	£500.00 Provisional Sum	Year 1	Landlord
- Render repairs to Farmhouse	£2,200.00	Year 2	Tenant
- Annual farm building general repairs	£3,000.00	Yearly	Tenant
- New kitchen (2no) and bathroom (1no) to cottages	£10,000.00	Year 3	Landlord
- Internal Pipework concealment to cottages	£2,000.00 Provisional Sum	Year 3	Landlord
- Repairs to spalling external window cills to cottages	£800.00	Year 1	Landlord
- External Painting to doors to cottage no 1.	£200.00	Year 1	Tenant

Separate Survey for electrical works –

- Test supply/wiring to Farmhouse	£500.00	Year 1	Landlord – H&S
- Complete rewire to Cottage 1	£6,000.00	Year 1	Landlord
- Complete rewire Cottage 2	£6,000.00	Year 1	Landlord
- Replace several light fittings & upgrade sockets to RCD to Steading/farm buildings	£500.00	Year 1	Landlord – H&S
- Test supply/wiring to Steading/farm buildings	£400.00	Year 1	Landlord – H&S

Total cost for Landlord Responsibility items	£38,700.00		
Total cost for Tenant Responsibility items	£9,700.00		

Condition Survey Report

Property:	South Common Farm
UPRN:	SK033/03
Surveyed By:	Lynn Thomson, Gordon Horsburgh, Tom Holmes
Survey Date:	16th September 2014
Report By:	Lynn Thomson, Gordon Horsburgh
Report Date:	6th Oct 2014

**PLEASE NOTE: THIS SURVEY IS FOR INDICATIVE PURPOSES ONLY. ALL COSTS
SUBJECT TO CHANGE - QUOTATIONS SHOULD BE OBTAINED.**

Property Description & Construction:

Traditional stone construction farmhouse with pitched slate roof, timber double glazed windows to front elevation and timber single glazed to rear elevations. The farm buildings are steel portal frame, built within the last few years. The tenant claims that the cottages were built by his father (previous tenant) so not included in the survey.

Summary:

Survey is visual and non-intrusive. No survey or cost included for fire safety, asbestos, DDA. No access to roof voids. Survey not structural. Cost excluding any fees & VAT.

Farmhouse –

- Internally the farmhouse is in poor condition. Internal woodwork requires painting to protect door/skirting/frames from further damage. Décor is old/worn.
- There are areas internally of loose, missing and cracked plaster that require repair.
- Kitchen, bathroom and shower room facilities are poor and would benefit from renewal.
- The timber double glazed windows require immediate repair of rotten timbers and redecoration as they are approaching end of design life due to lack of maintenance.
- The remainder of the windows, which are timber single glazed should be replaced as they exceed design life.
- External rainwater goods require immediate repair and redecoration.
- Remove ivy from external wall at rear entrance.
- Several pointing repairs required to external walls.
- Investigate and make repairs to area around rear chimney where there is water ingress to the internal wall.
- Renew skylights to roof.
- Further repairs required to slates and leadwork to keep watertight.
- Timber external doors approaching end of design life – repair or renew.
- Wiring exceeding design life.

Farm Buildings –

- All in reasonable condition and fit for purpose. Annual maintenance will be necessary to keep them in good condition.
- Wiring in good condition but no paperwork available.

NOTE: Access road is very poor. No cost included for this.

Budget Building Maintenance Costings for repairs next 5 years -

			Responsibility
- Internal redecoration to farmhouse.	£8,200.00	Year 1	Tenant
- Internal plaster repairs to farmhouse	£600.00	Year 1	Tenant
- New kitchen, bathroom & shower room to farmhouse.	£13,500.00	Year 1	Landlord
- Repairs to timber double glazed windows to farmhouse and redecoration.	£1,750.00	Year 1	Landlord
- Annual farm building general repairs	£500.00	Year 1-5	Tenant
- External redecoration/repairs to rainwater goods and any other timber to farmhouse.(windows included in other item)	£1,200.00	Year 1	Tenant
- Renew single timber glazed windows to farmhouse.	£4,000.00	Year 1	Landlord
- Remove Ivy from rear entrance.	£150.00	Year 1	Tenant
- Pointing repairs to external walls of farmhouse.	£1,000.00	Year 1	Tenant
- Investigate cause & resolve water ingress at rear chimney area of farmhouse.	£4,000.00	Provisional Sum	Tenant
- Renew skylights to farmhouse roof.	£2,500.00	Year 2	Landlord
- Repairs to farmhouse roof.	£1,200.00	Year 1	Tenant
- Repair farmhouse external doors.	£1,000.00	Year 1	Tenant
- Field Drainage works	£3,100.00	Year 1	Landlord

Separate Survey for electrical works –

- Complete rewire of farmhouse	£8,000	Year 1	Landlord
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Total cost for Landlord Responsibility items	£32,850.00		
Total cost for Tenant Responsibility items	£17,850.00		