



LONDON COLNEY PARISH COUNCIL

To: Cllrs Needham (Chairman), Hopcroft, Loud and Thoree

17 August 2023

You are hereby summoned to attend an **EXTRA FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **THURSDAY 24 AUGUST 2023, at 7PM**, to be held at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

A handwritten signature in black ink, appearing to read 'Emma Payne'.

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
To receive and approve apologies
2. **NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitution made to the Clerk
3. **DECLARATION OF INTERESTS**
Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.
4. **PARISH COUNCIL BUILDING SURVEYS**
To receive a report on building condition and asbestos surveys
5. **DATE OF NEXT MEETING**
14 September 2023 (this is a change of date from 19 September 2023)

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 23 AUGUST 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PARISH COUNCIL BUILDING SURVEYS

1. SUMMARY

1.1 The parish council has a duty to ensure that its built assets are well maintained, and safe for its users and staff. Concerns have been raised about the possibility of asbestos in the building, as well as the building's general condition.

2. RECOMMENDATION

2.1 Members are asked to consider the quotations for a condition survey and asbestos survey and advise the Clerk how they wish to proceed.

3. ASBESTOS SURVEY

3.1 The Community Centre was built in the early 1960s. The building is single storey, with a concrete framed construction, solid concrete floor and infill elements of the external walls being mainly constructed of cavity construction with facing brickwork. There are flat roofs and mainly double glazed UPVC windows.

3.2 When the community centre was built, asbestos was used in construction including flooring, insulation, boilers and pipes. The importation of blue and brown asbestos has been banned since 1985 with white asbestos being added to the ban in 1999. People may come into contact with asbestos from buildings and products, and if it is intact, it poses very little risk. However, if asbestos are damaged, fibres may be released.

3.3 Therefore before any works are undertaken to the fabric of the building, an asbestos survey should be undertaken so that contractors are made aware of any danger to life. When the building was surveyed in 2011, the surveyor highlighted possible asbestos in:

- Roof of boiler cupboard
- Textured ceiling finish in ladies and gents' toilets

3.4 The Parish Council needs to address its liabilities as an employer/duty holder in respect of the possible presence of asbestos containing materials and their management under the Control of Asbestos Regulations 2006. This involves commissioning a specialist survey and maintenance of an asbestos log.

3.5 There are two types of asbestos containing material (ACM) surveys:

- Management Survey
 - Manage ACM during occupation and use of the premises. This survey aims to ensure that nobody is harmed by the continuing presence of ACM in the premises; the ACM remains in good condition, and it is not disturbed accidentally.
 - The Survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client, e.g., in prioritising any remedial work.
- Demolition/Refurbishment Survey
 - The Refurbishment / demolition Survey is required where the premises, or part of it, need upgrading, refurbishment, or demolition. The Survey does not need a record of the ACM condition. Normally, a surveyor is needed for Refurbishment / demolition Surveys.
 - A Refurbishment / demolition Survey aims to ensure that nobody will be harmed by work on ACM in the premises or equipment and that such work will be done by the right contractor in the right way.
 - The Survey must locate and identify all ACM before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection and asbestos disturbance. The area surveyed must be vacated, and certified 'fit for reoccupation' after the survey.

3.6 The following quotations for an asbestos survey have been received:

Contractor A - £600 plus VAT

To clarify what an asbestos refurbishment and demolition survey entails; the process of identifying sampling sites is much the same as a management survey in that the P402 qualified asbestos surveyor will assess the property based on their knowledge, skills, and experience. Within a refurbishment or demolition survey, however, samples taken can be fairly intrusive or even quite destructive ranging from about the size of a little fingernail or up to 50 cm in diameter – in however the survey deems essential for the course of the survey and to comply with the scope of works. This may involve large holes in walls, breaking of floor tiles, wooden flooring, parquet flooring etc and removal of the boards within ceilings and potential other areas too.

Areas where intrusive samples will be taken are impossible to advise unless specified beforehand in relation to your scope of works. I am sure you can appreciate as they are taken from wherever the surveyor deems necessary or feels is suspicious with the potential to contain asbestos and you are welcome to communicate with the surveyor on the day. Understandably, the size of holes and the intrusive nature of the survey is expected to not be an issue as the intention behind a refurbishment survey is to ascertain the presence of asbestos prior to conducting refurbishment works or to ascertain the level of potential risk involved in any other works.

Sample sites in this type of survey will not be made good after rather, will just be made safe. There is also no cleaning work involved in these surveys unless of course, suspected asbestos is involved. Of course, you can pinpoint to the surveyor upon his arrival on site which areas of the premises are to be particularly intrusively surveyed if they come under the scope of works. Areas that are not under the scope of work can be limited to how destructive samples are taken and can be catered

specifically to you needs if necessary or applicable. We understand that this can be very destructive, so we try to be as considerate as possible when taken them if this does not hinder the sample need. To avoid any confusion, the scope of work is required before the survey is scheduled.

Do note, in the very rare event there is asbestos above asbestos, this may not be covered within the scope of the survey as we cannot disturb known and obvious asbestos items to access intrusively any other items within/above/below etc. For example – asbestos insulation board boxing containing pipe lagging inside.

Contractor B – £975 for item 1, £350 for item 2 plus VAT

Item 1- To provide a BHOS P402 Trained Asbestos Surveyor to attend site and carry out a management survey to Caledon Community Centre, Caledon Road, London Colney, AL2 1PU in accordance with HSG 264. Upon completion of the asbestos surveying works provide an electronic asbestos report with material assessments, pictures, and location plans of asbestos materials identified.

Item 2-Upon completion of the works provide Background/reassurance Air monitoring undertaken by an independent UKAS Accredited laboratory at an additional cost per visit. This is available upon request if the building is to be re-occupied to provide reassurance to staff/ tenants after surveying works have been undertaken. Our quotation is inclusive Labour, Training, Transport, Plant, Materials, sample analysis, and administration.

ITEM 2- Available Upon Request.

4. BUILDING CONDITION SURVEY

- 4.1 Concerns have been raised about the condition of the Community Centre, and the Clerk has been asked to seek quotations for a building condition survey. This survey will be used to identify building defects, so that a client brief can be developed for corrective repairs or planned preventative maintenance to restore parts of the building or facility to an acceptable standard.
- 4.2 A previous survey in 2011 highlighted repairs to the concrete, repair/renewal of windows and the need to address the failing floor coverings. The windows and floors have been replaced in the past 5 years. However, the condition of the roof remains of concern which has been highlighted by the leaking roof in the library as well as the rear roof above the bar. Because the lounge and main hall have a suspended ceiling, it is not known if the roof above either of these rooms leak.
- 4.3 It has been difficult to find a surveyor who was interested in quoting for a condition survey. The only quotation received is **£1100 plus VAT** and this is the same contractor who undertake the insurance valuation.

5. FINANCE

- 5.1 There is a maintenance budget for the community centre which could be used for this expenditure.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A

Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Within existing budget
Resources (including workforce)	N/A
Risk Management	Risk of ill health to staff and hirers