


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
THURSDAY 19th SEPTEMBER 2019**

To: Councillors C Danter (Chairman), K Brennan, A. Carter, K. Powell, G. Preedy, S. Raywood, A. Rudge

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be held in the Town Hall, High Street, Tewkesbury, **Thursday 19th September at 6.00 pm. in the Mayor's Parlour**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
14th September 2019

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Buildings & Moorings Committee meeting held on 31st July 2019
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Buildings & Moorings Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To receive the committee income and expenditure reports for July and August
9. To review the committee Budget Report
10. To review the valuation report on the Town Council's buildings and to resolve to recommend increases/decreases as required to buildings sums insured to the Finance Committee
11. To receive an update on the recently installed RBS bookings system
12. To discuss and agree committee work programmes including fire risk assessments, condition reports and inspection of the War Memorial
13. To receive an update on the planning application for tree works in the Town Hall garden

- 14.** To agree to renew the service contract for the electric doors at the Town Hall with Dormakaba for one year from 29th November 2019 at a cost of £345
- 15.** To note the use of emergency powers in respect of shelving in the cellar due to health & safety reasons and the replacement of the glass washer at the Tudor Bar
- 16.** To agree to purchase an additional till for bar sales
- 17.** To review the net position of the Tudor Bar since the Town Council took over responsibility for the bar operation
- 18.** To receive an update from the Town Clerk in relation to the lease to Avon Navigation Trust
- 19.** To receive an update on the planning application to re-instate moorings at Prior's Court
- 20.** Payments list for approval
- 21.** Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item on this agenda
- 22.** To review the grounds maintenance quotations for St Mary's Lane mooring and the Town Hall garden and to appoint a grounds maintenance contractor for the period April 2020 to March 2023

MINUTES

of the

Buildings & Moorings Committee meeting held on 31ST July 2019 In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs C Danter (Chair); A Rudge; K Powell; S Raywood & K Brennan

In attendance: D Hill (Town Clerk)
Two members of the public (including Cllr J Raywood)

The meeting commenced at 18:00

B&M.19.026 To receive apologies
Cllr Carter.

B&M.19.027 To receive declarations of interest
None received.

B&M.19.028 To receive dispensations
None received.

B&M.19.029 To approve the Minutes of the Buildings & Moorings Committee meeting held on 27th June 2019
It was RESOLVED to approve the minutes.
Proposed by Cllr Rudge, seconded by Cllr Danter.

B&M.19.030 Matters arising from the Minutes – for information only in relation to matters not on the agenda
B&M 18.173 Town Hall clock – clock has been reset but has slipped again.
Action: Contact Cumbria Clock Company.
B&M 18.185 Condition Reports – condition reports for Town Hall and Watson Hall – ongoing. Town Clerk to attend meeting on condition report on the Museum at a future date.
B&M 18.187 Back of Avon wall – instruct alternative surveyor – ongoing.
B&M 19.009 Budget Report – payment referred to replacement glass in picture.
B&M 19.015 Garden Room – contact Julian Baggs.
B&M 19.016 Drone Images – ongoing.
B&M 19.022 Flood Proof Rising Posts – ANT advise work is scheduled for the end of August. **Action:** letter to be sent to residents advising them of impending works.
B&M 19.025 Emergency Keys – **Action:** key for the Watson Hall key cupboard to be added to the emergency keys and code for Watson Hall key cupboard to be added to emergency plan.

B&M.19.031 To receive correspondence relating to the Buildings & Moorings Committee
No new correspondence had been received.

B&M.19.032 Public Participation

Is the Watson Hall operating within the remit of Sole Trustee and requirements of Charities Commission?

- B&M.19.033 To receive the committee income and expenditure reports for June 2019**
The committee income and expenditure reports for June 2019 were received. Town Hall income was picked up at the finance meeting on 25th July 2019. **Action:** Town Clerk to confirm income reported is correct.
- B&M.19.034 To receive the Committee budget report**
The Committee budget report was received.
It was RESOLVED to vire the whole of Town Hall Projects to Town Hall R&M. Proposed by Cllr Danter, seconded by Cllr Brennan.
The overall cost and profit from the bar (since taking it over) was discussed. **Action:** Town Clerk to report on this at the next meeting.
- B&M.19.035 To receive an update on the planning application for tree works in the Town Hall garden**
The planning application is currently out for consultation.
- B&M.19.036 To note the finding of woodworm in the wooden staircase to the roof space and beams and the presence of pigeons and the health concerns relating to pigeon droppings at the Town Hall and to agree to delegate authority to the Town Clerk to expedite treatment of the woodworm infested areas and to remove the pigeons and secure access points in the roof space.**
It was RESOLVED to delegate authority to the Town Clerk to expedite treatment of the woodworm infested areas and to remove the pigeons and secure access points in the roof space at a cost of up to £2,465.
Proposed by Cllr Danter, seconded by Cllr S Raywood.
- B&M.19.037 To receive an update from the Town Clerk on the easement at 3 Saffron Road and to delegate authority to the Town Clerk to liaise with Thomson & Bancks over exercising this right**
Cllr J Raywood will make enquiries with the Planning Department at Tewkesbury Borough Council. **Action:** depending on response received, the Town Clerk will instruct Thomson & Bancks to send a letter to the property owner.
- B&M.19.038 To nominate a committee member to perform the role of Lead Member for the Watson Hall.**
It was RESOLVED that Cllr Rudge be the Lead Member for the Watson Hall, with Cllr Powell as Deputy Lead Member.
Proposed by Cllr Brennan, seconded by Cllr S Raywood.
- B&M.19.039 To note the use of emergency powers by the Town Clerk in respect of replacement windows required in the Town Clerk's office at the Town Hall and the Tudor Bar at the Watson Hall**
The use of emergency powers was noted. The cost of repairing the office window was £320.00

- B&M.19.040 To agree to carry out a survey on the existing high-level ceiling lighting in the Main Hall, hire of scaffolding and production of a comprehensive report including costings for replacement options at the Watson Hall**
It was RESOLVED to carry out a survey on the existing high-level ceiling lighting in the Main Hall, hire of scaffolding and production of a comprehensive report including costings for replacement options at the Watson Hall at a cost of £400.
Proposed by Cllr Brennan, seconded by Cllr Rudge.
- B&M.19.041 To consider a resolution from Cllr Rudge to discuss the formation of a group of volunteers to assist at events, providing a variety of staffing cover and assist in the preparation of the venue for events at the Watson Hall.**
It was agreed that this would be officer led and the Events Officer will contact Cllr Rudge to discuss further.
- B&M.19.042 To receive an update from the Town Clerk in relation to the lease to Avon Navigation Trust**
The Town Clerk advised that she is awaiting an update from the solicitor.
- B&M.19.043 To approve the installation of two flood proof rising posts at the Old Ferry mooring.**
It was RESOLVED to approve the installation of two flood proof rising posts at the Old Ferry mooring at a cost of £800.
Proposed by Cllr Danter, seconded by Cllr Brennan.
- B&M.19.044 To receive an update on the planning application to reinstate moorings at Prior's Court**
Cllr S Raywood to provide the Town Clerk with a specification in order to obtain quotes for a Landscape and Visual Impact Assessment and a Flood Risk Assessment.
- B&M.19.045 To note the use of emergency powers by the Town Clerk in respect of repairs required for health and safety reasons at the Back of Avon, St Mary's Lane and Old Ferry Moorings.**
The use of emergency powers was noted.
- B&M.19.046 Payments list for approval**
It was RESOLVED to approve payments totalling £1,151.81.
Proposed by Cllr Danter, seconded by Cllr Brennan.
- B&M.19.047 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item on this agenda**
Proposed by Cllr Raywood, seconded by Cllr Powell.
- B&M.19.048 To review the net position following the event held at the Watson Hall on 27th July 2019**
The success of the event was discussed and net figures were shared with Councillors regarding the event.

There being no further business the meeting closed at 19:55

Signature of Chairman upon approval of the minutes19th September 2019

DRAFT

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Moorings</u>								
1300 Moorings Income	172	1,383	5,500	4,117			25.1%	
Moorings :- Income	172	1,383	5,500	4,117			25.1%	0
4450 Maintenance	25	275	3,000	2,725		2,725	9.2%	
4460 Rates	125	498	1,500	1,002		1,002	33.2%	
4470 Mooring Leases	0	0	100	100		100	0.0%	
4480 Projects	0	4	5,000	4,996		4,996	0.1%	
4550 Water	0	13	0	(13)		(13)	0.0%	
4590 Projects	88	88	0	(88)		(88)	0.0%	
Moorings :- Indirect Expenditure	237	878	9,600	8,722	0	8,722	9.1%	0
Net Income over Expenditure	(65)	505	(4,100)	(4,605)				
<u>210 Museum</u>								
4450 Maintenance	0	152	4,000	3,848		3,848	3.8%	
4500 Running Costs	0	0	8,000	8,000		8,000	0.0%	
Museum :- Indirect Expenditure	0	152	12,000	11,848	0	11,848	1.3%	0
Net Expenditure	0	(152)	(12,000)	(11,848)				
<u>220 Town Hall</u>								
1400 Garden Income	70	70	50	(20)			140.9%	
1410 Town Hall Income	568	3,654	14,000	10,346			26.1%	
Town Hall :- Income	638	3,724	14,050	10,326			26.5%	0
4450 Maintenance	743	8,383	10,000	1,617		1,617	83.8%	
4460 Rates	824	2,064	4,000	1,936		1,936	51.6%	
4550 Water	0	223	675	452		452	33.0%	
4560 Electric	0	0	1,500	1,500		1,500	0.0%	
4570 Gas	76	520	2,500	1,980		1,980	20.8%	
4580 Garden Expenditure	133	424	250	(174)		(174)	169.5%	
4590 Projects	0	0	12,000	12,000		12,000	0.0%	
4990 Sundries	1	1	3,498	3,497		3,497	0.0%	
Town Hall :- Indirect Expenditure	1,777	11,615	34,423	22,808	0	22,808	33.7%	0
Net Income over Expenditure	(1,139)	(7,891)	(20,373)	(12,482)				
<u>230 War Memorial</u>								
1450 Fundraising	0	0	50	50			0.0%	
1990 Other Income	0	0	1	1			0.0%	
War Memorial :- Income	0	0	51	51			0.0%	0

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4450 Maintenance	0	0	250	250		250	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(199)</u>	<u>(199)</u>				
Grand Totals:- Income	810	5,107	19,601	14,494			26.1%	
Expenditure	<u>2,014</u>	<u>12,645</u>	<u>56,273</u>	<u>43,628</u>	<u>0</u>	<u>43,628</u>	<u>22.5%</u>	
Net Income over Expenditure	<u>(1,205)</u>	<u>(7,538)</u>	<u>(36,672)</u>	<u>(29,134)</u>				
Movement to/(from) Gen Reserve	<u>(1,205)</u>	<u>(7,538)</u>						

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600</u> <u>Watson Hall</u>								
1800 Watson Hall Income	391	6,376	15,000	8,624			42.5%	
1810 Leases	0	20,000	20,150	150			99.3%	
1820 Tudor Bar Income	2,026	9,088	1	(9,087)			908803.	
1830 Events Income	3,118	5,033	1	(5,032)			503341.	
	<u>5,535</u>	<u>40,498</u>	<u>35,152</u>	<u>(5,346)</u>			<u>115.2%</u>	<u>0</u>
Watson Hall :- Income								
4280 Events & Services	2,683	4,786	1	(4,785)	1,687	(6,473)	647357.	
4450 Maintenance	834	5,038	8,000	2,962		2,962	63.0%	
4550 Water	32	208	500	292		292	41.6%	
4560 Electric	753	753	1,000	247		247	75.3%	
4570 Gas	54	212	2,500	2,288		2,288	8.5%	
4590 Projects	0	9,284	15,000	5,716		5,716	61.9%	
4950 Tudor Bar	147	4,424	1	(4,423)		(4,423)	442373.	
4955 Bar Wages	350	2,327	0	(2,327)		(2,327)	0.0%	
4990 Sundries	61	277	0	(277)		(277)	0.0%	
	<u>4,915</u>	<u>27,309</u>	<u>27,002</u>	<u>(307)</u>	<u>1,687</u>	<u>(1,994)</u>	<u>107.4%</u>	<u>0</u>
Watson Hall :- Indirect Expenditure								
Net Income over Expenditure	<u>620</u>	<u>13,188</u>	<u>8,150</u>	<u>(5,038)</u>				
Grand Totals:- Income	5,535	40,498	35,152	(5,346)			115.2%	
Expenditure	4,915	27,309	27,002	(307)	1,687	(1,994)	107.4%	
Net Income over Expenditure	<u>620</u>	<u>13,188</u>	<u>8,150</u>	<u>(5,038)</u>				
Movement to/(from) Gen Reserve	<u>620</u>	<u>13,188</u>						

Rebuild Cost Assessment (RCA)

Report Prepared For: Tewkesbury Town Council

Rebuild Cost Assessment Ref: 54536890

Policy Reference: RTT284462/00005

Property Addresses and Postcodes:

- 1.Town Hall, High Street, Tewkesbury, GL20 5AL
- 2.Watson Hall, Barton Street, Tewkesbury, GL20 5PX
- 3.Gloucester Road Public Toilets, Tewkesbury, GL20 5DW
- 4.Oldbury Road Public Toilets, Tewkesbury, Gloucestershire, GL20 5LR
- 5.Tewkesbury Museum, 64 Barton Street, Tewkesbury, GL20 5PX
- 6.Towns Band Room, Saffron Road, Tewkesbury, GL20 5PX

Date of Assessment: 19th August 2019

Assessed By: Lee Chapman

Checked By: William Molland MCIOB AssocRICS

For Queries Please Contact: info@rebuildcostassessment.com

Supporting Phone Call: No

The Rebuild Cost Assessment must be read in conjunction with the Instructions and Basis of Assessment detailed later in this report.

Rebuild Cost Assessment Limited,
a company Regulated by RICS



CURRENT SUMS INSURED AND RCA

Rebuild Cost Assessment			
	Current Sums Insured	RCA Ex VAT	RCA Inc VAT
Town Hall:	£ 1,087,369	£ 2,340,293	£ 2,808,351
Watson Hall:	£ 1,289,614	£ 1,280,448	£ 1,536,538
Gloucester Road Toilets	£ 87,745	£ 70,200	£ 84,240
Oldbury Road Toilets	£ 130,783	£ 86,580	£ 103,896
Town Museum	£ 567,425	£ 1,244,880	£ 1,493,856
Bands Room	£ 150,000	£ 168,606	£ 202,327
Items within Tewkesbury	£400,105	£ 422,940	£ 507,528
Listed:	Yes- Grade II*		
Conservation Area:	Yes		
Conservation Area is	Tewkesbury		

Property List

Building 1

			Ex VAT	Inc VAT
Stone front section	168 m ² x	£4,500 per m ²	£756,000	£907,200
Brick section	420 m ² x	£2,400 per m ²	£1,008,000	£1,209,600
Cellar	189 m ² x	£1,250 per m ²	£236,250	£283,500
Sub Total			£2,000,250	£2,400,300
Professional Fees at	10 %		£200,025	£240,030
Demolition at	7 %		£140,018	£168,021
Total			£2,340,293	£2,808,351

Building 2

			Ex VAT	Inc VAT
All floor areas	684 m ² x	£1,600 per m ²	£1,094,400	£1,313,280
Sub Total			£1,094,400	£1,313,280
Professional Fees at	10 %		£109,440	£131,328
Demolition at	7 %		£76,608	£91,930
Total			£1,280,448	£1,536,538

Building 3

			Ex VAT	Inc VAT
Ground floor areas	30 m ² x	£2,000 per m ²	£60,000	£72,000
Sub Total			£60,000	£72,000
Professional Fees at	10 %		£6,000	£7,200
Demolition at	7 %		£4,200	£5,040
Total			£70,200	£84,240

Building 4

			Ex VAT	Inc VAT
Ground floor areas	37 m ² x	£2,000 per m ²	£74,000	£88,800
Sub Total			£74,000	£88,800
Professional Fees at	10 %		£7,400	£8,880
Demolition at	7 %		£5,180	£6,216
Total			£86,580	£103,896

Building 5

			Ex VAT	Inc VAT
All floor areas	304 m ² x	£3,500 per m ²	£1,064,000	£1,276,800
Sub Total			£1,064,000	£1,276,800
Professional Fees at	10 %		£106,400	£127,680
Demolition at	7 %		£74,480	£89,376
Total			£1,244,880	£1,493,856

Building 6

			Ex VAT	Inc VAT
Ground floor areas	87 m ² x	£1,700 per m ²	£147,900	£177,480
Sub Total			£147,900	£177,480
Professional Fees at	7 %		£10,353	£12,424
Demolition at	7 %		£10,353	£12,424
Total			£168,606	£202,327

Items within Tewkesbury

			Ex VAT	Inc VAT
Bus Shelters			£58,000	£69,600
CCTV Fittings			£39,000	£46,800
Playground equipment and surfaces			£145,000	£174,000
Moorings			£65,000	£78,000
War memorials			£52,000	£62,400
Town clock			£12,000	£14,400
Sub Total			£371,000	£445,200
Professional Fees at	7 %		£25,970	£31,164
Demolition at	7 %		£25,970	£31,164
Total			£422,940	£507,528

			Ex VAT	Inc VAT
Total Rebuild Cost Assessment			£5,613,947	£6,736,736

How was the rate calculated?

BCIS is the Building Cost Information Service of RICS (Royal Institution of Chartered Surveyors) and is used where applicable, however, this is not always suitable for all types of property and other industry standard quantity surveying data may be used.

An explanation of how this was calculated is set out below.

1. Using reference to various BCIS model categories and experience of valuing similar structures, we have applied rates of **£1,250 - £4,500/m²** to arrive at the Rebuild Cost Assessment.
2. The rates chosen are in the **median to highest** range and allow for the decorative features, conservation area location and Listed status as appropriate.
3. We have applied reduced professional fees of 7% for the band rooms and miscellaneous items.
4. An amount of **£171,000** has been applied for structures that are adjacent to the building, such as: boundary walling and railings.
5. BCIS location index of **South West Region 101** has been applied.

How long will the rebuild take?

Using BCIS and other industry standard quantity surveying data, we suggest that you should think in terms of at least **36 months** (example Town Hall and offices) being necessary should a complete rebuild be required. Please see notes within the INSTRUCTIONS AND BASIS OF ASSESSMENT section for more detail.

Additional information in respect of the re-build period.

1. BCIS rebuild period estimated at **24 months + 12 months** for design, planning, site clearance and contractor procurement process.

Should I include VAT?

We would always recommend that you obtain professional advice from an accountant or local VAT office before making a decision to include or not include VAT within the sums insured. The Assessment includes a VAT breakdown and you can include or remove any element of VAT from the VAT breakdown as appropriate depending on the advice you receive.

How often should there be a reassessment?

We would recommend this property is reassessed every **3 years**. Please discuss with your broker or insurance agent with regards to indexing these rates for the next period prior to a reassessment.

Additional information in respect of reassessment

1. Costs of materials and labour in the construction industry have risen faster than general inflation in the last few years.
2. Any structural changes, extensions or changes of use to the property will require a new Rebuild Cost Assessment.

DESCRIPTION

Property Details

1. Town Hall and Offices

Comprises a decorative ashlar front with frosted/glass/Perspex roofed former corn exchange with reception area and brick and slate roofed three storey offices and meeting/court rooms. There is a cellar and former cells as well as WCs and comfort facilities. Grade II* Listed structure.

2. Watson Hall

Mainly single storey memorial hall including theatre stage and changing rooms; meeting rooms; bar and WCs. Constructed in brick, rendered brick and concrete block with slate and felt roofs.

3. Gloucester Road Toilets

Brick and tile roofed single storey public WC facilities.

4. Oldbury Road Toilets

Brick and tile roofed single storey public WC facilities.

5. Museum

3 storey timber framed and brick former dwellings with tile roofs converted into museum space. Grade II* Listed structure and railings.

6. Band Rooms

Single storey brick and slate roofed band rooms adjoining Watson Hall

Information Sources Include

Google Earth:	Yes	Street View:	Yes
Find Maps:	Yes	Bing Maps:	No
Zoopla:	No		
Rightmove:	No		
Historic England:	Yes		
Local Authority Planning:	No		
Valuation Office:	No		
Other Industry Standard Quantity Surveyor Data:	No		
Royal Institution of Chartered Surveyors (BCIS) Data:	Yes		

PHOTOGRAPHS



Town Hall front



Town Hall Rear



Internal view of Town Hall former Corn Exchange



Inner view towards offices



Entrance to Watson Hall



Inside Watson Hall



Gloucester Road Toilets



Oldbury Road Toilets



Museum



Side of Band Rooms



Google
Aerial View of Town Hall

1. INSTRUCTIONS AND BASIS OF ASSESSMENT

- 1.1 Our rebuild cost assessment (the **Assessment**) is an estimate of the rebuilding costs in the event of a total loss of the property based on the gross external area and typical rates per square meter for the building use and type/quality of construction and excluding the contents of the property.
- 1.2 The external square meterage of the property is obtained from the site survey.

2 THE ASSESSMENT

Costs included in the Assessment

- 2.1 In calculating the Assessment figure we have:
 - 2.1.1 included an appropriate sum to cover the cost of debris removal and architects, consulting engineers and surveyors fees. Please note a higher level of fees could apply if the property was partially damaged. The sum we have included has been calculated on the basis of a total loss and assumes that no original architectural, engineering or surveying documentation is available to be re-used;
 - 2.1.2 included an appropriate sum to cover the cost of complying with the current Building Regulations;
 - 2.1.3 made an allowance to take into consideration the listing of the property and its location in any conservation area and/or world heritage site;
 - 2.1.4 made an allowance for all foundations appropriate to the building
 - 2.1.5 made an allowance for other permanent structures adjacent to the property.

Costs excluded from the Assessment

- 2.2 In calculating the Assessment figure we have:
 - 2.2.1 excluded piled foundations and ground improvement costs from the assessment unless noted in the comments section of the report;
 - 2.2.2 made no allowance for road closures or diversion of major services;
 - 2.2.3 made no allowance for any amount required for excavation, replacement or stabilisation of land under or around the property including shoring up and support;
 - 2.2.4 made no allowance for any costs of demolition of pre-stressed or post tensioned concrete structures appropriate to the building
 - 2.2.5 made no allowance for any value in salvaged materials;

- 2.2.6 made no allowance for the removal of any hazardous materials (including asbestos) or any improvements needed to unstable or contaminated land found post demolition of the property or other permanent structures;
 - 2.2.7 made no allowance for any fees arising from any issues referred to at paragraph 2.2.6 above. The necessity, extent and cost of such work cannot be reasonably determined without a detailed investigation beyond the scope of the rebuild cost assessment;
 - 2.2.8 made no allowance for cost inflation over the elapse time from the date of an event that results in the need for a complete rebuild and the completion of that rebuild;
 - 2.2.9 made no allowance for occupiers fitting-out works, fixtures fittings or furnishings. However, in assessing the extent of the building structure, services and fittings, we have made reasonable assumptions in respect of the inclusion of items which may have been installed by tenants but which, by nature of their degree of permanence or annexation to the structure have inured to the benefit of the owner;
 - 2.2.10 made no provision in respect of process, plant and machinery, fitting out works and the like, in respect of which, further advice should be taken;
 - 2.2.11 made no allowance for upgrading or improvements that may be incorporated in the redesign of the property.
- 2.3 We have also excluded:
- 2.3.1 from the external works in the Assessment allowances for all trees, shrubs and soft landscaping and grassed areas; and
 - 2.3.2 from the Assessment claim negotiations fees for loss assessors

Rebuild Period

- 2.4 The time it takes to rebuild the property will be influenced by many factors such as the nature of the event that caused the destruction, the extent of damage, the drafting of plans and securing of permissions, the availability of labour and so on. For example, any reconstruction work may be delayed due to the need to consult interested parties e.g. a mortgage company. It can also take time to source suitable building materials and draw up revised plans which will meet current Building Regulations. These will extend the period of reconstruction and therefore, depending on the property, greater inflationary factors may need to be taken into account than one may find in stated industry standards.
- 2.5 From the information we have available, we have suggested a timeframe being necessary should a complete rebuild be required. This is noted under the Rebuild Cost Assessment Breakdown. A longer period may be necessary depending on individual circumstances.
- 2.6 The period given assumes that planning and rebuilding proceeds expeditiously to completion following the event.

3 VAT

3.1 The Assessment does not extend to advising you on whether all or any elements of your rebuild cost will carry VAT and thus need to be included when determining the building sum insured for insurance purposes.

3.2 Consequently the Assessment will always include a VAT breakdown for all elements of the rebuild cost and it is entirely at your discretion and risk as to whether you choose to include VAT on all or any element when arranging your insurance policy.

4 ASSUMPTIONS AND PRINCIPLES ADOPTED FOR THE ASSESSMENT

4.1 The Assessment is our opinion of the rebuild cost of the property for insurance purposes using current rebuilding costs and assumes tenders are sought in competition or realistically negotiated and is not related to the open market value of the site or the building.

4.2 Our Assessment is based on the assumption that the property is totally destroyed or damaged to such an extent that total reconstruction is required.

4.3 The Assessment assumes that rebuilding of the property in its present size, form and position will be permitted by the Local Authority in relation to:

4.3.1 current Building Regulations, but we recommend you clarify the position with them;

4.3.2 Local Authority Planning Policy. Such policy, which determines the extent to which sites may be developed, varies from time to time and we recommend you clarify the position with the Local Authority.

5 LISTED BUILDINGS – SPECIAL NOTES

5.1 Depending upon the category of listing and the viewpoint of the relevant Local Authority conservation officer, the ability to use modern construction methods and/or materials will vary considerably. Where the property or part thereof is listed the Assessment assumes the use of modern construction techniques and modern materials except where the use of historic (pre 1900 AD) methods of construction and materials and the salvaging and reuse of existing materials are essential to the preservation of the historic character of the property and/or were a specific condition in the decision to list the property or part thereof.

5.2 The Assessment allows for the cost of taking down the remaining structure and salvaging of materials for re-use or replication. It also allows for the excavation and, where practicable, conservation of the debris and recording of the remains together with the cost of any research necessary for reasonably accurate (but not meticulous) reinstatement.

DISCLAIMER

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