

ATHENÆUM
CENTRE FOR THE
COMMUNITY

Registered Charity 1086353

PATRON – LADY SILVY McQUISTON

All correspondence to: Mrs K M Nicklin, Secretary, c/o Chedlanger House, 147 Bath Road, Warminster, Wilts, BA12 7RZ
Telephone 01985 847293 - Facsimile 01985 847487 - E-mail kimm.nicklin@btconnect.com

Our Ref: ATH-06-934
Your Ref:
Date: 15/06/2022

Warminster Town Council
Sambourne Rd
Warminster
BA12 8LB

Dear Town Clerk

I am writing to ask if the Town Council, as Trustees of the Harold Dewey Will Trust, will consider part funding the restoration and redevelopment of the Wiltshire Council (WC) building in the Close, known as the Old Youth Centre.

The Trust have agreed a CAT transfer of this building, which was redundant to WC needs in July 2019 with a 3-year contract exchange period. The transfer documents are all signed, and it has been agreed that the building will be handed over to us on 22nd July 2022.

This is a momentous occasion for us and the Town. When we first approached the Charities Commission in 1998 to convert the old 1850's Athenaeum and Bleeck Memorial Hall Trusts into a modern trust suitable for a combined Arts and Community Centre, we could not have imagined what the next 25 years would bring.

One of the most significant issues we had to deal with was the history of four separate buildings and how the Athenaeum thus evolved. We have raised and spent more than £750,000 to date in restoring the dilapidated premises, and we still have lots to do to complete our ambitions of 20 years ago. Our restoration plans have all progressed slowly and carefully managed within our financial means. We now have a major challenge ahead with the re-amalgamation of the Close building with the main Athenaeum building.

In 1895 the Town Council predecessors, The Warminster Urban District Council (WUDC), became the Trustees of the two Athenaeum Trusts. Their plans were as ambitious then, as ours are now, and we hope that WTC in 2022 will rise again to this occasion with us. In 1899 WUDC decided to build a new school based upon the Trust's main objectives. This school was completed in 1901 and a 121-year history has thus evolved. One of the most significant parts of this schools' history was to appoint a Mr Harold Dewey as the Headmaster in 1914 until a new school was built in 1931 at the Avenue when he transferred.

The Close building was taken over by the Wiltshire County Council under the 1945 Education Act, transferring all schools to a single educational system, WCC and WC have been in possession of the premises ever since that acquisition. Harold Dewey's headmasters room is now the bar in our main function rooms, which was next to the main link at first floor level to his school rooms.

We believe that it is a most fitting and suitable purpose for funding from his Will to be made available for the amalgamation of these premises, and be suitably named in his memory, especially as all of the premises are 'owned' by the people of Warminster, irrespective of age or membership etc., and held in Trust for perpetuity.

Continued.....

We have attached a copy of our current Restoration and Redevelopment proposals for the entire Athenaeum premises which explains the details of our proposals and welcome any comments or queries that you may have. The total cost of this final phase X of our plans is estimated at £120,000, and in Annex 2 there are details of what we have to do to complete this work, and how we will fund it. Our request is for a 50% cost of the works with the remaining sums being acquired by an Area Board grant application, our own funds and a new building loan.

In 2016 WTC made their Neighbourhood Plan and Policy E4 states that '*the creation of an enlarged amenity for arts and cultural activities suitable for all ages will be supported*'. The trust is well ahead in that creation and suitable funding from CIL and specific Section 106 agreements would also help us to achieve those ambitions for the community of Warminster.

As Chairman of the Trustees for the past 25 years, I would be very keen to be invited to address the Finance Committee in June, and full council in July to personally explain our ambitions for Warminster and the Athenaeum Centre for the Community.

Yours faithfully

A J Nicklin
Chairman of the Trustees

THE WARMINSTER ATHENÆUM CENTRE FOR THE COMMUNITY

PHASES VII to X RESTORATION WORKS – JUNE 2022

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1. RESTORATION SYNOPSIS

We want to make a difference, and after 172 years the Warminster Athenaeum Trust continues to do just that for the people of Warminster. However, we are always facing challenges regarding the upkeep of the Grade II listed building, and all of its unique characteristics, and always keen to provide the best and most up-to-date facilities where we can. We are currently facing two big challenges with our building and its outdated facilities: -

- Shortage of private and secure Dressing Rooms
- The Community Asset Transfer (CAT) of the next-door Close Centre building.

This report has been prepared for the Trustees to evaluate the opportunities and costs associated with the construction of 2 extensions to the Athenaeum Centre for the Community. The report is to be presented to Warminster Town Council (WTC) and Wiltshire Council (WC) for them to determine if the project fulfils their criteria for further financial assistance.

i. DRESSING ROOMS

We currently have three small dressing rooms: -

- The group room 3m x 8m, which accommodates 6 mirror make-up places, from 1969
- The 'Star' Dressing Room of only 2m x 3m, which accommodates 2 make-up places, from 1879
- The 'Kitchen' which serves a dual purpose by providing another two make-up places, from 1879

In total we can accommodate 10 artists comfortably but regrettably does not take into account any privacy for different sexes, or more importantly, any privacy and security for young performers, especially for the changing of costumes etc. We are therefore in desperate need of proper child safe and secure dressing rooms in these challenging times.

Our current facilities are no longer appropriate or safe for children of all ages to come together with adults at the same time for changing into and out of their costumes. Young performers (ages 3 – 16) must be segregated into 3 age groups for each gender (currently 2) and be chaperoned in order to be allowed to take part in shows on stage. The current facilities fail to provide this comfort or security. We are therefore always having to allocate other rooms in the building, not always near the stage, in order to ensure that all performers can be catered for with some security and privacy.

Our solution to this problem is to build the additional facilities. The current back-stage facilities are located in a single story part lean-to building, built in 1879 as meeting rooms. We have planning approval to extend upwards with a new extension built as a first floor on top of the same footprint as the ground floor. This is the simplest and most economic construction works that will satisfy our needs.

Refer to Appendix 1 for details of these proposals.

WTC have paid £10,000 to the Trust from Community Infrastructure Levy (CIL) to cover costs for works which has started on the application supporting information.

ii. THE CLOSE CENTRE

The second challenge is to reinstate the Close Centre building originally built by the Athenaeum Trust in 1901 as part of the Athenaeum Centre and use the facilities to extend the current purpose of the Trust. By doing so we anticipate that the central Auditorium and Theatre facilities will be improved significantly by having these extra rooms and facilities. They will provide more flexible use of the rooms both at the first-floor level, currently rehearsal and training rooms, and at ground floor, where we can provide pre-show lounge and bar comforts in addition to a varied day time use.

Refer to Appendix 2 for details of the proposals, and history of the 2 buildings

2. THE RESTORATION BACKGROUND

The Restoration of the Athenaeum building commenced in 2000 with a plan to separate the works into eight Phases. Phase I to VI were completed by 2015, leaving the most challenging VII and VIII until further financial support could be achieved, together with the necessary planning approvals.

The six Phases I to VI completed so far have raised and spent more than £700k on the Centre.

The Phases VII and VIII were the last of the original 8 Phases planned in 2000 for the restoration and refurbishment of the Warminster Athenaeum, following the formation of the new Trust in 2000, which amalgamated the original 1850 Athenaeum Trust and the 1879 Bleeck Memorial Hall Trust.

The Phase VII consists of the complete refurbishment of the theatre's technical facilities and the restoration of the Auditorium seating and décor. The technical facilities require new infrastructure and reduced energy usage. It is planned to recreate the Victorian style décor and sympathetically enhance some of the features of this Victorian Hall.

Phase VIII is the construction of an extension at the rear of the stage and auditorium, providing new gender segregated dressing rooms facilities on the first floor, with improved and accessible facilities on the ground floor. These will provide full wheelchair and ramp access, together with an internal link between the two buildings at the rear.

Refer to Appendix I for quotations received for the professional work on Phases VII and VIII.

Further to the original planned eight Phases, the Close Centre next door has now been transferred to the Athenaeum Trust under a Community Asset Transfer (CAT), and hence have created two further Phases of the redevelopment programme. These are referred to as Phase IX - "Amalgamation of the 1st Floor", and Phase X, "Amalgamation of the Ground Floor and external curtilages".

Phase IX was completed at a cost of £105,000 in 2020/21 during the Covid lockdown. Phase X has been costed at £120,000.

Refer to Appendix 2 for the costs and amalgamation proposals of the two original Athenaeum Buildings.

3. THEATRES TRUST / LOTTERY FUNDING

Tony Nicklin (**TN**) and Tony Jackson (**TJ**) met with the Theatres Trust on site on 15th November 2020 and reviewed the plans. Guidance was sought as to the suitability of our project for Lottery Funding. Advice was to continue to develop the project details in order to satisfy the correct and timely Lottery Procedures. **TJ** will continue with the contact and obtain the detail requirements of the next stage of an application. **TN** will continue to develop the planning and construction details with budget costings.

We have not progressed on the new phased development VII and VIII since the last report of 25.01.2021 due to Covid lockdown. We have however been supported with Covid-19 funding under the Culture Recovery Fund and the Theatre Re-opening Fund both of which are Lottery funds managed by the Theatres Trust. They have also funded 50% of a new Covid-19 ventilation scheme throughout the building completed May 2022.

4. CURRENT STATUS

Phase VIII Planning permission (PP) and listed building consent (LBC) was granted on 27th May 2020 valid for 3 years. The costs so far to achieve the PP and LBC, were £5,291 with a grant from Warminster Town Council of £2,000.

Phase VII, IX, and X do not need planning permission except for the need to keep all works within the regulations applicable to our Grade II Listing.

5. PHASES VII and VIII WAY FORWARD

The Appendix 1 shows the details and costs of the professional works needed to take these Phases forward.

There are four stages planned for the way forward for the Phases VII and VIII: -

Stage 1: to prepare the details needed to supplement the PP & LBC already granted. This requires: -

- The appointment of a Structural Engineer to examine the details of the Structure for budget costings
- The appointment of a Quantity Surveyor to prepare an initial budget and costs prior to contract works
- The appointment of the Architect to coordinate the works up to and including Stage 3

Stage 2: is to prepare a detailed project application to the Lottery Commission in order to help raise the estimated costs of £400,000. It is assumed that no specific costs will be incurred for this stage.

Stage 3: will depend on the details needed for stage 2, but the professional team will need to have extended appointments when the funding has been realised, and budget approved.

- The Structural Engineer to complete the details for the building construction approval
- The Quantity Surveyor will be required to prepare the bills of quantities and the contract documentation, ready for issuing the tender enquiry documents

Stage 4: following the receipt of the tenders and the intention to appoint a builder to carry out the works: -

- The Architect will be required to prepare any other details for the execution and management of the works in accordance with RICS procedures and prepare the submission for Building Regulations Approval.
- The Quantity Surveyor will confirm the receipt of tenders, agree any discrepancies and recommend a nomination. The QS will then prepare the interim valuation requirements, payment recommendations and administer the contract through to final account agreement.

6. PHASE X WAY FORWARD

The Appendix 2 identifies all of the requirements for the completion of Phase X. There are no real stages. Each of the required upgrading, or restoration and refurbishment needs, are listed in 15 work schedules. Not all of the 15 stages need to be completed at the same time. Part funding would allow certain urgent works to be completed in a priority order, which has been listed in the appendix if appropriate funding can be raised.

The Phase X is not currently linked with the Phases VII and VIII, however opportunities here have been identified for an alteration to the approved Phase VII extensions with a new access link, at the rear of the two properties, to simplify the access and fire escape facilities between the newly amalgamated building.

The total estimated cost of the reinstatement, restoration and refurbishment is in the order of £120,000

7. TIMESCALE AND FUNDING OPPORTUNITIES

The timescale for the Phases VII, VIII and X have not been fully determined due to the cost of the projected works. We have however provisionally ringfenced the following sums from our reserve funds for these future works.

Phase VII	£20,000 (not active)
Phase VIII	£12,299 (active works)
Phase X	£10,000 (not active)

There are also minor general restoration works being undertaken currently e.g. updated ladies and gents toilets and Covid room ventilation schemes, and these will continue as part of our regular upgrading plans.

Phase VII is part of the larger combined works with Phase VIII costing an estimated £400,000. The £20,000 in hand would be well spent on urgently needed redecoration works in the Auditorium, particularly to the ornate wall plasters, however this may prejudice future funding applications if the works had already started. These are normal conditions for lottery funding projects.

Phase VIII works currently being undertaken are the necessary works for the Architect and Surveyors to expand the planning application details in order to secure a firm budget of costs. Due to the scale of the works required this reserve sum will be fully expended during the remainder of this year 2022.

Phase X works are sufficiently independent of other Phases such that they could start immediately the CAT contract has been completed on 31st July 2022. However the £120,000 cost of the proposed works needed to amalgamate the two buildings will require a major investment, which the Trust is not currently able to identify and will require considerable support from outside sources. An application to the Warminster Town Council (WTC) and Wiltshire Council (WC) is the current plan to secure these funds.

This Phase as well as Phases VII and VIII fit perfectly into the Warminster Neighbourhood Plan Policy E4 which says that "*the creation of an enlarged amenity for the arts and cultural activities suitable for all age groups will be supported*"

8. THE H.N DEWEY WILL TRUST

The Harold Dewey Trust was set up in 1971 with funds left in Harold Dewey's will to the Warminster Urban District Council (WUDC) for the benefit of the people of Warminster. The very same council that were the Trustees of the Athenaeum Trust in 1896, and builders of the Close School opening in 1902 once it had been completed as an extension of the Ath. The Warminster Secondary School, as it was formally called, was built onto and linked to the Athenaeum Trust's building on both levels. Harold Dewey was a teacher and became Headmaster of the school in 1914, before it moved to the Avenue in 1931. The headmasters' room is now the Athenaeum Function room bar. Harold Dewey was also a WUDC Councillor for 49 years, and upon his death in 1971 he requested the funds be used for the benefit of the Warminster Community. These funds are now managed by the current WTC.

How fitting that the Close School should now be re-united in 2022 with the Athenaeum to form the enlarged Athenaeum Centre for the Community, and that the WTC are still Trustees of the Athenaeum, but this time in partnership with the inhabitants of Warminster. It is therefore appropriate that the Trust should make a formal approach to the WTC for funds towards the re-amalgamation of the two buildings.

9. BORROWING

The Appendix 1 identifies the costings of the combined Phase VII and VIII, and Appendix 2 identifies the costs for Phase X. Both show the need for substantial new funds to be raised by the Trust, as there is a clear indication that there will be a considerable shortfall of our reserves. The trust has previously extended into a secured loan from ACRE for £20,000 in 2012 which was necessary to complete the Phase VI Toilet Block. These works were completed on budget, on time and repayment in accordance with the loan agreement. The Trust has therefore been confident in obtaining a loan and previously a repayment rate of £4000 p.a. for 5 years was achievable.

Phases VII and VIII will have to proceed further with its discussions with the Lottery Fund. A shortfall of funds would probably exceed £100,000 and the Trustees would not be able to repay this order of loan over a short period of say 5 years again, but a mortgage period of say 20 - 25 years for these combined Phases, which would transform the Athenaeum Centre, could be the best solution. This approach needs further consideration and research.

The Phase X costs of £120,000 could be achieved by the application to WTC for a grant of £60,000 from the HN Dewey Will Trust, which together with our reserves and a short period loan would achieve our ambitions as soon as this year 2022.

This could be achieved by: -

Dewey Trust Grant	£60,000
Current Reserves (June 2022)	£10,000
Area Board Support	£5,000
Further Support Others	£20,000
Balance to be Achieved by loan	£25,000
	£120,000

Justification of a loan would be confirmed by the availability of a substantial additional area of the centre being available to hire and recover the outgoing loan repayment costs.

Further work is ongoing to consider how the ground floor of the old Close Centre building can now be let to outside groups with its formidable facilities. The area would be very suitable for a full-time day nursery or professional drama or arts school. There are many opportunities to consider all of which would fall within the remit and purpose of the Athenaeum Trust.

10. DRAFT TIMETABLE

	Description	2022	2023	2024	2025
1	Identify current available funding (See section 7)	Done	-	-	-
2	Identify project Costs - Phase VII £80,000 - Phase VIII £320,000 - Phase X £120,000	Done Done Issue Tenders	Issue Tenders Issue Tenders -	-	-
3	Complete planning details	Phase X	Phases VII & VIII	-	-
4	Apply to WTC and WC	Phase X	-	-	-
5	Apply to Lottery Fund	-	Phases VII & VIII	-	-
6	Secure Funding	Phase X	Phase VII	Phase VIII	-
7	Project Spend - Phase VII £80,000 - Phase VIII £320,000 - Phase X £120,000	- - 60,000	25% 25% 60,000	75% 75% -	- - -

APPENDIX 1

PROFESSIONAL WORK REQUIRED for PHASES VII and VIII AND QUOTATIONS RECEIVED

1. Architect: Alan Moon and Associates (AMA)

- a) AMA prepared the original planning permission application and have now prepared their proposals to take this project further to agreement with WC of the reserved planning matters (REM's).

AMA will prepare a full set of construction drawings and submit for Building Regulations approval, supported by the Structural Engineers design scheme with calculations, and any other Consultants appointed e.g., QS, M&E Party Wall Surveyor.

The fee for this work	£5,250
Postage Printing & Travelling Costs	£500 est.

- b) In conjunction with the Building Regulations approval, AMA will work with other consultants for the preparation of schedules and detail drawings as required for the execution of the work.

The fee for Construction Detailing	£3,000
Further works to examine other reports	
Hourly rate £85/hr x 40 hrs	£3,400
Postage Printing & Travelling Costs	£300

- c) Following appointment of Contractor, to monitor and inspect construction works in conjunction with the Q.S.

Hourly rate £85/hr x 48 hrs	£4,080
Postage Printing & Travelling Costs	£1,200

2. Wiltshire Council:

Building regulations fee to include a Fire Officer Consultation Structural Engineers appraisal, as well as plan checking and site inspection.

Fee Proposed	£2,200 plus VAT
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3. Structural Engineer:

Clegg Associates have acted on behalf of the Trust on the previous phases V and VI including other pro bono consultations. They have prepared their fee proposal for Design Advice, with 2 site visits, for the proposed works.

Fee Proposed	£1,880 plus VAT
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4. Quantity Surveyor:

Nixey Powell Partnership have acted on behalf of the Trust on the previous phases V & VI. They have started their works with a full appraisal and recording of the condition of both buildings, together with a full property valuation for Insurance purposes. Their fee proposal is as follows:-

- a) To work with the Architect and Structural Engineer to prepare a budget cost estimate in accordance with RICS rules, to assist in securing funding at

£75/hour x 40 hours.	£3,000 plus VAT
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- b) Preparation of Bills of Quantities and forms of contract , Contractor selection and evaluations of tenders. Preparation of Contract documents and reports to Trustees.

	£7,500 plus VAT
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- c) Post Contract preparation of Interim valuation and issue of payment recommendations up to final account
£6,000 plus VAT
- d) Contract Administration
£750/month x 6 months £4,500 plus VAT
Postage Printing and Travelling £1,500 plus VAT
- e) Reinstatement Cost Assessment for project insurance purposes of the Athenaeum Centre
£3,250 plus VAT
- f) Reinstatement Cost Assessment for project insurance purposes of the Close Centre
£1,950 plus VAT

Note: Items e) and f) have done and awaiting full report.

5. Mechanical and Electrical Consultants (M&E):

Building regulations approval will need to be satisfied by preparation of M&E specification and drawings based upon the approved building works as well as the Energy Performance calculations

M&E £85/hour x 50 hours	£4,250 plus VAT
Energy Consultant quote	£806 plus VAT

6. Contingency Sum:

This is an allowance to include for Extra information that may need to be sought, including advice regarding the Party Wall

£3,500

FINANCIAL PLAN & STAGES

With the Professional fees known, we now need to proceed with the further preparations. We must firstly confirm our Expression of Interest with the Lottery Commission, and then reach a clearer understanding of the costs of this project. We should now move to complete Stage 1 preparations, particularly where the costs are so dependent on the outcome of the engineering matters, and appoint the Architect and others accordingly.

STAGE 1 has commenced after approval of funding by WTC from the CIL money (May 2021)

STAGE 2 will await responses from Lottery Commission, with NO costs anticipated

STAGE 3 is subject to satisfactory conclusion to Stage 2 negotiations, awaiting Tenders

STAGE 4 is subject to tenders coming back within budget and prior to start

COST CENTRE	STAGE 1	STAGE 3	STAGE 4
1. Architect AMA			
– Building Regulations Approval		2,250	3,000
– Costs		500	
– Construction Drawings and detailing		2,000	1,000
– Other reports	1,400	1,000	1,000
– Costs	300		
– Construction Supervision			4,080
– Printing, & Travel Costs			1,200
2 Wilts Council			
– Regulations Fee			* 2,200
3. Structural Engineer			
– Design Advice	* 600	* 1,280	
4. Quantity Surveyor			
– Budget Cost	* 3,000		
– B of Q's & Contract		* 7,500	
– Post Contract Variations			* 6,000
– Contract Admin			* 4,500
– Costs			* 1,500
– Insurance Assessments	* 5,150		
5. M & E Consultants			
– Prepare Design	* 2,000		
– Installation Details		* 2,250	
– Energy Performance Calcs			806
6. Contingency Sum Including Party Wall Surveyor	1,500	1,000	1,000
SUM	8,800	17,780	26,286
VAT	2,150	2,206	3,001
TOTAL	10,950	19,986	29,287

* Plus VAT This sum for professional fees represents 15% of the estimated contract value

APPENDIX 2

STAGED AMALGAMATION OF THE ATHENAEUM CENTRE WITH THE CLOSE CENTRE

HISTORY AND BACKGROUND

The Athenaeum was built and opened in 1857, starting a 172 year history of Community Service. The Close Centre was built as an extension of the Athenaeum and opened as the Warminster County Secondary School in 1902 by The Warminster Urban District Council, who had been the Trustees of the Athenaeum Trust since it was reformed in 1896.

For many years the Close Centre operated as the towns Secondary School with a classroom and headmaster's office in the Athenaeum. In 1931 the school closed and was taken over by the Avenue School. From 1935 the Athenaeum, then housing the Palace Cinema, reclaimed its rooms. The two buildings remained separated until the current day. Following the Education Act of 1945 Wiltshire Council took control of the school until the early 1960's when it became the Youth Centre, and later home to the WAVE.

PURPOSE OF THE AMALGAMATION

In 2019, after 6 years of negotiations the Trust and Wiltshire Council agreed to a Community Asset Transfer (CAT) of the Close Centre, which would be merged with the Athenaeum Centre and continue to be run by the Trust as a Centre for the Community.

After exchange of contracts in July 2019 the Trust occupied the first floor of the Close Centre and reopened the connecting doors that used to link the old school rooms. Various works were done by the Trust to update the unused facilities with new LED energy saving lighting and heating changes, but only on the first floor. This project is known as Phase IX and after a £105,000 investment the works were completed in 2021.

The project known as phase X will carry out the same works on the ground floor, together with other important improvements, following the contract completion on 31st July 2022. Possession and occupation of both buildings will then be wholly within the Trust's freeholding, including the old school playground and curtilages. In order to complete the amalgamation, works are also urgently needed to the external fabric of the building, its utilities and an upgrading of all of the services. We will then be in a position to operate the Athenaeum Centre with a new low carbon footprint, efficient control of all energy consumption, and improved facilities for the community of all ages and abilities. This work for phase X will be carried out in four stages subject to availability of finances.

Unfortunately, the fabric at the Close Centre building has not been maintained over recent years, in particular the external structures, and will need much work to be done to make them safe and visually part of the Athenaeum Centre again.

DRAWING SCHEDULES FOR PHASES IX and X

		PHASE IX	PHASE X
ATH-CAT-001	New Zoning Heating System GF & FF 08-01.21	Sheet 2	Sheet 1
ATH-CAT-002	Electrical Distribution Network Schematic 29.01.22	Sheet 2	Sheet 2
ATH-CAT-003	Existing Lighting GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-004	Power Distribution Circuits GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-FP-005	Fire Alarm, Smoke Detectors & Call Points 29.01.22	Sheet 2, 4 & 5	Sheet 1, 4 & 5
ATH-FP-006	Fire Alarm Sounders & Decibel Levels 22.01.22	Sheet 2	Sheet 1
ATH-CAT-007	Emergency Lighting 25.01.22	Sheet 2 & 4	Sheet 1 & 4
ATH-CAT-008	Security Alarm GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-009	Layout of Existing Hot & Cold Water Services GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-010	Proposed Builders Works GF & FF Cellar 08.01.21	Sheet 2	Sheet 1
ATH-CAT-011	Heating Zones & Location of Control Thermostats 29.01.22	Sheet 1	Sheet 1

BUDGET AND EXPENDITURE SCHEDULE

The following proposals is for a 12 month fully funded project, or carried out in stages restricted by the availability of funding. Each stage represents a package of works common to the sub-contract technologies and is an initial proposal of priority of needs.

These works will therefore consist of: -

1. Scaffolding the external walls, in order to clean the stone face, and remove vegetation
2. Inspect the roof and fix loose slates and leaded valleys, secure the stone balustrades
3. Improve external access gates including refurbishment of the steel fire escape
4. Service all steel windows frames (which do not open), stone mullions and casements.
5. Create accessible routes through the playground especially wheelchair accesses.
6. Insulate the first-floor ceilings and attic, and apply secondary glazing where allowed
7. Open up original internal wall and door openings between the 2 buildings on both floors
8. Remove asbestos product wall coverings where exposed and/or not required
9. Allow for further improvements to access mobility and efficient usage around the building
10. Redecoration and replacement of floor coverings
11. Improve boiler and heating control and efficiency by replacement with new units
12. Upgrade electrical distribution and install heat recovery ventilation systems
13. Replace all ground floor lighting systems by changing to LED equipment
14. Modify room configurations and toilet facilities
15. Contingency costs for insurance, inspections, planning permission, licences and records.

BUDGET AND EXPENDITURE PROGRAMME FOR A 1 YEAR PROJECT PERIOD

	Refurbishment	Estimate £	Stage 1 £	Stage 2 £	Stage 3 £	Stage 4 £
1	Scaffolding	5,000	1,000	2,000	1,000	1,000
2	Roof Works	8,000	Nil	3,000	3,000	2,000
3	Fire Escape	3,000	2,000	1,000	Nil	Nil
4	Window Services	10,000	3,000	3,000	2,000	2,000
5	Access Routes	5,000	2,000	1,000	2,000	Nil
6	Insulate Ceilings	3,000	Nil	3,000	Nil	Nil
7	Door Opening	4,000	2,000	2,000	Nil	Nil
8	Asbestos Removal	8,000	4,000	2,000	2,000	Nil
9	Internal Access	3,000	3,000	Nil	Nil	Nil
10	Redecoration	10,000	4,000	3,000	2,000	1,000
11	Boiler Replacement	35,000	5,000	25,000	5,000	Nil
12	Electrical Upgrade	3,000	3,000	Nil	Nil	Nil
13	Lighting Replacement	2,000	2,000	Nil	Nil	Nil
14	Rooms and Toilets	6,000	2,000	2,000	2,000	Nil
15	Contingency Costs	15,000	5,000	5,000	3,000	2,000
	TOTALS	£120,000	£38,000	£52,000	£22,000	£8,000

