

Our Ref: 170756/FG

Enquiries to: Fraser Galloway
Tel: 07341 866 388
email: fgalloway@smitherspurslow.com

14 November 2017

Mrs Sally Cox
Wing Village Hall
Morcott Road
Wing
Oakham
LE15 8SA

by email only: mrssallycox@hotmail.com

Dear Mrs Cox

**Re: MAINTENANCE PLAN FOR WING VILLAGE HALL, MORCOTT ROAD, WING,
OAKHAM LE15 8SA**

Thank you for your recent instruction when you asked us to carry out a maintenance plan for the ongoing preservation and upkeep of Wing Village Hall.

We confirm that our Mr Fraser Galloway and Joanne Welbourn visited the property on 30 October 2017 and met with the building's maintenance manager.

We were able to complete an assessment and our maintenance plan based on what we could see from ground level within and outside the building. A good deal of the roof was beyond our viewpoint.

We enclose our maintenance plan detailing recommendations for each element of the building as well as the surrounding boundaries and hardstandings. Each recommendation has a timescale as to when ongoing maintenance or repair should take place. Also, a rating system has been used to highlight differing levels of urgency and or importance. Level 1 highlights important and urgent items; level 2, less so and; level 3, not that urgent.

We are pleased to note that the building is very well managed, and no immediate works are required to the building. However, due to an array of extensions being added to the original building, the interlocking roof system is complex and comprises of many pitch lines and valleys that are more prone to capture debris and leaves, which can lead to moisture ingress into the building. Management of the roof coverings and the rainwater goods, as noted in the maintenance plan, should be regarded as the key recommendation.

Other items are less pressing although it would seem the exterior is subject to a degree of wear from vandalism and trespass and will require more attention than most buildings, in the form of repointing of the walls and fence repair as featured in the maintenance plan.

Cont'd overleaf.../



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GLASTON HALL
SPRING LANE, GLASTON
RUTLAND LE15 9BZ
t. 01572 822000
e. glaston@smitherspurslow.com



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We trust that you will find the report to be clear and helpful for the maintenance of Wing Village Hall. Please contact us should you have any queries.

Yours sincerely

SMITHERS PURSLOW

FRASER GALLOWAY
BA (Hons) MSc Cert CII ACMI Cert CILA
Building Surveyor

Encs Maintenance Plan
Photographs