



Colney Heath Scout Group
Roestock Park
Admirals Close
Colney Heath
St Albans
Hertfordshire
AL4 0QE

Date: 7th October 2020

Colney Heath Parish Council
Highfield Park Parish Office
Highfield Park Trust Visitor Centre
Hill End Lane
Hertfordshire
AL4 0RA

Dear Clerk and members of the Parish Council,

Roestock Park Scout Headquarters – Reference: CHSG/3/2020

Firstly, please pass on our thanks to the members of the Finance and Governance committee for allowing David Barker to join them at their meeting on 3rd September 2020. It was helpful for us to be able to outline a proposal for how we feel we can positively take things forward the next steps in our negotiations on a lease agreement. As requested, and as agreed in the meeting this letter and attached report outlines a detailed plan and proposal for the Scout HQ.

We are grateful for the recent survey that was commissioned by the Parish Council which we have found very helpful. We have used the findings and recommendations to propose a clear schedule of works that is required in order to bring the Scout HQ to a level of repair that both responds to the concerns aired by members of the Parish Council and most importantly gives a clear road map to ensure that the premises are legally compliant and effectively maintained.

In constructing the schedule, we have utilised the professional services of Matthew Barter MRICS MCIOB Chartered Surveyor and Andrew Stirrat Managing Director of Asbestos Consultancy Vintec Laboratories.

With regards to the survey, we were particularly reassured by the opening statement which stated that *'with the exception of a small number of items, the majority of the recommendations herein comprise maintenance works of a non-urgent nature and could be deferred to subsequent years, subject to any budgetary constraints and any special requirements'*.

As such, we have taken the survey recommendations and subsequent professional advice to prepare a proposed schedule of works that the Scout Group would commit to in order to bring resolution to the current impasse on the lease negotiation.

We have adopted the following format which was suggested and agreed at the recent Finance and Governance meeting:

- Urgent repairs - 'must do' repairs which are required in order to ensure the building is safe and legally compliant and which will enable it to be used for Scouting and other potential users. These works would be carried out on agreement of a lease but before the premises were occupied or public activities in the Scout HQ recommenced.

- Important repairs - repairs that are important to do over an agreed timescale that will bring the HQ up to a good level of specification but are not required for legal compliance reasons.
- Nice to have repairs - those which are technically not required but will improve the aesthetics, experience, useability and improve hiring options for the HQ.

We would propose that the agreed schedule of works is written into the lease agreement. This would address the concerns that have been highlighted by members of the Parish Council and give the necessary assurances in terms of legal compliance as well as the future upkeep and maintenance of the Scout HQ.

Our lease proposal dated 6th February 2020 (Ref: CHSG/1/2020) gave further details of the ongoing commitment we would make to the Parish Council in terms of an annual joint inspection of the premises as well as a more in-depth independent report to be carried out every three years.

We feel that the addition of a detailed programme of agreed works means that our lease proposal made in February is fair, carries no risk or liability to the Parish Council and addresses the concerns that have been raised to date.

In addition, the proposal not only gives the necessary reassurance that the Parish Council have been seeking with regards to safety and compliance of the Scout HQ but it means that, the Scout HQ will once again be able to be utilised for the benefit of local young people and the wider local community – something I know that all parties wish to see.

Finally, and notwithstanding our full and continued commitment to finding an agreed resolution to the current situation, we feel obliged to express our concern over the minute from the Finance and Governance meeting which read: *"Concerns were raised over the previous history of the group to maintain the building over the past 20 years and the confidence to upkeep the building to a required standard in the future"*.

Whilst we accept that the Scout HQ has fallen behind a planned schedule of works over the last few years, the minute from the meeting wrongly implies that the Scout HQ has not been maintained over a 20 year period. We feel this is inaccurate, unhelpful and most importantly disrespectful to the many volunteers and professional tradesmen/women in the local community (and beyond) who have invested many hours of their time as well as hard earned funds to keep the Scout HQ at a reasonable level of repair for the benefit of local young people (and other groups/members of the community). I would ask therefore that members of the Council clarify/rectify this minute in order for it to reflect a more accurate record of the actual situation.

We are keen to move things forward and I hope that you find the attached schedule helpful and a clear indication of our continued commitment to bring things to an agreeable resolution.

Many thanks again for commissioning the recent survey. In conjunction with the additional professional advice we have received we feel that we have been able to provide a clear way forward for further discussions.

We look forward to your response.

Kind regards,

Tom Llewelin
Chairman Colney Heath Scout Group

Colney Heath Scout Group

Proposed Schedule of works for the Scout HQ in Roestock Park

10 year outlook - drafted September 2020

Based on findings from Brasier Freeth Survey (23/07/2020) and professional advice from MB Surveyors Ltd & Vintec Laboratories Ltd.

1. URGENT REPAIRS (to be completed before access to the public is granted)

These are considered 'must do' repairs which are required in order to ensure the building is safe and legally compliant and which will enable it to be used for Scouting and other potential users.

No	Item	Description	Remedy	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
1	Hall ceiling	Damaged or loose lining panels need refixing or replacement	Remove, refix or replace any loose or damaged fibre board ceiling panels.	x									
		Asbestos management plan	Implement Asbestos management plan to inspect ceiling panels and provide ongoing review, inspection and maintenance.	x	x	x	x	x	x	x	x	x	x
			Relevant material to be labelled with appropriate asbestos warnings and monitored for signs of deterioration and damage.	x									
			Medium term plan to be drawn up to investigate feasibility of replacement of main hall ceiling over a fixed period of time.	x	x	x	x	x	x	x	x	x	x
2	Fire Safety	Fire detection	Prepare a Fire Safety Management Plan & Fire Risk Assessment.	x									
			Installation of integrated fire detection system.	x									
			Rear fire exit – wheelchair accessible refuge away from building.	x									

No	Item	Description	Remedy	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	
3	Electrical	Management plan & emergency lighting	Prepare electrical risk assessment and management plan.	x										
			Install emergency lighting.	x										
			5 yearly fixed wiring test.	x				x						x
			Secure incoming supply cupboard	x										
4	Gas	Inspection	Annual gas safe inspection	x	x	x	x	x	x	x	x	x	x	
			Fit carbon monoxide detector	x										
			Secure incoming supply in boiler cupboard located in the kitchen area	x										
5	Legionella	Management plan	Prepare risk assessment and management plan.	x										
			Ensure periodic inspection	x	x	x	x	x	x	x	x	x	x	x
<p>Although not technically required from a legal compliance/health & safety perspective we also propose to undertake the following areas of work before use of the facilities recommence. This will ensure that the facilities are meeting sensible good practice provision.</p>														
6	Toilets	Hot water	Add hot water facility in the hand basins of the toilet facilities and provide hand drying facility.	x										
		Cistern	Repair faulty cistern in the ladies toilet	x										

2. IMPORTANT REPAIRS (unless significant deterioration these to be completed within years 1-3 of lease signing - with a regular programme of planned maintenance) These are repairs/improvements/maintenance that are important to do over an agreed timescale that will bring the HQ up to a good level of specification but are not required from a compliance perspective.

No	Item	Description	Remedy	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
1	Windows	The building is concrete framed and therefore the only load over a window will be at a maximum the two concrete panels above. As such this does not pose any health and safety risk.	Any future programme of window replacement will include removal of the concrete panels above and installation of insulated internal and external cladding.		x	x							
2	Disability access	Audit & Toilets	The requirements of the Act are somewhat subjective particularly for membership organisations such as Scouting around reasonable adjustments. However, we propose undertaking a full DDA Audit and commitment to provision of a disabled accessible toilet within the first year of the lease. Extractor fans to be provided in both male & female toilets.	x									
3	Roof	There are no obvious leaks or damage to the roof but some of the fixing bolts need attention and there is a build up of moss. Lichen and other vegetation.	Carefully clean all vegetation and debris from roof surfaces and undertake repairs to any damaged roof sheets or verge trims. Apply Asbestoseal or similar coating to asbestos and add warning labels to any exposed areas of underside. Undertake regular inspections and identify remedial works. A longer term plan will be investigated for a potential full replacement of the roof.	x	x	x							
5	Rainwater goods	Some minor repairs and periodic maintenance required.	Repair and ensure ongoing maintenance of rainwater guttering, downpipes and drains	x	x	x	x	x	x	x	x	x	x

No	Item	Description	Remedy	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
6	External Garage	Maintenance plan/replacement	As part of the Asbestos management plan we would intend to either replace the roof on the external garage or seek to replace the building completely.		x	x							
7	Grounds & Boundaries	Maintenance of grounds	Install handrail to entrance ramp Regular maintenance/grass cutting etc	x									
				x	x	x	x	x	x	x	x	x	x
8.	Fire detection	Fire rated doors	As per survey recommendation we will consider replacement of identified escape route door.	x	x								
9.	Floors and door mats	Maintenance	Ensure floors are kept in good state and floor mats do not present any trip hazard.	x	x	x	x	x	x	x	x	x	x
10.	Heating	Guards	Install guards to existing radiators	x									

NICE TO HAVE REPAIRS (unless significant deterioration these to be completed within years 1-5 of lease signing - with a regular programme of planned maintenance)
Repairs/improvement/maintenance which are technically not required but will improve the aesthetics, experience, useability and improve hiring options for the HQ.

No	Item	Description	Remedy	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
1.	Internal & External decoration	Maintenance	Five year programme for painting, redecoration		x					x			