

CREDENHILL PARISH COUNCIL

ASSET MANAGEMENT WORKING GROUP MEETING **HELD ON 12th NOVEMBER 2025**

PRESENT:

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Paul Beechey (PA), Councillor Mr. Andrew Slater (AS), Councillor Mr Paul Warrington (PW).

Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

1. Review of Planned Preventative Maintenance Survey- Completed by Berry's on 9th September 2025

Executive Summary from the report:

“The Sports & Social Club, Credenhill Community Hall, Resource Centre, and Roman Road Changing Rooms are generally in fair condition throughout with no significant structural defects identified to raise concern. Our report highlights several salient points which will require addressing in the short term to aid in preventing further significant issues. Additionally, a number of more minor points are also raised for your consideration.”

It was noted that since the first surveys completed in 2020 significant progress has been made by the Parish Council and tenants to address issues raised and that the report did not raise any significant concerns that we were not already aware of.

Looking ahead the overall estimated costs of addressing all of the issues highlighted in the report are as follows:

Building	Total Estimated Cost (10 Years)	Annual Budget Requirement
Resource Centre (The Life & Soul Kitchen)	£11,095.00	£1,109.50
Community Hall	£30,942.50	£3,094.25
Social & Sports Club	£30,965.00	£3,096.50
Roman Park including Changing Rooms	£7,002.50	£700.25
Total	£80,005.00	£8,000.50

It should be noted that these estimated costs exclude VAT and any associated planning or professional fees. The reports have been forwarded to the tenants where appropriate.

2. Agree Principles for Parish Council Budget Commitments to Maintenance

The buildings and land listed have different responsibilities for their maintenance as follows:

Building	Maintenance Responsibility
Resource Centre (The Life & Soul Kitchen)	Building and land are the responsibility of the tenant to maintain. Carpark and boundary fencing are the responsibility of the Parish Council. Some specific grounds maintenance jobs are the responsibility of the Parish Council (Grass Cutting/Hedge Trimming/Weed Control) as well as cleaning external doors/windows/gutters/downpipes twice annually.
Community Hall	Building, garages, and land to rear are the responsibility of the tenant to maintain. Carpark and boundary fencing are the responsibility of the Parish Council.
Social & Sports Club	Building and land to rear/side are the responsibility of the tenant to maintain. Carpark and boundary fencing are the responsibility of the Parish Council.
Roman Park including Changing Rooms	Parish Council

CREDENHILL PARISH COUNCIL

However, it was noted that all of the tenants are not for profit organisations who have an objective aligned to providing services that benefit the local community and that should any of the tenants become insolvent then the land and buildings become the responsibility of the Parish Council. The Parish Council therefore have a responsibility to oversee the proactive maintenance of the buildings for the benefit of residents.

The following approach is recommended:

- The Parish Council may assist tenants where their own budget is unable to bear the cost but does not take on ongoing responsibility (i.e. The terms of the lease or tenancy agreement remain intact).
- The Parish Council will prioritise items that maintain and protect the fabric of the building such as: Rainwater goods, roofing, drainage, structural integrity, hardstanding's.
- Day to day maintenance will be the responsibility of the tenants: Interior Decoration, Electrical Inspections, Fire Alarm/Emergency Lighting Servicing, Fire Extinguisher Maintenance, Gas Appliance Servicing, HSSE & Fire Risk Assessments, PAT Testing, any other items required for the tenant to remain open to the general public for the purposes of their organisation.
- The Asset Management Working Group will review the Condition Survey report annually and recommend items for inclusion in the following years budget/precept.
- The Parish Council will review and approve any recommendations at a full council meeting.

3. Recommendation to Parish Council for Budget Approval

The working group reviewed all 192 items listed in the reports and recommend that the following are undertaken by the Parish Council where it would normally fall under the tenant's responsibility:

Building	Details	Budget Requirement
Resource Centre (The Life & Soul Kitchen)	Several minor repairs to Roof Update soffits to uPVC Replace misted windows and repair uPVC door Repair external lean-to ceiling Repairs to boundary stock fence (See appendix 1 for full details)	£1,860.00
Community Hall	Several roofing repairs including the leak to the kitchen Replacement/repair of box gutters and downpipes Treat and paint metal lintels Treat/line box gutters Timber repairs after fixing roof leaks Reinstate loose/broken slabs on raised area in front of hall Install handrail to raised area Repaint fence to rear (See appendix 2 for full details)	£4,212.50
Social & Sports Club	External patch repairs to existing roofs if needed where internal staining present. Reduce large conifer to right of entrance by 50% Repaint fence to rear (See appendix 3 for full details)	£1,225.00
Total		£7,297.50

CREDENHILL PARISH COUNCIL

Appendix1: Resource Centre (The Life & Soul Kitchen)

Item No.	Description and Condition	Remedy	Priority	Total Cost (£)
1.2.1	Cracked verge pointing evident to main and secondary roofs.	Rake out and replace existing mortar pointing.	1	320
1.2.2	Minor instances of cracked roof tiles.	Replace cracked roof tiles on a like for like basis.	1	200
1.2.3	Slipped ridge tile to rear of property.	Re-bed affected ridge tile on a suitable mortar mix.	1	75
1.2.4	Vegetation and lichen growth evident to roof coverings.	Clear coverings.	2	45
1.2.5	Soffits are of plywood construction with localised damage evident.	Replace soffits throughout with uPVC counterpart.	2	150
1.2.6	Partially collapsed ceiling to timber store located on the front elevation.	Resecure.	1	30
1.3.1	Rear external door suffering failed seals resulting in 'misting' and water pooling between double glazing panes.	Replace the affected glazing on a like for like basis	3	75
1.3.2	Cover plate to left hand escape bar of rear external door is missing.	Replace with new.	2	15
1.3.4	Several windows are suffering failed seals resulting in 'misting' and water pooling between double glazing panes.	Replace the affected glazing on a like for like basis	3	300
4.3.1	Several leaning / collapsed timber post and mesh fences evident to right-hand boundary.	Resecure affected fence posts and mesh. Undertake isolated repairs where required.	1	650
			TOTAL	£1,860

CREDENHILL PARISH COUNCIL

Appendix2: Community Hall

Item No.	Description and Condition	Remedy	Priority	Total Cost (£)
1.1.1	To the lower felt covered flat roof, vegetation, balls and detached guttering restricted our inspection of the covering. However, no visible evidence of moisture ingress was noted at high level internally.	Clear affected roof section, undertake high level inspection and confirm that it remains free of any defects.	2	25
1.1.3	To the lower mono pitched roof, deterioration of the capping coating at the wall abutment was evident.	Localised recoating of the affected areas required to prevent further deterioration of the covering and potential corrosion.	1	140
1.1.4	Moisture ingress to ply boarding and timber joists within 1st floor roof space.	Undertake high level inspection of this section of roof and ensure all seals to roof sheeting and cladding remain watertight.	1	25
1.1.5	Downpipe to rear of entrance lobby is missing.	Reinstate the uPVC downpipe, incorporating a metal pipe guard to prevent future damage.	2	105
		Consideration should be given to relocating the downpipe to ensure water flows to nearby gully rather than onto the adjacent hard standing.	3	330
1.1.7	Generally, no evidence of leaks to metal box guttering, save item (1.1.8); however, isolated areas of rusting was identified.	Consideration to be given to lining the gutters or applying a waterproof coating to maintain the lifespan of the gutters and prevent water ingress.	3	850
1.1.8	Moisture ingress evident to main hall ceiling in corresponding area of the rear left-hand gutter outlet, suggesting active leaks.	Reline the affected box gutter ensuring a watertight seal.	1	140
1.1.10	Right-hand downpipe to rear elevation damaged and adjacent cover to water gully missing.	Replace affected section of downpipe and cover with new. Incorporate a metal pipe guard to prevent future damage.	2	130
1.1.11	Isolated damage to second from right downpipe to rear elevation.	Replace affected section of downpipe with new. Incorporate a metal pipe guard to prevent future damage.	2	95
1.1.12	Second from left downpipe to rear elevation is missing, including adjacent cover to water gully.	Replace affected section of downpipe and cover with new. Incorporate a metal pipe guard to prevent future damage.	2	130
1.1.13	At first floor level, downpipe adjacent to external door discharges onto adjacent covering. Internally at ground floor level, moisture staining evident to ceiling finishes within the kitchen and men's WC of the Social Club.	Extend guttering to discharge within nearby valley to rule out leaks from rainwater goods.	1	30

CREDENHILL PARISH COUNCIL

Item No.	Description and Condition	Remedy	Priority	Total Cost (£)
1.1.14	At first floor level, gutter adjacent to external door was noted to be square, with the downpipe being round. This is encouraging rainwater to discharge onto covering and not via the downpipe. Internally at ground floor level, moisture staining is evident to ceiling finishes within the kitchen and men's WC of the Social Club.	Replace the downpipe with new to fit existing gutter.	1	30
1.2.2	Corrosion evident to metal lintels provided over window and door openings throughout.	Clean down and treat affected areas with a rust inhibitor to slow down the oxidisation process before redecorating with suitable metal coating.	1	400
1.2.3	Isolated area of soiled external wall, left-hand side of property.	Clean down affected area using proprietary cleaner.	3	15
1.2.4	At first floor level, spalling evident to masonry above external door, suggesting exposure to moisture. Internally, moisture ingress evident to corresponding timbers.	Cut out and replace affected masonry and ensure complete watertightness between cladding provided and new masonry.	1	150
1.2.5	At first floor level, minor deterioration of seals around uPVC cladding finishes evident.	Renew affected seals.	1	30
2.2.1	Moisture ingress evident to right-hand vertical timbers including elevated moisture readings.	Following the above recommended repairs (1.1.4, 1.1.14 and 1.2.4), allow timbers to dry out fully and monitor for visible signs of timber decay moving forward.	1	25
2.2.2	No. 2 sections of ply boarding to floor is missing.	Reinstate with new.	1	100
2.2.3	Several missing screws evident to floor ply boarding.	Refix.	2	12.50
3.5	Loose cabling noted above principal entrance door.	Securely fix to building to prevent damage.	2	15
4.1.2	In one area, the elevated path to the front of the property appeared to slightly exceed the recommended 600mm for drops requiring a handrail.	Consideration should be given to providing a handrail to this area, depending on the use of the building.	3	500
4.1.3	Cover missing to water gully adjacent to inspection chamber cover, located between the resource centre and community hall. Currently a trip hazard.	Reinstate with new.	1	15
4.2.3	Deterioration of pointing to paved hard standings provided throughout.	Undertake isolated repointing works to affected paved hard standings.	2	75
4.2.4	Handful of cracked and missing paving slabs.	Lift and replace affected paving slabs to mitigate any potential trip hazards.	1	175

CREDENHILL PARISH COUNCIL

Item No.	Description and Condition	Remedy	Priority	Total Cost (£)
4.2.5	Paving slabs not properly bedded adjacent to right-hand door on left-hand side of the property. Slabs just placed on grass.	Lift paving slabs, prepare underlying surface and re-bed on a suitable mortar mix.	2	50
4.2.6	Concrete base provided to paving slabs adjacent to left-hand door on left-hand side of the property is cracked.	Undertake concrete patch repairs.	2	120
4.3.1	Decorative finishes to timber panel fences are displaying signs of fatigue.	Redecorate already decorated timber fence panels. External redecoration is recommended at maximum intervals of 3-5 years.	2	500
			TOTAL	4,212.50

CREDENHILL PARISH COUNCIL

Appendix3: Social & Sports Club

Item No.	Description and Condition	Remedy	Priority	Total Cost (£)
2.3.2	Isolated moisture staining to ceiling opposite bar area. Staining is understood to be historic; however, externally, ponding to the corresponding gutter outlet was evident.	Undertake the above recommended repair (Item 1.1.2), to include a high level inspection for any visible damage to the covering and patch repair as required. Redecorate utilising a suitable stain blocker prior to the application of new finishes. (EXTERNAL ONLY)	1	125
2.6.6	Moisture staining and blistering to ceiling and wall finishes at high level above the above entrance door. Correlates with moisture ingress noted within the Community Hall. See items 1.1.13 & 1.1.14 of the Community Hall Report.	Following the recommended work, remove temporary repairs, patch repair the ceiling and leave ready to receive new decorative finishes. (EXTERNAL ONLY)	3	30
2.10.1	Spotting evident to beam spanning the bar which is suggested to be resultant of corrosion of the underlying building fabric due to roof leaks.	Following the above recommended work (1.1.1), expose the affected beam and assess its suitability. As a minimum course of action you should anticipate the need to clean down the beam and treat with a rust inhibitor to slow down the oxidation process before redecorating with suitable metal coating. Internal finishes should then be renewed. Provisional sum, subject to further investigation. (EXTERNAL ONLY)	1	255
4.1.4	Several mature trees positioned close to site boundary.	Maintain and reduce mature trees at maximum intervals of 3-5 years.	2	400
4.2.3	Damaged housing around water gully adjacent to rear paving.	Replace with new.	2	15
4.2.5	Damaged section of kerb to entrance road.	Reinstate with new to prevent trip hazard.	1	
4.3.1	Decorative finishes to timber panel fences are displaying signs of fatigue.	Redecorate already decorated timber fence panels. External redecoration is recommended at maximum intervals of 3-5 years.	2	400
2.3.2	Isolated moisture staining to ceiling opposite bar area. Staining is understood to be historic; however, externally, ponding to the corresponding gutter outlet was evident.	Undertake the above recommended repair (Item 1.1.2), to include a high level inspection for any visible damage to the covering and patch repair as required. Redecorate utilising a suitable stain blocker prior to the application of new finishes.	1	125
			TOTAL	£1,225