



Odiham Parish Council

**BUSINESS PLAN FOR THE
OWNERSHIP AND MANAGEMENT OF
The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB**



1. Introduction

Councillors are asked to consider accepting The Bridewell freehold including all management liabilities and associated expenditure.

This document explains the process and steps OPC has taken in reaching the current position and aims to provide Councillors with sufficient information in order to reach an informed decision.

2. Process followed and timeline

January 2020	HCC consultation on the possible closure of 10 libraries, including Odiham.
March 2020	OPC responds to consultation objecting to closures.
July 2020	HCC resolves to close Odiham Library at the end of the year.
August 2020	OPC forms Library working group to look at community led library options.
October 2020	OPC first hears HCC will consider gifting The Bridewell to OPC. A SWOT analysis is presented to Council and OPC resolves to conduct a feasibility study.
November 2020	OPC reviews HCC's building Condition Survey and estimated running costs and appoints The Goddard Partnership to review HCC's Condition Survey and make recommendation on essential repairs. No major items which were not on the HCC condition survey were identified.
	The Library Working Group agreed to recommend to OPC to support the formation of the Book Exchange Community Managed Library and a funding application was submitted.
December 2020	OPC sets up a small Working Group to continue feasibility research. Hampshire Library service withdrawn. OPC receives £10,000 library transitional grant from HCC.
January 2021	OPC researches social enterprises for future ownership & management of the Bridewell and concludes this is not a suitable governance model and was likely to lead to duplication of administration with no reduction in liability
March 2021	OPC runs a community survey which generates 378 responses and confirmed 96% support to OPC for accepting future ownership. OPC seeks additional funding to cover maintenance identified in the HCC survey and assistance with installation of a second toilet but this is rejected by HCC.
April 2021	OPC signs Heads of Terms confirming intent to take over ownership and Tenancy at Will for the Odiham Book Exchange to use the library room.
June 2021	OPC appoints The Goddard Partnership to produce a costed schedule of works and feasibility study. Draft business case with provisional budget presented to OPC.
July 2021	Odiham Book Exchange opens. The Bridewell Working Group formed. OPC receives confirmation of £10,000 building grant from HCC which will be paid when receipts for work are submitted.
September 2021	OPC accepts concept plans generated <i>pro bono</i> by a local architect and resolves to incorporate the plans into a vision statement.
October 2021	Odiham Book Exchange Community Interest Company formed.
December 2021	Freehold transfer legal documentation complete.

3. Evidence gathered and reviewed during the research phase

- i. HCC's Condition Survey – August 2020 (Appendix 1)
- ii. The Goddard Partnership's Condition Review – December 2020 (Appendix 2)
- iii. OPC's SWOT analysis (below):

<p>Strengths</p> <ul style="list-style-type: none"> • OPC gives the best long term security to the building remaining a community asset. • An existing community resource • Existing tenants who pay rent • Good voluntary use from Odiham Society(OdSoc) and others. (U3A) • OdSoc maintain the courtyard garden. • Key Mechanical/electrical items eg. Boiler, distribution boards replaced within the last 5-10years. • Location within the heart of the community • Support from the community to retain the building already • OPC already in situ • OPC has existing premises management systems eg. Accounting, contracts, HR • Listed building • An asset of community value • Helps to build a strong community • Keeps the local services in a rural community. • Social cohesion and a meeting point. • Potential for income generation 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Increased premises costs including inspections • Cost of facilities management service level agreements. • Building maintenance costs • Only one accessible toilet • A mix of old and new mechanical/electrical fittings. • Increase staff costs for OPC to manage the premises, organisation, lettings etc • Unknown community support for a long term financial spend. • Listed building • Security of the building use in the evenings and weekends • A number of attractive spaces already available in the village for room hire. • The current kitchen space is too small.
<p>Opportunities</p> <ul style="list-style-type: none"> • Transform into a community hub • Multi use of space in the building • Use of Library room eg. evening meetings, • Available for Community hire for organisations to use eg. local groups for activities, support groups and training sessions. • Free the parish room for more community use. • Potential for income generation 	<p>Threats (separate)</p> <ul style="list-style-type: none"> • If OPC do not take it on who will be the landlord and what impact could that have on OPC after 2026 (when the current OPC lease term ends). • If the library closed who would be the additional tenant in the building and would that be appropriate for the community? • Loss of a public service as there is a chance the library service would be lost. • Unknown Long term maintenance (HCC Condition Survey did not report further than Year 2) • HCC Condition Survey costs – how accurate? • If the MP plans not to stay in the Bridewell, loss of tenant. • The cost of renting space, high commercial rents if OPC was to move out.

- iv. Legal advice from The Surrey Hill's Solicitors on social enterprises – January 2021.
- v. Community survey monkey which generated 378 responses (Appendix 3).
- vi. Legal advice from The Surrey Hill's Solicitors on the freehold transfer process, documentation and tenancy at will for use of the library room. (Appendix 4).
- vii. Regular working group meetings.
- viii. Meetings with The Goddard Partnership.

4. Existing tenants and users

- i. OPC – lease for downstairs office space. This will cease when the freehold transfers to OPC.
- ii. Police – lease downstairs office space which expires June 2022.
- iii. MP – tenancy at will for downstairs office space. A new lease will need to be negotiated. A verbal expression of interest on the same terms has been received.
- iv. Odiham Book Exchange – OPC holds a tenancy at will with HCC which enables the Book Exchange to use the library room.
- v. Odiham Society – free use of upstairs office and small kitchen not covered by any written agreement.

5. Future Liabilities

- i. Building management – administration of tenants and hirers, financial administration, H&S checks, arranging R&M issues, publicity, licensing, security, cleaning, insurance.

- ii. Repairs & maintenance costs noting Grade II listed status and further responsibilities of managing a public community building.
- iii. Landlord responsibilities – *legal references unknown*.

6. Budget impact

A revenue budget has been produced based on known costs provided by HCC and quotes provided by 3 suppliers, where possible. This budget excludes capital repairs and additional toilet which are planned for 2022.

The budget estimates running costs of £27,773 and income of £17,172. The deficit in running costs is partly covered by a saving £4,000 for office rental (£5,500 saving from year 2), £360 for Parish Room Cleaning and £800 for Parish Room maintenance. The estimated £5,441 impact on OPC's budget is in line with "The Business Case for The Bridewell" presented to Councillors in June 2021:

"Given the above there is currently a short fall of £5385 in year 1 and a smaller amount falling to £2433 in year 5. There is little prospect of this shortfall being met by additional revenue in year 1. The shortfall in year 1 could however be found from within the current budget – for example by vireing from the £30k budget for repairs to the Chapels."

In year 2, revenue will increase as soon as R&M is complete and the second toilet (shown in Appendix 5) is provided. There will also be an additional £1,500 saving in OPC's office rental.

The full budget is shown in Appendix 6 and this should be read in conjunction with OPC's draft 2022-23 budget.

7. Opportunities

- i. To fulfill OPC's vision of transforming The Bridewell into a thriving community hub. See concept plans (Appendix 7).
- ii. Expressions of interest have already been received from the following hirers: U3A, All Saints Church, an art group, a sewing group, reading group, book club and Hart Conservative Association.
- iii. A formal vision statement with plans is more likely to attract external funding.
- iv. By securing an alternative meeting venue, this creates an opportunity to dispose of The Parish Room.
- v. To provide hot desking opportunities.

8. Risks

- i. Financial – unforeseen building repair, loss of tenant or hirers, future cap on parish precept increase, failure to secure sufficient grant funding.
- ii. Impact on OPC's resources – staff, Councillors and committees.
- iii. Business interruption – downtime during building maintenance and refurbishment works.
- iv. Reputation – perceived competition to other community buildings, managing residents expectations.
- v. Impact on existing parking problems in The Bury.
- vi. Failure to secure listed planning consent for future works.

9. Mitigation of Risks

Risk	Mitigation
<p>Financial:</p> <ul style="list-style-type: none"> - Unforeseen building repair. - Loss of tenant or hirers. - Future cap on parish precept increase. - Failure to secure sufficient grant funding. 	<ul style="list-style-type: none"> - HCC survey report, Structural Surveyor's report, respond to initial R&M using HCC grant. - Regular reviews and marketing. - Watching brief on sector news. - Future vision to focus on maximizing income to break even after year 5. - Develop clear project plans capable of attracting funding and dedicate sufficient OPC time to fundraising.
<p>Impact on OPC's resources</p> <ul style="list-style-type: none"> - Staff - Councillors - Committees. 	<ul style="list-style-type: none"> - Year 1 budget includes 4 additional hours per week. - Provide sufficient information to Councillors. Allow non-Councillor members of working groups. - Annual review of committee structure to focus resources.
<p>Business interruption</p> <ul style="list-style-type: none"> - Downtime during building maintenance and refurbishment works. 	<ul style="list-style-type: none"> - Follow formal costed schedule of work route. Schedule works during quiet hire times, weekends public holidays. Don't allow additional hirers before phase 1 works complete.
<p>Reputation</p> <ul style="list-style-type: none"> - Perceived competition to other community buildings. - Managing residents expectations. 	<ul style="list-style-type: none"> - Develop clear vision statement. Review local hire charges before determining OPC rates. Communicate with local venues. - Develop comms plan.
<ul style="list-style-type: none"> - Impact on existing parking problems in The Bury. 	<ul style="list-style-type: none"> - Increase parking bays at front and side of building. - Install bike racks. - Lobby for reduction in The Bury car park charges. - Promote walking & cycling in hirers literature.
<ul style="list-style-type: none"> - Failure to secure listed planning consent for future works. 	<ul style="list-style-type: none"> - Take professional guidance throughout. - Consider Hart pre-application advice.

10. For Decision

- i. To resolve to accept The Bridewell freehold and £1 cost.
- ii. To appoint two Councillors to sign the legal title (Appendix 8).
- iii. To agree service and utilities contracts as shown in (Appendix 9).
- iv. To delegate implementation of the above to the Clerk, in consultation with the Working Group where necessary.

Appendices

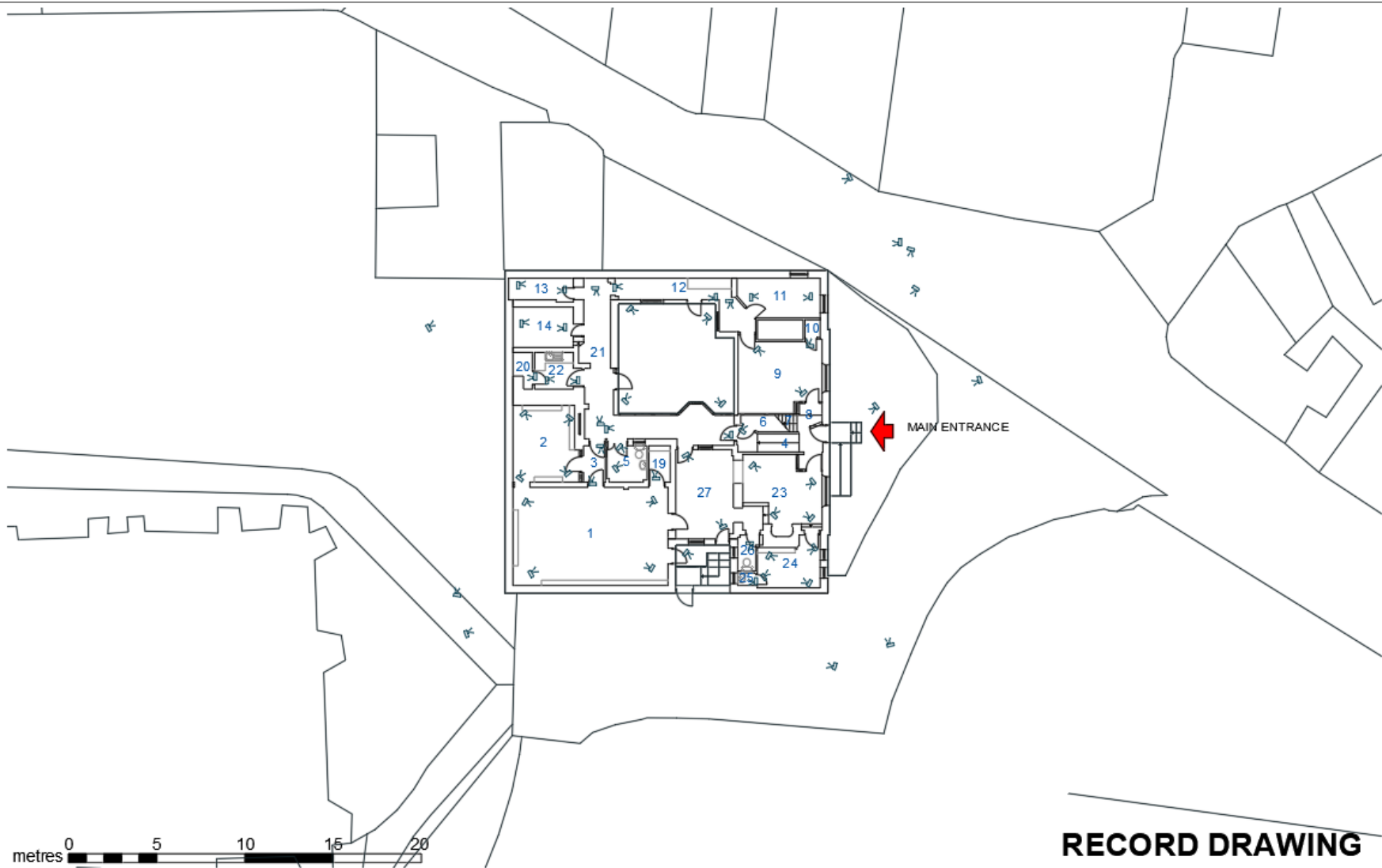
- 1 – HCC's building Condition Survey - pages 7-27
- 2 – The Goddard Partnership's Survey Report - pages 28-58
- 3 – Community Survey Monkey responses produced by Cllr McFarlane - pages 59-68
- 4 – Legal advice from Surrey Hills Solicitors on the freehold transfer - pages 69-79
- 5 – Floor plans showing location of 2nd toilet, produced by The Goddard Partnership - pages 80-81
- 6 – Budget - pages 82-84
- 7 – Concept plans produced by Leo Cornall - pages 85-86
- 8 – Land Registry freehold document for approval - pages 87-91
- 9 – List of contracts for approval - pages 92-93

APPENDIX 1

CONDITION SURVEY

HCC Building Surveyor: Paula Dunsmore
HCC Building Engineer: Douglas Walsby





RECORD DRAWING

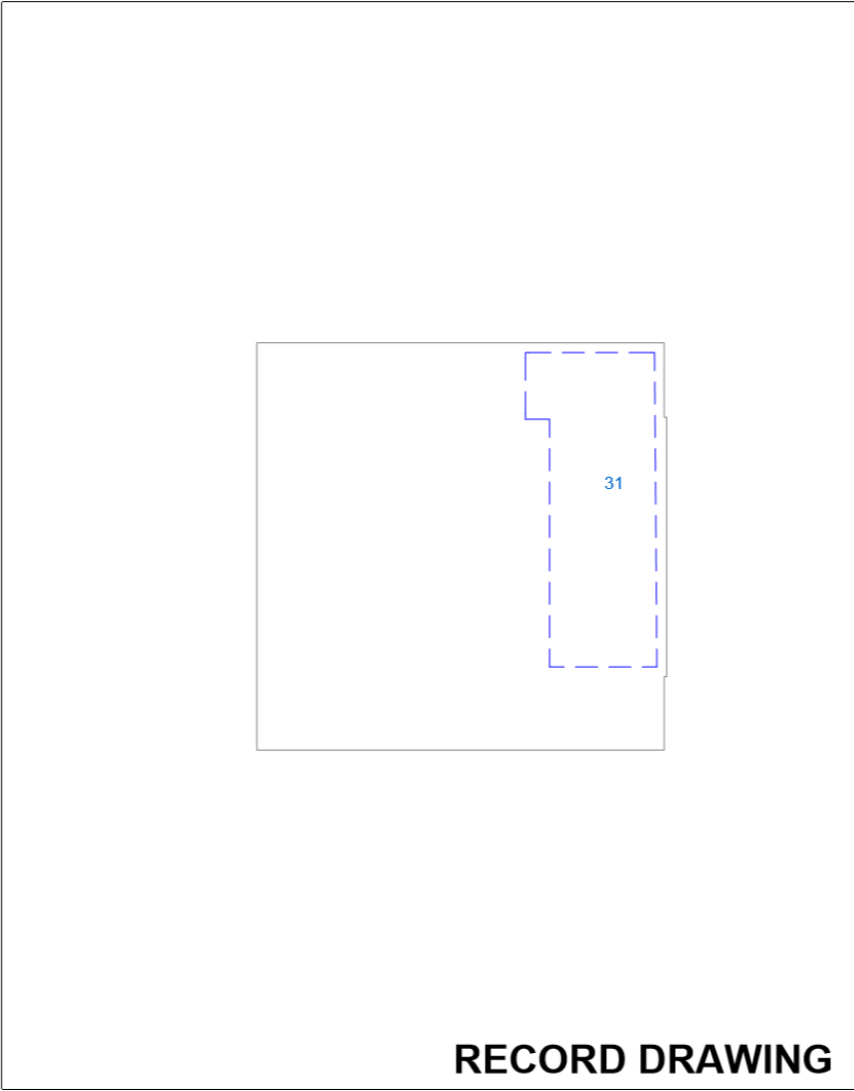
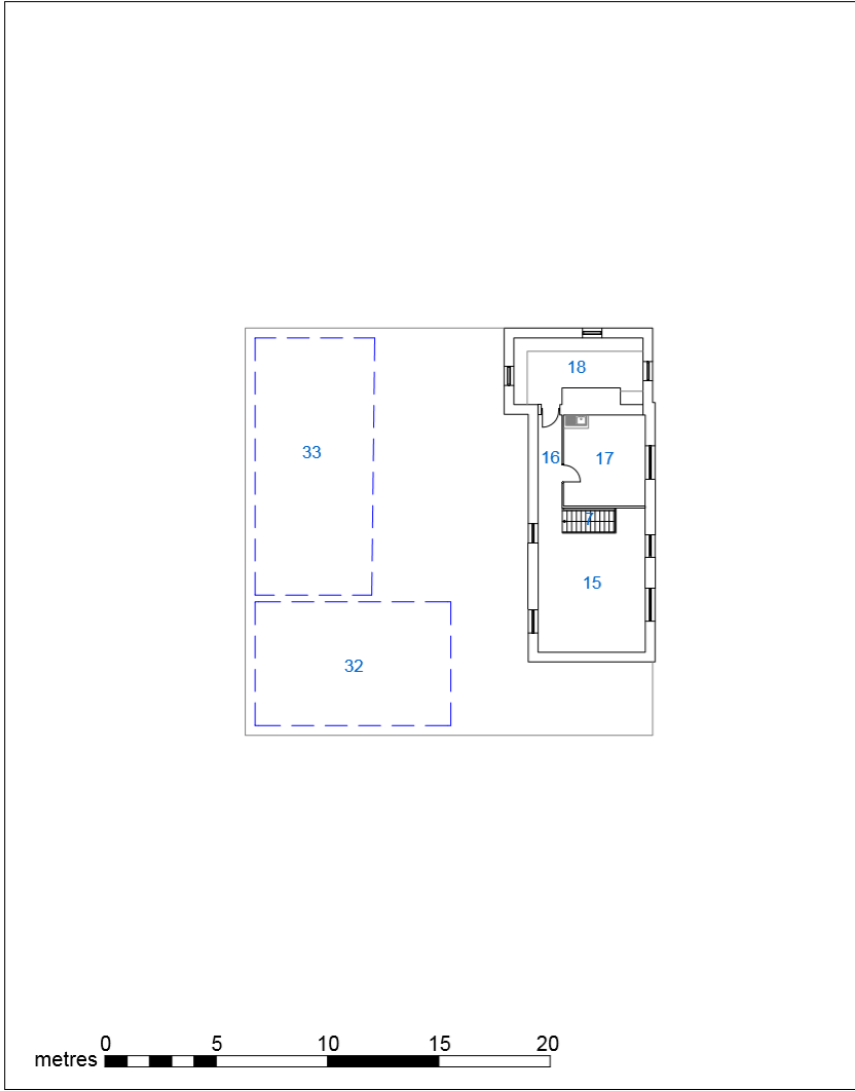


HCC Property Services,
Three Minsters House,
75 High Street, Winchester SO23 8UL.
Tel: (01962) 847801

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2 No dimensions are to be called from this drawing	

REV	DESCRIPTION	DATE	BY
A	Initial Supply	09/12/11	CC
B	Specify kitchen layout	31/01/12	CC
C	WCS Amendments, properties merged.	12/04/16	clw
D	Childrens centre removed from plan/line work.	27/03/17	clw

PROJECT				SHEET CONTENTS	
Odiham Library and Offices				Property Records	
Odiham RG 29 1NB				Ground Floor	
10008000802				Page 2 of 3	
HCC Property Services				HCC	
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FILE REF: 1000800002-OdihamLibrary-Offices.dwg					



RECORD DRAWING



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REV	DESCRIPTION	DATE	BY
A	Initial Supply	08/12/11	CC
B	Specification Update	30/01/12	CC
C	HSS Amendments, properties merged.	12/04/16	dhw
D	Childrens centre removed from plan title block.	27/03/17	dhw

PROJECT			
Odiham Library and Offices			
Odiham RG29 1NB			
10008000802			
SCALE	DATE	DRAWN	CHKD.
1:100@A1 1:200@A3	30/01/12	CADCAP	ARB

SHEET CONTENTS		
Property Records		
First & Second Floor		
Page 3 of 3		Property Services
DRAWING No.	REVISION	
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Establishment Name:	Odiham Library		
Establishment Address:	The Bury, Odiham, Hook RG29 1NB		
Unit Reference:		Unit(s) Description:	Library
Surveyed By:	Paula Dunsmore & Douglas Walsby	Of: Hampshire County Council	HCC
Survey Date:	27/08/2020	No. of Storeys	2
Floor Area:	209 M² - GIA	Year Built:	Circa early 19th Century
Construction Group:	Traditional	Construction Type:	Traditional brick walls, render finish, mixed roof coverings and timber casement windows.
Synopsis of Odiham Library			
<p>Grade II listed building, dating from early 19th Century, two storey, symmetrical front building originally built as a Police Station with cells and a magistrate court room. Assumed residential accommodation for the local bobby and family on the upper floor. More recently the building accommodates the village library, community areas/rooms to hire and the local MP's offices.</p> <p>The building overall sits within a square comprising of three traditional blocks and a courtyard, surrounded by high brick walls to make an enclosed site. The main two storey front block assumed to be the old police station has an extended bay on the North elevation. Traditional construction with roughcast render finish, up and over pitched roof with clay tile covering, chimney stacks have been removed. Two single storey rear blocks with pitched roofs with either tiles or slate coverings. Bespoke ventilation system is evident, originally for the cells and two chimney stacks remains in place. Circulation areas around the courtyard have been infilled with flat roof coverings. Part of the North elevation wall acts as a Party Wall with a two-storey cottage. West wall and part of South elevation walls act partly as a retaining wall due to the land falls from a sloping site.</p>			

Synopsis Cont.

Externally the building envelope is in good order, although some maintenance items should be considered which includes decorations. Internally the library and office/community accommodation are in good condition. Refurbishments were completed in 2005 and in 2011. The North wall/elevation is showing signs of damp which requires further investigation and treatment.

Summary of Recommendations for Odiham Library

Urgent repair & investigation/ Year 1

- Carry out external re-decorations
- Minor mortar repointing required to brickwork in small courtyard
- Allow for access scaffold and replace missing roofing tiles and damaged slates.
- Allow for repairs and overhaul existing windows.
- Investigate water ingress and damp to North/Party wall.

- External gas meter housing to be replaced

Medium Term Repairs/ Years 2-5

Condition Survey (Building Fabric) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Roofs – Pitched with clay tiles	Traditional construction gable roof with clay tiles covering, open eaves details. All in reasonable condition with minimal number of slipped tiles in need of replacing.	Provide access and replace damaged tiles.		£1750			
Roofs – Pitched with slate tiles	Traditional hipped construction with slate covering, open eaves details. All in reasonable condition with one area of damaged slates in need of replacing.	Replace damaged slates. Consider anti-climb paint to lamp post.	£150				10
Roofs – Flat	Flat roofs are covered with felt roof covering. Approx. half has been replaced more recently. All the roofs are in good order. Missing and damaged vent covers required.	Replace vent covers – 3Nr		£75			11
Roofs - Flat	Leak seen in room 21 corridor with room 12 from flat roof. Possibly due to wisteria accessing the building.	Investigate with assumed isolated repair required.	£150				12

Condition Survey (Building Fabric) of Odiham Library

The Bury, Odiham, Hook RG29 1NB

Property Services



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Drainage / Rain-water goods	The majority of external guttering and rainwater pipe is UPVC. All in good order. Except one bracket is required to the main two storey block, as the wall is showing signs of damp internally.	Review the detail here and adapt the gutter.	£150				13, 23
Rooflights	One large roof light over the main library room, this appears to have been replaced at the same time as the roof.	No works required					
Structural walls	Brickwork with roughcast render finish in majority of places. Some damage and staining to render and facing brickwork and mortar pointing. New bricks will need to be stitched in and mortar repairs completed. Small courtyard and external elevations.	Minor mortar repointing required to brickwork. Approx. 5m ²		£500			14
Structural wall – North Wall	Damp is evident on the floor and wall internally. Painted facing brickwork and areas of render finish internally. Externally the wall is painted brickwork	Investigate, strip off paint, mortar repointing and stitching in		£3,500			15,16,21

Condition Survey (Building Fabric) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	finish from ground level. Investigation to remove paint complete, repaint (breathable paint) to ensure the wall dries or leave and complete brickwork repairs. Ref: 12	bricks required to brickwork.					
Structural wall – East Wall	Damp is evident internally adjacent to the front door. Externally the wall is roughcast render finish from ground level with an accessible access ramp running parallel to the wall. Investigation required due to rising damp evidence. Ref: 8	Minor render repairs, do with external decoration		£500			17
Windows and Doors	Softwood casement windows with single glazing. Opening casements are ill fitting and in need of overhauling. First floor window/rear glass pane broken (Georgian wired).	Repair, ease and adjust all opening casements prior to external decorating works.	£350				

Condition Survey (Building Fabric) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Main Courtyard	Due to Covid -19 restrictions the garden area has not been maintained and now overgrown.	Cut back vegetation	£100				18,12
Small Courtyard - Gate	Softwood, framed, ledged and braced gate showing signs of rotten timbers and replacement frame required.	Repair/Renew	£750				14
External Decoration	Last undertaken in 2013, looking tired	External Decoration required.		£3,013			
Internal Decoration	In relatively good order, only making good where there are damp issues noted above.	Allow to make good in isolated areas.		£500			
Ceiling Finishes	Most ceilings are solid plaster finished in good condition. All electrical lighting is surface fixed.						

Condition Survey (Building Fabric) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Floors	Ground floor is of solid construction with timber joists and boarding for the first floor of the two-storey block.						
Floor finishes	All floor coverings are in good order.						
Internal doors and joinery	Doors are painted.	No Work required.					
Office Door & Screen - 8	Glazed screen has safety kitemarks, but door does not have intumescent strips as fitting a fire door.	Install intumescent strips.	£180				
Sanitary Services	Toilets are in good condition with modern sanitary ware. Includes complaint Accessible WC, the only toilet in the building.	No Work required					
Kitchens	Fittings and cupboard all in good order. Ref: 22 & 17	No Work required					

Condition Survey (Building Fabric) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Redundant Cells	One cell is now a store with the other retained as a museum. Ref: 13 & 14	No Work required					
Boiler room	No comments. Ref: 20						
Electrical Cupboard	This is sited in ref: 12 with evidence of damp to the wall at high level.						15,19
Asbestos	No known with inaccessible areas of roof void and low-level vents to be investigated prior to any works.						
Any Fire Precaution works	As noted above.						
Cost Summary			£1,830	£9,838	£0	£0	

Condition Survey (Mechanical & Electrical) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Incoming Mechanical Services	<p>The incoming Mains Cold Water Service appears to enter into the boiler room. From here mains water distributes around the property to serve the outlets via copper tube pipework.</p> <p>Gas enters via the boiler room, isolator and meter are external within a very corroded metal enclosure.</p>	Gas meter and isolator are unprotected and easily accessible to general public. Enclosure to be replaced/fixed.	£1,000				22
Space Heating	Heating comprises of wall mounted water fed radiators which have been installed throughout. All radiators are protected via metal covers.						1
Hot and Cold-Water Services	Domestic hot water services are sourced from a Rehema gas boiler which was installed within the last 10 years. Additionally, there is a 'tea						3

Condition Survey (Mechanical & Electrical) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	point' instant hot water boiler within the kitchenette.						
Ventilation	Ventilation is via ceiling mounted supply and extract fans providing fresh air throughout the library. The library also enjoys an electric openable roof light which is automatic controls.						4
Main Intake	As the building is joint/mixed use, there are 2x 100A 50Hz SP&N incoming supplies which are shared between each tenant.						2
Distribution Boards	The existing distribution boards are Eaton, all of which have been replaced within the last 5-10 years. All boards are current and offer RCD protection to final circuits.						7

Condition Survey (Mechanical & Electrical) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Final Circuit Wiring & Containment	<p>Due to the age of the building, it is understood that there is a mixture of new and old type cabling with different colours coding.</p> <p>Where new services have been installed, cabling is new LSF T&E</p> <p>Where older cabling still exists, it is believed that the cable installation is approx. in excess of 30 years old.</p>						
Outlets & Accessories	The installation generally consists of white PVC surface mounted socket outlets and accessories which is believed to be approx. 20+ years old.						
Lighting Installation	The lighting installation generally consists of linear fluorescent suspended and surface mounted luminaires. All in good condition.						7

Condition Survey (Mechanical & Electrical) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	Replacement fluorescent tubes are readily available making this lighting system maintainable.						
Emergency Lighting Installation	<p>The emergency lighting installation generally consists of luminaires with integral 3hr battery backup via key-test switch.</p> <p>In some areas, standalone emergency bulkheads have been installed.</p>	The age of the batteries is unknown.					
External Lighting Installation	<p>The external lighting installation generally consists of wall mounted compact fluorescent flood lights.</p> <p>Due to the age of the luminaires, replacement lights are not readily</p>						6

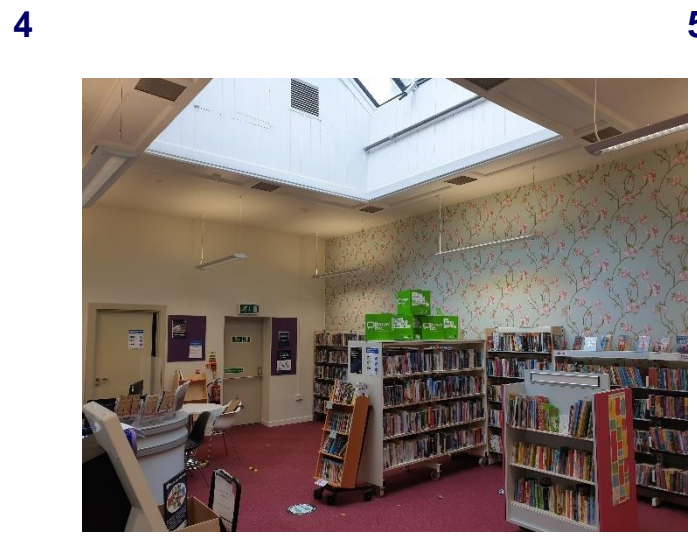
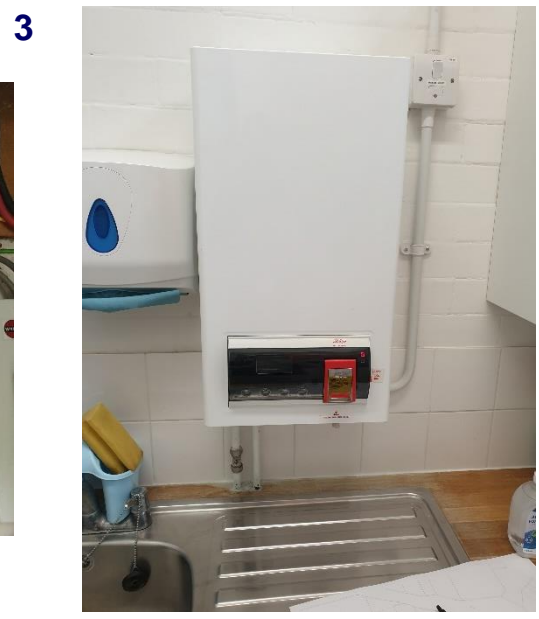
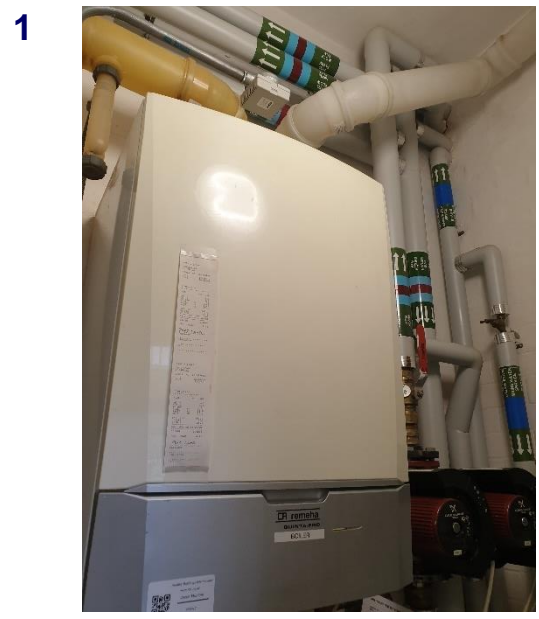
Condition Survey (Mechanical & Electrical) of Odiham Library

The Bury, Odiham, Hook RG29 1NB



Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	available, therefore these fittings would not be considered as maintainable.						
Fire Alarm Installation	The existing fire alarm panel is an Advance 400 series panel, which is an addressable type system. This system is still maintainable, detectors and parts are still available for specialists.						5
Intruder Alarm Installation	Access control generally consists of ACT keycode devices provided to each tenant within the building.						9
	Cost Summary		£1,000	£0	£0	£0	

Image Appendix



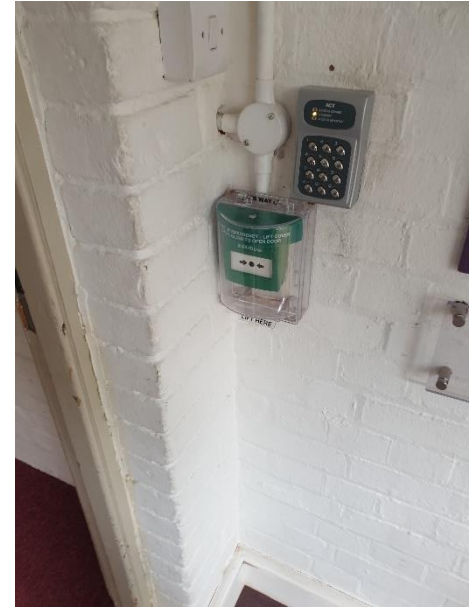
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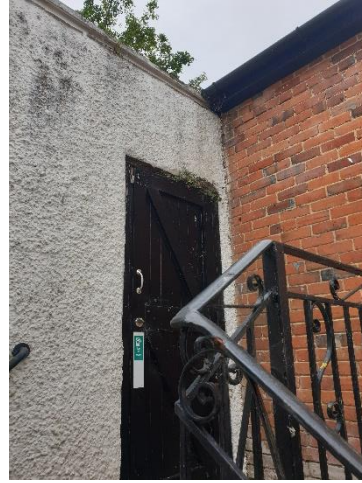
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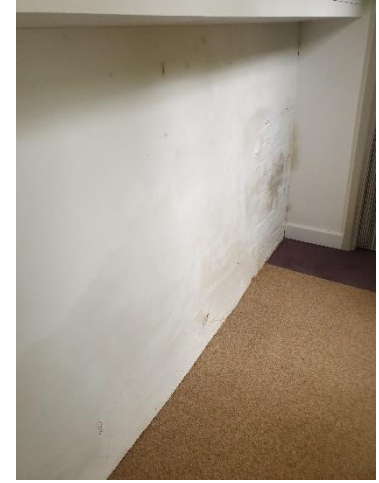
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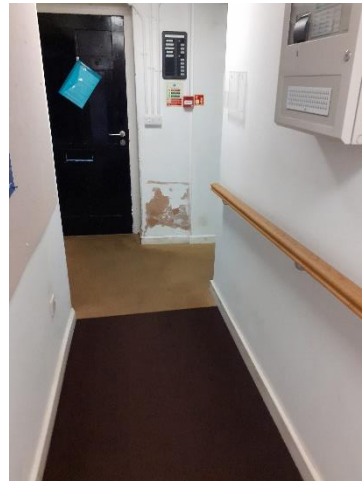
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APPENDIX 2

THE BRIDEWELL, ODIHAM

Condition Review

22nd DECEMBER 2020



The Goddard Partnership Limited

Historic Buildings, Design
and Conservation Consultants

The Goddard Partnership Limited
The Old Fire Station
Upper Basingwell Street
Bishops Waltham
Hampshire
SO32 1PF

Tel: 01489 890629

Condition Review: The Bridewell, Odiham

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APPENDIX:

Conditions of Appointment For Building Surveys

Dropbox link to Photographs taken on the day of the Inspection

https://www.dropbox.com/sh/4flh3ae3hderlf4/AAAjFc_asu2y7NqoZCISH5PWa?dl=0

Bridewells, Odiham

A. INTRODUCTION TO THE REPORT

A.1. INSTRUCTIONS

- A.1.1. The purpose of this report is to advise on the condition of The Bridewell, on behalf of Odiham Parish Council (OPC), following a similar review undertaken by Hampshire County Council Property Services (HCC) in August 2020.
- A.1.2. HCC have recommended areas of work should be completed within 12 months following the review, with costs assigned to each element. The parish council have requested an independent review of the condition of the building to assess whether additional works may be needed, and to allow future maintenance commitments to be understood, prior to the potential transfer of the building to the parish.
- A.1.3. Our review was completed in accordance with our fee proposal letter SJG/SES/POT/9632 dated 16th November 2020
- A.1.4. Instructions were received from the Parish Clerk on 18th November 2020 to undertake the inspection.
- A.1.5. The Goddard Partnership Limited undertook their inspection on the 18th December 2020.
- A.1.6. The weather at the time of the inspection was wet.

A.2. LIMITATIONS

- A.2.1. This report is provided for the private and confidential use of the client. The Goddard Partnership Limited accept responsibility to the client alone that the report is prepared with the skill, care and diligence to be expected of a competent Chartered Surveyor, but accept no responsibility whatsoever to any person other than the client. The report shall not be reproduced in part or in whole or relied upon by third parties without the prior written consent of The Goddard Partnership Limited (and such persons rely upon the report at their own risk).
- A.2.2. *Directions*
- A.2.3. The front elevation of the property faces approximately East, towards Church Street.
- A.2.4. All measurements and dimensions mentioned are approximate or nominal only and should not be relied upon where accuracy is required.
- A.2.5. HCC have prepared plans for the building, although these have not been reproduced within this report, where consent for their use is awaited.

A.3. EXTENT OF REPORT

- A.3.1. The survey inspection included Bridewells only.
- A.3.2. The report should be construed as a comment upon the overall condition of the property and the quality of its structure, but not an inventory of every single defect, many of which would not significantly affect the value of the property.
- A.3.3. The inspection has been restricted to those parts of the structure which were accessible, exposed or uncovered at the time of inspection. Thus, I have not opened up any concealed surfaces by removing plaster, timber boxing or raising any floor coverings, where they exist.
- A.3.4. The property was furnished, with carpets laid in most rooms.
- A.3.5. I am therefore unable to report that any unexposed or inaccessible parts of the property are free from defects.

A.4. **ISSUE AND TRACK CHANGES RECORD**

Revision	Date	Status	Circulation
A	24th January 2021	Draft 1	Client

Bridewells, Odiham

B. ABOUT THE INSPECTION

B.1. SURVEYOR'S DETAILS

- B.1.1. COMPANY: The Goddard Partnership Limited
- SURVEYOR: Simon J Goddard DipBldgCons., MRICS CBS
Surveyors RICS No. 0096328

B.2. The report has been assigned the following number S4135

B.3. PROPERTY ADDRESS

- B.3.1. The Bridewell
The Bury
Odiham
Hook
RG29 1NB

B.4. DESCRIPTION

B.4.1. The following description of the building has been extracted from the HCC report dated August 2020.

B.4.2. *Grade II listed building, dating from early 19th Century, two storey, symmetrical front building originally built as a Police Station with cells and a magistrate court room. Assumed residential accommodation for the local bobby and family on the upper floor. More recently the building accommodates the village library, community areas/rooms to hire and the local MP's offices.*

B.4.3. *The building overall sits within a square comprising of three traditional blocks and a courtyard, surrounded by high brick walls to make an enclosed site. The main two storey front block assumed to be the old police station has an extended bay on the North elevation. Traditional construction with roughcast render finish, up and over pitched roof with clay tile covering, chimney stacks have been removed. Two single storey rear blocks with pitched roofs with either tiles or slate coverings. Bespoke ventilation system is evident, originally for the cells and two chimney stacks remains in place. Circulation areas around the courtyard have been infilled with flat roof coverings. Part of the North elevation wall acts as a Party Wall with a two-storey cottage. West wall and part of South elevation walls act partly as a retaining wall due to the land falls from a sloping site.*

B.5. ABOUT THE PROPERTY

B.5.1. The following information has been obtained from Historic England's Statutory List Description for the property.

B.5.2. Curiously, the location pin within the Historic England website for Bridewells is incorrectly located on an adjoining building (to the north) , however the description below is sufficient to clarify that it refers to Bridewells.

SU 73-7450 & 73-7451 ODIHAM CHURCH STREET

17/104 Library II

Early C19. 2 storeys, symmetrical front of 3 windows with north addition of 1-bay. Red tile roof, brick dentil eaves. Roughcast walls. Modern casements. Old doorcase with canopy on brackets and 6-flush-panelled door.

Listing NGR: SU7396750986

Bridewells, Odiham

B.5.3. Further information regarding the building is included within Pevsner, (*Hampshire Winchester and the North*, pp423 (2010), which states;

LIBRARY, CHURCH STREET. The former Bridewell of 1793. Remarkably complete: Two parallel ranges separated by a walled courtyard; the keepers house at the front and the rear range containing cells brewhouse and the prisoners' day room.

Bridewells, Odiham

B.6. PROPERTY STATUS

B.6.1. The building was occupied and furnished at the time of the inspection, with fitted floor coverings to most rooms.

B.6.2. The building is currently used as;

- Village Library
- Local MP's Offices
- Parish Council Office and meeting room
- Local Amenity Society Storage / Meeting Room
- Kitchens, toilets and other support spaces

B.6.3. No access could be gained to the following areas;

- Roof void over the Kitchen
- Roof void over the cells/ Old police rooms
- The drainage runs where the manholes were fixed shut.
- Chimney flues
- Voids below the suspended timber floors
- Voids behind drylining
- Service boxings

We cannot therefore confirm that these areas are free from defects.

Bridewells, Odiham

C. THE REPORT

C.1. CONDITION REVIEW

Introduction

- C.1.1. As part of our review, we visited Bridewells to make our own assessment for the condition of the building. This was not conducted as a full condition report, but was carried out with the intention of making an independent review of the findings highlighted in the HCC survey of August 2020.
- C.1.2. The methodology used at the time of the inspection followed an elemental approach, including the inspection of the roofs, chimneys, gutters, external joinery, external walls etc, both inside and outside the building. A summary of our findings are included below as a series of bullet points, with photographs included to highlight the defects.
- C.1.3. Only a visual inspection of the services elements within the building was made with no formal testing completed.
- C.1.4. **Roofs:**
- C.1.4.1. *Slate roofs*
Generally sound
Some slates missing or damaged across all roof surfaces requiring replacement.
Temporary repairs sometimes inadequate
Hips require re-bedding
Some slates starting to disintegrate
Ventilation required over MP's Office
- C.1.4.2. *Tiled Roofs*
Generally Sound
Some tiles missing, others showing early signs of delamination
Slight deflection in east facing roof to front elevation, requires investigation
Repointing of verges
- C.1.4.3. *Flat Roofs*
Generally sound
Some areas starting to 'blister'
Flashing details require improvement
Vent Capps missing, potentially leading to leaks.
- C.1.4.4. *Leadwork*
Generally Sound
Leadwork to chimneys showing signs of age, but remain serviceable
Back gutters filled with leaf debris and require clearing
Flashings over north wall failing
- C.1.4.5. *Rooflight*
Good
- C.1.5. **Rainwater Goods**
- C.1.5.1. Generally poor
Cast iron sections, cracked, blocked and leaking on the joints.
Plastic sections to internal courtyard unlikely to have listed building consent
Sections of gutters loose, poorly aligned, with most filled with leaves.
Poor alignment of gutters reducing effectiveness
The poor performance of the systems are contributing to problems of damp

Bridewells, Odiham

C.1.6. External Walls

- C.1.6.1. Generally sound, but some evidence of cracking around windows, and close to rainwater pipes
Use of masonry paints not recommended as it will (and is) trap moisture in the fabric. This is exacerbated by the leaks to the gutters and water running over the surface.
North link wall in a poor condition; recommend removing masonry paint.
Poor detailing to the parapet wall surrounding the inner courtyard to the MP's office
Potential damp issues where wall from retaining structures (risk item)
Unblock vents to timber subfloors (risk of decay)

C.1.7. External Joinery

- C.1.7.1. Generally sound
Lintel to the external door leading from the inner courtyard very poor, and on the point of failure.
Some wet rot to the external joinery, most notably on the south/ west facing elevation of the front range, and the cills of the screen to the courtyard

Internally

C.1.8. Roof Void (front range only; no access to other areas)

- C.1.8.1. Generally sound
Evidence of Common Furniture beetle attack , but this does not appear to be active or ongoing
Roof voids insulated, and felt in a good condition when viewed from inside; no leaks apparent.
Ventilation required above the line o the insulation to reduce the risk of condensation forming

C.1.9. Walls

- C.1.9.1. Generally good; many dry lined.
Areas of damp at low level, some as a result of failure of the gutters/ use of gypsum plasters.

C.1.10. Floors

- C.1.10.1. Generally sound.

C.1.11. Ceilings

- C.1.11.1. Generally sound, some damp staining as a result of leaks.
Some evidence of beetle attack, although no longer active

C.1.12. Staircase

- C.1.12.1. Sound, however some potential issues relating to fire protection of the upper floors and means of escape from ground floor rooms

C.1.13. Services

- C.1.13.1. Generally appearing to be sound, well organised and maintained.
Gas services cupboard requires **urgent** repair
We would recommend testing by a suitably qualified services consultant, as we are not qualified to provide an assessment.

C.1.14. Summary

- C.1.15. The general condition of Bridewells is generally sound, although we believe more work is required to return the building to a good condition than has been identified in the HCC summary report supplied by the parish.

Bridewells, Odiham

C.2. COSTS

Introduction

- C.2.1. The following commentary regarding costs is based on our experience as a Chartered Building Surveyor (MRICS), and having completed repair projects to listed properties for over twenty five years. Our current work includes obtaining tenders from contractors for projects with similar work to that needed at Bridewells, and our assessment below is based on our recent and on-going experience.
- C.2.2. If a more specialist review and specific advice regarding individual costs is required, we would recommend this is completed by a Chartered Quantity Surveyor.
- C.2.3. The figures given below are given in good faith and on a without prejudice basis, but we would always recommend Schedule of Work and drawings are prepared to allow accurate costs to be obtained, against defined and quantifiable areas of work.

Review

- C.2.4. HCC Property Services have attached a series of budget costs to their Summary Schedule for each element of the building work. The methodology for the generation of these costs has not been given. This may in part be where the report was originally conceived for internal use and broader estate planning, rather than it forming part of the process for the potential disposal of the asset.
- C.2.5. The costs included within the report may have been developed on the basis of approximate areas of repair, set against rates for the particular work which may be used for all HCC properties. This is not clear from the (20 page) report provided by the parish.
- C.2.6. Alternatively, costs may simply have been estimated on an element by element basis. In both instances, these figures can only ever be viewed as being for guidance only.
- C.2.7. Recognised rates are published by various organisations for building works including maintenance items, however it is not clear whether these have been used. No information is given within the report whether the costs for the work are based on the repairs being carried out 'in house' by Hampshire County Council's team, by a measured term contractor or by an outside contractor, appointed specifically for the project. This is potentially significant. Each type of contractor will have their own rates, and it is likely that an in house team will have appreciably lower costs than a commercial, independent contractor.
- C.2.8. It is expected that the costs given have been set on the basis of the work being completed soon after the inspection was completed in August 2020. Over time these costs will increase in response to inflation. This is normally reflected using rates published within the Building Cost Information service (BCIS). Based on recent experience with listed building, costs are rising in excess of inflation at approximately 5% per year, depending on the trade.
- C.2.9. The impact of COVID is having an affect on prices, where projects are sometimes taking longer as contractors are having to adapt to working in more socially distanced ways, which can reduce the number of people on site at any one time. Some building material cost have also increased disproportionately over recent months due to shortages, although this picture continues to evolve.
- C.2.10. In our experience within Hampshire, the cost for specialist work associated with listed buildings the rates can be higher, than for conventional unlisted properties, particularly as items such as rainwater goods, will need to be completed using cast iron, rather than less expensive products including plastic. This needs to be reflected in the costs for Bridewells.

Bridewells, Odiham

- C.2.11. The costs given all expected to be ex VAT and any professional fees. These will potentially need to be added. Although listed building consent would not be required if the work is limited to repairs, the need could be triggered if windows require replacement.
- C.2.12. Professional fees would however still be needed to develop a schedule of work, to allow prices to be obtained for the work, and to undertake the role of Contract Administrator for the project. The level of professional fees, will vary depending on the complexity of the project and it will not simply be a matter of the value of the works. For smaller scale projects, a 'fixed' or a time based fee is likely to be more appropriate than a percentage which is likely to be disproportionate for a project of more modest value (typically less than £50,000). For the purposes of budgeting however, 15% would not be unexpected for a project of this type.
- C.2.13. No contingency is shown against the figures, or the potential site set up costs known as 'preliminaries'. The contingency is designed to cover unexpected changes in the scope of the work, which inevitably occur when working with existing and listed structures. Typically a 10% contingency is recommended.
- C.2.14. Preliminaries cover items such as the cost of scaffolding, insurances, and the contractor's management costs for the work, which are necessary for the project. The preliminaries are in addition to the cost of the actual building work. Although it is difficult to generalise, this may amount to around 15% of the cost of the project.

Costs included for the areas of the Repair

- C.2.15. On the basis of the limited information given and following our review of the property, many of the cost estimates fall below what we might expect, particularly in relation to the building element so the work, which form our area of experience. This is in part where the areas of repair are more extensive than the summary report prepared by HCC may suggest.
- C.2.16. Figures have also been added for the services elements of the building, and it is possible that similar observations may be extended to this part of the report, however this falls outside our experience, and it would be prudent for this to be reviewed by a suitably experienced consultant so they may offer their opinion.

Bridewells, Odiham

C.3. FUTURE COMMITMENT

- C.4. In common with every building, Bridewells will need maintenance in the future. The level of maintenance need not be greater than other building types, but in this particular case, the setting and form will have an impact.

Setting

- C.4.1. The position of the building where it is surrounded by large trees will result in more regular maintenance being needed to clear leaves etc from the gutters, a task which appears to have been left in the past. This has resulted in water running over the wall surfaces resulting in problems of damp. Once this 'backlog' has been cleared and the building is sound, it will be relatively simple to stay on top of the regular maintenance items, provided this becomes part of the normal day to day running of the centre.

Form

- C.4.2. The moderately complicated 'form' of the various roof types and in particular the junctions where each roof type meet, has resulted in lines of potential weakness being created. If regular inspections are made, there is no reason why these cannot remain sound, and if repairs are needed these can be attended to quickly, and before more significant works are needed. In our view this has not always been the case.
- C.4.3. Access for inspections is relatively simple, particularly with the flat roofed area surrounding the courtyard providing a good vantage point for most of the other areas of the roof.

Materials and Skills

- C.4.4. In terms of the materials used for the construction of the building, for the most part these are relatively conventional and provided contractors are appointed with the appropriate skills and understanding of traditional building materials (lime plasters, and mortars etc) are appointed, we would not anticipate that this will be problematic.
- C.4.5. The cost of this work can be more to complete when compared to a modern building but not significantly so. It will be very important to ensure that if any work is required, the skills needed for the task should match the contractors invited to tender.

Risk Items

- C.4.6. During the course of our review it is apparent that there are a number of risk items which the parish will need to consider, which could result in more significant costs occurring in the future.
- C.4.7. The primary risk item includes the lining of the walls to the library, the MP's office and former cells, which are in part dug into the bank alongside the churchyard and the car park. On the basis of our limited review, the walls in these areas appear to have been dry-lined. This is a recognised method of providing separation between the damp external wall surface which will be in direct contact with the ground, and the finished and decorated surface within the building. For this to be robust, the system should also include a waterproofing membrane to prevent moisture transfer between the two.
- C.4.8. There are a number of methods where this can provide a very effective barrier, however where this was concealed from view we have not been able to make any assessment or to confirm whether these remain in a good condition. While it would potentially be possible to undertake opening to investigate the system, it is likely that HCC will have a record of the system they used at the time the building was refurbished. Many systems will have a guarantee, and this should be requested.

Bridewells, Odiham

- C.4.9. Although such systems are often designed for full basement conditions, where the entire space is set below ground, we always encourage building owners to ensure that the drainage around the building, including the gutters is as effective as possible so that the hydrostatic load on the waterproofing system is kept to a minimum.
- C.4.10. Other areas of risk include the condition of the roof structures above the library, and over the cells where we have not been able to gain access. We are therefore unable to comment on whether these areas are free from defects.

Planned Maintenance

- C.4.11. We would recommend a planned maintenance programme is established, either if the building is to remain within the ownership of the county Council, or if it is taken on by the Parish. This is a process we can assist with in providing guidance on the frequency of inspections and whether this work can either be carried by volunteers for simple items such as maintaining the courtyard, or if more specialist skills are needed for items such as electrical and fire alarm testing.
- C.4.12. Budget costs can also be added to the programme to allow the inevitable peaks and troughs which occur over the life of a building can be anticipated, managed and planned for financially.

Bridewells, Odiham

C.5. SUMMARY

- C.5.1. Bridewells in generally in a fair condition but work will be needed over the next 12-months to catch up with a number of maintenance items which have been overlooked in recent years.
- C.5.2. If this work is completed by HCC prior to the parish taking responsibility and ownership of the property, the level of costs included should not be a material consideration for the parish. This assumes that HCC complete all the works needed, including the repair of any consequential damage, identified within the photographic survey. The liability and risk for the costings, and completing the work would therefore entirely a matter for HCC.
- C.5.3. If however HCC are intending for the parish to assume responsibility for the building, without the items being corrected before the transfer takes place and for the parish to complete them themselves, then we consider the sums shown to be too low.
- C.5.4. It would be possible for more accurate costs to be provided and this could be managed by a full schedule of work being prepared, and tenders obtained so that an accurate sum for the repairs can be included. Arguably these costs might then be met by HCC, particularly where they are 'maintenance' related.
- C.5.5. The preparation of a Schedule could form part of any transfer agreement, and we would expect HCC to be involved either in the preparation of the Schedule of Work, or for its content and scope to be agreed. This is work we have completed in similar situations in the past.

Future Works

- C.5.6. Once this backlog has been completed, there are a number of more significant areas of work which will need attention, including the condition of the north facing 'link' wall, and repairs to the render.
- C.5.7. On the basis of our initial inspection, these are unlikely to require immediate attention, but they can be expected to be needed within the next 5 years. These include
- Repairs to the North walls
 - Repairs to the parapet walls to the south elevation (above the MP's office).
- C.5.8. In the medium term (5-10 years), work will also be needed to improve the services provision within the building, (although these appear to have been installed to a very good standard currently), in line with their expected design lives.
- C.5.9. This will also include work to the felt covered flat roofs, which typical enjoy a life expectancy of around 25 years, with around 10-15 years having elapsed already.
- C.5.10. The commitment to these ongoing maintenance issues would not be unique to Bridewells, and potentially they would apply to any building. The question of whether Bridewells represents an increased risk is doubtful, and although some basic maintenance and corrective works has not been carried out recently the building is in general terms, sound.
- C.5.11. Once the current (relatively modest) backlog has been corrected and with ongoing maintenance, there is little doubt that Bridewells can remain sound for the next 20 years and beyond.

C.6. PHOTOGRAPHS



Front elevation



Front elevation roof:
Slight sag in line of roof over window.
Slipped and missing tiles



Parapet to MP's office:
Detailing to shed water is poor, potentially resulting in moisture entering the top of the wall. No access into roof void over, with potential risk of decay

Roof slopes behind unvented.



Roof to Library:
Slates damaged around lamp post and along line of eaves (attempted break in?)

Rainwater goods blocked and walls behind saturated

Bridewells, Odiham



North wall of link.
Internal surface of wall
corresponding to problems
noted externally



Ramp to entrance partially covering vent to timber floor being: Risk of decay. Damp dripping from leaking gutters above.

Remove paint from holes to improve ventilation and overhaul cast iron gutters.



Bridewells, Odiham



Render to churchyard wall cracking allowing moisture to become trapped below ground, applying increased pressure on tanking system.

Rust staining on wall where gutters poorly aligned, blocked and overflowing over wall below

Efflorescence appearing on brick joints where the wall is damp, and moisture is being trapped by the masonry paint. Consider removal



Bridewells, Odiham



Blocked and rusting gutters and downpipes saturating the wall behind



Damp running over walls causing paint to fail and risking dry rot inside the building



Roof garden!

Cracked cast iron downpipe, and gutters loose in joints causing water to leak over the wall below,

Bridewells, Odiham



Cracked cast iron downpipe, and gutters loose in joints causing water to leak over the wall below,



Gutters loose

Gutters poorly positioned below roof. Water running from roof, misses gutters



Rust staining as a result of persistent leaks from gutters to front elevation

Crack in render to plinth allowing moisture to seep into the wall increasing the risk of rot to the timber floor behind.

Bridewells, Odiham



Roof Defects:

Various locations. Typical defects shown, with more on site



Cracked slates

Blocked back gutters



Hips poorly bedded

Cracked slates,

Missing slates allowing water to pass

Bridewells, Odiham



Poor quality slates delaminating and failing

Poor flashings to roof over MP's office

Roof to MP's office fair, but not ventilated.



Flat roof

Area of felt lifting alongside puddle

Gaps forming between flashing and North wall



Bridewells, Odiham



Flashing failed over north wall parapet

Silicone "repair" below leaking gutter joint (gutter joint still leaks)!

Old vent cowl to roof (fair)



Covers missing to flat roof vents potentially resulting in leaks



Lead flashings to chimney; fair but it is expected they will need to be renewed in the next 10 years

Bridewells, Odiham



Timber frame to door failed, potentially compromising support over



Areas of timber decay in external joinery



Damage to gas meter housing:
URGENT

Bridewells, Odiham



Roof to East range:

Generally sound, with historic beetle attack.

Well insulated

Roof void requires ventilation to reduce the risk of condensation, above the line of the insulation

Bridewells, Odiham

D. ISSUES FOR YOUR LEGAL ADVISERS

D.1. LEGISLATION

- D.1.1. The building is located within the Hart Council district where planning policy is set within the Local Plan and this provides guidance and policies on the development of buildings and land.
- D.1.2. The building is also located in the Odiham Conservation Area. This can result in additional constraints being applied to any form of development. Any tree within a conservation area will be afforded the same level of protection as an individual specimen being covered by a Tree Preservation Order. Consent will therefore be needed for pruning or removing trees over a certain size.
- D.1.3. Bridewells is Grade II listed.
- D.1.4. As the building is listed, *any* alterations either internal or external, which affect the character of the building would be subject to listed building consent. Works to the building carried out without consent can come to light many years later, with the current building owner remaining at risk of enforcement proceedings and ultimately prosecution. This can include works completed by previous owners, for which the new owners become responsible, where there is no Statute of Limitation.
- D.1.5. If you wish to make any changes to any of the buildings we would be pleased to provide you with guidance.

D.2. TENURE

- D.2.1. I assume that the tenure is freehold with no onerous encumbrances, restrictions or outgoing attached and that vacant possession of the house will be available, however, I have not seen the title deeds or a Report on Title.

D.3. SOLICITOR'S ENQUIRIES

D.3.1. We would recommend the following enquires are conducted over and above the normal searches.

Responsibilities for maintaining boundaries

Any asbestos survey information available following the refurbishment works

Evidence of any guarantees for the timber treatment, or tanking (waterproofing) undertaken by HCC

Copies of the electrical test certificates

Copies of Boiler servicing records/ testing

Bridewells, Odiham

E. RISKS

E.1. ASBESTOS

- E.1.1. Asbestos products have often been used in construction. However, they can be difficult to identify, particularly if covered or painted. The inhalation of loose asbestos fibres is a significant health hazard. You should therefore take great care to avoid disturbing or removing any material suspected of containing asbestos without first seeking specialist advice.
- E.1.2. Given the age of the building the use of asbestos, which may be concealed within the fabric, cannot be ruled out. On the basis however of the comprehensive repair and alteration programme which has clearly occurred over the years, it is however possible that most of this has already been removed. If removal has been carried out in accordance with best practice, then a record of the removal (and the initial survey which preceded it), may well have been kept. This should be sought from HCC. The cost of removing asbestos can be very expensive, and time consuming.

E.2. LEAD

- E.2.1. Lead is a poison and studies have shown that very high levels of lead can cause serious ill health. Lead was once used as a pigment in house paints, although its use has gradually reduced since 1950s. There is accordingly, a risk that there could be lead paints to the subject property, which have subsequently been overcoated with modern lead-free paints. Care will need to be taken when preparing previous painted surfaces to reduce the risk of inhaling dust containing lead particles.
- E.2.2. Lead can also sometimes be used for water pipes which supply older properties. This is a potential risk to health, however it is not always possible for this to be seen where it may be buried or hidden from view behind kitchen cupboards etc.

Bridewells, Odiham

F. SURVEYOR'S DECLARATION

F.1. I confirm that I have inspected the property and prepared this report;

Simon J Goddard DipBldgCons., MRICS CBS

Surveyors RICS No. 0096328

Simon J Goddard DipBldgCons., MRICS CBS
The Goddard Partnership Limited
The Old Fire Station
Upper Basingwell Street
Bishops Waltham
Hampshire
SO32 1PF

Bridewells, Odiham

Subject to express agreement to the contrary and any agreed amendments/additions, the terms on which the Surveyor will undertake the Building Survey are set out below.

1. Based on an inspection as defined below, the Surveyor, who will be a Chartered Surveyor, will advise the Client by means of a written Report as to his opinion of the visible condition and state of repair of the property.
2. **The Inspection**
 - a. Accessibility and Voids
The Surveyor will inspect as much of the surface area of the structure as is practicable but will not inspect those areas which are covered, unexposed or not reasonably accessible.
 - b. Floors
The Surveyor will lift accessible sample loose floorboards and trap doors, if any, which are not covered by heavy furniture, ply or hardboard, fitted carpets or other fixed floor coverings. The Surveyor will not attempt to raise fixed floorboards without permission.
 - c. Roofs
The Surveyor will inspect the roof spaces if there are available hatches. The Surveyor will have a ladder of sufficient height to gain access to a roof hatch or to a single storey roof, not more than 3.0m (10'0") above the floor or adjacent ground. It might therefore not be possible to inspect roofs above this level; in such cases, pitched roofs will be inspected by binoculars. The Surveyor will follow the guidance given in *Surveying Safely* issued by RICS in April 1991, which incorporates the guidance given in Guidance Note GS31 on the safe use of ladders and step ladders issued by the Health and Safety Executive.
 - d. Boundaries, Ground and Outbuildings
The inspection will include boundaries, grounds and outbuildings. Specialist leisure facilities, including swimming pools and tennis courts will not be inspected.
 - e. Services
The Surveyor will carry out a visual inspection of the service installations where accessible. Manhole covers will be lifted where accessible and practicable. No tests will be applied unless previously agreed. The Surveyor will report if, as a result of his inspection, the Surveyor considers that tests are advisable and, if considered necessary, an inspection and report by a specialist should be obtained.
 - f. Areas not inspected
The Surveyor will identify any areas which would normally be inspected but which he was unable to inspect and indicate where he considers that access should be obtained or formed and furthermore, he will advise on possible or probable defects based on evidence from what he has been able to see.
 - g. Flats
Unless otherwise agreed, the Surveyor will inspect only the subject flat and garage (if any), the related internal and external common parts and the structure of the building in which the subject flat is

situated. Other flats or properties will not be inspected.

The Surveyor will state in his Report any restrictions on accessibility to the common parts or visibility of the structure. The Surveyor will state whether he has seen a copy of the lease and, if not, the assumptions as to repairing obligations on which he is working. The Client is reminded that, particularly on the case of large blocks, the object of the inspection is to give guidance on the general standard of construction and maintenance, pointing out those items which will require attention within, say, the next decade and not to list those minor points which would normally be taken care of in the course of routine maintenance.

(Many flats form part of large developments consisting of several blocks. In such cases the Surveyor will be inspecting only the one block in which the flat is situated).

3. Deleterious and Hazardous Materials

- a. Unless otherwise expressly stated in the Report, the Surveyor will assume that no deleterious or hazardous materials or techniques have been used in the construction of the property. However, the Surveyor will advise in the Report if, in his view, there is a likelihood that high alumina cement (HAC) concrete has been used in the construction and that, in such cases, specific enquiries should be made or tests carried out by a specialist.
- b. Lead water supply pipes and asbestos will be noted, and advice given, if these materials can be seen but it must be appreciated that such materials are often only visible after opening up which cannot be carried out at the risk of causing damage - see paragraph 2(a) above.
- c. The Surveyor will advise in the Report if the property is in an area where, based on information published by the National Radiological Protection Board, there is a risk of radon. In such cases the Surveyor will advise that tests should be carried out to establish the radon level.
- d. The Surveyor will advise if there are transformer stations or overhead power lines which might give rise to an electro-magnetic field, either over the subject property or visible immediately adjacent to the property, but the Surveyor cannot assess any possible effect on health. For obvious reasons, the Surveyor cannot report on any underground cables.

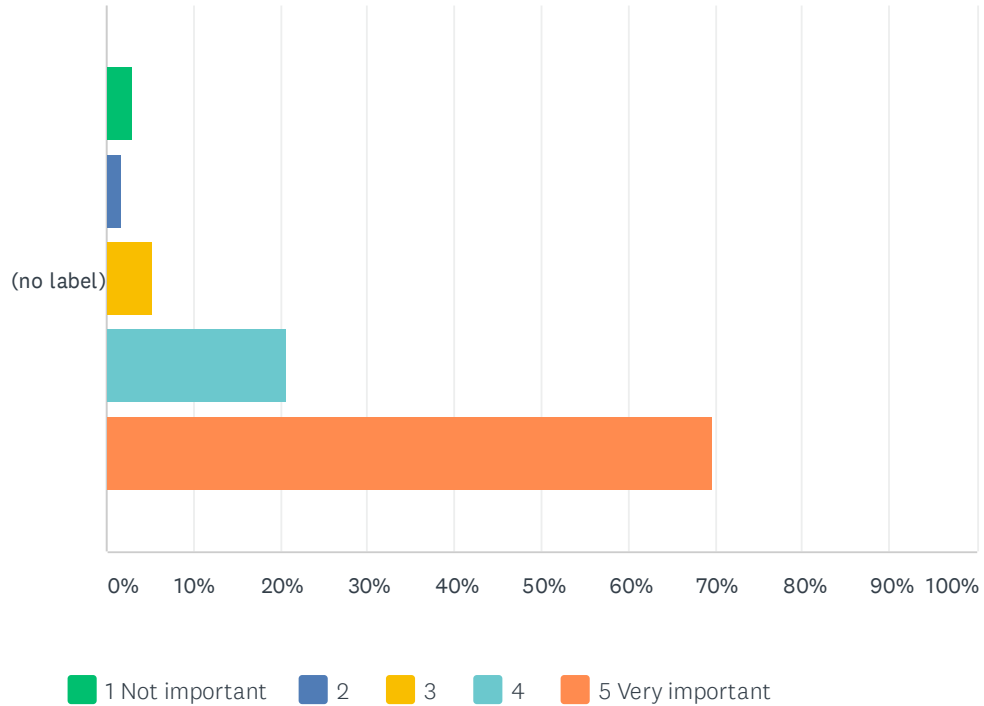
4. Contamination

The Surveyor will not comment upon the existence of contamination as this can only be established by appropriate specialists. Where, from this local knowledge or the inspection, he considers that contamination might be a problem, he considers that contamination might be a problem he should advise as to the importance of obtaining a report from an appropriate specialist.

APPENDIX 3

Q1 On a scale of 1-5, where 1 is not important and 5 is very important, how important do you think it is for the Bridewell to remain as a community asset?

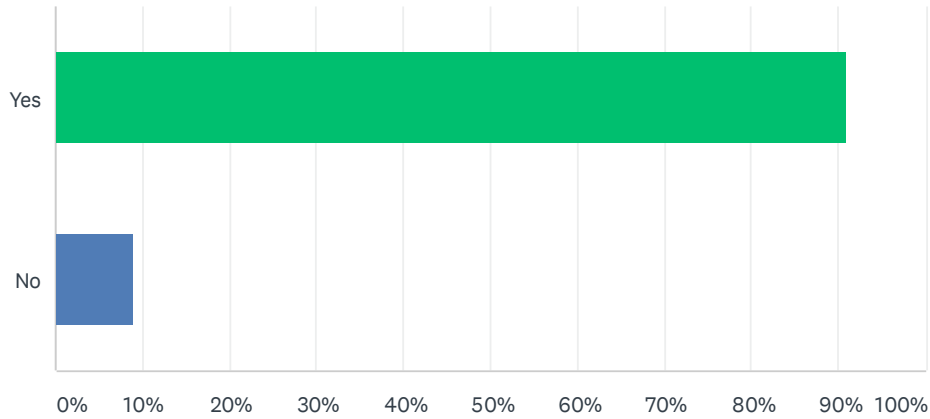
Answered: 378 Skipped: 0



	1 NOT IMPORTANT	2	3	4	5 VERY IMPORTANT	TOTAL	WEIGHTED AVERAGE
(no label)	2.91%	1.59%	5.29%	20.63%	69.58%		
	11	6	20	78	263	378	4.52

Q2 Would you support the decision to take on the Bridewell if it resulted in an increase of 5% - approximately 50p a month for a Band D house - in the Precept (the portion of the Council Tax that goes to the Parish Council)?

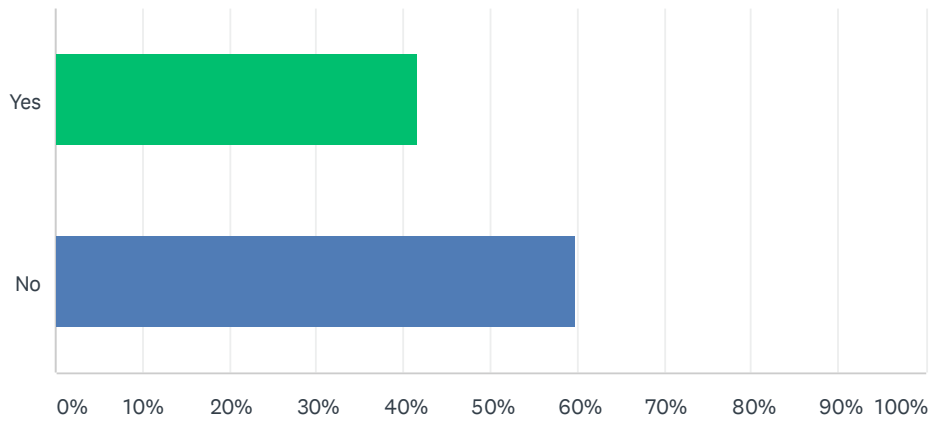
Answered: 378 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	91.01%	344
No	8.99%	34
Total Respondents: 378		

Q3 Would you support the decision to take on the Bridewell only if it was cost neutral to the Parish Council?

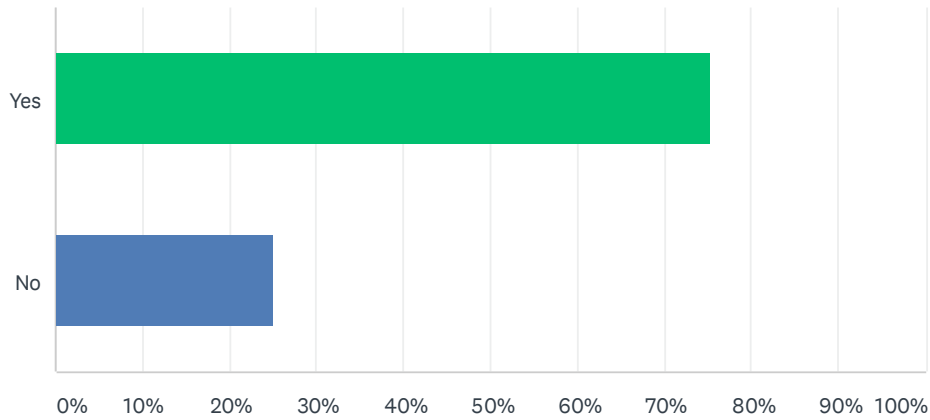
Answered: 378 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	41.53%	157
No	59.79%	226
Total Respondents: 378		

Q4 Would you be prepared to join a 'Friends' scheme to support the Book Exchange to ensure it could provide books for the community and run a programme to encourage literacy and support IT literacy?

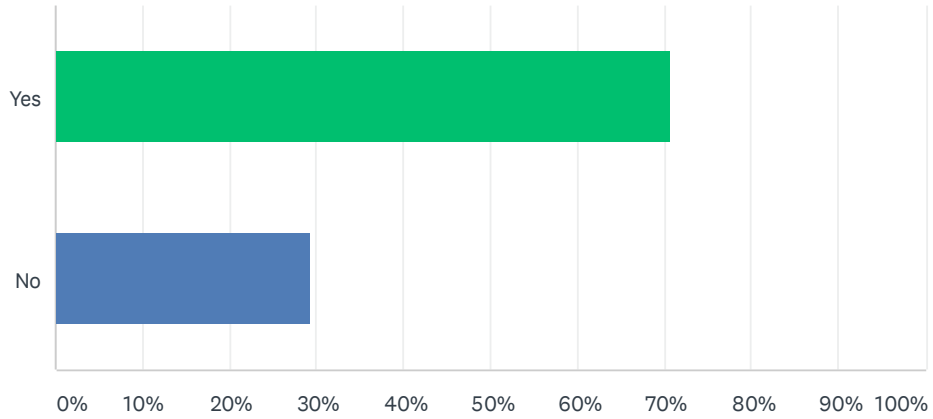
Answered: 378 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	75.40%	285
No	25.13%	95
Total Respondents: 378		

Q5 If yes, would you consider a subscription of a minimum of £2 per month – less than the price of one cup of coffee?

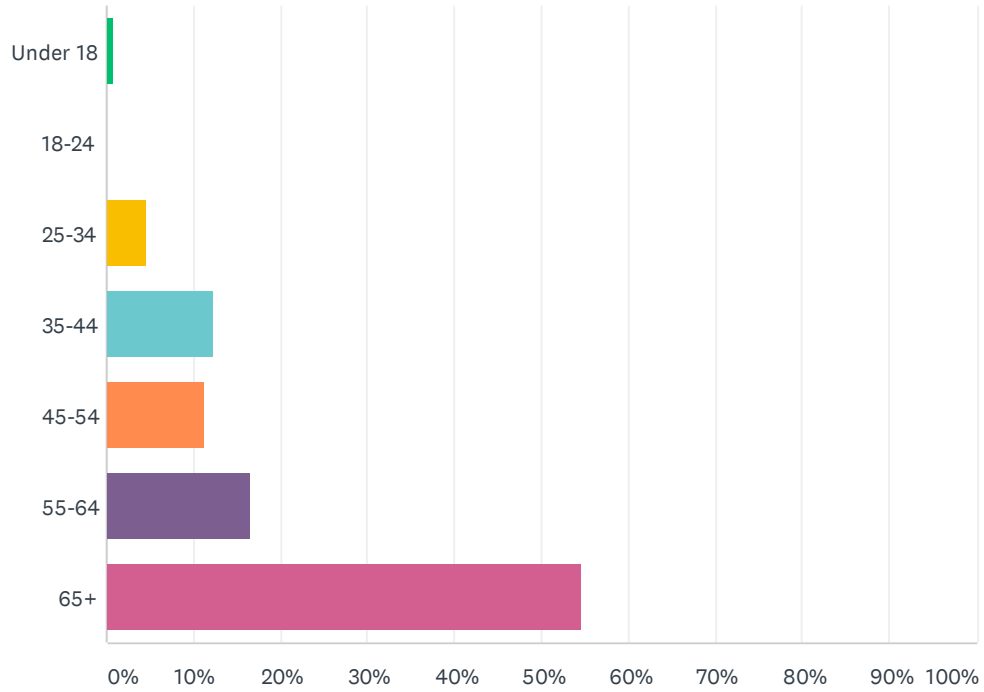
Answered: 351 Skipped: 27



ANSWER CHOICES	RESPONSES	
Yes	70.66%	248
No	29.34%	103
Total Respondents: 351		

Q6 Can you tell us your age group?

Answered: 375 Skipped: 3



ANSWER CHOICES	RESPONSES	
Under 18	0.80%	3
18-24	0.00%	0
25-34	4.53%	17
35-44	12.27%	46
45-54	11.20%	42
55-64	16.53%	62
65+	54.67%	205
TOTAL		375

Q7 Do you have any other comments?

Answered: 188 Skipped: 190

Q8 If you are happy to be contacted about the Bridewell project please include your contact details here:-

Answered: 182 Skipped: 196

ANSWER CHOICES	RESPONSES	
Name	96.70%	176
Company	0.00%	0
Address	91.21%	166
Address 2	67.03%	122
City/Town	82.97%	151
State/Province	0.00%	0
ZIP/Postal Code	89.56%	163
Country	63.19%	115
Email Address	91.21%	166
Phone Number	71.43%	130

Q9 Thank you for taking time to give us your views which will be taken into account at the OPC meeting on 20th April 2021.

Answered: 42 Skipped: 336

APPENDIX 4

Dated

20 SEPTEMBER 2021

Report On Title

To For Odiham Parish Council

Contents

Clause

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2.	Scope of the review and limitation of liability.....	1
3.	Executive summary.....	2
4.	Purchase price and other contract terms.....	2
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6.	Search results.....	3
7.	Replies to pre-contract enquiries.....	5
8.	Planning and building regulations.....	5
9.	Insurance.....	5
10.	Conclusion.....	6

Schedule

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Part 1.	Letting Document: Part of Ground Floor Office and Store, the Bridewell.....	7
Schedule 2	Outstanding matters.....	8

Annex

Various title documents and searches

1. Interpretation

The following terms are used in this report:

Contract: the agreement to be entered into between you and the Seller for the sale and purchase of the Property.

Letting Documents: the lease to which the Property is subject.

LTA 1954: Landlord and Tenant Act 1954.

LTCA 1995: Landlord and Tenant (Covenants) Act 1995.

Property: The property described in paragraph 5 of this report.

Seller: Hampshire County Council of Three Minster House, 76 High Street, Winchester, SO23 8UL.

2. Scope of the review and limitation of liability

- 2.1 This report has been prepared for the sole benefit of you, Odiham Parish Council, in connection with your proposed purchase of the Property from the Seller and for no other purpose.
- 2.2 The contents of this report are private and confidential. It must not be relied on by or made available to any other party without our written consent.
- 2.3 The report is based on our review of the title documents, search results, planning documents and replies to pre-contract enquiries given by the Seller.
- 2.4 Where the provisions of the Lease or Letting Documents are summarised, the wording of the provisions has been shortened. Provisions that are likely to be less important when assessing their effect on the value of the Property have been omitted. This report should not be used as a substitute for reading the actual Lease or Letting Documents.
- 2.5 We have not inspected the Property and are unable to advise on the physical condition of the Property. We would advise you to arrange for a survey of the Property to be carried out, if this has not already been arranged. A survey should identify any physical defects in the Property and may warn of potential defects. It is important to be aware of any defects in the Property before you exchange contracts. Once you have exchanged contracts, you will not be entitled to any compensation from the Seller if you have to put right any defects.
- 2.6 We have made no enquiries of the actual occupiers of the Property and have not taken any steps to verify independently the information supplied by the Seller in replies to enquiries.

2.7 We express no opinion on the commerciality of the transaction. We are unable to advise on the value of the Property. We recommend that you have the Property professionally valued. You should ensure that the valuer is aware of the matters mentioned in this report, as they may affect the value.

2.8 At the date of this report, the matters listed in Schedule 2 are outstanding. We will keep you informed as and when these matters are resolved.

3. Executive summary

AS you have been in occupation of the building for some time you are likely to be aware of any major issues, but I would draw your attention to the possible presence of asbestos mentioned in the CPSE Replies to enquiries.

4. Purchase price and other contract terms

4.1 The purchase price is £1.

4.2 The purchase price is exclusive of VAT. This means that if VAT is payable on the purchase price, the amount of VAT will be added to the purchase price.

4.3 The Contract does not require you to pay a deposit.

4.4 We would like to bring these other terms of the Contract to your attention:

4.4.1 Clause 9 of the draft TR1 appears unnecessary, the existing lease will fall away once the property becomes in the common ownership of the Council.

4.4.2 The obligation to take adhere to the Landlord's Covenants set out the lease dated 16 April 2019 between Hampshire County Council and the Police and Crime Commissioner.

5. The Property

5.1 The Property is the freehold land and buildings known as Odiham Librart, The Bury, Odiham.

5.2 If your title to the Property is freehold, it means that you own the Property outright, in perpetuity.

5.3 A plan showing the Property edged in red is attached to this report. Please check the plan carefully to ensure that it accurately reflects the extent of the land that you believe you are buying. The plan may not show the exact location of the boundaries of the Property. You should inspect the Property and let us know if there are any discrepancies between the plan and the site inspection.

- 5.4 The Property is registered at the Land Registry under title number HP833165. The class of title is absolute freehold title. Absolute title is the best class of title available.
- 5.5 The registered owner of the Property is the Seller.
- 5.6 The terms of the Letting Documents are set out in Schedule 1 to this report.
- 5.7 The Property is also subject to a Tenancy at Will dated 23 June 2020 attached to this report.

6. Search results

6.1 Local land charges search

A search of the local land charges register shows matters such as compulsory purchase orders, tree preservation orders, planning enforcement notices and financial charges registered against a property. You should note that the search result provides a snapshot of the register on the date of the search. Local land charges registered after the date of the search will still bind a property.

The local land charges search was provided by Index Property Information on 16 September 2021. The result of the search revealed that the following local land charges are registered against the Property:

- (a) It is a Grade II listed building;
- (b) It is within a conservation area
- (c) Other historic charges regarding use.

6.2 Local authority search

A local authority search reveals important information about a property, such as planning permissions and building regulation consents, proposals for road schemes, environmental and pollution notices and whether any part of the property is registered as common land or as a town or village green. A local authority search only reveals matters that affect the property being searched against. It will not disclose matters that affect neighbouring properties. If you require information about neighbouring properties, you should let us know so that further enquiries can be made.

The local authority search was provided by Index Property Information on 16 September 2021. The result of the search did not show any entries that adversely affect the Property and revealed the information referred to above and that:

- (a) The property is an asset of community value;
- (b) Various building regulation applications relating to the erection of lights and plaques and some refurbishment. Please advise if you would like to obtain copies of these.

No part of the Property is registered as common land or as a town or village green. The possibility of land being common land or a town or village green is significant, as the land may be subject to third party rights and the owner's ability to use or develop the land may be restricted. Even if land is not registered as common land or a town or village green at the date of the search, it is possible for common land or new town or village greens to be registered in some circumstances. You should let us know if you are aware of anyone other than the Seller and the tenants under the Letting Documents using the Property for any purpose.

6.3 Drainage and water enquiries

The replies to drainage and water enquiries show whether a property is connected to the mains water supply and mains drainage. The replies may also show the location of public sewers within the boundary of a property and other such matters that may restrict development.

Replies to the drainage and water enquiries were provided by Index Property Information on 16 September 2021. The replies did not show any entries that adversely affect the Property and revealed the following information:

The Property is connected to the mains water supply on a metered basis however you are probably already aware of this, having been in occupation.

6.4 Flood risk search

A flood risk search gives a high level assessment of the risk to the Property from the four main types of flooding (river, coastal, groundwater and surface water). It is important to know this information before committing to buy a property, as it can affect the value of the Property and the terms of your buildings insurance for Property.

The flood risk search was provided by Index Property Information on 24 August 2021. The result of the search showed that the Property is unlikely to be at risk from flooding, although there may be a very low risk of surface water flooding. This is advised in most reports..

6.5 Environmental search

If a local authority determines that land is contaminated, and the party who caused or knowingly permitted the contamination cannot be found, the current owner or occupier of the land may be required to remedy the contamination. This can be an expensive process, so it is important to assess the risk of land being contaminated before committing to buy a property.

An environmental data search can be used to establish the risk of land being contaminated, by collating information from regulatory bodies, floodplain data and a review of current and historic land uses. This type of search is also known as a

“desktop search”. An environmental data search does not include a site visit or testing of soil or groundwater samples.

The environmental data search was provided by Index Property Information on 24 August 2021. The result of the search showed that the Property is unlikely to be classed as contaminated land. It did however reveal that there may be, or may potentially be, solar farms in the local vicinity and oil and gas exploration.

6.6 Land Registry official search

A Land Registry official search shows whether the register for a property has changed since the copy of the register was originally issued to the buyer’s solicitor. The search also gives the applicant a “priority period”. Any new entries that are registered in the priority period will not bind the applicant, as long as the Land Registry receives their application for registration within the priority period.

It is too early to carry out a Land Registry official search now, but we will carry out a search before completion of the purchase of the Property.

7. Replies to pre-contract enquiries

You should note the following information provided by the Seller in their replies to our pre-contract enquiries, albeit most information they have indicated the Council must rely on its own enquiries:

- (a) the possible presence of asbestos;
- (b) energy providers can be advised by contacting the relevant email address provided, if the Council does not already hold the contracts;
- (c) does the Council want sight of the health and safety file in advance of completion?

If there are any response the Council would like clarified/further information sought please advise.

8. Planning and building regulations

The use of the Property as a library and offices is authorised by a planning permission dated 27 October 1970. The following conditions may restrict the use of the Property:

The property being a Grade 2 listed building and within a conservation area.

9. Insurance

You will take the risk in the Property from the date that the Contract is exchanged. This means that if the Property is damaged or destroyed between exchange and completion you will still be obliged to buy the Property for the price stated in the Contract. We would strongly recommend that you arrange for the Property to be

insured for its full reinstatement value from the date of exchange. However I shall suggest that there is a simultaneous exchange and completion, in which case this will not be relevant.

10. Conclusion

Subject to the matters referred to in this report and to any issues arising out of the outstanding matters listed in Schedule 2, we are of the opinion that upon completion of the purchase of the Property and registration at the Land Registry you will obtain a good and marketable title to the Property.

Schedule 1 Terms of the Letting Documents

Part 1. Letting Document: Part of Ground Floor Office and Store, the Bridewell

Premises demised by the Letting Document:	Part of Ground Floor Office and Store, the Bridewell
Date:	16 April 2019
Original parties:	Hampshire County Council and The Police and Crime Commissioner
Name and address of current landlord:	The Seller
Name and address of current tenant:	Part of Ground Floor Office and Store, the Bridewell
Name and address of any current guarantor:	None
If the tenant is not in occupation, name and address of the current occupier and basis of their occupation:	Not applicable
Length of the term, commencement date and expiry date:	Lease commencing on 1 July 2019 for a term of 3 years expiring on 30 June 2022
Is the Letting Document a new tenancy for the purposes of the LTCA 1995?	Yes
Is the Letting Document contracted out of the LTA 1954?	Yes
Current rent and rent payment dates:	£1,465, payable on the usual quarter days
Details of any rent deposit:	Not applicable

Schedule 2 Outstanding matters

1. Surrender of the Council's lease dated 16 May 2016.
2. Drafting of Contract in light of 1 above.

APPENDIX 5

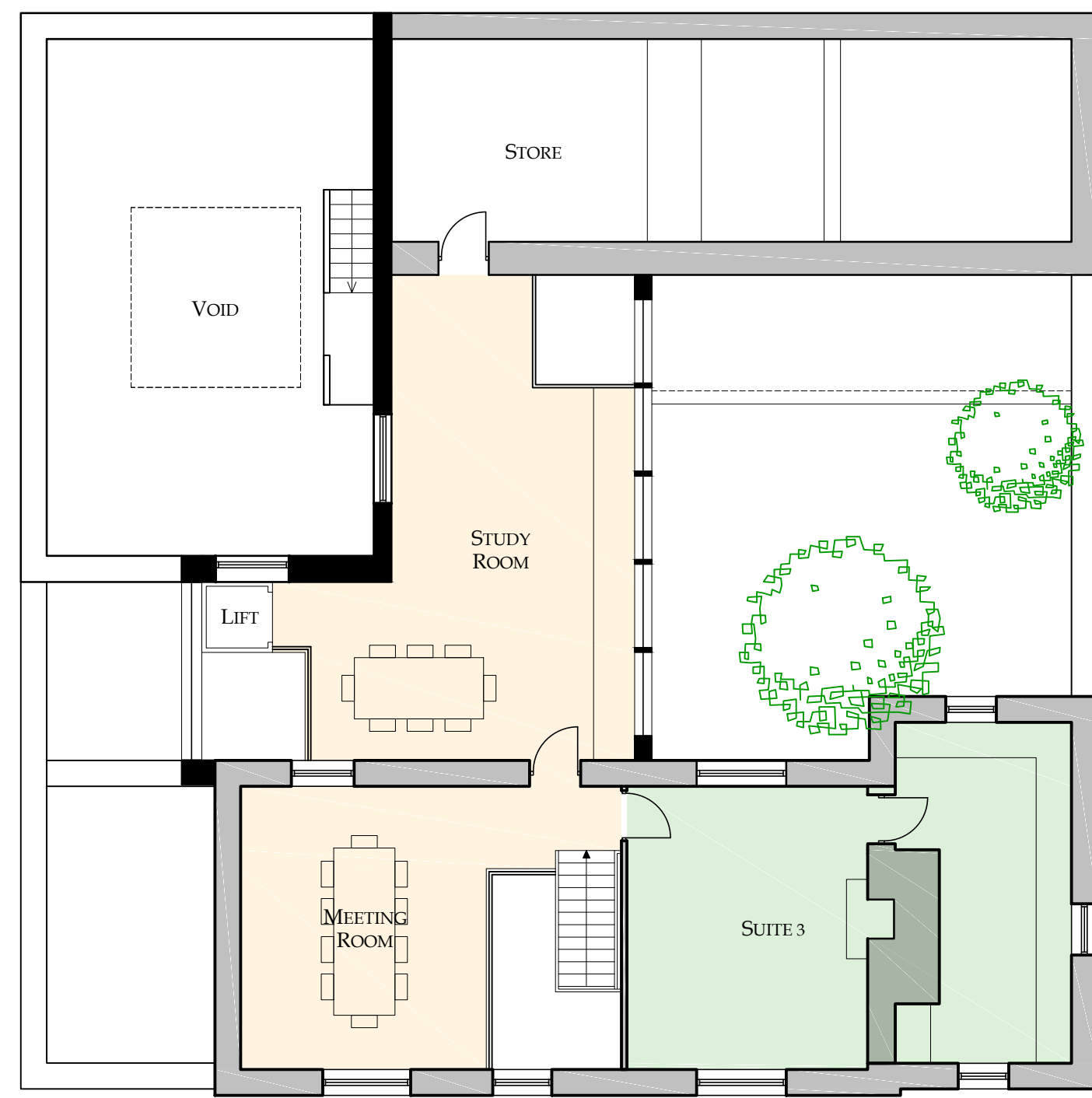
APPENDIX 6

THE BRIDEWELL BUDGET

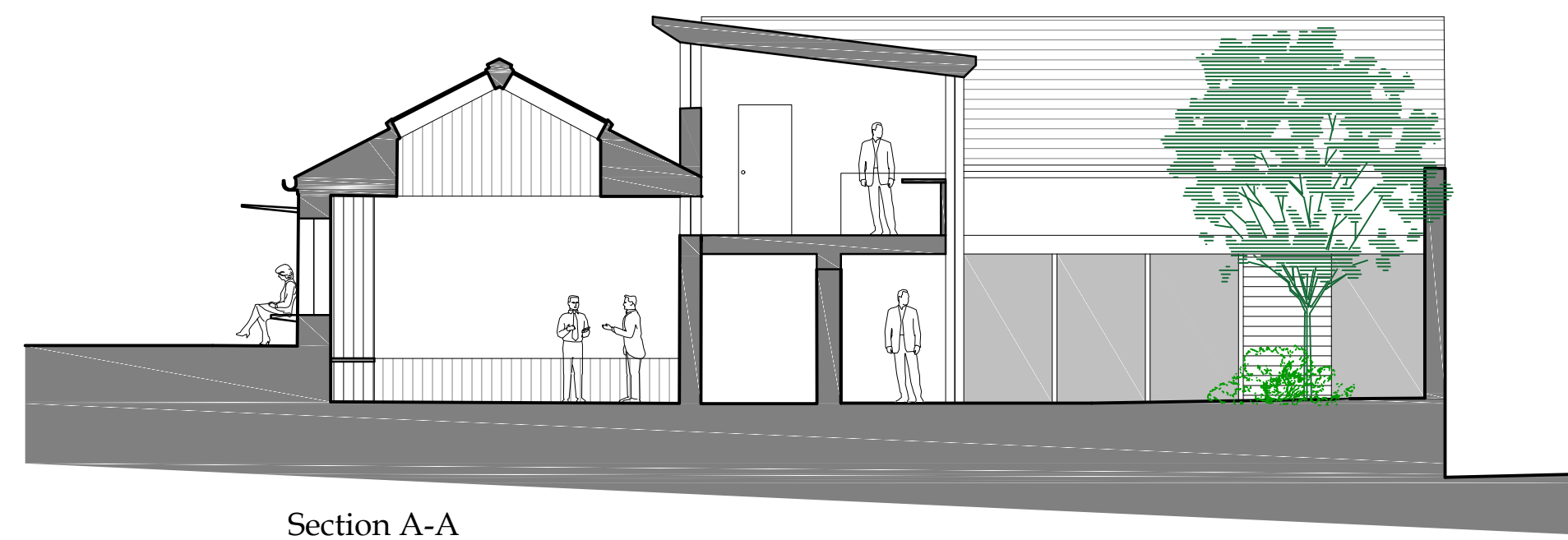
		1.035	1.035	
	HCC Actuals 2020/21	Year 1 2022-23	Year 2 2023-24	Year 3 2024-25
EXPENDITURE				
Utilities				
Electricity	3100	3700	3830	3964
Gas	3700	4300	4451	4606
Water	150	185	191	198
Sewerage		0	0	0
Phone		0	0	0
Broadband		0	0	0
Housekeeping				
Cleaning Services	2300	5560	5754	5956
Cleaning materials - wash up paper towels etc,	20	400	414	428
Window and Gutter Cleaning	100	200	207	214
Refuse Collection	200	950	983	1018
Confidential and hazardous waste/Chemical	100	163	168	174
H&S				
Insurance		1299	1344	1391
Fire risk assessment and testing	50	1070	1107	1146
Legionella Treatment	50	50	52	54
Security	50	0	0	0
Electrical testing		0	357	0
PAT testing		205	0	212
Maintenance				
Boiler Servicing		250		
Contingency / Sinking Fund	2500	2500		
Grounds Maintenance	500	500	518	536
Carbon Tax Allowance	300	0	0	0
Adminstration				
Business rates	2900	3000	3105	3214
Staff management costs		3400	3519	3642
TOTAL	16020	27731	26000	26753

Estimated INCOME					
Ad hoc bookings	0	2080	2080	2080	
Odiham Book Exchange	0	500	500	500	
General lettings	0	1500	1500	1500	
PAST OPC service charge cost proportion	1850				
PAST rent OPC Offices	3500				
Subtotal	16434	17172			
Maintenance NEEDED NOW					
General R&M Fabric		10000	5000	5175	
General R&M Mechanical & Electrical		1000			
New Toilet		20000			
TOTAL		31000			
ONE OFF SET UP COSTS					
Take on Fee for emergency lighting		50			
Initial Set Up & transfer Fee for Fire Alarm		190			
Key Cutting		100			
Cleaning Equipment		255			
Legionella Testing equipment		130			
TOTAL		725			
INITIAL INCOME					
HCC grant income		10000			
Topsoil UK GIFT		1000			
Earmarked Reserves		15000			
Crownfields Section 106		5000			
TOTAL		31000			

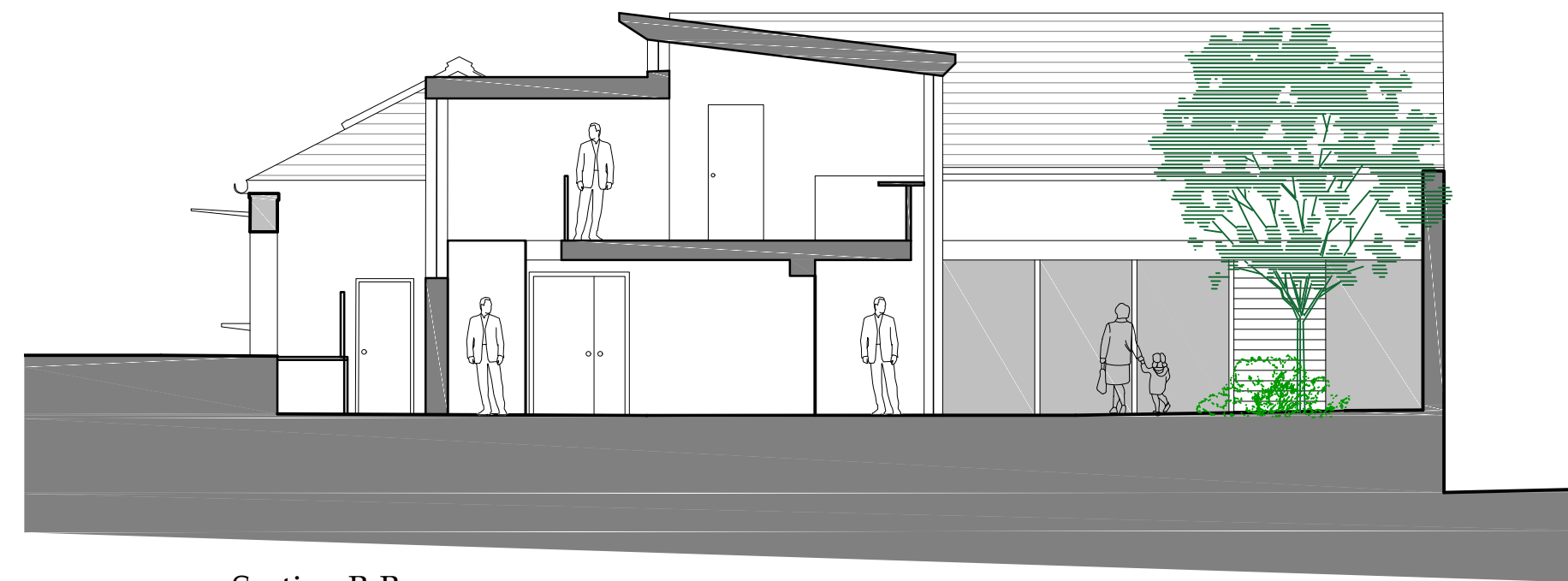
APPENDIX 7



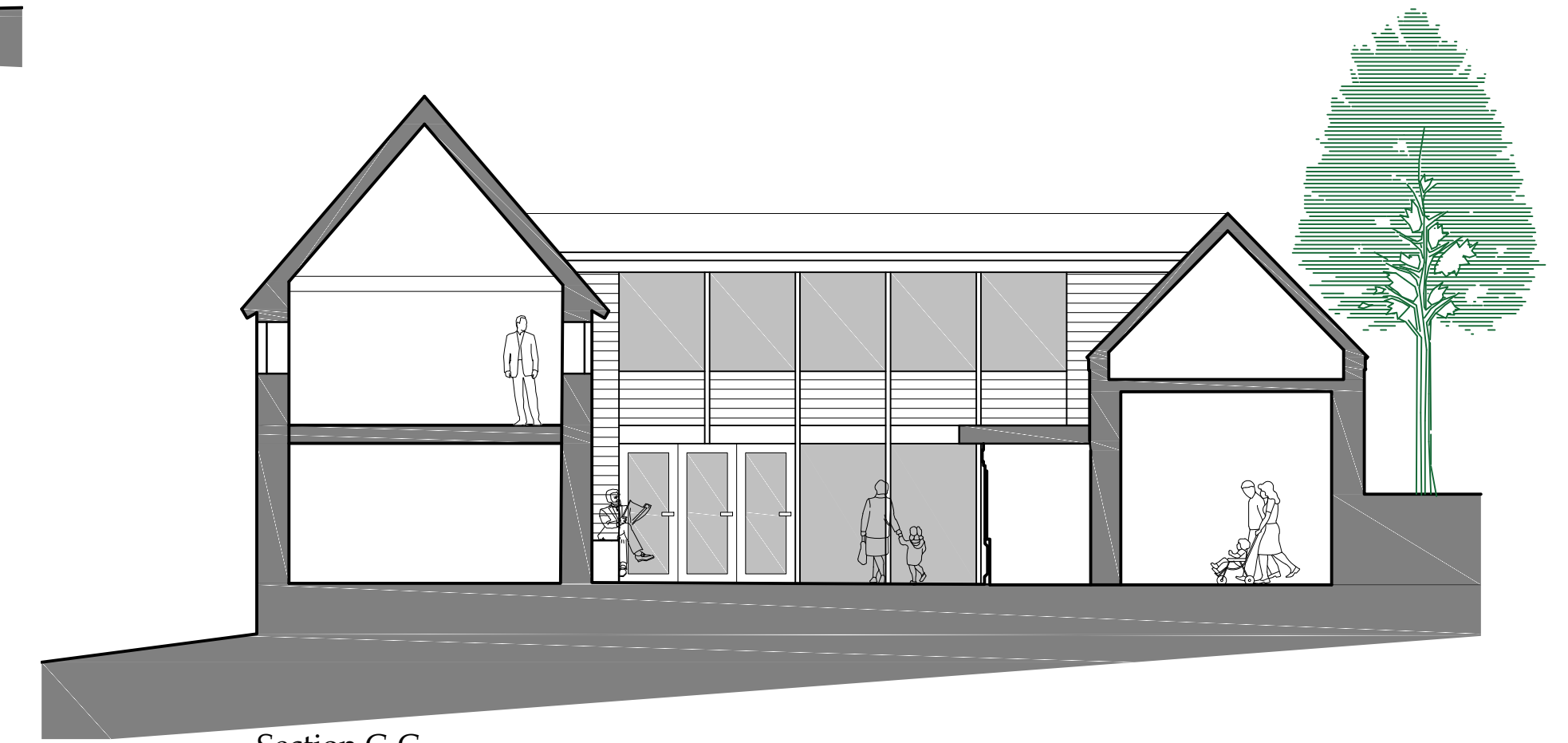
First Floor Plan



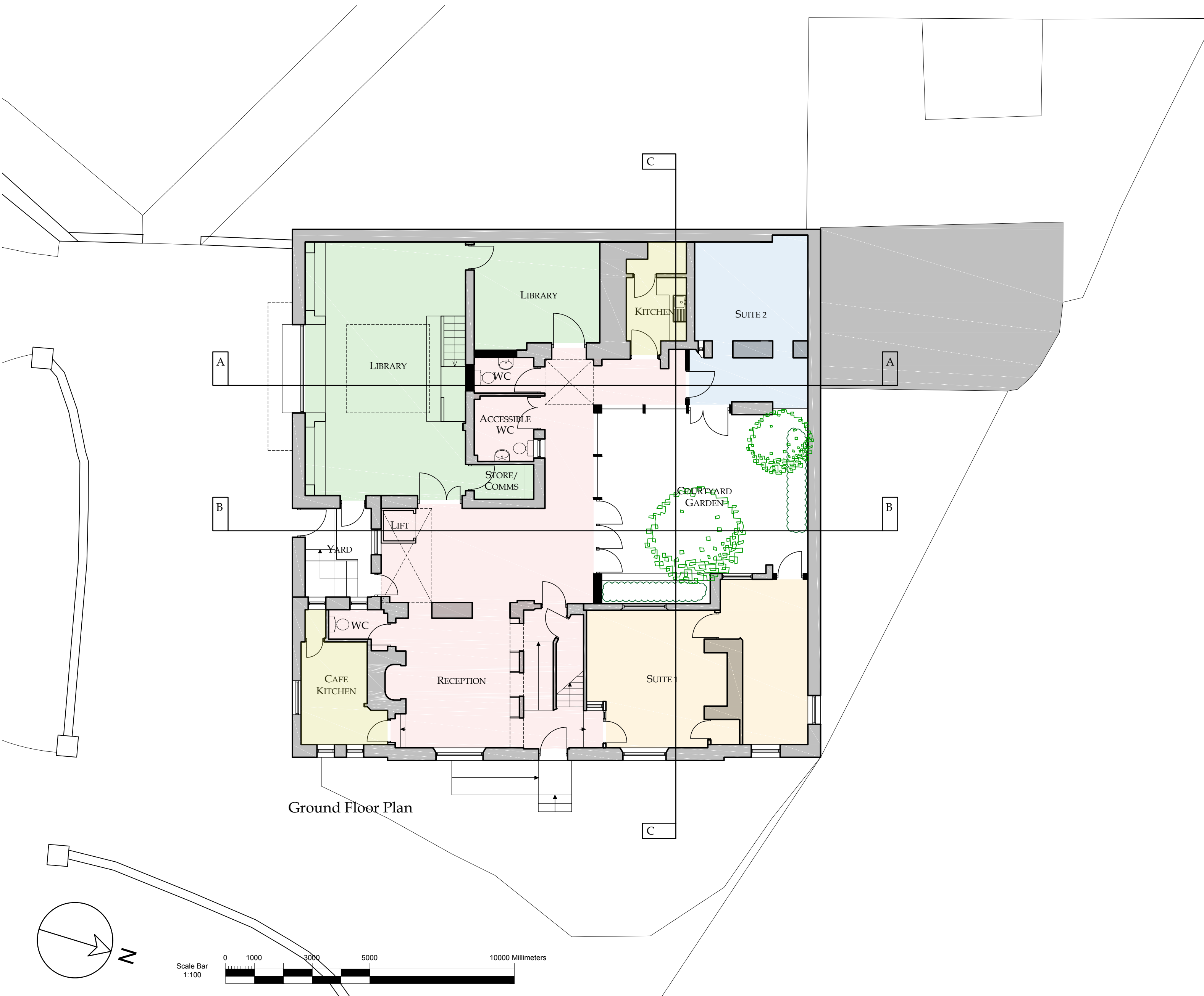
Section A-A



Section B-B



Section C-C



Ground Floor Plan



Artist's impression of public realm in between The Bridewell and Mayhill School



Guille-Alles Library, Guernsey



Guille-Alles Library, Guernsey

		Leo Cornall Architect	
		07813716593 leocornall@hotmail.com	
Project Title	Odiham Bridewell		
Project Address	The Bury, Odiham, Hampshire		
Client	Odiham Parish Council		
Drawing Title	Proposed Plans		
Scale	1:100 @ A1	Date	Sep. 2021
LC/006/BRI	006-001	B	
Job Ref	Drawing No.	Revision	

APPENDIX 8

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

<p>Leave blank if not yet registered.</p>	<p>1 Title number(s) of the property: HP833165</p>
<p>Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.</p>	<p>2 Property: Odiham Library, The Bury, Odiham, Hook, RG27 1NB</p>
<p>Give full name(s).</p>	<p>3 Date:</p>
<p>Complete as appropriate where the transferor is a company.</p>	<p>4 Transferor: Hampshire County Council <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:</p>
<p>Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.</p>	<p>5 Transferee for entry in the register: Odiham Parish Council <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:</p>
<p>Each transferee may give up to three addresses for service, one of which must be a postal address whether or</p>	<p>6 Transferee's intended address(es) for service for entry in the register:</p>

not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

The Bridewell, The Bury, Odiham RG29 1NB

7 The transferor transfers the property to the transferee

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 11.

8 Consideration

The transferor has received from the transferee for the property the following sum (in words and figures):

One pound (£1.00)

The transfer is not for money or anything that has a monetary value

Insert other receipt as appropriate:

Place 'X' in any box that applies.

Add any modifications.

9 The transferor transfers with

full title guarantee

limited title guarantee

(a) The covenants set out in Section 2(1) and Section 3(1) of the Law of Property (Miscellaneous Provisions) Act 1994 (**1994 Act**) shall not extend to matters recorded in registers open to public inspection which matters notwithstanding Section 6(2)(a) of the 1994 Act are deemed to be within the actual knowledge of the Transferee

(b) Section 2(1)(b) of the 1994 Act will be read and construed as if the words "at his own cost" were substituted by the words "at the Buyer's cost"

(c) The covenants set out in Section 2(1) and Section 3(1) of the 1994 Act shall not extend to any matter which was known to or in respect of which notice was given to a predecessor in title but of which the Transferor is not aware

Where the transferee is more than one person, place 'X' in the appropriate box. Complete as necessary.

10 Declaration of trust. The transferee is more than one person and

they are to hold the property on trust for themselves as joint tenants

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
 - in the first box, or
 - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to Land Registry's Public Guide 18 – *Joint property ownership* and Practice Guide 24 – *Private trusts of land* for further guidance. These guides are available on our website www.landregistry.gov.uk

Insert here any required or permitted statement, certificate or application and any agreed covenants, declarations and so on.

- they are to hold the property on trust for themselves as tenants in common in equal shares
- they are to hold the property on trust:

11 Additional provisions

11.1 With the object and intent of affording to the Transferor a good and sufficient indemnity but not further or otherwise the Transferee hereby covenants jointly and severally with the Transferor that the Transferee will at all times hereafter

11.1.1 observe and perform the covenants and conditions on the part of the Transferor as landlord contained in the lease of part of the Property dated 16th May 2016 and made between the Transferor (1) and the Transferee (2)

11.1.2 observe and perform the covenants and conditions on the part of the Transferor contained in a lease of part of the Property dated 16th April 2019 and made between Hampshire County Council (1) and The Police and Crime Commissioner for Hampshire (2)

and will indemnify and keep the Transferor fully and effectively indemnified against all actions proceedings damages costs claims expenses and liability that may be suffered or incurred by the Transferor in respect of any future breach or non-observance or non-performance of those covenants or conditions

11.2 The Transferor shall not be liable under any covenant implied by this Transfer by Section 4 of the 1994 Act or otherwise for any breach of the terms of the Leases

concerning the state repair decoration and condition of the Property

12. The Transferee and its successors in title covenant with the Transferor not to use the Property other than for community and ancillary purposes and Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 applies to the covenant in Clause 12 which shall be enforceable against any person deriving title to the Property or any part of it from the Transferee

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

13 Execution

IN WITNESS whereof the parties hereto have executed this instrument as a Deed on the date first before written

EXECUTED as a DEED by affixing THE COMMON SEAL of Hampshire County Council in the presence of

Authorised signatory

Executed as a deed by Odiham Parish Council:

Councillor.....

Councillor.....

If there is more than one transferee and panel 10 has been completed, each transferee may also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to Land Registry's Public Guide 18 – *Joint property ownership* and Practice Guide 24 – *Private trusts of land* for further guidance.

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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Odiham Parish Council

Notes to accompany the 'Bridewell Budget' for 2022-23

In preparation for taking on management of the Bridewell a separate budget was prepared. This was facilitated by the provision of HCC's budget for the building for 2020-21. In order to establish budget costs going forward quotations were sought from alternative providers in order to establish 'best value'. In all cases (with the exception of gas and electricity, where usage data was not available) at least 3 quotations were sought. Local providers were focused on where possible.

The results of this exercise are shown below:

Budget Heading	Narrative	Suggested Provider
Electricity	Currently supplied by nPower through the HCC Framework Agreement. Electricity for King Street toilets is already purchased through this agreement.	Continue with current arrangement. Request sign up at point of transfer.
Gas	Currently supplied by nPower through the HCC Framework Agreement	Continue with current arrangement. Request sign up at point of transfer.
Water and Sewerage	HCC purchases through Business Stream who have limited external customers.	New contract with Everflow.
Cleaning Services	Currently with YBC who were requested to quote; also had quote from CJH who clean the King St toilets. Considered against alternative of 'in-house' employed cleaner.	In house is cheapest BUT would current YBC cleaner have to be TUPE'd into the role? Suggest awarding 1 year contract to YBC and consider option of cleaner/caretaker to additionally put out chairs and tables etc. and be keyholder.
Sanitary and Nappy Bins	Required for King Street toilets too.	PHS
Cleaning Materials	Contractors would supply. Budget based on OPC buying direct from cheapest source.	
Window and Gutter cleaning	5 contractors contacted – all promised quotes! Only one eventually responded.	Mark Abbot Window Cleaning
Refuse Collection	Currently undertaken by Hart, 2 wheelie bins provided, one for re-cycling. Bins are not locked and frequently used by 'neighbours' for their personal use. Suggested provider will supply one locked bin. They recycle all the contents of the bins they collect.	Chambers – Guildford to be collected every two weeks
Insurance	Remain with current provider who has quoted for buildings insurance and Book Exchange fixtures and fittings.	Zurich
Fire Equipment, Testing & Monitoring	OPC currently use Walker Fire a national company based in the West Midlands. HCC contractors manage the fire panel and monitoring. Few companies were willing to quote for maintenance of the fire alarm, lights, monitoring and extinguishers etc.	KBO based in Camberley

APPENDIX 9

Electrical and Pat Testing	Croombs Electrical Services Ltd currently provide services to OPC	Very occasional use, no other local contractor found who will do both jobs
Boiler Servicing	Quotations being sought at present.	
Grounds Maintenance	Currently the courtyard is maintained on an ad-hoc basis by the Odiham Society	Pass to Larkstel OPC's current grounds contractor
One Off set up fees	£725 This includes the cost of the following and is unavoidable <ul style="list-style-type: none">• Keys• Cleaning equipment (if undertaken in house)• One off take-over fee for Fire Equipment servicing and Emergency Lighting• Legionella Testing Equipment	

Mary Harris

13/12/2022