



10 Maintenance Plan

Ryde Town Hall

March 2024



The Goddard Partnership Limited

Historic Buildings, Design
and Conservation Consultants

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

01489 890629

office@thegoddardpartnership.com

RYDE TOWN HALL: MAINTENANCE PLAN

Occasional and Regular Tasks																				
Ref	Building Element	Maintenance Task	Responsibility	Frequency	Rate £/Hour	Time	Frequency	Annual Cost £	J	F	M	A	M	J	J	A	S	O	N	D
1.0	Roofs																			
1.1.	<i>Roofs areas generally (Flat Roofs)</i>	Inspect roof areas from accessible high points and report any loss or damage.	Trained Staff*	i. After stormy weather	£30.00	1.5	12	£540.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2	<i>Pitched lantern Lights</i>	Check for broken glazing (pitched roofs and side panels)	Trained Staff*	Annually and after stormy weather	£30.00	1	4	£120.00	✓			✓			✓			✓		
		Check putty to glass	Trained Staff*	Annually	£30.00	2	1	£60.00										✓		
		Check lead flashings	Trained Staff*	Every six months	£30.00	5	2	£300.00				✓						✓		
1.3	<i>Lead Flat roofs</i>	Check covering and flashings remain secure (Lead theft)	Trained Staff*	Every six months	£30.00	1	2	£60.00				✓						✓		
		Check for splits	Trained Staff*	Annually	£30.00	1	1	£30.00										✓		
		Lead Parapet Gutters (Inspect for splits)	Trained Staff*	Annually	£30.00	1	1	£30.00										✓		
1.4	<i>Single Ply Membrane Roofs</i>	General review, examine for blisters/ splitting on joints	Trained Staff*	Annually	£30.00	1	1	£30.00										✓		
		Check lead flashings and flashings to SVP/ extracts	Trained Staff*	Every six months	£30.00	1.5	1	£45.00				✓						✓		
1.5	<i>Asphalt Roofs</i>	General review, examine for blisters/ splitting on joints	Trained Staff*	Annually	£30.00	1.5	1	£45.00				✓						✓		
		Check lead flashings	Trained Staff*	Annually	£30.00	0.5	1	£15.00										✓		
1.6	<i>Pitched roofs</i>	Check for missing slates (identification only, replacements by contractor)	Trained Staff*	Monthly between October and March	£30.00	1	1	£30.00	✓	✓	✓							✓	✓	✓
		Check ridges (identification only, replacements by contractor)	Trained Staff*	Annually	£30.00	0.5	1	£15.00									✓			
1.7	<i>Lead weatherings and flashings</i>	Make minor repairs (eg dress back clips, make good mortar fillets) (identification only)	Contractor	Annually				£600.00				✓								
1.8	<i>Copings</i>	Check aluminium cappings (identification only)	Trained Staff*		£30.00	1	1	£30.00												
1.9	<i>Lightning Protection</i>	Inspect and undertake testing by specialist	Contractor	Annually				£1,500.00				✓								
	<i>Flagpole</i>	Check fixings (identification only)	Contractor	Annually				£400.00												
1.11	<i>Portico / Balcony Roof</i>	Check mineral felt covering for splits (identification only)	Trained Staff*	Annually	£30.00	0.25	1	£7.50							✓					
		Check lead flashings (identification only)	Trained Staff*	Annually	£30.00	0.25	1	£7.50							✓					
1.12	<i>War Memorial Roof</i>	Check for broken glazed panels (identification only)	Trained Staff*	Annually	£30.00	0.25	1	£7.50							✓					
2.0	Rainwater Disposal																			

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Ref	Building Element	Maintenance Task	Responsibility	Frequency	Rate £/Hour	Time	Frequency	Annual Cost £	J	F	M	A	M	J	J	A	S	O	N	D
2.1	Rainwater goods generally	Inspect rainwater goods from the ground and accessible high points and report any loss or damage (<i>identification only</i>)	Trained Staff*	i. During/after stormy weather ii. twice a year	£30.00	2	2	£120.00			✓								✓	
2.1.2		Clear rainwater goods of debris and ensure sumps and overflows are clear. Rod if necessary. Check that leaf guards are secure where they exist and that they are running freely	Contractor	Every three months			4	£2,000.00	✓			✓			✓			✓		
2.2	Rainwater Gutters	Check for missing sections of guttering (<i>identification only</i>)	Trained Staff*	Twice per year	£30.00	1	2	£60.00					✓						✓	
2.2.1		Check for leaks on joints between sections during heavy rain (<i>identification only</i>)		i. During/after stormy weather	£30.00	1	2	£60.00												
2.3	Rainwater Downpipes	Repair or replace any missing or cracked sections.	Contractor	Twice per year				£2,000.00					✓						✓	
2.4	Rainwater outlets/ hoppers from roof areas	Check to ensure all are running clear (during heavy rain) (<i>identification only</i>)	Trained Staff*	Twice per year	£30.00	1	2	£60.00					✓						✓	
2.5	Gulleys	Remove leaf debris. Inspect and keep gulleys clear.	Trained Staff*	Monthly	£30.00	2	12	£720.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.6	Below ground drainage	Open up inspection chambers. Check that all gullies and gratings are free twice per year from silt and debris and that water discharges freely.	Trained Staff*	Twice per year				£2,000.00					✓						✓	
3 External Walls																				
3.1	External walls generally	Inspect external walls from the ground and accessible high points and report any damage, signs of movement (<i>identification only</i>)	Trained Staff*	i. After stormy weather ii. Annually	£30.00	5	2	£300.00			✓									
3.2	External walls	Remove any vegetation, ivy buddleia *	Contractor	Annually				£6,000.00					✓						✓	
3.2.1	Render	Check for signs of cracking/ loose render *	Contractor	Annually				With above					✓							
3.2.2	Rendered surrounds, pilaster strips, cornices etc	Check for signs of cracking/ loose render *	Contractor	Annually				With above					✓							
3.3.3	Ventilation	Ensure that ventilation grilles, air bricks, louvres etc are free from obstruction.	Trained Staff*	Twice per year	£30.00	1	2	£60.00			✓							✓		
3.4	Chimneys	Check pots and cappings. Remove vegetation	Contractor	Twice per year	£150.00	1	2	£300.00				✓						✓		
3.5	Stonework	Inspect stonework (<i>identification only</i>)	Trained Staff*	Annually	£30.00	2.5	2	£150.00			✓									
3.5.1		Inspect pointing (<i>identification only</i>)	Trained Staff*	Annually	£30.00	2.5	2	£150.00			✓									
3.6	Brickwork	Inspect stonework (<i>identification only</i>)	Trained Staff*	Annually	£30.00	2.5	2	£150.00			✓									
3.6.1		Inspect pointing (<i>identification only</i>)	Trained Staff*	Annually	£30.00	2.5	2	£150.00			✓									
3.7.1	Portico Columns	Check for signs of cracking/ loose render	Trained Staff*	Annually	£30.00	2.5	2	£150.00				✓								
								£0.00												
4.0	Structural Movement	Tell-Tales to SE Corner	Monthly recording by staff. Interpretation by consultant	i) Monthly ii) Annual	£30.00	1	12	£360.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Interpretation by consultant	ii) Annual				£300.00				✓								
		Tell- Tales to West Pavilion	Monthly recording by staff.	i) Monthly	£30.00	1	12	£360.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Interpretation by consultant	ii) Annual				£300.00				✓								

RYDE TOWN HALL: MAINTENANCE PLAN

Occasional and Regular Tasks																				
Ref	Building Element	Maintenance Task	Responsibility	Frequency	Rate £/Hour	Time	Frequency	Annual Cost £	J	F	M	A	M	J	J	A	S	O	N	D
5	External Ironwork																			
5.1	Fire Escape stairs	Inspect for corrosion. Check for loose treads Check for slip resistance/ moss growth etc/ Powerwash	Consultant	Annually				£500.00			✓									
5.2	Handrails to Portico Balcony	Inspect for corrosion	Trained Staff*	Annually	£30.00	0.5	1	£15.00			✓									
5.3	Metal Railings	Inspect and undertake testing by specialist	Consultant	Annually							✓									
5.4	Security Bars to windows	Inspect for corrosion	Trained Staff*	Annually	£30.00	0.5	1	£15.00			✓									
6.0	Clock Tower																			
6.1	Structural Movement	Check and record tell-tales	Monthly recording by staff. Interpretation by consultant	i) Monthly ii) Annual	£30.00	1	12	£360.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			Interpretation by consultant	ii) Annual				£300.00				✓								
6.2	Render	Check for signs of cracking/ loose render (with *)	Consultant	ii) Annual				£1,200.00												
6.3	Glass to clock faces	Check glazed panels remain secure	Trained Staff*	Annually	£30.00	1	1	£30.00				✓								
6.4	Roof																			
		Check Copper fish scales remain complete (visual inspection from roof level) (identification only)	Trained Staff*	Every six months	£30.00	0.5	2	£30.00	✓						✓					
		Check flat roof below cupola (identification only)	Contractor	Annually				£250.00	✓											
6.5	Other	Bellframe (identification only)	Contractor	Annually				£150.00	✓											
		Terracotta Detailing (visual inspection from roof level)	Trained Staff*	Every six months	£30.00	0.5	2	£30.00	✓											
7.0	External Joinery																			
7.1	Main entrance doors	Check operation of hinges, bolts and locks (security) and report any problems.	Trained Staff*	Monthly	£30.00	1.5	1	£45.00												
7.2	Windows	Inspect windows and make essential minor repairs to glazing* or temporary covers.	contractor	Twice per year				£3,500.00				✓								✓
7.3	Internal Doors	Check operation of hinges, closing etc.	Trained Staff*	Annually	£30.00	7.5	1	£225.00			✓						✓			
7.4	Windows	Inspect and clean	Contractor	Twice per year				£400.00				✓								✓
7.5	Rooflights	Inspect																		
8	Internal Structure																			

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Occasional and Regular Tasks																				
Ref	Building Element	Maintenance Task	Responsibility	Frequency	Rate £/Hour	Time	Frequency	Annual Cost £	J	F	M	A	M	J	J	A	S	O	N	D
8.1	Internal spaces generally	Inspect roof voids and internal spaces, particularly below parapet gutters and alongside downpipes. Report on any evidence of roof or gutter leaks.	Trained Staff*	i. During/after stormy weather. ii Annually	£30.00	7.5	1	£225.00			✓									
		Check for Unauthorised access (forced entry)	Trained Staff*	Fortnightly	£30.00	2	24	£1,440.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.2	Basement	Check for leaks to oil tank	Trained Staff*	Every 3 months and before refilling	£30.00	0.5	4	£60.00	✓			✓			✓			✓		
8.3	Exposed woodwork	Inspect exposed woodwork and surfaces below for signs of woodworm infestation. Report any beetles or fresh wood dust (Frass)	Trained Staff*	Annually	£30.00	5	1	£150.00					✓							
8.4	Roof and floor voids	Check roof and floor voids, inspect for signs of vermin and remove. Avoid using poison where bats are roosting.	Contractor	Every 4 months				£1,200.00										✓		
8.5	Lath and plaster ceilings	Inspect from mobile access platform	Staff/ Contractor	Annually				£1,200.00												✓
8.6	Suspended Ceilings	Inspect from mobile access platform	Staff/ Contractor	Annually				With above												✓
8.7	Stairs	Check handrails	Trained Staff*	Annually	£30.00	1.5	1	£45.00												✓
8.8	Fire doors	Check slam action and closing	Trained Staff*	Monthly	£30.00	2.5	12	£900.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.9	Windows	Check window limiters remain in place. Review for rot	Trained Staff*	Every six months	£30.00	1.5	2	£90.00	✓						✓					
8.10	Generally	Ventilate the building	Trained Staff*	Monthly on dry days	£30.00	1.5	2	£90.00					✓	✓	✓	✓	✓			
9	Building Services	(All once operational, Unless stated)																		
9.1	Heating system	Service heating system and update the service schedule.	Approved Code of Practice engineer	Annually				£3,000.00					✓							
9.2	Water	Ensure that all exposed tanks, water pipes and heating pipes are protected against frost. (Immediate)	Trained Staff*	During the winter months	£30.00	1.5	5	£225.00	✓	✓	✓								✓	✓
9.3	Fire fighting equipment	Service fire extinguishers	Specialist	Annually ** (with electrical test)				£1,500.00										✓		
9.4	Ladders/Fallarest	Check for correct operation/fixings. (Immediate)	Specialist	Annually				£1,200.00										✓		
9.5	Lighting	Replace lamps in light fittings (including access)	Contractor	Monthly	£200.00		12	£2,400.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.6	Emergency Lighting	Test and service (Immediate) Key switch test ONLY	Trained Staff*	Twice per year				£750.00		✓								✓		
9.7	Fire detection	Test fire alarm system, including smoke and heat detectors. (Immediate)	Contractor	Annually ** (with electrical test)				£1,500.00				✓						✓		
9.8	Drainage	Rod the system (Immediate)	Contractor	Annually				£2,000.00										✓		
9.9	Mechanical extracts	Check for correct operation/fixings.	Contractor	Annually ** (with electrical test)										✓						
9.10	IT Wiring	Check for correct operation/fixings.	Contractor	Annually										✓						
9.11	Lift	Test and service	Contractor	Annually				£1,500.00						✓						
9.12	Clock	Servicing	Specialist	Annually				£600.00						✓						
		Check clock weight	Specialist	With above				With above						✓						
9.13	Organ Blower	Servicing	Specialist	Annually				£700.00						✓						

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Occasional and Regular Tasks																				
Ref	Building Element	Maintenance Task	Responsibility	Frequency	Rate £/Hour	Time	Frequency	Annual Cost £	J	F	M	A	M	J	J	A	S	O	N	D
10	Sanitaryware and Fittings																			
10.1	<i>Inspect sanitary fittings/ pipework and cisterns</i>	Check overflows/ leaks. Check for damage	Trained Staff*	Bi monthly	£30.00	1.5	6	£270.00		✓		✓		✓		✓		✓		✓
11	Specialist Fittings																			
11.1	<i>Performance/ specialist lighting</i>																			
		Check secured against falling	Specialist	Annually				£1,500.00			✓									
		Check operation	Specialist	Annually				£400.00			✓									
11.2	<i>Scenery lifting</i>	Check for corrosion	Specialist	Annually				£1,000.00			✓									
12	Shared Areas																			
12.1	<i>Steps</i>	Re-fix loose treads	Contractor	Annually				£150.00					✓							
12.2	<i>External lighting / Emergency Lighting</i>	Inspect and repair missing lamps	Contractor	Annually				£400.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.3	<i>External Areas' maintenance</i>	Weeding around building, particularly to Market Street	Contractor	4 hours per week in growing Season	£30.00		20.00	£0.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
				Estimated Annual Total				£51,167.50												

RYDE TOWN HALL: 10 YEAR MAINTENANCE PLAN

Ref	Cyclical tasks Building Element	Maintenance Task	Responsibility	Frequency	Budget Cost £	Main project										
						2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2034
2.1	Decoration															
2.1.1	Rainwater Goods (South and West)	Repaint (includes scaffolding estimate)	Contractor	7 years	£5,000.00									✓		
	Rainwater Goods (North and East elevations)	Repaint (includes scaffolding estimate)	Contractor	10 years (more sheltered)	£8,000.00											✓
	Joinery (South and West elevations)	Repaint (includes scaffolding estimate)	Contractor	7 years	£120,000.00									✓		
	Joinery (North and East elevations)	Repaint (includes scaffolding estimate)	Contractor	10 years (more sheltered)	£110,000.00											✓
	External metalwork with access in above (S&W)	(Repaint railings etc)	Contractor	7 years	£4,000.00									✓		
	External metalwork with access in above (N&E)		Contractor	10 years (more sheltered)	£6,000.00											✓
	Render (main walls) (S&W)	Fully scaffolded, redecoration.	Contractor	7 years	£25,000.00									✓		
	Render (main walls) (E&N)	Fully scaffolded, redecoration.	Contractor	10 years (more sheltered)	£25,000.00											✓
	Clock Tower	Fully scaffolded, redecoration.	Contractor	7 years	£100,000.00									✓		
2.2	External walls															
2.2.1	External joinery/ metalwork	Joinery repairs	Contractor	With scaffold in place	10,000.00									✓		✓
2.2.2	Brickwork/ stonework repairs	Periodic on going repointing	Contractor	With scaffold in place	£18,000.00									✓		✓
2.4	Building Services															
2.4.1	Wiring and electrical installations	Inspect all wiring and electrical installations, including all portable electrical equipment, in accordance with current IEE regulations.	Electrical contractor registered with National Inspection Council for Electrical Installation Contracting or Electrical Contractors Association	5 years	£5,000.00							✓				✓
2.4.2	Security Alarm system	Inspect and test	Security system contractor	Annual	£2,500.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4.3	Lift Servicing	Inspect and test	Specialist contractor	Annual	£1,500.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4.4	Hot Water and Heating system (assumes Gas)	Inspect and service all heating installations, including all portable electrical equipment, in accordance with regulations.	Electrical contractor registered with National Inspection Council for Electrical Installation Contracting or Electrical Contractors Association	Annual	£3,000.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4.5	Lightning Conductor	Inspect and test	Specialist contractor	10 years	£1,800.00											✓
2.4.6	Chlorifiers check for legionella	Inspect and test	Specialist contractor	Annual	£3,000.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4.7	Fire Alarms	Inspect and test (selected zones sample points)	Specialist contractor	Annual	£1,000.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4.8	Emergency Lighting	Inspect and test ('3 hour drain' annual)	Specialist contractor	Annual	£1,000.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4.9	Air conditioning units	Inspect and test (Changing filters)	Specialist contractor	Annual	£3,000.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4.10	Periodic Replacement of fittings	On going replacements of lights, etc	Electrical contractor registered with National Inspection Council for Electrical Installation Contracting or Electrical Contractors Association	4 Times a year	£1,000.00		✓			✓			✓			✓
2.4.11	Fire Extinguishers	(Test and replace)	Specialist contractor	Annual	£2,000.00		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.5	Other Items															
2..1	Review building replacement value for insurance purposes	To ensure correct rebuild value is used.	Specialist	5 years	£2,500.00							✓				✓
2.6	Estimated Total Cost Per Year for Cyclical tasks (Ex VAT)						£18,000	£17,850	£18,700	£29,325	£20,400	£21,250	£353,600	£22,950	£27,300	£292,610
2.7	Totals Brought forward from Regular and Occasional Tasks (increased at 5% per year for inflation)						£51,168	£53,726	£56,412	£59,233	£62,194	£65,304	£68,569	£71,998	£75,598	£79,378
	Totals (Ex VAT)						£69,168	£71,576	£75,112	£88,558	£82,594	£86,554	£422,169	£94,948	£102,898	£371,988
	BUDGET estimates only, given in good faith and without prejudice															

FORT PURBROOK- MAINTENANCE PLAN

Notes

The Maintenance Programme has been developed in accordance with the guidance provided by Historic England: *Grants For Historic Buildings Monuments and Designed Landscapes: Maintenance Plans (2015)*.

Costs have been provided **for guidance only**, and are based on 2024 prices. All figures exclude VAT. These are shown as increasing year on year by 5%, although recent increases in inflation have been significantly higher.

Where cost have been shown for regular tasks undertaken by a contractor, these are to be grouped to allow for a series of inspection tasks and repairs to be undertaken concurrently resulting in an economy of scale. If tasks are separated then the costs will be higher. In the regular task section, the costs are for inspect only and not necessarily for completing work.

Nominal sums are shown for items such as the glazing repair as these may not be needed annually, although the sums shown should be allowed to accumulate to cover future repair works. Additional items such as risk assessments are also needed but are not shown on the Plan, which focusses on principal building Items.

It is assumed that the main conservation works have been completed and the building is generally in a good condition with only regular maintenance now being needed. The date for achieving this position is shown as 2025.

Volunteers

Deemed to be competent persons with the skills appropriate for the task, but with direction by Trust staff. No charge will be made for their time. It should be aware that the Ryde Town Hall Trust (RTHT) remains liable for the actions of volunteers, and risk assessments should be prepared for their work. If the work is considered high risk or the appropriate skills are not available then a specialist contractor should be appointed.

Trained Staff

Deemed to be competent persons employed by Ryde Town Hall Trust with the skills appropriate for the task. Their hourly rate is nominally shown at £30/ hour. The Ryde Town Hall Trust (RTHT) remain liable for the actions of all staff and risk assessments should be prepared for their work. If the work is considered high risk or the appropriate skills are not available then a specialist contractor should be appointed.

Consultants

Deemed to be competent persons employed by Ryde Town Hall Trust with the skills appropriate for the task. Their costs should be quoted for in advance, or potentially on the basis of a retainer/ hourly rate. The consultants will be expected to have their own public liability and professional indemnity insurances. The consultants will need to demonstrate that they possess the required specialist training (ie use of cherry picker, crack monitoring etc).

Contractors

Companies, individuals or firms experienced in the tasks described. Covered by their own liability insurance. All will make a charge for their services. Works may be tendered.

The Goddard Partnership Limited

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Upper Basingwell Street
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March 2024