

**WINKLEIGH PARISH COUNCIL**

**CEMETERY BUNGALOW ASSET MANAGEMENT PLAN**

**2018 – 2022**



This is a document that sets out Winkleigh Parish Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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<b>Approved by:</b>			
<b>Minutes Reference:</b>			
<b>Ratified date:</b>			
<b>Review date:</b>			
<b>Version no:</b>	1		
<b>Version Control And Revisions:</b>			
Version	Point	Description of Change	Date

**THIS IS A CONTROLLED DOCUMENT**

## **INTRODUCTION**

This asset management plan (AMP) is a tactical plan for managing Winkleigh Parish council's community asset, 'The Cemetery Bungalow'.

This plan has been developed to guide the council on how to use its property asset more effectively to enable it to meet tough financial targets whilst ensuring that our parishioners and tenants still receive continually improving facilities and services as a result of the use of the asset.

## **AIM AND EXPECTATIONS OF THE PLAN**

The aim of this Asset Management Plan is to ensure that the resources tied up in the land and building is kept to a minimum and that expenditure is used effectively and efficiently to provide value for money ensuring public money is safeguarded and properly accounted for as well as being used economically, efficiently and effectively.

Value for Money does not necessarily mean lowest cost, but fair costs, reflecting the key issues and values of the Council on ethical purchasing, environment and sustainability and local economic well-being in its preference for purchasing from local suppliers.

The Council can expect the following from the Asset Management Plan:

- Clear and explicit responsibilities for the asset management.
- Asset management decisions which are planned in a co-ordinated manner and are consistent with the needs of the Parish and the Council

## **OBJECTIVES**

- The asset is fit for purpose and enable the delivery of the Council's aspirations for continuous improvement
- Reduce the cost of the annual precept
- Manage Property as a corporate resource

## **RESPONSIBILITIES FOR ASSET MANAGEMENT**

- The Parish Clerk is responsible for the overall management of the asset and as such oversees the Asset Management Plan and makes recommendations to full council on Legal requirements, resources, priorities, acquisitions, disposals, capital investment and monitors performance of the property.
- The Clerk/RFO manages the asset finances, budget, administration and works associated with the asset as follows
  - plan ahead for use and provision of the Council's property asset.
  - To be responsible for putting the necessary asset management plan in place.
  - To be responsible for ensuring that the Council's Asset Management Plan is maintained and updated
  - Ensure that the Asset Management Plan is properly implemented.
- The council members of the bungalow working group carry out annual inspections for maintenance/refurbishment purposes and make recommendations to the full council on associated works and rental increases (in accordance with Standing Orders number 21)
- All Council Members and the RFO/Clerk, have the responsibility to ensure the asset is managed in accordance with Council Powers, Standing Orders, Council Financial Regulations and Council Risk Management Scheme

- Pure Lettings Management Agency manage the tenancy for the asset, including tenancy contract, rental collection and property inspections. They also arrange property annual maintenance and emergency repairs (after first consulting with the Parish Clerk). They are first point of contact for the tenant.
- The clerk, will determine if any maintenance/repair needs urgent approval and take the necessary steps in accordance with Standing Orders and Financial Regulations
- Winkleigh Parish Council are responsible for determining the suitability of future tenants in accordance with Torridge District Council Legal Department advice February 2016 regarding Transparency and Fairness, and the Councils Equality and Diversity Policy.
- Unless authorised by a resolution, no councillor shall inspect the Cemetery Bungalow (including the annual inspection) or issue orders, instruction or directions, as per the Councils Standing Orders number 21 - Restriction on Councillor Activities.

## **RISK MANAGEMENT RELATING TO PROPERTY MANAGEMENT**

The control and management of risk to the asset property and the tenants/visitors is a priority and risks are assessed and entered on the Council's Risk Assessment as and when significant risks are identified by and/or notified to, the Parish Clerk.

The Council Risk Management Policy and Health and Safety Policy covers the identified risk to the tenants, visitors, Contractors, Clerk and Councillors associated with the asset

The Council's insurance covers the asset building and internal fixtures and fittings (not tenants personal belongings), against environmental impact, rebuild, fire, landscaping, locks, accidental damage, temporary re-homing of the tenants, decontamination and clean-up

## **POLICY ON DISPOSAL**

The land now known as the Parish Cemetery and which incorporates the Cemetery Bungalow, was purchased by Agreement and acquired actively by the Parish Council for the purpose of a cemetery and caretakers building. The Conveyance Deed for the purchase of the land contains covenants with regards to the land not being used for any other purpose and solely within the true intent and Meaning of the Burials Act and Local Government Acts 1894 and 1933 (and subsequently LGA 1972)

When the asset has been identified by full council as no longer appropriate as a private rental, it shall be investigated as to;

- whether it can be used in an alternative way within the confines of the Conveyance Deed and Covenants; **or**
- demolished to provide additional burial ground

## **MONITORING THE PLAN**

This is a living document that will be constantly reviewed by council members and the clerk/RFO following the annual inspection, annual budget setting and annual parish council meeting and dynamically assessed following any reported incident/damage

It is important to remember that the cemetery bungalow is owned by Winkleigh Parish Council and is a community asset for the Parish of Winkleigh. The Tenant is a PRIVATE tenant and not a Council tenant, and whilst the Parish Council manage the bungalow, they are PRIVATE landlords and no comparisons should or can be made between Council tenancies and the Cemetery Bungalow tenancy.

## LAWFUL REQUIREMENTS

**Local Government Act 1972 s.127(1)** Disposal of land held by parishes or communities.

A parish or community council may dispose of land held by them in any manner they wish.

**s.127(2)** Except with the consent of the Secretary of State, land shall not be disposed of under this section, otherwise than by way of a short tenancy (less than 7 years), for a consideration less than the best that can reasonably be obtained

The disposal of land is 'to do with the land as the council sees fit and not solely to pass on ownership of the land'. Any building or parts of buildings on the aforesaid land is included in the definition of land. **Law of Property Act 1925, s.205**

All councils are under a duty at **Common Law** to act in a prudently, business-like fashion and to make the best use of their assets in the interests of the residents/tax payers. This is known as a fiduciary duty. A fiduciary duty is the highest standard of care imposed in either equity or law.

Local councils should ensure that all land in their ownership is either in effective use for a public purpose or considered for disposal so that the proceeds can be used more effectively for the public benefit.

Possession of land imposes duties on councils. Councils are responsible public bodies and as such the level of duty is greater than that placed upon a private citizen.

Under the **Law of Negligence**, WPC have a duty to ensure their acts or omissions do not cause injury or damage to anyone whom it is reasonably foreseeable could be injured by our actions or failure to act. Injury includes illness.

Landlords have a duty of care to their tenants (and anyone who enters onto their property) and no exemption is given even if the tenants waiver their rights to repairs being undertaken, the Landlord must carry out the required lawful repairs and maintenance.

Winkleigh Parish Council has no legal obligation to provide any form of affordable/social/residential housing to residents of the Parish.

Winkleigh Parish Councillors are bound by their Code of Conduct and the Law to act objectively on the legal and known facts and not on speculation or emotion

## FUTURE REPAIRS/IMPROVEMENTS (as identified in 2010 and 2016 surveys):

- The roof will need replacing in approx. 10 years at a cost of £15000.
- The kitchen units will need replacing in 1-3 years at a cost of £1000
- The boiler will need replacing in 5-10 years at a cost of £3000
- The bathroom will need replacing 5-10 years at a cost of £2000

The landlord does not legally have to supply a cooker or any furnishings, however, if they are supplied it is the landlord's responsibility to ensure they are tested and inspected and remain fit for purpose.

The cemetery bungalow was let as unfurnished. (A property is furnished, part-furnished, or un-furnished, there is no lawful definition in terms of letting a property as to what constitutes each category and it is for the tenant and landlord to agree upon).

There is no signed inventory included with the original tenancy agreement. On 8/7/2016 the tenant confirmed the *"bungalow was stripped bare when I moved in, so apart from the bathroom suite (minus the shower), and a few random cupboards and shelves in the kitchen there was nothing. No carpets/curtains or any such like. In the garage there were a couple of workbenches"*

These kitchen cupboards have been replaced by the tenant following water damage in 2006 following which the current tenant has installed their own kitchen units and cooker and therefore, WPC have no legal obligation to replace the current kitchen or provide a cooker but may choose to do so to modernize their property.

November 2018 Winkleigh Parish Council resolved to install new kitchen units and tiling (minus cooker) up to the value of £1000.00 in the next financial year.

The boiler will need replacing in 5-10 years at a cost of £3000 including labour. The current boiler & heating was installed in May 2005 and is serviced annually. The average life span/efficiency of a combi-boiler is 15 years. (*Various internet sources*)

LAW: The landlord is responsible for repairs to the heating and hot water, sanitary items (basins, sinks, baths, associated pipework) [www.gov.uk/privaterenting](http://www.gov.uk/privaterenting) & *landlord & tenant Act 1985*

### Future repairs/improvements as specified by the 2016 survey:

- Fibreboard ceilings gloss painted (smoke risk), not repairable, replace with fibreboard ceilings backed with foil backed/insulated plasterboard – projected cost £2,500  
*NOTE: Not a legal requirement but may be considered under long term maintenance. Installation of smoke detectors July 2016 has been carried out.*
- Inefficient heating system, undertake a BTU heat calculation and upgrade heating system to include new boiler – projected cost £6,000  
*NOTE: Not a legal requirement and tenants happy with current radiators and degree of heating within the property. Evaluation to be carried out when boiler does actually require replacement. However, cost more likely to be in region of £4,000 not £6,000.*
- Aged and worn bath suite to be renewed – projected cost £3,000  
*NOTE: The landlord is responsible for repairs to the heating and hot water, sanitary items (basins, sinks, baths, associated pipework) [www.gov.uk/privaterenting](http://www.gov.uk/privaterenting) & landlord & tenant Act 1985  
Current suite installed 13/11/2004. Cost believed to be very excessive for a basic suite, plumbing and tiling and more likely to be in the region of £2000*
- Internal Decoration  
*NOTE: This is the responsibility of the tenant and has been delayed due to inherent damp issues.*
- External Decoration £3,500  
*NOTE: Not a legal requirement, but accrual of monies should be considered for future maintenance of the render, paint, gutters etc through normal deterioration which may affect the waterproofing of the outer walls*

## FINANCE

### Budget:

A budget has been drawn up for the financial years 2019 to 2022, incorporating allowances for the future repairs and improvements shown above

### BUNGALOW BUDGET 2019-2022

Major future items to be replaced: -

- Roof in 10 to 15 years @ estimate of £15,000 = £1500 pa accrual over next 10 years
- Boiler in 5 to 10 years @ estimate of £ 3,000 = £ 430 pa accrual over next 7 years
- Kitchen in 1 year @ estimate of £ 1,000 = £ 1000 pa accrual over next year
- Bathroom 5 to 10 years @ estimate of £ 2,000 = £ 285 pa accrual over next 7 years

**Future Commitments Total = £3215.00 pa**

EXPECTED EXPENDITURE	2019/20		2020/21		2021/22	
Boiler Service	100.00	<b>Predicted rental income £524.43 pm with 5% annual increase</b>	100.00	<b>Predicted rental income £550.76 pm with 5% annual increase</b>	100.00	<b>Predicted rental income £578.30 pm with 5% annual increase</b>
Roof Maintenance – paint			500.00			
Electrical inspection 5 yearly					150.00	
Buildings Insurance	250.00		250.00		250.00	
Contingency accrual	1000.00		1000.00		1000.00	
Future Commitments	3215.00		2215.00		2215.00	
<b>TOTAL PER YEAR</b>	<b>4565.00</b>	<b>6294.36</b>	<b>4065.00</b>	<b>6609.12</b>	<b>3915.00</b>	<b>6939.60</b>

PRECEPT OFFSET		1729.36		2544.12		3054.60
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**Historical Income/expenditure:**

Data showing income and expenditure over the last 19 years is presented at **appendix 4**

**Valuation:**

In February 2015 the current sale value was sought from two estate agents. These ranged from £175,000 from Fulfords and £185,000 to £195,000 from Webbers, but both valuations were verbal only.

April 2016 a property agent, attended and valued the property in the region of £145,000 to £150,000, but if the bungalow were demolished the land could be worth £200,000.

The bungalow would appear to have decreased in value of £175,000-£195,000 in 2015 to £145,000 in 2016, during which period £13,821.78 was spent on refurbishment.

**BACKGROUND DATA FOR THE CEMETERY BUNGALOW**

The land for the cemetery was acquired by Winkleigh Parish Council on 1<sup>st</sup> July 1951 and included an existing building (*a World War II* temporary structure, without water or electricity) which was considered useful as a potential residence for someone who would provide services including maintenance of the grounds, grave-digging and general caretaking. A loan was obtained by the Parish Council and the building was modelled into a combined living accommodation/work space for a cemetery caretaker who took up residence on 20<sup>th</sup> June 1953.

In 1986 the accommodation had ceased to be used for these original purposes and it had become primarily an asset from which the Parish Council could derive some income and subsidise the precept by private rental and has subsequently been leased to local families.

The bungalow does not have separate deeds or land registry but is included in the deeds for the cemetery ground (held in the Parish Council safe)

There is a strong opinion within the Parish to retain the bungalow by the parish council and whilst able, continue to receive a rental income from it by housing a local family (ascertained from dedicated public meeting October 2016).

The Council have previously considered: -

- **Demolition of the bungalow and using the land for additional burials.**  
Following a public meeting in 2016, the parish council considered this to be a future option when additional burial space is required
- **Demolition of the bungalow and using the land to build a new dwelling and or additional dwellings on the current footprint.**  
In 2015/16The council considered knocking down the bungalow and building up to 4 dwellings on the site for rental to local families. Following consultation with Torridge District Council Planning department it was ascertained that only a like-for-like bungalow using the current footprint, could be built on the site and not additional dwellings. In 2016, the Parish council decided that financially they did not want to progress this option
- **Selling the bungalow**  
In 2016 the parish council were unwilling to progress this option, due to the sensitivity of the bungalow location situated in the middle of the cemetery, councillors felt they wished to retain some degree of control with regards to the occupants behaviour and the covenants within the deeds for the cemetery may prevent this option
- **Letting the bungalow as a storage unit/workshop rather than dwelling.**  
The legislation governing a commercial lease over a residential lease are not as restricting. The parish council would consider this option if the bungalow became vacant or was no longer viable to be rented out as a dwelling in order to receive some rental income to offset the precept

On 22nd March 2017, the parish council resolved to continue to privately rent out the Cemetery bungalow and with discretion carry out reasonable maintenance as required. At the request of the clerk, the management of the tenancy was

passed to a professional letting agent due to the complexity of tenancy law and the clerk will continue to manage the bungalow building and finances as a parish asset.

## BUILDING SURVEYS/INSPECTIONS

The 2010 building survey concluded “*there is no real effective way that all of the failures and dampness can be fully and effectively remedied. The building has given nearly 70 years of service but by today’s standard must be deemed as substandard dwelling by today’s criteria, therefore any capital expenditure is being introduced into a building of this status. No doubt the Parish Council will give very careful consideration to the viability of the very considerable capital expenditure that is required to make any real impact upon the problems, always bearing in mind that the inherent deficiencies cannot be rectified.*” The survey findings are included at **Appendix 1**

The 2016 building survey concluded “*Generally the property was found to be cold and inefficient and terms of thermal capabilities and requires some upgrading to improve the comfort levels within the property. The most significant of which would be the replacement of the existing roof covering with an insulated panel and the upgrading of the heating system.*” The survey findings are included at **Appendix 2**

The bungalow is visually inspected every August by the Parish Council Bungalow working group who prepare a report and recommendations for the Parish Council to consider. The latest annual inspection report is included at **Appendix 3**

The remedial works carried out by the Parish Council to improve the damp conditions within the bungalow appear to have been moderately successful and no new black mould is appearing but there is still condensation within the roof area. At the request of the Parish Clerk, in October 2016 Torridge District Council inspected the property under section 4(1) of the Housing Act 2004 to establish whether any Category 1 or Category 2 hazards exist on the premises and confirmed it is fit to rent in its present condition

## PUBLIC MEETING

The parish council held a public meeting 12<sup>th</sup> October 2016 to consider the future of the cemetery bungalow. Concern was raised from some Parishioners that taxpayer’s money has been used to refurbish the Cemetery Bungalow and offer very low rent to the current tenants and that based upon the 2010 and 2016 surveys, the building should not have any further financial investment as it is ‘beyond economical repair’ and simply throwing good money after bad.

The majority opinion from parishioners at the meeting was that a local family with strong ties and commitment to the Village, could have their home taken from them if the bungalow is no longer leased out by the council, and feel the investment already spent by the Parish Council in maintaining the property in recent years on building improvements to try and combat the damp issues should be a strong factor in maintaining a tenancy.

## FINANCIAL HISTORY

In 2016 the Responsible Finance Officer extensively researched the income and expenditure for the Cemetery Bungalow going back to 1993/94 tax year and found no evidence that the bungalow repair and maintenance has been subsidised by the tax payer, through the precept, or use of Council reserve funds when examined in totality over the past 25 years.

Where monies have been used from reserves to pay for bungalow repairs, this money has been available through pre-allocated rental income accrual

Over this 25-year period;

- £68,267.88 received in rental income of which;
- £52,166.44 paid out on building improvements, maintenance and surveys.
- £6,776.79 from the rent is held in reserves as a contingency for bungalow maintenance/emergencies
- £9,3324.65 absorbed into the Parish accounts to offset the precept. An average of £372.99 pa

(The administration of the bungalow asset incorporates financial accounting, maintenance arrangements, tenancy

monitoring, law updates compliance, inspections and general office administration.)

**The conclusion is that the bungalow, to date, has been cost neutral over the last 25 years, neither costing the Parish tax payers nor effectively contributing to reducing the precept demand on the tax payers.**

The breakdown of income versus expenditure costings is attached at **appendix 4 and appendix 5**

A new bungalow bank account was opened by the council in June 2016. All income and expenditure is administered from this account, and all unallocated rental income will go into contingency to pay for future repairs/maintenance to the bungalow (if applicable) and precept offset as identified in the current budget.

The rental income on the bungalow has historically been purposely kept 'low' by the Parish Council due to the 'below standard of the bungalow' and is currently only achieving 79% market value for a 3-bedroom detached property.

## **FUTURE CONSIDERATIONS**

May 2017, 2 independent estate agents gave a market value rental for the bungalow, based on its CURRENT CONDITION which was £600-£650 per month and if condensation remedied and new kitchen and bathroom fitted £725-£750. (Another estate agent regarded the property as unlettable to a new tenant in its present condition)

June 2017 the rental paid by the current tenants is £499.55 per month, which amounts to 76%-83% of market value in its current condition.

If the rent were increased 5% on 1<sup>st</sup> June every year, commencing 1<sup>st</sup> June 2018, until the property reaches market rental value, (which WPC have a duty to its tax payers to achieve in full), the bungalow will continue to pay for its own maintenance whilst accruing reserves for long term projects such as the roof and could provide additional income that could be offset against the precept and reduce the precept demand for tax payers.

The loss of rental income from the bungalow, could, based on 2017/18 budget, raise the Parish precept by £10.50 per annum, per household in Winkleigh (39% increase)

### **Procedure for finding new tenants**

March 2017, following a meeting with TDC Solicitor Jamie Hollis, it was determined that WPC do not have the authority to offer official 'affordable housing' but as a private landlord, could set the rent as low as they wanted as long as it could be justified to tax payers and the council were not failing in its fiduciary duty to obtain best value.

The parish council must fully advertise the property via all media, to reach as many potential applicants as possible in the interests of fairness and transparency. Prior to advertising the tenancy, a short-list of criteria for the occupants should be drawn up and approved by the full council which complies with the councils Equality and Diversity Policy and Health and Safety Policy. The advice from TDC Legal department is that the property should be rented to the "most needy family".

### **Building condition**

2016 survey report findings

*"The most significant defect is the excessive condensation within the roof void. Condensation and black spot mould noted to the ceilings, in particular within the master bedroom around the exposed trusses.*

*Consideration should be given to replacing the metal sheet roof with an insulated metal roof panel to improve the thermal efficiency of the structure and reduce the likelihood of the noted condensation within the roof void. Projected cost £15,000 If this is not undertaken passive roof void ventilation should be introduced, gable end bricks; ridge and soffit ventilation and ventilation introduced mid pitch to provide a good flow of fresh air within the void, projected cost £250, or alternatively a forced air system projected cost £1,200*

*Cold bridging, exposed truss ends within a number of rooms' increases the risk of cold spots and condensation mould and black spot mould. Insulate exposed truss ends and trusses within the void to reduce the likelihood of cold bridging at a cost of £900*

*Significant condensation can cause rot to the timber and rust and decay to the steel components of the roof structure"*

**Recommendation that the Parish Council consider additional home emergency insurance cover for the bungalow to cover sewage/plumbing/electrics/roof/temporary rehousing of tenants**

### **Present Condition:**

Following an inspection by WPC made on 28<sup>th</sup> August 2015, the bungalow was found to be in the condition described at



### appendix 3

#### **Sewage Disposal System:**

The septic tank and the pipework linking it to the property has been the cause of expenditure in the past. On the last occasion the tank was inspected but found to be satisfactory; the pipework however had to be extensively/completely renewed (2007/8). It was noted that the cost of routine waste disposal is the responsibility of the tenant. The probability of major costs from the pipes and tank is low.

Between 1996/2008 the council incurred considerable costs for maintenance/replacements linked to septic tank and pipework. There has been no additional expenditure since 2008.

Septic tanks have no shelf life expectancy due to variations of numerous external factors, however, a well-maintained septic tank should last at least 40 years. The tenant is currently responsible for the cost and arrangements of emptying the septic tank, however, there is no contract or written agreement to support this. There is no paperwork to determine the age of the current septic tank.

Contingency should be held in the event of major excavation works required to repair/replace pipework and systems in relation to sewage/water/electricity within the property boundary which is the responsibility of the owner and not the utility company.

March 2018 bungalow bank account contingency for emergency repairs currently stands at £6776.79. The Parish Council budget to add £1000 to this contingency every financial year to accrue for emergencies, boiler, bathroom refurbishments.

#### **Electrical System:**

While major expenditure is not anticipated, the frequent changes in the regulations might give rise to some modest costs in future.

LAW: Landlords are required by law to ensure; that the electrical installation in a rented property is safe when tenants move in and maintained in a safe condition throughout its duration; That any appliance provided is safe and has at least the CE marking (which is the manufacturers claim that it meets all of the requirements of the European Law). *"Landlord and Tenant Act 1985"*

In order to meet these requirements, a landlord is required to carry out basic safety checks to ensure that the electrical installation and appliances are safe and working.

WPC carry out a periodic electrical inspection every 5 years. (July 2016 current). Under the annual bungalow inspection, a visual check is carried out by Cllrs of electrical sockets and switches.

In July 2011 the distribution board & main earthing conductor were upgraded, the circuit breakers were replaced, and bathroom light replaced

The wiring is PVC coated, which is a casing capping wiring system. There is a high risk of fire in this type of system, particularly as it is not suitable to humidity conditions. *Source Electrical Technology 09/06/2015*

2010 survey page 6

*"There will inevitably be electrical cables and junction boxes running over the ceilings which are also potentially in contact with the general condensation/humidity within the roof space area, and in particular an electrical spur box attached directly to one of the purlins on the eastern roof slope which serves a unit within the roof space added at some time in the past in an attempt to try and control condensation"*

2016 periodic electrical inspection, Chantry Construction Ltd.

*"I found no black rubber cables connected to the installation. I did find some rubber cables in the loft and removed these. There have been mice in the loft in the past, but I could not find any damage to the cables. I checked all the cables at the points and can confirm all wiring is in PVC/PVC although part of the installation is in the old colours. A notice has been fitted at the mains pointing this out.*

*The consumer unit is constructed in plastic. The new regulations state all future units should be metal, but I do not consider the need to replace the unit at this time. The main safety concern is the amount of leads running from the existing sockets as there is only one socket in most rooms which means extension leads running around to provide the modern family with enough outlets for the new technology.*

2010 survey (P9)

*"un-rendered brickwork with painted finish to the inner cavity leaf. High damp content and perishing of the brickwork in various places and also at high level in close proximity to the electricity meter/consumer unit. "*

New consumer unit installed 2012 above the external door in the kitchen (same close proximity to the high damp content)

#### **Ventilation System:**

The "dri-air" system supplied by Timberwise is defective.

The dri-air system was installed in 2008 and was replaced under guarantee in 2013.

The replacement unit became defective in 2014 and was THEN no longer under guarantee.

Minutes dated June & July 2014 refer to Bungalow group decision to monitor the condensation levels within the bungalow to determine if repair or a new dri-air system would be required in light of other improvement works to the bungalow.

2010 survey page 8

*"it is my opinion that the damp proof course has now become largely ineffective by breakdown of the material."*

2016 Survey

recommends that *"in order to deal with the excessive condensation within the roof void, which is causing corrosion to the steel trusses, damage to the Rockwool insulation and possible water ingress to the internal finishes, introduce cross ventilation within the roof void via new gable end airbricks; ridge & soffit ventilation and ventilation introduced mid pitch to provide for passive ventilation and the installation of forced air ventilation."*

*LAW: A tenant has the right to live in a property that is safe and in a good state of repair*

*The letting of a dwelling for human habitation is conditional that it is fit for human habitation during the tenancy.*

*[www.gov.uk/privaterenting](http://www.gov.uk/privaterenting).*

*LAW: Landlords have a responsibility under the Housing Health and Safety Rating System (HHSRS) to assess hazards and risks within rental properties. Local authorities are under a duty to take action against category 1 hazards. Hazards in Group A, are classed category 1 which include Damp and Mould Growth*

Moulds produce allergens (substances that can cause an allergic reaction), irritants and, sometimes, toxic substances.

Inhaling or touching mould spores may cause an allergic reaction, such as sneezing, a runny nose, red eyes and skin rash.

Moulds can also cause asthma attacks

Landlords are responsible for mould if it is caused by structural defects or a damp-proof course not working

#### **Surveyors report: 2010**

A structural survey was carried out in March 2010. For brevity, only the last two pages of conclusion are attached at **appendix 1**. This represents important reading and consideration. The full 12 pages are available if required.

#### **A full building survey February 2016.**

The executive summary is attached at **appendix 2**. The full survey is available if required.

Page 8 of the 2010 survey states *"when the property was built the criteria for the wall ties which form the bond between the outer and inner cavity leaves was inferior to modern day design so there is a strong possibility that this component is failing due to corrosion particularly with the high damp content into the walls."*

2016 survey. The conclusion being that *"generally the property was found to be cold and inefficient and in terms of thermal capabilities requires some upgrading to improve the comfort levels within the property. The most significant of which would be the replacement of the existing roof covering with an insulated panel and the upgrading of the heating system."*

## **HISTORY OF MAINTENANCE/INSPECTIONS**

March 2010 WPC commissioned a survey by Parsonage Ward & Co, Chartered Surveyors, to compile a report and diagnosis of damp at the cemetery bungalow.

February 2016 WPC commissioned a full building survey and cost report on the bungalow by Drew Pearce, Chartered Surveyors.

April 2016 Fire Risk Assessment, H&S Assessment and Asbestos survey carried out. Conclusion of Fire Risk Assessment page 14 *"it is considered that the hazard from fire at these premises is Medium. The consequences of life safety in the event of fire would be Extreme Harm. It is considered that the risk to life from fire at these premises is Moderate. Smoke & heat detectors were installed July 2016*

April 2016 An Asbestos survey of the bungalow was carried out with no evidence of asbestos discovered.

May 2016 EPC. The bungalow rating was Band E (54) which is within acceptable limits for a rented property but below average for a dwelling England and Wales (Band D, rating 60). No remedial action required.

On 24<sup>th</sup> September 1956, the Parish Council received the first report from the occupant that the cemetery bungalow was excessively damp internally and attempts to remedy the damp problems have continued to this date, primarily due to the building not being built for or intended to be used as a dwelling or permanent structure

#### Historical Works carried out to alleviate condensation/damp levels

Sept 1993	£1005.00	Stabilising and make good defective rendering and repainting
May 1995	£260.00	Installation of wool cavity wall insulation
May 2004	£4325.00	New central heating system to include combi-boiler
July 2005	£30.00	Plastering work
April 2008	£660.00	Main bedroom ceiling insulation and reboard/skim
July 2008	£990.00	Sloping ceilings insulation and reboard/skim
Sept 2008	£1626.97	12 upvc double glazed windows
Dec 2008	£876.31	Dri-air forced ventilation system and additional vent
Mar 2009	£240.00	installation of airbricks in gable walls
April 2009	£1148.27	3 replacement windows and 11 replacement sealed units
June 2009	£185.00	Removal of plaster dining room and replastering
Nov 2010	£156.00	Dehumidifier
May 2012	£1600.00	Removal of cavity wall insulation
April 2013	£2676.65	Extension to roof to provide overhang, fitting new eaves timber, new roof sheet under existing, soffits
April 2014	£9225.00	External insulation
April 2014	£1225.00	Removal of water tower
June 2015	£545.00	1 upvc door
June 2015	£609.00	7 double glazed units
<b>TOTAL</b>	<b>£27473.20</b>	

#### APPENDIX 1

##### CHARTERED BUILDING SURVEYOR REPORT 2010

*(Conclusion extract from full report which is available upon request from Clerk)*

The dampness within the property from the underside of the roof and guttering spillage etc. at high level has resulted in some deterioration to many of the ceilings. The ceilings themselves are fibreboard (a composite board widely used in the 1940's up until the 1970's). The fibreboard here has deflected quite considerably over the years because of the relatively wide spacing of the ceiling joists and the nature of the material. I would also mention fibreboard is a non-fire-retardant material which would not comply with today's building regulations although did not comply at the time of construction.

The internal dividing walls between each of the rooms do not show signs of dampness to any extent so it would appear that when the building was constructed these also incorporated a damp-proof course which because of its protective nature continues to be effective.

My conclusion is there is no real effective way that all of the failures and dampness can be fully and effectively rectified. One of the difficulties I would anticipate is that any contractors asked to carry out remedial works would be very reluctant to provide any form of long-term guarantee for work they are undertaking to a building which incorporates inherent design deficiencies because of the potential liability they may later attract. The building has given nearly 70 years of service but by today's standard must be deemed as a substandard building for a dwelling by today's criteria. Therefore, any capital expenditure is being introduced into a building of this status.

No doubt the Parish Council will give very careful consideration to the viability of the very considerable capital expenditure that is required to make any real impact upon the problems, always bearing in mind that the inherent deficiencies cannot be rectified. Various photographs are annexed to this report to show the effects of the deficiencies.

I trust my report and annexed photographs provide you with a clear picture of the failures and provide a platform for the Parish Council to make an informed decision regarding the future viability of the building.

**N W REYNOLDS MRICS FCIQB FBEng  
CHARTERED BUILDING SURVEYOR  
PARSONAGE WARD & CO**

**APPENDIX 2**

**CHARTERED BUILDING SURVEYOR REPORT 2016**

(Executive Summary (page 1))

Further to our site inspection we noted that the most significant defect is the excessive condensation within the roof void. The roof is a shallow pitched steel trussed roof with timber purlins with a bitumastic sarking felt with a metal profile sheet roof. The roof void has been packed with insulation to improve the thermal capabilities of the structure. The timbers within the roof void were dripping with condensation as were the steel truss frames. It would be our recommendation that the ventilation within the roof void is improved, either via passive ventilation or forced air ventilation to ensure there are significant air changes within the space to alleviate the condensation problem. Steel is a poor thermal conductor and gets cold quickly. Any moist air within the roof void is likely to condense on the steel which can result in rusting and damage to the Rockwool insulation. Where the steel trusses protrude into the rooms within the dwelling, they are forming a cold bridge which is the likely cause for the condensation and black spot mould noted within a number of rooms in particular the master bedroom.

Consideration should be given to replacing the profile metal sheet roof with an insulated roof cladding panel effectively creating a warm deck roof which would keep the loft space at a constant temperature and prevent the condensation forming on the trusses and purlins.

Generally the property was cold, the radiator sizing's appear to be inadequate for the size of the property and consideration should be given to undertaking a BTU calculation to determine the heat requirement for each room. The oil fired boiler appears to be aged and it would be our recommendation that consideration is given to upgrading the boiler to the most efficient type currently available on the market.

The property was originally constructed in the early 1940's and was designed for storage and workshop space and was subsequently converted to residential accommodation. The quality of the original build is basic but would have been fit for purpose for this original use. It is noted that the external walls of the living accommodation have been clad with insulation and rendered over to improve the thermal efficiency of the building. However, compared to a modern new build, the insulation values are poor with no floor insulation and inappropriate roof insulation for the roof finish. The retro fit external wall insulation has been installed to help improve the thermal efficiency of the property.

**Drew Pearce**  
**Chartered Surveyors**  
**14 Cathedral Close**  
**EXETER**  
**Devon**  
**EX1 1HA**

### APPENDIX 3

## Cemetery Bungalow Inspection Report August 2018.

### EXTERNAL:

#### **Walls**

The newly installed insulation on the external walls is crack free and well painted. There is one small area at the base of the wall to the right of the front door that needs some attention. Water has run down the wall from a poor gutter connection and then started creeping up the wall from the bottom causing some algae to form. A flexible sealant should fix the problem.

#### **Pipework**

Small water pipes and a down pipe attached to the kitchen wall are loose and just need a screw to fix them.

#### **Drainage**

French drains running along both long sides of the bungalow have been cleaned out and backfilled with crushed stone to leave a smooth surface.

#### **Roof**

The washers under the retaining screws have started to perish and water is seeping in, onto the ceiling in a number of places leaving black mould discoloration. All the screw holes need waterproofing in some way.

#### **Guttering**

In the main the guttering seems to be in good condition.

#### **Doors/Windows**

All double glazed upvc except for the garage windows. New garage door mechanism fitted 2018.

### INTERNAL:

#### **Walls**

The internal walls have dried out quite well but there is quite a lot of residual black mould in places. Paint has peeled off the walls in patches and the whole house needs decorating, although the tenants want to be sure that the house is damp free first. (This means fixing the roof!!)

#### **Ceiling**

The ceiling is constructed from fibreboard which is a non-fire-retardant material and no longer complies with building regulations. Because of the long spans used between ceiling joists, the material has buckled and is uneven. There is no cornice used anywhere in the building.

#### **Floors**

From what can be seen, the floors appear to be OK in that the carpet is dry. The tenants did not complain about the floors.

#### **Timberwise dri air system**

This equipment is still not working but the newly installed trickle vents in the windows appear to be controlling the humidity levels

#### **Kitchen**

The current kitchen appliances and units have been supplied and installed by the current tenant but are in a very poor state. Recommend that the Parish Council fit new kitchen units and tiling minus appliances

#### **Bathroom**

Currently fit for purpose but very dated, Council to consider building accrual funds for eventual replacement

#### **Boiler/heating**

Oil-fired boiler serviced annually. Currently over 15 years old but working efficiently. Council to consider building accrual funds for eventual replacement

**Electrics**

Inspected every 5 years. Recent electrician report that there were not enough electrical sockets in each room to accommodate modern family needs leading to excessive use of extension leads. Council to consider building accrual funds for additional electrical sockets to be fitted

Winkleigh Parish Council Bungalow Working Group – Cllrs Turner, Pearce, Naylor  
August 2018

**APPENDIX 4**

**BUNGALOW INCOME –V- EPENDITURE**

Financial Year	Monthly Rent	Annual Rental Income	Annual Expenditure
1999/2000	158.60	1903.20	252.45
2000/2001	172.20	2066.40	273.60
2001/2002	179.37	2152.50	614.74
2002/2003	184.16	2210.00	292.68
2003/2004	187.71	2252.50	1610.80
2004/2005	260.00	1605.00	2058.74
2005/2006	277.50	3330.00	6135.93
2006/2007	310.00	3720.00	1179.12
2007/2008	318.75	3825.00	4480.20
2009/2009	331.25	3975.00	3690.59
2009/2010	344.16	4010.00	2224.27
2010/2011	344.33	4132.00	1203.26
2011/2012	338.00	4056.00	1260.13
2013/2013	338.00	4056.00	3892.21
2013/2014	357.41	4289.00	4371.74
2014/2015	395.53	4746.40	648.89
2015/2016	431.60	5179.20	14010.88
2016/2017	431.60	5179.20	2516.63
2017/2018	470.33	5644.00	2085.68
<b>TOTALS</b>		<b>68,267.88</b>	<b>52,246.72</b>

Last 19 years

£16,021.16 Additional rental received over bungalow expenditure, of which

£ 6,776.19 Set aside for bungalow contingency

£ 9,324.63 Precept offset (£372.99 per year average)



**APPENDIX 5**

Year by year breakdown of income and expenditure for the cemetery bungalow over the last 25 years.

YEAR	WORK CARRIED OUT	COST	TOTAL ANNUAL COST	TOTAL ANNUAL INCOME
1993/94	External rendering & painting Building Insurance	1147.00 150.00	1297.00	1400.00
1994/95	Building Insurance	150.00	150.00	1400.00
1995/96	Installation of cavity wall insulation Building Insurance	260.00 150.00	410.00	1508.00
1996/97	Building Insurance Manhole & Septic tank repairs Water pipe repair	150.00 94.00 59.22	303.22	1508.00
1997/98	Building insurance	160.00	160.00	1696.00
1998/99	Decorator 12 upvc DG windows Building insurance	739.88 1626.97 160.00	2526.85	1898.40
1999/00	Boiler service Buildings Insurance	60.00 192.45	252.45	1903.20
2000/01	Buildings Insurance	212.50	212.50	2066.40
2001/02	Perspex Drains Buildings Insurance General repairs	74.64 125.00 250.72 164.38	614.74	2152.50
2002/03	Building Insurance	292.68	292.68	2210.00
2003/04	WJ Morris – Electrician Maintenance Building Insurance	1181.00 81.65 348.15	1610.80	2252.50
2004/05	Fireplaces and surrounds Electrical maintenance Guttering maintenance Periodic electrical inspection Buildings Insurance new locks front and back doors Installation of new bathroom suite	760.00 170.00 11.00 469.72 380.04 57.98 210.00	2058.74	1605.00
2005/06	Central Heating installation Buildings Insurance Painting outside bungalow Pump Septic Tank	4325.00 425.93 1195.00 190.00	6135.93	3330.00
2006/07	Tap Boiler Service Building Insurance Porch repair Unblock drains	20.00 102.50 447.62 384.00 225.00	1179.12	3720.00
2007/08	Parts for Garage door Boiler service Replacement door Chemical toilet Building Insurance Sewage pipe replacements Pipe to septic tank Removal of septic tank waste Chimney capping, guttering repairs	90.00 48.10 490.00 25.00 462.10 2750.00 130.00 150.00 335.00	4480.20	3825.00

2008/09	Roof insulation main bedroom Insulation and works to ceilings Boiler Service & repair Electrical inspection Building Insurance Timberwise Dri-air installation Toilet repair Roof void airbricks Radiator repair Environmental services – asbestos survey	660.00 990.00 196.60 75.00 483.84 876.31 103.84 240.00 40.00 25.00	3690.59	3975.00
2009/10	Boiler service Building Ins Gutter maintenance Plaster to back wall dining room Plaster to dining room 3 replacement windows	53.90 524.10 130.00 185.00 183.00 1148.27	2224.27	4010.00
2010/11	Building Survey Dehumidifier Building Insurance Boiler service	350.00 156.00 617.76 79.50	1203.26	4132.00
2011/12	Electrical maintenance Building Insurance Electrical inspection Boiler Service	429.35 675.78 155.00 79.50	1339.63	4056.00
2012/13	Building Insurance Boiler repair Gravity flap grill Installation extractor fans bathroom Cavity wall insulation removal Boiler Service/repair Paths & steps repair	662.74 305.22 15.00 305.22 1600.00 97.75 861.50	3907.21	4056.00
2013/14	Roof overhang extension Roof materials Timberwise callout Boiler Service Building Insurance Boiler tiger loop Garden maintenance	2676.65 634.00 48.00 67.00 649.70 196.39 100.00	4371.74	4289.00
2014/15	Timberwise callout Boiler service General repairs Building Insurance Carbon monoxide alarm Power outlet replacement Inspection report	40.00 96.00 30.00 383.31 9.58 45.00 45.00	648.89	4746.40
2015/16	External insulation & water tower removal Bungalow grounds work Demolition of water tower Building Insurance General internal repair/maintenance Backdoor 7 windows and vents Boiler repair Boiler parts Boiler service	10480.20 100.00 1225.20 201.08 400.00 545.00 609.00 127.79 61.51 72.00	13821.78	5179.20

2016/17	Asbestos report/fire risk assessment	407.00		
	Full building survey	500.00		
	Installation of light over back door	146.70		
	Toilet flush repair	39.00		
	EPC	49.00		
	Heat/smoke detector installation	436.00		
	5 year periodic electrical inspection	150.00		
	Boiler Service	72.00		
	Building Insurance	238.12		
	Solicitor Fee regarding Cemetery Deed implications	668.00	2890.35	5179.20
2017/18	Boiler Repair	159.60		
	Steel for French drain	165.60		
	Weedkiller for French drain	8.74		
	Boiler service and repair	198.00		
	Water Butt Drainage	15.13		
	Boiler repair	92.80		
	Tenancy Professional Management Fees	445.81		
	Building insurance	238.12	1323.80	5644.00