

# Charity Trusts

Report number **C/07/23**

---

To **Representatives of the trust**

Date **26 September 2023**

Status **Exempt**

Responsible officer Secretary to the Trust

Subject **DAVIS OAKLANDS CHARITABLE TRUST MAINTENANCE  
UPDATE REPORT C/07/23**

**SUMMARY:** This report sets out an update on the Davis Oaklands Refurbishment and asks Representatives to review and discuss the recommendations therein.

## INTRODUCTION

Since the last meeting on 05 May 2022 the updates are as follows.

## PHASE ONE – INTERNAL WORKS

1. External repairs to the roof including the enclosure from the top of the stairs onto the central valley area. **This work has been completed.**
2. Thermal insulation to the attic, **this work has now been completed.**
3. Internal refurbishment and roof insulation

**The works have been completed. The staff decided to remain in the downstairs offices, for ease of access.**

4. Town Council Offices - Front Porch Repair and Repaint, **this work has now been completed.**

## PHASE TWO –

5. Replacement windows. Oaklands Building falls within the High Street conservation area and so conservation area planning consent was required. Permitted Development has since been received and a contractor was appointed in the early part of 2023. **The replacement windows are now on order and should be installed before December 2023.**
6. Once the windows phase has been completed it is recommended to look at developing proposals for renewable energy solutions particularly to replace heating. Consideration to be given to air source and ground source heat pump proposals.
7. The installation of solar panels to the roof of Oakland and potentially the library. **No progress yet.**

## PHASE THREE – EXTERNAL WORKS

Two quotes have been received for the external works to the Davis Oaklands Building. The specification sent out was as follows;

### Front Elevation

- Stone lintel deteriorating – carry out making good to stone lintel detail to the right-hand side. As per previous repairs, to remove the damaged render covering to the lintel and clear debris. Grid out and install Hell-bars to strengthen the intel where cracked. Prepare surface below and re-render the lintel as existing. Whilst bring back, introduce new mock brick mortar lines to the render to mimic the original pattern.
- Carry out reporting to agreed isolated areas of brickwork on the front elevation, with use of lime mortar.
- Prep, and redecorate all previously decorated external surfaces, including doors, windows, fascia, soffits, joinery, and metalwork.
- Supply and fit 6 no swift nesting boxes – positions TBA

### Main Roof

- Refix/replace slipped and missing slates to the full roof area of the building.

## **Main Flat Roof**

- Localised deterioration and splits – overhaul and repair flat roof – remove areas of vegetation build up. Re-point coping stones where sections failed.

## **Lower Flat roof over wc/kitchen**

- Deterioration to roof coverings. Plant growth on flat roof – carry out strip of the existing flat roof and deck boarding beneath. Remove plant growth. Install a new flat roof system to include new ply deck, rigid insulation and covering with new lead flashing to perimeter of the parapet wall on completion.
- Brick on edge coping to parapet deteriorating and slipping carry out localised masonry repairs where brick work has deteriorated and some missing/failing – Brick match to be obtained prior to works commencing.

## **Gutters and Rainwater goods**

- Inspect all rainwater goods ensure that all joints are caulked, and sealed, and clear any blockages from gutters.

## **Quotes received as below without scaffolding;**

**Contractor A £12,621.25**

**Contractor B £17,255.12 Plus Scaffolding, netting and alarm which has been quoted in the region of £9,259.20.**

**Contractor A** is a family run organisation founded in 1966, with over 50 years of experience in all areas of construction. They have a proven track record of understanding the importance of operating with minimal disruption to their customers. During its 50-year history, the company has developed from engaging in contracts for individuals to providing full project management and partnerships with larger companies and local authorities.

This contractor has already been awarded the window replacement contract and therefore will not charge a second lot of scaffolding if they are awarded the contract.

**Contractor B** carries out maintenance, refurbishment, alteration, and new build projects throughout Kent. They directly employ all trades and operate a Building Department and a Painting Department. They carry out projects up to a million pounds in value in the Commercial, Education, Healthcare, Historic and Housing sectors. They work closely with their clients providing a reliable service and

consistently high standard of workmanship which has ensured much repeat business.

As a family enterprise that was established in 1922 forward thinking and a proactive approach to the changing requirements of the industry has been imperative but the company ethos and values of quality, friendly professionalism and reliability remain unchanged.

## **SUMMARY**

Both contractors have superb proven track records when completing works for Hythe Town Council and both businesses have been built up from local family businessmen.

**The committee is asked to appoint a contractor to complete the works.**

It is intended that all building repairs will be covered by the Davis Oaklands Charitable Trust funds and **not** by Hythe Town Council, who are tenants.

## **RECOMMENDATION**

Based on price and that Contractor A will already be providing scaffolding in the first instance, representatives could be prudent as there will be an immediate saving of £9,259.20 and it is recommended to appoint Contractor A on this occasion.

## **CONTACT OFFICER**

If you have any queries about this report, please contact The Secretary to the Trust.  
Tel: 01303 266152 or email [Clerk@hythe-tc.gov.uk](mailto:Clerk@hythe-tc.gov.uk) prior to the meeting.