

# AMENDED AGENDA

## COBTREE MANOR ESTATE CHARITY COMMITTEE MEETING



Date: Wednesday 7 November 2018  
Time: 2.30 pm  
Venue: Town Hall, High Street,  
Maidstone

Membership:

Councillors Cox (Vice-Chairman), Daley,  
Mrs Gooch, McLoughlin (Chairman)  
and Perry

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Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Urgent Items
4. Notification of Visiting Members
5. Disclosures by Members and Officers
6. Disclosures of Lobbying

**Continued Over/:**

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**Issued on 7 November 2018**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEBBIE SNOOK on 01622 602030**. To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

*Alison Broom*

**Alison Broom, Chief Executive, Maidstone Borough Council,  
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

7. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
8. Minutes of the meeting held on 1 August 2018
9. Presentation of Petitions (if any)
10. Questions and answer session for members of the public (if any)
11. Financial Position 2018/19
12. Cobtree Manor Estate Update Report
13. **Kent Life Play Barn Timber Treatment Work**

1 - 17

### **PUBLIC SPEAKING**

In order to book a slot to speak at this meeting of the Cobtree Manor Estate Charity Trust Committee, please contact on 01622 602743 or by email to [committeeservices@maidstone.gov.uk](mailto:committeeservices@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

### **ALTERNATIVE FORMATS**

The reports included in Part I of this agenda can be available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact [committeeservices@maidstone.gov.uk](mailto:committeeservices@maidstone.gov.uk) or 01622 602743**. To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

**COBTREE MANOR ESTATE  
CHARITY COMMITTEE**

**7 November 2018**

**Kent Life Play Barn Timber Treatment Work**

<b>Final Decision-Maker</b>	Cobtree Manor Estate Charity Committee
<b>Lead Head of Service/Lead Director</b>	Head of Regeneration & Economic Development - Dawn Hudd
<b>Lead Officer and Report Author</b>	Leisure Manager - Mike Evans
<b>Classification</b>	Public
<b>Wards affected</b>	Boxley

**Executive Summary**

This report provides the Committee with information on a beetle infestation in the Play Barn building at the Kent Life visitor attraction and seeks approval for budgetary spend to treat the timbers, which will protect the structure and the children and adults who use it.

**This report makes the following recommendations to this Committee:**

1. Budgetary spend of £8,995 + VAT = £10,794 is approved for works in the Kent Life Play Barn to treat the timbers and remove wood boring beetle
2. Budgetary spend of up to £1,000 + VAT is approved to cover the cost of any storage of equipment required whilst the works are carried out.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Cobtree Manor Estate Charity Committee	7 November 2018

# Kent Life Play Barn Timber Treatment Work

## 1. INTRODUCTION AND BACKGROUND

- 1.1 Kent Life, the rural farm life attraction on the Cobtree Manor Estate, is operated by Planning Solutions on behalf of Maidstone Borough Council. It has seen increased visitor numbers in recent years. Kent Life features a number of historic and listed buildings, for which the Cobtree Manor Estate Charity Committee is responsible as set out in the lease agreement.
- 1.2 The Play Barn at Kent Life is an old, timber-framed former aisled barn with weather-boarded external walls and a thatched roof. It houses a soft play climbing frame, which fills the available space, a café kiosk and a small seating area.
- 1.3 The Play Barn is a key feature of the Kent Life visitor attraction. The soft play climbing frame is a popular aspect of the Kent Life site as it can be used in all weathers. Its café serves drinks and snacks to visitors.
- 1.4 Kent Life, which is open seven days a week in November and December, is expecting high visitor numbers for the remainder of 2018. In January 2019 Kent Life closes between Monday and Friday and operates at weekends only. The staff use this time to plan in winter maintenance works before re-opening on weekdays at the end of February, to coincide with the half term holiday.

### **Beetle infestation**

- 1.5 The presence of beetles in the Play Barn's timber frame was reported in summer 2018 by the Kent Life operators. There were visible holes in the wooden timbers and dust being produced by beetle activity.
- 1.6 Property Services commissioned replacement timbers be installed in place of badly-damaged timbers. This work was carried out earlier this year by Anglian Tectonics. Anglian Tectonics reported some other timbers which were showing signs of insect damage and recommended an investigatory survey be carried out on the whole barn. This survey was carried out by Anglian Tectonics and their timber report is available as Appendix 1.
- 1.7 Anglian Tectonics' timber report concludes the presence of two types of beetle which need to be treated by the application of aqueous insecticide and the application of a paste in to the timbers. The report recommends this as the best course of action given the use of the barn and the number of users it has.
- 1.8 Anglian Tectonics have provided a quote for the treatment works of this infestation, which is necessary to protect the Play Barn and the health of the children and adults who use it.

- 1.9 The quotation for works from Anglian Tectonics is attached as Appendix 2. The estimated cost is £8,995 + VAT and it is envisaged the total works will take three to four weeks.
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## **2. AVAILABLE OPTIONS**

### **Do nothing**

- 2.1 Committee could decide to do nothing and not treat the timbers for the infestation. Doing so would save treatment costs, prevent disruptive work from being carried out and keep the Play Barn in continuous use through the winter months when indoor activities at Kent Life are vital for its weekend operation. Doing nothing is likely to result in the problem worsening which increases the risk of illness and suffering to Play Barn users and irreparable damage to the Play Barn structure. **This option is not recommended.**

### **Delay the treatment works and complete them at a later date**

- 2.2 Committee could decide to complete the treatment works at a later date, for example in the 2019/2020 financial year. This course of action would keep the Play Barn in operation during the winter period and limit current spending. Delaying the treatment works could lead to the problem worsening in the meantime and increase the risk of health being negatively affected. Cobtree Manor Estate Charity Committee could also suffer reputational damage for not acting sooner.
- 2.3 Delaying the works beyond February 2019 will cause greater disruption to Kent Life. The venue returns to a seven days per week operation in late February 2019. From that point onwards the expected four-week closure will have a much greater impact on visitors and key performance indicator targets. Kent Life will operate seven days per week throughout 2019. The next time it operates a weekend-only pattern will be January 2020. **This option is not recommended.**

### **Authorise budgetary spend for treatment works to be carried out in January 2019**

- 2.4 Treatment works are going to cause disruption to the Kent Life attraction and its visitors and will result in the Play Barn being closed for up to four weeks. The lengthy closure includes the removal of the soft play structure to access the timbers and time for the ambient chemical levels to subside to safe levels for barn users. This disruption is a necessary measure to keep visitors safe and to protect assets.
- 2.5 Completing these works in January 2019 addresses the problems caused by the beetle infestation, keeps people and assets safe and has the smallest possible impact on venue operations. **This is the recommended option.**

### **3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

3.1 It is recommended that budgetary spend of £8,995 + VAT be approved for the treatment works to be carried out in January 2019.

3.2 This recommendation is made so that:

- Structural damage to the barn can be addressed and limited
- Structural damage is not exacerbated
- The cause of the problem can be eradicated
- Safety of visitors is protected
- Health of visitors is protected
- Disruption to the popular visitor attraction is minimised

#### **Schedule of works**

3.3 The Play Barn at Kent Life will be closed to visitors from Wednesday 2 January 2019 for a period of approximately three to four weeks. Works will include:

- Removal of the soft play structure and its storage
- Installation of scaffolding and equipment
- Chemical application and treatment
- Rest time for ambient chemical levels to subside
- Reconfiguration of the soft play structure

#### **Outcomes**

3.4 The Play Barn will be treated for the immediate infestation and protected against future infestations currently lying dormant. The Play Barn will be safe to use and operational again at the start of February 2019, in time for the half term holiday.

#### **Financial impact**

3.5 A closure including four weekends in January 2019 equates to a loss of eight business days. Under the terms of the current contract Maidstone Borough Council/Cobtree Manor Estate Committee is not liable for compensation of these costs and we are working closely with the Kent Life operators to minimise financial impact.

3.6 In addition to the quoted cost of £8,995 + VAT there may be additional costs for providing safe storage for the soft play structure and equipment once it is removed from the barn. Due to the VAT status of the charity the VAT payable of £1,799 cannot be reclaimed and will have to be borne by the Trust.

**4. RISK**

4.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council’s Risk Management Framework. That consideration is shown in this report at paragraph 2.1 to 2.5. We are satisfied that the risks associated are within the Council’s risk appetite and will be managed as per the Policy.

**5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

5.1 No formal consultation with user groups has taken place but conversations with the Kent Life operator’s operations manager, Natalie Cox, indicate that January is the best time for these works to be carried out, despite the reliance on indoor activities at an attraction which is largely based outdoors.

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**6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 If Cobtree Manor Estate Charity Committee agrees to proceed with the recommended option the Leisure Manager, in conjunction with Property Services will proceed with this work.
- 6.2 Property Services will oversee the work and its successful completion. The contractor will work with the Kent Life operator to programme the exact start dates and monitor the completion of the works towards the agreed completion date.
- 6.3 Public communications regarding Play Barn closures made to attraction visitors will be co-ordinated by the Kent Life operators.

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**7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	Accepting the recommendations will materially improve the Council’s ability to achieve the following corporate priorities: <ul style="list-style-type: none"> <li>• Respecting the character and heritage of our borough</li> <li>• Providing a clean and safe environment</li> <li>• Ensuring there are good</li> </ul>	Head of Regeneration and Economic Development

	leisure and cultural attractions	
<b>Risk Management</b>	The risks of the preferred option and the not preferred options are covered in sections 2.1 to 2.5.	Head of Regeneration and Economic Development
<b>Financial</b>	Accepting the recommendations will demand new spending of £8,995 + VAT. Not progressing with this option increases the risks of a greater capital spend being required to address structural issues in the future	Paul Holland, Senior Finance Manager (Client)
<b>Staffing</b>	Accepting the recommendations will not have an impact on staffing	Head of Regeneration and Economic Development
<b>Legal</b>	Failure to accept the recommendations without agreeing suitable alternatives may place the Council in breach of the lease contract with the operator.	Leisure Manager
<b>Privacy and Data Protection</b>	No additional data will be held	Leisure Manager
<b>Equalities</b>	This will have no equality implications	[Policy & Information Manager]
<b>Crime and Disorder</b>	This will have no impact on crime and disorder	Head of Regeneration and Economic Development
<b>Procurement</b>	On accepting the recommendations, the Council will then follow procurement exercises for timber treatment works and repairs. We will complete those exercises in line with financial procedure rules.	Head of Regeneration and Economic Development & [Section 151 Officer]

**8. REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

- Appendix 1: Kent Life Play Barn Timber Report
  - Appendix 2: Kent Life Play Barn Timber Treatment Work Quotation
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Our Ref: DK180474/KH

9<sup>th</sup> October 2018

Kent Life  
Lock Lane  
Sandling  
Maidstone  
ME14 3AU

FTAO David Guest  
[DavidGuest@maidstone.gov.uk](mailto:DavidGuest@maidstone.gov.uk)  
[ncox@kentlife.org.uk](mailto:ncox@kentlife.org.uk)

Dear Sir,

**RE: PLAY BARN, KENT LIFE, SANDLING, LOCK LANE, MAIDSTONE, ME14 3AU**

An inspection was made of the above property by Kelian Hodge on the 4<sup>th</sup> of October 2018 specifically for our recommendations for the treatment of wood boring beetle.

The property consists of a timber framed former aisled barn with weather boarded external elevations and a thatched roof. Any directions are given facing the main entrance door from the outside

This report is solely for the use of the person or company named at the head of same and for their professional advisers and no liability to anyone else is accepted. The report may not be provided to anyone else.

The report relates only to instructions given to us by our client(s) and is not intended to be a full survey of the property. Our inspection has been undertaken only to provide a quotation or estimate for relevant remedial works, which may be considered necessary. Comments made in the report and quotations/estimates given are valid for three months only, after which time we reserve the right to modify or cancel same.

Inspections are undertaken using non-destructive methods, unless specific arrangements have been made to the contrary. Although every effort will be made to undertake as comprehensive an inspection as possible we are not at liberty to lift fitted floor coverings or move furniture without the express permission of the owner and inspection would, therefore, be subject to such limitations.

## **PLAY BARN**

The barn was rebuilt in its current position in 1989.

The barn is of five bay aisled construction with cart entrance, the projecting hipped roof of which is braced off the timber posts and finished with tiles.

There are masonry basal walls supporting the timber plates to the perimeter of the barn and separating the aisle sections providing support to the inner sole plates and the internal (arcade) posts.

Internally the perimeter walls of the barn are finished with plasterboard or similar preventing full inspection to the full depth of the external frame timbers.

The underside of the thatched roof is concealed by building paper or similar.

The property is in use as a 'play barn' and has catering facilities and the presence of the equipment prevented a full inspection locally because of restricted access.

As stated the barn was re-erected in 1989 and the frame and roof timbers were presumably in serviceable condition at that time, although, no doubt, subject to some of the usual ravages of time. It is not known whether any treatment of the timbers was undertaken at the time of reconstruction.

A probe was used in conjunction with an electronic moisture meter to accessible areas of vulnerable timbers and generally moisture contents to the timbers were within acceptable limits and, subject to on-going maintenance of the structure, it is unlikely that any progressive decay to the timbers should occur.

However, in conjunction with our inspection, we installed a new 'green' oak strut to the rear left corner of the barn where the original was subject to excessive attack by wood boring (*Xestobium rufovillosum* – death watch beetle in the main part) and such attack would normally require a moisture content to the timber of fourteen per cent or more as noted in our earlier report dated 23<sup>rd</sup> August 2018.

Wherever possible we inspected sole plate, posts, arcade posts, wall plates, arcade plates, tie beams, rafters, aisle ties, collars, purlins, struts and braces and generally the inspected timbers appeared serviceable at this time.

It is not thought that any additional timber renewal is necessary at present although a case could be made for some augmentation to friable edges of some timbers.

Of more concern is what appears to be an on-going (active) infestation by wood boring beetle (*Xestobium rufovillosum*) – death watch beetle and (*Anobium punctatum*) common furniture beetle, this being particularly noticeable to retained original timbers.

The infestation has extended onto some apparently newer timber to a rafter found centrally to the rear elevation.

To the above areas frass (bore dust) resultant of wood beetle emergence was noted, again the frass being particularly evident to all retained original timbers.

No inspection was made of the weather boarding and we are unable to comment on the condition of same.

The ability of any particular timber to fulfil its intended purpose is outside the scope of the report.

### **RECOMMENDATIONS**

Based upon the above evidence a case could be made for the treatment of the main frame and arcade timbers and the roof timbers for the control of infestation by wood boring beetle. It would not be possible to full treat some timbers because of internal linings.

We would normally prefer to use a solvent based insecticide prior to the local application of a deep penetrating insecticidal paste but, given the usage of the property, residual odour and temporary increased risk of fire this would not be acceptable in this instance. There is also an increased risk of staining to adjacent finishes and some damage to the lining below the thatch.

It would be prudent therefore to use an aqueous insecticide followed by the application of a deep penetrating paste locally (although some degree of odour may persist for a while) to eliminate the above risks, but this may not prove as efficacious.

Because of the extended life cycle of death watch beetle (up to fourteen years) there is the risk of adult beetles emerging from the timber when the efficacy of the applied treatment has diminished and so additional targeted treatment to some timbers may be worthwhile in, perhaps, seven- or eight-years' time and, again, a similar period following that. In the meantime, some emergence of adult beetles may will occur.

The main difficulty is the existing internal fittings.

Whilst the main play area could be temporarily sheeted over, the height of the netted structure would mean that the barn would need to be internally scaffolded to give access to as much of the higher areas as possible. Such scaffolding would be complicated and, hence, expensive but would be necessary if a 'general' treatment is decided upon.

It would also mean that the occupants of the barn would need to vacate for at least one week, possibly longer, with the resultant loss of business revenue. This would, of course, increase the cost to yourselves if 'compensation' were sought unless there is a period when the property is not used for a week or two.

We would, of course, be pleased to discuss the above issues with you or, perhaps, the possibility of a more limited treatment.

There is, of course, a real risk where members of the public and particularly children can encounter recently 'treated' timbers which will need careful consideration.

**Short Privacy Notice**

Our Company only collects information freely given by our clients after contact made by them. All information is covered by our Privacy Policy and as required under the General Data Protection Regulations. As a valued customer, we ensure that your data is kept securely and only used in our dealings with yourself and not passed onto third parties or used for any other purposes.

We hope our report will meet with your approval, but should you have any queries, please do not hesitate to contact us.

Yours sincerely,

**Kelian Hodge C.S.R.T**

*Anglian Tectonics*  
**ANGLIAN TECTONICS**

Encs

Our Ref:DK180474/KH

31<sup>st</sup> October 2018

David Guest BSc (Hons)  
Property Services Manager  
Maidstone Borough Council  
Maidstone House  
King Street  
Maidstone  
ME15 6JQ

[DavidGuest@maidstone.gov.uk](mailto:DavidGuest@maidstone.gov.uk)

Dear Sir,

**RE: PLAY BARN, KENT LIFE, SANDLING, LOCK LANE,  
MAIDSTONE, ME14 3AV**

Thank you for your email dated 19/10/18 regarding timber treatment to the main frame, roof timbers and arcade timbers for the control of wood boring beetles.

We understand that the existing climbing/play equipment may be removed to allow adequate access to the timbers and we have prepared our quotation on that being the case.

No allowance has been made in our quotation for any timber repairs or renewal although some de-frassing, light paring may be necessary locally. In addition, there is a significant accumulation of dust to the timbers particularly to the horizontal surfaces and some preparation brushing down/cleaning will be necessary.

Safe access to the 'upper' sections of the timbers will require the installation of temporary internal scaffolding or the use of a scissor lift or cherry picker and we have allowed for this accordingly.

We would, again, mention that full treatment of the perimeter framing would be limited by the presence of the existing wall linings from sole plate, to wall plate/hip plate height which, we presume, will be left in-situ.

We would anticipate that we would require five working days on site (preparation and treatment) but it would be prudent to allow a couple of days prior for erection of scaffold (if that is the best option) and a couple days following completion of treatment to remove scaffold. Two working weeks as a minimum should, therefore, be allowed for works overall. If we can utilize mechanical access (cherry picker or similar) then this should provide a saving in time overall but, nevertheless, the longer time frame would allow for a 'run-on' for treatment should this prove necessary.

We appreciate that time will also be required for the client's contractor to strip out existing fittings/equipment prior to our attendance on site and subsequent reinstatement, and to minimise 'downtime' for the resident business we would make every endeavour to complete work within a shorter period.

Given that we should be able to ensure good ventilation whilst working at the property we would anticipate that fittings could be reinstated twenty-four to forty-eight hours after completion of treatment. Our only concern would be if timbers locally had to be heavily coated with an insecticidal paste which may lay on the surface of same for a while and, should that be the case, we may need to temporarily cover with plastic sheeting to prevent direct contact and return after a period to remove same. If necessary, as an alternative, some holes may be drilled in heavily attacked areas to allow the insecticide to be introduced further into the body of the timber and the holes 'capped' with timber dowels.

If the existing fixtures and fittings are to be left in-situ, then treatment to the barn would be of a much more limited in nature as this would prevent safe access to many of the higher timbers. The cost of scaffolding is also likely to be higher if a clear floor area is not available as erection of same will be more complicated. As a result, only, partial treatment of some principle timbers may be achievable which will, of course, greatly reduce the efficacy of the proposed treatments. The cost of the work overall will be similar because of the additional preparation works.

The above should be read in conjunction with our letter dated 9<sup>th</sup> October 2018, but we appreciate you may still have some questions or concerns relating to the works and, if the work is likely to be progressed in the new year (dependent upon your discussions with the resident businesses, we would, of course, be pleased to meet you on site to discuss same.

In the short term, if you have any queries, please do not hesitate to contact us

Yours sincerely

**Kelian Hodge C.S.R.T**

 **ANGLIAN TECTONICS**

Encs

# ANGLIAN TECTONICS (DOWNLANDS) LTD

## QUOTATION

Our Ref:DK180474/KH

31<sup>st</sup> October 2018

## QUOTATION

RE: PLAY BARN, KENT LIFE, SANDLING, LOCK LANE,  
MAIDSTONE, ME14 3AV

**Client to: -**

Remove fixtures and fittings to provide clear access to the walls and floor area (we appreciate that some of the catering facilities may be left in-situ and these would be covered).

**Anglian Tectonics: -**

Allow for the erection of suitable internal scaffold or the provision of scissor platform or cherry picker for safe access to the higher timbers.

Brush down accumulations of dust and vacuum.

Gently pare back loose surface timber as necessary or de-Frass where surface deterioration is greatest.

Apply insecticide to manufactures specification to all accessible timbers of the main frame, roof structure, tie beams and arcade timbers using low pressure spray equipment.

Apply deep penetrating insecticidal paste locally to larger or more heavily attacked timbers by brush to achieve maximum remedial effect or where necessary, drill holes locally to timbers and inject deep penetrating insecticide. Cap any holes with timber dowels.

Spray apply insecticide as decided upon following initial drying of first application.

Leave site clean and tidy

**£8,995.00 + V.A.T**

**VAT will be charged at the standard rate on the above quotations.**

**Client to: -**

Reinstate previously removed fixtures and fittings etc.

One-third deposit is normally required prior to commencement of work together with signed form of acceptance. Balance of payment due on completion of work.

**E & O.E**

**N.B. ALL FLOOR COVERINGS AND FURNISHINGS TO BE REMOVED FROM TREATMENT AREA BY CLIENT, PRIOR TO COMMENCEMENT OF WORKS**

# ANGLIAN TECTONICS<sup>3</sup> (DOWNLANDS) LTD

## ACCEPTANCE OF QUOTATION

Our Ref:DK180474/KH

31<sup>st</sup> October 2018

### QUOTATION

RE: PLAY BARN, KENT LIFE, SANDLING, LOCK LANE,  
MAIDSTONE, ME14 3AV

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**E. & O.E.**

**YOUR QUOTATION IS ACCEPTED IN ACCORDANCE WITH THE CONDITIONS  
OVERLEAF**

**SIGNED**

**DATE**

**CLIENTS FULL NAME AND ADDRESS FOR INVOICE**

**PHONE No:**

**Bank Details: The Bank of Scotland – Account 06011936 – Sort Code 12/24/82**

**Please enter Our Reference when submitting deposit payment – Thank you.**

## CONDITIONS OF CONTRACT

1. Acceptance of the quotation shall constitute a contract in which the Company's Report and specifications shall be recognised as forming part of the contract and an acknowledgement of receipt and comprehension of their provisions. All such acceptances must be acknowledged by the Company and, until such time, we will not recognise an acceptance of offer as being binding upon us.
2. Payment is due upon completion of work specified, unless alternative arrangements have been made in writing prior to the commencement of work.
3. Estimates are open for 12 weeks, after which the Company reserves the right to modify or withdraw them.
4. Guarantees will be issued subject to the terms of the Contract, following receipt of payment, and relate only to those areas treated by the Company
5. Inspections are undertaken without prejudice and are based on the information to hand and visible at the time of inspection. They are undertaken solely for the purpose of providing a quotation of specified works and are not to be taken as representing a comprehensive building survey or schedule of works. We are able to provide comprehensive inspections and reports on all aspects of building preservation but this type of work attracts a fee scale dependent upon our instructions.
6. A minimum of 5 working days notice must be given in the event of postponement, otherwise a charge may be made for lost time where alternative work cannot be arranged for operatives.
7. Our quotations are based on the assumption that furniture and all floor coverings are removed from areas to be treated prior to the arrival of our operatives on site (in accordance with the attached notes on treatment) together with any other specified items, such as radiators and roof insulation etc. The Company will not be held responsible for any loss or damage to items not removed. Any delay occasioned by the workplace not being cleared will be charged to the client at day work rates.
8. The client should be aware that proposed works (removal of plaster in particular) can create considerable dust, which may migrate to even the remotest parts of the property. Whilst this will be kept to a minimum, no responsibility will be taken by this Company for such dust dispersal and we have not allowed for nor will we be responsible for any contract cleaning.
9. No responsibility can be taken by this Company for staining or damage caused to ceilings or other decorations or furnishings as, although every care is taken, some products or processes may cause discolouration, especially to polystyrene ceiling finishes. There is the risk of cracking to ceilings where joists above same are of insufficient size or subject to deflection.
10. It shall be the responsibility of the client to ensure that open water storage tanks are sealed to prevent the ingress of dirt and chemicals and that all foodstuffs, animals and plants etc. are removed from treatment area prior to commencement of work.
11. The client will make available for our use, without charge, a suitable supply of water and electricity. The Company reserves the right to make an additional charge for the provision of an electrical generator where no mains electricity is available.
12. It is the client's responsibility to inform the owners and occupiers of adjoining premises of the nature of the intended works. The client must notify immediate neighbours and obtain permission to carry out works where party walls are to be worked on. We would be pleased to provide more information on The Party Wall Act 1996 upon request. If damp course installation is undertaken on only a partial depth of party wall then, due to the limitations of such treatment, it would not be possible to offer our long-term guarantee or conform to relevant British Standards on such walls.
13. Unless otherwise stated, no quotation will allow for the removal and/or reinstatement of any plumbing or heating runs necessary for remedial work, for replastering areas of wall within small built-in cupboards or for re-fixing skirting boards or electrical fittings.
14. Where proposed works involve the removal of skirtings and plaster, the Company will not be held responsible for any damage caused to skirtings or other joinery timbers as by their very nature they are liable to breakage during removal. Skirting boards/architraves should not be fitted until adequate drying of plaster has been allowed and the hidden faces of all such joinery should be adequately coated to prevent moisture uptake from the plaster. Quotations for re-plastering are based upon the thicknesses of render coats detailed on our standard specification sheet (S3). If additional thicknesses of backing (render) coats are found to be necessary as a result of existing plaster thicknesses or, indeed, should existing wall finishes be too thin necessitating full height re-plastering, additional charges may be made on a pro rata basis.
15. The client is advised that some chemicals used by the Company are inflammable and until the solvents have evaporated following treatment, the following precautions should be taken: smoking must not take place; no naked lights, fires or other heating appliances should be used in treatment areas; no drinking, eating or sleeping should take place; infants, children and pets must be excluded from the treatment areas; and floor coverings should not be replaced until the floors have thoroughly dried. Treated areas should be well ventilated.
16. The Company does not accept responsibility for damage to services not visible, unless their location is specified by the client prior to treatment.
17. Any works recommended but not included in the quotation are the responsibility of the client who should ensure that any specification supplied for such work is adhered to.
18. The Company reserves the right to alter the specification or chemical used and to omit or alter any part of the work which proves impractical.
19. Arrangements for access to the premises to be treated will be made prior to commencement of works, and any costs incurred by the Company due to the failure of the client or his agents to provide access so arranged, or the necessary services, will be charged to the client.

NOTE: None of the above conditions should be construed as depriving the client of any right under law, nor is it the intention to unfairly restrict the liability of the Company. It is our policy to, at all times, act in a fair and reasonable manner and we expect the client to conduct themselves similarly.

# (S5) ANGLIAN TECTONICS

## Standard specification for the treatment of wood boring beetles and fungal decay

### WOOD BORING BEETLES

#### EXPLANATORY NOTES

There are several species of wood boring beetle prevalent in structural timbers of properties in the U.K. and the method of eradication varies little from species to species, although any necessary variation from our specification will be noted in your report.



#### PREPARATION

It is the responsibility of the client to remove all floor coverings and furniture from the treatment areas prior to the commencement of work. Timber deckings within the roof void should also be removed, unless arranged otherwise and stored food should be moved from treatment areas.

#### TREATMENT SPECIFICATIONS

The principal of the eradication technique is to pressure spray to refusal all exposed, unpainted, accessible timber surfaces with an approved pesticidal timber preservative. The structures affected generally comprise floors, staircases and roof timbers. Both sides of each floorboard must be treated and three sides of every joist or roof member, for guaranteed treatment.

### FUNGAL DECAY

#### EXPLANATORY NOTES

The fungi that damage timbers in a property can be divided into two groups by their effect.

#### DRY ROT (*Serpula lacrymans*)

This like every other fungus requires the presence of moisture in timber, in its initial stages. Once established, however, it has the unique ability to pass unseen from floor to floor, behind plaster finishes and panelling and to affect previously dry timber. Its fungal strands can penetrate brickwork and pass over inert substances such as metal or plastics and colonise other timber in the vicinity.



#### TREATMENT SPECIFICATION

Treatment can be disruptive and costly depending on the stage of attack and would vary accordingly to circumstance. However, in most cases the treatment consists of:-

- Eliminating the source of dampness;
- Cutting away all affected timber and removal from site;
- Hacking off adjacent plaster wall finishes to expose the extent of fungal penetration, at least one metre beyond the last evidence
- Treating the exposed masonry with an approved fungicidal masonry solution. This would be applied to the surface of the walls, although may involve drilling the walls at intervals and irrigating the masonry to create a toxic box. Any oversite should also be treated to kill spores;
- Applying an approved fungicide to the timber surrounding the area of attack and similarly treating all replacement timber, although pre-treated replacement timber is preferred.
- Re-instating plaster finishes incorporating a fungicide and re-fixing, skirting boards, architraves, door linings, etc (after treatment with fungicide).

#### WET ROT

The term 'Wet Rot' is used to describe any fungi other than Dry Rot, and these are usually easier and less costly to deal with, being confined to wet timbers only (usually joists and wall plates in contact with damp brickwork) and having no facility to colonise dry surrounding timbers.

#### TREATMENT SPECIFICATION

Eliminate source of dampness, cut away all structurally weakened affected timbers, treat replacement timbers (or use new pre-treated timber) and surrounding timber with a fungicidal timber preservative.

#### TIMBER RENEWAL

It is most important that renewed timber does not touch any surrounding masonry or oversite and that ground floor timbers are properly ventilated from below by the maintenance and/or addition of air bricks.

Where built-in timbers (usually wall plates and joist ends) are removed due to fungal decay, the resulting cavities should be bricked up, incorporating a length of damp proof course where appropriate. New wall plates should not be re-set into any wall but placed on a new sleeper wall or supported on masonry piers or joist hangers, isolated by damp proof course where appropriate. It is sometimes most economical in cellar areas, to bolt up new joist sections, especially where on-site obstructions prevent a new bearer being installed on piers. Where new sections are bolted up, double-sided timber connectors should be incorporated and the new sections either hung on joist hangers or sleeved into the wall in damp proof membrane after each joist end has been properly treated.

