

## Bartholomew Room Refurbishment Project



The Bartholomew Room – Grade II Listed (No. 1048963)

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### Introduction

This report summarises the project progress to date, the information considered by the Council and the next steps required. It will be made available online and forwarded to all relevant organisations as a supporting document for applications. It is hoped that Eynsham residents will understand the essential work required to the building in order for it to continue to be used as a community building - there are limited other options available.

## Project definition

### Original concept

The Bartholomew Room was built in c.1701 from funds raised by public subscription on land granted by Lord of the Manor. 6 charity boards are preserved in the upper room which detail those who provided funds towards the building and those who gave to the poor in later years. (Appendix A refers).

As well as an early school, the building has had many uses including a vestry room, a lock-up, a fire-engine house, a practice room for the village band, a Roman Catholic Church, a county branch library and a woodworking shop. At a recent open-building event, a resident advised that they used to have their hair cut in the building thereby adding to its previous many uses.

In 1983, Eynsham Parish Council bought the Bartholomew Room for the people of Eynsham using funds raised to mark Her Majesty Queen Elizabeth's Silver Jubilee. (A plaque on the south wall marks the occasion). The Bartholomew Room upper floor is used as Council Chambers – the lower floor is hired by arrangement to Eynsham Art Group for exhibitions and to other organisations when it is available.



Refurbishment in 1980



King George V Silver Jubilee May 1935

The Bartholomew Room sits in The Square and being in the heart of Eynsham, it's often the backdrop for community gatherings, church services (when the church is full to capacity) and New Years' celebrations. The Square remains in the jurisdiction of Oxfordshire County Council as highway land.

## Rationale

In January 2018, Leys Longden & Co (Chartered Surveyors) undertook a survey of the Bartholomew Room to provide a planned maintenance programme setting out principal items of work required and to allow for programming of major works/maintenance spending. The survey concluded that the property is due for general external repairs and decorations, including repairs as a result of long term leaking from the gutters. Provision for disabled access is poor and it is therefore recommended that the lower floor is re-arranged to create a disabled person's toilet.

## Current situation

Restricted use of the building by those with mobility impairments continues to be a concern and the proposed refurbishment will help to address those issues to a certain extent. The Council considered installing a lift, however the buildings' internal space does not lend itself to this use (without major re-arrangement). To install one externally will be too cost prohibitive and planning consent may not be provided.

The Council now finds itself in a position of needing to pursue repairs as quickly as possible in order to protect the buildings' future. The roof is in a worsened state since the 2018 survey was undertaken due to the loss of 20 slates in Storm Dennis in February 2020. Internally, whilst it is questionable whether the cracks around the chimney have worsened, they remain a constant reminder that the guttering is inefficient and the stonework can only be deteriorating further.

Various surveys have been undertaken to support the project and the future use of the building. These include:-

- Structural Inspection – Forge Engineering Design Solutions – November 2018
- Pre-Refurbishment & Demolition Asbestos Survey – Amiantus Asbestos Consultants – September 2019
- Full Electrical Inspection – Lowe & Oliver Electrical & Mechanical Contractors – February 2020

The Council commissioned Strutt & Parker to provide a valuation report on the building to aid consideration of the project. Opinions were received on:-

- Market value with vacant possession.
- Market value of the property once renovated
- Reinstatement value
- Alternative uses of the property.

The report found that there are limited alternative uses for the building and spending in the region of £125,000 on the refurbishment work will only increase the market value of the property by a nominal sum in monetary terms. The Council feel the community value of the building is high and the work needs to be undertaken to safeguard its future. The Council considered whether the Schedule of Works includes 'nice to have' elements that could be removed, however on investigation, these were minimal and of little financial impact on the project overall.

#### Evidence of need

Quotes were considered for the Bartholomew Room Project Management and Leys Longden was appointed by Full Council on 5 March 2019. A Schedule of Works was approved on 9 July 2019 (see Appendix B). A planning application, tender and specification documents were prepared shortly thereafter. Briefly, the work includes:-

- Replacement of up to 90 Cotswold stone slates.
- Replacement of guttering with deep flow cast iron gutters.
- Replacement of 40 stones where faces are laminating/blowing.
- Replace mortar on all sides, within 3m above ground with new lime mortar.
- Replacement of arched window on north side.
- Installation of drainage to the south side.
- Weed removal and general painting/cleaning work to The Cross.
- Re-arrangement of kitchen and toilet facilities to the lower floor.
- Replace internal doors and undertake decorations to upper and lower floors.
- Install emergency lighting, smoke heads and lighting.
- Install external power supply and lighting.

[Planning permission](#) has been provided for the relevant parts of the work. Tenders (based on Appendix B) have been received by the Project Manager and a tender report was considered at Full Council in March 2020. The Council needs to protect and preserve this historic building for the community.

### Risk assessment

The project risks include:-

1. At the current time, no work is able to be undertaken due to Coronavirus guidelines. It is unknown when restrictions on movement and supplier availability will be lifted.
2. Consideration of a loan will need to be made by West Oxfordshire District Council's Cabinet (WODC) who may not be meeting due to Coronavirus guidelines. In this instance, the Council may need to consider applying to the Public Works Loan Board instead.
3. If work is not undertaken in the coming months, the buildings' condition could further deteriorate (especially in poor weather) thereby costing more money than is currently anticipated.
4. The Council's chosen contractor being unable to undertake the work promptly due to existing contracts and an alternative contractor may need to be considered at a higher cost.
5. Residents do not support the project or Council Tax increase. The Council will need to consider 'disposing' of the building thereby potentially ending its community use.
6. A loan or grants not being made available to the Council to fund the work.

### **Preparation & Planning**

#### Public enquiry

The Council now seeks formal support from residents for the project to proceed and for £100,000 of the projected £125,000 to be funded by Council Tax over a 4 year period by way of loan repayments.

## Authorisation

Following public consultation, the Public Works Loan Board will consider the Council's request to borrow. If the application is successful, WODC will be asked to provide a loan and the project may then progress. Once commenced, the project is to be monitored at appropriate stages/milestones (by the Project Manager in conjunction with the Clerk) on financial implications to ensure there is no overspend, appropriate quality standards are being met and that time constraints are considered. The Project Manager will secure all relevant permissions and licenses.

## Financial information

The project is to be funded by way of a loan from WODC or Public Works Loan Board for £100,000 repayable over a 4 year period. A Community Facilities Grant will also be applied for from WODC to assist with the project. Other grants will be pursued where possible.

Band D Council Tax in Eynsham over recent years has always been kept at conservative levels and at the increased rate for 2020/21, it is still competitive when compared to other local parishes.

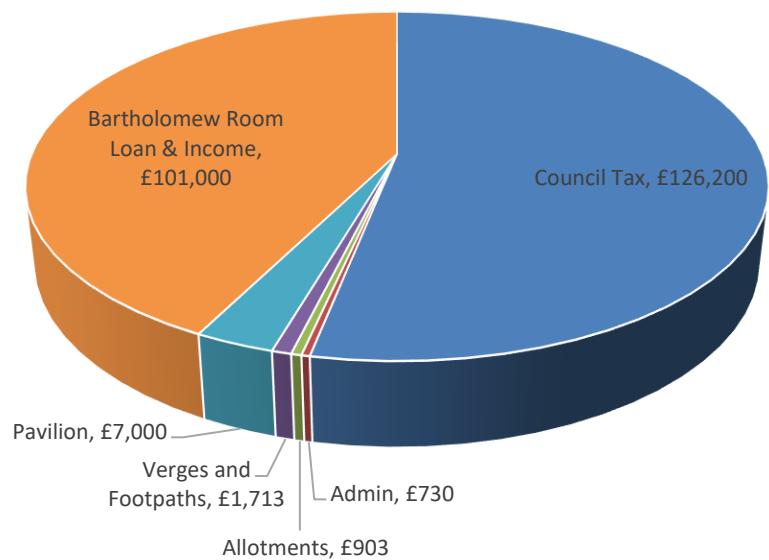
### West Oxfordshire Parishes by Band D £ similar to Eynsham

Parish	Number of Residents (2011 Census)	Band D Council Tax 2020/21 £ (WODC data)
Eynsham	4648	1910.93
Woodstock	3100	1911.46
Hanborough	2630	1917.96
Charlbury	2830	1926.84

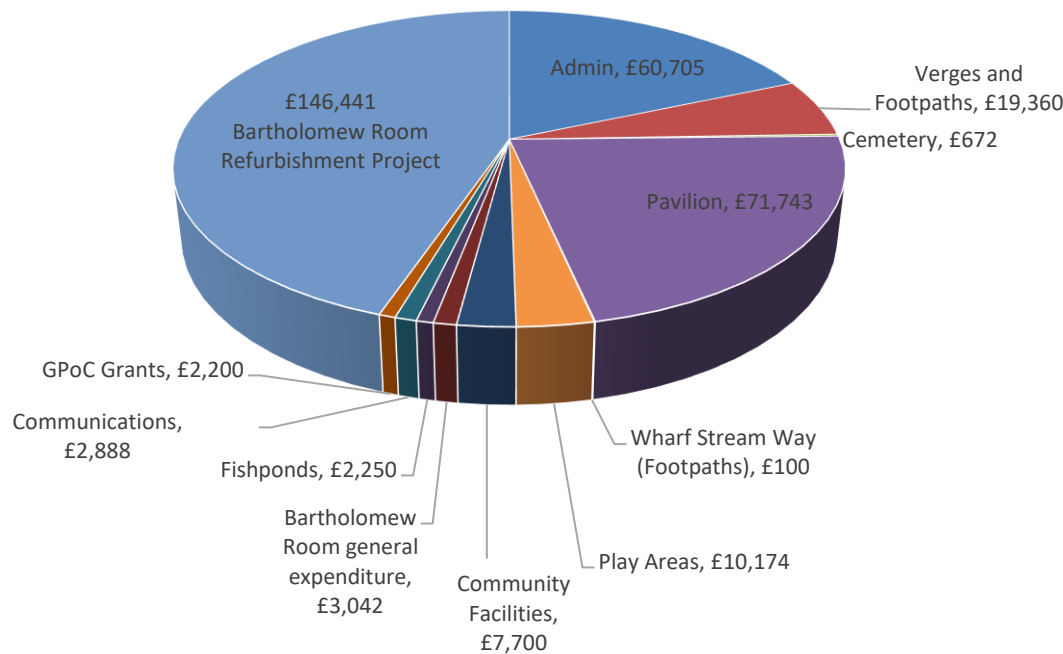
### Historic Council Tax Information - Eynsham Band D Properties

£	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Diff in 2019/20 & 2020/21	%
West Oxfordshire District Council	81.63	86.63	91.63	94.38	99.38	104.38	5.00	5.0
Oxfordshire County Council	1232.46	1281.64	1345.59	1426.19	1468.83	1527.44	58.61	4.0
Thames Valley Police	163.70	166.96	170.28	182.28	206.28	216.28	10.00	4.8
Eynsham Parish Council	47.45	48.25	49.21	49.55	50.40	62.83	12.43	24.7
<b>TOTAL BAND D</b>	<b>1525.24</b>	<b>1583.48</b>	<b>1656.71</b>	<b>1752.40</b>	<b>1824.89</b>	<b>1910.93</b>	<b>86.04</b>	<b>38.5</b>

2020/21 Budget - Income



2020/21 Budget - Expenditure



## Recommendations

It is recommended that residents complete the online survey supporting the Council's proposals in order to secure the building for community use for the coming years. Thereafter, the Council will pursue a loan and undertake the required refurbishment work.

If you would like to find out more about Eynsham Parish Council or if you are interested in becoming a Councillor, [please click here to view our website](#).



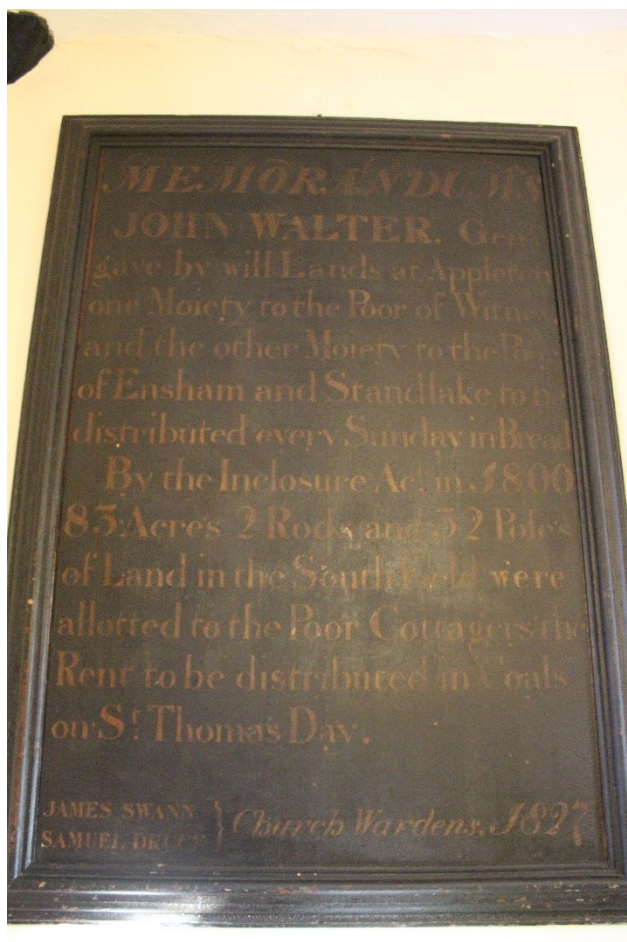
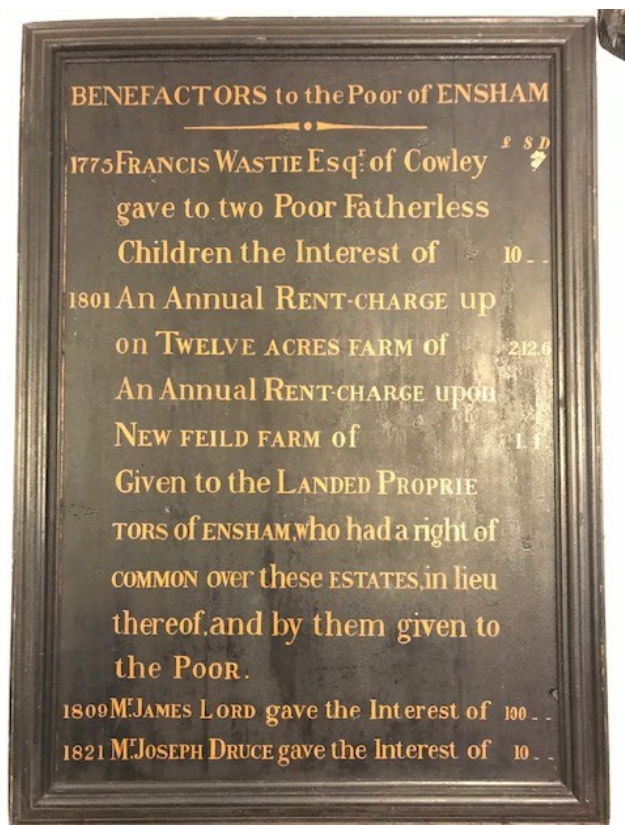
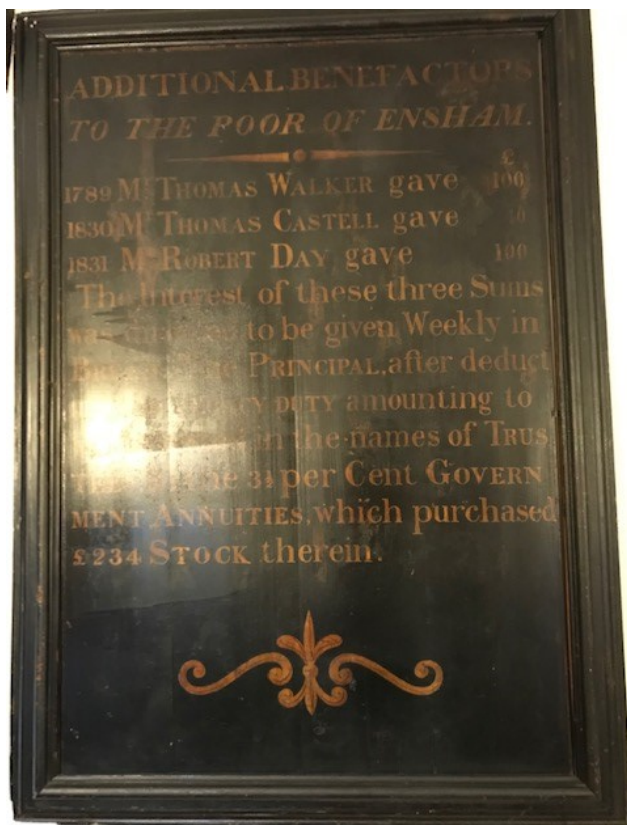
## Charity Boards

BENEFACTORS TO THE SCHOOL OF ENSHAM			1703
RICH <sup>d</sup> L <sup>d</sup> WENMAN	10-0-0	MR GEORGE KNAPP	2-3-0
CHRISTOPH <sup>r</sup> KNIGHT ESQ	10-0-0	MR JOHN ROGERS MINIS <sup>th</sup>	1-1-6
JOHN KNAPP ESQ	10-0-0	MR THOMAS BROWN	1-0-0
MR JOHN FOUNTAIN	10-6-0	MR J QUARTERMAN JUN <sup>r</sup>	1-0-0
WILL <sup>r</sup> WITHERS ESQ	5-0-0	MR RICHARD GODWIN	1-10-0
DR WILL <sup>r</sup> GIBBONS	5-0-0	MR THOMAS HANCOCK	1-0-0
MR J BARTHOLOMEW	5-0-0	MRS ELIZ <sup>a</sup> WHITE WID <sup>w</sup>	1-0-0
COMP OF COOKS OXON	1-10-0	MR WILLIAM WISE	1-0-0
MR JOHN WISE	2-0-0	MR BARTHO <sup>l</sup> EGERLY	1-0-0
MR HUGH WISE	1-1-6	MR JOHN LOCK	1-0-0
MR WILLIAM DAVIS	1-0-0	JOHN AYERS	1-0-0
MRS ELIZ <sup>a</sup> WISE WID <sup>w</sup>	1-0-0	MR JAN <sup>r</sup> CRACKLOW	1-0-0
MR CRISTOPH ALMOND	1-1-6	MRS AMY BOET	1-0-0
MR BEN <sup>r</sup> BARTHOLOMEW	1-0-0	MRS MARY COX	1-5-0
MR WILL <sup>r</sup> WILKINS	1-0-0	MR PETER LECC	1-5-0
MR GODFREY DAVY	1-0-0	MR JOHN LORD	1-0-0
MR HENRY DEVILL	1-0-0	MR JOHN SAYWELL	1-0-0
MR FRANCIS KNAPP	1-0-0	MR JOHN DEVILL	1-0-0
MR RICHARD WESTY	1-0-0	MR JAMES BROCKS	1-5-0

BENEFACTORS TO THE POOR OF ENSHAM	
John Walter Gen <sup>r</sup> gave	5 <sup>lb</sup>
yearly to be Distributed Wee	
kly in Bread to the Poor	
M <sup>r</sup> Edward Goddard gave	200
the Interest to be given Wee	
kly in Bread to the Poor	
M <sup>r</sup> George Knapp	5
M <sup>rs</sup> Susanna Saywell	5
M <sup>r</sup> John Wise gave	10
M <sup>r</sup> George Castell gave	10
M <sup>r</sup> Thomas Wastie of Cowley,	
Gave five Pounds	5
M <sup>rs</sup> Ann Ayers of this Town	
Widow, left the Intrest of 50 to be given	
Yearly to ten poor Widows on Whitchun-eve	
Thomas Day & Thomas Devall Church	
Wardens 1724	

BENEFACTORS TO THE POOR OF ENSHAM	
M <sup>r</sup> John Bartholomew gave 2-6	
weekly for bread, to ten poor	
widowers and widows for ever.	
M <sup>r</sup> George Castle, 30 to such as	
are nearst receiving collection.	1 <sup>lb</sup>
M <sup>rs</sup> Joanna Blakeman.	10
M <sup>r</sup> John Green.	10
M <sup>rs</sup> Joanne Olive.	10
M <sup>r</sup> Christopher Maund.	10
M <sup>r</sup> Francis Parrot.	10
M <sup>r</sup> William Wilkins.	10
M <sup>r</sup> James Quarterman.	10
M <sup>rs</sup> Ellenor Fuls.	6
M <sup>r</sup> Stephen Wise.	5
M <sup>rs</sup> Margaret Wise.	5
M <sup>r</sup> Thomas Smith.	5
M <sup>r</sup> Richard Berry.	5
M <sup>rs</sup> Katharine Buller to 5 poor widows	5
M <sup>r</sup> Richard Castle.	5
M <sup>r</sup> John Wastie-5 yearly.	
M <sup>rs</sup> Esther Bartholomew Wid	
gave 10 yearly, to ten poor widows	
on Good Friday for ever.	
George Knapp & John Ayers (Church	
Wardens) 1723	





<b><u>The Bartholomew Building, The Square, Eynsham - External Repairs</u></b>			
1.0	Preliminaries and Contract Particulars if priced separately		0.00
2.0	Number not used		0.00
3.0	Health and Safety, if priced separately		0.00
4.0	<b><u>GENERALLY</u></b>		
	<b><u>Site set up</u></b>		
4.1	Site Compound. The contractor may use parts of The Square within the red line of the Title Plan as his compound.		
4.2	SECURE the site with heras fencing or otherwise and provide any welfare facilities within this compound, including for a portaloo		
4.3	The contractors may have use of the toilet and tea station on the ground floor of the property until the toilet is stripped out. Allow for a Portaloo thereafter		
4.4	Allow for supervision, meetings		
4.5	Allow for supervision and overheads and profit		
4.6	Allow for skips and rubbish away		
4.7	Ensure rubbish is sorted and taken away in relevant skips		
4.8	<b>Scaffold whole of the building to allow safe access to the roofs on all four sides, the chimney stack and for decoration of the windows. Provide lighting and impact protection to the poles. Consider using baulk timbers on the road</b>		
	<b>Obtain a scaffold licence</b>		
	<b><u>Administration</u></b>		
4.9	Form of contract is intended to be JCT Minor Works with Contractors Design, via exchange of letter		
	<b>Contractors Design Elements are</b>		
	Plumbing		
	Electrical		
	Scaffolding, including provision of temporary lighting		

4.10	Valuations will be monthly in arrears timed to tie in with the Council's single monthly cheque run		
4.11	Payments terms are 14 days from the date of valuation		
4.12	Retention, 5% and 2.5%		
4.13	Defects period is 6 mnths		
4.14	Public liability insurance, <b>not less than £10m</b>		
4.15	Generally allow for attendance on Mechanical, Electrical and Plumbing contractors, chasing as required, making good as required		
4.16	Allow a general contingency of £7,500.00	7500.00	
	<b>Site Set Up</b>		<b>0.00</b>
<b>5.0</b>	<b><u>EXTERNAL REPAIRS</u></b>		
	<b>Minor Repairs to Slates</b>		
5.1	Allow to replace 20no slipped slates to the west roof pitches		
5.2	Allow to replace 20no slipped slates to the south roof pitches		
5.3	Allow to replace 20no slipped slates to the east roof pitches		
5.4	To the north facing roof pitch, allow to take out and reinstate 6 sq m of slate and replace with salvaged slates from reclamation yards		
5.5	Allow to replace 30no additional slates to the north roof		
	<b>Guttering and soil pipes</b>		
5.6	Replace all guttering with deep flow cast iron gutters, adding 20no metal stays		
5.7	To the 2no soil pipes with pass through the slate roof detail, cut away below the gutter level, supply and install bends as necessary so as to run the vent pipework around the gutter and finish to the side of the chimney stack as at present		
5.8	Replace 1no section of rotten timber fascia by soil pipe on south elevation		

	<b>Stonework</b>		
5.9	Remove weeds and foliage growth to south elevation		
5.10	To north elevation cut out and replace 10no stones where the faces are blowing		
5.11	To south elevation replace 30no stones where the faces are delaminating/blowing		
5.12	To south elevation pressure wash the stonework to remove moss and dirt in the area around the top of the chimney stack		
5.13	To all stonework to all four elevations within 3m above ground, hack out the mortar and replace with a pre mixed/batched lime mortar		
5.14	Re point the chimney stack using lime mortar		
5.15	To the arched window on the ground floor, replace the damaged cill with a new stone cill (not a reconstituted stone cill)		
5.16	To south elevation remove plaque from wall and dispose from site		
	<b>Leadwork</b>		
5.17	Supply and install code 4 lead flashing to three sides of chimney stack, fix using lead welts and mortar using lime mortar		
	<b>Windows, Entrance Door and timber work</b>		
5.18	Take out arched window on north side and dispose from site		
5.19	Supply and install a new arched double glazed arched window. Include for a trickle vent		
5.20	Overhaul the opening parts of the windows and install draft stripping as necessary, ensuring they are left in working order		
	<b>Decorations</b>		
5.21	Prepare all the window frames, ground and 1st floor, and apply 3no coats of linseed oil		
5.22	Replace 1no section of rotten timber fascia by soil pipe on south elevation. Ensure the profile matches		

5.23	Prime, prepare and paint the timber fascia with 2no undercoat and 1no topcoat of black gloss paint		
5.24	Prepare and re stain 2no benches to the east elevations		
5.25	Prepare and paint the metal entrance gates with 2no coats of black Hammerite paint		
5.26	Prepare and paint new cast iron gutters, and existing down water pipes and soil pipes with 2no coats of black paint		
5.27	Prepare and paint metal supports to window boxes, flagpole holder and hanging basket stays with 2no coats of black Hammerite paint		
5.28	Prepare and paint the metal railings around The Cross, ensuring these are properly sanded and rust inhibitor is applied. Use 2no coats of black Hammerite		
5.29	Allow PS £3,000.00 for the replacement of the window boxes, which have been stolen	3000.00	
	<b>ACO Gully to South side</b>		
5.30	To the south side of the building, take up two rows of slabs, install 100mm wide ACO Antique Iron Hellguard Grating with Atec Coating, or similar approved, against the building on the east side where indicated and on the south side where indicated.		
5.31	Connect to road gully in south west corner		
5.32	Reinstate 1 x row of paving slabs against the building, to fall into the gully. Lay on a full bed or mortar		
5.33	Cut slabs to accommodate new ACO gully and lay on a full bed of mortar		
	<b>The Cross to South of Building</b>		
5.34	Remove all weeds and pressure wash the paving slabs and The Cross		
5.35	Replace 6no damaged/broken slabs		
5.36	Repoint all the slabs using lime mortar		
	<b>Sub Total, external works</b>		
<b>6.0</b>	<b><u>GROUND FLOOR</u></b>		
	<b><u>Ground Floor, Room 1</u></b>		

6.1	Supply and install 8no white uPVC hit and miss vents 450mm above the floor in the dry lined walls		
	<b><u>Toilets and Tea Station</u></b>		
6.2	Strip out existing toilet, boiler tea station, cupboard, partitions, floor tiles, skirting etc and dispose from site		
6.3	Relocate the glass door and re construct the side partition		
6.4	<b>Construct new timber stud partition</b>		
a	Allow for timber stud and noggings		
b	Pack with quilt acoustic insulation		
c	Line with 12mm sterling board		
d	Skim plaster		
6.5	Form openings for new doors, to be for a 1000mm door and a 760mm door		
6.6	Allow for framing, stop architraves etc		
6.7	Skim plaster ceilings		
6.8	Allow for 3 sq m of plastering in small area		
6.9	Skim plaster walls		
6.10	Allow PS of £500.00 for the supply of a base unit, stainless steel sink, taps and 1 no 500mm wide wall mounted cupboard	500.00	
6.11	Install base units and fittings		
6.12	Upon completion provide 200mm high white tiled splash back to sink unit on 3 sides and a single row of tiles above the wash hand basin in the toilet		
6.13	Supply and install new Altro (or similar) safety floor in disabled person toilet, having curved skirtings, colour blue		
6.14	Supply and install sheet vinyl floor, colour beige to the tea station		
6.15	Supply and install timber skirtings to tea station and lobby side of new walls		
	<b>Under Staircase</b>		

6.16	Remove any panelling to gain access to the underside of the staircase		
6.17	Allow for a carpenter to attend for 3 days		
6.18	Allow PS £200.00 in materials	200.00	
	<b>Doors</b>		
6.20	Replace doors on the ground floor with new solid oak/oak veneered panelled doors, to be similar to the front doors, in accordance with the door schedule		
	<b>Decorations, to the whole of the Ground Floor</b>		
6.21	Prepare and paint ceiling with 3no coats of Dulux white emulsions paints		
6.22	Prepare and paint walls with 4 no coast of magnolia emulsion paint		
6.23	Prepare and paint all new and existing joinery with 2no under coat and 1no top coat of white gloss paint		
6.24	Re varnish main entrance doors		
	<b>Sub Total, Ground floor</b>		
<b>7.0</b>	<b><u>1st FLOOR and LOFT</u></b>		
	<b>Loft</b>		
7.1	Treat timberwork against rot and worm and provide 20 year guarantee in favour of Eynsham Parish Council		
7.2	Supply and install polystyrene wedges between the laps in the sarking felt		
7.3	Supply and install loft insulation as follows		
a	100mm one way		
b	150mm cross way		
	<b>1st floor</b>		
7.4	Protect the table and chairs which will remain in situ		
7.5	Note: the 6no large boards will be removed and taken off site by others		
7.6	Secure the balustrading to the wall		
7.7	Cut and for a new loft access hatch in the north west corner, not too close to the corner		



7.8	Provide a hatch with an easy release push catch		
7.9	Sand the floor, cork and apply 4no coats of varnish, providing 4no samples of colour for client approval		
	<b>Decorations</b>		
7.10	Prepare and paint ceiling with 3no coats of Dulux white emulsion paints		
7.11	Prepare and paint walls with 4 no coats of magnolia emulsion paint		
7.12	Prepare and paint all new and existing joinery with 2no under coat and 1no top coat of white gloss paint to include window boards and timber skirtings		
	<b>Sub total, 1st floor</b>		
<b>8.0</b>	<b><u>ELECTRICAL</u></b>		
	<b><u>Distribution board</u></b>		
8.1	There are two boards, one for the ground floor and one for the 1st floor, last tested in 2009		
8.2	Test the boards and advise, assume the boards are to be replaced		
8.3	Allow PS of £500.00 for other remedial work, other than replacing the boards	500.00	
	-		
8.4	Allow PS of £500.00 to re build the timber cupboards	500.00	
	<b>East Elevation</b>		
8.5	Supply and install 2no Mira Die Cast flood lights as up lighter, 100w IP65 or similar approved		
8.6	Install on a timer with a day/night sensor		
	<b>South elevation</b>		
8.7	Supply and install 2no double external sockets at high level to be tucked under the eaves (for the Christmas Lights)		
	<b>Toilet</b>		
8.8	Allow PS £300.00 for the purchase of a hand dryer	300.00	
8.9	Install new hand dryer		

8.10	<b>Supply and install new lights on sensors as follows</b>		
	1 x disabled toilet		
	1 x tea station		
	2 x lobby		
	1 x under stair cupboard, switched on the door		
8.11	<b>Smoke Heads</b>		
	Supply and install interlinked smoke heads as follows		
	1 x 1st floor		
	1 x ground floor meeting room		
	1 x ground floor lobby		
	2 x cupboards		
8.12	<b>Emergency Lighting</b>		
	Supply and install new self testing emergency lighting as follows		
	2 x 1st floor		
	1 x ground floor meeting room		
	1 x ground floor lobby		
	1 x disabled person toilet		
8.13	Supply and install 2no emergency pull cords for the toilet to have an external sounder		
	<b>Sub total, electrical</b>		
<b>9.0</b>	<b><u>PLUMBING</u></b>		
9.1	Disconnect existing boiler and dispose from site		
9.2	Disconnect tea station and toilet etc, and dispose from site		
9.3	Adapt pipework as necessary		
9.4	Supply and install new Worcester or Valliant combination boiler		
9.5	Supply and install 3no new radiators, as follows		
	1 x disabled person toilet		
	1 x tea station		
	1 x lobby		
9.6	Supply and install Doc M coloured pack (blue fittings)		
9.7	Connect fittings in tea station		
9.8	Provide Commissioning Certificate for the Boiler upon completion		

	<b>Sub total, plumbing</b>		
<b>10.0</b>	<b><u>MISCELLANEOUS</u></b>		
10.1	Identify here anything significant considered to be missing from the general parameters and scope of work		
	<b>Sub total, miscellaneous</b>		
	<b>Total, exc vat</b>		
	<b>Total, exc vat and fees</b>		
	<b><u>Day work Rates</u></b>		
	Skilled		
	Unskilled		
	Carpenter		
	Roofer		
	Electrician		
	Plumber, Mechanical		
	Materials, mark up		
	Plant, mark up		
	Sub contractors, mark up		