

CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL



January 2010

Prepared for:
The Prestoungrange Arts Festival (2006) Limited
Barons Courts of Prestoungrange and Dolphinstoun
Prestonpans Community Council
East Lothian Council

BUILDING CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL

JANUARY 2010

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1.00 INTRODUCTION

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This survey report has been compiled by The Pollock Hammond Partnership in response to a commission by Prestoungrange Arts Festival [2006] Limited [not-for-profit/ officially recognised by Scottish Ministers as a CRTB enterprise], Barons Courts of Prestoungrange and Dolophinstoun [Scottish Charity], and Prestonpans Community Council. The building is owned by East Lothian Council, which consented to the survey being carried out. The survey was undertaken with the objective of identifying defects within the building fabric and also reporting on any elements of the fabric which are detrimental to the historic integrity of the building. It also seeks to identify aspects of the building's current form which might be altered or improved in order to enhance its use by the wider community.

The survey work was carried out in January 2010 and is based on a pro-forma checklist of fabric elements. This covers all external elements, including the roofs, walls, rainwater goods and windows and doors. A survey of the interior was also carried out, including finishes, structure and visible services. The survey was restricted to elements which can be seen clearly and no attempt has been made to open up or employ destructive techniques.

The survey is prioritised on the basis of structural need. The categorisation of defects and repairs is explained fully in Section 4.

The report concludes with a summary of recommendations for the repair of the building and for the procurement of this work.

A basic photographic record of the building has also been completed and a selection of pertinent photographs is included in Appendix 1. This has been augmented by sketch survey drawings, reference to which is made in the condition report. The survey has been compiled using external photogrammetry and basic internal measurement only. Plan drawings are not adequate for any other purpose. Copies of these drawings are included at Appendix 2.

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2.00 PROPERTY REGISTER SHEET

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BUILDING ADDRESS:	Prestonpans Town Hall High Street Prestonpans East Lothian
OS LR GRID REFERENCE:	NT 385 745
PROPERTY OWNERSHIP:	East Lothian Council
PROPERTY OCCUPIER:	East Lothian Council Available for short lets
BUILDING TYPE:	Public Hall and associated facilities
STATUTORY LIST CATEGORY:	Category C(S), Listed March 1997 Copy of List Description at Appendix 4
SURVEY DATE:	January 2010
SPECIALIST REPORTS:	None

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3.00 GENERAL DESCRIPTION

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The property is a substantial stone built public hall facing the High Street in Prestonpans and occupying a corner site at the foot of New Street. The building appears to fill its site, fronting the pavements of High Street and New Street, abutting adjacent buildings on each street and sharing its remaining south and west boundaries with at least three adjacent properties.

The property opened in 1897. A number of significant alterations have been made to the original building, including the addition of toilets and a bar on the land to the west and general improvement of facilities. The internal plan of the hall itself has also been altered, with the removal of its original entrance lobby and cloakroom, probably at the time of the formation of the secondary entrance and fire escape onto the High Street. The internal finishes are largely intact although the original decorative scheme is now obscured and suspended ceilings have been inserted within the hall, kitchen and anteroom, obscuring the original high ceilings and cornices.

The property is of conventional design and comprises of a large single public hall with a kitchen and slightly larger anteroom adjoining the stage at the south end. This is likely to have been the original form of the building, although a door at stage level in the west wall also appears to be original and possibly led to a small toilet extension. The hall is entered through a grand doorcase on the High Street although there is evidence remaining for the original arrangement, which included a lobby space and cloakroom. There is a small basement under the north part of the hall, accessed via a floor hatch and timber steps. This once housed the boiler and coal bunker.

At least two extensions have been constructed to the west of the hall, one containing a secondary door onto the High Street and a bar area, connected via a new set of doors to the hall, and the other, set at the higher stage and back room level, containing toilets, stores and a boiler room.

The Hall is constructed of sandstone, laid as squared snecked rubble, from Hailes quarry and uses red Lochaber sandstone for its fine dressings and ornamental work, including the decorative door case, skews, quoins, window dressings and chimney copes. The roof over the main hall is timber and has been built to be exposed internally with large steel jointed trusses supporting a false vault, lined with diagonal timber boarding internally. The roof is covered in typical Scottish fashion with heavy timber sarking boards and good quality West Highland Scottish slate, laid to diminishing courses. The rear, south, roof is hipped over a simple concealed timber structure but uses the same finishes as the principal roof. The corridor and bar area roof is relatively shallow pitched in lean-to fashion against the hall itself and is slated again using Scottish slate. The rear toilet and service area roof is possibly concrete and has a mineral covered mastic finish.

The principal hall windows and doors are all timber with conventional, mostly obscured, glass. The hall windows are large, with timber astragal division and high level hoppers, some evidently built to open and others fixed. The principal front doors and original hall internal doors are all finely made timber panelled doors. Other doors are mostly flush panel fire doors.

The kitchen area is fitted out with relatively modern kitchen fittings, cupboards and worktops and a large catering grade 8 burner gas cooker with a catering grade extract hood. The bar is built from plywood with simple storage and shelving and a tile bar top. The Toilet fittings are all relatively modern.

The building is heated by a conventional gas fired boiler located in the south extension and serving relatively modern pressed steel radiators via largely exposed copper piping. Electrical fittings are also relatively modern.

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PRESTONPANS TOWN HALL

4.00 SUMMARY HISTORY

4.00 SUMMARY OF HISTORY

The construction and opening of Prestonpans Town Hall are described in some detail in contemporary editions of the Haddington Courier. These editions form the key source for the following description of the original construction of the hall. An extract from the Haddington Courier, dated 13th August 1897, is included at Appendix 5.

Prestonpans Town Hall opened in August 1897. It had been built over a 15 month period to designs prepared by Peter Whitecross, a local architect who was evidently related to the mid-19th Century practice of Peter Whitehead and Sons. The total cost was estimated to be around £1,500 and the work was carried out by a number of individual trade contractors, mostly from Prestonpans and Musselburgh.

The Hall had evidently been promoted as early as 1875 and the substantial sums required for the building were raised by the Literary Institute Committee, which also seems to have provided the site. The reasons for the delays in commencing with construction are not clear but it is possible that a suitable site could not be found. The site eventually selected appears to have been created by a substantial civic clearance and improvement scheme, which removed many of the buildings then lining the High Street. This clearance work also enabled a redevelopment and alignment of adjacent roads, including the formation of New Street itself.

The hall appears to have been the first building on the new site and was probably free standing. The original west windows are still visible within the adjacent bar attic space and blocked windows can also be found in the ante room, facing south onto the party wall. These features indicate that the original form of the building was somewhat simpler than exists now. The large hall and stage area were entered from the front doors, which were then protected with a vestibule and probably a cloak room. The two rooms behind the stage (now a kitchen and ante room) clearly formed part of the original design but the pedimented doorway in the stage west wall does indicate that there may also have been a small extension, outwith the main building, at that position. This may however have been little more than a lobby, toilet and stair, the stage level being higher than the adjacent ground level.

The external appearance of the hall from the public streets has changed very little but the rear faces of the building are now mostly obscured, both by extensions to the hall itself and by adjacent buildings.

A fullsome description of the interior of the hall appears in the Haddington Courier of 13th August 1897 and most of the fabric described remains, albeit partly obscured by a modern suspended ceiling and other recent decorative treatments.

The hall was evidently put to use for a very wide range of events and clearly quickly became an important community building. At least two substantial phases of extension appear to have been carried out, both dating from the period between 1920 and 1970. The first phase was probably the enclosure and occupation of the lane to the west. This is now an escape ramp and bar, although the escape doors, opening onto High Street, are often used as the principal entrance to the Hall as the main doors are now unprotected by their vestibule, which was removed at some time in the 1970s or 1980s.

Another extension has been built to the rear of the west face of the building and has provided the Hall with necessary toilet facilities and storage. It also houses a small boiler room, which has replaced the original basement boiler room, beneath the north west end of the hall. The original heating arrangement probably comprised of a simple coal fired boiler feeding a piped system within the hall and open fireplaces within the two ante rooms.

The Town Hall has passed, through the changes in local council and burgh councils, to East Lothian Council and is currently managed and maintained by it as a community hall. It continues in use for a range of functions, including a regular daytime lunch club, children's groups and activities and also appropriate ad-hoc events.

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5.00 INSPECTION AND REPORTING PROCEDURE

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PURPOSE and LIMITATIONS of REPORT

The survey determines the overall condition and use of the property - with particular regard to items of historic and/or architectural interest. No destructive survey techniques were used and there may be concealed voids or other areas which were not therefore surveyed.

The survey was primarily carried out from ground level with the aid of binoculars, although a ladder was used to access the west flat roof and several locations internally, including the ante room roof void and three locations above the suspended ceiling in the hall. It is often difficult to fully assess the extent of any high level defects and it is always possible that an opinion, honestly expressed, may have to be revised when a scaffold is erected, or work opened up.

Parts of the structure which are covered or inaccessible have not been inspected and we are therefore unable to report that any such part of the property is free from defects.

5.1 ADDITIONAL INFORMATION

Survey carried out by:-
Gareth Bryn Jones, RIAS, RIBA, IHBC
The Pollock Hammond Partnership
Grange West
Linlithgow EH49 7RH

5.2 WEATHER CONDITIONS

Bright, dry and cold but above freezing. Little wind.

5.3 CLASSIFICATIONS of PRIORITIES - BUILDING FABRIC

The priority ratings for recommendations for works to be undertaken are:

Priority 1 - Unavoidable Work

Works which cannot be deferred for Health & Safety reasons.

Works which, if not undertaken, will seriously affect the operations and function of the building.

Priority 2 - Essential Work

Work which cannot be deferred without risk of serious penalties in terms of dilapidation and/or increased cost.

Priority 3 - Important Work

Important work to maintain the value and utility of the building and setting.

Priority 4 - Desirable Work

Work which assists in maintaining proper standards.

Work which would show a saving in running or operational costs.

The recommendations are **not** a specification for the work required but an indication of their nature.

5.4 COSTS

Budget Costings for individual repair items have been prepared by Morgan Munro, Quantity Surveyors. A detailed breakdown of these costings is included at Appendix 3.

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6.00 SUMMARY OF KEY FINDINGS

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- 6.1 Condition category - the building is in fair overall condition with minor, moderate and localised fabric condition problems. The roofs, particularly to the west, are however in poor condition
- 6.2 The degree of deterioration is generally compatible with the age of the fabric. Some inappropriate repairs and alterations have been carried out to the fabric, particularly to the interior of the hall.
- 6.3 The roof structure appears to be sound although it must be noted that safe access to the majority of the roof and eaves was not practically possible.
- 6.4 The building fabric and layout are generally appropriate for their use.
- 6.5 The building has been regularly maintained and general maintenance and repairs appear to have been carried out as required.
- 6.6 The **slate roof** finishes are in poor condition and there is evidence of extensive slippage, apparently caused by rusting in the iron nails. The mono-pitch west roof appears to be too shallow for the use of standard slate sizes without a full secondary roof below. The **flat roof** (over the landing and toilet area) is also in poor condition, with extensive patching, poor edge detailing and cracking.
- 6.7 The **roof edge** detailing, at skews, abutments ridges, chimneys and eaves is poor, particularly where cement fillets are damaged and mineral felt has been used. The mineral felt gutters and weatherings to the south and west elevations are relatively recent but are inappropriate and likely to require replacement in the short to medium term.
- 6.8 The **west chimney** is in fair condition but the pointing is failing and the cope missing.
- 6.9 The **south chimney** is in very poor condition and the cope has very wide open joints, resulting from frost damage allied to separation in the masonry below.
- 6.10 **Rainwater goods** are mostly cast iron and are in reasonable condition but joints are leaking, particularly on the modern cast iron OG guttering to the hall. Plastic rhones and downpipes are loose and damaged. One downpipe is split.
- 6.11 The **external walls** are sandstone masonry using squared snecked coursed rubble construction to the panels between Locharbriggs ashlar dressings and embellishments. This masonry is of fair condition. The walls have been repointed locally but much of the pointing appears to be original and is in fair condition. There is however localised decay in the masonry panels and loss of some pointing. The short section of hall west wall, above the lean-to roof, is in poor condition.
- 6.12 There is a **significant crack** in the internal partition wall and parapet above the bar area and upper landing, which has been repaired but has reopened. The cope is exposed and likely to be leaking.
- 6.13 The **windows** are mostly single glazed timber casements with top hoppers and are in fair condition, although some timber cills and bottom rails are starting to decay. The timber windows to the south west extension are in poor condition.
- 6.14 The **external doors** are in fair condition. The New Street door is inappropriate.

- 6.15** The **internal doors and timber finishes** are in fair condition with localised wear and tear damage and some defective ironmongery. The door ironmongery is mostly inappropriate for the general character of the building.
- 6.16** The **floors** are mostly in fair condition and are relatively modern. Lino' flooring is worn in places but not damaged. The hall timber flooring is in poor condition, with poor patching and wear and tear on the surface. The anteroom floor north west corner is unstable.
- 6.17** The **internal plasterwork** is in reasonable condition although there is minor damage and wear and tear. The plasterwork above the suspended ceilings has been badly damaged, locally, by the suspension cables and insertion of pipework and wiring. The timber ceiling to the hall could not be fully inspected but appeared to be in fair condition.
- 6.18** **Internal decoration** generally is good with only minor local damage/wear and tear to most of the exposed surfaces. The concealed surfaces above suspended ceilings are in poor decorative order.
- 6.19** The **internal services** were not surveyed in detail and were not tested. The electrical and heating systems appear to be combinations of recent and older fittings. The gas pipe has been replaced relatively recently but the boiler is of an older, non-condensing and traditionally flued type. It has a poor efficiency and although some control is present and thermostatic valves are fitted to most radiators these were all fully open at the time of the inspection and the boiler on constantly. The building was overheated.
- 6.20** The **fire strategy and plan** for the building was not inspected or reviewed as part of the survey. The management of the building should follow the guidance set out in the document *Practical Fire Safety Guidance for Places of Entertainment and Assembly*. This sets out the legal requirements and gives guidance on compliance with the law, including advice on carrying out a Fire Safety Risk Assessment.
- 6.21** There are no **external paved surfaces**, except the public pavements to High Street and New Street. The ground to the immediate west is in separate ownership but Ivy and Brambles are spreading into the hall rhones and over the roof. The High Street stone front door steps are in poor condition.

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7.00 CONDITION REPORT

**CONDITION PROPOSALS REPORT - EXTERNAL
PRESTONPANS TOWN HALL**

WEST ELEVATION

ELEMENT	DESCRIPTION	CONDITION	PROPOSAL	PR	£
Roof	Scottish slate roof laid in diminishing courses to principal hall roof at steep pitch.	Poor condition. Much evidence of slipped and damaged slates, with no felt evident and evidence of rusted iron nails.	Provide for stripping roof entirely and reslating throughout using 50% existing slates made up with 50% matching second hand on new breather membrane.	2	16470
	Cement skew fillets to skews at principal roof and at low levels of adjacent hipped roof over ante room.	Poor condition with much cracking, boss areas and missing sections.	Remove throughout and provide for replacement using new reinforced cement fillets.	2	460
			Alternatively remove and replace using lead secret gutter detail with cover flashing ragged to sides of skews.	2	3900
	Terracotta ridge piece to principal roof on cement bedding.	Generally fair condition but 3no approximate damaged crest tiles.	Remove and rebed on new mortar fillet as part of re-roofing works. Provide for renewal of 3no crestings.	3	2270
	Scottish slate roof laid to diminishing courses over shallow pitched section of hall over bar and corridor.	Fair condition but much evidence of patching using Welsh slate. Pitch appears shallow for size of slates.	Continue to monitor condition and patch as necessary.	3	270
	Scottish slate roof laid in diminishing courses over ante room etc to South with zinc hip flashings.	Poor, as per principal roof with evidence of slipped slates and damage.	Remove slate throughout and reslate using 50% existing and 50% second hand Scots slate with new zinc hip flashings.	2	2110
	Mastic roof over toilet area laid to shallow pitch, lean-to, with slight upstand flashings to parapet walls.	Poor condition with evidence of much patching, particularly at vents, poor raggle at upstand walls, substantial patch to Northwest corner and cracking through central section.	Remove roofing completely and re-roof using mastic asphalt throughout with new flashings etc at upstands and with hipped roof over ante room and lead cover flashings at upstand walls.	2	16250
	Single piece lead cover flashing at upstand wall between lean-to roof and main hall.	Poor condition with poor detailing and pointing at upstand.	Remove and renew throughout using 2 piece lead flashing, correctly ragged into masonry wall above and dressed over slates with adequate stainless steel clips.	2	1420
Mineral felt weatherings at abutments between hall roofs and buildings to Northwest and South.	Generally poor condition with evidence of localised patching and some failure in joints. Ponding generally.	Provide for removal of lead weatherings and guttering details throughout and construction of new deck laid in timber to create new stepped gutter for laying new lead steps, gutters and weatherings throughout.	2	2430	
Chimneys	Stone build boiler stack to North with stone cope and cement pointing. Lead flashing with principal roof.	Fair/poor condition with evidence of cracking in pointing and water damage in hall below (note water damage may be caused by overflowing cylinder).	Provide for repointing stack throughout, renewing lead flashing throughout and fitting new short terracotta can with ventilating terminal.	3	1080

**CONDITION PROPOSALS REPORT - EXTERNAL
PRESTONPANS TOWN HALL**

WEST ELEVATION (cont)

ELEMENT	DESCRIPTION	CONDITION	PROPOSAL	PR	£
Rainwater goods	Cast iron ogee rhone on wallhead to high level hall roof.	Generally fair condition, modern cast iron work but poorly painted and joints appear to be poorly sealed with evidence of water damage below.	Remove rhone and overhaul for installation with new joints. Repaint throughout.	3	840
	Plastic rainwater pipes from outlets to cast iron rhone at high level discharging on to low level roofs.	Generally fair but poor detailing and materials.	Remove plastic pipework and replace using cast iron with shoes discharging directly on to low level roofs.	4	610
	Plastic rhone and downpipes to low level lean-to roof.	Poor condition with ponding to rhone and cracking in plastic.	Renew throughout using cast iron on new galvanised brackets.	3	860
	Cast iron rhone and downpipes to shallow pitched mastic roof.	Fair/poor condition with much ponding, possibly caused by excess vegetation spreading up wall, over rainwater goods and on to roof.	Provide for complete removal of vegetation down to below rainwater goods level, overhaul of cast iron rhones and downpipes and repainting throughout.	2	590
Walls	Stone high level upstand wall to hall with cement pointing.	Poor condition with cracking to pointing and evidence of decay to stonework.	Provide for removal of all pointing and indent repair to masonry wall, 30% approximate. Repoint throughout using lime mortar.	2	3160
	Brick rendered parapet wall with concrete cope between mastic and lean-to roofs.	Render generally in fair condition with patching at central section where structural movement has occurred. Cope similarly has been patched at crack with mastic infill now showing open joint again.	Provide for general repointing of cope stones and repointing using flexible mastic fully bonded at former crack. Continue to monitor cracking. Repaint patched section on North face of wall.	2	570
	Render brickwork to low levels generally with paint finish.	Fair condition.	No action required at present.		
Windows	2no timber windows to bar area.	Fair/good condition.	No action required at present.		
	2no timber windows to gents wc.	Poor condition and heavily overgrown.	Provide for removal and replacement of windows completely.	2	2430
Doors	None.				
Services	None.				
Steps & platts	None.				
Ironmongery	None.				

**CONDITION PROPOSALS REPORT - EXTERNAL
PRESTONPANS TOWN HALL**

WEST ELEVATION (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ext fittings	3no plastic vents to mastic roof serving extracts from toilets.	Generally fair but felt flashings with roof poor.	Renew flashing detail at time of replacement of mastic roof.	2	610
	Stainless steel boiler flue through mastic roof.	Fair condition but poor flashing with roof.	Renew flashing at time of replacement of mastic roof.	2	270
	Perspex rooflight to North section of lean-to slated roof with felt flashings around and signs of flashband applied to upstand.	Appears fair condition but some deterioration in upstand flashings can be seen.	Provide for dismantling rooflight and rebuilding with new upstand flashings. Remove felt generally from around rooflight and renew using correct lead flashing detail with secret gutter to slate work and discharge directly into new lead valley gutter.	2	1080

**CONDITION PROPOSALS REPORT - EXTERNAL
PRESTONPANS TOWN HALL**

SOUTH ELEVATION

ELEMENT	DESCRIPTION	CONDITION	PROPOSAL	PR	£
Roof	Scottish slate roof laid in diminishing courses to hipped section over ante room, kitchen and corridor. Zinc hip flashings and mix of lead flashings at abutments and mortar fillets.	Appears better than West faces of roof but evidence of extensive patching and slate damage/slippage.	Provide for removal of slates and replacement of slate work on new breather felt membrane using 50% existing and 50% imported second hand Scots slate to match existing. Renew hip flashings, renew abutment flashings throughout using lead with secret gutter detail.	3	12290
	Single high level Velux rooflight serving ante room.	Good condition.	No action required at present, reinstall as part of re-roofing works.	3	270
	Large mechanically damped extract terminal serving kitchen extract.	Good condition.	Refit as part of general roofing works.	3	410
	Felt valley detail at abutment with South building.	Poor condition with ponding and evidence of damage to felt work.	Remove existing felt guttering and lay new timber deck laid to fall for lead stepped valley gutter, discharging to West and East to new cast iron hoppers.	2	5670
Chimneys	Single two flue gable stack to South hall gable with stone cope, 2no terracotta cans and ashlar dressings.	Poor condition with serious cracking to cope and evidence that chimney is spreading at head. Pointing generally poor.	Carefully dismantle stack and provide for rebuilding with new stainless steel ties to copes. Provide for renewal of 50% of existing masonry and reuse of existing copes. Replace chimney cans with new haunching and fit ventilating terminals.	1	4860
Rainwater goods	Single plastic hopper and downpipe to corner with adjacent building to South.	Fair condition.	Replace hopper and downpipe as part of works to renew valley gutter using cast iron.	3	540
Walls	Coursed sandstone rubble gable wall at high level with cement pointing and red sandstone ashlar skews.	Fair/poor condition with inappropriate pointing and extensive evidence of open joints to skew stones and at high level to stack.	Provide for picking and pointing 100% including removal of skews and rebedding on lime mortar with new mortar pointing between. Provide for replacement of 1no skew stone entirely. Provide for indent removal repairs to 1m2 approximately.	2	3460
	Low level of section of wall to West render, presumably on brickwork.	Fair condition.	No action required at present.		
Windows	Single Velux rooflight noted above under roof section.				
	3no timber windows with top opening hoppers.	Poor condition with poor paint work at low levels particularly and decay in cills and bottom rails. Poor pointing generally.	Provide for removal and replacement of windows completely as identified internally.	2	3240

**CONDITION PROPOSALS REPORT - EXTERNAL
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SOUTH ELEVATION (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Windows (cont)	Mild steel with galvanised mesh gratings over 3no windows.	Poor condition with poor paintwork, evidence of rusting and damage to grilles generally.	Remove grilles and overhaul, providing for repainting throughout, straightening and reinstall.	3	810
Doors	None.				
Services	Single small diameter cast iron vent stack with plastic drain emerging from ladies wc.	Fair condition but poor decoration and localised damage to wall at pipe entrance.	Redecorate throughout. Provide for minor repairs to masonry and render.	3	410
Steps & platts	None.				
Ironmongery	None.				
External fittings	None.				
Landscaping	Slab, soil and gravel landscaping, part of adjacent property. Timber fence to West likewise.				

**CONDITION PROPOSALS REPORT - EXTERNAL
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EAST ELEVATION

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Roofs	Scottish slate steeply pitched roof laid in diminishing courses, probably without felt and using iron nails to both principal hall roof and at low level hipped roof to kitchen with zinc hip flashing.	Generally appears fair with little evidence of slipped or damaged slates but condition of West facing pitch suggests roof may be in poor condition requiring further attention.	Provide for minor slate repair including replacement of slipped and damaged slates, 12no approximate.	3	650
	Ridge flashing as West face.		Alternatively, provide for removal of existing slate roofs throughout and replacement on breathing felt membrane using 50% salvaged slates and 50% imported second hand Scots slate.	3	16470
	Mortar fillets to stone skewers to principal high level hall roof.	Poor with evidence of cracking and some missing sections.	Provide for removal of cement fillets throughout and renewal using new reinforced mortar fillets. Alternatively install new lead secret gutter detail with cover flashing ragged to skew stones.	2	3910
	Single piece lead cover flashing ragged at gable high level to kitchen roof.	Fair condition but poor detail with no clips and single piece joints.	Provide for replacement of lead flashing using secret gutter detail with code 5 cover flashing at low level hipped roof.	3	1620
Chimneys	None.				
Dormers	None.				
Rainwater goods	Painted cast iron ogee rhone to East elevation high and low levels resting on slightly projecting ashlar string course.	Appears fair and likely to be modern replacement. There is however evidence of water leakage from joints.	Carefully dismantle ogee rhone and reinstall remaking joints. Redecorate throughout.	3	840
	3no cast iron outlets with plastic discharge pipes to decorative cast iron hoppers. Circular cast iron rainwater downpipes with decorative quatrefoil straps and lugs.	Fair condition, although hoppers appear poorly fixed to wall and discharge pipes appear to have been replaced using plastic.	Check stability of hoppers at high level and refix to masonry as appropriate.	3	610
	3no cast iron round downpipes.	Generally fair condition with fair paint work but crack to low level of South downpipe.	Provide for renewal of lower section of South downpipe only.	2	270
Walls	Course blonde sandstone rubble with what appears to be original pointing.	Generally fair condition, particularly at high levels but evidence of decay and poor jointing at low levels, particularly below windows. Some stone is rebated more than 25mm and joints are open.	Provide for repointing wall 20% approximately at low level only and carrying out indent repairs to match existing to an area of approximately 5m2.	3	2850

**CONDITION PROPOSALS REPORT - EXTERNAL
PRESTONPANS TOWN HALL**

EAST ELEVATION (cont)

ELEMENT	DESCRIPTION	CONDITION	PROPOSAL	PR	£
Walls (cont)	Red sandstone ashlar dressings at quoins, windows and door with projecting ashlar cornice course.	Generally good condition with some open ashlar joints and stress cracking in one quoin and, patched, to one cill. N Slight decay in mullions and cills to kitchen windows.	Provide for picking and pointing of unsound masonry only, provisionally 10% using lime ashlar mix. Provide for carefully sealing cracks using coloured lime repair mortar.	3	810
Windows	4no principal hall painted timber windows with obscured glass with opening top hoppers (2 appear to have been active).	Windows are generally in fair condition with some cracking to masonry and below cills.	Overhaul windows as identified internally. Renew external pointing throughout using sand mastic.	3	2410
	Tripartite painted timber window with stone surround and mullions to kitchen.	Windows generally in fair condition with some evidence of cracking to pointing.	Overhaul windows as identified in internal survey. Provide for raking out and replacement of mastic pointing throughout.	3	810
Doors	Single flush external door to rear corridor with aluminum lever handle and lock and night latch. Fanlight above, obscured by suspended ceiling internally.	Fair condition although appearance of door is inappropriate.	Provide for redecorating. Alternatively replace door using timber panelled door to traditional pattern with traditional ironmongery.	4	610
Services	Single street lamp adjacent to external wall to North end of elevation.	N/A			
Steps & platts	Concrete steps to rear door.	Fair condition with slight evidence of wear.	No action required at present.		
Ironmongery	Cleaning anchors secured to masonry at low level?	Condition not known.	Identify purpose of anchors and, if possible, remove.	4	410
	3no mid level ventilation grilles serving internal ventilators to hall.	1 cast iron ventilator in poor condition and 1 has been replaced using steel grille.	Provide for removal of 3no grilles, replace 2no grilles using cast iron square pattern to match existing, redecorate and reinstall.	4	540
	4no low level ventilation grilles to solum, all replaced using galvanised steel.	Fair condition.	No action required at present but may be replaced using cast iron traditional pattern.	4	810
Ext fittings	None.				
Landscaping	Tarmac pavement directly adjacent to building.	Not part of survey.	Consider improvement of pavement finish to stone paving.	4	10130

**CONDITION PROPOSALS REPORT - EXTERNAL
PRESTONPANS TOWN HALL**

NORTH ELEVATION

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Roof	Gable from pitched roof to hall only.	N/A			
Chimneys	Wallhead chimney to West face described under West elevation.				
Dormers	None.				
Rainwater goods	None.				
Walls	Coursed squared blonde sandstone rubble panels with what appears to be original pointing generally.	Generally fair condition but open joints to pointing and some masonry decay to individual stones, particularly at high level. Some cracking at East corner at junction with skews.	Provide for picking out and repointing 50% approximately and for masonry indent repairs to approximately 3m ² .	2	3150
	Red ashlar sandstone skews, decorative gable carving and skew putts with ball finials.	Masonry generally in fair condition with erosion to top panel at apex (may once have included inscription). Evidence of movement and open joints to skews and particularly at Eastmost skew putt where movement appears to have spread to corner.	Provide for checking stability of skews and provisionally allow for removing skews and rebedding throughout with new mortar pointing.	2	1490
			Provide provisionally for installation of 2no stainless steel angle brackets to locate skews generally and rebedding of skew putts.	2	1620
	Red sandstone dressed ashlar margins to windows, quoins and decorative window pieces, door case and high level window surround with pediment.	Generally fair condition with very minor damage to pointing. Pigeon muck staining to high level window cills.	Provide for repointing using lime ashlar mix mortar, 20% approximate. Provide for pointing stress crack to 1no upper mullion and corner of Eastmost window lintol using repair mortar. Clean down.	3	610
		Iron expansion damage to 1no quoin to West face.	Cut out partial section of quoin and complete partial masonry indent to match existing.	3	340
	High level dressed ashlar string course above high level window.	Fair condition with open joints and minor decay to stonework.	Provide for picking and pointing using lime ashlar mix mortar 50% approximate.	3	200
	Smooth cement render brick panel to West side of escape passage and doorway with scribed stone pattern jointing. Integral concrete lintol. Concrete copes.	Poor condition at low level adjacent to doorway and at lintol with extensive cracking to lintol and doorway beading.	Provide for cutting out render to low levels below top of lintol and renewal throughout. Repaint throughout.	3	470
Windows	2no painted timber low level windows matching those on West elevation.	Fair condition with some cracking to pointing.	Provide for overhaul as identified internally and repainting and repointing.	3	1490
	Single low level fixed pane window adjacent to doorway, blocked internally.	Appears fair from exterior with minor cracking to pointing only.	No action required at present. Consider removal of blocking internally.		

**CONDITION PROPOSALS REPORT - EXTERNAL
PRESTONPANS TOWN HALL**

NORTH ELEVATION (cont)

ELEMENT	DESCRIPTION	CONDITION	PROPOSAL	PR	£
Windows (cont)	Tripartite painted timber windows at high level to hall.	Appear generally fair but could not be inspected at high level. Note evidence of decay in cill of central panel and presence of window blocking with damaged louvre at low level of central window.	Provide for overhaul of windows including extensive repairs to central window lower section following removal of ventilation grille. Provide for re-puttying windows throughout and replacement of external pointing.	3	1620
Doors	Painted timber 3 panel double doors to principal doorway with timber frames and externally mounted timber frame to concealed roller shutter.	Generally fair condition. Decoration fair/poor. Note that top panels of double doors were probably once glazed.	Redecorate throughout. Note works identified internally. Consider reintroduction of glazed upper panels to doors using decorative leaded lights.	3	3510
	Double flush escape doors to West of main building, painted.	Fair condition.	Refer to internal survey.		
Services	None.				
Steps & platts	Sandstone entrance steps with granolithic screed resurfacing to 2no intermediate steps.	Lower stone step in fair condition with crack at West end. Granolithic covering inappropriate. Top step badly cracked in a number of places.	Provide for carefully cutting out and replacing top step, including bronze hinge fittings and dressed nosing to match existing using durable stone to match existing. Remove top dressing to intermediate steps and install new sandstone slip top surfacing. Carry out coloured mortar repair to cracking in lower step.	3	2090
Ironmongery	Single decorative cast iron former lamp bracket incorporated in door case.	Poor condition, paint work poor and lamp fitting itself is missing.	Provide for removing back plate, reconstruction with new hanging lamp and bracket and reinstallation and redecoration throughout.	4	2030
	2no low level cast iron ventilators serving solum/boiler room.	Fair/poor condition with inappropriate pattern and replacement to West ventilator.	Renew single cast iron ventilator to West using single piece cast iron ventilator to match existing.	4	210
External fittings	Low level hook fittings as on West elevation.				
	Timber plate from former signage adjacent to door case now blank.	Poor condition.	Fit new signage.	4	410
	Single emergency escape fitting over Westmost double door from escape door.	Condition not assessed.	N/A		
Landscaping	Concrete pavement paving adjacent to elevation generally with slightly ramped concrete platt at escape door.	N/A	Consider improving pavement surfaces using stone slab paving.	4	6750

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

REAR CORRIDOR

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Lightweight suspended panel ceiling with 600mm approximate tiles.	Fair condition although some tiles dislodged, discoloured and slightly damaged.	Consider removal of this suspended ceiling and reinstatement of original ceiling cornice and lighting.	4	1610
Cornices	None.				
Walls	Painted plaster on hard throughout.	Fair condition with minor cosmetic damage and slight cracking adjacent to door frame.	Rub down and redecorate throughout allowing for filling of minor cracks.	3	270
Floor	Modern safety flooring, presumably on boarding and timber structure beneath.	Fair/good condition.	No action required at present.		
Doors	Flush panelled external door with closer, night latch and dead latch. Weatherbar at external step. 3 pass doors leading to separate rooms, refer to individual rooms.	Fair condition.	Redecorate throughout. Note fanlight concealed by suspended ceiling.	4	230
Windows	None.				
Skirtings & facings	Simple timber skirting, painted throughout.	Timber fair condition but minor damage in places to decoration and particularly at top edge at junction with wall.	Redecorate throughout allowing for making good minor damage.	3	130
Heating	None.				
Electrics	2no fluorescent box lamps within suspended ceiling and associated switch.	Fair condition.	No action required at present.		
Others	Fire break glass for alarm system. Wall mounted foam fire extinguisher. Door mat to external door.	Not tested. Not tested. Fair condition.	No action required.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

KITCHEN

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Lightweight suspended panel ceiling with 600mm approximate tiles.	Fair condition although some tiles dislodged, discoloured and slightly damaged.	Consider removal of this suspended ceiling and reinstatement of original ceiling cornice and lighting.	4	2750
Cornices	None.				
Walls	Painted plaster on hard throughout with single tile splashback at worktop and stainless steel splashback behind cooker.	Fair/poor condition with evidence of condensation water damage, particularly to North and East sections of wall.	Redecorate throughout.	3	480
Floor	Modern safety flooring, presumably on boarding and timber structure beneath.	Fair/good condition.	No action required at present.		
Doors	Single leaf 4 panel door to back hallway. Britton self closer and lever handle with mortice latch/lock.	Fair condition but decoration in poor order. Minor damage to edges of door. Mortice lock/latch not functioning and lever handle inappropriate.	Provide for refurbishment of door throughout including redecoration, making good minor damage, replacement of mortice lock/latch and fitting of new traditional pattern brass handles.	3	380
	Painted timber 5 panel door to hall with Britton self closer, aluminum lever handle and mortice latch/lock.	Generally fair but poor décor and damage to timber particularly at lower edge. Lock not tested.	Provide for general overhaul including filling and repair of minor damage and redecorating throughout. Overhaul mortice latch/lock and replace handles using traditional brass pattern.	3	380
Windows	3 section 6 light timber windows with single opening hopper to one window and Xpelair extract through one pane. Obscured glass throughout. Timber boarded ingoes and soffit.	Fair condition internally with poor décor generally and some minor damage to lower edges of windows possible although currently concealed by splashback to sinks. Opening hoppers painted shut and missing mechanisms. Probable opening hopper to 2no windows and some evidence of movement in joints to right hand window.	Provide for complete overhaul of windows including removal of paint to allow for operation of opening hoppers, timber repairs to lower edges of frames, replacement of 1no hopper and replacement of hopper ironmongery throughout. Redecorate throughout providing for removal of excess paint from glass.	3	1790
			Consider removal of Xpelair and ducting general ventilation from kitchen elsewhere.	4	1000
Skirtings & facings	Simple timber skirtings and facings throughout although mostly obscured by kitchen cabinets.	Generally fair with minor damage but poor decoration.	Redecorate throughout.	4	190
Heating	None.				

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

KITCHEN (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Electrics	4no fluorescent box fittings to suspended ceiling with associated switch. 3no 13amp double sockets. Fused spur and wall mounted water boiler. Commercial stainless steel extract fan above cooker with associated controls and switching.	Not tested.	Provide for testing extract and general overhaul including replacement of filters.	4	750
Others	Modern kitchen cabinets and laminated worktop throughout with 2no stainless steel single bowl sink/drainers and single hand wash sink including blow off from water boiler.	Generally fair with very minor damage to some doors.	Water boiler blow off should be redirected to avoid risk of scalding.	2	380
	Large 8 ring gas cooker, incorporating 2no commercial ovens.	Not tested.	Provide for overhaul and safety test, if not already carried out.	2	80
	2no domestic quality freezers.	Not tested.	No action required at present.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

HALL

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Lightweight suspended grid pattern ceiling as elsewhere incorporating 600mm2 tiles on aluminum frames with light fitting tiles and box grating and ventilation tiles at intervals.	Fair/poor condition. Tiles are dirty and some damage by water ingress. Some minor evidence of damage to ceiling and tiles possibly caused by frequent service access. Several areas of water staining.	Ceiling must be made safe and loose tiles reinstated. Water damage or otherwise damaged tiles should be replaced, allow provisionally for 12no total.	2	180
			Consideration should be given to removal of suspended ceiling throughout and reinstatement of original high level timber ceiling structure and finishes.	4	7750
Cornices etc	Simple egg and dart cornices to West and East walls, top surface obscured by suspended ceiling	Generally fair condition with very minor damage to mouldings.	Provide for repairs to minor damage and redecoration throughout.	4	640
Walls	Painted plaster on hard above timber dado rail with hardboard boarding beneath. Timber panelled section of wall above stage.	Generally fair but some evidence of minor water damage to paint work, possibly historic cracking in plaster work particularly to West and East walls and small areas of patching generally. Hardboard poorly fitted in places, particularly at radiators and piping.	Carry out minor repairs to damaged areas including rubbing down of walls throughout and redecoration throughout.	3	2750
			Consider removal of hardboard dado linings and reinstatement of tongued and grooved timber boarding or panelling below, requires further investigation to identify what remains.	4	9840
Floor	Good quality narrow strip pine flooring to main section of hall with varnish finish. Similar but wider boarded floor to stage area at raised level with painted timber nosing.	Timber floor in poor condition with evidence of significant movement and open joints throughout and several localised areas of poor patching or joints with varying flooring materials. Varnish worn.	Provide as a minimum for replacement of 5m2 approximately of flooring in localised patching, sand down throughout and re-varnish throughout.	3	3660
			Alternatively provide for removal of hall timber flooring throughout and lay new quality timber flooring with new varnished finish throughout. Repair and refinish stage floor only.	3	23250
	Area of lino flooring on timber to front of hall with lino on concrete to central section. Timber hatch to floor giving access to basement former boiler room.	Lino in fair/good condition.	Polish lino to remove scuff marks only.	4	190

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

HALL

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Doors	2no 5 panel doors leading to kitchen and meeting rooms described elsewhere.				
	Painted 5 panel timber door to side hallway at stage level with plastic handles, modern closer and steel rim latch/lock.	Generally fair with minor damage to decoration and timber work. Handles damaged and latch sticking.	Overhaul throughout including redecoration throughout with replacement of rim latch and fitting new traditional pattern brass handles.	3	230
	Flush panel timber double fire doors to low level side hallway with small wired vision panels and aluminum finger plates and self closers.	Generally fair but decoration poor. Pattern of doors is not appropriate to hall generally.	Redecorate throughout. Alternatively provide for replacement of doors with traditional patterned panelled doors matching those elsewhere, including installation of new frames and architraves.	3 4	190 2310
	Painted timber 3 panel double doors to High Street with push bar mechanism and signage and blank fan light above.	Fair condition but poor decoration and sealing generally (draught strips have been partially fitted).	Provide for redecoration throughout and consider renewal of draught stripping.	3	380
Windows	6no timber casement windows with opening hoppers, 6/9 pattern with heavy astragals and modern obscured glass. 4no windows to East elevation, 2no windows to North elevation. Blind window opening (within former lobby) to North elevation.	Windows appear generally in fair condition but top opening hoppers are painted shut and missing fittings. Scot's blind fittings remain but no blinds. Southeast window lower panes are partially obscured by extended cill, possibly housing ventilator/heater.	Provide for general overhaul of windows including reinstatement of opening hoppers to 2no windows including overhaul of ironmongery. Remove excess paint from glass and redecorate throughout.	3	3130
Skirting & facings	Generally simple skirtings and facings throughout with moulded dado rail and projecting timber and pediments above stage doorways.	Generally fair condition but some minor damage and poor jointing.	Repair minor damage generally, particularly to skirtings and dado rail, and redecorate throughout.	3	750
Heating	10no double panel radiators with thermostatic valves and surface mounted copper pipework.	Generally fair but surface mounted pipework and radiators are obtrusive. Minor damage to decoration of radiators.	Heating system appears to be functioning but consideration should be given to removal of surface mounted pipework and modern pattern radiators to main hall or for at least partial concealment of radiators beneath radiator boxings.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

HALL (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Heating (cont)			Option 1: provide for timber radiator boxings in front of each radiator concealing radiator and alteration of pipework beneath floor. Fit thermostatic room control.	4	7880
			Option 2: provide for removal of existing radiators and installation of either flush design contemporary radiators or traditional cast iron radiators including removal of pipework to beneath floor.	4	12250
Electrics	Ceiling mounted fluorescent box fittings throughout ceiling with associated switching and emergency escape lights. Electrical consumer unit within cupboard off stage. Fire alarm panel within cupboard off stage. Several 13 amp sockets and blank plates within hall generally.	Not assessed.	No action required at present. Fire alarm system should if possible be relocated within entrance lobby, following consultation with the Fire Brigade.	3	500
Other	Spotlights & motorised glitter ball to ceiling.	Fair condition.	No action required at present but consideration should be given to removal of ball and ageing spotlights.	4	270
	Timber steps serving stage with pvc nosings and timber handrails with lino covering to steps.	Fair condition.	No action required at present. Consideration to be given to removal of handrails and installation of traditional design brass or timber handrails to both stairs.	4	3000
	Dwarf wall to front of hallway, presumably in alignment of former entrance lobby.	Fair condition but poor décor to timber top plate and hardboard linings.	Carry out minor repairs and redecorate throughout. Consider removal of low partition.	4	500
	5no timber ventilation boxes with internal baffles and cast iron handle fittings.	Fair condition but some handles are inoperative.	Overhaul and redecorate throughout.	4	630
	At section of principal doorway to North wall there is evidence that there has formally been a protected entrance lobby and possibly reception desk/ticket booth.	N/A	Consider alteration of entrance arrangements to allow for use of original front doors and reinstatement of entrance lobby arrangement following further consultation and investigations to identify original arrangements.	4	6250

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

HALL (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Others (cont)	Decorative panel in central panel with image of Mercat Cross and emblems to central panel at South wall.	Fair condition.	No action required at present.		
	Lower edges of exposed timber roof structure projecting beneath suspended ceiling including painted timber work with iron fixings on painted stone cobbles.	Full assessment not possible without further access above suspended ceiling.	Carry out further investigation following removal of suspended ceiling and allow for redecoration throughout based on evidence of original decorative scheme.	4	6250

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

HALL ANTE ROOM

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Suspended tile ceiling system with inset light fittings. Boarded shaft through to high level Velux rooflight.	Generally good. Minor damage to decoration of lightwell.	Redecorate lightwell.	4	150
			Consider removal of suspended ceiling and repair or original ceiling and cornices.	4	1760
Cornices etc	None.				
Walls	Painted plaster on hard with board finish to former window opening to South.	Poor/fair condition with poor decoration and several areas of plaster damage, particularly at low level and cracking and poor repairs.	Rub down throughout and provide for filling of minor cracking. Provide for minor plaster repairs, 1m2 approximately. Redecorate throughout.	3	600
Floor	Sheet linoleum on timber.	Fair condition with minor scuff marks and wide joints. Poor sealing at perimeter. Wide gap beneath skirting to Northwest corner and movement in floor.	Clean down and polish. Apply mastic sealant at perimeter.	4	360
			Pull back linoleum and carry out further investigation work.	3	190
			Provide provisionally for cutting back and repairing 2no joist ends along new timber wallplate to dwarf walls on dpc with 2m2 new treated softwood flooring and 6mm plywood deck prior to relaying existing lino.	2	810
Doors	Flush fire door with 2no vision panels to corridor with self closer and aluminum lever handles to rim latch.	Generally fair condition with minor damage to decoration. Springs to handle or latch ineffective.	Redecorate throughout. Renew mortice latch.	3	180
	5 panel single leaf painted timber door to Town Hall. Self closer on hall side and aluminum lever handles on mortice lock/latch.	Fair condition with damage to decoration and timber generally, particularly lower levels of styles and panel mouldings. Shrinkage in panels.	Provide for redecoration throughout including for filler repairs to mouldings etc. Provide for repairs to door frame also and replacement of existing lever handles with traditional pattern brass handles.	3	1380
	3no painted timber 4 panel doors to shallow wall presses to North and West walls. No handles, mortice locks.	Exterior in fair condition with minor damage to decoration and evidence of shrinkage movement to panels. Substantial gap beneath Northwest doorway. Doors are locked shut and could not be inspected fully.	Provide for redecoration throughout. Provide for fitting new brass escutcheons and traditional pattern handles.	4	700
	Flush timber double fire doors to West lobby with vision panels, finger plates, signage, self closers and selectors.	Fair condition with minor damage to decoration at lower levels.	Redecorate throughout. Consider replacing doors to traditional pattern.	4	1750

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

HALL ANTE ROOM (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Windows	Blocked former window opening with double windows to South wall with board infill. High level timber Velux rooflight on pitched roof with shafted lay light to new suspended ceiling level. String attached to window mechanism at high level.	Fair/good condition.	No action required at present.		
Skirtings & facings	Moulded timber skirtings and facings to doorways, painted throughout.	Fair/poor condition with damage to top edges of skirting and to facings at doorways and to decoration generally.	Carry out minor localised repairs to skirting and facings throughout and redecorate throughout.	3	180
Heating	Double panel radiator with thermostatic radiator valve and exposed pipework.	Fair condition with damage to front face decoration. Radiator fixings to wall are poor and inadequate.	Clean down radiator and consider redecorating throughout Provide for new screw fixings to timber stud structure behind.	4 3	100 150
Electrics	Ceiling mounted flush fluorescent boxes as elsewhere. With associated switching. Single double 13 amp socket.	Electrics not tested.			
Others	Built in cupboards/lockers to West wall obscuring skirting and lower sections of wall.	Not inspected.	No action required at present.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

NORTH ENTRANCE LOBBY

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Plasterboarded ceiling on timber structure with artex finish.	Poor condition with evidence of cracking, perhaps in alignment of former partition, damage to artex and some evidence of water staining.	Investigate source of water leaks, renew ceiling lining throughout and redecorate throughout. Note potential for Artex to contain asbestos.	2	1300
Cornices	None.				
Walls	Painted plaster on hard to outer walls with painted plaster on plasterboard to inner partition wall. Simple timber dado with painted artex finish beneath.	Poor condition with evidence of water damage at high level and cracking and movement joints around external door exposing timber lintol.	Provide for plaster repairs adjacent to doorway, rub down and fill plasterwork generally. Redecorate throughout.	2	780
Floor	Sheet linoleum on timber structure, ramping up to hall level.	Good condition with only minor scuff marks.	Polish and re-seal.	4	90
Doors	Flush panel timber external double fire doors with push bar mechanisms and hold open bar. Associated signage.	Fair condition but generally poor décor and minor damage at foot of one door.	Repair minor damage and redecorate throughout.	4	310
	Flush timber double doors to hall at head of ramp with wired vision panels, finger plates and self closers.	Fair condition with chipped décor.	Redecorate throughout.	4	200
Windows	Single fixed rooflight at high level on shallow mono pitched roof. Appears to be fixed Perspex dome possibly on fibreglass mounting. Rooflight shafted through to ceiling level using painted board laylight.	Appears fair although some abrasion and scratch marks externally and mould growth at low level.	Carry out inspection externally and clean down throughout. Refer to external survey.	3	130
Skirtings & facings	Simple timber skirtings and facings throughout and timber dado rail. Painted throughout.	Fair condition with very minor damage to decoration.	Redecorate throughout.	4	40
Heating	None.				
Electrics	2no flush mounted fluorescent lamp fittings.	Fair condition but diffusers appear to be missing.	Replace fittings or renew diffusers if available.	4	200
Others	Illuminated fire exit sign above doorway and wall mounted foam fire extinguisher.	Not inspected.			

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

LOWER LEVEL LOBBY AND BAR

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Plasterboard ceiling with painted artex finish throughout. Relatively modern skim plasterboard ceiling to access platform lift.	Fair condition but evidence of movement in board finishes and cracking above bar area. Ceiling may be inadequately secured to structure above.	Carry out further detailed investigation to identify extent of inadequate fixing. Provide provisionally for removing ceiling throughout and replacing throughout using new plasterboard ceiling with painted finish. Note potential for Artex to contain asbestos.	2	3330
	Painted timber access hatch to loft.	Fair condition.	Replace as part of ceiling works noted above.	4	190
	Ceiling above access lift is unpainted.	Good condition but requires decoration.	Redecorate ceiling to access lift as part of adjacent ceiling works noted above.	4	60
Cornices etc	None.				
Walls	Plaster on hard to external walls, plaster on board lining to internal partitions, painted throughout. Timber dado rail with artex finish beneath generally and tile splash back finish at bar area only.	Generally fair but evidence of cracking to board finishes, unpainted patching and general damage to decoration.	Provide for minor plaster repairs throughout and redecoration throughout.	4	1000
Floor	Sheet linoleum floor finish to timber deck and structure.	Fair condition with minor abrasion and scratch marks.	Polish and re-seal throughout.	4	210
Doors	Single flush door to cupboard on South partition, fitted with mortice lock and ball latch with aluminum pull handle.	Fair condition but minor damage to decoration.	Redecorate throughout.	4	100
Windows	2no timber top hung sash windows with obscured glass at West wall above bar area.	Fair condition with minor damage to paint work and poor paint work to handles.	Remove excess paintwork from ironmongery and glass etc and redecorate throughout.	4	300
Skirtings & facings	Simple painted timber skirtings and facings throughout with timber dado rail. Window board and apron only to windows.	Fair condition with minor damage to decoration.	Rub down and redecorate throughout.	4	80
Heating	3no double panel steel radiators with thermostatic radiator valves. Single older pattern radiator painted.	Generally fair but poor decoration.	Clean down and redecorate throughout.	4	230
Electrics	Recessed fluorescent light fittings mounted in ceiling with associated switching. Several 13 amp sockets behind bar area.	Not tested although fittings are missing diffusers. Electrics not tested.	Provide for replacement of fittings or renewal of diffusers if available.	4	400

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

LOWER LEVEL LOBBY AND BAR (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Others	Built-in plywood bar area with double sinks at low level, further double sink at worktop height and ceramic tiled bar top. Varnished plywood finishes generally.	Fair condition with minor damage to decoration and broken tiles to bar top. Minor damage to 2no projecting panels to bar front.	Repair minor damage to panels, replace bar top either using new tiles or alternative durable surface. Redecorate throughout. Generally reconsider use of area and fittings and if bar is to be retained then install contemporary standard catering quality fittings and bar fittings generally.	4	6250
	Electrically operated steel wheelchair access lift adjacent to steps up to higher level with steel gate at low level and glazed gate at high level.	Access lift not tested but fitting appears relatively modern. Finishes adjacent to new access lift at ceiling, floor, upstand walls generally require completion.	Make good all finishes around access lift including insertion of new floor finish at low level and redecoration of walls, ceiling etc throughout.	4	560
	Timber stair rising to high level with 5no risers. Lino finish with inset aluminum nosings. Painted timber stringers and varnished timber handrails to both sides on aluminum brackets.	Generally fair as elsewhere but handrail fittings partly unpainted.	Clean down, polish and seal floor, rub down and redecorate handrail throughout.	4	110

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

BAR STORAGE CUPBOARD

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Painted plasterboard ceiling.	Ceiling plasterwork has been replaced relatively recently and is undecorated.	Redecorate ceiling throughout with minor repairs at junction with walls.	4	40
Cornices etc	None.				
Walls	Painted plasterboard walls throughout.	Poor decoration generally.	Redecorate throughout.	4	50
Floor	Sheet linoleum flooring on timber deck.	Fair condition but extensive wear and tear at entrance to cupboard.	Polish and re-seal throughout.	4	20
Doors	Refer to bar area.				
Windows	None.				
Skirtings & facings	Simple timber skirtings and facings throughout. Painted.	Fair condition but general wear and tear to decoration.	Redecorate throughout.	4	20
Heating	None.				
Electrics	Single ceiling mounted bulkhead fitting with no diffuser.	Not tested.			
Others	Fitted shelving throughout constructed using painted plywood, partly obscured by items stored.	Fair condition.	Redecorate throughout.	4	190

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

UPPER LOBBY

ELEMENT	DESCRIPTION	CONDITION	PROPOSAL	PR	£
Ceiling	Painted plasterboard ceiling throughout.	Fair/good condition.	No action required at present.		
Cornices	None.				
Walls	Painted plasterboard to walls generally with painted plaster on hard at sides of access lift.	Mostly fair condition but decoration poor, particularly adjacent to new access lift where some areas are unpainted.	Redecorate throughout.	4	450
Floor	Sheet linoleum flooring on timber deck.	Fair condition with minor damage, abrasion and wear and tear.	Polish and re-seal throughout.	4	150
Doors	Doors to individual rooms listed with rooms.				
Windows	None.				
Skirtings & facings	Simple painted timber skirtings and facings throughout, with facings to 3no doors only.	Fair condition but minor damage, particularly at corners.	Carry out minor repairs to skirtings and redecorate skirtings and facings throughout.	4	100
Heating	Single double panel steel radiator with exposed pipework and thermostatic radiator valve.	Fair condition but poor decoration.	Redecorate throughout.	4	40
Electrics	4no flush mounted ceiling light fittings. 2no permanent emergency light fittings over staircase.	Not tested. Not tested.			
Others	High level exposed pipework from heating system. Fire alarm sounder.	Not tested but obtrusive.	Consider relocating pipe work within roof space.	4	750

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

ACCESSIBLE TOILET

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Painted plasterboard with taped joints.	Fair condition with cracking at joints and poor taping and painting generally.	Ensure sheets are properly secured, provide skim coat and redecorate throughout.	3	580
Cornices	None.				
Walls	Painted proprietary sheet material (unknown).	Fair/good condition.	No action required at present.		
Floor	Sheet linoleum floor throughout.	Good condition.	No action required at present.		
Doors	Single flush door with self closer, aluminum bathroom lock, finger plate and pull handle externally.	Good condition.	No action required at present.		
Windows	None.				
Skirtings & facings	Recessed linoleum skirting welded to flooring. No internal timber facings.	Good condition.	No action required at present.		
Heating	Single double panel steel radiator with fixed valves.	Fair condition with minor damage to decoration and missing valve covers.	Fit operating valves. Note this radiator is permanently on and operates at a very high temperature.	3	230
			Control should be added to reduce temperature of radiator generally to avoid risk of scalding and control temperature.	2	230
Electrics	Single pandrop style ceiling mounted fitting with associated switching externally. Vent Axia ceiling mounted fan with associated switching and isolation. Emergency pull cord.	Electrics not tested.	Note that pull cord is tied at high level and should be fitted with appropriate signage and released to allow for operation from floor.		
Others	Ceramic sanitary ware consisting of wc and cistern on pedestal, wall mounted wash basin with chrome tap and associated coated steel grab rails etc. Fitted mirror. Fitted paper towel dispenser. 4no wall mounted coat hooks.	Good condition generally. Note that sink is fitted with anti scald valve.			

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

LOBBY WATER CYLINDER CUPBOARD

ELEMENT	DESCRIPTION	CONDITION	PROPOSAL	PR	£
Ceiling	Painted plasterboard.	Fair condition.	No action required.		
Cornices	None.				
Walls	Painted but jointed plasterboard generally with area of painted plaster on hard to West partition.	Fair condition although cracking in Southwest corner and poor plaster finishes to plaster on hard.	No action required at present.		
Floor	Linoleum tiled floor finish on timber boarding generally.	Poor condition.	Consider replacement of floor finish using sheet linoleum.	4	100
Doors	Single flush door with mortice lock and ball catch and aluminum pull handle.	Good condition.	No action required at present.		
Windows	None.				
Skirtings & facings	Simple timber skirtings throughout with simple door facing internally.	Fair condition. Area of skirting removed to allow for pipework runs.	No action required at present.		
Heating	None.				
Electrics	Single bulkhead mounted fitting with associated switching. Electric immersion heater to cylinder with fused switch fitting. Electrics associated with cylinder and water controls.	Not tested.			
Others	Small fibreglass cold water storage tank on timber cradle at high level within cupboard.	Fair/poor condition with evidence of damage to corner of tank. No lid to tank.	Consider replacement of tank and installation of lid.	3	380
	Surface mounted pipe work, insulated, serving cold water storage and insulated copper hot water storage cylinder mounted on floor.	Not tested.	No action required at present.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

GENTS TOILET & LOBBY

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Painted plasterboard ceiling throughout.	Fair condition but poorly taped joints and decoration generally.	Carry out minor repairs to ceiling, checking stability and securing as necessary. Redecorate throughout.		
Cornices etc	None.				
Walls	Proprietary sheet panelling with durable painted finish.	Generally fair condition but minor localised damage and evidence of extensive movement, particularly at Southwest and Northeast corners.	Investigate reasons for movement and rectify. Fill and redecorate local to corners.	2	180
Floor	Sheet linoleum on solid base.	Fair condition with minor abrasion and wear and tear.	Polish and reseal.	4	80
Doors	2no painted timber flush doors with finger plates, kick plates, aluminum handles and self closers.	Fair/good condition.	No action required at present.		
Windows	2no top opening hopper casement windows with simple latch and stay fittings. Obscured glass throughout with wired obscured glass to Northern window.	Generally poor condition with extensive evidence of decay to timber work, frames and decoration. External metal grilles and undergrowth from adjacent property positioned directly adjacent to windows.	Provide for complete removal and replacement of windows using durable timber painted windows throughout. Provide for removal and control of external vegetation.	2	Refer to external
Skirtings & facings	Recessed linoleum skirting carried through and welded to floor.	Good condition.	No action required at present.		
Heating	Single large double panelled steel radiator with conventional valves.	Fair condition but poor decorative order and poor fixing to wall structure. Note poor temperature control generally to this room.	Clean down radiator and redecorate throughout as necessary. Replace control valve using thermostatic valve. Renew radiator mounting brackets on new plate fitting fixed directly to timber wall lining structure behind.	3	380
Electrics	2no ceiling mounted fluorescent light fittings with associated switching to toilet with single fitting to toilet lobby. Single light switched Vent Axia extract fan to lobby. Wall mounted electric hand drier with isolator.	Electrics not tested generally but note single fluorescent fitting to toilet is flickering.			
Others	Melamine and plastic cubicle fittings, 2no cubicles with inward opening doors (Armitage Shanks).	Good condition.	No action required at present.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

GENTS TOILET & LOBBY (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
	2no ceramic wc fittings with ceramic cisterns and plastic seats.	Good condition.	No action required.		
	2no ceramic urinals with surface mounted chrome pipework to ceramic high level cistern, painted low level plastic drainage pipework.	Good condition generally but some evidence of movement in drainage pipework.	Tighten drainage pipework to ensure leaks to not occur. Consider installation of cistern control valve to reduce water consumption when toilets are not in use.	3	380
	4no small ceramic wash hand basins with individual chromed taps. Surface mounted copper supply pipe work and plastic drainage pipes. Anti scald valves to hot water taps.	Generally fair condition although decoration poor with evidence of movement to drainage pipework.	Check all drainage pipework is secure and generally redecorate throughout. Note that hot water supply not operating during inspection, presumably turned off.	4	310
	Wall mounted bathroom fittings, including 2no mirrors, soap dispensers, fire sounder and toilet roll holders.				

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

LADIES WC AND LOBBY SPACE

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Painted plasterboard throughout with taped joints.	Fair/poor condition with evidence of damp or condensation damage in several areas, including to lobby and at flat roof over main toilet area.	Investigate source of damp and rectify. Provide for renewal of 50% of ceiling throughout and ensuring stability of remaining sections of ceiling. Correctly tape joints and skim ceiling throughout and redecorate throughout.	2	560
Cornices	None.				
Walls	Painted plasterboard and plaster on hard to lobby.	Fair/poor condition with extensive cracking, particularly of plaster on hard to North partition.	Rub down flaking and cracked paint, fill holes and redecorate throughout	3	180
	Proprietary timber panel finish to walls in main toilet with painted anti-vandal finish.	Generally fair condition with very minor damage and wear and tear.	No action required at present.		
Floor	Sheet linoleum on timber to lobby and sheet linoleum on solid to toilet.	Fair/good condition with minor abrasion, wear and tear and open joints at welding to skirting.	Re-seal welded joints to skirting, polish and re-seal throughout.	4	180
Doors	2no painted timber flush doors with aluminum push plates and handles, kick plates, signage and self closers.	Good condition.	No action required at present.		
Windows	2no painted timber top hopper windows to South wall with wired obscured glass, aluminum catch fittings and windows stays.	Poor condition, evidence of damage and decay to lower edge of windows at frames and cills. Cracking around windows.	Provide for replacement of windows and redecoration throughout including mastic filling at edges.	2	Refer to external
Skirtings & facings	Simple timber skirtings and facings to lobby. Lino skirtings throughout wc area.	Good condition.	No action required at present.		
Heating	Single two panel steel radiator to wc with thermostatic radiator valve.	Fair condition but decay in paint surface at lower edge.	Clean down and redecorate throughout.	3	40
Electrics	4no ceiling mounted fluorescent fittings to toilet and single fluorescent fitting to lobby. Ceiling mounted Vent Axia extract with isolator to lobby ceiling. Electric hand drier with isolator to wc.	Electrics not tested.			

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

LADIES WC AND LOBBY SPACE (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Others	3no melamine and plastic/timber cubicles (Armitage Shanks) with inward opening doors.	Good condition.	No action required at present.		
	3no ceramic wcs and cisterns with plastic seats.	Good condition.	No action required at present.		
	3no ceramic vanity unit mounted wash hand basins with chrome taps.	Good condition.	No action required at present.		
	Various bathroom fittings, including 3no mirrors, 2no soap dispensers, toilet roll holders and fire alarm sounder.	Good condition.			

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

CARETAKER'S CUPBOARD

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Painted plasterboard ceiling throughout.	Poor condition with extensive evidence of damage adjacent to external wall to South, cracking and peeling paint.	Investigate, and rectify source of damp from roof above. Remove ceiling and replace throughout using new painted and skim coated plasterboard.	2	180
Cornices	None.				
Walls	Painted plasterboard and plaster on hard.	Poor condition with extensive cracking to paint work and minor damage to plasterwork particularly at low levels.	Remove all flaking paint and redecorate throughout allowing for repairs to minor damage to plaster work.	3	250
Floor	Sheet linoleum floor throughout on timber deck.	Fair condition.	Polish and re-seal throughout.	4	30
Doors	Single painted timber flush door with aluminum pull handles, ball catch and mortice lock.	Door fair with very minor damage to decoration. No escutcheon to lock and ball catch broken.	Replace ball catch and fit escutcheon plates to lock. Note that this cupboard is used for storage and represents an increased fire risk. Consideration should be given to use of lock to ensure that door remains shut.	4	150
Windows	Single painted timber window to South with obscured glass to lower panes. Glass removed from upper pane and ventilation hole cut through.	Window in poor decorative order. Cracking to single wired sheet pane at low level. Grille missing from ventilation panel. Crude nail fixings to upper hopper generally.	Replace window providing for replacement of obscured toughened glass and provision of fixed ventilation louvre to upper sheet providing adequate ventilation and combustion air.	2	Refer to external
Skirtings & facings	Simple painted timber skirtings and facings throughout.	Fair condition.	No action required.		
Heating	Single panel steel radiator with thermostatic radiator valve and exposed pipe work.	Fair condition.	No action required.		
Electrics	Single ceiling mounted light fitting and associated switching.	Electrics not tested.			
Other	Exposed pipework at high level from heating system, insulated flow.	Not tested.	No action required.		
	Ceramic cleaner's sink and chromed taps.	Fair condition.	No action required.		
	Shelving on rails fixed to West partition.	Fair condition.	No action required.		
	High and low level painted steel ventilation grilles to adjacent boiler room.	Good condition.	No action required at present. Note potential for spread of fire from boiler room.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

BOILER ROOM

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Unpainted board with sealed joints and screw fixings (possibly fireproof boarding).	Appears fair.	No action required at present.		
Cornices	None.				
Walls	Painted plaster generally.	Poor condition with extensive flaking paint work particularly at external wall and internal partition to ante room.	Remove all flaking paint and redecorate throughout, allowing for minor repairs to plasterwork.	4	210
Floor	Linoleum tile on timber boarding.	Poor condition with hole through floor, extensive wear on lino and hardboard overlay.	Patch repair hole in floor and replace flooring throughout.	2	340
Doors	Single painted timber flush door to lobby with rim lock and external aluminum handle.	Good condition.	No action required at present. Note that boiler room represents increased fire risk and door should be kept locked. Check should be carried out to identify whether or not door is fire door, and if not then should be replaced using fire door.	2	500
Windows	None.				
Skirtings & facings	Simple painted timber skirtings to part of wall only and simple painted timber facings to door.	Fair/poor condition.	Redecorate throughout.	4	40
Heating	No radiators, but note this room houses principal gas boiler with vertical open flue, all associated control valves, pipework, timer controls and electrical isolation etc.	Not tested. Note that boiler is operational and appears to be extremely hot. Front panel is not secured. Ventilation presumably provided via fixed ventilation grilles through to Caretaker's cupboard adjacent.	Regular safety tests and servicing should be carried out to this boiler to ensure safe operation.	3	310
			Consideration should be given to control of boiler operation to reduce temperatures generally. Boiler type (Potterton Kingfisher 2) is inefficient and consideration should be given to its replacement.	4	750
Electrics	Single ceiling mounted bulkhead fitting with associated switching and surface mounted wiring in plastic conduit.	Not tested but note that fitting is not secured properly to ceiling.	Fix fitting to ceiling.	3	30
Other	Steel louvre grilles to adjacent Caretaker's cupboards, noted within cupboard.				
	Fixing for fire extinguisher but extinguisher not present.	N/A	Identify whether extinguishers should be fitted within this space under fire safety plan and refit as necessary.	2	50

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

BOILER ROOM (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Other (cont)	Incoming gas supply in 22mm copper pipe drops from ceiling, surface mounted to wall with weighted fire safety valve.	Not tested.	Pipework is labeled and appears sound with no smell of gas. Note that gas meter is located within basement at front of building and it was not possible to inspect route of gas pipework generally. An inspection should be carried out to ensure that pipework is in sound condition throughout its length.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

BASEMENT, FORMER BOILER ROOM BENEATH HALL

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Ceiling	Lath and plaster with what appears to be fireproof plaster finish and metal lath overlay.	Poor condition.	Carry out survey to identify whether this material contains asbestos prior to any works being carried out. Only following identification of potential for asbestos and any necessary removal works should this ceiling be removed and replaced throughout using durable Gypsum plasterboard.	2	580
Cornices	None.				
Walls	Roughly pointed sandstone masonry generally with brickwork infill to former doorway (presumably formerly serving external access stair).	Fair/poor condition.	Brush down walls generally to remove loose material and fill holes in wall at service penetrations. No further action required unless this space is to be put to more intensive uses (e.g. as bar cellarage)	3	100
Floor	Unfinished concrete floor.	Fair/poor condition with cracking.	No action required unless space to be put to more intensive use.		
Doors	Single timber hinged access hatch from hall above with lino finish matching hall to upper surface. Unpainted generally.	Fair condition.	No action required at present.		
Windows	None.				
Skirtings & facings	None.				
Heating	None.				
Electrics	Single fluorescent tube fitting mounted to ceiling with associated surface mounted switching and wiring.	Fair condition.	No action required at present.		
Others	Brick dwarf wall part through space, presumably once forming coal enclosure. Timber open tread steep access stair with timber handrail to one side only. Single ventilation grille through external wall to North with a cast iron grille externally and redundant fan fitting internally.	Fair condition. Fair condition. Fair condition.	No action required. No action required at present unless use of space is to change. No action required at present.		

**CONDITION PROPOSALS REPORT - INTERNAL
PRESTONPANS TOWN HALL**

BASEMENT, FORMER BOILER ROOM BENEATH HALL (cont)

<u>ELEMENT</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>PROPOSAL</u>	<u>PR</u>	<u>£</u>
Others (cont)	Gas meter and incoming main gas supply on North wall mounted to Northeast corner on new steel cradle with associated controls.	Not tested but installation appears relatively recent.	No action required at present. Note that main gas pipe serving boiler is carried at high level to boiler room to rear of building. Visible sections of pipe appear relatively modern but full inspection of this pipework should be undertaken.		
	Galvanised steel former flue section projecting at high level through West wall appears to be open to flue adjacent.	Fair condition.	No action required at present.		

BUILDING CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL

8.00 RECOMMENDATIONS

8.00 KEY RECOMMENDATIONS

The following list of suggested repairs is derived primarily from the preceding Condition and Proposals Report Survey. It also includes recommendations for improvement works, which might further enhance the building's amenity and attractiveness as a venue for general events. The building is not suitable for most sports events and it is understood that facilities for sports exist elsewhere in the area.

- 8.1** Pitched Roofs - short term maintenance of the west roof faces is required urgently. The principal hall roofs should be carefully stripped, salvaging slates as practically possible, the roof sarking repaired and covered using a breather membrane. The roofs should then be reslated using salvaged slates and matching second-hand west highland slates with copper nails. The tile ridge should be removed and replaced, allowing for around 6 new crested tiles.
- 8.2** The verge (skew) and abutment details should all be replaced using a full lead secret gutter detail with a lead cover flashing.
- 8.3** Flashings and Weatherings - All temporary felt weatherings and flashings, including the gutter to the south, weathering to the pitched north roof west face and weatherings at the north west abutment with the adjoining masonry, should all be replaced using lead, laid in accordance with Lead Sheet Association guidance.
- 8.4** Flat Roof - The asphalt roof over the south extension should be removed and re-laid using hot mastic asphalt, incorporating flue terminals and ventilators and new lead cover flashings.
- 8.5** Rainwater goods - The cast iron OG rhones should be removed, overhauled and refitted with correctly made joints. An allowance should be made for replacing damaged cast iron downpipe to New Street and replacing the plastic rhones and pipes on the west extensions using cast iron.
- 8.6** External masonry walls - the walls are in sound condition but there are local areas of repointing required and small areas of masonry repair and indenting, specifically to the low level east elevation, high level south gable and most significantly to the west wallhead, above the flat/monopitch roofs. The crack to the north east corner should be pointed, monitored and further investigation work carried out to identify the cause of the crack.
- 8.7** Windows - The hall windows should be repaired locally, repointed externally, overhauled to make the hoppers functional and redecorated. The windows to the ladies toilet and caretaker's store should be replaced.
- 8.8** Chimneys - The west chimney should be repointed and a new can and terminal fitted. The south chimney requires urgent stabilisation or dismantling and rebuilding from ridge level. The flashing at both chimneys should be replaced using new lead in accordance with LSA guidance.
- 8.9** Skews - full inspection of the skews was not possible because of their height. There is however evidence of movement in the north skews, particularly on the east side and this should be investigated urgently. An allowance should be made for re-bedding the skews on a sound mortar bed, incorporating stainless steel dowels or angle brackets (to reduce thrust on the skew-putts). The rebedding of the south skews may not be required but these stones should in any event be rebedded.
- 8.10** Internal ceilings and wall linings- the exposed ceilings (including the suspended ceilings) require redecoration or cleaning. The suspended ceilings are obscuring original plaster and timber ceilings and are inappropriate with the overall character and significance of the building. Consideration should be

given to their removal and the repair of the upper ceilings, which have been damaged mostly by the insertion of services. These service pipes and wires would also require concealment or relocation. The internal wall surfaces also require redecoration. Consideration should be given to the removal of the hardboard sheeting and repair of the timber boarded dado to the hall.

- 8.11** Floors - The lino' floors should be cleaned, sealed and polished. The hall floor requires either localised repair, stripping and refinishing using a durable varnish or replacement using good quality tightly jointed pine flooring.
- 8.12** Internal Decoration - the internal decoration requires localised repair or, in places, replacement. The colours and materials used within the original hall rooms are not appropriate and could be replaced using a more appropriate palate.
- 8.13** External Doors - the front door requires repair and redecoration. The door steps also require repair, including the replacement of the moulded stone top step. The rear door is inappropriate and should be replaced with a panelled or boarded door.
- 8.14** Heating - the heating system functions but consideration should be given to the installation of additional Thermostatic radiator valves and improving the controls. The boiler is old and inefficient and consideration should be given to its replacement. The steel panel radiators within the hall are inappropriate and consideration should be given to their concealment or replacement using cast iron radiators.
- 8.15** Vegetation - the vegetation growing on adjacent ground to the west should be cut back and controlled.
- 8.16** Asbestos - It is possible that some materials or concealed spaces may contain asbestos. This includes the Artex finishes. If the building has not already been surveyed for asbestos then a Stage 1 or Stage 2 survey should be carried out by a specialist and any potential asbestos materials identified. If extensive repairs or remodelling is proposed then a Stage 3 survey must be undertaken and any asbestos removed before any alterations are commenced.
- 8.17** Gas supply - The gas meter and supply pipework, which is concealed above the suspended ceilings, should be inspected although it appears that the pipework is relatively modern.
- 8.18** Vestibule - The removal of the hall vestibule has increased the volume and floor space of the hall itself but makes the operation of the front door impractical for most events. Consideration should be given to the reintroduction of a vestibule structure, protecting the front door and possibly incorporating a ticket desk or cloakroom.
- 8.19** External Landscaping and Streetscape - Replacement of the paved streetscape adjacent to the building, particularly to High Street, would improve its setting and prominence.
- 8.20** Fire Safety - If not already carried out then a Fire Safety Risk Assessment should be carried out in accordance with current law and published guidance. This may result in changes to the management of the building or to the fire fighting, detection, signage or lighting arrangements.
- 8.21** General Improvements - In addition to the repairs identified above the building would benefit from general improvements, particularly within the hall and ante room. The late Victorian character of the building is partly obscured by later finishes and decoration and a movement towards the reinstatement of some of its earlier features and finishes would create a

more satisfying, comfortable and unique venue. This may also make the building more attractive to potential users and help to improve its community use. Simple improvements could include :

8.20.1 Removal of the suspended ceilings and dado sheeting and reinstatement of the painted timber finishes;

8.20.2 Redecoration in line with the descriptions of the building made at the time of its opening;

8.20.3 Alteration of the heating system within the hall;

8.20.4 Introduction of new lighting to the hall, using either contemporary or bespoke garland fittings plus discreet spot and feature lighting suitable for adjustment to suit particular events;

8.20.5 Reconstruction of the entrance vestibule at the High Street door, enabling this door to be used for events in addition to the adjacent, accessible, doorway;

8.20.6 Replacement of the external lamp fitting to High Street;

8.20.7 Installation of discreet external signage and an events board;

8.22 More comprehensive or intrusive improvements, to the service areas or to further enhance the services the building could provide may be considered but care would have to be taken to ensure that these were economically viable in the longer term. Such proposals fall outwith the scope of this survey report.

BUILDING CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL

APPENDIX 1: ANNOTATED PHOTOGRAPHS

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



East elevation of kitchen



East elevation of hall



Hall NE corner



View looking from High Street



N elevation



Rear lobby looking E

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Rear lobby looking W



Kitchen looking NW



Kitchen looking SE



Hall looking N



Hall stage looking W



Hall looking S

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Basement looking NE, showing stair and gas meter



Basement looking SW, showing blocked door and open flue



Damaged plaster to basement ceiling



Hall looking W



Front lobby looking N



Bar area looking SW

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Bar area looking NW



Landing and access platform lift



Accessible toilet



Landing looking S



Gents wc



Boiler room

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Cleaner's store



Ladies toilet



Ante room looking SW



Detail of stage and panelling



Detail of ventilators to hall



Detail of electrical/alarm cupboard to hall E wall

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Roof space over ante room



Roof space over kitchen showing extract



Ceiling void over ante room
showing typical damage at services



Ceiling void over ante room
showing damage to upper ceiling



Ceiling void over hall looking N



Ceiling void over hall looking NW

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Roof space over bar showing
blocked windows



Detail of hall cornice at roof truss



Water damage to hall ceiling, West side



Detail of hall upper ceiling



Detail of hall upper ceiling
and roof truss



Hall high level N window

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Detail of hall high level N window



Windows to caretaker's store and ladies toilet on S elevation



S elevation



W elevation (part) and roofs



Detail of SW skew, ridge and S chimney



Detail of NW skew and chimney

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Felt valley gutter to S and boiler flue



View of roofs looking NE



Detail of abutment to roof at N gable



Detail W pitch eaves showing slate work, masonry decay, rhone and plastic rainwater pipe



Detail of N lobby roof showing rooflight



Bar area roof looking W

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Landing roof looking NW
showing felt patch to mastic
and vegetation



Landing roof looking S, showing
ventilation terminals and flue



West low level eaves showing
blocked rhone and vegetation



View of roofs looking WNW



Detail of SW skew and gable
showing poor fillets and flashings
and masonry decay



Detail of abutment to NW showing
rooflight, rainwater pipe and felt
weatherings and gutter at abutment

PRESTONPANS TOWN HALL
RECORD PHOTOGRAPHS JANUARY 2010



Detail of N gable chimney



Detail of crack to wall and parapet cope to mastic roof



Detail of chimney showing movement to chimney and cope



Detail of S roof felt gutter

BUILDING CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL

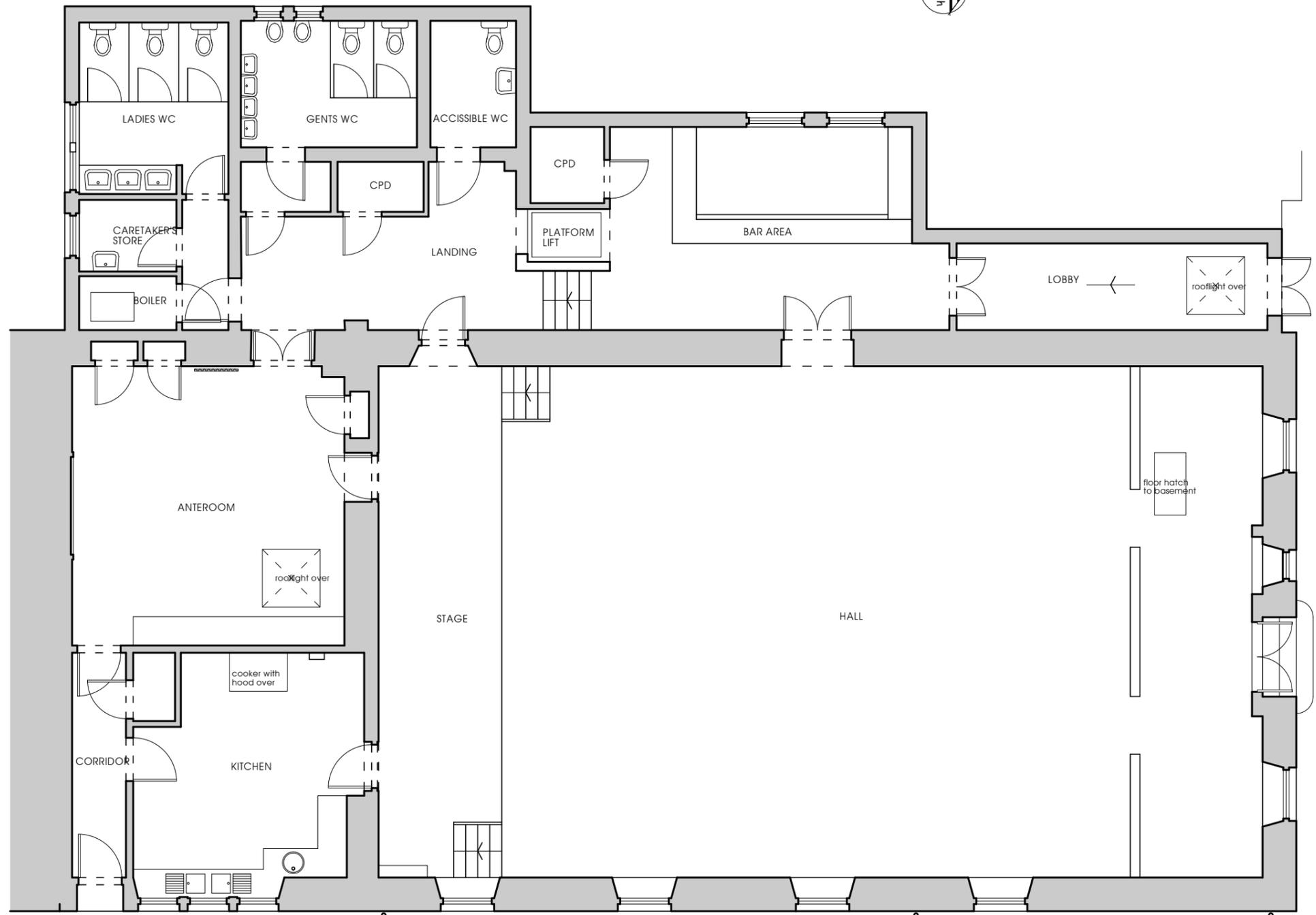
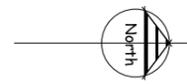
APPENDIX 2: SKETCH DRAWINGS

Prestonpans Town Hall
 High Street, Prestonpans
 Ground floor sketch survey

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 tel. 01506 847829 fax. 01506 670345
 EMAIL: mail@pollockhammondarchitects.co.uk

sketch
 rev

1:100 apx gbj Jan. 2010



GROUND FLOOR PLAN TO NEW STREET

Prestonpans Town Hall
High Street, Prestonpans
Roof plan sketch survey

THE POLLOCK HAMMOND PARTNERSHIP
ARCHITECTS AND CONSERVATION CONSULTANTS
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EH49 7RH
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EMAIL: mail@pollockhammondarchitects.co.uk

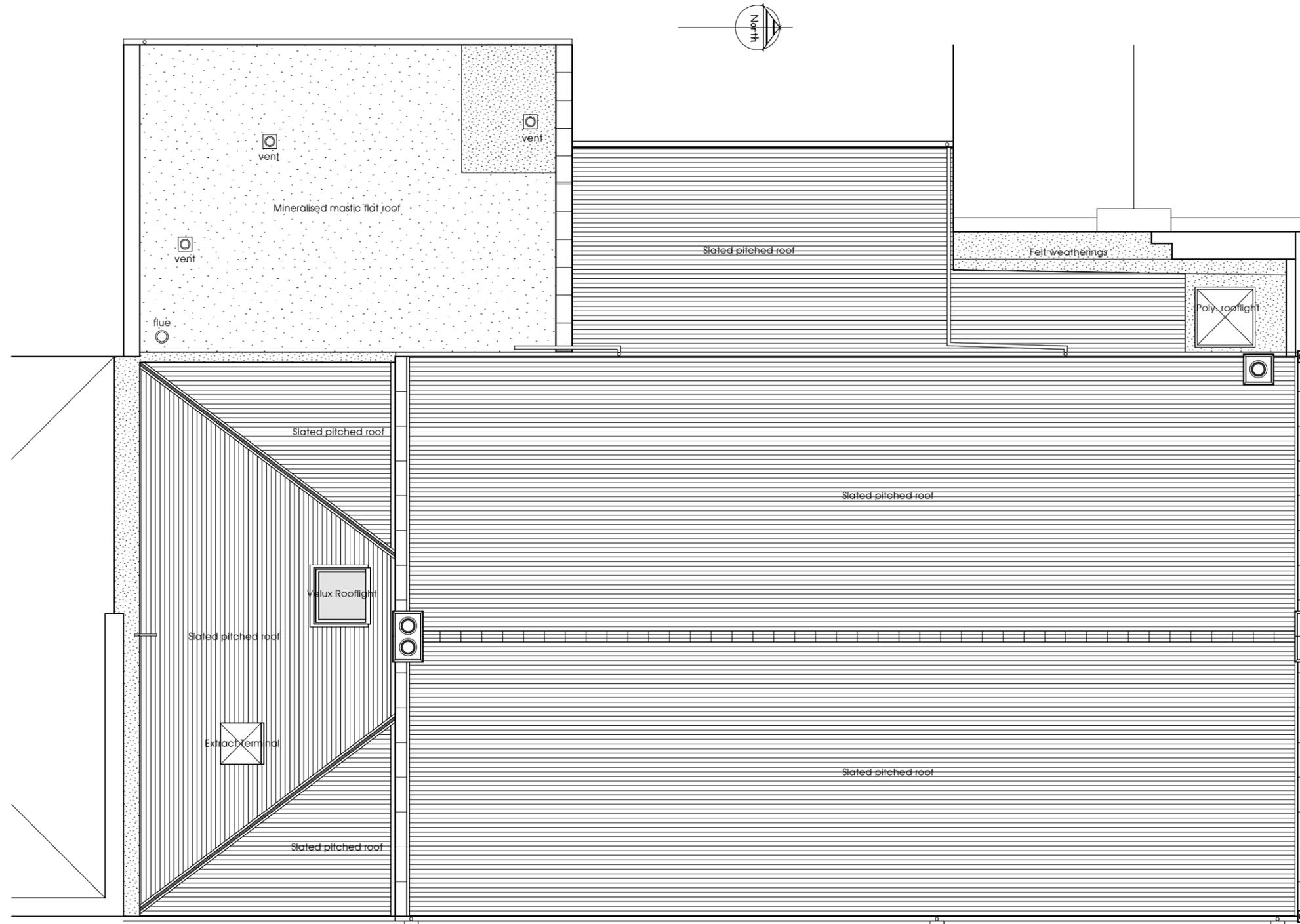
sketch

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Jan. 2010

rev



ROOF PLAN

Prestonpans Town Hall
High Street, Prestonpans
East Elevation sketch survey

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EMAIL: mail@pollockhammondarchitects.co.uk

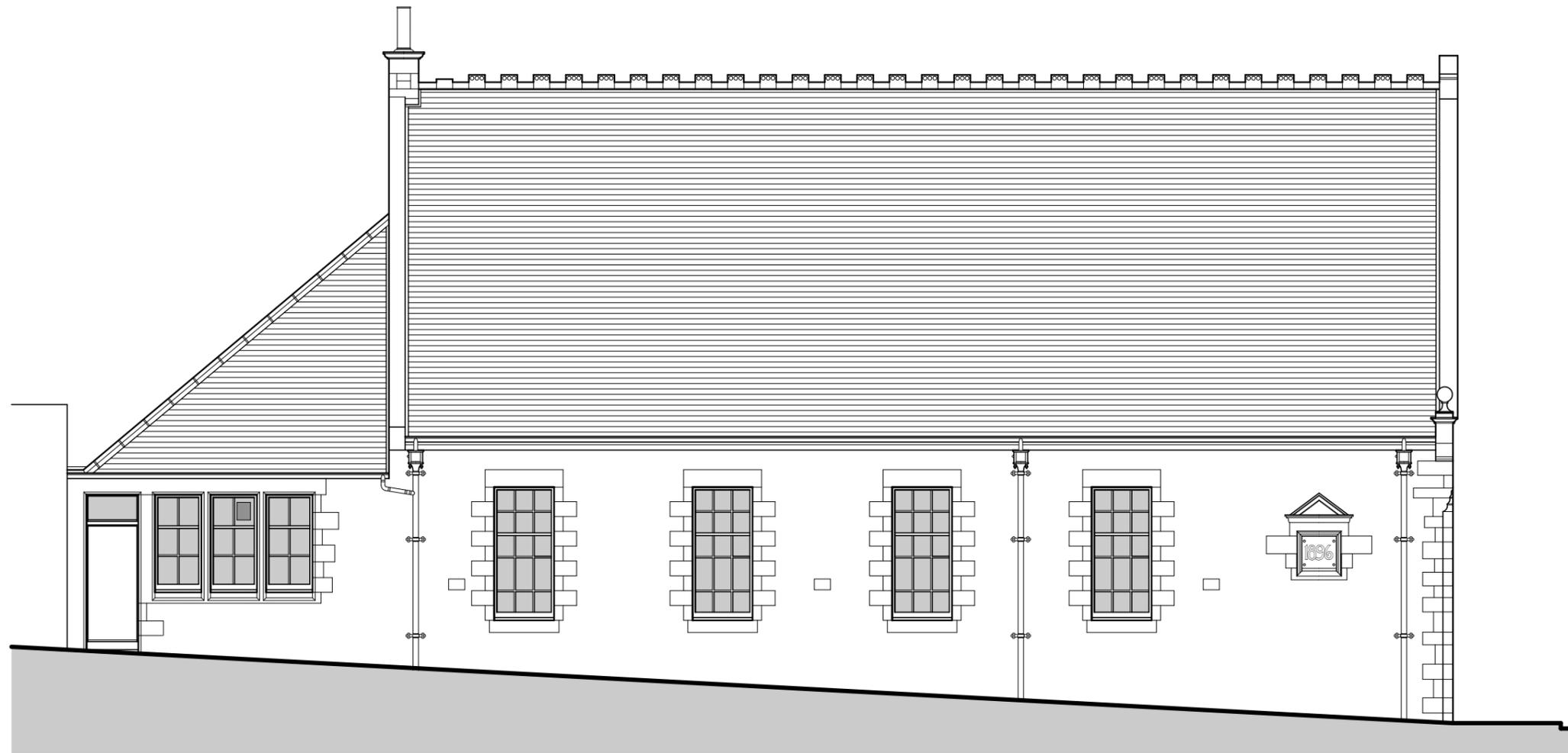
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gbj

Jan. 2010

rev



EAST ELEVATION TO NEW STREET

Prestonpans Town Hall
High Street, Prestonpans
North sketch survey

THE POLLOCK HAMMOND PARTNERSHIP
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Jan. 2010



NORTH ELEVATION TO HIGH STREET

Prestonpans Town Hall
High Street, Prestonpans
Section looking south, sketch survey

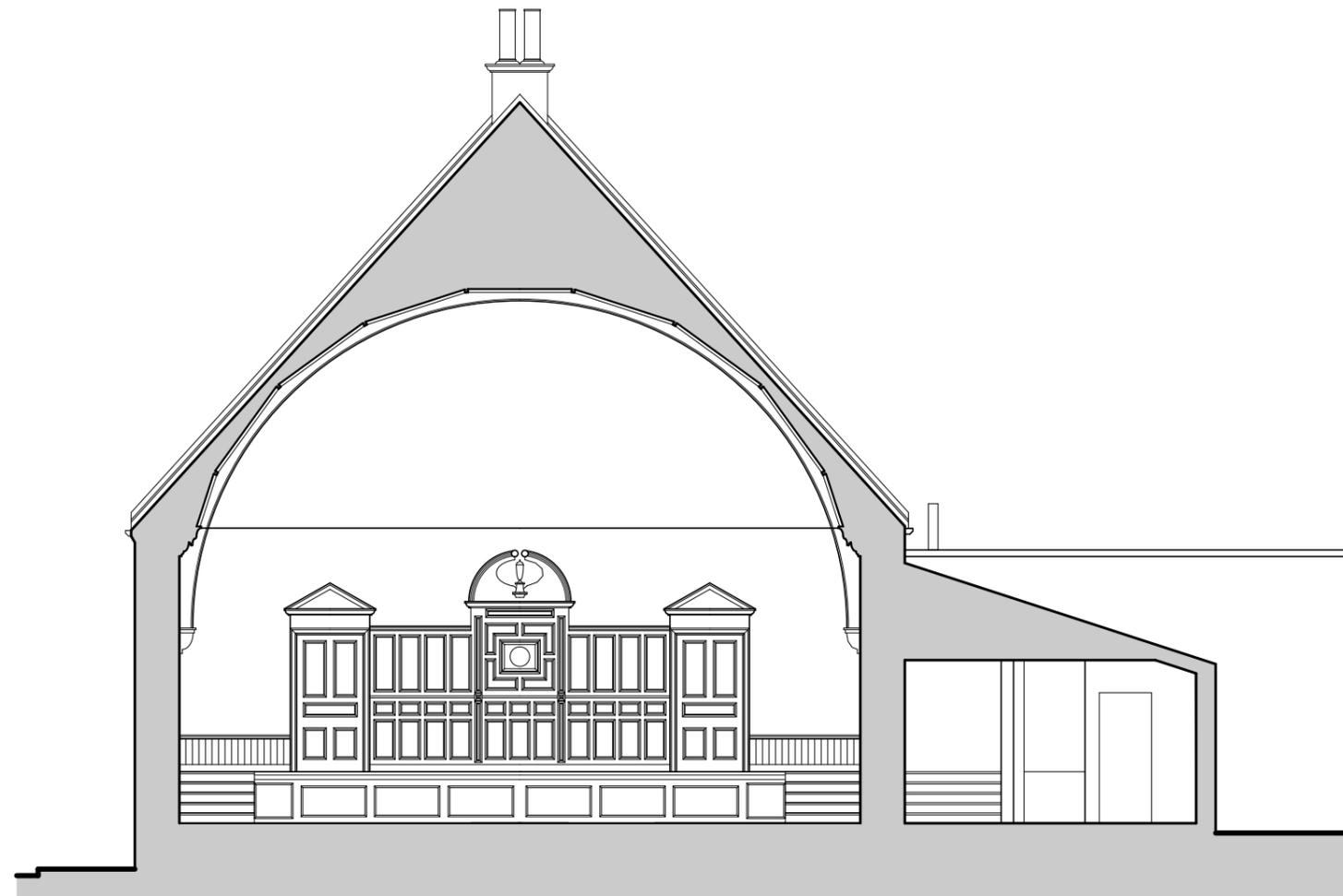
THE POLLOCK HAMMOND PARTNERSHIP
ARCHITECTS AND CONSERVATION CONSULTANTS
GRANGE WEST, LINLITHGOW, WEST LoTHIAN
EH49 7RH
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Jan. 2010



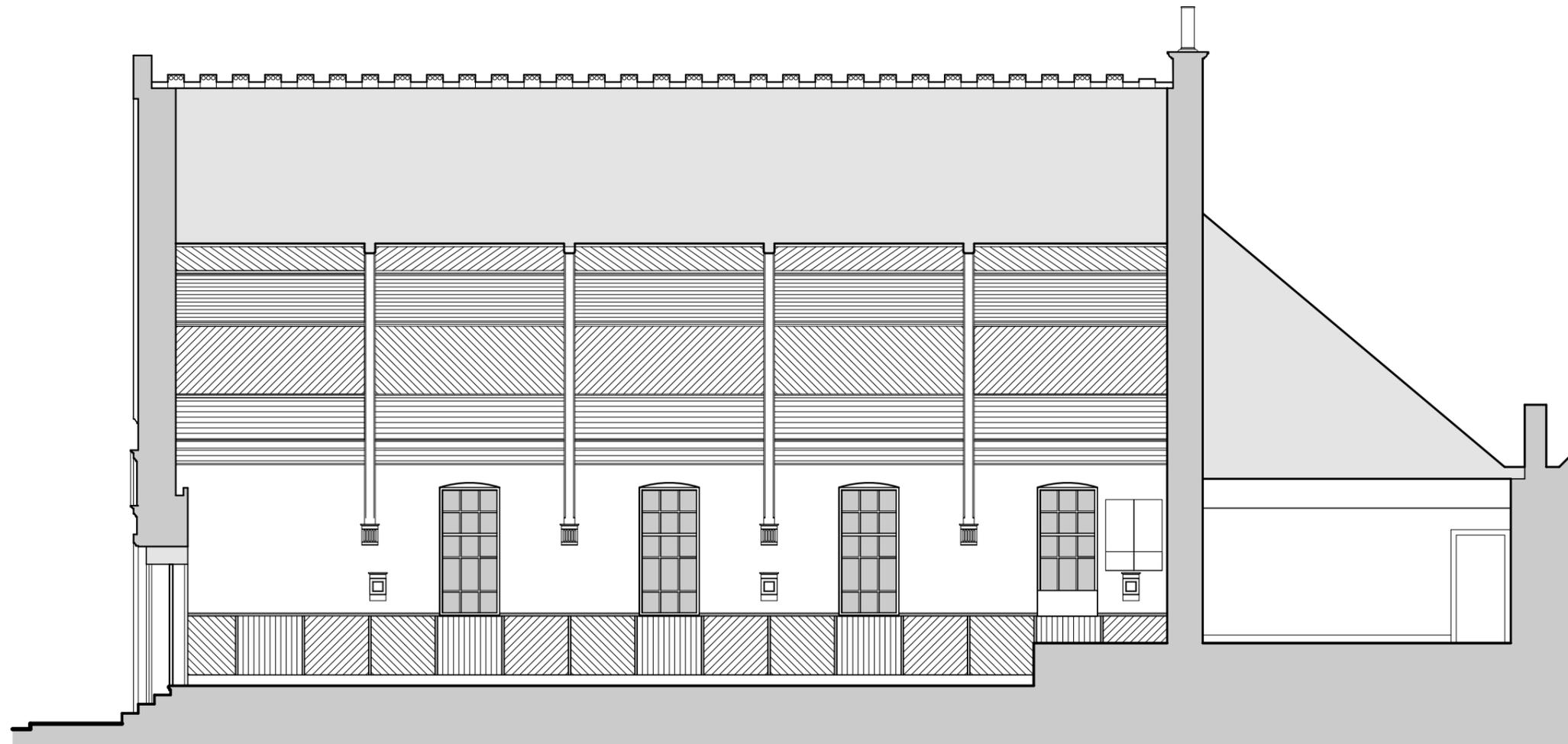
SECTION, LOOKING SOUTH

Prestonpans Town Hall
High Street, Prestonpans
Section looking east, sketch survey

THE POLLOCK HAMMOND PARTNERSHIP
ARCHITECTS AND CONSERVATION CONSULTANTS
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sketch
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SECTION, LOOKING EAST

BUILDING CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL

**APPENDIX 3: MORGAN MUNRO QS
BUDGET COST REPORT**

PROJECTED COSTS

Sheet Nr : 01
Property Desc : External Works
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
A West Elevation						
01 Roof	£16,470 £460		£16,470 £460			£3,900
	£2,270 £270			£2,270 £270		
	See South elev		£2,110			
	£16,250		£16,250			
	£1,420		£1,420			
	£2,430		£2,430			
02 Chimneys	£1,080			£1,080		
03 R'water Goods	£840 £610 £860 £590		£590	£840 £860	£610	
04 Walls	£3,160 £570		£3,160 £570			
05 Windows	£2,430		£2,430			
06 Ext fittings	£610 £270 £1,080		£610 £270 £1,080			
B South Elevation						
01 Roof	£12,290 £270 £410 £5,670		£5,670	£12,290 £270 £410		
02 Chimneys	£4,860	£4,860				
03 R'water Goods	£540			£540		
04 Walls	£3,460		£3,460			
05 Windows	£3,240 £810		£3,240	£810		
06 Services	£410			£410		
Base Costs To Abstract	£83,630	£4,860	£60,220	£20,050	£610	
				Options To Abstract	£3,900	

PROJECTED COSTS

Sheet Nr : 02
Property Desc : External Works
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
C East Elevation						
01 Roofs	£650			£650		£16,470
	£3,910 £1,620		£3,910		£1,620	
02 R'water Goods	£840 £610 £270		£270		£840 £610	
03 Walls	£2,850 £810				£2,850 £810	
04 Windows	£2,410 £810				£2,410 £810	
05 Doors	£80				£80	£610
06 Ironmongery	£410 £540 £810					£410 £540 £810
07 Landscaping						£10,130
D North Elevation						
01 Walls	£3,150 £1,490 £1,620 £610 £340 £200 £470		£3,150 £1,490 £1,620		£610 £340 £200 £470	
02 Windows	£1,490 £1,620				£1,490 £1,620	
03 Doors	£3,510				£3,510	
04 Steps/Platts	£2,090				£2,090	
05 Ironmongery	£2,030 £210					£2,030 £210
06 Ext fittings	£410					£410
						£6,750
Base Costs To Abstract	£35,860	£0	£10,440	£21,010	£4,410	
						Options To Abstract £33,960

PROJECTED COSTS

Sheet Nr : 03
Property Desc : External Works - Abstract
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
ABSTRACT						
Amount Of						
Sheet 01	£83,630	£4,860	£60,220	£20,050	£610	£3,900
Sheet 02	£35,860	£0	£10,440	£21,010	£4,410	£33,960
Base Costs To Summary	£119,490	£4,860	£70,660	£41,060	£5,020	
						Options To Summary
						£37,860

PROJECTED COSTS

Sheet Nr : 04
Property Desc : Internal Works
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
A Rear Corridor						
01 Ceiling	£1,610				£1,610	
02 walls	£270			£270		
03 Doors	£230				£230	
04 Skirtings	£130			£130		
B Kitchen						
01 Ceiling	£2,750				£2,750	
02 Walls	£480			£480		
03 Doors	£380 £380			£380 £380		
04 Windows	£1,790 £1,000			£1,790	£1,000	
05 Skirtings	£190				£190	
06 Electrics	£750				£750	
07 Others	£380 £80		£380 £80			
C Hall						
01 Ceiling	£180		£180			£7,750
02 Cornices	£640				£640	
03 Walls	£2,750			£2,750		£9,840
04 Floor	£3,660 £190			£3,660	£190	£23,250
05 Doors	£230 £190 £380			£230 £190 £380		£2,130
06 Windows	£3,130			£3,130		
07 Skirtings	£750			£750		
Base Costs To Abstract	£22,520	£0	£640	£14,520	£7,360	
				Options To Abstract		£42,970

PROJECTED COSTS

Sheet Nr : 05
Property Desc : Internal Works
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items	
		1	2	3	4		
C Hall (continued)							
01 Heating	£7,880				£7,880	£12,250	
02 Electrics	£500			£500			
03 Other	£270				£270		
	£3,000				£3,000		
	£500				£500	£6,250	
	£630				£630		
D Hall Ante Room							
01 Ceiling	£150				£150	£1,750	
	£1,760				£1,760		
02 Walls	£600			£600			
03 Floor	£360				£360		
	£190			£190			
	£810		£810				
04 Doors	£180			£180			
	£1,380			£1,380			
	£700				£700		
05 Skirtings	£180			£180			
06 Heating	£100				£100		
	£150			£150			
E North Entrance Lobby							
01 Ceiling	£1,300		£1,300				£26,500
02 Walls	£780		£780				
03 Floor	£90				£90		
04 Doors	£310				£310		
	£200				£200		
05 Windows	£130			£130			
06 Skirtings	£40				£40		
07 Electrics	£200				£200		
Base Costs To Abstract	£22,390	£0	£2,890	£3,310	£16,190		
Options To Abstract						£26,500	

PROJECTED COSTS

Sheet Nr : 06
Property Desc : Internal Works
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
F Lower Lobby and Bar						
01 Ceiling	£3,330 £190 £60		£3,330		£190 £60	
02 Walls	£1,000				£1,000	
03 Floor	£210				£210	
04 Doors	£100				£100	
05 Windows	£300				£300	
06 Skirtings	£80				£80	
07 Heating	£230				£230	
08 Electrics	£400				£400	
09 Others	£560 £110				£560 £110	£6,250
G Bar Storage Cupboard						
01 Ceiling	£40				£40	
02 Walls	£50				£50	
03 Floor	£20				£20	
04 Skirtings	£20				£20	
05 Others	£190				£190	
H Upper Lobby						
01 Walls	£450				£450	
02 Floor	£150				£150	
03 Skirtings	£100				£100	
04 Heating	£40				£40	
05 Others						£750
Base Costs To Abstract	£7,630	£0	£3,330	£0	£4,300	
						Options To Abstract £7,000

PROJECTED COSTS

Sheet Nr : 07
Property Desc : Internal Works
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
I Accessible Toilet						
01 Ceiling	£580			£580		
02 Heating	£230 £230		£230	£230		
J Lobby Water Cylinder Cupboard						
01 Floor	£100				£100	
02 Others	£380			£380		
K Gent's Toilet & Lobby						
01 Walls	£180		£180			
02 Floor	£80				£80	
03 Windows	Refer to Externals					
04 Heating	£380			£380		
05 Others	£380 £310			£380	£310	
L Ladies Toilet & Lobby						
01 Ceiling	£560		£560			
02 Walls	£180			£180		
03 Floor	£180				£180	
04 Windows	Refer to Externals					
05 Heating	£40			£40		
M Caretakers Cupboard						
01 Ceiling	£180		£180			
02 walls	£250			£250		
03 Floor	£30				£30	
04 Doors	£150				£150	
05 Windows	Refer to Externals					
Base Costs To Abstract	£4,420	£0	£1,150	£2,420	£850	
				Options To Abstract	£0	

PROJECTED COSTS

Sheet Nr : 08
Property Desc : Internal Works
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
N Boiler Room						
01 Walls	£210				£210	
02 Floor	£340		£340			
03 Doors	£500		£500			
04 Skirtings	£40				£40	
05 Heating	£310 £750			£310	£750	£3,380
06 Electrics	£30			£30		
07 Other	£50		£50			
O Former Boiler Room						
Ceiling	£580		£580			
Walls	£100			£100		
Base Costs To Abstract	£2,910	£0	£1,470	£440	£1,000	
						Options To Abstract £3,380

PROJECTED COSTS

Sheet Nr : 09
Property Desc : Internal Works - Abstract
Page Reference : General Cost

Ref Element	Base Cost	Priority				Optional Items
		1	2	3	4	
ABSTRACT						
Amount Of						
Sheet 04	£22,520	£0	£640	£14,520	£7,360	£42,970
Sheet 05	£22,390	£0	£2,890	£3,310	£16,190	£26,500
Sheet 06	£7,630	£0	£3,330	£0	£4,300	£7,000
Sheet 07	£4,420	£0	£1,150	£2,420	£850	£0
Sheet 08	£2,910	£0	£1,470	£440	£1,000	£3,380
Base Costs To Summary	£59,870	£0	£9,480	£20,690	£29,700	
						Options To Summary
						£79,850

PROJECTED COSTS

Sheet Nr : 10
Property Desc : Summary
Page Reference : General Cost

Ref Element	Base Cost	1	2	Priority 3	4	Optional Items
SUMMARY						
Amount of						
Externals from Page 03	£119,490	£4,860	£70,660	£41,060	£5,020	£37,860
Internals from Page 09	£59,870	£0	£9,480	£20,690	£29,700	£79,850
Total Base Costs	£179,360	£4,860	£80,140	£61,750	£34,720	
						Total Options Costs £117,710

PROJECTED COSTS

Sheet Nr : 11
Property Desc : Qualifications
Page Reference : General Cost

Item	Description
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01	Costs based on the Condition & Proposals Report of february 2010 as prepared by The Pollock Hammond Partnership
----	---

02	Costs are based on a single phase construction project let on the basis of Single Stage Selective Tendering
----	---

03	Costs are current as at 1st Quarter 2010
----	--

04	An allowance of 10% has been made for scheme development
----	--

05	Costs are exclusive of Value Added Tax
----	--

06	Costs are exclusive of Professional Fees
----	--

07	Costs Prepared By	Morgan Munro Chartered Quantity Surveyors 43 Argyle Place edinburgh EH9 1JT Telephone : 0131 228 4443 Facsimile: 0131 228 4445 E-mail: edinburgh@morganmunro.com
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08	Date of preparation	8th february 2010
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BUILDING CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL

**APPENDIX 4: HISTORIC SCOTLAND
LIST DESCRIPTION**

Information Supplementary to the Statutory List
(This information has no legal significance)

HB Number 43945

Item Number: 5 -

**HIGH STREET, TOWN
HALL**

Group with Items:

Map sheet:

Category: C(S)

Group Category:

Date of Listing 20-MAR-1997

Description:

Peter Whitecross, 1896. Subdued Renaissance large gabled structure in squared and snecked red sandstone, hammer-faced, with eaves course, skews, quoins, rybats and mullions smooth-dressed and chamfered. Lower outshot to rear.

N (FRONT) ELEVATION: quasi-symmetrical, essentially 3-bay. Door off- centre, 6-panelled, 2-leaf with blocked fanlight, moulded architrave with carved frieze, cornice and rounded carved pediment. Flanked to E by tall window with cornice, to W by small window and tall window, both with cornices. Upper level with central corniced tripartite window, stone mullions, and small central pediment.

E ELEVATION: essentially 7-bay. Main hall with 4 tall windows equally spaced, outer right bay with carved, pedimented datestone. Lower rear section with door, plain with bipartite fanlight, flanked to N by tripartite window.

Windows small-pane and top-opening, 15-panes to tall windows, mostly 6-pane to smaller.

Roof to lower rear section piended. Main roof in graded grey slate, decorative clay ridge tiles, skews. Front gable with moulded skewputts with ball finials, pedimented finial block to apex.

Rear gable with small stack, projecting cope with 2 plain cans. Decorative rainwater hoppers.

References:

C McWilliam, Lothian, 1978, p 400.

Notes:

The carved frieze on the front door simply "Town Hall" while the pediment incorporates the crest of the "Burgh of Prestonpans".

BUILDING CONDITION AND PROPOSALS REPORT

PRESTONPANS TOWN HALL

**APPENDIX 5: HADDINGTON COURIER
EXTRACT dated 13th August 1897**

OPENING OF PRESTON PANS TOWN HALL.

ON Monday, the new Town Hall at Preston pans was opened by Mr R. B. Haldane, Q.C., M.P., who kindly came from London for the opening ceremony. The weather was excellent, and a large number of people interested themselves in the proceedings, although many remained outside the hall. No great external decoration was attempted, a line of bunting stretched across the High Street from the front of the building being relied upon for the necessary symptom of rejoicing. The building, the plans for which were prepared by Mr Peter Whitecross, architect, Prestonpans, has a plain but pleasing exterior, the stone dressings being from Locharbriggs quarry, Dumfriesshire, and the stone of the face work from Hailes quarry. It is entered from a vestibule with tinted glazed screen, is 60 feet long, fully 35 in width, and seated for about 450. It is lined in vertical and diagonal bays, while the principals supporting the roof are circular and on moulded corbels. Behind the platform is a panelled dado seven feet high, and beyond the platform are two retiring-rooms. The hall is well lighted and tastefully decorated throughout. The dado wood-work is in a chaste warm green, with the walls in terra-cotta. The roof members are brown, the boarding being in buff, blue, and white, while the window recesses are in pale green, harmonising with soft and partially tinted glazing. Two handsome hanging coronas in wrought iron and copper depend from the roof for artificial lighting. The roof is arched, and is 27 feet high, its lightness and elegant curve making it seem loftier. For the opening ceremony the plat-

form and other portions of the hall were nicely decorated with flowers and foliage plants.

The list of invitations included:—Bailie Beech, Bailie Taylor and Mrs Taylor, Mr Robert Clark and Mrs Clark, Mr Thomas Rennie and Mrs Rennie, Mr David Adams, Mr William Wilson, Mr John C. Belfield, Mr Charles H. Luke, Provost and Mrs Millar, Tranent; Colonel Cadell, V.C., provost of Cockenzie, and Misses Cadell, Ex-Provost and Mrs Meek, Colonel Aitchison (chairman of Parish Council) and Mrs Aitchison, Mr Robert H. White, (County Councillor) and Mrs White, Rev. P. R. Mackay and Mrs Mackay, Mr James D. Taylor and Miss Taylor, Mr James M'Neil and Mrs M'Neil, Mr John Wright, Mr Peter Whitecross, (architect), Mr William Ranken (chairman of Literary Institute Committee), Mr R. C. Belfield (bank agent), Dr and Mrs Ritchie, Tranent; Miss Madeline J. Sprot, Mr Thomas M'Kinlay and Miss M'Kinlay, Mr John B. Davie, Mrs Davie and Miss Davie, Mr John Rennie, Mr Thomas and Mrs Merrylees, Mr David and Mrs M'Cairn, Mr George and Mrs Hunter, Mr James Wallace, Mr Alexander Gradison (secretary Free Gardeners Society), Mr William Scott and Mrs Scott, Mr Thomas and Mrs Arnot, Mr Joseph M. Hunter, Mr David M. Mowat and Mr Robert W. Ritchie (the Summerlee and Mossend Iron & Steel Co.), Mr James Dewar, Mr K. C. Drysdale, Miss Whyte, Mr P. W. Robertson, Mr Robt. and Mrs Buchanan Mrs Borland, Mr George and Mrs Cooper, Miss Anderson, Mr James Mitchell, Mrs Porter, Mr William Campbell, Mr James Fraser, Mr John Neilson, Mr Adam and Mrs Prentice, Mr Thomas Reekie, Mr James and Mrs Scott, Mr Christison, Mr James and Mrs Beech, jun., Mr James M'Lennan, Mr William Duncan, Miss Kerr,

Mrs Findlater, Mr John and Mrs Bower, Mr William Sibbald, Mr Archibald and Miss Greenfield, Mr George G. and Mrs Moncier, Mr James H. Aitken, Mr James and Mrs Shields, Mr James Grant, Mr Alex. C. and Mrs Ritchie, Mr M. M. Boyd, Mr Richard and Miss Clark, Mr John and Mrs Richardson, Mr and Mrs Cooper, Musselburgh, Mr James Cowper, Mr Andrew and Mrs Monro. Apologies for absence were received from:—Lady Susan Grant Suttie, Mr James Mellis, ex-Provost Edgar, Mr Andrew A. Gardner, Mrs Hislop, Castlepark, Mrs Bishop, Miss Inglis, Mr David Stevenson, Mr Archibald Grandison, Mr George Hay, Mr John M. Williamson, and Mr James Spence. The platform party were:—Mr R. B. Haldane, Q.C., M.P., Col. Aitchison of Drummore, Rev. P. R. Mackay, Prestonpans, Provost Millar, Tranent, Col. Cadell, V.C., Bailie Beach Mr Robt. Clark, Mr Thomas Rennie, Mr D. Adams, Mr C. H. Luke, Mr William Wilson, Mr John C. Belfield, Mr M'Neil, Mr Wm. Taylor, Mr R. H. White, Mr A. A. Meek, Mr W. Ranken, Edinburgh, Mr John Wright, Mr Whitecross, Mr D. M. Mowat, and R. W. Ritchie of the Summerlee and Mossend Iron and Steel Company. The hall was filled, and the platform party, on entering, were accorded a very hearty reception. Miss Haldane occupied one of the front seats. Provost M'Ewan presided, and was supported on the right by Mr Haldane, and on the left by Colonel Aitchison. On the call of the chairman,

Mr WHITECROSS, architect, in a few words presented Mr Haldane, in name of the contractors, with a very handsome silver gilt key for the purpose of opening the front door of the hall.

Mr HALDANE, in acknowledging the gift,

said he felt inclined to follow the usual custom and, in returning thanks for this beautiful key, to say he would hand it down to his grandchildren to be treasured by them and theirs with pride, but as these were adjuncts not yet provided—(laughter)—he thought he would better say he would keep the key himself as a remembrance of the givers and a memorial of a memorable afternoon. (Applause).

Mr. Haldane and platform party then went out by the side door and round to the front entrance, which he opened amid great applause, affording admission to the rate-payers.

Rev. P. R. MACKAY then gave out the first two verses of the 100th psalm, which were sung by the company, the rev. gentleman afterwards engaging in prayer.

The CHAIRMAN said sixty years ago there was great general activity in church-building, twenty years ago was the era of school-building, and now they had reached the age of town-hall building. The inhabitants of Prestonpans had joined in the movement, and were now to be congratulated on possessing a hall in every way admirably adapted to the requirements of the town. The hall might be called a home product. It had been designed by a Prestonpans architect, and the designs had been carried out very largely by Prestonpans contractors and workers. (Applause.) They had to congratulate Mr. Whitecross, architect, very heartily upon the success he had achieved, and in so doing would hope that his name would soon be associated with the erection of greater buildings. (Applause.) In referring to the history of the hall, he might say it had been built with a strict regard to available funds, and the total cost was about

£1500, of which sum £600 had been borrowed on the strength of the burgh general improvement rate. The movement for the erection of a hall began about 22 years ago. It was then desired to erect a Literary Institute, and a Literary Institute Committee was formed to work the matter into practical shape. Mr Ranken, chairman of that committee, was now present with them. In January 1893 the Literary Institute Committee offered to hand over £900, and present a free site, on condition that a hall was erected by the burgh. The matter was put before the ratepayers, and by a large majority they declined to have anything to do with it. A year and a half later, however, the proposal was carried by a majority, and the present hall was the result. (Applause.) On behalf of the ratepayers and Commissioners he thanked the committee and subscribers to the movement, and hoped the future of the hall would justify the labours that had been accomplished. (Applause.)

Mr RANKEN, chairman of the Literary Institute Committee, sketched at length the history of the hall from its inception twenty years ago. The idea originated in 1875, when on March 8th it was proposed to establish a Literary Institute, reading room, library, lecture hall, amusement room, &c. Prior to that date, under the name of the Lecture Committee, various gentlemen did much to make the idea possible, and he might mention among these—Mr John Davie, Mr James Merrilees, Mr George Hunter, Mr James Bellfield, Mr James Wallace, and Mr J. N. Bishop, who was their chairman. (Applause.) To their efforts the possession of this beautiful hall was now due. In 1875 Messrs W. Ford, Robert White, and James Merrilees proposed that the Committee should

be changed to its present form, and, as chairman of that committee, he was now before them. (Applause.) The further course of the movement had not been smooth. In August 1876 a bazaar realised £405, 10s. Proposals as to sites came to nothing. On 15th March 1877 plans were generally approved for a hall costing £1000. Mr Brown offered £1000 for a hall as a gift, on condition that he should have the cherishing of his child till it grew to strength. Unfortunately this liberal offer was rejected. In 1887, by the kind assistance of Lady Grant Suttie, they had a most successful bazaar at Preston Grange, and all these efforts ultimately enabled the committee to produce the £200 they had given towards the building. In concluding Mr Ranken referred to the future of Prestonsians, which he hoped would take its proper place as the Brighton of Scotland. He was horrified to see in a geography lately that Prestonsians was a "decaying village on the Firth of Forth."

and he hoped Mr Haldane would consider this a good case for defamation and libel, and would take it up on behalf of the town. (Applause and laughter.)

Provost MILLAR, Tranent, in a few pithy remarks, congratulated the burgh on its new possession.

Colonel CADELL, V.O., briefly expressed the good wishes of Cockenzie. He only wished they had such a hall in Cockenzie, but until they had such he hoped they would always be welcome in this hall—(loud applause)—which he hoped would encourage in the district the diffusion of knowledge and the encouragement of good fellowship among all classes of the community. (Applause.)

Mr HALDANE, who met with a most enthusiastic reception, said that if upon that somewhat novel and unwonted occasion he felt a little nervous, they would put it down to the inexperience of youth in municipal matters. (Laughter.) Provosts to the right of him, Provosts to the left of him, no wonder if he felt a little embarrassed. (Laughter.) He congratulated the citizens of Prestonpans and the architect on the present great occasion, when this beautifully-designed hall was formally placed in their hands. It was to him a real pleasure to find himself there, and also a source of edification, because from the speeches that had been made he had learned a little of how those things came about. A spirited Town Council, a Provost with a real genius for municipal extension, and a good body of ratepayers—(laughter)—there they had all that was required. (Applause.) People talked of donations and of the munificence of private individuals, but he had a suspicion that in the end it was the ratepayers who had the credit of those good works. The ratepayer in these days of municipal extension carried his burden

nobly, and not only to the advantage of the community in which he lived, but of himself individually, because a town like Prestonpans could not but be better off for the presence in it of such a building as that hall. (Applause.) There was another source of great satisfaction to him in their invitation to be present on that occasion. Those of them who had not been accustomed to lead a life of controversy could not understand how pleasant it was to come into that serener atmosphere, where they found that none were for the party and all for the State. To a faded and jaded politician—(laughter)—a battered and shattered fragment of what he learned from the papers was a still more battered and shattered Opposition—(laughter)—who had the chance of getting away from the gloomy and murky atmosphere of what had been called the national gasworks—(laughter)—their invitation to the pure and fresh breezes was indeed a temptation that was hard to be resisted. After speaking of the friendships he had acquired in the district during the last ten years, friendships he highly valued, Mr Haldane referred to the picturesque historical associations of the burgh. From the high grounds of Tranent they could look down on the fields where in the Forty-Five the Highlanders emerged from the mist, and with their wild charge swept away Cope's dragoons. (Applause.) There was the spot immortalised in Waverley by Scott—who knew his Prestonpans well. Here, too, in other earlier days, passed those opposing armies, divided as it appeared by so little, the one bearing on its banner the magic word "Covenant," to be confronted by another inscribed "The Lord of Hosts." (Applause.) Prestonpans had indeed witnessed stirring scenes, and it had been des-

cribed as built to resist warfare. From a careful study of the public prints he could not say he was quite sure the spirit of warfare, although it was not waged with pikes and muskets in these days, was wholly dead in the successors of those belligerent ancestors. (Laughter.) Well, controversy was an excellent thing in its right spirit and place. It was the force that moved the machinery of municipal life in a growing town; it showed that there was public spirit, and that two parties were engaged in a rivalry which would bring out the best among the people in that part. He could not help feeling, knowing and watching, as he had, over the fortunes of Prestonpans, that it was a town growing rapidly in municipal spirit and in the desire of its citizens to make the most of its opportunities, and to give some indication of the corporate life of the burgh. After all, what was a town hall or a church? It was a place in which the common spirit of those who were thrown together by a great common bond made itself manifest. They could not keep such a spirit alive without some building in which it might be manifested, and that at least they had got in that hall, which was worthy of them as a burgh. (Applause.) So much for their present and past, what of their future? Sometimes when he looked at that coast from the other side it had occurred to him that those who came after them would see very great changes along it. He found it difficult to believe that Prestonpans, Cockenzie, and Musselburgh would remain dissevered as at present. He thought the tendency to draw everything into a focus, as it were, pointed, although it might be two hundred years off, to their being a great burgh. At least, there were

all the geographical probabilities of that. To-day they had that town of Prestonpans, which was full of life and in no sense sleepy, putting its hand to new work in a spirit of thoroughness. (Applause.) If anyone ever declared it to be a decaying spot, he declared, in turn, that he would act as advocate—(applause)—even in the Courts of benighted England—(laughter)—and there he would defend its reputation for heavy damages, and he hoped he would vindicate it. (Laughter.) It now only remained for him to say this hall was an accomplished fact. It was now the town hall of Prestonpans, and was open to them all. His wish and hope was that they might make a use of it worthy of the exertions which had called it into existence. (Applause.)

On the motion of Colonel AITCHISON, supported by Mr MEEK, a vote of thanks was accorded Mr Haldane, and was acknowledged by the Member in a few words. On the motion of Mr RANKEN, a similar vote was accorded the Chairman.

This part of the proceedings was terminated by the singing of the National Anthem.

Cake and wine were afterwards served, Mr D. Adams, Black Bull Hotel, purveying admirably. In the evening a largely attended concert was held, at which Mr Haldane occupied the chair. The programme was as under:—Part song, "I love my Love;" violin solo, "Fantastic Pastorale," Miss Ritchie; "song," "Bedouin Love Song," Mr Little; "song," "At the Ferry," Miss Riddell Henderson; duet, "Excelsior," Messrs Ross and Little; song, "Mia Piccerella," Miss Gordon Pillans; song, "Nita Gitana," Mr Ross; part song, "Waes me for Prince Charlie;" violin solo, "Cavatina," Miss Ritchie; song, "Farewell," Miss Riddell Henderson; song, "Bonnie Wee

Thing," Mr Ross; trio, "Queen of the Night," Misses Pillans and Henderson and Mr Little; song, "Tell me my Heart?" Miss Gordon Pillans; song, "Flying Dutchman," Mr Little; part song, "Brightly dawns our Wedding Morn." Mr HALDANE moved a vote of thanks to the ladies and gentlemen who had so kindly come to assist. A similar vote was awarded to Mr Haldane on the motion of Mr CHARLES LUKE.

The contractors employed in connection with the building were:—Mason work—Messrs Cooper & Son, Musselburgh; joiner work, Mr P. Cowper, Prestonpans; plumber work—Mr A. Monro, Prestonpans; slater work—Mr A. Grandison, Prestonpans; plaster work—Mr Williamson, Musselburgh; painting—Mr J. Millar, Tranent; ventilation appliances—Messrs W. Cook & Son, Edinburgh; seating—Messrs Bennet & Co., Glasgow; platform and chairs—Messrs W. S. Brown & Sons, Edinburgh; glazing—Messrs Dickson & Walker, Edinburgh.
