



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Bryncae Community Centre Committee (BCC) held by remote attendance at 7.00pm on Thursday 23rd October 2025.

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Present:

Councillors Chris Parker (Chair), Rhys Jenkins, Nick Richards, Robert Smith

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies: None

Absent: Cllr Janine Turner

BCC2025/030 Welcome and Apologies

The Chair welcomed all attendees

BCC2025/031 Disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

None

BCC2025/032 Public Speaking

None

BCC2025/033 Minutes of the BCC Committee meeting held remotely on 29th July 2025

RESOLVED

To approve as a true and accurate record the minutes of the previous meeting of the committee held on 29th July 2025.

BCC2025/034 BCC Committee Action Plan

Noted



BCC2025/035 BCC Financial Report

Noted

**BCC2025/036 To consider extending the operating period of the exterior lighting
*RESOLVED***

To approve the proposal to extend the period of activation of the lights from 5.30am, and until 10.30pm.

BCC2025/037 To consider quotes for replacing the curtain tracks and fireproofing the curtains

a) RECOMMENDED

To add the Camstage quote for a replacement curtain track to the capital expenditure plan.

b) RECOMMENDED

To authorise the officers to instruct Flame Protect to proceed with the fire-proofing work at a cost of £475 + VAT.

BCC2025/038 Updated waste and recycling policy

Noted

**BCC2025/039 To consider the method of tendering for the capital works programme
*RESOLVED***

a) To authorise the officers to prepare a single tender specification for the entire project.

b) To update the capital works program to take into account discretionary aspects of work identified since the original schedule of works was created from the RCTCBC and independent building condition surveys. Noting that the full scope of works must be agreed by RCTCBC.

BCC2025/040 Implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.)

Deferred to allow further research by the officers of the Council.



BCC2025/041 Urgent information or Future Agenda Items

A camera is to be installed in the car park following discussion with the local police.

There being no further business, the meeting closed at 8.00pm.

Date of next scheduled meeting: Thursday 29th January 2025

Councillor Chris Parker
Chair of the Bryncae Community Centre Committee



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Bryncae Community Centre Committee (BCC) held by remote attendance at 7.00pm on Tuesday 29th July 2025.

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Present:

Councillors Chris Parker (Chair), Rhys Jenkins, Nick Richards, Robert Smith, Janine Turner

Non-committee members: Cllr Andrew Morgan

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

1 member of the public

Apologies: None

Absent: None

BCC2025/013 Welcome and Apologies

The Chair welcomed all attendees

BCC2025/014 Disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

None

BCC2025/015 Public Speaking

None

BCC2025/016 Minutes of the BCC Committee meeting held remotely on 13th March

RESOLVED

To approve as a true and accurate record the minutes of the previous meeting of the committee.



BCC2025/017 Correspondence

Noted

BCC2025/018 BCC Committee Action Plan

Noted

BCC2025/019 BCC Financial Report

Noted

BCC2025/020 To consider subscribing to a booking software package.

RESOLVED

To authorise the officers to purchase a subscription to the Hallwizard software package at a cost of up to £280 per annum.

RECOMMENDED

To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software; and to add the Stripe integration to the Hallwizard subscription.

BCC2025/021 To consider a draft of a revised hire agreement

RESOLVED

To adopt the draft agreement presented in "Appendix 6a" with the following amendments:

- a) Remove the mention of Wi-Fi in section 2.
- b) Replace the last sentence of section 7
"Extensions may be granted at the Council's discretion but must be agreed in writing."

with the following

"Extensions may be granted at the Council's discretion. Any extension granted will be confirmed to the hirer in writing."

BCC2025/022

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the following agenda item only, on the basis that with regards to that item of business disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.



BCC2025/023 To consider separate payment terms for a particular hirer

RESOLVED

To adopt the following payment terms for the particular hirer:

The minimum period is 1 month. The period must be booked 14 calendar days in advance. The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not. Reasonable requests for breaks within the block will be accommodated but must be made at the time of booking. Invoices must be paid **by the end of the month of hire**, unless otherwise agreed in writing.

BCC2025/024 Verbal report on the progress of the energy survey

Noted

BCC2025/025 Implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.)

Deferred to allow further research by the officers of the Council.

BCC2025/026 Purchase of play equipment to facilitate the provision of Children's party hire packages (Inflatables etc.)

RESOLVED

To delegate authority to the officers of the council to purchase suitable and appropriate play equipment and inflatables for the provision of a 'party pack' hire option for the Community centre, with options for different age groups; authorizing the officers to spend up to £2000 for this purpose, there being sufficient working capital available; a virement being made from general reserves.

BCC2025/027 Phasing of the capital improvement plan (CIL) for the centre.

RESOLVED

To delegate authority to the officers of the council to obtain budget quotations for all items highlighted as priorities in the report presented to the committee as "Appendix 10 – BCC Capital plan phasing V2 July 2025"

BCC2025/028 Future scheduled meeting dates for the committee

Noted.



BCC2025/029 Urgent information or Future Agenda Items

Cllr Richards was asked to arrange the loan of tables for the Horticultural Show to be held on Saturday 9th August.

There being no further business, the meeting closed at 9.00pm.

Date of next scheduled meeting: Thursday 23rd October 2025

Councillor Chris Parker

Chair of the Bryncae Community Centre Committee



Llanharan Community Council - BCC Action plan 13.10.2025

Action no	Date added	Category	From	Action	Notes	Status	Owner
		BCC	BCC	Write BCC hire agreement for hirers to sign	Draft agreement to be considered by Committee 24.07.2025	Completed	RJ
BCC2025/008	14.03.2025	BCC	BCC	BCC2025/008 Phasing of the capital improvement plan (CIL) for the centre. RESOLVED To firstly address any issues given the priority rating of '1' in the report presented to the committee as 'Appendix 6 – Capital phasing plan V1'. The phasing of other items to be planned at a later date.	Investigate		LS
BCC2025/020	29/07/2025	BCC	BCC	BCC2025/020 RESOLVED To authorise the officers to purchase a subscription to the Hallwizard software package at a cost of up to £280 per annum	Completed	Completed	RJ
BCC2025/021	29/07/2025	BCC	BCC	BCC2025/021 RESOLVED To adopt the draft agreement presented in App 6a to the meeting with the following amendments: a) Remove the mention of Wi-Fi in s.2; b) Replace the last sentence of s.7 with "Extensions may be granted at the Council's discretion. Any extension granted will be confirmed to the hirer in writing."	Text amended. Agreement uploaded to website. Letter to existing hirers drafted 31.7.25 and sent 1.8.25	Completed	RJ
BCC2025/023	29/07/2025	BCC	BCC	BCC2025/023 RESOLVED "To adopt the following payment terms for the particular hirer: The minimum period is 1 month. The period must be booked 14 calendar days in advance. The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not. Reasonable requests for breaks within the block will be accommodated but must be made at the time of booking. Invoices must be paid by the end of the month of hire, unless otherwise agreed in writing."	Text amended. Letter drafted 31.7.25 and sent electronically 1.8.25, and as a hard copy to Cllr Smith. Awaiting acknowledgment but de facto operating successfully with all bills paid at end September 2025.		RJ
BCC2025/025	29/07/2025	BCC	BCC	BCC2025/025 Implication for VAT registration of the provision of Children's party hire packages: Deferred to allow further research by the officers.	Contact Parkinson Partnership for clarification.		LP
BCC2025/026	29/07/2025	BCC	BCC	BCC2025/026 RESOLVED To delegate authority to the officers of the council to purchase suitable and appropriate play equipment and inflatables for the provision of a 'party pack' hire option for the Community centre, with options for different age groups; authorizing the officers to spend up to £2000			LS
BCC2025/027	29/07/2025	BCC	BCC	BCC2025/027 RESOLVED To delegate authority to the officers of the council to obtain budget quotations for all items highlighted as priorities in the report presented to the committee as "Appendix 10 – BCC Capital plan phasing V2 July 2025"	Seeking advice on fire compartmentation from RCT Aug 25. RCT visited and arranging quotations for remedial work (Tom). Sept 25		LS

Detailed Income & Expenditure by Budget Heading 21/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
640 Bryncae Community Centre							
1992 BCC Hire Fees	6,180	13,500	7,320			45.8%	6,180
Bryncae Community Centre :- Income	6,180	13,500	7,320			45.8%	6,180
4060 Council Tax	5,964	8,500	2,536		2,536	70.2%	5,964
4075 Telephone & Broadband	282	600	318		318	47.0%	201
4080 Electric	928	4,000	3,072		3,072	23.2%	928
4095 Cleaning Materials	38	370	332		332	10.3%	38
4100 Cleaning Contract	1,053	2,500	1,447		1,447	42.1%	1,053
4110 Building Maintenance	41	1,000	959		959	4.1%	41
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	532	5,500	4,968		4,968	9.7%	869
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	1,638	1,000	(638)		(638)	163.8%	1,638
4770 BCC Telephone/Broadband *DNU*	0	0	0		0	0.0%	81
4775 Consumables	165	350	185		185	47.1%	165
4780 BCC Administrative Costs	233	0	(233)		(233)	0.0%	233
Bryncae Community Centre :- Indirect Expenditure	10,884	24,950	14,066	0	14,066	43.6%	11,221
Net Income over Expenditure	(4,704)	(11,450)	(6,746)				
6000 plus Transfer from EMR	11,221	0	(11,221)				
6001 less Transfer to EMR	6,180	0	(6,180)				
Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				
Grand Totals:- Income	6,180	13,500	7,320			45.8%	
Expenditure	10,884	24,950	14,066	0	14,066	43.6%	
Net Income over Expenditure	(4,704)	(11,450)	(6,746)				
plus Transfer from EMR	11,221	0	(11,221)				
less Transfer to EMR	6,180	0	(6,180)				
Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				

Appendix 4

To consider extending the operating hours of the exterior lighting at the centre

Proposer: Cllr Andrew Morgan

Background:

The current lighting system operates via timer and light sensor, to suit centre users for whom the lighting was originally installed. The route is not a public right of way. However recent feedback from residents indicates that it is regularly used outside these hours, particularly by early morning commuters and dog walkers. Concerns have been raised regarding safety and anti-social behaviour.

The system includes LED fixtures and light sensors, so no system upgrade would be required and any cost increase would be negligible.

Proposal:

It is proposed to alter the timer to activate the lights from 5.30am, and until 10.30pm. The existing light sensor will continue to avoid unnecessary energy use during daylight hours.

Appendix 5

To consider quotes for replacing the stage curtain tracks and fireproofing the curtains

- a) The curtain runners and pulley system are significantly damaged and it has not been possible to find anyone willing to quote for repairs. Please see below two quotations to replace the tracks with new. Stage Electrics have been recommended by Awen Wales, but Camstage have an impressive portfolio and are significantly cheaper.

Camstage - £3093.22 inc. VAT

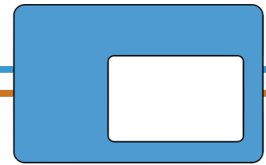
Stage Electrics - £4111.62 inc VAT

- b) The curtains themselves need to be fireproofed, along with the curtains at the stage window, and quotations have been sought for this. Flame Protect UK are the most competitive, being local.

Flame Protect UK - £475 + VAT

Proposal: to accept the quotations from Camstage and Flame Protect UK, and to proceed with the fireproofing as soon as possible followed by the track replacement.

QUOTATION



camstage

Quote No: **QU-1002603178**

Prepared For: Rebecca Jenkins
Company: Llanharan Community Council
Contact Email: Rebecca.Jenkins@llanharan-cc.gov.wales

Dated: 03 Oct 2025
Prepared By: Sue Camastra
Expires: **02 Nov 2025**
Email: Sales-team@camstage.com

PRJ ID - 2510004

Thank you for your enquiry, we now have enough information from your email to prepare a budget quotation below for you. We're quoting you for supply and installation of a replacement track.

Unfortunately we cannot identify the track. So we are pricing for a stage track as the replacement.

We are also quoting for supplying curtain hooks to adapt the curtains to there new host track..

Please rest assured that all our stage tracks designed to be fit for purpose, ensuring longevity and suitability for high-footfall environments, such as Community halls. Additionally, our stage tracks and installation comply with all current legislation and safety standards.

Description	Quantity	Unit Price	VAT	Amount GBP
TRKT6001, Bespoke Track System - T60 overlapped straight curtain track threaded for hand line operation, overall size 9mtr long. Complete with a floor fixing tension pulley. Supplied with a Track Fixing (End) hand line head pulley. Track supplied with ceiling to stud Z brackets, Long studs and universals. Including all necessary joint bolt sets, ends stops, plain carriers etc.	1.00	1,257.00	251.40	1,257.00
FIX.1, Fixings required to carry out the installation as detailed below	1.00	25.68	5.14	25.68
8 x 100 x 100mm angle bracket 20 x M10 Coach Screws 50mm Fully Threaded 20 x M10 Washers 21mm				
LAB.2STD200, Labour – Standard Installation a 2-man crew will attend site for 1 day	1.00	1,295.00	259.00	1,295.00

Our quoted price includes:

- Engineer time
- DRTM (Daily Round Trip Mileage)
- All necessary access and lifting equipment

- DRTM: (350) miles

Camstage On-Board Access and Lifting Equipment Supplied:

- 1 x Tower – Narrow Boss N25108-H, 2.5m–7m Working Height

We currently estimate a 2–3-week lead time from receipt of either:

- A 70% Pro-forma payment, or
- A confirmed purchase order (for account customers)

Please note that availability dates are only confirmed once an official order has been placed.

Thank you

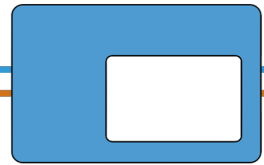
Subtotal	2,577.68
VAT 20%	515.54



Unit B, Bafford Mill Industrial Estate, Lower Luton Road, Harpenden, AL5 5BZ
Proprietor: Camstage Ltd | Registered in England No: 4899875 | VAT No: 244 1964 04
t: +44 (0) 1727 830151 | e: sales-team@camstage.com | w: camstage.com



QUOTATION



camstage

Quote No: **QU-1002603178**

Total GBP 3,093.22

New Customer Payment Terms:

Supply Only - Strictly 100% payments required with order.

Installation - Strictly 70% payments required upon order for all installations and inspections.
Strictly 30% remaining balance due upon completion.

We base our Proposals on an "Estimated Budget" We reserve the right to amend this quotation should a site survey, inspection or installation reveal any details that warrant it.
This quotation is valid for a period of 30 days and should acceptance of our offer extend beyond that time, Camstage Ltd reserve the right to re-quote as necessary.



Unit B, Bafford Mill Industrial Estate, Lower Luton Road, Harpenden, AL5 5BZ
Proprietor: Camstage Ltd | **Registered in England No:** 4899875 | **VAT No:** 244 1964 04
t: +44 (0) 1727 830151 | **e:** sales-team@camstage.com | **w:** camstage.com



02 September 2025

Leigh Smith
Bryncae Community Centre
Llanharan
CF72 9UU

Reference: 24573/MLW/1
Revision 1

**Bryncae Community Centre
Theatre**

Dear Leigh,

Thank you for inviting Stage Electrics to provide a quotation the proposed replacement curtain track at Bryncae Community Centre.

As requested please find detailed our specification for the discussed system.

If you have any queries or I can be of any further assistance please let me know.

I look forward to working with you further on this project.

Yours sincerely,

Martin Woodage

Mobile: 07812 965686
Email: martin.woodage@stage-electrics.co.uk

Proposal

Project	Bryncae Community Centre	Date:	02 September 2025
	Theatre	Proposal Number:	24573/MLW/1
	Leigh Smith	Version Number:	1

Section	Description	Qty	Section Total
	New FOH Curtain Track To supply and install 1No. New FOH curtain track complete with weighted pulley at the side of stage. The curtain track will be doughty six track, manufactured in steel and fitted to the timbers above the stage in the FOH position. Existing drapes to be removed and re-hung once the works are complete.		£ 3,426.35
Total Cost exc. VAT			£ 3,426.35
Total Cost inc. VAT			£ 4,111.62

VAT Number - GB 135 5349 13

Terms & Conditions

Project **Bryncae Community Centre
Theatre**

Date: 02 September 2025

Leigh Smith

Proposal Number: 24573/MLW/1

Version Number: 1

Applicable Terms & Conditions:

PLEASE NOTE: There continues to be significant levels of uncertainty in relation to the availability, related lead times and delivery dates for a wide range of components, items and products from a large range of manufacturers & suppliers due to ongoing geo-political instability and other events. These issues continue to hamper 'normal' supply chain performance and are further impacted by continuing post-COVID workforce availability issues. Consequently, we need to advise you that any order placed by you in relation to this document cannot include, whether express or implied, any form of "time is of the essence" or similar provision in relation to the supply, installation, testing, inspection or commissioning of any specific items/products or services. We would like to assure you that we will use our reasonable endeavours to source the items/products or services included in this document. However, and at our sole discretion, in the event that any items/products or service(s) prove to be unavailable in a reasonable or acceptable timeframe, we reserve our right suspend the delivery of the affected service(s) and/or to substitute any affected items/products with other items/products which are materially similar to those which were ordered. Where we need to use alternative items/products or services we will seek to advise you of our intentions, the relevant details of the items/products or services, any relevant implications and any potential price consequences associated with the substitutions before we supply them.

Prices are in GBP and exclusive of VAT & any other applicable taxes which will be charged at the prevailing rate(s).

Installation is only included if specifically stated

Additional charges will normally be made for delivery, except where goods are being installed by us or if goods are collected by you from one of our trade counters.

Where electrical installation work is included, this will be carried out in accordance with the 18th edition of the IET regulations, BS7671 as amended

Quotation Validity: Please note that due to the current significant volatility in the foreign exchange markets affecting our suppliers pricing all quoted prices are currently only valid for 14 days

Any reference to the supply of design & drawings in this document relates to the production of 2D drawing information only. No allowance has been included for drawing production in BIM, producing COBie data or working within a project federated model. Stage Electrics can at additional cost, provide information within BIM, please enquire to the signatory of this document as to the additional costs associated with these services which will be based upon the BIM level required and any project specific BIM requirements.

Retention, MCD and/or commercial discounts do not apply, unless stated otherwise.

Payment Terms (subject to Credit approval and unless otherwise agreed in writing prior to order placement)

If the contract value is less than £ 5,000.00 exc. VAT

100% of contract value due within 7 days upon completion of works

Otherwise

30% of total contract value due within 7 days of order.

50% of total contract value due within 7 days of commencement of installation.

20% of total contract value due within 30 days upon completion of project and handover.

1% Settlement Discount will be applied for 100% payment with order.

Any order relating to this document constitutes acceptance of the specific terms within this document and our standard terms and conditions of sale, a copy of which is available on request.

Errors & Omissions Excepted.

Assumptions & Dependencies

Our works will be conducted within the normal working hours of 08:00 – 18:00 Monday – Friday. Additional charges will be applied for work outside these hours unless agreed in advance in writing.

Our Project Management, installation labour and transport prices assume we will be given unimpeded access to the site for the duration of our works allowing work to be carried out in one contiguous period. Additional charges may be applied if this proves unachievable for reasons within your control or for reasons of force majeure.

You are responsible for ensuring that the environment is free of asbestos and/or that all necessary related precautions have been taken before our works are undertaken. In every case you must provide our Project Manager with an up to date copy of the building wide asbestos report.

You are responsible for ensuring a suitable 230VAC or 110VAC power supply and access to adequate welfare facilities are conveniently provided for our use for the duration of the works.

Warranty Terms

Our Warranty, commencing on the earlier of practical completion or handover of our Works to You is as described below:

- a. Materials and Workmanship (permanently fixed works) - We offer a 12-month Limited Warranty on materials and workmanship which are permanently incorporated into the works. Permanent incorporation is defined as items fixed to the physical structure of the building by virtue of bolts, screws (excluding equipment rack screws) or other fastening methods intended as a durable and permanent fixing. For example, curtain tracks and associated pulleys and runners, non-portable internally wired lighting bars, non-portable dimmers, facility panels and projection screens or bracketry. Where items of equipment are covered by a Manufacturer's Warranty e.g. dimmers, our Limited Warranty undertaking is to facilitate the Manufacturer's Warranty through the provision of onsite attendance or other services as deemed appropriate by us and/or the Manufacturer in order to provide the required level of warranty cover.*
- b. Equipment (not permanently incorporated into the works) - We will facilitate the Manufacturer's standard, or extended, warranty as detailed in the individual Warranty provisions of each item of equipment. Items not permanently incorporated into the works are defined as portable or 'loose' equipment and installed equipment which is installed to the works by virtue of plugged (not terminal) connections, including in the case of rack mounted equipment, items fixed to the rack by not more than 8 equipment rack screws for the unit in question. For example, Projectors, Lanterns, Speakers, CD Players and Control Desks. It is the responsibility of the client to uninstall, de-rig, remove, appropriately package, document and return the faulty item(s) to us after obtaining a Returns Number. We undertake to evaluate the item(s), return them to the Manufacturer or conduct in-house repair where appropriate, and in a timely fashion return the repaired or replaced item to the client. The re-introduction of the returned item(s) to the installed system is the responsibility of the client. Other than when expressly provided for in a Manufacturer's Warranty, no advance replacement or alternative equipment shall be provided whilst the faulty item(s) are undergoing warranty processing.*
- c. Our Warranty does not cover abuse, misuse, accidental damage, consumable items such as lamps or batteries, legacy equipment previously owned by you or items free issued to us or purchased via other suppliers.*
- d. Our response times for Warranty activities are on a reasonable endeavours basis. Our Warranty does not cover any consequential costs, losses or the costs of any third parties.*

Re: Bryncae Community Centre - FOH Drapes & Track

From Sales FlameProtect <sales@flameprotectuk.com>

Date Wed 15/10/25 11:04 AM

To Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

If its just this pair lined then it will be £475 + vat

Regards

Wes Fisher
(Director)

sales@flameprotectuk.com
www.flameprotectuk.com



Flame Protect UK Ltd,
Unit 8 Cwmtillery Ind Est,
Abertillery,
Gwent
NP13 1LZ.

TEL - 07966 986149



Flame Protect UK LTD



Flame Protect UK



@flameprotectuk



Wes Fisher

From: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Sent: Wednesday, October 15, 2025 11:01 AM

To: Sales FlameProtect <sales@flameprotectuk.com>

Subject: Re: Bryncae Community Centre - FOH Drapes & Track

These curtains are lined, sorry, I should have said.

Rebecca Jenkins
Assistant Clerk
Llanharan Community Council
rebecca.jenkins@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07882 920422

From: Sales FlameProtect <sales@flameprotectuk.com>
Sent: 15 October 2025 11:00 AM
To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Subject: Re: Bryncae Community Centre - FOH Drapes & Track

£435 plus vat if curtains are not lined

Regards

Wes Fisher
(Director)

sales@flameprotectuk.com
www.flameprotectuk.com



Flame Protect UK Ltd,
Unit 8 Cwmtillery Ind Est,
Abertillery,
Gwent
NP13 1LZ.

TEL - 07966 986149



Flame Protect UK LTD



Flame Protect UK



@flameprotectuk



Wes Fisher

From: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Sent: Wednesday, October 15, 2025 10:03

To: Sales - Flame Protect UK <sales@flameprotectuk.com>
Subject: Re: Bryncae Community Centre - FOH Drapes & Track

Hi Wes,

I've just been back at the centre and noticed that there are also curtains at the window on the back of the stage. Amazing what you can fail to notice! I've attached a photo - could you please add this to the quote, and then I will take it to the next meeting of the committee and hopefully get you booked in for November?

Kind regards

Rebecca

Rebecca Jenkins
Assistant Clerk
Llanharan Community Council
rebecca.jenkins@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07882 920422

From: Sales - Flame Protect UK <sales@flameprotectuk.com>
Sent: 02 October 2025 9:48 AM
To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Subject: Re: Bryncae Community Centre - FOH Drapes & Track

Hi

I would say so yes

Wes Fisher

Director
07966 986149

Flame Protect UK Ltd
Unit 8 Cwmtillery Ind Est
Abertillery, Gwent
NP131LZ

On 2 Oct 2025, at 9:29 am, Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales> wrote:

Morning Wes,

We also need to get the track repaired/replaced - better to have the flameproofing done first, would you say?

Rebecca Jenkins
Assistant Clerk
Llanharan Community Council
rebecca.jenkins@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07882 920422

From: Sales - Flame Protect UK <sales@flameprotectuk.com>
Sent: 02 October 2025 8:05 AM
To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Subject: Re: Bryncae Community Centre - FOH Drapes & Track

Good morning Rebecca

I'm just catching up on e mails it's been a manic few days in the road

This would only take a few hours to complete

Wes Fisher

Director
07966 986149

Flame Protect UK Ltd
Unit 8 Cwmtillery Ind Est
Abertillery, Gwent
NP131LZ

On 1 Oct 2025, at 1:40 pm, Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales> wrote:

Hi Wes,
My colleague Leigh has asked me to pick this up with you.
Judging by the attached photo these are unlined curtains.
I can check tomorrow in person but I think it's fairly clear from this image.
What would be the timeframe for you to do this work please?
Kind regards
Rebecca
Rebecca Jenkins

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From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: 01 October 2025 1:29 PM
To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Subject: FW: Bryncae Community Centre - FOH Drapes & Track

Leigh Smith
Clerk to the Council.
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From: The Clerk / Project Officer
Sent: 17 September 2025 09:32
To: 'Sales FlameProtect' <sales@flameprotectuk.com>
Subject: RE: Bryncae Community Centre - FOH Drapes & Track

Thanks Wes,

I'll check and come back to you.

regards

Leigh Smith

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From: Sales FlameProtect <sales@flameprotectuk.com>
Sent: 17 September 2025 08:56
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Subject: Re: Bryncae Community Centre - FOH Drapes & Track

Good morning

The quote will be £360 + vat if the curtains are not lined if they are lined it will be £600 + vat

Regards

Wes Fisher
(Director)

sales@flameprotectuk.com
www.flameprotectuk.com

<image001.gif>

Flame Protect UK Ltd,
Unit 8 Cwmtillery Ind Est,
Abertillery,
Gwent
NP13 1LZ.

TEL - 07966 986149

<image002.png>

Flame Protect UK LTD

<image003.png>

Flame Protect UK

<image004.png>

@flameprotectuk

<image005.png>

Wes Fisher

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Sent: Tuesday, September 16, 2025 1:31 PM

To: sales@flameprotectuk.com <sales@flameprotectuk.com>

Subject: Bryncae Community Centre - FOH Drapes & Track

Hi Wes,

Please see attached.

Assuming the door frame is approx. 2 meters, the main curtain looks to be around 2.5meters.

The triangular section above around 2m tapering down.

regards

Good afternoon Leigh

Do you have a photo & measurements in metres ?
We can do these is situ.

Wes Fisher

Director

07966 986149

Flame Protect UK Ltd
Unit 8 Cwmtillery Ind Est
Abertillery, Gwent
NP131LZ

Leigh Smith

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<Rear view track.jpeg>

Provision of recycling facilities at Bryncae Community Centre

Background

Under the 2024 Welsh Workplace Recycling Law, the council is responsible for ensuring that waste produced on the premises is separated for recycling.

We can no longer simply ask hirers to take their waste away.

We need to provide the following:

- Bins
- Liners
- Signage

and make sure the bags are put out for collection.

Costs

Liners are provided for a cost by RCTCBC so their use should not be indiscriminate. In particular the “brown bags” for non-recyclable waste are significantly expensive at £61.25 for a roll of 25 bags (£2.45 per bag). For comparison the blue and red bags for recyclables are £10 for 25 (40p per bag).

Process

- Separate bins have been set up and clearly labeled for sorting waste.
- Bin liners have been purchased and stored in the cleaning cupboard. They are clearly labeled with a reminder of the costs involved.
- RCTCBC Trade Waste will collect recycling every Tuesday and brown bags every third Tuesday. A calendar has been provided.
- LDGP have volunteered to put the bags out for collection on Monday evenings as they have a regular Monday evening booking for Open Access Play.
- In the meantime full bags can be put in the bin, which will be stored out of the way (Paul is looking into the best location). This to be monitored and kept under review.

All hirers will be sent a written notice of the new process and advice about sorting and following it, particularly supervising children and young people's use.

Appendix 7

To consider the method of tendering for the capital works program

- 1 – To carry out further investigations of the comprehensive specification for a tender.
- 2 – To decide on the method of tendering for the work.
 - a) To issue separate tenders, piecemeal for each element of the work .
 - b) To issue one comprehensive tender for all works.

Decision Paper: Tendering Strategy for Capital Works at the Community Centre

Prepared by: The Clerk / Project Officer

Date: 20 October 2025

Purpose

To determine the most appropriate procurement strategy for upcoming capital works at the Community Centre, considering the council's limited office resources and the nature of the works required.

Background

The Community Council is undertaking a program of capital improvements at the Community Centre. The scope of works includes (but is not limited to):

- Roof repairs, replacement of guttering, Replacement of doors (inc fire doors), Internal and external decoration and other building upgrades

The committee must decide whether to:

1. Tender each element of work separately, or
2. Issue one combined tender for all works.

Option 1: Separate Tenders for Each Parcel of Work

Advantages:

- Enables selection of specialist contractors for each task.
- May result in better quality and competitive pricing for individual elements.
- Allows phased implementation based on priority or funding availability.
- Reduces risk of total project failure if one contractor underperforms.

Disadvantages:

- Requires more administrative effort to manage multiple tenders and contracts.
- Potential for scheduling conflicts and delays between contractors.
- May incur higher cumulative costs due to duplicated mobilisation/setup fees.
- Risk of inconsistent standards across different contractors.
- Likely to take longer due to administrative burden.
- Lack of visibility of total project costs.

Option 2: Single Combined Tender

Advantages:

- Simplifies project management with one contractor and one contract.
- Potential for cost savings through economies of scale.
- Easier to coordinate works and maintain a unified schedule.
- Reduces administrative burden on council staff.
- Likely to accelerate work program.
- Full visibility of total project costs at the point of tender.

Disadvantages:

- May exclude smaller local firms unable to deliver the full scope.
- General contractors may subcontract, reducing direct control over quality.
- Greater risk exposure if the contractor fails to deliver.
- Less transparency in individual cost breakdowns. (although this can be somewhat mitigated by requiring costs breakdowns in the tender pack).

Officer's Recommendation

Given the council's limited office resources, a single combined tender (option 2) may be more manageable and efficient and deliver the project in a more timely fashion.

Next Steps

- Investigate the condition of the roof and ascertain costs to fix the issues identified with the roof in the building condition report.
- Investigate the work and costs required to secure fire compartmentation of the kitchen and boiler room areas. (Awaiting details from RCTCBC Officers)
- Build and approve the tender specification
 - Including any regulatory or compliance requirements (e.g. fire safety standards).

- Include phasing and restrictions to maintain use of the centre.
- Issue tender.

Ref	Source	Sub-element	Item	Condition/Priority	Original est +20%	Location	Defect/Remedy	Further notes
1	RCT condition report 2021	Internal Decoration	Walls/Skirting Boards & Doors	B2	£6,720	All areas	Internal decoration - Part of cyclical period, remedial action required within 3-5 years	
2	RCT condition report 2021	External Decoration	Walls/Plinth	B2	£5,100	All areas	External decoration - Remedial action required within 1-2 years to preserve existing finish.	
3	RCT condition report 2021	Roof Guttering	Gutters	B2	£0	Front Elevation	Roof guttering - Damaged & buckled, replace within 1 year.	
4	RCT condition report 2021	Metal Doors	Fire Escape Doors & Frames	C2	£4,200	Rear Elevation	Showing signs of rusting and deterioration, renew within 1 year.	
5	RCT condition report 2021	Floor Coverings	All floor types	B2	£21,900	All Rooms	Showing signs of wear, look to replace 3-5 years on rolling programme.	
6	RCT condition report 2021	Electrical	Distribution	B2	£120	Plant room	Provide distribution chart	
7	RCT condition report 2021	Electrical	Lighting	B2	£15,000	All areas	Gen lighting maint. Replace all with LED. Replace outdoor lighting with columns.	Completed
8	RCT condition report 2021	Electrical	Fire alarm system	B2	£1,200	Toilet areas		
9	RCT condition report 2021	Electrical	Intruder alarm system	C2	£6,000	All areas		
10	TPG condition report May 2022	Roof covering	Roof sheets	B2	£8,500		Engage a specialist roofer with scaffolding to review the condition of the roof sheets, boxed guttering and downpipes and provide a quotation for options to renew the roof or repair with ongoing maintenance options. The option to repair and maintain the roof is considered below but it may be more cost effective over the long term to renew the roof. i. Remove nail fixings that are not proprietary fixings and corroding and use proprietary screw fixings to tile effect sheets and the ridge and the verge. ii. Review impact and buckled damage to roof sheets and repair or replace damaged sheets. iii. Apply a primer, seal and topcoat to any rust spots or corrosion. The rust spots should be properly prepared in accordance with the paint manufacturers recommendations and the finish should be to a colour to match the existing	The roof is a pitched roof with tile effect lightweight metal roofing sheets. Each sheet is approximately 2 metres wide, and the surface finish is coated with a coarse sand mineral colour to appear like man made concrete tile. To minimal isolated locations the metal sheet coating is thin. This increases the risk of the metal sheets corroding. There are numerous areas of lichen growth to the sheets and in various isolated locations there are loose rocks, stones, balls and other debris that have been thrown on to the roof. Although no corrosion was seen this should be monitored as there is a risk the roof sheets will eventually start to corrode, and this can lead to roof leaks in 5-10 years' time. There is impact damage to the roof, and this should be reviewed as it is likely to have been caused by workman and youths accessing the roof and walking on the roof sheets. The roof sheets have been given a condition rating of 2 and consideration should be given to isolated repairs to limit further corrosion.
11	TPG condition report May 2022	Roof covering	Roof sheet fixings	B2			Service and ensure roof vents are in good order and repair and clean grilles to underside in Main Hall	The roof sheets have been given a condition rating of 2 and consideration should be given to isolated repairs to limit further corrosion. Specifically the removal of lichen growth and loose rocks, stones etc... and debris and re coating of some sheets where coating has become thin. May cause problems of corrosion in 5-10 years if not treated. It may be prudent to engage a contractor who specialises in the maintenance and repair of metal roofs. Note: The roof cannot be walked on. Est remaining life of roof - 10 years.
12	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2	£8,000		Consider measures to prevent future damage to guttering from youths hanging on it and/or trying to access the roof.	The guttering is a metal boxed gutter plastisol coated and dates to when the building was first built, but it is distorted and damaged potentially from youths accessing the roof and putting weight on the gutter by either standing on it or hanging on it (by hand). This is evident to all lengths of guttering and there is a serious risk of both damage to guttering and injury to youths if this continues. You should review this and take action to prevent damage or injury.
13	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Clean out guttering and seal all joints Repair/replace all guttering. Replace fixings and repair joints.	Trees to the northern boundary over sail the roof and there is a build-up of debris and loose material (including bottles, balls, cans etc) within the gutter that needs to be cleaned out and joints properly sealed. The trees should be maintained to a lower height, so they do not compromise the roof and gutters.
14	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Repair/replace all vertical rainwater pipes and replace fixings and repair joints.	The gutters are out of alignment due to damage and consideration should be given to removing the guttering and for repairs to be undertaken to straighten, correct the falls and reinstate the guttering. The metal fixings are corroding with some replacement fixings evident, and some joint repairs were seen. You should consider renewing fixings and joints when next undertaking works to the guttering.
15	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Schedule surface water drainage system cleaning as and when required.	The vertical rainwater pipes are metal box rainwater pipes plastisol coated and in the same condition as the gutters with respect to fixings, joints and slight damage. Leaks were evident to some pipes at low level. All of the rainwater goods require repair, and the rainwater pipes and brackets have a condition rating of 2.
16	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Review and action prevention measures to stop youths accessing the gutters and roofs.	All the plastisol coating to gutters, pipes, fascias and soffits are discoloured and have surface fungal growth and lichen and should be cleaned in the normal way by a specialist cleaning contractor to prevent further deterioration of the surface
17	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit		B2			Cut back the trees that over sail the roof. OR Replace all guttering, downpipes, fascias and soffit. Review and action prevention measures to stop youths accessing the gutters and roofs. Cut back the trees that over sail the roof	The rainwater pipes discharge into a gully and in all cases these gullies are sealed and could not be inspected. Because the gutters are blocked with debris and silt it is recommended that the surface water drainage system is inspected and cleaned by a specialist contractor. These gullies require regular maintenance and should be kept clear and free flowing. A condition rating of 2 is given to the gullies.
18	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit		B2	?		Rub down and paint roof canopy support leg at main entrance.	The roof forms a canopy soffit over the external entrance area and this is the same condition as other soffits however the structural support for the canopy soffit is painted and has surface corrosion and should be maintained in the normal way and redecorated.

19	TPG condition report May 2022	External walls		B2 B	E1,500		Carry out repairs to external render at corners and where minor cracking has occurred. Engage a specialist contractor to repair minor damage and cracks to render and remove all lichen and marks prior to redecorating the render. Repaint external walls.	The render is Condition 2 and has been painted but is faded and discoloured with lichen growth and stains together with extensive graffiti to the south and west elevations. Some very slight cracking is evident together with slight impact damage to corners with render bead exposed and corroding but considered minor and should be repaired in the normal way. There are vertical movement joints to the rendered walls, and these are showing early signs of becoming brittle and perishing. The walls to the west elevation are used by youths playing football and impact damage and muddy football marks are evident throughout this wall. The walls should be repainted and repaired in the normal way and when repainting consideration should be given to using a type of paint that allows graffiti to be washed off easily.
20a 20b	TPG condition report May 2022	External windows		B2 D	?		Cut out and replace mastic joint (windows to external reveals). Repair high level window opener mechanism.	All windows to external walls are metal framed double-glazed windows and in a fair condition with a Condition rating of 1. The windows are original windows and because of their age will be susceptible to failure of the sealed double-glazed sections but no evidence of this was seen at the time of our inspection. Some of the windows have opening casements with no trickle ventilators. The windows are sealed to the external reveals with a mastic joint which is aged, and consideration should be given to cut out and replaced in the near future to prevent water ingress from the outside. The high-level windows to the Main Hall to the south elevation are openable using a manual winder mechanism however this is broken and requires repair and have a Condition Rating of 2.
21	TPG condition report May 2022	External doors	Entrance and south facing fire doors	B2	?		Service main entrance doors and south facing fire doors to ensure correct adjustment and sit correctly in the frame. Adjust south facing fire exist doors to ensure they do not rattle in the frame.	External Doors B: The main entrance door and frame and the south facing double fire exit door and frame are metal framed double-glazed top and bottom doors in a fair condition and should be maintained in the normal way with a Condition Rating of 2. Both sets of doors should be serviced to ensure they are adjusted and sit correctly in the frame and in particular the double fire exit doors to the south elevation require some adjustment so that they do not rattle in the frame.
22a 22b	TPG condition report May 2022	External doors	North facing fire doors and Boiler room doors	C1	?		Doors, frames and opening mechanisms - Repair or replace. Replace side panel to boiler room door.	The fire exit doors to the north elevation and to the boiler plant room are solid steel doors from the main hall and still have their original spray-painted finish that is pitting and has surface corrosion evident. These doors have a Condition Rating of 2 and require extensive preparation and some adjustment prior to painting with some localised cutting out of the rusted frame and thresholds and repair and part replacement of the opening mechanisms as they are defective. If this work is not undertaken soon, it would be more economical to remove and replace the door frames as they will have corroded beyond repair. Note that the plant room door has a side panel that has corroded beyond repair and should be replaced. On the inside face of the double fire exit doors to the north elevation the push bar mechanisms and top hung stays require overhaul and some replacement as they are defective.
23a 23b 23c 23d	TPG condition report May 2022	External grounds		C2 B2 A3 A3	?		Consider repaired low points in car park with new tarmac to level off the surface to the correct falls, to prevent undulations where the surface is subsided with hollows forming and water and silt pools in the low points causing a hazard to pedestrians and cars. Inspect trees and shrubs between the building and car park to check of lowering or trimming required that they do not compromise the building gutters and roof. Speak to RCT (rights of way) ads the freeholder as to whether to reinstall gates around the centre to prevent a permanent right of way being created. You should take advice from your legal advisers regarding this. Re-white-line the car park.	There is a pavement that goes around the outside of the building and leads to the car park which is tarmac and is Condition 1. The car park is tarmac and is Condition 2 and has undulations where the surface is subsided with hollows forming and water and silt pools in the low points causing a hazard to pedestrians and cars. These areas should be repaired with new tarmac to level off the surface to the correct falls. There are some grass areas, and these should be maintained in the normal way. The trees and shrubs between the building and car park are bounded by metal railings and these trees and shrubs should be maintained in the normal way but to a lower height so that they do not compromise the building gutters and roof. There is some lighting externally to the car park and paths, and this is controlled via the plant room distribution board but was not tested. Some light fittings have been removed to pavement bollards and the internal electricians are exposed and you should ensure these are properly isolated or repaired with lighting reinstated. There are some bins (general and dog waste) around the car park. You should ask your legal advisers to confirm if you are liable to maintain adequate lighting and bins to these external areas during hours of darkness whilst the building is not occupied. The current key holder advised that some local residents have complained that it is too dark to walk their dogs in the evenings. It was noted that there is a gate at the end of the path leading to the car park but the gates to the paths around the building are missing and posts damaged. The public are using these paths around the building and ground generally thus creating an implied right of way. You should discuss this with RCT as the freeholder and reinstate the gates to prevent a permanent right of way being created. You should take advice from your legal advisers regarding this.
24a 24b 24c	TPG condition report May 2022	Internal walls		D1 D1 B2			Investigate lack of fire compartmentation in office, kitchen and ancillary toilets. Review whether this is covered in the fire risk assessment and the options to mitigate this. Including replacement/refitting of the fire blanket in the kitchen and/or further work to the office, kitchen and ancillary toilet if required. Investigate where services penetrate internal compartment walls as some service holes have not been adequately fire-stopped and requires remedial work. The fire RA should also consider this. (Include wall between main building and boiler room) Redecorate all inside walls (and ceilings and woodwork)	The walls internally are constructed from concrete blockwork. These internal walls would normally form part of the fire compartmentation fire strategy for the building however the walls for the office and kitchen and ancillary toilets do not continue to the underside of the roof structure. It can be seen that the kitchen has had a fire blanket retrospectively fitted to close the gap between the top of the wall and underside of the roof, but this has been poorly fitted with gaps evident. Even though these rooms appear to have fire doors fitted it should be concluded that these rooms do not have suitable fire compartmentation, and this should be reviewed in the fire risk assessment. However, the general condition of these walls is good and generally have a plastered and painted finish and have been given a Condition Rating of 1 with Further Investigations with respect to fire compartmentation required. These walls should be maintained in the normal way and redecoration of these walls should be planned soon to remove all scuff marks.
25	TPG condition report May 2022	Internal walls		B2			Make good areas of the structural supports to the head of the wall for the folding wall.	There is a dividing folding wall to the Main Hall to allow it to be used by two community groups at the same time. The wall was not tested however we were advised by the current key holder that it is operable. However, the structural supports to the head of the wall were previously reported as defective and we have been told that RCT recently engaged a contractor to undertake repairs and provide additional structural support to this folding wall. Some of the making good has not been completed and you should request information from the vendor about which contractor was engaged and what works were undertaken as there may be a contractors guarantee for the works done. Note that the structure was covered by plasterboard, so it was not possible to verify the effectiveness of the current structural support for this dividing wall.
26	TPG condition report May 2022	Internal floors		B1			Repair minor holes in concrete floor between main hall and western store room to prevent enlargement. (Check for others).	The internal floors appear to be solid concrete but could not be inspected as it is generally covered with sheet vinyl with welded seams. There were no significant defects seen generally to the floors and any slight undulations to the floors are minor and typical. The vinyl floor coverings are faded and showing signs of scuff marks and wear with some welded seams showing early signs of opening up however these floors have been given a Condition Rating of 1 and should be maintained and cleaned in the normal way. Note that the vinyl coverings to the toilets and kitchen have antislip properties and to retain some slip resistance the floors require cleaning in accordance with manufacturer's instructions.
27	TPG condition report May 2022	Bathroom fittings		B2			Cut out and replace all sealant around sanitary fittings.	The toilet fittings are mostly original fittings in a good to fair maintained condition. There is a suitable and sufficient disabled toilet and baby change room with child's WC toilet and sink. All fittings should be maintained in the normal way. Sealant around the edges of sanitary fittings were fair to poor and these should be cut out and renewed around the edges of fittings to prevent excess water from seeping behind and affecting adjacent surfaces (including wash hand basins to wall junctions and WCs to floor junctions).

28a 28b	TPG condition report May 2022	Woodwork and internal doors		1 1			Review whether the kitchen/main hall roller shutters are fire shutters? If so they must be closed when the building is unoccupied. If not they compromise the fire compartmentation between the kitchen and main hall and this should be reviewed in the risk assessment. Arrange service for roller shutters if necessary (Difficult to open and close - H8.5 risk)	The joinery items consist of skirtings, door frames, internal timber doors, and the timber structure that forms the stage. Internal doors are generally prefinished wood laminated solid fire doors and in a fair to good condition with some typical scuff and scratch marks and have a Condition Rating of 1. All doors are original and should be maintained in the normal way. Door frames, skirtings and other woodwork generally is painted and in a fair condition with numerous scuff and impact marks that is typical for a property of this type. All woodwork previously painted should be planned to be redecorated soon and all doors should be maintained in the normal way and kept in good condition. There are two roller shutter doors to service openings to the wall for the kitchen. It was not evident that these are fire shutters and appear to compromise the fire compartmentation between the kitchen and Main Hall however this should be reviewed in the Fire Risk Assessment. One roller shutter was locked shut and one was fixed open so were not tested. Note that there were no damp affected areas seen to walls floors or woodwork with moisture readings taken using a Protimeter with readings in the normal range below 14%H2O WME.
29	TPG condition report May 2022	Gas supply		2			The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' with the mains cut off valve made readily identifiable. Mark this on a plan.	Gas pipework comes into the building to the left side of the plant room door the housing for the gas meter is external. The gas meter lid is cracked and the gas meter housing that is external to the plant rooms has previously been flooded and is part full of silt and mud from the flooding. This should be cleaned out and consideration should be given to changing the housing and raising the height and lid so that flood waters cannot enter it. The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' with the mains cut off valve made readily identifiable. Apart from the boiler there are no other gas functioning appliances in the property. A Gas Safe engineer must undertake a service and gas soundness test every 12 months to certify the installation as safe before further use. You should consider that long term there is intention to phase out the use of gas fired boilers and appliances and replace them with environmentally friendly and energy efficient air source heat pumps. You may find that these new heat pumps are not compatible with your existing systems so it is recommended that you review this as soon as possible as replacement could be costly.
30	TPG condition report May 2022	Boiler room and general heating systems		B2 B2 B2			Arrange service/inspection of underfloor heating system by a competent engineer. Review and consider further pipe lagging and background heating on a frost thermostat. Replace cage to external flue and bracket on the external condenser pipe.	The boiler plant room is accessed externally. A new Ideal Logic System 530 boiler has recently been installed and you should obtain the installation certificate from the Vendor as there will be a manufacture warranty of up to 12 years and you should check what the length of the warranty is and you should ensure this boiler is registered as installed with the manufacture. A Condition Rating of 1 is given to the boiler and you should plan to have it serviced by a Gas Safe Engineer annually. The heating to the building is via an underfloor heating system that is an underfloor pipe system controlled via a Heatmiser system. There were no records for this system onsite and no records of testing. Although some underfloor heating systems can be maintenance-free it is recommended that regular servicing is undertaken to ensure the ongoing running and efficiency of the system with the controls, pump and temperatures checked and set. A Condition Rating of 1 is given and this system should have a maintenance service visit by a competent engineer. There is no heating in the boiler room and as the building is often left empty there is a risk that heating plant and the boiler will be off. There is a risk of freezing within the plant room and to water pipes in the building generally and this should be reviewed with consideration for additional pipe insulation and background heating on a frost thermostat. Other observations included that there is a cage missing externally to flue. There is a bracket missing to the condensate pipe externally.
31	TPG condition report May 2022	Mains water		B2			Enquire with RCT as to the entry point and stop cock location. Label the Mark the stop cock location on a plan.	It could not be established where in the building is the connection to the mains water supply. You should make enquiries with the Vendor to establish the entry point and stop cock location. It is recommended that an ID label is tied to the stop cock and recorded in the plant room so that it is identifiable to occupants. There are no water tanks in the building and the cold-water taps are supplied as a direct mains fed system. As the property is often empty for periods of time and the heating may be switched off you should review the risk of freezing pipes and insulate any pipes that are at a risk of freezing. We referred to the Legionella site logbook and found that risk assessments and quarterly inspections were not fully compliant. There is no evidence of weekly flushing of little used outlets and further action is required to rectify all remedial works listed in the legionella risk assessment. You should engage a competent person to undertake a new risk assessment of the water supply throughout the building.
32a 32b	TPG condition report May 2022	Hot Water supply		B2			Check that Ariston hot water tank is tested annually and also for legionella annually. Ensure the capacity of this vessel is included in the energy efficiency survey.	Hot water is provided to sinks from the boiler to hot taps and there is an Ariston unvented hot water storage system within the boiler room. This should be inspected and tested by a competent service engineer annually and also by a competent legionella surveyor annually. Consideration should be given that the site is storing a significant amount of hot water that is greater than demand and you should review this to improve energy efficiency and reduce legionella risks.
33a 33b	TPG condition report May 2022	Ventilation		B2 B2			Arrange for a service and inspection of the ventilation system (including cleaning). Note-safe roof access required. Request instruction on operation of ventilation system.	The ventilation system was not tested however visually appears to have not been cleaned or serviced with ventilation grills matted with dust and dirt therefore a Condition Rating of 2 is given. The ventilation system enters the building through the external wall to the east elevation and the ductwork fans and heater elements are within the high-level ductwork within the storeroom adjacent to the Main Hall Stage. There is some impact damage to the ventilation external grilles from youths' footballs and these grills should be replaced with consideration given to protecting them with external cages. The ventilation system serves the toilets, cleaners' cupboard and kitchen but the office ventilation is via openable windows and ventilation to the Main Hall is via roof fans. The roof fans do not appear to be serviced as the grills are matted with dust and dirt. The roof fans are operated via a switch within the storeroom off the Main Hall and were functioning. You should arrange for all ventilation systems to be checked for full operation and you should request instruction on how to control the ventilation system and it should be serviced by a competent engineer and consider that safe roof access will be required to service the roof fans.

34a				1			Arrange comprehensive review of current risk assessment (include aspects noted in the measures identified above, including fire compartmentalisation).	A conventional 8 Zone fire alarm panel is installed to the entrance foyer and an alarm test was undertaken whilst surveying the building. There is good smoke / heat detection throughout the building. The system appears to be operational, and you should test the alarm system weekly and engage a competent engineer to service and test the system 6 monthly and annually. The fire zones are Zone 1 – Main Hall and Storeroom; Zone 2 – Entrance, Office, Kitchen & Cleaners Cupboard; Zone 3 – Toilets, Stage, Storeroom & Rear Lobby and Zone 4 – Boiler House. You should engage a qualified and competent fire risk assessor to review the current fire safety systems generally and to produce a new fire risk assessment and then review this annually using a competent person. It was noted that there are some door hold open devices that did not release doors to close when the fire alarm system was tested and there are numerous door wedges holding open fire doors. You should review this and ensure that all fire doors are kept closed.
34b	TPG condition report May 2022	Fire and safety systems		B2			Arrange inspection and repair of the door-hold open devices and remove all door wedges.	It is noted that there is no sprinkler system within the property, and I would not expect to see such a system within this property type. Whilst inspecting the stage area to the Main Hall it was reported to me that the stage curtains are fire retardant however on inspection there were no tags or labels to confirm this, and you should ask your legal advisers to request evidence that the stage curtains comply with the fire regulations.
34c				D1			Obtain evidence that the stage curtains are fire resistant. (There are no tags/labels).	
35	TPG condition report May 2022	Security		B2			Consider current security measures/arrangements including the use of the intruder alarm (currently not used) and external shutters.	There are no security bars or external shutters fitted to windows or glazed doors and the security locks to these doors are considered to provide a low level of security. We have been informed that the Intruder Alarm system is not used within the property because false alarms resulted in complaints from local residents. The Intruder Alarm system has not been tested. We consider that the building is in a remote location as it is not overlooked, and vandalism is a medium to high risk. We recommend you review the security risks for this property and consider improving the level of security systems and protection and consider involving the police with your discussions
36	TPG condition report May 2022	Environmental		B2			Arrange energy efficiency and EPC survey.	An EPC for the building was not supplied and has not been inspected and this should be obtained and checked by your legal adviser as a minimum of E rating is required for tenanted commercial buildings. It is expected that this building will be above an E rating however consideration should be given that consultation is being had in the UK that a minimum EPC rating of a C may be required by the time the lease is due for renewal. No inspection and test have been made of any sound or thermal insulation and compliance with present or future regulations for the use of the building must be considered and you should ask your legal advisers to advise you on this. Because we could not access the roof space above the composite roof sheets, we are unable to inspect if any loft or roof insulation is present.
37	TPG condition report May 2022	Health, safety and welfare.		B2			Review access arrangements at front door including powered access.	Access and Equality (DDA) FI – there is good level access to the building and within the building generally and physical and visually impaired persons are reasonably well accommodated. The front door would be difficult to open by some persons and you should review the access and egress of the property for DDA in a risk assessment and consider improving the entrance door to either a powered door or as a minimum affix a method of calling for assistance to enter the property.
38a	TPG condition report May 2022	Statutory inspections		1			Review dates of previous and planned inspections for: Fire (including fire extinguishers, emergency lighting, fire alarm and detectors etc.) legionella, Gas safety, electrical safety (EICR), hot water vessel, PAT testing etc... Check all reports for reported defects.	
38b				1			Draw up a written scheme for all weekly/periodic documented tests required of council staff and a diary to ensure statutory inspection deadlines are monitored in future.	

Priority key	
A	Good - performing as intended
B	Satisfactory - Performing as intended but exhibiting minor deterioration.
C	Poor - Exhibiting major defects and operating as intended but with a serious risk of imminent failure.
D	Bad - Life expired and/or not operating as intended.
1	Immediate remedial action or replacement required (default priority for condition grade D)
2	Remedial action required within 1-2 years
3	Remedial action required within 3-4 years
4	More than 5 years before remedial action required (default priority for condition grade A)