

**PROPOSED REMEDIATION & REFURBISHMENT of VICTORIA HALL,
39 HIGH STREET, OAKHAM LE15 6AH for Oakham Town Council**

PRELIMINARY SCOPE of WORKS & OUTLINE SPECIFICATION

This document is based on an initial site inspection which took place on Monday 03 November 2025. Refer also to existing GF and FF record plans, as supplied by the client and which have been overmarked with comments and references for the site visit.

PHASE 1 : CRITICAL SAFETY & STRUCTURAL WORKS**P1.1 – ROOF REPAIRS**

Access was not gained to the roof at the time of the survey. It has been established that a drone survey is to be carried out to determine the extent of any roof failures at drainage points or horizontal to vertical junctions. An internal visual inspection from the first floor did identify the following three locations where water ingress from the roof waterproofing is suspected :-

F-01 – Main Hall
F-08 - Kitchen
F-09 - Kitchen Store

The drone survey will assist in identifying any further roof leaks.

P1.2 – EXTERNAL FIRE ESCAPE STAIR – Anti- corrosion treatment

The existing external steel secondary stair is to be inspected for signs of erosion that could compromise the structural integrity of the stair. The staircase should be cleaned down to remove all loose material and paint. An etching primer is to be applied with 2 coats black 'Hammerite' paint as the final protective finish.

P1.3 – RAINWATER GUTTERS & DOWNPIPES– clearance of debris

The existing rainwater gutters and downpipes are to be inspected to ensure all joints and stop-ends are not leaking. It should be appreciated that any existing

black PVCu guttering that is serviceable, does not have to be replaced with cast-iron even though the property is of Grade 2 Listed Building Status. Any blocked guttering will be identified by the drone survey of the roof.

It was discovered that a cast-iron drainage channel located in the footpath at the north side of the High Street elevation was blocked, allowing water to back-up into the narrow ginnel between the return north elevation of Victoria Hall and the adjacent existing property to the north on High Street. This would appear to have been occurring for a considerable period of time as evidenced by the low level weed vegetation growing in this location and returning on the front elevation. This factor could be contributing to other defects internal to the building such as the damp areas on the north wall and the suspected dry rot to the suspended timber floor. In the short term the drain can be unblocked and this can be requested through the Local Highways Authority.

The areas of damp on the north internal wall were identified in the following areas

G-03 – Office

G-04 – Gallery.

G-14 – Stair.

It should be appreciated that this very narrow passage was secured by high metal railings to the road frontage and was therefore inaccessible.

P1.4 – RE-CONFIGURATION of EXISTING TOILETS – DAMP EAST WALL

The east external boundary wall shares an adjacent boundary with the property known as College House. There are existing damp wall issues as evidenced by inspection of areas G-07 Store and G-08 Male WCs. Whilst the location of the Female, Male and Access wc facilities are broadly in the correct location for the flow of the floor plan, we would recommend that the existing areas could be reconfigured in terms of plan arrangement and would take in the the Store G-07. The work would have the benefit of being able to address and access the damp issues with the east wall from the inside. The sanitary furniture is also dated and would need to be replaced in any event, so new equipment in a new layout would make sense.

P1.5 – REMEDIAL TREATMENT to INTERNAL GF WALLS damp issues

The east and north wall areas have been identified as having damp issues. Though it could also be seen that other walls, both external and internal have suspected damp issues. Some of the original walls are covered with a heavy Anaglypta textured paper areas, which have debonded in certain locations and feel damp to the touch suggesting ongoing damp issues in the building fabric. We would recommend that a damp-proofing specialist is engaged and co-ordinated to carry out a site survey. We can arrange this on behalf of Oakham Town Council.

P1.6 – REMEDIAL TREATMENT to GF SUSPENDED FLOOR - damp issues

There is suspected dry rot to the suspended timber ground floor construction. There are two underfloor vents identified from an external visual inspection, one on the west elevation to High Street and one on the south yard return elevation. For the plan footprint size of the property, this does seem minimal in terms of achieving sufficient natural passive ventilation. It should be appreciated that the north and east elevations were inaccessible at the time of the survey.

Also as previously described there are water ponding issues on the north elevation down the narrow passageway which may, or may not be a contributing factor to the condition of the under floor void.

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PHASE 2 : ESSENTIAL FUNCTIONALITY & ACCESSIBILITY

P2.1 – ELECTRICAL UPGRADE – potential re-wire of lighting/small power circuits

It was apparent that the existing electrical distribution throughout the building has been adapted and extended over the years. It is not possible to comment on the status of the electrical certification for the property, though the visual inspection of the lighting switches did reveal several locations where possibly original round bakelite fittings were in use. The Town Council should be prepared for the need for a complete re-wire of the premises.

We would recommend the engagement of a commercial electrical engineering installation company conversant in working on Listed Buildings.

The safety of the public visiting the property and those persons working at the premises is of paramount importance.

P2.2 – ADVANCED FIRE DETECTION – upgrade to current standards

From the site visit inspection, it was apparent that there is advanced fire detection. It is not possible to comment on the status of the equipment and existing certification (not seen). The signage and AFD equipment distribution throughout the building has been adapted and extended over the years.

We would recommend the engagement of a commercial AFD design and installation company conversant in working on Listed Buildings.

The safety of the public visiting the property and those persons working at the premises is of paramount importance.

P2.3 – ACCESS for ALL – entry into and around the building

The principal pedestrian entrance from High Street, should ideally, under AD'M' of the current Building Regulations, facilitate access for all persons including

wheelchair dependant persons.

On assessing the main front entrance and the change in level from the pavement to the ground floor FFL, it is not practicable or even possible to install an access platform lift to negotiate the change in levels. There is a secondary entrance on the south elevation accessed off Church Street which has a 'flat' hardlandscaped approach and double leaf door access. The fact that this is a Listed Building and that the alterations to the front entrance cannot achieve a level access without major alterations to the front façade, should be taken into account by the Planners.

OTHER ACCESS CONSIDERATIONS

- + GF wc areas (to be reconfigured) to incorporate new Access WC with the correct sanitaryware; contrasting colour handrails and fittings and emergency pull cord.
- + FF area F-03 existing access WC. Replace with new sanitaryware, contrasting colour handrails and fittings and emergency pull cord.
- + STAIRCASE G-14 & F-02 remove existing carpet and nosings; use buffing machine to remove any residual carpet adhesive and then replace existing nosing inserts on the front edge of the stone treads, with new black nosings inset into the front edge of the stone treads as two separate bands as a contrasting colour for visually impaired persons.

P2.4 - TOILET AREA UPGRADES

- + GF wc areas G-05 and G-08 (to be reconfigured) to incorporate Store G-07
- + strip back to existing rear east wall and rectify damp issues.
- + provide all new sanitaryware and cubicles (by Bushboard or similar)
- + GF wc area G-09 Access wc (to be reconfigured); provide new sanitaryware Doc.'M' pack including contrasting colour handrails and fittings and emergency pull cord.
- + FF area F-03 existing access WC. Replace existing with new sanitaryware, contrasting colour handrails and fittings and emergency pull cord.

NB: REFER to INDIVIDUAL ROOM AREA DATA SCHEDULES in PHASE 3

P2.5 – REMOVAL of FRONT PROJECTING CANOPY—replace with feature light

Remove existing projecting flat roof canopy over the main entrance on the High Street elevation. Make good stone façade as necessary. Install feature Windsor style lantern (by William Sugg or similar) on projecting bow bracket between double pilasters to each side of the entrance doors.

Allow provisional sum of £2,000.00.

P2.6 – REFURBISHMENT of EXTG. VSS WINDOWS – including new glazing

Remove and refurbish all vertical sliding sash units, replacing defective timber where necessary. Remove existing glazing and replace with 'Fineo' high thermal performance single glass pane thickness. Provide new weights and cords, prepare and re-decorate.

SCHEDULE of WINDOW SIZES

GF

W1 = 1.6m wide x 2.2m high.

W2 = 1.6m wide x 2.2m high.

W3 = 1.6m wide x 1.9m high.

W4 = 1.6m wide x 1.9m high

W5 = 0.75m wide x 0.5m high – fixed window into narrow passageway.

W6 = blocked up – faces into narrow passageway.

FF

W7 = 1.6m wide x 2.2m high.

W7A = 0.5m wide x 2.2m high.

W8 = 1.5m wide x 2.2m high max. – incorporating semi-circular arched head

W9 = 1.6m wide x 2.2m high.

W9A = 0.5m wide x 2.2m high.

W10 = 1.25m wide x 0.8m high.

W11 = 1.25m wide x 1.36m high.

W12 = 0.675m wide x 1.05m high.

W13 = 0.9m wide x 1.36m high.

W14 = 0.9m wide x 1.36m high.

W15 = 0.9m wide x 1.36m high.

W16 = 0.9m wide x 1.36m high.

W17 = 0.9m wide x 1.36m high.

P2.7 – REFURBISHMENT of EXTG. PITCH ROOF AREAS – inc. thermal upgrade

The extent of the works will depend on the results of the drone survey.

It would be beneficial to the building to have additional thermal insulation at roof level, especially over the open plan first floor function area. The process would involve :-

- + strip back extg. slates and store for re-use of extg. where possible.
- + remove any bituminous felt.
- + install rigid thermal insulation between extg. rafters - depth to be determined so as to leave 25mm min. ventilation between insulation and top of rafters.
- + install breathable membrane over rafters.
- + replace extg. slates where possible or new to match.

All flat roof areas to be checked for watertightness.

PHASE 3 : COSMETIC & COMMUNITY ENHANCEMENTS

This section deals with the refurbishment of the decorations finishes to each respective room area.

GROUND FLOOR

P3.1 – G-01 ENTRANCE LOBBY - 3.8m x 6.8m x 3.0m height

- + FLOORING : allow for taking up floor covering for inspection of suspended timber floor void. Provide new commercial quality flooring in timber plank appearance by Tarkett or similar.
- + WALLS - investigate walls for evidence of damp. Treat as necessary and re-decorate in new colour scheme.
- + CEILING - New suspended ceiling at 2.700m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid
- + DOORS/IRONMONGERY upgrade existing 2No. doors to side rooms with 'Envirograph' fire resisting boards to recessed fielded panels on room side to achieve min.30 minutes fire resistance. Provide FD30S smoke seals in the door edges. Re-new self closer device. Repair, prepare and re-decorate door leaf.

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P3.2 – G-02 & G-02A – ROOM 2 - 6.2m x 10.2m x 3.0m height

- + FLOORING : allow for taking up floor covering for inspection of suspended timber floor void. Provide new commercial quality flooring in timber plank appearance by Tarkett or similar.
- + WALLS - investigate walls for evidence of damp. Treat as necessary and re-decorate in new colour scheme.
- + LIGHTING 4No. 1.8m long curved batten fitting with LED light.
- + DOORS/IRONMONGERY upgrade existing 1No. door to the Gallery with 'Envirograph' fire resisting boards to recessed fielded panels on room side to achieve min.30 minutes fire resistance. Provide FD30S smoke seals in the door edges. Re-new self closer device. Repair, prepare and re-decorate door leaf.
- + Remove extg. central non-loadbearing partition wall & redundant HL ducting.

P3.3 – G-03 – ROOM 1 - 6.0m x 5.8m x 3.0m height

- + FLOORING : allow for taking up floor covering for inspection of suspended timber floor void. Provide new commercial quality flooring in timber plank appearance by Tarkett or similar.
NB : install 3No. double gang floor sockets for 3No. workstations
- + WALLS - investigate walls for evidence of damp. Treat as necessary and re-decorate in new colour scheme.
- + CEILING - New suspended ceiling at 2.700m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid
- + DOORS/IRONMONGERY upgrade existing 1No. door to the Gallery with 'Envirograph' fire resisting boards to recessed fielded panels on room side to achieve min.30 minutes fire resistance. Provide FD30S smoke seals in the door edges. Re-new self closer device. Repair, prepare and re-decorate door leaf.

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P3.4 – G-04 – GALLERY - 10.0m x 5.0m + 5.5m x 2.0m all at 3.0m height

- + FLOORING : allow for taking up floor covering for inspection of suspended timber floor void. Provide new commercial quality flooring in timber plank appearance by Tarkett or similar.
- + WALLS - investigate walls for evidence of damp. Treat as necessary and re-decorate in new colour scheme.
- + CEILING - New suspended ceiling at 2.600m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid
- + DOORS/IRONMONGERY upgrade existing pair of doors to the Stair 'Envirograph' fire resisting boards to recessed fielded panels on room side to achieve min.30 minutes fire resistance. Provide FD30S smoke seals in the door edges. Re-new self closer device. Repair, prepare and re-decorate door leaf.

P3.5 – G-05;G-07;G-08 & G-09 – WCs & store - 10.0m x 5.0m x 3.0m height

The above combined areas are to be reconfigured and redesigned to achieve larger FWC & MWC areas including a compliant Access WC.

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - investigate rear (east) wall for evidence of damp.Treat as necessary and re-decorate in new colour scheme.
- + CEILING - New suspended ceiling at 2.400m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid
- + DOORS/IRONMONGERY 3No.new doors with 6No. recessed panels to match existing.Provide self-closing devices (no fire resistance required).
- + CUBICLES,DOORS & SANITARYWARE All existing to be removed.Complete design package by 'Bushboard' Washrooms (or similar) Cubicles and doors to be from the Paraline collection.Vanitory counter tops and end returns also by Bushboard.

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P3.6 – G-06 – LIFT MOTOR ROOM - 2.5m x 4.0m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - investigate rear (east) wall for evidence of damp.Treat as necessary and re-decorate in new colour scheme.
- + CEILING - repair plaster cracks,prepare and re-decorate.
- + LIGHTING - 1No.1.8m long curved batten fitting with LED light.

P3.7 – G-10 – STAFF TEA ROOM - 5.3m x 2.3m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - Provide white 'food safe' panelling directly over existing ceramic tiles.
- + CEILING - New suspended ceiling at 2.600m AFFL (to coincide with top of storage cupboard doors) and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid
- + DOORS/IRONMONGERY 2No.new door 6 panel doors to match existing.1No. to provide 30mins.fire resistance with vision panel. Provide self-closing devices to both doors.

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P3.8 – G-11 – BEER 'CELLAR' - 5.5m x 1.4m x 3.0m height

- + FLOORING : - prepare floor surface and provide 2No.coats of red floor paint.
- + WALLS - no proposed works.
- + CEILING - no proposed works.

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P3.9 – G-12 – LOBBY - 1.8m x 3.3m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring.
- + WALLS - remove extg. ceramic tiles to the RH return from the external door investigate walls for evidence of damp. and make good plaster finish.Treat as necessary and re-decorate in new colour scheme.
- + CEILING - re-decorate.

P3.10– G-13– LEASED SPACE dog grooming parlour- 4m x 4.3m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand at wall junctions.
- + WALLS - decorate in new colour scheme.
- + CEILING - re-decorate.
- + LIGHTING - Provide 1No.1.8m long curved batten fitting with LED light.

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P3.11 – G-14 – STAIR - 5.0m x 5.0m x 3.0m height

- + FLOORING : allow for taking up floor covering for inspection of suspended timber floor void. Provide new commercial quality flooring in timber plank appearance by Tarkett or similar.
Renew Mat well insert.
- + WALLS - investigate walls for evidence of damp. Treat as necessary and re-decorate in new colour scheme.
- + CEILING - New suspended ceiling at 2.700m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles. Inspect and re-decorate curved beam structure.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid
- + DOORS/IRONMONGERY upgrade existing under stair cupboard door to 30 minutes fire resistance, as FD30S include smoke/fire seal in door edges. Provide pull tab lock.
- + STAIR - remove existing carpet and edge nosings back to the original Treads. Remove all traces of the carpet adhesive and buff up the solid treads, risers and intermediate landings. Include new nosing inserts at the front edges of the treads. Nosings to be of a contrasting colour.
- + HANDRAIL/BALUSTERS – re-decorate to agreed colour scheme.

P3.12– G-15– NORTH ACCESS LOBBY – 2.0m x 4.4m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand at wall junctions.
- + WALLS - decorate in new colour scheme.
- + CEILING - re-decorate.
- + LIGHTING - Provide 1No.1.8m long curved batten fitting with LED light.

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P3.13– G-16– BOILER HOUSE – 1.6m x 2.0m x 3.0m height

- + FLOORING : Check integrity of the concrete floor and reinstate as necessary. Provide 2No.coats red floor paint.
- + WALLS - decorate in white masonry paint.
- + CEILING - existing structural concrete. Overboard with 15mm plasterboard. re-decorate.
- + LIGHTING - Provide 1No.circular fitting with LED light.

NB : Remove and cap off old redundant high level heating pipes.

NB : High level window (to G-13) to be boarded over on Boiler House side with 2No. layers 15mm plasterboard. Provide intumescent pointing around all edge junctions with the existing brickwork.

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FIRST FLOOR

P3.14 – F-01 MAIN HALL SPACE - 14.5m x 14.8m x 4.0m (max.6.3m)height

- + FLOORING : allow for taking up a section of the floor covering for inspection of the suspended timber floor void. Either :-
 - 1). Re-furbish extg. timber sprung floor with mechanical sander/treat with sealer.
 - 2). Provide new maple strip flooring on resilient battens, inc. acoustic quilt in void.

sheet 12 of 14

- + WALLS - investigate walls for evidence of damp.Treat as necessary and re-decorate in new colour scheme.
 - + CEILING - Refer to previous notes regarding thermal upgrade of open vaulted roof.Repair timber tongued and grooved sloping/flat ceiling and re-decorate.
 - + LIGHTING Replace extg.with 1.8m long curved batten fittings with LED light.
 - + DOORS/IRONMONGERY upgrade existing 2No.pairs of side doors to F-02 & F-06 side rooms with 'Envirograph' fire resisting boards to recessed fielded panels on room side to achieve min.30 minutes fire resistance.Provide FD30S smoke seals in the door edges.Re-new self closer device.Repair,prepare and re-decorate door leaf.
 - + BAR SERVING AREA FLOORING : Take up existing floor covering and provide Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring.
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P3.15 – F-02 – STAIR - 8.0m x 2.5m x 3.0m height

- + Refer to notes on G.14 for stair area finishes.

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P3.16 – F-03 – ACCESS WC - 4.0m x 3.0m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - investigate walls for evidence of damp.Treat as necessary and re-decorate in new colour scheme.
- + CEILING - New suspended ceiling at 2.400m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid
- + DOORS/IRONMONGERY 1No.new door with 6No. recessed panels to match existing.Provide self-closing device (no fire resistance required).
- + SANITARYWARE All existing to be removed.Complete design package by 'Bushboard' Washrooms (or similar).

P3.17 – F-04 – BAR SERVERY - 12.5m x 1.5m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - investigate walls for evidence of damp.Treat as necessary and re-decorate in new colour scheme.
- + CEILING - inspect condition (flat roof over) repair and re-decorate
- + LIGHTING replace recessed downlighter spotlights with energy efficient LEDs

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P3.18 – F-05 – STORE - 3.5m x 2.5m x 2.40m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - investigate walls for evidence of damp.Treat as necessary and re-decorate in new colour scheme.
- + CEILING - inspect condition (flat roof over) repair and re-decorate
- + LIGHTING - Replace extg.with 1No.1.8m long curved batten fitting with LED light.

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P3.19 – F-06 – LOBBY - 1.8m x 4.0m x 2.40m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - investigate walls for evidence of damp.Treat as necessary and re-decorate in new colour scheme.
- + CEILING - inspect condition (flat roof over) repair and re-decorate
- + LIGHTING - Replace extg.with 1No.1.8m long curved batten fitting with LED light.

P3.20 – F-07 – WASH-UP AREA - 3.5m x 4.0m x 3.0m height

- + FLOORING : Polysafe non-slip flooring, 'Vogue Ultra' sheet vinyl flooring including coved skirting upstand.
- + WALLS - investigate walls for evidence of damp. Treat as necessary and re-decorate in new colour scheme.
- + CEILING - New suspended ceiling at 2.400m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 600 x 600mm prismatic LED diffusers within ceiling grid

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P3.21 – F-08 – KITCHEN - 6.0m x 4.0m x 2.4m height (to suspended ceiling)

It should be appreciated that this area has recently been re-furbished with new stainless steel catering equipment and new finishes to all surfaces.

- + CEILING - There is evidence of water damage on one of the suspended ceiling tiles central to the room. Investigate roof above for source of leak.

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P3.22 – F-09 – WASH-UP AREA - 3.5m x 4.0m x 3.0m height

- + WALLS - overboard existing ceramic tiling with white 'foodsafes' panelling.
- + CEILING - New suspended ceiling at 2.400m AFFL and comprise Armstrong 'Ultima' 600mm x 600mm x 24mm bevelled Tegular lay in grid tiles.
- + LIGHTING 1No. 600 x 600mm prismatic LED diffuser within ceiling grid

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