

BRIEF SCHEDULE OF WORK

Urgent and essential repairs to applied timber framing and render panels

At

27 High Street
Royal Wootton Bassett
Wilts
SN4 7AF

For

Sangha Properties (Midlands) Ltd

26-018-ACL (V1)
August 2026

A. PROJECT PARTICULARS

1. Introduction & background Information

27 High Street is a Grade II Listed Building, occupying a corner plot at the junction of The High Street and Wood Street, in the town of Royal Wootton Bassett. The building is arranged over three storeys (Cellar, ground and first floor) and is believed to have started out life as a one of a pair of dwellings.

Exact date of construction is not known, though it is clear that the building has been subject to extensive alteration and some reconstruction, throughout its life. It is believed that the ground floor accommodation (currently occupied by The Town Hall Tea Rooms) was used as a shop since the late 1800's.

2. Scope of work

The property is suffering from a number of defects and maintenance issues, relating to the exterior of the building, which include:

- Cracked, split and decaying members, forming part of the applied timber frame cladding
- Open/exposed joints to the timber frame and between the timber frame and render panels
- Decay in the timber laths and resulting failure in the corresponding render infill panels
- Cosmetic deterioration of the exposed timber frame
- Cosmetic deterioration to windows and doors
- Cosmetic deterioration and decay of rainwater goods

The exact form and method of construction is unknown and there are areas where the extent of decay has been masked by rudimentary attempts to cover up. As a result, the proposals include a degree of opening up and investigation, with provisional sum allowances for subsequent improvement works, together with general maintenance and repair.

3. Access and working arrangements

It is strongly advised that the contractor visits site prior to the preparation and submission of their tenders, to ascertain all local conditions and restrictions likely to affect the execution of the work. No claims arising from failure to visit site will be considered.

Access must be arranged in advance, by liaising with A L Associate Surveyors Ltd on 01793 686118.

The property and all external areas will remain in constant use and occupation during the execution of the works. This is of particular relevance, considering the fact that the building fronts the public highway. The existing ground floor tenants (The Town Hall Tea Rooms) also use part of the external area, for the purpose of limited external seating.

The contractor must therefore make adequate provisions in terms of ensuring safe, unhindered access by the owners and members of the public. Adequate provisions will also need to be made in terms of securing the site.

Careful consideration will need to be applied in respect to vehicles, parking and the delivery and storage of materials.

Prior to commencement on site the contractor will be expected to prepare an accurate and realistic programme of work for agreement.

The site has no dedicated off-street parking. Some parking is available directly off the High Street, though spaces are limited. The High Street is a very busy thoroughfare, meaning space may not always be available within the immediate vicinity of the site. Care will need to be taken, when moving vehicles.

Any damage to the existing property, road, access, boundaries etc. must be rectified by the contractor at his own expense. No access to and use of neighbouring land is permitted without prior approval of the adjoining owners.

4. Tenders

The contract will be let following the receipt of itemised tenders, which should be prepared on the basis of the work set out below. The employer will not be bound to accept the lowest tender.

5. Insurance

The contractor shall produce for inspection a comprehensive Contractors All Risk Policy, which shall be maintained for the duration of the contract.

The contractor shall take out and maintain a Joint Names Policy for 'all risks insurance' for the full reinstatement value of the works. The client will arrange to insure the existing structure plus the value of the works.

6. Interim Payments

The client/contractor shall discuss and agree a payment process as part of the contract negotiations, prior to a formal appointment being made. For the purpose of this tender document it is assumed that interim claims for payment will be made at intervals of four weeks, depending on the anticipated duration of the project.

7. Variations and Instructions

The contractor shall not undertake variations to the scope/schedule of works unless otherwise agreed with the client.

Any variations either issued or agreed by the client shall, wherever possible, be costed and confirmed in writing prior to the work taking place.

Where costings of variations or other work is carried out on a time and materials basis, this should be accompanied by daywork sheets signed by the operative concerned and foreman in charge. Copies of materials invoices should also be submitted. Charges for day works will only be considered if accompanied by the above.

8. Site Rules

Work hours shall be restricted to 8.00am to 6.00pm Monday to Friday. Work outside of these hours may only be carried out subject to prior agreement.

Radios may not be played on site without prior agreement of the management company. The contractor shall at all times, proceed with appropriate consideration for noise and impact on the occupants and adjoining owners.

9. Planning Permission

The building is Listed Grade II and it is located within the Royal Wootton Bassett Conservation Area. Whilst planning permission is not required, the work has been subject of a Listed Building Application. The application is yet to be determined, though as the works are for repair rather than replacement, we anticipate approval being granted.

9. Building Regulations

The proposals include essential repairs to a Listed Building. No material change occurs as part of these proposals and it is therefore our understanding that Building Regulations Consent is not required.

B. PRELIMINARIES

1. Supervision

The work is to be executed under the directions of A L Associate Surveyors Ltd

2. Priced Schedule

The successful contractor shall provide the client with a fully priced and extended copy of this Schedule, prior to commencement on site.

3. Liabilities of Parties

The Contractor shall indemnify the Employer against any claim for loss, damage, injury or death arising from or in conjunction with the works unless caused by the Employer's own negligence.

The Contractor shall maintain, and ensure any sub-contractor maintains such necessary insurances to cover any loss, damage, injury or death arising from or in conjunction with the work unless caused by the Employer's own negligence.

In the case of existing buildings, the Employer shall insure the full value of the works and the existing buildings plus 25% to cover materials, the site, professional fees and any other costs against all risks. Contractor's plant and equipment are the Contractor's responsibility.

4. Damage to existing property

Any damage to roads, drainage or other services, boundaries or surrounding property, not referred to in this Specification/Schedule occurring during the execution of the works shall be made good at the Contractor's expense

5. Nuisance

The Contractor must ensure that nuisance due to noise, dust, smoke, fumes, rubbish, surface water etc., are minimised and indemnify the Employer against claims arising from such causes.

6. Provisional Sum allowances

A Provisional Sum is provided for part of the work, which is not defined at the time of tender. It is a lump sum allowance, which covers the cost of the area of work and includes contractors' profit, attendance and other associated costs.

The actual value, including contractor's profit and preliminary charges, of an item covered by provisional sum will be substituted and the sums allowed and adjusted in the monthly valuation following the instruction being given. The sums thus adjusted will be subject to further scrutiny and adjustment if required at final account.

Such sums may only be discharged on the written instruction of the Contract Administrator. The Contractor shall allow any trade discount to the Client except cash discounts to a maximum of 2.5% for subcontractors and 5% for suppliers. Where a subcontractor or supplier fails to allow cash discount to the contractor he should not add this allowance to his account and such addition will not be accepted

7. Drawings and specifications

It is the contractor's responsibility to check the drawings and/or specification

before commencing any part of the work to ensure that the details provided are correct. Any discrepancy between the drawings and Specification/Schedule and/or the site, the existing or new building should be referred to the Contract Administrator for clarification. No claim will be entertained for extra costs, delays or consequential losses if the Contractor fails to do this.

The Contractor should immediately inform the client/Contract Administrator of any divergence between drawings and specifications and the requirements of the Building Regulations and other statutes and ensure that he receives written clarification.

8. Variations and Instructions

The Contract Administrator will record any variation or instruction in site notes which will be issued to the contractor and instructions should not be accepted from any other source. Any site instruction must be recorded in writing and the contractors must obtain written confirmation from the Contract Administrator. Costs incurred where this procedure has not been adhered to will not necessarily be allowed.

9. Attendance on sub-contractors and suppliers

The Contractor should include for attending upon, cutting away for and making good after works carried out by sub-Contractors or Suppliers where included in the Specification or allowed as a provisional sum.

10. Workmanship, Materials & Standards

Work and materials shall conform to requirements of this Specification/Schedule and of the appropriate British Standards, B.S. Codes of Practice, European Standard, Building Regulation or Byelaws. Manufacturers' instructions should also be observed.

The Contractor shall supply samples of materials and fittings upon request that will be returned where appropriate. He should also allow to provide samples for test of requested and to provide sample panels of face works, decorative treatments etc.

Where hardwoods are used they are to be from sustainable sources. No materials containing CFC's or other similar harmful chemicals may be introduced into or used in connection with the works.

Any failure to meet these standards must be rectified by the contractor at their own expense within the agreed contract period.

11. Progress/Programme of work

Prior to commencement on site, the contractor shall provide the client with a realistic programme of work. Both parties will agree a mutually acceptable date for commencement and completion.

12. Notices

The Contractor shall serve all notices upon and pay all legitimate fees, as applicable to statutory or public undertakings, utilities or suppliers.

13. Health, Safety & Welfare

The Contractor shall comply with the enactments, regulations and working rules relating to health, safety and welfare of those on the site. Safety helmets, reflective clothing and footwear must always be worn on site.

The contractor must be aware of the requirements, implications and responsibilities arising through the Construction Design & Management (CDM) Regulations 2015 and shall ensure that they act appropriately. For the purpose of this tender package, we are assuming that, due to the limited scope of work, this project is likely to be non-notifiable.

14. Plant

The Contractor is to supply all plant, tools and equipment necessary to carry out the works, including site fencing, scaffolding, tarpaulins, lighting hoardings, barriers, skips etc. Skips are to be sited following agreement with the client

15. Cover and Protect

The Contractor shall cover up and protect the works from the weather and suspend all operations during adverse weather conditions. Anti-freeze additives and other similar measures shall not be employed without prior discussion and agreement with the client and only on the understanding that the contractor retains full responsibility for the measures taken. Suitable precautions must be taken to protect the works during wet or windy weather.

16. Protection & Security

The Contractor shall provide temporary hoardings, fences, lighting and watching to ensure the security of the site.

The Contractor will be responsible for the security of the premises and its contents during the performance of the works. He must provide evidence of insurance, which will cover any loss or damage suffered by the Client due to the Contractor's act, omission, negligence or failure to secure the house or keys thereto whilst under his control.

Keys must never be hidden on site and must be in the care of a competent responsible operative who shall be nominated as key holder on the site whilst works are in hand.

17. Drying of buildings

The Contractor will supply any plant required to dry out the building prior to completion. If appropriate, the central heating may be used for this purpose, all fuel and energy costs being met by the Contractor prior to Practical Completion.

18. Management of the works

The contractor shall provide on-site and off-site management and administration of the Works, safety matters and of all those engaged in the works. The contractor will at all times provide a working foreman to manage the works on site.

19. Handover

Handover the Works thoroughly clean, functional and secure, ready for occupation and use as intended. Polish all glass, ceramic and other smooth surfaces. Test and commission all plumbing, drainage, mechanical and electrical systems. Provide the Contract Administrator with all keys, spares and instruction manuals. Provide as built drawings for the services. Apply for, obtain and hand over Building Regulations Completion certificate.

20. Advertising

No contractors site or sign boards shall be erected without the prior agreement of the client.

C. THE WORKS

These specification clauses set out the contents of each section of work, outline the sequence and specify materials to be used.

1.0 PREPARATION & SITE SET-UP

1.1 Location of services

Locate and identify the positions of all incoming and outgoing services and make note for future reference.

Include for forming all temporary supplies and service connections as required, leaving ready for works to take place.

1.2 Access scaffolding

Allow all external access scaffolding and working platforms to allow safe execution of the works. Contractor to note proximity of highway on the southwest elevation.

1.3 Cover & protect

Provide all necessary coverings and protections to enable the works to take place.

2.0 OPENING UP & INVESTIGATION

2.1 Removal of uPVC capping strips

To external corners, where shown on elevation, contractor to include for removing existing uPVC capping strips, to expose corner posts. Once exposed, allow for inspection by contract administrator, to establish extent of decay and any work required.

2.2 Investigate fixing and support to timber frame

Allow for exposing and investigating the existing timber frame, to ascertain timber profile sizes and to establish method of fixing/support to masonry behind. Inspection to take place following localise removal of defective render panels to southwest elevation. Indicative detail shown on plan.

Arrange for attendance by contract administrator to review details and confirm method of repair.

3.0 STRIPPING OUT

3.1 Removal of defective rainwater goods

Allow to carefully and temporarily remove existing rainwater goods from southeast and southwest elevations. Set aside and store safely for re-use. Include to remove and set aside existing support brackets.

For pricing purposes, allow to remove and set aside 17 linear meters of cast iron guttering. Remove and set aside 3.8m of downpipe.

3.2 Removal of defective render panels

Once scaffolding has been erected, contractor to undertake inspection of all render panels, to ascertain overall condition. Identify any sections of render which are found to be cracked, loose or hollow.

Once identified, allow to carefully remove defective render, taking care to avoid damage to adjacent timber framing.

For pricing purposes, allow for removal and disposal of 7m² of render – indicative areas shown on plan.

Once render has been removed, allow for and undertake inspection of timber laths. For pricing purposes, it is assumed that the laths will need to be replaced.

4.0 REPAIRS TO TIMBER FRAME

4.1 Preparation

Once scaffolding has been erected, contractor to undertake inspection of exposed timber frame, to ascertain overall condition and identify areas requiring repair.

Rub down timber frame, to remove all loose/friable material.

Arrange for attendance by contract administrator, to review and agree exact areas of repair and to confirm approach, if different than set out below.

4.2 Timber Treatment

One timber frame has been exposed, allow for treatment by specialist if required. Timber treatment to be undertaken with the use of Permethrin based insecticide, applied in strict accordance with manufacturers instructions and specialist advice.

Contractor to note, timber treatment will need to be undertaken with due consideration for exposure to members of the public. This may therefore need to be completed 'out of hours' in the interests of health and safety.

Treatment guarantee/warranty to be provided by specialist sub-contractor on completion of the works.

4.3 Removal of decayed timber

Where rotten/soft/decayed timber is identified, allow for carefully cutting out, removing and disposing of defective timber.

4.4 Timber repairs

Where large areas of decay are identified, or where decay is affecting corner posts or structural joints, allow for and undertake timber splice repairs. Provide and install new sections of hardwood, cut to match size and profile of existing timbers (approx. 180 x 70, with 25mm rebate) New sections of timber to be lap jointed to existing and to be secured in place with stainless steel screws.

For pricing purposes, allow for cutting out and replacing 10 linear meters of timber framing – indicative areas shown on plan.

4.5 Making good to recessed/open joints in framework

Carefully rake out recessed/open joints between timber components and between timber frame and rendered infill panels. Brush joints to remove all loose/friable material, leaving ready for making good. For pricing purposes allow for raking out 15m² of joints.

Where joints/cracks/splits exceed 10mm in width/depth, allow for filling/packing with oakum caulking. Caulking to be carefully worked into joints using a mallet and caulking iron, ensuring caulk is left recessed slightly from face of joint. For pricing purposes allow for installing 10m² of oakum caulking.

Once joints have been packed with oakum, include for finishing with linseed oil putty (by Brouns and Co. or similar) ensuring putty finishes flush with adjacent surfaces.

To all other cracks/splits/recessed joints in framework, less than 10mm in width/depth, allow for filling with linseed oil putty, working well in to joints and leaving flush with surface of timber.

For pricing purposes allow for installing 25m² of linseed putty to framework, all to be applied in strict accordance with manufacturers instructions and recommendations.

Leave putty for minimum 24hrs (depending on temperature) to cure/skin over, leaving ready for decoration.

5.0 REPAIRS TO RENDER PANELS

5.1 Replacement of rotten/defective laths

Where render panels have been removed, allow to provide and install new laths, to support replacement render. Laths to be hand split riven oak, secured to existing rebates and framework. For pricing purposes, allow for the supply and installation of 7m² of timber laths.

Allow to reinstate rendered panels where removed, building up in layers to suit thickness of wall. Base layer to be 3mm Reabilita CAL CS by SecilTek or similar, Second coat to be 15mm course haired lime mortar by Mike Wye or similar, mix 3:1 (sand/lime). Finishing coat to be 10mm unhaired lime mortar by Mike Wye or similar. For pricing purposes allow for 7m² of replacement render. Indicative locations shown on plan. Exact areas to be confirmed following close-up site inspection.

Leave rendered panels clean, smooth and ready for decoration.

6.0 REPAIRS TO WINDOWS AND DOORS

6.1 Repairs to frames

Rub down existing window and door frames, removing all loose/friable material.

Rake out any soft/rotten timber and dispose.

Fill cracks/splits/decayed sections with appropriate wood filler, packing out to match existing lines and profiles.

Sand down and bring forward.

Allow for carefully cutting out and removing cracked glazing putty to internal and external window surfaces, ensuring glass is held temporarily but securely in place.

Allow for re-sealing glazing panels with new glazing putty by Hodgson Sealants or similar, all applied in strict accordance with manufactures instructions and recommendations. Brush putty with soft brush to seal to glass, knifing off as required to form chamfered finish. Leave to cure, ready for decoration.

7.0 DECORATIONS

7.1 Decorations of timber frame

Allow to decorate all exposed timber framework to all elevations.

Treat all exposed/visible knots with shellac knotting primer.

Treat all exposed timberwork with Exterior Linseed Oil Paint by Brouns & Co. or similar. Paint to be applied in three coats as follows:

Coat 1: 50% linseed paint, diluted with 35% raw linseed oil and 15% balsam turpentine.

Coat 2: 100% linseed paint

Coat 3: 100% linseed paint.

Contractor to allow 24hrs between coats.

7.2 Decoration of rendered panels

Allow to decorate all exposed rendered panels to all elevations.

Treat all new and existing rendered panels with one coat of silicate primer by Seciltek or similar, applied in strict accordance with manufacturers instructions and recommendations.

Finish all new and existing rendered panels with two coats of Isovit Silicate paint by SecilTek or similar, applied in strict accordance with manufacturers instructions and recommendations. Paint finish to be white to match existing.

Contractor to take care when applying render paint, cutting in and avoiding paint spill onto adjacent timber frame.

7.3 Decorations of render to gable wall

Brush down wall to remove all loose/flaking/blistering paint, taking back to bonded edge, using a scraper or putty knife.

Brush down exposed render, removing salt/grime/dust.

Treat exposed render with Sandtex stabilising solution, applied in strict accordance with manufacturers instructions and recommendations.

Re-paint rendered gable using 2 coats of Sandtex 'microseal' breathable masonry paint – colour to match existing.

7.4 Decoration of windows & Doors

Sand down all windows, doors and frames and wipe down.

Decorate with 1 coat Dulux weathershield or similar 'exterior flexible' undercoat.

Allow for and apply 2 coats of Dulux weathershield or similar top coat, gloss black to match existing.

8.0 REINSTATEMENT OF RAINWATER GOODS

8.1 Treatment of rainwater goods

Rub down existing cast iron gutters and brackets, brushing down with wire wool, to remove all rust and loose friable material.

Treat gutters and brackets with 2 coats of red oxide primer, ensuring good, even coverage. Finish with 2 coats of Dulux weathershield or similar, exterior metal paint, all in black, to match existing.

8.2 Reinstall Rainwater goods

Once rainwater goods have been treated, allow for re-fixing original gutter support brackets, to original positions.

Re-fit original gutters and downpipes, forming all connections to existing drainage system, ensuring gutters are appropriately and securely clipped and supported on the brackets.

Flush through and test gutters to ensure appropriate falls, prior to leaving site.

9.0 FINISHING

9.1 Cleaning

On completion clean all windows, clean and dust all surfaces and leave ready for occupation.

Cart away all remaining building materials and site waste, leaving entire area clean, safe and ready for use.

9.2 Contingency

Allow contingency sum of £5000 to cover variations and unforeseen works arising during the course of the project.