

Marlborough Town Council



16 July 2024

To: Councillors serving on the Property Committee – Councillors Mark Cooper, Lisa Farrell, Mervyn Hall (Chair), Caroline Sadler, Caroline Thomas, Emily Trow (Vice Chair), plus the Town Mayor Councillor Kym-Marie Cleasby

Dear Councillor

Property Committee

You are **summoned** to attend the next meeting of the **Property Committee**, which will be held on **Monday, 22 July 2024 at 7.00pm** in the **Council Chamber, Marlborough Town Hall**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday before the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to attend and ask a question they should also notify the Town Clerk of this prior to the meeting and provide their question in writing at the same time.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Property Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held on 29 April 2024
- 5. Action Log**
To note and review the Action Log
- 6. Finance Report Q1**
To note and consider a Property finance report for Quarter 1 (month 3)
- 7. Report on Town Council Properties**
To note a report by the Office Manager about Town Council-owned properties
- 8. Town Hall and Community and Youth Centre Bookings**
To note the update report on the Town Hall and Community and Youth Centre bookings
- 9. Town Hall Heating**
To receive a verbal update report by the Town Clerk on the Town Hall boiler replacements
- 10. Workshop Extension**
To receive a verbal update report by the Town Clerk on the Workshop extension
- 11. Community and Youth Centre**
 - a) To receive an update on the asset transfer of the Community & Youth Centre
 - b) To consider the report on required maintenance
- 12. Fire Risk Assessments**
To note and consider the work to be undertaken on fire risk assessments for Council properties

Marlborough Town Council



Property Committee

Minutes of a meeting of the Property Committee held Monday, 29 April 2024 in the Council Chamber, Marlborough Town Hall at 6.52pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Nicholas Fogg	Town Mayor
	Councillor Mark Cooper	
	Councillor Kym-Marie Cleasby	Vice Chair
	Councillor Kelvyn Shantry	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Councillor Lisa Farrell	Observing
	Councillor Caroline Sadler	Observing

PUBLIC QUESTION TIME

There were no members of the public present.

543/23 APOLOGIES

Apologies for absence were received from **Councillor Thomas**.

544/23 DECLARATIONS

There were no declarations of interest.

545/23 CHAIR'S ANNOUNCEMENTS

There were no announcements.

546/23 MINUTES

RESOLVED: that the minutes of the meeting held 19 February 2024 were approved as a true record and signed by the Chair

547/23 ACTION LOG

Members noted the updated action log. The Town Clerk had a meeting arranged at the Kingsbury Street property with the Town Council's architect to assess the rear windows and rainwater goods and agree a specification for the works (Action 217).

548/23 FINANCE REPORT

Members noted the Property Committee finance report for Q4 (month 12).
Discussion points included:

- Income from venue hire was above budget
- Income from public toilets was below budget
- Expenditure on public toilets maintenance was over budget, due to vandalism leading to expensive repairs
- Generally, the budget was in a good position at month 12

Councillor Sadler joined the meeting

549/23 REPORT ON TOWN COUNCIL PROPERTIES

Members noted the Office Manager's report. The Town Clerk asked Members to note that the hearing loop at the Town Hall had been repaired and was now functioning properly.

550/23 VENUE BOOKINGS

Members noted the most recent hiring figures for the Town Hall and Community and Youth Centre.

551/23 TOWN HALL HEATING

The Town Clerk gave a verbal update on progress towards replacing the boilers at the Town Hall:

- Contractors had now been selected for both the building work and the heating system replacement
- Updated prices were expected following a recent meeting where changes to the specification had been discussed
- The target date for installation was July-August 2024: it was possible some preparation work could be done in advance. No bookings for the Town Hall were being taken during this period. The exact timing would be dependent upon obtaining a temporary road closure order from Wiltshire Council

Councillor Farrell joined the meeting

552/23 WORKSHOP EXTENSION

The Town Clerk gave a verbal update on the project to extend the workshop at Salisbury Road Recreation Ground, which was proceeding on schedule. He passed around some photographs of progress as of a few weeks ago – phase 1 was expected to be complete in the current week. Phase 2 would focus on site security and fencing.

553/23 COMMUNITY AND YOUTH CENTRE

Members received an update on the asset transfer of the Community and Youth Centre at St Margarets Mead from Wiltshire Council to Marlborough Town Council and considered the maintenance requirements of the building.

Asset Transfer

Two outstanding matters relating to the legal transfer were discussed:

The Town Council's solicitor had advised that the Transfer Deed expressly states that the property is transferred subject to all matters that would have been discovered had proper searches and title investigations been undertaken. Accordingly, he had instructed his legal services team to carry out the normal due diligence searches and to undertake the normal due diligence exercise to ascertain what those things may be or are. **Councillor Fogg** questioned the use of the word 'proper' which could be interpreted as imprecise, although due diligence was assumed.

ACTION: for the avoidance of doubt, to ask the solicitor to clarify 'proper' searches

Since writing the report, it had been confirmed that the skate park was a Town Council asset and not part of the footprint of the asset transfer

Maintenance Requirements

Members noted the Town Clerk's report and the extensive observations following site visits, together with actions already taken, short term actions and considered the maintenance needs and in particular a proposal for a Management Committee and the formulation of a 1–3-year management and development plan. Discussion points included:

Actions already taken included fitting a new hot water tank, addressing storage, making sure the lift is accessible, arranging a deep clean and actions around emergency access and alarm controls

Whether a survey should be conducted of the flat roof to check its current condition and estimate its lifespan in order to be able to budget for any future works

Whether to conduct a survey of the whole building

Whether to ask regular users what they would like to see addressed in terms of maintenance or improvements

Whether volunteers could be sought to help with internal redecoration

The disabled access ramp was uneven and could be made more accessible

Whether external paving and paths could become a safety/accessibility issue

Development opportunities included potentially adding wall art and making better use of the hard standing area at the rear of the building for community benefit

Whether to create a management committee to oversee the building, needs of the users, and support the effective and efficient running and development of the centre

To take up an offer of an 'informal' view of works required prior to commissioning any structural surveys other than the roof

RESOLVED: (i) to commission a survey of the flat roof to determine its condition and expected lifespan

RESOLVED: (ii) to create a schedule of internal and external maintenance tasks

RESOLVED: (iii) to create a 1–3-year management and development plan to encompass, in consultation with user groups and stakeholders, the observation points in the Town Clerk’s report

RESOLVED: (iv) to create a user group or sub-committee, to be ratified by Full Council, as part of the delegated governance structure

The meeting closed at 7.29 pm

ITEM 5 ACTION LOG

To note and review the Action Log

#	Action	Min No	Assigned to	Status	Date of meeting	Notes
217	Investigate options for repair and maintenance of rear windows and rainwater goods at Kingsbury Street properties, esp. whether scaffolding required	451/23	Town Clerk	In Progress	19.02.24	17.4.24 Architect and property agent contacted; specification/costing process started. Funding need on F&P agenda 22.4.24 – property EMR will need replenishing due to impact of boiler replacements at Town Hall. 9.7.24 Guttering now part of routine maintenance; awaiting architect response re: window repair works.
235	For the avoidance of doubt, to ask the solicitor to clarify ‘proper’ searches	553/23	Town Clerk	Complete	29.04.24	9 7 24 Solicitors confirmed searches include: groundsure report, local search result showing the extent of the publicly maintained highway and the title plan, drainage and water search.

To note and consider the Property finance report for Quarter 1 (month 3)

Please see Appendix 1.

Town Clerk 8 7 24

ITEM 7**REPORT ON TOWN COUNCIL PROPERTIES****To note a report by the Office Manager about Town Council owned properties**

5 High St Offices – Repairs to gas boiler and toilet repairs

5 High St Shop – Nothing to report

5 High St Flat 2 – Nothing to report

1/2 Kingsbury St Shop – Nothing to report

1A Kingsbury St Flat – Nothing to report

2A Kingsbury St Flat – Nothing to report

3 Kingsbury St Shop – Nothing to report

3a Kingsbury St Studio Flat – blocked sink repair

3b Kingsbury St Studio Flat – legal proceedings pending

Recreation Ground Cottage No. 1 – Window latch repair and smoke alarm replacement

Recreation Ground Cottage No. 2 – Nothing to report

Elcot Lane Pavilion/Boxing Club – Nothing to report

Bowls Club – Nothing to report

Town Hall - Emergency lights testing and repairs completed. Electric door service carried out. Painting maintenance works ongoing

Marlborough Community & Youth Centre – Asbestos survey carried out. Replacement curtain tracks installed. Skip hire to clear rubbish

Coopers Corner Toilets/Community Room/Tourist Info Point – Community Fridge Project is running successfully and is well supported.

Bus Shelters – Refurbished

General - Legionella testing continues to take place monthly at the Town Hall, Offices and MC&YC. Window cleaning carried out at Town Hall, Office and Kingsbury St.

Kingsbury Street – Clearing and cleaning of gutters on flat roof complete. Brass sign for flats erected.

Office Manager – July 2024

ITEM 8**TOWN HALL AND COMMUNITY AND YOUTH CENTRE BOOKINGS**

To note the update report on the Town Hall and Community and Youth Centre bookings

MC & YC HIRINGS – APRIL 2024 TO JUNE 2024

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/ Meetings	Play Groups	Organisations	Private Hire
17	10	28	0	2	2	9	17	1

Total Income received as of 30.06.2024 - £1,312

MC & YC HIRINGS APRIL 2023 TO JUNE 2023

Pre School Music	Fitness Groups	Youth Groups	Educational Groups	Meetings	Council Events/ Meetings	Play Groups	Organisations	Private Hire
16	20	18	29	2	0	10	15	1

Total Income received as of 30.06.2023 - £1,913

TOWN HALL – APRIL 2024 TO JUNE 2024

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS
2	8	1	2	5	22	5	10	10

Total Income received as of 30.06.2024 - £10,314

TOWN HALL – APRIL 2023 TO JUNE 2023

WEDDING CEREMONY COURT ROOM	WEDDING CEREMONY COUNCIL CHAMBER	WEDDING RECEPTION & CEREMONY	SALES	MEETINGS	COUNCIL EVENTS/ MEETINGS	PLAYS/FILMS CONCERTS ART	CHARITY DINNERS PRIVATE EVENTS	ORGANISATIONS EG NHS
4	2	1	4	4	20	8	2	19

Total Income received as of 30.06.2023 - £5,890

Sue Fry – Office Manager 8 7 24

ITEM 9

TOWN HALL HEATING

To receive a verbal update report by the Town Clerk on the Town Hall boiler replacements

ITEM 10

WORKSHOP EXTENSION

To receive a verbal update report by the Town Clerk on the Workshop extension

ITEM 11

COMMUNITY AND YOUTH CENTRE

To receive an update on the asset transfer of the Community & Youth Centre and to consider the maintenance requirements of the centre

a) Asset Transfer

The asset transfer document has been agreed, and we are now waiting for the final copy to be sent. Our legal services have carried out the normal due diligence searches and have advised it is ok to proceed.

b) Maintenance Requirements

Purpose

The purpose of this report is to ask the Committee to consider the maintenance requirements of the building.

Background

The last time the building was comprehensively refurbished was in 2018 when the building was initially leased.

A new hot water tank was fitted in November 2023.

The external cladding was refixed and painted in April 2024.

In May 2024 there was a clear out, and the storage was rationalised.

Status & Considerations

Since the last Committee meeting and report on this matter, on 22.5.24 the Town Clerk, Rod Cleasby and the Caretaker conducted a joint site visit to view and assess any obvious structural works that may be needed. As a result of the site visits and other previous visits, the following have been identified as actions, in proposed priority order:

YEAR 1

Building works

1. **Asbestos management** – an up-to-date asbestos survey was carried out in June. There were several medium risk areas identified which recommended remedial and management actions notably the:

Removal/repair or encapsulation of poor material in the IT and pool room
Removal/repair or encapsulation of poor material in the 1st floor kitchen roof timbers
Removal/repair or encapsulation of poor material in the 1st floor ceiling void

Quotes are being obtained for these works. This action must be carried out as first priority (see Appendix 2 for full report).

2. The **flat roof** needs checking for remedial work and contractors then need to be booked (to include insulation work and checking the timber seals). Quotes are being obtained for these works.
3. **Mesh covers on gutter hoods** should be added to prevent debris build up.
4. The **extension to front** – needs checking as a butt joint is showing a crack.
5. The **adjacent drain to the front needs excavating**, assessing, and clearing – as it is blocked and leading to foundation damage, which in turn could be the cause of roof movement.
6. The **boundary wall** to the front has been significantly damaged by a driver colliding with it. It is proposed to **replace this with green railings** as this would be cheaper to install and repair and be in keeping with the Salisbury Road Recreation Ground. Quote obtained - cost circa 3k.
7. The **patio and pathway** need repointing - the steps going up into the centre, the paved path area along the side of the centre, and the access points to these pathways all need assessing and relaying; much of the paving is uneven and could present a hazard to some users, and hinder access for wheelchair users and child buggies.
8. The **damp course** in the changing room needs checking and, if necessary, making good.
9. The **double-glazing seals** need maintenance/checking.
10. The **double-glazing for windows/rear social space and front door** need replacement.
11. The **office roof insulation** needs checking and, if necessary, doing.

YEAR 2

Decoration

12. The **internal decoration** could do with replenishment, and with durable and wipeable paint suitable for the type of venue (hall/foyer/upstairs).
13. **Toilets & kitchen need updating**, there are cracks and leaks from the sinks, and cupboards are broken in the kitchen.
14. The **hall floor** needs to be re-treated and polished to protect it from all the users playing football etc.

Management & Governance

15. There is a **structural governance and management** deficit in terms of overseeing the MC&YC and ensuring the needs of the users and the Council are accounted for as a whole. A '**MC&YC Management Committee**' could be established to support and arbitrate in the effective and efficient running and development of the centre and ensure that all stakeholders' perspectives are considered. If formed this should be ratified by the Full Council as part of the delegated governance structure.

16. With this a '**Management and Development Plan**' could be formed to ensure the long-term sustainability of the centre.

NB There is an initiative to create and recruit a **L6 Apprenticeship Youth Development Worker** and assuming this transpires, this post could both support the oversight and development of the Centre, and feed into a Management Committee if this is progressed.

Development Opportunities

Wall art could be added to make the venue more user friendly.

Flooring in the kitchen & social space/computer space could do with revamping and rationalising to ensure the surfaces used are compatible with the purpose of each area.

The downstairs meeting room – requires a clear vision and rationale (inc. seating) to maximise its use.

Outside seating & cage arrangement to cover hard standing area, and provide a semi protected outdoor area for BBQs etc.

Outside lighting is reviewed and improved to give more user coverage but with 'down light' fittings to protect '*Dark Skies*' and nearby residents.

Proposal

The Committee is asked to consider and agree:

- A. The building and maintenance needs of the Community and Youth Centre as stated **including the proposed priority order and general timeline** and
- B. The proposal for a *MC&YC Management Committee*, and the formulation of a *1–3 year Management and Development Plan* and instruct the Town Clerk accordingly.

Town Clerk 8 7 24

To note and consider the work to be undertaken on fire risk assessments for Council properties

Purpose

The purpose of this report is to ask the Committee to note the need to conduct professional Fire Risk Assessments for its properties.

Background

Each year the Council's health and safety advisor visits to assess and offer advice on any recommended or required health and safety actions. The latest visit was on 16 April.

One notable action arising from the latest visit was to "*Commission specific fire risk assessment for all of the buildings to replace the clients' own assessments*". Particularly where there is occupied living accommodation.

Quotes are being obtained for this work. A full report will be provided for consideration at the next Committee meeting in October with full financial implications outlined.

Status

Council-produced Fire Risk Assessments coupled with Fire Risk management plans are in place for all workplace and hire settings (according to Government advised templates and guidance).

Fire risk management measures for tenancies are currently in place according to advice from our property agent e.g. smoke alarms are checked and updated regularly, properties receive visual inspections for unnecessary combustible hazards, boiler servicing etc.

PAT and periodic electrical testing is carried out in all properties.

Boiler servicing is carried out annually in all properties that require it.

Fire alarm, extinguisher, and emergency lighting servicing and testing is carried out annually in all properties that require it.

Risk assessments are in place for site specific fire risk e.g. hot works in the Town Hall has its own policy, and there is a 'no fat fryer' policy for the Community and Youth Centre and the Town Hall (as advised and required by Zurich Insurance).

Proposal and Recommendations

It is recommended that (a) at least two competitive quotes are obtained from Fire Risk providers for all properties, and (b) that assessments are progressed for 5 High Street and Kingsbury Street properties as soon as possible (with a commissioning decision delegated by the Committee to the Chair and Town Clerk if required i.e. if the cost exceeds the authority of the Town Clerk).

Thereafter other outstanding Fire Risk Assessments should be considered at the next Committee meeting to agree any priority order for implementation, if required (once full costs with comparison are obtained it will be easier to make an informed decision).

Town Clerk 10 7 24

Marlborough Town Council						Property Budget Month 3	
	Actual Year To Date	Current Annual Budget	Funds Available	% Spent	Transfer to/from EMR	NOTES	
INCOME							
1000 INCOME-HIGH ST SHOP				25%			
1002 INCOME-HIGH ST FLAT2				19%			
1003 INCOME-1 KINGSBURY				52%			
1004 INCOME-1A KINGSBURY				24%			
1005 INCOME-2A KINGSBURY				23%			
1006 INCOME-3 KINGSBURY				24%			
1007 INCOME-REC GND COT 1				25%			
1008 INCOME-REC GND COT 2				17%			
1011 INCOME - 3A KINGSBURY ST				25%			
1012 INCOME - 3B KINGSBURY ST				0%			
1050 INCOME-TOWN HALL	£ 10,314	£ 25,000		41%			
1112 INCOME TOWN HALL TOILETS	£ 43	£ 200		22%			
1112 INCOME COOPERS CORNER TOILETS	£ 835	£ 3,500		24%			
1329 MY & MC INCOME	£ 1,312	£ -		0%			
EXPENDITURE							
CORPORATE PROPERTIES							
4062 MTCE/ELEC CORP. PROPS.	£ 1,225	£ 15,000	£ 13,775	8%			
4066 MARKETING	£ -	£ 250	£ 250	0%			
4070 DEFIBS	£ -	£ 750	£ 750	0%			
TOWN HALL							
4019 CLEANING MATERIALS	£ 281	£ 1,000	£ 719	28%			
4030 INTRUDER ALARM	£ 118	£ 2,000	£ 1,882	6%			
4035 SANITARY DISPOSAL	£ 354	£ 1,600	£ 1,246	22%			
4037 LIFT MAINTENANCE	£ 1,224	£ 3,300	£ 2,076	37%			
4038 MAINTENANCE	£ 6,999	£ 40,000	£ 33,001	18%	£ 2,475	Town Hall heating fees	
4300 BOILER MAINTENANCE	£ -	£ 900	£ 900	0%			
4304 LICENCES/PERFORMING	£ 1,167	£ 3,000	£ 1,833	39%			
4305 BROADBAND	£ -	£ 2,100	£ 2,100	0%			
4315 REFUSE COLLECTION	£ 414	£ 1,500	£ 1,086	28%			
4998 MARKETING	£ -	£ 200	£ 200	0%			
4999 PUBLIC TOILETS	£ 1,744	£ 7,200	£ 5,456	24%			
COOPERS CORNER							
4306 COOPERS CORNER	£ 216	£ 800	£ 584	27%			
4313 PUBLIC TOILETS	£ 3,154	£ 17,100	£ 13,946	18%			
206 COMMUNITY & YOUTH CENTRE							
4019 CLEANING MATERIALS	£ 84	£ 400	£ 316	21%			
4030 INTRUDER ALARM	£ 118	£ 2,000	£ 1,882	6%			
4035 SANITARY DISPOSAL	£ 89	£ 750	£ 661	12%			
4037 LIFT MAINTENANCE	£ -	£ 850	£ 850	0%			
4072 EQUIPMENT	£ 43	£ 500	£ 457	9%			
4304 LICENCES/PERFORMING	£ -	£ 300	£ 300	0%			
Income	£ 39,545	£ 129,330		31%			
Expenditure	£ 17,231	£ 101,500	£ 84,269	17%			



Asbestos Management Survey for

Marlborough Town Council

at

Marlborough Community & Youth Centre

30a St Margarets Mead

Marlborough

SN8 4BA



**Asbestos Removal
Soil Remediation**

**Demolition & Site Clearance
Legionella Assessments**

**Asbestos Surveys & Sampling
Asbestos Management Plans**



About Us

GAL is a fully licensed asbestos removal contractor and a leading company in asbestos surveying and testing. GAL currently holds a maximum three year asbestos removal licence which has been issued by the health & safety executive, we also hold a waste carrier licence granted by the environmental agency.

GAL has achieved various accreditations such as, ARCA, Construction Line, Safe Contractor, Exor & CHAS

We can help with the following services:

Asbestos removal
 Asbestos surveying
 Asbestos testing
 Asbestos disposal
 Legionella, anthrax & lead paint testing
 Demolition & Site clearance works.

We have offices throughout the country including; Gloucestershire, Wiltshire, Worcestershire, Avon, Warwickshire and further afield.

We offer a cost effective, professional, tailored solution for all your asbestos requirements.

Our extensive experience in the asbestos industry allows us to create a bespoke service from the initial sampling process to large scale asbestos removal projects. We owe this level of quality to our employees who have in-depth knowledge & experience. We have the knowledge and skills to lead your project to a successful completion.

Our company is fully insured & holds all the relevant certification for all asbestos works undertaken.



Client Name:

Marlborough Town Council

Contact: Andrea Millar

Phone: 01672 512487

Instructing Party

Marlborough Town Council

Contact: Andrea Millar

Phone: 01672 512487

Site Full Name:

Marlborough Community & Youth Centre

30a St Margarets Mead

Marlborough

SN8 4BA

Report Author:

Gloucester Asbestos Ltd

Stroud Road, Brookthorpe

Gloucester

Gloucestershire

GL4 0UQ

glosasdem@gmail.com

Contact: Rob Letman

Phone: 01452 813883

07375 060431

Gloucester Asbestos Ltd	Project Number:	G-06190
	Survey Date:	18/06/2024
	Printed On:	03/07/2024
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Section 1- Executive Summary

General Information:

The area surveyed are as highlighted within the site diagrams, the Survey undertaken was a Management survey. The surveying works are undertaken using Gloucester Asbestos Ltd in house method of work. The method of work is based upon the current HSE document HSG 264 Asbestos: the survey guide, this type of survey is intrusive where possible. It should be noted that occupied buildings place certain restrictions on the scope of the survey in respect of access and sampling strategy.

Non Asbestos

Sample	Area	Floor	Location	Description	Asbestos	Extent / Amount	Recommended Action
S001	Marlborough Community & Youth Centre	Basement	Male & Female w.c (005)	Vinyl upstands - Vinyl Products	NAD		No Action Required

Very Low Risk

Sample	Area	Floor	Location	Description	Asbestos	Extent / Amount	Recommended Action
Presumed	Marlborough Community & Youth Centre	Basement	Music room (002)	Adhesive to floor - Bituminous Product	Chrysotile	2m ²	Affix ID Labels & Manage as part of the management plan
Presumed	Marlborough Community & Youth Centre	Ground Floor	Boiler (016)	Adhesive to floor - Bituminous Product	Chrysotile	1m ²	Affix ID Labels & Manage as part of the management plan
Strongly Presumed	Marlborough Community & Youth Centre	Basement	Electrical store (006)	Electrical boxes - Limited Access Gained	Chrysotile	1 box	Affix ID Labels & Manage as part of the management plan
Presumed	Marlborough Community & Youth Centre	Ground Floor	Hall (010)	Ceiling & boxing - Insulating Board	Crocidolite	All area	Sample to confirm the presence of Asbestos prior to any refurbishment works

Low Risk

Sample	Area	Floor	Location	Description	Asbestos	Extent / Amount	Recommended Action
Strongly Presumed	Marlborough Community & Youth Centre	Ground Floor	Entrance canopy (017)	Soffit board -Limited Access Gained	Crocidolite	Non-quantifiable	Sample to confirm the presence of Asbestos prior to any refurbishment works
S002	Marlborough Community & Youth Centre	1st Floor	Office (013)	Ceiling -Paper Product	Chrysotile	32m ²	Affix ID Labels & Manage as part of the management plan

Medium Risk

Sample	Area	Floor	Location	Description	Asbestos	Extent / Amount	Recommended Action
X002	Marlborough Community & Youth Centre	1st Floor	Kitchen (014)	Debris to timbers - Paper Product	Chrysotile	21m ²	Restrict access and remove by a licensed contractor
X002	Marlborough	1st Floor	Ceiling void (011)	Debris to timbers -	Chrysotile	52m ²	Restrict access and remove

Client Name:	Marlborough Town Council	Project Number:	G-06190
		Survey Date:	18/06/2024
Site Address:	Marlborough Community & Youth Centre	Printed Date:	03/07/2024
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Section 1- Executive Summary

Medium Risk

Sample	Area	Floor	Location	Description	Asbestos	Extent / Amount	Recommended Action
	Community & Youth Centre			Paper Product			by a licensed contractor
X002	Marlborough Community & Youth Centre	1st Floor	IT Room & pool room (015)	Debris to timbers & perimeter of room - Paper Product	Chrysotile	65m ²	Restrict access and remove by a licensed contractor

Client Name:	Marlborough Town Council	Project Number:	G-06190
		Survey Date:	18/06/2024
Site Address:	Marlborough Community & Youth Centre	Printed Date:	03/07/2024
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Section 1- Executive Summary

Survey summary

The following material was identified at the time of the survey,

Asbestos materials were identified. The asbestos materials identified are in a fair condition with minimal areas of damage. The material is recommended to be left and remain in situ and to have periodic inspections to manage the condition of the material, the management of the asbestos material will need to be undertaken in accordance with current control of asbestos regulations CAR 2012.

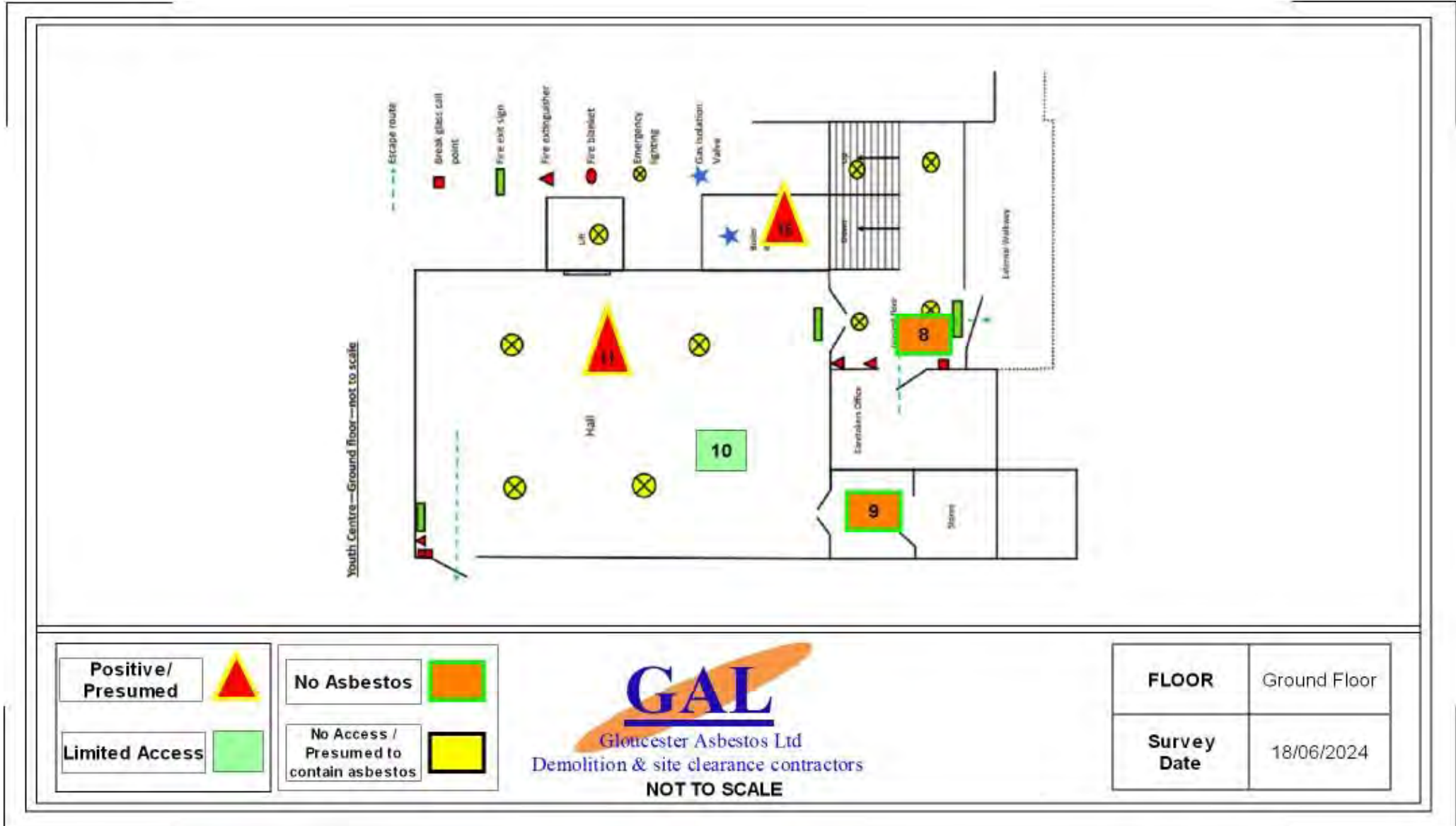
It should be noted prior to any future refurbishment / demolition works a 'Pre-refurbishment & demolition asbestos survey' will need to be undertaken.

Client Name:	Marlborough Town Council	Project Number:	G-06190
		Survey Date:	18/06/2024
Site Address:	Marlborough Community & Youth Centre	Printed Date:	03/07/2024
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Section 2 - Survey Drawings and Documentation

Project Number:

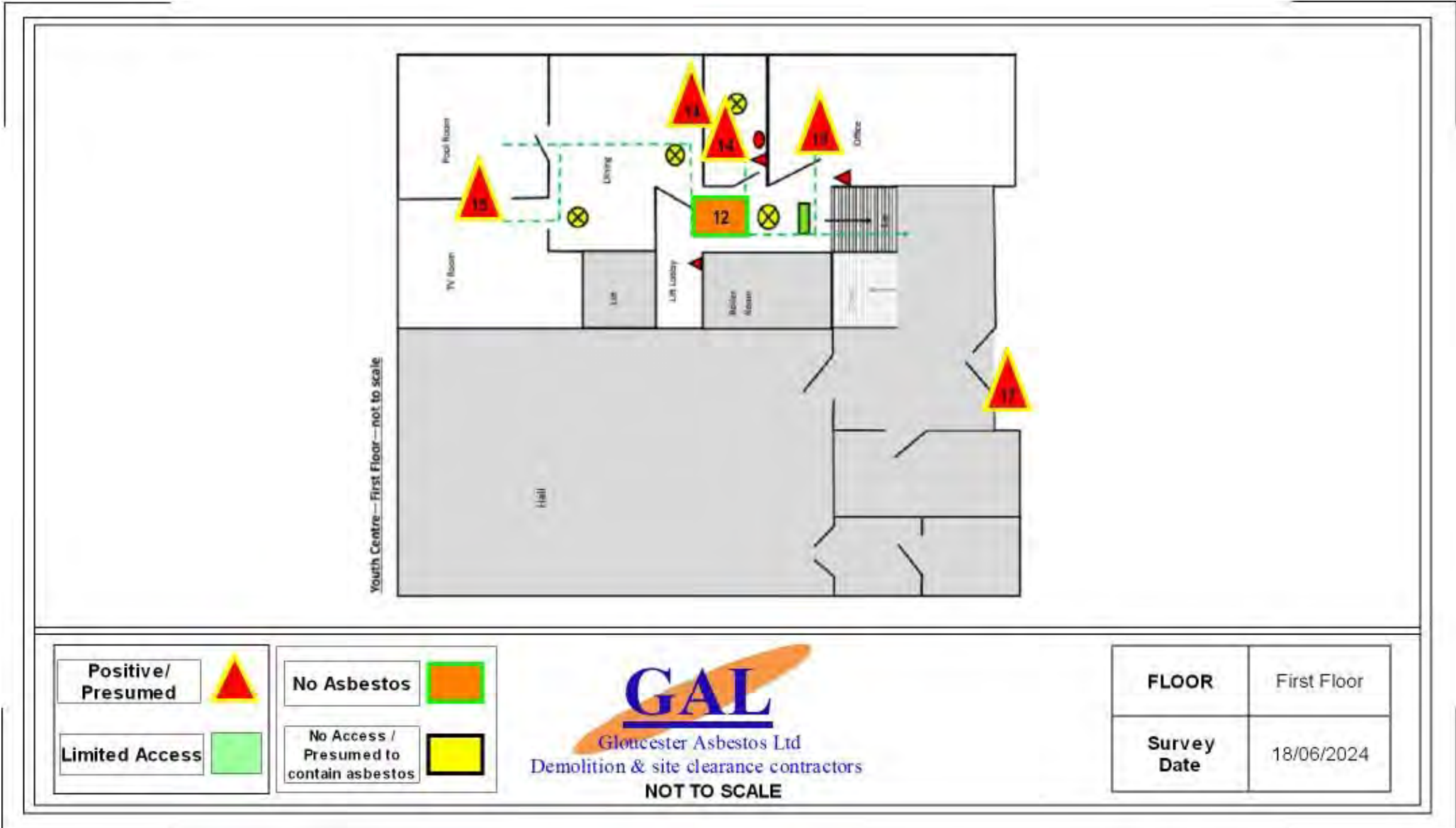
G-06190



Section 2 - Survey Drawings and Documentation

Project Number:

G-06190



Section 3 - Survey Objectives

1. To carry out a survey to ascertain the presence of asbestos based materials.
2. To include a risk assessment for each individual Sample.

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Section 4- Survey Techniques

1. Photographs were taken at all of the sample locations (unless otherwise stated).
2. All Asbestos Bulk Sample Analysis is conducted by using Polarised Light and Dispersion Staining Techniques. Dispersion Staining is used to describe the colour effects produced when a transparent colourless particle or fibre is immersed in a liquid having a refractive index near to that of the particle or fibre, and is viewed under a microscope using transmitted white light (based on HSE Publication MDHS 77).

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Section 5 - Survey Caveat

1 This report is based upon an inspection of the building highlighted.

During the course of the survey all reasonable efforts were made to identify the physical presence of materials containing asbestos within the areas of the building. It is known that asbestos materials are frequently concealed within the fabric of buildings or within sealed building voids so that it is not possible to regard the findings of any survey as being definitive. It must always remain a possibility that further asbestos containing materials may be found during refurbishment or demolition activities within wall cavities or under concrete slabs for example.

For reasons set out in this report, the results cannot give an assurance that all asbestos materials have been found and must not be thought to do so.

The nature of the survey was an inspection at key locations as detailed within the site specific plans of accessible voids and areas.

We recommend that samples be taken of suspect materials which may be uncovered within areas of the site which were not included or accessible during the time of the survey. Some areas may be occupied which restricted the intrusion used which may place certain restrictions on the scope of survey undertaken in respect of access and sampling strategy.

The measurements or quantities described herein this survey should not be relied upon for any contractual purpose, and it is down to the client/duty holder to notify if there are any amendments needed to plans as well as revisits if areas were unable to be accessed and/or had limited accessibility.

Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.

Gloucester Asbestos Ltd cannot accept any liability for loss, injury, damage or penalty issues due to error or omissions within this report.

Gloucester Asbestos Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to just that necessary for the taking of the sample.

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Section 6 - Survey Notes

1 Types of survey

There are two different types of survey: Management Surveys and Refurbishment and Demolition Surveys. The type of survey will vary during the lifespan of the premises and several may be needed over time. A management survey will be required during the normal occupation and use of the building to ensure continued management of the ACMs in situ. A refurbishment or demolition survey will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished. It is probable that at larger premises a mixture of survey types will be appropriate, e.g. a boiler house due for demolition will require a refurbishment/demolition survey, while offices at the same site would have a management survey. In later years refurbishment surveys may be required in rooms or floors which are being upgraded. In sectors where there are large numbers of properties (e.g. domestic houses) or internal units (e.g. hotels), only particular rooms may be specified for upgrading, e.g. kitchens, bathrooms and bedrooms. Refurbishment surveys would only be necessary in these locations.

It is important that the client and the surveyor know exactly what type of survey is to be carried out and where, and what the specification will be. So there should be a clear statement and record of the type of survey that is to be carried out, including the reasons for selecting that type of survey, and where it is to be carried out.

Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. This 'material assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed. The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

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Section 6 - Survey Notes

Refurbishment and Demolition survey

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is a specific requirement in CAR 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc.). Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed. The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.

Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

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Section 6 - Survey Notes

Duty holder’s use of survey information

The survey report needs to meet the requirements of the client and comply with the tender/contractual obligations. The report should be fit for purpose and the client should check that this is the case. Therefore the client should examine the report and carry out a number of checks to make sure that the survey has been adequate and that the report is suitable and accurate.

The client/duty holder should do to check the accuracy of the survey report

Check the report against the original tender.

Check for un agreed caveats or disclaimers.

Check that the survey is as requested: Management or refurbishment/demolition (or a combination).

Check diagrams and plans are clear and accurate.

Check all rooms and areas have been accessed.

Check sufficient samples have been taken (usually 1-2 per area/room) and that sample numbers are not disproportionate (e.g. dominated by one ACM type).

Check sample numbers reflect variations in the same ACMs, e.g. different ceiling tiles in the same room. Check for any obvious discrepancies and inconsistencies.

Definition of terms;

Enclosure - Provision of a physical barrier to provide mechanical protection of the material to prevent it being disturbed or damaged.

Encapsulation - Provision of paint type coating to create a continuous seal to the surface of the material and thereby prevent fibre release.

Labelling - Fixing of labels to the surface of the material to warn of the hazard

Registering - Entering the details, including type, location and extent in a register which is brought to the attention of all persons who might plan or undertake works in the building.

Periodic - Inspection of the material at defined intervals to check that its condition hasn’t deteriorated to require enclosure, encapsulation or removal.

Repair - Addition of a seal to the material to prevent the further deterioration of the material. Carried out in conjunction with labelling.

Removal - Complete removal of a material in compliance with CAR 2012.

Manage in situ - a policy of regular inspections to ensure that the ACM is maintained in good condition.

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Section 6 - Survey Notes

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BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories British Standards Institution

Asbestos in system buildings: Control of Asbestos Regulations 2012. Guidance for duty holders HSE 2008 www.hse.gov.uk/services/education/claspguidance.pdf

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BS EN 60335 Specification for safety of household and similar electrical appliances British Standards Institution

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Section 6 - Survey Notes

Asbestos essentials: A task manual for building, maintenance and allied trades on non-licensed asbestos work
HSG210 (Second edition) HSE Books 2008 ISBN 978 0 7176 6263 0

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Section 7 - Survey Recommendations

1 Material Assessment and Algorithm

The material assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way. This material assessment will give a good initial guide to the priority for management, as it will identify the materials, which will most readily release airborne fibres if disturbed. However, there are other factors to take into account when prioritising action.

HSG264 recommends the use of an algorithm to carry out the material assessment, and contains an example.

The algorithm is a numerical way of taking into account several influencing factors, giving each factor considered a score. These scores can then be totaled to give a material assessment score. The use of algorithms is not infallible, but the assessment process is clear for all to see, so if discrepancies arise, it should be possible to track back through the assessment process to find the root of the error. The algorithm shown in HSG264 considers four parameters that determine the risk from ACM: that is the ability to release fibres if disturbed. These four parameters are:

- Product type;
- Extent of damage;
- Surface treatment; and
- Asbestos type

Each of the parameters is scored and added to give a total score between 2 and 12:

- Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;
- Those with a score between 7 and 9 are regarded as medium risk;
- Materials with a score between 5 and 6 are low risk; and
- Scores of 4 or less are very low risk.

PRIORITY ASSESSMENT AND ALGORITHM

The material assessment identifies the high-risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a risk assessment which will also take into account factors such as:

- Maintenance activity;
- Occupant activity;
- Likelihood of disturbance;
- Human exposure potential.

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Section 7 - Survey Recommendations

THE RISK ASSESSMENT INCLUDES A MATERIAL ASSESSMENT AND A PRIORITY ASSESSMENT.

THE MATERIAL ASSESSMENT LOOKS AT THE TYPE AND CONDITION OF THE ACM AND THE EASE WITH WHICH IT WILL RELEASE FIBRES IF DISTURBED.

THE PRIORITY ASSESSMENT LOOKS AT THE LIKELIHOOD OF SOMEONE DISTURBING THE ACM.

The risk assessment can only be carried out with detailed knowledge of all the above. Although a surveyor may have some of the information which will contribute to the risk assessment and may be part of an assessment team, you, as the duty holder under CAW, are required to make the risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The risk assessment will form the basis of the management plan, so it is important that it is accurate.

MAINTENANCE ACTIVITY

The first and most important factor which must be taken into consideration is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned. Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

OCCUPANT ACTIVITY

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

LIKELIHOOD OF DISTURBANCE

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability. For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

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Section 7 - Survey Recommendations

HUMAN EXPOSURE POTENTIAL

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

PRIORITY ASSESSMENT ALGORITHMS

Taking all these factors into account in a logical, consistent manner is difficult. Using an algorithm will help you to produce priority assessments that have taken the factors into account in a consistent way. The number of factors relevant at any one site needs to be carefully considered, as the more factors included in an algorithm, the lower the influence of the most important risk factors becomes, and this may produce anomalies. For this reason it is recommended that the number of factors that are scored is limited to four, the same as the number of factors in the material assessment. There is no single set of factors that can be recommended that will apply equally to all types of premises. Therefore four general headings have been used and one or more factors can be taken into account and averaged under each heading to suit the circumstances. If you choose to use more than one factor under a general heading, then average the scores under that heading, rounding up where necessary.

The scores from the material assessment (i.e. the condition of the ACM or presumed ACM) are added to the scores of the priority assessment (the likelihood of disturbance), to give the overall risk assessment. Risk assessment scores for different ACMs can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions more difficult. For example a boiler house with asbestos pipe work insulation in poor condition may get the same or similar risk assessment score to an office with asbestos insulating board in reasonably good condition. This is simply because the ACM in the boiler house received a higher score than the ACM in the office because the ACM in the boiler house was in poor condition. However, the priority assessment for the office will get a higher score than the boiler house since the office is occupied more often. Add the scores together for the material and priority assessments, and you get similar scores. If this is the case then you may decide that the office needs doing first because it is used daily. On the other hand you may decide that the poor condition of the ACM in the boiler house means that it should be done first. If the office was a classroom, the young age of the occupants may be a deciding factor. Algorithms are provided to help you, but they are best guesses and will often require you to make your own additional judgements.

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Site Name:

Marlborough Community & Youth Centre

Project Number:

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Section 8 – Asbestos Register

Marlborough Community & Youth Centre												
Location	Product Type and Name		Extent	Accessibility	Condition	Surface Treatment	Asbestos Type	Sample	Sample No	Material Risk Score	Priority Risk Score	Total Score
1st Floor, Ceiling void (011)	Paper Product	Debris to timbers	52m ²	Difficult Accessibility	High Damage	Unsealed AIB, encapsulated spray	Chrysotile	Cross Reference	X002	8	0	8
1st Floor, Office (013)	Paper Product	Ceiling	32m ²	Easy Accessibility	Low Damage	Sealed AIB, spray, textile and thermal insulation, or asbestos cement	Chrysotile	Sampled	S002	5	0	5
1st Floor, Kitchen (014)	Paper Product	Debris to timbers	21m ²	Medium Accessibility	Medium Damage	Unsealed AIB, encapsulated spray	Chrysotile	Cross Reference	X002	7	0	7
1st Floor, IT Room & pool room (015)	Paper Product	Debris to timbers & perimeter of room	65m ²	Medium Accessibility	High Damage	Unsealed AIB, encapsulated spray	Chrysotile	Cross Reference	X002	8	0	8
Ground Floor, Hall (010)	Insulating Board	Ceiling & boxing	All area	Difficult Accessibility	Good Condition	Sealed AIB, spray, textile and thermal insulation, or asbestos cement	Crocidolite	Presumed	P	4	0	4
Ground Floor, Boiler (016)	Bituminous Product	Adhesive to floor	1m ²	Easy Accessibility	Low Damage	Composite, plastics or resins	Chrysotile	Presumed	P	3	0	3
Ground Floor, Entrance canopy (017)	Limited Access Gained	Soffit board	Non-quantifiable	Difficult Accessibility	Low Damage	Sealed AIB, spray, textile and thermal insulation, or asbestos cement	Crocidolite	Strongly Presumed	SP	5	0	5

MATERIAL SCORES ABOVE 10 HAVE HIGH POTENTIAL TO RELEASE FIBRES



Site Name:

Marlborough Community & Youth Centre

Project Number:

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Section 8 – Asbestos Register

Marlborough Community & Youth Centre

Location	Product Type and Name		Extent	Accessibility	Condition	Surface Treatment	Asbestos Type	Sample	Sample No	Material Risk Score	Priority Risk Score	Total Score
Basement, Music room (002)	Bituminous Product	Adhesive to floor	2m ²	Easy Accessibility	Low Damage	Composite, plastics or resins	Chrysotile	Presumed	P	3	0	3
Basement, Electrical store (006)	Limited Access Gained	Electrical boxes	1 box	Easy Accessibility	Low Damage	Sealed AIB, spray, textile and thermal insulation, or asbestos cement	Chrysotile	Strongly Presumed	SP	4	0	4

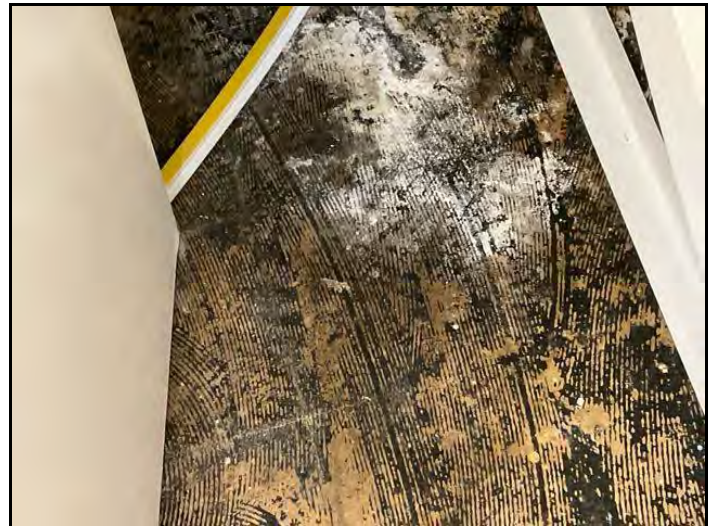
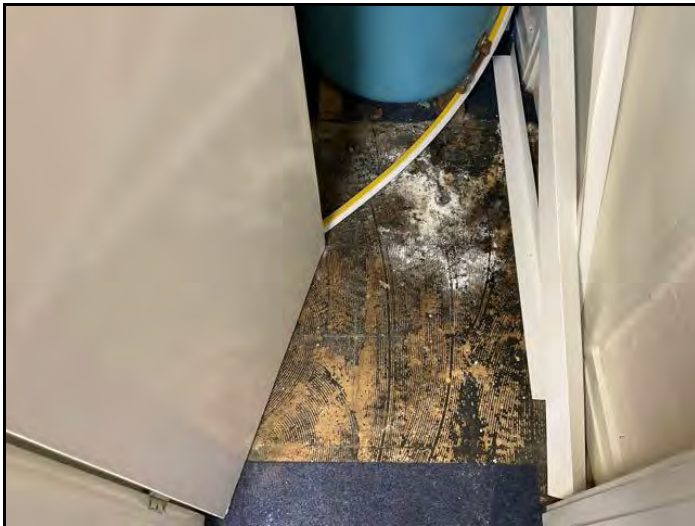
MATERIAL SCORES ABOVE 10 HAVE HIGH POTENTIAL TO RELEASE FIBRES

Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
		Project Number:	G-06190

Sample Number	Presumed	Survey Type	MS
Location Ref	002	Product Type	Bituminous Product
Product	Adhesive to floor	Damage	Low Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Composite, plastics or resins
Floor	Basement	Asbestos Type	Chrysotile
Room	Music room	Identification	Presumed
Surveyor Name	Rob Letman	Quantity	2 m ²
Asbestos?	Yes	Material Risk Score	3
Date	18/06/2024	Material Risk Band	Very Low
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Affix ID Labels & Manage as part of the management plan		



Surveyor's Comments

Asbestos material is currently in a fair condition. Strongly recommended the material should have periodic inspections undertaken to manage the material in situ & where possible have asbestos warning stickers applied. A annual re-inspection asbestos survey is recommended. The ongoing management of the asbestos material will need to be undertaken in accordance with current control of asbestos regulations 2012.

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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address: Marlborough Community & Youth Centre Client Name: Marlborough Town Council
 Project Number: G-06190

Sample Number	S001	Survey Type	MS
Location Ref	005	Product Type	Vinyl Products
Product	Vinyl upstands	Damage	Not Applicable
Area	Marlborough Community & Youth Centre	Surface Treatment	Not Applicable
Floor	Basement	Asbestos Type	NAD
Room	Male & Female w.c	Identification	
Surveyor Name	Rob Letman	Quantity	
Asbestos?	No	Material Risk Score	0
Date	18/06/2024	Material Risk Band	Not Applicable
Next Inspection	Not Applicable	Priority Risk Score	Not Applicable
Action	No Action Required		



Surveyor's Comments

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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
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Sample Number	Strongly Presumed	Survey Type	MS
Location Ref	006	Product Type	Limited Access Gained
Product	Electrical boxes	Damage	Low Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Sealed AIB, spray, textile and thermal insulation, or asbestos cement
Floor	Basement	Asbestos Type	Chrysotile
Room	Electrical store	Identification	Strongly Presumed
Surveyor Name	Rob Letman	Quantity	1 box
Asbestos?	Yes	Material Risk Score	4
Date	18/06/2024	Material Risk Band	Very Low
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Affix ID Labels & Manage as part of the management plan		



Surveyor's Comments

Asbestos material is currently in a fair condition. Strongly recommended the material should have periodic inspections undertaken to manage the material in situ & where possible have asbestos warning stickers applied. A annual re-inspection asbestos survey is recommended. The ongoing management of the asbestos material will need to be undertaken in accordance with current control of asbestos regulations 2012.

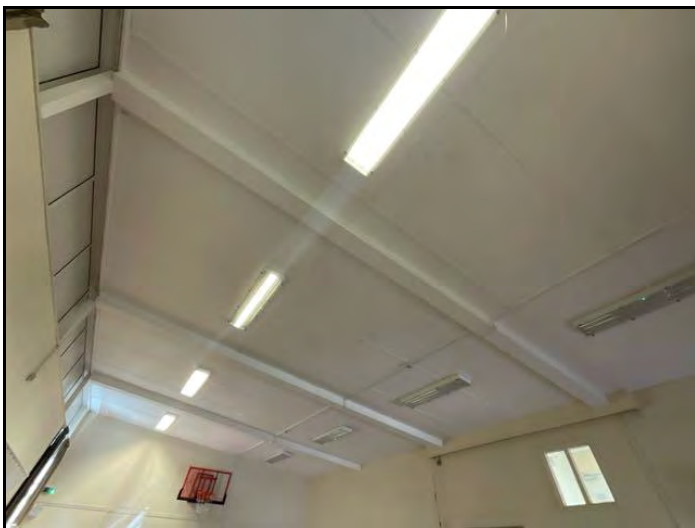
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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
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Sample Number	Presumed	Survey Type	MS
Location Ref	010	Product Type	Insulating Board
Product	Ceiling & boxing	Damage	Good Condition
Area	Marlborough Community & Youth Centre	Surface Treatment	Sealed AIB, spray, textile and thermal insulation, or asbestos cement
Floor	Ground Floor	Asbestos Type	Crocidolite
Room	Hall	Identification	Presumed
Surveyor Name	Rob Letman	Quantity	All area
Asbestos?	Yes	Material Risk Score	4
Date	18/06/2024	Material Risk Band	Very Low
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Sample to confirm the presence of Asbestos prior to any refurbishment works		



Surveyor's Comments

No Access to high level ceiling and boxings - further inspection and sampling required when access is provided.

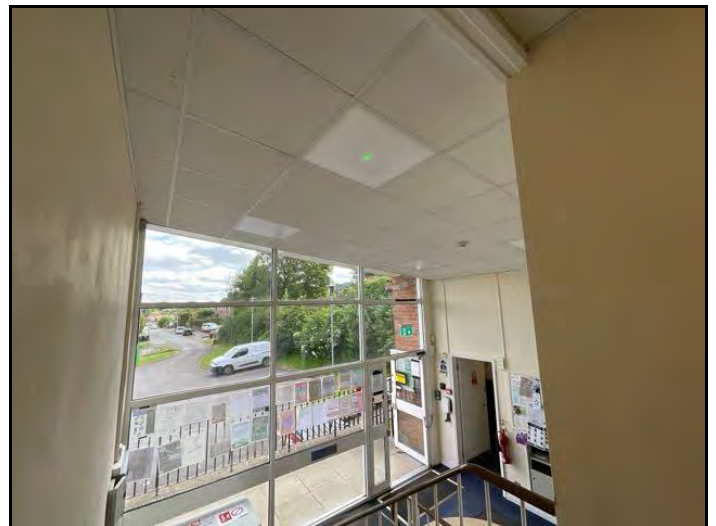
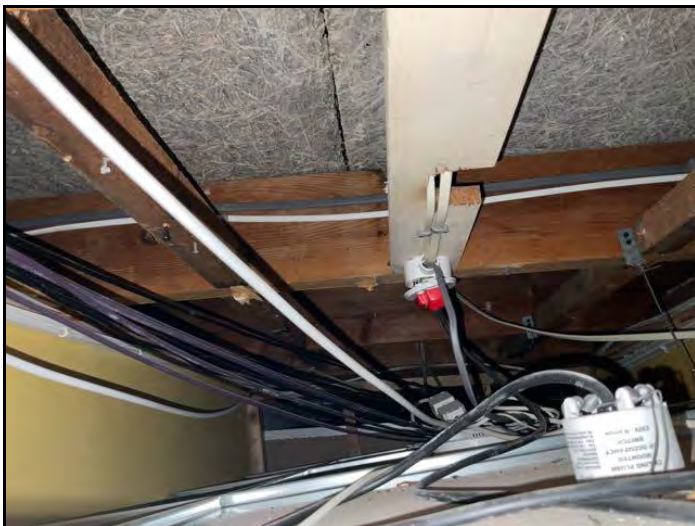
Client Name:	Marlborough Town Council	Project Number:	G-06190
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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
		Project Number:	G-06190

Sample Number	X002	Survey Type	MS
Location Ref	011	Product Type	Paper Product
Product	Debris to timbers	Damage	High Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Unsealed AIB, encapsulated spray
Floor	1st Floor	Asbestos Type	Chrysotile
Room	Ceiling void	Identification	Cross Reference
Surveyor Name	Rob Letman	Quantity	52 m ²
Asbestos?	Yes	Material Risk Score	8
Date	18/06/2024	Material Risk Band	Medium
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Restrict access and remove by a licensed contractor		



Surveyor's Comments

The asbestos material is currently in a poor condition and requires either removal or repair/encapsulation as soon as practically possible. The remedial works must be undertaken in accordance with current control of asbestos regulations 2012.

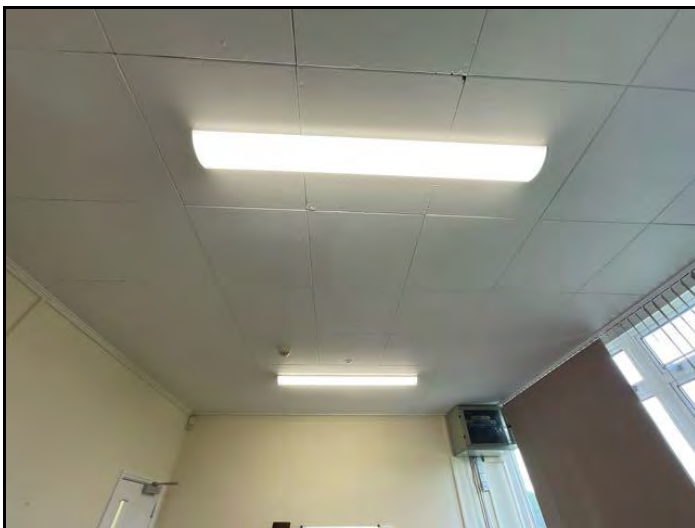
Client Name:	Marlborough Town Council	Project Number:	G-06190
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Site Address:	Marlborough Community & Youth Centre	Printed Date:	03/07/2024
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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
		Project Number:	G-06190

Sample Number	S002	Survey Type	MS
Location Ref	013	Product Type	Paper Product
Product	Ceiling	Damage	Low Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Sealed AIB, spray, textile and thermal insulation, or asbestos cement
Floor	1st Floor	Asbestos Type	Chrysotile
Room	Office	Identification	Identified
Surveyor Name	Rob Letman	Quantity	32 m ²
Asbestos?	Yes	Material Risk Score	5
Date	18/06/2024	Material Risk Band	Low
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Affix ID Labels & Manage as part of the management plan		



Surveyor's Comments

Asbestos material is currently in a fair condition. Strongly recommended the material should have periodic inspections undertaken to manage the material in situ & where possible have asbestos warning stickers applied. An annual re-inspection asbestos survey is recommended. The ongoing management of the asbestos material will need to be undertaken in accordance with current control of asbestos regulations 2012.

Client Name:	Marlborough Town Council	Project Number:	G-06190
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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
		Project Number:	G-06190

Sample Number	X002	Survey Type	MS
Location Ref	014	Product Type	Paper Product
Product	Debris to timbers	Damage	Medium Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Unsealed AIB, encapsulated spray
Floor	1st Floor	Asbestos Type	Chrysotile
Room	Kitchen	Identification	Cross Reference
Surveyor Name	Rob Letman	Quantity	21 m ²
Asbestos?	Yes	Material Risk Score	7
Date	18/06/2024	Material Risk Band	Medium
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Restrict access and remove by a licensed contractor		



Surveyor's Comments

The asbestos material is currently in a poor condition and requires either removal or repair/encapsulation as soon as practically possible. The remedial works must be undertaken in accordance with current control of asbestos regulations 2012.

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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address: Marlborough Community & Youth Centre Client Name: Marlborough Town Council
 Project Number: G-06190

Sample Number	X002	Survey Type	MS
Location Ref	015	Product Type	Paper Product
Product	Debris to timbers & perimeter of room	Damage	High Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Unsealed AIB, encapsulated spray
Floor	1st Floor	Asbestos Type	Chrysotile
Room	IT Room & pool room	Identification	Cross Reference
Surveyor Name	Rob Letman	Quantity	65 m²
Asbestos?	Yes	Material Risk Score	8
Date	18/06/2024	Material Risk Band	Medium
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Restrict access and remove by a licensed contractor		



Surveyor's Comments

The asbestos material is currently in a poor condition and requires either removal or repair/encapsulation as soon as practically possible. The remedial works must be undertaken in accordance with current control of asbestos regulations 2012.

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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
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Sample Number	Presumed	Survey Type	MS
Location Ref	016	Product Type	Bituminous Product
Product	Adhesive to floor	Damage	Low Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Composite, plastics or resins
Floor	Ground Floor	Asbestos Type	Chrysotile
Room	Boiler	Identification	Presumed
Surveyor Name	Rob Letman	Quantity	1 m ²
Asbestos?	Yes	Material Risk Score	3
Date	18/06/2024	Material Risk Band	Very Low
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Affix ID Labels & Manage as part of the management plan		



Surveyor's Comments

Asbestos material is currently in a fair condition. Strongly recommended the material should have periodic inspections undertaken to manage the material in situ & where possible have asbestos warning stickers applied. An annual re-inspection asbestos survey is recommended. The ongoing management of the asbestos material will need to be undertaken in accordance with current control of asbestos regulations 2012.

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Section 9 - Material Assessment (Photo)

Sorted by: Location ID

Site Address:	Marlborough Community & Youth Centre	Client Name:	Marlborough Town Council
		Project Number:	G-06190

Sample Number	Strongly Presumed	Survey Type	MS
Location Ref	017	Product Type	Limited Access Gained
Product	Soffit board	Damage	Low Damage
Area	Marlborough Community & Youth Centre	Surface Treatment	Sealed AIB, spray, textile and thermal insulation, or asbestos cement
Floor	Ground Floor	Asbestos Type	Crocidolite
Room	Entrance canopy	Identification	Strongly Presumed
Surveyor Name	Rob Letman	Quantity	Non-quantifiable
Asbestos?	Yes	Material Risk Score	5
Date	18/06/2024	Material Risk Band	Low
Next Inspection	18/06/2025	Priority Risk Score	0
Action	Sample to confirm the presence of Asbestos prior to any refurbishment works		




Surveyor's Comments

Asbestos material is currently in a fair condition. Strongly recommended the material should have periodic inspections undertaken to manage the material in situ & where possible have asbestos warning stickers applied. An annual re-inspection asbestos survey is recommended. The ongoing management of the asbestos material will need to be undertaken in accordance with current control of asbestos regulations 2012.





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Section 10 – Non-Asbestos Register

Marlborough Community & Youth Centre			
Location No	Location	Items	Photo
001	Basement, Music room	Floor: Carpetted / carpet tiled Walls: Plastered brick / block / concrete Ceiling: Concrete	
003	Basement, Male w.c	Floor: Vinyl Linoleum Walls: Plastered brick / block / concrete Ceiling: Concrete	
004	Basement, Female w.c	Floor: Vinyl Linoleum Walls: Plastered brick / block / concrete Ceiling: Concrete	
005	Basement, Male & Female w.c	Vinyl upstands: Vinyl Products	


Client Name:	Marlborough Town Council	Project Number:	G-06190
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Section 10 – Non-Asbestos Register

Marlborough Community & Youth Centre			
Location No	Location	Items	Photo
007	Basement, Changing area	Floor: Vinyl Linoleum Walls: Plastered brick / block / concrete Ceiling: Concrete	
008	Ground Floor, Lobby area	Floor: Carpetted / carpet tiled Walls: Plastered brick / block / concrete Ceiling: Machine Made Mineral Fibre product	
009	Ground Floor, Store	Floor: Carpetted / carpet tiled Walls: Plastered brick / block / concrete Ceiling: Stramit Board	
011	1st Floor, Ceiling void	Ceiling: Timber Upper ceiling: Stramit Board	

Client Name:	Marlborough Town Council	Project Number:	G-06190
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Section 10 – Non-Asbestos Register

Marlborough Community & Youth Centre			
Location No	Location	Items	Photo
012	1st Floor, Landing	<p>Floor: Carpetted / carpet tiled</p> <p>Walls: Plastered brick / block / concrete</p> <p>Ceiling: Machine Made Mineral Fibre product</p>	

Client Name:	Marlborough Town Council	Project Number:	G-06190
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Section 11 – Excluded Areas

The Following rooms / areas could not be accessed during the survey. Asbestos Containing Materials (ACMs) should be deemed as being present in these areas until proven otherwise.

No inaccessible areas found

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CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	GLOUCESTER ASBESTOS
Address:	GLOUCESTER ASBESTOS LTD STROUD ROAD GLOUCESTER GL4 0UG
Attention:	ROB LETMAN
Site Address:	MARLBOROUGH COUNCIL SN8 4BA
Date sample taken:	19/06/24
Date sample received:	21/06/24
Date of Analysis:	21/06/24

Analysis Report No.	SCO/24/18899
Report Date.	21/06/24
Site Ref No.	N/A
Page No:	1 Of 1
No. of Samples:	2
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	1	W/C – VINYL UP STRANDS	NADIS
2	2	COATING TO FIBREBOARD PAPER	CHRYSTOLE TO PAPER BACKING ONLY

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months. Reports & Records are retained for a minimum of 5 years.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an *

Analysed by:	T MULLIGAN	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 8 14-JUN-22-QCM

Unit 14 Britannia Court, Burnt Mills Industrial Estate, Basildon, Essex, SS13 1EU
Tel: 01268 724785 **Fax:** 01268 724796 **Mob:** 07765 685132 **E-Mail:** enquiries@scopesaasl.co.uk
 Company Reg No: 5191390 Reg Address: As above

Client Name:	Marlborough Town Council	Project Number:	G-06190
Property Committee		Survey Date:	18/06/2024
Marlborough Town Council		Printed Date:	03/07/2024
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