

## Right Surveyors Thames & Cotswolds Ltd

In accordance with guidelines set out by the Royal Institution of Chartered Surveyors.

### BUILDING CONDITION REPORT

to include a

### PLANNED AND REACTIVE (CYCLICAL) MAINTENANCE SCHEDULE

on the property known as

**DUDLEY HOUSE  
28 HIGH STREET  
WOOTTON BASSETT  
WILTSHIRE  
SN4 7AF**



Dudley House, 28 High Street, Wootton Bassett, Wiltshire SN4 7AF

*Professional, Local and Independent*

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Report Date: 4 July 2021



**Property Address: -** Dudley House, 28 High Street, Wootton Bassett, Wiltshire SN4 7AF

**Client: -** Beevers & Massey

**Type of Survey: -** Building Condition Report, to include a  
Planned and Reactive (Cyclical) Maintenance Schedule

**Date of Inspection: -** 21 April 2021 and 12 May 2021

**Weather: -** Warm, dry, clear sky

**Access: -** Interior and exterior

**Reference: RSTCE - 12780**

Dudley House, 28 High Street, Wootton Bassett, Wiltshire SN4 7AF

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## INTRODUCTION TO THE REPORT

### INSPECTED PROPERTY ADDRESS:

**DUDLEY HOUSE, 28 HIGH STREET, WOOTTON BASSETT, WILTSHIRE SN4 7AF**

## INTRODUCTION

### Aim of this report

The property is a grade II listed building and is located in the town of Royal Wootton Bassett which requires a defined maintenance programme and review of the timber fenestration.

### The purpose of this report is to:

- Describe the property
- Propose a planned and reactive maintenance schedule for the property
- The focus is the fenestration to the front and rear of the property.

Please refer to the Appendix for images

## SETTING and HISTORIC INFORMATION

The property, Dudley House, 28 High Street, Wootton Bassett, Wiltshire SN4 7AF was a former single residential property which has been converted to individual flats.

### Historic England Listed Building Description

The property is Grade II Listed with List Entry Number: 1184117. The property was first listed: 17 January 1955.

The property is understood to have been built circa 1730. Front elevation of Flemish bond brick on stone sill. Slate roof with four gabled dormers replacing three, and gable stacks forming two storeys plus the attic over five bays. A central hallway and stair hall behind the front left room. To the front there is a central doorway over two steps. The door appears to be an early circa 19th century four-panel moulded and fielded door with a margin glazed fanlight. There is a stone pediment on console brackets and architraves. Fenestration of twelve pane sashes within stone architraves and sills. The central first floor window architrave lugged with swept foot. Recent timber windows to the dormers. The rear elevation is rendered and painted, with gable and sixteen pane windows. There is a flat roofed extensions and external stair.

On referencing available maps, the property had an extended footprint to the rear right (broadly north west) which appeared to continue to be the case until the early twentieth century. It is unclear when the rear of the property was re-modelled and the rear elevations rendered and the external access steps provided. It is possible this work may have been provided post 1945 and prior to the Listing date of 1955.

### Property Description and Background

For some years now the property has been divided into 4 flats, owned by different owners who make up the Dudley House Management Company Ltd.

Beevers & Massey Residential Estate Management took over managing the property on their behalf in late 2019 and have attempted to maintain the property with the impediment of a deficit of maintenance. The windows at the rear ground floor of the property were replaced at some unknown time, possibly late last century with

low quality timber and have deteriorated to the extent they are in an extremely poor state and are now in need of replacement or extensive repair. The condition of these windows is now having an impact on the living conditions of the occupiers and is having a detrimental effect on their physical and mental well-being.

The managing agents and occupiers are custodians of a property which appears to have been poorly maintained.

The managing agents and occupiers, within the bounds of realistic financial constraints would like to exercise all due diligence in carrying out suitable sympathetic repair or replacement of elements in poor condition to maintain the property to a reasonable standard and provide a comfortable environment for the building occupiers whilst maintaining the integrity of the property.

### Planning & Development History

The only relevant application for work available from available public record appears to be Listed Building Consent Application N/99/01716/LBC to reform roofs of dormer windows with curved sections, replace windows in dormers with double hung sashes, replace rainwater goods in cast iron. It appears remedial and repair work has been previously carried out with no record of that work.

### INTENTIONS

The property appears to have been previously maintained on an "ad-hoc" or reactive as required basis. It is proposed that a programme of reactive and planned maintenance is provided to mitigate risk and ensure the property is maintained with due diligence.

### Assessment of impact on historic fabric and justification

In assessing the significance of the building and its features, consideration has been given to:

- Intrinsic architectural merit (architectural design, plan form, decoration, craftsmanship, building type and technological innovation or virtuosity);
- Completeness in terms of external characteristics, internal features and plan form; any alterations to the early or period features or layout were considered detrimental to the completeness of the building and therefore its significance;
- Contribution to the character of the area due to its value as a landmark, or as particular good example of local traditions, or for the space that it defines in terms of mass and scale;
- The extent to which the building illustrates important aspects of the nation's social, economic, cultural and/or close historical associations with important people or events.
- The assessment of significance is the result of an overall site inspection of the building's surviving historical fabric utilising the following grading system :

**The following list picks up the majority of items of existing fabric proposed for repair and maintenance as the main focus of this report:**

The property requires regular planned inspection and maintenance, particularly in regard to the external fabric, fenestration and general decoration.



The fenestration mainly consists of timber double hung vertical sash windows with single glazing and provision of internal secondary glazing to the front elevation which appeared in reasonable condition with due regard to the age and type of property and requires general repair and maintenance with regard to replacing damaged glass, replacing failed sash cords, refitting displaced and insecure sash locks. The timber panelled front door appeared in need of competent redecoration. The dormer window frames and associated joinery appeared to have been relatively recently decorated to an apparent competent standard. The remaining fenestration to the front elevation required competent repair and redecoration.

The fenestration to the rear elevation mainly consists of timber double hung vertical sash windows with single glazing and provision of internal secondary glazing with what appeared to be more recently provided timber casement and sliding sash frames with narrow profile sealed double glazing units. The joinery to the rear elevation generally appeared neglected and in poor condition with due regard to the age and type of property. It was apparent that at some stage inappropriate softwood timber window frames with sealed double glazed units had been provided. The joinery, particularly to the ground floor appears to have lacked competent maintenance and now appeared in a state of disrepair. The fenestration required competent repair and redecoration.

The external door to the first floor of the rear elevation appeared to be an inappropriate replacement consisting of a timber door with 15 lights one of which had been replaced with a cat flap. Whilst the door may generally echo the fenestration, and possibly provide a uniform appearance, it is debatable whether the door illustrates a change in fashion and historical change of the property or is a low cost replacement door offering glazing to light the internal hall. The door appeared in poor condition with due regard to the age and type of property. The joinery has lacked competent maintenance and now appeared in a state of disrepair. The door requires competent repair and redecoration.

It was noted that there had been provision of an inappropriate PVCu frame with sealed unit double glazing to the rear of the property. It is recommended the advice of the Conservation Officer is sought as to whether this unit should be replaced with an appropriate timber unit or retained as part of the development history of the property subject to consents.

## CONCLUSIONS

It must be acknowledged that there appear to have been inappropriate remedial works to the property.

There are elements of the property such as the window frames to the rear elevation which are in a state of disrepair whilst other elements such as the window frames to the front elevation have been relatively well maintained and require further competent work to ensure their longevity. It is noted that the property provides four residential units and the impact on the occupants is a consideration in ensuring that repairs and maintenance are in a manner in keeping with the existing property style and have no detrimental impact to the properties character whilst providing reasonable and practicable levels of accommodation for the occupants.

It is proposed that any works do not adversely affect the heritage asset and provide a 'positive contribution to the character of the property without materially harming the heritage asset' and that there are 'significant benefits to the long term retention of the property' in the comfort and sustainability provided to the occupants of the property. Any detailed design and proposed materials used in the remedial repair to the property and its various elements, such as the fenestration would be sympathetic with the heritage design and materials and 'fit' harmoniously with the listed property.

With the limited history available and with due regard to the available resources it is respectfully suggested that the occupiers have inherited a property which has not been maintained and they will endeavour to address the situation with due regard to limited financial resources. In that regard the occupiers will focus on areas of concern with limited intervention to maintain the property without further detriment and with regard to the surrounding built environment.

It is acknowledged that there appears to have been a lack of diligence by previous occupiers and property management in complying with compliance requirements either through negligence or ignorance.

It is acknowledged that previous repairs and maintenance date back to the previous century and may have been carried out to a standard accepted at the time and are not to current best practice.

The present occupiers and property managers acknowledge their governance of a heritage asset and wish to ensure that the Wiltshire Conservation Officer is fully consulted and satisfied with any future proposed works to the listed building and will provide pre-application or application as required for consultation and approval on areas of maintenance, repair or renewal and fully understand that a pre-application or full application for Listed Building Consent would be required for requisite work to the property.

Reference has been made to previous correspondence dated 7 January 2021 regarding application No: 20/10812/PREAPP regarding the proposed replacement of five windows to the rear elevation

Reference has been made to the Historic England publication "Traditional Windows Their Care, Repair and Upgrading" and other relevant and appropriate sources of information.

**PROPOSAL**

The managing agents and occupiers, within the bounds of realistic financial constraints would like to exercise all due diligence in carrying out suitable sympathetic repair or replacement of elements in poor condition to maintain the property to a reasonable standard and provide a comfortable environment for the building occupiers whilst maintaining the integrity of the property. To that aim the managing agents in conjunction with the occupiers in the form of Dudley House Management Company Ltd consult with Wiltshire Council Development Services (Conservation Officer) as required.

It is expected that reactive and planned maintenance will be phased due to financial constraints. In that respect and with regard to the Grade II Listed status and location within a conservation area, it is strongly recommended that there is consultation with Wiltshire Council Development Services (Conservation Officer).

**The managing agents (Beevers & Massey Residential Estate Management or whichever management company is instructed by Dudley House Management Company Ltd will communicate to any freeholder a planned and reactive repair regime managed by the Dudley House Management Company Ltd and their agent and maintain communication with the Wiltshire Council Development Services (Conservation Officer) as required.**

**With due regard to all required permissions and consents, carry out remedial repair and redecoration to the fenestration and door to the rear elevation.**

**With due regard to all required permissions and consents, carry out remedial repair and redecoration to the fenestration and doors to the front and rear elevation.**

**With due regard to all required permissions and consents, carry out a planned and cyclical repair and maintenance regime to the property.**



## ABOUT THE INSPECTION

|                                                          |                                                                                                              |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Surveyor's name                                          | Ian Dony                                                                                                     |
| Surveyor's RICS number                                   | 0095832                                                                                                      |
| Company name                                             | Right Surveyors Thames & Cotswolds Ltd                                                                       |
| Date of Inspection                                       | 21 April 2021 and 12 May 2021                                                                                |
| Report reference number                                  | RSTCE - 12780                                                                                                |
| Related party disclosure                                 | N/A                                                                                                          |
| Full address and postcode of property                    | Dudley House, 28 High Street, Wootton Bassett, Wiltshire SN4 7AF                                             |
| Weather conditions when the inspection took place        | Warm, dry, clear sky                                                                                         |
| The status of the property at the time of the inspection | All flats were occupied and furnished with restricted access due to furnishings, stored items and occupants. |

## SURVEYOR'S DECLARATION

"I confirm that I have inspected the property and prepared this report".

Signature



Surveyor's RICS number

0095832

Qualifications

BSc DipBldgCons CBuildE MRICS FCABE

For and on behalf of

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Property address

Dudley House, 28 High Street, Wootton Bassett, Wiltshire SN4 7AF

Client's name

Beevers & Massey

Date this report  
was produced

4 July 2021

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## APPENDIX

APPENDIX 1 - PLANNED AND REACTIVE (CYCLICAL) MAINTENANCE SCHEDULE  
FOR BUDGET PURPOSES ONLY

No allowance has been made for VAT, access, fees, preambles or preliminaries

## General Running Schedule Budget

| No           | Item / Location                     | Requirement                         | Cycle       | £ Annual        | £ Quinquennial  |
|--------------|-------------------------------------|-------------------------------------|-------------|-----------------|-----------------|
| 1            | External Chimney stacks             | Visual inspection                   | 12 month    | 55.00           | 55.00           |
| 2            | External Roof                       | Visual inspection                   | 12 month    | 55.00           | 55.00           |
| 3            | External Gutters                    | Visual inspection                   | 12 month    | 25.00           | 25.00           |
| 4            | External Elevations                 | Visual inspection                   | 12 month    | 55.00           | 55.00           |
| 5            | External External joinery           | Visual inspection                   | 12 month    | 75.00           | 75.00           |
| 6            | External External grounds and steps | Visual inspection                   | 12 month    | 55.00           | 55.00           |
| 7            | External External pavement gratings | Visual inspection                   | 12 month    | 55.00           | 55.00           |
| 8            | External Gutters                    | Clean                               | 12 month    | 175.00          | 175.00          |
| 9            | External Glazing                    | Clean                               | 6 month     | 200.00          | 200.00          |
| 10           | Internal Common areas               | Visual inspection                   | Monthly     | 180.00          | 180.00          |
| 11           | Internal Common areas               | Clean common areas                  | Monthly     | 300.00          | 300.00          |
| 12           | Internal Common areas               | Internal repair and redecoration    | 5 year      | 0.00            | 450.00          |
| 13           | Services Electrical installation    | Hardwire electrical test            | 5 year      | tba             | tba             |
| 14           | Services Gas installation           | Gas safe test                       | 1 year      | tba             | tba             |
| 15           | Services Alarms and fire            | Fire risk assessments and servicing | As required | tba             | tba             |
| 16           | Services Alarms and fire            | Fire alarm test                     | As required | tba             | tba             |
| <b>Total</b> |                                     |                                     |             | <b>1,230.00</b> | <b>1,680.00</b> |

## Cyclical Schedule Budget

| No           | Item / Location                     | Requirement                                                     | Cycle       | £ Quinquennial   | £ Long Term      |
|--------------|-------------------------------------|-----------------------------------------------------------------|-------------|------------------|------------------|
| 15           | External Chimney stacks             | Possible remedial repair and repointing depending on weathering | 20 year     | 0.00             | 4,500.00         |
| 16           | External Roof                       | Possible remedial repair                                        | 20 year     | 0.00             | 10,000.00        |
| 17           | External Gutters                    | Redecoration and cleaning                                       | 5 year      | 2,500.00         | 2,500.00         |
| 18           | External Elevations                 | Possible remedial repair and repointing depending on weathering | 20 year     | 0.00             | 10,000.00        |
| 19           | External External joinery           | External repair and redecoration                                | 5 year      | 11,500.00        | 11,500.00        |
| 20           | External External render            | Redecoration and repair rear elevation                          | 5 year      | 6,500.00         | 6,500.00         |
| 21           | External External grounds and steps | General repairs and maintenance                                 | 5 year      | 1,000.00         | 1,000.00         |
| 22           | External External pavement gratings | General repairs and maintenance                                 | As required | 900.00           | 900.00           |
| 23           | Internal Common areas               | General repairs and maintenance                                 | As required | 500.00           | 500.00           |
| 24           | Internal Common areas               | Internal repair and redecoration                                | 5 year      | 450.00           | 450.00           |
| <b>Total</b> |                                     |                                                                 |             | <b>23,350.00</b> | <b>47,850.00</b> |

## Remedial Repair to Fenestration 2021/2022 Budget

| No           | Item / Location           | Requirement                      | Cycle     | £                |
|--------------|---------------------------|----------------------------------|-----------|------------------|
| 29           | External External joinery | External repair and redecoration | 2021/2022 | 14,500.00        |
| <b>Total</b> |                           |                                  |           | <b>14,500.00</b> |

**APPENDIX 2 – OUTLINE INITIAL REPAIRS FOR CONSIDERATION 2021/2022**

**The focus is the property fenestration. The existing render to the rear elevation is acknowledged and possibly inappropriate however there was no evidence of significant damp or deterioration within the building fabric at the time of inspection.**

**FRONT ELEVATION****Fenestration**

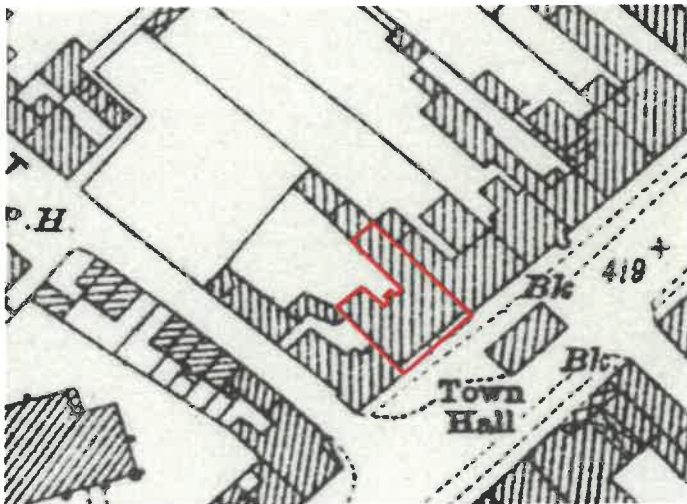
- 1 – Timber repair to sash windows
- 2 – General repair to sash windows:
  - Replacement of damaged sash cords
  - Replacement of missing sash window catches
  - Overhaul of existing internal secondary glazing
  - Replace missing and damaged glass panes
- 3 - External redecoration of sash windows (note the dormer casement window frames appear in reasonable condition and reasonably decorated).
- 4 – External redecoration of the panelled main entrance door

**REAR ELEVATION****Fenestration**

- 5 – Repair and redecoration of the main entrance door to first floor
  - Consultation with the Wiltshire Conservation Officer for consideration of replacement with a more appropriate secure external quality door.
- 6 - Consultation with the Wiltshire Conservation Officer concerning the appropriateness and retention of the PVCu window frame or suitable replacement.
- 7 - Consultation with the Wiltshire Conservation Officer concerning the appropriateness and retention and repair of the “newer” ground floor poor quality timber casement frames or suitable replacement.
- 8 - Timber repair to sash windows
- 9 – General repair to sash windows:
  - Replacement of damaged sash cords
  - Replacement of missing sash window catches
  - Overhaul of existing internal secondary glazing
  - Replace missing and damaged glass panes
- 10 - External redecoration of sash and casement windows

**APPENDIX 3 - LOCATION PLAN AND RELEVANT HISTORICAL MAP EXTRACTS****Dudley House Location Plan**

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**Extract from OS Map dated 1921 – 1943**

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#### APPENDIX 4 - RELEVANT IMAGES AS EXAMPLES OF REPAIR AND REPLACEMENT FOR INCLUSION IN CONSULTATION REPAIR SCHEDULE (Note: this is not a comprehensive schedule and is for illustration)

##### FLAT A, GROUND FLOOR LEFT (AS VIEWED FROM FRONT)



PVCu window. Consultation on retention



Kitchen window requires competent repair  
subject to consultation and application on suitability



Rear ground floor windows – example of requirement to  
repair cill and frame requirement to repair cill and frame







Front room window - replace damaged glazing

**FLAT C, FIRST FLOOR LEFT (AS VIEWED FROM FRONT)**



Front room window - replace damaged glazing



Bathroom window – replace missing glazing

**FLAT D, FIRST FLOOR RIGHT (AS VIEWED FROM FRONT)**

Front room window – repair timber glazing beads (sash bars) and bottom rail



Front room window – replace damaged glazing, replace broken sash cord,



replace missing sash fastener repair split meeting rail  
(Note internal timber panelled shutters.  
The provenance is not verified)



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## APPENDIX 5 - RELEVANT IMAGES

### FRONT AND REAR ELEVATIONS, FRONT AND REAR MAIN DOORS



### FLAT A, GROUND FLOOR LEFT (AS VIEWED FROM FRONT)



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FLAT B, GROUND FLOOR RIGHT (AS VIEWED FROM FRONT)







FLAT C, FIRST FLOOR LEFT (AS VIEWED FROM FRONT)



FLAT D, FIRST FLOOR RIGHT (AS VIEWED FROM FRONT)











