



## **Saxmundham Town Council**

All Members of the Gannon Institute Management Committee are summoned to attend a meeting on  
**Thursday 8<sup>th</sup> September 2022 at 2pm in the Town House.**

### **AGENDA**

**1) Apologies for Absence**

To receive apologies for absence.

**2) Pecuniary/Non-Pecuniary Interests**

Councillors to declare any Pecuniary or Non-Pecuniary Interests and Consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

**3) Financial Reports**

- a) To receive an update on the bank balances & update on the new bank account and signatories.
- b) To receive a report on the invoices paid in August 2022.

**4) Gannon rooms refurbishment**

- a) To consider quotes for redecoration and decide which contractor to use.
- b) To consider quotes for the new boiler and decide which contractor to use.
- c) To consider other work to be completed prior to internal decoration:-
  - a. Changes to the internal kitchen next to the front office.
  - b. Electrical work including additional sockets in the front office, emergency lights and fire alarm.
  - c. Disabled entrance.

**5) Licence with ABC Radio**

To receive an update on the licence agreement with ABC Radio.

**6) To discuss the possibility of the use of main hall for community purposes**

**J Morcom**

**Date Thursday, 01/09/22**

**Assistant Clerk to Saxmundham Town Council**

Tel: 01728 604595 Email: [assistanttownclerk@saxmundham-tc.gov.uk](mailto:assistanttownclerk@saxmundham-tc.gov.uk)





# Saxmundham Town Council

## Minutes of the Meeting of the Gannon Institute Trust 6.29 Monday 8<sup>th</sup> August 2022, Market Hall, Saxmundham

### Councillors

D. Eastman (Chair), J. Findlay (Vice-Chair), J. Fisher, C. Hawkins, T. Lock, J. Sandbach, J. Smith, N. Hiley, B. Gulliford, E. Clark

**Also present:** Karen Forster (Town Clerk)

**Open Forum:** There were no members of the public present.

08/22GIT

#### **Apologies:**

There were no apologies.

09/22GIT

#### **Declaration of Interest:**

There were no declarations of interest.

10/22GIT

#### **Bank Account**

It was unanimously RESOLVED to close the accounts with Barclays Bank and merge them to a single account at the Unity Trust Bank.

It was unanimously RESOLVED that the same signatories for the Town Council and Market Hall should be put in place for the Gannon Institute Trust account. This is currently Cllrs. Findlay, Fisher, Smith, Hiley and Clark.

11/22GIT

#### **Gannon Rooms Refurbishment and Tenancy**

The Chair confirmed that she had had a proactive meeting with the representatives of the ABC radio. The Clerk had drawn up a draft licence which has been circulated to the Chair and Cllr. Smith for consideration. **NOTED**

**Meeting ended at 6.38 pm**

Karen Forster

Interim Clerk to Saxmundham Town Council

Signed \_\_\_\_\_ Date \_\_\_\_\_



4a Phil Leon - see final item

## Phil Leon Painting & Decorating

39 Westward Ho  
Leiston  
IP164HX  
07528829115  
philkaren@live.co.uk

QUOTE  
EST0168

DATE  
Nov. 21, 2021

TOTAL  
GBP £5,054.60

TO

### Roz Barnett

Roz Barnett  
Saxmundham Market Hall  
Saxmundham  
Height street  
townclerk@saxmundham-tc.gov.uk

DESCRIPTION	RATE	QTY	AMOUNT
Ganining Rooms; Main Hall ceiling and walls to be filled, sanded then have 2 coats of emulsion. All Woodwork to be filled, sanded, primed where needed then have 1 undercoat and 1 top coat	£1,190.00	1	£1,190.00
Materials	£26.70	1	£26.70
Primer	£26.99	1	£26.99
Entrance hall and toilet; Walls and ceiling to be filled, sanded then have 2 coats of emulsion. All woodwork to be filled, sanded, then have 1 primer, 1 undercoat and 1 top coat.	£1,020.00	1	£1,020.00
Materials	£17.68	1	£17.68
Meeting room; walls and ceiling to be filled, sanded then have 2 coats of emulsion. All woodwork to be filled, sanded then have 1 primer, 1 undercoat and 1 top coat.	£1,190.00	1	£1,190.00
Materials	£15.60	1	£15.60
Kitchen by meeting room; Walls and ceiling to be filled, sanded then have 2 coats of emulsion. Woodwork to be filled, sanded, primed where needed then have 1 undercoat and 1 top coat.	£680.00	1	£680.00

DESCRIPTION	RATE	QTY	AMOUNT
Materials	£10.65	1	£10.65
External of Gannon rooms; All walls to be cleaned, filled where needed, sanded then have 2 coats of masonry paint. All woodwork to be cleaned, filled, sanded, Primed where needed then have 1 oil undercoat and 1 oil gloss coat.	£850.00	1	£850.00
Materials	£26.98	1	£26.98
SUBTOTAL			£5,054.60
TAXABLE			£5,054.60
TAX (0%)			inc £0.00
TOTAL			GBP £5,054.60

# Prime Finish

## Quotation for Gannon Rooms Exterior Decoration and Repairs

Date Submitted: 16 August 2022

West Elevation inc Main Entrance	Cost
10L Weathershield Masonry Paint	£77.16
5L Weathershield Exterior Undercoat	£83.68
2.5L Weathershield Exterior Gloss	£41.84
Labour Cost	£800.00

Description	Area Cost (materials & labour)
Strip and repair wooden fascias. Apply two coats of Weathershield Undercoat and one coat of Weathershield Gloss to finish. Repaint the exterior of the boiler room door to the same standard as above. Repaint exterior walls in County Cream Weathershield Masonry Paint.	£1,002.68

Back Wall (South)	Cost
5L Weathershield Masonry Paint	£38.58
Labour Cost	£80.00

Description	Area Cost (materials & labour)
Repaint exterior walls in County Cream Weathershield Masonry Paint.	£118.58

4 a Prime finish

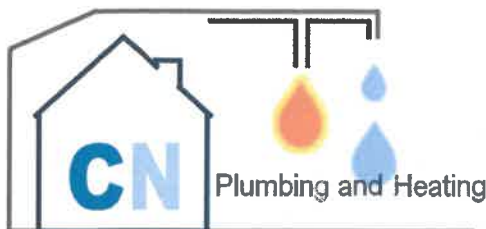
East Elevation (Adjacent Flats)	Cost	Description
30L Masonry Paint (includes paint for flaking wall)	£231.48	Repaint exterior walls in County Cream Weathershield Masonry Paint.
Labour Cost	£320.00	Area Cost (materials & labour)
		£551.48

Old flaking brick wall adjacent flats forecourt	Description
5L Masonry Stabiliser	Scrape loose material from wall and clean area. Apply stabiliser solution to the wall and make good where required. Repaint wall in Weathershield Masonry paint.
	Area Cost (materials only)
	£35.26
Labour Cost	TBA see notes

Total (not including labour for flaking wall repairs)	£1,708.00
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Notes and Comments
Labour cost for scraping and repairing flaking wall adjacent to the apartment block forecourt is proposed to be undertaken at hourly rate @ £20ph





# CN PLUMBING & HEATING

CN Plumbing & Heating is a trading name of Facilities Management Ltd

Unit 2a Clopton Park, Clopton, Woodbridge, Suffolk IP13 6QT

email: [info@cnplumbingandheating.com](mailto:info@cnplumbingandheating.com)

Tel: 01728 748446

19<sup>th</sup> July 2022

Saxmundham Town Council  
Gannon Rooms  
12 Station Approach  
Saxmundham  
IP17 1AZ

## Ref: Boiler replacement Gannon Rooms.

Following your recent enquiry and our subsequent survey, we have pleasure in providing a specification and quotation as detailed below.

### Boiler replacement.

*In this option we will leave the boiler in position and not touch the flue*

- **Decommission:** We will isolate and drain the existing heating system and boiler. We will leave the boiler in place but remove the gravity hot water tank
- **Boiler:** After carrying out a basic heat demand calculation we would recommend installing a Valliant eco fit pure 30KW Combination boiler. The boiler will be located on the external wall. The flue will be standard horizontal flue with a black external plume kit.
- **Filter:** To protect your new boiler we will install a Valliant magnetic system filter which is designed to catch any magnetite and debris from entering the boiler potentially causing damage and blockages to boiler heat exchangers.
- **Condensate:** Due to the higher efficiency of your boiler we will require installing a condensate waste pipe. We will install a new condensate waste pipe and terminate into the drain near the boiler.
- **Gas:** We will reconnect onto the existing gas pipe and test it for correct operation.
- **Pipe work:** We will alter and reconnect onto the flow return hot and cold pipework to the new boiler. All pipework will be carried out in copper pipe and fittings.
- **Controls:** We will install a new Honeywell lyric programmable thermostat which will control your heating and hot water times this can be access through a mobile device as well.
- **System treatment:** We will perform a chemical power flush of the heating system to ensure maximum efficiency and ensure no magnetite or debris is in the system. Once the system has been flushed, we will refill the system and treat with inhibitor for future protection. The system



will then be heat tested and balanced.

- **Commissioning:** The boiler will be commissioned by one of our engineers to obtain optimum efficiency. We will then register the boiler and complete all necessary paperwork. On completion, the work will be guaranteed for a period of 1 year in respect of faulty workmanship supplied by ourselves. All products supplied are guaranteed for a minimum period of 1 year. The boiler will come with a 7-year backed manufactures warranty

*To carry out the installation works detailed above to complete, test, and leave in full working order for the sum of £2,890.00 Plus VAT £3,468.00 Including VAT*

### **Boiler replacement.**

*In this option we will remove the boiler, but you will be required to have the flue removed.*

- **Decommission:** We will isolate and drain the existing heating system and boiler. We will leave the boiler in place but remove the gravity hot water tank
- **Boiler:** After carrying out a basic heat demand calculation we would recommend installing a Valliant eco fit pure 30KW Combination boiler. The boiler will be located on the external wall. The flue will be standard horizontal flue with a black external plume kit.
- **Filter:** To protect your new boiler we will install a Valliant magnetic system filter which is designed to catch any magnetite and debris from entering the boiler potentially causing damage and blockages to boiler heat exchangers.
- **Condensate:** Due to the higher efficiency of your boiler we will require installing a condensate waste pipe. We will install a new condensate waste pipe and terminate into the drain near the boiler.
- **Gas:** We will reconnect onto the existing gas pipe and test it for correct operation.
- **Pipe work:** We will alter and reconnect onto the flow return hot and cold pipework to the new boiler. All pipework will be carried out in copper pipe and fittings.
- **Controls:** We will install a new Honeywell lyric programmable thermostat which will control your heating and hot water times this can be access through a mobile device as well.
- **System treatment:** We will perform a chemical power flush of the heating system to ensure maximum efficiency and ensure no magnetite or debris is in the system. Once the system has been flushed, we will refill the system and treat with inhibitor for future protection. The system will then be heat tested and balanced.
- **Commissioning:** The boiler will be commissioned by one of our engineers to obtain optimum efficiency. We will then register the boiler and complete all necessary paperwork. On completion, the work will be guaranteed for a period of 1 year in respect of faulty workmanship supplied by ourselves. All products supplied are guaranteed for a minimum period of 1 year. The boiler will come with a 7-year backed manufactures warranty

*To carry out the installation works detailed above to complete, test, and leave in full working order for the sum of £2,990.00 Plus VAT £3,588.00 Including VAT*

To remove and cap the gas supply to the cooker in the kitchen £90.00 Plus VAT £108.00 Including VAT

**Terms**

We request a 20% deposit prior to installation and to secure any ongoing design services and initial purchase of materials.

The balance is then invoiced on completion of works based on 14-day settlement.

We hope that our quotation and specification is satisfactory and meets with your approval. Please don't hesitate to contact myself in the first instance if you have any queries and would like to discuss our proposal in more detail. We look forward to receiving your further instructions.

Kind Regards

Christopher Canham Director



CN Plumbing & Heating Ltd

01728 748446

07725837871

[christopher@cnplumbingandheating.com](mailto:christopher@cnplumbingandheating.com)



# 4b Wildings

Dear Jennifer, apologies that I have taken so long to get back to you and I thank you for your patience.

You may have gathered from my visit to the property that I'm not convinced the preferred option of replacing the boiler for a new one is the best way to go however, I have provided below an estimate (at this stage there are too many variables for me to provide a fixed price quote) for some options for your consideration. I believe that you have sought other prices for the work and I'm sure we will not be the cheapest, so if that is the primary driving factor then I'll understand why you couldn't consider us further.

## Option 1

Supply and fit a heat only vented wall mounted boiler to connect into existing system utilising the existing cylinder, pump, valves, and controls. Boiler to be mounted on back wall of the boiler room, adjacent to the toilet, and flued out to the left-hand side. This option is subject to the wall being of sufficient strength and integrity to mount the boiler and that regulation clearances for the flue terminal can be met. This is the cheapest option; however we cannot verify the operation of the existing controls, pumps and valves. I understand that the building is used by two tenants and there are currently no zones that allow independent control for each half of the building. The heating and hot water for the building is on or off in its entirety, regardless of occupancy levels.

I would not consider a sealed system boiler as many of the existing heating pipes are under the floor, services and radiators are old and pressurising a system could cause failure of these old pipes. A combi boiler would also pressurise the system and the distance from the boiler to the kitchen sink is around 14 metres which means a reasonable amount of water needs to be drawn off until hot water reaches the tap.

Estimate for option 1 - £3,500.00 + VAT

## Option 2

Supply and fit entire new heating system comprising of new boiler, valves, pump and plant, zoned for each tenant for independent control. There is not an easy route for re piping on the surface so it could be more beneficial to provide fan coil heaters in each of the larger spaces. This would provide good heat recovery for a building that has occasional use. A full survey for suitability will have to be carried out prior to committing to a firm price.

Estimate for option 2 - £15,000.00 + VAT

## Option 3

Supply and fit energy efficient electric radiators. There are two suitable distribution boards, one in each half of the building, which would allow each tenant their own control of heating – and perhaps billing costs? Point of use hot water for the bathrooms and kitchens would also reduce legionella risks and maintenance costs. You could retain the gas supply for the kitchen however an electric cooker would allow you to remove the gas, and therefore ongoing testing responsibilities. With an all-electric option. Personally I think that given the condition of the existing heating system and the inflexible nature of it for the building's intended use, electric heating is probably the most practical solution – both in flexibility, control, ongoing maintenance and cost versus an entirely new wet heating system. A link to Rointe radiators may help with your discussions. These are expensive but

very efficient and flexible for what they do. [Energy Efficient Electric Radiators - Your Complete Guide | Rointe](#)

Estimate for option 3 - £5,000.00 + VAT

During our visit it was noted that the gas supply was currently disconnected. It was not established why it had been, so I have made no allowances for rectifying any work associated with the existing gas meter and supplies.

When you have discussions with your colleagues and if the above information leads you to a preferred option, then I will prove a firm price for that option.

Once again, I'm sorry this has taken so long to get to you.

Regards Bill.

For J.T.Wilding

Bill Cox

DIRECTOR



Office: 01473 611744  
Mobile: 07739 946027  
28 Anson Road  
Martlesham Heath  
Ipswich  
Suffolk  
IP5 3RG

Web: <http://www.jtwilding.co.uk/>

HD DBS



ESTIMATE #	DATE	EXPIRES
2769	07/09/2022	07/10/2022

Title: E2769 - The Gannon Rooms

#### CUSTOMER

Saxmundham Town Council  
Jennifer Morcom

#### SERVICE ADDRESS

Station Approach  
Saxmundham, England IP17 1BW

	Qty	Cost/Unit	Total
1.01 - Disconnect and remove existing redundant boiler - Including isolation / cap off	1	£625.00/item	£625.00
1.02a - OPTION 1 - Remove existing boiler flue (Asbestos) Fully (Optional) To supply of Labour, Materials, Equipment and disposal facilities for the removal of asbestos insulation board panel to enable to remove asbestos cement flue. We have allowed for access equipment within our quote to remove the flue & cowl, All AIB works carried out under fully controlled conditions within an enclosure under negative pressure. with min of 10 air changes per hour, air and bag locks fitted with decontamination unit on site. All waste to be disposed to a registered toxic site and the areas cleaned on completion. Instruct independent analyst to carry out stages 1, 2, 3 & 4 air clearance and site checks on completion of the works and notify you of the results.	1	£3,906.25/item	£3,906.25
1.02b - OPTION 2 - Remove existing boiler flue (Asbestos) Partially (Optional) To supply of Labour, Materials, Equipment and disposal facilities for the removal of asbestos cement flue flush to the asbestos insulation board and encapsulate both asbestos items with ET-150 & Calacote Works carried out under locally controlled conditions within a respirator zone. All waste to be disposed to a registered toxic site and the areas cleaned on completion.	1	£743.75/item	£743.75
1.02c - Asbestos removal - OPTIONAL - Instruct independent analyst to carry out background re-assurance tests and site checks on completion of the works and notify you of the results. (Optional)	1	£500.00/item	£500.00
1.03 - Make good after asbestos flue removed	1	£450.00/item	£450.00
1.04 - Scaffolding access to reach asbestos flue chimney	1	£937.50/item	£937.50
1.05 - Internally stud walls and Fire Proof plaster board boiler room - Extra stud work to external walls and ceiling to secure and stabilise it - Ply and 15mm fire proof plasterboard to walls - Insulation between voids - skimmed Plaster finish	31	£137.50/M2	£4,262.50
1.06 - Install new Gas boiler to building in new location on external wall	1	£1,375.00/item	£1,375.00

DBS-Projects Ltd, Phone: 01493 806286

Hillcote, Kings Loke, Hemsby, Norfolk NR29 4HN, License # Registered in England & Wales - 10624924, Business # VAT reg: 271 2220 44

ESTIMATE #	DATE	EXPIRES
2769	07/09/2022	07/10/2022

	Qty	Cost/Unit	Total
1.07 - Supply Materials - new Gas boiler	1	£2,084.38/item	£2,084.38
Viessmann B1KF 35KW Combi			
Viessmann Vitodens Standard Flu Kit			
15mm Electrolytic Scale Reducer			
Magnaclean Pro 2 filter and inhibitor			
Endotherm			
Copper pipe and fittings			

**Subtotal: £9,734.38**

Subtotal	£9,734.38
Tax: VAT - Standard (20%)	£1,946.88
<b>Total</b>	<b>£11,681.26</b>



ESTIMATE #	DATE	EXPIRES
2769	07/09/2022	07/10/2022

#### TERMS & CONDITIONS

- The estimate is based on information provided from the client regarding project requirements, and all elements listed individually on the previous pages. Costs may change once all project elements are finalized or negotiated. Any changes of cost or works will be discussed. Estimate valid for 30 days for works which are carried out within the next 3 months.
- Any additional services requested by you and not covered by the estimate will incur additional charges. Changes in the specifications, quantities, schedule, or other aspects of the services that are requested or approved by you do not become binding upon DBS-Projects Ltd unless accepted by DBS-Projects Ltd in writing. Any such changes may result in additional or increased charges, and you agree to pay such increased charges.
- Unless explicitly agreed prior to commencement of work, payment will be due in full within 30 days from completion of the work or services provided, or once every calendar month if works exceed 30 days. All stated figures exclude VAT at the going rate when invoiced.
- DBS-Projects Ltd can only be held liable for the extent of works carried out by our operatives. No liability shall be accepted in respect of defects in existing installations. DBS-Projects Ltd shall not be held responsible for any loss or damage to property, materials or injuries to individuals caused by the personal actions of the customer or members of the public before, during or after such works have been carried out.
- DBS-Projects Ltd will not be held accountable for delays caused due to lack of information provided by the client, or unforeseen manufacturing issues.
- Overdue payments will be subject to a late payment charge of 2.5% over the Bank of England base rate.

Should you have any queries with the above quotation please feel free to contact me at any time.

Thank you again for your valued enquiry.

#### APPROVAL

This Estimate has been accepted on \_\_\_\_\_ by \_\_\_\_\_

Signature: \_\_\_\_\_

