

Public Document Pack

Charlotte Coxe Trust Committee

Date and time: Thursday, 28 April 2022 at 2.00 pm

Venue: Council Chamber - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this [Live Stream Link](#).

In line with current Government advice, those attending the meeting are asked to consider wearing a face-covering.



Stephen Chandler
Interim Chief Executive

April 2022

Contact Officer: **Colm Ó Caomhánaigh**
Tel: 07393 001096; E-Mail:
colm.oacaomhanaigh@oxfordshire.gov.uk

Membership

Chairman – tbd

Committee Members:

Councillor Robin Bennett
Councillor Felix Bloomfield
Councillor Freddie van Mierlo
Councillor Jane Murphy
Councillor Geoff Saul

A G E N D A

1.	Election of Chair for the remainder of the 2021/22 Council Year
2.	Election of Deputy Chair for the remainder of the 2021/22 Council Year
3.	Apologies for Absence and Temporary Appointments
4.	Declarations of Interest Please see guidance note
5.	Petitions and Public Address <i>Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.</i> <i>To facilitate 'hybrid' meetings we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e., 9am on Friday 22 April 2022. Requests to speak should be sent to colm.oaomhanaigh@oxfordshire.gov.uk</i> <i>If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.</i>
6.	EXEMPT ITEM In the event that any Member or Officer wishes to discuss the information set out in the Annexes to Agenda Item 7, the Committee will be invited to resolve to exclude the public for the consideration of those Annexes by passing a resolution in relation in the following terms: "that the public be excluded during the consideration of the Annexes since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda". NOTE: The report does not contain exempt information and is available to the public.

	<p>THE ANNEXES TO THE ITEM NAMED HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.</p>
<p>7.</p>	<p>Background Report and Initial Recommendations for the Work of the Committee (Pages 1 - 60)</p> <p>Report by Director of Law & Governance</p> <p>The information in this case is exempt in that it falls within the following prescribed categories:</p> <p>3. Information relating to the financial or business affairs of any particular person (including the authority holding that information) and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p> <p>Annexes A & B containing exempt information under the above paragraphs are attached.</p> <p>The purpose of the report is to make members aware of the history of the Charlotte Coxe Trust and the key decisions the Committee will need to make, as well as recommending steps that should be taken before the next meeting of this Committee.</p> <p>The Committee is RECOMMENDED to</p> <p>(a) Request a written presentation from Watlington Parish Council ("the Parish Council") in advance of the next meeting of the Committee explaining why it would be an appropriate manager of the Charlotte Coxe Trust and how it has the necessary technical capacity and resources (including legal, financial and surveying expertise) to deal with the management of the Trust.</p> <p>(b) Request a written presentation from Oxfordshire County Council ("the County Council") in its capacity as library authority in advance of the next meeting of the Committee with its proposals for the terms of the new lease of Watlington Library.</p> <p>(c) Agree that consideration of matters in connection with 10 Davenport Place should be postponed in view of the recent rejection of the relevant planning application.</p>
<p>8.</p>	<p>Report on Renovation and Letting of 33 High Street, Watlington (Pages 61 - 94)</p> <p>Report by Director of Law & Governance</p> <p>The purpose of the report is to outline (a) the work proposed by Watlington Parish Council at 33 High Street (b) recent requests received by the County Council in connection with the work and (c) proposals for letting the property.</p>

The Committee is RECOMMENDED to

- (a) Permit Watlington Parish Council (“the Parish Council”) to use volunteers to carry out decorating and garden renovation work at 33 High Street, provided that other work is handled by professional contractors.**
- (b) Authorise Oxfordshire County Council (“the County Council”) to grant a 12 month tenancy of the property at a peppercorn rent to Watlington Parish Council which allows the Parish Council to sublet the property to refugees, provided that the Parish Council takes on full responsibility for repair during the term of the tenancy and any profit the Parish Council makes from subletting is returned to the Trust.**

Divisions Affected – Watlington and Chalgrove

CHARLOTTE COXE TRUST COMMITTEE

28 APRIL 2022

RECOMMENDATIONS FOR THE WORK OF THE COMMITTEE

Report by Director of Law and Governance

RECOMMENDATIONS

1. **The Committee is RECOMMENDED to**
 - (a) Request a written presentation from Watlington Parish Council (“the Parish Council”) in advance of the next meeting of the Committee explaining why it would be an appropriate manager of the Charlotte Coxe Trust and how it has the necessary technical capacity and resources (including legal, financial and surveying expertise) to deal with the management of the Trust.
 - (b) Request a written presentation from Oxfordshire County Council (“the County Council”) in its capacity as library authority in advance of the next meeting of the Committee with its proposals for the terms of the new lease of Watlington Library.
 - (c) Agree that consideration of matters in connection with 10 Davenport Place should be postponed in view of the recent rejection of the relevant planning application.

Executive Summary

2. Background

The Charlotte Coxe Charity (“the Trust”) (registered charity number 297089) was established on 10 November 1949 when Laura Charlotte Coxe made a gift of freehold land at 33/35 High Street, Watlington to the County Council. The County Council agreed to hold the land “for the benefit of the inhabitants of Watlington”.
3. The County Council remains the sole trustee of the Trust and the Trust is subject to a Charity Commission Scheme dated 1 August 1995. The Director of Law and Governance has acted as “trustee” in the past, but the responsibility has now been passed to the Committee. The governing documents for the Trust are the 1949 Deed of Gift and the Charity Commission Scheme.

4. Charity assets comprise cash funds (currently around £80,000) and the freehold land at 33/35 High Street mentioned above. The freehold land includes an adjoining driveway. 33 High Street is a vacant two storey house, which has sat empty for nearly 10 years. 35 High Street has Watlington Library on its ground floor and a residential flat on the first floor. Watlington Library is operated by the County Council. There is no lease in place and nothing is currently paid by the County Council to the Trust for the use of the library premises. The residential flat is leased for 125 years from 2011.
5. The buildings are Grade 2 listed. The adjoining driveway referred to above leads to an area of “landlocked” land at the rear of 33/35 High Street which is owned by the County Council beneficially and which has no connection with the Trust.
6. The key matters that the Committee needs to consider are set out at paragraphs 7 to 17 below. In addition, considerable officer time has been spent in administering the Trust recently and the Committee will need to make decisions regarding payment for this from trust funds.

Trusteeship

7. There are three options for the long-term management of the Trust: (1) to revert to the previous position with officers (led by the Director of Law and Governance) managing the Trust without oversight, which is not recommended (2) for the Committee to retain long-term responsibility for the management of the Trust and (3) for the Committee to transfer trusteeship to an external body such as the Parish Council to bring management closer to the community. The Committee needs to decide which option to pursue.
8. The Parish Council is keen to take on trusteeship and there have been discussions over the years about this.

Grant of Lease of Library

9. A lease of Watlington Library needs to be granted to the County Council (as Oxfordshire Library Authority) if Watlington Library is to remain in place and terms for this need to be agreed between the Committee and the County Council.

10 Davenport Place

10. 10 Davenport Place, Watlington adjoins the “landlocked” land to the rear of 33/35 High Street owned by the County Council.
11. 10 Davenport Place has an existing right of way from High Street over the Trust-owned accessway and the County Council-owned “landlocked” land, however the right of way is conditional on 10 Davenport Place being used as a single dwelling.
12. The owner wishes to develop 10 Davenport Place into two houses. Planning permission for this was refused by South Oxfordshire District Council under reference P21/S1796/FUL, but the owner is now appealing. There was considerable local opposition to the original application.

13. The Committee needs to make a decision at some stage on whether the Trust is willing to facilitate the development by allowing the rights over the Trust owned land to be varied.

33 High Street

14. The Parish Council has embarked on a project to renovate 33 High Street and bring it into a habitable state with a view to it being used for accommodating refugees in the short term.
15. The Parish Council has been allowed to do some limited renovation work to date (eg clearing the back garden), but now is asking to do more substantial work including reconnecting the property to mains drainage and installation of damp proof courses, repainting and replacement of doors. The Parish Council would like some of the work to be done by volunteers rather than professional builders.
16. The property is Grade 2 listed and the County Council (as landowner) is concerned to ensure that all work is done competently and in compliance with listed building requirements as well as building regulations.
17. Urgent decisions need to be made by the Committee in connection with this and with the terms of any tenancy of the property and these matters are the subject of a separate report.

Financial Implications

18. The recommendations in this report relate to requesting presentations and postponing a decision. The content of the presentations may well have financial implications for the Trust and for the County Council which will need to be considered, but requesting the presentations in itself should not have financial implications. Postponing the decision regarding 10 Davenport Place should not have financial implications for the Trust or the County Council, as matters are currently “on hold” pending the planning appeal in any event.

Comments checked by:

Lorna Baxter, Director of Finance lorna.baxter@oxfordshire.gov.uk

Exempt Information

19. Independent legal advice obtained by the Director of Law and Governance is included in the papers annexed to this report. The public should be excluded during consideration of that advice, because discussion in public would be likely to lead to the disclosure to members of the public present of information in the following categories prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended): “5 information in respect of which a claim to legal professional privilege could be maintained in legal proceedings”.

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Divisions Affected – Watlington and Chalgrove

CHARLOTTE COXE TRUST COMMITTEE

28 APRIL 2022

RENOVATION AND LETTING OF 33 HIGH STREET, WATLINGTON

Report by Director of Law and Governance

RECOMMENDATION

1. **The Committee is RECOMMENDED to**
 - (a) Permit Watlington Parish Council (“the Parish Council”) to use volunteers to carry out decorating and garden renovation work at 33 High Street, provided that other work is handled by professional contractors.
 - (b) Authorise Oxfordshire County Council (“the County Council”) to grant a 12 month tenancy of the property at a peppercorn rent to Watlington Parish Council which allows the Parish Council to sublet the property to refugees, provided that the Parish Council takes on full responsibility for repair during the term of the tenancy and any profit the Parish Council makes from subletting is returned to the Trust.

Executive Summary

2.
 - (a) The Director of Law and Governance has already indicated to the Parish Council that it can carry out certain renovation works at 33 High Street, subject to it entering a licence agreement. It was originally anticipated that all work would be carried out by professional contractors, but the Parish Council would like to be allowed to use volunteers.
 - (b) The Parish Council would like 33 High Street to be occupied by refugees. The County Council is conscious that providing free accommodation to refugees falls outside the objects of the Trust (which are to benefit the people of Watlington). However, as the people of Watlington (as represented by the Parish Council) are apparently keen on the idea, as the property has been unoccupied for around 10 years and the alternative is for it to remain unoccupied, and as the refurbishment work is being funded externally on the understanding that the property will initially be made available to refugees, short term occupation by refugees is unlikely to be problematic.

Use of Volunteers

3. The draft licence agreement supplied to the Parish Council requires all work to be done by professional contractors – clause 4.1(b).

4. The Parish Council's solicitor has asked for the provision requiring professional contractors to be removed from the licence.
5. 33 High Street is a historic listed building and any work carried out at it is subject to listed building requirements as well as building regulations. The County Council has ultimate liability (as freeholder) for breaches of these requirements/regulations and they are extensive and dealing with breaches could be costly for the County Council, which costs it would have to recover from the Trust. The County Council's in-house surveying team does not have capacity to supervise the work of a team of volunteers.
6. In view of this, it is recommended that if volunteers are to be allowed to carry out work, the work should be limited to decorating work and garden maintenance work, as this work is outside the scope of the building regulations and is unlikely to cause damage to the property.

Letting

7. The County Council cannot grant Assured Shorthold Tenancies (which are the normal modern form of tenancy agreement) and any tenancy that the County Council grants to a private individual or family risks becoming a Secure Tenancy (which is difficult to terminate and may give the tenant a right to buy the freehold at a discount).
8. The Parish Council, by contrast, can grant Assured Shorthold Tenancies, and so if the property is to be let to refugees, the best way of proceeding would seem to be for the County Council (as freeholder) to grant a 12 month tenancy of it to the Parish Council, which allowed the Parish Council in turn to sublet it on an Assured Shorthold Tenancy of no more than 12 months. The tenancy could require the Parish Council to assume full responsibility for the maintenance of the property (including an obligation to put right any damage) and also require the subletting to be to refugees, and for any income (eg from housing benefit or government grants) the Parish Council received to be returned to the Trust.
9. Letting the property to refugees is outside the charitable purposes of the Trust (which are to benefit the people of Watlington) and no income for the Trust will be produced from the letting. If a letting is outside the charitable purposes of the Trust, trustees, in keeping with their fiduciary duties, should normally insist on it being at a full market rent. For the reasons set out above, however, members may decide that a short-term letting (provided it is for no more than 12 months) is acceptable.
10. Members are reminded that they have strict obligations to act prudently and to respect the purposes the Trust was set up for, and that they are accountable to the Charity Commission if they are considered to have breached those obligations.

Financial Implications

11. The licence agreement referred to above requires all costs in connection with the renovation works to be paid by the Parish Council and the amendment to the agreement recommended by this report does not change this. The recommendation therefore has no financial implications for the Trust or the County Council.
12. The recommendation to authorise a 12 month letting of the property at a peppercorn rent does have financial implications for the Trust (which could otherwise be earning a market rent for the property) and the report asks members to take the potential loss of income into consideration in their decision-making.
13. As Trust funds are separate from the County Council's own funds, the recommendation to authorise a 12 month letting does not have direct financial implications for the County Council. Nevertheless, the County Council has ultimate financial responsibility for the Trust and this is another reason why members need to ensure all decision-making regarding the property is prudent and justifiable.

Comments checked by:

Lorna Baxter, Director of Finance lorna.baxter@oxfordshire.gov.uk

ANITA BRADLEY
Director of Law and Governance

Annex: Draft Licence with Schedule of Works annexed

Background papers: Nil.

Contact Officer: Richard Hodby, Solicitor, Legal Services 07825 755552
(richard.hodby@oxfordshire.gov.uk)

20 April 2022

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DATED

LICENCE

relating to

RENOVATION WORKS AT 33 HIGH STREET, WATLINGTON

between

The Oxfordshire County Council

and

The Watlington Parish Council

**Anita Bradley
Director of Law and Governance
Oxfordshire County Council
Ref: RH/55491**

This licence is dated

Parties

- (1) THE OXFORDSHIRE COUNTY COUNCIL of County Hall, New Road, Oxford OX1 1ND
(Licensor) and
- (2) THE WATLINGTON PARISH COUNCIL of 1 Old School Place, Watlington OX49 5QH
(Licensee)

BACKGROUND

- (A) The Licensor owns the Property on behalf of the Charlotte Coxe Trust (registered charity number 297089).
- (B) The Licensee intends to carry out the Works at the Property and consent for this needs to be obtained in advance from the Licensor.
- (C) The purpose of this licence is to grant the consent.

Agreed terms

1. Interpretation

The following definitions and rules of interpretation apply in this licence.

1.1 Definitions:

CDM Regulations: the Construction (Design and Management) Regulations 2015 (*SI 2015/51*).

Property: 33 High Street, Watlington OX49 5PZ.

Works: the works detailed in the annexed E-mail chain (numbered 1-5 in the e-mail from Andy Rawlings and numbered 1-16 in the e-mail from Matt Reid) together with making good any damage to the Property caused by carrying out such works.

1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this licence.

2. Consent to carry out the Works

The Licensor consents to the Works being carried out on the terms set out in this licence and grants the Licensee all necessary rights of access to the Property for them to be carried out.

3. Licences and consents

- 3.1 The Licensee acknowledges its obligation to obtain all licences and consents (including planning permissions and building regulations approvals) that were or are required for the Works under any laws.
- 3.2 In particular, the Licensee acknowledges that the Property is Grade 2 Listed and, because of this, Listed Building Consent will be needed for some or all of the Works and they should only be carried out after liaison with South Oxfordshire District Council's Conservation Officers and in compliance with their instructions. The Licensee agrees not to carry out the Works until such liaison has taken place and the Licensee agrees to keep the Licensor updated regarding this.

4. Carrying out and completing the Works

- 4.1 The Licensee warrants that the Works will be carried out at its sole expense as soon as possible after the date of this licence:
- (a) using good quality, new materials which are fit for the purpose for which they were used;
 - (b) by competent and experienced contractors;
 - (c) in a good and workmanlike manner and in accordance with good building and other relevant practices, codes and guidance;
 - (d) in full compliance with listed building and building regulations requirements; and
 - (e) fully (rather than partially) with, in particular, all the work identified as necessary by Andy Rawlings being carried out.
- 4.2 The Licensee warrants that it will comply with the requirements and recommendations of all relevant utility suppliers and those of the insurers of the Property in connection with the Works.
- 4.3 The Licensee agrees immediately to make good, to the reasonable satisfaction of the Licensor, any damage (including decorative damage) which is caused by carrying out the Works.
- 4.4 The Licensee acknowledges that by carrying out and/or completing the Works it does not acquire any legal or equitable interest in the Property.

5. The CDM Regulations

By entering into this licence, the parties agree that, to the extent that the Licensor may be a client for the purposes of the CDM Regulations, the Licensee is to be treated as the only client in respect of the Works for the purposes of the CDM Regulations.

6. Indemnity and guarantee

The Licensee shall indemnify the Licensor against all liabilities, costs, expenses, damages and losses suffered or incurred by the Licensor arising out of or in connection with any breach of the terms of this licence.

7. Governing law

This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

Signed for and on behalf of)
THE OXFORDSHIRE)
COUNTY COUNCIL)

Signed for and on behalf of **THE**)
WATLINGTON PARISH COUNCIL)

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Site address: 33, High Street, Watlington, OX49 5PZ

New water connection quote

Your details:

Name: Mr Jeremy J Irons
Address: 11 Hill Road
Email: j.j.irons@btinternet.com
Phone:

DS Reference: DS6092932
Quote number: 20117309
Date: 07 March 2022

Work Description: 1x25mm metered MDPE Supply

Summary of charges

	Charge ex VAT(£)	VAT (£)	Charge inc VAT(£)
Excavation & connection charges	4,480.00	896.00	5,376.00
Infrastructure charges These cover the extra demands which new connections put on existing water mains, sewers and other infrastructure (this also includes Infrastructure credits, if any)	0.00	0.00	0.00
Income Offset on Infrastructure charges	0.00	0.00	0.00
Net Infrastructure charges	0.00	0.00	0.00
Network charges These cover the extra demands which new connections put on existing water mains, sewers and other infrastructure	0.00	0.00	0.00
Income Offset on Network charges	0.00	0.00	0.00
Net Network charges	0.00	0.00	0.00
Total balance due	4,480.00	896.00	5,376.00

There's a more detailed breakdown of the charges overleaf and our terms and conditions are included.

Please note if your pipes are being laid in ground that's classified as contaminated. This means that, to protect the quality of the water supply, you must use 'barrier pipe' when you lay the pipework within your property boundary. If you don't do this, we won't be able to connect you.

Validity

Quote expiry date: 03 September 2022

If your quote passes its expiry date, or your requirements change at any time, you'll need to ask us for a re-quote for which non-refundable upfront fees will apply. We update our charges on 1st April every year, so if you ask us for a re-quote in a new charging year our rates, and the way we calculate the charges may have changed.

We've calculated this quote in line with our current Charging arrangements for new connection services.

You can find out the latest information here on <https://developers.thameswater.co.uk/New-connection-charging>

What's included

This quote relates to the work we'll do between your property boundary and our water main - you're responsible for installing the pipework within your property boundary. We don't make any profit from what we charge for new water connections - our charges simply reflect what it costs us to do the work.

The charges outlined in this quote include:

- The Provision of a connection to our water main, laying a pipe from our water main to the boundary of your property, connecting to your supply pipe at the boundary and (usually) the installation of a boundary box, an outside stop valve and a water meter. This includes excavation, backfill and reinstatement if required.
- Any Traffic Management and highway authority charges we incur to ensure safe working in or near the road, if applicable. These could include permit fees to work in the street, parking bay suspensions, road or lane closures, temporary traffic lights, bus stop suspensions, and lane rental charges.

Detailed breakdown of charges

This section shows how the total balance due was calculated.

Work that may be completed by Thames Water or a self-lay provider	Qty	Unit rate (£)	VAT rate (%)	Charge ex VAT (£)	VAT(£)	Charge inc VAT (£)
25mm MDPE Single Connection in Road	1.00	1,880.00	20.00	1,880.00	376.00	2,256.00
25mm MDPE pipe-lay in Footpath (per M)	3.00	320.00	20.00	960.00	192.00	1,152.00
25mm MDPE pipe-lay in Road (per M)	4.00	410.00	20.00	1,640.00	328.00	1,968.00
Sub-total				4,480.00	896.00	5,376.00

These elements of the work could be done by a self-lay provider instead of us, should you choose to use one. For more details on self-lay, visit <http://www.lr.org/wirs>.

Work that must be completed by Thames Water	Qty	Unit rate (£)	VAT rate (%)	Charge ex VAT (£)	VAT(£)	Charge inc VAT (£)
Sub-total						0.00

Infrastructure charges	Qty	Unit rate (£)	VAT rate (%)	Charge ex VAT (£)	VAT(£)	Charge inc VAT (£)
Sub-total				0.00	0.00	0.00

Income Offset	Qty	Unit rate (£)	VAT rate (%)	Charge ex VAT (£)	VAT(£)	Charge inc VAT (£)
Sub-total				0.00	0.00	0.00

				Charge ex VAT(£)	VAT(£)	Charge inc VAT(£)
Total balance due				4,480.00	896.00	5,376.00

Terms and conditions

By paying this quote, you're accepting our terms and conditions below:

- 1 This quote has been produced in line with our charging arrangements. These can be found at <https://developers.thameswater.co.uk/New-connection-charging>.
- 2 This quote is valid for 180 calendar days. After this time you will need to apply for a requote (for which charges apply).
- 3 You must comply with the conditions of connection specified within these terms and conditions.
- 4 This quote has been calculated based on the information available to us, including the information you provided as part of your application for a service connection. In the event that the information you provided was incorrect or your requirements change, you will need to ask for a requote (for which charges apply) before we make the connection.
- 5 If you request a change to the design once we are on-site, you will be asked to sign a variation order to confirm you will pay the cost of the changes based on our fixed price charges applicable at the date of the works, or we will cancel the job and ask you to obtain a re-quote. Abortive charges and charges for additional site visits are not included in our quote and will increase the cost of your Service Connection where applicable.
- 6 Your payment options are set out in our charging arrangements. As detailed therein you can pay in advance or on completion of the new service connections. If you pay in advance you will be charged using the rates in effect on the day we issued our quotation. If you pay on completion of each connection, you will be charged using the rates in effect on the day we complete our works, which could be different from the charges detailed in this quotation. In order to pay on completion, you will need to provide us with an acceptable form of security before we carry out any work. The security will be equal to the expected total value of the charges for your new service connection(s). Details of the security we accept can be found in our charging arrangements.
- 7 We do not accept conditions which may be contained in your own order forms or other documents and which are not consistent with these conditions.
- 8 Unless otherwise agreed in writing by us, a separate service pipe must be provided for each house or building and for each part of a building that is separately occupied.
- 9 We will only lay the portion of the service pipe from the water main in the public land to the boundary of your property and it is your responsibility to provide and pay for the portion of the service pipe from the boundary of your property up to and into your property. Should the boundary of your property and that of the public land be separated by private land owned by a third party it is your responsibility to obtain permission from the landowner and lay this portion of service pipe.
- 10 If you have not provided the plot to postal information already, you must provide this information at your earliest convenience. We are entitled to delay the new connection until you provide such information.
- 11 The plumbing installations, both internally and externally within the boundary of your property, must be in such a condition as to allow the fitting of a water meter. We will visit the site to verify these requirements for all external pipe work installations and a random sample of internal pipe work installations. You must ensure that external pipe work is uncovered for this inspection before any connection can be carried out by us.
- 12 We require a minimum of five working days' notice to enable us to schedule the appropriate water regulations inspections. You must pass the Water Regulations inspection before any connection to our water main can be made. If you fail the Water Regulations inspection you must correct any faults identified in the inspection and ask us to make a re-inspection of the relevant pipework (additional visit charges apply). If you use a WaterSafe or Thames Water approved plumber / contractor we will not need to inspect the external underground pipework providing that a certificate of compliance (which they should provide you with) is sent to us.
- 13 Every service pipe connecting your property to our water main must be metered. The meter reading will be used by us to determine the charges we raise for water and sewerage services for your property.
- 14 In situations where your property contains parts that are separately occupied, but are not individually served by a separate service pipe, (if agreed by us under clause 8 above) each separately occupied part of your property must also be metered. The meter will be used by us to determine the charges we raise for water and sewerage services.

- 15 If we are installing a meter, we will install it on the part of the service pipe that we lay in the street (see clause 9) and as near as practicable to the boundary of your property. If for any reason the meter cannot be satisfactorily located underground in that position, you agree to us installing the meter on the part of the service pipe which you lay and which will be within the boundary of your property. Whilst we will try to fit the meter externally, if this is not practicable we will fit the meter inside your property. The need for us to install a meter within the boundary of your property may only become apparent after we have started work on the street. Any meter installed on a service pipe externally must be fitted by Thames Water or a self-lay provider. Any meters that are fitted internally, must be fitted by you or your contractor and you must obtain these through Thames Water. If the meter is being fitted by you or your contractor, you must adhere to our Water meter installation policy for property developers', which you can find at <https://developers.thameswater.co.uk/Developing-a-large-site/Connection-processes/Metering>. Any non-approved Thames Water meters installed maybe rectified at your cost.
- 16 Where more than one service pipe is laid by the point of connection, the pipes must be suitably spaced to facilitate ease of connection. Where a manifold is being used, the pipes for those supplies should come out to the edge of the boundary together. Where two pipes are laid in the same trench, the pipes must be spaced no more than 50cm apart. Each pipe must also be tagged to indicate which unit or dwelling it serves.
- 17 Where new supplies are laid on new sites before completion of the roads:
 - i) You must take all reasonable steps to safeguard our apparatus against damage. You will be responsible for the cost of repair or replacement of any of our apparatus found damaged on site.
 - ii) Your meter boxes will be placed in position as accurately as is practical at the time of installation. You will keep these boxes clear of obstruction and adjust to suit finished levels. It must be considered that the meter boxes are integral, and only minimal vertical adjustment is possible. There is no provision for lateral adjustment.
 - iii) Ducts laid by you under new roads should be a minimum 100mm diameter UPVC, MDPE or salt glazed pipes only, and laid between 0.75m and 1.35m (to the crown of the pipe) below finished road level. The line of the duct must be clearly marked on the curb at each side for ease of identification. If we cannot find the ducts, you will be charged for any extra work we have to do.
- 18 If the quote includes connections for building supplies, you must contact us to disconnect this supply once you have used it for building works. If you want to convert the building supply connection into a permanent connection, you must contact us to arrange for the connection to be inspected. You must not use the connection as a permanent supply until all required inspection approvals have be granted by us and all additional charges, including but not limited to inspection and infrastructure charges have been paid.

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Hodby, Richard - Oxfordshire County Council

Subject: FW: Permissions request (in bulk) for work required on 33 High St

From: Rawlings, Andrew - Oxfordshire County Council <Andrew.Rawlings@Oxfordshire.gov.uk>

Sent: 28 March 2022 18:02

To: Hodby, Richard - Oxfordshire County Council <Richard.Hodby@Oxfordshire.gov.uk>; Harris, Mark - Oxfordshire County Council <Mark.Harris@Oxfordshire.gov.uk>

Subject: RE: Permissions request (in bulk) for work required on 33 High St

Hi Richard,

Apologies for delay Mark H is on leave and I've been dealing with storm damage and potential refugee locations in our vacant properties whilst trying to organise works on schools for the Easter Holiday period and now to complicate matters further I've been called up for Jury Service for 2 weeks.

The only other points I raised were:





1. The foul drainage along the side of the property discharges into a foul manhole that requires emptying of dirt, silt and detritus to allow the 1st floor WC, bath, basins etc to be used.



2. The storm water drainage to the rear of the property requires urgent attention, the hopper is blocked and allowing rainwater to cascade down the face of the building.





3. The ornate brick arched fireplace mantle has shifted and the brickwork is now loose and easily removed and represents a risk of complete detachment and falling to floor level. It should be repaired.



4. Glazing to internal doors should be checked for compliance with Part K of the Building Regulations in relation to safety glass in high risk locations (such as doors).



5. Low level glazing in the bedroom should be checked for compliance with Part K of the Building Regulations in relation to safety glass in high risk locations. Consideration should also be given as to any guarding required to prevent children from falling.

The only thing I would add is that they should undertake works in accordance with the District Council's procedures for Listed Buildings, Oxfordshire County Council planning dept does not give advice on these matters so the Parish Council should liaise direct with SODC / VoWH planning dept.

I note that a quote for damp proofing has been included, personally I wouldn't use these non-breathable cement based barrier products in an old solid wall building, but again this should be discussed with SODC / VoWH planning / conservation officers as they may insist or advise on a more traditional breathable lime based plaster finish.

Please feel free to contact me should you wish to discuss, I won't have access to my laptop until I return from my Jury Service each day, but will be periodically checking phone messages, text and emails on my work mobile phone when Court is not in session.

Kind Regards,

Andy Rawlings

Building Surveyor

Oxfordshire County Council

Commercial Development, Assets and Investment | Oxfordshire County Library | Queens Street | Westgate | Oxford | OX1 1DJ

Mobile: 07976 344 089 | Email: andrew.rawlings@oxfordshire.gov.uk

Please send all postal correspondence to: County Hall, New Road, Oxford, OX1 1ND

For FM Service Desk contact FMServiceDesk@Oxfordshire.gov.uk with full details of Issue, location and Requestor Details.

www.oxfordshire.gov.uk

From: Matt Reid <Matz888@outlook.com>

Sent: 14 March 2022 13:17

To: Hodby, Richard - Oxfordshire County Council <Richard.Hodby@Oxfordshire.gov.uk>

Cc: Jeremy Irons <j.j.irons@btinternet.com>

Subject: Permissions request (in bulk) for work required on 33 High St

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Richard,

I hope this finds you well and that we're able to resume the previous pace on this project now that all the surveys and quotes have come in. We have put together a schedule of work that we are in a position to start upon immediately, so would you be able to run this by Anita in order to get sign off so that we can commence work this week if possible. I've included the quotes for the damp proofing work and water connection, but apart from that we'll be able to run the rest of the project in parallel to those activities. Having spoken to Jeremy this weekend about these quotes he quite rightly asserted that he would like to be re-imbursed for these 2 costs should the property ever be privately rented or sold off on a long lease after the emergency housing project has come to an end. His reasoning is sound in that these two pieces of work would have had to have been carried out anyway before the property could be reinhabited, so I think that's a very fair request.

I'll break the requests down into discrete components so that Anita can sign off on each one.

- 0) Agreement that the costs of the damp proof treatment and water re-connection (approximately £9k-10k) will be re-imbursed by the trust should 33 be privately rented or sold on a long lease after the emergency housing project is complete.
Permission one is already granted by default given that the trust has already consented to the re-connection of the water, but I'll list it here explicitly for completeness.
- 1) Permission to take up the paving slabs along the back wall of the property
 - i) To bring in pest control to deal with the current rat problem in this area.
 - ii) To have a plumber or specialist lay a new water pipe from the kitchen to the back gate as shown on the accompanying diagram.

Thames water will then fit a meter and finalise the quote for the mains reconnection.
- 2) Permission to have an electrician disconnect the wiring on the walls to be subjected to damp treatment and then subsequent damp proofing treatment applied to those same walls as shown in the attached quote for works.
- 3) Exterior Frontage. Permission to repair and repaint windows and door.
- 4) Hallway. Permission to fill cracks and replaster where necessary.

- 5) Permission to reinstate interior door.
- 6) Front Room.
 - i) Permission to fill cracks and replaster where necessary.
 - ii) Permission to box in Electric meters.
 - iii) Permission to redecorate.
 - iv) Permission to put down new underlay and carpet.
- 7) Back room.
 - i) Permission to refix fire surround (currently loose).
 - ii) Permission to Decorate.
 - iii) Permission to put down new underlay and carpet.
 - iv) Permission to check partition at foot of stairs for 60 min fire retention.
- 8) Kitchen.
 - i) Permission to fit new units.
 - ii) Permission to retile behind units.
 - iii) Permission to repair external door and window surround.
- 9) Stairs.
 - i) Permission to fit second handrail.
 - ii) Permission to carpet.
- 10) Stairs Cupboard.
 - i) Permission to add Insulation.
 - ii) Permission to rehang door.
- 11) Back bedroom.
 - i) Permission to make good cracks and loose plaster.
 - ii) Permission to replaster and decorate.
 - iii) Permission to Insulate loft and cupboard.
 - iv) Permission to put down hardboard, underlay and recarpet.
 - v) Permission to fit smoke detectors
- 12) Front bedroom.
 - i) Permission to remove loose plaster.
 - ii) Permission to replaster with lime mortar.
 - iii) Permission to redecorate.
 - iv) Permission to add hardboard floor, underlay and recarpet.
 - v) Permission to fit window stops and metal grill (this is a safety measure suggested by SODC housing).
- 13) Landing.
 - i) Permission to level floor with hardboard, and underlay and carpet.
 - ii) Permission to fit smoke detectors
- 14) Bathroom.
 - i) Permission to fill cracks.
 - ii) Permission to install shower and immersion tank.
 - iii) Permission to Install cement board and tiles around shower.
 - iv) Permission to fit shower door.
 - v) Permission to redecorate.
 - vi) Permission to fit vinyl flooring.
 - vii) Permission to amend any pipework required from new water connection accordingly.
- 15) Garden.

- i) Permission to refix well cover.
- ii) Permission to relay stone path (after pipe work is complete).
- iii) Permission to repair steps.
- iv) Permission to repair side gate.
- v) Permission to repair window cills at rear and side of property and repaint.

16) Electrics.

- i) Permission to undertake any remedial actions such as installation of new isolation boards if required when electrical safety certificate is issued .
- ii) Permission to test the night storage heaters.

The property currently has an 'F' EPC rating, which is pretty much down to the night storage heaters, so these will be retained. The certification will be redone at the end of the refurbishment and we are confident that it may be possible to get this to category D or E despite the constraints on double glazing.

I've spoken to Andi West who is a current tenant of the Charlotte Coxe Trust living in the adjacent flat above the library. She voiced a concern that noise travels almost unimpeded between 33 and her property, so we would ask for one additional permission, which is that of fitting some rudimentary sound proofing in order to lessen the impact of noise from having a new family next door.

I'm currently observing fulltime work hours, but please feel free to drop me an email or text and I shall get back to you in my lunch hour or by email that evening if there are any further questions.

Many thanks,
Matt
07712186805

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Estimate no: JB 22 95

23rd February 2022

Dear Sir/Madam,

Re: Property Inspected -33 High Street, Watlington

Thank you for your instructions to carry out a survey on the in respect of dampness at the above property. The survey was carried out on 22nd February 2022.

We enclose our survey report, plan, terms and conditions and any reference documents referred to.

TERMS OF REFERENCE

The property is a semi-detached type building of solid wall construction built we believe in the 1700s.

If the property is classed as a listed building, your attention is drawn to the special requirements of the listing in relation to remedial works that may be required. You are advised to contact your local listings department for further information.

The survey included an external inspection of the property to identify the following; level of the existing damp proof course, any previous chemical injection to the walls, height and nature of the ground immediately abutting the walls, visible defects to rainwater goods, appearance of brickwork/render/wall coatings, number of visible air bricks, height of abutting walls and any other external factors that may lead to an internal damp problem. Internally we carried out a visible check of the ground floor plasterwork.

Floor coverings, stored goods and furniture, if and where applicable, may have restricted the extent of our survey and therefore prevented or restricted our examination of the walls or floors.

Important note:

We have not been able to inspect the solid floors within this property which has prevented us from testing the floors for possible dampness. This may be due to a tiled floor surface or other impermeable floor coverings restricting our ability to use an electrical conductivity meter.

DAMPNESS

Conductivity meter tests gave patterns normally associated with rising damp (sharp cut-off) in those ground floor walls shown on the attached plan. (HATCHED IN RED.) Rising damp occurs if ground water enters a building by capillary action. Water movement by capillary action is usually controlled by a damp proof course (DPC).

Evidence of "bridging" of the DPC level, by high external ground levels was noted, as indicated on the attached plan. Bridging occurs when the ground level outside of solid wall is higher than the installed damp proof course or when external renders or internal plastering extend down beyond the damp proof course level.

At the time of inspection evidence of penetrating damp was found, as indicated on the attached plan, caused by spalled brickwork and single skin wall to the right of the kitchen door.

Building defects causing penetrating damp should be rectified by others.

The plaster on the walls marked on the plan is decayed. This condition is likely to be the product of residual salts, which may be hygroscopic. For long term durable restoration, all decayed plaster should be removed and replaced with a salt and water resistant plaster system, as per our specification. If plaster is not replaced by us following the installation of a chemical damp proof course any future claim under the guarantee will be restricted and will not include any repairs to plasterwork.

TREATMENT AND ESTIMATE

We recommend the installation of a chemical DPC to the walls hatched in red, as per plan attached. All abutting walls will be isolated by vertical injection to a minimum height of 1.5 metres, or to the full height of external abutting structures, if higher.

Chemical injection will be carried out to the British Standard and in accordance with the manufacturer's instructions. We adhere to the Codes of Practice laid down by the British Standards Institute and the Property Care Association. The chemical injection will be carried out using Dryzone Damp Proofing Cream.

The plaster will be removed to a height of 1.5 metres and replaced to our specification as indicated in the areas marked on the attached plan with a single green line. Two coats of sand and cement (render) in the ratio 3:1 will be used, incorporating a salt inhibitor and waterproof additive. A finishing skim coat of multi-finish plaster is applied over the render background (to full height)

We recommend the installation of a John Newton damp proofing membrane system to help control the varying types of dampness that are present. The membrane has the benefit of controlling rising and penetrating damp and when finished with a plasterboard dry lining system it will also help to reduce the effects of cold wall condensation. The membrane and dry lining system will be installed full height to the walls unless otherwise specified. A finishing skim coat of multi-finish plaster is applied over the plasterboard. If there are any electrical sockets/switches or radiators on the walls these would need to be decommissioned and removed from the areas prior to works commencing.

£4,250 plus VAT

Specific Notes:

Unless mutually agreed and quoted for prior to work commencing we do not replace or re-fit skirting boards.

If the existing skirting boards are re-useable after they have been removed by us they will be set to one side for re-fixing at a later date by others. In our experience most boards will be damaged and decayed and therefore you should make allowance to replace all skirting boards to the areas of treated walls.

We do not remove or replace kitchen units: The kitchen units located on the areas where treatment is to be carried out are to be removed by others prior to work commencing. They should be re-fitted by others once our work is completed.

We will remove all our building debris from site.

At this stage we have to assume that the structure will subsequently prove in every way suitable for the recommended treatment, but we reserve the right to change our recommendations and advise you of any change in cost should this prove necessary.

We hope that the above report is self-explanatory, but if there are any items you wish to discuss please do not hesitate to contact us.

Regards

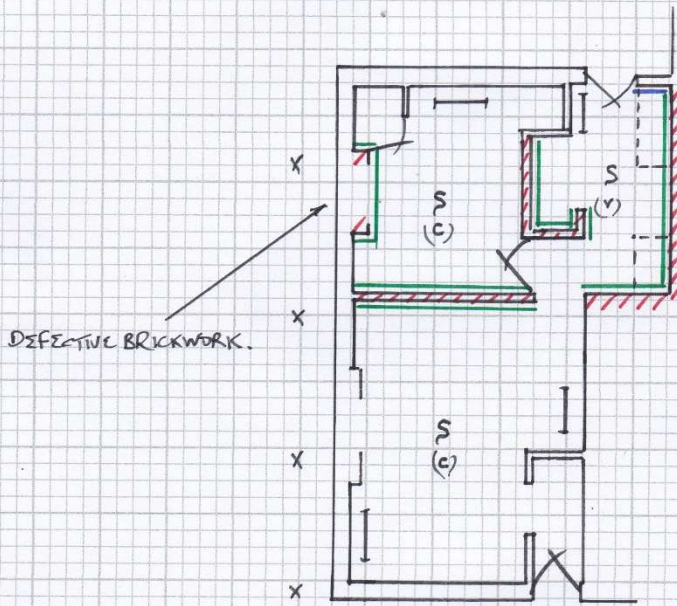
Jonathan Bartlett CSRT
Craft Preservation Co Ltd

PROPERTY:

33 HILLY ST, WATLINGTON, OX49 5PZ




Est. No:

JB 2295



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Proposed chemical damp proof course		Re-plastering to: 1.5M	
Tanking and Re-plastering to:	High Ground Levels	
Air Bricks	New Timber Floor
New Screed & Damp proof membrane	Dry Rot Treatment
External Render/Plinth (Bell-Cast)	External Water Repellent
Step Down	Step Up
(Building defects causing penetrating damp to be rectified by others)		MEMBRANE + FRY-ULDOL	

Special Notes

Please read the following notes carefully, a full copy of our terms and conditions is available on request.

Site Preparation

To ensure that your property is protected from the effects of the dust generated by remedial treatment, you should ensure that all rooms and areas specified for treatment are clear and free from furniture and soft furnishings. Access areas should also be cleared to avoid any possible damage.

Whilst we will endeavour to protect the surrounding work area we can take no responsibility for damage caused due to the work area not being cleared before our arrival.

Radiators and water pipes located on walls where treatment is to be carried out should be removed before we arrive at the property. Failure to do this will result in delays to the completion of the work and possible incurrence of additional charges.

At this stage we have to assume that the structure will subsequently prove in every way suitable for the recommended treatment, but we reserve the right to change our recommendations and advise you of any change in cost should this prove necessary.

Where off road parking is not available parking permits should be provided. *Reasonable* parking charges will be billed to the customer as an extra item on our invoice.

Guarantee

We will provide you with a 10 year guarantee certificate for any rising damp and timber treatments. The guarantee will only remain valid if the property is adequately maintained and any conditions contained within this report, or on the guarantee certificate and our terms and conditions are adhered to. For all other treatments including tanking and vertical damp proofing work, it is typical for us to offer a 5 or 10 year guarantee. You are therefore advised to contact us for clarification of guarantee period, prior to the commencement of work.

Plaster thickness and additional works

It is not always possible to predict the plaster thickness or the nature of the surface beneath the existing plaster. Our estimate is based upon plaster replacement to a maximum depth of 26mm. If we have to exceed this depth or we find the surface beneath the existing plaster is not suitable for our recommended treatment, we will advise you at the time and provide you with an additional quotation for your acceptance before we continue with the works.

This estimate is based upon replacing the plaster to the heights indicated on the plan. No consideration has been given to the condition of the plaster above the heights indicated. Occasionally, when removing old plaster from the base of the walls, we find loose plaster above or plaster in a poor condition that is not suitable for decoration. The walls may also be wallpapered which will need to be stripped. In these circumstances, we will advise you at the time and provide additional plastering quotations for your consideration. Alternatively, we can provide a 'render only' quotation.

Party wall

Where work is to be carried out by Craft which is in direct contact with a party wall or shared access, it is the responsibility of the customer to advise and obtain the consent of the neighbour concerned. (www.gov.uk/party-wall-etc-act-1996-guidance)

Payment of our invoice

Payment of our invoice is due on receipt unless otherwise agreed. Overdue amounts attract interest of 2% above the current base rate per overdue month.