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Briefing Note

Chapel Roof Works

For Finance, Governance & Estates Committee 15 May 2025

Introduction

Following a crack forming in the Workshop Eastern wall, Ditchling Surveying was commissioned to carry out a survey of the building to determine if the cause of the crack was due to subsidence. The survey in 2023 determined that the crack was a result of movement in the roof eaves and that a second survey would be necessary the following year to determine if any works would be required to prevent any further movement. Ditchling Surveying carried out this survey in November 2024 and they have recommended that steel rods be installed in the roof to prevent further movement. Ditchling surveying were commissioned to create a schedule of works and a drawn plan of the works required, and this was sent out to 3 contractors to provide an estimate for the works.

Contractor 1 – Estimated the works to cost **£3,348.95 plus VAT**
Contractor 2 – Estimated the works to cost **£7,776.00 plus VAT**
Contractor 3 – Failed to provide an estimate in a timely manner.

Proposal

It is proposed to appoint Contractor 1 to carry out the works, which will include:

- Supply and install all necessary access equipment to carry out the works.
- Strip off the roof in the necessary areas to gain access to the back of the roof plate.
- Drill the back of the roof plate through to install the tie rods.
- Gain access to the roof void to place the necessary supports for the upper bar supports.
- Drill into the chapel and install 3 no. bulls' eye cast iron plates.
- Connect all the tie bars together and reinstate the roof on the outside.
- Reinstate void access using the original T&G timber.

Recommendation

It is our recommendation to appoint Contractor 1 to install the tie bars into the workshop roof to prevent further movement at a total cost of **£3,348.95 Plus VAT** from the Cemetery Earmarked Reserve (320).

RECOMMENDATION: The Committee is asked to **AGREE** the appointment of Contractor 1 at a total cost of **£3,348.95 plus VAT**.