



**CONDITION AND  
MAINTENANCE REPORT**

**PREPARED IN RELATION TO:**

**WETHERBY TOWN HALL,  
WETHERBY, WEST YORKSHIRE**



**MAY 2020**

## **1. INTRODUCTION**

### **1.1 Purpose of Inspection**

- a** The purpose of the Maintenance Report is to provide Wetherby Town Council with a comprehensive review of the condition of Wetherby Town Hall, Wetherby, West Yorkshire.
- b** This report is submitted in the Historic England recommended format, indicating the location and extent of each defect, a suggested repair/remedial action or making safe works required, and finally a budget estimate for works, prioritised over a 5-year period.
- c** The inspection was carried out by Maddison James Associates Ltd. on 27<sup>th</sup> April 2020. The weather conditions were dry and clear.

### **1.2 Status and Occupancy**

- a** Wetherby Town Hall is located in Market Place, in the centre of Wetherby, West Yorkshire.
- b** The building was constructed as a Town Hall and remains in use as a community facility. The building is fully occupied, although empty at the time of inspection due to the Covid 19 restrictions.

### **1.3 Building Description and Significance**

#### A Brief History

- a** There is known Roman activity nearby but Wetherby evolved as a medieval market town, known as Werreby, in the 12<sup>th</sup> century. A Royal Charter was granted in 1240 by Henry III which continues to this day with a market held every Thursday. A bridge was built in 1233 and the town became a key stop off point between London and Edinburgh on the Great North Road.

- b** The town was sacked by the Scots in 1318. Scott Lane located opposite the Town Hall on the west side is possibly named after this event, or after the 18<sup>th</sup> century drovers who used Wetherby as a watering place.
- c** During the English Civil War a large Parliamentary and Scots army stayed in the town before the Battle of Marston Moor in 1644. Oliver Cromwell is reported to have stayed nearby at the Half Moon in Collingham.



*Figure 1: OS Plan from 1850. The newly built Town Hall can be seen in the centre of Market Place.*

- d** To fund work to Chatsworth the Duke of Devonshire sold the Manor of Wetherby in 1824. The sale included nearly 200 houses, two posting houses three inns and seven public houses.

- e** The bridge was rebuilt in the 17<sup>th</sup> century and widened first in 1773 and again in 1862. The Industrial Revolution brought new mills and breweries to Wetherby and though the growth wasn't as dramatic as other towns nearby expansion did still occur. By the mid-19<sup>th</sup> century Wetherby opened up rail services to Leeds and York.
- f** The development of the railways lessened the town's strategic position. By the start of the 20<sup>th</sup> century Wetherby had a mixed economy, with a large mill which employed half the town. The rail lines serving the town closed in 1965 but the town continued to grow with the development of a purpose built shopping precinct and pedestrianisation of areas within the town centre, including the eastern end of Market Place close to the Town Hall.
- g** Although the mill and brewery were lost in the 20<sup>th</sup> century the town saw the development of Industrial and Trading Estates at nearby Sandbeck and Thorpe Arch.

#### Listing and Significance

- f** The Building is included in the Statutory List of Buildings of Special Architectural and Historical Interest by the Department for Culture Media and Sport, listed as Grade II on 8<sup>th</sup> February 1988, list description as below.
- g** The Town Hall is contained within the Wetherby Conservation Area.

#### List Description – Wetherby Town Hall

- h** SE4048 WETHERBY MARKET PLACE LS22 5/17 Wetherby Town Hall and attached front wall

#### GV II

Town hall, now assembly rooms, and attached front wall. 1845, C20 alterations. Deeply-coursed, dressed sandstone, Welsh slate roof. 2 storeys: T-shaped plan with 1:3:1-bay entrance front and taller 4 x 2-bay range across rear. In Classical style with symmetrical front and rear elevations. Entrance front: 1-storey porch with central projection has double-door and margin-glazed overlight set between rusticated pilasters; set back to each side are margin-glazed casements and matching corner pilasters; entablature with plain frieze and pediment over the door. Side bays, set back, have inserted windows with unequally-hung 8-pane sashes. 1st floor: sill band to 3 sashes with glazing bars in ashlar

surrounds to central bays (central window wider); outer bays are blind, Modillioned wooden cornice forms gutter and rises as pediment over centre with clock in arcaded ashlar panel set in the tympanum. Apex stack with twin flues linked by a keyed arch. Hipped roof. Flanking the entrance front are low quadrant walls with end piers and massive copings. Rear: 4 bays; rock-faced and rusticated quoins; sill band to C20 sashes with patterned glazing bars in reveals (original window mullions removed). 1st floor: sill band to round-headed sashes with glazing bars in recesses with corbels to an impost string course, archivolt and large keystones. More massive eaves detailed as front; hipped roof with ridge ventilators. Left return: end of taller range is as rear but has clock in architrave to 1st-floor centre. Altered ground-floor windows to wing on right; blocked doorway; sash windows to 1st floor.

Interior: main, assembly room has coved ceiling and boss with acanthus and palm-leaf motifs. Built at a cost of £1,300 and served as county court, assembly room, reading room and house of detention as well as accommodating the Church School

An early drawing of the building shows a more delicate eaves detail (Unwin, p.,107); early photographs of the building show the sashed mullioned windows to rear and door flanked by small windows on the left return of the entrance front (presumably the detention cell). Occupies an island site and forms the focal point of the town. R. Unwin, Wetherby, 1986, pp 106-108 and rear cover (aerial photo).

Listing NGR: SE4037648198

#### Description

- j** The Town Hall is as described in the list description above. The current building was built in 1845 on the site of a small chapel and an earlier town hall building. The chapel was subordinate to the parish church at Spofforth and its removal was facilitated by the building of the present church of St. James in 1839. The first town hall was a plain building with a clock and bell tower. The building was used for civic and county court functions.
- k** The new building, built in 1845, was proposed to provide a Town Hall and schoolroom, the schoolroom replacing the Sunday school held in the chapel. The building was used for county court, assembly rooms, a reading room, a small goal and schoolroom.

- l** The Town Hall was used as a court house until the building of the Magistrates Court in the 1960's. The building was redeveloped in.
- m** The building was refurbished in 2004 with fire upgrade works carried out along with the installation of a lift.
- n** The internal accommodation comprises Entrance Lobby, Offices, WC's and School Room (Deighton Room) with Kitchen to the ground floor and Ball Room (Bramham Room) and Bar Room (Micklethwaite Room) to the first floor.
- o** The Town Hall is a prominent building and is the focal point for the town standing in the centre of Market Place.

## **2. CONDUCT OF THE INSPECTION**

### **2.1 Scope of the Inspection**

- a** The brief for the QI was agreed and confirmed with Maddison James Associates Ltd.
- b** Our instructions are to carry out a non-destructive inspection before preparing a Condition and Maintenance Report relating to the Town Hall, Wetherby.
- c** During our inspection of the properties we inspected all visible, exposed and accessible elements of construction in order to identify defects and shortcomings that are likely to adversely affect the use of the property or give rise to expenditure in the future. We also considered the durability of the building fabric in the context of the type and age of the property, and the need for repairs and other special maintenance.
- d** The inspection was visual/non-destructive. We did not lift loose laid carpet coverings but we did inspect selected roof void areas. We did not empty the contents of fitted cupboards, move furniture or lift floorboards and the Report specifically excludes all covered, unexposed or inaccessible and buried elements of construction such as foundations and built-in steels and timbers. Our inspection was undertaken from ground level and with the aid of binoculars. On the basis of our instructions we have not arranged for exposure works to be carried out to the superstructure or below ground, or carry out tests for alumina cement concrete, calcium chloride additives, asbestos, the use of wood wool slabs as permanent shuttering, or any other deleterious materials.
- f** The inspection of the external areas was limited to a zone within 10 metres from the external walls of the subject buildings.
- g** The inspection work was undertaken by:
  - R.J. Maddison Esq. B.Sc (Hons) DipBldgCons MRICS IHBC
- h** The inspection work was carried out on 27<sup>th</sup> April 2020. The weather during the inspection was clear and dry.

## **2.5 Recommendation and Priorities**

- a** The priorities given in the following tables are classified in accordance with the English Heritage Government of Historic Buildings Advisory Unit Guide as follows:
- Priority 1: work which should be put in hand immediately for public safety or health and safety reasons, to prevent imminent damage or to arrest rapid deterioration.
  - Priority 2: work which should be put in hand urgently, within a year at most. Failure to do so could result in further significant damage or deterioration and increased cost.
  - Priority 3: work which is necessary and which should be carried out before the next Inspection, for which there is time to plan, and which might be integrated with other works. This work should be carried out to keep the building in a good state of repair; and to maintain the value and functionality of the estate.
  - Priority 4: work which is desirable, if not strictly necessary, but which would improve the functioning or performance of the building, or enhance its architectural or aesthetic qualities. Alternatively this category can include work which is not due, but might sensibly be incorporated with other work.
- b** The recommendations also include further investigations, supplementary, technical or specialist reports. In deciding on the priority or degree of urgency of any item of work, the extent or type of repair that should be recommended, or the way in which the individual items should be grouped into packages, considerations of access and accessibility are considered as vital.
- c** Where we believe that it is possible to defer repair work without detriment to the building fabric recommendations have been made accordingly.



### 3. GENERAL STATE OF THE BUILDING

#### 3.1 Condition Category

- a** To clarify the definition of descriptions frequently used in this schedule, we give below a detailed description of their meaning:-
1. Sound – Denotes almost perfect condition having regard to all circumstances of age, locality and use.
  2. Good – Indicates that, although suffering from blemishes and faults attributable to wear and tear, the item is of reasonable standard and there are no major defects and that the particular item does not require attention unless it is specifically stated otherwise.
  3. Fair – Of a lesser standard that might reasonably be expected, having regard to the age and location of the property, its users and the type of tenants likely to occupy it, although not seriously defective, the item requires attention to bring it to a reasonable standard.
  4. Poor – Have exceptionally low standard, having regard even to the age and location of the property, its user and its tenant likely to occupy it.
  5. Generally – This term is used in areas where the condition is slightly below those outlined above, but not to the extent of dropping to the next category.
- b** The condition category status of the building is good.
- c** On an element by element basis we summarise the condition of the building as follows:

Element	Condition
Chimneys and other projections	Fair
Roof coverings	Fair
Rainwater gutters	Poor
Rainwater pipes	Poor

External walls	Fair
Stone cills and band courses	Fair
Doors	Good
Windows	Fair
Health and Safety access	Good
Ceilings	Fair
Internal walls	Good
Second floors	Good
First floors	Good
Ground floors	Good
Staircases	Good
Internal doors	Good
Sanitary fittings	Good
Other fittings	Good

### 3.2 General Structural Form

- a** The property is a mid-19<sup>th</sup> century Town Hall building, constructed in dressed sandstone with decorative band course details. The building is built over two stories.
- b** The building is built in two sections, the west section containing the Bramham Room and Deighton Room and the east section containing the ancillary accommodation and Micklethwaite Room. There is a pediment to the east end with a

single storey pedimented entrance below. Steps and dwarf walls have been constructed to the main entrance on the east side.

- b** The roof is pitched/hipped with a natural slate covering discharging to cast iron gutters, finishing to projecting cornice with dentil course. The single storey section to the east end has a slate covering to pitched sections with a lead flat to the top.
- c** Windows are timber sash to most elevations but are timber casement to the Entrance Lobby.
- d** The external doors are timber panelled.
- e** Internally the historic walls are finished with a lime plaster. The ceilings are lath and plaster. The alterations carried out in 2004 are formed in blockwork with a modern plaster finish. An open grid suspended ceiling system has been installed to the Entrance Lobby, Corridor, WC's, Kitchen and Offices to the ground floor.
- f** The internal doors are predominantly modern flush timber fire doors with planted mouldings and vision panels.

### **3.3 General Soundness of the Building**

- a** The building's condition can be described as good, but there are a number of elements of the external fabric that can best be described as fair, and maintenance repairs will be required in the near future.
- b** There is a double stack to the head of the pediment on the east elevation. The space between originally housed a bell. There is a further single stack to the south elevation at the eaves of the Bramham Room section and a smaller stack to the north elevation at the junction between the two sections. The stacks are built in sandstone pointed with a cement gauged mortar. The stacks are in poor condition with erosion of the stonework and loss of detail, occurring due to natural deterioration but also due to the use of a cement mortar accelerating the erosion process.
- c** The right stack to the eastern chimney stack rotates slightly but the movement appears to be historic. The stack to the south side has been reduced in height down to three courses high. The pots are removed and the head of the stack capped. The smaller stack is utilised by the boiler flue.

- d** The slate coverings to the main roofs are in fair condition. The coverings are on the whole sound but there is evidence of previous repairs and an incidence of loose and missing slates to all the roof slopes which will require attention.
- e** The clay ridge and hip tiles are in fair condition but the mortar bed is failing and spalling.
- f** The roof to the east section originally comprised 3 No pitched sections in U-plan with a lead covered flat in the centre section. This arrangement has been changed with a new felt covered flat roof deck set at ridge level to the surrounding pitched roofs.
- g** The abutments for the main roof slopes are formed with lead abutment flashings. The flashings are ageing and lifting in places and are in fair/poor condition.
- h** The head of the Entrance Lobby is formed with a lead covered flat roof. The lead sheet covering is aged and in fair condition with splits and displacement in the lead sheet covering.
- i** The slate coverings to the pitched sections are in fair condition with some loose and slipped slates. The mortar bed to the hip tiles has failed.
- j** There is evidence of rainwater ingress within the main roof void and also through damp staining of the ceiling surfaces in parts of the first floor. These generally correlate with the abutment details where the east section abuts the west section east wall and also to the pediment to the head of the east elevation
- k** The projecting timber fascias are generally in fair condition but there are sections of significant deterioration. Timbers are missing at the south abutment between the east and west section and there is severe decay at the base left side of the pediment to the east elevation.
- l** Bird netting and other anti-roosting devices are applied to sections of the roof. These are aged and in fair condition.
- m** The gutters and downpipes are formed in cast iron to the Entrance Lobby but have been replaced with a modern metal fitting (possibly coated aluminium) to all other areas.

- n** The cast iron rainwater goods are corroded and are in poor condition. Whilst the condition of the later modern metal sections is fair they are undersized to perform adequately under storm conditions and will be prone to blockage. The gutters to both the eastern and western sections of the buildings discharge to a single hopper and downpipe on the north and south sides of the building at the abutment between the two sections. The installation is poorly detailed and will need to be revised to allow rainwater to discharge effectively away from the building.
- o** Blockage of the downpipe on the north side has resulted in rainwater running down the face of the elevation and staining of the masonry.
- p** The main walls are formed in dressed sandstone with dressed sandstone quoins and sandstone band and plinth courses. The pediment to Entrance Lobby is formed in stone with chamfered quoins and cornice.
- q** The main walls are in poor condition. The pointing is generally sound but large sections of the north, south, east and west elevations have been repointed with a cement gauged mortar. This has resulted in sections of the masonry eroding particularly noted to the base of the walls, leaving the pointing standing proud.
- r** The lower section of the wall to the north elevation, eastern side has been coated with a cement render.
- s** The masonry is soot stained on the line of the flue to the centre of the south elevation west section. There appears to have been previous attempts to clean the staining but this is not fully effective. The flue is no longer in use.
- t** The stonework forming the stone pediment, cornice, quoins and string course to the front elevation is badly eroded with loss of detail occurring. Whilst currently structurally stable, further deterioration will result in spalling of the masonry and loss of stability.
- u** A number of fixings have been removed from all the elevations. The holes remain and often the ferrous fixings have not been removed. These fixings are corroding and causing fractures within the stonework adjacent.
- v** Further fractures are noted to occur to the stone reveals and cills to the window openings and a number of the stone lintels have cracked and failed.

- w** On the whole the main walls appear to be structurally stable. There is however evidence of minor movement with hairline cracking and other fractures noted in the locations listed below.
- Open joints to the head of the stone pediment to Entrance Lobby.
  - Crack to left corner of string course to stone pediment.
  - Crack to lintel to head of ground floor window to left side of central door opening on the south elevation.
  - Crack below lintel, left side, to right side ground floor window to the south elevation.
  - The lintel to ground floor left window to south elevation is fractured.
- x** Where cracking occurs it is hairline and can be considered as minor. Whilst therefore the areas should be monitored for any further deterioration the cracks should be simply repaired and mortar pointed.
- y** Internally there is evidence of structural movement with hairline cracking occurring to the ceiling and east wall within the Bramham Room, with further hairline cracking in the Deighton Room and Kitchen.
- z** The external doors are timber panelled. The external doors are in fair condition and there are no significant defects but the decorations are failing.
- aa** The windows to the main building are timber sash with the exception of the timber casement windows to the Entrance Lobby. The sashes are generally in fair condition and appear to have been overhauled in the recent past with new sash timbers and draft proofing measures provided. The sashes on the whole operate effectively but there are a small number of broken sash cords.
- bb** External decorations are generally fair but beginning to deteriorate. Routine redecoration will be required in due course in order to maintain the same to a good standard.
- cc** The ramps, steps and railings to the main and side entrances are in good condition.
- dd** The internal spaces have been altered to improve the office, WC and Kitchen accommodation and to improve the fire protection for means of escape. Generally however the building has retained its original internal character.

- ee** With the exception of the Cleaner's Cupboard and the Boiler Room internal finishes are in good condition. Whilst some of the decorations are deteriorating the internal spaces were undergoing a program of re-decoration at the time of inspection.
- ff** The roof void to the eastern section can be accessed from the first floor rear stair lobby. The void space is clean and free from the build up of debris. The roof structure comprises common rafters on timber purlins which are supported on a combination of truss and hip rafters and masonry piers.
- gg** The roof is generally dry but there is evidence of water ingress to the valleys to the pediment to the east elevation and at the abutment with the western section of the building. At the base of the left valley to the pediment to east elevation there is evidence of either a wet or dry rot infestation.
- hh** The purlin connections to the rear section of this roof are crude where they bear onto the brick pillars are crudely formed. The detail is historic but should be investigated further to confirm their adequacy.
- ii** The rear centre section of the roof has been modified with a felt covered flat roof set over the ridge line of the rear pitched sections of the roof. The roof structure is formed with joists bolted to the common rafters and supported on a new purlin set over the same rafters. The structure has been crudely formed and does not visually appear to be a fully thought out solution structurally. The new roof structure should be inspected by a Structural Engineer and modifications made in accordance with their recommendations.
- jj** The sarking membrane to the underside of the main pitched roof coverings are poor and are torn and displaced.
- kk** The roof space is not insulated. There is limited ventilation of the roof space but little evidence of condensation.
- ll** There is no access to inspect the roof space above the Bramham Room to the western section of the building. There is evidence of water ingress internally with damp staining to the east side of the Bramham Room ceiling.
- mm** The building is on the whole dry but there is evidence of water ingress to the eastern section due to defects in the roof coverings. Damp staining occurs to the ceiling in the rear stair lobby and to the east wall in the Micklethwaite Room.

- nn** Minor damp occurs to the base of the ground floor walls within the corridor and to the Entrance Lobby at skirting level.
- oo** The floors are generally in good order. Some of the carpets are worn and stained in heavily trafficked areas. A tape repair has been made to one of the treads to the main stairs.
- pp** Internal joinery is in good condition.
- qq** Decorations are fair but a program of re-decoration was being carried out at the time of inspection.
- rr** The service installations are in good condition. The boiler and associated pipework are aged and will be nearing the end of their serviceable life. The installation was not seen in operation.
- ss** A foul smell is reported to occur within the ground floor offices but this was not noted at the time of inspection. The soil stacks externally are in poor condition and the stack to the north elevation does not extend above the line of the main roof. The extract vents are located close by and this could be a potential source for the smells reported.

### **3.4 Appropriateness of Use and Intensity of Occupation**

- a** The building is used as a community facility.
- b** The intensity of use is considered appropriate to the building.

### **3.5 Works Carried Out Since the Last Inspection**

- a** No previous Inspection information was made available, and no QIs have been sanctioned over the last decade.

### **3.6 Adequacy of Maintenance and General Care of the Building**

- a** The building has received a level of maintenance and repair within the recent past and on the whole this has been sufficient to retain the internal fabric in a good state of repair. The external fabric is in poor condition.



- b** There are some areas of deterioration internally and maintenance works are required, but in the main stitch in time works will prevent any decline occurring. Externally the fabric is declining and more extensive works will be required.
- c** The stone stack to the head of the east elevation is in poor condition with erosion of the stonework and rotation of the right side stack. The stack will need to be rebuilt with new stone pieced in to replace the badly eroded sections.
- d** The stack to the to the north elevation is also in poor condition and the eroded stones should be removed and new pieced in to match.
- e** The south stack has been reduced in height and appears to have been capped. The staining of the stonework on the line of the flue to the south elevation suggests that inner flue condensation may be occurring and the top of the stack should be vented.
- f** The roof coverings are in fair condition but some deterioration is noted. In the short term the roof coverings can be patch repaired and ridge and hip tiles re-bedded, but within a period of 20 years the coverings will need to be stripped and replaced.
- g** The lead details, flat coverings, valleys and abutments are in poor condition, causing rainwater ingress, and will need to be removed and replaced.
- h** The timber fascias are decayed in places and sections are missing. The decayed sections should be cut out and replaced and the missing sections reinstated.
- i** The bird netting is in fair condition but could benefit from repairs and adjustment.
- j** The cast iron gutters and downpipes to the Entrance Lobby are in poor condition and should be stripped down and replaced in cast iron to match existing.
- k** The remaining rainwater goods are formed in powder coated aluminium. Whilst the fittings are in fair condition they are undersized and poorly detailed and will be prone to blockage and overspill. This is apparent to the centre of the north

elevation. The use of aluminium products is not considered to be in keeping with the character of the building. The gutters, hoppers and downpipes should be removed and replaced with new sections in cast iron sized and detailed to remove the rainwater from the building.

- l** The pointing is generally sound but most of the pointing to the north, south, west and east elevations has been replaced with a cement gauged mortar. The cement mortar prevents the fabric from breathing and has left the sandstone susceptible to erosion. There is evidence of the sandstone eroding throughout the elevations, particularly to the base of the walls and therefore a program of raking out and re-pointing with a traditional lime mortar will be required to all elevations.
- m** The base of the wall to the left side of the north elevation has been coated with a cement render finish. This is a remedial coating and is likely to have been applied due to deterioration of the masonry. The render is not in keeping with the character of the building, should be removed and the masonry repaired.
- n** The masonry to all external elevations is in poor condition with severe erosion to the base of the elevations and also to the pediment, quoins window surrounds and band courses. A number of the stones are fractured and delaminating particularly around the window openings. A program of stone repair will need to be instigated with the damaged sections of stonework cut out and new stone sections installed. Failure to carry out these measures will result in further deterioration and potential structural instability.
- o** Where ferrous fixings are retained within the stone fabric they should be removed and repairs made.
- p** There is evidence of minor movement occurring. The cracks should be repaired and elevations monitored for any further developments. Further significant movement is not considered likely.
- q** The timber sash windows are in fair condition but a number of the sash cords are broken. Where required the sashes should be overhauled to ensure good operation.
- r** The external decorations are deteriorating and re-decoration will be required in the short term.
- s** There is no access to inspect the roof void above the Bramham Room and safe access should be created.

- t** There is evidence of water ingress within the east section roof void and this corresponds with defects to the lead abutments and linings. On the whole defects are limited to staining of the structural timbers but a wet or dry rot infestation is occurring to the base of the pediment timbers on the east side. The infestation should be inspected by a timber treatment specialist specialising in historic buildings, and repairs made in accordance with their recommendations.
- u** There is evidence of woodworm in the structural timbers and this should be investigated also.
- v** The historic roof structure comprises rafters supported on purlins bearing off masonry piers. The connections are crudely formed and whilst there is no evidence of any movement they should be inspected by a Structural Engineer and remedial strengthening measures made in accordance with their recommendations.
- w** The flat section formed to the head of the eastern section roof is constructed with flat rafters laid on purlins that bear off the original common rafters. The rafters are bolted to the historic rafters but the purlins are not secured at the end of their bearing. The arrangement should be inspected by a Structural Engineer and remedial measures installed in accordance with their recommendations.
- x** The roof space is not insulated and the provision of insulation will improve the thermal performance of the building. Care should be taken to prevent the build-up of condensation within the roof void. The best solution would be the insertion of insulation on the line of the rafters whilst the main roof coverings are being replaced.
- y** The internal spaces are generally in good order and a programme of re-decoration was being carried out at the time of inspection. There is some hairline cracking to the internal walls and ceiling within the Bramham Room, in the Deighton Room below and to a lesser extent in the Micklethwaite Room and other areas. Whilst indicative of minor movement this is not sufficient to cause concern and the cracks should be filled and painted during routine re-decoration.
- z** Damp is noted at high level corresponding to the defects noted in the roof coverings. On repair of the roof coverings the damp areas should be allowed to dry naturally prior to decoration.

- aa** Damp is noted to the base of the ground floor walls in the Entrance Lobby and Corridor. The floors are solid and it is likely that the damp is due to moisture below the solid substrate being driven into the base of the walls. Ideally the floors should be taken up and replaced with a limecrete slab, but the level of damp is low and can be managed through heat and ventilation.
- bb** The boiler and associated pipework is aged and will be of low efficiency compared to a modern installation. In the short term the existing installation can be maintained but its replacement will need to be considered in due course.
- cc** There is a report of foul smells within the building. The soil stacks are in poor condition and the stack to the north side is broken at the top. The stacks should be replaced and the drainage installations inspected using a camera survey.
- dd** The major items of repair are given in section 3.7 below.

### **3.7 Major Repairs and Structural Defects**

- a** The work is split into the following priorities.

#### **3.7.1 Priority 1**

- a** The following work should be put in hand immediately for public safety or health and safety reasons to prevent imminent danger or to arrest rapid deterioration:
  - i) Investigate wet/dry rot in roof void.
  - ii) Investigate woodworm in roof structural timbers.

### 3.7.2 Priority 2

- a** The following work should be put in hand urgently, and within a year at most. Failure to do so will cause likely significant further damage or deterioration and increased cost:
- i) Employ Structural Engineer to inspect historic roof structure.
  - ii) Employ Structural Engineer to inspect new roof structure.
  - iii) Inspect condition of service pipework in Male WC.
  - iv) Investigate source of damp to Kitchen ceiling.
  - v) Replace soil stacks.
  - vi) Carry out camera survey of drainage installation.

### 3.7.3 Priority 3

- a** The following work is necessary and should be carried out before the next Quadrennial Inspection, for which there is time to plan, and which might be integrated with other works:
- i) Take down and rebuild east stack.
  - ii) Repair north stack.
  - iii) Repair south stack.
  - iv) Redress loose and slipped slates.

- v) Inspect and repair lead details.
- vi) Repair fascia details.
- vii) Repair bird netting.
- viii) Repair cast iron rainwater goods to Entrance Lobby.
- ix) Replace aluminium rainwater goods to main roof.
- x) Repoint main walls.
- xi) Replace eroded stonework.
- xii) Remove render finish and replace eroded stones.
- xiii) Replace eroded stones to pediment.
- xiv) Remove ferrous fixings.
- xv) Cut out fractured stones to windows and band course.
- xvi) Repair cracks and monitor.
- xvii) Ease and adjust sashes.
- xviii) Carry out external decorations.
- xix) Form access to western roof void.
- xx) Attend to plaster blemishes/repairs prior to re-decoration of internal spaces.

- xxi) Internal decorations to localised areas.
- xxii) Provide extract/vent to Main Office.
- xxiii) Overboard ceiling in Deighton Room.
- xxiv) Overboard ceiling in ground floor rear lobby.
- xxv) Refix loose skirting in rear lobby.
- xxvi) Replace ceiling in Boiler Room.
- xxvii) Carry out tests to service installations.

#### 3.7.4 Priority 4

- a** The following work is desirable, if not strictly necessary, but which would improve the functioning of the performance of the building and enhance its architectural or aesthetic property.
- b** Potential work includes work required beyond the QI Report period – scheduled for information purposes and to assist with future cash flow planning.
  - i) Stirp and replace roof coverings.
  - ii) Insulate roof voids.
  - iii) Replace all lead details.
  - iv) Replace carpets.

- v) Replace defective floorboards in cleaner's cupboard.
- vi) Replace boiler and pipework.
- vii) Internal decorations.
- viii) Replace concrete ground floors with Limecrete.



## 4.0 Findings of the Inspection

- a** The general condition of the building is good/fair. The items of disrepair are scheduled in the table included within section 4 below.

<b>4</b>	<b><u>EXTERNAL BUILDING ELEMENT</u></b>					
<b>4.1</b>	<b>Chimney Stacks and Other Roof Features</b>					
	There is a double stack to the head of the pediment to the east elevation, a single stack to the south elevation and a further stack on the north side.	The stacks are in poor condition with erosion of the sandstone and loss of detail. The right stack to the double stack rotates slightly.	The stack to the head of the pediment to the east elevation should be taken down and rebuilt in new sandstone to replace the badly eroded sections, bedded in a lime mortar.	3	2022	£12,000.00
			The stack to the north side should be repaired with eroded stones removed and replaced with new to match. The pointing should be removed and replaced with a lime mortar.	3	2022	£3,500.00
		The south stack has been reduced and capped. There is evidence of condensation within the flue.	The head of the stack should be vented by inserting a terracotta air brick, located on the slope side.	3	2022	£500.00
<b>4.2</b>	<b>Roof Coverings</b>					
	The main roof is hipped with a natural slate covering set out over two sections. There is a pediment formed to the east end with timber fascia and entablature. The perimeter of the roofs terminate to a projecting timber fascia.	The main roof coverings are in fair condition. There is a small incidence of loose slipped and missing slates to all roof slopes and the mortar bed to ridge and hip tiles is failing. There is also a high incidence of previous repairs indicating the coverings are deteriorating.	In the short term redress loose and slipped slates and take up and re-bed the ridge and hip tiles.	3	2021	£6,500.00

			In the longer term the roof coverings will need to be stripped in their entirety and replaced with a new natural grey slate covering to match the existing.	4	2025+	£85,000.00
			The opportunity should be taken to provide insulation to comprise close cell insulating boards set between the rafters.	4	2025+	£20,000.00
		The leadwork to the abutments, flat roof sections, chimneys and valleys is failing with water ingress occurring.	In the short term the lead details should be inspected and repaired with lead patches or temporary repair materials to extend their life.	3	2021	£6,500.00
			In the longer term the lead work should be stripped and replaced with new.	4	2025+	£20,000.00
		The timber fascia and pediment details are in poor condition with decay of the timbers and sections missing.	The rot affected timbers should be cut out and replaced with sections to match existing.	3	2021	£10,000.00
	Bird netting and other anti-roosting devices are provided across the roof slopes.	The netting is aged and displaced	Refix and repair the netting.	3	2021	£1,500.00
<b>4.3</b>	<b>Rainwater Goods</b>					
	The gutters and downpipes are formed in cast iron to the entrance lobby but have been replaced in aluminium to the rest of the building.	The cast iron rainwater goods to the Entrance Lobby are corroded and in poor condition.	Strip down the corroded sections and replaced with new to match.	3	2021	£3,500.00
		The replacement aluminium sections are in fair condition but the downpipes are undersized and prone to blockage and overspill. The use of aluminium is not in keeping with the character of the building.	Strip down the aluminium gutters, hoppers and downpipes and replace in cast iron. The replacement sections to be sized to suit storm conditions.	3	2023	£15,000.00

<b>4.4</b>	<b>External Walls</b>					
	Dressed sandstone walls with chamfered quoins to the west section and Entrance Lobby. Openings are formed in sandstone ashlar.	The pointing is in fair condition but has been carried out with a cement gauged mortar. This is causing erosion of stone units.	Rake out cement gauged mortar and repoint with a traditional lime mortar. The works can be carried out in phases.	3	2023	£45,000.00
		There is a high incidence of eroded stones to the base of all walls.	Erosion of the stonework is occurring due to the application of a cement gauged mortar. The eroded stones should be removed and replaced with new sandstone sections pieced in to match existing.	3	2022	£80,000.00
		The lower section of the wall to the north elevation, eastern side, is finished with a cement render.	Remove the render finish and inspect the stonework behind. Cut out decayed stones and replace with new to match.	3	2022	£15,000.00
		The stonework forming the stone pediment, cornice quoins and string course to the front elevation is badly eroded with loss of detail.	Cut out eroded sections and piece in new to match existing.	3	2022	£45,000.00
		A number of fittings have been removed but the ferrous fixings remain embedded in the stonework.	Remove ferrous fixings and make good.	3	2022	£2,500.00
		A number of stone reveals, lintels, cills and band courses are fractured, cracked and failed.	Cut out the fractured sections and piece in new stone sections to match existing.	3	2022	£20,000.00
		The walls are generally structurally stable but there is evidence of minor movement with hairline cracking occurring to the Entrance Lobby and to the south elevation.	The cracks should be repaired and monitored for any future developments.	3	2022	£1,000.00

<b>4.5</b>	<b>External Joinery</b>					
	The windows are timber casement, or timber sash.	The window timbers are in fair condition but some of the sash frames do not operate due to broken cords and other fixtures	Ease and adjust timber sashes and replace missing cords and leave in good working order.	3	2024	£5,000.00
	The external doors are timber panel or flush timber with planted on panels.	The doors are in good condition.	No action required.			
<b>4.6</b>	<b>External Decorations</b>					
	Decorative paint finish has been applied to windows, doors and external joinery details throughout the property.	The decorations are in fair condition but beginning to show signs of wear and tear and deterioration through weathering	Prepare and redecorate external joinery and metalwork as part of routine redecoration programme. Paint and finishes to match existing.	3	2021	£25,000.00
<b>4.7</b>	<b>External Areas</b>					
	To the east end of the buildings there are stone ramps and steps with metal railings. Further ramps and railings serve the side entrances/exits.	The external areas are in good condition.	No action required.			

<b>5.0</b>	<b><u>INTERNALLY</u></b>					
<b>5.1</b>	<b>Generally</b>					
	The internal spaces comprise Bramham Room, Micklethwaite Room and Lobby on the first floor with Entrance Lobby, Corridor, Offices, WC's, Stores, Deighton Room and Kitchen top the ground floor. The internal spaces have been altered and adapted in 2004 to improve the office and WC's, provide a Kitchen on the ground floor and to improve fire separation.	The internal walls and ceilings to the main accommodation are generally in good condition. The decorations are in various states of repair but were being attended too at the time of inspection.	No action required.			
		The doors throughout are modern flush timber fire doors with planted on mouldings and vision panels.	The doors are in good condition.			
	<b>Attic</b>					
<b>5.2</b>	<b>Eastern Roof Space</b>					
	The roof space to the eastern section of the building is accessed from a hatch in the rear stair lobby. The roof structure comprises common rafters on timber purlins supported on masonry piers.	There is evidence of rainwater ingress within the roof void corresponding with defects to the roof coverings and leadwork. There is limited damp staining on the structural timbers but there is a wet/dry rot infestation to the base of the pediment to the ease end.	Employ timber treatment specialist to investigate the decay and repairs to be made in accordance with their recommendations. Works to include cutting out rot affected timbers and piecing in new to match.	1	2020	£2,500.00
		There is evidence of woodworm in the structural timbers.	Employ timber treatment specialist to investigate extent of the infestation and carry out repairs in accordance with their recommendations.	1	2020	£1,500.00

		The historic connections are crudely formed where the purlins meet and where timbers bear off the masonry piers.	Employ Structural Engineer to inspect the roof structure and carry out repairs/remedial works in accordance with their recommendations.	2	2021	£5,000.00
		The flat roof section to top of the eastern section is formed with modern timbers. The connections are crudely formed.	Employ Structural Engineer to inspect the roof structure and carry out repairs/remedial works in accordance with their recommendations.	2	2021	£2,500.00
	There is no access to inspect the roof space to western section		Form safe access to allow inspection of the western section roof void.	3	2022	£1,500.00
	<b>First Floor</b>					
<b>5.3</b>	<b>Bramham Room</b>					
	Plaster walls and lath and plaster ceiling vaulted over openings. Paper finishes to the walls and painted to the upper sections and to the ceilings. Suspended timber floor with beech strip finish.	Longitudinal cracks occur across the ceiling noted mainly to the centre east side. Cracking extends through the cornice. Plaster is water damaged adjacent.	The cracks are not significant and do not indicate any significant movement and can be attended to during routine redecoration.			
		Further cracking is noted to the cornice to the north wall and to the vaulted sections to the north east corner of the east wall. Water ingress is noted to the centre of the south wall.	The water ingress occurs due to defects in the roof covering previously noted.			
		The decorations are in fair condition but some deterioration is beginning to occur.	No action required.			

<b>5.4</b>	<b>North Stair Lobby</b>					
	Lath and plaster ceiling, painted plaster walls. Flush timber doors to Bramham Room and Micklethwaite Room. Stairs down.	Water ingress occurs with damp staining noted to the west wall adjacent to the access hatch.	On carrying out repairs to the roof coverings allow to dry naturally and attend to during routine redecoration.	3	2022	£100.00
		The plaster is deteriorating with vertical hairline cracks to head of openings, loss of key to the base of the north wall and general unevenness of the plaster finish.	The level of deterioration is not sufficient to merit replacing the plaster. Defects can be attended to as part of routine decorations.			
<b>5.5</b>	<b>Micklethwaite Room</b>					
	Textured paper finish to lath and plaster ceiling, anaglypta style paper to walls with dado rail. Beams span across ceiling. Cornice to full perimeter of ceiling. Carpet to suspended timber floor. Doors are modern flush timber with planted mouldings. Sash windows. Fire opening blocked in with stone surround.	Some cracking and unevenness to the ceiling surface, concealed behind the paper finish.	The plaster is in good order where viewed in the roof void. No action required at present.			
		The textured paper to the ceiling is beginning to fail and minor cracking is noted to the beams but on the whole the decorations are in good condition.	No action required at present. Defects can be attended to as part of routine re-decoration.			
		Water ingress occurs with damp staining noted to the south east corner corresponding with defects noted to the pediment leadwork.	Upon carrying out repairs to the roof coverings allow the plaster to dry before attending to decorations.	3	2022	£200.00

	Ancillary accommodation includes 2 No. stores and a lobby leading through to the Bramham Room. Painted plaster walls and ceilings and carpet to suspended floors. The through lobby has an open grid suspended ceiling.	The decorations are marked through the storage of items within these spaces.	Attend to during the course of routine re-decoration.	3	2022	£500.00
<b>5.6</b>	<b>Stair Lobby</b>					
	Textured paper finish to lath and plaster ceiling, anaglypta style paper to walls with dado rail. Carpet to suspended timber floor. Doors are modern flush timber with planted mouldings. Lift installed in stud enclosure to east side.	The decorations are failing but re-decoration works were being carried out at the time of inspection.	No action required.			
		There is an open joint along the line of the lift enclosure and further hairline cracking above the Bramham Room door and to the west wall of the stair enclosure.	No action required at present. Defects can be attended to as part of routine re-decoration.			



	<b>Ground Floor</b>					
<b>5.7</b>	<b>Entrance Lobby</b>					
	Open grid suspended ceiling, anaglypta paper finish to plastered walls, wipe mat to solid floor. Flush timber entrance doors with skylight above. Glazed screen and doors form lobby.	Damp to the north wall, indicative of condensation. Slight damp occurs to the base of the north and south walls.	The damp is occurring due to poor ventilation and due to moisture trapped under the solid floor substrate. The level of damp is not sufficient to merit remedial action other than increasing the levels of heat and ventilation.			
<b>5.8</b>	<b>Corridor</b>					
	Open grid suspended ceiling, painted plaster walls with anaglypta paper above dado rail. Carpet to solid floor. Flush doors with planted mouldings.	Slight damp occurs to the base of the stair wall.	The damp is occurring due to moisture trapped under the solid floor substrate. The level of damp is not sufficient to merit remedial action other than increasing the levels of heat and ventilation.			
		The carpet is worn in places.	The carpet will need to be replaced in due course.	4	2025+	£2,500.00
<b>5.9</b>	<b>Lift Lobby</b>					
	Open grid suspended ceiling, painted plaster walls with anaglypta paper above dado rail. Carpet to solid floor. Flush doors with planted mouldings.	No defects noted.	No action required.			
		The carpet is worn in places.	The carpet will need to be replaced in due course.	4	2025+	£1,000.00

<b>5.10</b>	<b>Cleaners Cupboard</b>					
	Painted plaster walls and ceiling. Lift shaft wall formed in blockwork. Part timber part concrete floor.	Slight damp occurs to the base of the walls.	The damp is occurring due to moisture trapped under the solid floor substrate. The level of damp is not sufficient to merit remedial action other than increasing the levels of heat and ventilation.			
		The timber section of the floor is worn and uneven.	Take up defective boards and replace to match.	4	2025+	£1,000.00
		Vertical hairline cracking occurs to the front wall.	Attend to cracks during the course of routine re-decoration.			
		The decorations are in poor condition.	Prepare and decorate.	3	2021	£1,500.00
<b>5.11</b>	<b>Male WC</b>					
	Open grid suspended ceiling, half tiled walls, vinyl sheet covering to solid floor. Timber window sealed shut.	1 No. damp ceiling tile.	The damp is probably due to defects in the service pipework. Investigate condition of service pipework and carry out repairs as deemed necessary.	2	2020	£500.00
<b>5.12</b>	<b>Disabled WC</b>					
	Open grid suspended ceiling, half tiled walls, vinyl sheet covering to solid floor. Timber window sealed shut.	No defects noted.	No action required.			
<b>5.13</b>	<b>Female WC</b>					
	Open grid suspended ceiling, half tiled walls, vinyl sheet covering to solid floor. Timber window sealed shut.	No defects noted.	No action required.			

<b>5.14</b>	<b>Understairs Cupboard</b>					
	Fairfaced masonry walls and stone flags to floors.	There is a built up of damp to the to the base of walls and above.	Damp occurring due to damp in the concrete floors adjacent and due to condensation. Can be improved by increasing the levels of heat and ventilation.			
<b>5.15</b>	<b>Lobby</b>					
	Open grid suspended ceiling, boarded walls and carpet to solid floor. Flush timber doors with planted mouldings.	No defects noted.	No action required.			
<b>5.16</b>	<b>Main Office</b>					
	Open grid suspended ceiling, painted plaster walls, carpet to solid floor. Timber window sealed shut with secondary glazing.	Internal finishes in good condition. There is no natural or mechanical means of ventilation.	Provide mechanical extract/ventilation.	3	2021	£1,000.00
		Decorations are good.	No action required.			
<b>5.17</b>	<b>Lobby</b>					
	Open grid suspended ceiling, painted plaster walls, carpet to solid floor. Timber window sealed shut.	Hairline crack to head of rear office opening and to left side of west wall.	Attend to cracks during the course of routine re-decoration.	3		
		Decorations are fair.	Decoration will be required in due course.	3	2024	£1,500.00
<b>5.18</b>	<b>Town Clerk Office</b>					
	Open grid suspended ceiling, painted plaster walls, carpet to solid floor. Vent in ceiling.	No defects noted.	No action required.			

<b>5.19</b>	<b>Lobby 2</b>					
	Open grid suspended ceiling, painted plaster walls, Lino to solid floor. Timber window sealed shut.	The timber sashes to window do not align.	Ease and adjust sashes and leave in good working order.	3	2023	£300.00
<b>5.20</b>	<b>Kitchen</b>					
	Open grid suspended ceiling, painted plaster walls, lino to solid floor. Timber windows sealed shut. Fitted out with kitchen units. Tiled splashback to perimeter.	Cords are broken to the timber sashes, and the sashes do not align.	Ease and adjust sashes and leave in good working order.	3	2023	£600.00
		The plaster finishes are uneven below the window openings. There is a horizontal crack below the south window.	Attend to cracks and plaster defects during the course of routine re-decoration.	3	2024	£500.00
		There is 1 No. damp stained ceiling tile.	Investigate and eradicate source of moisture.	2	2021	£500.00
<b>5.21</b>	<b>Deighton Room</b>					
	Painted plastered ceiling on beams with intermediate cast iron columns. Painted plaster walls, half panelled to the base of the wall. Partition wall forming Kitchen. Sliding/folding partition to centre of room. Vinyl sheet on solid floor. Sash windows sealed shut.	The windows are sealed shut and the meeting rails do not align.	Ease and adjust sashes and leave in good working order.	3	2023	£2,000.00
		There is a crack line around the perimeter of the partition forming the Kitchen.	Repair junction at and finish with scrim cloth and plaster skim. Works to be carried out as part of routine decorations.	3	2024	£800.00

		There is general cracking and crazing of the ceiling plaster finish and at the abutment with the beams.	Overboard the ceiling and skim prior to next re-decorations.	3	2024	£2,000.00
		The plaster below window openings is uneven.	Attend to as part of routine decorations.	3	2024	£1,000.00
<b>5.22</b>	<b>Rear Stair Lobby</b>					
	Painted plaster ceiling and walls. Concrete floor with paint finish. Timber panel exit doors.	There is general cracking and crazing of the ceiling plaster finish.	Overboard the ceiling and skim prior to next re-decorations.	3	2024	£1,000.00
		There is a vertical crack to head of the boiler room door.	Attend to as part of routine decorations.	3	2024	£200.00
		The skirting is loose.	Refix the loose section of skirting.	3	2021	£50.00
		There is minor damp to the base of the walls.	The damp is occurring due to moisture trapped under the solid floor substrate. The level of damp is not sufficient to merit remedial action other than increasing the levels of heat and ventilation.			
		The paint finish to concrete floor is worn. The decorations are in poor condition.	Prepare and decorate.	3	2024	£1,500.00
		Hairline crack to concrete floor adjacent exit door.	Attend to during routine decorations.			
<b>5.23</b>	<b>Boiler Room</b>					
	Part unfinished concrete part lath and plaster ceiling. Fairfaced masonry walls. Concrete floor.	The lath and plaster section of the ceiling is failing.	Take down defective ceiling and replace with new lath and plaster.	3	2024	£1,500.00
		The steel beams supporting the concrete section of the floor are corroding.	Clean down protect and decorate the corroded beams.	3	2024	£500.00
		The decorations are failing.	Prepare and decorate.	3	2024	£1,000.00

		There is a hairline crack to the south wall adjacent to the padstone.	Point up crack.	3	2021	£100.00
<b>6</b>	<b>Services</b>					
	The property is served by main gas, water and electric. Heating and hot water is provided by ground source heat pump backed up by gas fired boilers.	The service installations are in good order.	Carry out periodic tests and inspections as necessary to comply with statutory requirements.	3	2023	£2,500.00
		The boiler plant and associated pipework is aged and will be nearing the end of its serviceable life.	Consider the replacement of the boiler and pipework within the boiler room.	4	2025+	£20,000.00
<b>7</b>	<b>Generally</b>					
		The decorations are in good/fair condition and were undergoing a program on internal decorations at the time of inspection.	The decorations will need attending too on a periodic basis.	4	2025+	£25,000.00
		There is evidence of damp to the base of the ground floor walls in places as detailed above.	The damp is minor and can be controlled with heat and ventilation. The damp is caused by the installation of a modern concrete floor throughout the ground floor driving damp into the base of the walls. To remedy it will be necessary to take up the concrete floors and to replace in Limecrete.	4	2025+	£50,000.00

		There is a foul smell reported in the ground floor offices.	The soil stacks are in poor condition and the stack to the north elevation does not vent above the level of the eaves. Replace the soil stacks with new in cast iron.	2	2020	£1,500.00
			A camera survey should be carried out to the drainage installation to determine its condition.	2	2020	£1,000.00

## 8 SUMMARY

### 8.1 Costings

**a** The approximate cost information included within Sections 4, 5, 6 and 7 of this report should be considered as preliminary rough estimates to be verified following more detailed feasibility studies and where appropriate at outline design and pre-tender stage prior to competitive tender action. The costs are given for guidance purposes only.

**b** The approximate costs exclude any allowance for:

Professional fees

VAT

Inflationary allowances

Mechanical & Electrical Engineering Works

**c** The total provisional budget estimate costs for the priority work is summarised as follows. The works to be carried out by the tenants under Schedule of Dilapidations are shown in red:

Priority 1: (Urgent)	£4,000.00
Priority 2: (Within 12 months)	£10,500.00
Priority 3: (Within 5 years)	£319,350.00
Priority 4: (Desirable but not essential)	£224,500.00

Grand total excluding VAT:	£558,350.00
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### 8.2 Further Investigations

**a** Further investigations are recommended to the areas listed below:

1. Carry out tests to the service installations.
2. An environmental survey should be carried out to establish the presence of Bats or other protected species.



### **8.3 Health and Safety**

- a** Although normally outside the scope of a Quinquennial Inspection the following procedures are recommended and should be considered/implemented over the QI period.
  - 1. A type 2 Asbestos Survey, if not already done, is required to identify any risk of exposure, and to plan the removal of asbestos based materials where same is considered to present a risk.

### **8.4 Conclusion**

- a** The building is generally in good/fair condition. There are however a number of elements of the external fabric that now require attention and failure to attend to these matters in a timely manner will result in the decline of the external fabric.
- b** A planned programme of maintenance therefore needs to be put in place and works instigated in accordance with the various recommendations of this report. Failure to do so will result in decline of the historic fabric.
- c** The building can generally be considered as robust, but the works detailed above will help to maintain its integrity and retain the historic fabric.

**Signed:** .....

**R. J. Maddison BSc (Hons) DipBldgCons MRICS IHBC  
For MADDISON JAMES ASSOCIATES LTD**

**Dated: 20<sup>th</sup> May 2020**