



**Invitation to Submit an Offer for Lease**

**APPOINTMENT OF A SPECIALIST GOLF OPERATOR FOR THE DEVELOPMENT,  
MANAGEMENT AND MAINTENANCE OF THE KEELE GOLF CENTRE, KEELE ROAD,  
NEWCASTLE-UNDER-LYME, STAFFS.**

**Issued by  
The Borough Council of Newcastle-under-Lyme  
Directorate of Regeneration & Development**

**[Key extracts only for NBC scrutiny purposes](#)**

**Closing date for submission of completed documents**

**17:00 on Monday  
19<sup>th</sup> August 2013**

***Version date: July 2013***

## CONTENTS

<b>SECTION</b>	<b>HEADING</b>	<b>PAGE</b>
<b>SECTION 1</b>	<b>INSTRUCTIONS</b>	3
<b>SECTION 2</b>	<b>INFORMATION FOR APPLICANT'S SUBMISSION</b>	
	Description of Demise	11
	Heads of Terms	13
	Selection Criteria	19
<b>SECTION 3</b>	<b>ITEMS TO BE SUBMITTED WITH YOUR PROPOSAL</b>	
Appendix 1	Freedom of Information Schedule	24
Appendix 2	EIQ Declaration	25
<b>SECTION 4</b>	<b>OTHER APPENDICES</b>	
Appendix 3	Operational Management Schedule	26
Appendix 4	STRI Report dated 25 <sup>th</sup> June 2013	28
Appendix 5	Stock Condition Schedule	29
Appendix 6	Return Label	32
Appendix 7	Site Plan and Building Layout Plan	33

## 17 INDICATIVE TIMETABLE

<b>Actions</b>		<b>Date(s)</b>
1.	Closing date for receipt of proposal	19.08.2013
2.	Evaluation Period	20.08.2013 to 30.08.2013
3.	Council Consultation Process	02.09.2013 to 17.10.2013
4.	Council decision obtained	16.10.2013
5.	Notification of decision to all applicants	18.10.2013
6.	Finalisation and Issue of Lease documentation	18.10.2013 to 01.11.2013
7.	Lease Commencement Date	02.12.2013

Note: All dates are indicative only and may be subject to change where necessary.

## **SECTION 2 - INFORMATION FOR APPLICANT'S SUBMISSION**

### **DESCRIPTION OF DEMISE**

#### **Location**

Keele Golf Centre occupies a highly commercial trading location directly off the A525 opposite to Keele University and close to the M6 motorway, Junction 15. It is located approximately one mile west of Newcastle-under-Lyme town centre.

#### **The Site**

The golf course site extends approximately to 60.7Ha / 150 Acres and includes an 18 hole course par 72 course of some 5,848 ms / 6,396 yds in length, a 9 hole par 27 short golf course, clubhouse, Golfers Arms PH, green keepers building and a residential property

The 18 whole undulating parkland course, designed by renowned golf architect Fred Hawtree was developed and opened in the mid 1970's. Greens and tees are irrigated by an automatic sprinkler system served by mains water.

Adjoining the course is a practice putting and a practice pitching green.

The 9 hole par 27 course which opened in the summer of 2006 is approximately 2015 metres/2,413 yards in length It is located a short walk from the Golfers Arms PH and occupies the eastern part of the site. It comprises an open area divided into two sections by a mature hedgerow. Only the greens are irrigated by an automatic system.

*Please see attached STRI report (dated 25<sup>th</sup> June 2013) which details the condition of the courses, recommended remedial & improvement works. These works will form a condition of the lease and have to be undertaken within the first twelve months.*

*N.B. The automatic irrigation systems have not been fully tested or examined and it will be for the incoming tenant to do so and undertake such work as may be necessary so as to put them into good repair.*

#### **The Golf Clubhouse/Golfers Arms PH and car park**

These facilities are located near to the southern boundary and are visible from the A525 main road. The building was constructed in the mid 1970's mainly of brick elevations, having a two storey section (under a pitched tiled roof) and a single storey part having a flat felted

roof. On the ground floor it extends in area to approximately 312.75 sq ms (GIA) and on the first floor 170 sq ms (GIA)

The clubhouse and Golfers Arms provide the following range of accommodation;

- Entrance lobby
- Golf shop with adjoining storage area / two offices, workshop and a further office accessed from the lobby
- Ladies and gentlemen's WC's with changing areas, each providing one shower
- Ground floor bar (approx 30 covers) service kitchen, beer cellar and cold room
- Boiler room
- First floor main bar with restaurant area (approx 60-70 covers) main kitchen, washing up area, stairs to ground floor.

Adjoining the clubhouse/Golfers Arms are two parking areas which can accommodate approx 100 vehicles.

### **The Green keepers building**

This single storey building extends to approx 215 sq ms / 2,314 sq ft (GIA). It is constructed of brick elevations under a profile steel roof. Internally it comprises a storeroom, chemical store, mess room and WC.

### **The Golf Houses, nos. 1 & 2.**

Situated to the east of the Golfers Arms is a pair of semi-detached dwellings. They were constructed in the 1970's, having brick elevations under a pitched tile roof. Accommodation comprises; ground floor living room, hallway with three first floor bedrooms and a bathroom. It is intended to include Golf House no. 1 in the lease demise.

*Please see building floor plans and condition survey.*

**HEADS OF TERMS**

**Without Prejudice, Subject to Lease**

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**LESSOR:** The Borough Council of Newcastle under Lyme, Civic Offices,  
Merrial Street, Newcastle under Lyme, Staffordshire,  
ST5 2AG

**CONTACT:** Mr Phil Thompson MRICS. Tel No: (01782) 742378  
Email: [phil.thompson@newcastle-staffs.gov.uk](mailto:phil.thompson@newcastle-staffs.gov.uk)

**LESSORS SOLICITORS:** The Borough Council of Newcastle under Lyme, Civic Offices,  
Merrial Street, Newcastle under Lyme, Staffordshire, ST5  
2AG

**ACTING:** *(name & contact details of solicitor acting is to be confirmed)*  
Civic Offices  
Merrial Street  
Newcastle under Lyme  
Staffs ST5 2AG.

**LESSEE:** .....tbc.....

**CONTACT:** .....

**LESSEE'S SOLICITORS:** .....

**ACTING:** .....

Direct Dial:  
Mobile:  
Email:

**DEMISE:**  
**(property description)** 9 & 18 golf hole course(s), golf shop/office/public  
house/restaurant premises (formerly known as The Golfers  
Arms), separate green keepers equipment store, semi-

detached house together with adjoining land / fishing ponds, all hedges/trees/fences and boundaries.

The extent of the demise is more particularly shown edged red on the attached plan.

**PROPOSED USE:** Golf course, golf club house, bar with catering, retail, tuition and other appropriate facilities.

**TERM:**

**OPTION A**

A new 10 year FRI lease (excluded from The LL&T Act security of tenure provisions) of the Keele golf centre.

OR

**OPTION B**

A new 25 year, FRI lease (excluded from The LL&T Act security of tenure provisions) of the Keele golf centre.

**COMMENCEMENT:** To be agreed

**RENT:** The annual rent will be on one of the following bases;

- (i) A fixed sum p.a. exclusive, plus VAT, if applicable, quarterly in advance; *or*
- (ii) A percentage of gross turnover exclusive, plus VAT, if applicable, payable monthly in arrears; *or*
- (iii) A combination of (i) & (ii) above

In the case of (ii) & (iii) above, at the beginning of each financial year (throughout the term) the lessor will issue an invoice based upon the anticipated rent for the forthcoming twelve month period and a balancing adjustment will be made at the end of the twelve month period to reflect the actual percentage of turnover received.

By no later than the 15th of each month the Lessee is to provide to the lessor a statement of turnover in respect of the preceding month, together with a BACS payment, being a percentage of turnover.

In the case of (i) or (iii) above, arrears of rent will incur interest at the monthly rate of 2% above base rate.

The tenant will be required to operate an 'open book' accounts system. In order to monitor till income the tenant will be required to provide an approved computerised system / CCTV installation.

**RENT REVIEW:**

In the case of the basis of rent being (i) or (iii) above, the fixed sum element of the rent is to be reviewed at the end of each 5<sup>th</sup> year of the term to either a market rent or increased by an inflation (indexation) formula.

**UTILITIES, RATES  
& TAXES**

The lessee is to pay all costs in connection with the supply of utilities and shall pay all present and future rates & taxes.

**REPAIRS:**

The lessee shall put the whole of the demise, including the lessors fixed equipment, into a satisfactory tenantable condition, as specified in the schedule of works, within the first 12 months of this agreement and thereafter keep it in such condition.

The lessee is to manage and maintain the course(s) throughout the term in accordance with UK golf industry good practice, e.g. to the standard required by the Sports Turf Research Institute (STRI), or equivalent. The lessee is to obtain an STRI report (in August each year) and comply with its conditions/recommendations, including programme, timescales, all of which are to be pre-agreed with the lessor prior to implementation. A copy of the STRI report is to be supplied to the lessor within two weeks of it being issued. All costs associated with obtaining the report and complying with its conditions shall be paid by the lessee.



**IMPROVEMENTS**

The lessee has to provide full details of any proposals to the lessor and obtain prior written approval before commencing any work.

The lessor wishes to encourage improvements by way of alterations and development of the centre, including complementary facilities. Should the lessee's improvement of facilities result in an area of land becoming available for alternative use the Council would be prepared to vary the lease, taking back this area of land and upon its future disposal at an uplifted value, pay to the lessor a premium, being 10% of the uplift in value.

**SCHEDULE  
OF WORKS:**

A specification of repairs to buildings, exterior hard landscaping & car parks, and STRI recommendations for 9 & 18 hole courses, grounds etc. will be appended to the lease.

**DECORATION:**

The lessee is responsible for all decoration (buildings, structures etc.) of the demise, throughout the term and redecoration in the last year of the term.

**CLEANING:**

The lessee is to keep the whole of the demise clean, tidy and clear of rubbish at all times.

**REMEDY OF BREACHES**

The lessor may inspect the demise, after giving reasonable prior notice, in order to assess its condition & state of repair. Notice of any breaches will be given and should they not be remedied within 3 months, the lessor may enter and carry out the works needed, recovering costs incurred from the lessee.

**ALTERATIONS:**

The lessee is prohibited from making any alterations without the lessor's prior written approval.

**ALIENATION:**

Not to assign part only of the demise.

Not to assign the whole of the demise without the Lessor's prior written consent which shall not to be unreasonably withheld or delayed PROVIDED that the lessor may impose reasonable conditions, e.g. the proposed assignee is respectable, responsible and able to pay the rent, the assignee enters into an AGA etc.

**BREAK CLAUSE:**

In the case of a lease granted for 25 years the lessor is inviting offers and investment proposals for;

- (i) a straight 25 year lease; and
- (ii) a 25 year lease which includes an option to break exercisable at anytime after year 10, subject to a minimum of 6 months notice.

The trigger for exercising the option will be either the allocation through the local planning policy process or the grant of planning permission for an implementable scheme of development.

If the option is activated the lessor may take back the whole or part of the demise. In the case of part only of the demise, the lessor will seek to ensure detriment is not caused to the remainder.

**INSURANCE:**

The lessee is to effect insurance in the joint names of the lessor and lessee in respect of;

- (i) the demised property against loss or damage in an amount equal to the full cost of reinstatement, including associated demolition, clearance and professional fees.
- (ii) employers liability, public liability, third party and any other liability appropriate to the running of a golf centre in the sum of not less than £5M and in respect of employers liability £10M and shall produce details of cover to the lessor on demand.

The levels of cover shall be varied from time to time as required by the lessor.

**LICENCES:** The lessee to obtain and comply with all licences, consents and permissions necessary for the lessee's occupation and use.

**STATUTORY OBLIGATIONS:** The lessee will arrange for all necessary inspections to be carried out, reports obtained and for copies provided to the lessor in respect of all activities, premises facilities, fixtures, fittings & equipment.

The lessee is to undertake / comply with, at its cost, the recommended actions / works identified in the report(s) within 3 months timescale. Failure to do so will result in the lessor undertaking the work and recovering costs of doing so from the lessee.

**OPERATIONAL  
MANAGEMENT:**

The lessee to observe and comply with the terms and conditions set out in the Operational Management Schedule contained in the lease.

**DEPOSIT:**

At the commencement of the lease the lessee will be required to place on deposit with the lessor the sum of £30,000 by way of surety against default in compliance with lease obligations. Providing all obligations have been complied with the deposit will be refunded at the end of the term.

**LEGAL COSTS:**

The lessee to pay the lessor reasonable legal costs.

The lease itself will contain such other terms and conditions as the lessor's solicitor may deem necessary in order to bring the agreement into effect.

## **SELECTION CRITERIA:**

Prospective applicant's proposals will be evaluated as follows:

40% - Quality

60% - Financial Proposal

Each quality evaluation criteria has been allocated a score by the evaluation team to which a weighting will be applied of between 0 and 4 points as follows:

1	Information incomplete – significant indications that applicant lacks ability/experience/expertise/resources/structure to satisfy the Heads of Terms.
2	Information complete – concerns that applicant may lack certain essential requirements to satisfy the Heads of Terms.
3	Information complete – indicating applicants potential to satisfy the Heads of Terms.
4	Information sufficient to indicate the applicant is capable to satisfy the Heads of Terms and delivering added value.

Applicants are required to submit business plans covering the period of the lease (see 6. below) which should address each of the following quality criteria questions:

### **Quality criteria:**

1. Centre Management, maintenance & development.

Applicants are requested in their submission to address the elements of quality management, Health & Safety, and equality and diversity as part of their method statement linked to each of the quality elements below.

- 1.1 Put all of the centre buildings into repair based on the schedule of works and the categorisation of these into; 'essential', 'necessary', 'desirable', Please provide a project plan for all recommended work, a programme timetable for delivery (score 10)
- 1.2 Demonstrate how you intend to comply with the recommendations of the STRI report dated 25 June 2013 - Based on its recommendations please provide a project plan for all recommended work, a programme timetable for delivery, (score 5)
- 1.3 In respect of 1.1 & 1.2 above provide a statement as to how you mitigate the impact of activities on the users of the centre. (score 5)

1.4 Shortlisted applicants are required to evidence as part of their proposal how they will intend to deliver all elements contained in the “*Operational Management Schedule*: - section of the ‘Heads of Terms’. (score 20)

## 2. Development of golf

2.1 Applicants are requested to provide in greater detail (to that contained in the EIQ) how it is proposed to grow/develop the golf centre. Specifically:

- To prepare and implement an agreed annual maintenance and improvement plan. (score10)
- The structure of fees & charges for playing golf should not discriminate against pay & play golfers, ensuring sufficient time is available to meet the demands for municipal play; be competitive with similar courses within a 30 mile radius; have available a variety of packages and season tickets offering discounts / concessions. (score10)
- To prepare and implement golf development plan in line with Golf England guidance. (score 5)
- Lessee is to conduct annual user satisfaction surveys, the first being 12 months from the commencement of the lease. Within one month of completion of the survey to prepare and deliver to the lessor an ‘improvement action plan’ which addresses significant issues which require attention. After obtaining lessor approval, implement the action plan in accordance with the agreed timescales. (score 5)
- The lessee is to secure and maintain accreditation with appropriate golf industry bodies, e.g. Golf Mark., STRI, Green keepers Association. (score 10)

## 3. Added Value

3.1 Promoting social value is a key factor to Newcastle-under-Lyme Borough Council and applicants are requested to provide relevant information on how it will deliver social value within the borough e.g. local employment; creation of local trainee / apprenticeships; marketing of the centre to generate increased turnover. (score15)

3.2 Applicants are required to provide details of their environmental / sustainability policy, explaining and demonstrating how these will be realised as part of the delivery of golf at Keele. (score 5)

**Financial proposals;**

1. Applicants are required to submit a business plan for each of the options (contained in paragraph 6 below) and addressing all elements of the Heads of Terms, to include projections as to numbers of patrons, estimated income and expenditure, balance sheet and all supporting assumptions in the delivery of your proposals. (score 25)
2. Describe the range of potential investments you intend to make over the term of the lease to develop Keele as a premier golf venue. (score 20)
3. The business plan(s) should identify the estimated level of investment linked to schedule of works identified in question 1.1 above. (score 10)
4. In the case of a 25 year lease containing an option to break and in order to encourage investment on added value improvements to the centre please indicate what your proposals would be for recompense on a sliding scale taking account of the years remaining until the end of the lease. (score 5)
5. Linked to question 1.2 above provide a breakdown of the cost of delivering each element linked to the recommendations contained in the STRI report dated 25 June 2013. (score 10)
6. Make a rental offer, confirming the basis for this, i.e. being:
  - (i) an amount per annum,
  - (ii) a varying sum being a percentage of gross turnover (derived from all centre activities and services)
  - (iii) a combination of (i) & (ii) and the amount of rent / percentage of gross turnover.

You are invited to submit offers for **both a ten or a twenty-five year lease term** and should set out your offer proposals in the format of the table overleaf;

	Lease Term		
	10 Years	25 Years (No option to break)	25 Years (Including option to break)
Rental Offer:			
1. Lump sum amount per annum (£)			
2. Percentage (%) of gross turnover			
Combination of 1 & 2 above			
Applicants proposed level of investment (£)			

(score 25)

7. Provide an explanation as to how you will set up and deliver an open book accounting arrangement, i.e. in the case of a turnover rent. (score 5)

## APPENDIX 3 – OPERATIONAL MANAGEMENT SCHEDULE

### *Course maintenance:-*

- The lessee to obtain an annual report from the Sports Turf Research Institute (STRI) and shall be responsible for implementing and complying with its recommendations within its programme timetable
- The lessee to maintain the 9 and 18 hole golf courses to a standard at least commensurate with golf industry standards of good practice for a reasonable quality municipal pay and play facility.
- the lessor may inspect the course at any reasonable time, subject to 24 hours notice.
- at the of commencement of the lease, draw up a tree management programme for the course, in conjunction with the Council's Arboricultural officer - carry out agreed works etc, review programme plan annually, carrying out all works necessary for health and safety and to implement the plan.
- Not to carry out any drainage works or works that involve earth moving, introduction or importation of 'materials' without the lessor's prior written consent.
- Not to carry out any works that involve potential damage to trees, tree roots or removal of trees without the lessor's prior written consent.
- The tenant is to inspect, test and remedy any faults or defects identified with the irrigation system(s)

### *Course improvements:-*

- At the beginning of the lease term to commence and thereafter implement all of the recommendations contained in the appended STRI report dated 25<sup>th</sup> June 2013.

### *Course management:-*

- Hours of operation - the course & shop shall be open everyday except Christmas Day, Boxing Day & New Years Day between the hours of dawn and dusk.
- To prepare and implement an agreed annual maintenance and improvement plan.
- To allocate Tee times on 'a first come first served' basis, offer telephone & on-line bookings.
- allow the resident club use of the 'committee room'.



- allow the resident club and recognised societies to book 'advertised packages' in advance.
- maintain high standards of security and protection from crime.
- The structure of fees & charges for playing golf should not discriminate against pay & play golfers, ensuring sufficient time is available to meet the demands for municipal play; be competitive with similar courses within a 30 mile radius; have available a variety of packages and season tickets offering discounts / concessions.
- The lessee is to provide monthly reports broken down into usage (e.g. number of rounds played) of each income producing activity.
- To prepare and implement a golf development plan in line with Golf England guidance.
- Equal opportunities – to operate the golf course without discrimination.
- Maintain and protect public rights of way over the golf course.
- Allow public use of the club house and associated facilities.
- Lessee is to conduct annual user satisfaction surveys, the first being 12 months from the commencement of the lease. Within one month of completion of the survey to prepare and deliver to the lessor an 'improvement action plan' which addresses significant issues which require attention. After obtaining lessor approval, implement the action plan in accordance with the agreed timescales.
- Consult with the lessor as to the operation of the course, complying with the lessor's reasonable requests.
- The lessee is to secure and maintain accreditation with appropriate golf industry bodies, e.g. Golf Mark., STRI, Green keepers Association.

## APPENDIX 4 – STRI Report dated 25<sup>th</sup> June 2013

### Key recommendations

#### Greens

- In the autumn aggressive aeration needs to be carried out. Try to do this as early as possible to improve recovery of the greens surface. This should be the main renovation operation of the year; it will involve 12mm hollow coring with all the cores cleared off the surface before sand topdressing to fill the holes. Once this has been completed this operation should then be followed with a Graden sand injection scarification.
- To help with the integration of sand into the surface, it is essential to use kiln dried sand for the Graden scarification operation. This can be sourced locally from topdressing suppliers.
- During the spring 8mm micro core operations should be carried out in April, each followed by topdressing. If possible during a quiet period in the summer hollow coring should take place using 12mm hollow core tines and topdressing following this operation.
- Regular routine spiking using 8mm tines should be used to aerate the upper profile of the greens. If possible this should be done on a monthly basis
- During the winter months (when conditions allow) verti-drain the greens to relieve compaction to the lower profiles of the greens.
- If possible refinement of the grass species on the greens should take place using regular grooming or verti-cutting.
- During the spring, an application of the 3:0:3 NPK ratio fertiliser should be applied to all the greens between 30-35gm<sup>2</sup>. Depending on growth this should be followed up by the same application 4-5 weeks later.
- After this going on into the summer months an application of Sierra Form 16:0:16 MPK slow release fertiliser should be applied to the greens to sustain them through the summer. This should see the greens through until the autumn when application of a granular 5:0:28 should be applied prior to the autumn renovation. The high amounts of potassium within this last fertiliser application should harden the turf against disease over the winter.
- Due to the high levels of organic matter within the soil profile and the poor species composition, a preventative fungicide programme should be in place to avoid the high levels of scarring seen over the last winter. The first application of fungicide should be applied when conditions are favourable for disease formation. For this, Heritage would be a good product. Another application should be made in early December to get the greens over until February; Instrata would be the fungicide of choice for this application. One more application of fungicide may need to be applied in February to get the greens through into the spring when no further applications should be required.
- It is essential to apply sufficient sand to the greens to be able to dilute the amount of organic matter present, budgeting for at least 120 tonnes of sand if possible over the 12 month period. Approximately 30-40 tonnes of this sand will be required in kiln dried form to use as part of the Graden sand injection scarification.

### **Tees**

- Look to implement regular monthly aeration to the tees, but only when conditions are correct to avoid smearing of the surface.
- Top dress the tees using a medium to coarse sand. Look to apply around 150 tonnes in 3-4 applications over the spring through to the autumn to maintain surface levels and keep the sward consistent.
- Apply 2 controlled fertilisers to the tees to improve resilience. An Everriss Sierrablen 19:8:19 NPK would be ideal. The first application should go down in May with another in August. Other manufacturers of slow release fertilisers are available upon request.
- Tee renovations should take place in September/October. Look to scarify, hollow core and top dress the tees surface followed by an over seeding with a dwarf perennial ryegrass to improve sward texture and density.

### **Fairways**

- Primo Maxx should be applied to the fairways to reduce clipping yields, improve turf density and performance. An Everriss Fairway Programme which will lead to less mowing on fairways and reduce clippings and labour costs should be implemented. This will require 3 applications of Primo Maxx at 4-6 week intervals. As discussed a herbicide application will take place over the summer to get rid of broad leaved weeds. This could be tank mixed using the Primo Maxx to save on costs and labour. Contact the company Everriss to see if your preferred herbicide is compatible with the use of Primo Maxx.

### **Rough**

- Areas that are out of play can be left to grow and create ecological areas for insects and mammals.
- Cutting these areas only twice per year will save on labour and machinery wear, cut once in March collecting the clipping and remove from site, making sure this is done early enough to avoid disturbance of ground nesting birds and mammals. A second cut should take place in September ensuring to collect the clippings. This will encourage finer species of grass and flowers, and avoid nutrients leaching back into the ground.

### **Aprons**

- Aprons should be ideally verti-drained at least 3-4 times during the winter, but only when conditions are favourable to avoid smearing.
- No additional nutrient input should be required on the approaches.

## **APPENDIX 5 - CONDITION SCHEDULE**

### **Schedule of works required for Keele Golf Club House, car park and workshop Newcastle under Lyme**

**For removal of doubt, all works below to be priced for and completed by contractor unless instructed otherwise**

<b>1.00</b>	<b>Essential works required upon taking occupation</b>	(Price)
1.01	<b>Golf Clubhouse/Golfers Inn.</b>	
1.02	Renew Barge and soffit boards to main clubhouse	
1.03	Renew all external upvc guttering	
1.04	New emergency fire door and frame bottom of the stairs	
1.05	Side elevation renew 2 number broken pieces of glass	
1.06	Renew side window in bar area	
1.07	Investigate for water ingress to the bar area – Veranda above the rear extension & replace area of ceiling	
1.08	Renew asphalt decking to the veranda area	
1.09	Repaint all exterior woodwork	
1.10	General decoration to all inside	
1.11	General renew all floor coverings	
1.12	Electrical rewire to relevant electrical standards	
1.13	General around all of the building lift and level all paving slabs trip hazard	
1.14	Rear of the building and side of the building reset all the paving slabs forming steps from the emergency fire doors	
1.15	Lift and renew concrete area by cellar roller shutter door	
1.16	Clear all gullies and jet all drains and fit gulley gratings	
1.17	Take off all verge tiles, renew all of the oversailing on the barge boards replace – renew verge all to be cement bedded-Asbestos identified.	
<b>2.00</b>	<b>Green Keepers Implement Shed</b>	
2.01	Renew 4 number side windows	
2.02	Renew fascias	
2.03	Renew gutters	
2.04	Renew lighting conductor	

- 2.05 Rebuild top of irrigation shed outside front of building – refix replace roof covering to the same
- 2.06 Clean out all gullies and drains and fit 1 piece gulley surrounds
- 2.07 Renew gulley pot back inlet and connect to the drains, fit 1 piece concrete surround
- 2.08 Replace tarmac to front of the implement shed

### **3.00 Necessary work required within 3-5 years.**

#### **3.01 Golf Clubhouse/Golfers Inn.**

- 3.02 Renew 2 number large full glazed windows to the side elevation -
- 3.03 Renew 1 pair of 2GG doors to the rear elevation to be of mortice and tenon construction and not doveled (to be rebated)
- 3.04 Renew large window at the rear of main building
- 3.05 Renew front large window to left of the main entrance
- 3.06 Renew side window at high level by the spirit store
- 3.07 Renew gas boiler, has crack in the heat exchanger leaking all of the time
- 3.08 Radiators to clubhouse require replacing
- 3.09 Renew manhole cover and frame

#### **4.00 Green Keepers Implement Shed**

- 4.01 Renew glass g.w. cast to side high level window
- 4.02 Repoint and flaunch chimney stack
- 4.03 Renew 2 small windows at the rear of the building toilet wash room area
- 4.04 Renew oversink water heater to mess room
- 4.05 Supply and fit 2 number 150 x 150 x 6 mm hollow section posts 1 either side of roller shutter to prevent further damage to brickwork

#### **5.00 Car Park**

Car park area and entrance in general is in too bad a state to repair. Renewal of tarmac surface hardcore and drainage channels to a specification agreed with the Councils Facilities Dept within 3 years of occupancy or as necessary for reasons of Health and Safety, whichever is soonest.

**6.00 Desirable work to be carried out within the first 10 years of taking occupation or as necessary, whichever is soonest.**

**6.01 Golf Clubhouse/Golfers Inn.**

6.02 Remove garage/store doors build up in block work with cavity – render to the same area and masonry painted to the same

6.03 Side elevation renew combination door and frame to match existing (door to be of mortice and tenon construction and not doveled)

**7.00 Green Keepers Implement Shed**

7.01 Renew rear store room door and frame. F.L.B. construction with steel facing plate door to be of mortice and tenon construction.

7.02 Renew washers to wash hand basin and sink unit

7.03 Renew 9 number flurry 1.8m light fittings to main shed

7.04 Renew door and frame to the pump house area, door to be morticed and tenoned not dowelled F.L.B construction

7.05 Renew 2 number 1.2m single flurry fittings to mess room

7.06 Remove and replace Dauntless shires low level cistern to toilet off mess room (existing cistern contains asbestos so must be removed in line with H.S.E. guidance)

**8.00 Golf Clubhouse/Golfers Inn. - Upper floors**

Fully refurbish upper floors including rewiring, redecoration, re carpeting and general improvements to a specification to be agreed with the Borough Councils Facilities Dept. and to a timetable to be agreed with the Council in line with the proposers business development plan