



## **SCHEDULE OF CONDITION**

The Old Post Office and attached house, West Ashling,  
Chichester

June 2017

**JULIAN RA LIVINGSTONE CHARTERED ARCHITECT**



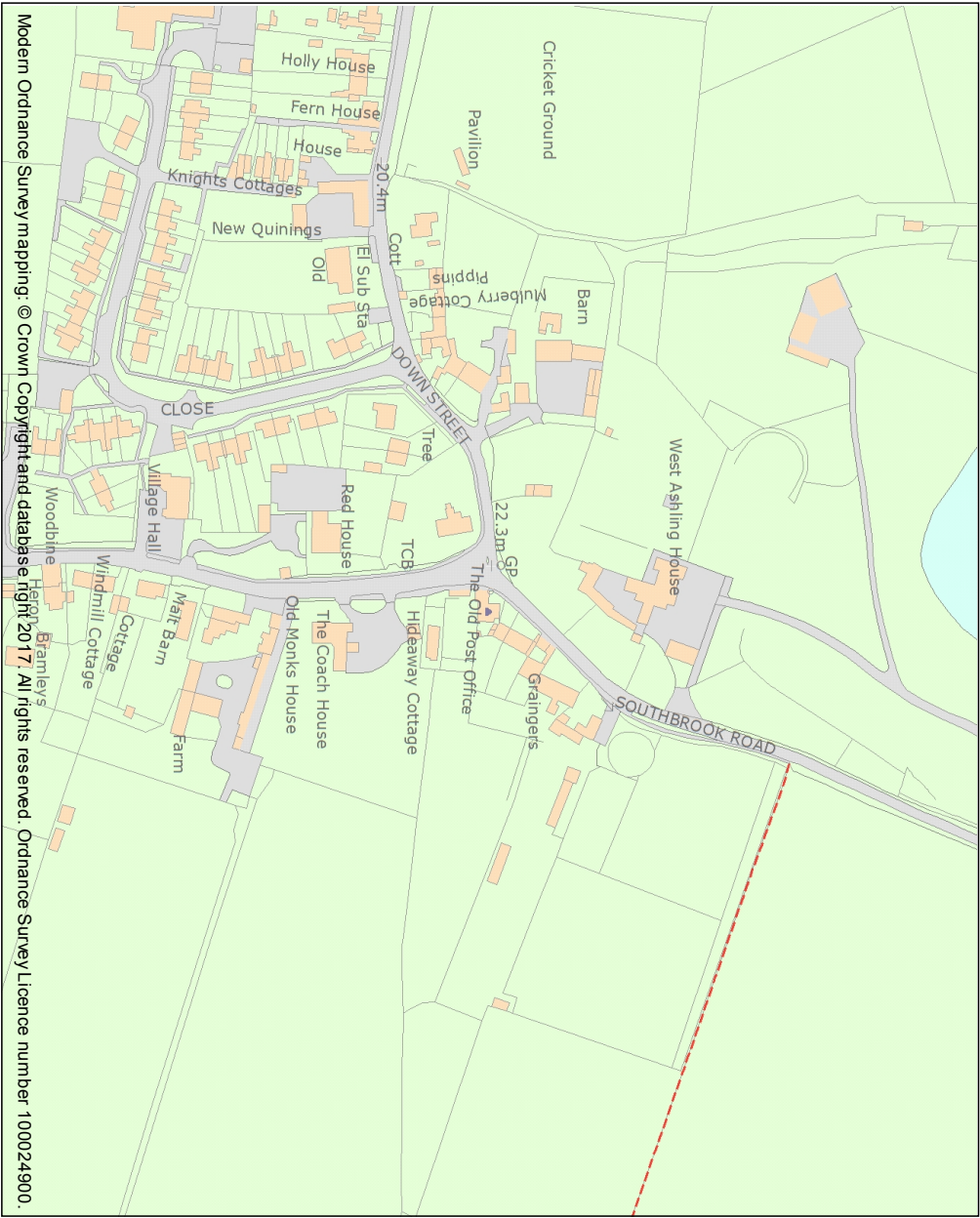
**CONDITION REPORT**

The Old Post Office and attached house,  
Southbrook Road, West Ashling


Draft issued 21st June 2017;  
Final version issued 29th June 2017

CONDITION REPORT

The Old Post Office and attached house,  
Southbrook Road, West Ashling



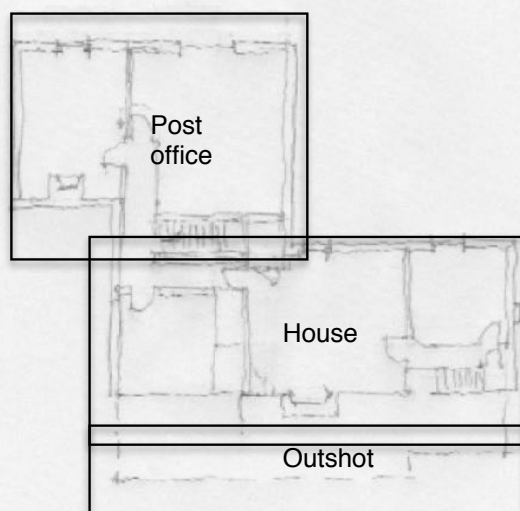
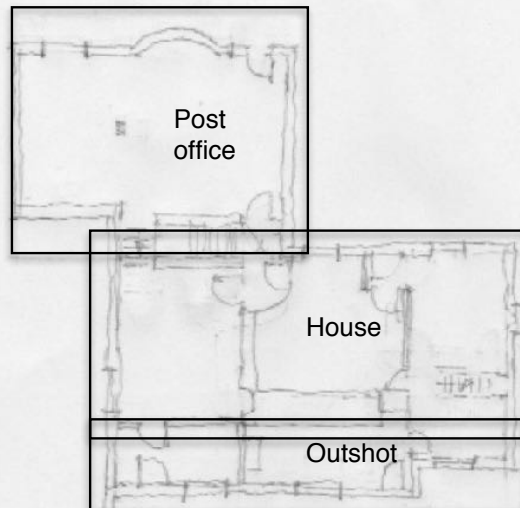
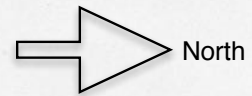
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This is an A4 sized map and should be printed full size at A4 with no page scaling set  
Name: WEST ASHLING POST OFFICE AND THE HOUSE ATTACHED

Heritage Category:	Listing
List Entry No :	1026324
Grade:	II
County:	West Sussex
District:	Chichester
P parish:	Furthington
<p>For all entries pre-dating 4 April 2011 maps and national grid references do not form part of the official record of a listed building. In such cases the map here and the national grid reference are generated from the list entry in the official record and added later to aid identification of the principal listed building or buildings.</p> <p>For all list entries made on or after 4 April 2011 the map here and the national grid reference do form part of the official record. In such cases the map and the national grid reference are to aid identification of the principal listed building or buildings only and must be read in conjunction with other information in the record.</p> <p>Any object or structure fixed to the principal building or buildings and any object or structure within the curtilage of the building, which, although not fixed to the building, forms part of the land and has done so since before 1st July, 1948 is by law to be treated as part of the listed building.</p> <p>This map was delivered electronically and when printed may not be to scale and may be subject to distortions.</p> <p>List Entry NGR: SU 81174 07428</p> <p>Map Scale: 1:2500</p> <p>Print Date: 19 June 2017</p>	
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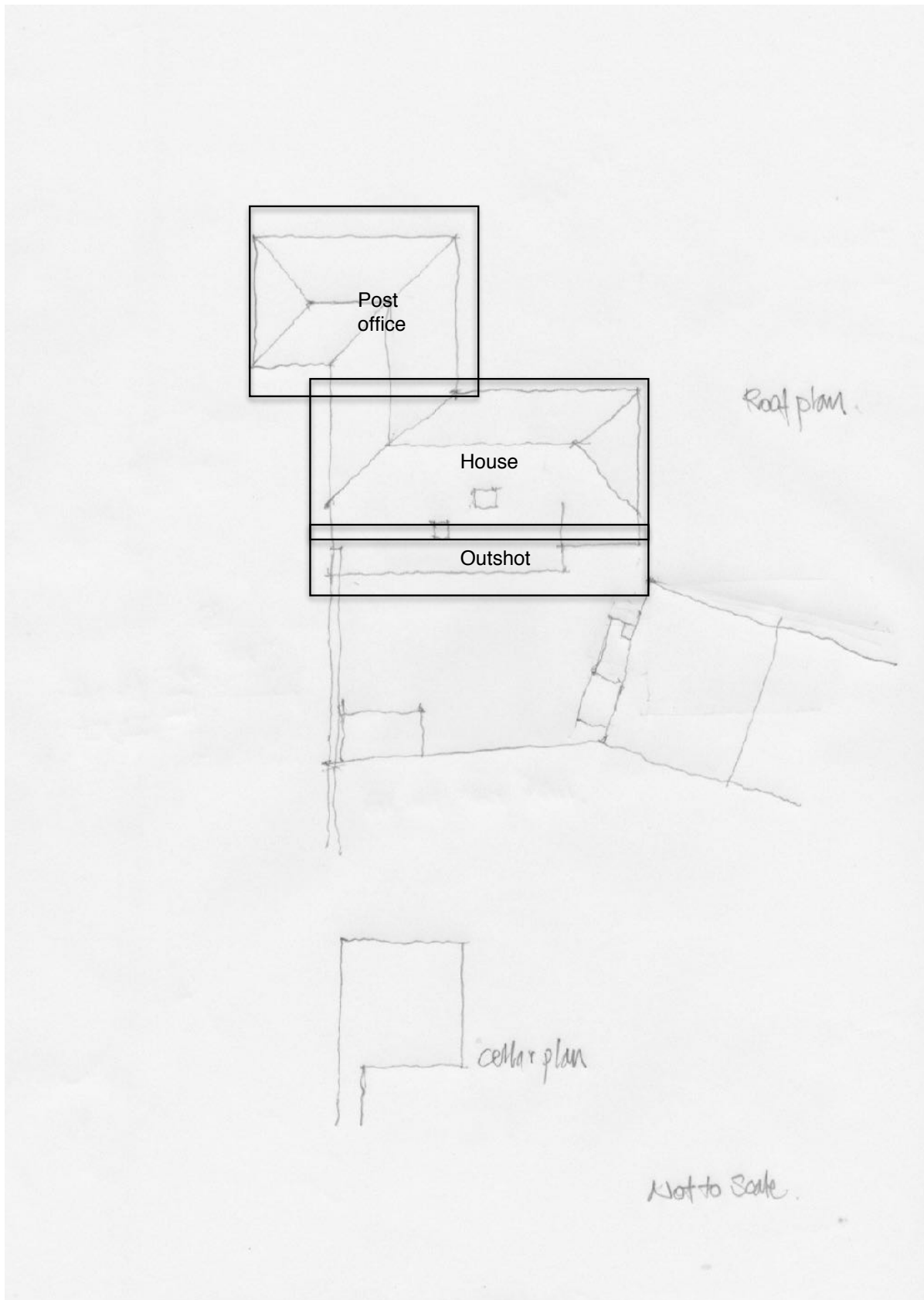
Indicative plans only, not to scale





CONDITION REPORT

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Southbrook Road, West Ashling



## **CONDITION REPORT**

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The report identifies three areas of the building, the Post office, the house and the outshot. The Cellar is below the North western part of the shop. The building is in a dilapidated state of repair. It appears uninhabited and uninhabitable.

The report illustrates the condition of the fabric and identifies repairs necessary, highlighting those most urgent. Inspection was made from the ground and within the building with exception to the removal of tiling from a ladder in small areas to look at the condition of roof battens tiles and nails on the South face of the shop and East face of the outshot. No other opening up of the structure was done.

The following grading system for urgency of repair has been used:

- A - Urgent, requiring immediate attention
- B - Requires attention within 12 months
- C - Requires attention within the next 18 – 24 months
- D - Requires attention within a five year period
- E - A desirable improvement with no timescale
- M - routine maintenance (i.e. clearing leaves from a gutter). This can be done without professional advice.

### **Summary:**

Roof tiling and battens are held in place with nails. These are rusted and in some places batten fixings appear to have failed completely, as evidenced by slipped rows of tiles. Stripping of tiles, battens and felt and re-felting, new battens and the tiles put back with numbers made up from sound, plain call peg tiles is urgent to prevent water ingress and further damage of roof structures. Some damage has already occurred as evidenced by internal failure of timbers, and outshot ceilings. Broken and damaged rafters can be repaired at the same time and collars, strapping and ceiling ties introduce to strengthen the roof structure. The rotten wall plate identified in the southern first floor Post office bedroom can also be repaired.

Minor areas of rot in the cellar beam and the South eastern end of the post office first floor southern bedroom should be removed, repaired or replaced.

Gutters and downpipes are in urgent need of repair or where missing or damaged, replacement with cast-iron gutters and downpipes for maintenance of originality, longevity and to avoid differential expansion. Concurrently with this work would be the cleaning out of below ground surface water drainage, gullies and soak-aways or the introduction of new where the existing are either inadequate or blocked.

Chimneys: there are four existing chimneys and one evidence of a chimney removed from the South Post office roof.

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The two northern most chimneys to the house appear in reasonable condition. The southern chimney over the outshot has loose brickwork at the top, needs taking down some 1.2m to be rebuilt and the chimney over the outhouse adjacent the neighbouring property is suffering similarly. Removal of chimneys would require Listed Building Consent, while localised rebuilding may be regarded as a repair, if carefully specified.

Windows and doors are in poor condition with rotten cills, casements, missing glazing putty, ironmongery and fittings.

Wall base South side of house seems to have lost external structure in a horizontal line for 200mm to 300mm above ground level. It is bulging outwards at mid-height and a structural engineer ought to be consulted to determine the best way of restoring structural integrity to the wall base.

Outbuilding roofs are in a dilapidated state with slipped and. Broken battens, slates and tiles. These ought to be replaced to avoid further damage to rafters and internal structures.

Foul drainage ought to be tested to check for blockages and leaks and repairs carried out where necessary.

Electrics should be stripped and re-wired.

Plumbing should be stripped and replaced, the existing boiler should be removed and replaced and existing radiators and heating pipework inspected for adequate operation and replaced if found deficient.

**A. Urgent works this year, 2017:** to keep water out of the buildings replacing tiles, battens, repairs and strengthening to roof structure and re-roofing should be carried out urgently; chimneys where failing should be rebuilt and flashing replace to all chimneys; gutters, downpipes, gullies and below ground surface water drainage should be repaired or replaced; rotten timbers at the first floor and in the cellar of Post office should be repaired; cracking in the first floor House middle and North room walls should be reviewed by a structural engineer and repaired; the structure of the Southern house wall should be reviewed at the same time.

**B. Works within the next twelve months:** windows and doors should be repaired or replaced; overhaul ironmongery and fit new if damaged or missing.

**C. Works desirable in the future but not essential to the long term stability of the building:** internal re-plastering and internal and external redecoration; new electrics; new plumbing and heating; foul drainage should be tested and repaired where necessary; installation of a new french drainage system.

CONDITION REPORT

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**West face, North first floor window**



**Condition:**

Bow to window head; cill rotted away completely; frame jambs rotting; right hand casement dropping and pegged joints failing as peg ease out; left hand casement bottom rail not connected to styles; glazing putty failing

B

**Repair Needs:**

Check lintel in case it has failed; remove casements and remains of frame, construct new frame and cill; scarf in new sections of bottom rail; re-fit pegs and re-glue joints remove glazing putty where failing and re-putty; redecorate and re-fit.

**West face, North ground floor windows**



**Condition:**

Cill rotting out; jambs rotting back; left hand casement missing; right hand casement painted shut; glazing putty failing

B

**Repair Needs:**

Remove casements and window frame; make new cill and scarf in sections of new jambs; make new casement and ease out existing; clean off, re-putty and re-fit; redecorate all round

**West face South ground floor window**



**Condition:**

Cill rotted away; right-hand casement missing and left-hand casement painted shut; glazing putty failing

B

**Repair Needs:**

Remove casements and window frame; make new cill and scarf in sections of new jambs; make new casement and ease out existing; clean off, re-putty and re-fit; redecorate all round



# CONDITION REPORT

The Old Post Office and attached house,  
Southbrook Road, West Ashling

## West face, South first floor window



### **Condition:**

Cill appears to have new section fixed to face of existing; frame jambs rotting; Casements painted shut; left-hand casement bottom rail rotted and open joints to junctions with styles; glazing putty failing

B

### **Repair Needs:**

Remove casements and remains of frame, construct new frame and cill; scarf in new sections of casement bottom rail; re-glue joints remove glazing putty where failing and re-putty; redecorate and re-fit.

## West face, Front door



### **Condition:**

Door cill rotten and threshold bar loose; door frame jambs rowing at base; joints in door panels open; moulding missing at head; ironmongery missing or inappropriate

B

### **Repair Needs:**

Remove door and re-build door frame inserting new cill and threshold bar; scarf in new sections to jambs and head; re-glue joints in panelling; overhaul ironmongery and fit new where the existing is damaged or missing; redecorate door and frame

## North face, Post office



### **Condition:**

Roof tiling and batten nails rusting and slipping; gutter failing and gutter brackets missing at West end and decorations poor; wall decorations poor; cellar ventilation grill broken and coffer blocked

A

### **Repair Needs:**

Strip roof tiling and battens and replace; strip gutters, repair brackets, shot blast ironwork, re-decorate and refix; strip wall paint work and redecorate wall; repair ventilation grill and clear out coffer

## CONDITION REPORT

The Old Post Office and attached house,  
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### West face, North ground and first floor, Post office windows



#### Condition:

First floor casements dropped; cill damaged and rotting; jamb bases rotting; glazing putty failing in places; ground floor bay window cill rotting in central section and South jamb rotting

B

B

#### Repair Needs:

Remove first floor casements repair; make new cill to first and ground floor and scarf in sections of new jambs; clean off, re-putty where disturbed and re-fit; redecorate all round

### West face, South ground and first floor Post office windows



#### Condition:

Cill to first floor rotted away; ground floor head rotted in part; casements dropped; joints to bottom rail and styles failing; glazing putty failing

B

#### Repair Needs:

Remove casements and window frame; make new cill and scarf in sections of new jambs; re-make casement joints and ease out existing glazing; clean off, re-putty and re-fit; redecorate all round

### West face, South ground floor Post office door



#### Condition:

Cill and jamb base rotting in sections; decorations failing; glazing putty failing; ironmongery inappropriate plastic handles, letter box cover missing and damaged

B

#### Repair Needs:

Repair frame and cill with new sections scarfed in to match existing; strip decorations and ease door; overhaul ironmongery and fit new where damaged or missing; redecorate door, frame and cill.

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# CONDITION REPORT

The Old Post Office and attached house,  
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## West face generally



<b>Condition:</b> Roof battens and tiling have rusting nails and are failing; tiles are slipping; generally the post office section is overgrown with wisteria; decorations to both Post office and house brickwork is poor; decorations to gutters, gutter brackets and downpipes is poor	A  B
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<b>Repair Needs:</b> Remove existing wall paintwork where not lime based and re-decorate brickwork; take down existing gutters and take apart; sand blast clean and redecorate; re-fit re-making all joints and sealing; redecorate gutter bracketry	
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## North face generally



<b>Condition:</b> roof tiles slipped and missing; batten and tile nails are rusting; chimney lead flashing looks in poor condition; decorations poor and failing to chimney; hopper blocked with vegetation; gutter decorations poor;	B  A
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<b>Repair Needs:</b> Strip roof tiling and re-tile; strip chimney lead flashings and re-make back gutter; strip gutters, hopper and downpipe and sand blast, re-decorate and re-fix; clean off gutter brackets and redecorate; re-fit gutters, hopper and downpipe	
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## South and East faces of Post office



<b>Condition:</b> Roof tiling poor, batten nails rusting and slipping; tile nails rusting; hip tiles missing; gutters broken and missing; vertical crack to corner of shop with unbonded brickwork; wall decorations poor; earth build-up at wall base	A  B
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<b>Repair Needs:</b> Strip roof battens and tiling and re-tile; fit new cast iron gutters and downpipe to new gully and soakaway; cut out and stitch vertical cracking; strip earth away from building to below floor level and form french drain; strip existing wall paint and redecorate	
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## CONDITION REPORT

The Old Post Office and attached house,  
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### South face of house roof



#### Condition:

Roof tiling poor, tile and batten nails rusting and slipping; gutters broken and missing; gutter brackets missing; first floor window boarded; ground floor window poor condition; head of window rotted, lintel failing; masonry loss at base of wall which bulges; unbonded junction with outshot; wall decorations poor; soil pipe decorations poor and missing bird guard

A

A

A

B

#### Repair Needs:

Strip existing tiling and battens and re-tile; take down gutters, take apart, sand blast clean, redecorate, re-fit; fit new gutter brackets, decorate existing, fit new downpipe, clear gully and surface water drainage; replace ground and first floor windows; fit new ground floor window lintel; stitch vertical crack; rebuild wall base; remove existing wall paintwork where not lime based and redecorate brickwork;

### South East roof slope of house and outshot



#### Condition:

Roof tiling poor, batten nails rusting and slipping; tile nails rusting; gutters are missing;

A

#### Repair Needs:

Strip roof battens and tiling and re-tile; fit new cast iron gutters and downpipe to new gully and soakaway;



## CONDITION REPORT

The Old Post Office and attached house,  
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### North East roof slope face generally



#### Condition:

Roof battens and tiling have rusting nails and are failing; tiles are slipping; gutters failing; window boarded up; wall decorations poor

A  
B

#### Repair Needs:

Strip roof battens and tiling; strip, sand blast, decorate and re-make gutters; replace window with new; strip wall decorations and redecorate

### East roof slope



#### Condition:

roof tiles slipped and missing; batten and tile nails are rusting; chimney lead flashing looks in poor condition, open joints in brickwork; decorations poor and failing to chimney; hopper blocked with vegetation; gutter

B  
A

#### Repair Needs:

Strip roof tiling and re-tile; strip chimney lead flashings and re-make back gutter; repoint open joints in chimney; strip gutters, hopper and downpipe and sand blast, redecorate and re-fix; clean off gutter brackets and redecorate; re-fit gutters, hopper and downpipe to gully; check surface water

### East face chimneys



#### Condition:

South chimney twisted, open brickwork joints; no lead flashing, cementitious flashing to chimney base; suspect rear gutter; failed launching with roof tiling;

A  
B

#### Repair Needs:

Take down top section of chimney and rebuild, approximately seventeen courses and repoint open joints; remove cementitious flashing and launching and re-form in lead



# CONDITION REPORT

The Old Post Office and attached house,  
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## East face of outshot, North end



### Condition:

North window cill rotten and insufficient overhang of masonry below; casement joints loose and open; glazing putty missing, cracked and in poor condition

B

### Repair Needs:

Remove window and frame and repair all round adding a new cill; reglaze and re-putty

## East face of outshot, South end



### Condition:

Window cill rotten and insufficient overhang of masonry below; casement joints loose and open; glazing putty missing, cracked and in poor condition

B

### Repair Needs:

Remove window and frame and repair all round adding a new cill; reglaze and re-putty

## East face of outshot, South door



### Condition:

Door and frame rotten at base; decorations poor; ironmongery condition poor

B

### Repair Needs:

Remove door and repair, replace to include a new weather bar and threshold door stop; scarf in new sections of frame; strip paint from door and redecorate; overhaul ironmongery and fit new if damaged or missing

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## CONDITION REPORT

The Old Post Office and attached house,  
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### Northern outbuildings, West end



### Northern outbuildings, East end



### Eastern outbuildings



#### Condition:

Roof slating and battens nails rusted and slipping, rafters rotting at abutment; ; neighbouring property requires maintenance; gutter broken; gutter bracketry poor and missing; chimney brick work at top opening up and joints open; flaunching to pot and to slates failed; West side of wall cracked; window cill and bottom rails rotten; lintel over failed; glazing putty failed; door and frame base rotting to West and East door; window and wall decorations poor; decorations to soil pipe failed and bird guard missing

A

#### Repair Needs:

Strip and re-batten and re-slate roof; replace rotten rafters; rebuild chimney top 900mm, re-point open joints in brickwork chimney and install new lead flashings; enable maintenance of neighbouring property; take down gutter and shot blast clean, redecorate and re-fit; clean off brackets and redecorate; remove existing window and rebuild, re-putty glazing, redecorate; repair lintel over; remove existing doors and frame and re-make, repair and replace, redecorate; overhaul ironmongery and fit new if damaged or missing

#### Condition:

Roof tiling and battens failed and slipping, broken, ridge tiles missing; no gutter or downpipe; door and frame rotting at base and decorations failed; wall decorations failed

A

#### Repair Needs:

Strip roof of tiles and battens and re-roof; install new cast-iron gutters, downpipe, gully and surface water drainage to new soakaway; remove doors and frames and repair, redecorate and re-fix; strip of paint and redecorate walls; overhaul ironmongery and fit new if damaged or missing

CONDITION REPORT

The Old Post Office and attached house,  
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Ground floor house, northern front room, staircase and back room in outshot (pantry)



<p><b>Condition:</b> Decorations poor, staircase weak and flexible, some plaster loss in pantry but generally appears in sound condition</p>	C
<p><b>Repair Needs:</b> Patch plaster failed areas consolidation masonry with deep pointing; strip existing decorations and redecorate; strengthen stair with additional glued and screwed blocks.</p>	

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CONDITION REPORT

The Old Post Office and attached house,  
Southbrook Road, West Ashling

Ground floor house, middle front room



Ground floor outshot, middle rear room (kitchen)

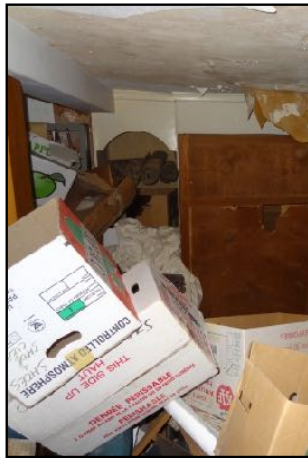
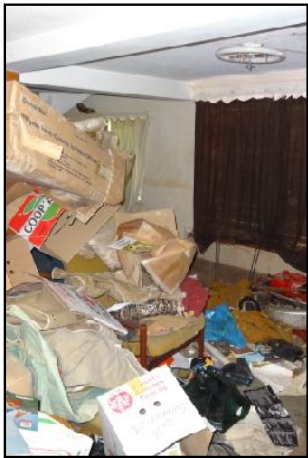


<p><b>Condition:</b> Decorations poor in middle front room; chimney breast has been re-plastered in hard plaster, cracked; ceiling boards partly collapsed in kitchen, no insulation; decorations poor, damp staining on walls; boiler falling off wall</p>	C
<p><b>Repair Needs:</b> Strip all decorations in front room; strip ceiling and walls in kitchen and reform ceiling with insulation; strip all paintwork and redecorate</p>	

CONDITION REPORT

The Old Post Office and attached house,  
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Ground floor Post office, front room



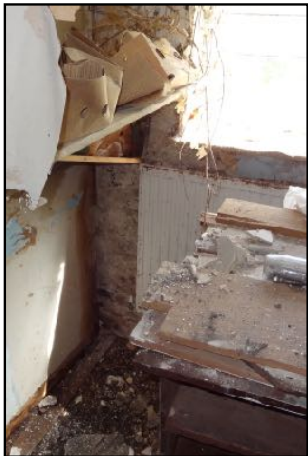
<p><b>Condition:</b> Decorations poor; southern wall has hard plaster, cracked and failed; ceiling has been replaced in part, remaining failing; further investigation of structural beams in ceiling, post and bearing required; decorations poor; damp salt damage to southern and western corner of walls, low level;</p>	<p>C A C</p>
<p><b>Repair Needs:</b> Strip all decoration; repair damaged ceiling where failed; remove hard and salt damaged plaster and re-plaster; investigate further the condition and support of the ceiling beams and post; strip all paintwork and re-decorate</p>	



CONDITION REPORT

The Old Post Office and attached house,  
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Ground floor house, rear room South

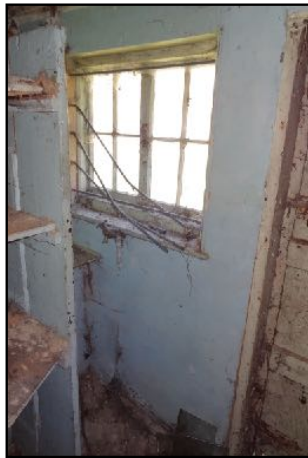


<p><b>Condition:</b> Decorations poor; southern wall bulging, cracked and failed plaster; ceiling has been removed in part, remaining failing; further investigation of structural beams in ceiling, and bearing required; decorations poor, damp salt damage to South eastern corner of wall, low level;</p>	<p>A C A A</p>
<p><b>Repair Needs:</b> repair damaged ceiling where failed; remove salt damaged plaster and re-plaster; investigate further the condition and support of the ceiling beams; strip all paintwork and redecorate</p>	

CONDITION REPORT

The Old Post Office and attached house,  
Southbrook Road, West Ashling

Ground floor house, outshot South



<p><b>Condition:</b> ceiling plaster has failed from water ingress, exacerbated by leaking WC above; decorations poor; window and door rotten as illustrated in external photographs</p>	<p>C B</p>
<p><b>Repair Needs:</b> repair damaged ceiling where failed; strip all shelving and timber fittings; strip all paintwork and re-decorate; repair window as mentioned in external report</p>	






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CONDITION REPORT

The Old Post Office and attached house,  
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Cellar Post office, below northern half of front room

						
						
	<table><tr><td><b>Condition:</b> Cellar door frame rotted at base; access steps damp and salting; cellar ceiling has been replaced but beams built into wall with no damp proof protection; cellar window bricked up and ventilation grill broken; chalk rubble walls appear sound and relatively dry; beam over cellar steps has rotten bearing to cellar wall.</td><td>C  C  A</td></tr><tr><td><b>Repair Needs:</b> Repair cellar door frame; overhaul door and</td><td></td></tr></table>		<b>Condition:</b> Cellar door frame rotted at base; access steps damp and salting; cellar ceiling has been replaced but beams built into wall with no damp proof protection; cellar window bricked up and ventilation grill broken; chalk rubble walls appear sound and relatively dry; beam over cellar steps has rotten bearing to cellar wall.	C  C  A	<b>Repair Needs:</b> Repair cellar door frame; overhaul door and	
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<b>Repair Needs:</b> Repair cellar door frame; overhaul door and						

CONDITION REPORT

The Old Post Office and attached house,  
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First floor house, northern bedroom, corridor and middle bedroom

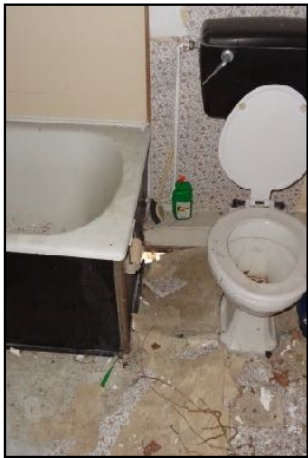


<p><b>Condition:</b> Decorations reasonable to northern bedroom and corridor, though corridor ceiling cracked and decorations to joinery elements in all spaces tired; Middle room has been re-plastered to all walls with a modern plaster which is cracked in North West corner, to South wall and to North East wall</p>	<p>C</p> <p>A</p>
<p><b>Repair Needs:</b> Redecorate joinery elements in northern bedroom and corridor; repair corridor ceiling; remove plaster to middle bedroom walls, investigate cracking and review (possible spreading of roof timbers); stitch cracks where found necessary; re-plaster walls; strip and redecorate all joinery elements</p>	

CONDITION REPORT

The Old Post Office and attached house,  
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House, West corridor, South East bathroom and front Post office North room



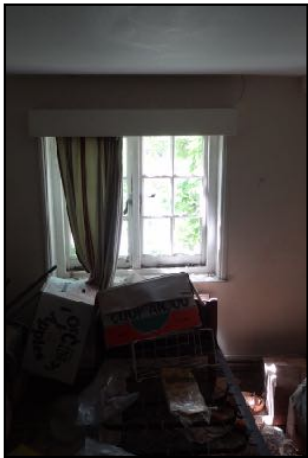
<b>Condition:</b> corridor decorations to wall and ceiling poor; bathroom floor rotted out around wc and bath; decorations to bathroom poor; polystyrene ceiling tiles failing; bathroom window boarded up; Post office front northern bedroom decorations poor and wall appears painted with bitumen	C A C B C
<b>Repair Needs:</b> Redecorate corridor walls and ceiling; repair bathroom floor; strip decorations in bathroom and redecorate; insert new window into bathroom; strip decoration from front northern bedroom and remove bitumen coating from wall; redecorate	



CONDITION REPORT

The Old Post Office and attached house,  
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Post office, first floor, southern bedroom



<p><b>Condition:</b> Wet and dry rot to wall plate at North eastern end of bedroom, this supports roof timbers; dry rot to skirtings in South eastern corner; dap patch around chimney breast - chimney does not appear externally; 50mm diameter steel support column under wall plate mid span structurally dubious; decorations poor</p>	<p>A A A</p>
<p><b>Repair Needs:</b> Seek structural advice from a structural engineer on the suitability of the wall plate to carry roof loadings; carry out remedial works to prevent water ingress; remove damaged skirtings and replace; seek structural advice on the stability of the steel column; redecorate ceiling, walls and joinery</p>	

CONDITION REPORT

The Old Post Office and attached house,  
Southbrook Road, West Ashling

Loft over house



Loft over Post office



<b>Condition:</b> Cracked and broken rafters over house, some replacement rafter, inadequate cross ties, no purlins mis-aligned rafters; split ridge board; inadequate cross ties to roof over Post office, rotten wall plate, inadequate strapping to wall plate, no purlins and ceiling joists; inadequate ventilation to loft; inadequate insulation	A
	A
	A
<b>Repair Needs:</b> Repair rafters and introduce additional cross ties and collars to support roof loads; repair wall plate introducing additional, replacement strapping; improve ventilation ; add insulation	

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CONDITION REPORT

The Old Post Office and attached house,  
Southbrook Road, West Ashling

Post office staircase



<p><b>Condition:</b> Staircase treads and risers loose, weak and flexible; western stair string rotting at base; wall decorations poor</p>	<p>B</p>
<p><b>Repair Needs:</b> Lift stair and introduce damp proof membrane between string and masonry; repair string if necessary; add stiffening blocks to treads and riser; redecorate stair walls and ceiling</p>	