



**Surveying
Solutions.**
Building Consultancy

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BUDGET COST ESTIMATE



**In respect of:
Saltoun Parish Church, East Saltoun**

**On behalf of:
Saltoun Community Council**



I N D E X

Section	Paragraph
1.0	Introduction
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1.0 INTRODUCTION

- 1.1 After initial email contact from Iain Galloway of Saltoun Community Council, and Surveying Solutions' fee quotation sent by Douglas McDonald on 23rd July 2024, Iain Galloway, Douglas McDonald and Colin Sutherland of Surveying Solutions met in Surveying Solutions' office on 31st July 2024 to discuss Saltoun Community Council's aspirations to convert East Saltoun Church into a flexible facility for use by the local community. During this initial meeting Iain Galloway advised that the Council were in the very early stages of considering the purchase of the Church and did not have resolved views on the optimal form of conversion. He briefed that the Council required some basic financial context to understand the likely scale of a potential conversion to help their deliberations about the feasibility of purchase and what form a conversion might take. Following the meeting and an initial visit to the Church by Colin Sutherland he issued Surveying Solutions' updated fee quote which was accepted on 27th August 2024.
- 1.2 The main items to be considered and for budget costs to be prepared for are understood to be:
- a. The cost and project complexity of installing water and sewerage utilities to the church (presumably through the graveyard from the mains services).
 - b. The cost for provision internally of bathroom and kitchen facilities suitable for a public building.
 - c. The cost for preparation of the remaining internal space as an empty space capable of being furnished for a café/brasserie/art gallery.
 - d. The cost of any necessary, recommended or foreseeable maintenance work
- 1.3 We were provided with a Quinquennial Report from August 2023 prepared by Tod & Taylor Architects describing the condition of the building fabric and identifying repairs and maintenance works required.
- 1.4 Colin Sutherland and Stuart Hogg of Surveying Solutions carried out an inspection of the Church on 27th September 2024 with further discussions held on-site with Iain Galloway.. At the time of inspection the weather was cloudy but dry with light winds and an air temperature of around 10°C.
- 1.5 The building is a church and was furnished at the time of our inspections with ecclesiastical fixtures and fittings, furnishings, and floor coverings restricting inspection.
- 1.6 The church is single-storey with basement vault, traditionally constructed and dating from the early 19th century. Formed in the shape of a cross with a spire to the south, it has solid sandstone external walls, stone spire, dual-pitched and slated roofs with parapet gutters, single glazed stain glass windows, timber external doors and suspended timber floors at ground floor level. It is Category A Listed as being of special architectural or historical interest and located within the East Saltoun Conservation Area.
- 1.7 Our survey was carried out on a visual non-disruptive basis with a camera drone utilised for inspection of high level stonework and roof coverings. Inspection was limited to areas accessible via a standard 3m surveyors' ladder, and with binoculars from vantage points at ground level around the building. No access was available into the Fletcher vault and no access was gained onto the roof or into the main roof void due to the height of its access hatch over the main body of the Church. Access into the lower level of the tower



was available via a fixed ladder but there was no onward access out onto the main roof slopes. During our survey a Protimeter "SurveyMaster" moisture meter was used to take comparative moisture readings to various areas around the building. Please note the limitations section included at Appendix A which clarifies the extent and limitations of our survey.

- 1.8 Where directions are taken as left or right, these are taken as if one is outside the property facing the front elevation. For the purposes of description, the elevation facing West Crescent is taken as facing due south.

2.0 REPAIRS AND FUTURE MAINTENANCE

- 2.1 As noted above a copy of a Quinquennial Report, prepared by Tod & Taylor Architects and dated August 2023 was provided and reviewed. We have not been asked to carry out a full fabric condition survey but after inspection confirm our findings are generally in agreement with the reports' although we would suggest their budget costs are revised upwards.
- 2.2 Localised vegetation and stone erosion was noted along with open joints / defective pointing to external walls. A crack was noted to the south east pinnacle. Physical inspection is required of high level stonework, unsafe stonework should be secured or removed to ground until a permanent repair can be undertaken. A budget to address the issues noted has been allowed. Monitoring and inspection of stonework will be an ongoing requirement.
- 2.3 Roof coverings generally appear free from defect, though localised slipped or broken slates were noted. We have allowed for routine maintenance to remove vegetation, clear gutters / valleys / hoppers, replace slipped / damaged / missing slates. Again, maintenance will be an ongoing requirement.
- 2.4 Localised rot was noted to door and window timbers, this should be addressed with any soft timber cut out and replaced. Defective window putties and frame pointing should be replaced. Annual inspection is recommended along with servicing; lubrication of hinges, latches, locks, to doors, etc.
- 2.5 Soft timber is noted to the cladding and we have allowed for repair / replacement of damaged timber. The timber cladding should be inspected regularly with door timbers.
- 2.6 Paint finishes were noted to have deteriorated and we would suggest decoration is due. We have allowed for the renewal of decoration to all external painted surfaces. External decoration is recommended every 5 years.
- 2.7 Regular inspections are recommended and regular maintenance will reduce the likelihood of urgent or expensive repairs. A suggested maintenance plan is included within the Quinquennial Report and we suggest this be adopted with the addition of periodic inspection of in ground drainage and mechanical and electrical services. Frequency of inspections should be assessed; additional inspections may be required following high winds or heavy rain.

3.0 SUMMARY OF REQUIREMENTS AND ASSUMPTIONS:

- 3.1 Because only a very high level outline brief was provided for the potential use of the Church, with no detailed plans or specifications, budget costs have been prepared after making various assumptions to give a broad indication of the costs required for the project to adapt the Church for community use.
- 3.2 We have prepared a very basic zoned outline floorplan to broadly assess likely occupancy levels and the level of toilet accommodation they would require; this is included in Appendix D. The plan is based on the existing floorplan contained within the provided Quinquennial report and while check measurements were taken on-site which agree with the dimensions noted, no detailed measured building survey was undertaken. We have illustrated an area to provide a kitchen / café to the north end of the nave assuming internal part height partitions at the junction of the nave and the transept to form new toilet facilities, a location and configuration chosen so as not to divide window openings and minimise construction cost and impact on the building. Our drawing is for basic feasibility purposes only and no assumptions should be made regarding the viability or likelihood of achieving Listed Building Consent, Planning Permission or Building Standards approval.
- 3.3 The church is Category A Listed, with statutory listing applying to both the interior and exterior of the building. Initial enquiries made with East Lothian Council suggest that Planning Permission would be required for a change of use of the building to a community facility but not Building Warrant. Any physical changes would require Listed Building Consent, Planning Permission and Building Warrant approval. We cannot provide comment on the likely outcome of any applications at this stage. No work should be undertaken without appropriate consents in place, or confirmation work does not require consent.
- 3.4 There is currently no water supply or toilet provision within the church building, an external tap is located on the boundary wall on West Crescent but no other pipework or connections are believed to exist within the property boundary. Rainwater goods are not believed to connect to the drainage network; it is assumed existing soakaway arrangements are sufficient and we have not allowed for connections for surface water to discharge to the public drainage system. Connection to the water main and main sewer would be required to provide fresh water and sewerage.
- 3.5 Record utility drawings have been obtained from Scottish Water and are included in Appendix C. Mains water supply and underground sewer pipework is shown to be routed below West Crescent and Main Street with drainage pipework leaving the village to the north-west. Scottish Water require water pipework to be installed at a minimum depth of 750mm and gravity drainage systems generally require pipework to be laid at a minimum fall of 1:80. We have estimated finished floor levels and compared them to the quoted invert levels of public manholes and drainage on the record drawings; this would indicate a suitable fall could be achieved for drainage pipework to leave the site from the building in an easterly direction below the main path to the junction of West Crescent and Main Street, where mains connections could be made within the



public highway. Further investigative works and detailed design would be required to establish the viability of connecting to Scottish Water's networks.

- 3.6 The Church sits within a graveyard; it is understood there has been a church on the site since the 13th century and the Historic Environment Scotland listing description notes that the existing church may be built on the foundations of an earlier building. There are marked graves to all sides of the church and we assume there is a high likelihood that unmarked graves are also present. No grave records have been viewed. We have allowed for non-intrusive investigative works to locate graves, past foundations or other obstacles that may impact the route and determine the feasibility of service trenches via a ground penetrating radar survey. The viability and cost of establishing new connections may require reassessment depending on the outcome of investigative works.
- 3.7 We have assumed a single trench / route would be excavated for the installation of both main water supply and waste water pipework to minimise disturbance. It is anticipated trenches may have to be largely excavated by hand and our budget estimate is based on this assumption. We have included allowance for an archaeological watch during excavations and limited allowance for disruption to work due to obstacles uncovered.
- 3.8 Should investigative works indicate suitable routes are available, systems can be designed with applications submitted to Scottish Water for network connection; the availability of connections may be subject to capacity limitations.
- 3.9 We have not tested any existing building services, nor sought specialist advice from specialist contractors on the condition or suitability of existing installations or the design of new installations.
- 3.10 Within the building new ventilation, water supply and foul drainage services will be required. There appears to be a sufficient void below the suspended timber ground floor to route water supply and drainage services through the building without excavation. This should be confirmed in due course by detailed intrusive survey. Limited mechanical extract ventilation would be needed to serve kitchen and toilet accommodation and we assume this would be by local extract fans directly venting to fresh air.
- 3.11 The building is currently naturally ventilated and we assume this strategy could continue after conversion. No allowance for general mechanical ventilation is therefore included.
- 3.12 The existing central heating installation, provided by an oil-fired boiler and a selection of fanned radiators around the perimeter of the building, is very dated and appears visually to be in poor condition with limited output. We have assumed this will require renewal both for reasons of condition and to provide increased capacity to adequately heat the building.



- 3.13 The incoming electrical mains supply has a 100A rating which is of a standard domestic scale. We have assumed that it would be sufficient to serve a reconfigured building although that would depend on the resolution of a detailed design and whether there are any particularly high powered electrical fittings required. The existing electrical installation is served by a reasonably recent circuit breaker based consumer unit. The provision of lighting and power around the building is limited and we have assumed new installations.
- 3.14 New toilet facilities would be required to serve a reconfigured building. Building Standards requirements for toilet provision depends on the proposed use and anticipated occupancy levels. Our outline proposal with separate male, female and disabled facilities is suitable for the outline use described in the brief and to satisfy Building Standards' requirements but no formal guidance has been sought. Occupancy capacity is based on load factors, these vary depending on the use of the space. Floor area designated a café would assume 1 person per 1m², an exhibition hall 1 per 1.5m² and an art gallery allows 1 per 5m². Occupancy capacity is anticipated to be less than 100 and we assume an equal male / female split. Guidance for a cafe is 1 WC for every 100 males and 1 urinal per 50 males and 3 WCs can serve 21-50 females, while guidance for a building used for assembly or entertainment is 1 WC and 2 urinals for up to 100 males and 3 WCs for 1-40 females. The guidance allows reasonable deductions to be made and applied to the development, we suggest 1 male WC and 1 urinal, 2 female WCs and an accessible WC would be adequate. Provision may change upon finalisation of design and confirmation of intended use(s).
- 3.15 No detailed specification has been provided and a basic level of specification for toilets has been assumed. Costs for toilet fittings and finishes can vary widely.
- 3.16 A small commercial kitchen would be required to serve a café or other catering function. Without a detailed specification a basic level of specification has been assumed. Costs for kitchen fittings and equipment can vary widely.
- 3.17 Our estimate assumes the suspended timber floor will be retained. The existing floor is generally reasonably level but slopes upwards to the north end of the nave. We have assumed this slope would not be acceptable to more flexible use of the building and have include allowance for levelling the floor from its highest point which would create steps to meet the main floor level; these may provide delineation of different uses. We have included allowance for minor floor repair and for the floors to be sanded and refinished on completion of works.
- 3.18 Increasing insulation levels would reduce heating costs but there are limited options available to improve the insulation envelope because of the historic and protected fabric of the building. It is unfortunately not likely to be feasible to meaningfully improve the thermal performance of the walls by the introduction of insulation either internally or externally due to aesthetic and conservation concerns. Secondary glazing could be introduced to windows but may compromise natural ventilation and the cost is likely to be disproportionate to benefit so we have not so far included allowance for it. We were not able to access



the roof void so cannot confirm whether it is currently insulated but have included allowance to add insulation to reduce heatloss as a low cost improvement. The ground floor does not appear to have sufficient void below to allow full access and although insulation could be introduced by full removal and replacement of the floorboards we have not included allowance for that as the cost and disruption is likely to be disproportionate.

3.19 We have budgeted for full internal redecoration upon completion of alteration works.

3.20 We have not allowed for any furnishing of the new spaces.

4.0 CONCLUSIONS & RECOMMENDATIONS

4.1 We include a budget estimate at Appendix B summarising approximate costs for all items noted in the amount of £326,000.00 (inc. Professional & Statutory Fees, exc. VAT).

4.2 We trust we have adequately interpreted your instructions and this report provides the information sought at present, however should you require clarification of any aspects or you feel any of the assumptions we have made are inappropriate then please do not hesitate to contact our Mr Colin Sutherland.

Signed:

for Surveying Solutions Ltd

Dated: 22 November 2024



APPENDIX A - LIMITATIONS

1. Our survey was carried out on a visual non-disruptive basis with inspection limited to areas accessible via a standard 3m surveyors' ladder and with binoculars from vantage points at ground level around the building.
2. Except where noted otherwise our inspections only covered those parts of the building which were visible and readily accessible and did not include the structure or elements that are hidden or otherwise concealed without disruptive investigation. Fitted floor coverings, furniture, fittings, parked vehicles and stored goods within the building restricted access. We are unable to confirm the extent of work required in respect of those parts of the structure which were covered, unexposed or otherwise inaccessible.
3. Our report excludes any investigation into the structural design, compliance with current Building Legislation, or the unsuitable use of high alumina cement, calcium chloride or woodwool shuttering except insofar as such matters come to our knowledge in the normal course of inspection.
4. We did not carry out an inspection solely to determine the presence or otherwise of asbestos containing materials. Any potential asbestos containing materials noted are described in our report however our report should not be considered as an asbestos report in terms of asbestos regulations.
5. Our report excludes any investigation into seepage pollution or contamination of any kind in, on, or around, or which may affect the subject of survey.
6. No inspection and testing of the building services was undertaken.
7. Our report was prepared on the instructions of Saltoun Community Council. Consequently, no responsibility will be accepted to any other third party in respect of the whole or any part of its contents. Neither the whole nor any part of our report, nor any reference thereto may be included in any part of any published document, circular or statement without the prior written approval of Surveying Solutions Limited as to the form and the context in which it may appear.



APPENDIX B – BUDGET ESTIMATE

Budget Estimate for repairs, alterations and refurbishment works
22 November 2024

Item	Description	Unit	Qty	Rate	Totals
1.00	Construction Cost (see page 2)				
1.01	External fabric repairs & maintenance works	Item			£ 14,500.00
1.02	Internal alterations including provision of kitchen and toilet accommodation	Item			£ 42,250.00
1.03	Mechanical & Electrical Services	Item			£ 71,800.00
1.04	Finishes	Item			£ 26,750.00
1.05	Mains Services	Item			£ 35,400.00
	Sub-Total				£ 190,700.00
1.06	Contingency	%	10.0%	£ 190,700.00	£ 19,070.00
1.07	Inflation Allowance - 1 year to 4Q25 (BCIS TPI)	%	4.0%	£ 209,770.00	£ 8,475.56
	Sub-Total				£ 218,245.56
1.08	Preliminaries	%	12.5%	£218,245.56	£ 27,280.69
1.09	Main Contractors overhead and profit	%	10.0%	£245,526.25	£ 24,552.63
	Estimated Cost of Construction (exc. VAT)				£ 270,078.88
2.00	Professional & Statutory Fees				
2.01	Building Surveyor (full service design, statutory consent application, contract administration & quantity surveying)	%	13.00%	£ 270,078.88	£ 35,110.25
2.03	Principal Designer	%	1.00%	£ 270,078.88	£ 2,700.79
2.04	M&E Services Consultant	Prov.	1.00	£ 4,000.00	£ 4,000.00
2.05	Ground Penetrating Radar & Utility Survey	Prov.	1.00	£ 5,000.00	£ 5,000.00
2.06	Archaeological Survey / Watching Brief for excavations	Prov.	1.00	£ 5,000.00	£ 5,000.00
2.07	Asbestos survey	Prov.	1.00	£ 750.00	£ 750.00
2.08	Planning Authority fee (change of use)	Prov.	1.00	£ 1,200.00	£ 1,200.00
2.09	Building Warrant fee	Prov.	1.00	£ 2,114.00	£ 2,114.00
	Sub-Total				£ 55,875.04
	Estimated Cost of Construction Inc. Professional & Statutory Fees (exc. VAT)				£ 325,953.92
SAY:					£ 326,000.00

Notes:

1. All costs exclude VAT.
2. To be read in conjunction with 7064 Report which provides context and assumptions made in assessing budget cost estimate

**Budget Estimate for repairs, alterations and refurbishment works
22 November 2024**

External Works

1	Stone inspection and repairs, remove vegetation, repoint open joints, allow for safe access	£	2,500.00
2	Roof repairs, clear out gutters, valleys and hoppers, replace slipped / damaged / missing slates, access	£	2,000.00
3	Door & window repairs, allow for treatment / splice repairs to damaged timber, renew any defective putties or frame pointing	£	3,000.00
4	External timber repairs, allow for repair / replacement of timber cladding to boiler house	£	500.00
5	Redecorate external surfaces, to include cladding, windows, doors, surrounds, cast iron goods, and ironmongery	£	6,000.00
6	Provide level access to east entrance with re-levelled paving	£	500.00

Internal Alterations

7	Remove pews, alter & raised floor, uplift carpet coverings, make good surfaces	£	2,500.00
8	Uplift sloped timber floor to nave, re-use existing boards and lay level / introduce step to kitchen. Allow for repair / replacement of damaged boards	£	3,500.00
9	Install new male / female and disabled WC facilities, to include forming of new partitions, supply and fit of sanitaryware, accessories and all plumbing connections	£	18,000.00
10	Install basic commercial kitchen / café counter	£	15,000.00
11	Insulation to ceiling voids	£	3,250.00

Mechanical & Electrical Services

12	Internal waste pipework installation	£	3,200.00
13	Hot & cold water installations	£	5,000.00
14	Renew central heating system complete with new boiler, radiators & controls	£	35,000.00
15	Install mechanical extract system, fans to WCs and kitchen	£	2,000.00
16	Inspection & test of electrical installation	£	600.00
17	Upgrade electrical consumer unit, rewire to suit new layout, to include new sockets, switches, etc.	£	12,000.00
18	Upgrade lighting installation to suit new configuration	£	6,000.00
19	Install Emergency lighting system	£	4,000.00
20	Install Fire alarm system	£	4,000.00

Finishes

21	Internal redecoration inc. access	£	18,000.00
22	Sand, seal and re-finish floorboards generally	£	6,750.00
23	Non-slip vinyl coverings to WCs and kitchen inc. prep & underlayment	£	2,000.00

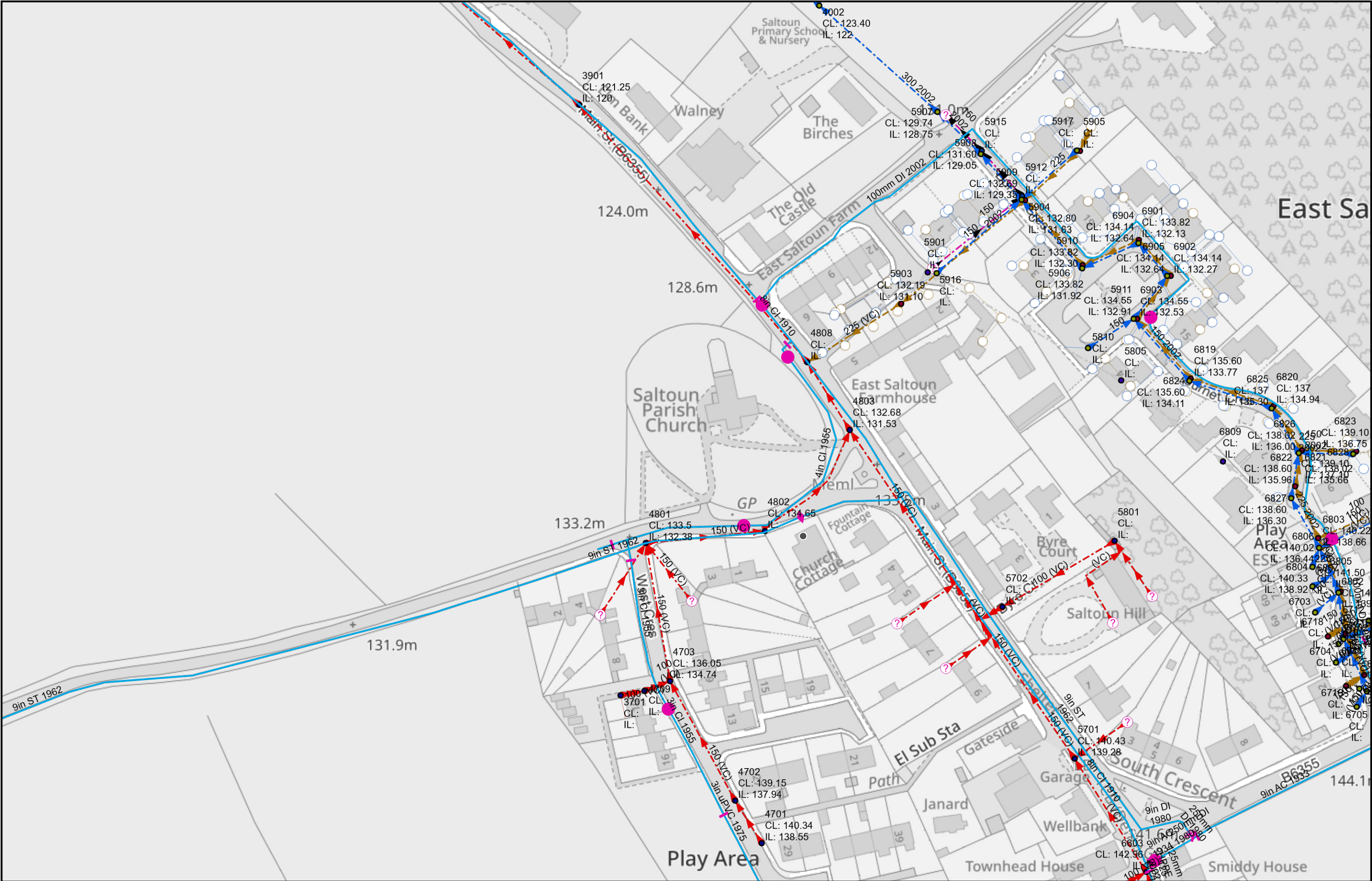
Mains Services

24	New Mains Water & Sewer Connections outwith site boundary	£	6,000.00
25	New Mains Water & Sewer pipework within site boundary	£	22,000.00
26	Provisional item - Upgrade electricity supply	£	5,000.00
27	Provisional item - Install broadband connection below ground sharing services trenches	£	2,400.00

Sub-total (exc. main contractor's preliminaries, overheads & profit and VAT):	£	190,700.00
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APPENDIX C – SCOTTISH WATER RECORD DRAWING



Warning! Damaging a large diameter trunk main (12"/300mm and above) can result in loss of life and major water supply and water quality problems. If you're planning any extension work in the vicinity of any large diameter mains shown on our maps, you must contact Scottish Water to arrange a site visit 08000 778 778 WELL IN ADVANCE OF THE WORKS

Plotted By: sheila.macvicar@national-one-call.co.uk



The representation of physical assets and the boundaries of areas in which Scottish Water and others have an interest does not necessarily imply their true positions. For further details contact the appropriate District office.

Date: 26/09/2024

OP-QPBEF038 Combined Plan

0 5 10 20 Meters

SCALE: 1:1,323

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APPENDIX D – SURVEYING SOLUTIONS DRAFT LAYOUT PROPOSAL



Based on drawing
provided by the church

NOTES:

DO NOT SCALE FROM DRAWINGS

LEGENDS:

REV:	DESCRIPTION:	BY:	DATE:
STATUS: FOR INFORMATION ONLY			

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PROJECT:	Saltoun Church East Saltoun Tranent, EH34 5EE		
CLIENT:	Saltoun Community Council		
TITLE:	Draft layout proposal		

SCALE: NTS@A3	DATE: 20.11.24	DRAWN: SH	CHECKED: -
PROJECT NO: 7064	DRAWING NO: 01	REVISION: -	



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