

Abingdon County Hall Museum OX14 3HG

Maintenance Agreement

between

English Heritage Trust and Abingdon Town Council

Introduction

This Maintenance Agreement has been drawn up to guide both parties in the future maintenance of Abingdon County Hall which is held in the care and management of English Heritage Trust under a guardianship deed dated 30th January 1952. The property is occupied and run as a museum by Abingdon Town Council. This Agreement is between English Heritage Trust (EHT) and Abingdon Town Council. (ATC)

Parties to the agreement

- a. Abingdon Town Council (ATC). The main contact for the day to day management is Dan Sancisi. Dan.Sancisi@abingdon.gov.uk
- b. The Historic Buildings and Monuments Commission for England (otherwise known as English Heritage Trust (EHT)). The main contact for the day to day management is the Free Sites Partnership Manager Helen Allen, helen.allen@english-heritage.org.uk

The Building

The building is in the centre of Abingdon Market Square with a land area of approximately 3500sq ft. The building is listed at Grade I.

Both parties agree:

- a. To take forward the future management and maintenance of the site in a partnership that recognises the respective roles and responsibilities of both parties.
- b. To safeguard the monument for future generations as a priority.

English Heritage Trust will:

- c. Deliver the obligations placed upon it by the guardianship deed to look after the fabric of the building, taking into account current budgetary constraints.
- d. Carry out its responsibilities for all the items listed in the attached schedule one. Certificates for statutory testing will be shared with ATC.
- e. Install a guardianship panel.

Abingdon Town Council will:

- a. Carry out its responsibilities for the maintenance tasks listed in the attached schedule one. Share certificates for statutory testing with EHT.
- b. Run the building as a county museum and be responsible for staff training with regard to its safe operation and for carrying out routine checks, which should be documented.
- c. Ensure that risks to members of the public visiting the museum are assessed, recorded and managed sufficiently. This includes health and safety specific signage.
- d. Be the 'eyes and ears' for EH and contact them when appropriate, and allow access to EHT for any routine site visits or safety inspections.

Review

The Parties will meet at least annually to discuss any issues which may arise during the year and exchange test certificates and training records as appropriate.

Signed:

.....

.....

Dated

Dated

For and on behalf of
English Heritage

For and on behalf of
Abingdon TC

SCHEDULE

Item	Responsibility	Comments
Fire alarm - maintenance & monitoring	EHT	ATC responsible for weekly testing and annual risk assessment
Emergency lighting	EHT	Emergency lighting - Annual test & Maintenance: EHT Weekly testing (in house) ATC
Firefighting equipment	EHT	EHT responsible for annual inspection and maintenance equipment based on ATC annual risk assessment
Vocall EVACs intercoms system	Abingdon Town Council	Testing and maintenance
Intruder alarm	Abingdon Town Council	Maintenance and monitoring
Fixed electrical installation	EHT to test annually	ATC: Light bulbs generally, exhibition cases and island spotlights, track lighting in the Attic, 'black box' exhibition controls & CAT5 cabling, and perimeter LED uplighters. EHT: historic light fittings, i.e. Sessions Gallery chandeliers and Wrought Iron Lantern in arcade.
PAT testing	Abingdon Town Council	Annual maintenance
Lift	ATC – certification for safety issued to EHT annually	Annual maintenance
Flagpole	ATC – certification for safety issued to EHT annually	
Weather vane	EHT	

Cold water plumbing installation – WC's, basins, specialist hot drinks tap	ATC	Routine maintenance
Legionella	ATC – certification for safety issued to EHT annually	regular contractor testing & specimens / in house temperature monitoring (weekly)
Hot water plumbing :Staircase; 1 st & 2 nd Floors Heating: Basement; wet heating	ATC	Electrical boilers, and part of EHT fixed electrical – with EHT
Air handling/ventilation	ATC covers all air extraction, air con in the Attic and fans on the roof	
Sump pump for lift pit	ATC	
Asbestos management	EHT & ATC (ATC is seeking certification of removal from Ridge, June 2021)	
Fixed access equipment (roof) (roped access points)	EHT	
Lightning conductor	EHT	
Building fabric maintenance (exterior windows/ timber/ glazing and weather tightness (excl. breakages)	EHT - Cyclical maintenance schedule to be provided	Timber balustrades on roof?
Glazing	Historic and secondary glazing cleaned internally and externally by EHT	
CCTV & access controls	ATC	Maintenance and monitoring
Pigeon & pest control	ATC	
Inspection of glass panels and lights & light covers in ground floor arcade area.	ATC – certification for safety issued to EHT	