



NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA
01707 875825

MEETING	Full Council
MEETING DATE	11 March 2026
SUBJECT	Cuffley Hall remedial roofing works required
AGENDA ITEM NO.	2025-26 Item 71a
REPORT BY	Sally Griffiths, Office Manager, Northaw and Cuffley Parish Council

01 BACKGROUND:

The Parish Council have been contacted by a representative of the Cuffley Hall Management Committee, as a leak has been detected in the flat roof close to the rear doors.

Under the terms of the current lease, (clause 21.2) the Parish Council (as Landlord) is responsible, amongst other things, for keeping “the roof, windows and walls of the Property in a reasonable state of repair.”

The Hall have provided a quote for £650 + VAT for a contractor to carry out a repair of the leak above the back door, and for remedial work on the flashing to the wall of the Surgery building.
As the total amount is under £1,000, three quotes are not specifically required.

They have additionally received advice that the felt covering of the flat roof area is approaching the end of its life and requires extensive remedial work. For which they have been quoted £25,000 plus VAT, for a three-layer high performance felt system, guaranteed for 15 years.

Due to the sums involved with the more extensive proposal, it is proposed that an independent survey be commissioned of the external elements of the building, some of which are reported to be in poor condition.

The results for this survey could then be used to direct the Council as to any, and all, works likely to be required over the next five to ten years, allowing a planned maintenance programme to be formulated for the building.

02 DECISION REQUIRED FROM COUNCIL:

MOTION

Council resolves to proceed with the immediately required roofing works at a cost of £650.00 plus VAT, with the contractor proposed by the Hall, and that delegated authority be given to the Clerk to manage and oversee the project.

MOTION

Council resolves to proceed with an independent survey of the external fabric of the Hall, the findings of which would be returned to a future meeting for discussions relating to actions required. Delegated authority be given to the Clerk to manage and oversee the project.



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Implications (completed by the Clerk)	
Staffing Implications	Co-ordination, arrangement of works and overseeing, will be completed in normal working hours
Council objectives	Meets objectives
Equalities and human rights	There are no equality or human rights issues
Crime & Disorder	Crime and disorder have been considered
Biodiversity	There are no biodiversity issues
Financial	Decisions may give rise to additional expenditure from ear marked reserves
Legal	Local Government Act 1894, Section 8 (i) to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of any of the foregoing powers, or in relation to any parish property, not being property relating to affairs of the church or held for an ecclesiastical charity;
Risk Management	Material risks exist and these will be assessed prior to works carried out. Insurances and all other documents from contractors will be retained