

**Thame Museum – Old Court House**

The Museum is located within the old Court House in the High Street. The lease is for a period of 25 years and from 1 April will be entering into its 11<sup>th</sup> year. Within the lease there is an obligation by the tenants to redecorate every 7<sup>th</sup> year and to keep the building in good repair both internally and externally. Being a converted Victorian Court House the building has grand rooms with high ceilings and lots of plaster details on the ceiling and walls. The Museum was closed for the winter between 18 December 2017 and 13 February 2018. At other times the Museum is open to the public on a Tuesday, Wednesday, Saturday and Sunday. Admission is free and a number of talks and exhibitions are programmed throughout the year.

Planning approval was obtained on 31 January 2017 (P16/S3187/FUL and P16/S3188/LB) for the demolition of the 1980's extension and the building of a single storey extension with some internal alterations to provide a new entrance, foyer, library and storage accommodation. This will also include new steps and a ramp externally to the street.

Location	Area	Action Required	Responsibility	
<b>Internal Decorations</b>	The décor is in good condition and redecoration occurs as and when required.			
	Community Room	Damaged decorations to the left of the fireplace, due to water ingress through external walls above damp proof membrane level. The addition of an 'acco' channel has not solved this issue. This remedial work is proposed to be undertaken during the future building works.	Museum Trust	
		The chimney has not been capped.	Thame Town Council	
	Exhibition Room	The chimney has not been capped.		Thame Town Council
	Staff Kitchen	The ceiling shows evidence of a water leak around the fire detector. The Museum Trust have confirmed that there is no ongoing issue and will redecorate the ceiling in the near future.		Museum Trust
	Library	Visible damp patch on wall which may be caused by blocked external guttering. Thame Town Council to investigate.		Thame Town Council
Tudor Wall Paintings Room	Following the recent installation of a wooden display cabinet, Members have noticed that there is debris (small dead insects, dust etc.) settled on the information board following high winds. It is thought that this is coming from the ceiling vent above. The Museum Trust will monitor the situation and review if any additional work is required to the ceiling vent.		Museum Trust	

<b>Internal General cont.</b>	Interconnecting Doors	2 internal doors linking the exhibition space have been removed and are stored at the depot. The Town Council is assured that this complies with the museum's fire risk assessment.	Museum Trust
	Electrical Equipment	PAT testing was last carried out in 2012 and requires annual testing of electrical equipment. The Museum Trust have confirmed that this is planned to be undertaken in 2018.	Museum Trust
	Automatic Doors	Maintenance is carried out by Axis Doors on an annual basis.	Museum Trust
	Fire Alarm and Security System	Maintenance is carried out by Oak Park Alarms Security Services Ltd.	Museum Trust
	Flammable Products	A labelled and locked cabinet is used to store flammable products in the store room.	Museum Trust
	Heating System	The heating system is much better following work in Spring 2017.	Thame Town Council
<b>External Elevations</b>	General	Window frames and doors were repainted in 2016 and are in good visible condition.	Thame Town Council
	Front Elevation	Iron gutters were repainted in 2016 and are in good visible condition.	Thame Town Council
		Iron gutters require clearing and there is evidence of damp brickwork on the far left of the front of the building, possibly caused by a blockage within the down pipe. This may be the cause of the internal damp within the library.	Thame Town Council
<b>External General</b>	Yard Area	Growth of moss and weeds requires removal and this is programmed to be completed shortly by the Museum Trust.	Museum Trust
	Raised Flower Beds	The Museum Trust have recently removed a number of cracked and loose top stones on the raised planter.	Museum Trust
	Entrance Gate	Metal gate was repainted in 2016 and is in good visible condition.	Thame Town Council