

**BRIDGNORTH TOWN COUNCIL
TOWN COUNCIL MEETING
TUESDAY 21ST JULY 2020**

BI/2020

10 July 2020

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 11 – OUTDOOR AND PROPERTIES MANAGER REPORT

AIM

1. *To provide a general overview of estate management matters*
2. *To identify funding to undertake works on the Clock Tower in Low Town, Electrical Works at the cemetery lodge and general building repairs at College House.*

BACKGROUND

3. At the previous meeting members were advised that some work would need to be undertaken to make good the Clock Tower however, at the previous meeting costs were unknown.
4. The previous meeting also discussed the repairs being undertaken to the Cemetery Lodge in order that it can be let. Following a recent landlord's certification electrical inspection some significant works have been identified as being in need of urgent attention before it can be let.

DISCUSSION/ COMMENT

5. In general, the routine estate management continues without any significant concerns and is covered in more detail in the weekly DLF supervisors report. Property maintenance is a little different and by the very nature and age of the buildings managed there are constant demands on, and shifts in priorities of work for the maintenance team. Some ongoing and some more recently discovered work is covered below.
6. **Low Town Clock Tower.** Further, to my previous report we have now identified the works to be undertaken and the likely costs. The proposed work will include: The erecting of an all-round scaffold platform with security netting and pavement licence for 1 month at a cost of £1,150, repairs to the copper roof shield and supporting timbers, repairs to the bell "clapper" and cable, general paintwork restoration of the property and any unforeseen issues identified from the scaffold platform. We estimate the cost of repairs to be in the region of £2k.
7. **Cemetery Lodge.** The repair work to the lodge is almost complete. Before installing the kitchen units we felt it prudent to have the electrical circuits checked as we suspected that there were some elements of the electrical wiring that would not conform to modern legislative requirements. Regrettably, the advice is that

some significant remedial work needs to be undertaken; including an upgrade to the fuse box. Some of the work will be to replace the fuse box, earth bond all water pipes, re-wire 3 of the wiring loops and replace many of the electrical sockets and switches. However, our contractor is content that our in-house maintenance team can help by chasing out the walls for new cables and do much of the preparation work which will help reduce costs significantly. Estimated cost for electrical work new kitchen units and carpets in the region of £3k.

8. **College House.** We are beginning some work here to repair guttering, windows, brickwork repairs and pointing in the back courtyard area. We have so far uncovered some serious wet rot problems in the majority of the Mayor's Parlour sash windows and a number of the upper story windows (none of which was picked up on the last quinquennial report in 2016). Sash windows are notably expensive to repair and there is evidence of previous repair work here, where new sections of timber have been spliced into the frames. It is suspected that soft wood was used previously and any subsequent repairs should be carried out using an appropriate hard wood material. All of the above are skilled jobs which our in-house maintenance team are capable of doing using our own scaffold tower and saving £k's in contractor and scaffolding fees. However, due to the very nature of the building there is always a risk that tending to one issue might reveal another underlying issue and it is likely that the cost of materials will be somewhere between £500 and £1500.
9. **Lavington Hole Cliff Face Monitoring.** For the first time in 17 years of monitoring Sladen Associates have reported evidence of movement on their equipment and although movements are still small there has been an apparent marked acceleration on one side of the cave since their previous visit and water is now leaking from the cave roof, which has not been seen before and they have recommended increasing the frequency of monitoring at least for the next couple of months. Therefore there will be an additional monitoring cost to be considered for an unknown period. More importantly though, if we do actually have to do some work to secure the cliff then that is going to be very expensive and we may well need some help both financially and technically

FINANCIALS

(Comment from the Town Clerk)

10. The works on the Clock Tower and the additional electrical works on the Lodge are likely to be completed at a combined cost of £5k. Both pieces of work should be considered as cyclical however the current budget (Cost Centre 248 -Cyclical Repairs - Nominal Ledger 4893) has insufficient funds remaining to finance the works required.
11. While there are a number of budgets that might underspend by a little during the course of the year it is too early in the year for us to be confident of any underspend in all but a few grounds or maintenance budgets:

- a. Cost Centre 302 (Events) Nominal Ledgers 1840 and 4650. We budgeted for expenditure of £8,350 and income of only £5,000. With the carnival having not taken place the net saving to the Town Council is £3,350.
- b. Cost Centre 205 (College House) Nominal Ledger 4170 has a budget allocation of £3,500. There is a reasonable chance that there might be an underspend of up to £2,000 as the planned maintenance has been estimated at no more than £1,500 (see comments above). £1,650 of this projected underspend might be used to contribute to the cemetery lodge and clock tower works.

SUMMARY

12. Some urgent / necessary building maintenance work has been identified without sufficient funding being available in any one property related budget

RECOMMENDATION(s)

13. It is recommended that the Town Council RESOLVES:

To vire:

£3,350 from Cost Centre 302 (Events) Nominal Ledgers 4650

And

£1,650 from Cost Centre 205 (College House) Nominal Ledger 4170 (a total of £5,000)

To

Cost Centre 248 (Cyclical Repairs) Nominal Ledger 4893 for costs of electrical repairs to the Cemetery Lodge and Repairs to the Clock Tower in Low Town.

Barry Ince
Outdoors & Properties Manager