

**BRIDGNORTH TOWN COUNCIL  
TOWN COUNCIL MEETING  
TUESDAY 17<sup>TH</sup> AUGUST 2021**

LJ/2021

10 August 2021

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 10 – PROPERTY SERVICES

AIM

1. To consider an option for obtaining up to date technical drawings for a number of the Council buildings.

BACKGROUND

2. The Town Council is responsible for a relatively large number of buildings, yet we do not have detailed (or to scale) drawings of them. We do have sketches of the footprints of the buildings generally from the deeds.

DISCUSSION/ COMMENT

3. When the Town Council undertakes more than basic or minor works to its properties or ask contractors to undertake major works much of the detail of the building requires some investigation including:
  - a. Being sure of where electrics are.
  - b. Being sure of where other services are (gas pipes, drainage etc).
  - c. Preparation of risk and method statements.
  - d. Understanding the height of scaffolding required.
  - e. Access and egress (width of doors and windows).
  - f. Knowing the measurements of a wall allow us to accurately estimate the amount of paint used.

Furthermore, when we arrange emergency lighting and fire alarm inspections being able to provide an accurate plan of the building it is likely to speed up the process and ensure that we obtain accurate quotes. In addition, any plans to reconfigure the use of a room or a building would benefit from having accurate measurements.

The ability to provide would be hirers with accurate dimensions and sources of power within Castle Hall and other venues would be useful for them to understand how they might best make use of a room or hall.

4. The Outdoor and Properties Manager has liaised with Shropshire Council's Property Services Group who maintain Shropshire Council's entire estate and their Land Survey Team to understand what might be achievable and in what time scales.
5. While 3 quotes have not been sought it was felt that Shropshire Council were best placed to provide the service as that would better appreciate that Town Council compliance requirements, and that there would be some benefit if in the future the Town Council would want to have some more detailed and specific requirements e.g. further manipulation of the drawings or access for shared use. Furthermore, we have been able to negotiate a discount

## FINANCIALS

6. While most buildings have some funding in the revenue account or there is some capacity in the Cyclical Repairs budget (Cost Centre 248, Nominal Ledger 4893). As the work is intended to support future works across the entire estate over a number of years then it is considered that any expenditure should probably come from the Earmarked Fund (327) for Equipment Repairs which currently has a balance of £37,877.

## RECOMMENDATION(s)

7. It is recommended that there is a need to have some accurate and detailed drawings of many of the Town Council's buildings

And

that the Town Council RESOLVES: To accept the quote provided by Shropshire Council's Property Services Group with funding being provided through the Ear Marked Reserve for Equipment Repairs.



Lee Jakeman  
Town Clerk

Enclosure

## Shropshire Council Property Services Quote and Extract from Accompanying email

“Please find attached breakdown of quotes as requested. Prices are based on individual commissions for each property, although I have included a reduced rate at the bottom if we were instructed to proceed with all as one commission.

We will invoice for actual work conducted so any reduction in time on site will be reflected in our final bill, however it will not surpass the quotes provided”.

Property Name	Property Address	Building Survey	Feature Heights, Sockets & Switches, Fire/M&E Items	Total
College House & Annexe	College House St Leonards Close Bridgnorth WV16 4EJ	£650 + VAT	£450 + VAT	£1,100 + VAT
Town Hall	High Street Bridgnorth Shropshire WV16 4DB	£750 + VAT	£450 + VAT	£1,200 + VAT
Castle Hall	West Castle Street Bridgnorth Shropshire WV16 4AB	Check Exist Plan £70 + VAT	£450 + VAT	£520 + VAT
Northgate Museum	Bridgnorth Shropshire WV16 4ER	£550 + VAT	£450 + VAT	£1,000 + VAT
1A Highstreet	High Street Bridgnorth Shropshire WV16 4DB			
Public Toilets: Fox Corner	Severn Street Bridgnorth Shropshire WV15 5AJ	£475 + VAT	£450 + VAT	£925 + VAT
Public Toilets: Listley Street	Market House Listley Street Bridgnorth WV16 4AW			
Public Toilets: Innage Lane	Innage Lane Bridgnorth Shropshire WV16 4HL			
Reduced quote for all properties in one commission		£1,800 + VAT (Save £695)	£1,750 + VAT (Save £500)	£3,550 + VAT (Save £1,195)