



Report

Officer: Rachel Follette
Date: 19th December 2023
Meeting: Town Council Meeting – Tuesday 19th December 2023

General Property and Toilets Update

Background

- The Property Manager continues to acquaint herself with building checks currently being undertaken and buildings tasks that remain unfinished
- A review of bus shelters and assessment of repairs has started
- Work has begun to cost repairs for broken Public Toilet areas

Discussion/Comment

1 Building Checks

The Property & Asset Manager observed the regular monthly building checks and record keeping being carried out by the Property Maintenance Operative.

2 Bus Shelters

Background

The Property & Asset Manager accompanied the Property Maintenance Operative on his monthly bus shelter checks.

Bridgnorth Town Council are responsible for 10 bus shelters :

- (a) High Street (1)
- (b) Smithfield (2 – either side of the road)
- (c) Innage Lane (1)
- (d) Sydney Cottage (1)
- (e) Wenlock Road (1)
- (f) Mill Street (1)
- (g) Lodge Lane (1)
- (h) Kidderminster Road (1)
- (i) Hospital Street (1)



There are currently two bus shelters located in town which have been purchased privately and have therefore not been maintained. These are located Smithfield (alongside our own bus shelter) and Wenlock Road (opposite side of the road to our own). They are both in poor repair.

On first inspection of bus shelters all were found to be in need of a thorough clean. The other issues found were as follows : -

- (a) The High Street bus shelter has a leaking roof and the steelwork underneath is corroded. Local contractors have assessed and will price a new roof. The corroded steelwork will need to be sandblasted and re-painted.
- (b) The bus shelter at Smithfield is missing a pane of glass and there is a light which will need testing to see whether it is working.
- (c) A bench repair is required at Innage Lane and the area would benefit from painting with anti-graffiti paint.
- (e) This wooden bus shelter has a broken roof and the seating needs sanding and re-varnishing. There is one piece of Perspex missing and the other is vandalised.
- (f) Seat has been vandalised and needs sanding and re-staining.

Work has started to price these repairs but are not yet complete.

3 Public Toilets

a) Listley Street

Work completed

The front door has been secured with a chain for some time. An aluminium door contractor has serviced, re-aligned, and fitted new door parts which has enabled the front door to be closed again with a key.

- Leaking tap in Disabled Toilet has been repaired.
- Blocked drain has been cleared.
- Locks on toilets have been tightened.
- New valve has been fitted to toilet.
- Gutters, downpipes, and drains have been emptied.
- A broken pane of glass has been replaced.
- The maintenance team have finished repairs to toilet locks.
- Disabled toilet door has been repaired (inside and outside).
- A new hatch catch has been fitted.
- A new syphon has been fitted to one of the gents toilets.
- Seven lights have been replaced.
- Repairs to three broken door fittings have been carried out.



- Four new toilet seats have been fitted.
- Windows and two doors have been re-stained.
- Door frame, gutters and signs have been painted.
- The DLF have carried out weeding at this toilet block and it is the intention to add this to their schedule to become part of a regular maintenance regime.

The toilet contractor has been informed to implement new closing time of toilet area in Listley Street.

The Property Manager has received a few complaints about the current cleaning regime, particularly at Listley Street toilets which are passed and followed up by the cleaning contractor Area Manager.

Work still to do

- Repair leaking pipes.
- There are broken hand dryers, extractor fans and heaters at this site.
- The Disabled Toilet is without an alarm (pull cord).
- The baby changing area is missing a wall mounted baby changing unit.
- Prices have been sought to upgrade current lights to LED.
- One hand dryer is broken and another is damaged so need replacing.
- New door signage with opening times and Town Council logo.

Contractors/ potential suppliers have been sought and contacted for the remainder of the work but not all have yet supplied prices.

b) Fox Corner

Work Completed

- Maintenance Team have cleared gutters and downpipes.
- Missing tile has been replaced.
- Flaking handrail outside toilet has been re-painted.
- Door frame around toilet door has been secured.

The DLF have carried out weeding at these toilet block and it is the intention to add this to their schedule to become part of a regular maintenance regime.

Work still to do

- The Disabled Toilet is without an alarm (pull cord)
- Lock on toilet door has been vandalised and assessed by a Technical Engineer who deems it beyond repair. Healthmatic, Public Toilet contractor have costed a replacement door - parts and labour = £2746.00 + VAT



c) Innage Lane

Work Completed

- Repair and re-paint white side door

Work still to do

- This badly vandalised toilet unit remains closed due to the cost of repair.

Finance

The Current budget for public convenience is £2,000.00 for 2023/24. There will be insufficient budget to cover the current works identified.

Work is still being undertaken to collate information regarding costs for work required and further information will be provided at a future Town Council meeting.

4 Buildings Update

4.1 Town Hall

The Property Team has identified and carried out the following repairs around this building, as detailed below:

- Re-fit wire to roof area by back staircase
- Fit new memorial bench to front of Town Hall

4.2 College House

The Property Team has identified and carried out the following repairs to this building, as detailed below:

- Repair toilet seat in ladies toilet
- Remove Covid screen from reception
- Adjust door closer in first floor office
- Fit new fluorescent lightbulb
- Replace missing screws to stair tread and make safe for users of the building

4.3 Castle Hall

The Property Team has identified and carried out the following repairs to this building, as detailed below:

- Fit new piece of boarding to sink area in ladies toilet to cover piping
- Fix dripping tap in bar area
- Fix pipe behind seating in bar area which came apart and caused leak/flooding
- Fit new inline stop tap in bar sink area



4.4 Community Hall

The Property Team has identified and carried out the following repairs to this building, as detailed below:

- Tighten two loose toilet seats in ladies toilet
- Replace three lightbulbs
- Clear gutter and downpipes
- Clear drain in middle of car park
- Paint handrail outside of hall
- Free up tap in ladies toilet
- Fit two new flush buttons to gents toilets

4.5 Other Areas

- Fit new bollard to side of St Leonard's Church when broken and again when damaged
- Replace lock at Disabled Toilet in Castle Grounds
- Fit reflective tape to bollards in all of our areas
- Clean off moss on steps and ramp by car park machine at Severn Park
- Refix cover to lamppost 9 on Castle Walk which had come off exposing wiring
- Clean drains and gutters outside Annexe
- Cement holes in brickwork outside Annexe
- Clear blocked gutters outside Mess Room at Cemetery
- Fix broken fence at Cemetery Compound following break in
- Fit new hasp and staples to Chapel Door after break in
- Fit new security lighting at Cemetery Compound
- Carry out repair and stain bench (Bus Shelter – Innage Lane)
- Replace two broken seats – Amenity Block, Cemetery
- Replace broken toilet seat and fit new flush handle at 1 High Street

4.6 Work carried out by contractors

- Repair broken sash window in first floor office
- Replace rotten floorboards in bar area
- Remove broken sign from roof of Castle Hall
- Clear side gulley of plants and vegetation which adjoins adjacent property

Other Information

Electrical Work

Our electrical contractor has carried out the following repairs : -

- Replace three broken floodlights and upgrade to LED at St Leonard's Church
- Replace three broken lights in Annexe and upgrade to LED
- Replace broken light in bottom chapel at Cemetery
- Fit two new light fittings in ladies toilet at Community Hall
- Fit new timer to light behind Town Hall clock
- Carry out repair to alarm (fit new code board)



Please note there are on-going conversations to understand other outstanding work with the electrical contractor.

Fire Marshal/Warden Training

Work has begun to organise this training in-house for a number of staff in the New Year. Three of which will also receive extra training to become Fire Responsible persons.

Meetings

A meeting has taken place with Mr Fire Safety, the company responsible for checks to Fire Extinguishers and who carry out Fire Risk Assessments to discuss the recommendations made from the last Fire Risk Assessment and new areas for next one which is due in January 2024.

A meeting is to take place with Integrated Water Services, our existing Legionella company to discuss the last full Legionella Assessment that took place in 2016, discuss ongoing requirements in our buildings and to look at the current Legionella testing and record keeping undertaken by the members of staff. Work continues on this Legionella Process.

For both Fire Risk Assessments and Legionella testing there will be a need to include our Public Toilets and both rental properties which have not been included before and may include costs for water sampling if this is deemed necessary. The health & safety budget for next year will include costs for this Legionella Testing.

The Property & Asset Manager along with the Maintenance Operative met with three representatives of the local Jewsons store to discuss services that they might be able to offer us at trade discounted price.

Roof Repair – Cemetery Lodge (insurance claim)

The tenant at Cemetery Lodge was supplied with a de-humidifier to dry the interior of the property after a downpour of rain and subsequent leaks from the roof area.

Quotations for repairs have been sought from contractors and have now been forwarded to the Town Council's insurance company. They have requested further information from one of the contractors and also quotations for interior repairs from the tenant.

Bookings

The property Manager has been making new contacts / forging new relationships within the community to increase bookings for the buildings, these include:

New confirmed quarterly Property Auctions bookings in Castle Hall, which includes one in December 2023 and four for 2024. This was dependent on a new permanent WIFI booster and carpet cleaning in the Meeting Room, both of which have been completed.

A Christmas Craft Fayre is taking place on Saturday 16th December and has 30 stall holders. She has booked another 5 dates provisionally for 2024.



A local amateur dramatics group have booked Castle Hall for their rehearsals early next year. Discussions have started regarding this group using the building for their future performances and the possibility of making this hall their permanent home will continue in 2024.

A dog training class has booked Castle Hall for a few weeks before Christmas and will become a regular booking on a Tuesday evening in the New Year.

There are a few annual Christmas party bookings taking place.

Summary

The new Property Manager continues to review current works and legal requirements for the asset and property portfolio of the Town Council and continues to identify ongoing work across the wide sphere of property maintenance tasks.

Recommendations

It is recommended that the Town Council note the report and the work being undertaken.