

ENVIRONMENT & LEISURE COMMITTEE	19 NOVEMBER 2020	AGENDA ITEM: 9
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Report prepared by Angie Price – Town Clerk

MAINTENANCE PROGRAMME FOR COUNCIL OWNED BUILDINGS

Purpose of Report

The purpose of this report is to inform Members of the need and intention to prepare a 5-year rolling programme in respect of the continued maintenance of all council owned buildings.

Detailed Information

Ledbury Town Council own a number of properties:

Council offices
Market House
Cemetery Chapel
Cemetery Mortuary

A quinquennial survey was last carried out on the Council Offices and the Market House in 2017 which identified a number of repair and maintenance issues. To date very few of these have been carried out and no plan created to manage the repairs or maintenance issues.

Recently during heavy rain there was an issue with a broken tile having fallen into the "T" junction of the guttering above the Painted Room in the Council offices. Due to the amount of rain falling and the blockage water was found to be coming in through the walls and travelling down the walls. Had an annual inspection of the gutters and roof been carried out, it would be fair to assume that this issue would have been identified before it became a problem.

A further issue that has recently come to light is in relation to the chimney in the reception area of the Council Offices, which is reported in a report later on the agenda.

Therefore, the Clerk has requested that the Deputy Clerk draft a 5-year rolling maintenance programme for all buildings owned by the council as listed above. This will comprise of two sections; the first will refer to the need for annual inspections of the buildings and all hard services within; the second will be a list of all the contract renewal dates of all the soft services within the buildings. On completion of the draft document this will be provided to the Committee for further consideration, however it should be noted that there will be a need to consider additional costs within future budgets for any works that may be identified as a result of these inspections.

Recommendation

1. That Members receive and note the above report and recognise that the preparation of the 5-year rolling programme for the inspection of all buildings owned by the council is likely to incur additional costs going forward, and that this should be taken into consideration when setting future budgets.
2. That once the draft maintenance programme has been prepared it will be provided for consideration by the Environment & Leisure Committee.