

To receive an update on the Guildhall external repairs and redecoration work and consider any actions and associated expenditure.

Report to: Property Maintenance Sub Committee

Date of Report: 20 February.

Officer Writing the Report: Service Delivery Manager

Pursuant to:

Property Maintenance minute nr. 24/24/25:

TO RECEIVE A REPORT ON THE GUILDHALL EXTERNAL REPAIRS AND REDECORATION WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated reports pack and discussed whether an annual surface washdown and algaecide application were necessary now, given that many paint products contain a certain amount of algaecide and the Guildhall's exterior was recently redecorated.

Members discussed other Town Council properties and the need for review to ensure all properties are preserved and maintained.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED:**

1. To proceed with the internal works (hallway and internal windows) by the appointment of Jones Building Group at a cost of £3,486.40+vat allocated to budget code 6740 GH Maintenance;
2. To appoint Barron Surveying to project manage the internal redecoration works at a cost of 12% of the project value allocated to budget code 6418 Professional Fees;
3. To proceed with an annual external washdown of surfaces and application of algaecide to the Guildhall by the appointment of Jones Building Group at a cost of £495+vat allocated to budget code 6460 GH Maintenance, subject to the products meeting the Town Council environmental policy and business plan and Barron Surveying confirming it is beneficial within the first year of redecoration works;
4. To consider budgeting for annual external washdown for all Town Council properties at the Property Maintenance Sub Committee five-year plan setting meeting to be held on 28 October 2024.

TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

The Guildhall Building

The Town Clerk emphasised the urgent and essential works that needed to be carried out due to Health and Safety concerns, as outlined in the circulated reports pack.

The Town Clerk informed Members on the upcoming works to be undertaken by Aquarod, who have been appointed to investigate and repair a blocked pipe that is causing significant damp issues within the Town Clerk's Office.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED:**

1. To note Town Clerks report;
2. To ratify the Town Clerk's, spend of £2,183 + VAT for the appointment of Aquarod to undertake urgent and essential work to the Guildhall Building;
3. To delegate to the Town Clerk to sign off future spend, as necessary, to resolve the fixing of the Guildhall downpipe, working within budget updating the Chairman of both the Services Committee and Property Maintenance Sub Committee;
4. To receive future update reports at either a Services Committee or Property Maintenance Sub Committee meeting.

Officers Recommendations

Members to note that there are no warranties provided by Jones Builders for the external repair and redecoration work - the warranty is provided by the manufacturers on specified product used.

The Town Clerk reported at the 13 February Services Committee meeting regarding essential work to the downpipe located at the back of the Guildhall building. Members are asked to note the Guildhall is listed and the potential need to obtain permission depending on the extent of work required.

Members are asked to consider replacement of the Guildhall flagpole to take place in the financial year 2025-26 due to insufficient funds this financial year.

Report Summary

1. Guildhall exterior snagging

The Guildhall repair and redecoration work took place last summer and completed in line with the tender specification.

We are now heading towards the end of the six-month snagging period. Barron Surveying visited site to review the work for potential defects – refer to **Appendix A** for further details.

Barron Surveying liaised with the appointed contractor Jones Builders to arrange for the defects to be complete at the earliest opportunity – these works started on 5 February 2025.

The pictures below show some of the defect work that has started and yet to be finished.

Opening and closing of the windows is causing some issues, Jones Builders is looking into this - there is an element of swelling during warm and cold temperatures due to the material.





2. Downpipe and drain

The Guildhall has also suffered from a blocked downpipe located to the top left Fore Street side of the building. See images for reference. This has created rainwater running down the exterior of the wall when it rains heavily. The cast iron downpipe may also be damaged internally, it is partly half buried in the wall. This may have rusted from the inside which could be the reason for the damp showing on the interior wall to the Town Clerks office.



A recent visit by a specialised drain contractor carried out a camera inspection to the drain located in the pavement as above. This has also shown that the downpipe is not working correctly with a potential blockage toward the base of the pipe. On this basis STC have appointed the contractors to dig open the pavement to expose the downpipe so that a camera can then be used to go up the drainpipe to assess any further blockages. Once the blockage has been located, they will then look to either unblock the pipe or to show the interior condition of the pipe along with any other repairs required.

Please note that the street works license application can take around 5 to 6 weeks to obtain before putting a spade in the ground.

Quoted amount for this part of the work **£2,183**. There may be additional costs required for any replacement pipe or lining to the downpipe.

1. Flagpole

During the recent storm prior to Christmas the wooden flagpole was snapped. We have been working on various options for a new replacement pole. Due to the structure of the old wooden pole and the fixing brackets, this has proven difficult.

We are now in the process of removing the fixing brackets to have them fabricated to take a new 6-meter lightweight pole. This will likely be a fiberglass style for strength, flexibility and reduced noise. The adjusted brackets and refitting will take a little time as they will be sent away for the work.



Once the new brackets are back in place the new pole can be fitted. A delivery time on a new pole is difficult due the supplier's delivery schedule.

Cost of supplying the brackets and flagpole will be approximately **£1,000.00**

2. Guildhall Mural

The Town Council mural that sits above the entrance doors to the Guildhall has been renovated and repainted by South West Signs and reinstalled by the Service Delivery Team to its rightful place.



3. Internal damp works

We are currently awaiting a start date from Jones Builders for the internal decorations to the stairwell and windows as quoted back in September 2024.

Consideration will need to be given to the operations of the Town Council should the works be undertaken during working hours.

The Town Clerks office will need to be dealt with as a separate job once the downpipe work has been completed and the walls have dried out.

Budgets

Budget Codes: 6470 GH EMF Guildhall Maintenance

Budget Availability: £2,683.00

Budget Availability: £25,410.00 (2025-26)

Retention held at 2.5% is £1,908.56 (2025-26 financial year)

Repair and paint stairwell and 15 no internal windows is £3,486.00 (2025-26 financial year)

Repairs to external drains is £2,183.00 (potential additional cost should further repairs be required)

Committed Spend 2024-25: £2,183

Committed Spend 2025-26: £5,394.56

Budget Code: 6410 GH General Repairs and Maintenance

Budget Availability: £404.00

Budget Availability: £3,138 (2025-26)

Committed Spend: £381.00

Flagpole and brackets estimated cost **£1,000.00** – insufficient budget to cover the works in this financial year.

Signature of Officer:

Service Delivery Manager