

To receive a report on producing a Condition Report and Forecast Budget Costs and consider any actions and associated expenditure

Report to:

Services Committee

Date of Report:

3 September 2026

Officer Writing the Report:

Office Manager Assistant to the Town Clerk

Purpose of the report:

To consider the appointment of Bailey Partnership to undertake a condition survey and five-year maintenance forecasts for the Town Council's property portfolio.

Officer's Recommendations

Members are asked to consider appointing Bailey Partnership at a cost of £1,500 plus VAT to undertake a condition survey and five-year maintenance forecast for the Town Council's property portfolio allocating to budget code 6595 SE EMF Legal and Professional Fees Grounds and Premises.

Please note that these documents are essential for enabling the Town Council to effectively manage and maintain its assets, as well as to support informed financial planning and the setting of future budgets.

Report Summary

Following an initial enquiry regarding the annual update of the Town Council's property condition reports, James Barron of Bailey Partnership submitted a quotation.

The proposal covers a condition survey and five-year maintenance forecasts for the Town Council's property portfolio in line with previous condition surveys commissioned by the Council, including the Guildhall, Isambard House, Maurice Huggins Room, Depot Buildings, Library and Heritage Building.

The survey would comprise visual inspections of the building fabric, with reports identifying defects, recommended works, priorities and indicative budget costs supporting the Council's budget setting process.

The quoted fee for site surveys and report preparation is £1,500 plus VAT, with reports to be issued within three weeks of the site inspections.

Subsequently, clarification was sought on Bailey Partnership's fee structure should the Council wish to appoint them as Building Surveyor and engage them to oversee works arising from the condition reports.

In response, it was advised that Bailey Partnership would undertake any consultancy or project management services on an hourly rate basis, providing specific quotations for individual commissions as required.

Indicative hourly rates range from £95/hour for Senior Surveyors to £210/hour for Executive Director level services, excluding VAT. Attached is a list of costs as **Appendix B.**

Failure to undertake updated condition surveys may result in deterioration of Council assets going unidentified, reduced ability to accurately forecast maintenance budgets and an increased risk of reactive rather than planned maintenance expenditure.

If Members wish to proceed with the 2026 condition surveys, approval would be required to appoint Bailey Partnership at the quoted cost of £1,500 plus VAT.

Members should note that the surveys do not include services such as electrical systems, fire alarms, drainage, heating and cooling systems. The surveys are principally visual inspections of the building fabric and exclude specialist testing and building services.

Any subsequent professional services associated with managing repair projects would be commissioned separately and subject to further quotations based on the hourly rates provided.

It is worth noting that budget provision is available for professional fees relating to buildings such as Longstone. However, at this stage, the appropriate first step is to instruct BP to undertake a Building Condition Survey. The findings of the survey would provide an evidence-based assessment of the Council's assets, informing future maintenance programmes, budget forecasting and any subsequent professional advice required to identify future expenditure requirements, and support budget forecasting as part of the precept-setting process.

How does this support the Town Council Business Plan

The commissioning of periodic condition surveys supports effective asset management, long-term financial planning and the stewardship of Council-owned property assets.

Budget Overview

Quotes Provided

At present, only one quotation has been obtained due to workload capacity and the timescales associated with commissioning the surveys. Members should note that the quotation has been provided by a reputable firm and by a surveyor with previous experience of undertaking condition surveys for the Town Council.

Whilst indicative hourly rates have been provided should the Council wish to appoint Bailey Partnership as its Building Surveyor in the future, Members should note that the Town Clerk has delegated authority to procure and appoint professional building surveying services, as required, in accordance with the nature and scope of the works and the Council's requirement to secure best value for money.

Budgets

Budget Codes:

6595 SE EMF Legal and Professional Fees Grounds and Premises

Budget Availability:

£5,089.00

Committed Spend:

£0

Signature of Officer:

Office Manager / Assistant to the Town Clerk