

To receive a maintenance report on Isambard House and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 23.09.26

Officer Writing the Report: Town Clerk

Purpose of Report: To inform Members of the external building maintenance works required at Isambard House, and to seek approval for the proposed procurement and project management arrangements necessary to deliver the works in accordance with the building's condition requirements and the Town Council's Five-Year Maintenance Plan.

Officers Recommendations

Members are advised to:

1. Delegate authority to the Town Clerk to obtain three quotations for the external building maintenance works required at Isambard House, in accordance with the Town Council's Five-Year Maintenance Plan.
2. Delegate authority to the Town Clerk to appoint Bailey Partnership to oversee and project manage the appointment of a suitable contractor to undertake the external building works at Isambard House.
3. Subject to the estimated value of the works and the Town Council's procurement requirements, delegate authority to the Town Clerk to appoint Bailey Partnership to prepare the tender specification, undertake tender evaluation, and provide a recommendation for the appointment of a contractor through to the successful completion of the project.
4. Note that the Town Clerk will keep the Chair and Vice-Chair informed throughout each key stage of the project and will submit a completion report to a future meeting of the Council.

5. To allocate associated cost for the building work to budget code 6873 EMF General Repairs and Maintenance.
6. To allocate associated professional fees to budget code 7122 EMF Legal and Professional Fees.

Report Summary

External maintenance works to Isambard House are scheduled in accordance with the findings of the latest Building Condition Survey and the Town Council's Five-Year Maintenance Plan. The proposed works are intended to preserve the condition, appearance and longevity of the asset and include, but are not limited to:

- Preparation and repainting of timber fascia boards and canopy structures.
- Inspection, preparation and treatment of supporting metal brackets.
- Repairs and redecoration of rendered and painted external walls.
- Maintenance of ornate banded sills and other decorative architectural features.
- Repair of minor thermal cracking identified within the external render.

The proposed works form part of the Town Council's planned asset maintenance programme and will help ensure the continued protection and preservation of this important Council-owned building, whilst reducing the risk of more significant and costly repairs arising in the future.

Budgets

Budget Availability: £51,187

Budget Codes: 6873 EMF General Repairs and Maintenance

Committed Spend: £0.00

Signature of Officer:

Town Clerk