| **Agenda item 10** | |
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| For information: | **Town council buildings and facilities** |
| Written by: | Chris Stringer, Deputy Town Clerk |

**Background**

Over time, the town council has taken ownership of a variety of buildings and facilities in the town.

These include a range of community buildings and facilities – and two residential properties.

A number of these buildings were transferred to the town council from Wiltshire Council.

Now, we're planning to have a selection of these buildings surveyed.

The surveys will inform detailed condition reports that will enable us to better plan for the maintenance and upkeep of these buildings.

**Our buildings and facilities**

Community buildings and facilities:

- St Margaret's Hall
- Bradford on Avon youth/community centre
- Poulton Park changing room
- Victory Field sports pavilion
- Culver Close sports pavilion (including the public toilet behind the pavilion)
- The north and east chapels in the town cemetery
- The public toilets in St Margaret's car park

Residential properties:

- 7 Pound Lane
- Cemetery Lodge

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**NB**. The town council rents its current Kingston House office in the town centre.

The town council manages the public toilets in the train station car park on behalf of Wiltshire Council – however the toilets are still owned by Wiltshire Council.

And although we organise the annual Heritage Open Day event when people can look inside the lock-up on the bridge, the lock-up itself is owned by Wiltshire Council.

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Other than St Margaret's Hall*, we're planning to have all our buildings and facilities surveyed as soon as possible.

How much the quotations come in at will determine when the surveys happen – and whether we stagger them over more than one financial year.

*We're not planning to have St Margaret's Hall surveyed at this time because it's still fresh from the recent reinstatement works.

**Timeframe**

We've contacted RICS surveyors in nearby towns and cities – and as stated above, we're looking to have the buildings surveyed as soon as possible and practical.

The opportunity to quote for the works is also on the town council website.

The deadline for quotations is Sunday 6 December – giving staff time during November to meet with surveyors to show them the buildings and answer any queries.