

Agenda item 8

For information – Review of Facilities Management December 2025 to March 2026

Author: Alastair Findlay, Facilities Manager

<p>Summary</p> <p>Frome Town Council owns or manages a number of properties and community assets across the town — including the Town Hall, the Key Centre, Badgers Hill Stadium, the Victoria Park Café and buildings, VP and Town Centre public toilets, the Rangers’ Depot.</p> <p>This report provides information on the work carried out from December 2025 to March 2026</p>
--

1. The Key Centre

<p>Actions Completed</p>	<ul style="list-style-type: none"> - Legionella, fire remedials all completed - Interior Redecoration complete - Unsafe external wooden structure removed - Heating and hot water system serviced - Reactive repairs dealt with promptly
<p>Future Plans / Next Steps</p>	<ul style="list-style-type: none"> - Security improvements (Install CCTV) costed - Assessment of roof condition and any associated repairs and maintenance scheduled in. Capping of skylights for roof health - Repairs to log cabin scheduled to bring back into service. Costed - Exploring access to adjacent land owned by the Bath & Wells Diocesan Board of Finance to provide Nursery garden (see below) Meeting 03/03/2026 - Monitor energy use and investigate efficiencies
<p>Risks / Issues to Flag</p>	<ul style="list-style-type: none"> - Property Deed does not include Nursery outside space. May have a bearing on procuring nursery tenant
<p>Comments / Recommendations</p>	<ul style="list-style-type: none"> - Procure contractor(s) to carry out work across the estate for savings. Including legionella control and fire PPM’s

2. Badgers Hill Stadium

Actions Completed	- Meeting with BHL monthly to audit H&S processes
Future Plans / Next Steps	- Monthly meeting with tenants to ensure statutory compliance is kept up to date
Risks / Issues to Flag	- Badgers Hill Limited capability to carry out compliance and repairs in question
Comments / Recommendations	- Continue to monitor Badgers Hill Limited performance. Monthly site meeting

3. Town Centre Toilet Block

Actions Completed	- PPM's in place. H&S folder on site - Rainwater guttering cleaned - Radar key lock replaced (vandalized) - Reactive repair issues dealt with promptly
Future Plans / Next Steps	- Progress equalities impact assessment for decision on coded access to changing places toilet
Risks / Issues to Flag	- Security/access concerns - Cost of reinstatement - 25 year lease (draft) not yet received from Somerset Council despite numerous chases. SC Cllr Boyden alerted and exploring on FTC's behalf.
Comments / Recommendations	- Procure contractor(s) to carry out work across the estate for savings. Including legionella control and fire PPM's (planned preventative maintenance)

4. Rangers Yard & Depot

Actions Completed	- Legionella remedials carried out
Future Plans / Next Steps	- Monitor energy usage and investigate efficiencies
Risks / Issues to Flag	- Depot project, Rob Holden managing
Comments / Recommendations	- Cost of roof repairs to be budgeted for in 26/27
	- Procure contractor(s) to carry out work across the estate for savings. Including – legionella control and fire PPM's (planned preventative maintenance)

5. Victoria Park Café & Other Park Buildings

Actions Completed	<ul style="list-style-type: none"> - External door repair carried out - Energy usage monitored to recharge tenant
Future Plans / Next Steps	<ul style="list-style-type: none"> - Continue monitoring energy usage
Risks / Issues to Flag	<ul style="list-style-type: none"> - electricity consumption in dispute by tenant
Comments / Recommendations	

6. Other Buildings / General Estate Management

Overview / Context	<ul style="list-style-type: none"> - Frome Town Hall, day to day operations by Sean Powell (SP), Town Hall Steward
Key Updates	<ul style="list-style-type: none"> - TH building condition report (July 2024) to be updated. Site visit completed - Smart meter swap for 6 sites scheduled for 23/3/2026
Future Plans / Next Steps	<ul style="list-style-type: none"> - Tender prepared and procured TH envelope project - Continue to support SP
Risks / Issues to Flag	<ul style="list-style-type: none"> - Updated costs for TH envelope project
Comments / Recommendations	<ul style="list-style-type: none"> - Major works quotes to be reviewed. - Procure contractor(s) to carry out work across the estate for savings. Including legionella control and fire PPM's (planned preventative maintenance)

7. Summary & Forward Focus

Overall Progress since September	<ul style="list-style-type: none"> - Contractors engaged across various sites to carry out any reactive maintenance required. Remedials generated from Risk assessments actioned.
Priorities for Next Quarter	<ul style="list-style-type: none"> - Managing building envelope improvement project at Town Hall - Continue to monitor and record statutory compliance at all sites across the estate - Liaise with tenants to ensure statutory compliance is kept up to date - Tender for single contract for compliance testing and monitoring across the estate.

	<ul style="list-style-type: none">- Continue to arrange for reactive maintenance to be carried out- Monitoring budget spend
Support / Decisions Required from Council	<ul style="list-style-type: none">- Continued support around Badgers Hill and current/future tenancy arrangements- Market yard toilets refurbishment

Report Sign Off

Peter Wheelhouse, Acting Town Clerk 04/03/26