



## 2024 Quarter 4 Assurance Report NSDC (Appendix)

### COMPLIANCE

Currently, we review 24 commercial sites to provide assurance that they are compliant in 5 key areas. The table below summarises the issues identified this quarter (1st January 2024 – 31<sup>st</sup> March 2024). The full list of sites can be found at the end of this report. Please note this report does not include assurance for the housing assets. These sites are reported separately.

Compliance Issues identified in Quarter 4 2024/25

Site Address	Area Of Compliance	Number Of Inspections Required	Number Of Outstanding Inspections	Number Of Outstanding Actions	Detail Of Issue	Action to resolve	Named lead from Corporate Property
Palace Theatre	Asbestos Inspection Of Condition	1	0	1	<p><b><u>Asbestos Inspection of Condition Palace Theatre</u></b>                      Following a condition inspection to the Byron room corridor, a small amount of damage was noted to the textured coated wall. This textured coating on the wall is positive for Chrysotile.</p>	<p>The team is currently discussing the options regarding removing the damaged textured coating from the wall.</p> <p>Please note an Asbestos sample was taken from the damaged wall and came back negative for any Asbestos containing materials.</p> <p>Based on the Asbestos sampling of the textured coated wall we believe the Asbestos content to be minimal and low risk.</p>	Eric Dyche

<p>Various Sites</p>	<p>Fire Risk Assessment Program</p>	<p>0</p>	<p>0</p>	<p>17</p>	<p><b><u>Fire Risk Assessment Outstanding Actions</u></b></p> <p>16x Actions are now beyond the target date for the corporate team.</p> <p>These are as followed:  <b>7x High risk, 7 Medium risk, 3 Low risk.</b></p> <p>Palace Theatre            1x High risk- Bins not locked and could be subject to an arson attack.</p> <p>Palace Theatre            1x High risk- Check that the newly installed fire doors are fully compliant.</p> <p>Palace Theatre            1x High risk- Fire door ironmongery requires upgrading to meet current fire rating requirements.</p> <p>Palace Theatre</p>	<p>Fit anchor bolt, chains, and combination locks. Contractor to complete in April.</p> <p>Check that the doors are fully compliant.</p> <p>A new fire strategy is required for the building. This will identify the fire doors on site. Once the fire doors are identified we can then inspect them and check if they meet the required standards. We are currently obtaining quotations for new fire strategies.</p>	<p>Stuart Sheardown for all Palace Theatre actions.</p> <p>Stuart Sheardown for all Palace</p>
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					1x High risk- Access door to the dumb waiter lift shaft has been identified as unsatisfactory. Upgrades required to ensure the door is fire rated.	The fire door will be upgraded by the end of April.	Theatre actions.
					<p>Castle House 1x Medium risk- Fire evacuation drill, requires carrying out.</p> <p>Castle House 1x High risk- High level smoke detectors in the main reception and lift shaft require access for testing.</p>	<p>Eric to make SLT aware of the proposed test date then carry out the fire drill on the agreed date.</p> <p>Freedom Fire to carry out the servicing as part of April's 6 monthly service visit.</p>	<p>Eric Dyche</p> <p>Gareth Goddard</p>
					<p>Depot Building B 1x Medium risk- Adjust all fire doors on site to achieve the correct gaps between the door and frame.</p>	Works starting on the 22 <sup>nd</sup> of April.	Stephen Young

				<p>Depot Building B 1x Medium risk- Carry out fire stopping to holes and breaches with appropriate fire resisting materials. (First floor office)</p>	<p>Works starting on the 22<sup>nd</sup> of April.</p>	<p>Stephen Young</p>
				<p>Depot Building B 1x Medium risk- Replace damaged ceiling tiles. (Ground floor)</p>	<p>Works starting on the 22<sup>nd</sup> of April.</p>	<p>Stephen Young</p>
				<p>Newark Sports &amp; Fitness Centre 1x Medium risk-The first- floor electrical cupboard had gaps where cables, pass through the wall to the IT room in the gym area.</p>	<p>Stephen is awaiting a start date for the works from the contractor.</p>	<p>Stephen Young</p>
				<p>Blidworth Leisure Centre 1x High risk - Confirmation is required that the main entrance slides open and the access gates open and both remain open upon activation of the fire alarm.</p>	<p>Awaiting a start date from the contractor, P.O raised.</p>	<p>Stephen Young</p>
				<p>Blidworth Leisure Centre 1x Medium risk- Ensure a green break glass manual override adjacent to the door and gate that acts as a back up to the system to deenergise the door and gate and allow them to open is installed. It should also be confirmed that the door and gate de-energises and opens in a power failure situation.</p>	<p>Stephen is awaiting a start date from the contractor, P.O raised.</p>	<p>Stephen Young</p>
				<p>Blidworth Leisure Centre 1x Medium risk-There were deficiencies with the</p>		

				<p>fire doors noted with excessive gaps and damaged missing seals.</p> <p>Blidworth Leisure Centre 1x High risk- The external escape routes that are enclosed should have direction signage placed that is visible as soon as the occupants exits the premise (signs on posts in the grass would be recommended) the signage should unambiguous leading to the external escape gate.</p> <p>Blidworth Leisure Centre 1x Low risk- It is recommended replacing the push bar to open signs to text and pictogram signs.</p> <p>Blidworth Leisure Centre 1x Low risk- Install 'Fire Exit Keep Clear' signs to all the exterior fire exits.</p> <p>Blidworth Leisure Centre 1x Low risk- The co2 extinguisher within the ground floor office fire extinguishers should be wall mounted or stored in purpose-built fire point with appropriate signs. so missing extinguishers can be easily identified.</p>	<p>Stephen to survey week commencing the 15<sup>th</sup> of April.</p> <p>Stephen to survey week commencing the 15<sup>th</sup> of April.</p> <p>Stephen to survey week commencing the 15<sup>th</sup> of April.</p> <p>Stephen to survey week commencing the 15<sup>th</sup> of April.</p> <p>Nottinghamshire fire safety are booked to install new signage on their service visit in April.</p>	<p>Stephen Young</p> <p>Stephen Young</p> <p>Stephen Young</p> <p>Stephen Young</p> <p>Gareth Goddard</p>
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Various Sites	Fire Damper Repairs	5	0	5	<p><b>Fire Damper Repairs</b></p> <p>Fire damper repairs required following servicing at Castle House, Newark Sports and Fitness Centre, Dukeries Leisure Centre, Newark Beacon, and Southwell Leisure Centre.</p>	<p>We are waiting for the final quotations for the repairs from the contractor. We anticipate the cost to be in the region of £80,000 for the repairs. All works will be completed out of hours.</p> <p>The project management costs for the works will be in the region of £10,000.</p> <p>Please note the fire damper repairs for Southwell Leisure Centre will be project managed by Steven Chitty as part of the fire improvement works for Southwell leisure centre.</p>	Eric Dyche & Gareth Goddard
Gilstrap Toilets	Fire Risk Assessment Annual Review	1	1	1	<p>1x Outstanding fire risk assessment review at the Gilstrap Toilet. We do not have a fire risk assessment for the Gilstrap toilets. It is unclear of the responsibility of the corporate property team.</p> <p>Meeting with NCC took place at the Gilstrap on 10/1/24.</p> <p><b>Fire Safety Concerns At The Buttermarket</b></p>	<p>It is difficult to manage all compliance and repairs within the toilet block as the fire and electric systems go back into the main building. We have met with Notts county council, and we are both in agreement that they should maintain the toilet block and recharge any servicing back to NSDC. We are waiting for a new lease and SLA to be drafted by the legal team then the estates team to present this to Notts county council.</p>	Pete Preece & The Legal Team

Butter Market	Fire Safety	N/A	N/A	N/A	<p>We have concerns that the Town Council are not maintaining their building. Their fire alarm requires replacing and this potentially could affect the safety of our building, due to their current alarm no longer been compliant. We also have smoke detectors linked to our fire alarm system that are installed in their demise of the building. This detection is causing our fire alarm panel to show faults.</p>	<p>A meeting is required with the Town Council to raise our concerns regarding their fire detection system. We need to agree a timescale for removing their detection from our fire panel.</p>	<p>Pete Preece Mark Eyre Eric Dyche</p>
Castle Grounds	Electrical Safety	0	0	1	<p><b><u>Electricals To The Riverside &amp; Castle Grounds</u></b></p> <p>The lighting to the riverside and Castle Grounds has been isolated due to the age and condition of the installation and the ingress of water following the floods.</p>	<p>Extra lighting will be fitted to the bandstand to help with lighting levels in the castle ground.</p> <p>Major project works is required, a full new lighting installation is required for the whole site, including the riverside lights. We are hoping this could be included as part of the Castle Gatehouse works.</p>	<p>Eric Dyche Mark Eyre</p>



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## List of sites covered within this assurance report.

<b>Table 5. Commercial Sites assured upon for Compliance</b>	
<b>NSDC Commercial Site List</b>	<b>Site Use</b>
Blidworth Leisure Centre	Leisure
Bridge Community Centre	Community
Buttermarket Shopping Centre	Retail
Castle House	Office
Church Farm Business Centre	Office
Depot Building A-MOT	Industrial
Depot Building B- Waste	Industrial
Depot Building C- Pest Control	Industrial
Depot Building D- Museum Store	Industrial
Dukeries Leisure Centre	Leisure
Farrar Close	Office
Gilstrap Centre Public Toilet	Amenities
Hawtonville Community Centre	Community
National Civil War Centre	Visitor
Newark Beacon Innovation Centre	Office
Newark Castle	Visitor
Newark Lorry Park & The Ranch Café	Amenities
Newark Palace Theatre	Visitor
Newark Sports And Fitness Centre	Leisure
Ollerton Housing Office	Office
Queens Sconce Visitor Centre	Leisure
Sherwood Forest Arts & Crafts Centre	Visitor
Southwell Leisure Centre	Leisure
Vicar Water Visitor Centre	Leisure