



Executive Summary Report of Corporate Property Compliance Service

Date 1/7/25

Presented by Kevin Shutt & Gareth Goddard

Report No 003

The report gives an executive summary of the current position of corporate property compliance across the councils operational and managed buildings which the council has a compliance duty. The full list of sites that are reported on can be found at the end of this report in table 1.

Report for the period from 1/4/25 to 30/6/25.

Gas services

Detail	No	Comments
No of properties without a valid gas certificate.	0	
No of reportable of dangerous occurrences.	0	

Electrical Installations

Detail	No	Comments
No of properties without a valid EICR certificate.	0	
No of reportable of dangerous occurrences.	0	
No of properties with C1s identified and outstanding	0	
No of properties with C2s identified and outstanding	1	Hawtonville Community Centre 22, C2s outstanding. Hawtonville Community Centre is under a full R&M lease; the tenant is responsible for all internal repairs. A quotation for the electrical repairs has been submitted to the estates team on the 6 th of June and is awaiting approval to proceed. The value of the works is £11,569.76 ex VAT.

Note C1s = Require attention immediately as they present a danger to life.

Note C2s = Require recommended as they present a potential to cause harm.



Asbestos Management

Detail	No	Comments
No of properties without a valid asbestos management plan.	0	Asbestos review and inspection of condition carried out every 12 months. Next due September 2025.
No of reportable of dangerous occurrences.	0	Nil and no outstanding related remedial works outstanding.

Water / Legionella Risks

Detail	No	Comments
No of properties that are outside of the required testing and inspection routine periods.	0	
No of properties with any temperature non-conformities, classed as low risk.	3 Risk rating low	<p>2x Blidworth Leisure Centre- Calorifier stored temperature below 60 degrees, 52.70. Return temperature below 50 degrees 49.30. Site made aware, no operational issues reported back, Mitie to re-check the temperature on the 7th of July. (Risk rating low as water is in constant use and marginal fluctuations are deemed as monitor and review action)</p> <p>2x Dukeries Leisure Centre- Cold water temperatures above 20 degrees. Swimming pool accessible WC 21.80 and swimming pool cleaners 22.50. Site are carrying out weekly flushing on the outlets and if the cold temperatures are still high in July, precautionary Legionella samples will be carried out. (Risk rating low as water is in constant use and marginal fluctuations are deemed as monitor and review action)</p> <p>2x Lorry Park Modular Shower Block- Hot water temperature below 50 degrees to WHB in toilet 1, this is fed by the electric boiler, Hot temperature 27 degrees before TMV Mixed temperature also 27 degrees. The electric boiler manufacturer Strom attended site 4th of July to adjust the boiler settings, we are awaiting their works report. (Risk rating low as water is in constant use and marginal fluctuations are deemed as monitor and review action)</p>



No of properties identified at medium risk with outstanding remedial actions from the last test / inspection.	0	
No of properties identified at high risk with outstanding remedial actions from the last test / inspection.	0	

Note High Risk = Require attention immediately as they present a danger to health.

Note Medium Risk = Require attention within the next 3 months.

Fire Management

Detail	No	Comments
No of properties without a valid fire risk assessment.	0	
No of properties without a valid fire action plan.	0	
No of properties that are outside of the required testing and inspection routine periods, for emergency lighting.	1	1 site not serviceable due to ongoing electrical faults onsite which was Newark Castle, this site is currently closed to the public.
No of properties that are outside of the required testing periods, for fire alarms.	0	Gilstrap Toilets- Awaiting fire alarm service report to be issued by Nottinghamshire County Council. (Nottinghamshire County Council provide the fire alarm servicing for this site as they manage the main site, which is linked to the toilet block. Email sent 4/7/25 to request service report. Risk rating very low.
No of properties that are outside of the required inspection routine periods, for fire alarms.	2	Palace Theatre- Awaiting a fire alarm service report from Churches Fire as the new installation has 2 service visits included as part of the warranty period. Email sent 4/7/25 to request service report. Risk rating low.



No of properties that are outside of the required testing and inspection routine periods, for fire doors.	8	13 properties have had a full fire door inspection, and 8 properties are still left to inspect. All remaining fire doors are due to be inspected by the 31/8/25.
No of properties that are outside of the required testing and inspection routine periods, for other fire equipment. (Dampers, Vents, Suppression systems, Hydrants and TR19 Cleans)	1	Newark Beacon- TR19 kitchen extract clean booked for 9/7/25. This was a delayed date due to additional fire damper works been identified on site that have caused a delay to the compliance service program. Risk rating low. (Building has a fire action in place and is a managed site)
No of buildings which have fire remedial actions which are outstanding from previous fire risk assessments.	0	
No of buildings which have fire remedial actions which have been identified from current fire risk assessments. Date of assessments carried out 1 st quarter 2025.	6	6 fire risk assessments carried out in the quarter. Buildings inspected were Sconce Visitor Centre, Brunel Drive Depot, Farrar Close, Ollerton Office, Dukeries Leisure Centre and Church Farm. All buildings assessed had remedial actions identified, action plan in place to resolve all issues, which is currently been progressed. High Risk Items Identified- 37 Sconce Visitor Centre- 3 Brunel Drive Depot- 4 Farrar Close- 12 Dukeries Leisure Centre- 13 Church Farm- 5 Medium Risk Items Identified- 36 Low Risk Items Identified- 6
Other significant fire risks / actions identified		Fire Dampers Dukeries Leisure Centre- Fire damper repairs in progress, remaining works booked in to be completed by the 17/7/25. (Low risk) Newark Beacon- Awaiting confirmation of start with contractor to complete all fire damper repairs. (Low risk) Emergency Lighting Annual 3-Hour Drain Down Test of Emergency Lighting: 23 sites tested; 9 sites passed testing; 14 sites reported defects which were batteries not maintaining the full 3-hour test duration. Works



		<p>orders raised to replace all defective batteries, anticipated completion date 31/7/25. (Low risk)</p> <p>Fire Doors The completed fire door surveys are currently being reviewed with most doors failing the required standards. Anticipated completion date for all fire door surveys is the end of August. A full review of all surveys will be undertaken in September and a remedial action plan developed for SLT to approval. Estimated remedial works in excess of £250,000. (Medium to low risk) All buildings have fire action plan in place and are managed sites with no sleeping accommodation.</p> <p>Void Fire Alarm Detection Sherwood Forest Arts & Craft Centre- Investigate the level of void detection that is installed on site. Survey complete and quote submitted by fire alarm contractor. Quote reviewed and approved. Job passed to works request on 07/07/2025 to progress with contractor. (Low risk)</p>
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Lifts

Detail	No	Comments
No of properties without a valid lift certificate.	0	
No of reportable of dangerous occurrences.	0	

Lifting Appliances

Detail	No	Comments
No of properties without a valid lift certificate.	0	
No of reportable of dangerous occurrences.	0	



Auto Doors and mechanical systems

Detail	No	Comments
No of properties without a valid automated door certificate.	1	Door at NSFC is operational and safe to use, battery backup is approaching end of life and has been flagged for replacement. Repair P.O raised to SDG. Awaiting confirmation of date for contractor to attend site and replace battery.
No of reportable of dangerous occurrences.	0	

Air conditioning and ventilation systems

Detail	No	Comments
No of properties without a valid air conditioning certificate.	0	
No of reportable of dangerous occurrences.	0	

Other updates and information from the compliance Manager

Detail	Comments
<p>A full review of compliance processes and procedures is taking place and will be completed by the end of September.</p> <p>Procurement of new compliance contracts is in progress and will be completed by the end of October.</p>	<p>Full compliance review and procurement of new compliance contracts is in progress.</p>

The above report is an accurate summary record of the building compliance service delivery for the reported period.

Signed By Gareth Goddard

Compliance Manager

Signed By Kevin Shutt

Asset & Development Manager

For further information please contact Gareth Goddard Gareth.Goddard@newark-sherwooddc.gov.uk

Table 1. Commercial Sites Reported on For Compliance

NSDC Commercial Site List	Site Use	Current Risk Rating	Comments
Blidworth Leisure Centre	Leisure	Low	
Bridge Community Centre	Community	Low	
Buttermarket Shopping Centre	Retail	Low	
Castle House	Office	Low	
Church Farm Business Centre	Office	Medium	FRA Actions
Depot Building A-MOT	Industrial	Medium	FRA Actions
Depot Building B- Waste	Industrial	Medium	FRA Actions
Depot Building C- Street Scene	Industrial	Medium	FRA Actions
Depot Building D- Museum Store	Industrial	Medium	FRA Actions
Dukeries Leisure Centre	Leisure	High	FRA Actions
Farrar Close	Office	High	FRA Actions
Gilstrap Centre Public Toilet	Amenities	Low	
Hawtonville Community Centre	Community	Medium	Outstanding C2s
National Civil War Centre	Visitor	Low	
Newark Beacon Innovation Centre	Office	Low	
Newark Castle	Visitor	Low	
Newark Lorry Park	Amenities	Low	
Newark Palace Theatre	Visitor	Low	
Newark Sports And Fitness Centre	Leisure	Low	
Ollerton Housing Office	Office	Low	
Queens Sconce Visitor Centre	Leisure	Medium	FRA Actions
Sherwood Forest Arts & Crafts Centre	Visitor	Low	
Vicar Water Visitor Centre	Leisure	Low	