**B. Chapman**

**C&G Committee Meeting**

**29 June 2023**

**Appendix CG35**

**Building Condition inspection report – No.2**

Cllr Chapman appealed for volunteers to assist and Cllr W. Love and Cllr T. Manton came forward. The previous public volunteer was included in the invite to participate but failed to come forward.

The building condition inspection was completed on 2 occasions dated 23/03/23 and 30/03/23.

Cllr. Love and Myself completing approx. half of the Buildings on the 23rd, and Cllr. Manton, Myself completed the remaining inspection on the 30th.

My personal thanks to those that assisted.

For future reference the two inspection days took a total of approx. 4 hours to complete. Which not only included the inspection for new issues, but also any progress on the previous items identified.

The clerk had provided an electronic copy of the master spreadsheet in “Excel” in readiness for updating with the inspection findings.

The inspection was to be carried out on 11 roads/streets and their buildings whether Commercial or domestic and within the Town Conservation area as a boundary. The inspection was also completed by observation from the public highway and was external only. Ie:- what the public/visitors can observe for themselves.

Results:-

* The inspection process checked a total of 61 separate issues related to 47 individual properties, some properties obviously having more than 1 observation/issue. Where works to rectify had been completed these have been indicated as so on the master spreadsheet. A total of 6 issues have been rectified and completed, and 4 issues have commenced rectification.
* An additional 15 items in various locations have been identified and logged.
* The inspection team have identified 5 properties that in their opinion are worthy of commendation for their outward appearance and an example for other to strive towards. The inspection team commend these to Council.

All the updated documentation was supplied to the clerk in order to update the master copy held by Council.

It is important to note that we do not have any powers to engage in getting these issues resolved but we look forward to the owner/occupiers resolving the issues raised and improving our Town Image and more importantly our public safety.

**Recommendations from the Working Group**

1. The additional properties with identified issues be sent a first letter, see letter A attached.
2. The 6 properties that have rectified the issues identified be sent a thank you letter, see draft letter attached as letter B attached.
3. The 37 properties that do not appear to have addressed any of the issues identified be sent a second letter, see draft letter C attached.
4. To consider a recognition scheme for properties which have a good outward appearance. A draft criteria for a recognition has been produced, see appendix D attached and a draft certificate, see appendix E.
5. The 5 properties that have been identified as having a good outward appearance be awarded a certificate of recognition. See appendix F.
6. The working group carry out an audit of finger posts in the town and make recommendations for improvement.