

**SHREWSBURY TOWN COUNCIL
COMMUNITY AND ENVIRONMENTAL COMMITTEE
Wednesday 12th August 2026**

Officer: Clare Turner – Deputy Town Clerk

Agenda Item 11. Community Centres

Introduction

The committee is aware that the Town Council has been continuing with its health and safety responsibilities and continuing working with WorkNest as the organisations Health & Safety Advisors, including the Fire Risk Assessments (FRA) and General Risk Assessments (GRA). Additional work being complete alongside this is the review of the terrorism risks which may need to be implemented as part of Martyns Law.

Following the request from Cllr Alan Mosley in his capacity as Chair of the Castlefield Community Centre Management Committee, for a refurbishment at the Centre to be considered and completed.

Previous Reports and Minutes

Community and Environment Committee - minute reference 85/25

Community and Environment Committee - minute reference 04/26

Both the above refers to the STC Capital Programme.

Background

Castlefield Community Centre is owned by Shrewsbury Town Council and is managed by the Castlefield Community Centre Management Committee through a lease which was signed in 2007 and has not been reviewed during this period. Although there are a number of responsibilities detailed within the lease there are also a number of important elements which are silent within the lease.

H&S Legislation

There are responsibilities and duties to ensure that the Community Centre is compliant with the latest regulations and legislation. IE H&S at Work Act, Building Safety Act 2022, Fire Safety (England) Regulations 2022, Martyns Law, plus other legislation to ensure that ensure the health, safety and welfare of employees and other affected by their work as well as users to the Centre.

There have been a number of updates to legislation during the last 12 months which including Fire Safety and enhanced risk assessment protocols.

Findings

Both the FRA and GRA have been completed and a review by STC staff with the Chair of the management Committee has taken place. An action plan has been created to work through which identifies each action into the following categories; Critical, High, Medium and Low.

Part of the discussions with the STC staff and Chair of the Management Committee has been to understand the desired refurbishment costs and the requirements associated with the Martyns Law regulations coming into place March / April 2027.

A review and estimated costs have been completed by the STC staff, these are best view based on knowledge of other works completed.

The information below shows the actions and their category:

	Critical	High	Medium	Low	Est Costs
Fire Risk Assessment	0	8	16	3	£43,750.00
General Risk Assessment	0	3	10	0	£1,925.00
Martyns Law					Under review
Refurbishment Information					£87,000.00

The total estimate costs for the project is £132,675.00.

Quotations are being sought for each action, but this has to be balanced with the critical / high nature of the action required to ensure the building is in line with current legislation.

The committee is asked to be mindful that although the number of FRA's which are high is 8, these individual actions have more than one element to them. IE review and replacement of both external and internal fire doors to ensure compliance with regulation 10 of the Fire Safety (England) Regulations 2022.

Refurbishment requests from the Management Committee includes refurbishment of both male and female toilets, improvement to storage and space for changing, review of window locks, installation of WIFI, complete redecoration, etc.

RECOMMENDATIONS:

1. The committee is asked to review the report, its findings and estimated costs.
2. To debate the responsibility of the findings alongside the FRA / GRA's, Martyns Law responsibilities,
3. To prioritise the work load alongside the full programme of actions required for all buildings and assets,
4. To determine the responsibilities going forward for actions, identify the appropriate budget to meet the Town Council's risk commitments to manage risk and its responsibility.
5. To agree the level of responsibility between the Town Council and Castlefields Community Centre Management Committee and the approach for dealing with the actions going forward as well as developing other policies and procedures.
6. This also brings to light the longstanding lease and if it is the right time to review the lease.