



Todmorden Town Council  
Facilities Management Plan  
Bandstand and Pavilion

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## 1. Introduction

Todmorden Town Council assumed legal ownership of the Bandstand and Bowling Pavilion and Greens on 11<sup>th</sup> November 2024 to facilitate funding and contract for the renovation to the Bandstand and a new Pavilion to be constructed.

Renovation of the Bandstand was completed on **TBC January 2026** and the building handed over to Todmorden Town Council on **TBC January 2026**.

The Pavilion was completed on **TBC February 2026** and the building handed over to Todmorden Town Council on **TBC February 2026** given legal ownership and with it responsibility, there is a need for an overall Facilities Plan to cover the property related assets held by the Town Council consisting of:-

- Bandstand - Building Maintenance
- Pavilion - Building Maintenance

## 2. Purpose

The main purpose of this plan is to ensure that the Bandstand and Pavilion are managed effectively to include; -

- Maintaining buildings in good condition to enhance longevity and functionality.
- Ensuring all buildings' fabrics, fittings and equipment meet safety standards.
- Maintaining services such as water, lighting and heating are to ensure that premises are comfortable, economical and safe to use and that energy is not wasted.
- Inform operational costs

## 3. Scope

This policy applies to all employees, contractors and stakeholders whether in a paid-for, voluntary or commissioned capacity, involved in the operation and maintenance of facilities

It outlines responsibilities for facilities management personnel, including routine maintenance and emergency repairs.

## 4. Responsibilities

Responsibility for the maintenance of the Town Council's buildings and associated systems rests with the Town Clerk. The Town Clerk may delegate specific duties to any paid employee of the Council, retaining oversight and ultimate accountability for their execution.

## 5. Legal Framework

### 5.1 Primary Legislation

There are the specific acts passed by Parliament, that focus on general outcomes such as building owners making sure a building is safe. Primary legislation does not include a specific outline of tasks that need to be carried out to ensure compliance.

### 5.2 Secondary Legislation

Secondary legislation which will provide the next level of detail. It is law created by Ministries (or other bodies) under powers given to them by an Act of Parliament. It is used to fill in the details of Acts (primary legislation).

These details provide practical measures that enable the law to be enforced and operate in daily life, such as ensuring an asset is regularly inspected.

This includes regulations such as the Electricity at Work Regulations 1989, or the Fire Safety (England) Regulations 2022.

Secondary legislation can be used to set the date for when provisions of an Act will come into effect as law, or to amend existing laws.

### **5.3 Approved Codes of Practice (ACOP) and Health & Safety Executive (HSE) Guidance**

These are generally written by industry experts include step-by-step procedures that you can implement on site when carrying out maintenance and inform good practice as proposed in this plan.

The following Codes of Practice and HSE Guidance as at October 2025, are relevant to those buildings and land falling under the responsibility of Todmorden Town Council.

- [L5: Control of substances hazardous to health \(Sixth edition\)](#)
- [L8: Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance](#)
- [L22: Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance](#)
- [L23: Manual handling. Manual Handling Operations Regulations 1992 - Guidance on Regulations \(fourth edition\)](#)
- [L24: Workplace health, safety and welfare. Workplace \(Health, Safety and Welfare\) Regulations 1992. Approved Code of Practice](#)
- [L25: Personal protective equipment at work \(Second edition\)](#)
- [L26: Work with display screen equipment: Health and Safety \(Display Screen Equipment\) Regulations 1992 as amended by the Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- [L74: First aid at work. The Health and safety \(First Aid\) Regulations 1981](#)
- [L108: Controlling noise at work](#)
- [L113: Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998](#)
- [L143: Work with materials containing asbestos. Control of Asbestos Regulations 2012](#)

- [L153: Managing health and safety in construction - Construction \(Design and Management\) Regulations 2015. Guidance on Regulations](#)

## HSE Guidance

- [HSG85: Electricity at work: Safe working practices](#)
- [HSG97: A step by step guide to COSHH assessment](#)
- [HSG274: Legionnaires' disease - Technical guidance](#)
- [HSG65: Successful health and safety management](#)
- [HSG51: The storage of flammable liquids in containers](#)

## 5.4 Health and Safety

Building Safety Act 2022

Health and Safety at Work Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992.

## 6. Compliance

### 6.1. Processes

The maintenance of buildings requires a methodical and structured approach to ensure efficiency and economic value is achieved whilst also ensuring all relevant Code of Practices and HSE guidance's are considered.

An overview in flow chart form is included in Appendix 1 to aid officers in their decision making.

### 6.2. Specific Policies

Whilst compliance is essential, there are areas of higher risk. Specific policies have been written to ensure focus

- 6.2a Legionella
- 6.2b Electrical Safety
- 6.2c Fire Risk
- 6.2d Asbestos
- 6.2e CCTV use
- 6.2f Control of Substances Hazardous to Health

## 7. Maintenance

### 7.1. Maintenance of Assets

A system of planned preventative maintenance will be used, involving the inspection and assessment of equipment and buildings on a regular basis.

Building users and staff are encouraged to report faults or potential problem areas, such as damaged flooring, kitchen equipment, plumbing issues broken windows, electrical faults (including lighting tube replacement).

Repairs will be allocated to appropriate staff or contractors and followed up to check that any necessary work has been completed satisfactorily.

All maintenance contractors will be expected to comply with Todmorden Town Councils health and safety policies, safeguards and site induction as necessary

Access to any relevant risk assessments, drawings, instructions, handbooks and records will be provided to maintenance staff or contractors.

The maintenance system will cover all aspects of the premises including:

- a. All buildings — both external and internal parts of buildings and outbuildings.
- b. Equipment and devices.
- c. Services such as water, and electricity.
- d. Grounds — including fences, gates, paths, car parks, lighting and walls.

All material parts of the premises, including fixtures and fittings, will be well maintained and a maintenance schedule will be in place in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

## **7.2. Planned Preventative Maintenance and Servicing**

Adopting a proactive approach to managing facilities through regular preventative maintenance provides the opportunity to:

- Maintain facilities in good repair.
- Reduce interruptions through failure of services.
- Informs forward budgeting.

Gaining a better understanding of the condition of your assets, using historical building and maintenance data will enable a better prediction of issues and failures.

Until such time as a historical understanding of the building can be gained, initial maintenance schedules will be informed by Building Maintenance Schedules that will form part of the buildings handover pack prepared by Architects.

A planned maintenance schedule will be prepared with this plan and regularly updated.

Gaining a better understanding of the condition of the assets, will aid better prediction of issues and failures, which in turn will enable consideration to be given to rely less on manufacturer guideline for maintenance – generating possible cost savings by delaying some maintenance/replacement, but without

## **7.3. Inspection and Monitoring**

Whilst our regular user groups will inform us of immediate maintenance issues, this relies on regular use of the facility, which may be seasonal.

A regular inspection of the Bandstand and Pavilion will be carried out every month and a record of such inspections kept.

Utility use will be monitored on a weekly basis.

#### **7.4. Reactive Maintenance**

There will inevitably be maintenance issues requiring immediate attention.

Reactive calls of this nature are unplanned and therefore would normally attract premium costs for attending and repair.

Using different contractors also brings with it additional requirements such as site induction and knowledge of the buildings.

To minimise the risk of delayed call out, up to 3 locally based businesses will be used.

#### **7.5. Maintenance and Services Contracts**

Service contracts will be placed for key aspects of

- Alarms (Fire and Intruder) - including off site monitoring.
- CCTV – including remote monitoring.
- Key holder service including call out.
- Fire Equipment
- Legionella Testing
- Electrical safety

Where it is cost effective to do so, contracts up to 5 years in duration will be entered into subject to continuing good performance by suppliers.

### **8. Inspection and Reporting**

### **9. Security**

Both facilities located in Centre Vale Park and therefore accessible to the public during opening hours.

Whilst regular use will help to manage security issues, when not on use and especially overnight, the buildings will be exposed.

To reduce the risk of unauthorised access and or vandalism, both facilities will be alarmed and an audible remotely monitored CCTV system in place.

### **10. Energy Efficiency and Sustainability**

The Pavilion does not have access to a gas supply.

Given the need to use electricity only for all heating needs, the Pavilion includes five solar roof panels capable of generating xxxx kwh.

The Bandstand power supply is serviced by the Pavilion and will therefore benefit from this connection.

Power generated by solar panels will initially be used to offset us for the pavilion and then if surplus sold back to the grid.

All fixed lighting of the Bandstand and Pavilion will use LED lighting.

Underfloor heating is provided in the Pavilion.

All double glazing in the Pavilion will meet high energy efficiency standards.

Where available smart metering will be used and usage patterns monitored on a regular basis.

## **11. Business Continuity Plans**

Whilst both the Bandstand and the Pavilion will be monitored through CCTV provision both buildings are located in a park where it is impossible to restrict access if the intention is to cause mischief and vandalism.

If these buildings are vandalised, then every urgency will be taken to bring them back into use, taking into account

- The nature and extent of vandalism
- The costs in doing so

Whilst cover for vandalism is included within the overarching insurance policy provided by Calderdale MBC there are substantial excesses before a claim is economic to make, and each event will need to be considered against this background.

Cancellation rights arising out of non- availability of these buildings are included within terms and conditions for hire.

### Bandstand

If damage is serious enough to disrupt its use there will be impact of delay to performances depending upon the time to effect repairs.

- a) Imminent performance bookings need to be postponed or cancelled.
- b) Future committed bookings at risk
- c) Opportunity reduced to book for future events

There is no alternative venue that can be provided.

### Pavilion

If damage is serious enough to disrupt its use there will be impact of delay to users depending upon the time to effect repairs.

- a) Bowls Club Users
- b) Pre booked other hirers
- c) Opportunity reduced to book for future events

If the Pavilion was out of use, then there are two options to consider: -

- a) The sports centre as central meeting place
- b) Mobile welfare unit
- c) Portable toilet units

If access to existing storage facilities were compromised, temporary storage could be provided.

Any option would require the permission of CMBC to allow use of pathways to locate b) and or c).

## **12. Training**

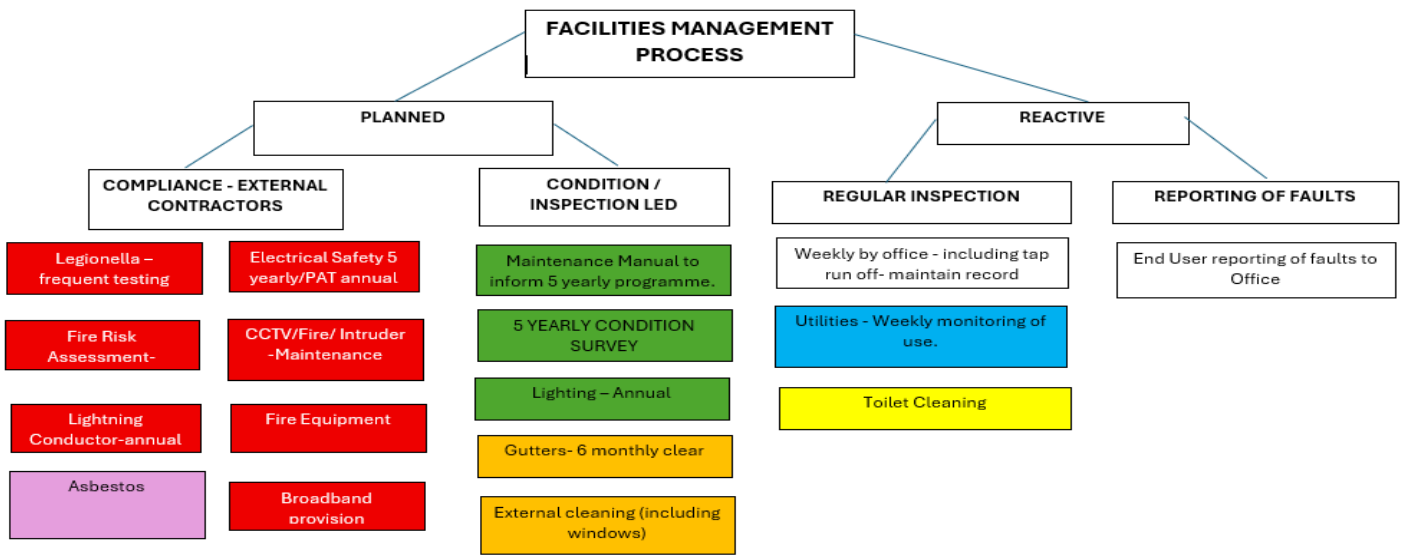
Todmorden Town Council does not have dedicated Facilities Management function where qualified Surveyors – Building/Mechanical and Engineering/Electrical are available to oversee and manage buildings.

This does not however remove the responsibility to ensure that buildings are managed in a safe and appropriate manner and that responsibility rests with the Town Clerk to ensure that contractors appointed to carry out works are suitably qualified to do so.

To aid that process it would be helpful for not only the Town Clerk but also the Responsible Financial Officer to improve knowledge through attending

- “general” courses relating to overall Facilities Management
- Introductory/entry level courses about building construction.
- General Health and Safety
- Construction Health and Safety

# Appendix A - Facilities Management – Process

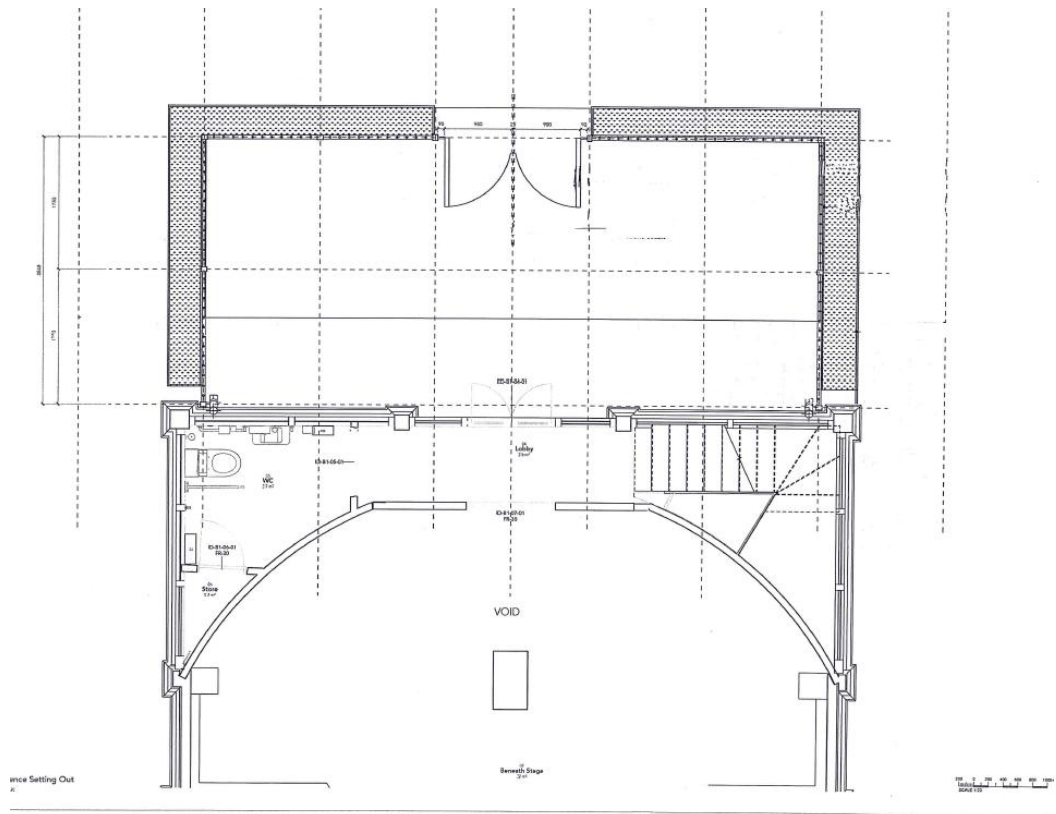


**KEY**

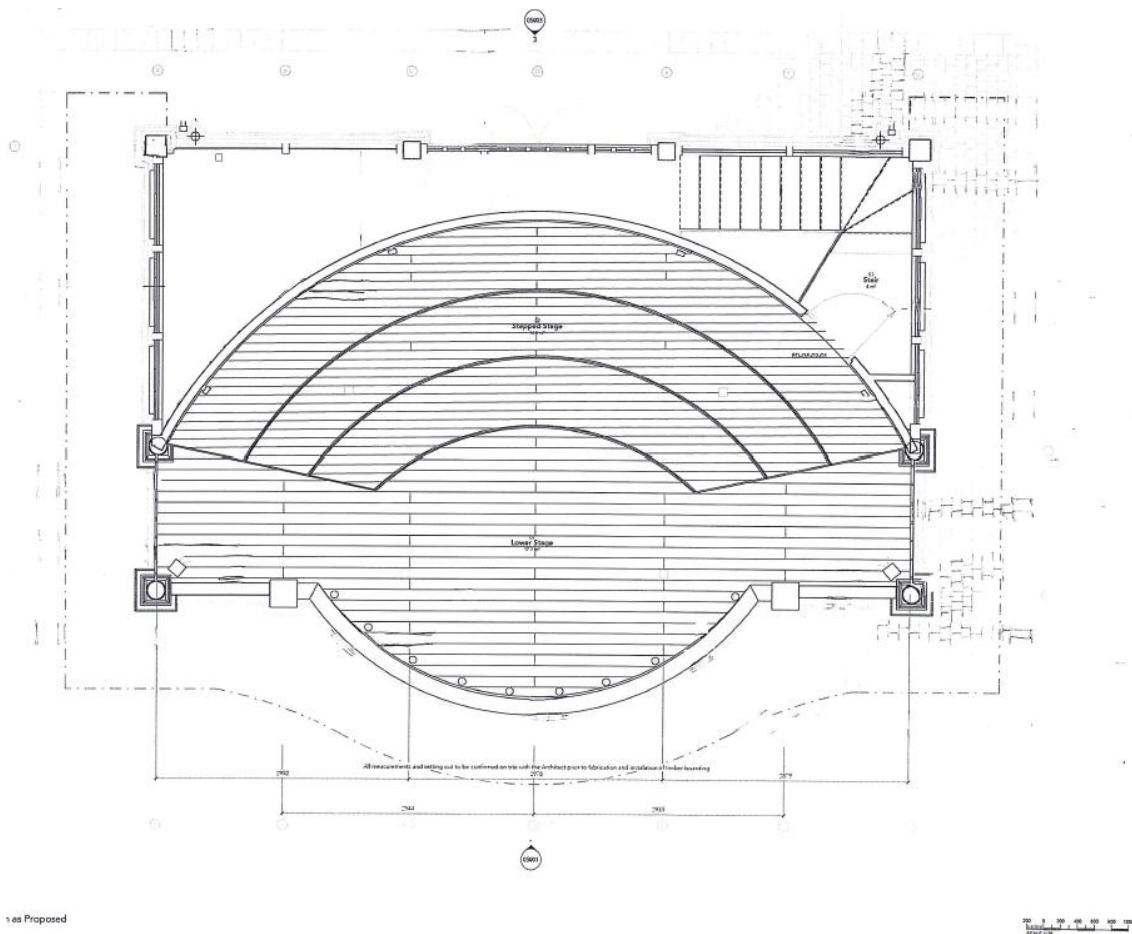
- Annual maintenance contracts placed
- Pavilion new build 2025-Bandstand no content
- Within Grounds Maintenance contract
- To inform future budget need
- Periodic contract clean – A.M
- To manage better use and inform recharge arrangements



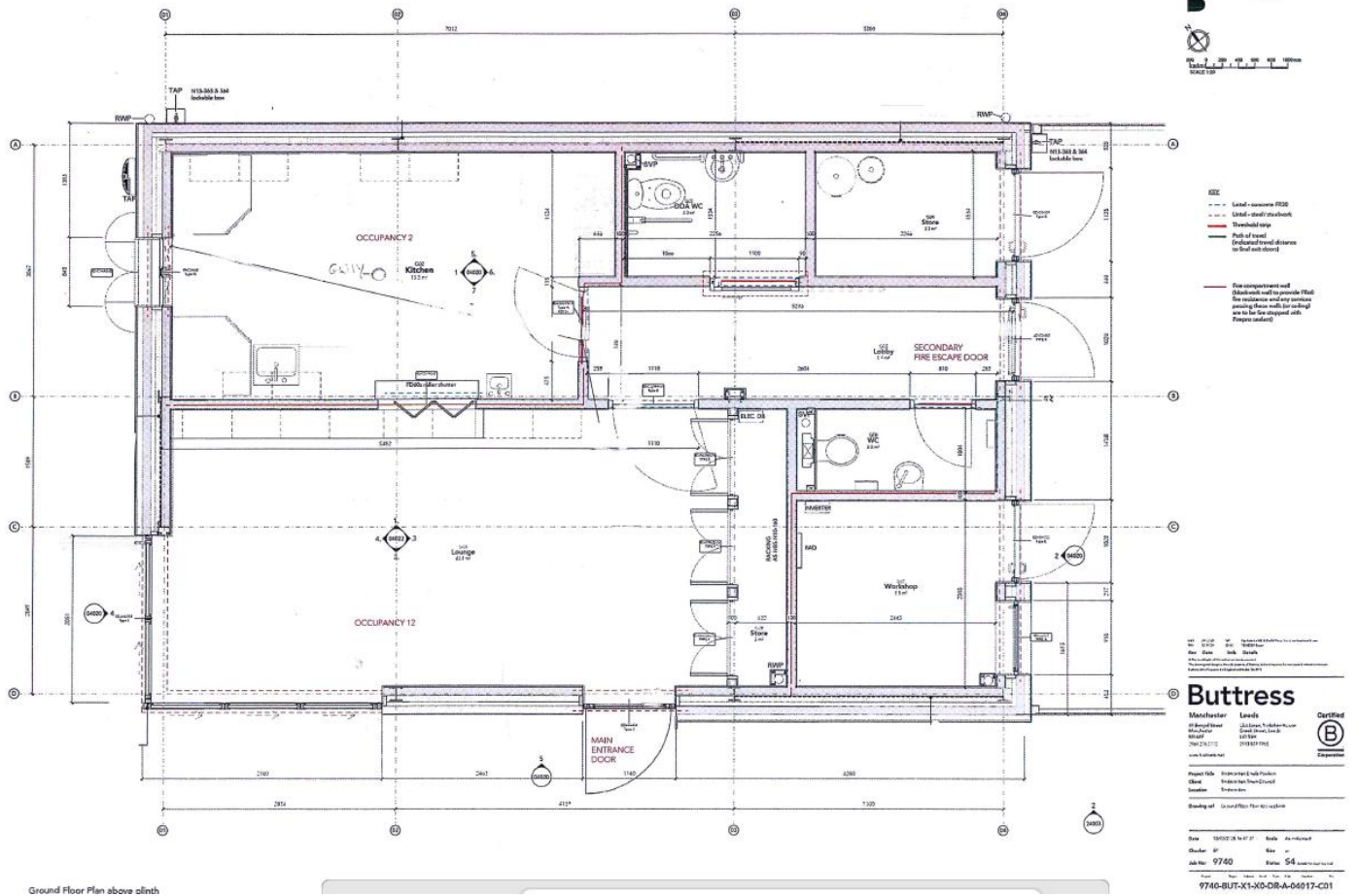
## Bandstand – Ground Floor



## Bandstand – First Floor



# Pavilion – Single Floor



## Appendix C - Pavilion Maintenance Schedule

Pavilion	Regularity	Due												Last tested	Notes	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Boiler Service	Yearly															
Cleaning	Daily															
Fire Alarm Service and Emergency Lighting Testing	Every 6 months															
Fire Alarm Test	Weekly															
Change Emergency Lighting Battery	Every 7 years															
Emergency Lighting	Weekly															
Fire Fighting equipment check	Yearly/weekly															
Fire Risk Assessment - External	Every 2 years															
Fire Risk Assessment - (internal - TTC)	Yearly															
Fixed Wire Testing	Every 2 years															
Gutters	Yearly															
Intruder Alarm Servicing	Yearly															
Legionella	Monthly															
Legionella - Risk Assessment Renewal	Two Yearly															
Lightning Conductor Service	Yearly															
Portable appliance Testing (PAT)	Yearly															
Waste Removal	Fortnightly															
Window Cleaning - External	Twice Yearly															
Window Cleaning - Internal	Yearly															
Ladder Check	Before Use															

## Appendix D – Bandstand Maintenance Schedule

	Regularity	Due												Last tested	Notes	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
<b>Bandstand</b>																
Boiler Service	Yearly															
Cleaning	Daily															
Fire Alarm Service and Emergency Lighting Testing	Every 6 months															
Fire Alarm Test	Weekly															
Change Emergency Lighting Battery	Every 7 years															
Emergency Lighting	Weekly															
Fire Fighting equipment check	Yearly/weekly															
Fire Risk Assessment - External	Every 2 years															
Fire Risk Assessment - (internal - TTC)	Yearly															
Fixed Wire Testing	Every 2 years															
Gutters	Yearly															
Intruder Alarm Servicing	Yearly															
Legionella	Monthly															
Legionella - Risk Assessment Renewal	Two Yearly															
Lift Pulley Check	Every 5 years															
Lift (every 3 months)	4 times a year															
Lift service	Yearly															
Lightning Conductor Service	Yearly															
Portable appliance Testing (PAT)	Yearly															
Waste Removal	Fortnightly															
Window Cleaning - External	Twice Yearly															
Window Cleaning - Internal	Yearly															
Ladder Check	Before Use															
Evac Chair	Yearly															