



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

Prif Swyddog Tân | Chief Fire Officer

**R.S. Thomas** KFSM BA(Hons) MSc

Y Pencadiys, Heol Llwyn Pisgwydd,  
Caerfyrddin, Sir Gâr, SA31 1SP

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0370 60 60 699

Welshpool Town Council  
Church Street  
Welshpool  
Powys  
SY21 7DD

Via email:

[townhall@welshpooltowncouncil.gov.uk](mailto:townhall@welshpooltowncouncil.gov.uk)

Gofynner am/  
Please ask for:

Samantha Marshall

Ext No:

9285

E-bost/E-mail:

[fireprotection.northern@mawwfire.gov.uk](mailto:fireprotection.northern@mawwfire.gov.uk)

Fy Nghyf/My Ref:

5662/BFS/00115784

Dyddiad/Date:

2<sup>nd</sup> April 2025

Dear Members of the Town Council

## The Regulatory Reform (Fire Safety) Order 2005

### Letter of Fire Safety Matters

**Premises: Welshpool Town Hall, Market and Corn Exchange, High Street, Welshpool, SY21 7JQ**

I visited your premises on 27<sup>th</sup> March 2025 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, it is my opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

### Have Your Say

If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website:

<http://www.mawwfire.gov.uk/English/Contacts/Pages/Complaints-and-Compliments.aspx>

### Fire Safety Management

The schedule sets out what you need to do to improve fire safety. Taking this advice will help you to sustain those improvements.

### Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

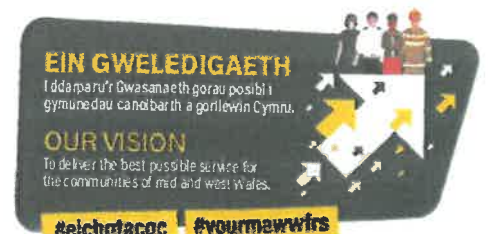
Rydym yn croesawu gohebisath yn y Gymraeg a'r Saesneg  
- byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich  
dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y Gymraeg a'r Saesneg.

We welcome correspondence in Welsh and English -  
we will respond equally to both and will reply in your  
language of choice without delay.

We welcome calls in Welsh and English.

100% wedi'i ailgylchu | recycled



### Further Recommendations

- If you plan to employ someone to help you with the requirements we have made, you should appoint competent people to give you confidence in the work they will do. Information to help you select competent help is available from [MyIFE > Home > Events and resources > Directories > Find an IFE Professional](#)
- An assembly point is to be arranged which is sufficiently far from the building so as not to obstruct fire-fighting and rescue operations.
- Remove or cover any redundant manual call points (break glass) to minimise any confusion should activation be required

Yours faithfully



Sam Marshall  
Authorised Fire Safety Inspector  
On behalf of the Mid and West Wales Fire and Rescue Authority

Cc: Vanessa Voysey – [admin@welshpooltowncouncil.gov.uk](mailto:admin@welshpooltowncouncil.gov.uk)

## Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **DCLG Offices & Shops Guide - ISBN 9781851128150**, which can be found at <http://www.cfoa.org.uk/19512>

Before certain changes are made to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. Should changes or alterations be required, approval should be sought from the relevant body. For example, you may have to apply for approval from a Building Control

Body <http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> or in relation to a Heritage Premises you should consult CADW, <https://cadw.gov.wales/advice-support>.

This schedule contains 10 items

### ARTICLE 8 - GENERAL FIRE PRECAUTIONS

#### Item 1

|                 |   |
|-----------------|---|
| Art 8           | <b>Breaches in compartmentation</b>   |
| Reason          | <p>The standard of compartmentation provided in the building is not adequate. A fire could spread rapidly and make the escape route unsafe for relevant persons to use.</p> <p>This is contrary to Article 8.</p>   |
| Required Action | <p>During the inspection breaches in compartmentation were identified <b>throughout the market hall – basement and ground floor</b>. The breaches in compartmentation would not support the existing evacuation strategy.</p> <p>In the event of fire, breaches in compartmentation, will allow fire and smoke to spread unchecked throughout the building. This would have an impact on the means of escape and render the evacuation strategy of the building ineffective.</p> <p>All breaches in compartmentation should be fire stopped to provide the appropriate fire resistance in accordance with building regulations.</p> <p>The fire resistance should conform to a relevant standard e.g. Appendix A (including Table A1 A2) of Approved Document B Volume 2 Buildings Other Than Dwelling Houses.</p> <p>Compliance with this or an equivalent standard will normally satisfy the requirement.</p> |
| Outcome         | This work is necessary to reduce the risk of spread of fire.  |

**Item 4**

|                        |  |
|------------------------|--|
| <b>Art 8</b>           | <b>Doors to meter cupboard</b>   |
| <b>Reason</b>          | <p>The standard of vertical fire separation provided is not adequate. A fire could spread rapidly and make the escape route unsafe for relevant persons to use.</p> <p>This is contrary to Article 8.</p>  |
| <b>Required Action</b> | <p>Fire resisting doors to meter cupboards need not be fitted with a self-closing device providing that they are kept locked shut when not in use.</p> <p>Fire resisting doors to store cupboards need to be fitted with</p> <ul style="list-style-type: none"><li>• Intumescent strips and smoke seals.</li><li>• Three brass/steel hinges.</li><li>• A <i>"keep locked shut when not in use"</i> sign.</li></ul> <p>Fire doors should conform to a relevant standard e.g. Appendix B (including Appendix C Table B1) of Approved Document B Volume 2 Buildings other than dwelling houses.</p> <p>BS 8214 - timber-based fire door assemblies – Code of Practice</p> <p>Compliance with this or an equivalent standard will normally satisfy the requirement</p> |
| <b>Outcome</b>         | <p>This work is necessary to reduce the risk of spread of fire.</p>  |



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Via email:

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Gofynner am/  
Please ask for:

Samantha Marshall

Ext No:

9285

E-bost/E-mail:

fireprotection.northern@mawwfire.gov.uk

Fy Nghyf/My Ref:

5662/BFS/00233741

Dyddiad/Date:

2<sup>nd</sup> April 2025

Dear Members of the Town Council

## The Regulatory Reform (Fire Safety) Order 2005

### Letter of Fire Safety Matters

**Premises:** Day Centre, Gungrog Road, Welshpool, SY21 7DU

I visited your premises on 27<sup>th</sup> March 2025 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, it is my opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

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### Fire Safety Management

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### Alternative Solutions

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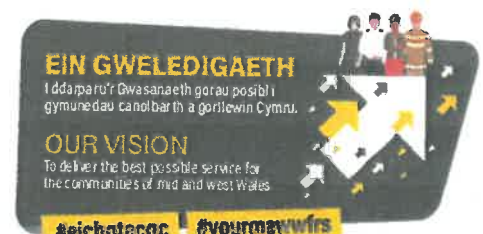
Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg  
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100% wedi'i ailgylchu | recycled



### Further Recommendations

- Ensure faulty emergency lights are repaired

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sam Marshall'.

Sam Marshall  
Authorised Fire Safety Inspector  
On behalf of the Mid and West Wales Fire and Rescue Authority

Cc: [admin@welshpooltowncouncil.gov.uk](mailto:admin@welshpooltowncouncil.gov.uk)

## Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **DCLG Small and Medium Places of Assembly** - ISBN 9781851128204, which can be found at <http://www.cfoa.org.uk/19512>

Before certain changes are made to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. Should changes or alterations be required, approval should be sought from the relevant body. For example, you may have to apply for approval from a Building Control

Body <http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> or in relation to a Heritage Premises you should consult CADW, <https://cadw.gov.wales/advice-support>.

This schedule contains 3 items

### ARTICLE 8 - GENERAL FIRE PRECAUTIONS

#### Item 1

|                 |  |
|-----------------|--|
| Art 8           | <b>Wedges</b>  |
| Reason          | <p>The standard of vertical fire separation provided is not maintained adequately. A fire could spread rapidly and make the escape route unsafe for relevant persons to use.</p> <p>This is contrary to Article 8.</p> |
| Required Action | Wedges, hooks and any other devices in use at the present time as a means of holding the self-closing doors in the open position shall be removed to ensure that the doors are effectively self-closing.               |
| Outcome         | This work is necessary to reduce the risk of the spread of fire  |

**ARTICLE 15 - PROCEDURES FOR SERIOUS AND IMMINENT DANGER AND FOR  
DANGER AREAS**

**Item 3**

|                        |   |
|------------------------|---|
| <b>Art 15</b>          | <b>Emergency evacuation plan</b>  |
| <b>Reason</b>          | No suitable evacuation plan has been produced.<br><br>This is contrary to Article 15.   |
| <b>Required Action</b> | The responsible person should devise a suitable emergency evacuation plan for all people likely to be in the premises, including disabled people, and how that plan will be implemented.<br><br>Further guidance is available in H.M Government publication 'supplementary guide - means of escape for disabled people.'<br><br>The evacuation plan should not rely upon the intervention of the fire and rescue service to make it work. |
| <b>Outcome</b>         | This work is necessary to help people understand what to do if fire breaks out.   |

End of schedule





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Please ask for:

Samantha Marshall

Ext No:

9285

E-bost/E-mail:

fireprotection.northern@mawwfire.gov.uk

Fy Nghyf/My Ref:

5662/BFS/00115017

Dyddiad/Date:

2<sup>nd</sup> April 2025

Dear Members of the Town Council

## The Regulatory Reform (Fire Safety) Order 2005

### Letter of Fire Safety Matters

**Premises: Tourist Information Centre offices, Church Street, Welshpool, Powys, SY21 7DD**

I visited your premises on 27<sup>th</sup> March 2025 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, it is my opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

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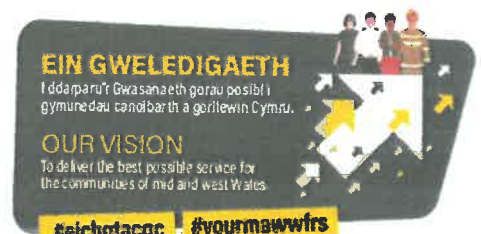
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## Schedule of Fire Safety Improvements

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This schedule contains 2 items

### ARTICLE 9 - RISK ASSESSMENT

#### Item 1

|                        |  |
|------------------------|--|
| <b>Art 9</b>           | <b>FRA not suitable and sufficient</b>   |
| <b>Reason</b>          | The fire risk assessment is not suitable and sufficient.<br>This is contrary to Article 9.   |
| <b>Required Action</b> | The fire risk assessment must identify all significant risks that may endanger any person who may be affected by fire.<br><br>Further guidance on fire risk assessment and other associated fire safety measures are available in H.M. Government publication specify guide which is available from Her Majesty's Stationary Office. It is also available from the Department of Communities and Local Government Website to purchase or download free of charge, via the following link:<br><br><a href="https://www.mawwfire.gov.uk/eng/your-safety/business-fire-safety/fire-law-and-guidance-for-business/">https://www.mawwfire.gov.uk/eng/your-safety/business-fire-safety/fire-law-and-guidance-for-business/</a> |
| <b>Outcome</b>         | This work is necessary to identify the general fire precautions which need to be taken to comply with The Regulatory Reform (Fire Safety) Order 2005.  |

## ARTICLE 17 – MAINTENANCE

### Item 2

|                 |   |
|-----------------|---|
| Art 17          | <b>Self-closing devices</b>   |
| Reason          | <p>Door hardware designed to prevent the passage of smoke and fire are not adequately maintained.</p> <p>This is contrary to Article 17.</p>  |
| Required Action | <p>During the inspection the self-closing device on the door located at;</p> <ul style="list-style-type: none"><li>• <b>Vanessa's office</b></li></ul> <p>Were found to be ineffective/missing and should therefore be checked and maintained to a satisfactory standard so that the doors close completely into the rebate.</p> <p><b>Please ensure all doors are checked</b></p> <p>Self-closing devices should conform to a relevant standard e.g.</p> <p>BS 8214 - Timber-based fire door assemblies – Code of Practice.</p> <p>Compliance with this or an equivalent standard will normally satisfy the requirement.</p> |
| Outcome         | <p>This work is necessary to reduce the risk of the spread of fire.</p>   |

End of schedule