

## **5. FACILITIES MANAGERS REPORT – 15<sup>th</sup> September 2020**

### **FACILITIES COMMITTEE MEETING**

#### **COVID-19**

Wall mounted hand sanitiser units have been placed at Westbourne Car Park, Cattle Market and Foresters' Hall. The unit in the Cattle Market has recently been vandalised but will be replaced ahead of the Liskeard Unlocked/Producers Market on Saturday 12<sup>th</sup> September. A free-standing sanitiser unit has been placed in Fore Street (adjacent to The Little Shop of Games and DVDs).

#### **The Public Hall**

From Monday 14<sup>th</sup> September it is anticipated that new restrictions will come into force banning all gatherings of more than six people both indoors and outdoors. The Facilities Team will continue to monitor the latest Government guidelines and put the necessary control measures in place. Prior to these new restrictions bookings were approx. 30% of the same period last year.

A fire risk assessment was undertaken on the 24<sup>th</sup> July 2020 (please see attached). The fire risk assessment report makes one urgent recommendation to update the fire emergency evacuation plan and several high priority recommendations regarding fire compartmentation and passive fire protection.

#### **7. Card Payment System**

In response to the COVID-19 pandemic and to streamline the payment of booking fees, rent and so on it is proposed that a card payment facility is made available in the Council office. A card payment facility will reduce the need for cash payments and therefore the need to sanitise money for change. It will also be more convenient for customers and reduce the time spent chasing overdue payments and administration. A quote has been received from Evo Payments for providing a wireless contactless card payment system in the Council Office. The cost is £16.99 per month to rent the card payment machine in addition to a percentage of the transaction fees. The average transaction fee for the 4-month period from November 2019 to February 2020 in the Tourist Information Centre was £4.89 per month.

**RECOMMENDATION:** That the Committee **APPROVE** the purchase of the card payment system at a cost of £16.99 per month plus an additional variable monthly transaction fee.

#### **Public Toilets**

The public toilets at Dean Street, Westbourne Car Park and Sungirt are open with the necessary COVID-19 control measure in place. Unfortunately, the disabled toilet at Sungirt Car Park is closed whilst a minor water leak and a blocked drain are being dealt with.

## 8. Outside Areas

There is a recurring problem with litter in Rapson's Field and Thorn Park. One of the three bins located at Thorn Park is being repeatedly vandalised and is no longer lockable. Similarly, the only bin at Rapson's Field is also no longer lockable. This makes it easy for the bin to be toppled over and any litter to be blown across the site.

**RECOMMENDATION:** That the Committee **APPROVE** the purchase of two vandal proof litter bins for installation at Rapson's Field and Thorn Park at a cost of £903.92 excluding VAT.

### **Guildhall**

Westcountry Stonemasons Ltd commenced work on the installation of new fire doors and associated fire stopping works on 24<sup>th</sup> August 2020. Work is progressing well with new fire doors installed to the rear of Units 1, 2 and 3. The installation of two new fire doors and associated work to the under stairs area from the Pike Street entrance into the Guildhall have also been completed. To minimise disruption to the tenants on the ground floor the contractors have worked over the bank holiday and Sunday's. An additional sum of £484.61 was approved by the Facilities Chair to enhance the fire protection and soundproofing to the rear of Unit 3. It is anticipated that the work will be completed by the end of September 2020.

New fire door & fire proofing, rear of Unit 3:

New fire door at Pike Street entrance:



## **9. Foresters Hall**

A quote for £230.00 has been received from Waldon Security to a security system upgrade in the Foresters' Hall with an additional annual monitoring fee of £120.00.

**RECOMMENDATION:** That the Committee approves the purchase of the security system upgrade at a cost of £230.00 plus the additional annual monitoring fee of £120.00.

## **Footpath Link at Eastern Avenue**

Martin Perry Associates (MPA) have been engaged to produce a specification, obtain quotes and oversee the delivery of the contract to construct the footpath link at Eastern Avenue. The estimated timescale for producing the specification and obtaining quotes is 8-weeks. The estimated project start date is early in the new year. Project completion will take 6-10 weeks dependent on weather and ground conditions.

## **10. Cornwall Council Devolution Programme**

Cornwall Council Devolution Programme is the process by which Cornwall Council assets and liabilities are transferred to Town and Parish Councils. The Town Council submitted an initial proposal to Cornwall Council in 2017. Following the experience with Westbourne Gardens, a prioritising exercise with regards the parks and green spaces was carried out. Furthermore, the 28th February 2020 Town Council meeting, received an update from Helen Fearnley regarding the "Making Space for Nature Project", which in Liskeard has Castle Park as its top priority. Castle Park has been the of object of much hope for an improvement project. The Town Council's Facilities Committee has asked about progress with Devolution and most particularly, Castle Park, below. "Minute 433/19 – To consider progress on the Devolution of Castle Park – The Committee discussed what was known about current progress towards the devolution of Castle Park to the Town Council and requested that the Finance Committee consider this at their March 2020 Finance Committee meeting." The Cornwall Council staff dealing with the Devolution package have been transferred to Covid19 related work. The last chase up was on 14<sup>th</sup> July 2020 when we received the responses that the property team were still dealing with it."

**RECOMMENDATION:** To convene a virtual meeting of the Parks and Open Spaces Working Group to bring forward a list of priority locations within the list of sites initially identified, for further discussion with Cornwall Council.