

## **5. FACILITIES MANAGERS REPORT – 14<sup>th</sup> MAY 2019, FACILITIES COMMITTEE MEETING**

### **Outside Spaces**

Parks – The better weather and lighter evenings in April has increased usage in both parks. There has been some low-level vandalism at the Skate Park with damage to the rear fence.

Repairs to the damaged section of the slide, and the navigator unit, at Thorn Park have proved difficult to achieve as I have been unable to find a contractor able and willing to take on the repairs, at a sensible price. I am currently in conversation with Kompan, the equipment manufacturers, to find a cost-effective solution. The annual RoSPA inspection recommended repairs to some 'potholes' in the Thorn Park footpath and I am now awaiting a quotation for that work.

There are one or two minor jobs on the skate ramps to be completed together with further repairs to rear fence. The main entrance gates at the Skate Park were also noted by RoSPA as they are now very deteriorated and do not close as well as they should. I am investigating alternative gates and potential costs. Agenda Item 9 refers to Rapson's Field further.

Allotments – The growing season is well underway and generally all the plot holders are making excellent progress. The planned installation of new gates in April was halted as it was suggested by one of the plot holders and the Allotments Association that we consider metal gates rather than wood, these would also have an integral pedestrian gate within the main gate. The Allotments Association has intimated that they could contribute to the cost of these gates and I am awaiting a final decision and costing for the works.

The April 2<sup>nd</sup> Facilities Committee meeting resolved to prioritise a list of waste bins for upgrading to seagull proofed ones, which included one on the Parade near Webb's House. With the kind assistance of Gina Varcoe from Cornwall Council we have been able to upgrade three of the waste bins on the Parade, at no cost to the Town Council.

Public Toilets – The project to site a sharps bin at Sungirt Toilets, on behalf of Safer Liskeard and Adaction, is now completed but no feedback is available yet on its usage.

Pipe Well – The problem with the drainage pipe at the Pipewell, causing the water to back up, has now been partially resolved. Using a local drainage contractor, we have managed to jet the full length of the pipe and inspect with a camera. The drainage pipe is damaged in two or three places but at the moment the flow has been restored. However, long term, repairs will be required and we will continue to monitor the situation.

### **Public Hall**

We are currently working with our architect and contractor to resolve some outstanding issues with the fire doors and the stage lift. The fire doors require further adjustment to ensure the correct gapping around the frames and the stage lift has an unknown fault whereby one of the control buttons works incorrectly and shuts the lift down. Both items are in hand and will be completed urgently.

The Public Hall launch event went as planned and was supported by several Councillors and staff. My thanks also go to Alastair and Stewart from Event Services for their assistance in dressing the Hall and providing the sound and light for the evening.

## **Guildhall**

Fire Doors – Listed building consent has been applied for regarding the proposed work on the Guildhall Fire Doors, but the officer has requested further information and more detailed specifications. I am currently working with our architect and contractor to supply this information ASAP.

There has been a slight delay with the lease on the main Hall. The lease has been signed by the Town Council but not completed by the tenant at this time.

There have been requests from one or two of the shop tenants for cleaning of the portico area and renewal of the Pidgeon netting, which is currently being investigated.

The structure of the Guildhall and Clock tower has had very little maintenance in recent years, and it has previously been approved by this Committee that we conduct a full building condition survey. I am in the process of obtaining quotes for this work which we are aiming to carry out this summer.

## **Land at Eastern Avenue**

I have now received an indication from Cornwall Council that they will support our proposal of a formal footpath crossing the land at Eastern Avenue and linking it with Springfield Road, including the short section which crosses over Cornwall Council land. Our designer is making final amendments to the design to try and ensure it will meet the requirements of Cornwall Council and to be able to be adopted.

## **Waste Management**

Following further consultation with Suez I am now in the process of moving our waste collections for the Public Hall, Foresters Hall and Parks, away from bagged collections to small 360 ltr lockable bins located at the rear of the Public Hall. There will be two 360 ltr bins, one for general waste on weekly collection and one for dry mixed recycling on fortnightly collection. The new system will be broadly cost neutral and will enable use to handle all our waste streams in one place as collections from the Foresters Hall, including the TIC will now be centralised in the new bins and we will no longer require separate cardboard and leaflet collections.

## **COUNCIL ROOMS REVIEW**

Following a meeting with a furniture and interiors contractor we are compiling a list of options and costs for possible alterations and improvements to the layout of the Council Chamber. These will include items such as IT, decorations, accessibility (hearing loops etc.) tables and chairs etc. With the aim of presenting a 'menu' of options later this summer.

## **WESTBOURNE GARDENS**

The April 2<sup>nd</sup> Facilities Committee approved the project to install a water and electricity supply to Westbourne Gardens for use at events within the park and to assist with any future maintenance and cleaning etc.

The project involves specialist moling of a new utilities duct from Westbourne Lane, under the large retaining wall and up into the gardens. A contractor has been asked to quote for this work and is currently awaiting a price from Western Power Distribution for their element of the project.

## **7. Public Hall and Parks Booking Forms and Regulations**

The Facilities Administration Assistant has been working on revisions to the Public Hall booking form and hiring regulations to accommodate changes such as the new facilities post the refurbishment, together with additions such as safeguarding and plastic free. Similarly, following the Management Agreement for Westbourne Gardens a new booking system and hiring regulations are now required and these have been designed to cover all Town Council parks.

Efforts have been made to keep the main booking forms as concise as possible whilst ensuring that hirers are made aware of their obligations and commitments. To avoid pricing confusion, we have proposed a Standard Rate Booking Form and a Discounted Rate Booking Form and have recommended a criterion for eligibility of discounted rates.

Historically Cornwall Council have not charged for the use of Westbourne Gardens by not for profit organisations and we are recommending this continues. Consideration by this committee is requested regarding a possible commercial scale of charges.

**Recommendation: That the Committee considers the Public Hall and Parks Booking Forms and Hiring Regulations and ADOPTS them subject to any agreed amendments.**

## **8. Cornwall Council Roundabout Maintenance Agreement**

The Town Council currently maintains the Plymouth Road Roundabout grass cutting and floral displays under a Licence to Plant agreement with Cornwall County Council dated October 1999.

This agreement covers the two roundabouts near the Morrisons supermarket in addition to the Island Shop and Liskeard Tavern ones, although the Town Council has only ever opted to plant the Plymouth Road roundabout.

Liskeard In Bloom are entering a major South West of England Briton In Bloom competition, the Pennant Cup and have extensive plans for the floral displays and general presentation throughout the Town.

To assist them with their ambitious plans they would like to obtain commercial sponsorship and would therefore wish to acknowledge the sponsor with signage on the Plymouth Road roundabout.

Currently this is possible with the permission of Cornwall Council but an annual advertising fee of £1000 would be payable to Cornwall Council in addition to any other associated costs, such as the production of the sign board itself.

In negotiation with Matt Phillips and Lucy Whitbread of Cornwall Council Highways and Infrastructure we have been able to agree an amendment to the standard agreement (clause 6.3) which allows for small scale sponsorship without incurring an advertising fee, thereby making it more viable for smaller donations of, for example, plants and material. All other aspects of the standard agreement remain in force, including the requirement for Cornwall Council approval and the specification of any signage.

The revised agreement includes the option to plant and maintain the following roundabouts: Plymouth Road, Charter Way South, Liskeard Tavern, Island Shop and Charter Way North / Callington Rd. However, the Town Council can select which of the roundabouts it wishes to take on now and / or add to at a later date if required.

**RECOMMENDATION: That the Committee APPROVES the signing of the new, amended, agreement with Cornwall Council to maintain and plant the Plymouth Road roundabout ONLY.**

## **9. Rapson's Field Working Group**

The 2019 annual RoSPA Safety Inspection report has again highlighted that the Skate ramps and equipment at Rapson's Field have an expected life span of 10 years. This equipment was installed in 2005 and whilst there are no serious health and safety concerns small amounts of remedial work was required and is now completed or is in hand.

It is also noted that the hard surfacing, whilst not actually breaking up, the top surface is becoming very loose. The main sections of fencing were replaced in the last 12-18 months, but the gates have now started to drop and are not fully compliant due to possible finger traps.

Anecdotal evidence suggests that use of the Rapson's Field Skate Park and MUGA has declined slightly in recent years and that the equipment provided no longer fully engages a wide age range of users.

The 30<sup>th</sup> March 2019 Council meeting resolved that the Rapson's Field area could be considered as part of a future devolution package and the 19<sup>th</sup> March 2019 Finance, Economic Development and General Purposes Committee resolved to recommend that the Town Council establishes a Youth Council.

Given the above background it is felt that a review of the current use, condition and suitability of the park and its facilities should be evaluated, together with a needs study of the future uses and requirements regarding equipment and layout.

This project is suggested as an ideal opportunity for a joint working party made up of Town Councillors and members of the proposed Youth Council, once established.

**RECOMMENDATION: That the Committee APPROVES the formation of a Rapson's Field working group consisting of Town Councillors and members of the Youth Council and sets the terms of reference for this project.**

## **10. Correspondence**

Following a visit to view the Public Hall we have received correspondence from a Changing Places Campaigner outlining some of her concerns with the new accessible toilet facility.

We are currently in communication with the Changing Places Consortium and others to establish what action may be required to address the points and a full report will be presented ASAP.