

Facilities Manager Report – 10 January 2022

Staff - The Facilities Team have appointed Cheriese Otley as the new caretaker/cleaner 25hrs/wk. Cheriese will have responsibility for the public toilets but will also be assisting the Facilities Team in the Public Hall.

Tree Planting - The Mayor, Cllr Simon Cassidy planted an oak tree in Thorn Park on 5 December 2022 with assistance from the Mayoress, Cllr Jane Pascoe and Cllr Julian Smith to commemorate the late Queen. The oak tree was provided by the Forest for Cornwall in partnership with the Woodland Trust <https://letstalk.cornwall.gov.uk/landmark-tree> and planted in support of the Queens Green Canopy <https://queensgreencanopy.org>. A brass plaque is also to be installed.



Price Review 2023/24 (Item 8) - Last year the Committee adjusted the discounted rate to 50% for the main hall and 40% for the other meeting rooms and applied a 3% inflationary increase.

We estimate that the most popular rooms fulfil 60% occupancy for 48 weeks of the year. A rough calculation gives an annual income per room of **£9,465.00** (50:50 split between standard and discounted fees at 2022/23 rates). The least popular spaces, excluding the main hall, have a lower occupancy of 20% which gives an annual income of **£3,024.00** per room. One-way to increase income, other than increasing fees and charges is to improve the occupancy rates of the less popular rooms. Whilst accessibility is the

main barrier to increased use of the New Liskeard Room and Quimperle Rooms, other meeting rooms in the Public Hall, including the main hall itself, could be improved to make them more attractive to hirers.

The booking fees are supplemented by hire of screens, projectors, flipcharts, chairs, tables and tea and coffee. This year these fees have contributed an additional estimated £6,324.00 to income (£3,689.00 to 31.10.2022).

Four options have been presented – **Option A** to hold prices at their current rate, **Option B** to increase charges by 5%, **Option C** to increase charges by 10% , and **Option D** to apply a 30% discount rate for the Main Hall and 25% for other meeting rooms plus a 5% inflationary increase.

Allotment Garden Rules and rents (Item 9) – See below table of fees charged by other Town and Parish Councils.

Location	Large (standard size 250m2)	Medium (half size 125m2)	Small (<125m2)
St Cleer Parish Council	£35.00	£30.00	-
Shrewsbury Town Council	£53.00	£26.50	£17.65
Menheniot Parish Council	£12.00 – various sizes		
Launceston Town Council	£40.00	£20.00	-
Callington Town Council	£40.00	-	-
Bideford Town Council	£25.00 – various sizes	-	-

Shrewsbury Town Council offer a 25% discount for unemployed persons and those over 65 years.

Launceston Town Council charges a £10 non-refundable administration fee. Callington Town Council charges a £40.00 refundable deposit. Most include water charges or add £5.00 per year to cover cost of water. St Cleer Parish Council have a charge for co-operative use (max. 3-people) of £12.00 – this might be a consideration for a future accessible plot.

We have 35 allotments at the Pengover Road site which vary in size from 36m2 to 288m2. The fees and charges were last reviewed in 2019 and increased by 10%. We only have one large plot, measuring 288m2. There are seven plots measuring between 125m2 and 250m2, all the remaining plots are under 125m2. The current charge for a large plot is £38.00, plots measuring 125m2 to 250m2 cost between £27.00 and £33.00. Plots smaller than 125m2 cost between £23.00 and £29.00 and the smallest plot (36m2) is charged at £13.50 per year.

A copy of the Garden Rules is appended to this reported. The Committee may wish to consider the following amendments to the Rules based on feedback from allotment holders and the Facilities Team:

- Allow for a 'co-op' tenancy where up to 3 people can be on the tenancy agreement
- Charge a refundable deposit of £40.00 to encourage tenants to leave their plots in good order
- Allow dogs on leads
- Reduce the period of non-cultivation from 28-days to 21-days.

Grit Bins (Item 12) - The draft policy reads:

There are 18 yellow or black bins filled with salt (grit) for use by the community on public roads and pavements in Liskeard. Please note - the yellow bins located in the Cattle Market and Sungirt Car Parks are the responsibility of Cornwall Council. The salt in the community bins is for use only within the community, on public pavements and roads. It is *not* for private use on driveways or garden paths.

When spreading the salt safety is the most important factor:

- Only spread grit when there are no pedestrians or vehicle around.
- Wear bright clothing to ensure you can be seen clearly.
- Use the minimum amount of grit necessary. A shovel full of grit will be sufficient for 20 to 30 square metres.
- For maximum effect, the grit should be spread in tyre tracks or on the main footway used.

Whilst the Town Council does *not* have a statutory duty to provide salt bins, we appreciate they can be useful in certain areas, for example, near schools. If you would like to request a new salt bin, then please contact the Town Council on 01579 345407 or via email enquiries@liskeard.gov.uk. New salt bins are provided at the discretion of the Town Council and the location must be agreed by Cornwall Council's Highways and Environment Manager. The Town Council will apply the following criteria to any requests for new salt bins: Highway gradient (steepness of roads and footways); sharp bends; proximity to junction with main roads; other factors such as elderly persons accommodation.

If a bin requires refilling, then please contact the Town Council on 01579 345407 or via email enquiries@liskeard.gov.uk. Bins are only re-filled when empty, grit bins are not routinely topped up. We will refill the salt bins as soon as reasonably possible; this may take longer during periods of bad weather. The bins are refilled by Cormac Ltd, but the cost is met by Liskeard Town Council.

If you wish to report a damaged or otherwise unusable bin you can use Cornwall Highways Public Information Portal <https://www.cornwall.gov.uk/transport-and-streets/roads-highways-and-pavements/highway-maintenance/gritting-and-winter-maintenance/salt-bins/report-damaged-salt-bin/> or contact the Town Council. The replacement of a damaged bin is at the discretion of the Council. Occasionally grit bins can become the focus of vandalism. If this becomes a particular nuisance the grit bin maybe removed.

You can view a map of which roads are salted in Liskeard and surrounding area and find out more about Cornwall Council's winter service by visiting <https://www.cornwall.gov.uk/transport-and-streets/roads-highways-and-pavements/highway-maintenance/gritting-and-winter-maintenance/>

Tables and table trolleys – 20 new lighter weight GoPak tables and 2 table trolleys have now been purchased and the old wooden trestle tables sold to off-set this purchase (£350.00 + VAT).

Bird-proofing the Guildhall – has now been completed the old signs, bird netting, spikes and shop canopy have been removed and replacement netting and stainless steel bird spikes installed. The area is still awaiting a high level clean and power wash which we hope to get done by end January.

Goltha Rise – The Facilities Manager is carrying out further due diligence checks on the footpath which has been added to the transfer by the Transferee, including investigate the cost of making up the footpath to adoptable standards; whether additional contributions will be offered by the Transferee; whether it can be connected to Eastern Avenue, and the condition of trees on or adjacent to the footpath.

Phase 2 Refurbishment of the Public Hall – Le Page Architects have appointed to design the project up to an including the tender process. The cost is £7,980.00 + VAT.

Members Room/Mayors Parlour – Studio Winter have been appointed to oversee the repairs to the Members Room floor caused by dry rot and woodworm. The project has been extended to include the removal of the partition wall between the Members Room and the Parlour, to create a larger meeting room. It is anticipated that the work will go out to tender at the end of this month with a view to having it completed by end April 2023.

Data cabling – the installation in the Town Council office is now complete. The Mayors Parlour and Council Chamber are awaiting completion.

Tree safety inspection – The tree safety inspection took place on 1 November (see attached report). There are some remedial works required.