

Facilities Managers Report – 21 February 2023

Price Review 2023/24 (Item 7) -

Room	OPTION A (hold 2022-23 fees & charges N.B. applied a 3% increase last year and changed % rates)			2023-24 OPTION F (apply 30% discount for main hall and 25% for other meeting rooms. Also apply 5% increase for inflation and a 10% variation between 'premium' and 'basic' rooms)		
	Standard	Discount	Discount Rate	Standard	Discount	Discount Rate
Main Hall - all day	£ 250.30	£ 125.10	50%	£ 263	£ 184	30%
Main Hall - per session	£ 83.40	£ 41.70	50%	£ 88	£ 61	30%
Wheal Phoenix - all day	£ 52.50	£ 31.50	40%	£ 55	£ 41	25%
Wheal Phoenix - per session	£ 19.60	£ 11.70	40%	£ 21	£ 15	25%
Quimperle Room - all day	£ 50.50	£ 30.30	40%	£ 48	£ 36	25%
Quimperle Room - per session	£ 18.50	£ 11.10	40%	£ 17	£ 13	25%
New Liskeard Room - all day	Same as Quimperle Room					
New Liskeard Room - per session	Same as Quimperle Room					
Emily Hobhouse Room - all day	Same as Wheal Phoenix					
Emily Hobhouse Room - per session	Same as Wheal Phoenix					
Council Chamber - all day	£ 50.50	£ 30.30	40%	£ 48	£ 36	25%
Council Chamber - per session	£ 18.50	£ 11.10	40%	£ 17	£ 13	25%
Mayors Parlour - all day	£ 50.50	£ 30.30	40%	£ 48	£ 36	25%
Mayors Parlour - per session	£ 18.50	£ 11.10	40%	£ 17	£ 13	25%
Semi-commercial kitchen	£ 19.20	£ 19.20	N/A	£ 20	£ 20	N/A
Exclusive use (all rooms excluding Mayors Parlour)	£ 525.30	£ 298.30	57%	TBC	TBC	TBC

Accessible Allotment Project (Item 9) – A site meeting was held at Pengover Allotments with Jamie Hanlon from Enable Accessibility consultants on 27 January 2023. In general terms it was felt that the site at Trevethan Meadows offered the best opportunity for an accessible allotment project. The project should appeal to a wide range of potential users including those with hearing and sight loss, autism, older people, those recovering from temporary illness e.g. cancer treatment and accidents, and those with mental health disorders. Thought also needs to be given to facilities such as a shed for equipment, raised beds, paths and an accessible toilet. The next steps are to undertake further technical research to include a specification, engage local stakeholders, and identify potential sources of funding. Contact with Persimmon Homes also needs to be re-established, possibly with a site visit.

Tree Work (Item 10) – Three local contractors have been approached to provide quotes to undertake the work identified in the 2022 Tree Safety Inspection Report but only one has submitted a quote. The quote is for the sum of £550.00 + VAT.

Phase 2 refurbishment of Public Hall and work to Members' Room / Mayors Parlour (Item 11) – A meeting with Le Page architects was held on 18 January 2023. We are looking at the possibility of phasing the work, starting initially with the toilets, fire safety improvements and a new hearing loop with the work taking place over July and August. A meeting with Kernow Installations to test the existing hearing loop system and make recommendations for improvements was held on 25 January 2023. 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.

Reconfiguration of the Council Chamber (Item 17) – By way of context, the Public Hall is the busiest it has ever been - this is partly due to an increase in demand following the refurbishment in 2018/19, bounce-back from Covid, increase in interest from local training providers, closure of other local venues and a change in the way we manage the rooms i.e. back to back bookings rather than allowing a session between each booking. The most popular rooms are the Emily Hobhouse and the Wheal Phoenix Rooms and both rooms are charged out at a slightly higher rate as they were refurbished in 2018/19, have kitchen facilities, and are fully accessible. Almost all of the training providers will request an accessible room but will consider another room if we are fully booked elsewhere. We will offer the main hall at room rates to those groups that require disabled access. The Quimperle Room has the upright piano and so is popular with choir groups. It is also used for yoga classes as it is in a quieter part of the building. The New Liskeard Room has separate access via the main office and is often requested by groups that require more privacy e.g. support groups, AA meetings, etc. Because we are struggling to accommodate hirers in other meeting rooms, we are making more use of the Chamber. Hirers like the fact that it is accessible via the platform lift, has a separate toilet and the smart TV but we tend to push the big tables to one end and swap the wooden chairs for the conference ones to make it usable. The Chamber does not have kitchen facilities, so we have a table to one side with a kettle, etc. The forecasted income breakdown for each room is as follows:

Main Hall	£12,367.85
Wheal Phoenix Room	£8,543.25
Emily Hobhouse Room	£6,963.60
New Liskeard Room	£5,569.35
Council Chamber	£3,289.75
Quimperle Room	£3,227.80
Mayors Parlour	£215.00

Note – the figures above are for standard and discount rate combined. It is anticipated that not having the flexibility to configure the Council Chamber is potentially costing £2-3k/year in lost revenue. A Smart TV was installed in January 2020 and the dais removed to improve the usefulness of the room at a cost IRO £4k.

Grit Bins – The information provided to members of the public regarding grit bins has been revised as follows and all enquiries signposted to Cornwall Council in the first instance.

“The location of grit bins in Liskeard can be found on the interactive mapping page of the Cornwall Council website, go to <https://map.cornwall.gov.uk/website/ccmap/> and click “Transport and Streets”. The grit is for use on public pavements and roads - it is not for private use on driveways or garden paths. Requests for a new salt bin should be made to Cornwall Highways enquiries@cornwallhighways.co.uk. Cornwall Highways will assess each request and ascertain the following: Is the requested bin on one of the 25 precautionary salting routes? Is it safe to place the bin at the location requested? Is the local Town or Parish Council prepared to fund the bin? Requests for additional salt bins are reviewed annually. To report a damaged or unusable bin contact enquiries@cornwallhighways.co.uk Grit bins are sited and maintained by Cornwall Highways. Cornwall Council meets the cost of filling up these salt bins once before the start of the winter season. All subsequent refills are paid for by the Town Council. To arrange a refill please contact enquiries@cornwallhighways.co.uk. Salt bins are refilled as soon as reasonably possible; this may take longer during periods of bad weather. 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/roadshighways-and-pavements/highway-maintenance/gritting-and-winter-maintenance/>.”

Data cabling – The Mayors Parlour and Council Chamber are awaiting completion.

Thorn Park - A site meeting was held at Thorn Park with Jamie Hanlon from Enable Accessibility consultants on 27 January 2023. There is a small fund (approx. £3,500) available to the Town Council to make improvements to the park. The last time any significant work took place in the park was around 15 years ago when some new play equipment was installed. Prior to this access improvements were made with funding from Viridor and SITA sometime in the late 1990s. Currently, the circular path is not accessible all the way around as it is too steep at the lower end of the park and only of the benches is accessible. The Facilities Manager is working on improvement plan that will include site interpretation, refurbishing benches, installing at least one accessible picnic bench on a new smooth, level surface accessible via the circular path, and improving access via the gates at Varley Lane. Longer-term the Committee may wish to consider reconfiguring the layout of the play area and replacing the equipment.