

6. FACILITIES MANAGERS REPORT – 10th SEPTEMBER 2019,

FACILITIES COMMITTEE MEETING

Staff

The posts of Facilities Admin Assistant (Maternity cover) and Relief Caretaker / Cleaner have now been filled and the post holders are settling in well.

Outside Spaces

Parks – The spate of vandalism at the Skate Park and Thorn Park in the early summer has since abated. Repairs have been made to the slide and navigator at Thorn Park and the fence at Rapson's field has been made safe but not repaired, as more substantial work will be required to fully reinstate it.

Planning permission has been granted for the removal of the tree at Thorn Park, which is suffering from Ash dieback, and this work is scheduled for mid-September.

In August we were approached by a group of young people on a National Citizen Service scheme, requesting permission to clean and re-paint some of the Skate park equipment. The team only had five days to devise, plan and execute the work and unfortunately the weather was against them for much of that time. However, they did manage to clean and re-paint the main skate ramp sides as well as cleaning and removing old graffiti from the shelter, which has greatly improved the look of the park.

Westbourne Gardens – Unfortunately, due to a spell of very wet weather prior to the event, the Ploughman's Fair activities planned to be held in the gardens were cancelled by the organisers at the last minute.

Allotments – The allotments have had a very productive year and with the assistance of the Chair of the Allotments association, and ploholders, any minor issues have been quickly resolved.

We currently have seven names on our allotments waiting list.

Once again, this year Jean and Owen Hoskin kindly visited the Allotments with Councillor Whitty to judge the plots for the Best Plot and Best Raised Beds awards.

The Cup for Best Plot goes to John Grist of Plot E1 and that of Best Raised Beds to John Ede of Plot A4.

Public Toilets – No new activity to report on the Public Toilets although there is still a small amount of occasional damage in all three sites.

Public Hall

The new ceiling hoist in the Changing Places toilet is due to be installed on Wednesday 4th September and the other minor amendments either have, or will be, completed soon after. The improved facility will then be registered with the Changing Places Consortium.

Revisions to the emergency evacuation plan are being put in place and the evacuation chairs have arrived and are being positioned. I am organising a training session for the use of the new chairs and it is hoped that Councillors and staff will attend. In addition, I will be offering training to any hirer who wishes to take part and especially those who are regular bookers of the upper floor rooms.

The contractor for the new inner doors to the foyer, and the emergency releases to the Public Hall doors has provisionally given a date of the second week of September for that part of the work.

Guildhall

On 11th July 2019 John and Tom Blake of Jeffery's carried out a detailed Quinquennial survey of the Guildhall and Clock Tower, their report is attached in the supporting documents.

The Quinquennial survey is designed to identify any problems, or potential problems, with a building's fabric.

The report carried out by Jeffery's is some 31 pages long, plus supporting photographs, and I have listed below the main items identified as requiring further examination or action.

- Some slipping slates noted
- Wet rot in some window frames
- Roof valley between the clock tower and main roof requires inspection and cleaning
- Metal gutter require cleaning, decorating and joints sealed
- Slate hung finish to the Southern elevation requires slipped, missing and broken slates to be repaired plus some vegetation removed
- Window frame to the first-floor kitchen / store requires repair / replacement
- Doors requiring attention – (mainly covered under the Fire door improvement project)
- Lath and plaster upper ceiling above shop units 1&2 damaged and requires repair
- Main Hall of the Guildhall, currently used as a gym suffers from condensation mould and the feature mouldings to the ceiling are cracked and loose – danger of falling plasterwork
- General internal decoration in poor condition
- Although some indications of damp were found in several locations it was considered that with adequate heating and ventilation this was acceptable for this type and age of building
- Loft insulation not present but recommended

Page 30 of the report categorises these points into four grades of priority.

Of the items marked 'Urgent – Immediate action', the item on electrical testing has been completed and the leaking sink in shop unit 2 has been referred to the tenant.

Due to the size and location of the building, a plan is being formulated to address the other issues raised, which will require a budget consideration for 2020/21.

To assist with the above survey, and that of the Listed Building application for Fire Door improvements, a floor plan survey has now been completed and will prove invaluable for this and any future works.

Studio Winter Architects have now submitted a detailed application for the Fire Door improvements, and we are awaiting a decision.

The fees for the building plan survey was £1180 + vat and for the Listed Buildings application £1597.50 + vat, both amounts being financed by the allocated budget of £15,000 and a transfer from the large buildings reserve of £2500, approved by Council on 30th April 2019.

Five Year Fixed Wiring Electrical Test

A five-year fixed wiring test has been carried out, by our qualified electrical contractor, on ALL Town Council properties where an electrical supply is present. A small amount of minor faults were rectified at the time of the inspection and one distribution board in the Guildhall, marked as 'unsatisfactory', has been authorised for replacement ASAP.

In conjunction with Councillor Smith, we will be reviewing any other items marked on the reports as 'advisories', and will inform the Committee accordingly.

Land at Eastern Avenue

The design for a DDA compliant footpath across land at Eastern Avenue has now been submitted to the infrastructure adoptions team at Cornwall Council for their approval and we are awaiting a decision.

8. Parks and Open Spaces Working Group

The working group met for the first time on Tuesday 30th July to consider the terms of reference and scope for the working group, which could then be put to the Facilities Committee for approval. Minutes from that meeting attached.

Councillor Smith will present the draft Terms of Reference at the Facilities Committee meeting.

Subsequent to the above working group meeting, the Town Clerk had a meeting with David Read of Cornwall Council where he was informed that Cornwall Council was currently looking to step up operational issues for Castle Park and would be interested to receive a strategy plan from the Town Council as part of its Parks and Open Spaces review.

RECOMMENDATION: That the Committee considers the draft terms of reference for the Parks and Open Space working group, together with the scope of identified spaces and/or facilities covered by the review, and APPROVES a final working version.

9. Disposal of redundant asset

With the approval to purchase, and the installation of a new ceiling mounted transfer hoist in the Changing Places Toilet facility, the current mobile transfer hoist is now redundant.

The mobile hoist is recorded on our asset register at a value of £4500 including VAT, although the RFO is currently filing a claim for a partial refund of VAT on the Public Hall return, which could reduce this valuation slightly.

Financial regulation 14.2 requires Council approval to dispose of any asset valued in excess of £250

Initial investigations into potential outlets for disposal of the mobile hoist have not been fruitful as it appears that clients requiring this type of equipment would be provided with them as part of their care package, or purchased privately. DisAbility Cornwall and Parent Carers Cornwall have both kindly offered to advertise the hoist for us on their social media.

Having contacted some of the local care homes and centres, one expression of interest was received from the Echo Centre. However, although they feel the hoist would be a useful addition to their facility, they do not currently have a specific need and therefore any budget to purchase. They would however be delighted to receive it as a donation.

RECOMMENDATION: That the Committee CONSIDERS the options for disposal of the redundant mobile transfer hoist and the monetary or social value it wishes to realise, and RECOMMENDS to Council accordingly.

10. Town Council Facilities Booking Forms and Hiring Regulations

Following comments received from Members at the May 2019 Facilities Committee meeting the booking forms and hiring regulations for the Public Hall Complex and Town Council Parks have now been amended accordingly and are presented for approval.

RECOMMENDATION: That the Committee considers and APPROVES the updated facilities booking forms and regulations as presented.

11. Public Hall refurbishment project – continuation of Semi-Commercial kitchen fit-out

A review of the equipment specification for the new semi-commercial kitchen has been carried out in conjunction with advice from Councillor Pascoe.

The items of equipment that have been considered as required to bring the kitchen to a minimum level expected by potential hirers is attached and includes additional worktop space, microwave oven, food warming equipment, high volume hot water supply, additional worktops and minor additions to the fridge and dishwasher to improve their usability.

The provision of cutlery and crockery was also considered but it is felt that, in the short term, it would be more cost effective to offer a hire service, via a third party, and to use this information to

monitor demand. It was also suggested that we ask hirers to complete a questionnaire to gauge over time what items of kitchen equipment may be added in the future.

RECOMMENDATION: That the Committee APPROVES the purchase of kitchen equipment as detailed on the attached list to the value of £2115.67 + VAT, from the Public Hall refurbishment budget.

12. Land adjacent to Dean Street toilets and Land between No's 16 & 22 Pound Street

Land at Dean Street – Liskeard in Bloom currently plants and maintains some of the raised beds in the Dean Street seating area on behalf of the Town Council.

In an attempt to make improvements to the upkeep of the beds and the seating, numerous enquiries have been made to confirm the ownership of this land, which is adjacent to the Town Council's Dean Street toilets.

A Land Registry search revealed that the section of land marked CL221198 on the attached plan is registered to Cornwall Council and the section marked CL250684 is registered to Highways England.

However, as Dean Street no longer forms part of the A38, Highways England informs us that this piece of their land was automatically devolved to Cornwall Council, although this has not been formally registered with the Land Registry.

David Read informs us that Cornwall Council is willing to consider devolution of both parts of this land to the Town Council if required, which could facilitate any future aspirations for improvements to the current toilet facilities and/ or the green space value in the centre of the town.

Land between No's 16 & 22 Pound Street – This section of land, currently laid to grass and shrubs together with a public bench, is also registered to Highways England and similarly has been devolved to Cornwall Council.

The full history of this site is not known but it is believed that two former cottages were demolished as part of a road widening of the old A38 trunk road. The site is slightly sloping and has a partially retaining Cornish hedge to the rear of the plot. It is made up of two parcels of land marked on the attached plans CL249493 & CL250173.

This land has become highlighted to us due to the installation of the new public CCTV system. To enable the new CCTV cameras to communicate with each other we will require some of the trees and shrubs on the site to be kept trimmed to enable a clear line of site between two of the new camera radio communications links.

Cornwall Council is also willing to consider devolution of this land to the Town Council should we wish to retain long term control of the site.

RECOMMENDATION: That the Committee considers the potential usefulness of these sections of land to the Town Council, and RECOMMENDS to Council it's desire, or otherwise, to pursue devolution of each site.

13. COUNCIL AND COMMITTEE SCHEME OF DELEGATION AND TERMS OF REFERENCE

At the Council meeting held on August 27th 2019 the attached draft Committee Scheme of Delegation and Terms of reference was presented for Members consideration where it was agreed that each service Committee would individually review the terms appertaining to their Committee and refer back any proposed amendments to Council.

RECOMMENDATION: That the Facilities Committee **CONSIDERS AND REVIEWS** the powers and duties of this committee, as detailed on page 6 of the draft Scheme of Delegation and Terms of Reference, and **PROPOSES** any amendment's to Council.

14. Correspondence

Email correspondence was initially received from Cornwall Councillor Nick Craker recommending that the Town Council consider the possibility of ownership or operating responsibility of a proposed allotments site on phase 4 of the Addington housing development, and that it was understood that the developer, Persimmon, were open to discussions.

Further to the above email, advice was received from Stephen Kirby, Cornwall Council Principal Development Officer, that they were awaiting formal submission of the final plans for phase 4 but it was thought that an area of roughly 40 meters by 35 meters (1400 sq. meters), as originally proposed, would be on the final version.

Depending on Allotment plot size it is estimated that the proposed site would support in the region of 5-10 plots.

RECOMMENDATION: That the Committee considers the possibility of taking ownership or management responsibility of the proposed Allotments site on phase 4 of the Persimmon Addington site and makes its **RECOMMENDATION** to Council accordingly.