

7. FACILITIES MANAGERS REPORT – 12th NOVEMBER 2019,

FACILITIES COMMITTEE MEETING

Outside Spaces

Parks – A further item of play equipment at Thorn Park has been vandalised. This has now been removed and made safe, pending a fuller review from the Parks and Open Spaces Working Group.

The dead tree at Thorn park has now been removed along with some minor trimming of another tree with Ash dieback.

Allotments – There have been several vacancies arise at Pengover Allotments in recent months, with three ploholders giving notice in October (L2, F2, C/D3). We also have a vacant plot at Lake Lane.

Two of the three plots at Pengover Road are in the process of being filled from our waiting list but that will leave us with one vacant plot at Pengover and one at Lake Lane, with no further names on the waiting list.

A request has been received from Liskeard Together regarding their use of an Allotment Plot, possibly at Lake Lane, this has now been offered to them and we are awaiting their response.

Cornwall Councillor Nick Craker has had further talks with Persimmon regarding the possible allotments site at Trevethan Meadows. They are happy to meet with the Town Council to discuss any options but would like to wait for the reserved matters planning approval outcome, which is now due by the end of November.

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 now installed, along with some of the other recommendations. The facility is now registered with the Changing Places Consortium and appears on their website. In addition, this facility is also now listed on the R.A.D.A.R National Key System.

The new emergency evacuation chairs have been installed with Councillors and staff attending a training session on Tuesday 29th October. Additional training will be arranged for our hirers and other interested parties as required.

The Fire Exit doors leading from the Wheal Phoenix Room / Changing Places area through the Main Public Hall have now been linked to the Fire Alarm and will automatically release in the event of a fire. In addition, there is an emergency release 'break glass' to release these doors in the event of a non-fire emergency.

The new inner doors to the foyer have now been installed and have been greatly welcomed both for their accessibility and the way in which they have transformed the look of the Public Hall entrance.

The additions to the new kitchen in the Public Hall are now in place and, except for crockery and cutlery items, the kitchen is now complete. However, we will continue to monitor demand for additional items or services as the usage increases.

The review of the Town Council facilities booking forms and terms and conditions has been delayed awaiting advice on the impact of VAT, together with a shortage of staff time. This will now be presented at the January 2020 Facilities Committee meeting.

Guildhall

The recent condition survey of the Guildhall building is currently being reviewed by the Chair and Vice Chair of Facilities, with a view to prioritising the improvements identified in the report and establishing a budget plan for the works.

Listed building planning approval for the Fire Door improvements has now been granted. The initial quote for the works, which was submitted in February 2019 and approved by the committee at the April 2nd Facilities Committee will now be re-submitted by the appointed contractor with a view to commence the works in mid to late January 2020.

In addition to the fire doors, the Fire Risk Assessment review highlighted a small number of minor improvements and recommendations. Of these, the main item was regarding informing our tenants of their obligations and responsibilities around fire safety and to this end a letter of information has been sent to the principle of each tenancy.

Foresters Hall

The Fire Risk Assessment review for this building has noted several improvements and updates to the fire safety in the building. Some minor changes to signage etc. have been actioned but improvements to the fire alarm system and emergency evacuation procedures will have a reasonably high budget requirement and this will be considered in the 2020/21 budget setting.

A security review of the Foresters Hall building has also been carried out as part of the museum accreditation process and this has highlighted several improvements to window and door locks etc. The Museum Co-ordinator is currently prioritising the list which has a potential budget cost of +/-£1,000.

Pipe Well

The drain from the Pipe Well continues to back up causing a rise in water level at the bottom of the Pipe Well steps. Further CCTV investigations and jet rodding have been carried out but a section of drainpipe in the area of the passageway leading to Fore Street has broken up causing the ground above to cave in and block / reduce the flow. A specialist contractor has visited site and explored various options for repairs or renewal of the drainage pipe and concluded that excavation will be necessary to open up the broken section of pipe and to feed in new pipe in either direction, thereby completely renewing the full length of pipe.

The course of the pipe is from the left-hand side of the Pipe Well and closely follows the boundary of the highway and the land to the rear of Huddy's Court, currently used as parking spaces. The excavation could possibly be carried out from the car park side of the site but may require additional expense of a street licence if the contractor needs to cordon off a section of highway.

Land at Eastern Avenue

Progress on this project has been extremely slow but in the last week or so we have now received further information and specifications from the Cornwall Council adoptions team and our designer is now updating his design for final their approval.

Council Chamber Working Group

A feasibility investigation has been carried out on the current Mayors Parlour and Members Room to look at the possibility of making one large room for letting and/or Council use. The partition wall is non-load bearing and a guide figure of £5,000 is suggested to remove the wall and to redecorate and make good etc. This would create a room of approximately 6.5m x 5.5m.

By comparison, the current Council Chamber is 7.5m x 5.5m (useable space excluding recesses and alcoves)

A meeting of the Council Chamber working group is being arranged and a formal recommendation will be put to the January 2020 Facilities Committee meeting.

8. Facilities Committee Budget Report to September 30th 2019

The Facilities budget update report is presented for Members information and consideration.

As this report is required to be circulated four working days prior to the committee meeting, and that the Facilities Committee meets on or around the 12th of the month, there is insufficient time for the relevant bank reconciliations etc. to be received and finalised before the month can be closed and the budget reports produced. It is therefore regretted that there is a one-month time lag in presenting the most up to date information.

10. Parks and Open Spaces Working Group

Following the comments from the September 2019 Facilities Committee meeting, the working group has now amended its draft terms of reference and Castle Park strategy document, copies attached.

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, including the Castle Park Strategy document, and adopts and APPROVES the final working versions.

11. Disposal of redundant asset

Efforts have been made to dispose of the redundant transfer hoist through various potentially interested parties but have not currently resulted in any firm interest. It appears that this type of equipment would not normally be held in facilities such as care homes but would be provided on a patient-by-patient basis as part of any care package or purchased by the individuals themselves.

Contact had been made with the Echo Centre, who initially expressed an interest, but have since declined due to a lack of budget for its ongoing maintenance and certification, and the lack of a specific identified need.

Further investigations have been made into possible trade dealers, but it is felt that the use of an on-line auction site may prove the most transparent option.

RECOMMENDATION: That the Committee **CONSIDERS** the options for disposal of the redundant mobile transfer hoist and **RECCOMENDS** to COUNCIL that it be listed on a suitable on-line auction site.

12. Provision of Grit / Salt bins

In February of this year, following some wintery weather, enquiries were received regarding the provision and filling / re-filling of salt bins within the Town.

It is understood that, although Cornwall Council do not have a statutory duty to provide and fill salt bins, they do fill the existing ones at the start of each winter season. Additional bins and any top-ups are then referred to the Town or Parish Council who may decide to fund them. (Any new / additional sites are subject to approval from the Highways and Environment Manager and at the expense of the Town Council)

There are currently 18 salt bins within the Town boundary (see attached plans) some of which are damaged or in poor condition.

There appears to be no salt bin provision on the newer developments within the Town.

The costs for Cormac to supply new / replacement bins, and any filling or re-filling is detailed below.

There is currently no budget allocation for this service.

Cont./

Provision of salt bins, continued/

PRICES CORRECT AT FEBRUARY 2019	Price (inc. delivery and VAT @ 20%)
Salt bin 0.17 m ³ - Empty (Dimensions mm L x W x H 790 x 500 x 755)	£186.78
Salt bin 0.17 m ³ filled with salt (holds 204 kg)	£198.38
Fill salt bin 0.17 m ³	£121.85
Salt bin 0.28 m ³ - Empty (Dimensions mm L x W x H 1085 x 500 x 730)	£219.75
Salt bin 0.28 m ³ filled with salt (holds 340kg)	£239.09
Fill salt bin 0.28 m ³	£129.59

RECOMMENDATION: That the Facilities Committee **CONSIDERS** the current provision and maintenance of Salt Bins within the Town boundary and makes a **RECOMMENDATION** to Council accordingly.

13. Golitha Rise Play Area – Barratt Homes

The Town Council have been approached by a representative of Barratt Homes regarding the possible transfer of a POS (Public Open Space) and play area on the junction of Golitha Rise and Carnglaze Close. This follows a similar transfer between Barratt Homes and Saltash Town Council, where it is believed that the Saltash transfer was for a NIL consideration.

The Golitha Rise site is quite small but forms a very pleasant amenity and is in mainly fair condition. Please see accompanying report.

Consideration should be given to the financial impact of any immediate remedial works and the on-going grounds and general maintenance of the site, plus the life span of the existing equipment, which is now in excess of 10 years old.

RECOMMENDATION: That the Facilities Committee **CONSIDERS** the possible acquisition of the Golitha Rise POS from Barratt Homes and makes a **RECOMMENDATION** to Council accordingly.