

## **8. FACILITIES MANAGERS REPORT – 9<sup>th</sup> JULY 2019, FACILITIES COMMITTEE MEETING**

### **Staff**

Interviews have taken place for the 12 month maternity cover vacancy for the Facilities Admin assistant, and a candidate has been selected to start on July 26<sup>th</sup> 2019.

The position of Cleaner / Caretaker 15 hours is currently being advertised with a closing date of 12<sup>th</sup> July for applications.

### **Outside Spaces**

**Parks** – The rear fence at Rapson’s Field has now been repaired following a spate of minor vandalism. However, the main posts and rails are in very poor condition and will require removal or replacement within the next 6-12 months.

Repairs to the damaged section of the slide, and the navigator unit, at Thorn Park have now been ordered at a cost of £1983 + vat. Subject to parts availability this work will be completed before the school holidays. Similarly, the footpath repairs at Thorn Park have now been completed at a cost of £1260 + vat.

A further issue has arisen at Thorn Park with one of the large Ash trees suffering from Ash dieback. A conservation area planning permission application has been made to Cornwall Council and pending the advice from that we will obtain quotes for the required works.

At the time of writing this report we have now suffered further damage to the Navigator unit at Thorn Park. This has been reported to the Police and we are investigating the extent of further repairs. Meanwhile the equipment has been made safe by enclosing in HERAS fencing.

The Parks and Outside Spaces working group, working together with the proposed Youth Council, will be urgently considering these ongoing issues with our parks as part of their review.

**Allotments** – The Allotments association and plot holders have now repaired the small pedestrian gate themselves and the Facilities team have replaced the gate post on the large gate. The allotments are very productive now with no issues to report.

**Public Toilets** – We are continuing to see low levels damage to pipes etc. at mainly the Westbourne toilets plus thefts of toilet rolls from Westbourne and Sungirt. A new ‘tap box’ has been fitted to the standpipe at Westbourne to prevent unauthorised access.

Also, at Westbourne, the small Cornwall Council waste bin has been kindly replaced by Biffa with a larger seagull proof bin, which has helped to tidy that area.

## **Public Hall**

Following feedback from a member of the public we have commissioned a test of our hearing loop facilities in the main Public Hall, Council Chamber and Hobhouse Room. This resulted in a re-wiring of the loop in the main Hall and all three areas have now been certificated to BS EN 60118-4 at a total cost of £347 + vat

Final work on the revised booking forms and hire agreements is in hand but delayed due to shortage of staff time and will now be presented at the September 2019 Facilities Committee meeting.

## **Guildhall**

There are two ongoing items at the Guildhall, the Fire door upgrades and the structural survey.

As we do not have any up to date detailed drawings of the Guildhall, a full floor plan survey of the building has been commissioned. This will aid the Listed Building Consent application as well as the structural survey and will prove invaluable for future works and projects.

The two surveys are planned for July 11<sup>th</sup> & 12<sup>th</sup>.

On completion of the floor plan survey the final Listed Building consent application will be made for the fire door upgrade works.

## **9. WESTBOURNE GARDENS**

Quotations have now been received for the water and electricity supply project in Westbourne Gardens, the breakdown is as follows:

Civils' – enabling works = £8000.00

Road closure fees = £1700.00

Water connection charges = £350.00

Electricity connection charges = £1200.00

Electrical distribution board and fittings = £500.00

Incidental expenses and planning fees = TBA.

**Estimated final cost = +/- £12,000.00** + vat

The above works would provide a 12-kWh electricity supply and a single standpipe tap, both in secure, lockable cabinets.

We have tried to ascertain the potential maximum electricity supply requirements, but there is currently only one user group, The Ploughman's Fair, and they are unable to be specific on their requirements as this can vary considerably. They have previously hired in two 20 kVa three phase

generators but it is unclear if they use them to full capacity. One reason for having two generators is to avoid having cabling running across the site.

There is a danger that a 12-kWh supply, as detailed above, would be insufficient and hirers would still be required to bring in backup generators. The next alternative would be to upgrade the proposed new supply to three phase, but this would increase the cost considerably and incur higher ongoing costs for metering etc.

Anecdotal comments have been received that without the provision of vehicle access to the gardens an electricity supply is of less importance and generator hire could prove more cost effective.

The current budget allocation for this project is a reserve of £10k

**RECOMMENDATION: That the Committee considers the Westbourne Gardens power and water supply project in the light of the latest costings and RESOLVES whether to proceed or not.**

## **10. Land at Eastern Avenue**

Footpath linking Springfield Road with Eastern Avenue – Revised designs for a DDA compliant footpath at Eastern Avenue have been finalised and are attached. Note that, due to the contour of the land the proposed path does not fully follow the existing desire line and in addition there is a requirement for a handrail on both sides of the path over its entire length.

These plans can now be submitted to the Cornwall Council highways adoption team for their approval, for which there is a fee of £1600.00.

A guide figure for the construction of a fully compliant footpath, which can then be adopted by Cornwall Council for future maintenance, is estimated at £15,000.00. This is subject to any additional requirements which Cornwall Council may impose, such as street lighting, and will only be known once submitted to the Adoption Team.

As an alternative the Town Council may choose to provide a more basic, hard surface, footpath replacing the current unmade track, which would make crossing the land safer and cleaner, but would not be as accessible as the DDA design. This option would not be adoptable and would require ongoing maintenance by the Town Council. A guide cost for this grade of path is £10,000.00

The basic construction of either path would be the same or very similar to ensure the paths long term stability, but the DDA compliant version requires slightly more groundwork to ensure the correct inclines and level areas plus the full-length handrail and tactile entrance and exit points.

In addition to the estimated construction costs there will be further design and monitoring fees for the completion of either option.

The budget allocation for this project is a current amount of £14k

### **RECOMMENDATION:**

**That the Committee considers the two footpath options and selects and RESLOVES to proceed with the preferred specification.**

## **11. Public Hall refurbishment project – completion of items**

Due to budgetary constraints some of the following items were omitted from the initial Public Hall refurbishment project and deferred to the 2019/20 budget. In addition, further items have arisen as a result of our revised fire risk assessment.

**Fire Safety Improvements** – A revised emergency evacuation plan has been devised to enable people to safely exit the building in an emergency. A key challenge of this plan has been how to manage the evacuation of less able people from the upper floors, now that we have a lift access to the Council Chamber and Wheal Phoenix areas. In the event of a fire alarm activation the platform lift becomes inoperable meaning that it is possible for wheelchair users (as an example) to become trapped.

The solution to this problem is twofold, firstly the provision of evacuation chairs to allow the person(s) to be safely transported down the main stairs to safety. Secondly, by providing a clear exit route from the Wheal Phoenix Room / lift area through the main Hall and onto the rear exit doors and level pathway.

These doors are routinely locked when the Hall is not in use for security and management purposes and would therefore impede any emergency exit. A solution has been designed by the fitting of magnetic locks which automatically release the doors in the event of a fire alarm.

To complete the emergency evacuation plan it is proposed that we obtain three evacuation chairs at £625 + vat each (Council Chamber, Wheal Phoenix Lobby, Quimperle Room rear lobby) plus training at £100.

We would aim to train as many members of staff and Councillors as possible in the use of the Evac chairs and I would also then be able to train room hirers as and when required.

The total cost for this item is £1975 + vat

Emergency door release – Magnetic door locks fitted to the Wheal Phoenix ramp exit doors into the Main Hall, linked to the fire alarm, and a with break glass emergency access on the outside and push pad release on the inside. These will be automatically released if the fire alarm is triggered allowing free exit through the main Hall.

The cost of this item is £425 + vat

**Entrance doors** – The West Street main entrance inner doors are in poor condition and their operation is difficult for wheelchair users and others. The outer doors require re-decoration which can be completed by the Facilities team.

To enhance the accessibility of our building it is proposed that we upgrade the current inner doors to a pair of automated, fully glazed, aluminium framed doors. These would be push pad operated with a push pad on the external and internal sides. They can also be operated manually and locked in the open or closed positions.

The cost of these new doors would be £5650 +vat

**Kitchen and catering equipment** – The new semi-commercial kitchen has already been equipped with a turbo fan oven, fridge, dishwasher, extraction, work surfaces, preparation and washing facilities.

The dish washer currently sits on the floor at low level and would benefit users by being on a stand making loading and unloading easier. Work surfaces and storage areas can be greatly improved by the addition of two more stainless steel table units, giving a better workflow.

Additional equipment requirements are suggested as a large capacity microwave oven and a high-volume hot water dispenser for beverages. Other items for consideration are the provision of crockery, cutlery and utensils.

A total budget for the above items, including crockery for 120 covers, is £2250 + vat

**Accessible changing toilet** – Further advice has been sought from the Changing Places Consortium and other specialists regarding the use of a mobile hoist in the new facility and the location and provision of other items to make the room compliant with the current guidance.

A specialist hoist contractor has surveyed the room and has confirmed that they can provision a ceiling hoist with an operating capacity of 200 kg for £2684.32

There would be a small additional cost for provisioning works for electrical supply and possibly to move of an existing radiator.

Other items required are a mobile modesty screen, full length mirror and the re-positioning of the electric hand drier. These items amount to approximately £350.

A budget figure for all these items is £3500 + vat where applicable.

**Emily Hobhouse Room** – It was originally envisaged that the Hobhouse room floor would be carpeted to reduce noise. However, as the existing floor also comprises of a damp-proof membrane it became uneconomical to replace it and was deferred with a view to renovating the existing parquet floor.

A budget figure to re-surface and treat the existing floor together with re-carpeting the ramp, is £4500 + vat

Therefore, the total estimated cost for these Public Hall refurbishment completion items is:

Fire Safety items	£2400
Automated Inner Entrance doors	£5650
Kitchen additions and crockery etc.	£2250
Accessible toilet additions	£3500
Emily Hobhouse Room floor	£4500
Grand Total exc. VAT	£18,300
<u>Grand Total INC. VAT</u>	<u>£21,960</u>

The 2019/20 budget has an allocation of £25,000 for these items, however this also includes the payment of a final retention fee of £7,104. This leaves an available budget amount of £17,896

**RECOMMENDATION: That the Committee considers and APPROVES the various refurbishment completion items above, with the exception that the Hobhouse Room floor be deferred until the 2020/2021 budget.**

## **12. Guildhall tenant request**

A verbal request has been received from the manager of Guildhall Unit 1 requesting permission to apply to Cornwall Council for a licence to sell alcoholic beverages associated with their existing ranges of local produce, e.g. local ciders etc. This is seen as complimentary to their existing trade and would be for Off sales only.

Legal advice suggests that we should not withhold permission but should confirm our approval in writing subject to their strict adherence to the terms and conditions of any subsequent licence issued by Cornwall Council.

**RECOMMENDATION: That the Committee APPROVES the above request and the Facilities Manager drafts a suitable letter of confirmation.**

## **13. Environment Emergency Working Group**

At the Council meeting held on 25<sup>th</sup> June 2019 the formation of a Environment Emergency working group was approved and I understand that Councillors Smith and Clarke have expressed an interest to be part of that group.

The Facilities Committee is asked to confirm the Members they wish to nominate to be part of the Working Group, that this Committee be further represented.

**RECOMMENDATION: That the Committee considers its representation on the Environment Emergency Working Group and nominates members as required.**

## **14. Correspondence**

Two emails have been received from members of the Public showing concern over the Town Council's pavement weed spraying contract. Please see attached extract from one email received from Debbie Mulford-Joy which outlines her environmental concerns from the chemical control of weeds.

The current weed spraying contract is for one year, covering two sprays, the first has just been completed and the second is due to take place in the early autumn.

Our contractor uses computer controlled, vehicle mounted, spray equipment which uses lasers to scan the pavement and then accurately spot treats each weed with Roundup Pro Biactive. This method is seen to greatly reduce the amount of product used and therefore the amount of overspray in unnecessary areas. Attached is a copy of the Roundup Environmental Impact Assessment sheet.