

FACILITIES MANAGERS REPORT – 13th JANUARY 2018 - FACILITIES COMMITTEE MEETING

5. FACILITIES MANAGERS UPDATE – including items from the Facilities Committee Meeting held on Tuesday 16th January 2018, for info.

Westbourne Gardens – New service vehicle access

Costing and feasibility work is on-going with this project, including the provision of water and power to the site. Various options have been explored with SWW and WPD to bring their services in. The route from Dean Street to the proposed new entrance is costly due to the need for several meters of excavations and the associated traffic management. A second option is to enter from Westbourne lane. However this requires installing two ducts from the lane, under the large Westbourne Gardens wall and into the gardens themselves. We are currently awaiting a cost for this element of the work from a specialist contractor.

The Westbourne Gardens Management agreement contract is still with Cornwall Council legal department pending the amendments requested by this committee.

Allotments

Our grounds contractor has now completed the winter cut of the allotments hedges.

Regular site meetings are being held with the Chair of the Allotments Association to monitor the condition of the various plots. The wet weather we have experienced, which followed a poor summer, has meant that many of the plots are in need of attention. We will continue to monitor once the weather improves and contact those falling behind.

There are currently 7 people on the waiting list with the possibility of two plots being vacant shortly.

The next Facilities Committee and Plotolders meeting is scheduled for 15th May 2018. The Allotments Association have requested a meeting prior to that date, which will follow on from their Annual meeting. This will enable any matters brought to them to be discussed in preparation for a formal response by this committee at the May 15th meeting.

Eastern Avenue open space

The initial design for the proposed footpath linking Eastern Avenue with Springfield Road has been completed. (see supporting documents) To enable the path to be as wheelchair friendly as possible and to keep the incline within recommendations, the route of the path curves slightly in the wrong direction of the current line of travel. This could lead to a secondary informal path being established. However this could be deterred by the use of a handrail, low fence or similar. A straight path could be designed but this would not be wheelchair accessible. A guide price for this work has been obtained at +/- £10k + vat and subject to final specifications.

We are currently awaiting planning advice from Cornwall Council on this project.

Our recent Tree Risk Assessment highlighted some remedial work on the trees at Eastern Avenue and this has now been completed.

Public Toilets

No new activity to report since the last Facilities report, however at the time of writing this report we have experienced frost damage at Westbourne Public Toilets, this resulted in pipe joints being separated but repairs have been made and the toilets reopened.

Enquiries have been made to Cornwall Council regarding Business rate relief on Public Toilets as proposed in the Local Government Finance Act 1988.

Cornwall Council have responded by informing us that although Section 47 gives billing authorities the power to grant discretionary relief, a billing authority cannot grant relief to properties that it occupies or those occupied by parish or town councils. This change to the primary legislation was not implemented by the Government as was originally envisaged.

Parks

Both parks have been quiet since Christmas with no new activity to report.

We are due our annual RoSPA inspections during March.

Public Hall

Under Ministry of Housing, Communities & Local Government legislation we are required to carry out a Display Energy Certificate (DEC) survey of any 'Public' building over 250 sq. mtr, namely The Public Hall and Foresters Hall. This certificate is similar to a domestic EPC (Energy Performance Certificate) and shows the current energy efficiency of our buildings as well as giving advice on ways to improve the rating. The certificates are to be prominently displayed in each building.

A suitably qualified contractor has been engaged to carry out the survey, certificates and reports at a cost of £250.00 + vat.

Public Hall Refurbishment Project

Studio Winter are currently drawing up a tender document for the project, meanwhile I have posted a 'Prior Information Notice' on the gov.uk Contracts Finder site as per the regulations.

We have also appointed Philip Goacher Associates as 'Principle Designer' under the CDM (Construction and Design Management) regulations. Their roll will be to oversee the Health and Safety of the project and to liaise with the contractors.

We have already received several expressions of interest from local contractors for the refurbishment work and we will contact them with the finalised tender document.

Guildhall

Two of the Guildhall letting unit leases are due for renewal in the coming months and work is in hand in preparation for this.

8. Guildhall Fire Alarm Upgrade

Due to the size, complexity and type of construction of the Guildhall, in addition to its being Grade II* listed and having asbestos present in some areas, deciding on upgrades to the fire alarm system and fire doors has presented many issues. As with the fire safety work at the Public Hall we have given priority to the early detection of any fire with the aim of safe and swift evacuation of the building and therefore have given priority to the improved fire alarm system.

Working with our contractor we have arrived at four possible options for the improvements to L3 standard. All options meet the L3 standard, but the additional items involve things like upgrading the control panel and/or moving it to a more convenient location, detection in the clock tower and some roof voids, and additional external sounders etc.

The base option to provide the minimum required to meet L3 would be £7431.26 + vat.

Option A is £10,499.32, Option B £14,322.82 and Option C £20,077.04 all plus vat.

Option A has the benefit of an 'addressable' control panel which makes it much easier to identify the location of the fire and is also able to make use of more sophisticated detection equipment as well as being a more reliable system with less chance of false alarms or faults.

This option also uses a 'Beam Detector' (smoke) in the main hall which is much easier to install and maintain. The standard option is to have several conventional detectors which would require the additional cost of access equipment to install and maintain on the very high ceilings causing additional disruption for the tenant.

The new addressable fire panel would also replace the very old existing panel and would allow a greater degree of future proofing, for example should we need to relocate the panel or extend the system or need to upgrade to a monitored system in the future.

We currently have a nominated amount of £10,000.00 in the 2018-2019 Facilities budget for this work.

RECOMENDATION: That the Facilities Committee **APPROVES** 'Option A' as above at a cost of **£10,499.32 + vat** with £10,000.00 from the nominated budget and the additional £499.32 from the Guildhall repairs and maintenance line.

9. Local Maintenance Partnership

We have received the 2018-19 Local Maintenance Partnership offer letter from Cornwall Council.

The footpaths covered are as last year and the rates and specifications are in the attached supporting documents.

This year the funding from Cornwall Council has been increased from £1056.00 (2017/18) to £1161.90 for 2018/19

Our current contractor has expressed an interest in continuing to provide this service.

RECOMENDATION: That the Facilities Committee **APPROVES** the acceptance of the Cornwall Council LMP offer of £1161.90 for the 2018/19 season.