

5. FACILITIES MANAGERS REPORT – 2nd April 2019, FACILITIES COMMITTEE MEETING

Outside Spaces

Parks – The parks continue to be generally quiet during the winter period. The quarterly inspection of Thorn Park and Rapson's Field has highlighted an issue with an item of play equipment where a bearing appears to have failed causing the item to rock slightly but not rotate, as it should. This is not causing an immediate safety issue but is being investigated for repair. At the Skate Park, a previous repair to some skate ramp decking has swollen up in the wet weather and the contractor has been contacted to rectify. Other areas of the skate ramp decking are starting to show signs of misalignment due to age, wear and settlement. This is being monitored but previous attempts to rectify have not proved successful and full replacement may need to be considered.

Allotments – No new activity to report except for the repairs to the gates, which are planned for early April.

Public Toilets – The project to site a sharps bin at Sungirt Toilets was delayed due to a quality issue with the manufacturer. The new bin has now arrived and should be in place by the time of the Committee meeting. The Safer Liskeard team has designed some information signage, which was approved at the March 19th Finance Committee meeting.

Pipe Well – We are still having problems with the drain from the Pipe Well backing up. Despite trying to jet rod it, as well as calling SWW and Highways out, we still cannot trace the route of the drain to enable it to be jetted from the other end. I am currently awaiting our contractor to investigate further with the possibility of using a suction tanker to clear from the Pipe Well end.

Public Hall

The new platform lift to the stage is working and has been commissioned. Minor snagging is still outstanding to some of the refurbishments and this is being followed up with the contractor as quickly as possible and scheduled in with our bookings as the building is now live.

Working with C&E, new door and directional signage has been designed and is awaiting proofing and pricing before final approval and production.

A review of the Fire Risk Assessment has identified the need for an updated personal emergency evacuation plan (PEEP) This is due to the addition of the new lifts which now enable less able bodied people to access the upper floors of the building and therefore requires a suitable system of emergency evacuation to be devised and communicated to all users of the Public Hall Complex.

Initial work on the PEEP has commenced and the various logistical issues identified will be studied to prepare a workable plan of emergency evacuation that can be communicated to users via the facilities booking procedure.

The new Changing Places facility is complete and is also being considered in the PEEP planning, together with a wider risk assessment.

Guildhall

Shop Unit 3 has now been let on a three-year lease to a new tenant, Cornwall Hypnosis.

The lease for the Main Hall is currently with our solicitors for renewal and should be complete by the time of the Committee meeting.

A new three year lease on shop unit 1 in the name of Terry's (SW) Ltd. has been approved at the March 19th Finance Committee meeting and is now being finalised.

The anti-fog kit, which was purchased to prevent false detections on the fire alarm, caused by the high humidity in the Main Hall of the Guildhall, has now been fitted. However, we are currently working with our contractor to resolve some technical issues with the anti-fog kit causing it loose alignment.

Land at Eastern Avenue

Investigations into the proposed upgrade of the desire line track, linking Springfield Road to Eastern Avenue, which crosses the Town Council land, continues.

There are two main areas which require clarification from Cornwall Council, the possibility of the new footpath to be provided by the Town Council being adopted by Cornwall Council and the necessary permissions from Cornwall Council for us to complete the last few meters of the proposed path, which will cross a section of CC land before joining with the Springfield Road pavement.

I have been in communication with Jon Mitchell from Cornwall Council who has now instructed their Estates Team to develop a licence to enable us to proceed with assessing the project.

Before agreeing a final design and tendering the project we will require agreement from CC to cross their land with the path and in addition we will need to agree the specification of the path required to a) cross the CC land and b) to meet the criteria for adoption.

Once we have this information the Committee will be able to consider if we require the proposed path to be adopted, depending on the construction cost for that specification, against that of a non-adoption specification.

Local Maintenance Partnership

The Cornwall Council LMP grant for 2019/20 has been confirmed at £1161.90 for the grass cutting of the public rights of way as detailed on the attached map.

The areas designated are the same as previous years and the grant amount also remains unchanged.

Our usual contractor for this work has confirmed he is also holding his price again this year, which is fully covered by the grant amount.

Town Council Bus Shelters

This item, regarding the proposed transfer of Town Council bus shelters to Cornwall Council, has been approved at the March 19th Finance Committee meeting.

The bus shelters will now be transferred to Cornwall Council and their on going cleaning and maintenance will be carried out through the advertising revenue negotiated by Cornwall Council.

Waste Management

We are currently reviewing how we handle the waste streams generated by the Town Council activities, Public Hall users, Foresters Hall, Public Toilets and Parks.

There are several challenges due to storage space for collection bins of different types including the possibility for recycling bins within the buildings to encourage users to recycle more.

Currently our general waste is bagged and collected by Sita. Sita supplies the bags at a cost of £4.41 + VAT per bag. This charge includes disposal and waste transfer documentation. A 'Sita sack' holds approximately 2.5 to 3 normal black bags of waste.

In addition to our general waste, from both the Public Hall and Foresters Hall, we have items such as office paper waste, tourism brochures and leaflets, shredded paper waste, plastic, glass and cardboard etc., the latter being in very small quantities. The Town Council Office also generates an amount of 'confidential' waste, which is handled securely by Sita via sealable sacks.

It is felt that this confidential waste could be handled as normal paper recycling if we were to invest in a more robust / secure shredder, estimated one off cost of £150 - £200.

The general waste collected by Sita is transferred to their Waste To Energy plant for incineration and the recyclables are segregated and enter the recycling chain. This is regardless of bagged or bin collections.

A major challenge with any of the recycled materials is contamination. Unlike the curb side recycling, commercial recyclables must be not have any contamination from things like fluid or food waste, black plastics or hard plastics. For example, if an empty pizza box was put in the card recycling this would have food contamination and could mean the complete consignment being rejected, along with associated costs.

Getting the right balance of conscientious recycling against a financially viable means of waste management is proving difficult and we are continuing to work with Suez and aim to have a full proposal for the next regular Facilities Committee meeting.

Our clinical waste is handled under a separate contract and would remain unchanged.

7. COUNCIL ROOMS REVIEW

The first meeting of the Working Group tasked with presenting a report and recommendations on the current and future uses and requirements for the Council Chamber, Mayors Parlour and Members Room, met on Thursday 14th February 2019 at 2.00 PM. Present were Councillors Whitty, Ambler, Smith and Pascoe, Councillor Goldsworthy chaired the meeting.

Please see attached report and recommendations from Councillor Goldsworthy.

RECOMMENDATION:

That the Committee **APPROVES** the two proposals outlined in the working group report

8. SEAGULL AWARENESS

(A) As approved at the September 2018 meeting of the Facilities Committee under the heading of Communication, the Seagull Working Group have proposed the use of one or more 'A' board / pavement signs to be used externally at events such as the Liskeard Show and St. Matthews fair.

The sign itself consists of a heavy rubber base and a double-sided metal board, which would then be printed with the agreed information messages. The artwork size would be approximately 410mm x 763mm with an estimated total cost of £150 per unit for a double sided sign.

A draft of the proposed messages / layout is attached for this committee's consideration.

(B) Also identified under the heading of seagull awareness was the need to upgrade various street waste bins around the Town to seagull proof versions, working in partnership with Cornwall Councils waste contractor. Suggested locations for upgrades are: The Parade, Westbourne Car Park and the Varley Lane end of the Cattle Market car park, among others.

RECOMMENDATION:

(A) That the Committee **APPROVES** the design and purchase of a seagull information sign as detailed above.

(B) That the Committee considers a prioritised list of waste bins for potential upgrading by the waste contractor.

9. WESTBOURNE GARDENS

Please see the attached report prepared by Councillor Smith following a meeting with the Cornwall Council Tree Officer, as part of the on-going investigations into providing service vehicle access and the provision of electricity and water supplies to the gardens for events use.

RECOMMENDATION:

A: That the Committee **AGREES NOT TO PROCEED** with the Westbourne Gardens vehicle entrance at this time.

B: That the Committee **APPROVES** the progression of the project to provide water and electricity supplies to Westbourne Gardens for events use.

10. NEIGHBOURHOOD DEVELOPMENT PLAN PROJECTS

At the last meeting of the Mayor and Chairs it was agreed that each committee would consider the 18 Neighbourhood Development Plan projects as detailed on pages 89 & 90 of the NHP. Please see attached itemised table prepared by the Support Services Manager.

The projects related to this committee should be considered for prioritisation and recommendations of ways in which this committee can influence them. This will then be reported to Council in April 2019.

RECOMMENDATION:

That the Committee considers the table of NDP projects and **AGREES** appropriate feedback to Council.

11. PAVEMENT WEED SPRAYING 2019

The weed spraying of the majority of pavements and paths in the Towns residential areas was devolved to the Town Council in 2016. The areas covered are shown on the attached plans named Weed Liskeard Part A & B. In 2017 four additional areas were identified and added to the coverage as shown on plans Weed Addition 2017 A & B.

Email correspondence has been received from Cornwall Cllr Nick Craker, Liskeard North, regarding complaints from residents of Culverland Park and Trevecca areas. Although our current weed spraying covers the roads in and out of the estate, there are many footpaths and passageways that do not get treated. I understand that around 1/3 of these are treated by Cornwall Housing where they adjoin their housing stock but the remaining 2/3 appear to be untouched. Cllr Craker also mentioned that Cornwall Housing use a brush weeder for their paths, however this is not currently a cost effective option for wider use.

RECOMMENDATION:

That the Committee considers the Town Councils provisions for pavement weed spraying, including any new areas for addition, and **APPROVES** the scope of weed spraying scope for the 2019 season.