

FACILITIES MANAGERS REPORT – 19th SEPTEMBER 2017 - FACILITIES COMMITTEE MEETING

7. **FACILITIES MANAGERS UPDATE** – items from the Facilities Committee Meeting held on Tuesday 18th July 2017 for info.

Fire risk assessment – Fire Doors and Alarms – The 29th August Council meeting approved a budget of £20,000 for the upgrade of the Public Hall Fire Alarm and delegated authority to the Town Clerk and Chair of the Facilities Committee to select a suitable contractor from the designs and quotations received. The contract has been awarded to Vance Briggs Fire Protection at a cost of £19276.89 and work will commence within 4 to 5 weeks.

A full 'health' survey of the fire doors within the Public Hall and Guildhall has been carried out by Ventro Ltd on the advice of Ellis Whittam and our insurers. This comprehensive report has highlighted the various fire protection aspects of our fire doors which require attention. The work required will need to be phased over a period of time and taking into account any other works within the buildings. To assist with the prioritisation of these improvements a meeting has been arranged with our Fire Risk Assessor on 21st September 2017 and a schedule of works will be drawn up.

Public Toilets – There has been a manufacturing delay on the new hand wash equipment which has been ordered for Westbourne Car Park Public Toilets and it is anticipated that the work will now be completed by the end of September 2017.

Ellis Whittam Health & Safety general risk assessment – As resolved at the 18th July 2017 Facilities Committee meeting new Asbestos Management surveys for our three main buildings and Dean Street Ladies public toilets have been ordered and are underway. The Tree Management surveys resolved at the same meeting have not yet been ordered due to difficulties in obtaining suitably qualified quotations, however it is hoped to finalise this within the next 2-3 weeks.

Land at Eastern Avenue – Work is ongoing to obtain specifications and budget figures for a proposed public footpath joining Springfield Road with Eastern Avenue. Cornwall Council has indicated that it could be willing to adopt a new footpath provided that it was constructed to an 'adoptable standard'. Various aspects of the design will require further clarification, for example, the need for disability access and street lighting due to the steep slope as well as the surface materials for the path itself and any guard rails etc. that may be required. Cormac Contracting has visited the site and we are currently corresponding with them as well as seeking advice from other contractors.

Guildhall main hall ceiling – We were advised by the tenant of a small area of decorative plasterwork falling from the Northern end of the main Guildhall ceiling. It appears that this may have been a previous repair which had failed. As a matter of

precaution we obtained the opinion of a local surveyor who noted further cracking in other parts of the ceiling and recommended a closer inspection by a suitably qualified structural engineer. This structural inspection will be carried out on 16th September with a full report to follow soon after. In the meantime the tenant has been written to advising him to cordon off that end of the hall as a precaution and he is co-operating with us to facilitate the necessary inspections.

9. To approve the final details of the Town Councils grass cutting tender document - The three year grass cutting tender is planned to be advertised on 22nd September 2017 and has already been approved by the Facilities Committee, however this was in the expectation of the Westbourne Gardens Management Agreement being in place by the time we went to tender. The Westbourne Management Agreement has been returned to Cornwall Council requesting amendment's as recommended by the Town Councils legal advisor and it is not known at this stage if the agreement will be in place for the start of the proposed grass cutting contract.

RECCOMENDATION: That the Facilities Committee APPROVES an amendment to the current grass cutting tender document requesting the Westbourne Garden element of the tender be included and priced for by the tenderers, as an option to commence at a time subject to the final signing of the management agreement with Cornwall Council.