

FACILITIES MANAGERS REPORT – 18th SEPTEMBER 2018 - FACILITIES COMMITTEE MEETING

6. FACILITIES MANAGERS UPDATE

Staff

We currently have one member of staff signed off for six weeks and as we have not replaced the Foresters Hall cleaner, this has left us a little short staffed, especially during any pre-booked holiday cover. I am currently exploring options for temporary cover if necessary.

Utility Contracts

Our three-year electricity contracts came up for renewal during August. Following extensive market research, using two brokers plus direct contact with alternative suppliers, the lowest quote was accepted, and we have entered into new three-year deals. Similarly, the two Gas contracts were subsequently due for renewal and these have been amalgamated into a single three-year deal with the same provider.

Public Hall Refurbishment Project

The refurbishment project is well underway with most of the demolition works completed. The walls for the new 'Changing Place' toilet, together with the other studwork partitions and alterations are 95% complete with first fix electrics in place awaiting plastering in the next week or so.

The site foreman and his team have been extremely helpful in accommodating our existing bookings and disruption has been kept to a minimum with no adverse comments from our hirers.

There have been some unforeseen challenges with parts of the existing building structure requiring additional support. Due to the position of an unknown existing large supporting beam in the area of the lift shaft, a structural block wall is required. The new wall will be built over an existing drainage pipe, requiring additional work to 'bridge' over that pipe.

Providing suitable power and hot water to some of the new areas is still under consideration. Our existing incoming electricity supply may not be enough to supply the requirements of the new kitchen and Changing Place equipment, partly due to the loading of the production lighting in the Main Hall. We are now exploring the options to upgrade the supply and/or reduce the loadings where possible to obtain the most cost-effective solution.

The additional platform lift to the stage has presented some challenges. This is due to the location of a very large cast iron central heating pipe, which feeds the radiators in the Main Hall. The option of moving the pipe is being explored and our architect, contractor and lift supplier are now looking at this and other options to overcome the problem in the most cost-effective way.

On Monday 17th September we enter the three-week close down period to allow the builders to work on the central corridor of the Foyer, main stairs and Long Room. This work includes plastering, decorating, electrics and fitting some seventeen new doors. Although the build is largely on schedule, the additional work mentioned above, around the lift shaft will mean that the flooring work will not be complete in that time as planned. We are therefore looking for 4-5 day slot in early November for a second close down. It is hoped that this slot can include a weekend to minimise disruption.

Budget – In conjunction with the contractor, our architect has just completed a first stage valuation of the work completed so far and, although there are still some unknowns regarding things like the electricity supply and second lift in the Hall, he advises us that we are still on target for our £275K budget.

VAT – Of the £275k budget approximately £46k is VAT. As we currently don't apply VAT to our hire charges we are unable to recover this amount. Advice has been sought via CALC from a specialist VAT advisor to examine our options and his report will be put for consideration ASAP.

Allotments

Despite, or perhaps because of, the very warm summer most of the allotment plots are showing an abundance of produce and some of the newer plot holders have made excellent progress.

Following a final notice to quit plot A2(b) has now been cleared and is in the process of re-allocation. Two further plots have been sent letters of improvement, which will be followed up in the next 10-14 days.

There are currently 7 names on the allotments waiting list.

Public Toilets

Generally, the Public Toilets have been trouble free for the past few months with only minor repairs required.

Sharps bin at Sungirt Public Toilets

The Community Safety officer for this project has been off work recently and the installation of the sharps bin and signage is still pending.

Seagull Working Group

In addition to commissioning a survey and report by a leading seagull expert, the Seagull working group have been gathering information and feedback from both the public and our partner organisations over the previous twelve months. This is now summarised in the attached report, which should be read in conjunction with the Peter Rock report.

The summary of recommendations listed on page 7 aim to tackle the key issues around the management of the nuisance caused by urban gulls in Liskeard.

These individual issues have been further consolidated into the following five key **recommendations** as follows:

1. **COMMUNICATION** - To undertake regular communication with the residents and businesses of Liskeard to promote a "living with gulls' message"; encouraging everyone to manage their waste, not to feed and how to deal with swooping gulls and other nuisances. To also include seasonal messages to encourage clearing old nest sites and to establish links with other and neighbouring councils, such as Looe and Polperro, to share these messages, promote a joint engagement programme in the media and avoid duplication of promotional material. To further include provision of more Seagull notices in the town reminding people to feed the bins not the gulls and similar messages. A budget for 2019 of £500 is recommended.

2. **DETERENCE** - Make contact with Liskeard businesses and any other organisations with large roofs and known gull nesting sites, requesting them to gull proof, clean and remove old nests.
3. **CLEANUP** - Work with Cornwall Council and Biffa to increase co-operation and improve management and enforcement of waste and litter regulations including the installation of gull proof bins where required. A budget for 2019 of £2000 is recommended.
4. **NOISE** - Investigate ways to reduce night time gull noise, perhaps through the moderation of streetlighting.
5. **OUTCOMES** - Undertake a study in 3 years to determine the effectiveness of the above measures.

7. RECOMMENDATION: That the Committee APPROVES the Five Recommendations of the Seagull Working Group Report dated 29th August 2018, listed above, together with the associated budget sums.

Parks

Our two parks have been generally trouble free this summer with no major incidents to report.

The damaged section of fence at Rapson's Field, reported in July, has now been completely renewed and no further damage has been sustained this summer.

Our RoSPA inspection noted some 'potholes' in the tarmac path at Thorn Park. We had hoped to complete these 'in-house' using bags of instant tarmac. However, the surface is very poor and cutting back to sound material means much larger holes to fill. I am currently exploring other options.

Following complaints from a neighbouring property, and in conjunction with our tree management plan, planning permission was sought to pollard one large Ash tree, trim two further Ash trees and reduce a section of native hedgerow by 50%. Permission has now been granted and two quotes have been obtained for the work. Contractor A at £900 + VAT and Contractor B at £4480 No VAT.

9. RECOMMENDATION: That the Committee APPROVES the use of Contractor A for the tree management work as above.

Guildhall

As previously reported work is in hand to renew the leases for some of the letting units within the Guildhall, the draft leases are expected for approval imminently.

We have been alerted by a neighbour to some slipped slates on the rear of the Guildhall, behind the clock tower. These are only visible from the neighbours' loft room. A roofing contractor has been to inspect and has advised us to monitor the slates, as at present they are not causing a problem. Due to the location for the work scaffolding would be required to carry out any repairs.

The Guildhall has not been decorated externally for many years and in particular the rear of the building is in a poor state. To make any scaffolding cost effective, consideration will need to be given to roof repairs and general re-decoration.

Guildhall Fire Alarm Upgrade

Work on the new Fire Alarm at the Guildhall had re-commenced but has stalled again and I am currently working with the contractor to complete this project ASAP.

Flower Beds

This year the flowerbeds on the Parade were planted and maintained by the Liskeard In Bloom group and the Plymouth road roundabout by a local contractor.

With the dedication of the LIB team the beds have once again provided a stunning display. Their hard work is especially noted this year with the considerable extra watering required during the very hot spell of weather we enjoyed.

Initial meetings are being held with LIB to map out the winter/spring planting and plan for summer 2019.

10. Budget Setting 2019/2020 Aims and objectives

Please see the attached five-year financial plan approved by the committee in January 2017.

This covers the larger capital projects such as Westbourne Gardens and Eastern Avenue.

In addition to the items listed in the five-year plan, other possible considerations are:

- Disability access to the Quimperle Room
- Redecoration of the main Public Hall, Quimperle Room, Council Chamber and some common areas
- Refurbishment of the Public Hall toilet facilities
- Upgrading of the performance lighting equipment to LED
- External redecoration of the building

For the other Town Council facilities there are:

- Repairs / refurbishments to the Guildhall – Fire Doors, decorating, roofing, pointing, common areas etc.
- Improvements to the play equipment
- Street furniture cleaning and refurbishment / replacement – finger signs, benches, bins etc.
- Public Toilets – re-decoration / upgrading
- War Memorial
- Floral displays – roundabout planting, watering equipment