

## Liskeard Town Council

**AT A MEETING** of the **FACILITIES COMMITTEE** held on 21 March 2023 at 7.30pm there were present:

Councillors Julian Smith (Chair), Richard Dorling (Vice-Chair), David Ambler, David Braithwaite, Ian Goldsworthy, Annette Lee-Julian, Jane Pascoe.

In attendance – Jacqui Orange (Facilities Manager), Charlotte Kelshall (Le Page Architects), Richard Reardon (Cllr Lee Julian’s PA)

The Chair opened the meeting and advised those present of housekeeping matters.

**539/22 APOLOGIES** – The Mayor Councillor Simon Cassidy, Councillors Kerry Cassidy, Tony Powell, and Lori Reid.

**540/22 DECLARATIONS OF INTERESTED REGISTRABLE AND NON-REGISTRABLE** – None

**541/22 MINUTES OF THE FACILITIES COMMITTEE MEETING HELD ON 21 FEBRUARY 2023** – Councillor Braithwaite proposed, Councillor Dorling seconded, and the Committee APPROVED the minutes of the previous meeting.

**542/22 MINUTES OF THE SPECIAL FACILITIES COMMITTEE MEETING HELD ON 23 FEBRUARY 2023** – Councillor Pascoe proposed, Councillor Dorling seconded, and the Committee APPROVED the minutes of the previous meeting.

**543/22 PUBLIC PARTICIPATION** – A presentation from Charlotte Kelshall of Le Page Architects on the Phase 2 Refurbishment of the Public Hall.

**544/22 FACILITIES MANAGERS REPORT** – Noted by the Committee. The Facilities Manager will report back at the next Facilities Meeting the progress with regard to the adoption of the footpath and Eastern Avenue. The Facilities Manager confirmed that the water in the Fountain will be permanently flowing (with a timer).

**545/22 PHASE 2 REFURBISHMENT** – The Committee discussed the initial proposals presented by Le Page Architects. The feedback from Councillors included: Option to include a baby changing facility in the female WCs if required; all panelling to include suitable access for maintenance; lighting should be LED and operate on a sensor; retain the full length mirror in the female WCs; retain the ramp for access into the main hall (also a fire exit); consider a platform lift to rear access door of Quimperle Room (Facilities Manager to check with fire risk assessor regarding capacity if one exit is adapted); remove redundant cabling e.g. hearing loop; lighting should be variable and user friendly; minimise the size of the production lighting rig and upgrade as appropriate; investigate sand blasting ceiling and beams – possibly allow for a sample patch; lighting and sound technicians may still want to work from the balcony area; storage area (when empty) maybe used as a temporary bar, pianist, etc; Evaluate the cost/benefit of installing a platform lift to the

Quimperle Room. The next stage is for Councillors Smith and Dorling to get together with the Facilities Manager to collate feedback and circulate this to the Committee members prior to feeding back to Le Page Architects who will then finalise the design. The focus initially will be on the refurbishment of the female and male WCs.

**546/22 DATA CABLING** - Event Services are planning to be back on site this Friday (24<sup>th</sup>) to complete works in the Council Chamber and Quimperle Room. The cabinet in the office is still to be moved to its new location and this is something that must be done in conjunction with Wildanet. This leaves the New Liskeard Room, Members Room, and Mayors Parlour. Hopefully, the work in the Mayors Parlour will be completed at end May/beginning of June at which point the data cabling can be completed in this area. The anticipated completion date (excluding the Mayors Parlour) is 30<sup>th</sup> April.

**547/22 BUDGET MONITORING REPORT** – Councillor Dorling proposed, Councillor Braithwaite seconded, and the Committee APPROVED the budget monitoring report.

**548/22 ACCESSIBLE ALLOTMENT PROJECT** – Councillor Lee-Julian gave an update on the project. Following an update from Councillor Craker a Working Group meeting needs to be arranged to draw up the specification. This will need to be done in discussion with the developer so that the proposals meet both the site and user requirements.

**549/22 – MEMBERS ROOM AND MAYORS PARLOUR** - Studio Winter are overseeing the delivery of the repairs to the Members Room and the refurbishment of the Members' Room and Mayors Parlour. Studio Winter have contacted eleven contractors. Five are interested in pricing but only two have indicated that they can start the work in April/May. Chris is following up with the other three contractors to see when they could start. The quotes will be bought before the Facilities Committee in April for a decision.

**550/22 FIRE DETECTION SYSTEM INSPECTION AND MAINTENANVE CONTRACT** – Councillor Goldsworthy proposed, Councillor Dorling seconded, and the Committee APPROVED the recommendation that the quote received from Waldons Fire and Security for the sum of £1,000.00 + VAT er year is accepted for the inspection and maintenance of the fire detection system in the Public Hall, Foresters' Hall, and Guildhall.

**551/22 FRE SAFETY UPGRADES TO FORESTERS HALL** – Councillor Goldsworthy proposed, Councillor Braithwaite seconded, and the Committee APPROVED the recommendation that the quote for £1,700.00 + VAT received from Waldons Fire and Security is accepted.

**552/22 GUILDHALL UPDATE** – The Community Fridge continues to be a tenant under licence until 31 August 2023. The work on the pigeon netting has been completed. The Facilities Manager will arrange for a site visit to the Guildhall for all councillors with the option of two dates. The site visit will also be videoed for those Councillors not able to attend or access the building. The Facilities Manager will investigate clearing of the gutters.

**553/22 PARKS AND OPEN SPACES WORKING GROUP** – The Roundbury project is progressing, and a further report will be bought to the next Facilities Committee meeting.

**554/22 PIPE WELL** – The installation of a new handrail is being incorporated into the Guildhall works. The Facilities Manager will arrange for the rubbish accumulating on the edge of the parking area in Well Lane to be removed.

**555/22 MEMORIAL BENCH AND MEMORIAL TREES POLICY** – The Facilities Manger will benchmark memorial tree and bench costs and provide an update to the next Facilities Committee meeting.

**556/22 CCTV** – The CCTV Working Group visited the Tolvaddon monitoring centre on 6 March. The link to Liskeard Police Station and funded by the Town Council is in the process of being installed. The future of the monitoring service, currently provided by Cornwall Fire and Rescue Service, is under review.

**557/22 DEVOLUTION** – No further update.

**558/22 DATE OF NEXT MEETING**– Tuesday 18 April 2023