

# **Liskeard Town Council Facilities Committee Tuesday 10<sup>th</sup> January 2017**

## **5. Facilities Managers update & report as at 1<sup>st</sup> January 2017**

### **Staff**

The second post of Relief Caretaker has now been filled with Jim Hughes joining us on 28<sup>th</sup> November 2016 and settling in well. Jim lives very close to the Public Hall and is proving to be very flexible in working together with Jeff Barrett as the caretaking team.

The post of Admin assistant, Facilities, has also been filled with Laura Morgan joining us on 5<sup>th</sup> December 2016. Laura has spent her first weeks learning the current booking system and has already implemented several improvements and is proving to be very proactive in her role.

The post of Relief cleaner for the Public Toilets has not been filled and I am having initial discussions with a contract cleaning company who operate several Public contracts in our area and have personnel available to deploy on a relief basis.

### **Buildings Insurance**

BCH Commercial, on behalf WPS and of our insurers, has carried out a reinstatement valuation for the three main buildings, three public toilets and the Pipe Well. The new valuations are broadly similar to the current ones, the main changes being to Sungirt and Westbourne toilets, which have increased by £90,370.

The new reinstatement valuation for this set of buildings is a total of £7,866,000.00, up by £585,578.00 on current.

The net effect on our insurance premium is an adjustment for the current policy year of £183.11 (£207.59 annualised)

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## **Public Hall**

The Public Hall refurbishment scheme has now been approved by Building Control with some small amendments and a condition that the new kitchen has a degree of disability access.

Yvette Hayward is progressing our grant applications and the following is her latest update:

A draft application for the Reaching Communities – Buildings fund has been submitted to the SW Local Officer for feedback. She has confirmed the works planned fit all the criteria for the grant, however more evidence is needed as to why the building is important.

She suggested we contact a recent successful project for advice. I have been in contact with Treverbyn Village Hall who have sent me their interim evaluation and offered to meet with me to discuss this further. The SW Local Officer also advised that the Liskerrett Centre have recently been awarded a £10,000 Awards for All grant to undertake a consultation with a view to making an application to upgrade their building. She suggested we work together as the information we both require will be very similar, however only one application within the town could be successful. I have met with Jenny Foster at Liskerrett Centre to discuss a possible joint consultation, however they have put this on hold at present until more about the future of the Cattle Market site is known.

It may be possible to produce our own questionnaire and seek feedback as widely as possible to obtain the necessary evidence of consultation, community involvement and support.

## **Foresters Hall**

Internal decoration of two display rooms, the TIC office and shop and entrance lobby has now been completed and the new shop display unit installed. In addition Jeff Barrett has been busy installing display boards and other items as part of the Museum winter programme.

## **Guildhall**

**Mark Tucker** has requested the use of the room adjoining the Guildhall balcony, currently used as a Museum storeroom, to be added to his lease. Mr Tucker has been written to requesting details of his intentions for this additional room, which can then be submitted to this committee for consideration. There are other implications to this item as noted further in this report.

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**Business rates** – The Town Council currently pays business rates on two storeroom areas in the Guildhall, the Museum store (see above) and what is known as the ‘Basement’. Under new rules these two areas are now valued as two separate units. The new valuation has resulted in a £110.84 increase in our rates payable for these areas.

**Ceiling collapse** – On the evening of the 14<sup>th</sup> December 2016 an area of the lath and plaster ceiling approximately 4 square meters, just outside of shop unit 2, collapsed onto the forecourt under the archway. With the assistance of Mr. Bedoe this was cleared away and the following morning John Blake from Jefferys was instructed to inspect the damage (see correspondence). His report recommended that the damaged area be protected with scaffolding as a precaution and, as this is a listed building, the damaged area should be reinstated with lime plaster.

This work has now commenced and should be completed by mid January as the lime is applied in three coats with five days between coats. The total cost for this repair is £1097, which was carried out as an emergency health and safety issue.

## **Parks**

**Rapsons Field** – At some time on Saturday 3<sup>rd</sup> December 2016 a large section of the Skate Park fence was damaged beyond repair. Several lengths of fence had been pushed over, either breaking the posts or lifting them out of the ground. The incident has been reported to the Police. Due to the extent of the damage, and as it then posed a safety issue with broken timber and nails etc., M&P Construction were instructed to remove the complete run of fence down the south eastern edge of the park.

This work has been completed and M&P are returning in the second week of January 2017 to reinstate the fence from the current gateway, along the car park edge and around to the high level fence on the south western edge. The new fence will be post and rail only and the need to featheredge board it will be reviewed in due course. The cost of these works is £480 for removal and disposal of the damaged fence and £1849.67 for the replacement fencing and has been carried out as an emergency safety item.

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## **Allotments**

**Break-in's** – On the evening of the 20<sup>th</sup> December 2016 nine sheds were broken into, two attempted, on the Pengover Allotments. Some contents were stolen from John Ede, Plot 4, and varying amounts of damage caused. Adrian Vine has been handling the situation and has made secure where possible and reported the incident to the Police. There is no further action at present.

## **Flower Beds**

**Cllr Pike** has visited Brown's Nursery to discuss our requirements. Mr. Brown has quoted individual plant prices and is preparing a full quote based on the range of plants discussed and using last years quantities to give a final scheme cost, which is to be kept as close as possible to last year.

**Planting and maintenance** – Jeff Barrett, Caretaker / Handyman has considerable experience as a plantsman with Kernock Plants, in charge of their display gardens.

I have spent some time going through the planting requirements with Jeff and he feels that it would take him 25 hours to remove the old plants and prepare the beds and a further 25 hours to collect and plant the new bedding.

In addition he is estimating 4 hours per week to maintain the beds.

This work would be carried out in the afternoons, evenings and Sundays, after his normal shifts.

If this work was carried out by Jeff the cost, at his standard hourly rate, would be +/- £500 for the planting and some compost etc.

An estimated 4 hours per week for maintenance over an approximately 18 week period would amount to £594.

Therefore the total cost for the summer season planting would be +/- £1100

As a background; Roy was paid £2500 for a full year and Callington Town Council have estimated £960 per planting plus £80 per maintenance visit.

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### **Hanging Baskets - Watering**

Meetings have been held with representatives of the traders association and the potential provision of an electric powered water bowser to be stored in the Fore Street lobby of the Guildhall has been discussed.

The cost of the bowser would be £2100 and a quote of £620 has been received to provide a water supply to the Fore Street entrance of the Guildhall for the purpose of filling the proposed hanging basket water bowser. In addition a separate power supply will be required at an approximate cost of £200, making a total outlay of £2920

### **Land at Eastern Avenue**

The Landowner of the Eastern Avenue plot has contacted us to confirm that he has instructed his solicitor to accept the overage wording as proposed by our solicitors, Coodes. We are now awaiting their response and a chasing email has been sent.

### **Legionella Risk Assessment**

The various priority issues raised in the Legionella risk assessment have either been completed or are in hand for the beginning of January 2017 at a cost of £430. In addition we will shortly start a testing and recording regime for which a thermometer kit has been obtained at a cost of £110.

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## **Fire Risk Assessment**

I am currently working on the recommendations of the Fire Risk Assessments for our three main buildings. They are categorised as URGENT, HIGH, MODERATE, LOW & GENERAL.

There are no URGENT issues.

The only HIGH priority issues we have are in the Public Hall and are the removal of any bolts on emergency exit doors and the upgrading of the Fire alarm to category L2, detection.

It was envisaged that we could upgrade the alarm at the same time as the Refreshment Room refurbishment project. The advice from our risk assessor is that provided we are taking steps to include the alarm upgrade within the refurbishment plans and have taken action to obtain information and quotes for a new system this would satisfy the Fire Service if we were to audited meanwhile. However if the refurbishment ran on too far we would need to act much sooner.

MODERATE issues are the provision of a flammables cabinet in the Public Hall workshop and replacement / upgrade of approx. 20 fire doors.

In the Guildhall the Fire Alarm to be made fully compliant with category L3.

Replacement / upgrade to 5 fire doors and alterations to the balcony door, stairs and handrail. (impact on request from Mr.Tucker, see above)

In the Foresters Hall a MODERATE issue with some auto closing doors needing adjustment.

The remaining LOW priority issues are mainly a review of our Fire Extinguishers, some signage required and one door to be in filled at the Guildhall.

In addition there are a number of GENERAL recommendations around on-going management issues including training, record keeping and procedures.

Some of the above issues can, and are, being dealt with in-house but the Fire Alarms and extinguishers will require qualified contractors. In particular the Fire Doors are proving complex to resolve due to the very varied size, age, condition and suitability. Further advice will be sought and costing's obtained.