

## 5. Facilities Managers Report – 17.09.2024

**Mayors Parlour Refurbishment** – The refurbishment work is complete, on time and on budget. I attach photographs of the Mayors Parlour and Members Room prior to refurbishment and at completion:



**Allotments at Dungarth Road, Liskeard** – After the last plot holder vacated the site in 2022, we have been unable to find new tenants and/or a community group to take it over and the site had become overgrown and subject to fly-tipping. The area is owned by Cornwall Council and leased to the Town Council at a cost of £30 per annum. The site has now been cleared by the Town Council and returned to Cornwall Council to be managed by Cornwall Housing Limited as a grassed open space for the enjoyment of residents.

**Pengover Road Allotments** – All the vacant plots have been re-let with the exception of plot CD4 that will be covered with weed control fabric over the autumn/winter. A further plot is becoming available at the end of September. There is currently one confirmed person on the waiting list with expressions of interest from a further three people. The application form is in the process of being updated. New combination padlocks have been installed on the pedestrian and vehicle gates and new signs have been commissioned. A plot ‘amnesty’ to encourage plot holders to get rid of broken and/or unwanted items is being organised for Saturday 19 October.

**Audio Equipment** – Following the recent audit of our audio equipment we have undertaken some further research. The priority is to replace damaged and missing equipment to bring the Public Hall’s audio system back to full functionality for meetings and larger events such as Mayor Choosing conferences and training. The estimated cost is **£5,500.00 + VAT** (see attached cost comparison). The upgrade will include replacing the existing analogue sound desk with a digital version, replacing cabling, and replacing and/or adding microphones. The new desk will be user-friendly and pre-programmable for a range of scenarios. It can also be operated remotely via an App.

The second phase of the audio upgrade to replace the exiting speakers at an estimated cost of **£9,000.00 + VAT**. This will enable us to offer the Public Hall for larger events e.g. bands, weddings, etc. The plan is for this to come from the 2025/26 Facilities budget.

Where possible we are hoping to work with local suppliers to source all new equipment and we will use in-house expertise for the installation.

**Guildhall Project (Good Growth Cornwall and Isles of Scilly Shared Prosperity Fund Community Capacity Fund)** – Le Page Architects are working towards the Listed Building Application and are waiting on the ecologist survey and report. The first information sharing day was held as part of Liskeard Unlocked on Saturday 14 September. A monitoring visit is scheduled 19 September 2024.

**Cleaning and Repairs to the Guildhall (Cornwall Council’s Town Centre Revitalisation Fund Town Delivery Fund)** – an application has been submitted to the Town Delivery Fund for essential cleaning and repairs to the hall that will enable it to be used whilst the refurbishment project is under development.

**Skatepark Project** – The tender for the skatepark project at Rapson’s Field has been published and the deadline for receipt of tenders is 30 September 2024. The Town Council is seeking fixed price tenders for the design and build of the new skatepark facility including community consultation. The aim of the project is to create a high-quality concrete skatepark for all age groups, riding disciplines and levels of ability. It is hoped that the new skatepark will be open by Spring 2026 subject to planning

permission and funding. The total cost of the project is estimated to be **£300,000 + VAT**. For further information please see - <https://www.liskeard.gov.uk/tenders-skatepark-project/>.

**Legionella Risk Assessment** – The risk assessment was carried out during August 2024 for all sites owned and managed by the Town Council including the Public Hall, Foresters Hall, Guildhall, Fountain, Pipe Well and public toilets. The Town Council has a legal duty to appoint a responsible person and a deputy to oversee management of legionella management across the Council. The recommendation is that the Facilities Manager is appointed as the responsible person and the Facilities Admin Assistant as her deputy.

**Golitha Rise** – The Town Council’s solicitor has received email correspondence from the developer’s legal representative regarding the costs associated with creating a footpath link between Golitha Rise and Eastern Avenue. The email states:

*“I note in your email dated 24 April 2023, the estimated cost was £530 plus VAT per linear metre (£636 per metre and making a total of around £60,000). My client has received a recent cost estimate to replace the whole of the footpath, which has come back at £6,000. Therefore, my client considers the £530 plus VAT to be excessive. My client still wishes to proceed with the transfer of the public open space and pathway but would be happier if the estimated cost could be met somewhere in the middle of the £6,000 and £60,000 estimates. My client is happy to cover the costs of the tree safety inspection and any recommended works, which was £600 + VAT.”*

In response, any new footway must adhere to the guidelines set out on Cornwall Council’s website - <https://www.cornwall.gov.uk/transport-parking-and-streets/roads-highways-and-pavements/highway-and-infrastructure-adoptions/>. The total cost of constructing the Eastern Avenue link back in 2021 was £19,317.82 + VAT – which equates to £517.00 + VAT per linear metre. The length of footpath at Golitha Rise is approx. 94m in which case the estimated cost of constructing the footway to a standard suitable for adoption by Cornwall Council to be IRO £50,000. This is just the construction cost and excludes any technical or legal fees. Councillors should also note that we would require an up-to-date RoSPA safety inspection of the play equipment and surrounding infrastructure (fences, gates, bins, etc).

**E-Cargo Bike Usage** - The e-cargo bike is being used by the Facilities Team for tasks including visiting the parks to carry out play equipment inspections, litter pick and empty bins and for collecting/delivering equipment, consumables and recycling to Foresters Hall and the public toilets. These tasks are carried out daily, usually in the morning by the caretaker on duty. The e-cargo bike is used for roughly 30-45 minutes a day - it is a faster means of transport than the alternative of walking and helps avoid multiple trips (e.g. carrying rubbish bags back from the parks). The time saved is approximately an hour per day which equates to approx. £75 a week. The caretakers also use the e-bike for taking meter readings, visits to allotments, opening and closing toilets and occasional trips to Tool Station, Argos, etc. The trip length varies between 0.5 mile and 1.5 miles. The e-cargo bike has recorded 115 miles since its purchase in January 2024.

Comments from the staff:

“I use the cargo bike every day. It is incredibly useful and easy to get everywhere we need to go. Hills are no problem; parking is no problem, and it carries everything we need it to. Tools, toilet supplies,

rubbish, various shopping items, etc. As we are lone working in the evening, I rarely leave the public hall. This would not change if I had any other vehicle at my disposal.”

“In the past we had to walk everywhere, however the ability to use the bike reduces the time taken to complete the tasks and allows one visit i.e. two visits to the parks when a lot of waste and now only one visit required.”

“I am doing very well in my training and with minor adjustments like indicators and the seat being lowered so I can get off safely and stop safely, I will be up and riding and using it to go to do my stock filling in Sungirt and Westbourne and if needs be to go to the parks when I am a caretaker during the day shift.”

“I use the e-cargo bike when I go to do my inspections of the allotments as well as when I am transporting items to the allotments such as stakes to mark out areas. It is very simple to ride and reduces the time it takes to walk to the allotments and reduces my carbon footprint when needing to take items with me, as I no longer need to take my car.”

**Benches** – Costs are being sought for the on-going maintenance and replacement of benches that the Town Council is responsible for managing.

**Castle Park**- The devolution of Castle Park is progressing. The Facilities Manager is in the process of seeking up-to-date quotes for grass-cutting, tree maintenance, and waste management for the 2025/26 budget.