

7. Facilities Managers Report 16.07.2024

Mayors Parlour & Members Room – Work is due to commence 29 July 2024 with an estimated completion date of 30 August 2024.

Guildhall – We have now received the pre-application advice from Historic England which states *“Historic England welcomes and supports this project. The adaptations proposed will improve access for all members of the community and bring about repairs that will improve its condition and appearance and increase its use. Whilst some harm will be caused to discreet parts of the building, in our opinion this harm is strongly outweighed by the benefits of bringing the building back into active use for all members of the public.”* Le Page Architects will continue to work up the Listed Building application.

The 6-month evaluation and monitoring visit for Good Growth Community Capacity Fund grant will be taking place over the next few weeks.

The 5-year Electrical Installation Condition Report (EICR) for the Guildhall threw up some issues which have resulted in remedial work to address areas of specific concern at Unit 1 and the communal area at the rear of the shops. The EICR indicated that we had electrical defects that were either immediately dangerous or did not meet the current regulations. The work also included the installation of new emergency lighting in line with the recommendations made by the fire risk assessor. The cost of this work was £4,547.18 + VAT and this has been sourced from the properties reserve.

Sungirt toilets – Unfortunately, a spate of vandalism has meant that we have had to replace the rooflight in the gent’s toilet and replace a damaged toilet. This has been reported to the police.

Pipe Well – The blocked drainage pipe at the Pipe Well has been cleared following reports of flooding. Despite the team’s best efforts to clear it a contractor had to be used. The blockage was caused by litter (mainly plastic and drinks cans). We are keeping a close eye on the area, and it has recently been given a deep clean.

Flagpoles – The damaged flagpole brackets were replaced on 2 June 2024. We believe the damage was caused when an articulated delivery lorry collided with the flagpoles after mounting the pavement to avoid the gas mains/roadworks at the entrance to Barras Place. The flagpoles were originally installed by a contractor under the supervision of the Facilities Manager. The flagpoles met the required height requirements over the highway (5.2m). However, due to the angle of the brackets the height *over the pavement* was less. We contacted Will Glassup, Highways Manager at Cornwall Highways for clarification

regarding the regulations who in turn had to seek advice from Cornwall Council's Road Safety Team but to date have not had a response. In the meantime, new brackets have been installed on a different part of the hall and higher up i.e. well above the required minimum height of 5.2m over the highway *and pavement*. The contractors are a trusted and reputable company, who have previously worked with the Town Council on the Christmas lights. In fact, they were the only contractors willing to take on the job of the six companies contacted. An insurance claim has been submitted to recover some of the costs associated with replacing the damaged brackets (excluding a £500 excess).

Skatepark – The Expression of Interest submitted to Community Infrastructure Levy (CIL) has been accepted and the Town Council has been invited to make a full application. The deadline for receipt of applications is 13 September 2024. It is proposed that we undertake an upfront tender process to select a preferred contractor who is prepared to work at risk to support the development of the project. The advantages of this approach are: A site specific, informed design; help with the planning process; stakeholder engagement to ensure a proper consultation process; and assistance with funding bids. Given the limited staff resources available and the level of 'technical' knowledge required this approach offers the most effective and efficient way of delivering the project successfully.

Liskeard in Bloom – A seasonal water has been appointed by the Town Council to support Liskeard in Bloom throughout the summer (costs are recovered from LiB at the end of the season). An agreement between the Town Council and Liskeard in Bloom has been drafted for approval. The aim of the agreement is to clearly set out for both parties the requirements around invoicing, expenses, etc.

Utilities – The cost of electricity in the Public Hall has significantly exceeded the 2023/24 budget. Some further detailed investigation is required but an initial analysis points to increased use of the Public Hall overall, including large events such as parties and performance in the main hall. Replacing the hand towels with hand driers in the main toilets will also have had an impact on electricity use. The switch over to smart meter is still pending and although we are submitting accurate monthly readings, we are finding that SSE continue to base some bills on estimated usage and then balancing our account. The recent changes to the fees and charges in the Public Hall, specifically regarding the production lighting should encourage energy saving.

Foresters Hall – the fire alarm at Foresters Hall is currently being upgraded in line with the recommendations of the fire risk assessment e.g. moving call-points, installing VADs in toilet areas.

H&S Review – The annual H&S review has taken place with a couple of areas require improvement including legionella (risk assessor booked 17-19 July) and updating the asbestos register.

Training – two members of staff have recently undertaken the Play Park Routine Inspectors course with RoSPA and work at height training. Training on COSHH, sharps, manual handling, fire safety and general H&S awareness are scheduled to take place in August/September.

Parks & Open Spaces – we are continuing to get the occasional request for memorial trees, particularly for Castle Park. The Committee may wish to review the policy regarding commemorative trees in advance of devolution. The draft policy (2023) reads as follows:

“The donation of a tree is an ideal way to mark an important milestone, event, or to commemorate the life of a loved one or family pet. Our memorial tree scheme offers the opportunity for businesses, organisations, or individuals to donate a tree to be placed in a Town Council owned and managed public open space.

We are open to suggestions when it comes to species choice but prefer native broad-leaved (e.g. large leaf lime, hornbeam) or orchard trees. The final decision will rest with the Town Council and will be dependent on the site and advice from a tree specialist, if required.

The Town Council will install a personalised brass plaque (or stainless steel), engraved with your words (see Annex A for restrictions) **or** we do not allow plaques to be installed or memorial items to be added to trees. The dedication plaque may only contain names, dates and endearments in English or Cornish and may not contain any words which may reasonably be considered offensive, demeaning, or inappropriate.

Memorial trees can be planted in Thorn Park, Castle Park (once under Town Council ownership) and other open spaces which the Town Council may determine from time to time as suitable for a memorial tree.

The Town Council will arrange for the tree to be obtained from a suitable supplier together with a stake, tree guard and fence (as required). The cost of a memorial tree is £ (to be determined).

Planting will be carried out when suitable ground and weather conditions allow. Trees will be planted during the tree planting season, normally November to March. Please note the whole process, from receipt of payment normally takes 16-weeks and in exceptional circumstances may exceed 16-weeks. The Town Council reserves the absolute right to refuse a tree donation.