



**Service Delivery
Committee**

**Tuesday, 23 January
2018**

**Matter for
Information and
Decision**

Title: Facilities Services Update

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1. Introduction

This report covers the progress and developments within the Facilities Section and sets out achievements and work in progress since 10 October 2017 when progress was last reported.

2. Recommendation(s)

- 2.1. That Members note the information contained in the report.
- 2.2. On the basis of the work carried out to date it is recommended that the Council proceeds with building Ervins Lock Footbridge over the canal, subject to the approval of a capital bid of £83,300 which has been submitted for 2018-19 and which will require approval of February Full Council. It is also recommended that William Saunders is retained to carry the project forward as project managers.

3. Capital Projects 2017-18

Ervin's Lock Footbridge, South Wigston

- 3.1. William Saunders was appointed to carry out feasibility works for this project and to offer advice on likely overall costs. This work, which included carrying out topographical surveys, obtaining utility records for the area and carrying out CCTV surveys of the canal bywash pipe, has now been completed. Draft details of a bridge design have been submitted to Canal and River Trust and the Principal Historic Buildings Officer at Leicestershire County Council for their comments. Feedback has been received from both which has resulted in minor amendments being made to the design which is now ready to be submitted for planning approval.
- 3.2. Of the original budget of £51,700 (from S106 funds) a total of £4,306 has so far been spent on the feasibility works, generation of the draft design and meetings with Canal and River Trust leaving a balance of £47,394. William Saunders estimate that a further £83,300 will be required to complete the works. This includes costs associated with submitting the planning application, the foundations, manufacture and installation of the bridge, waterway stoppage/restriction licence, transport and crange, air right fees to Canal and River Trust and project management.
- 3.3. Once funding is approved, the next stages to be progressed (which can be done in parallel) are to:
 - obtain the formal agreement and negotiate the maintenance obligation with Canal and River Trust,
 - prepare the design and access statement, heritage impact assessment and arboricultural survey required to be submitted with the formal planning application.

Play Area Refurbishment

- 3.4 A climbing unit is on order for Grittar Close play area using Section 106 funds. The balance beam and mushrooms which are rarely used will be removed to make way for this. Installation is expected to take place in early March.
- 3.5 Following meetings with ward Councillors for Oadby Grange Ward, a consultation exercise was carried out for the play area at Florence Wragg Way. The consultation was advertised via the Council's website, on social media, notices in the play area and on noticeboards, and letters were sent to local residents. The consultation closed on 19 January 2018. Once the results have been assessed a specification will be drawn up in order to obtain quotes. Installation of new equipment is anticipated to be in late Spring 2018 (avoiding school holidays).

3.6. **Borough Entry Signs (Greening the Borough Project)**

The signs at Crow Mill, Aylestone Lane (Blue Bridge) and Kilby Bridge have been refurbished and returned to site. A strap line has been placed under each sign acknowledging the Borough's successes in East Midlands in Bloom and Britain in Bloom.

3.7. **Horsewell Lane Pavilion Development**

Prior to Christmas, Officers undertook a consultation exercise with current and potential users of the new pavilion, including the Wigston Club for Young People. Following the consultation the views of customers and the internal facilities management team have been taken into consideration and a development brief is now being prepared to go out to tender for a design and build contractor.

4. Capital Projects 2018-19

Capital bids have been submitted for 2018-19 as follows:

Crow Mills Picnic Shelter	£6,000	Repairs to roof of fire damaged shelter not covered by insurance claim.
Dog walk shelter Blaby Road Park	£3,250	Public request
Erwins Lock Footbridge	£83,300 additional funding	Planning application, manufacture and installation of footbridge and foundations, waterway stoppage/restriction licence, transport and crange, air right fees to Canal and River Trust, project management
Incorporating Scout Hut land into Oadby Cemetery	£25,000	Preparation of land for burials and incorporation into cemetery thus increasing lifespan of Oadby Cemetery by around 7 to 10 years.
Oadby Cemetery Extension to Garden of Remembrance	£5,600	Preparation of a further 50 plots and two service paths to extend lifespan of the Garden of Remembrance to approximately 2022.
Wigston Cemetery extension to	£14,000	Preparation of a further 150 plots

Garden of Remembrance		and four service paths to extend lifespan of the Garden of Remembrance to approximately 2021.
Bus shelter re-furbishment	£12,000	Re-furbishment of 20 shelters to complete programme started in 2016.

5. Forum Projects

- 5.1. Two litter bins have been installed on the A6 in Oadby, one at the bus stop outside of Waitrose and one on the opposite side of the road (Oadby Forum). Litter bins have been installed on Meadow Way and the alleyway from Stanhope Road to Welford Road (Wigston Forum).
- 5.2. A new oven and hob are due to be delivered in January for fitting at Sheila Mitchell Pavilion, Wigston.

6. Other Facilities Work

Allotments

- 6.1. Due to a high turnover of plots there are now very few people on the allotment waiting list. An advert was placed advertising the allotments in the December issue of Letterbox and a similar advert should also appear in the upcoming Spring edition.
- 6.2. An area of land within the Cottage Farm development has been set aside for allotment provision within the next few years. The procedure for allocating plots on the new site will follow the Council's current procedure for allocating plots and will be in compliance with the Allotment Acts. Plots will be offered to the applicant at the top of the waiting list in strict order.
- 6.3. The Facilities Team Leader has been negotiating with a resident and a tree surgeon over a dead tree in a private garden which is dropping large branches onto Wigston Road allotments. The tree was removed at the resident's expense on 14 December 2017.

Cemeteries

- 6.4. The chart below shows the number of interments cemetery staff have dealt with during the three months 1 September 2017 to 31 December 2017:

	Full burials	Interment of cremated remains	Scattering of ashes
Wigston Cemetery	11	25	2
Oadby Cemetery	5	3	4

- 6.5. A capital bid has been submitted for 2018-19 to extend the Gardens of Remembrance at both cemeteries. However, a further row of ash plots was created at Wigston Cemetery in November when demand for plots escalated and there was a danger that demand would exceed the number of plots available.

Car Parks

- 6.6. At the last Service Delivery Committee in October 2017 Members requested information on the status of pot holes in the privately owned section of East Street Car Park. The situation is that the Facilities and Administration Team Leader has twice emailed and twice written to the registered address of the landowner. The letters included a quotation from an Oadby Contractor to carry out repairs to be overseen by the Council and the cost reclaimed from the landowner if written agreement could not be reached. However, no reply has been received. The Legal Section has advised that, other than pointing out the legal liabilities to the landowner (which has been done) there is no further action that can be taken. For Members information there are two private landowners of the area not owned by the Council. In 2016 the Facilities and Administration Manager worked successfully with the other landowner to repair pot holes on their land by undertaking the works and reclaiming the money from them.
- 6.7. As agreed by the Committee, signs have now been installed at Blaby Road Park Car Park and Station Street Car Park to enable enforcement action to take place for drivers parking out of bays or for abuse of disabled parking bays.

South Wigston and Oadby Bowls Clubs

- 6.8. At the last meeting of the Service Delivery Committee on 10 October 2017 a request was made that more information be provided in relation to liaison meetings held with South Wigston and Oadby bowls clubs, as the report only gave notice that meetings had been held, rather than reporting on any outcomes.
- 6.9. Liaison meetings are held with each club three times a year and cover maintenance of the buildings (Ellis Park Pavilion and Blaby Road Park Pavilion). There is an issue with water ingress at times of heavy rain at Ellis Park Pavilion which is being investigated. Both clubs expressed their gratitude to Darren Griffiths (Grounds Maintenance) on his management of the greens which regularly receive praise from visiting clubs. This has been communicated to Brian Kew (Head of Operational Services) to pass on to Darren. Otherwise there are no other issues to be reported from either club and both are very happy with bowls provision within the Borough. Meetings are not held with Wigston bowls clubs as this club liaises with the Council through the meetings of the Friends of Peace Memorial Park.

Pavilions and Community Centres

- 6.10. Freer Community Centre: the wall at the front of the car park was demolished by a vehicle involved in a road traffic accident and is now the subject of an insurance claim.
- 6.11. Annual Portable Appliance Testing will begin in January in all pavilions and community centres.

Public Conveniences

- 6.12. The electrics at Willow Park disabled toilet have been vandalised again and at the time of writing the emergency alert system is in the process of being replaced.

Background Documents:

None.

Implications Facilities Services Update	
Finance	There are no significant financial implications.
Chris Raymakers (Head of Finance, Revenues & Benefits)	
Legal	The report is satisfactory.
David Gill (Head of Law & Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5) The Council has an obligation to maintain its assets and buildings and ensure compliance with Health and Safety.
Margaret Smith (Facilities & Administration Team Leader)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2) <input checked="" type="checkbox"/> Green & Safe Places (CP4) Ervin's Lock Footbridge will provide access to the canal towpath network and encourage exercise.
Margaret Smith (Facilities & Administration Team Leader)	
Vision & Values (V)	<input checked="" type="checkbox"/> Customer Focus (V5)
Margaret Smith (Facilities & Administration Team Leader)	
Equalities & Equality Assessment(s) (EA)	There are no significant equalities implications.
Margaret Smith (Facilities & Administration Team Leader)	<input checked="" type="checkbox"/> Not Applicable (EA)