



**Service Delivery  
Committee**

**Tuesday, 20 March  
2018**

**Matter for Information**

**Title: Facilities Services Update**

**Author(s): Margaret Smith (Facilities & Administration Team Leader)**

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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 23 January 2018 when progress was last reported.

**2. Recommendation(s)**

That Members note the information contained in the report.

**3. Information**

**3.1. Capital Projects 2017-18**

**3.2. Ervin's Lock Footbridge, South Wigston**

Following approval of a further £83,000 capital bid for 2018-19 by Full Council on 22 February 2018, William Saunders has been instructed to work on the Design and Access Statement and obtain the topographical and arboricultural surveys and Heritage Impact Assessment required to move ahead with the planning application. It is anticipated that the planning application will be submitted mid April.

The budget for this project is £135,000 which is made up of £55,000 Section 106 funding and £83,000 capital funding. So far £4,500 has been spent on employing William Saunders to manage the feasibility side of the project, undertake groundwork investigations and negotiate with Canal and River Trust (CRT). The budget covers submission of the planning application, manufacture and installation of the footbridge and foundations, stoppage/restriction licence required by CRT, transport and craneage, air right fees (if required) for CRT. The cost of providing specialised project management is also included. The timescale for this project is given below. Construction dates will be dependent on the agreement of CRT.

- Obtain planning permission - end May 2018
- Tender and award contract - end August 2018
- Onsite construction starts - end Oct 2018
- Handover and opening - end March 2019

**3.3. Play Area Refurbishment**

**Grittar Close Play Area, Wigston**

A climbing unit and safety surface has been installed to replace the balance beam and mushrooms. The play area was closed whilst the work took place and re-opened on Friday 23 February.

## **Florence Wragg Way Play Area, Oadby**

The public consultation closed on 19 January 2018 and 65 responses were received from local residents. The consultation results have been used to draw up a specification for the type of equipment required and the following has been included within the invitation to quote:

*The design is to include as much of the following equipment as possible. The list below is given in descending order of priority and is drawn from the consultation responses:*

- *Refurbishment of the existing cradle swings which are to remain in situ. Work to include re-painting, new cradle seats (2) and new anti-wrap chains.*
- *1 x new junior swing*
- *1 x new basket swing*
- *Either 1 x new multi-play unit suitable for toddlers and juniors OR, one new multi play unit for toddlers and one new multi play unit for juniors. The preference is for the former. The unit(s) must include at least one slide.*
- *A surface level roundabout suitable for wheelchair users*
- *One or more springies*
- *A climbing net (if not included within the multi play unit)*
- *Monkey bars (or similar, if not included within the multi play unit)*
- *Ground graphics may be included if budget allows.*

Invitations to quote were sent out on 7 February 2018 with a return date of 7 March 2018. Evaluation of the submissions will be based on how closely the designs match the specification, warranties, maintenance and availability of spare parts and references for similar local authority work elsewhere.

Once a contractor is appointed and, allowing for manufacturing time of around 8 to 10 weeks (industry standard), it is anticipated that the new equipment should be installed before schools break up for the summer holidays:

- Appoint contractor – by end of March 2018
- Manufacture time – by end of May 2018
- Work on site - June 2018 (allow three weeks for installation)
- Handover / open for use - early July 2018

### **3.4. Car Park Re-Surfacing**

#### **Junction Road Car Park**

Quotations have been invited for surface repairs to sections of Junction Road Car Park. The return date for quotations is 7 March 2018. Contractors have been asked to provide two prices; one for work being carried out during the day and the other for working overnight. Only when quotes have been received will it be clear how long the work will take and what disruption to parking will be caused. Advance notice will be given to car park users when further details are known.

### **3.5. Forum Projects**

#### **Sheila Mitchell Pavilion, Wigston**

The new oven and hob are now installed and operational. Opportunity was taken to carry out some minor repairs to the kitchen at the same time.

## **Peace Garden, Oadby**

Two benches, refurbished by volunteers at Brocks Hill have been installed at the Peace Garden to replace two old benches.

### **3.6. Other Facilities Work**

### **3.7. Allotments**

3.8. At the time of writing there are 2 vacant plots on Wigston Road Allotments and 9 vacant on the Aylestone Lane site. All plots have been offered out to applicants on the waiting list. The situation changes on a regular basis with plot holders vacating and new tenants taking on plots; this is normal allotment turnover.

3.9. There are no vacant plots on Manchester Gardens Allotments, Wigston or Brabazon Road Allotments, Oadby.

3.10. An article appeared in the December edition of Letterbox inviting residents to join the allotment waiting list if they are interested in taking on a plot. A similar article will appear in the Spring edition.

### **3.11. Cemeteries**

3.12. The chart below shows the number of interments cemetery staff have dealt with during the two months 1 January 2018 to 28 February 2018:

	Full burials	Interment of cremated remains	Scattering of ashes
Wigston Cemetery	10	8	2
Oadby Cemetery	6	3	2

3.13. Repairs are being carried out to the cemetery entrance from St Peter's Path. A new field gate catch post and parts have been ordered.

### **3.14. Pavilions and Community Centres**

#### **Portable Appliance Testing**

All portable electrical appliances located in the pavilions, community centres, Oadby Depot, Brocks Hill barn and the two cemeteries have been tested and are electrically safe.

#### **Sheila Mitchell Pavilion, Wigston**

Anti climb paint has been re-applied to the roof of the pavilion. The wall mounted projector screen has been moved to a new location at the request of users.

#### **Freer Centre, Wigston**

A small section of wall was demolished when a car skidded on ice in the recent cold weather. Although an insurance claim was submitted it is not intend to re-instate the wall, as, now that it is not there, it gives a clearer view for drivers exiting the car park and improves the safety for pedestrians.

## **Horsewell Lane Pavilion Development, Wigston**

Faithful and Gould (F&G) have been employed as consultants to support the Council in resolving the building design and obtaining planning permission. They will then act as employers agent/project managers to procure the build contractor under the Council's Contract Procedure Rules and take the project through to completion.

Since being instructed F&G have undertaken a site inspection and reviewed previously prepared concept designs. Following a meeting with Officers they are in the processes of drawing up a working design to move the project forward to planning application stage. The first draft of the plan is anticipated week commencing 5/3/18. Once the design has been sufficiently progressed there will be an opportunity for comment by key stakeholders, prior to submission for planning consent.

At this stage F&G are confident that the outline timeframe provided in the Horsewell Lane Council Report of the 31 October 2017, as set out below, is still on track and that building works will commence in November 2018.

- Submit Planning Application – End April 18
- Planning Permission Granted – End June 18
- Construction contract awarded – End August 18
- Estimated start on site – November 18

### **3.15. Car Parks**

#### **Uplands Park Car Park, Oadby**

Four sections of the metal railings are on order to replace those damaged by vehicle impact following a motor accident on 12 January when a young driver entered the car park at speed and lost control of the vehicle. An insurance claim has been submitted.

#### **Countesthorpe Road Car Park, South Wigston**

The post supporting the height barrier at the entrance to the car park was hit by a vehicle in icy conditions in January and has had to be removed for safety reasons. A replacement post is being manufactured and will be installed by the contractor as soon as it is ready (four to six week manufacturing/galvanising/install time quoted by the contractor).

### **3.16. Public Conveniences**

#### **Willow Park Disabled Toilet**

The report to Services Committee on 23 January 2018 explained that the disabled toilet had been vandalised and that the emergency alert system was in the process of being replaced. This work was carried out but the toilet has since suffered further vandalism and is again locked off pending repairs.

#### **Background Documents:**

None.

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<b>Implications</b>   Facilities Services Update	
<b>Finance</b>	Funding for the capital schemes is contained within the 2017/18 and 2018/19 Capital Programmes. 2017/18 Schemes not completed by 31 March will need to be carried forward at year end.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	The report is satisfactory.
<b>David Gill</b> Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Effective Utilisation of Assets/Buildings (CR5)</b>  The Council has an obligation to maintain its assets and buildings and ensure compliance with Health and Safety.
<b>Margaret Smith</b> (Facilities & Administration Team Leader)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b>  
<b>Margaret Smith</b> (Facilities & Administration Team Leader)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>Customer Focus (V5)</b>  
<b>Margaret Smith</b> (Facilities & Administration Team Leader)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>Margaret Smith</b> (Facilities & Administration Team Leader)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>