



<b>Service Delivery Committee</b>	<b>Tuesday, 10 July 2018</b>	<b>Matter for Information</b>
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**Report Title:** **Facilities Services Update (Q4 2017/18)**

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

<b>Purpose of Report:</b>	To update Members on work undertaken by the Facilities Section.
<b>Report Summary:</b>	This report details work completed by the Facilities Section for the final quarter of 2017/18 and reports on work in progress and developments from 1 April 2018.
<b>Recommendation(s):</b>	<b>That the contents of the report be noted by Members.</b>
<b>Responsible Strategic Director, Head of Service and Officer Contact(s):</b>	<p>Stephen Hinds (Director of Finance &amp; Transformation) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a></p> <p>Adrian Thorpe (Head of Planning, Development and Regeneration) (0116) 257 2645 <a href="mailto:adrian.thorpe@oadby-wigston.gov.uk">adrian.thorpe@oadby-wigston.gov.uk</a></p> <p>Margaret Smith (Facilities and Administration Team Leader) (0116) 257 2832 <a href="mailto:margaret.smith@oadby-wigston.gov.uk">margaret.smith@oadby-wigston.gov.uk</a></p>
<b>Corporate Priorities:</b>	Effective Service Provision (CP2) Green & Safe Places (CP4)
<b>Vision and Values:</b>	Teamwork (V3) Innovation (V4) Customer Focus (V5)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from the report.
Financial:	There are no implications directly arising from the report.
Corporate Risk Management:	Effective Utilisation of Assets/Buildings (CR5) Economy/Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.

Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	None.

## **1. Capital Projects Completed During 4<sup>th</sup> Quarter of 2017-18**

- 1.1 Grittar Close Play Area, Wigston: Two items of equipment (balance beam and mushrooms) installed by the developer as part of the original play area were removed and replaced with a toddler climbing unit at a cost of £4,766 which was funded by Section 106 contributions.

## **2. Capital Projects Continuing into 2018-19**

- 2.1 Car Park Resurfacing: Quotes for resurfacing approximately a third of Junction Road Car Park in Wigston town centre were received in March 2018 and the work was completed at the end of April. The car park was closed for three days during the works. Advance notice of the closure was given via notices in the car park, social media and the web site.
- 2.2 Ervins Lock Footbridge, South Wigston: The Design and Access Statement, topographical and arboricultural surveys and the Heritage Impact Assessment have all been completed and a Planning Application was submitted on 31 May 2018 with a determination date of 5 September 2018. Whilst the planning application is being determined, William Saunders (who is managing this project on behalf of the Council) has been asked to begin putting together a specification ready to go out for procurement for the manufacture and installation of the bridge with a view (subject to planning permission) to onsite construction starting at the end of October 2018. The project is part Section 106 funded and part capital funded.
- 2.3 Florence Wragg Way Play area, Oadby: Four invitations to quote were sent out on 7 February 2018 to the last four companies who have installed play equipment within the Borough over recent years. Three quotes were returned and following evaluation of the submissions the contract was awarded to the company who most closely matched the specification and evaluation criteria. Successful negotiations were held with the company requesting that they replace one item of equipment with something more challenging and this was agreed to and achieved within budget. Work is due to start on site on 18 June 2018 when the play area will be closed for 3 to 4 weeks whilst the installation of new equipment takes place. Advance notice of the closure has been given via notices at the play area and on the web site. The existing toddler swings will be retained and refurbished whilst the rest of the equipment will be removed and replaced with new. The new equipment includes a junior and a toddler climbing unit, junior swings, basket swing, a surface level roundabout, a springy and monkey bars. The new play equipment is funded using Section 106 contributions.
- 2.4 Horsewell Lane Pavilion, Wigston: Following the completion of concept design work and build cost estimate, approval to revise the budget in line with project costing and to proceed with detailed design was given at the Council meeting on the 24 April 2018. Detailed design work is progressing along with survey work required for the planning application and construction. The design team at Faithful and Gould are in pre-application discussions with the Development Control team. Key stakeholders are being kept updated regularly with progress and the project is still on track to commence on site by the end of November 2018.

### **3. New Capital Projects for 2018-19 (Progress to Date)**

- 3.1 Bus shelter refurbishment: Quotations have been received from three companies to undertake this work. The lowest priced contractor has been appointed and work will begin in July 2018. Seventeen shelters will be repaired and re-painted and this will complete the programme of re-furbishing all 56 bus shelters in the Borough which started in 2015-16 capital year. The seventeen shelters are located at: Briar Walk and London Road in Oadby, Oadby Road, Kelmarsh Avenue, Horsewell Lane, Launceston Road (x3), Station Road (x2), West Avenue, Holmden Avenue, Rolleston Road (x2), Leicester Road, Paddock Street and Long Street in Wigston.

### **4. Forum Projects Completed by Facilities Section during the 4<sup>th</sup> Quarter of 2017-18**

- 4.1 Oadby: Installation of two litter bins on the A6 outside and opposite Waitrose.
- 4.2 Wigston: Installation of replacement oven and hob at Sheila Mitchell Pavilion.
- 4.3 South Wigston: No work requested.

### **5. Forum Projects Carried Forward to 2018-19**

- 5.1 Oadby: Refurbishment and installation of bench on A6 near Florence Wragg Way.
- 5.2 Wigston: Litter bin to be installed at Barford Close (now completed).
- 5.3 South Wigston: Litter bin to be installed on Saffron Road (now completed) and bus shelter to be installed on Gloucester Crescent (Licence between Leicestershire County Council and Oadby and Wigston Borough Council to install the shelter on highway land has been applied for, response awaited).

### **6. Pavilions and Community Centres**

- 6.1 Both Uplands Park Pavilion, Oadby and Horsewell Lane Park Pavilion, Wigston suffered burst water pipes in their roof spaces in March 2018 when the weather thawed. At Horsewell Lane there was extensive damage to the play school store room and some of their equipment was lost due to water damage. The pre-school had to close whilst repairs were undertaken and the water removed but due to the valiant efforts of staff and the co-ordination of contractors the closure was limited to one day. The ceiling of the play school store and some light fittings had to be replaced. At Uplands Park Pavilion the ceiling of one changing room had to be replaced as well as the light fittings. The electrical installations in both buildings have subsequently been tested for safety.
- 6.2 As per the on-going cyclical maintenance programme for pavilions and community centres all roller shutters were serviced and all buildings had their portable appliances electrically tested during February 2018. Fire extinguishers tests for all buildings (including The Depot, Depot vehicles, and the Barn at Brocks Hill) were carried out in June 2018.
- 6.3 Cumulative income for pavilions and community centres for 2017-18 was £55,525 which exceeded the target of £51,600.
- 6.4 Income for 1<sup>st</sup> April 2018 to 31<sup>st</sup> May 2018 is £12,302 which is on target.

### **7. Car Parks**

- 7.1 During 2017-18 a number of pot holes were filled in across town centre car parks and in

January 2018 signage was installed at Blaby Road Park and Station Street Car parks in South Wigston in line with the Parking Order which will allow enforcement to take place for breaches of the existing parking regulations if required.

7.2 So far during 2018-19 the following works have been undertaken in car parks:

- East Street car park, Oadby - some hashing and lining has been installed to make it clearer where drivers should not park.
- Walter Charles car park, Oadby - lining has been refreshed.
- Peace Memorial Park car park, Wigston - symbols marking bays for blue badge holders have been refreshed.

7.3 The upright for the height barrier at Countesthorpe Road car park, South Wigston was replaced in June 2018 after being demolished by a car that had skidded on ice earlier in the year.

## 8. Allotments

8.1 Three site inspections were carried out during 2017-18 as usual. Where uncultivated plots were recorded, the tenants were written to and advised to bring their plot up to standard or face termination. As a result some tenants vacated as they were finding the work too much and others complied with the notice to cultivate. No terminations were made during the year.

8.2 So far during 2018-19 one round of inspections has taken place following which 12 'uncultivated plot' letters were sent out. As a result of this 2 tenants have vacated, 7 have brought their plots into cultivation and three tenants have had their plots terminated by the council. The situation changes on a weekly basis with tenants vacating and others taking up plots but at the time of writing there are 6 vacant plots on the Aylestone Lane site (all of which are in the process of being offered to people on the waiting list), 1 vacant on Wigston Road and no vacancies on Brabazon Road or Manchester Gardens.

8.3 There are currently 62 people on the waiting list although this figure is skewed by the number of people who are waiting for specific plots or for plots on Brabazon Road or Manchester Gardens which do not come up very often.

## 9. Cemeteries and Closed Churchyards

9.1 The chart below shows the number of interments cemetery staff dealt with during the quarter 1<sup>st</sup> January to 31<sup>st</sup> March 2018:

	Full burials	Interment of cremated remains	Scattering of ashes
Wigston Cemetery	15	17	2
Oadby Cemetery	4	3	3

9.2 The chart below shows the number of interments cemetery staff dealt with during the period 1<sup>st</sup> April to 31<sup>st</sup> May 2018

	Full burials	Interment of cremated remains	Scattering of ashes
Wigston Cemetery	12	9	6

Oadby Cemetery	1	2	3
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- 9.3 The Council is responsible for the maintenance of three closed churchyards in the Borough. In May 2018 urgent works were required to the boundary wall of All Saints Church, Wigston which had begun to crumble away around the memorial stone on the corner of Newgate End and Moat Street. Urgent approval for the work to go ahead was requested from the Chancellor of the Diocese and this was approved subject to a retrospective faculty application being made following completion of the works. A specialist stonemason was appointed and the works were completed in May 2018 at a cost of £1,046.

## **10. Street Furniture**

- 10.1 During the quarter ended 31<sup>st</sup> March 2018 seven street name plates were replaced because they were damaged, unreadable or missing altogether. ( Oadby: James Gavin Way; South Wigston: Barge Close, Cheshire Drive, Gloucester Crescent; Wigston: Boulter Crescent, Eastway Road, Grangeway Road)
- 10.2 Since 1<sup>st</sup> April 2018 a further 10 name plates have been installed which includes name plates for Peacock Place, Wigston which have been invoiced to the developer. (Oadby: Charles Way, Ringers Spinney; South Wigston: St Thomas' Road; Wigston: Mowsley End, Spa Lane, Durnford Road, The Tofts, Granville Road, Peacock Place x 2)
- 10.3 A noticeboard on Gloucester Crescent, Wigston was hit by a vehicle in April and has had to be removed from site. A replacement board has been ordered.
- 10.4 In May 2018 the bus shelter outside of St Peter's Church Hall, Oadby was damaged by a vehicle and has had to be removed. A replacement shelter is on order.
- 10.5 World War 1 benches: The Armed Forces Task Group has purchased three memorial benches and three litter bins to be installed in each of the three towns. The bench and bin for Wigston was installed in Peace Memorial Park in May 2018. The benches for Oadby (Ellis Park) and South Wigston (War Memorial) will be installed shortly.