



<b>Service Delivery Committee</b>	<b>Tuesday, 11 September 2018</b>	<b>Matter for Information</b>
-----------------------------------	-----------------------------------	-------------------------------

**Report Title:** **Facilities Service Update (Q1 2018/19)**

**Report Author(s):** **Margaret Smith (Facilities & 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 between 1 April and 30 June 2018.
<b>Recommendation(s):</b>	<b>That the contents of the report and appendices be noted.</b>
<b>Responsible Strategic Director, Head of Service and Officer Contact(s):</b>	<p>Stephen Hinds (Director of Finance &amp; Transformation) (0116) 257 22681 <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 &amp; 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 this report.
Financial:	Work is carried out within existing capital and revenue budgets.
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.
Health and Safety:	The implications are as set out in the 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>	<ol style="list-style-type: none"> <li><b>1.</b> Horsewell Lane Pavilion Proposed Elevations</li> <li><b>2.</b> Horsewell Lane Pavilion Programme</li> </ol>

## **1. Progress on Capital Projects During 1<sup>st</sup> Quarter 2018-19**

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

Work started on site to remove the old equipment and install new equipment on 18 June 2018. The toddler swings have been retained and refurbished but all of the other equipment has been replaced with new and more challenging items in line with the results of the public consultation. The installation was completed on 13 July, at which point there was a post installation inspection carried out by an independent Registered Play Inspector before the area was accepted as complete by the Council. One item (trapeze handles on the monkey bar unit) failed to meet the required standards (BS EN 1176 Part 1) due to a finger trap hazard however, these have now been replaced by the manufacturer with compliant handles. The inspector also noted that the free (circulation) space between the nearest point of two items of equipment overlaps by 100mm but he has deemed this to be 'very low risk' and therefore no further action is required to be taken in this respect.

Feedback from users has been very positive although there have been a number of comments received that the junior slide is difficult for younger children to access as the only route to it is via the monkey bars or climbing wall which they find too difficult. Access to the slide forms part of the increased challenge requested via the consultation. However, the Facilities and Admin Team Leader has asked the installer to advise whether the equipment can be re-configured to make access easier without compromising the safe lower age limit for the slide. The play area was funded by Section 106 contributions and is now fully open for public use.

### **1.2 Ervins Lock Footbridge, South Wigston**

The planning application was submitted on 31 May 2018. The Canal and River Trust (CRT) has raised some queries on the application which have been responded to by our appointed project managers, William Saunders, on behalf of the Council.

The queries relate to the loading calculations on the lock structure, the position of the bypass culvert, the position of the proposed bridge in relation to future maintenance of the lock, clarification on how the diverted towpath can be accommodated whilst retaining the existing hedge, and how the design of the bridge sits within the conservation area. A site meeting between all parties took place in early August at which it was agreed that some of these queries could be resolved by conditions on the planning permission.

### **1.3 New Pavilion at Horsewell Lane, Wigston**

The Planning Application was submitted at the beginning of July and is due to be taken to Development Control Committee on the 30 August 2018. An overview of the submitted plans and elevations can be found at **Appendix 1** to this report.

The design is of brick construction with infill cladding and a low pitched steel tile roof. The steel tiles are designed to look like ordinary roof tiles, but are much more hard wearing. The building has been designed to be in keeping with the surrounding housing estate. Ground and topography surveys have been completed and detailed design work is

progressing. Main contractor recruitment is progressing and will be awarded following a mini-competitive tender through an OJEU compliant framework.

Expressions of Interest are currently being sought through the Framework with a closing date of the 17 August 2018 and the full brief for the tender submission will be sent out, once detailed design work has been completed on the 7 September 2018. The current project plan is included as **Appendix 2** to this report and work is still on track to commence on site at the end of November 2018.

#### **1.4 Bus Shelter Refurbishment**

1.5 Three quotes have been received. The work was awarded to the lowest priced contractor who will begin in July. Eighteen shelters are to be cleaned and re-painted to complete the programme that was started last financial year. These include Briar Walk, London Road and Florence Wragg way in Oadby, Oadby Road, Kelmarsh Avenue, Horsecwell Lane, Launceston Road (x3), Station Road (x2), West Avenue, Holmden Avenue, Rolleston Road (x2) Leicester Road, Paddock Street and Long Street in Wigston. Three shelters have so far been re-painted and all eighteen shelters will be completed by 31 October 2018.

#### **1.6 Extensions to Gardens of Remembrance at Wigston and Oadby Cemeteries**

The specifications for these works have been drawn up and invitations to quote were sent out to three local contractors in June with a return date of 26 July. The work has been awarded to the lowest priced contractor who will begin on site in September to be completed, by 31 October 2018.

#### **1.7 Extending Oadby Cemetery into Former Scout Hut Land**

The land has been cleared in-house by Cemetery staff with some assistance from Grounds Maintenance. There are a number of mature trees on the site which the Tree Officer has been asked to look at and advise upon. A pre application enquiry has been submitted to obtain planning application requirements; the response from this will inform the timescale and next steps for this project. A quote is already being sought for undertaking ground-water level investigations which are known to be a requirement for the planning application.

#### **1.8 Uplands Park Outdoor Gym Equipment**

Public consultation on the type of equipment users would like to see on the park went live at the beginning of August and will run through to the end of September. The consultation is advertised on site, on social media and the Councils' web site and an article will appear in the next edition of Letterbox to be circulated early September. Consultation responses will be used to inform the specification to manufacturers. Invitations to quote will be sent out in October and the new equipment should be installed and ready for use by the 31 March 2019.

### **2. Forum Projects**

#### **2.1 Oadby**

None during the first quarter. A date for installing the bench and slab path on the A6 near to the junction with Florence Wragg Way is awaited from the contractor.

#### **2.2 Wigston**

A litter bin was installed at the end of Barford Close.

#### **2.3 South Wigston**

A litter bin was installed on Saffron Road. A licence from Leicestershire County Council to install a bus shelter on Gloucester Crescent (near to Cornwall Road) was granted. The shelter has been installed but the end panels have been incorrectly manufactured and do not fit the frame. The manufacturer has been tasked with resolving this issue. Once resolved a seat will be fitted into the shelter.

### **3. Pavilions and Community Centres**

- 3.1 Blaby Road Pavilion: The external (bowlers) notice board has been repaired.
- 3.2 Sheila Mitchell Pavilion: Soft close toilet seats have been fitted at the request of the Bowls Club. These are being funded by the Friends of Peace Memorial Park.
- 3.3 Walter Charles Centre: The car park was re-lined in June.
- 3.4 The annual fire extinguisher checks for all pavilions, community centres, Brocks Hill barn, Oadby Depot (including vehicles), cemetery buildings and car park office were carried out in June. Certificates of conformity were received for each site.
- 3.5 Income from hire of Pavilions and Community Centres from 1 April to 30 June 2018 was £15,677 which is on target to achieve the annual income of £51,600.

### **4. Car Parks**

- 4.1 East Street Car park office

This building is owned by Oadby and Wigston Borough Council and used by staff employed by Harborough District Council (HDC). HDC carried out a health and safety audit on their office in May which highlighted some building related issues. Subsequently, OWBC has had a fire risk assessment carried out by an independent assessor who has rated the building low risk. However, there are a number of actions that need to be taken to address both reports, which for this Council includes the installation of emergency lighting, repairs to the floor covering and provision of a timed exit light. Quotes are being sought for this work.

### **5. Cemeteries**

- 5.1 The chart below shows the number of interments cemetery staff dealt with during the first quarter of 2018-19:

	<b>Full burials</b>	<b>Interment of cremated remains</b>	<b>Scattering of ashes</b>
<b>Wigston Cemetery</b>	14	17	3
<b>Oadby Cemetery</b>	2	5	4

### **6. Street Furniture**

- 6.1 Three World War 1 memorial benches and litter bins, purchased via the Armed Forces Working Group, have been installed at Ellis Park, Oadby, Peace Memorial Park, Wigston and at the War Memorial, South Wigston.
- 6.2 A replacement bus shelter has been installed outside St Peter's Church Hall in Oadby (the previous shelter had to be removed following a road traffic accident). Unfortunately, the end panels have been incorrectly manufactured and do not fit the frame. The manufacturer has been tasked with resolving this issue. Once resolved a seat will be fitted into the shelter.