



<b>Service Delivery Committee</b>	<b>Tuesday, 20 November 2018</b>	<b>Matter for Information</b>
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**Report Title: Facilities Service Update (Q2 2018-19)**

**Report Author(s): Margaret Kind (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 01 July 2018 and 30 September 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 Kind (Facilities &amp; Administration Team Leader) (0116) 257 2832 <a href="mailto:margaret.kind@oadby-wigston.gov.uk">margaret.kind@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 / 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:	As set out within 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>	None.

## 1. Progress on Capital Projects During Quarter 2 (2018-19)

1.1 **Florence Wragg Way Play Area** - The installation of the new play area was completed on 13 July 2018. Feedback from users has been very positive although, as reported previously, there have been a number of comments received that the junior slide is very difficult to access. As a result, the Facilities and Admin Team Leader has negotiated with the supplier for a rope bridge to be installed in place of the monkey bars. It was hoped that this would be in place by October half term but this has not been possible due to a delay in the supplier being able to provide the rope bridge and, at the time of writing the alterations are still awaited.

1.2 **Ervins Lock Footbridge** - A planning application for installation of a footbridge across the canal at Ervins Lock was submitted on 31 May 2018. As reported to the last Service Delivery Committee, the Canal and River Trust (CRT) raised some queries on the application which were responded to but led to the requirement to agree an extension of time. The planning application was approved by the Development Control Committee on 25 October 2018. Following a site meeting with CRT in August their Estates Section has drawn up a document *'Heads of Terms for an Option Agreement between Canal and River Trust and Oadby and Wigston Borough Council in respect of proposed lease of rights for airspace and footings allowing for the construction and maintenance of a pedestrian footbridge at Ervins Lock South Wigston'*. Officers are currently discussing the terms of this agreement with CRT.

With regard to timescale for this project, Members should note that one of the requirements under the options agreement is that construction of the bridge can only be carried out during CRT's specified stoppage period. CRT's stoppage period is between 01 November and 28 February in any year, and any application to carry out works which involve a stoppage of the canal must be received by CRT by 30 April prior to the start of the stoppage period in question. As planning permission has been granted, the specification for construction of the bridge will be drawn up and sent out to tender. Notification can then be submitted to CRT before 30 April 2019 for their agreement to the installation taking place during their stoppage period 01 November 2019 to 28 February 2020. As a consequence of this CRT requirement this project will not meet the 31 March 2019 deadline for completion that has previously been reported.

1.3 **New pavilion at Horsewell Lane** - The planning application for the new development was submitted on 10 July 2018. As a Council site the matter was referred to Development Control Committee on 30 August 2018 and permission was granted. Following the grant of planning permission the design team at Faithful and Gould have been reviewing the enhancements required as a result of planning conditions along with issues with adverse ground conditions and services diversions. The project was then put out to tender through the Pagabo Framework. The closing date for tender receipt was 31 October 2018.

1.4 **Bus shelter refurbishment** - Eighteen shelters are to be re-painted. At the time of writing 5 shelters have been completed, 3 have been undercoated and are awaiting top coat. All shelters will be completed by the end of November 2018.

1.5 **Extensions to the Gardens of Remembrance at Wigston and Oadby Cemeteries** - Quotations were returned on 26 July and the work awarded to the lowest price contractor.

Work was scheduled to start in September 2018 but was delayed by the contractor. Work started on site on 15 October 2018 at Oadby Cemetery where an additional 56 casket plots are being created which will give approximately 4 years additional ash casket space. The contractor will then move on to Wigston Cemetery where an additional 150 casket plots will be created giving approximately 3 years additional ash casket plots. Work at Oadby Cemetery will be completed by the end of October 2018 and at Wigston Cemetery by mid-November 2018.

- 1.6 **Extending Oadby Cemetery in Former Scout Hut Land** - Pre-application planning advice was obtained on 15 August 2018 which states that a change of use application will be required and that the planning application will need to include a groundwater risk assessment. This risk assessment will be required alongside the planning application for submission to the Environment Agency who will be a statutory consultee on the application.

Three companies were invited to submit quotes for completing the groundwater investigations and the work has been awarded to the company who submitted the most economically advantageous quote. The groundwater investigations began on 17 October 2018 and monitoring will take place throughout the remainder of October. The final report is expected around the end of November 2018 following which a planning application will be submitted.

- 1.7 **Uplands Park Outdoor Gym Equipment** - Consultation with users ran from 01 August until 30 September 2018. Twenty five responses were received and the consultation results have been used to draw up the specification for the purchase and installation of new equipment. Respondents were given a list of equipment that could be installed and were asked to rank their top 8 items in priority order. The top 8 items have therefore been included as requirements within the specification. Invitations to quote were sent out to nine companies on 11 October 2018 using the ESPO framework for purchase of Outdoor Gym Equipment. The return date for quotations was 09 November 2018.

The new equipment and the installation location will need to comply with EN 16630 which was introduced in 2015. This standard requires outdoor gym equipment to be installed a minimum of 25 metres away from children's' play equipment. For this reason, the new equipment will be installed at the top of Uplands Park near to the basketball area (this avoids the football and cricket pitches and is the only alternative location in the Park that will comply in distance with the new regulation). The equipment currently installed next to the teen play area will be removed in-house once the new equipment has been installed. This project is on schedule to be delivered before 31 March 2019.

- 1.8 **Crow Mill Picnic Area** - The picnic shelter suffered an arson attack in 2017 and the roof and one picnic bench were completely destroyed. In September 2018 the old damaged roof was completely stripped off and all fire damaged parts removed. The parts for the new roof are on order. This project is expected to be completed by the end of November 2018.

- 1.9 **Dog Walk Shelter at Blaby Road Park** - A site visit has been held with a company that supplies different types of shelters and their designs and prices are awaited. On receipt a preferred design will be forwarded to South Wigston Ward Members for their approval.

- 1.10 **Brocks Hill Play Area** - The Facilities and Admin Team Leader has started to work on options for the play equipment at Brocks Hill. A Registered Play Area Inspector has been commissioned to carry out an assessment and inspection of the existing equipment and safety surfaces so that a judgment can be made whether to repair the equipment or replace it with new. The inspection will balance the condition and required repairs against the overall life expectancy of the equipment. The report should be completed by the end of November. There is a capital budget allocation for 2018-19 of £22,000; this budget will be used to carry out repairs to the existing equipment where this is deemed possible (by the

end of February 2019). Any balance of budget will be used to purchase and install new play equipment (by the end of March 2019).

One item of existing equipment that has been fenced off as unsafe has been referred back to the supplier as it is still under warranty. The outcome of the warranty claim is awaited but early discussions indicate that this item can be renewed without cost to the authority. A capital bid has also been submitted for 2019-20 for £60,000 in the event that the existing equipment cannot be repaired and a new 'centre piece' item of equipment is required to maintain Brocks Hill Play Area's reputation as a 'destination play area'.

## **2. Residents' Forums Projects**

- 2.1 **Oadby** - Installation of the bench and slab path on the A6 near to the junction with Florence Wragg Way is now complete. The litter bin to be installed on the A6 at the end of Fludes Lane has arrived and will be installed by the end of November.
- 2.2 **Wigston** - No works in this quarter.
- 2.3 **South Wigston** - The bus shelter on Gloucester Crescent is now complete and the end panels have been fitted. No further works this quarter.

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

- 3.1 In September 2018, an independent assessor carried out fire risk assessments at all of the pavilions, community centres and cemetery buildings. Reports are awaited.
- 3.2 A contractor has been appointed to carry out fixed wire electrical testing across 17 Council buildings which includes pavilions, community centres, public toilets, East Street Car Park Office, Brocks Hill Barn and Oadby Depot. This is a statutory health and safety requirement which is carried out every 5 years.
- 3.3 Gas Safe Servicing has been carried out on all boilers and gas cookers in the pavilions and community centres. The boiler at Coombe Park Pavilion was found to be faulty and has been replaced.

## **4. Cemeteries**

- 4.1 The chart below shows the number of interments dealt with by cemetery staff during the second quarter of 2018-19:

	<b>Full burials</b>	<b>Interment of cremated remains</b>	<b>Scattering of ashes</b>
<b>Wigston Cemetery</b>	8	9	4
<b>Oadby Cemetery</b>	7	5	2

## **5. Other Work**

- 5.1 Severn Trent Water is installing a water main across Council land at Coombe Park, Oadby to connect the new development at Cottage Farm to their sewage pumping station off Coombe Rise. The Facilities and Administration Team Leader has met with the contractor carrying out the work and is monitoring progress. The work is being carried out under a Notice served in accordance with the Water Industry Act 1991 for which the Council is entitled to receive compensation.