



Service Delivery Committee	Tuesday, 29 January 2019	Matter for Information
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Report Title: Facilities Service Update (Q3 2018-19)

Report Author(s): Margaret Kind (Facilities & Administration Team Leader)

Purpose of Report:	To update Members on work undertaken by the Facilities Section.
Report Summary:	This report details work completed by the Facilities Section in quarter 3 between October 2018 and December 2018.
Recommendation(s):	That the contents of the report be noted.
Responsible Strategic Director, Head of Service and Officer Contact(s):	<p>Stephen Hinds (Director of Finance & Transformation) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk</p> <p>Adrian Thorpe (Head of Planning, Development and Regeneration) (0116) 257 2645 adrian.thorpe@oadby-wigston.gov.uk</p> <p>Margaret Kind (Facilities & Administration Team Leader) (0116) 257 2832 margaret.kind@oadby-wigston.gov.uk</p>
Corporate Priorities:	Effective Service Provision (CP2) Green & Safe Places (CP4)
Vision and Values:	Teamwork (V3) Innovation (V4) Customer Focus (V5)
Report Implications:-	
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:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.

Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	None.

1. Progress on Capital Projects during Quarter 3 (2018-19)

1.1 Florence Wragg Way Play Area

The rope bridge has now been installed to replace the monkey bars meaning this project is now complete.

1.2 Ervins Lock Footbridge, Wigston

As previously reported, planning permission for a bridge of brick design was agreed by Development Control Committee on 25 October 2018. In granting planning permission for a brick built bridge it was explained to Members of the Development Control Committee that the County Council's Heritage Officer recommended the bridge be of brick construction which would be in keeping with the conservation area status conferred on the canal in this location by Leicestershire County Council. However, Members of that Committee were also advised that the Canal and River Trust (CRT) wished the bridge to be of a steel design which had been the original design prior to obtaining information from the Heritage Officer.

Following the granting of planning permission, the Facilities and Admin Team Leader has pursued the drawing up of an agreement with CRT to allow the bridge to be installed. Heads of Terms for an Option Agreement between CRT and Oadby and Wigston Borough Council in respect of proposed lease rights for airspace and footings allowing for the construction and maintenance of a pedestrian footbridge at Ervins Lock South Wigston.

However, no further progress can be made on this at present due to an email that has been received from Steve Robinson, Estate Surveyor for CRT outlining CRT's position and explaining that they are not now in a position to grant permission for a bridge to be installed on their land unless the design has steel pillars.

Extracts from his email are given below:

"After consulting with my planning colleague, Hazel Smith, and the Trusts Regional Director for the East Midlands (Phil Mulligan), I am advised that we are not prepared to proceed with an agreement for a bridge with brick piers.

I am instructed not to pursue this matter any further until such time as the Trust receives assurances that the bridge will be constructed with metal piers."

Without the agreement of CRT to the Heads of Terms, no further progress can be made. Officers have been working with CRT on a pedestrian bridge in this location for a long time and it is disappointing that CRT did not make their stance clear earlier in the process which could have saved on time and resources. However, Officers are now in discussion with CRT in order to try to resolve this matter and at the time of writing have requested a meeting between CRT, OWBC and LCC's Heritage Officer as early in the new year as possible.

1.3 New Pavilion at Horsewell Lane, Wigston

Following the appointment of GF Tomlinson (GFT) as main contractor on 13 November 2018, a pre-start meeting was held with GFT and the Council's construction project managers, Faithful and Gould (F&G) on 21 November.

A soft start onsite with compound set up commenced on 26 November and the turning of the first sod media event led by Councillor Bentley took place on 3 December. Groundworks have now commenced and orders have been placed for the steel frame. Regular construction progress meetings with F&G and GFT are being held, with the latest occurring on 18 December and the next scheduled for 29 January. Key project plan dates are set out below. These will potentially be subject to change, particularly should there be any inclement winter weather which hinders construction progress.

- Building Completion: 24 June 2019
- Existing Building Demolition: 12 July 2019
- Wigston Club for Young People Building Demolition: 24 July 2019

1.4 Coombe Park Pavilion Extension

Further to the Policy, Finance and Development Committee resolution of 27 November 2018 to support this project, Oadby Owl's are finalising a planning application for the extension in conjunction with the architects who designed the current pavilion. Both Oadby Owls and Officers are working with the FA (Football Foundation) to draft the funding application which it is intended will be submitted once a planning application has been determined and the Council has a tendered price with which to base the application on. Subject to the grant of planning permission, the Council will be the lead agency on the development of the extension and will receive all the available funding with which to build the extension.

1.5 Bus Shelter Refurbishment

The 18 shelters identified as requiring work have now been re-painted. This project is now complete.

1.6 Extensions to the Gardens of Remembrance at Wigston and Oadby Cemeteries

Work to extend the Garden of Remembrance at Oadby Cemetery is now complete. An additional 56 casket plots have been created giving approximately 4 years additional ash casket space.

Work at Wigston Cemetery began on 17 December where 150 additional new plots are being created giving approximately 3 years additional ash casket space. The work at Wigston is due to be completed by the end of January 2019.

1.7 Extending Oadby Cemetery into former Scout Hut land

Groundwater investigations have been completed and a comprehensive report received showing the findings. The report is required as part of the planning application which will be submitted in early January 2019 and for which the Environment Agency will be a statutory consultee.

The report concludes that groundwater should not be affected by burials so long as there are no more than 10 burials in any 12 month period. This condition should not have a detrimental effect since the current average number of burials at Oadby Cemetery is approximately 8 per year.

Landscaping plans for the new burial ground are being discussed with a landscaper. Some initial tree works have been carried out to remove dead limbs from the many trees in the area; the Council's Tree Officer has surveyed the area and identified which trees should

remain and which are poor specimens that can be removed. These will be identified on the planning application.

1.8 **Uplands Park Outdoor Gym Equipment, Oadby**

Following the receipt of quotations in November 2018, the contract for the supply and installation of equipment has been awarded to Proludic Ltd. The eight items of equipment ordered match the top eight items requested by residents who took part in the consultations. As requested by residents, the resistance of the equipment can be manually adjusted by the user to match their ability level.

A pre-start meeting with the contractor is arranged for 11 January 2019; the installation date is awaited but is expected to be late January /early February 2019.

1.9 **Crow Mill Picnic Area, South Wigston**

Work to replace the roof of the picnic shelter and install a bench was completed at the beginning of December 2018. Intumescent (fire resistant) paint is on order; this will be applied to the shelter uprights and underside of roof in January 2019 to complete the project.

1.10 **Dog Walk Shelter at Blaby Road Park, South Wigston**

South Wigston Ward Members approved the design of a shelter which is now on order. The contractor is expecting to start on site laying the foundation on 2 January 2019 and the shelter itself will be installed on 11 January 2019.

1.11 **Brocks Hill Play Area, Oadby**

A registered play inspector has carried out an inspection of the existing play equipment at Brocks Hill. The inspection report is very comprehensive and covers all items of play equipment as well as the benches, fences, steps, gates and planting areas that feature within the wider play area. The report gives the current identified risk level for each item of play equipment and the anticipated life expectancy:

Identified Current Risk Level	Life Expectancy		
	1 – 3 years	3 – 5 years	5 -10 years
Low Risk	3 items	6 items	3 items
Medium Risk	0 items	2 items	0 items
High Risk*	1 item	0 items	0 items

*Since the report was received the high risk item ('pick up sticks' climbing unit) has been replaced by the manufacturer, free of charge and under guarantee. Therefore this item is no longer deemed as high risk.

The report identifies the work required to reduce risks in all areas; the majority of low level risks identified involve levelling of the surface areas surrounding the equipment. The two items of equipment deemed medium risk (the junior and toddler multi play units) require some rotted timbers to be replaced and the safety surfacing attended to.

Quotes will now be obtained to address the factors raised in the report so that an assessment can be made against the life expectancy to gauge whether to repair equipment or replace.

1.12 Works to Car Parks

Patch repairs have been carried out to Paddock Street, Aylestone Lane and Willow Park Car Parks. Quotes have been invited for re-surfacing and re-lining to sections of East Street and Sandhurst Street Car Parks and this work will take place in late January/ early February. The car park at St Peter's Church Hall (owned by OWBC) will be re-lined at the same time.

2. Residents' Forum Projects

No works requested this quarter.

3. Pavilions and Community Centres

- 3.1 Fire Risk Assessment (FRA) reports have been obtained for nine community centres and pavilions, the East Street Car Park Office and the buildings (including chapel) at Wigston Cemetery.
- 3.2 In all cases, the FRA's highlight that fixed wire testing is overdue for each building (see 3.3 below); this had actually been completed at the time the FRA's were undertaken but the reports had not been received and therefore could not be included. The recommendations in each report are being addressed along with the systematic testing and documenting of fire alarm systems and emergency lighting in each building.
- 3.3 Fixed wire (electrical) testing has been completed on 17 buildings managed by the Facilities Section. This work is carried out every 5-years and is a statutory health and safety requirement. Eight of the buildings have 'satisfactory' reports where no further work is required; the remaining 9 buildings have areas that need addressing. None of the findings fall into category 'C1' (danger present) but an electrician has been invited to quote for the remedial work to bring all buildings into the 'satisfactory' category.
- 3.4 East Street Car Park Office – Internal lighting has been upgraded and the new units double as emergency lighting which was not previously present in the building. The kitchen area has also been upgraded.
- 3.5 Updated asbestos reports have been commissioned for East Street Car Park Office and Uplands Pavilion. These are the only two buildings managed by Facilities that do not have 'clear' asbestos reports. The updated reports have been commissioned to ensure that where asbestos is present it is being managed effectively and does not pose a hazard.

4. Cemeteries

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

	Full burials	Interment of cremated remains	Scattering of ashes
Wigston Cemetery	12	20	7
Oadby Cemetery	1	4	0

- 4.2 The lime tree at the front of Oadby Cemetery (already identified as dying) was removed in December as emergency works when it was noticed that two large limbs were breaking away from the main trunk and could have fallen onto the roof / pavement of the Boys Club building adjacent to the cemetery.

- 4.3 A problem has arisen at Wigston Cemetery whereby some visitors have taken to driving along footpaths and over grass areas to get as close as possible to graves they wish to visit. This creates a safety issue for pedestrians, and is causing damage to grass and graves leading to complaints from other visitors.

To address this notices have been put up at the cemetery asking drivers to keep to the main entrance road and the car park areas. Cemetery staff are also pointing the notices out to anyone continuing to drive on the footpaths. An exception is in place for cemetery vehicles and for Memorial Masons who, by the nature of their work, need to access areas off the main entrance in order to carry out their work.

5. Other Work

- 5.1 Bus shelter seats for 9 locations in Wigston have been ordered. These should be installed by the end of January (Station Road, Launceston Road (2), West Avenue, Holmden Avenue, Rolleston Road (2), Aylestone Lane, Leicester Road).
- 5.2 Replacement litter bins have been installed at Acorn Way, Davenport Road, Willow Park (2), Countesthorpe Road and Blaby Road Park.
- 5.3 Replacement street name plates have been installed at Barnby Avenue, Linford Close, Mill Close and Stoughton Drive South. New street name plates are on order for Ashdown Road, Milverton Drive and Milverton Close and these will be installed by the end of February 2019.