

Deputy Clerk's Report on Services and Assets – October 2023

This report sets out actions taken as a result of previous meetings of the Services & Asset Management Committee, now replaced by Services, Assets & Community Committee, and provides any necessary update on other LTC assets or matters arising.

Items in bold red require a decision from Committee members please.

1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

Ownership of the area above Hannafore public toilets – Cornwall Council have confirmed that LTC own the whole property including 'paved' area on the roof of the toilets (but excluding surrounding flower beds, etc). This gives us an opportunity to improve this area and potentially make better use of it as a Council asset.

Chess Table – A reminder has been sent to Looe Community Academy offering them the Coca Cola legacy chess table, currently situated in the Rose Garden, East Looe. No definitive response has been received to date so I will continue to chase this.

Patient Car Park lease – Please see correspondence attached (APPENDIX A) from CC Link Advisor in this respect. We are aware that repairs are needed to fencing and space numbering at the site but have deferred any actions until a new lease and rental arrangements have been agreed.

Buller Quay phonebox – Improvements planned to this have not been achievable due to a lack of electricity/internet and shortages in our own staff this year. The Town Clerk therefore agreed to deferring development of the phonebox as a 'pop-up' Tourist Information site in East Looe with a view to preparing it in readiness for 2024 holiday season.

Flood protection for Council offices and funding available – I have not found any sources of funding specifically available for flood protection at non-domestic premises but will continue to research this and provide options for flood protection at the Library building to the January meeting of this Committee.

East Looe traffic management – our Street Marshall finished their seasonal contract with us in mid-September and once again we had very positive feedback about the impact of their presence on traffic and the help they were able to give visitors to find suitable parking and other facilities. SAM Committee agreed to canvas local businesses about the traffic situation in East Looe and to gather ideas for managing this in the future. I will be progressing this action by the end of October.

Works to roof of Guildhall Toilets, East Looe – Councillors will be aware that the wooden lantern above Guildhall toilets is in urgent need of repair and we requested quotes from four builders/roofers for this work. Only one quote has been received which is in excess of the costs forecast by Robert Freer in his report on our assets. This is largely due to the need for scaffolding at the site as well as increased costs of materials in the interim period. Please see copy of estimate at APPENDIX B. **I would like to request approval from Committee to progress with this urgent work at the price specified.**

Signage of facilities – a need for improved signage at public toilets was identified at a previous meeting and the team have subsequently posted more signs about opening times, cleaning and charges (at Millpool). We are now looking at signage around the town which directs people to our toilet facilities including finger posts for all amenities (to include toilets).

Devolution from CC of Land North of Sunrising House – Following discussions earlier in 2023 about Looe Town Council taking over this plot of land, I am working with the Town Clerk to provide a report to Full Council for consideration and a decision on how to proceed.

Water Refill Unit – A new water refill unit was installed outside the Guildhall toilets on 5th October 2023. We will need to apply for retrospective planning permission for this installation as it is within Looe's Article 4 conservation area. **I would like to request approval from Committee for the cost of planning application.**

Valuation of LTC property assets – After reviewing quotes received with Cllr Lundy, we remain unclear about the original purpose of seeking valuation reports for our building assets and I can find no record of a formal resolution in this respect. **Please would Committee agree the purpose and scope of reports being requested so that I can seek competitive quotes to complete this work.**

Review of electric vehicle on short term hire – Following the decision at last SAM meeting to procure an e-van for a 3-month trial period, the vehicle was delivered to us on 18th August 2023.
With changes to the staffing team, we have only just begun to use the van for day-to-day needs so propose to report on the success of this trial to Full Council on 31st October if agreeable to this Committee.

2. CLEANING & MAINTENANCE TEAM

Councillors will be aware that Andrew Thompson joined us on 25th September as Cleaning & Maintenance Supervisor. We have also offered a permanent job as Cleaning Operative to Clare Walters who has provided cover for us in 2022 and again this summer on a self-employed basis. Staffing Committee agreed earlier this year to the appointment of an additional team member for 3 days per week and we have interviewed a potential candidate for this post.

3. MAINTENANCE PLAN/SCHEDULE

The Asset Maintenance Plan is available to Councillors prior to this meeting and has been updated where any progress has been made against priority tasks from external report, and to include any additional tasks identified necessary. I'm sure that Councillors will appreciate how changes of staff in the cleaning team during peak season has impacted our ability to progress some of this work. Essential repairs and maintenance have, of course, been prioritised and please note that minor tasks which have emerged due to volume of use and/or damage to facilities have not been added to this list.

Using templates provided by Cllr Harwood, we have begun to develop a more detailed Schedule of Maintenance (see APPENDIX C) which will help the team to prioritise work and allow for better budgeting for essential maintenance. Moving forward, Andrew I will develop this to include likely costs and planned refurbishment of premises.

4. POLKIRT ARCADE

A new tenant took over Unit 2 Polkirt Arcade in July and is undertaking changes to the premises before opening a new shop there. Our check of the electrical system at the site (carried out by M&P Electrics) identified some issues and we are working with the new tenant to ensure that we fulfil our obligations as landlord and that any changes which they make do not compromise safety of the system.

5. LAND ADJACENT TO LIBRARY BUILDING

Our licence agreement with Waterside Holidays (Tregoad) has now ended and a groundworks survey is taking place in October to inform the proposed installation of a temporary banking hub. A separate update will be provided to Committee about this project.

1. CORRESPONDENCE TO BE NOTED

APPENDIX D - CC information on increases to dog bin collection fees

APPENDIX E – Correspondence relating to ongoing insurance claim

APPENDIX F – Public toilet charges – customer feedback/complaint