



# **Facilities Management**

## **Monthly Report**

**February 2021**



**Carnegie House, Wyndham Street, Bridgend, CF31 1EF**  
**01656 815757**  
**[www.bridgendtowncouncil.gov.uk](http://www.bridgendtowncouncil.gov.uk)**

## **1.0 JANUARY / FEBRUARY 2021**

The following sections provide a brief summary of the work completed by the FM team throughout January and February 2021.

### **1.1 Compliance - Carnegie House and New Town Hall**

#### **2.1.1 Fire Safety**

Quotes are being sought for:

- Fire Risk assessment for Carnegie
- Fire alarm maintenance and monitoring for both sites
- Fire extinguisher servicing for Carnegie and supply for the New Town Hall

#### **2.1.2 Waste**

Quotes are being sought for general waste and recycling contracts for both sites.

Work is underway in preparing an application for a lower tier waste carrier's licence from Natural Resources Wales.

#### **1.1.3 Deep Clean**

The third monthly deep clean due in January has been postponed due to the national lock down and has been rearranged for later this month.

#### **1.1.4 Guttering**

The guttering clean has been completed and two buckets of silt build up removed.

The contractors reported the following:

- roof tiles are all fine, the gutter levels are good, drainage is running correctly, no blocked downpipes.
- There appears to be an issue with the mortar jointing at the top of the side elevation at the south west corner.

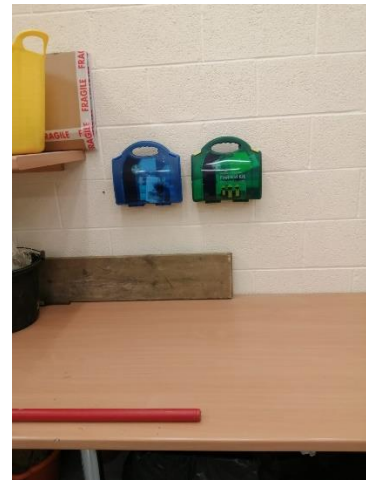


## 1.2 New Town Hall, Sunnyside

### 1.2.1 Maintenance

Maintenance works this month have included:

- Clearance of drains and leaf build up from car park
- Removal of dead and overhanging branches to entrance road
- Installation of first aid station in store room



**1.2.2 Homelessness/Rough Sleeping** – BCBC’s Housing team confirmed that there are currently no known rough sleepers in the vicinity of the New Town Hall. The tent to the rear has therefore been removed together with all rubbish in the north east corner of the site.





## 1.3 Allotments

### 1.3.1 2020/21

Tenancy agreements have been sent out for the year from 1 April 2020 with many tenants paying by bank transfer. The tenants of the plots at Coychurch Road affected by the Mares Tail have expressed their gratitude for the extension of the rent free period in order to bring this under control.

### 1.3.2 Waiting List

The allotment waiting list has been updated to include each applicants ward and a standard response has been prepared to ensure each applicant is advised of the residency requirements.

## 1.4 Dog Waste bins

### 1.4.1 Cleansing

A decrease in the use of the bins at Newbridge Fields has been noted following reports of illness experienced by dogs using the fields. BCBC's dog welfare officer is investigating further. The Town Council team are aware and are ensuring the continued frequent cleansing of the bins.

## 1.5 Community

### 1.5.1 Asset Register

Work on a complete schedule of all Town Council assets is nearing completion. The aim of this schedule is to ensure all relevant information is included to ensure a clear record of ownership and management responsibilities, to inform maintenance schedules and for financial purposes.

### 1.5.2 Morfa

- Completion of weeding and general tidy up around The Precinct, Wildmill. Blocked drains in the vicinity have been reported to V2C.







- Overgrowth and weeds removed to the entrance of the playground and cemetery on Cemetery Road.



- Weeds and leaf litter removed on Quarella Road in the vicinity of the black railings / entrance to Tesco



### 1.5 Town Centre Summer Planting

Quotes have been sought from 5 companies for the supply of barrels for the summer floral display within the town centre. Intended to report outcomes to next meeting of Council on 15 March.



## **2.0 16 FEBRUARY – 15 MARCH 2021**

### **2.1 Compliance – Carnegie House & New Town Hall**

Chasing and analysis of quotes received for fire safety and waste contracts

### **2.2 Carnegie House**

#### **2.2.1 Damp**

To seek quotes for rectification of damp issues in south west corner.

### **2.3 New Town Hall**

Support the Clerk and Working Group where required and general day to day maintenance.

### **2.4 Allotments**

Continued inspections of all allotment sites and assist the Finance Team in collecting fees. Ensure all records are up-to-date, monitor unmaintained plots and seek to re-let vacated plots in a timely manner.

### **2.5 Community Assets**

Completion of asset schedule and update records with completed inspections. Inspection schedule of all Town Council bus shelters to be prepared and implemented.

### **2.6 Town Centre Summer Planting**

Analysis of received quotes to be undertaken for next meeting of Council.

Rhiannon Stone  
February 2021