



Facilities Management

Monthly Report

March 2021

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1.0 FEBRUARY/MARCH 2021

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

1.1 Carnegie House

1.1.1 Carnegie Maintenance Issues

Formal Inspection records are now being kept of weekly checks undertaken by the Facilities Team and any items of disrepair are noted and added to the Maintenance issues logs.

1.2 New Town Hall, Sunnyside

1.2.1 Maintenance

A large amount of flytipped waste has been noted along the boundary wall and hedge abutting Sunnyside Road rear lane. This appears to have accrued over a number of years. A skip has been delivered to the New Town Hall and the Maintenance Team are undertaking a clearance before the new spring growth and nesting season start.





1.3 Allotments

1.3.1 2020/21

Responses have been coming in steadily to the requests issued to sign the Tenancy agreements that were for the year from 1 April 2020 and to the rental requests with nearly 60 % of the payments received so far received by bank transfer. With the offices closed due to the ongoing pandemic officers have been attempting to visit on an ad hoc basis, but in line with all social distancing guidelines, to collect any cheques received for banking. The Allotments ledger is being updated accordingly.

The issuing of the tenancy agreements and rental requests has also initiated a number of letters and emails from tenants for general maintenance matters and queries and the Facilities Team is working their way through and replying to all of the correspondence.

1.3.2 Waiting List

The allotment waiting list is continuously being updated but it is noted the teams are having a number of requests from people living in other parts of the County Borough, and not just the neighbouring communities. The waiting list currently stands at 140 with 54% living outside the Town Councils boundary. The request for the tenancy agreements and rental for the financial year 2020-2021 has also resulted in a few tenants deciding to give up their plot for various issues and a number of plots are to be offered to new tenants in March.

1.3.3 Site Plans

New plans have been prepared for each plot to indicate the site layouts and it is intended that these plans will form part of a welcome pack for issuing to new tenants which is currently under development by the Facilities Team.

1.4 Dog Waste bins

1.4.1 Cleansing

A survey of the dog waste bins has noted that a number of bins are now in a poor state of repair and a separate report item on this is included in the Facilities Management Finance Report.

1.5 Community

1.5.1 Asset Register

Work is ongoing on the register of all Town Council Assets with a number of site inspections having been taken to check on the status of some of the items. In particular a survey of the defibrillators was undertaken recently and information is being fed back to the Community and Wellbeing Officer on this. Photographs taken in the recent survey of the three defibrillators currently in place that were provided with funding from the Town Council which indicate their positions are as below.



Between No 3 (Reptile & Aquatic Centre) and No 5 (Urban Vaping) Nolton Street



In Car Park adj Felicity's, 34 Nolton Street - Opposite Wilkinson's



To side of Post Office building on Wyndham Street

Draft format of Summary Report from the Asset Register prepared for approval by Council.

1.5 Town Centre Summer Planting

Quotes have been sought from 8 companies for the supply of barrels for the summer floral display within the town centre and a separate report item on this is included in the Facilities Management Finance Report.

1.6 Outdoor Maintenance Work - Improving your Local Area

A large number of reports were received within a few days of the recent Facebook posting "Improving your local Area". Many reports received did not fall under the Council's remit and were referred by the Town Clerk to the necessary bodies but all other matters were issued to the Maintenance Team



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Some examples of the enquiries and work undertaken are listed below:

Location	Issue	Action
Ewenny Road / Spar area	litter / discarded masks	litter pick
Quarella Road - bailey bridge	maintenance	BCBC highways
Tremains Road - wooded area behind car wash	litter	BCBC Parks maintained for V2C
Glynbridge Gardens - footpath		not BTC
Glanogwr steps & path	litter	litter pick
Newcastle steps area	litter	contact fire service
Cycle path Wildmill to 'the St's'	Litter & earth on path	litter pick and path clear

Bailey Bridge before & After:



Wildmill cycle path clearance before and after:





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2.1 Compliance – Carnegie House & New Town Hall

On-going review of compliance matters – arrange site inspections with potential contractors .

2.2 Carnegie House

2.2.1 Damp

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

2.3 New Town Hall

Support the Clerk and Working Group where required and general day to day maintenance – on-going.

2.4 Allotments

Continued inspections of all allotment sites and assist the Finance Team in chasing up any non payment of the fees for 2020-2021. Ensure all records are up-to-date, monitor unmaintained plots, respond to queries received and seek to re-let vacated plots in a timely manner.

2.5 Community Assets

On-going review of and collation of information. Undertake and record annual inspection of dog waste bins

2.6 Town Centre Summer Planting

Contact Council's preferred contractor following instruction from Finance Committee.

Facilities Team
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