

Service Delivery Department Request Log for Councillors STC Officers and Members of the Public

Enquiry Number	Date	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	scheduled Date	SDM Sign Off	Completion Date
10710	23/02/23	Teams/Phone	GH Chamber - Blind broken.	No	Medium	RA	09/12/23		
10714	27/02/23	Vehicle Inspection	BX15 HWJ - Beacon on roof - cover missing.	Yes	High	RA	01/02/24		
	29/03/23	1667817787	Guildhall - Pictures to be installed in the Town Clerk office. There is no urgency for this work to be carried out. Please ask the appointed member of staff to refer to the Town Clerk for instructions prior to carrying out the work.	No	Low	MC	09/12/23		
10781	18/07/23	Email	Tree watering on behalf of SEA - Please liaise with AW from SEA to discuss watering the trees as carried out for the summer of 2023 with the addition of a few more trees in the same area						
10782	18/07/23	email	Waterside Notice Board - requires cleaning and to source correct locks.		Low		2 nd Dec		
10820	29/08/23	email - Services	Grenfell Allotments - Allotment fencing to the rear of 45 Grenfell Avenue - email from resident received regarding the Poor State Of The Original Chain-Link Fencing With Concrete Posts Behind 45 Grenfell Ave. Town Clerk Has Requested ASDM To Attend Site And Take Recent Pictures And Report Back Accordingly i.e Costs And Possible Repair Options etc. - (MC)	No	Medium	ASDM	On Hold.		
10824	30/08/23	Site Inpection	Following On From Telephone Call From Resident And Site Visit Shrubs At Brunel Bust Require Heavy Trimming/Cutting Back And Shaping.	No	Low	ASDM To Delegate	Jan 24 onwards		
10830	14/09/23	email	Cemetery - boundary fencing for cemetery garden equipment - Fence is broken and requires repair. Resident made temporary repairs but requires permanent fix.	No	Medium	ASDM	Jan-24	YES	19/01/24