

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

Enquiry Number	Date	Cllr /Officer Name	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
10810	25/08/23	Staff	email	Pillmere - Wooded area behind 52/54 Grassmere Way - to check state of brambles creeping into back garden of 52 Grassmere Way and general state of site		Medium		RESOLVED to cut back over hanging tree branches on future visit (MC)	Apr- 24 onward		
10820	29/08/23	Resident Grenfell Avenue Saltash.	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	Job on hold Not Enough Money In The Budget To Complete Works This Financial Year.	On Hold.		
10824	30/08/23	Michael Cotton	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	Not A Priority At Present Date To Be Confirmed In Future (MC)	Apr- 24 onwards		
10834	19/09/23	Resident - NH	email via enq	Pillmere - area opposite 26 Meadow Drive (around the corner) - Cut grass that borders the pavement and the grass bank if possible.		Medium		Will be part of the ongoing works to the area	Apr-24		
10846	12/10/23	Staff	email	Pillmere - 4 Bluebell Close - please attend site and investigate tree that is on the boundary of the above property and establish what needs to be done to resolve residents concerns.		Medium	ASDM	ASDM Carried Out Site Vistit. Out Come: Dead Elm Tree To Be Partially Taken Down To Hedge Hight Level And Reduce Tree Adjust To Appease Local Residents.	(Pending)		
10883	04/03/24	Staff	Vehicle Inspection	WC69 EVV - Small scratch on side door		Medium		To be painted over soon	Apr-24		