

# **To receive reports from the Service Delivery Department and consider any actions and associated expenditure - Departmental Report- September 24**

## **1. Winter planting**

This project will start with removing the summer hanging baskets and bedding plants, leaving the evergreen plants in situ in the town planters and flower beds. This will take place around the end of September to mid-October depending on the condition of the plants and weather conditions.

Winter planting project will start towards the end of October with the addition of more evergreen plants/shrubs and flowers. More evergreen at winter will help with the summer planting next year.

Cost of evergreen plants and flowers will be no more than **£1,000.00**, the same as last year.

The same supplier is to be appointed due to a recent cost exercise taking place.

Budget code 6506 Grounds Maintenance and Watering.

Current budget is £4,601

[Members are asked to note the update.](#)

## **2. Allotments**

### **Churchtown**

Recent work has been carried out to re-number the plots at Churchtown Allotments as we have a new plot 51 that has been added to the site. New plot numbers have now been installed to make it easier for staff and tenants to identify individual plots.



Plot 51 was cleared as this was a redundant corner of the site, with trees and hedging cut back to allow light onto the plot. The plot is now being worked by the new tenants.



## Fairmead

Following a site visit we have carried out maintenance work making the pathways clearer, removing overgrown hedging and branches around the site. Further work will be required on the entrance gate, fencing and pathways making the access safer for tenants and staff.



New Plot Numbering plaques (the same as Churchtown) will be fitted to Fairmead and Grenfell sites soon. This will bring consistency across all sites.

All allotments are monitored to look at how the plots are being worked by tenants as per the T&Cs of the agreement and policy. Reminder letters are sent if the condition falls below the expected levels.

All three allotment plots are full with a waiting list for each:

Churchtown - 48

Fairmead – 35

Grenfell - 28

Recent works have taken place to the rear boundary clearing brambles at Grenfell. The plots on this site are generally well kept by the tenants.



[Members are asked to note the update.](#)

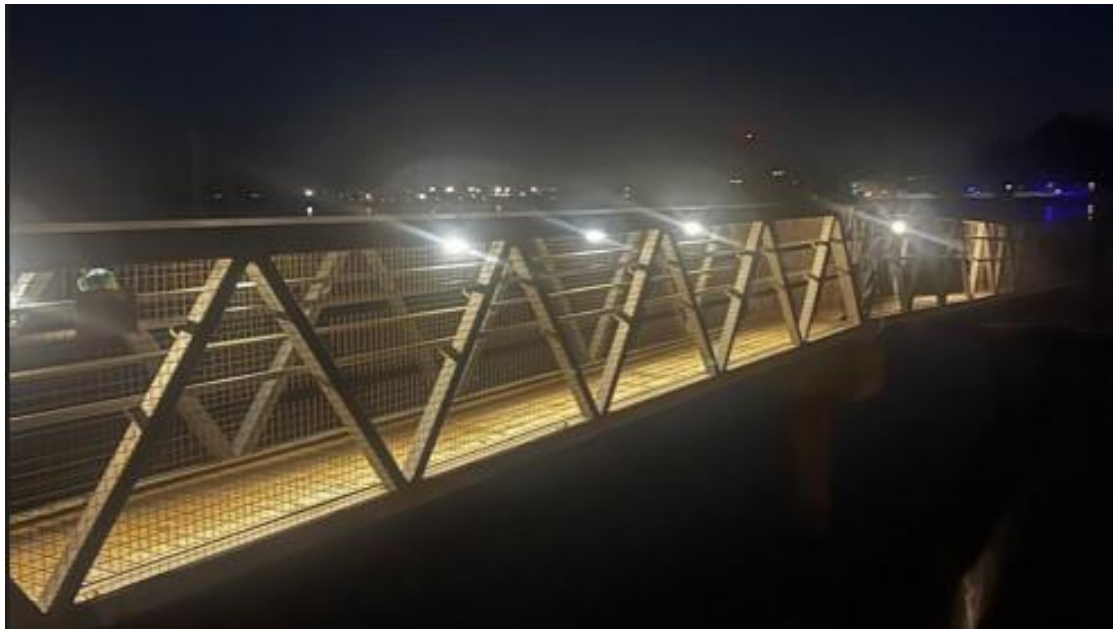
### **3. Pontoon**

We have now completed the installation of the lights to the pontoon as per the Committees instructions.

We feel this has been an extremely worthwhile project to enhance the safety of the pontoon for the public, boat users and staff.

This will also help to show the Town Council are happy to invest in maintaining essential assets such as the pontoon.

This is a much improved and robust lighting system that will last longer in adverse weather conditions and vandalism, as per the images below.



Members are asked to note the update.

## Trusted Boaters complaints

We are receiving a number of complaints from the public that use the Trusted Boater scheme regarding the lack of space on the hammerhead during the day. The main complaint is the addition of the ferry taking up a large section of the pontoon, plus the long standing boat (paying a daily rate). We have explained many times how the pontoon operates with the Saltash ferry and visiting public boats, however, this subject is raised with us on a regular basis. As the TB are paying for the privilege to use the pontoon they feel they are not getting the service they pay for.

The number of TBS are down this year from **40** in 23/24 to **23** in 24/25 so far.

**25** did not renew for 24/25

Only **8** new TB to date for 24/25

The data taken from 1/4/24 to 31/7/24. Shows we are currently **-£221.01** against the same period of last year.

It is also worth informing Members, since the operations of the Saltash ferry there has been no anti-social behaviour on the pontoon. This could be due to the number of people within the area on a regular basis.

[Members are asked to note the update.](#)

## **4. Ann Glanville bench**

The specialised speech recorder voice box requires upgrading due to natural degrading over many years. This will be at a cost of £350.



[Members are asked to note the update.](#)

## 5. Project Work

### Public Toilets

The CCTV cameras and signs have been fitted to all the public toilets prior to the school holidays starting. We obtained permission from Cornwall Council to fit the cameras to lampposts close to the toilets and on the building where required.

This seems to have had a positive effect as we have received very little damage reported during the school holiday period to date. Monitoring this will continue throughout the rest of the year. We very much hope this effect will continue going forward.



Members are asked to note the update.

## Isambard House Kitchen

This project has been in progress during the month of August with the kitchen fitting being carried out by the Service Delivery Assistance Manager. This has included the cabinets, plumbing, flooring and electrics. This will make a great addition to the building, enhancing all room bookings. The new kitchen now has a separate hot water unit, dishwasher, fridge/freezer and hot water beverage boiler.



The extension room will be converted into a larger store room with shelving, providing more space to store items safely such as chairs, tables and other equipment. The windows and doors now have reflective film to obscure the contents of the room.

Members are asked to note the update.

## Waterside Public Toilets

This project has been delayed while other projects are completed. The skylights have been replaced to stop the rain and further damage from happening with objects being thrown into the toilets. This project will continue to completion over the next couple of months, subject to other delays.

We have again chased Network Rail who agreed to a site meeting that took place on 3<sup>rd</sup> September. The meeting covered the toilet block, rear storage area, rear garages/storage behind the toilets and also the garage opposite the toilets next to Hispania. Network Rail are to consider the option to create a 99 year Lease allowing the Town Council control over future plans, buildings or refurbishment work. There is no option of a Freehold with Network Rail.

This is a step in the right direction, as requested by the Services Committee for the Property Maintenance Sub Committee to project manage. Hope to provide further positive updates in the near future.



Members are asked to note the update.



## Grassmere Play Park Gate

A new park gate has been fitted as requested by the Services Committee. Creative Play started work this week to install the new play park equipment.



Members are asked to note the update.

## 6. Permanent Wilding and Wild Flower areas.

We have been looking at creating a variety of permanent wilding areas some of which will be natural and left to grow as nature intended while others will be for wild flowers and plants to attract bees, butterflies, other wildlife and insect.

We have started this project by placing signs by the designated locations. This will help to promote the wilding project to members of the public and help explain why the area has been left to grow.

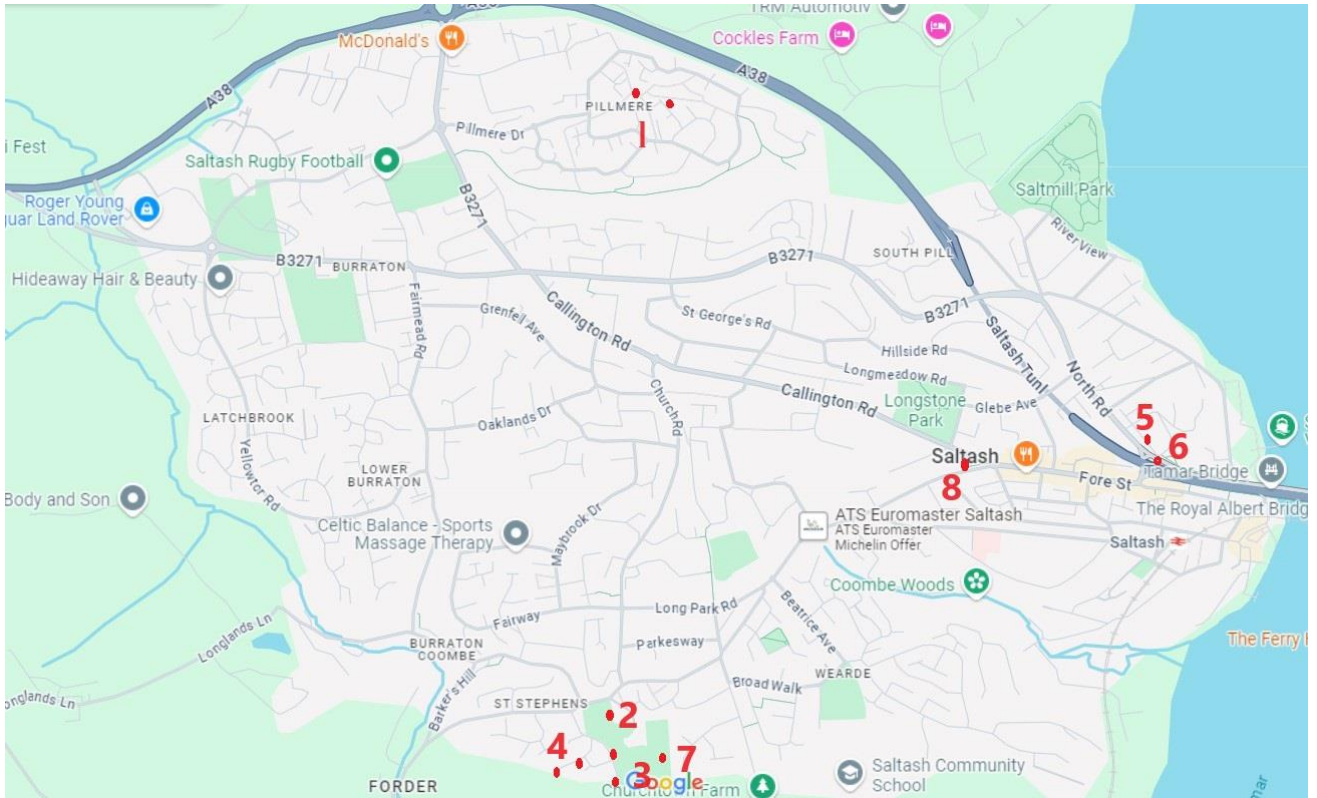
This will also tie in with the Town Council plan and the Bio Watch via the Library. Below is a list of sites:

- Pillmere Green and Pillmere Meadow.
- North section next to St Stephens Church.
- Various areas around and in St Stephens Churchyard.
- Far bottom right corner and parking edge to Churchtown Allotments.
- Areas to Elwell Woods, orchard.



Below is a list of proposed sites:

1. Grass area to rear tree line at the Cornwall Cross
2. Murders Plot (top of Farm Lane)
3. Top grass stepped section of Victoria Gardens (when under STC)



Members are asked to note the update.

## 7. Victoria Gardens Memorial Roses

Since we planted the roses earlier this year several rose bushes have died. The suppliers of the plants have advised that there has been an issue with certain rose bushes due to the damp and wet weather from the start of the year.

This has meant disease was able to get into some plants causing delayed dieback. The suppliers no longer stock this variety so we are not able to replace them without further cost to us.

We have requested 8 new plants to replace the dead ones which have been removed. The images show the current Rose Garden with the roses removed. The cost of new plants will be **£120.00**

The planting method will be changed to use rose compost and feed to assure the roses will remain healthy.



Members are asked to note the update.

## 8. Saltash Borough War Memorial

Cleaning of the war memorial took place by the Service delivery Team by using soapy water with stiff brushes. The cleaning took two SDGA 1.5 hours. It did have an effect as per the images below, but not a great overall result.

After discussing this with a stone mason for them to clean the stone properly, it would require a much stronger bleach type chemical cleaner and jet washing. They recommend cleaning every five years.



### Cleaning quote via Stone Masons

#### Memorial 1 (Tall cross)

To clean memorial plus supply and erection of scaffolding	£1500.00
Repaint the letters (optional)	£ 500.00
VAT	£ 400.00
<b>Total</b>	<b>£2,400.00</b>

#### Memorial 2

To clean the memorial	£500.00
Repaint the letters (optional)	£500.00
VAT	£200.00
<b>Total</b>	<b>£1,200.00</b>

Please note: the chemicals used by a stone mason do not meet the Town Council environmental policy or business plan therefore is not recommended.

Members are asked to consider if they wish for the SD team to continue to clean the war memorials by using the same method or if there is another option.

## **9. Town Tree Survey**

It is that time of year where all areas and trees STC are responsible for will be risk assessed with all information updated and recommendations given for any necessary work or compliance issues.

The services can be extended to other sites if required, this will be free of charge. Extra training on passive assessment, as per the VALID risk assessment guidelines can also be provided.

The surveys will in turn help identify hazards or the potential of hazards, bolstering a robust tree risk management strategy.

This will help to maintain a healthy and risk tolerant tree stock, providing biodiversity and cultural wellbeing to the Saltash residents.

The best time for the survey is from August to the end of September to make sure the window of opportunity is open to catch the annual tree fungus season.

We anticipate there will still be more data that needs collecting within the Pillmere Estate. This is the largest area of trees to be monitored.

Completed tree survey report to be received at the next Services Committee meeting together with any recommendations.

Associated cost is **£2,000.00**

Budget code 6500 SE Tree Survey & Tree Maintenance.

Current Budget **£10,314.00**

[Members are asked to note the update.](#)

## **10. Cotehele Quay Gig Club Event**

Cotehele Quay Gig club are holding a rowing event starting from the Jubilee pontoon in Saltash on the 12 October.

A request was received to avoid conflict with the Saltash ferry. Plymouth Boat Trips will service from the Saltash Pier from 8am to approximately 1pm to allow the gig club to have access to the Jubilee Pontoon.

An email has been sent out to all birth holders and Trusted Boaters advising them of this event. This request is to remove their boats from the births and to avoid using any part of the pontoon over the same time period as above.

[Members are asked to note the update.](#)

## **END OF REPORT**

Service Delivery Manager.