

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

1. Plan for 2025

As we are starting a new year and are already in February the department is implementing a more structured approach. We will be setting time periods for projects, maintenance and groundwork. This will allow us better project planning and better use of staff skill sets to save time being wasted.

This will also allow us better planning of the grass cutting areas through the season, hedge and tree management and the Town flower beds, hanging baskets and watering program.

A variety of duties will be carried out throughout the year including Town events, other department requirements and general day-to-day services.

We are also looking to start the introduction of electric hand tools and equipment. This will help reduce the use of fuel and noise, which is better for the environment when working around the Town and forms part of staff welfare.

We are looking forward to having a productive 2025.

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

2. Beehive area at Churchtown.

We have recently completed the work at the above location as agreed at the December Services meeting.

87/24/25. It was proposed by Councillor Peggs, seconded by Councillor Stoyel and RESOLVED to approve maintenance works to the beehive section at Churchtown allotments installing secure fencing, a gate and appropriate signage at a maximum cost of £500 to be allocated to budget code 6506 Grounds Maintenance and Watering.

This has created a safe environment for the beehives and keepers to work in. We have installed gates to allow access for maintenance and provided the beekeepers with keys, so they are able to enter at any time. The fencing will help to segregate the area from the public walking through an active bee area. This will help toward the safety of the public or staff when working on the allotments. We have received some positive feedback from the allotment tenants and the beekeepers.

We are also pleased to advise members this project came in under budget.



Members are asked to note the update.

3. Guildhall Flagpole update.

We have been trying to source a replacement flagpole for the Guildhall since the original timber pole snapped in the storm last year. Due to the nature of the flagpole fittings and wall brackets a new lightweight pole does not fit the brackets correctly.

We are looking at either adapting the lower bracket to support a new pole while clamping tighter so there is no room for vibration. Or to source a company that will make a pole to fit the existing brackets.



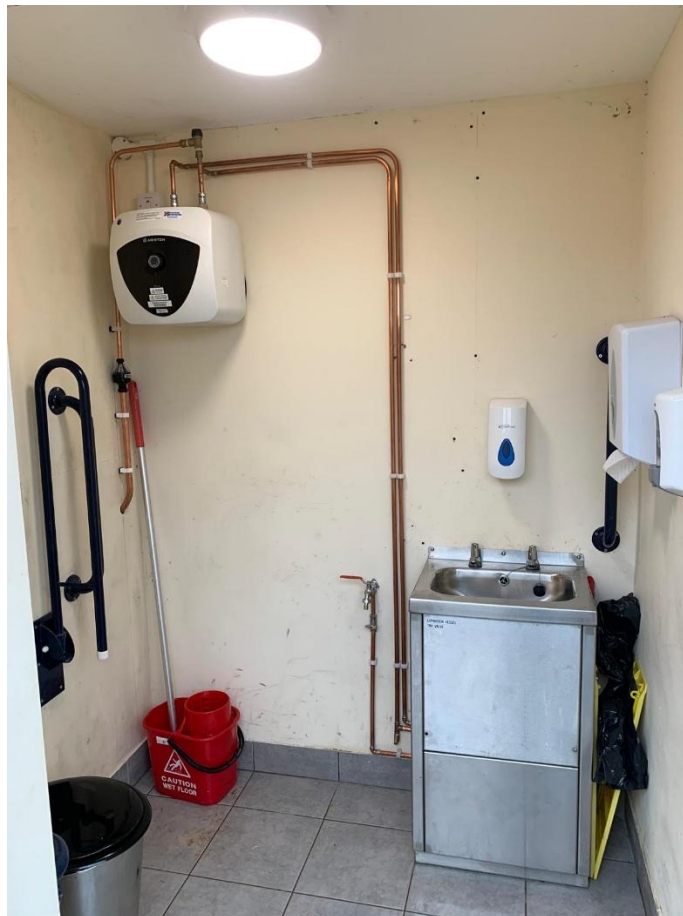
We are working to have this replaced as soon as possible. As soon as we have a resolution to this, we will advise members of the replacement via the Services Committee and Property Maintenance Sub Committee.

Members are asked to note the update.

4. Water heater at Churchtown Cemetery Toilets.

We have recently completed the installation of the hot water system at the Churchtown Cemetery toilets as agreed at the **Burial Authority Committee held at the Guildhall on Tuesday 29th October. 26/24/25 To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.**

This will enable the staff to clean machinery and equipment on site. Also, the hot water has been fitted in the public toilets making them much nicer for the public to use.



Members are asked to note the update.

5. Longstone and Waterside Public Toilets

It was agreed that the Longstone toilets would be opened earlier in December 2024 to match the opening and closing times of the other Town toilets. This was based on the reduction in vandalism. We have monitored all the public toilets over this period to date and are happy to report there has been no new reports of any vandalism. The waterside toilets are also looking at their best following the recent upgrades.

87/24/25 To approve an amendment to Longstone Park toilet operational hours from 23 December 2024 to March 2025 and October 2025 to March 2026, operating between 08:30 to 17:00 to fall in line with the other Town Council toilet operating hours.

The additional cost for Minister Cleaning is £2,914.25 + VAT.



Members are asked to note the update.

6. Town summer planting and hanging baskets

For this year's planting we are looking to add further evergreen and specimen plants for the Town flowerbeds and planters. Over time this will reduce the cost in re-planting bedding plants and maintenance each year. We still want to create colour in the main areas with bedding plants and perennials. The hanging baskets will be similar to last year as shown in the image below.

Preparation for the planting will take place around May with the removal of the winter flower plants. The new hanging baskets will be hung in place following the planting of the flowerbeds in June.

We will continue with our early start watering feeding program at 7am each day when required. This worked very well and kept the hanging baskets plants looking healthy into October.



As in previous years, we've consistently found our current supplier to offer the best value and service. They have also offered helpful advice and help during the Town planting projects.

We will work with Town Team to ensure planters in Fore Street that fall under the 'greening project' are not planted.

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

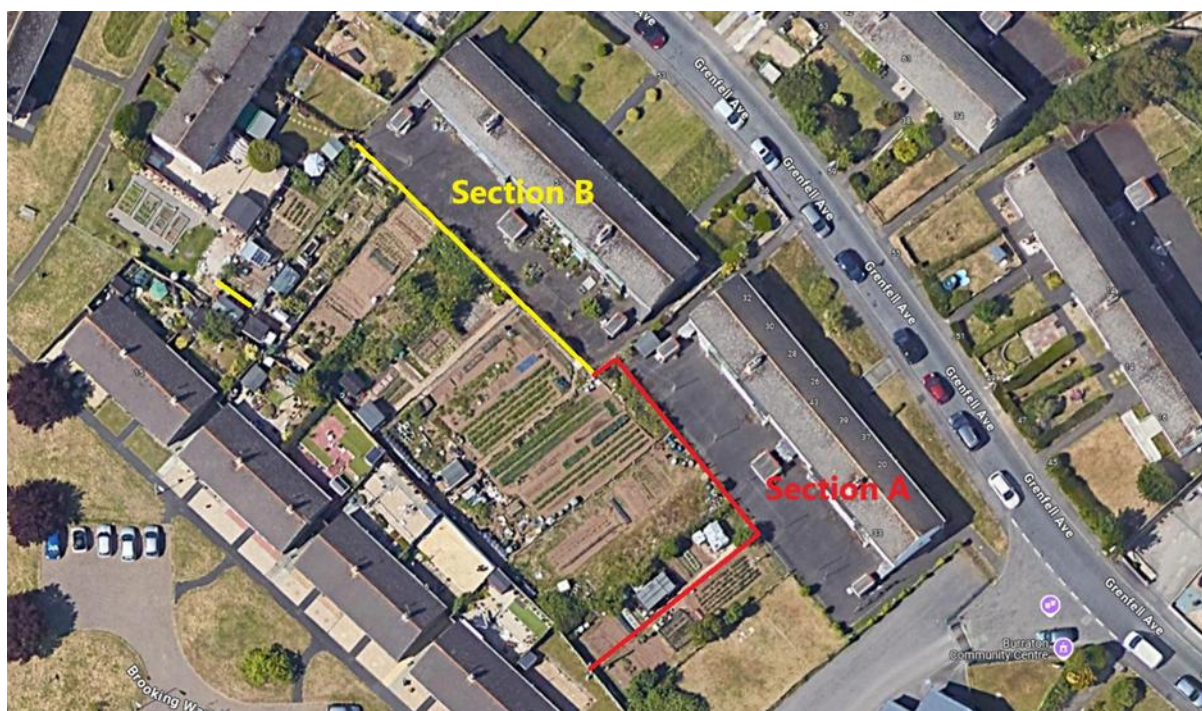
7. Grenfell Allotment fencing project.

This is a project that has been on hold for some time. There are two sections of fencing requiring repair and renewing at the site, each having different levels of requirements.

The site plan shows two sections for consideration.

Section A (shown in red) requires two sides of fencing and requires the most repairs to enclose and make the boundary safer for allotment tenants. Total length of this section is 40 metres. The side boundary has missing fencing allowing resident's dogs to enter the allotments. The boundary facing the residential properties also requires various repairs, new posts, rails, gates and low-level stock fencing to keep out dogs. This will require removing most of the old existing fencing to allow the new to be installed. We will carry out the repair and replacement of the fencing one side at a time so not to disturb residents.

Section B (shown in yellow) is 37 metres long, however, requires less repairs as most of the chain link fencing is in reasonable condition and works to keep out dogs. The gates and some posts will require replacing to make them safe and match both sections. A piece of fencing needs to be fitted toward the bottom of a plot in this section to secure the boundary. Work would be carried out with minimal disruption to residents.



The project is estimated at a cost of **£1,750.00** within budget (£3,500) set by the Town Council for 2025-26

The remaining budget will give us scope for other work that may be required on the site going forward.

6532 SE Allotments - Grenfell (new code)

8. Trial Solar Lights.

As part of a trial, solar powered lights were purchased prior to Christmas. They are placed within the planting areas next to the Brunel Bust area to see how they would work at night. The idea is to consider using this type of energy efficient lighting to give an effect lighting up trees, flowerbeds, signs or pathways in other locations around the Town.

We must consider the placement to gain maximum sunlight to charge the lights, so they operate as much as possible. Note that during winter this may not be as effective as the summer period would be.

Below shows the effect they have at night.



Members are asked to note the update.

9. Bowling Club Water Meter

During the last week of January, the bowling club has now completed the work fitting a sperate water supply to their watering system and tank. This means they no longer have a joint supply with us going through our meter. This now means we don't have to apportion the bill with the club each month.

This is a benefit to both parties so that the club have more control over their usage and billing.

Members are asked to note the update.

10. Storm Damage

During the last couple of months, the storms left us with some minor damage to deal with separate from the pontoon.

A broken gate at Churchtown cemetery. The flagpole on the Guildhall as reported above. A couple of large logs to clear from the waterside. A large tree and some smaller ones to clear on the Pillmere estate. We also reported to St Stephens Church some loose tiles and drainpipe.



Members are asked to note the update.

End of report

Service Delivery Manager