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

Enquiry Number	Date CIIr /Officer Name	Method of eng'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
10820	29/08/2023 Resident Grenfell Avenue Saltash.	email - Services	Grenfell Allotments - Allotment fencing to the rear of 45 Grenfell Avenue - email from reisdent 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)		Medium	ASDM	Part of the fencing will be installed to start the project. This will be done in stages due to the nature of the area.	Aug-25		
10891	21/10/24 Guildhall	Internal	Guildhall hearing loop to be tested		Medium	ASDM	Test to be started in longroom and chamber at the Guildhall.	On Hold need to arrange a time for testing		
10900	11/01/24 SDD	Internal	Staining at Churchtown cemetery gates and toilets		LOW	ASDM	Work to be done over winter period, weateher dependent	Jul-25		
10931	22/04/25 Staff	email - Services	Guildhall - two ceiling lights which are not working in the Council Chamber - bulbs need replacing.		MEDIUM	ASDM	Will be looked at when other projects have been completed	TBC		
10936	30/04/25 Staff	email - Services	Library - holes to fill and painting required to vestibule entrance to smarten the area	NO	LOW	SDGA's	On hold till other work carried out			
10937	07/05/25 SEA	email - Services	Request to water the trees planted round Saltash, as per the watering round last year plus the King's Coronation oak in VG			SDGA's	THIS WILL BE ONGOING OVER THE SUMMER PERIOD		YES	
10940	14/05/25 Staff	email - Services	Library - The library door counter installed by SD is not accurate. The exisiting counter (cornwall council) works however the display of footfall is faint, is it possible to fix the display on the existing counter please?		LOW	ASDM	Will take a look when doing the next property visit.this an old piece of equipment via CC.	June		
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