

**To receive a departmental report from the Services Department and consider  
any actions and associated expenditure**

**Report to:** Services Committee

**Date of Report:** 08.10.25

**Officer Writing the Report:** Acting Service Delivery Manager

**Officers Recommendation:**

Members are invited to consider the following recommendations in relation to Points 6 and 7 of the Summary Report:

**Point 6 Jubilee Pontoon:**

It is recommended that:

1. Immediate replacement of the failed unit to the top north side commence in accordance with the Tenancy at Will Agreement.
2. Immediate replacement of the three existing battery packs to all units to ensure safe continuity of service.
3. Delegated authority to the Service Delivery Manager replace for any failed units to the ensuring that the replacement units are regulation compliant and marine grade navigational lights of at least 1-2NM (Nautical Miles) visibility certified by an accredited wholesaler.
4. X1 solar powered marine grade RED max1-2NM visibility navigational light be purchased at a cost of £672.00.
5. X3 solar powered marine grade battery replacement kits be purchased at a cost of £140.00 each.
6. Delegated authority to the Service Delivery Manager to purchase battery replacement kits at an ongoing cost of approximately £600 every 5 years.
7. Total cost £1,092. be allocated to budget code 6584 EMF Pontoon Maintenance Cost.

### Point 7 Kubota RTV 900:

It is recommended that:

1. The existing Rough Terrain Vehicle (RTV) be traded in and replaced with a like-for-like model of approximately 3-4 years old, ensuring continued continuity of operational efficiency and reliability for the Department. Please refer to **appendix G** for a picture and quote.
2. It is purchased at a cost of £17,215 + VAT minus part-exchange of £3,000 = £14,215.
3. Allocated to budget code 6578 EMF Vehicles and Equipment.

### **Report Summary**

#### 1. Waste Management:

Saltash Town Council buildings:

waste disposal for general waste, mixed recycling, and food waste are collected twice weekly, Wednesdays and Sundays by the SERVICE DELIVERY department which ensures town council sites remain clean, safe, and compliant with environmental standards.

Service Delivery projects:

Is managed via two routes. The departmental general skip or disposed of at our approved local commercial waste and recycling yard.

Wherever feasible materials are segregated and recycled to minimise landfill impact and align with environmental best practice.

Service Delivery Green waste:

Is managed sustainably by Saltash Town Council's Service Delivery Department, primarily through a "cut and drop" approach utilising mulching mowers and woodchippers to break down organic material into fine chippings that naturally decompose into the ground. This method reduces labour time and disposal costs, lowers the Council's carbon footprint, and returns nutrients to the soil while maintaining a clean and orderly finish. Where on-site composting or reuse is not viable, green waste is transported to an approved local commercial yard for disposal. All transfers are fully documented with waste transfer notes in accordance with legal requirements and standard operating procedures.

## 2. General Weekly Health & Safety:

Weekly health and safety checks to all Saltash Town Council sites and land are being carried out by the Acting Service Delivery Manager in accordance with internal procedures. These inspections ensure that operational areas remain compliant, hazards are identified promptly, and corrective actions are taken where necessary. Including but not limited to items such as Fire Alarm testing, Emergency Lighting testing, and Legionella's preventative measures including temperature recording every month as per standard operating procedures.

## 3. Churchtown Cemetery:

Major electrical works has been completed by the Assistant Service Delivery Manager who is now fully qualified to undertake electrical work and issue the appropriate certification. The works involved a full re-wire and consumer unit replacement/upgrade and the containment system upgraded in galvanised steel trunking and conduit which is more suitable for the commercial environment and external factors it faces, such as, regular use from staff with plant and machinery and grounds maintenance equipment. The provisions also included additional spare ways for future EV charging points and additional socket outlets to accommodate the use of battery powered plant and equipment in the future. Emergency lighting inside has also been installed to provide alternative temporary lighting in the event of a power failure to comply with health and safety at work regulations.

Strategic Value: Completing these works in-house has delivered measurable cost efficiencies compared with outsourcing to external contractors, while also ensuring that institutional knowledge of the site remains within the Service Delivery Team. The future-proofing measures incorporated into the design will enable the Council to respond proactively to technological developments, such as, EV infrastructure and electric powered grounds equipment, thereby reducing the need for disruptive and costly retrofits in the medium term.

Please refer to **appendix A** for a picture of the installation.

#### 4. St Stephens Churchyard:

The headstone and memorial safety audit 2025 are now underway, following standard operating procedures and guidance from the Institute of Cemetery and Crematorium Management (ICCM). This includes the use of treated wooden stakes to secure unstable or unsafe memorials. Section LCA has been completed, with only minor staking and strapping tasks remaining. The number of unsafe or unstable headstones identified has been significantly higher than originally anticipated. This has affected both the progress and the expected timeline for completion.

The current completion status stands at approximately 24% with full completion now expected by the end of January 2026.

Despite these delays, the quality of work remains high, and the site is beginning to reflect a safer and professionally maintained environment because of the new system being introduced. It is hoped that the installation of warning signs will prompt individuals with an interest in specific memorials to make contact and arrange for repairs to be carried out in accordance with current installation standards. This may result in a reduction in the number of unsafe memorials as remedial works are undertaken by qualified stonemasons

Please refer to **Appendix B** - for a picture of the sign and strapping system in place.

#### 5. Grounds Maintenance and Grass Cutting:

Grass cutting:

The Service Delivery remains committed to maintaining all grassed areas under Town Council jurisdiction to the highest standards. Recent works include the three Saltash roundabouts at Pillmere, Waitrose, and Latchbrook (delivered under the LMP contract with Cornwall Council), as well as the Town Centre and Waterside, Pillmere Estate, Churchtown Cemetery, St Stephens Churchyard, Town Council play areas, and allotments. Most sites are cut on a weekly or fortnightly basis in line with the scheduled maintenance programme, with the team working diligently to ensure a consistent, neat, and professional appearance across all locations.

Wildflowers around Saltash:

are managed with a strong commitment to biodiversity and environmental best practices by the Service Delivery Department. Designated wildflower areas, as well as naturally occurring blooms on Council land, are left undisturbed during their flowering periods to encourage seasonal growth. This approach balances high presentation standards with the Council's environmental responsibilities, aligning with wider local authority sustainability objectives and reinforcing Saltash Town Council's leadership in sustainable grounds maintenance.

Wildflower sections installed by the Council and local groups such as Saltash Environmental Action (SEA) have now reached the end of their seasonal cycle and have been carefully trimmed and raked in preparation for the next bloom period.

#### Public Open Spaces:

The Service Delivery Department continues to maintain public open spaces in accordance with the established grounds maintenance schedule. This includes key sites such as the Town Centre and Waterside, Cornish Cross, Elwell Woods, St Stephens, Churchtown, and the three Saltash Town Council managed play areas. The current operational focus is on the Pillmere estate and its surrounding pathways and open spaces, where end-of-season maintenance is actively underway. Works include hedge trimming and vegetation clearance to address encroachment overgrowth, to ensure safe pedestrian access, and prevent any obstructions to that of street lighting columns that may be affected by overhanging branches to ensure good visibility as early evening hours draw in. Maintenance activities are being delivered in phased sections to align with departmental priorities and pre-scheduled commitments. Significant progress has already been made, with many pathways now presenting a clean, orderly, and most importantly safe environment for the many Saltash residents who rely on these routes daily.

Please refer to **appendix C** for a pictures of the works on Pillmere pathways.

#### In-house tree works:

The Service Delivery Department currently maintains limited but effective in-house arboriculture capability. All Service Delivery General Assistants (SDGAs) are trained in the use of a chained cutting pole-saws as a mandatory skill, while two team members where selected to advance to hold a chainsaw qualification, enabling them to undertake small to medium-sized tree felling operations. This capability has proven highly valuable, allowing for rapid response to ad-hoc maintenance requirements and the efficient clearance of fallen trees across Council sites, followed by immediate site tidying. The presence of in-house expertise has significantly improved operational efficiency, reducing reliance on external contractors for routine tree work tasks and delivering cost savings. To further enhance this capacity, a proposal will be presented at the next Personnel Committee meeting to approve training for an additional SDGA-qualified operative. This would support expansion into more complex arborist works and allow progression for existing staff who already hold chainsaw qualifications to advance to the next level, thereby broadening the scope of tree works deliverable in-house.

## External Tree Works and Annual Tree Survey 2025:

The use of external contractors for advanced tree works and survey reporting remains essential and will continue to be relied upon as part of Saltash Town Council's ongoing liabilities.

Given the inherent risks associated with advanced arboriculture tree operations particularly those involving tree climbing or the use of Mobile Elevating Work Platforms (MEWPs) professional arborists from the Council's approved contractor list are required to ensure safe and compliant delivery. Recognising the limitations of in-house capacity is a responsible and informed approach that prioritises safety and operational integrity. On certain larger-scale projects, qualified Service Delivery Grounds Assistants (SDGAs) have supported contractors by undertaking clearance of smaller sections, thereby reducing overall labour costs. The annual tree survey for 2025 is scheduled to commence in the coming weeks, with the appointed contractor conducting a full assessment. The resulting report will be presented at the next Services Committee meeting, along with recommendations for any essential remedial actions or areas identified as high-risk from a health and safety perspective.

The Town Council budgeted for the works to take place in the year 2025-26.

Undertaken by specialist contractors with the necessary expertise and daily operational experience in the trade. On certain large tree works are SDGA team have been working on the same job together cutting up and clearing away the smaller sections and reducing the overall labour costs from the contractor appointed to undertake the work.

## Hanging Baskets and Town Bedding Plants:

Hanging Baskets: Installed in early June, removed recently due to an accelerated end to the flowering season, primarily driven by prolonged heat and dry weather.

Summer Bedding Plants: Currently performing well. Regular weeding has been maintained, and the plants are expected to continue providing coverage until early November, when transition to winter bedding will commence

New Planter Asset: The newly installed metal black planters purchased by Saltash Town Team and adopted by Saltash Town Council earlier in the year have been formally handed over to the Service Delivery department. Ongoing maintenance will align with established pre-planned schedules to ensure consistency across town planting schemes.

## 6. Jubilee Pontoon:

### Back in Full Operation:

Since having the pontoon back after the major repairs and enhancements to the main floating sections of the pontoon. I am pleased to say it is now completely operational and secure for the all the people who use the pontoon daily and the pedestrian ferry service, which has been extremally popular this year with a lot of people using the new service.

### Pontoon Signage:

We have updated the rules and regulation boards to reflect the Town Council changes in prices for overnight stays and visiting boats for the 2025/2026 period.

Two new notice for 'Private Berths' has been installed either side of walkway to remind regular users not to moor in the private numbered berths. To support this, replacement round number discs (1–10) have been re-installed for clear identification. These discs were originally in place but were lost during storm damage and subsequent refurbishment works.

Please refer to **appendix D** for a photographic image of the updated sign.

### The Pontoon Access Control System and Gate:

The Assistant Service Delivery Manager, and one SDGA operative, has undertaken a full re-wire of the access control system operating the main gate to the Jubilee Pontoon. The intervention was required following failure of the maglocks power supply. Inspection identified that the original containment system had fully corroded, damaging both the data cabling and low-voltage power feeds to the maglock and keypad, leaving the system vulnerable to unauthorised tampering and access.

The system has now been re-wired in a new containment system, using heavy duty hot dipped galvanised steel conduit steel copex with an outer PVC coating and secured in place by marine grade saddles. This method is ensuring reliable and secure connections to the access control system. This upgrade not only restores operational integrity but also delivers enhanced resilience to improved weather protection and anti-vandalism measures. By completing the works in-house, the Council has restored full functionality and saved huge financial costs by keeping the work in-house. Additional benefit includes a greater reliability and ease of future maintenance on the site.

Please refer to **appendix E** for pictures of the installation.

### Pontoon Navigational Lights:

The Jubilee Pontoon has historically operated with four red solar-powered navigational lights, positioned at approximately 4 metres in height, spaced 1 metre apart, and mounted on galvanised navigational posts located at both the north and south ends of the main hammerhead of the floating pontoon.

These lights are programmed to activate during sunset hours, ensuring the pontoon remains clearly visible to both commercial and private sea-going vessels. Their presence is a legal requirement, in accordance with Trinity House guidance and the International Regulations for Preventing Collisions at Sea (COLREGS).

It is recommended that solar light batteries be replaced every five years to maintain reliable performance and compliance. The Jubilee Pontoon lights have not changed for 6 years to date.

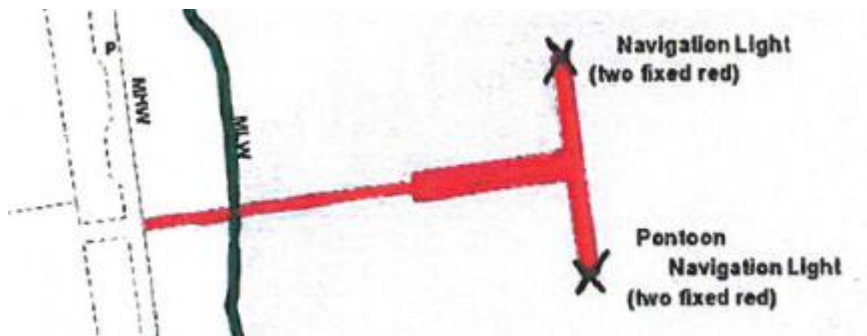
### Current Status:

Three out of four lights remain operational.

One unit has failed and has been reported by Trinity House as requiring urgent remedial action.

In 2017, the Town Council agreed to enter into a Tenancy at Will with Cornwall Council for the Jubilee Pontoon. Section 3.4 of the agreement outlines the responsibilities relating to the navigation lights:

- 3.4 The Tenant shall ensure that the solar powered navigational lights in the positions marked with an "X" on the attached plan are regularly monitored and kept in good working order.



Please refer to the '**Officer Recommendation**' section of the report to consider the recommendations.



## 7. Plant, Machinery and Equipment:

### RTV Kubota 900:

Having personally attended numerous commercial plant and equipment demonstration events, including showcases of the latest electric and technically advanced models, I can confidently state that none currently rival the performance and reliability of the Kubota RTV 900. This 4x4 utility buggy remains the backbone of the Service Delivery Department's vehicle fleet, in near-constant use throughout the year due to its versatility and dependability. It supports a wide range of operational tasks, including grounds maintenance, irrigation rounds for hanging baskets and town bedding plants, and general site logistics. While mechanically sound, the vehicle is now exhibiting clear signs of wear and tear consistent with its age and intensive usage. Bodywork corrosion is present, and the likelihood of more frequent and costly repairs is increasing. A full service is scheduled for January 2026 with welding alone estimated at £1,000. The current trade-in value is approximately £3,000, while a newer model equipped with enhanced features has been quoted at £17,215.

Please note that when setting this year's Council budget, £15,000 was allocated for the purchase of an RTV. In addition, £45,000 was budgeted for a replacement vehicle, which is now considered to be not fully required. As such, a portion of this budget could be reallocated to support the purchase of the RTV subject to not receiving £3,000 part-exchange.

Please refer to **Appendix G** for pictures of the current RTV.

Please refer to the '**Officer Recommendation**' section of the report to consider the recommendation.

Electric powered grounds maintenance power tools:

Pursuant to Services Committee held 17 July - minute number 33/25/26.

The Town Clerk has requested that the newly appointed Service Delivery Manager compile an inventory of existing Service Delivery equipment, identify potential new equipment needs, and research available options on the market. This should include obtaining quotes in accordance with the Council's Financial Regulations and reporting the findings to a future meeting of the Services Committee.

### **Report Images**

Refer to the attached Appendices A to G for further information.

## **Quotes Provided**

Refer to Appendix G for costing for a 'used' Kubota.

## **Financial Regulations/ Procurement Threshold**

In relation to Point 7 in the 'Report Summary'.

Does this project meet the procurement threshold?

*Yes - where the value is between £500 and £3,000 excluding VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.*

The RTV is a specialist piece of machinery. While alternative suppliers do exist, they are located outside the local area, and we have been unable to obtain two additional quotes. Although there is the option to purchase online, this route presents significant risks due to limited knowledge of both the equipment and the supplier.

The Town Clerk, in her capacity as Responsible Finance Officer, does not support this option due to the potential risk to the Town Council. As a result, only one quote has been provided by a local and reputable supplier. Please refer to **Appendix H** for further details.

## **Budgets**

**Budget Availability:** £68,500.00

**Budget Codes:** 6578 EMF Vehicles and Equipment

**Committed Spend:** £17,2150.00 +VAT (-£3,000 part exchange of current model)

**Budget Remaining:** £54,285.00

**Budget Availability:** £9,732.79

**Budget Codes:** 6584 EMF Pontoon Maintenance Cost

**Committed Spend:** £1,112.50

**Budget Remaining:** £8,620.29

**Signature of Officer:**

Acting Service Delivery Manager