

**To receive the Service Delivery Department Departmental Report and consider any actions and associated expenditure.**

**Report to:** Services Committee

**Date of Report:** 24th January 2026

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

**Purpose of the report:**

Departmental report to Services Committee.

**Officers Recommendations**

Members are asked to note the report.

**Report Summary**

General Weekly Health & Safety

Weekly health and safety checks to all Saltash Town Council sites and land are being carried out by the department and in accordance with health and safety legislation and internal procedures.

Town Council Grass Cutting and Ground Maintenance

The Service Delivery Team are making effective use of the seasonal downtime now that grass growth has slowed down due to the cold and wet winter weather. This has provided valuable time to begin essential preparation work ahead of the fast-paced 2026 grass-cutting season.

The team are currently servicing all handheld grounds-maintenance equipment and small plant machinery to ensure everything is in full working order for the start of the new season. In addition, both the workshop and garage areas at Longstone Depot and Churchtown Cemetery are being thoroughly cleaned, organised, and tidied.

Additionally, when the grass is not as active this time of the year, we are completing the pre-planned maintenance programme which includes hedge cutting and shaping around all Saltash Town Council site to ensure all aspects to our sites are looking the best and presentable all year round. We take pride knowing our sites are safe and presentable for all of Saltash to use and enjoy.

### Winter Pathways Clearance Pillmere Estate

The Service Delivery Team are well underway carrying out annual pathway clearance work as needed and to keep the site neat and presentable around the public footpaths and Town Council owned land.

See Appendix A for pathway clearance work recently completed.

### Town Bedding Plants and winter planting

The Winter bedding plants have been carefully planted in December 2025 by the Service Delivery team and are looking extremely well and fresh around the Town and memorial peace gardens.

See Appendix B for winter bedding plant pictures.

### Saltash Jubilee Green Pontoon

Daily Health & Safety checks continue to be carried out three times a day, seven days a week, by the Service Delivery Department. All visits are being recorded.

Other than in-house maintenance on the access control system and gate, there are no new major issues to bring to your attention. Other than the ongoing matter that remains with the rust and deterioration affecting the box sections beneath the main gantry walkway. Which continues to be monitored and works being scheduled with one of our approved marine engineering companies/contractors.

### Saltash Town Council Tree Works Around Town Council Sites

The Acting Service Delivery Manager has reviewed the recent tree survey reports and has begun progressing the urgent as well as several non-urgent remedial actions as per the recommendations.

Recent storms and high winds across Saltash have resulted in several fallen trees around our sites. Fortunately, all incidents on our sites have only involved small to medium sized trees located within low-risk areas. The Service Delivery Department SDGA's have been deployed to these locations to clear up and make the sites safe and accessible. Most works resolve was carried out using chainsaws and chain pole

saws, working in accordance with our risk assessments and established standard operating procedures. A full update on all tree works and related concerns will be reported to the next Services Committee meeting as normal.

#### Purchase Update - Kubota RTV

Our new RTVX 900 (Multi Terrain Vehicle) is being serviced and additional items being fitted and Saltash Town Council signage being done and I have been informed the vehicle will be getting delivered to us in mid-February 2026.

#### Town and Waterside Festoon Lighting

Now the Christmas lights have been taken down we have adjusted the times to the festoon lights to come on at 4:30pm and off at 11:30pm and will adjust accordingly as per the changing of clocks going forward into the year. The Service Delivery team will complete any lamp replacements as necessary to ensure the lights look full, bright and well maintained.

## Saltash Town Council Public Toilets

Winter opening times are still active and are opened and closed between **8:30am** and **4:30pm** seven days a week.

Longstone Park toilets – **no issues to report.**

Waterside toilets – **no issues to report.**

Alexandra Square toilets - **no issues to report.**

Other than the access control system for the door being serviced in-house recently and the back-up battery replaced due to being old and defective.

Belle Vue toilets – **Urgent works have been recorded** and the site closed until essential maintenance works have been completed.

Works Involved are as follows:

- Installation of a new WC flush handle ✓
- Re-mounting of the baby changing unit securely to the wall ✓
- Walls and ceiling to be deep cleaned with mould removal chemical and re-painted with a anti mould paint – **(Pending)**
- The installing a new extractor fan to help with air flow to prevent the mould form coming back and remove any bad smells ✓
- Repairs to the external metal gates as some of the bricks have come loose and affecting the safety of the gates and integrity of the building ✓

**See Appendix (C1), (C2) & (C3) for pictures of the completed works.**

The work is planned to be completed in-house by the Service Delivery team and are still in the process of materials being costed out and the works involved scheduled in.

### Longstone Depot Office Maintenance

The Depot has recently been fully redecorated and essential maintenance completed providing a cleaner, brighter, and more professional working environment. New lighting has been installed throughout the building to ensure the office is properly illuminated, supporting best working practices and maintaining high Health & Safety standards.

The staircase has been painted with anti-slip paint, and heavy-duty yellow and black anti-slip treads have also been fitted to provide additional grip and visibility. These improvements significantly reduce the risk of slips, trips, and falls.

At the base of the stairs, the floor has been repaired due to the original concrete cracking and breaking away. A deep-fill self-levelling compound was applied to restore an even surface, and once cured, the area was finished with a protective grey garage-grade floor paint. This not only enhances the appearance but also ensures the floor is sealed and more durable.

**See Appendix D for pictures of the completed works.**

### Churchtown Cemetery Garage/Workshop

The Churchtown Cemetery garage/workshop has been fully re-decorated walls and ceiling painted, and grey garage floor paint applied.

**See Appendix E for pictures of the completed works.**

## Roller Shutter Doors Longstone Depot Garage and Storeroom

The Service Delivery team carried out temporary repairs to the roller shutter door at the Longstone Depot yard after it was blown off during the recent high winds. These interim measures have ensured continued level of both security and access to the site while a full assessment is being undertaken. However, both the roller shutter and the adjoining doors are heavily worn and have shown signs of irreparable deterioration for quite some time, and the safety system is below par and outdated.

The Town Council was previously advised regarding the age and ongoing deterioration of the existing roller shutter and door. In anticipation of their eventual failure, funds have wisely been precepted and set aside for their replacement in the future. However, following this recent incident, replacement will likely be required much sooner than originally anticipated.

Considering the recent failure and the long-standing structural concerns, I recommend that the roller shutter system is upgraded and replaced as soon as practical to ensure continuity of safety, security, and operational reliability.

I am currently in the process of obtaining three competitive quotes for the replacement of the roller shutter system and all associated work. A full report, including costings and recommendations, will be presented at the next Services Committee meeting for Members' consideration in April.

**End of report.**

Signature of Officer:

Acting Service Delivery Manager