

## **To receive a report from the Service Delivery Department and consider any actions and associated expenditure**

Since our last meeting on Thursday 8<sup>th</sup> December, 2022 Winter certainly arrived bringing with it some extremely cold weather and challenging road conditions, we also had our Christmas shutdown; these events will be expanded upon later in this report.

### **Christmas and Festive Lights**

The festive lights throughout Fore Street beamed brightly throughout the Christmas period; we only required one maintenance inspection visit which took place on the 14<sup>th</sup> December, a number of bulbs were replaced, it was also identified within this visit a number of our bulb housings on the festoon lights require maintenance, a schedule of works and associated costings will be prepared for our next meeting in April.

Once the festive period was over, on Thursday 5<sup>th</sup> January, all Christmas light decorations were removed and returned to storage, all of these lights will be inspected in detail, recommendations for maintenance will be submitted at our next meeting. Our two town Christmas Trees were taken down on the 5<sup>th</sup> January and recycled.

### **Autumn/Winter Bedding**

The winter bedding that was planted week commencing 5<sup>th</sup> November is now blooming and giving our planters and borders throughout the Town some Winter colour. All the plants and borders have been maintained regularly, this work includes removal of weeds and dead heading all the plants to ensure we maximise their life and colour. Unfortunately, a small number of plants have been removed from some planters and borders, since planting!

### **Spring/Summer Bedding**

Planning is now well underway for our Spring/Summer planting and hanging basket displays.

### **Trees and Tree Surgery works**

Our annual Tree Survey will be completed, within the next two weeks, this has been delayed due to the adverse weather condition in the second and third week in December. Once the report has been received, quotations for all recommended works will be sourced from 2/3 contractors to ensure best value is optimised.

## **Winter Weather Conditions and Grit Bins**

In the second and third week of December, Winter certainly arrived with a BANG, bringing with it well below freezing temperatures at night. The road surfaces and pavements throughout the Town were covered in ice in many areas, making driving conditions very difficult and dangerous.

All of our grit bins were already topped up going into this period, however, within a few days they were emptied by residents gritting and salting the roads around their streets and estates. During this period refilling the grit bins was our top priority, Cornwall Council via Cormac also contributed by gritting and salting some streets, they also committed to refilling as many grit bins as they could around the Town.

All pathways and walkways around our sites were salted daily, these sites included the Pontoon, Isambard House, the Guildhall, the Peace Garden, Longstone Depot, the Library, St. Stephens Churchyard and Chruchtown Cemetery and around all public toilets.

Due to the prolonged period of these conditions and excessive usage our stock of grit and salt were all used up within a week, so additional stock was procured and all of our grit bins were refilled.

We currently have 38 bins throughout our three wards, Essa Ward has 20 bins, Tamar ward has 15 bins and Trematon ward has 3 bins.

During this period the Town Council received a number of calls from residents concerning the lack of grit bins in some areas. Members may wish to carry out a survey to ensure all areas are suitably covered by grit bin locations. There are a total of 68 grit bins throughout the three Wards, and 30 grit bins that are no longer in use.

Please refer to the Town Council portfolio's to view the grit bin locations:

<https://www.saltash.gov.uk/town-council-portfolio.php>

## **Grass Cutting & Grounds Maintenance Works**

We have already completed our first cuts and grounds works of 2023, the milder weather that followed the cold period facilitated some early growth. Churchtown Cemetery has been cut as well as the Peace Garden, some areas of Pillmere and our three roundabouts at Liskeard Road, Pillmere and the A388 by Waitrose.

Our winter programme of works is now nearly complete, the reforming of the path edges and the removal of moss from the pathways at various sites as well as the cutting back of pathways and the removal of overhanging branches will be fully completed within the next 2 weeks.

Work will commence throughout February to reform shrub beds at the following sites, Huntley Gardens, Silver Street, the Station, Co-op car park, North Road, Brunel Statue and Brunel Bust, outside Merkur Slots and Bridge Slip Road, the schedule of works will also include digging borders over and the removal of weeds.

### **Statutory Site Inspections**

Weekly inspections continue on all premises including fire and security systems, emergency lighting and legionella checks. Vehicles and equipment are inspected weekly with daily pre start checks. Play area equipment is inspected weekly for any faults by a ROSPA qualified team member. During the checks any issues arising are identified and included in the SDD work programs, prioritising emergency and Health and Safety issues first.

The SDD management team monitor and ensure that Statutory checks requiring a contractor are undertaken at the required frequencies.

### **Vehicles and Equipment**

Servicing of vehicles is being undertaken as they fall due, Winter servicing of the horticultural equipment is in progress.

The final plant and equipment asset list is now being reviewed and confirmed by three specialist suppliers. Once their reviews have been completed a full and detailed report will be submitted, this will include their condition and life expectancy, trade in/residual values of all plant and equipment. The report will also include their assessment of suitability of our existing plant and how efficient it is for our Schedule of Works, as well as their recommendations to improve our efficiency. This report will be completed within the next two weeks.

### **Property Maintenance and Improvements**

Maintenance and repairs of the STC buildings is ongoing, with various light fittings and electrical switches replaced at the Guildhall and other sites, the Guildhall reception office storage refurbishment is ongoing, the existing lower level cupboards are scheduled to be completed this weekend.

## **Isambard House**

A number of site improvements are in progress, the new notice board, as per minute 31/22/23 is scheduled to be installed by the end of February, delivery by the end of next week.

The Webcam on the North East facing wall, as per minute 35/22/23 is also progressing, we have been in communication with Railcam UK Ltd, they have confirmed the installation will be completed before the end of March. The Senior Policy and Data Compliance Monitoring Officer has been in contact with Railcam UK regarding GDPR, a data protection impact assessment is to be carried out to protect the Town Council.

Reference the car park and barriers, specifications and scope of works are to be agreed, this is currently being worked on for Members of the Station Property Sub Committee consideration.

## **Public Toilets**

Scheduled works and maintenance is ongoing; the external entrance doors at Longstone, Alexander Square and Belle Vue toilets have been completed, the Belle Vue fully accessible toilet radar access lock was fitted with a new mortise lock and two new hand dyers have been installed and tested at Belle Vue.

## **Allotments**

All allotments at Churchtown, Grenfell and Fairmead are in full occupation, all pathways have been cut and are in good order. Some of the allotments require condition improvements, this is being monitored and communicated to holders as required.

Hedge trimming at all sites will be completed by the end of February.

At Churchtown Allotments, we have an issue with the dividing hedge / area that runs down the middle of the allotment site. It appears historically some allotment holders have used this area to extend their the size of their plot. Site visit took place with the Chairman and Vice Chairman of Services, further report to be received at the Services meeting.

## **Pontoon**

All berths, are now allocated and the waiting list has been revised. A number of berth holders have advised us they have removed their boats from the pontoon for the Winter period for service and repair in dry dock.

### **Churchtown Cemetery**

Grass cutting operations and maintenance of shrub borders and hedges is ongoing, we have completed our first cut already this year. The perimeter hedgerows are scheduled to be cut at the end of February.

A schedule of works is being prepared for the Store compound external fence which needs to be replaced/repared in some areas. The works will be scheduled for completion at the end of March/early April.

### **St. Stephens Cemetery**

Our winter schedule is ongoing, it includes all pathways to have grass edges reformed and moss removed and swept away and all hedges and shrubs will be pruned back.

We are currently working with our Surveyor and structural engineer to address the external wall that collapsed into a neighbouring residents garden. The tendering process has now completed and a contractor appointed, the scheduled works are due to be commenced this month.

### **Fore Street Border tops and edges**

Work continues on the Fore Street planter hardwood timber tops, all the square planters have been finished, we are currently working on planters at the top of town, these works are scheduled for completion by w/e Friday 10<sup>th</sup> February.

The Brunel Bench was installed outside 48-52 Fore Street on Monday, 30<sup>th</sup> January, as per instructions from the Town Team.

The Town Council have adopted Brunel Bench. We are in contact with the insurance company to add to the list of street furniture.

### **Town Clock**

The Cumbria Clock Company attended site on Wednesday, 1<sup>st</sup> February, to carry out an initial assessment, this was free of charge, they are now preparing a quote for the Schedule of Works that will be required to repair the clock.

### **Sharps Incidents**

There have been no incidents in the last few months, the last incident was at the end of September 2022.

## **Vandalism / Anti Social Behaviour Incidents**

The two benches outside Merkur Slots that were damaged and vandalised back in October 2022 have now been repaired, the damaged wooden cross struts have been replaced.

We have had an incident of theft at Isambard House, the brass handles were removed from the entrance doors and the annexe, this occurred over the w/e Saturday 14<sup>th</sup> January 2023. The incident report has been logged with the Police.

**End of report**  
**Service Delivery Manager**