

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

Enquiry Number	Date	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
10710	23/02/23	Teams/Phone	GH Chamber - Blind broken.	No	Low	RA	Contractor to be appointed	10/03/23		
10714	27/02/23	Vehicle Inspection	BX15 HWJ - Beacon on roof - cover missing.	Yes	High	RA	Quote required from DB Autos, work to be done with doors	Dec		
	29/03/23	1667817787	Guildhall - Pictures to be installed in the Town Clerk office. There is no urgency for this work to be carried out. Please ask the appointed member of staff to refer to the Town Clerk for instructions prior to carrying out the	No	Low	MC				
10763	07/07/23	1633087668	Library - a flashing/strobing strip light above our public computers which needs to be replaced. We have currently turned those lights off	No	High		This is being checked on Wed 22nd Nov	22/11/23		
10782	18/07/23	email	Waterside Notice Board - requires cleaning and to source correct locks.		Low		All noticeboards will be upgraded and locks looked at over Dec	2 nd Dec		
10785	17/07/23	Staff meeting	YA11 SVY - rear door on van broken. RA to get quotation from Moorlands Garage.		High		Quotes requested	TBC		
10787	17/07/23	Staff meeting	Pontoon - Berth numbers to be installed on decking in front of each berth along with new signage.		High		Pontoon numbers are being done in the next couple of weeks. Sign to be agreed soon	Dec-23		
10820	29/08/23	email - Services	Grenfell Allotments - Allotment fencing to the rear of 45 Grenfell Avenue - email from resident 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)	No	Medium	ASDM	Job on hold Not Enough Money In The Budget To Complete Works This Financial Year.	On Hold.		
10824	30/08/23	Site Inpection	Following On From Telephone Call From Resident And Site Visit Shrubs At Brunel Bust Require Heavy Trimming/Cutting Back And Shaping.	No	Low	ASDM To Delegate	Not A Priority At Present Date To Be Confirmed In Future (MC)	Jan 24 onwards		
10830	14/09/23	email	Cemetery - boundary fencing for cemetery garden equipment - Fence is broken and requires repair. Resident made temporary repairs but requires permanent fix.	No	Medium	ASDM	Works Now Scheduled To Be Undertaken By SD TEAM this will be during December	Dec-23		
10862	23/10/23	Contractor After Annau Service Inspection.	After the recent site visit by our Engineers, we carried out inspections, a risk assessment and analysis on the above system/s. It was established that the product has been deemed unsafe, In the event of failure to the system it could present a health and safety concern to persons or product. Urgent Action Required. Further quotes and advise sought - new roller shutter door is not required, service and padlock safety is required.	Yes	High	SDM	Contractor appointed.	20.11. 2023		
10864	17/10/23	Council Service Committee Meeting.	To Cut The Pathways That Runs North To South And Middle Of The Pillmere Estate. Heavy Duty Plant Equipment (Contractor) And Service Delivery Team To Co-Operate Together To Cut Back And Tidy Trees And Hedge Row Throughtout The Estate As Directed. (ASDM To Manage Project)	No	Medium	ASDM	75% completed will need another few days working pathways, trees and grass areas.	ON GOING		TBC