

To receive reports from the Service Delivery Department and consider any actions and associated expenditure - Departmental Report

1. North Road Bus Stop

Services Committee 24.08.23 agreed:

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to;

1. Delegate to the Town Clerk to repair the North Road bus shelter roof working within budget code 6512 Bus Shelter Maintenance;

Further to a recent site visit to assess the roof of the bus stop further options need to be considered.

The current timbers and boarding in a number of places are rotting due to the consistent damage to the slate tiles on the roof. This is unsightly and not safe in the current condition. Repairing the roof is possible, but will be an ongoing job when further tiles are damaged. See images on the next page.

The damage has been created by kids getting onto the roof due to the easy access to the left side on the grass bank that rises to a height allowing this to happen.

OPTION 1

SDT to repair the current damage replacing slate tiles and timbers. Additional materials will be required, the cost is approx. £250.

OPTION 2

SDT to remove existing roof tiles and timbers. Replace complete roof with a marine grade ply board and felt covering. Replace fascia timber to the front, refit guttering, and treat timber posts. This would give a life span of up to 10 years. Plus if damaged easier to replace.

Approx cost £980+VAT

Budget Code 6512 Bus Shelters – Available Funds £565

Budget Code 6575 Street Furniture – Available Funds £1,037

OPTION 3

Service Delivery to remove existing construction (wooden beams would be recycled and reused dependant on their condition) and replace with a modern bus stop similar to others in the Town. This would prevent any repeat damage on repairs going forward. Fernbank would look to install a bus shelter subject to STC removing the existing shelter. The install of a new bus shelter would be at Fernbank's expense and would form part of STC shelter advertising agreement, at no cost to STC.

Members are asked to consider which option they wish to pursue, working within budget 6504 Street Furniture, if required.

At the last committee meeting it was agreed that the new bus shelters be installed making Fore Street a priority. However, due to the 8-10 week lead time to manufacture the Fore Street bus shelter (electrics), Wearde Road and Broad Walk will be installed prior to Fore Street.

Members are asked to note the amendment against minute number 85/23/24.

85/23/24 **TO RECEIVE A REPORT ON LIVING ROOF BUS SHELTERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to approve, at no cost to the Town Council, the extension of the Bus Shelter Advertising Agreement with Fernbank Advertising up to 31st October 2047. Fernbank to install digital advertising and living roof shelters, making Fore Street a priority, subject to planning approval.



2. Town Clock

Services Committee 12.10.23 agreed:

It was proposed by Councillor Peggs, seconded by Councillor Gillies and

RESOLVED:

1. To appoint Company C, working within budget 6504 Street Furniture (Maintenance);
2. To provide delegated authority to the Service Delivery Manager for works to be completed due to the quote being tentative and parts not being universal, reporting back at a future Services Committee meeting.

Works are due imminently!

A Service Level Agreement is to be costed and put in place to continue a good level of maintenance for future years.

Members are asked to consider delegating to the Service Delivery Manager to agree a Service Level Agreement for future years on behalf of the Town Council working within budget 6504 Street Furniture, reporting back at a future Services Committee meeting.

3. H&S Audit Sept 2023

The official report is to be received at the 9th January Policy and Finance Committee meeting. In the meantime, the Services Committee must be informed that there are many issues rated as follows:

2	Not fully compliant with company policies/procedures or guidance.
1	Requires Attention. Not compliant with company policies/procedures or guidance. Likely to attract Enforcement Officer attention if noted.

The Service Delivery Manager and his team are working hard to action the issues to ensure safe working practices which will naturally improve next year's ratings. In order to achieve this, there may be a cost created to ensure Saltash Town Council is compliant.

Members are asked to consider delegating to the Service Delivery Manager to procure items required to meet the health and safety audit requirements working within the relevant budgets, reporting back at a future Services Committee meeting.

4. Cornish Cross

The last annual tension testing took place in 2019. We are struggling to get a contractor to carry out the health and safety work without confirmation of the torque settings. In previous years the test was complete by using PSI but any contractor we speak to now won't accept a PSI reading, they are requesting the torque setting as per the specification, which we don't have.

Further to this, the Service Delivery Manager has been in contact with the designers, Underhill Engineering and Cornwall Council's Project Manager, but we have still no further forward.

To note.

5. Longstone Depot Roller Shutter Door

A service was undertaken and as a result the contractor condemned the roller shutter door due to a safety issue.

A further two quotes were received with one confirming the door does not need replacing at this time as it operates correctly. However, a padlock safety does need to be installed inside to hold the chain in place.

The contractor will carry out their own service at a cost of £190+VAT and add a padlock safety at a cost of £46.

The same contractor does recommend the door being replaced in a couple of years' time as it is old. The recent replacement exercise displays a cost of between £5,000-£6,000. Finance to note for budget setting purposes.

To note.

6. Saltash Christmas Festival

The work of external contractors together with the Service Delivery team worked well this year and everyone involved worked safely. These arrangements were implemented very well by the Administration Officer, thank you for your work on this.

The Christmas light switch on was delivered well by the team, the operating hours for the lights has been set – Sunday to Saturday on at 12 noon and off at 23:00 to get most use of the Christmas lights.

A draft tender specification for 2024 Christmas lights is to be received at February's Services Committee meeting for Members consideration.

To note.

7. St Stephen's Churchyard

Ongoing maintenance continues at this time of year due to the mild weather. The site is large, taking a significant amount of hours to complete all maintenance works.

To note.

8. Churchtown Cemetery

Ongoing maintenance continues at this time of year due to the mild weather. Site maintenance is easier compared to St Stephens.

Following the recent press and social media releases a number of rose memorial applications have been received.

Works to the compound fence is in progress and to be undertaken in-house. Materials are being ordered with the work to start during December weather permitting.

To note.

9. Guildhall Boiler

Part of STC insurance cover is to inspect the boiler and passenger lift by Zurich.

Zurich have reported the following works:

- Boiler flue replacement;
- Replacement of pressurised valve;
- Replacement of gas meter due to corrosion.

Flue – is in need of replacing asap. The boiler at present is still active. The price to undertake the work is costly due to the labour and scaffolding required to complete the job.

It has proven difficult to find registered approved companies to carry out the work. The Service Delivery Manager has spoken to four companies who are either not able or willing to quote for the job. Interesting to note that an email dated 2016 displayed the same issue!

In terms of the work taking place, Company A have advised:

“We will only need access to the work area and flue route, the rest we can do from above. Regarding heating being off I see this being off for no more than 2 days. The noise shouldn't be too bad we will do the majority of cutting outside and try to keep noise to a minimum to allow staff to work”

Members are asked to consider appointing Company A and delegating the operations to the Service Delivery Manager – [for full transparency refer to agenda item 14 for further information and consideration.](#)

To note.

Pressurised valve - the work is straight forward and doesn't affect the flue. Associated cost is £198 allocated to budget code 6409 Boiler Service and Maintenance.

To note.

Gas meter – whilst there is some signs of corrosion the Service Delivery Manager is confident it is not at the stage of replacement. The Service Delivery Manager has incorporated the existing property check to include checking the gas meter.

To note.

10. Pillmere Estate

A significant amount of work has been undertaken by the Service Delivery Team together with external contractors to clear pathways, fell and remove trees, and general maintenance.

Pillmere Estate is another large area the Town Council is responsible for maintaining. The equipment allows the team to undertake the work required with some assistance from external contractors.

We are working with Pillmere Community Association who are pleased with the progress to date.

To note.





11. Winter Planting

The Service Delivery Team undertook the Winter planting early November together with the contractor, it was a great success. Hopefully colour will soon appear making the town vibrant for all to enjoy.

To note.

12. Spring/Summer Planting

Three quotes for Spring/Summer planting have been obtained.

Members are asked to consider appointing and delegating the operations to the Service Delivery Manager – [for full transparency refer to agenda item 15 for further information and consideration.](#)

To note.

13. Ferry Sculpture

The brass panels on the sculpture tell the story of the ferry through images created by Saltash artists and through the words of those who remember the ferry. The damp and salty waterside environment has tarnished the brasses more than expected, making them difficult to read, so they are now away for refurbishment.

The work is being funded by recent events at Ashtorre Rock and by generous sponsorship from Osprey Metal Finishers, who are undertaking the work at their London workshop. They should be back in place early 2024.

Ashtorre Rock requested permission for the brass plaques to be removed due to a Lease of Land and Sculpture at Tamar Street between Cornwall Council and Saltash Town Council. Risk Assessments and Insurance documentation was provided and the request signed off.

To note.

14. Chipper

Following the work the department have been carrying out on the Pilmere estate and surrounding areas cutting back bushes, trees and hedges for some time. The waist of this either has to be taken to the disposal Centre (at a cost) or cut and hidden among other green areas.

It would be great if the department could operate in a better manner by using a small chipper machine. This would enhance the work they do, save time driving to the disposal centre (at cost), but the best result would be the creation of chippings that can be used around the town on planting areas, walkways etc (cost saving from buying bark).

This would demonstrate to the public, a cleaner and recycling use of the cuttings we create into chippings. Showing this on Social media will also be a benefit to STC and the community.

The chipper quote would be for the slightly cheaper used one at £3,995 +vat. A discount for this machine has been applied. This will fit inside one of the vans to move around easily. Plus can be towed by the RTV around site.

The staff will require training @ £180+vat per person, however, this will be an extremely valuable piece of equipment and investment making it safer for the Team when out on site.



Company A - £3,995 + VAT

Company B - £5,913 + VAT

Company C - £5,475 + VAT

Budgets:

Budget Code 6578 EMF Equipment and Vehicles (Capital Work)
Budget Availability £13,665

Budget Code 6071 EMF Burial Authority Machinery Replacement
Budget Availability £13,942

It would be very much appreciated if Members approved the purchase allowing the department to benefit from it sooner rather than later therefore Members are asked to consider:

- Purchasing a used chipper machine from Company A at a cost of £3,995 + VAT including a three month warranty;
- Delegating to the Service Delivery Manager to ensure staff are fully trained, a comprehensive Risk Assessment and Method Statement is agreed by staff, and the equipment is insured;
- Referring to bullet point two – Training and health and safety must be in place prior to the machinery becoming operational;
- Allocate associated cost to budget code 6578 EMF Equipment and Vehicles (Capital Work) OR recommend to the Burial Authority 6071 EMF Machinery Replacement.

**End of Report
Town Clerk/RFO**