



Ferryhill Town Council

Town Hall, Ferryhill, County Durham, DL17 8JL

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Dear Councillor,

I Hereby Summon You to attend a **Meeting** of the **Community Services Committee** at **6.00PM on Tuesday, 12th December 2023**, the meeting will be held at **Ferryhill Town Hall, Chapel Terrace, Ferryhill, Co Durham, DL17 8JL**

Dated 5 December 2023

A handwritten signature in cursive script, appearing to read "Leanne".

Leeanne Owens
Town Clerk

Membership Councillor C Atkinson (Chairman)
 Councillor S Bowron (Vice Chairman) and
 Councillors C Bihari, J Donald, D Farry, A Ferguson, B Lamb,
 J Makepeace, K Tinkler, C Woods

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
To invite members to declare any interest they may have.
- 3. Members' Dispensation**
To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable Pecuniary Interests – Section 33 of the 2011 Localism Act.

4. Public Participation (Subject to Public Participation Policy)

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

5. Works Manager's Quarterly Report

To consider the attached report

Subject: Quarterly Community Services Report

Report of: Works Manager

Committee: Community Services

Date: 12th December 2023

1.0 PURPOSE OF THE REPORT

To update members of the work undertaken and issues in relation to the previous quarter and appraise of the schedule of work for the next quarter.

2.0 DETAIL

2.1 QUARTER 3 – AUTUMN

In the period September - November the following tasks have been undertaken.

Daily Tasks

- Litter picked & bins emptied - All Parks
- Play Equipment Inspections
- Gate Security - All Parks & Cemetery
- Health and Safety Inspections - All Sites
- Cleaning of all Public Toilet Facilities
- Litter picking, sweeping and general street cleansing duties around the Town Centre.

Weekly Tasks

General

- Litter picked - All Open Spaces
- Cleaning of All Buildings
- Market Duties - Set up & clear up afterwards
- Notice Boards
- Path cleaning and edging
- Fire alarm checks

- Graffiti removal
- Cleaning of all Sports Facilities
- Leaf removal or mulching
- Show allotments to prospective tenants and deal with any queries

Shrub/Flowerbed Maintenance

- Planting of Spring bedding plants and bulbs
- Edge Beds
- Dead Head
- Pruning of shrubs.
- Weeding

Football Fields/Bowls

- Over Marking of Football Fields
- Gang Mowing of Football Fields - undertaken by contractor
- Insecticide Application
- Irrigation
- Top Dressing
- Apply Grass Seed
- Clean Out Bowls Drops
- Cut Bowls Banks
- Apply Wetting Agent

Monthly Tasks

- Bus Shelter Cleaning
- Health and Safety Inspections
- Water and electricity readings
- Legionella Inspections - All Buildings

As & When Required

Cemetery

- Preparation of Graves
- Top up of Graves

General

- Playground maintenance
- Street furniture repairs-benches and planters.

Other Work Undertaken

- Poppy net erected at the Town Hall
- Set up and clear up from Firework event- advanced warning signs put out/collected, extra bins put out, litter picked, mats put out. Locking up/security of site
- Preparing for Armistice Day & Remembrance Sunday - advanced warning Signs and barriers put out/collected, mats out, set up PA system, flag duties
- Erecting Christmas lights at the Town Hall and around Ferryhill – hoist collected from depot and returned
- Preparing for Christmas light switch on-grotto set up, advanced warning signs and barriers put out/brought in, set up PA system, 2 members of staff to man Town Hall Gates and control access, 1 member of staff inside as Santa.

Project Work

The following project work has been undertaken:

- Make and assemble two new planters for the village, funded by Mears as part of A Green Space Grant
- Commemorative benches installed at Dean Bank Park, Mainsforth Sports Complex and King George Recreation Ground
- Replace zipwire seat at Dean Bank Park
- 2 new benches installed at Duncombe Cemetery
- Fence repairs at Surtees Doorstep Green
- Replace Wagon Rocker at Surtees Doorstep Green after fire damage
- Remove damaged seat (old, wear and tear) at the bottom of Wood Lane
- Re-erect the Ferryhill stone on the Chilton Lane border.
- Replace ceiling tiles after water damage at the Town Hall

QUARTER 4– WINTER

In the period December – February the following tasks are scheduled to be undertaken.

Daily Tasks

- Litter picked & bins emptied - All Parks
- Play Equipment Inspections
- Gate Security - All Parks & Cemetery
- Health and Safety Inspections - All Sites
- Cleaning of all Public Toilet Facilities
- Car Park Attendant Duties
- Litter picking, sweeping and general street cleansing duties around the Town Centre.

Weekly Tasks

General

- Litter picked - All Open Spaces
- Cleaning of All Buildings
- Market Duties - Set up & clear up afterwards
- Notice Boards
- Path cleaning and edging
- Fire alarm checks
- Cleaning of all Sports Facilities
- Leaf removal or mulching
- Graffiti removal
- Show allotments to prospective tenants and deal with any queries

Shrub/Flowerbed Maintenance

- Weeding
- Edge Beds
- Dead Head
- Pruning of shrubs

Preparation of Football Fields

- Over Marking of Football Fields

Monthly Tasks

- Bus Shelter Cleaning
- Health and Safety Inspections
- Water and electricity readings
- Legionella Inspections - All Buildings
- Barriers put out/brought in for car park service users- Barclays Bank van, NHS flu vaccination van etc.

As & When Required

Cemetery

- Preparation of Graves
- Top up of Graves

Allotments

- Applying pest control

General

- Snow Clearance in Town Centre
- Playground maintenance
- Street furniture repairs

Other Work Undertaken

- Santa visits to schools - 5 visits over a week, two members of staff
- Santa Tour around Ferryhill - Drive van to Aycliffe to be kitted out, collect van, 2 members of staff for tour
- Dismantling Christmas lights at the Town Hall and in the town – hoist collected from depot and returned

3.0 RECOMMENDED

That the report be noted.