



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, 10th December 2024**, the meeting will be held at **Ferryhill Town Hall, Chapel Terrace, Ferryhill, Co Durham, DL17 8JL**

Dated 04th December 2024

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

Leeanne Owens
Town Clerk

Membership

Councillors Carole Atkinson, Curtis Bihari, V Collins, Judith Donald, Dave Farry, A Ferguson, Bernie Lamb, Joe Makepeace, Kim Tinkler, Christine 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: 10th December 2024

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

The following work has been undertaken:

- Two new planters built to replace old/damaged planters
- Set up Ferryhill Awards Evening
- 10 trees planted, new bins, and picnic bench installed, Dean Bank Dog Walking Area
- New picnic bench installed Dean Bank Park, old rotten wooden bench removed
- Remedial repairs to Rocker at King George Recreation Ground
- Repairs to cable cover at Dean Bank Garage
- Poppy net erected
- Set up for Remembrance Sunday and Armistice Day
- Christmas lights and tree installed
- Town Hall set up for Christmas lights switch on
- Staff manned gates and dressed as Santa for Christmas Fayre

Notes

- Youths jumping on cricket net and climbing on Bowls Pavilion Roof Mainsforth Sports Complex 28/9/24 1/10/24
- Handle pulled off toilet door, further damage to door at Station Toilets 28th, 29th September, 1st October 2024 (staff then secured door to prevent further access)
- Gate lock missing from front gate and barrier Dean Bank Football Facility-6/10/24
- Swing frame spray painted, paint thrown on seat, rubbish flytipped on play area, Carlton Street play area 7/10/24
- Mop and bucket missing Dean Bank Football Facility-27/10/24
- Padlock at East End broke- 10/11/24
- Roof covering pulled off bus shelter by Leisure Centre 1/11/24
- Graffiti on play equipment at King George recreation ground- 9/10th November 2024
- Damage to cables cover Dean Bank Park Garage- 13/11/24
- Lock cut off Duncombe cemetery-fire brigade- 14/11/24
- 2 planters pulled off railings outside village toilets- 14 and 15th November 2024

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
- 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
- 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.