



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, 11th March 2025**, the meeting will be held at **Ferryhill Town Hall, Chapel Terrace, Ferryhill, Co Durham, DL17 8JL**

Dated 04th March 2025

A handwritten signature in dark ink, 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, Christine Woods, Vacancy.

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: 11th March 2025

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 4 – Spring

In the period February-April 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

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

Football Fields/Bowls/Cricket

- Over Marking of Football Fields
- Fungicide Application on cricket and bowls pitch
- Rolling Cricket and Bowls pitches
- Top Dressing
- Apply Grass Seed
- Cut Bowls Banks
- Scarifying cricket and bowls pitches

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

General

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

Additional Work Undertaken

- **Santa visits to schools**
- **Set up for Carol Singing in Town hall garden**
- **Dismantle Christmas Lights**
- **Install safety signage at Dean Bank Dog walking area**
- **Create bin store at Duncombe cemetery and install new bin**

Incidents and repairs

20th December-Graffiti on Surtees Play equipment, noticeboard and bench on Gipsy Lane-removed by staff

6/1/25- Minor water leak at King George Changing rooms-fixed by staff

6/1/25- Needles found in sanitary bin-Village toilets

12/1/25- Tyres and rubble left on A167 football pitch after match

21/01/205- Padlock broken at Storehouse allotment-new padlock welded to chain

24/1/25- Storm damage-Polytunnel damage Mainsforth, damage to cricket net poles, tree down King George Recreation Ground, Flag damage at front of Town Hall

31/1/25-Village toilets, both Gents and Ladies toilets blocked

3/2/25-Lock at Dean Bank Park entrance-wood and glue jammed in key hole-lock cut off

7/2/2025- Lowering ropes stolen from Duncombe Cemetery during a funeral

8/2/25- Village Toilets, bins damaged

13/2/25- Village toilets- gents toilets vandalised-cistern smashed off wall, paneling and toilet seat also damaged

18/2/25- Needles found in sanitary bin

24/2/25- Power issue Swann House-PowerGrid to repair

2.2 QUARTER 1 – Summer

In the period April-June 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
- Grass Cutting
- Strimming
- Graffiti removal
- Show allotments to prospective tenants and deal with any queries

Shrub/Flowerbed Maintenance

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

Football Fields/Cricket/Bowls

- Over Marking of Football Fields
- Rolling cricket pitch
- Spraying bowls and cricket pitches
- Scarifying bowls and cricket pitches

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 etc.

As & When Required

Cemetery

- Preparation of Graves
- Top up of Graves

Allotments

- Applying pest control

General

- Playground maintenance
- Street furniture repairs

3.0 RECOMMENDED

That the report be noted.