

SERVICE DELIVERY MANAGER (SDM) REPORT – AGENDA ITEM 11

Glendale Contract – SDM attended a site meeting with Glendale on the 4th November 2020. The town centre sites were inspected and a remedial works plan agreed. Follow up meeting scheduled for the 9th December where progress shall be reviewed on the remedial works of the town centre sites and also review the roundabouts, Trematon Pound, and Fairmead Allotments.

Guildhall Kitchen – Installation completed on the 24th November. Snagging list provided to contractor and works revisited on 2nd December to undertake snagging list. Works completed and signed off.

Pontoon – Due to gate access issues over the past weeks, and repairs taking place in order for the gate to operate correctly, we have not progressed any further with the Pontoon.

The priority is to secure all of the exposed cables and wires for the pontoon gate Paxton system, to minimise the risk of further damage. Upon this being achieved the fobs can then be issued berth holders and trusted boater scheme members. SDM reviewed the pontoon contracts for the users and sent to Cllrs for their input prior to submitting to the Council's Solicitor.

Churchtown Cemetery – Project to install 2 benches, an Oak tree and a Memorial Rose Bed has been programmed and will be undertaken over the winter period.

Grenfell Avenue roadside allotments – Project to repair gate and replace a small section of fence is due to be undertaken before Christmas.

Station – tidy up and removal of ivy on the inner wall of the car park. The car park area is completed apart from two or three tree stumps that will need to have herbicide treatment to prevent regrowth. The removal of the ivy from the wall on Albert Road is yet to be undertaken. The SDM is still reviewing the best way to remove the ivy from the wall on the road side. There is a H&S issue with working on a narrow road with steep incline and the best way to work at height in this scenario. There will be a requirement to apply for a road closure to ensure safety of the SDGA's and members of the public.

Grounds Maintenance Site work has reduced as we came in the Autumn period, allowing resources to be allocated to other areas.

Pillmere Pathways - Clearance of pathways around Pillmere over the past few weeks has been undertaken. Some of the pathways were very over grown making it extremely difficult for members of the public to pass each other whilst maintaining social distancing guidelines. The work has been received well by the residents of Pillmere with many residents making positive comments to the SDGA's on site and several resident taking the time to send emails in to the Council.

Town Centre and Waterfront – Toilet cleaning and sanitising of benches, bins etc in the town centre was increased to four times per day during lockdown number two. The frequency was reduced to three per day when lockdown ended on the 2nd December and the tier system introduced.

Refurbishment Works - Fore Street benches – Good progress being made with the bench renovations. Seven benches completed with one currently in the workshop.

Vehicles and Equipemt – Equipment yet to be identified, quotations received from several suppliers. Order not yet placed due to the search for suitable vehicles being successful, good condition, low mileage, and to the Council's specification / requirements.

Staff Welfare Facilities – It has been noted at previous Committee meetings that the cabin located at the pontoon is not fit for purpose. Quotes obtained providing the following facilities: toilet, mess room with kitchenette, drying / changing room, small office for Waterfront SDGA operations.

SDM contacted five suppliers, three out of the five suppliers provided a suitable unit with the required facilities however, only one of the suppliers could provide a unit within budget, this being the supplier of the current unit. Details as follows.

Due to the information being commercially sensitive the supplier names are listed as Compay A, Company B and Company C:

supplier	minimum length of hire contract	dimensions	optional extras	including generator	delivery (on hire) cost	collection (off hire) cost	effluent tank / chemical toilet emptying cost £	fresh water (hand washing / washing up and toilet flushing only	weekly hire cost £	Annual Hire Cost
COMPANY A (Lead in time is currently 14 weeks)	4 years	28ft x 10ft	effluent tank included	no (electrical hook up required)	£250.00	£250.00	excluded - would need a contractor Tardis is £85.00 for upto 4500 litres removed per occasion - expected empties required per annum is 8 (monthly May to September and November, January and March totaling £680 per annum)	need a water supply contractor for the 600 litre tank Tardis is £85.00 for upto 1000 litres delivered per occasion - expected fills would be 26 (Fortnightly fill totaling £2,210 per annum)	£75.00	£3,900.00
COMPANY B		25 ft x 10ft		yes	£210.00	£210.00	included in hire	20 litres cans filled up by the SDGA's	£295.00	£15,340.00
COMPANY C	2 years	32ft x 9ft		yes	£423.50	£423.50	included in hire	20 litres cans filled up by the SDGA's	£297.00	£15,444.00

NB: Off hire charge for the current unit from Company A £250 – ½ price if 'back load'.

Therefore I propose that Company A be appointed at a total cost of £7,290.00 per annum allocated to budget 6528 – Waterfront Accommodation. Current available budget - £9,433.00.

End of Report
Service Delivery Manager