



**Report**

Officer: Trevor Parfitt – DLF Supervisor and Clare Turner – Town Clerk  
Date: 13<sup>th</sup> September 2023  
Meeting: Town Council – 19<sup>th</sup> September 2023

**DLF and Environmental Update Report**

**Background and Update**

- Following the resignation of the Outdoor & Property Manager the managerial responsibility for the DLF has been with the Town Clerk working with the DLF Supervisor.
- There are currently 5 x operatives – full time and 1 x DLF Supervisor.  
There is currently 1 x vacancy within the DLF team.
- The DLF Supervisor has been producing information on the staffing levels and work completed. This information for March / April / May / June / July 2023 is provided – BTC/19b/2324 for your information.
- The weather during the summer season has been unusually hot and wet which has meant everything is growing quicker and this has added to the pressure for the DLF team to address all the jobs / additional work identified.
- During the summer season the DLF team work on a fortnightly rota in teams of 2 x operatives (2 x teams), 1 x operative on the tracker, 1 x operative dedicated to the Castle Grounds.
- During the summer season watering of the hanging baskets within the Town takes 30 hours per week for the operatives ( 15 hours x 2 operatives)
- During the summer season additional hours are required for bin emptying due to the increase in the visitors to Town Council run areas. There is a requirement for 8 hours a week additional to address this additional requirement.
- Inspection of play areas takes 1½ hours per day for the DLF Supervisor on top of the quarterly inspections scheduled and the repairs that are required.
- There is estimated 5 weeks of grass cutting left within the summer season left to do.
- There is estimated 4 / 5 weeks of hanging basket watering in the summer season left to do.
- Winter season is estimated to begin in late October but this depends on the changes in the seasons.

## **Hanging Baskets**

Hanging baskets located in both High Town and Low Town are generally watered through the summer at 6.00am by 2 x operatives on a Monday / Wednesday / Friday, additional days are added to this rota in times of exceptionally hot weather.

The hanging baskets do have a built-in trough to store a limited amount of water.

Weight Testing - Additional information is to be supplied in the confidential part of the meeting.

The DLF team currently use a large generator to fill the water bouser from the river, this generator requires 3 / 4 operatives to lift due to the heavy weight.

The DLF Supervisor would like to explore the costs for the purchase of a smaller generator for the 2024 hanging basket watering season. Est cost for this would be circa £500.00.

The suggestion is for the lager generator to be moved to the compound to provide power to the compound for lighting and other general use in the compound.

## **Play Area**

Rospa Reports are conducted on the Town Council managed / owned play areas.

The Town Council have 2 x operatives that have attend a course to inspect and maintain the play areas, however, it must be noted that a decision by the Town Council was made for the 2 x operatives not to complete the exam as part of the 3<sup>rd</sup> day of the training course.

The Town Council have 1 x operative who can visually inspect the play areas.

Due to the age and continual use of the play equipment the inspections both internally and by Rospa are highlighting a large number of pieces of equipment need repair or will need repair in the future. This will have an impact on the budget. It has been identified that over the last few years repairs to the play equipment has been kept to a minimum due to the insufficient budget.

It has been identified that the Town Council may be required to make decisions in the near future regarding play equipment and if equipment fails this would be to (a) remove the piece of equipment (b) replace this piece of equipment (c) repair but note that spare parts are required to be purchased from the manufacturer and can be very expensive.

There are pieces of equipment on Severn Park Play area which are supported by bark for the drop / impact / safety of the users. This piece of equipment is within the flood plain and the play grade bark is replaced at a cost of £130 per tonne with the collection by BTC, this is completed at least twice per year.

There will be a requirement next year for all the play grade bark to be fully replaced due to the age and settlement due to the usage. Note – in previous years the play grade bark has not been removed or replaced if the area has flooded and only topped off with new.

The Fitness Equipment within Severn Park was installed in the flood plain area and as such is started to wear due to the rust build up. These pieces of equipment are and will be in need of a greater number of replacement parts and this will become more frequently as the equipment ages.

There is a need for an additional DLF Operative to be trained to inspect and maintain the play equipment. This is a cost of circa £450.00 to £500.00 and takes place off site for three days.

## **Tractor**

The aging tractor used for the moving of large grass areas has broken down during the summer. This was out of action for 3 weeks for repair at a cost of £3750.00.

The Town Council may need to consider replacing this piece of equipment in the coming years.

## **Training**

There are a number of pieces of equipment that require formal training to enable the DLF team to use them.

There are currently some areas that need to be addressed with training or to plan for training (this is referred to internally as a ticket). These are:

- Chainsaw - currently 1 x operative, need to increase this. Cost Circa £850.00
- Spraying – required 2 x operative
- Road Assistance – required 1 x operative and 1 x Officer who looks after Town Council events
- Tractor - all staff need a refresher course on this as normally only 1 x operative uses equipment
- Abrasive wheels - 1 x DLF operative
- Ladder training - all DLF operatives / Maintenance / some office staff attended last week. This will last for 5 years and was completed in house.

## **Removal of Rubbish**

There is currently a large skip which is used for the removal of the rubbish collected from the bins by the DLF. This is currently an open top skip and the DLF have to litter pick this daily to keep tidy because it is open to the elements wildlife visit it.

The DLF burn the environmental rubbish in the compound. This takes 2 x operatives 2 days to complete. There is also a requirement for the storage of the rubbish until there is deemed enough to burn. If the burning of the rubbish were to continue there would be a requirement for a purpose-built area to do this, at the moment it is just burnt in an area of the compound.

To reduce the H&S risk associated with burning and the requirement for a licence / additional training it is recommended that all rubbish is taken directly to Short Houses where the vehicle will be weighted on entrance and exit and charged at circa £80.00 per tonne.

## **Additional Plant and Machinery**

It has been identified that there is a requirement for additional machinery, as listed below, it is estimated the cost for this is circa £800.00.

- 1 x petrol blower
- 1 x petrol long handled hedge cutter.

## **Future Projects**

Detailed below are the list of future projects:

- Review of the skip at the cemetery – may need to reduce in size if taking directly to Short Houses.
- Winter work programme to be developed

- Seats on the zip wire
- Bollard replacement
- Allotments – Standpipes to be replaced
- Allotments – gate posts to be replaced.