

## **WORKS DEPARTMENT**

### **MONTHLY REPORT from 30.11.16 to 11.01.17**

Main point of contact: Ken Sedgmen, Works Manager, Jacqui Orange, Works Administrator

01822 616134

07895 339039

ken.sedgmen@tavistock.gov.uk

jacqui.orange@tavistock.gov.uk

#### **Properties:**

- **Museum/Courtgate** - Structural engineer investigating crack in museum wall on 17<sup>th</sup> January with a view to making recommendations ahead of masonry repairs to sort falling masonry.
- **Betsy Grimbal's Tower & the Still House Tower** – Tenders have been received and the contract awarded. Anticipated completion date is 31<sup>st</sup> March 2017. JO spoken with Diocese arranging access for contractors to Betsy Grimbal's and Still Tower between 17<sup>th</sup> and 19<sup>th</sup> January.
- **1 & 2 Market Road Cottages** – Condition surveys complete, consultant working on specifications and schedules for repairs to Market Road Cottages – awaiting feedback shortly.
- **Cemetery Lodge** – Condition surveys complete, consultant working on specifications and schedules for repairs to Cemetery Lodge – awaiting feedback shortly.
- **East End Stores** – work complete – refer to General Managers Report
- **Units 22 & 24 Crelake Ind Estate** – Works Depot staff now relocated to new depot. Inventory for the new units is being compiled for insurance purposes. Insurers inspected units on 04.01.17. Following meeting with insurers – need to pick up on minor issues arising during inspection (timescale of 60 days).
- **Abbey Walk Resurfacing** – Stage one now complete.
- **Pearces Meadow** – minor resurfacing works completed in Pearces Meadows.
- **Guildhall** – insurers inspected Guildhall on 04.01.17. Minor issues raised by insurers during inspection need to be addressed within a 60 day period.
- **9 – 18 Duke Street** – site meeting of architect and scaffold designer scheduled for 18<sup>th</sup> January to undertake a site survey.
- **Butchers Hall** – 1st HLF claim for Butchers Hall completed and submitted to THI Manager. The second HLF claim has been drafted and sent to THI Manager for initial check. The second GD LEAF claim has been sent to DR Company for checking and feedback is awaited from them before presenting the submission.
- **18 Duke Street (House of Cards)** – water leak repaired in toilet area.
- **Guildhall Car Park** – major leak discovered and rectified by South West Water.
- **Guildhall (Water Meters)** – water meters to be installed in Guildhall by the end of January.

#### *Looking ahead:*

- **New cemetery soak-away & re-surfacing of tracks & paths** – meetings taken place with three contractors, awaiting quotes from two.

#### **Maintenance:**

- On-going programme of equipment maintenance and replacement.
- **Play Parks** – following a market testing exercise and subsequent meeting with preferred provider to discuss new play equipment for Meadows – feedback awaited.

Swing seats replaced at Monksmead. Swing seats ordered and delivered for Bannawell – to be installed.

- **Broadband** - superfast broadband now installed in Council's Admin Office, Council Chamber, Pannier Market and Guildhall. Superfast broadband for Town Hall is being sorted - router delivered week beginning 16<sup>th</sup> January.
- **Potholes** – potholes register is currently being updated.

### **Land Management:**

- **All routine land management tasks carried out** (refer to activities list)
- **Whitchurch Down Management Plan 2016-2020** - selected areas of gorse and scrub removal scheduled for week commencing 9th January 2017.
- **Middlemoor** – Drainage trench cleared on moorland on approach to the hamlet. On-going water problems. Samples of water taken by South West Water proving no chlorine contamination eliminating the cause being fractured water pipes. Three contractors contacted with a view to suggesting a way forward and quoting costs of works.
- **Leaf blowing** – carried out on public paths – on-going.
- **Fly tipping on Moors** – fly tipping being collected on Moors – on going

### *Looking ahead:*

- **Bannawell Park** – The investigation work at Bannawell Park culvert is on-going. The area around the culvert has been partially reinstated pending further investigation regarding a suitable by-pass drainage system to alleviate flooding problems in Bannawell Street/Butcher Park Hill. Improvements to access path carried out.

### **Cemeteries:**

- 7 interments during the period 30<sup>th</sup> November – 11<sup>th</sup> January 2017 4 full interments and 3 interments of ashes (2016 for same period we received 4 full interments and 1 interment of ashes).
- Temporary repairs to potholes – on-going
- On-going inspections of gravestones
- Update Pear Technology with monument installations and additional inscriptions
- The Leylandii hedge around Old Crem Section has been cut back and topped pending further investigation into a replacement.
- Awaiting advice from arboricultural consultant minor tree issues. Permission to undertake work on large sycamore in compound area submitted to WDBC.
- Work scheduled for the Green Burial Meadow w/c 30.01.2017 to clear brambles
- Alarm system in toilet now fully installed and operational
- Dolvin Road inspection – pending
- Exhumation – pending
- Cemetery Administrator booked on to Cemetery Management Course – start date pending

### **Projects:**

- **Sensory Garden/Petanque project** - Fundraising is progressing well and the project is on target for completion by the end of 2017. The Sensory Garden has been awarded £12,500 from Tesco Bags for Help. Next meeting of the Sensory Gardens is scheduled for 17<sup>th</sup> January 2017.
- **Trees of Light** – Three Christmas trees have been donated to the Lions this year for their Trees of Light. The trees were kindly donated by South West Lakes Trust at Burrator (together with a smaller tree for the Pannier Market). The trees were placed

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on the Town Hall and decorated by the Works Team w/c 21.11.16. Trees dismantled by the Works Team week beginning 9<sup>th</sup> January 2017.

- **WHS Gateway Project** – the Works Team undertook preparations in the Guildhall ahead of the community consultants from 09.11.16 until 14.12.16 as part of the Tavistock Guildhall WHS Gateway Project.

### **Events:**

- **Goose Fair** – Emergency Planning Documentation has been completed for 2017. To be emailed to stakeholders by the end of January.

### **House-keeping/other:**

- **Cherry Picker** – 4 bookings received during period
- **Guildhall** – Works Manager in consultation reference meters to the Guildhall M/Court. New cold water supply pipe fitted to Magistrates Court as requested by South West Water prior to meter installations. To be completed by end of January 2017.
- **Training** – One member of the Works Team booked onto NEBOSH Cert. course commencing March 2017.

### *Looking ahead:*

- Three members of Team, one member of Office Staff and one member of Pannier Market booked to attend Pear training organised for 19<sup>th</sup> January 2017.