

## **WORKS DEPARTMENT**

## **Agenda Item 8ii**

### **MONTHLY REPORT from 06.10.17 to 22.11.17**

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#### **Properties:**

- **9 – 18 Duke Street** – Contract due for completion 24/11/17, on target. For further information please see General Manager's report.
- **Guildhall** – Leak detection system in Guildhall actioned.
- **Butchers' Hall Internal Fit Out** – Contract let to RM Builders. Works 60% complete with completion date, excluding installation of automatic doors, 1<sup>st</sup> December 2017.
- **Cemetery Lodge** – This contract has been awarded to CLC Contractors Ltd and work on site started 15/11/2017. Due to complete 15/12/2017.
- **Roof inspections and gutter clearance** – Town Council Offices, scaffold prices being obtained to carry out necessary repairs re: stonework externally so that the chamber ceiling can be reinstated. Town Hall, specification being prepared to carry out external and internal remedial repairs adjacent to North door entrance.
- **Cemetery soakaway & track resurfacing** – Work completed.
- **Church clock** – checked and timer re-set on 06/11/2017
- **Abbey Chapel** – site inspection on 30/10/2017 regarding internal redecoration of the tower. Specification for the work currently being drawn up with a view to undertaking the work in January 2018.

#### *Looking ahead:*

- **Rundle Room** – The tender documentation for Rundle Room Refurbishment works has been prepared, with Listed Building Consent approval, tender process on hold.
- **Butchers' Hall Restoration** - The project was shortlisted in the Devon Historic Buildings Trust Building Conservation Design Awards 2017 in the 'Regeneration of an historic building or structure, or the regeneration of buildings in a group' category and received a Certificate of Commendation at the Award Ceremony held on 19/10/2017.
- **South West in Bloom** – A presentation was made by the Mayor on 25/10/2017 at the Sensory Garden for floral displays at Tavistock Museum, Tidy Tavi, Tavistock Community Sensory Garden, the Rose Walk, the canal beds, the heritage vegetable plot and the cottage garden.

#### **Maintenance:**

- **Play Parks** – Regular (fortnightly) inspections, maintenance and repairs on-going. Re-surfacing the area around helter-skelter has been completed. Installation of 'wet pour' safety surface for play equipment in the Meadows currently being investigated – four quotes received for consideration by General Manager (costs iro £45,000).
- **Potholes** – minor repairs being undertaken, including car parks on Whitchurch Down.
- **Benches** – on-going repairs and maintenance.

## **Land Management:**

- **WDBC Maintenance Contract** – on-going
- **Buckland Monachorum and Crapstone Parish Council** – Monthly inspections of the play areas in Buckland Monachorum and Crapstone. Cut the Crapstone War Memorial on 08/11/2017.
- **Tree Survey & Tree works** – A programme of tree planting will take place throughout the autumn and winter, including restoration of the cherry walk in the Meadows. Invitations to quote will be issued to a minimum of 3 contractors for non-urgent tree work.

## *Looking ahead:*

- **Whitchurch Down** – The Whitchurch Down Consultative Group Meeting took place on 07/11/2017. Gorse cutting scheduled for Autumn/Winter as per management plan.

## **Cemeteries:**

- Cemetery Assistant started on 23/10/2017 and has completed handover with previous Cemetery Administrator. Currently undertaking external training regarding ground maintenance and cemetery management.
- The dead Cypress hedge on the north side of the Old Crem Section in Plymouth Road Cemetery will be removed by contractors by end November, to be replaced with an evergreen hedge in keeping with the rest of the Cemetery.
- Work scheduled for the Green Burial Meadow to disperse surplus soil from compound – under review
- Work to clear the disused/derelict shed and remove the door and window now complete in Dolvin Road.
- New Cemetery signage in Dolvin Road pending.
- 3 Interments of Ashes and 4 full Interments 6<sup>th</sup> October – 20<sup>th</sup> November 2017. The Chapel has been booked for a full Interment on 1<sup>st</sup> December.
- On-going inspections of monuments. The Cemetery Assistant will begin recording findings onto PEAR via Trimble handheld device.

## **Projects:**

**Sensory Garden** – On-going. Formal launch with the garden's patron, Angela Rippon, is scheduled for 20/12/2017.

**Christmas Lights** – Christmas lights installation complete on Duke Street, Brook Street, the Churchyard, Guildhall complex and internally/externally to Pannier Market. The Trees of Light for Town Hall are being erected W/C 20/11/17.

## **Events:**

### **Goose Fair**

- Wash up meeting scheduled 22/11/2017.
- New Goose Fair Contact number has been circulated and website has been updated.
- 2018 Stallholder Application form available on website.

- Quotes received for temporary traffic restriction signage – awaiting sample of the signage.

**Pancreatic Cancer Awareness Days** – The Town Council supported the National Pancreatic Cancer Awareness Day on 01/11/2017 and the International Pancreatic Cancer Awareness Day on 16/11/2017 by illuminating the statue of Sir Francis Drake and St Eustachius churchyard with purple floodlights.

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

#### **Training**

- Cemetery Assistant successfully completed courses in Pesticides Application, brush cutter/stripper, hedge trimmer and ICCM cemetery management.
- Works Administrator, Town Hall Manager and Market Reeve attended a course on the Safeguarding of Children on 04/11/2017.

#### **Cherry Picker Hire**

- Hired out 3 times in this period.