

AGENDA ITEM No 11(ii)

WORKS DEPARTMENT

MONTHLY REPORT May/June 2019

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Properties:

- Repairs to the bay window, Drake Road complete.
- 9-18 Duke Street emergency lighting inspection has been undertaken and work complete.
- SSE has completed a street light survey in The Meadows, Market Road, Drakes Statue and Middlemoor and remedial works have been completed.
- Rundle Room: Soft furnishings and audio/visual equipment will be sourced shortly.
- On-going clearance of rainwater goods, including Town Hall gutters, Guildhall and Duke Street, including repairs to the rear of Duke Street RWGs.
- Redecoration contract has been let for the rear fire escape to the Town Hall.
- Quotes are being sought to improve the audio system in the main hall (Town Hall) and to review the current system in the Pannier market, including installation of infrastructure and licences for playing of Spotify.
- Quotes are being sought to replace the Town Hall lift as a precautionary measure, recognising that there have been several intermittent faults of late and the lift is reaching its economical life (on-going).
- The main gates adjacent to the Town Hall leading to the Pannier Market have been redecorated.
- Temporary access ramps have been supplied to the laundrette and Poppys Café post completion of public realm works.
- Works organised to redecorate 2 Market Rd internally

Maintenance:

- Play Parks – Regular inspections on-going. RoSPA Annual Inspection undertaken on 03.06.19. Awaiting report.
- Prices sought to replace some of the fitness equipment in the meadows (IRO 7K). On hold.
- Benches – on-going repairs and maintenance. Two benches have been repaired this month and another on Whitchurch Down is scheduled for repair.
- The barrows from the Pannier Market have been repaired and decorated and planters installed.
- Works scheduled to improve basement drainage in 9 Duke Street and to replace fire door to the laundrette (Works programmed for completion by end of June).
- Door furniture replaced to the Town Hall main entrance and north door as beyond economical repair (Work complete).
- Pot hole repairs undertaken to Guildhall car-park
- Plymouth Road hedge and grass verge cut

Land Management:

- On-going weed spraying of TTC owned and managed sites. Further weeding undertaken on Bedford Square, front of Town Hall, Market Rd, Guildhall car-park and Drake Statue.

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09.04.19 to 20.05.19

- WDBC Maintenance Contract on-going
- All areas have had a complete cut during this period and litter picking has continued on a daily basis.
- Tender of bi-annual tree survey issued by end June 2019, work complete end August 2019.
- South West in Bloom judging date has been announced for 09.07.19. Work continuing with Tavistock Community Gardeners at various sites throughout the town as part of this year's competition entry.
- All hanging baskets have been erected. Watering taking place a min. once per week
- The Bowls Club has been asked to make alternative arrangements for the disposal of the grass clippings going forward and the compound has been removed.
- A replacement for the Wollemi Pine tree that died in the Meadows has been purchased and planted, together with a tree guard to protect it whilst it establishes
- Fencing on Whitchurch Down has been repaired and one manhole cover re-bedded.
- Two meetings were held to discuss the possibility of instigating a 'Blue Campaign' celebrating areas set aside for biodiversity in Tavistock, for further information go to <https://bluecampaignhub.com/>. This project is now implemented with all locations agreed.
- Tree surgery undertaken in BMX track area

Cemeteries:

- There has been two ashes internments, two burials and one chapel service.
- Work to update the burial registers on-going. Work started on updating Pear system currently underway.

Events:

- EcoFest in The Meadows 20.7.19
- Cones borrowed for Sun Rise Cup
- Supported service at War Memorial

Training:

- 2 members of staff attended Woodchipper course on 23.05.19
- 1 member of staff attended a strimmer course on 21.06.19
- Manual Handling, Working at Height, Fire Safety arranged

House-keeping/other:

- Staff appraised of next steps re: appointment of Properties and Open Spaces Manager and how the recruitment process will be undertaken, involving some depot interaction.
- Councillor site tour completed on 30.05.19
- All lifting equipment tested
- Film company filming in the Guildhall & Guildhall Car Park scheduled for 23.06.19. Please note that Guildhall car-park will be closed from midnight Saturday until 8pm on 23rd June.