

WORKS DEPARTMENT

AGENDA ITEM 8ii

MONTHLY REPORT from 16.01.19 to 25.02.19

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Properties:

- Repair of the bay window in the Council Chamber – work commenced 11.02.19 and due for completion 15.03.19.
- Tower Room, Abbey Chapel – Minor roof repairs scheduled April 2019.
- Pannier Market Public Realm Contract. Work started in Feb 19, due for completion by end of April 19. TTC to remove all street furniture when required and new interim loading/unloading arrangements have been implemented.
- Contract maintenance service for glass doors in Pannier Market and Butchers Hall completed.
- Rundle Room: TTC have in-house refurbished the Rundle Room, adjoining WCs, entrance stairwell and lobby between main hall and bar, including a full redecoration. New lighting has been installed, a new worktop and new altro flooring to the stairwell. Works remaining include ordering of new blinds, decorative prints and soft furnishings.
- On-going clearance of rwgs including Town Hall lead gutters.

Maintenance:

- Play Parks – Regular inspections on-going. Helter skelter in the Meadows temporarily closed. Repairs to support posts completed 11.01.19. Wet pour surface repairs complete. Quotes being sought to redecorate play equipment at Bishopsmead, Meadows and Bannawell.
- Benches – on-going repairs and maintenance including the removal and redecoration of all of the benches in-front of the Town Hall.
- Prices being sought to install UV film on low level skylights in Pannier Market. Works planned for April 2019.
- Measures being undertaken to accommodate all traders on south side of Pannier Market arcade, re: heating system.
- Repairs to clearstory windows on Butchers Hall programmed for March/April 2019. Temporary works undertaken in-house to minimise the impact of water ingress.
- Work to replace lamp on defective street light adjacent to Meadows complete.

Land Management:

- WDBC Maintenance Contract – on-going. Meeting held with WDBC to discuss renewal of contract.
- Tree Survey & Tree works – Removal of trees at Sensory Garden, BMX track, adjacent to tennis courts and rear of Molly Owen Centre. Seeking further advice from WDBC Tree Officer re. x3 diseased mature Horse Chestnut trees in the Meadows and also a tree damaging the footpath/cycle path through the Meadows adjacent to Riverside car park.
- Whitchurch Down – Bracken and gorse cutting by contractor now complete. Tavistock Task Force and TTC completed 23.01.19.
- Cutting back of shrubs and perennial planting undertaken along canal walk, Meadows and within bmx track.

- Partnership work on-going re: sensory garden relating to removal of trees and general refurbishment of area.
- Pot hole repairs planned for market Rd and Guildhall car-park entrance.

Cemeteries:

- There have been 7 internments and the chapel has been required twice.
- Yew hedge at top of cemetery cut as well as perimeter laurel hedges.
- Meeting held to agree action plan for works to green burial section.
- New row of graves in TD section market out.
- Gutters/downpipes cleared and steps power washed to chapel.
- Updating/cross referencing deed books and registers, to site locations and Pear Technology mapping.

Projects:

- H&S Health Check of Town Hall, Pannier Market & Butchers' Hall completed by external auditor and Action Report being considered to plan an approach to make necessary operational improvements/revisions.
- Tavistock in Bloom – a meeting was held with our RHS 'mentor' on 05.02.19 with BID. An action plan has been put together for this year's entry into the Sargent Cup. Judging takes place early July, date TBC.
- Betsy Grimbal's Tower – meeting held with DHBT and Historic England to determine next steps and funding avenues following grant funded condition survey completed in 2016-17.
- Training and emergency procedures written for management of fire alarm system pertaining to Duke Street and Town Hall.
- Removal and recording of Christmas lights for TTC, BID and Abbey Chapel undertaken in January, including removal of Trees of Light.

Goose Fair

- MDO and General Manager visited several sites and held discussions around alternative locations for the Lunburn Park and Ride, with a proposed new site being sourced at Gulworthy. Further meetings to be held with Lions and coach provider to discuss operational requirements. Goose Fair 2018 wash-up meeting was held on 14th February. All emergency documentation will be circulated in May for comment, post final arrangements being agreed for new park and ride site. Invoicing process arrangements underway for 2019 traders.

Training:

- PASMA accredited Mobile Tower Training for Works Department staff completed 16.01.19
- Hedge Trimmer Course completed by x4 members of Depot staff on 29.01.19
- One member of Works Department attended Powered Pole Pruner Course on 31.01.19
- Three members of Works Department staff undertaking Tractor Course on 07-08.03.19
- ICCM Transferring Exclusive Right of Burial Course is being hosted by TTC on 05.03.19
- Two members of staff will be attending ICCM Memorial Management Course on 01.04.19

House-keeping/other:

- Cherry-picker hired twice during this period and tractor serviced.
- New vinyl's installed on vehicle fleet in January and temporary signage at erected at MOC identifying it as Works Depot.