

## **WORKS DEPARTMENT**

### **MONTHLY REPORT from 23.09.16 to 03.11.16**

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:**

- **Butchers' Hall Repair & Restoration works** - The Butchers' Hall was open on 8<sup>th</sup> & 9<sup>th</sup> September as part of Heritage Open Days. Presentations on the Butchers' Hall project were given to members of the public by Andrew Thompson, AD Williams (contractor) and Tavistock Town Council Staff. The Guildhall was also open over the weekend of 10<sup>th</sup> & 11<sup>th</sup> September and tours were given by Andrew Thompson.
- **Museum/Court Gate.** Parapet stonework has been inspected. Awaiting report from specialist reference large crack found in stonework.
- **Betsy Grimbal's Tower & the Still House Tower** – Tenders have been received and the contract awarded for architectural services pending written confirmation from Historic England. Anticipated completion date is 31<sup>st</sup> March 2017.
- **Cemetery Lodge** – Further inspection of the roof at cemetery lodge has now been undertaken and a specification drawn up for repair works. Quotes to be invited from contractors to undertake the specialist repair work.
- **East End Stores** – contract for re-fit and redecoration let to CLC Contractors Ltd. Work started on 12<sup>th</sup> September – work completed;
- **Units 22 & 24 Crelake Ind Estate** – keys now collected and Works Depot staff in the process of relocating. Schedule of Dilapidations completed on 1<sup>st</sup> November.
- **Market Road Properties** – please refer to the General Managers report

#### *Looking ahead:*

- New cemetery soak-away & re-surfacing of tracks & paths - approaching new consultants to undertake work. Cormac, Glanville Cleansing & UK DP Solutions contacted 27.10.16 – awaiting feedback.

#### **Maintenance:**

- **On-going programme of equipment maintenance and replacement.**
- **Play Parks** – Space Walker in the Meadows vandalised – quotation received from Wicksteed for replacement was too expensive – equipment repaired by Blacksmith 11.10.16. Damaged fencing & gate at Ransum repaired on 30.10.16. Bishopsmead Play Park – multiplay unit and other pieces of equipment repaired by Playline Designs on 26.10.16.
- **Repair & Restoration of the Pannier Market** – Deadline for receipt of tenders for the design team is Wednesday 9<sup>th</sup> November.
- Datasharp to provide superfast broadband connection for Pannier Market.
- **Trees** – scheduled maintenance and some tree removal work taking place in the Meadows over the next few weeks.

#### *Looking ahead:*

- Equipment ordered for Whitchurch/Courtlands gryo spiorol. Delivery anticipated week beginning 19<sup>th</sup> September. Works completed on both units.

## Land Management:

- **All routine land management tasks carried out** (refer to activities list)
- **Whitchurch Down Management Plan 2016-2020** has been drafted and circulated to Whitchurch Down Consultative Group for comment ahead of the next meeting scheduled for Tuesday 8<sup>th</sup> November.
- **Britain in Bloom** – The main Tavistock entry was awarded silver-gilt and the BID entry was awarded gold. St Eustachius Church Yard, The Rose Walk and Plymouth Road Cemetery all received commendation in the In Your Neighbourhood category. A meeting with SW in Bloom is planned to discuss strategy for next year. All the hanging baskets have now been removed.
- **WDBC Ground Maintenance Contract** – on target.
- **Middlemoor** – Drainage trench cleared on moorland on approach to the hamlet.
- **Leaf blowing** – carried out on public paths
- **Fly tipping on Moors** – fly tipping being collected on Moors – **on going**
- **Betsy Grimbal's Tower** – cleared all vegetation on front and top of tower

### *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.

## Cemeteries:

- 8 interments with the Chapel being hired once for a service (4 coffins and 4 ashes)
- Temporary repairs to potholes – on-going
- On-going inspections of gravestones
- Trees - in the Compound, Old Section (Rowan far left hand track) & Green Burial area require removal. Weeping beech that was damaged by funeral directors to be cut back to main stem. Leylandii hedge around Old Crem Section to be cut back and topped pending further investigation into a replacement.
- Outside lighting installed
- Alarm system in toilet on-going – awaiting new pull cord
- Dolvin Road inspection – pending
- Exhumation – pending
- Path repaired at approach to polytunnel
- Works Manager & Cemetery Administrator visited Ford Park Cemetery, Plymouth following an invitation from one of the board members. The cemetery is on a much larger scale to Plymouth Road however comparisons could be made to the average number of internments each month. Work done on their chapels were of particular interest.
- Cemetery Rules & Regulations - Following notification of a change in the law and to meet current requirements the following amendment will be made to the Cemetery Rules and Regulations: **"Exhumation.** *Once human remains or ashes have been interred, they can only be removed with permission from the Cemetery Administrator and a licence granted by the Secretary of State. In the case of consecrated burial ground which is subject to the Church of England's jurisdiction, consent from the Church of England (a faculty or the approval of a proposal under the Care of Cathedrals Measure 2011) is required. Any disturbance of remains is deemed to be an exhumation"*.

### **Projects:**

- **Sensory Garden/Petanque project** – slab-lifting took place on Monday 31<sup>st</sup> October to mark the 'official' start of the project. A press call took place with Cllr. Ewings, the Mayor and the County Councillor. Fundraising is progressing well and the project is on target for completion by the end of 2017.
- **Pancreatic Awareness Day** – the floodlights around the statue of Sir Francis Drake (and also lights in the Town Hall) were turned purple as part of nation-wide awareness raising campaign.
- **Trees of Light** – scheduled to go up w/c 21<sup>st</sup> November.
- **Depot relocation** – please refer to the General Managers report

### **Goose Fair:**

- The event was a success this year and ran without any major incidents.
- Cemetery Administrator met with AA Road Signs to discuss the current schedule.
- A wash up meeting was held Friday 28<sup>th</sup> October with all relevant stakeholders agreeing the event was a success.
- 2017 application form now available on the website.

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

- **Cherry Picker** – used by consultants for Butcher Hall photo shoot and hired once.
- **South West Water** – 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.
- **Training** – General Hand booked onto H&S Awareness Course 9<sup>th</sup> November; General Hand booked onto Pesticides Stem Injection course 01.12.16; General Hand booked onto Chainsaw Crosscut & Maintenance Course w/c 21<sup>st</sup> November; Works Administrator booked onto NEBOSH Cert. course commencing March 2017.