

**MONTHLY REPORT 14.10.19 to 27.11.19**

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**Properties:**

- Internal repairs to the ceiling in the Council Chamber is complete and redecoration scheduled for December.
- Cemetery Lodge redecoration commencing 02.12.19.
- Quotes have been sought to replace the Town Hall lift due to on-going maintenance issues. Budget £25K.
- A meeting was held with an engineer to discuss the Town Hall heating system, awaiting report outlining essential and desirable costs for improvements.
- Prices are being sourced to service the church clock, previous provider no longer available.
- Emergency lighting inspected in Town Hall and remedial works actioned.
- The gas boilers at Molly Owen Centre are being serviced and reprogrammed on 04.12.19 with a view to reducing heating costs.
- Wales and West Utilities have investigated a gas leak at 1 and 2 Market Road and made the necessary rectifications. Gas Safety check to follow.
- Chubb investigating provision of police response to the intruder alarm system in the Town Hall.
- Contractors have undertaken a CCTV drainage survey of public toilets in Guildhall Car Park and Bedford Car Park and the disused toilet block (now tractor shed) adjacent to the tennis courts. A building condition survey has been commissioned of public toilets in Guildhall Car Park and Bedford Car Park.
- PAT testing all departments completed 28.10.19
- Met with Diocesan surveyor to look at anti-social behaviour issues surrounding the Still House Tower on 07.11.19.
- Investigating damp problem in basement of Drake Road Office (Tavonians Room).
- Window locks have been installed in Flat 9A Duke Street and the we are investigating a damp issue and suspected dry rot.

**Maintenance:**

- Play Parks – Regular inspections being carried out. A schedule of maintenance works is being compiled for the winter period regarding play equipment and safety surfacing. A spate of low-level vandalism in the Meadows has been reported to the police.
- Benches – on-going repairs and maintenance. The damaged bench on Whitchurch Down (top of Church Lane) has been repaired.
- Contract let to improve basement drainage in 9 Duke Street.
- Further quotes being sort for carpentry repairs to Soft Touch Needlecrafts (26 Pannier Market).
- Meeting arranged with museum to discuss damaged window frames.
- A non-slip surface will be installed on manhole covers in the Pannier Market perimeter during December.
- Cleaned and repainted the War Memorial in Guildhall Square in advance of the Remembrance Day Commemorations.

## **Land Management:**

- WDBC Maintenance Contract on-going
- Litter picking continues on a daily basis.
- Contract for tree survey has been let. Survey work is taking place throughout November. The tree survey will inform an action plan for management work including identifying trees affected by ash dieback. A Tree Strategy is to follow.
- Emergency tree work to pollard an oak tree on the hedge bank at Bishopsmead Play Area has been completed.
- On-going leaf clearing on paths.
- Gorse cutting on Whitchurch Down scheduled for February 2020.
- Quote being sought from SSE regarding repair of damaged lighting column at Skate Park.
- Pest control contractor and WDBC EHO asked to investigate reports of increased rat activity in the Meadows and linked to Fitzford cottages.
- Damaged pedestrian gate at top of Chollacott Lane has been replaced.
- Further partnership work is planned with Tavistock Community Gardeners and Greenwood Tree Group regarding tree planting at Bannawell over the winter.

## **Cemeteries:**

- There have been 4 burials (one in the Green Burial Meadow) and one ashes interment during the period. The chapel has had a deep clean and been used twice. Quotes being sort for minor repair to electric organ.
- Work to update the burial registers on-going. Work started on updating Pear system currently underway.
- Rescheduled Cemetery Walkabout for councillors took place on 21.10.19.

## **Events:**

- Trees of Light collected from Burrator Reservoir with the assistance of SW Lakes Trust. The trees have been installed on the Town Hall and decorated with lights in readiness for the switch on taking place on 29.11.19.
- Trestle tables collected from Lamerton for Christmas Tree Festival at St Eustachius.
- Drakes Statue, St Eustachius and Town Hall lit up for National and International Pancreatic Cancer Awareness Days on 01.11.19 and 21.11.19.
- Santa Run takes place on 01.12.19
- Town Council provided barriers and cones for the Tavy 7 event on 27.10.19.
- South West in Bloom Presentation hosted by the Mayor took place on 29.10.19 in the Town Hall with follow up press coverage in the Tavistock Times.
- Stewarding for Tavistock BID Christmas Lights Switch On 16.11.19

## **Training:**

- City & Guilds NPTC Chainsaw & MEWP for one member of Works Team on 28.11.19

Works Department Monthly Report

27.11.2019

**House-keeping/other:**

- The box truck (WJ02 0UW) has been serviced & MOT'd.
- Annual LEV test will take place on 06.01.20
- Awaiting risk assessment and associated documentation from organisers of the Boxing Day Hunt Meet on Bedford Square.