

## **WORKS DEPARTMENT**

### **MONTHLY REPORT from 17.03.18 to 26.04.18**

Main point of contact: Wayne Southall, General Manager

[wayne.southall@tavistock.go.uk](mailto:wayne.southall@tavistock.go.uk)

01822 616134 / 07714 222341

#### **Properties:**

- **Guildhall** –Leak detection system in Guildhall actioned and survey completed in January, report received 08/02/18.
- **Cemetery Lodge** – Contract has now been completed.
- **Repair of the bay window in the Council Chamber** – Westcountry Stonemasons Ltd has been contracted to undertake the a full repair including scaffolding, stone repair, lead work, repointing and reinstatement for the sum of £8,260 ex VAT.
- **Abbey Chapel** – Specification for the work drawn up with a view to undertaking the work in May 2018.

#### **Maintenance:**

- **Play Parks** – Regular (fortnightly) inspections, maintenance and repairs on-going. Installation of 'wet pour' safety surface for play equipment in the Meadows will commence 30<sup>th</sup> April. The annual RoSPA safety inspection is due to take place May/early June 2018.
- **Potholes** – minor repairs being undertaken, including car parks on Whitchurch Down, Guildhall, Pixon Lane open space and cobbles around Pannier Market.
- **Benches** – on-going repairs and maintenance.
- **Properties** – clearance works to rainwater goods on Town Hall, Guildhall, Butchers' Hall and Duke Street on-going
- !6 Duke Street basement drainage concerns being investigated and 17/18 Duke Street rear rwgs clearance works undertaken.
- Quotes have been sought for the inspection/servicing of all TTC owned street lights (contract let).
- **Bannawell** - clearance work and reinstatement of all access paths and footbridges on-going.

#### **Land Management:**

- **WDBC Maintenance Contract** – on-going
- **Tree Survey & Tree works** – New planting along Cherry walk in the Meadows has been completed.
- **Whitchurch Down** –Gorse cutting, including clearing area around Pixies Cross, scheduled for September 2018.
- **Hanging baskets** - BID has confirmed that TTC will be contracted to water the erect and water the hanging baskets in 2018. Hanging baskets will be in place week before the Garden festival (w/c 21<sup>st</sup> May).
- **Proposed Callington Road Development – Design Review Panel** – The Works Administrator contributed to the Design Review Panel held on 29<sup>th</sup> April.

## **Cemeteries:**

- Analysis of the soil heap is being undertaken by Frederick Sherrell week commencing 30<sup>th</sup> April with a view to investigating the most appropriate means of management and/or disposal.
- One of the new cemetery signs for Dolvin Road requires a frame constructing before being positioned.
- Since 17/03/18 there have been 1 Full Burial Interment and 4 Ashes Interments. The Chapel has not been used.
- 18 monthly Monumental Inspections are 100% complete.
- Visitors are still driving on the new grass/mud verges which are being continually repaired.
- I have met with an interested resident to discuss the progression of the Green Meadow Project. We are considering additional works to commence in April or from Autumn time.

## **Projects:**

**Sensory Garden** – Discussions on-going with project community group. Repairs to the damaged shed complete.

## **Events:**

### **Goose Fair**

- Website has been updated to reflect the emergency planning documentation as well as the stallholder forms and the fees applicable for 2018.
- Stallholder invoice due to be issued by the end of May with a payment deadline of 31<sup>st</sup> August.
- Temporary traffic restriction signage purchased and received. TTRO application has been submitted to DCC.
- Emergency services have been booked
- Local Artisan Market has been organised for Butchers' Hall as part of the event.
- Re consider the use of Market Road for Goose Fair

### **Upcoming events in The Meadows:**

- Duck Race – 09.06.18
- Carnival – 20 & 21.07.18

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

- Emergency First Aid at Work training completed by 4 members of staff on 24<sup>th</sup> April. First Aid at Work training booked for 6 members of staff in May 2018. Chapter 8 Signing, Lighting & Guarding training booked on 4<sup>th</sup> & 5<sup>th</sup> June 2018 for 2 members of staff.
- Ride-on mower to be purchased in May
- Quotes being sought for an H&S Health Check. Anticipated that health checks will commence with the Town Hall in May 2018.
- Interviews were held to appoint General Hand Level 1 for 37 hours per week for 6-months. The successful applicant has accepted the post and, subject to receipt of satisfactory references, will start 8<sup>th</sup> May.