

**TAVISTOCK TOWN COUNCIL**  
**WORKS MANAGEMENT REPORT**  
**December 2025*****1. Works Department***Property Maintenance

Following a spate of arson attacks in Tavistock, the tractor shed in the Meadows was set on fire recently. Fortunately, the fire did not take hold and self extinguished causing minor damage to the equipment inside. That said the fire has damaged the internal infrastructure of the building and as such the Works Manager has commissioned an asbestos inspection due to concerns the fire damage may have disturbed areas of presumed asbestos. The Tractor shed which the Town Council allow the Tennis Club to use in part for storage will be cleaned and repaired once the asbestos survey has been undertaken and appropriate measure taken. The arson arrack was reported to the Police.

The Works Manager is awaiting a specification of works for Drake Road following concerns appertaining to water to water ingress in the Council Chamber.

Further isolated leaks have been identified in the Town Hall of which the Works Manager is awaiting a specification of works from the principal architect who undertook the reporting project.

The electric door strike on the Guildhall is due to be replaced due to ongoing maintenance issues.

The team have been undertaking various property maintenance tasks within the Guildhall, primarily related to issues concerning moisture and the paintwork flaking off.

Grounds Maintenance

The Rose Walk gate which had fallen into disrepair has been refurbished by a local fabricator and is now in situ. The team have been refurbishing wooden gates across the estate where they have either been vandalised or require repairs due to general wear and tear.

Unfortunately the Works Department have noticed an increase in litter on Whitchurch Down – primarily on the roadside verges. In addition, there has been an isolated incident of fly tipping in that area. The Works Department regularly monitor Whitchurch Down and undertaken weekly litter collection.

The Works Manager has reported concerns to WDBC regarding missed collections in respect of the dog waste bins. The areas affected are Riverside, in the Meadows by the Tennis Courts and at Bannawell Park.

WDBC have recently informed TTC, the charges for the dog waste contract are set to increase next year.

Following an influx of Memorial Bench applications, members of the Works Department have been busy refurbishing benches in order to install back in place prior to the festive break.

General grounds maintenance tasks have been undertaken including fence repairs, safety works to bridges and play park repairs.

#### Administration

The Town Council are currently recruiting for the vacant position within the Works Department.

Despite challenges appertaining to the installation of the new BID Christmas lights, the works Department have worked incredibly hard to overcome said challenges and install all the town lights in good time for the planned switch on mid November. In addition, the team have once again supported Tavistock Lions by installing and dressing the Trees of Light.

The newly installed TTC Duke Street lights (festoon and stars) unfortunately need to be sent back due to designs faults. The WM has arranged this after the 2025 display. The lights will be replaced at no charge to the Town Council.

The Works Manager has organised First Aid at Work training for March, which includes a refresher course for those who have undertaken it previously as well as full training for those newer members of staff who have recently joined the organisation.

The Works Manager is due to undertake the ROSPA Inspector refresher training course in the first quarter of 2026 due to the expiry of the current qualification.

The Town Council once again supported Tavistock BID this year by stewarding and managing the road closures for Dickensian Evening.

The local fire service approached the Works Manager, requesting the use of the Works Depot for a drill evening. The Town Council who have supported this training previously, welcomed the opportunity to aid in the vital work the fire service do.

**B Rowe**  
**Works Manager**