

WORKS DEPARTMENT**MONTHLY REPORT from 16.06.18 to 19.07.18**

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Properties:

- **Guildhall** – Installation of leak detection system in Guildhall on hold due to imminent Permission to Start for Guildhall project with significant mechanical and electrical alterations planned for 2019.
- **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. Discussions on-going with WDBC around LBC requirements and permitted design.
- **Tower Room, Abbey Chapel** – Redecoration works completed 13/07/18.
- **Contract for Molly Owen Centre let** – works currently underway, 80% complete.
- **Pannier Market Public Realm Contract** – A letter of intent has been sent to the preferred contractor. Work is due to start in September, due for completion by beginning of December 2018.
- **LEV testing at Molly Owen Centre** has been done, remedial works pending to install additional pressure gauges.
- **6-monthly LOLER inspection** complete and remedial works pending.

Maintenance:

- **Play Parks** – Regular (fortnightly) inspections, maintenance and repairs on-going. Repairs to the Helter Skelter in The Meadows actioned before commencement of school holidays and quotes received to carry out remedial works to the ramps within the skate park. The matting has been relayed to the basket swing in the Meadows, chain coverings replaced to cable runway in meadows, a gate entrapment issue repaired at Bannawell and signage has been updated in Meadows to reflect the Guildhall telephone number for contact details.
- **Potholes** – Market Rd and Meadows
- **Benches** – on-going repairs and maintenance, 3 benches repaired.
- **Properties** – clearance works to rainwater goods on Guildhall, Duke Street and Abbey Chapel on-going
- Quotes have been sought for the inspection/servicing of all TTC owned street lights (contract let). *Remedial works actioned and completed.*
- **Bannawell** - All access paths and footbridges now complete.
- **Unit 15 Pannier Market** – Works undertaken in-house for change of tenancy re: fixed installations, carpentry repairs, removal of plumbing pipework and plasterboard repairs.
- Repairs undertaken to fencing at Monksmead.

Land Management:

- **WDBC Maintenance Contract** – on-going

- **Tree Survey & Tree works** – Work scheduled for Plymouth Road Cemetery, Molly Owen Centre and Sensory Garden subject to exemption from WDBC. Spraying of all areas on-going. Watering on-going to Cherry Walk in Meadows.
- **Whitchurch Down** – Safety signs and fencing has been repaired at Pennycomequick Quarry. Investigations being carried out re: collapsed bank at Middlemoor.
- Agreement reached to site bug house along canal by tennis courts. The siting of x3 reptile hibernacula in the Pennycomequick quarry area relating to the Bovis development at Callington Road has been agreed.
- **Hanging baskets** – watering contract with Tavistock BID now underway. All 200 baskets have been installed.
- **RHS It's Your Neighbourhood** – judging took place on 2nd July. The areas judged included Sensory Garden, Canal Beds, Cottage Garden (rear of the Wharf), Pop-up Allotment (Old Folks Rest Room), Plymouth Road Cemetery Green Burial Area, Rose Walk and Tidy Tavy. Initial feedback from the judge has been positive. Results anticipated October 2018.
- Significant hedge cutting has been carried out at Pixon Lane open space, Plymouth Rd, Celle Gardens, Meadows and Plymouth Rd Cemetery.

Cemeteries:

- One of the new cemetery signs for Dolvin Road requires a frame constructing before being positioned (actioned for early August).
- Since 16/06/18 there have been 2 Full Burial Interments and 3 Ashes Interments. The Chapel has not been used.
- 5mph signs are to be installed.
- Plans being arranged for how to deal with the soil heap at the top of the cemetery now that geotechnical results have been received.

Projects:

Sensory Garden – Repairs to the damaged shed now complete. Summer Garden Party planned for 5th August 2018.

Support provided for the erection of Bunting for the Carnival and for the closure of Guildhall car-park.

Guildhall car-park was used for an Edge event on 7th July.

Events:

Goose Fair

On-going discussions with Ward and Chowen re: the availability of Lumburn Rise as a park and ride site for 2018 Goose Fair.

All invoices have been sent out for 2018 traders and payments are now being received (payment deadline 31st August).

A mapping exercise has been carried to identify where the newly purchased traffic order signage will need to be positioned for the areas affected by the traffic order.

Upcoming events:

- Carnival – 20 & 21.07.18, utilising Guildhall carpark, Bedford Square and Market Rd
- Service to commemorate the Armistice in Korea at War Memorial 27.07.18

House-keeping/other:

- Deadline for receipt of quotes for the Health & Safety Health Check due 20.07.18. The contract has been expanded to include Town Hall, Pannier Market and Butchers' Hall. Anticipated date of completion end September 2018 with a view to rolling out to other departments.
- Disposal of the Expandakabin welfare unit arranged for end of July.
- Risk assessments have been rewritten and updated for Plymouth Rd Cemetery
- Staff from the Works Department, Town Hall and Pannier Market attended Radio Refresher Training on the 17th and 18th July 2018 with Raynet Communications.
- Arrangements are in place to purchase a replacement transit tipper this month with a suitable model identified within budget and specification, interim arrangements were in place re: vehicle hire.