

**MONTHLY REPORT from 03.02.18 to 16.03.18**

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 and contract let.
- **Cemetery Lodge** – Approx. 0.5 day of snagging work is required to complete the contract.
- **Roof inspections and gutter clearance** – Further inspection of the roof and bay window at the Town Council Offices has been undertaken by the architect and contractor and two repair options costed. To undertake a full repair including scaffolding stone work, lead work, repointing and reinstatement £9,760 + VAT. To repoint mortar joints, coat with water repellent and reinstate £2,993 + VAT. Awaiting decision.
- **Butchers' Hall Internal Fit Out** – RM Builders contract complete including signage installation, infilling of drainage gully and fitting of automatic sensors to electronic doors, Reception area, extension to cupboard and toilet facilities to be designed and commissioned prior to Summer 2018 launch as per Draft Market Strategy Action Plan.
- **Abbey Chapel** – Specification for the work currently being drawn up with a view to undertaking the work in April 2018.
- **Market Road Cottages** – New shower enclosure has been installed and redecoration complete. Significant redecoration works complete in No.1 Market Rd and plumbing repairs undertaken both internally and externally: re: toilets and frozen burst pipes.
- **Duke Street** – Repairs to front door 15 Duke Street and internal repairs/redecoration to bathroom and shower unit. 16 Duke Street drainage survey undertaken and sewerage blockage undertaken. 9a Duke Street investigations undertaken re: fire alarm. RWGs clearance and remedial repairs undertaken above 13 Duke Street front elevation and 17/18 Duke Street rear elevation.

**Maintenance:**

- **Play Parks** – Regular (fortnightly) inspections, maintenance and repairs on-going. Installation of 'wet pour' safety surface for play equipment in the Meadows will start in April/May dependent on weather and ground conditions. The annual RoSPA safety inspection is due to take place May/early June 2018 on completion of these works.
- **Potholes** – minor repairs being undertaken, including car parks on Whitchurch Down, Pixon Lane open space and Market Rd.
- **Benches** – on-going repairs and maintenance.
- **Properties** – clearance works to rainwater goods on Town Hall, Guildhall, Butchers Hall, perimeter shops and Duke Street on-going. Significant drain and rwgs clearance works complete on Town Hall front elevation, Market Rd outside Butchers Hall, outside Poppys Café and to rear of TASS.
- Inspection/servicing of all TTC owned street lights complete and remedial works recommendations actioned.

- The Green Hut in the Meadows was removed on the 27<sup>th</sup> February and a new kiosk has been installed in its place. The anticipated opening date is 30<sup>th</sup> March.
- **Bannawell** - clearance work and reinstatement of all access paths and footbridges on-going (bridge built in-house nearest play-park complete).

### **Land Management:**

- **WDBC Maintenance Contract** – on-going
- **Tree Survey & Tree works** – Work has started on the restoration of the cherry walk in the Meadows – due for completion w/c 19/03.18. Emergency tree work has taken place due to bad weather - the large tree that fell on the new shed in the Sensory Garden was cleared by contractors and Works Department staff. The shed is being repaired by the Works Department.
- **Whitchurch Down** –Gorse cutting, including clearing area around Pixies Cross, scheduled for September 2018. Middlemoor drains cleared.
- **Buckland Monachorum Parish Council Grounds Maintenance Contract (2018-2021)** – this tender unsuccessful.
- **Hanging baskets** - BID has confirmed that TTC will be contracted to water the erect and water the hanging baskets in 2018.
- Significant clearance works have been undertaken to the compound at Pixon Lane open space.

### **Cemeteries:**

- One of the new cemetery signs for Dolvin Road requires a frame constructing before being positioned.
- Since 02/02/18 there have been 9 Full Burial Interments, 3 of which were Green Burials, and 4 Ashes Interments. The Chapel has not been used.
- 18 monthly Monumental Inspections are 30% completed and still on-going.
- Visitors are still driving on the new grass/mud verges which are being continually repaired.
- The stone walls surrounding the Compound and Green Burial areas have been planted with hedge plants.
- All Christmas Wreaths have been cleared from all graves.
- Cemetery Lodge smoke detectors to be replaced. Sensor replacement for the lights in the waiting Room actioned.

### **Projects:**

- Technical support provided re: planning for Man Engine Event
- On-going liaison re: Sensory Garden

### **Events:**

#### **Goose Fair**

- Emergency planning documentation reviewed due to recent update regarding terrorism and child protection.
- Quotes received for temporary traffic restriction signage – awaiting sample of the signage W/C 19/03/18.

- Review Goose Fair database and liaise with Microshade reference improvements (contract let)
- A meeting will be scheduled between TTC, Tavistock Lions and Tamar Lions to discuss park and ride fees

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

- Primary Schools Cross Country – 08.02.18
- Play-Day in the Park – 30.03.18
- Duck Race – 09.06.18
- Carnival – 20 & 21.07.18

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

- Cherry-picker hired twice times during this period.
- Chapter 8 refresher training completed 22/02/18 by 3 members of staff
- First Aid at Work courses booked for staff in April/May 2018
- Ride-on mower to be purchased in April
- Quotes being sought for an H&S Health Check. Anticipated that health checks will commence with the Town Hall in May 2018.
- Attended South West in Bloom Spring Seminar. This year's entries into South West in Bloom are – Sensory Garden, Rose Walk, Canal Beds, Cottage Garden (Old Folks Restroom), Pop-up Allotment (Rear of the Wharf), Plymouth Road Cemetery & Tavistock Museum. Judging takes place between 2<sup>nd</sup> and 30<sup>th</sup> July 2018.
- Councillor tours taking place 2pm on 5<sup>th</sup> April.
- New vehicle being sourced to replace disposed Ford Transit