

WORKS DEPARTMENT

MONTHLY REPORT 28.11.2019 to 02.201.2020

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Properties:

- Council Chamber is complete and redecoration scheduled for January.
- Cemetery Lodge redecoration underway and due for completion end of January.
- Quotes have been sought to replace the Town Hall lift due to on-going maintenance issues. Budget expected £25K. Tender deadline 24.01.2020.
- 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.
- The gas boilers at Molly Owen Centre have been reprogrammed to reduce heating costs.
- Wales and West Utilities have investigated a gas leak at 1 and 2 Market Road and made the necessary rectifications. Gas Safety has been completed.
- 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.
- Tavonians costume store in basement of Drake Road Office has been temporarily re-located to the Molly Owen Centre to allow further investigation of damp problem.
- Dry rot specialist undertaking work in Flat 9A Duke Street in January.
- Christmas trees, lights and decorations to be taken down w/c 06.01.2020.
- Broken handrail in Town Hall has been repaired.
- Broken manhole cover in the pavement outside East Gate Café has been replaced and proprietors made aware of the parking of heavy delivery lorries (i.e. + 10 tonnes) on the pavement cannot continue.
- The accessible toilet in Drake Road office has been repaired and a new tap fitting is being installed w/c/ 06.01.2020.
- Contract let to improve basement drainage in 9 Duke Street.
- Quotes for repair of windows and door at repairs to Soft Touch Needlecrafts (26 Pannier Market) have been received.
- A non-slip surface has been installed on the manhole cover outside Devon & Moor.
- Sink in House of Cards repaired 13.02.2020.

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.
- 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.
- Tree survey work is now complete. Some emergency tree work has been undertaken and an action plan is being drawn up. A Tree Strategy is to follow.
- Gorse cutting on Whitchurch Down scheduled for February 2020.
- A quote has now been received from SSE regarding repair of damaged lighting column at Skate Park (£3,300 + VAT).
- Further partnership work is planned with Tavistock Community Gardeners and Greenwood Tree Group regarding tree planting at Bannawell over the winter.
- Grass cutting and hedge management continues in Plymouth Road Cemetery.
- Volunteers have established the location of the missing fourth boundary stone demarcating the Quaker burial area in Dolvin Road Cemetery. Work continues on repairing fencing and cutting back shrubs and hedges in the Cemetery.

Cemeteries:

- There have been 2 burials during the period.
- Quotes being sought for minor repair to electric organ.
- Work to update the burial registers on-going. Work started on updating Pear system currently underway.

Events:

- Trees of Light Switch on 29.11.19
- CHICKS Santa Fun Run 01.12.19
- Dickensian Evening 06.12.19
- Spooners & West Dartmoor Boxing Day Hunt Meet on Bedford Square

Training:

N/A

House-keeping/other:

- MEWP has been serviced and 6-monthly LOLER inspection completed.
- Annual LEV test will take place on 07.01.2020