

WORKS DEPARTMENT

MONTHLY REPORT from 12.10.18 to 30.11.18

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Properties:

- Repair of the bay window in the Council Chamber – A measured survey has been completed and LBC has been approved by WDBC. A programme is currently being agreed with Westcountry Stonemasons Ltd.
- Tower Room, Abbey Chapel – Minor roof repairs scheduled for completion by 21.12.18. TTC have erected Christmas lights on Abbey Chapel for a fixed fee.
- LEV testing at Molly Owen Centre has been done, remedial works pending to install additional pressure gauges to be completed by end of Dec 18.
- Duke Street contract – Final maintenance period handover inspection completed on 18th Oct and the works have been signed off.
- Specification being written to rectify damp issues in basement of 9 Duke Street. Arranging three quotes to carry out the works.
- 2 Market Road internal decoration programmed for w/c 07/01.19.
- Fire alarm inspections undertaken in Duke Street, Butchers' Hall, Pannier Market and Town Hall with remedial works identified actioned for rectification.
- Inspection of lightning conductors scheduled for 06.12.18.
- Emergency lighting repairs actioned to TCOs.
- Night storage heaters have been replaced in 9a Duke Street.
- Remedial works carried out to Town Hall lift.
- Repairs carried out to the heating system at MOC

Maintenance:

- Play Parks – Regular (fortnightly) inspections on-going. Helter Skelter in The Meadows temporarily closed pending repair to central support column (works actioned). 'Air Walker' fitness equipment removed by tractor shed, replacement to be installed by April 19.
- Benches – on-going repairs including benches in-front of Town Hall and refurbishment of two benches by the war memorial.
- Properties – clearance works to rainwater goods on Guildhall, rear of Duke Street and Town Hall with minor roofing repairs to Butchers' Hall/Pannier Market. Repairs to lead work on Butchers' Hall scheduled w/c 03.12.18 and 10.12.18 to deal with water ingress issues in storm conditions, temporary fix implemented with lead sealant (emergency scaffold erected).
- Remedial works carried out to street lighting in Market Rd completed.
- Repairs to the gate carried out at Plantations.

Land Management:

- WDBC Maintenance Contract – on-going, primarily hedge work and leaf clearing.
- One final cut of all areas completed in Nov 18. Regular leaf clearing carried out.
- Pest Control – Contract re-signed for monthly pest control service in Pannier Market, Guildhall, MOC and Meadows and inspections actioned.

- Tree Survey and tree works – Significant works scheduled both in house and external to complete works which are now classified as urgent.
- Whitchurch Down – Bracken and gorse cutting by contractor to be undertaken by mid-Feb 2019. DNPA volunteers and TTC to undertake gorse clearance around Pixies Cross by 21.12.18.
- Hanging baskets – TTC advised by BID that similar arrangements to 2018 for 2019 would like to be implemented. TTC have scheduled the work programme accordingly.
- The drain at the rear of the butcher’s shop is being cleared and a CCTV inspection undertaken on 02.12.18.
- The drain in the Pannier Market disabled toilets is being adapted to prevent build-up of waste in the gents’ toilets w/c 03.12.18. This has meant that certain toilets have needed to be closed for a short duration to prevent further sewage flooding.
- Pixon Lane – ditch has been cleared of sediment now that the water levels have dropped so the culvert can be inspected. Inspection scheduled for w/c 03.12.18 with specialist contractor.

Cemeteries:

- There have been 7 internments in the period 11.09.18 to 11.10.18
- Chapel has been cleaned on several occasions and leaves are being regularly cleared.
- The administration of the Cemetery is being carried out from the Guildhall due to the deletion of the post of Cemetery Administrator on the establishment within the Works department re-structure.
- Works scheduled to redecorate Cemetery Office and power-wash Chapel externally.
- All ashes graves are now being dug by Works Department staff.

Projects:

- H&S Health Check of Town Hall, Pannier Market & Butchers’ Hall complete and Corrective Action Report submitted to General Manager for actioning.
- Pancreatic Cancer Awareness – TTC arranged for the floodlights at Town Hall, Drake’s Statue and St Eustachius to be turned purple on the 01.11.18 and 15.11.18.
- Lions Fireworks Display in The Meadows 03.11.18
- Armistice Day Commemoration at the War Memorial, Guildhall Square - 11.11.18
- Trees of Light - Switch-On postponed from 30.11.18 to 05.12.18 due to poor weather conditions.
- Department has installed Christmas lights in Pannier Market and Butchers’ Hall internally.

Upcoming events:

- Dickensian Evening – 07.12.18, agreement reached for TTC to steward and carry out Chapter 8 requirements.

House-keeping/other:

- One general hand successfully completed NPTC Chainsaw Course in Nov.
- PASMA accredited Mobile Tower Training for Works Department staff w/c 10.12.18
- Cherry-picker hired once during this period.