

WORKS DEPARTMENT

AGENDA ITEM

MONTHLY REPORT from 04.11.16 to 29.11.16

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Properties:

- **Museum/Courtgate.** Parapet stonework has been inspected. Awaiting report from specialist reference large crack found in stonework.
- **Betsy Grimbal's Tower & the Still House Tower** – Tenders have been received and the contract awarded pending written confirmation from Historic England (HE). This follows a market testing exercise and, with due regard to the views of HE, is pursuant to Financial Regulation 11.1(a)(ii). Anticipated completion date is 31st March 2017.
- **Cemetery Lodge** – Further inspection of the roof at cemetery lodge has now been undertaken and a specification drawn up for repair works. Quotes to be invited from contractors to undertake the specialist repair work.
- **East End Stores** – work commissioned – refer to General Managers Report
- **Units 22 & 24 Crelake Industrial Estate** – Works Depot staff now relocated to new depot. Inventory for the new units is being compiled for insurance purposes. Insurers are due to inspect units on 04.01.17.
- **Market Road Properties** – water ingress, refer to General Managers Report
- **Abbey Walk Resurfacing** - refer to General Managers Report
- **Guildhall** – insurers are due to inspect Guildhall on 04.01.17.

Looking ahead:

- New cemetery soak-away & re-surfacing of tracks & paths – meetings taken place with three contractors – awaiting their feedback. Contacting specialist drainage consultant with a view to arranging a site visit.

Maintenance:

- On-going programme of equipment maintenance and replacement.
- **Play Parks** – following a market testing exercise and subsequent meeting with Sovereign (preferred provider) to discuss new play equipment for Meadows – feedback awaited.
- **Broadband** - superfast broadband installed 25.11.16 in the Council's Admin Office and Council Chamber. Broadband for the Pannier Market was operational on the 29.11.16 and in Units 22 & 24 Crelake Industrial Estate is scheduled for 05.12.16. Broadband installation is pending in the Town Hall & Guildhall.
- **Trees** – scheduled maintenance and some tree removal work taking place in the Meadows over the next few weeks.

Land Management:

- **All routine land management tasks carried out** (refer to activities list)
- **Whitchurch Down Management Plan 2016-2020** has been drafted and circulated to Whitchurch Down Consultative Group for comment to Council. Meeting taken place with Whitchurch Commoners on areas to be cut back, drainage issues and prospective

bunding. Plan adopted in principle – areas of gorse and scrub removal scheduled for winter 2017. Site meeting with contractor week commencing 05.12.16.

- **Britain in Bloom** –the Mayor presented certificates to the winners of this year’s South West in Bloom competition entries on 22.11.16 – Tavistock was awarded silver-gilt in the Sargeant Cup; BID were awarded gold in their category and Rose Walk, Plymouth Cemetery and St Eustachius all received special commendation in the “In Your Neighbourhood” category.
- **WDBC Ground Maintenance Contract** – on target.
- **Middlemoor** – Drainage trench cleared on moorland on approach to the hamlet. – on-going problems.
- **Leaf blowing** – carried out on public paths – on-going.
- **Fly tipping on Moors** – fly tipping being collected on Moors – **on going**
- **Betsy Grimbal’s Tower** – cleared all vegetation on front and top of tower

Looking ahead:

- **Bannawell Park** – The investigation work at Bannawell Park culvert is on-going. The area around the culvert has been partially reinstated pending further investigation regarding a suitable by-pass drainage system to alleviate flooding problems in Bannawell Street/Butcher Park Hill.

Cemeteries:

- 2 interments during the period 4th – 29th November (1 coffins and 1 ashes)
- Temporary repairs to potholes – on-going
- On-going inspections of gravestones
- Work now completed for the Trees in the Green Burial to be removed and for the weeping beech that was damaged by funeral directors to be cut back to the main stem.
- The Leylandii hedge around Old Crem Section has been cut back and topped pending further investigation into a replacement.
- Awaiting advice from P Greenhill on Cypress Bush and deadwood in the compound.
- Alarm system in toilet on-going – awaiting new pull cord
- Dolvin Road inspection – pending
- Exhumation – pending
- Benchmarking report of non parishioner rates completed.
- Cemetery Administrator booked on to Cemetery Management Course – start date pending

Projects:

- **Sensory Garden/Petanque project** - Fundraising is progressing well and the project is on target for completion by the end of 2017. The Sensory Garden has been awarded £12,000 from Tesco Bags for Help.
- **Trees of Light** – Three Christmas trees have been donated to the Lions this year for their Trees of Light. The trees were kindly donated by South West Lakes Trust at Burrator (together with a smaller tree for the Pannier Market). The trees were placed on the Town Hall and decorated by the Works Team w/c 21.11.16.
- **WHS Gateway Project** – the Works Team undertook preparations in the Guildhall ahead of the community consultants from 09.11.16 until 14.12.16 as part of the Tavistock Guildhall WHS Gateway Project.

Events:

- **Dickensian Evening** – the Works Department provided stewards at this years Dickensian Evening on 25.11.16 (to cover Chapter 8 road closures).
- **Fireworks Display** – annual Fireworks Display took place in the Meadows on 05.11.16.
- **Remembrance Services** – Remembrance Services took place at the War Memorial in Guildhall Car Park on 11.11.16 and 13.11.16.
- **Pancreatic Awareness Day** – the floodlights around the statue of Sir Francis Drake (and also lights in the Town Hall) were turned purple as part of nation-wide awareness raising campaign. The lights were once again turned purple supporting Pancreatic Cancer Awareness on the evening of 17.11.16.
- **St Eustachius Christmas Tree Festival** – the Works Team helped with the set up of the St Eustachius Christmas Tree Festival by transporting tables.
- **Santa Run** – the annual Tavistock Rotary Santa Run takes place on 10.12.16 from the Guildhall Car Park.

House-keeping/other:

- **Cherry Picker** – used by consultants for Butcher Hall photo shoot and hired once.
- **South West Water** – Works Manager in consultation reference meters to the Guildhall M/Court. New cold water supply pipe fitted to Magistrates Court as requested by South West Water prior to meter installations. Awaiting action by South West Water.
- **Training** – One member of the Works Team successfully completed LANTRA H&S Course on 10.11.16; one member of the Works Team successfully completed Chainsaw Crosscut & Maintenance and Felling Course from 21-24.11.16; one member of the Works Team booked onto NEBOSH Cert. course commencing March 2017.

Looking ahead:

- One member of the Works Team booked onto Pesticides Stem Injection course 05.12.16; one member of the Works Team attending one-day CiLCA workshop on 01.12.16