

**WORKS DEPARTMENT****MONTHLY REPORT from 09.04.19 to 20.05.19**

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**Properties:**

- Tender notifications published for Guildhall Gateway Project (principal contractor) (deadline for receipt of tenders is 12 noon 17.06.19) and Guildhall Car Park Public Realm Enhancement (design team) (deadline for receipt of tenders is 12 noon 17.06.19). Full tender packs available to view at <https://www.tavistock.gov.uk/information/procurementtenders>
- Repairs to the bay window, Drake Road still on-going. Scaffolding going back up 21.05.19 so that stonemasons can undertake further work to remove mastic and repoint with lime mortar
- 9-18 Duke Street emergency lighting inspection has been undertaken and work pending.
- Drainage repairs to the rear of the Pannier Market (Howells and St Johns Ambulance) have been successfully completed and a new inspection chamber sited in Market Road (IRO 8K)
- SSE has completed a street light survey in The Meadows, Market Road, Drakes Statue and Middlemoor, works pending
- Tavistock and District Local History Society have located to the first floor annex at the Molly Owen Centre on a temporary basis (12 months) from 20.05.19
- Contract maintenance service for glass doors in Pannier Market and Butchers Hall completed and remedial works actioned through the contract.
- Rundle Room: TTC have refurbished the Rundle Room, adjoining WCs, entrance stairwell and lobby between main hall and bar, including a full redecoration. New lighting/blinds/extraction has been installed also new worktop and altro flooring to the stairwell. Soft furnishings and audio/visual equipment will be sourced shortly.
- On-going clearance of rainwater goods, including Town Hall lead gutters, Guildhall and rear of Duke Street
- Measures being undertaken to accommodate all traders on south side of Pannier Market arcade, re: heating system and modifications to the heating system complete. The heating will be monitored again at the point it is turned back on for the Autumn period.
- Quotes are being sought to improve the audio system in the main hall (Town Hall).
- Quotes are being sought to replace the Town Hall lift as a precautionary measure, recognising that there have been several intermittent faults of late and the lift is reaching its economical life.

**Maintenance:**

- Play Parks – Regular inspections on-going. RoSPA Annual Inspection taking place week commencing 03.06.19. The hurricane swing and trampoline were both vandalised over the Easter weekend. The vandalism was reported to the police and both items have been repaired (Note: replacement parts to hurricane swing IRO £500)
- Prices sought to replace some of the fitness equipment in the meadows (IRO 7K).

### **Cemeteries:**

- There has been one ashes internment and one burial in the green burial section
- Volunteers, supported by staff from the Works Team, sowed wild flower seed in the green burial area on 26.04.19
- Work to update the burial registers now almost complete. Work started on updating Pear system currently underway.

### **Projects:**

- H&S Health Check of Town Hall, Pannier Market & Butchers' Hall completed by external auditor and Action Report being considered to plan an approach to make necessary operational improvements/revisions

### **Events:**

- Rowlands Fun Fair in the Meadows 23.04.19 to 06.05.19
- Inflatable Theme Park in the Meadows 04-06.05.19 (provisionally booked for 2020)
- EcoFest in The Meadows 20.7.19

### **Goose Fair:**

- Refer to Town Hall and Events Manager Report going forward.

### **Training:**

- 2 members of staff attended Woodchipper course on 01.05.19 & 23.05.19
- 3 members of staff successfully completed mini-digger training on 8 & 9.05.2019
- Manual Handling, Working at Height, Fire Safety pending

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

- New General Hand Level 1 has been recruited and induction complete
- Councillor site tour planned for 30.05.19
- Film company filming in the Guildhall & Guildhall Car Park scheduled for 23.06.19

