

## **WORKS DEPARTMENT**

## **AGENDA ITEM No 9(ii)**

### **MONTHLY REPORT from 05.04.17 to 05.06.17**

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### **Properties:**

- **Museum/Courtgate** – Work on-going on producing technical specification for stabilising the crack in the museum wall and repairing the stonework above.
- **1 & 2 Market Road Cottages** – works now 90% complete.
- **9 – 18 Duke Street** – Parkes Lees Architects appointed as Project Administrators. Tender documents issued to selected contractors 07/06/2017. Deadline for receipt of tenders 26/06/2017. Anticipated start date mid-July and completion by November.
- **16 Duke Street** – works complete.
- **Guildhall (Water Meters)** – now installed awaiting removal of old meters from cottages and museum. *Meters now removed.*
- **Units 22 & 24 Crelake Industrial Estate/Guildhall** – two outstanding insurance requirements to be completed by 05/03/2017 – leak detection system in Guildhall on hold, awaiting outcome of Guildhall HLF bid, fire risk assessment for both units – complete and issued.
- **Town Hall** – Work to address water ingress over north door on-going. Consultants have undertaken an initial survey and have recommended repairs and the regular cleaning of gutters and downpipes – now cleared. More detailed roof inspection required and TTC are hiring a high reach cherry picker, aligning other maintenance works, to maximise the benefits of hire.
- **The Butchers' Hall** – second claim has been submitted and approved to Greater Dartmoor LEAF. Final claim to be made end of June.

### *Looking ahead:*

- **New cemetery soak-away & re-surfacing of tracks & paths** – meetings taken place with three contractors. Quotes now received and under consideration.
- **Cemetery Lodge** – Specifications and schedules for repairs to Cemetery Lodge now complete, tendering scheduled for June 2017.
- **Abbey Walk Resurfacing** – now completed, including demarcation.

### **Maintenance:**

- On-going programme of equipment maintenance and replacement.
- **Play Parks** – The annual ROSPA inspection was carried out in March 2017 and the recommendations incorporated into the Department's Spring/Summer works schedule. New play equipment "The Brig" for Meadows play park ordered – provisional start date 21<sup>st</sup> June.
- **Play Parks** – resurfacing work now being carried out to Meadows play park.
- **Potholes** – on-going minor repairs being undertaken, including Pixon Lane open space and the pothole register updated.
- **Benches** – on-going repairs including vandalised benches around the Cricket Club on Whitchurch Down and Madge Lane.

- **General Maintenance Works** - carried out in Pannier Market area and cemetery area.

### **Land Management:**

- **All routine land management tasks carried out** (refer to activities list)
- **Whitchurch Down** –Reinstatement works to be completed relating to the drainage problems adjacent to the cattle grid at Whitchurch.
- **Drains** – various drains cleared due to severe weather conditions.
- **Chollacott Lane/Golf Track** – monitoring parking issue.

### *Looking ahead:*

- **Bannawell Park** –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. Improvements to access path carried out. Awaiting necessary legal documentation prior to allowing DCC to commence works. Negotiations regarding easement to DCC nearing completion.
- **Tree Survey & Tree works** – Applications submitted for various tree works including Pixon Lane/Pearces Meadow, Betsy Grimbal's Tower, and the Meadows. The deadline for receipt of tree survey quotes for all of our estate is 16/06/2017. Anticipated completion date end of July upon letting of contract.

### **Cemeteries:**

- 7 interments during the period 5<sup>th</sup> April to 5<sup>th</sup> June 2017; 2 full interments and 5 interments of ashes. One of the funerals incorporated the use of the chapel for a service prior to the interment.
- On-going inspections of monuments
- Update Pear Technology with monument installations and additional inscriptions – on-going
- Further investigation into a replacement hedge in the Old Crem Section – Pending.
- Work scheduled for the Green Burial Meadow to disperse surplus soil - pending
- Dolvin Road monument inspection – pending
- Applecliff have removed the collapsed asbestos roof on a disused/derelict shed. Work to clear the space and remove the door and window on-going.
- Cemetery Administrator has started the Cemetery Management Course
- The wildflowers from the planting event held in April in the Green Burial Meadow have started to grow and the yellow rattle sown last autumn is visible throughout the meadow.
- Gallery page on website to be created for Cemetery
- Cemetery soakaway – pending
- New cemetery signage at the entrance for Plymouth Road & Dolvin Road has been commissioned

## **Projects:**

- **Sensory Garden** – Hard landscaping work nearing completion (anticipated end June/early July) with planting to follow. The replacement shed has been ordered and will be installed within the next few weeks. The Petanque Court is also nearly finished. An inaugural game of Petanque was held on 30/06/2017 with guests of the Tavistock/Pontivy Twinning Association.
- **Tavistock in Bloom** – RHS judging takes place on 20/07/2017

## **Events:**

### **Goose Fair**

- Invoices have been issued to traders.
- All service provider orders now raised.
- First Operational Meeting booked 21/06/2017.
- Trader cards ordered
- Park and Ride posters to be distributed to Stagecoach at first operational meeting.

### **Golf Club Fund Raising Days**

- Wednesday 26<sup>th</sup> July – Guide Dogs Golf Society
- Saturday 2<sup>nd</sup> September – Tavistock Golf Club Charity Day
- Friday 29<sup>th</sup> September – Invitational Golf Day

### **Garden festival**

- Works Administrator assisted in the delivery of the Garden Festival on the 28-29/05/2017.

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

- **Newsletter** – two articles submitted to the Town Council newsletter
- **Training** – Works Administrator has completed NEBOSH Gen Cert course and awaiting results. Chapter 8 Supervisor Training course booked on 30<sup>th</sup> June & 3<sup>rd</sup> July for Works Manager and Cemetery Administrator.

