

**MONTHLY REPORT from 02.09.17 to 05.10.17**

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**Properties:**

- **9 – 18 Duke Street** – Work on conservation repairs is progressing well, the first phase is complete and work has started on second phase. Scaffolding is still in situ on the eastern gable for additional stone repairs. Contract due for completion 17/11/17. For further information please see General Manager's report.
- **Guildhall** – Leak detection system in Guildhall on hold, awaiting outcome of Guildhall HLF bid.
- **Butchers' Hall Internal Fit Out** – Tender return date 06/10/17. Anticipated contract start date w/c 23/10/2017. The work is comprised of: Installation of new lighting and heating systems; installation of a new shop front including new electronic sliding doors; the removal of M&E components and some asbestos panelling; and decoration throughout. Work is scheduled for completion by beginning of December 2017. The estimated value of this contract is in the region of £80,000 to £90,000.
- **Cemetery Lodge** – This contract has been awarded. Pre start meeting to be arranged week commencing 16/10/17
- **Roof inspections and gutter clearance** – Took place w/c 04/09/2017. Unfortunately an assessment of the Council Offices on Drake Road was not possible due to the steep incline of the road. An alternative means of undertaking the inspection is being investigated.
- **Cemetery soakaway & track resurfacing** – Work started w/c 11/09/2017.

*Looking ahead:*

- **Rundle Room** – The tender documentation for Rundle Room Refurbishment works has been prepared and is due to be published w/c 16/10/2017.
- **Butchers' Hall Restoration** - The project has been shortlisted in the Devon Historic Buildings Trust Building Conservation Design Awards 2017 in the 'Regeneration of an historic building or structure, or the regeneration of buildings in a group' category. The results will be announced at an award ceremony on 19/10/2017.
- **South West in Bloom** – The result of the annual South West in Bloom competition is announced on 05/10/2017. This year's Tavistock entries are in the category of 'It's Your Neighbourhood' and the BID category.

**Maintenance:**

- **Play Parks** – Regular (fortnightly) inspections, maintenance and repairs on-going. A new roundabout has been installed in the Meadows Play Park. Re-surfacing the area around helter-skelter pending. Installation of 'wet pour' safety surface for play equipment in the Meadows currently being investigated.
- **Potholes** – minor repairs being undertaken, including Pixon Lane open space.
- **Benches** – on-going repairs and maintenance. The kissing gate at the entrance to Whitchurch Down from Down Road – now completed.

- **PAT** – The annual Portable Appliance Testing was carried out w/c 11/09/2017 across all departments. Faults addressed.

### **Land Management:**

- **WDBC Maintenance Contract** – on-going
- **Tree Survey & Tree works** – The biennial tree survey has been completed and the maps are currently being updated. Emergency tree work has been undertaken at St Johns Walk, Dolvin Road Cemetery, Plantations, Plymouth Road Cemetery and in the Meadows. A programme of tree planting will take place throughout the autumn and winter, including restoration of the cherry walk in the Meadows. Invitations to quote will be issued to a minimum of 3 contractors for non-urgent tree work.

### *Looking ahead:*

- **Whitchurch Down** – The next Whitchurch Down Consultative Group Meeting takes place on 07/11/2017.

### **Cemeteries:**

- 2 Interments of Ashes and 2 Full Interments 1<sup>st</sup> September – 5<sup>th</sup> October 2017. The Chapel has been used for the full interment 5<sup>th</sup> October.
- Cemetery Walkabout held 25<sup>th</sup> September was a success with four Councillors in attendance
- Work to the Cemetery Soakaway and Driveways underway – anticipated completion date end of October.
- On-going inspections of monuments.
- Update Pear Technology with monument installations and additional inscriptions – on-going project.
- The dead cypress hedge on the north side of the Old Crem Section in Plymouth Road Cemetery will be removed by contractors October to be replaced with an evergreen hedge in-keeping with the rest of the cemetery.
- Work scheduled for the Green Burial Meadow to disperse surplus soil from compound – under review
- Dolvin Road monument inspection – pending
- Work to clear the disused/derelict shed and remove the door and window on-going.
- Gallery page on website created for the Cemetery
- New cemetery signage at the entrance for Plymouth Road has been installed. One of the Dolvin Road signs have now been installed, the second sign needs the surround to be finished before installation.

### **Projects:**

**Sensory Garden** – The hard landscaping element of the project is due to be completed by 17/10/2017. Planting will take place throughout the coming months.

## **Events:**

### **Goose Fair**

- All services have now been booked
- Advertisement leaflet has been produced and will be distributed during Goose Fair.
- AA signs – to be erected 8/10/17
- All road closure signage in place for 10/10/17
- All stalls now filled

**Pancreatic Cancer Awareness Days** – The Town Council is supporting the National Pancreatic Cancer Awareness Day (01/11/2017) and International Pancreatic Cancer Awareness Day (16/11/2017) by illuminating the statue of Sir Francis Drake and St Eustachius churchyard with purple floodlights.

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

### **Training**

- Cemetery Administrator successfully completed Chapter 8 Supervisor Training. Works Administrator has been awarded NEBOSH General Certificate.
- Training in Manual Handling and Working at Height has been successfully completed. Six delegates have undertaken training in the use of a MEWP and are now IPAF registered.
- The Works Administrator will be attending training on Child Safeguarding on 04/11/2017.