

WORKS DEPARTMENT

MONTHLY REPORT from 14.07.17 to 01.09.17

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Properties:

- **1 & 2 Market Road Cottages** – All external works now complete.
- **9 – 18 Duke Street** – Work on conservation repairs is progressing well, the first phase is due for completion by mid September. Interpretation boards for display on the hoarding currently being printed and will be installed w/c 04/09/17. For further information please see General Manager's report.
- **Guildhall** – Leak detection system in Guildhall on hold, awaiting outcome of Guildhall HLF bid.

Looking ahead:

- **New cemetery soak-away, re-surfacing of tracks and paths** – Work due to commence on site 11/09/17 for approximately 3 weeks.
- **Cemetery Lodge** – Invitations to quote for repairs to masonry and roof issued, deadline for receipt is 04/09/17.
- **Roof inspections** – Due to take place w/c 04/09/17. Detailed roof inspections with consultant of Drake Road and Town Hall (to address water ingress issues). General maintenance of gutters and downpipes on The Guildhall, Museum, Court Gate, Pannier Market and rear elevation of Duke Street will also take place this week.
- **Butchers' Hall** – invitation to tender for internal fit-out scheduled for w/c 04/09/17.
- **Rundle Room** – invitation to tender for refurbishment work scheduled for w/c 04/09/17

Maintenance:

- **Play Parks** – On-going maintenance and repairs. A new roundabout has been installed in the Meadows Play Park. Re-surfacing the area around the roundabout and Helter Skelter due to commence w/c 04/09/17.
- **Meadows Play Park** – swing chains for junior and toddler swings being replaced. Helter Skelter out of action awaiting repairs to support legs. Order raised for works to be carried out
- **Potholes** – minor repairs being undertaken, including Pixon Lane open space and cemetery. The pothole register updated – on-going.
- **Benches** – on-going repairs and maintenance. The kissing gate at the entrance to Whitchurch Down from Down Road has been removed for repair.

Land Management:

- **WDBC Maintenance Contract** – on-going
- **Tree Survey and Tree works** – The bi-ennial tree survey has been completed and the maps are currently being updated. Emergency tree work has been undertaken at St John's Walk, Dolvin Road Cemetery, Plantations, Plymouth Road Cemetery and in the Meadows. A programme of tree planting will take place throughout the autumn

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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, including that from the new survey.

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. Works commenced and on going.

Cemeteries:

- 1 full interment 14th July to 1st September 2017.
- On-going inspections of monuments.
- Update Pear Technology with monument installations and additional inscriptions – on-going project.
- General Manager and Works Manager have inspected the dead hedge on the North side of the Old Crem Section in Plymouth Road Cemetery and have agreed it does need to be removed with a view of replacing it with a different species; laurel or something similar. Quotes received – under review.
- Work scheduled for the Green Burial Meadow to disperse surplus soil from compound – under review
- On-going management of the Green Burial Meadow has included removing an area of docks so they do not germinate
- Investigations pending regarding the annual cut and collect for the Green Burial Meadow – now complete
- Dolvin Road monument inspection – pending
- Cemetery walkabout scheduled for 25.09.17
- Work to clear the disused/derelict shed and remove the door and window on-going.
- Cemetery Administrator has started the Cemetery Management Course
- Gallery page on website created for the Cemetery
- Cemetery soakaway –pre start meeting scheduled for Tuesday 5th September with contractors
- New cemetery signage at the entrance for Plymouth Road has been installed. One of the Dolvin Road signs has now been installed, the second sign needs the surround to be finished before installation.
- Transcribed records from the Family History Society will be uploaded to Citrix so the appropriate persons can view the records. This will support cover of the role during times the Cemetery Administrator is absent/on leave. Currently Dolvin Road records are only available via a hard copy.
- Dolvin Road – new base fitted and bench fitted

Projects:

Sensory Garden – The old derelict shed has been removed and replaced with a new one. The hard landscaping and planting is coming to an end. The garden and Petanque Court will be officially opened this Autumn.

Events:

Goose Fair

- Next Operational Meeting to be held 20.09.17 at 2pm.
- All services have now been booked and all portable toilets have been hired from either Premier Loos or Tavy Hire.
- An advertisement/ collaborative working meeting was held with BID/Chamber of Commerce on 23.08.17. There is a possibility they will be using the end of Market Road for local demonstrations and a leaflet will be produced detailing Goose Fair and other events which will be handed out during Goose Fair.
- Payment deadline 25.08.17 – several payments still outstanding and to be chased.

Carnival - Assisted with the organisation of the Carnival by providing cones, signage and equipment.

Golf Club Fund Raising Days

- Saturday 2nd September – Tavistock Golf Club Charity Day
- Friday 29th September – Invitational Golf Day

Housekeeping/other:

Training

- Cemetery Administrator successfully completed Chapter 8 Supervisor Training. Works Administrator has been awarded NEBOSH General Certificate.
- Further training scheduled for staff on Manual Handling (07/09/17); MEWP (13/09/17) and Working at Height (14/09/17).

Staffing

- One member of the Works Team leaving on 06/09/17.

Cherry Picker

- Hire of cherry picker for the morning of 21st August to S C Cox