

**WORKS DEPARTMENT**

**MONTHLY REPORT from 27.04.18 to 15.06.18**

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**Properties:**

- **Guildhall** –Leak detection system in Guildhall actioned and survey completed in January, report received 08/02/18. Awaiting feedback from new insurers re: requirements due to planned mechanical and electrical upgrade as part of HLF Project.
- **Cemetery Lodge** – Contract has now been completed and account finalised.
- **Repair of the bay window in the Council Chamber** – Westcountry Stonemasons Ltd has been contracted to undertake the a full repair including scaffolding, stone repair, lead work, repointing and reinstatement for the sum of £8,260 ex VAT. Works planned for end August 2018 on receipt of LBC.
- **Abbey Chapel** – Specification for the work drawn up with a view to undertaking the work in June 2018.
- **Contract for Molly Owen Centre let** – works currently underway
- **Repairs to windows at 14 Duke Street** – pending subject to agreeing access arrangements.
- **Pannier Market Public Realm Contract re-let** – deadline 2<sup>nd</sup> July.
- **Fires extinguishers** across all site have been serviced and replaced as necessary and new stand have been purchased for the Pannier Market
- **LEV testing at Molly Owen Centre** has been done, remedial works planned.
- **6-monthly LOLER inspection** (lifting operations & lifting equipment operations) scheduled for 21<sup>st</sup> June.

**Maintenance:**

- **Play Parks** – Regular (fortnightly) inspections, maintenance and repairs on-going. Installation of 'wet pour' safety surface for play equipment in the Meadows has been completed and contract being finalised. The annual RoSPA safety inspection took place on 1<sup>st</sup> June 2018 for all sites.
- **Potholes** – minor repairs being undertaken, including car parks on Whitchurch Down, Guildhall, Pixon Lane open space and cobbles around Pannier Market.
- **Benches** – on-going repairs and maintenance.
- **Properties** – clearance works to rainwater goods on Town Hall, Guildhall, Butchers Hall and Duke Street on-going. RWGs replaced to Poppies Café.
- Quotes have been sought for the inspection/servicing of all TTC owned street lights (contract let), awaiting report.
- **Bannawell** - clearance work and reinstatement of all access paths and footbridges on-going with second bridge non-slip surfacing installed.
- **14 Duke Street** – redundant sink in the basement has been disconnected and water charges cancelled.
- Repairs to door furniture to Guildhall undertaken.

### **Land Management:**

- **WDBC Maintenance Contract** – on-going
- Spraying continues on all areas. Works programmed to treat Japanese knotweed and Himalayan balsam on river bank of Pearce Meadow.
- **Tree Survey & Tree works** – New planting along Cherry walk in the Meadows has been completed with on-going watering and monitoring.
- **Whitchurch Down – Consultative Group meeting was held on 2<sup>nd</sup> May.** Gorse cutting, including clearing area around Pixies Cross, scheduled for September 2018. Safety signs and fencing to be repaired at Pennycomequick Quarry. Pedestrian Gate at Westmoor Park has been repaired.
- **Hanging baskets** – watering contract with Tavistock BID now underway. All hanging baskets have been collected and erected on behalf of BID and on TTC land, including planting on Town Hall front elevation.
- **Proposed Callington Road Development – Design Review Panel** – The Works Administrator contributed to the Design Review Panel held on 29<sup>th</sup> April.
- **RHS It's Your Neighbourhood** – judging takes place on 2<sup>nd</sup> July.
- **Tree work** – planned for Plymouth Road Cemetery, Sensory Garden, Molly Owen Centre and Meadows – mainly removal of dead, dying or diseased trees.

### **Cemeteries:**

- Analysis of the soil heap has been completed and a geotechnical report has been received from Frederick Sherrell Ltd.
- One of the new cemetery signs for Dolvin Road requires a frame constructing before being positioned.
- Since 27/04/18 there have been 5 Full Burial Interment, 4 Green Burial Interments and 4 Ashes Interments. The Chapel has not been used.
- 18 monthly Monumental Inspections are 100% complete.
- Green Burial Area has been entered into the RHS 'It's Your Neighbourhood Awards'. Judging takes place on 2<sup>nd</sup> July.
- 5mph signs have arrived on site and will be installed by the end of June.

### **Projects:**

**Sensory Garden** – Discussions on-going with project community group. Repairs to the damaged shed on-going. Agreement reached regarding removal of shrubs in Rose Walk, repairs to the access footpath and redecoration of the metal framing.

### **Events:**

#### **Goose Fair**

- First operational meeting was held at the beginning of June and went well. It was agreed a second meeting was not required until September.
- Stallholder invoice due to be issued in June with a payment deadline of 31<sup>st</sup> August.
- New stallholder applications have been received
- The park and ride site at Lumburn Rise needs to be reviewed due to a potential sale to developers. The MDO is in talks with Ward and Chowen who are facilitating the land disposal.

**Upcoming events in The Meadows:**

- Duck Race – 09.06.18
- Carnival – 20 & 21.07.18

**House-keeping/other:**

- Chapter 8 Signing, Lighting & Guarding training completed by 3 members of staff.
- Ride-on mower to be purchased – on hold.
- Quotes being sought for an H&S Health Check. Anticipated that health checks will commence with the Town Hall in July 2018.
- Disposal of the Expandakabin welfare unit underway.