

WORKS DEPARTMENT

MONTHLY REPORT from 28.12.17 to 02.02.18

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Properties:

- **Guildhall** –Leak detection system in Guildhall actioned and survey completed in January, report received 08/02/18.
- **Cemetery Lodge** – Contract completed and signed off.
- **Roof inspections and gutter clearance** – Town Council Offices, scaffold contract has been let. Deadline for receipt of quotes for roof & masonry repairs due 12/02/18. Work scheduled to start 19/02/18 re: scaffold erection. Estimated duration of contract is 4-weeks. Town Hall specification completed to carry out external and internal remedial repairs adjacent to North door entrance.
- **Butchers' Hall Internal Fit Out** – Contract let to RM Builders. Works 97% complete with signage left to install and snagging work on the glass automatic doors pending (planned for 12/02/18). Reception area, extension to cupboard and toilet facilities to be designed and commissioned prior to Summer 2018 launch as per Draft Market Strategy Action Plan.
- **Abbey Chapel** – Specification for the work currently being drawn up with a view to undertaking the work in February 2018.
- **Market Road Cottages** - Contract to replace shower enclosure at No. 1 let. Work due to start w/c 05/02/18.

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 investigated – four quotes received and considered by General Manager (costs iro £50,000). Site meeting held with preferred tender and contract will be let on 14/02/18 subject to funds being approved by Council (see Capital Programme report) with an intended start date middle to end March. Annual RoSPA inspection due to take place early March.
- **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
- 15 Duke Street redecoration works undertaken and prices sought to repair front door. 6 Duke Street basement drainage concerns being investigated and 17/18 Duke Street rear rwgs clearance works undertaken.
- On-going clearance of drains at Pixon Lane, Market Rd and Middlemoor.
- Quotes have been sought for the inspection/servicing of all TTC owned street lights (contract let).

- The Green Hut in the Meadows is being replaced with a new unit on the 27/02/18. The Works Department will be assisting with access into the Meadows – including minor tree works to remove trailing branches over the main path.

Land Management:

- **WDBC Maintenance Contract** – on-going
- **Tree Survey & Tree works** – A programme of tree planting will take place throughout the winter and spring, including restoration of the cherry walk in the Meadows. A Leylandii hedge has been removed at Whitchurch Play Park and will be replaced with a Silver Birch standard tree.
- Significant clearance works at Bannawell, including reinstatement of all access paths and rebuilding of footbridges in-house is on-going.
- Soil testing contract let to ascertain the level of contamination in Plymouth Rd Cemetery, prior to arranging for prices to dispose of the spoil to a specialist waste contractor.
- On-going hedge maintenance in cemeteries and Meadows.
- **Whitchurch Down** –Gorse cutting scheduled for Feb as per management plan.
- A tender is being prepared for Buckland Monachorum Parish Council Grounds Maintenance Contract (2018-2021); deadline is 09/02/18. A team from the Works Department will undertake a one-off grass cut for the Parish Council in early March.
- BID has confirmed that TTC will be contracted to water the erect and water the hanging baskets in 2018.

Cemeteries:

- The dead cypress hedge on the north side of the Old Crem Section in Plymouth Road Cemetery has been fully removed by contractors on Friday 02/02/18.
- One of the new cemetery signs for Dolvin Road requires a frame constructing before being positioned.
- Since 28/11/17 there has been 9 Full Burial Interments and 3 Ashes Interments. The Chapel has been used three times.
- On-going Monuments Inspections are programmed in throughout February.
- Visitors are still driving on the new grass/mud verges which are being continually repaired.

Projects:

Christmas Lights – Christmas lights, trees and Trees of Light removed early January and infrastructure installed at Molly Owen Centre.

Events:

Goose Fair

- 2018 Stallholder Application form available on website.
- Quotes received for temporary traffic restriction signage – awaiting sample of the signage.
- Emergency Planning Documentation to be circulated to stakeholders In February
- A fee setting meeting will not be held this year following last years agreement to increase the fees by 1.5% in 2018

- Review Goose Fair database and liaise with Microshade reference improvements
- A meeting will be scheduled between TTC, Tavistock Lions and Tamar Lions to discuss park and ride fees
- Re consider the use of Market Road for Goose Fair and incorporate Butchers Hall into the event (local businesses)
- Review Health and Safety procedures and the remit for H&S consultant
- Review marketing campaign

House-keeping/other:

- NABMA Conference 25th January attended by the General Manager, Market Reeve and Market Development Officer
- Cherry-picker hired 3 times during this period.
- Two Chapter 8 accredited staff hired for traffic management on 22/01/18.
- LEV inspection for woodworking equipment which has been relocated to Molly Owen Centre booked for March 2018.
- Chapter 8 refresher training booked for 3 members of staff 28/02/18. First Aid at Work course booked for 4 members of staff 20/03/18.
- Ride-on mower to be purchased in March.