

**TAVISTOCK TOWN COUNCIL  
WORKS MANAGEMENT REPORT**

***1. Works Department***

Property Maintenance

Investigations are ongoing in respect of the waste pipe from one of the Duke Street commercial properties following a leak last month.

In one of our residential property lets, there is a localised water leak in the bathroom, the front façade gutter requires repair / replacement and the window frames also require attention.

The Works Department continue to undertake monthly inspections and maintenance on the TTC civic building rainwater goods.

In line with the Town Hall project drawing to a close, the Works Depot will undertake redecoration works to the Mayors Parlour as well as to the wooden doors at the North entrance to the building.

The new service provider for the glass doors in the Pannier Market, Guildhall and Butchers' Hall have undertaken their first service. No issues were identified other than replacement of batteries in the disabled push pads.

We are currently sourcing a quotation in respect of the repair to the church clock lights. This will enable the clock face to be illuminated on an evening.

Grounds Maintenance

Following the postponement (due to ground conditions) of the Bannawell Play Park project, the Works Manager is meeting the contractor in January to arrange the revised start date. Under the terms of funding the works need to be completed June 2024. The Works Manager will keep Council informed of the new installation date when it has been agreed.

Emergency works were required to a Holm Oak located on the bank of St Johns Avenue. Due to a failure on one of the primary branches and subsequent concerns to the remaining structure the tree was felled to a safe height, leaving a habitat stick. The tree is located within the Conservation Area, the relevant permissions were granted from WDBC. The Works Department assisted in the removal of the timber and keeping the area safe in respect of passing public.

The Works Manager is currently recruiting for the open vacancy within the Works Department. Applications close 2<sup>nd</sup> February.

The Town Council are continuing to receive complaints reference dog walkers in the Meadows ignoring the dogs on lead rule. There has also been a significant increase in dog fouling not being picked up. The Works Manager is seeking a meeting with WDBC to discuss future policy.

Events & Community Working Partnerships

The Works Manager would like to thank her team for all of their hard work installing the town's Christmas lights, Trees of Light and for once again supporting the annual Dickensian Evening through their event set up, stewarding of the event and road closure support. Looking ahead to

January, the Trees of Light have been safely taken down as have the majority of the Christmas Lights. The Works Department "dry out" the lights and undertake a full audit prior to packing them away into storage until later on in the year. The new Christmas lights (Churchyard, Market Perimeter, & Guildhall Motifs) were deemed a success both in terms of maintenance as well as visual impact. The next set of lights which are scheduled to be replaced are the colored festoon lights on Duke Street. The Works Manager will obtain quotations.

Following discussions late last year, a date has now been set for the Cross-Country School Relays on Whitchurch Down. The event which is managed by Tavistock College will take place in February.

The Works Manager is pleased to report the two benches refurbished by Men in Sheds have been put back in position (Wharf Car Park and corner of taxi rank) for community use. The Works Manager would like to thank Men in Sheds for their craftsmanship in refurbishing the benches which are an important community amenity. The bench refurbishment was part of a program led by Tavistock Lions who funded the materials required in addition to TTC.

The inflatable fun fair has booked the Meadows once again this year for May.

The Works Manager will make arrangements for the lighting of the Beacon on Whitchurch Down. The ceremony will commemorate the 80th anniversary of the Normandy Landings on 6 June 1944.

**REBECCA ROWE  
WORKS MANAGER  
JANUARY 2024**