

WORKS DEPARTMENT

MONTHLY REPORT from 12.01.17 to 23.02.17

Main point of contact: Ken Sedgmen, Works Manager, Jacqui Orange, Works Administrator
01822 616134
07895 339039
ken.sedgmen@tavistock.gov.uk
jacqui.orange@tavistock.gov.uk

Properties:

- **Museum/Courtgate** – Work on-going on producing technical specification for stabilising the crack in the museum wall.
- **Betsy Grimbal's Tower & the Still House Tower** – Condition survey has now been completed and the reports completed. Claim submitted to Historic England for £10,000 on 28/02/2017.
- **1 & 2 Market Road Cottages** – Asbestos (repair & demolition) survey being carried out w/c 27/02/2017. Deadline for receipt of quotes is 02/03/2017.
- **Cemetery Lodge** – Condition surveys complete, consultant working on specifications and schedules for repairs to Cemetery Lodge.
- **Abbey Walk Resurfacing** – Stage one now complete. Acquiring quotes from three contractors for Phase two of the works.
- **9 – 18 Duke Street** – Access Design Services Ltd commissioned on 15/02/17 to design access scaffold, including drawings and calculations.
- **16 Duke Street** – South West Water chased reference drainage and water meter installation.
- **Guildhall Car Park** – major leak discovered and rectified by South West Water.
- **Guildhall (Water Meters)** – water meters to be installed in Guildhall by the end of March.
- **Units 22 & 24 Crelake Industrial Estate/Guildhall** – two outstanding insurance requirements to be completed by 05/03/2017
- **Town Hall** – Work to address water ingress over north door on-going. Consultants have undertaken an initial survey and have recommended some minor repairs and cleaning gutters and downpipes. More detailed roof inspection required. Town Hall entrance and stairs have had a full redecoration.

Looking ahead:

- **New cemetery soak-away & re-surfacing of tracks & paths** – meetings taken place with three contractors. Quotes now received and under consideration.

Maintenance:

- On-going programme of equipment maintenance and replacement.
- **Play Parks** – following a market testing exercise and subsequent meeting with preferred provider to discuss new play equipment for Meadows – feedback awaited. Swing seats replaced at Monksmead. Swing seats ordered and delivered for Bannawell now installed. New Bridge Set ordered from Ludus Leisure due to be delivered week commencing 27/03/17.
- **Potholes** – potholes register is currently being updated. Pothole survey now complete.
- **Benches** – repairs to benches – on-going.

Land Management:

- **All routine land management tasks carried out** (refer to activities list)
- **Whitchurch Down Management Plan 2016-2020** - selected areas of gorse and bracken control completed.

- **Middlemoor** – three quotes received from contractors (South West Highways, Cormac & Stenlakes) quoting for costs of works – under consideration.
- **Leaf blowing** – carried out on public paths – on-going.
- **Drains** – various drains cleared due to severe weather conditions.
- **Fly tipping on Moors** – fly tipping being collected on Moors – on going.
- **Chollacott Lane** – monitoring parking issue.

Looking ahead:

- **Bannawell Park** – The investigation work at Bannawell Park culvert is on-going. 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.

Cemeteries:

- 7 interments during the period 12th January – 23rd February 2017; 4 full interments and 3 interments of ashes. One of the full interments was in the Green Burial Meadow.
- Temporary repairs to potholes – on-going
- On-going inspections of monuments
- Update Pear Technology with monument installations and additional inscriptions – on-going
- Further investigation into a replacement hedge in the Old Crem Section – Pending.
- The Lime Tree in the compound area near the polytunnel at Plymouth Road Cemetery is scheduled for removal March/April.
- Work scheduled for the Green Burial Meadow to disperse surplus soil - pending
- Exhumation – pending
- Three new bins have been installed in Plymouth Road Cemetery and have been received positively. Remaining bins will be fitted once works to the driveways are complete.
- Dolvin Road monument inspection – pending
- Work currently underway in Dolvin Road to clear overgrown areas and improve the site. Arrangements being made with Applecliff to remove a collapsed asbestos roof on a disused/derelect shed.
- Items associated with individuals sleeping in Dolvin Road were found and have been disposed of. Items associated with drug use were found and have been safely disposed of. The Police have been informed.
- Cemetery Administrator booked on to Cemetery Management Course – start date pending

Projects:

- **Sensory Garden** – Work due to start on site in March, weather dependent.
- **Tavistock in Bloom** - The theme this year is 'Mining Heritage'. A supplier for this year's hanging baskets has been sourced by BID. Hanging baskets and planters will be ready ahead of this year's Garden festival at the end of May.

Events:

- **Goose Fair** – Fee Review Meeting set for Thursday 16th March at 2pm.

House-keeping/other:

- **Cherry Picker** – 5 bookings received during period
- **Newsletter** – two articles submitted for consideration at Manager's meeting.
- **Training** – One member of the Works Team booked onto NEBOSH Cert. course commencing March 2017. Social media training – awaiting feedback.