

**MONTHLY REPORT from 24.02.17 to 04.04.17**

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**Properties:**

- **Museum/Court Gate** – Work on-going on producing technical specification for stabilising the crack in the museum wall and repairing the stonework above.
- **1 & 2 Market Road Cottages** – work has now started on repairs to 1 & 2 Market Road Cottages. The work includes repairs to the roof, stone work, eaves, windows (including redecoration), rainwater goods and extractor fans. The anticipated completion date is 12/05/17.
- **9 – 18 Duke Street** – Parkes Lees Architects appointed as Project Administrators. Tender documents currently being re-drafted and tender will be advertised in May 2017. Estimated 12-16 week construction phase. This project is being co-ordinated with the planned works to the Pannier Market. The repairs to the rear elevation to Duke Street will be incorporated into the tender but will be delivered separately.
- **16 Duke Street** – South West Water chased reference drainage and water meter installation.
- **Guildhall (Water Meters)** – now installed awaiting removal of old meters from cottages and museum.
- **Units 22 & 24 Crelake Industrial Estate/Guildhall** – two outstanding insurance requirements to be completed – leak detection system in Guildhall and fire risk assessment for both units (fire risk assessments complete). New signage has been installed.
- **Town Hall** – Work to address water ingress over north door on-going. Consultants have undertaken an initial survey and have recommended repairs and the regular cleaning of gutters and downpipes. More detailed roof inspection required. Listed Building application submitted for the installation of the defibrillator on the Town Hall (in the recess by House of Cards). A decision is anticipated mid-May 2017.
- **The Butchers' Hall** – second claim has been submitted and approved to Greater Dartmoor LEAF. A third, final, claim will be made at the end of April 2017.

*Looking ahead:*

- **New cemetery soak-away & re-surfacing of tracks & paths** – meetings taken place with three contractors. Quotes now received and under consideration.
- **Cemetery Lodge** – Specifications and schedules for repairs to Cemetery Lodge drafted and tendering scheduled for May 2017.
- **Abbey Walk Resurfacing** – Stage one now complete. Stage two works due to start 18<sup>th</sup> April 2017 contractor Sherrellscape.

**Maintenance:**

- On-going programme of equipment maintenance and replacement.

- **Play Parks** – The annual RoSPA inspection was carried out in March 2017 and the recommendations incorporated into the Department’s Spring/Summer works schedule. Swing seats replaced at Whitchurch. New Bridge Set now installed at Monksmead. New play equipment being considered for Meadows play park.
- **Potholes** – on-going minor repairs being undertaken and the pothole register updated.
- **Benches** – on-going repairs including vandalised benches around the Cricket Club on Whitchurch Down. New charges and forms have been uploaded onto the website.
- **General Maintenance Works** - carried out in Pannier Market area and cemetery area.

### **Land Management:**

- **All routine land management tasks carried out** (refer to activities list)
- **Whitchurch Down** – areas of overgrown vegetation and a soil heap have been cleared by the Golf Club. The Works Manager is liaising with the Golf Club regarding the provision of ‘pony-proof’ waste bins. An incident of fly-tipping adjacent to one of the car parks has been cleared. Stenlakes Ltd has been awarded the contract to rectify the drainage problems adjacent to the cattle grid at Whitchurch. Work in progress.
- **Leaf blowing** – carried out on public paths – on-going.
- **Drains** – various drains cleared due to severe weather conditions.
- **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.
- **Tree Survey** – invitations to quote sent out w/c 10/04/2017. Anticipated start mid-May 2017 and follow-up tree work will be tendered based on work identified in the survey.

### **Cemeteries:**

- 4 interments during the period 23<sup>rd</sup> February – 4<sup>th</sup> April 2017; all of which have been full interments. One of the funerals incorporated the use of the chapel for a service prior to the interment.
- 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.
- Work scheduled for the Green Burial Meadow to disperse surplus soil - pending
- Exhumation – pending
- Dolvin Road monument inspection – pending
- Work complete to clear overgrown areas and improve the overall appearance of Dolvin Road. Applecliff have removed the collapsed asbestos roof on a disused/derelict shed. Work to clear the space and remove the door and window on-going.
- Cemetery Administrator has started the Cemetery Management Course

- A successful wildflower planting event was held on Thursday 6<sup>th</sup> April in the Green Burial Meadow. This phase formed part of the project to create a wildflower burial meadow.
- New page on the website for the cemetery has been created – “latest news”
- New burial charges for 2017/2018 publicised
- Cypress tree growing between two headstone in the lower section of the cemetery has been removed.
- Cemetery soakaway – pending
- New cemetery signage at the entrance for Plymouth Road & Dolvin Road has been commissioned

### **Projects:**

- **Sensory Garden** – Work has now started on site with the construction of the Petanque court. Hard landscaping to follow together with replacement of the existing shed. Work being undertaken by contractor with the support of Town Council and volunteers from Tavistock Lions and Rotary Clubs and Tasty Tavy.
- **Tavistock in Bloom** – The theme this year is ‘Mining Heritage’. The Town Council has co-ordinated this year’s entries into the ‘In Your Neighbourhood’ awards and assisted with the development of a front garden competition in conjunction with BID and supported by the Tavistock Times. Hanging baskets and planters will be ready ahead of this year’s Garden festival at the end of May. Town Council have agreed with BID to undertake watering as in previous years. Works Administrator attended SW in Bloom Conference on 02/03/2017.

### **Events:**

#### **Goose Fair**

- Fees agreed at the Fee Setting Meeting held in March will be presented to Full Council 18.4.17. Invoices to go out early May
- Stagecoach and AA Signs have been booked for 2017 and PO’s raised.
- Quotes from other service providers pending.

### **House-keeping/other:**

- **Newsletter** – two articles submitted.
- **Training** – Works Administrator has started NEBOSH Certificate course.
- **Recruitment** – advertisement placed for Support Officer (General Manager) in the Tavistock Times, closing date for receipt of applications is 25/04/17.