

**WORKS DEPARTMENT**

**MONTHLY REPORT 03.09.19**

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**Properties:**

- Internal repairs planned to the Council Offices - Chamber.
- Quotes are being sought to replace the Town Hall lift as a precautionary measure, recognising that there have been several intermittent faults of late and the lift is reaching its economical life (on-going). Estimate 25K. *Awaiting one further quote.*
- New signage for the entrance gates adjacent to the Town Hall have been installed, and a sign on the Pannier Market, comparable to Butchers Hall, awaiting two drop down lanterns.
- Additional works planned for 2 Market Rd internally, including works to the kitchen services and repairs to cupboards in the bedrooms.
- Church clock repair complete on 25.07.19 including a new spindle which has being made for the mechanism by specialist clock repairer. Prices are being sourced to service the clock.
- 5 yearly Fixed electrical installation inspection completed to store rooms, fixed perimeter lighting around the Pannier Market and 2 Market Rd.
- Emergency lighting inspected in Town Hall and remedial works actioned.
- Repaired broken window following break-in to VIC.
- Minor repairs to gutters and drainage along colonnade by Dukes Café/Art Frame Gallery
- Works Department (admin staff), General Manager, Town Hall & Events Manager have relocated from the Guildhall to new temporary office on the ground floor of the main Council Office's at Drake Road. New internet and telephony systems installed.
- Carpentry modifications carried out to one of the lock-up units within the Pannier Market so the unit can be let.

**Maintenance:**

- Play Parks – Regular inspections being carried out. On-going maintenance work and repairs to equipment in The Meadows, Bishopsmead, Courtlands, Monksmead and Whitchurch play areas.
- Benches – on-going repairs and maintenance. Two benches have been repaired this month and another on Whitchurch Down is scheduled for repair.
- Works scheduled to improve basement drainage in 9 Duke Street and to replace fire door to the laundrette. Work complete.
- Quotes being sort for carpentry repairs to Soft Touch Needlecrafts.

**Land Management:**

- WDBC Maintenance Contract on-going
- All areas have had two complete cuts during this period and litter picking has continued on a daily basis.

- Deadline for receipt of tenders for bi-annual tree survey is 02.09.19. Urgent work scheduled for completion end of October 2019.
- Emergency tree work to pollard an oak tree on the hedge bank at Bishopsmead pending discussions with neighbouring property.
- Tree management planned for Plymouth Road Cemetery, The Meadows and Abbotsfield open space.
- South West in Bloom results will be announced at the Awards Ceremony being held in Newquay on 11.10.19.
- Hanging baskets being watered once/twice a week depending on weather conditions.
- Site meeting with Sensory Garden representative to look at options around path surface improvements between Sensory Garden and tennis courts entrance. Awaiting further technical information. Tree work scheduled for Sensory Garden w/c 02.09.19. General Manager attending Sensory Garden Meeting on 3<sup>rd</sup> Sept to discuss TTC involvement going forward.
- Pixon Lane hedge being cut back w/c 02.09.19.
- Plymouth Road hedge has been cut.
- Hedge cut to the back of MOC, Celle Gardens and within the Meadows.
- Weed spraying undertaken on all sites.
- On-going blowing of paths.

### **Cemeteries:**

- There have been 2 ashes internments and one full burial during the period.
- Work to update the burial registers on-going. Work started on updating Pear system currently underway.
- Plymouth Road Cemetery to host Heritage Open Days on 15 & 22.09.19.
- Scything day held on 21.08.19 with Friends of the Green Burial Meadow. New oak sign with carved lettering, in-keeping with the area, has been donated by the Friends.
- Dry stone wall at top of cemetery completely cleared.
- Cemetery 'walkabout' scheduled for 23.09.2019

### **Events:**

- Aerial dance performance of 'Estah's Story' on Town Hall on 06.08.19
- Inflatable Play Park in the Meadows 03 & 04.08.2019
- Salvation Army Fun Day 15.08.19
- Children's Cyclo Cross 31.07.19
- Sensory Garden Summer Garden Party 28.07.19
- Bunting removed throughout the town after completion of the Carnival.

### **Training:**

- 4 members of staff attending Chapter 8 Training on 01-02.10.2019.

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

- Further filming took place for the Ballad of Lucy Sands on 18.08.19.
- The MEWP has been on hire twice during this period