

## **WORKS DEPARTMENT**

### **MONTHLY REPORT from 06.06.17 to 13.07.17**

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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. Carried out maintenance work on blocked downpipes and gutters.
- **1 & 2 Market Road Cottages** – Installation of extractor fans and internal redecoration of staircase in 2 Market Road Cottages pending.
- **9 – 18 Duke Street** – Erection of scaffold first phase to start on 16.07.17
- **Guildhall (Water Meters)** – now installed.
- **Units 22 & 24 Crelake Industrial Estate/Guildhall** – leak detection system in Guildhall on hold, awaiting outcome of Guildhall HLF bid.
- **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 – now cleared. More detailed roof inspection required and TTC are hiring a high reach cherry picker, aligning other maintenance works, to maximise the benefits of hire.

#### *Looking ahead:*

- **New cemetery soak-away and re-surfacing of tracks and paths** – Works order raised meeting arranged with contractor 17.07.17 pre start of works.
- **Cemetery Lodge** – Invitations to quote issued week commencing 17.07.17. Quote received for undertaking a bat emergence and re-entry survey prior to work starting.

#### **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. New play equipment "The Brig" Meadows Play Park now installed.
- **Play Parks** - resurfacing work now being carried out to Meadows Play Park - completed.
- **Potholes** – minor repairs being undertaken, including Pixon Lane open space and cemetery. The pothole register updated - on going.
- **Benches** – on-going repairs including vandalised benches around the Cricket Club on Whitchurch Down and Madge Lane - completed.
- **General Maintenance Works** - carried out in Pannier Market area and cemetery area – on going.

## **Land Management:**

- **WDBC Maintenance Contract** - handover meeting with member of staff leaving and notes circulated.
- **Drains** – various drains cleared due to severe weather conditions – on going.
- **Chollacott Lane/Golf Track** – monitoring parking issue.

### *Looking ahead:*

- **Bannawell Park** –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. Works commenced by DCC contractors and is on going (4 week construction period anticipated).
- **Tree Survey and Tree works** – Consultant due to complete biennial tree survey at the end of July. Emergency tree work carried out at Pearce's Meadow and St John's Walk. Consent granted for deadwood removal to Tree of Heaven at Betsy Grimbal's Tower. Applications submitted to WDBC for trees located in Plymouth Road Cemetery, The Meadows, Cherry Walk, BMX Track and Plantations. Invitations to quote will be issued to a minimum of 3 contractors for non-urgent tree work, including that from the new survey.

## **Cemeteries:**

- 6 interments during the period 6<sup>th</sup> June to 13<sup>th</sup> July 2017; 5 full interments and 1 interment of ashes. One of the funerals incorporated the use of the chapel for a service prior to the interment. One of the full interments was in the Green Burial Meadow.
- On-going inspections of monuments.
- Update Pear Technology with monument installations and additional inscriptions – on-going project.
- General Manager and Works Manager have inspected the dead hedge on the North side of the Old Crem Section in Plymouth Road Cemetery and have agreed It does need to be removed with a view of replacing it with a different species; laurel or something similar. Quotes to be obtained from contractors for the removal due to TTC work force at full capacity - on going.
- Work scheduled for the Green Burial Meadow to disperse surplus soil from compound - pending
- On going management of the Green Burial Meadow has included removing an area of Docks so they do not germinate
- Investigations pending regarding the annual cut and collect for the Green Burial Meadow.
- Dolvin Road monument inspection – pending
- Dolvin Road has been cut and fallen branches removed
- Work to clear the disused/derelict shed and remove the door and window on-going.
- Cemetery Administrator has started the Cemetery Management Course
- Gallery page on website to be created for Cemetery
- Cemetery soakaway – Works order raised meeting arranged with contractor 17.07.17 pre start of works.
- New cemetery signage at the entrance for Plymouth Road has been installed. The Dolvin Road sign will be installed once the post has been refurbished.

- Transcribed records from the Family History Society will be uploaded to Citrix so the appropriate persons can view the records. This will support cover of the role during times the cemetery administrator is absent/on leave. Currently Dolvin Road records are only available via a hard copy.

### **Projects:**

**Sensory Garden** – Works Department staff have assisted with the digging of trenches for cable and the making up of paths. The old shed is due to be taken out and the new one installed within the next 2 weeks.

**Tavistock in Bloom** – judging takes place on 20 July. The IYNs this year are: Tavistock Museum, Old Folks Rest Room, pop-up allotment, Rose Walk, Sensory Garden, Canal beds, Tidy Tavy and the green burial area at Plymouth Road Cemetery.

### **Events:**

#### **Goose Fair**

- Invoices have been issued to traders. Payments are being received.
- All service provider orders now raised.
- First Operational Meeting was a success and new members were introduced.
- Trader cards ordered and are being sent to traders as and when payment is made
- Stagecoach will distribute park and ride posters throughout their fleet of buses.
- Portaloos booked for Alexander Centre.
- TTRO has been sent off for approval.

**Carnival** - Assisting with the organisation of the Carnival by providing cones, signage and equipment.

#### **Golf Club Fund Raising Days**

- Wednesday 26<sup>th</sup> July – Guide Dogs Golf Society
- Saturday 2<sup>nd</sup> September – Tavistock Golf Club Charity Day
- Friday 29<sup>th</sup> September – Invitational Golf Day

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

#### **Training**

- Chapter 8 Supervisor Training course booked on 27<sup>th</sup> & 28<sup>th</sup> July for Works Manager and Cemetery Administrator.
- Strimmer Course booked on 20.07.17 for two depot staff.
- Manual Handling Training for 07.09.17 in the Rundle Room.
- Knapsack spraying and assessment for one member of staff on 25 & 26.07.17 and 02.08.17.
- Works Administrator and the THI Officer attended a BRICKS Workshop in St Austell on 13.07.17. The BRICK programme is run by the Princes Regeneration Trust and they offer support and mentoring to heritage regeneration projects. The workshop focussed on using digital and social media for fundraising and finding new uses for old buildings.
- Works Administrator has started CiLCA Course

**Staffing** – three members of staff have now left and two new members started.