

## **WORKS DEPARTMENT**

### **MONTHLY REPORT from 25.02.19 to 08.04.19**

Main point of contact: Wayne Southall, General Manager

[wayne.southall@tavistock.go.uk](mailto:wayne.southall@tavistock.go.uk)

01822 616134 / 07714 222341

#### **Properties:**

- Repair of the bay window in the Council Chamber – work commenced 11.02.19. External works complete, snagging works required and internal reinstatement.
- Tower Room, Abbey Chapel – Minor roof repairs programmed for end of April 2019.
- Pannier Market Public Realm Contract. TTC removed all granite street furniture and planters from around the perimeter and weeded the area. Discussions are being held with BT around reduction in wire-scape and removal of pole at the rear of Pannier Market. Barrows have been removed to MOC for redecoration.
- Rundle Room: Works remaining include installation of new blinds, decorative prints and purchasing of soft furnishings.
- Stair lifts and passenger lift service in Town Hall and works commissioned to stair lifts to north entrance door and Rundle Room and passenger lift in TCOs.
- Town Hall redecoration of entrance stairwell, lobby and lift room.
- On-going clearance of rainwater goods, including Town Hall guttering to rear adjacent to Dukes and Guildhall.
- Gas Appliance Servicing in Pannier Market on 01.04.19 and 08.04.19.
- Invitation to quote regarding drainage repairs at the rear of the Butchers' Hall / Howells butchers. Deadline for receipt of submissions 12.04.19, estimated IRO 10K.
- 9 Duke Street drainage works to the basement actioned.

#### **Maintenance:**

- Play Parks – Regular inspections on-going. RoSPA Annual Inspection taking place week commencing 03.06.19.
- Benches – on-going repairs and maintenance.
- All paths re-instated at Bannawell.
- Telephone box by Guildhall toilets is being re-decorated.
- UV film installed on low level skylights in Pannier Market.
- Measures have been undertaken to accommodate all traders on south side of Pannier Market arcade, re: heating system.
- Repairs to clearstory windows on Butchers Hall now complete.

#### **Land Management:**

- WDBC Maintenance Contract – on-going. Contract extended for one year.
- Tender of bi-annual tree survey issued by end April 2019, work complete end June 2019. Working with WDBC on a draft Tree Strategy for TTC owned and managed sites.
- Whitchurch Down – TTC staff and Tavistock Task Force installing reptile hibernacula as part of a project to relocate reptiles from the Bovis Homes development site on Callington Road, week commencing 08.04.19.
- Replacement manhole cover and paving slabs on footway in Market Road completed 03.04.19.

- TTC has been contacted by Westcountry Rivers Trust about implementing a Fish Pass Mobile App to regulate fishing on the River Tavy as it passes through Council owned sites.
- Licence arrangement with Tavistock Community Sensory Garden being finalised, in the meantime volunteers continue to manage the site. Volunteers have almost completed a re-vamp of Rose Walk, including painting the arbour, pruning and planting new roses.
- Spraying undertaken in all areas.
- All areas have had a complete grass cut.
- On-going clearance of drains and daily litter picking.

### **Cemeteries:**

- There have been 2 burials and 3 ashes internments during the period.
- 2019/2020 fees have been circulated to stakeholders and published on the Town Council's website.
- Clearance of compound undertaken at top of cemetery and tree surgery works undertaken in-house.

### **Projects:**

- Tavistock in Bloom – work on-going including submitting applications to this year's competition for the town entry, IYNs and Pride in Parks. This years judging takes place between 04.07.19 and 17.07.19.
- TTC programmed in to place hanging baskets throughout town w/c 20.05.19. Watering will commence from this date for approx. 16 weeks.
- Schedule of statutory servicing register now complete in house relating to aspects such as PAT testing, gas and electrical safety checks, vehicle maintenance and lifting equipment/LEV system testing.
- New systems implemented around issuing and recording allocated/completed works.

### **Goose Fair**

- Alternative Park & Ride site for Lumburn sourced and secured, including a site visit by the coach company to agree operational arrangements.
- All emergency documentation will be circulated in May for comment, post final arrangements being agreed for new park and ride site.
- Invoicing process arrangements advanced for 2019 traders.

### **Training:**

- 2 members of staff attended the Transferring Burial Deeds Course on 05.03.19
- 3 members of staff attended Tractor Driving Refresher Training on 07-08.04.19
- Woodchipper training booked for 01.05.19
- Mini-digger training for 3 members of staff 8-9.05.2019.

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

- Cherry-picker hired twice during this period
- TTC provided cones and signage for the Tavi 13k Event on 24.03.19.
- Fun Fair in The Meadows booked for 23.04.19 to 29.04.19.
- Eco Fest in The Meadows booked for 20.07.19.
- Landscape & Maintenance Operative recruitment, interviews planned W/C 15<sup>th</sup> April.