

WORKS DEPARTMENT

MONTHLY REPORT from 20.07.18 to 11.09.18

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Properties:

- **Guildhall** – Installation of leak detection system in Guildhall cancelled due to imminent Permission to Start for Guildhall project with significant mechanical and electrical alterations planned for 2019. Smart meters for gas installed.
- **Repair of the bay window in the Council Chamber** – Westcountry Stonemasons Ltd has been contracted to undertake the a full repair including scaffolding, stone repair, lead work, repointing and reinstatement for the sum of £8,260 ex VAT. Discussions on-going with WDBC and measured survey commissioned at their request as part of the LBC requirements.
- **Tower Room, Abbey Chapel** – Works planned to clear Rainwater goods and minor roof repairs.
- **LEV testing at Molly Owen Centre** has been done, remedial works pending to install additional pressure gauges. Wood working machinery re-wired and repairs undertaken to two motors.
- **6-monthly LOLER inspection** complete and remedial works completed.
- **PAT testing** – all departments completed 07.09.18

Maintenance:

- **Play Parks** – Regular (fortnightly) inspections, maintenance and repairs on-going. Repairs to the Helter Skelter in The Meadows completed. Remedial works to the ramps within the skate park underway, due to be completed by 14.09.18. Three cradle seats repaired. Donkey from the Meadows has been vandalised and taken away for repair.
- **Potholes** – Quote pending for repairs to surface of Market Rd in advance of Goose Fair.
- **Benches** – on-going repairs and maintenance, 2 benches repaired and one made for Parkwood Rd.
- **Properties** – clearance works to rainwater goods on Guildhall, MOC and Town Hall
- Street lighting surveyed and remedial works identified have been completed.
- Wooden Christmas hut removed from outside Town Hall and two barrows refurbished.
- Meeting held, checks and arrangements in place re: Christmas lights and Trees of Light.

Land Management:

- **WDBC Maintenance Contract** – on-going
- **Tree Survey & Tree works** – Work scheduled for Plymouth Road Cemetery, Molly Owen Centre and Sensory Garden subject to exemption from WDBC. Watering on-going to Cherry Walk in Meadows.
- **Whitchurch Down** – Fencing repaired at Warrens Cross. Investigations being carried out re: collapsed bank at Middlemoor, clearance work of arisings undertaken at Middlemoor to aid drainage. Bracken/gorse cutting scheduled for November.
- **Hanging baskets** – watering contract with Tavistock BID on-going.
- **RHS It's Your Neighbourhood** – Results announced 04.10.18.
- Hedge cutting complete Pixon Lane and MOC.
- **Cricket Club/Chollacott Lane** – repairs to track underway.
- **Japanese Knotweed/Giant Hogweed** – stem injection programmed for this month and spraying undertaken in car-parks and around Pannier Market.

Cemeteries:

- One of the new cemetery signs for Dolvin Road requires a frame constructing before being positioned (actioned for Sept).
- 5mph signs are to be installed.
- Plans being arranged for how to deal with the soil heap at the top of the cemetery now that geotechnical results have been received.
- Cemetery Tour postponed.
- Review of Cemetery operations initiated.

Events:

Salvation Army Fun Day in the Meadows 15.08.18

Goose Fair

On-going discussions with intermediary re: the availability of Lumburn Rise as a park and ride site for 2018 Goose Fair, site hoped to be secured for 2018 (confirmation awaited).

All invoices have been sent out for 2018 traders and payments are now being received (payment deadline 31st August) and all required payments have been chased.

A mapping exercise has been carried to identify where the newly purchased traffic order signage will need to be positioned for the areas affected by the traffic order and arrangements implemented.

In-house team meeting held on 6th Sept around arrangements for this years event.

Stakeholder team meeting planned for 26th September.

All support services have been commissioned for 2018, re: price and brief.

Upcoming events:

- Service to commemorate the Armistice in Korea at War Memorial 27.07.18 and 75th Anniversary of the Invasions of Sicily and Italy 03.09.18.

House-keeping/other:

- Contract for the Health & Safety Health Check let to Health & Safety Associates Ltd. Due for completion by 28.09.18.
- Cherry-picker hired 4 times in this period.
- Strimmers serviced and two replaced.
- Expandakabin welfare unit has been sold.
- Replacement transit tipper purchased.
- Operational Play Park Inspectors Course booked for 18-20.09.18.
- Councillor familiarisation tour delivered on 06.09.18