

# Maintenance Team Report

February 2014

## **Christmas Tree Installation**

The main feature in Thame during the festive season is the Christmas tree which stands in front of the Town Hall. Duties included overseeing the installation of the tree and executing the necessary road closure procedures to ensure public safety. Timber fencing was erected around the base to prevent vandalism and the relevant sponsorships banners were hung. The tree was taken down in the first week of January.

## **Christmas Event**

Numerous operational tasks were completed throughout the day including traffic control during the early hours to allow for the stage to be built. Other traffic measures were enforced to accommodate the two new attractions – the horse and carriage and miniature steam railway. Road closure procedures were undertaken in time with the Order and were manned by a member of the team. Following the completion of the stage, the electrics were set up to power the lighting and PA system. The Council's water bowser was used to provide water for the steam engine and Town Council gazebos were erected and used as ticket offices.

## **Flood Management in Cuttle Brook**

Thame and the rest of the South experienced extensive flooding throughout January. Cuttle Brook is susceptible to flooding so the team monitored water levels daily, removing any debris in the stream that could block the flow causing a backlog of water.

## **Town Hall Redecoration**

To ensure the Town Hall is kept in good condition and continues to make a good impression on visitors to the Information Centre, the entrance hall was redecorated at the end of December. Both the walls and wooden panelling were sanded and repainted. The Information Centre and main stairwell and landing were also redecorated in the weeks following the New Year.

## **Play Area Maintenance**

The skate ramps require continual maintenance due to its age and regular use. Equipment that did not require repair at a previous inspection is now beginning to deteriorate; the top plates of the ramps have been re-bolted and the ramp faces have been re-screwed.

The play areas are regularly monitored and maintained; safety covers on the fittings of the play equipment in SRRG continue to be removed so are replaced.

## **Recycling Area**

The recycling area adjacent to the sewage works and the surrounding tree line has been tidied. Fly tipped items including wood and metal have been removed and appropriately disposed of.

## **Tree and Hedge Work**

High winds during December blew down a holly tree in Elms Park. The tree was swiftly removed and disposed of at the recycling area. Other trees in the park have had low hanging branches removed.

The beech hedge between Southern Road and Spring Path has been narrowed to ensure a consistent width from end to end. Narrowing the hedge will also make it easier for the team to trim across the top.

**PAT Training**

The Team and the Project Officer undertook a 1-day Portable Appliance Testing training course on 17 January 2014. The course took place at the depot and will enable members of staff to carry out PAT testing on all of the portable electrical equipment.