

## **General Manager's Overview**

### **MONTHLY REPORT**

**Dec/Jan 16-17**

#### **Council Project based Summary**

##### **Cost Code 903 5201 THI Butchers Hall**

Two HLF claims have been submitted for Butchers Hall and awaiting confirmation of authorisation of second claim to LEAF.

Outstanding repointing works have been completed and configuration of shop-front being compiled in consultation with architect working on Pannier Market so that the two schemes are complimentary.

Job description and person specification for Market Development Officer complete, being assessed by NABMA and job evaluated – will be brought before Members.

##### **THI Pannier Market**

Contract was formally let to Alison Bunning Architect.

Regular meetings and inspections have been undertaken with architect and design team. Measured and topographical surveys have been completed. RIBA Stage 2/3 specification being compiled for LBC submission, planned for early Feb.

Detailed discussions have been held with scaffold designer which will inform trader consultation, planned for early Feb.

Attempting to submit application to Grants Panel for 16<sup>th</sup> Feb.

Start date target is mid April 2017.

##### **Cost Code 109 4823 Guildhall Refurbishment**

Capital team progress on target. Positive meeting held with Historic England on 21<sup>st</sup> Dec recommending minor disturbance works which have been carried out.

Consultants re: access and flood systems progressing satisfactorily.

Meetings arranged for 17<sup>th</sup> and 19<sup>th</sup> Jan to further refine structural and mechanical and electrical drawings/specifications.

Critical mid term review of progress with HLF planned for end Feb.

***Cost Code 109 4807 New Works Depot Procurement***

Re: Units 22/24, Crelake Industrial Estate depot, wood working machinery and electrical infrastructure installed, including transference and commissioning of local exhaust ventilation system. Inspected by insurance company with minor recommendations to be implemented within 6 weeks.

Bid unsuccessful for alternative depot provision.

***Cost Code 109 4811 Council ICT Infrastructure***

Superfast broadband is now operational in Guildhall. Town Hall to be implemented shortly.

***Cost Code 109 4804 Meadows play park Co-production***

Installation of equipment planned for Feb/March. Note: due to drainage issues, the safety surfacing of equipment will need to be reviewed. This could have significant capital expenditure impact if wet pour is deemed to be the most appropriate surfacing going forward.

***Cost Code 109 4812 Duke Street re-pointing***

Parkes Lees Consultants aiming to have LBC mid Feb 2017. Start date for works attempting to be aligned with Pannier Market enveloping works for mid April 2017.

Meeting held with architects on 6<sup>th</sup> Jan to discuss progress. From this meeting next steps were agreed including the appointments of scaffold designer and CDM Advisor.

External and internal inspections of Duke Street with cherry picker for architects and scaffold designer has been arranged for 18<sup>th</sup> Jan. This inspection will firm up the specification, previously based on Nov 15 surveys with a detailed bill of quantities being compiled post this site visit.

***Community based Summary***

- Tavistock Community Flood Plan: Temporary grading works are complete to improve user access in the short term prior to re-instatement of the bridge walkway. DCC have been written to requesting that they reinstate the footbridge and make

good the surrounding area irrespective of future investigatory works.

- Working in line with Council Endorsed Commercial/Community Service Improvement Plan 2016/17.
- Officers are considering a request to install a defibrillator on the Town Hall which will require LBC. This equipment would be maintained for four years and serviced weekly by the providers. Members views are sought around the principles of its instillation.
- Christmas lights provision for 2016/17 has been delivered based on pre-existing partnership agreement with BID. Subject to cost TTC are investigating the possibility of extending the 3 year hire contract for the Christmas lights which TTC install in-house, for a further two years under single tender action. Capital or revenue expenditure will be required to replace the TTC owned lights which are installed around the churchyard which are now beyond economical repair.
- TTC reviewing in detail partnership initiatives including WDBC ground maintenance contract, installation and watering of hanging baskets, Dickensian, Britain in Bloom etc
- Forward Maintenance Register surveys complete. Formatting and imputing of document for first draft being undertaken for presentation at next Budget and Policy Sub-Committee.

### ***Operational Update***

- Abbey Walk re-surfacing: Quotations for Phase 2 re-surfacing works to be sought post Full Council on 24<sup>th</sup> Jan with aim to complete works by end of March.

Phase 2 re-surfacing will include demarcation measures to improve the existing situation regarding edge protection. Various options have been investigated with contractors including:

1: A continuation of railings sited at Abbey Bridge. This method would be the most effective regarding public safety but would be extremely expensive and have a significant visual impact. There are also concerns due to the frequency of post fixings, that stabilisation issues would be increased re: retaining wall structure.

2: Install 450mm wide single line of paving slabs to delineate a change in surface finish as a visual indication. This method would require alterations to existing surface to ensure surface water run-off, on-going maintenance, and even though it would provide a visual demarcation, initial costs, on-going maintenance commitment and an improved access to the edge are areas of concern.

3: If Members are comfortable with the approach, the intention is to install approx.: 20 in No. 'Classic Manchester Bollards', spread at 15m intervals, about half a metre away from the edge to provide a line of sight when walking along Abbey Walk. This is a long term solution, with minimal maintenance implications, reasonably cost effective and provides an improvement to the existing situation without causing potential future hazards re: destabilisation of existing retaining wall etc.

- Cemetery soak-away works: Two quotes received, awaiting third by end Jan. ROC iro 60K.
- Detailed review of processes being undertaken in Pannier Market, including implementing a table mapping system using Pear Technology.
- Strategic Plan: Partner stakeholder feedback to be delivered by Market Reeve and Town Hall Manager as part of their Level 5 Management Training.
- Contract complete for remedial repairs to roof and improvements to drainage system re: Units 1 and 2 East End Stores. Rising damp solution options being considered for Units 4/5 and report being produced.
- Properties various: 1: Schedule of works complete on Cemetery Lodge, re: water ingress/damp around roof space and chimney stack joints. Works planned for Feb 17. 2: Applying for LBA for covering of bay window roof in lead work at TCOs by end Jan 2017. 3: Schedule of works being complete on southern gutters to Town Hall roof due to water ingress/damp. 4: Schedule of works complete to 1 & 2 Market Rd Cottages, regarding penetrating damp to external walls and chimneys, defective rainwater goods and roof covering defects. Works planned to be completed within next 3 months.

Yours Sincerely



Wayne R. C. Southall MBA (Open) BEng (Hons) Dip NEBOSH

