

General Manager's Overview

MONTHLY REPORT

Jan/Feb17

Council Project based Summary

Cost Code 903 5201 THI Butchers Hall

Internal fit out works programme is being reviewed to align with Butchers hall being utilised as a welfare facility for the THI Pannier Market re-roofing works.

Shop-front design under discussion with planning authority in conjunction with architect working on Pannier Market.

Job description and person specification for Market Development Officer has been assessed by NABMA and SWCs and reviewed by the THI Monitor and Project Management Board. Recruitment process and timelines to be agreed, recognising the relationship impacts with the Pannier market enveloping works, Duke Street re-pointing and Pannier market perimeter public realm enhancements.

THI Pannier Market

Contract was formally let to Alison Bunning Architect.

Specification and drawings are 90% with minor revisions due to consultation insights with traders, perimeter shops and pre-app planning authority discussions.

Scaffold design has been completed which formed the basis of a one day informal consultation with traders within the Pannier Market on 24th Feb 2017, in attendance General Manager and architect. This was a technical consultation around sequencing of works and impact. Arising from these discussions there was unanimous agreement by all consulted around closure of market either in 2nd or 3rd week of May on Tues, Wed & Thurs to erect the internal scaffolding within the centre of the market. It was also agreed that to erect the internal scaffold to the external section by sequencing the work in sixths to allow for displacement of traders without losing trading time over a Sunday/Monday which also reduces the environ impact significantly by delivering this work over a period of 4 weeks, spread over 6 months.

Project programme includes listed building application early March, grant panel submission mid March, HLF approval end March, tender advertising and award by mid April, anticipated mobilisation period for scaffold installers 4 weeks, start date of mid May with a completion date of end Nov.

A formal consultation for traders has been arranged in Town Hall for 5pm 9th March. Discussions will include, project overview and sequencing, scaffold design re: appearance, advertising and promotion.

A detailed pre-tender cost plan will be completed by 3rd March. The plan will provide visibility to Council around the extra over planned works which aren't eligible within the HLF scheme, e.g. replacement of doors with glazed automatic doors, insulation etc. The listed building application will also include potential future works around improving heating efficiency, e.g. under floor heating.

Cost Code 109 4823 Guildhall Refurbishment

Capital team progress on target. Consultants work complete re: access and flood systems.

Meetings held on 17th and 19th Jan to further refine structural and mechanical and electrical drawings/specifications, 7th Feb to discuss the exhibition design requirements and a Full Project Team Meeting was held on 22nd Feb with a particular focus on preparation for the Mid Term Review on 10th March.

Cost Code 109 4804 Meadows play park Co-production

Installation of co-production equipment committed for April 2017.
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.

Three quotes are being sought to re-surface the play-park paths, anticipated costs IRO 7K.

Cost Code 109 4812 Duke Street re-pointing

Listed building consent granted.

Specification and drawings have been revised based on the site survey undertaken by the architects on 18th Jan 2017. Tender documentation is currently being prepared, with input from CDM Advisor for both Principal Designer and Client. The scaffold design has been completed.

Sequencing of works are currently being reviewed due to how the rear elevation scaffolding installation will impact on the scaffold design and flow of traffic within the Pannier Market perimeter.

The tender documentation will be formatted to disaggregate the work so that elements can be apportioned to each property and will allow negotiations around impact on project costs if sequencing of works is amended.

Start date planned for June 2017 with a 5 month construction phase anticipated. Formal trader consultations are planned which will include discussions around advertising and promotion and appearance of scaffolding.

Community based Summary

- Tavistock Community Flood Plan: DCC have been written to requesting that they reinstate the footbridge and make good the surrounding area irrespective of future investigatory works. *(two further emails have been sent relating to this matter)*
- Working in line with Council Endorsed Commercial/Community Service Improvement Plan 2016/17. *Currently drafting document for 2017/18, aligned to Council endorsed capital and community initiatives.*
- Christmas lights: Original plan was to extend the hire contract. Decision was made to purchase the reconditioned lights, with an expectation that at least three years usage will be achieved with an anticipated saving iro of 6K over three years. BID have continued to source and install their lighting separately.
- Forward Maintenance Register Update: Refer to briefing note for Budget and Policy Sub-Committee on 1st March 2017.
- Provided advice to event organisers of Passion Play, planned for 14th April 2017 around road closures and general event management principles.
- A price has been provided to BID for installation/removal of bunting throughout the town.
- Awaiting further information that will be presented to next Council meeting regarding national commemorative initiative re: 100 years from end WWI, planned for 11th Nov 2018, with the anticipated lighting of over 1000 beacons.

Operational Update

- Abbey Walk re-surfacing: Two quotations have been received to date. It is planned to action the phase 2 works prior to year end and review options around demarcation of path edge post completion of the tarmacadam installation.
- Cemetery soak-away works: Three quotes received. iro 60K.
- Chaired Grants Panel for THI on 11th Feb where Kingdon House and 2 Market Street were considered.
- Discussions are being held with WDBC Officers regarding the implementation of Teenage Markets as a community initiative. This is a National initiative where WDBC have purchased the licence and are negotiating with TTC around use of Bedford Square and infrastructure/resources.
- Pannier Market:
 - 1) Trader complaint that Cllrs are aware of due to previous email correspondence has been closed by the complainant. Actions pertaining to this complaint have been implemented around performance and process.
 - 2) Audit Report: Actions pertaining to this report have been implemented with immediate effect regarding unsatisfactory performance and process failures.
 - 3) Cemetery Administrator has been tasked to co-ordinate investigations into a market management system, currently reviewing KPRs MACCS2 system. A site visit was undertaken where this system is operational at Bullring, Birmingham and a demo is arranged for 7th March by the providers. This system includes the facility to table map, provide real time information around payments and allows for remote payment via cash/card in electronic kiosks.
- Grant commissioned work from Historic England to Betsy Grimbals Tower and Still Tower complete, including, detailed condition reports and drawings, measured surveys, specification for future planned works, budget estimates and historic building report.

Yours Sincerely



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