

AGENDA ITEM No 9c

MINUTES of the Meeting of the **TAVISTOCK TOWNSCAPE HERITAGE PROJECT MANAGEMENT BOARD/GROUP** held at the Council Chamber, Drake Road, Tavistock, on Tuesday 22nd November, 2016 at 9.30am.

PRESENT Messrs D Incoll, R Jones (Community and Business Representatives), K Stokes (Land Owner Representative), C Hearn (Chairman).

**ADVISORS/
OBSERVERS** G Lawrence , R Plumb, M Searle (Project Manager), H Smith

1. APOLOGIES FOR ABSENCE

An apology for absence had been received from W Southall (Finance Officer).

2. NOTES OF PREVIOUS MEETING

The notes of the Meeting of Tavistock Townscape Heritage Initiative Project Management Board/Group held on Friday 29th July, 2016 (Appendix 1 refers) were received and endorsed.

3. 'TRAFFIC LIGHT REPORT'

A copy of the Project Programme "Traffic Light Report" (Appendix 2 refers), indicating property by property progress against projects and objectives included within the THI scheme was reviewed.

Attention was drawn, and comment made in particular, to:-

Critical Projects

- a) Butcher's Hall – future works in connection with the shop front, outstanding Lime Pointing, proposals for future usage including appointment of Market Development Officer and the possibility of consultancy commissioned by the Council in connection with the Pannier Market Surround.
- b) Pannier Market – the contract for professional services had been let (at risk) subject to HLF approval.

Priority Projects

- a) 1 Church Lane – attention was drawn to pre-commencement conditions imposed by the Local Planning Authority. It was agreed that the Project Manager and the Conservation Officer would liaise going forward.

- b) 9 West Street – These premises had previously been removed from the priority list and placed in the “unallocated budget” category in view of lack of progress. However, recent indications from the owners suggested that progress was being made and a request had been received for reconsideration of the matter. In view of the progress and having regard to (c) below it was:

AGREED THAT 9 West Street be recommended to HLF for re-inclusion in the schedule of priority projects.

- c) 76 West Street – the landowner had confirmed that they did not intend to proceed under the THI. It was therefore :-

AGREED THAT Number 76 West Street be removed from the list of priority projects and placed in the “unallocated budget” category.

- d) 10 West Street - it was noted that tenders were shortly to be submitted for advertisement
- e) Kingdon House – the owners were seeking a valuation of the premises to enable an “in principle” application to be fully appraised.

Public Realm

- f) Market Street - the Project Manager undertook to liaise further with County Highways. It being the consensus that in order to progress scheme objectives it was now important that the Highway Authority confirmed (either way) whether or not it intended to proceed under the scheme.

Noted that reference was also made to issues which could appropriately be addressed by Tavistock Heritage such as the treatment by the Highway Authority of courtesy crossings. There was also discussion around whether or not (in relation to the THI Scheme) an approach to the DCC Cabinet Member for Transport might now be appropriate having regard to the impasse which appeared to have been reached.

- g) Guildhall Car Park – it was reported that investigations were proceeding with a view to the possibility of providing disabled access via a lift to the rear of the premises. If this were to proceed a ramp would not be required in the Guildhall Car Park and it would be possible to proceed with any of the schemes identified in the Public Realm consultation for that area.

Scheme Output and Evaluation

- h) The Project Manager advised that, having reviewed the previous evaluation report pro-forma, he anticipated putting together some baseline survey work early in the new year from which comparisons could be made on review at the end of the project.

Noted That the Borough Council was presently conducting a Retail Survey, which would provide information to assess the health of the retail economy locally .

Complementary Initiatives Review

- i) Following upon a review of complementary initiatives by the Project Manager it was:

AGREED THAT:

- i) Heritage Open Days – should remain part of the Complementary Initiatives Programme
- ii) Tavistock Story Digital Project
 - Subject to agreement in principle from the HLF Monitor/Case Officer the Project Manager to develop a more detailed proposal based on further consultation and research for consideration at the next Project Management Board Meeting regarding a possible alternative approach
 - That simple exhibition materials, including photographs and text (and possibly short film at a later date) be prepared for display, suitable for an empty shop window or other public venue - such as the Pannier Market on a temporary basis and potentially, including the facility for a fixed display in the Guildhall.
- iii) THI Website – The website continue to be updated and enhanced through the development of additional links to related websites and the inclusion of relevant information leaflets (see (iv) below).
- iv) Information Leaflets - subject to agreement in principle from the HLF Case Officer and having regard to the views of the local planning authority:
 - the production of a shop front guide be discontinued;

- The Project Management Board support the production of a guide on signage and advertisements;
 - the introduction of the development of appropriate leaflets or guides relevant to conservation skills and traditional materials or other aspects of Tavistock's Heritage be endorsed.
- iv) Heritage Skills Training – continue with a programme of skills workshops and develop a revised skills programme for consideration at the next meeting of the Project Management Board.
- v) Craft Open Days – to continue to hold a Craft Skills Open Day for the public in the Butcher's Hall at a date to be confirmed in 2017.
- vi) Energy Efficiency: Best Practice – Warmer Bedford Cottages – this project be subject to a further review at the next meeting of the Project Management Board, based upon a written proposal.

4. FINANCE

The Project Management Board considered and noted the Summary Finance Report

5. RISK MANAGEMENT

The Project Management Board received and noted the Scheme Risk Register as at November 2016 and endorsed the same subject to the inclusion of an additional risk to the effect "the risk is that partner bodies and/or prospective match funders do not proceed with their collaboration in the Scheme in the way originally envisaged and/or expressed".

6. OTHER MATTERS

No other matters were raised.

7. DATE OF NEXT MEETING

To be arranged at a time commensurate with preceding and complimenting the next HLF Monitor meeting.

The Meeting closed at 11.17am