

# 5.0 Management.

## **Development Phase**

Initially we will confirm an overall Steering Group to manage and direct the various activities and personnel involved. To confirm the brief, establish communications, protocols, meetings, consultations etc.

Concurrent with this we will appoint through competitive tendering the respective specialists for capital, activity and business consultancies. The Project Manager will assist in the procurement and develop both the master programming and the risk register.

Having established our professional team and confirmed our Client Brief the Capital Team will proceed through RIBA Stage 2 in developing the scheme proposals. This will involve further site surveys, option appraisals, consultations and a review of accessibility. The Stage 2 design proposals will be priced including building and fit out elements. The team will liaise closely with the interpretation and activities team to provide an inclusive project cost.

This study will be subject to a Project Review with both the Steering Group and key stakeholders including the HLF case officer. Once approved, the study will be worked up to the detail of RIBA Stage 3 and prepared for any further planning or listed building consent approvals. In addition to capital costs the team will develop the maintenance management plan. This will be priced and used by the business planner.

Alongside the Capital Team the Activities will be developed into an Activity Development Plan which will explore the historical aspects and potential local interests to form a robust plan. This will involve research and consultation with local groups. The aim will be to develop co-ordinated learning and interpretation proposals that meet the audience needs.

The future operational plans will be investigated to maximise and harmonise the potential of the proposed services and functions. This will assist the development of the business plan in the latter part of the development programme that will also draw upon capital and revenue forecasts. The business planner will be required to undertake market research and sensitivity analysis.

### Key Development Stage Personnel

Overall responsibility for the project will be with Tavistock Town Council. This will be in collaboration with West Devon Borough Council and key local stakeholders who will sit on a Steering Group. Carl Hearn will undertake the key role of Project Coordinator for this Group. The Group will report to the Town Council at key milestones.

Carl Hearn's (Town Clerk) experience includes serving as Governance Lead to the Cornwall Local Government Reorganisation Project, with responsibility for developing governance arrangements for the second largest Unitary Council in England. The Town Council Works Superintendent, who will support Carl, has successfully managed a range of public sector projects, both for the Town Council and the Ministry of Defence since 2000. Tavistock Town Council has since 1974 managed and maintained an historic estate comprising commercial, industrial, community and civic buildings derived from the holdings of the Dukes of Bedford. The Town Councils business model is underpinned by an awareness of its responsibilities as the custodian for historic buildings and as a substantial property management and market operating business within Tavistock. In partnership with West Devon Borough Council and Tavistock Townscape Heritage Partnership, the project team combine a unique blend of skills, experience and commitment to deliver a successful scheme.

The Group will appoint a Project Team comprising both Capital and Activity elements. The Capital Team will be led by the Architect as a lead design consultant. The Project Manager will oversee the management of the teams and lead project meetings to report back to the Group.

The appendices include an introductory organogram.

Procurement of all the consultants will be through competitive tendering based on cost and quality. The quality will emphasise the importance of similar project experience in developing heritage projects in conjunction with education and interpretation advisors. Tavistock Town Council and its partners will supplement with in house advice where available such as in the business planning and market research. It is proposed that the external appointments are based on standard forms where possible and that there will be a break clause between development and delivery phases.

Briefs for the main consultancies are provided. There will not be a requirement for new internal posts for the development stage.





# Development Phase Timetable

Risk	Likelihood	Impact	Mitigation	Who will lead		
Procurement of unsuitable (experience) main contractor	Low	High	Robust PQQ/ITT for relevant experience and references	Project Manager		
Main contractor insolvency	Low	High	Financial checks, adequate turnover & third party surety	Project Coordinator / Project Manager		
Unforeseen building defects	Medium	Medium	Early opening up to assess risks. Potential for enabling works to remove asbestos	Architect		
Weather delays	Medium	Medium	Consider temporary roof or programme works accordingly	Architect		
Post tender costs increases	Medium	Medium	Compare tender with Pre tender estimate / cost plan – regular financial reviews	QS		
Construction programme over run	Medium	medium	Regularly review progress and information release	Project Manager		
Quality below standard	Low	Medium	Selection of contractor and quality control	Architect		
Health & safety	Low	High	Selection of contractor & supervision	CDMC		
Activity programme fails to deliver	Low	High	Continue development during delivery stage and update as necessary	Development officer		

# **Risks of Development Phase**

Risk	Likelihood	Impact	Mitigation	Who will lead		
Procurement of team takes too long	Low	Medium	Prepare briefs in advance and advertise to attract high quality returns	Project Co- ordinator / Project Manager		
Buildings in worse condition than expected	Medium	Medium	Early surveys and opening up	Architect		
Presence of hazardous materials through modern interventions	Medium	Medium	Surveys from specialists	Architect		
Failure to co-ordinate end activities to coherent proposal	Low	High	Regular consultation with interested parties and team members	Project Co- ordinator / Project Manager		
Late changes in brief	Medium	Medium	Agree brief and Stage sign offs	Project Co- ordinator / Projec Manager		
Failure to gain statutory approvals and consents	Low	Medium	Continue consultation with English Heritage, Conservation Officer and Building Control	Architect		
End use not supported by community	Low	High	Early consultation updated and reviewed	Project Co- ordinator		
Cost Plan exceeds budget	Low	High	QS appointed with relevant experience – regular reporting	QS		
Health & safety in design	Low	Low	CDM included from outset	CDMC		
Business plan does not provide sustainability	Low	High	Expertise joins team early	Project Co- ordinator		
Failure to gain HLF 2 approval	Low	High	Regular consultation and maintain Brief principals	Project Co- ordinator / Project Manager		
Failure to attract match funding	Low	High	Dedicated role – TTC will commit match funding at Stage 1.	Project co- ordinator		





## Key Development Phase Personnel

The Steering Group will continue from development through into to delivery and ultimate completion. Overall responsibility will remain with Carl Hearn on behalf of TTC. We anticipate that the Steering group will evolve with the interests of other partnerships such as the World Heritage Site.

The procurement of consultants in development will include break clauses so that the experience and continuity will be maintained therefore providing stability in key posts. The link between the Steering Group and the Capital Team will remain with the Project Manager. The Architect will continue to lead the design, both for build and fit out and will also act as Contract Administrator to the Contractor.

The decision making will continue in the same vein as before and will be expanded to encompass the build team during construction. As the project progresses the emphasis will focus on operational matters. The role of the development officer will be undertaken by named personnel in Tavistock Town Council's existing works team. If any additional specialist expertise is required this will be procured by TTC separately but not charged to the project.

### **Delivery Phase Timetable**

Activity	Start Date	End Date	Who will lead
Mobilisation of team	August 15	August 15	Project Co-ordinator / Project Manager
Stage 4 technical design	Sept 15	November 15	Architect
Tender documents	November 15	December 15	Architect / QS
Tender period & review	January 16	February 16	Project Manager
Clear buildings and heritage recording	March 16	March 16	Project Manager
Mobilise and construct	March 16	March 17	Contractor
Handover & commissioning	March 17	March 17	Architect
Training & Soft opening	March 17	April 17	Project Co-ordinator

### Start / Finish Dates

The bar chart programme shows delivery commencing August 2015.

End of Defects will be March 2018.

# **Risks of Delivery Phase**

Risk	Likelihood	Impact	Mitigation	Who will lead		
Procurement of unsuitable (experience) main contractor	Low	High	Robust PQQ/ITT for relevant experience and references	Project Manager		
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Health & safety Low		High	Selection of contractor & supervision	CDMC		
Activity programme fails to deliver	Low	High	Continue development during delivery stage and update as necessary	Development officer		







# 6.0 Viability.

# Long Term Viability

The completion of the project will provide a finished building which as the business plan will demonstrate will provide sufficient income through its activities to pay operating and maintenance costs. The business plan will demonstrate that the income is based upon a mixed model and not dependent on one particular strand. It is important that estimates for both costs and income are realistic and robust. It is also important that they are reviewed in practice. This will give stability and confidence to the management team.

It is inevitable that the interpretation will need to be freshened up periodically and the team will consider the future programme in the delivery period. The long term goal will be to develop the services and facilities available to the public and business such that not only are the community served but they are encouraged to contribute through use to the financial benefit of the project. By maximising the use it is hoped that the income stream will produce profit that can be reinvested into future enhancements.

Supporting the project post completion will be a developed body of trained volunteers. The project will continue to invest in their recruitment and training to ensure that future success of the project is served by a qualified and enthusiastic core.

# **Risks After Completion**

Risk	Likliehood	Impact	Mitigation	Who will lead		
Income stream is lower than forecast	Medium	Medium	Provide realistic business model - adjust service delivery to concentrate on the successful activities – review those that underachieve	Project Co- ordinator		
Unexpected costs in operation	Medium	Medium	Provide realistic business model - consider possibility of funding an endowment – expand volunteer resources	Project Co- ordinator		
Project fails to attract community support	Low	Medium	Ensure that consultation continues post completion / engage with existing network of volunteers, supportive project partners and 'Learning Heritage' initiative schemes	Project Co- ordinator		
Project fails to attract visitor interest	Low	Medium	Undertake positive marketing strategy, launch and maintain regular publicity	Project Co- ordinator		

## **Evaluating Project Success**

The success of the project will be demonstrated in the following key areas:

- Project Team review
- Community support
- Visitor support
- Local business support
- Post opening financial performance

During the development and delivery periods the Steering Group will consider how these different outcomes can be evaluated. They will determine set goals of achievement and how they can be measured. This will include recording the use of the building by different users, seeking their feedback, analysing public and business comment. This could include surveys, online tools and other marketing tools.

For the project team a post review questionnaire will be devised and feedback reviewed by the Steering Group and passed on to the HLF.



# 7.0 Project Costs.

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Cost Heading	Description	Cost	VAT	Tota
Professional fees	Design Team, Project Manager, QS, CDM, Activity, Learning, Access, Legal, Business & Interpretation	63,350	VAI	63,35
New staff Costs				
Recruitment				
Other	Surveys, Investigations & Planning	6,500		6,50
Full cost recovery				
Contingency				
Non cash contributions				
	TTC - Development Officer Role + Steering			
Volunteer time	Group			12,00
Total	—	69,850	0	81,85
DEVELOPMENT INCOME				
Source	Description	Se	cured	Value (#
Local Authority	Tavistock Town Council	yes	6	21,08
Other public sector				
Central government European Union				
Private donation - individual				
Private donation - trusts etc				
Private donation - corporate				
Commercial/business				
Own reserves				
Other fund raising				
Non-cash contributions				
Volunteer time	TTC - Development Officer Role + Steering Group	h		12,00
HLF grant request		-		48,77
Total			-	81,85
Development phase summar				
Total development Costs	81,850			
Total development Income	33,080			
HLF development grant request	48,770			
HLF development grant %	60			
DELIVERY PHASE CAPITAL Cost Heading	Description	Cost	VAT	Tota
Purchase price	Note: Assumed Nominal Amount - TTC Cost	COSt	VAL	100
Repair & Conservation	External fabric £206,916, high level external access and protection £65,000, Internal works £360,449, External works £56,225 & Preliminaries £93,540 + 2014 Inflation £39,110	821,270		821,27
New Building Work				
Other capital work				
Equipment and materials	Inflation (PCIS)	92 400		82,10
Other Professional fees	Inflation (BCIS) Design Team, Project Manager, QS, CDM &	82,100 114,450		82, 10 114,45
	Clerk of Works, Heritage Recording & Planning	114,400		114,43
Total		1 017 920	0	1 017 91
		1,017,820	U	1,017,82

	100 DELIVERY PHASE ACTIVITY	COSTS			
	Cost Heading	Description	Cost	VAT	Total
	New staff Costs	Note: Development Officer Role provided by existing TTC resources	0		0
	Training for staff				
	Paid training placements				
	Training for volunteers / teachers		3,000		
	Travel for staff				
	Travel & expenses for volunteers				
	Equipment & materials Other	Interpretation fit out	44,500		44,500
	Professional fees	Interpretation delivery - Pro Co Ord / officer	9,000		9,000
	Total		56,500	0	53,500
71	DELIVERY PHASE OTHER CO				
	Cost Heading	Description	Cost	VAT	Total
	Recruitment		0		
	Publicity promotion	Marketing / Implementation / Web	15,000		
	Evaluation	Independent / Familiarisation - Bus. Tourism	1,500		1,500
	Other	Audience Development	2,000		2,000
	Full cost recovery				
	Contingency	Construction £83k, Activity £9k	92,000		92,000
	Inflation				
	Increased management				
	Non cash contrutions				
		TTC - Development Officer Role + Steering			~~~~~
	Volunteer time	Group			30,000
	Total	-	110,500	0	125,500
7g	DELIVERY PHASE INCOME				
7g	DELIVERY PHASE INCOME Source	Description	Se	cured	Value (£)
75	Source	-			
7g	Source Local Authority	Description Tavistock Town Council	Se Ye:		<b>Value (£)</b> 466,920
75	Source Local Authority Other public sector	-			
75	Source Local Authority Other public sector Central government	-			
78	Source Local Authority Other public sector Central government European Union	-			
75	Source Local Authority Other public sector Central government European Union Private donation - individual	-			
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75	Source Local Authority Other public sector Central government European Union Private donation - individual Private donation - trusts etc Private donation - corporate Commercial/business Own reserves	-			
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76	Source Local Authority Other public sector Central government European Union Private donation - individual Private donation - trusts etc Private donation - corporate Commercial/business Own reserves	-			
76	Source Local Authority Other public sector Central government European Union Private donation - individual Private donation - individual Private donation - corporate Commercial/business Own reserves Other fund raising	-	Ye		
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76	Source Local Authority Other public sector Central government European Union Private donation - individual Private donation - trusts etc Private donation - corporate Commercial/business Own reserves Other fund raising Non-cash contributions Volunteer time	Tavistock Town Council	Ye		466,920 30,050
75 7h	Source Local Authority Other public sector Central government European Union Private donation - individual Private donation - trusts etc Private donation - corporate Commercial/business Own reserves Other fund raising Non-cash contributions Volunteer time	Tavistock Town Council TTC - Development Officer Role + Steering Grou	Ye		466,920 30,050
	Source Local Authority Other public sector Central government European Union Private donation - individual Private donation - trusts etc Private donation - corporate Commercial/business Own reserves Other fund raising Non-cash contributions Volunteer time	Tavistock Town Council TTC - Development Officer Role + Steering Grou	Ye		466,920 30,050
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	Source Local Authority Other public sector Central government European Union Private donation - individual Private donation - trusts etc Private donation - corporate Commercial/business Own reserves Other fund raising Non-cash contributions Volunteer time Total DELIVERY PHASE SUMMARY	Tavistock Town Council TTC - Development Officer Role + Steering Grou	ир 1,196,820		466,920 30,050
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### TAVISTOCK GUILDHALL GATEWAY CENTRE - HLF Project Fee Estimate

	%	Total fee	Development	Impementation	
Consultants Fees	Total Cost:	904,270	(includes 10%	contingency but r	not inflation to 2017)
Architect	7	63,299	15,825	47,474	
Engineer	2	18,085	4,521	13,564	
Services	2	18,085	4,521	13,564	
CDM	0.5	4,521	2,261	2,261	
QS	2.5	22,607	4,521	18,085	
Project Manage	er support	5,000	0	5,000	
(TTC provide F	PM) 14				
Activity Plan		8,000	8,000		
Business Plan		8,000	8,000		
Disability const	ultation	1,500	1,500		
Legal		5,000	5,000		
Learning		2,000	2,000		
Interpretation		15,000	7,500	7,500	(design/project managing
					interpretation work)
Total		171,098	63,650	107,450	
Other					
Surveys					
Topographical		0	1,000		
Geotechnical		500	1,000		
Ecological		500	500		
Heritage Record	rding	5,000		5,000	
Asbestos		1,000	1,000		
Drainage		0	0		
Timber		500	500		
Other		1,500	1,500		
Planning fees		3,000	1,000	2,000	
Total		12,000	6,500	7,000	
GRAND TOTALS		183,098	70,150	114,450	

EXCLUDES



# **Conclusion.**

Tavistock Guildhall has now been unoccupied for a number of years and is on the English Heritage 'Heritage at Risk' register. The building has suffered a period of neglect and in its empty state is requiring urgent repair. The conversion of the complex will enable an extensive restoration programme to be undertaken and the fabric of the building to be secured for the long-term. The conversion of the Guildhall would build on existing HLF THI, and potential 'Experience Heritage', investment and make a significant and long lasting contribution to heritage led regeneration and education in Tavistock.

The project will ensure viable long-term use of an iconic Grade II\* historic building at risk in the heart of Tavistock. The Gateway Centre will form a civic 'hub' integrating a range of complementary public services and community uses with a Mining World Heritage Site (WHS) interpretation centre. Public and partner services are delivered through a 'one-stop-shop' giving convenient informal access in a central location. The interpretation centre forms the gateway to mining heritage, fundamental to Tavistock becoming a WHS Key Centre. In addition it will host a diverse, experiential programme of heritage and community driven events and provide educational resources.

The versatile combination of both public services, community facilities and heritage interpretation, under ownership of a single public body, offers a robust strategy for viable sustainable use. Tavistock Town Council will provide strong management of the complex ensuring a regular maintenance regime and the necessary financial support for the community uses. A window of opportunity currently exists to prevent this building being divided into private ownerships and HLF funding is essential to realise these ambitions.

# 8.0 Additional Information.

- A: Project Programme
- B: Project Team Organogram
- C: Additional Historical Detail and Analysis
- D: Full Statutory Listing English Heritage
- E: Public Consultation Boards GY Architects LLP
- F: Public Consultation Results 1041-Min01-002 GY Architects LLP

# A: Project Programme

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# B: Project Team Organogram



# C: Additional Historical Detail and Analysis

# Location, history, description and current ownership of the building

The Guildhall and Police Station, fronting Guildhall Square, are part of an outstanding urban group of medieval and 19th-century Gothic buildings in the centre of Tavistock, a significant market town in West Devon. The Tavistock Guildhall complex greets you as you arrive in the centre of Tavistock either from the Plymouth to the South or from Dartmoor and Okehampton to the North and serves as the eastern gateway to the World Heritage mining site. In this respect it is not only responsible for many visitors first and lasting impression of the town but also key to local peoples pride in Tavistock.

## **Key Dates**

974 - King Ordulf establishes Tavistock Abbey

1536 - 1541 - Henry VIII dissolution of the monasteries. Majority of Tavistock Abbey buildings destroyed with the remainder passed to Russell Family, The Dukes of Bedford

1822-1840 - Foulston renovations and additions

1848 - Duke of Bedford completes the Quarter Session Courthouse and Police Station by renovating the existing stables, mills and malthouses

1890 - Old cells flooded and replacements built

1910-1914 - Duke of Bedford transfers Police Station and Courtroom to Devon County Police

2010 - DHBT acquires Guildhall and Police Station

## **Medieval Formation**

The layout of Tavistock Guildhall and Police Station loosely follows the layout of medieval Great Court of Tavistock Abbey. The usual Benedictine plan was reversed with the Great Court at the east end of the Abbey Court. The Guildhall and Police Station incorporate one 15th century building in the form of the 3 storey tower often referred to as 'Trowtes House'.

Founded in 974, the Benedictine Tavistock Abbey became the largest and wealthiest abbey in the southwest. The relationship of its core buildings to Guildhall Square is shown on plan in Stuart Blaylock's conjectural reconstruction (see figure). This shows the Great Court, part of which is now Guildhall Square.

The Gatehouse, Court or Higher Gate are the only other 15th Century Medieval Fabric in close proximity. The gate also includes some 12th Century remains. There are no other visible remains pre 15th century however it is considered likely that the lower basement level of the Guildhall may incorporate some Abbey phase fabric.

The 18th Century drawings and engravings indicate buildings along the line of the Guildhall and Police Station adjacent to the River Tavy and stream. These appear at a variety of heights, fenestration and roof finishes suggesting a number of uses: stables, guesthouses, mills, haylofts, malt houses and the town pound.

All new 19th Century buildings were required to be Gothic in appearance by the Bedford Estate to closely match the neighbouring medieval fabric. The architect John Foulston of Plymouth designed a number of alterations and extensions for the Duke of Bedford. The Court Gate was repaired in 1829 and the library subscription office and cottage completed in 1831 (neighbouring the current Police Station entrance). However there is some uncertainty regarding the extent of the construction of Foulston's plans for the buildings either side of Trowtes House on the site of the current Guildhall and Police Station.

## **Police Years**

Following pressure in the 1830s for policing and court reform, and the establishment of the Tavistock Police Force, a purpose built combined Police Station and Courtroom was proposed. Theophilus Jones (Tavistock Estate Architect) was instructed in 1843 by 7th Duke of Bedford to complete work on the Guildhall, by possibly adapting the initial designs by John Foulston (1822-1830). Construction finished on the Guildhall in 1848. The cells were located below the courtroom with the Magistrates room incorporated into Trowtes House. Police accommodation and a fire engine house were developed to the north. Following the original cells flooding in 1890 two new 'modern' cells were also completed. In 1913 the Bedford Estate sold the Guildhall, Police Station and Fire Engine House to Devon County Council. The police domestic accommodation ceased in 1969 and Courtroom was last used in 1997. However the Police continue to occupy the buildings, to varying extents, making internal alterations to suit their changing needs.

## Summary of Fabric Analysis

Medieval Fabric - Trowtes House / Abbey wall remains under Courtroom

pre 1840 Fabric - Stables / Hayloft / Mills

1848 - Additions / Alterations to create combined Police Station and Guildhall inc. amended doors + windows

1890 - New cells added to the rear of Trowtes House / alterations to windows + doors in cells

20th Century - Internal Partitions and Fit-outs / Brick Buttresses to Guildhall

Please refer to the diagram opposite for diagrams indicating GYA's initial assumptions on the age of, and alterations to, of the building fabric.



tavistock guildhall second floor

### key:

Late 15th century medieval fabric (inc. 'Trowte's House' and assumed possible remains of abbey buildings under guildhall)
 Assumed pre 1840s / non medieval fabric inc. old mill / stables / hayloft
 1848 police station / guidhall additions / alterations with cells at basement level inc. raising ground level creating semi basement and walled along front elevation
 1890 alterations and additions to create new cells
 20th century additions inc. brick butresses
 1848 altered window / door opening to form police station / guildhall
 post 1890 altered window / door opening

PLEASE NOTE: All assumptions of fabric age based on English Heritage Keystone Report 2005 inc. historic maps and images.

### tavistock guildhall ground / basement floor



tavistock guildhall first floor



The complex falls within the Tavislock Town Conservation Area.



# The 'importance' of the building

'From a national perspective the Guildhall and Police Station represent an instructive and delightful example of the persistent value of Gothic in medieval, early and late 19th century guises and includes the earliest surviving purpose-built combined police station and court room in England'. (Extracts from Keystone Report to English Heritage October 2005)

The complex has been recently upgraded to Grade II\*, reflecting its historic and aesthetic interest. The ground beneath the complex is scheduled, monument number 29679, but the upstanding fabric is excluded from the scheduling. At a local level this group of buildings is crucial to the character and history of what is considered the most architecturally engaging town in Devon.

In the opinion of the Keystone report, when recommending upgrading the Guildhall/Police Station complex, it is significantly important on a number of different grounds:

• The visual importance of the buildings to the character of Tavistock, establishing it as an historic town of great aesthetic appeal, cannot be over-estimated.

• The buildings embody the twin historic influences on the development of the town: Tavistock Abbey, in the shape of the Great Court setting and Trowte's House and the Dukes of Bedford in the remainder of the range.

- The group is almost completely unspoiled externally.
- The group demonstrates diverse uses and dates of the Gothic style.

• It includes a late 15th-century (though much altered) building, Trowte's House, which was originally part of Tavistock Abbey's Great Court and is a rare survival of a monastic outer court building.

• The group is of national interest for including one of the earliest combined police station and courtrooms in England and is an important document in the history of the professional police force and in the professionalisation of the law courts.

• The 1840s courtroom and magistrates' room fittings are largely intact.

Note: Contradictory commentary suggests the courtroom fittings are actually early 20th Century.

• The buildings and their rich documented history (this exists in the Bedford Archives at the Devon Record Office, in the archives of the Tavistock Museum and there may be more information at the Bedford Archives in Woburn) are part of the story of the Bedford family at Tavistock.

# D: Full Statutory Listing – English Heritage

# 78/4/26 GUILDHALL SQUARE 07-SEP-1951 GUILDHALL, POLICE STATION, ATTACHED RAILINGS AND BOUNDARY WALLS - GV II\*

Purpose-built combined court and police station with former police accommodation block and fire engine house. Circa 1848, incorporating some late-C15 fabric. Late C19 and late C20 alterations. Designed initially by John Foulston and then by Theophilus Jones for the Duke of Bedford.

MATERIALS: Mostly Hurdwick stone with granite dressings and an embattled parapet above a moulded cornice. Crocketted pinnacles to the parapets. The roofs are slate. The window openings consist largely of square-headed frames with hoodmoulds and arched head lights.

PLAN: Linear plan on the site of historic plots that define the south east side of the monastic Great Court of Tavistock Abbey. From north to south the group comprises the former police accommodation block and fire engine house which is built on a different alignment to the rest of the range and is currently the police station; a three storey building known as Trowte's House incorporating a late-C15 structure within its fabric; and at the south end, the Guildhall which has a courtroom to the ground floor and a semi-basement that was the original police station.

EXTERIOR: The principal (west) elevation is built in a Gothic style and from left to right, can be described thus: the two storey former accommodation block which is built of rubble with a distinct change of masonry from Hurdwick stone to slatestone at the first floor sill level. There is a chamfered granite entrance doorway to the far left, and a wide Tudor-arched doorway with a plank doors to the former fire engine house to the far right, and a two-light window between. At first floor are two matching windows. The three storey Trowte's House to the right is tower-like in character with a projecting stair turret to the front left. This has a chamfered Tudor-arched doorway to the ground floor. There are windows on the right return; the lower one is a three-centred arched window under a wide relieving arch, and the second floor window is a single-light with segmental head. To the right of the turret, steps lead down to a semi-basement and a moulded Tudor-arched doorway with a cover strip door below a glazed overlight. There is a two-light window to the right. The first floor window above is similar but set askew relative to the relieving arch above. There is a single second floor window with a cusped head. It has a projecting single storey porch with an embattled parapet. Steps lead up to a round-headed moulded outer doorway with spandrels carved with quatrefoil. The porch has single light windows in the cell block with vertical plans, glazed above the middle rail. There is a three-light upper floor window in the south gable end of the built of the curtoom and to the right, are two two-light windows. The semi-basement level has granite windows to the former cells, some of which retain their bars, and there is a door into the cell block with vertical plans, glazed above the middle rail. There is a three-light upper floor window in the south gable end of the building and a single-light slit window with an iron grille at ground level.

The rear elevation from left to right (south to north) comprises: the rear wall of the Guildhall which has two secondary brick buttresses against it. The ground floor openings, which are mostly enlargements of earlier openings have chamfered architraves, and there is a doorway close to the north end of the block. There are four first floor windows, lighting the court, similar in style to those on the front. A scar-line in the masonry indicates the position of a former wash-house in the yard. The rear of Trowte's House incorporates the remains of a relieving arch to a small window at the north end. Two cells added in 1892 are located in a single storey block which projects into the yard. There is a three-light window to the magistrates' retiring room on the first floor. A single storey one-room block projects off the rear of the accommodation block at the north end and a doorway leads from this into the service yard.

INTERIOR: The plan of the accommodation block has been amended slightly in the later C20. The parlour (now the police reception area) has a mid-C19 ceiling rose, at the rear is a kitchen (now an office)with a fireplace in its south wall. The style of doors with long vertical panels is found throughout the whole range. The fire engine house, which occupied the full width of the building, has been slightly reduced in length and width since 1890. A staircase with stick balusters and chamfered newel post gives access to the first floor where north-south corridor has been inserted. The former bedrooms (now offices) retain C19 fire surrounds. Access into Trowte's House is via a doorway from the semi-basement. It opens onto a north-south corridor with a three/six pane formerly sliding sash in a partition that marks the position of a former police reception area. Toward the rear of the building is an irregularly-shaped room with doorways leading into the two 1892 cells which remain in use. The first floor is the intact magistrates' retiring room which has a granite chimneypiece and a cornice. There are arched doorways leading to the courtroom, a cupboard in the north east corner, and the stair turret. The second floor was a caretaker's quarters by 1914. It has small rooms to the rear with C19 doors and there is a granite fire surround. Roof dormers have been inserted to provide additional light.

The Guildhall is entered via the porch which has a barrel ceiling with timber ribs. Paired, square-headed timber doors with lozenge-shaped glazed peepholes lead into the court. The left one gives access to the north end of the court; the right door leads into the public gallery. The courtroom has a segmental-arched ceiling divided into panels by moulded ribs and moulded frames to the ceiling vents. At the north end is the raised magistrates' bench which has Gothic detailing. The wall behind is decorated with three pointed moulded arches. The outer ones have arched doorways leading into Trowte's House; the centre arch is blind but has a gilded Statue of Justice. Above the arches is a painted Royal Arms, flanked by the Arms of the Prince of Wales and the Bedford Arms. The dock is accessed via stairs, reached from the cells below. The public end of the court retains raking seats with panelled backs and square-shouldered ends. The semi-basement beneath the court contains cells on either side of a corridor which is paved with granite and incorporates a drain. The cell block is divided in two by reinforced doors. The room at the north end of the cells was the original police reception area.

SUBSIDIARY FEATURES: The semi-basement area in front of Trowte's House and the Guildhall is railed off from Guildhall Square by stout railings with spear finials; there are two gateways through the railings. To the rear is a narrow yard that runs the length of the range. It is bounded by tall rubble walls with granite coping and is divided into three separate sections by cross walls.

HISTORY: In 1823 the Plymouth architect John Foulston was commissioned by the sixth Duke of Bedford to repair the `old buildings' in the square, including Trowte's House, a late-C15 structure that was later incorporated into the Guildhall and police station complex. The 1830s saw not only the creation of a Tavistock police force, but public pressure for a purpose-built court. By 1847 the seventh Duke's architect, Theophilus Jones, was working on designs for a Guildhall. This was a combination building, which incorporated a police station and cells in a semi-basement below the courtroom. It was designed in conjunction with amendments to Trowte's House, absorbing that building into the court as a magistrates' room; and the development of police accommodation and a fire engine house to the north. The whole project was forward-thinking in terms of public law, order and safety and the connections between them.

Re-planning following a flood in the late C19 meant that the whole police station effectively moved north, into Trowte's House, although the basement below the Guildhall continued to be used for prisoner access. Tavistock became the headquarters of a division of the county constabulary from 1856 until 1921, when it became a sub-divisional headquarters. In about 1969 the northern part of the range ceased to be used as accommodation and the police station expanded into this building. The court closed in circa 1996-7.

REASON FOR DESIGNATION DECISION: The Guildhall and police station complex are designated at Grade II\* for the following principal reasons:

\* It is an important survival of one of the earliest combined police station and courtrooms in England

\* The exterior is exceptionally well-preserved. It is a striking Gothic composition that displays a high level of architectural distinction and successfully conveys the importance of the complex

\* Notwithstanding some limited internal alteration and changes to the function of some parts of the buildings the historic plan form remains clearly readable and the interiors retain a great number of internal features.

\* It incorporates a late-C15 building which formed part of the Great Court of Tavistock Abbey and as such is a rare survival of a monastic outer court building.

\* Group value with rich time-depth of designated assets in the immediate vicinity: the Grade II abbey gatehouse to the north west; the Grade II library immediately to the north, and the scheduled medieval remains of Tavistock Abbey.

SOURCES: Keystone Historic Buildings Consultants, An Assessment of Tavistock Police Station and Guildhall, Guildhall Square, Tavistock' (2005), for English Heritage

B. Cherry and N. Pevsner, The Buildings of England - Devon' (1989), pp 783

A. Brodie, G. Winter, & S. Porter, 'The Law Court 1800-2000: Development and Function' (2000), for English Heritage

E: Public Consultation Boards - GY Architects LLP

# Practice Profile



# gillespie yunnie architects











# Projects

# Contact Us

# **Project Aims**









# **Tavistock Guildhall**

# Early History

Medieval













# Formation

# (ev Dates













# **Police Years**

# Fabric Analysis

# **Tavistock Guildhall**









# Post 1848



# Sketch Proposal 1





# Tavistock Guildhall Initial Thoughts

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Sketch Proposal 2



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tavistock guildhall first floor

# **Initial Historic Fabric Analysis**



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**Restrictions on** 

## Tavistock Guildhall + Police Station Notes: Public Consultation Feedback 26<sup>th</sup> May 2011

1041-Min01-002 - REV B

### Venue: Tavistock Guildhall + Police Station, Tavistock. 3pm

Attending: General Public and Stakeholders

### Purpose of Meeting

To explore possible uses to define a strategy for the redevelopment of Tavistock Guildhall and Police Station.

### Notes

### 1. Uses Suggested on Flip Chart Sheets

Sheet 1

High-end / Quality Restaurant - definitely not a pub! Office Units Residential Units Police / Law Courts Museum (but won't produce any income) Visitor Centre West Devon Archives World Heritage Mining Site Gateway Visitor / Interpretive Centre Museum of Dartmoor / Agriculture Museum of Devon Industry -Stone (architecture), china clay (pottery), metals (bling!), wildlife (sheep/ponies). Old Peoples Rest Room Replacement / drop in centre Registry Office (move from Kilworthy Park) Wedding Venue Film Location Hire Recording Studio Performance Space - 'Tavonians' and other Theatre / music groups Debating Hall **Town Council Meetings** Place of Worship Microbrewery Nightclub

### Sheet 2

### Contemporary Arts Centre -

Arts Hub Creative Networking Space Artists' Studios Education Spaces – Links with local schools Workshop Venue A rival to Bovey Tracey, Devon Guild of Craftsmen and Princetown's Duchy Square. Laura Hopes, Philippa Smith, Rose Gibbon

### Sheet 3

Please keep the Yew Tree (probably contemporary with the remodelling of the Guildhall) even if this means adjusting the angle of the side rear disabled access

Notes: Public Consultation Feedback 26th May 2011

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### Uses Suggested on Feedback Sheets

Residential - 15 - 13.2%

Prestige Holiday Lets (Landmark / National Trust) - 7

Residential - 6

Comments:

Would help with security of square and financially support other uses As much as possible it seems to be needed

Hotel - 2

### Comments:

cells could become bedrooms (as Oxford Prison) with emphasis on past history / kitchen could serve other uses

### Commercial - 20 - 17.5%

Restaurant / Bar - 8

Comments:

A restaurant could have a Viewing Platform at river end of the building (with disabled access etc) / Quality restaurant only / Organic foods / independent

Offices - 1

Medium sizes meeting rooms to be let out - 1

Conferences / lecture theatre in Courtroom - 2

Wedding Venue / Civic Receptions - 2

Magistrates Court - Tavistock needs a Magistrates Court (the solution is obvious) - 3

Film Set (period / courtroom dramas) - 2

Retail / gift shops (to make other uses viable) - 1

### Community 15 - 13.2%

Old Peoples Rest Room Replacement - 4

Community Use as a small scale performance space + exhibition venue + meeting room hire for local clubs with income generation from holiday flats or office lets - 4

Educational space - Facility for sixth form teaching of law and civics - 3

Creative Networking Space / workshop venue - 4

Tavistock Guildhall + Police Station

Notes: Public Consultation Feedback 26<sup>th</sup> May 2011

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### Arts 19 - 16.7%

Art Studios - 3

Craft Workshops - 2

Exhibition space / gallery - 8

Comments:

Attract national and international artists / art + local memorabilia / trial & retribution through the ages

Contemporary Arts Centre - 6

Comments:

inc. workshop spaces / exhibition / ancillary catering / café) or 'creative enterprise centre' (community based)

### Entertainment 14 - 12.3%

Cinema (existing seating retained) - 2

Night Club - 1

Theatre / concert hall - 10

Billards hall - 1

Comments:

Performance Space for recitals (theatre, lectures, singers, music soloists / quartets, poetry) – no small venue currently available for meetings / performances.

Courtroom Dramas with mock trials in period dress

A small intimate theatre for plays or concerts is lacking in Tavistock. This would involve minimum alterations to the interior.

Tourism / Heritage - 27 - 23.7%

Interpretation Centre - 2

Comments:

Sir Francis Drake (money earning draw) is not honoured neither are other great people involved in the area. Allow the lifes of people to tell the great stories of the local area. Tavistock has an extensive history going back 1000s of years. Such a centre should include debating / talks / conference facilities.

World Heritage Centre Site (and surrounding area) 'Gateway' Visitor centre (inc. Dartmoor / Tamar - AONB) - 6

Notes: Public Consultation Feedback 26th May 2011

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Heritage Centre - 1

Museum (i.e. Dorchester County Museum) (funded by donations) guided tours / clear signage of various sections - 8

Courtroom as is and put in replica displays / exhibitions as at Bodmin - 2

Tourist / Family Attraction - 6

Larger Tourist Information Centre - 4

Wax works - 1

Antiques Centre - 1

Devon and Cornwall Police Museum (central position to both counties) - 1

Military Museum - 1

Tavistock 'Dungeon' - 1

### Other 4 - 3.5%

West Devon Archives (requires a new home - currently kept in Plymouth) - 2

Showcase for 'Green Living' - 1

Police Station - 1

### Inappropriate uses suggested on Feedback Sheets:

Not a restaurant or bar (Tavi has plenty) x 2 Not a franchise restaurant Not a tea room (good quality restaurant only) Not a performance space (Tavi already has the Town Hall and 'The Wharf') Not a Museum (too expensive and one next door) Not a night club Not residential (destroys character) Not office start up (always scruffy) x 2 Not just private sector use Not an art centre (too many in the area already) x3 Not retail Not a interpretation / Orientation Centre (relies on soft money)

### Further Comments:

- As little change as possible
- Some uses must generate income!
- There are more pressing needs in the area other than another art installation. particularly after the lukewarm reception at Princetown. This proposal would bring little financially.
- Retain Public Use should be available to as many of the local community as possible.

### Tavistock Guildhall + Police Station

Notes: Public Consultation Feedback 26th May 2011

1041-Min01-002 - REV B

From which view of the building do you think is most important to minimise 2. visible alterations A: from the Guildhall Square (west), B: from riverside east) or C: towards the end gable elevation (south)?

### A: West 23.5 - 81.0%

Comments:

no alterations are acceptable x2 iconic view x3 (essential part of character of town centre) to act as example of buildings changing but appearing the same most visible elevation focal point for Plymouth Rd hardly noticeable from the East has dramatic effect on the square most prominent should be kept in accordance with the surrounding buildings forms complete vista with Court Gate and Town Hall, etc because everyone sees that view when entering Tavistock perhaps the turret could be adapted to from a not too obtrusive passenger lift.

B: East 0 - 0%

C: South 0.5 - 1.7%

ALL: 5 - 17.3%

Comments:

Because its in keeping with the town hall and beautiful Keep it in its historic form Do not alter A or C Need a conservation plan first

### Which Individual Aspect (In/Out) do you think it is most important to be retained 3. or restored?

External appearance ALL (or as much as possible) Courtroom Façade on the square Windows Arched doorways Ceiling (vaulted) Courtroom joinery Mediaeval door Doors	7.5 - 18.3% 5 - 12.2% 4.5 - 11.0% 5 - 12.2% 4 - 9.8% 3 - 7.4% 2 - 4.9% 1 - 2.4% 1 - 2.4%
Doors	1 - 2.4%
Roofs 'Feel' of original architecture (and uses of building)	1 - 2.4% 1 - 2.4%
Height of building internally	1 - 2.4%
Original abbey fabric (plus all C19 developments of Foulston and Theophilus Jones)	1 - 2.4%

Notes: Public Consultation Feedback 26<sup>th</sup> May 2011

1041-Min01-002 - REV B

### Comments:

A conservation plan should be put in place first Outside only should be retained

- 4. Do you think it is more important to A: ensure disabled access to as much as the building as feasible, B: to keep alterations to the historic fabric to a minimum, or C: a balanced approach?
- A: 2-6.2%
- B: 8 25.0%

Comments:

This building should be altered as little as possible although normally disabled access is very important

C: 22 - 68.8%

### Comments:

Disabled access is important but should not drastically alter character of building. Any changes should be at the rear. Ensure disabled access from river side to courtroom x 2 (otherwise disabled access should

be a secondary factor to the historic fabric) and ground floor of police station. need a conservation plan

So that everyone can access it but still enjoy being in a historic building

Should not damage unique features or change it's character It is not necessary to have full access to all parts of the building complex.

A restaurant would require disabled access

It is the law to make all reasonable alterations.

Disabled access is obviously desirable but can be done sensitively e.g. the Town Hall

### 5. Would you support private commercial use if it served a local business need and created income to support community uses on the site?

### Yes: 22 - 66.7%

Comments:

Restaurant – Yes x 2 Office Space or Community Hall x2 Prestige holiday lets in the police station / restaurant bar on riverside of building. Provided commercial uses are relative to Tavistock But depends on use – must serve a business need x2 As long as there are no alterations to historic aspects x2 Only if it is high income rental and sale value. (office unlikely and retail use is not likely to be viable as the square is isolated from the main 'drag'. Only for uses that did not compromise the fabric or reduce the available parking x2

Possibly: 3 – 9.1%

No: 8 - 24.2%

Tavistock Guildhall + Police Station

Notes: Public Consultation Feedback 26<sup>th</sup> May 2011

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Comments:

The private company always takes over No, because it should be kept in it's original form Successful community use would require the whole of the site.

6. The Approach to the Guildhall is currently dominated by car parking and signage. Would you support any scheme to improve to improve the public realm in Guildhall Square and the setting of this Grade II\* Listed building?

Yes: 20 - 64.5%

Comments:

Some extension into square acceptable Extension of the square into the car park would enhance the town centre In cooperation with Town Council Planners Outside seating in town square to enhance a café / restaurant would be ideal x2 Create square / plaza Demodernise the surrounding environment / signage should be in keeping All environs effect the total scheme Most important to deal with the setting of the buildings Close square totally for vehicle access although it is recognised that this should be a longer term objective as alternative parking arrangements would be, and are, required to facilitate good footfall into the town eg. Park and Ride. Car parking is still important

No: 11 - 35.5%

Comments:

Parking is needed No – parking is essential to the vibrancy of the town. Car parking is a necessity in these days and need not deter from the appearance of the guildhall. The short stay car park is a blessing and needs to be retained. Look what happened to Bedford square! Parking is vital! No – more spaces should be created by police move and relocation of memorial to church.

### If yes would you also support a loss of some or all of the car parking?

Yes: 18 - 100%

Comments:

Definitely There are other car parks and drop off points x2 Some reduction ok x2 Remove most of parking to just allow disabled spaces x2 Although if the area was reorganised minimal loss of car parking could be made But parking would need to be replaced elsewhere Yes – There is plenty of parking in central Tavistock.

No: 0-0%

Notes: Public Consultation Feedback 26<sup>th</sup> May 2011

### 1041 Mn01-002 - REV B

7. Overall would you support the restoration and change of use of the Guildhall and Police Station if it provided positive benefits for the wider Tavistock community and secured the long term survival of the buildings?

Yes: 22 - 88%

Comments:

This is how it should be approached.

Yes very much so, the site should not be left empty or unused. But the purpose should be certain to provide a useful service.

As long as it is a valuable benefit and not a 'wishy-washy' community scheme.

Providing you keep the court as it is

Yes if final use was suitable for this central site which gives so much character to Tavistock.

Maybe:	2-8%
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No:	1-4%

### Any Other Comments

- Include the community and consult with younger generations
- Thank you for the consultation! Please preserve the buildings in a functional and practical purpose rather than an imitation of features like offices and art studios that can be found anywhere. Unique buildings should serve unique purposes!
- This is a wonderful building that needs to be preserved and reinvigorated. This is a
  unique opportunity to use the building to become a focal point for the World
  Heritage Site. Both schemes by the architects have merits but neither are its
  potential
- New Town Councillor
- Retain Yew Tree x 3
- Fully support exciting new architecture glass / light and internal alterations to simplify space – needs to be accessible to the town
- Duchy Square is a blueprint for a creative space
- Please provide cycle parking + cycle access generally
- I am an ex-arts administrator, a craftsperson and chair of the local amateur theatre company. I would be very willing to be involved in running a community arts and crafts centre here. If you wish to contact me: email ali@astannary.co.uk
- If only it could remain a court!
- The actual wooden divisions of the court are not in themselves wonderful although save the original. I would remove nearly all the inside court seating although leaving some would enhance a restaurant and remind us of the history.
- · In my opinion the inside should be almost stripped
- I am chairman of the Tavistock Subscription Library located in the corner of the square and concerned that security of the area is maintained.
- Need to work together with the town / borough council to address the wider issues / regenerate the heart of this historic town.
- If converted to concert hall it would seat 100/120 at present with area for stage. Some conversion required but most of courtroom could be unaltered. Useful for local theatre groups, choirs, orchestras. Warf Theatre very much over booked.
- CONSULT YOUNG PEOPLE 16 25 years old! These are the most important stakeholders, Alex Mettler.
- All police station partitions should be ripped out and a fresh start made. I do not
  support the insertion of a level floor through from the Magistrates room over the

# Tavistock Guildhall + Police Station

Notes: Public Consultation Feedback 26<sup>th</sup> May 2011

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- benching in the main hall of the Guildhall. I would support removal of all the 1930s benching with the exception of the Magistrate's chair etc unless parts of the restaurant could be fitted in to for example 3 tiers of seats making use of the current benching but this does limit disabled access markedly. I would remove the high level rooms and toilets and include the space into the hall again. Perhaps the Magistrates' Room could be used as the kitchen but other space would also be required for storage etc. Access to toilets in the cells via the prisoner's exit would be fun – Alex Mettler
- · I am happy with a lift / stairs access via Market Road Alex Mettler
- I am a writer of local history and have written on the history of the building Gerry Woodcock.
- This building is so prominent in the centre of the town it needs to be restored and put into use. It really could be an exciting project and I wish you every success.
- I would like to see a use that encouraged local people to go into and use the building (Guildhall particularly). I wouldn't be keen on something like a Tamar Valley Interpretation Centre because it is too far away from the Tamar Valley. It needs a community use and the community needs a small arts and meetings venue!
- I sat for 25 years in the court and feel strongly it should be saved for prosterity. I do
  not know of a more impressive court having sat in a few locally. It was designed like
  the Old Bailey in London and should be saved for the sake of history.
- Rare historical site please do not tamper too much.
- It is important to keep Tavistock as much as it is since this is what makes it so
  popular. It is one of the nicest towns in the country and it is important to keep it that
  way. Unfortunately people from Exeter want to make it like every other town in
  England.
- Sadly these 'Public Consultations' are merely cosmetic exercises. Therefore I am very cynical about the whole exercise.
- Will any of our comments even be 'taken in' by the powers that be? Tavistock is a 'GEM' and we should do all we can to keep this wonderful town unique because it has not been spoiled. Tavistock is not Exeter!
- Some 5 or 6 years ago the building was photographed for the English Heritage Report. If minor alterations are made there would still be a record of it's appearance.
- Please ensure any changes do not affect our cherished Tavistock Subscription Library (1792) and Museum Cottage.
- In the 1960s/1970s I used to bring small groups of Sixth Formers to cases in court and follow up with lessons on Law and the role of the individual / general studies and civics. I could find no better place to appreciate our law and responsibility of each individual. Could it be used by many schools / seats of law and Plymouth and Exeter University – John Killingbeck
- · Thank you for the open consultation day. I wish you well with this challenge.

Notes: Public Consultation Feedback 26th May 2011

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### Personal Information Statistics

### Total Number of Feedback Form Respondents: 42

### Average Age: 54

### Range: 15 - 85

63, 18, 46, 37, 58, 49, 18, 49, 58, 32, 15, 50, 60, 70, 46, 53, 55, 74, 58, 79, 72, 72, 80, 57, 85, 72, 59, 30

Total 28 People gave their age.

### Locations Where Respondents Live:

Tavistock	18 - 58.1%
Princetown	3-9.7%
Mary Tavy	3-9.7%
Plymouth	1 - 3.2%
Sydenham Dameral	2 - 6.5%
Horrabridge	1-3.2%
Bere Alston	1-3.2%
Ottery	1-3.2%
Lamerton	1-3.2%

Total 31 People gave their home town

### Locations Where Respondents Work or Learn?

Tavistock (inc. college)	9 - 36.0%
Mary Tavy	2-8.0%
Plymouth	2 - 8.0%
Exeter	1 - 4.0%
Princetown	1 - 4.0%
Bere Alston	1 - 4.0%
Postbridge	1 - 4.0%
Retired	7 - 28.0%
Unemployed	1 - 4.0%

Total 25 People gave their place of work / study





West Devon Borough Council

Tavistock Townscape Heritage Partnership

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