

AGENDA ITEM No 11(i)**General Manager's Overview****MONTHLY REPORT****May/June 19****Council Project based Summary****Cost Code 903 5211 THI Pannier Market Public Realm**

Overall budget £190,000. The contract for the Pannier Market public realm improvements was let to Cormac for £174,147.77 plus VAT. The remainder of the budget relates to professional fees and surveys. Le Page Architects are undertaking the contract administration.

Agreement has been reached regarding practical completion and all snagging works and clean up undertaken, with the site handed back on 14th June, including 3 East End Stores.

Final account re: adds and omits will be settled by the end of June 19. All claims, less retention will be actioned by the end of July 19.

Additional complementary works separately funded include:

- Removal of uneven granite sets in between Town Hall and museum and replace with resin surface. *Work complete*
- Installation of wash lighting on Butchers Hall. *Work complete*
- Installation of new lit Pannier Market sign, same design as Butchers Hall. *Signage ordered and consents submitted.*
- Installation of lit Tavistock Markets/Bedford Square signage above gates, in between Town Hall and museum, plus two drop down lanterns. *Signage ordered and consents submitted. Electrical works let.*
- Ordered two additional picnic tables comparable to the two positioned near to Butchers Hall
- Ordered three new bins which has separate recycling sections for plastics and glass
- Heritage interpretation installation: design to be agreed as part of THI complementary initiatives

On the 18th of June the revised arrangements for unloading/loading were implemented. Vehicles now enter the in gate, pass in front of the laundrette/Needlecraft and exit the out gate. Manual handling equipment and staffing resources have been reviewed. All traders have been written to regarding the implementation of the new arrangement, which also included reminding traders of the expectation to trade in-situ, from 9am until 4:30pm.

THI Guildhall Public Realm

Contract value IRO 220K, including professional fees and surveys.

The tender return date was the 17th June for the appointment of the design team (architect), including archaeological recording and Principal Designer CDM. The tenders were advertised on Contract Finder and there were two returns. The contract has been awarded to Le Page Architects, as approved by NLHF, and endorsed by Project Management Board on 19th June, for a value of £10,580 plus vat and expenses.

Preliminary discussions around the design have already been held with the archaeologist re: scheduled monument consent considerations, Devon County Council re: highway matters and WDBC Conservation Officer re: planning aspects.

Project timelines include:

- Design development and engagement with heritage stakeholders, July/August 19
- Consents and procurement, Sept-Nov 19
- Letting of contract Dec 19
- Mobilisation period Dec 19-Jan 20
- Construction phase and completion of contract administration Feb 20-May 20

During this contract, a separate piece of work will be commissioned with the same architect team to review Market Road layout and design considerations, to include type and orientation of markings, electrical charging points, Guildhall complex requirements, surface finish and pavement requirements with an aim to provide several options supported with costings.

Cost Code 902 THI Complementary Initiatives

Total value of £47,500.

Further meetings held with THT pertaining to the organisation and arrangements of the heritage open days and the THI Heritage Skills Craft Fair. Awaiting completion of manufacture of blue heritage plaques. Skills training for local contractors on lime pointing planned for July 19. Production of walking tours leaflet complete. Awaiting update of progress with Bedford Cottages energy efficiency scheme.

Cost Code 109 4823 Guildhall Refurbishment

Overall scheme costs for delivery phase 1.65M, completion date May 2020 for capital works, Guildhall public realm and interpretation fit out. Invitation for tenders re: principal contractor were posted on contract finder and our website on 9th May with a tender return date of 17th June. After several requests the tender period was extended until 24th June.

The tender opening has been arranged for 4pm on 24th June with the preliminary tender appraisal planned for 26th June with the project QS. Due diligence and value engineering is planned to be complete by 5th July.

If tenders are within the right parameters then we will seek consent from TTC and HLF to appoint.

Subject to the above, the anticipated start date on site August 2019 and completion date for capital works, public realm and interpretation fit-out June 2020. The above was reported at a project team meeting on 19th June.

Community based Summary

- TTC continue to work with Lions, Rotary, Roots to Transition, THT, DHBT, WDBC, BID, CofC, Meadows Makeover and many other business/community groups to deliver community initiatives within Tavistock. Recent activities include:
 1. Meetings with Tavistock Lions regarding Carnival arrangements and Tavistock's Community Festival of Food and Craft
 2. BID regarding Christmas lights, hanging baskets, Britain in Bloom, Dickensian and spate light switch on event and grant funding
 3. Tavistock Community Gardeners re: Britain in Bloom and Blue Campaign
 4. THT with projects identified above
- Commercial/community service improvement plan for 2019/20 considered at Budget and Policy for approval at next round of Full Council.

Operational Update

- Works Depot permanent restructure:
 - 1) Properties and Open Spaces Manager, role to be re-advertised in July 2019, with amendments to the role profile, job title and job description implemented to align with how the new staffing structure is operating.
- Markets and Events interim restructure:
 - 1) Interim operating structure continues to be reviewed with a report being submitted at the end of July Full Council meeting around recommendations for finalising the operating structure, which allows an appropriate period for staff consultation prior to implementation by end Sept 2019.

Yours Sincerely



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