

ADENDA ITEM 11i**General Manager's Overview**
MONTHLY REPORT March 22**Council Project based Summary*****Cost Code 109 4823 Guildhall Refurbishment***

A programme has been agreed with the principal contractor and sub-contractors re: completion of outstanding works and snagging, with an agreed completion date of end April 22. (Update: The building management system outstanding works have been completed, minor adjustments to the heating system undertaken, doors eased/sweetened locks reviewed, carpets adjusted and the audio visual live streaming programming commissioned. Tasks remaining include: installation of CCTV (awaiting price), coving repairs in the Robing Room (template cut, being manufactured), automatic door furniture and intercom system to be installed (ordered, awaiting install date), and any identified handover snagging arising at the end of the maintenance period. Grant drawdown from WDBC is complete.

Butchers Hall external works

The scaffolding has been removed on the Market Rd elevation. The remainder of the scaffolding and associated works will be carried out in April 22. Areas requiring lime repointing on this elevation will initially be partially addressed in-house via lime pointing training.

Town Hall external works

The tender process has been delayed for several reasons. Discussions are being held with the architect to agree the best way to tender these works, to ensure that the building is water tight, while recognising the budgeting demands of delivering significant anticipated broader capital programme.

Guildhall toilets provision

The refurbishment works are on-hold while discussions continue with WDBC and the expectations relating to the maintenance/monitoring arrangements relating the cleaning contract for the facility.

Museum RWGs

The contract has been let for the replacement of the RWGs and associated works to AD Williams for the value of £11,453 plus vat. Works are planned to start in April 22.

Community based Summary

Partnership working is ongoing with Tavistock BID regarding the installation of Christmas lights, hanging baskets, Britain in Bloom

and Dickensian Evening and Platinum Jubilee. On behalf of BID, TTC Officers/Cllrs wrote (2 days work) and submitted a grant application to the Arts Council England Lets Create Jubilee Fund, awaiting formal confirmation of outcome.

Agreement has been reached with WDBC regarding the transfer and maintenance of the listed bench stock which now is the responsibility of TTC to repair, replace or remove dependent on the applicable agreed conditions. A meeting has been arranged between TTC/WDBC Officers to discuss S106 funding opportunities pertaining to TTC assets.

Operational Update

- Market Road boundary wall and foundations: A meeting has been arranged to agree the next steps regarding the commissioning of the design work and obtaining statutory consents.
- Temporary regulating resurfacing repairs have been contracted for Market Rd, pending agreement of budgetary allocation/options for resurfacing/re-lining, which will be agreed by Council at the next round of meetings. Resurfacing works/repairs have been commissioned at St Johns Walk, Benson Meadows and the Meadows.
- The biennial arboricultural tree survey tenders were reviewed (4 submissions received), and the contract let to that representing best value, Greenhills Tree Services for the sum of £2900 plus vat. The survey will be complete by the end of May. Pear Technology mapping software has been used so that all trees identified, requiring works, will be accurately plotted electronically, as a living document.
- Reference museum dry rot/settlement treatment: On-hold awaiting review of prospective capital commitment programme by Council. The area of concern has temporary supports in place and has been clearly segregated. The museum is using an alternative access for public admission under Courtgate arch.
- SWW have completed their essential programmed works located at the main entrance to the Meadows, adjacent to West Bridge and all areas have been satisfactorily reinstated.
- TTC are continuing to liaise with the tennis club re: plans/arrangements to resurface courts 1 and 2. This includes ensuring that and works committed are fit for purpose, value for money and within agreed budgetary parameters, ensuring there are appropriate warranties.
- The transition process has been implemented for the Community and Compliance Officer, with primary focus on tree mapping, utilities tendering and grant writing.
- Discussions are being held with the cattle-market specific to boundary maintenance.

March 22

General Manager

- The General Manager spent a day reviewing risk management with the Councils insurance broker in March, with the overall assessment positive, the main area of review relating to H&S management processes for tenanted properties.

Yours Sincerely



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General Manager