

General Manager's Overview
MONTHLY REPORT
Jan/Feb 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 has been let to Cormac for £174,147.77 plus VAT.

Le Page Architects are undertaking the contract administration.

Second consultation for traders and perimeter shops was held on 12th December to present the scheme scope, discuss the programme and show how the unloading/loading would be managed during the duration of the contract. Cormac visited all perimeter shops in January 19 to discuss individual requirements of tenants, providing a letter outlining the contract duration and contact/communication details/arrangements.

Cormac took possession of site on 11th February, including setting up 3 East End Stores as an office and utilising Market Rd behind the laundrette for site compounds/storage, to minimise impacting on tenant 'quiet enjoyment' around the perimeter.

Excavation works for north side granite walkways and improved drainage commenced on 18th February. A formal progress meeting was held on 21st February with a further meeting arranged for 27th February.

Running alongside this contract, investigations are being undertaken to attempt to remove the BT telegraph pole at the rear of the Pannier Market, removing the wire-scape, subject to utility quote being affordable from property maintenance budget. Additional works also include new signage and lighting above the gates to the right of the Town Hall following the same design as Butchers Hall.

Contract completion 26th April.

Post completion consideration will need to be given to the future operation of the perimeter, e.g. tables/marquees/funding for new public seating, and Council will need to provide guidance on this matter to its Officers.

THI Guildhall Public Realm

Procurement and appointment of architect to be undertaken in March/April 2019 with the brief to finalise the design, seek necessary consents, produce tender documentation and undertake contract administration, based on the LDA Public Realm Strategy 2014 option around reduced car-parking space, utilising similar materials as the Pannier Market public realm improvements. Council will be required to ratify the final design.

Consultation period and production of plans to be undertaken May-July with procurement of the main contract complete by Nov 2019. Works are planned from Feb-end May 2020, with a 6 week contingency build in to allow for running two capital projects in close proximity (Guildhall Gateway Centre capital scheme). To ensure that both of these projects can run within the same period, careful consideration is required relating to project programme and critical path dependencies re: services and the usage of Market Rd for welfare/storage is key. Please note there is no scope for project delay as the public realm works must be complete by June 2020, as NLHF have already granted a 6 month extension to the THI scheme, end date 31st Dec 2019.

Cost Code 902 THI Complimentary Initiatives

Total value of £47,500. HLF approval has been received for the delivery of the revised programme of complimentary initiatives.

Progress on-target including:

Partnership working between TTC and Tavistock Heritage Trust to deliver the Heritage Open Days specific to THI buildings in 2019, the design, manufacture and installation of another 7 blue heritage plaques, the design and production of heritage walking tours leaflets to be sold in the VIC and the delivery of a THI Heritage Skills Craft Fair on 17th and 18th August in Butchers Hall and on Bedford Square.

The educational training programme to a value of £8200 being delivered by Lizzie Mee Heritage and Arts Consultant is on target with Butchers Hall being used on 18th Jan and 15th Feb with another session planned for 8th March, for heritage training for A level students, learning skills pertaining to stone masons, black-smiths and with hand-hewn timber construction. The next phase will include skills training for local contractors.

The contract for the energy efficiency scheme at Bedford Cottages has also been let, HLF grant £3200, for a scheme value of £9150, with an inception meeting held and revised programme agreed.

Cost Code 109 4823 Guildhall Refurbishment

Overall scheme costs for delivery phase 1.65M, completion date May 2020 for capital works and Guildhall public realm with slight overlap into June for interpretation fit-out.

Project team meetings have been held on 19th Dec, 9th Jan and 13th Feb. WHS Liaison meeting was held on 31st Jan and Steering Group meeting held on 13th Feb. Monitor Meeting with NLHF planned for 27th Feb, including THI Monitor meeting. Half day Interpretation workshop scheduled for 19th March. Numerous design team meetings and cost plan meetings have been held in January/February.

Detailed design plans and NBS will be complete by end of February for review. These documents will be read in conjunction with the cost plan by the QS to complete the Bill of Quantities by end of March. Revised LBC submitted on 28th January, specific to modifications to VIC/shop, access improvements to the rear and external detailing re: stone work/lead. Building Control application submitted on 21st January.

Due to scheme improvements, amendments and further detailing at RIBA Stage 4, the new project cost plan (Feb 19), compared to Nov 17, is indicating an increase in capital scheme circa 200K, subject to tender. Several meetings have been held re: value engineering to identify project savings which are not at detriment to the overall scheme. Several options are available awaiting approval from HLHF. This figure has been reduced and will most likely be reduced further by successful grant applications and applications pending decision.

Future key capital timelines include, tender period anticipated 1th April to 3rd July, start on site August 19, practical completion of works May 2020.

Community based Summary

- Numerous meetings have been held with BID around partnership working, with agreement reached specific to arrangements for delivery of hanging baskets, Dickensian Evening and Christmas lights in principle for 2019, based on improved relations/effective working in 2018.
- TTC continue to work with Lions, Rotary, Roots to Transition, THT, DHBT, WDBC, Meadows Makeover and many other community groups to deliver community initiatives within Tavistock.

Operational Update

- Works Depot permanent restructure: The recruitment process for the three Team Leader roles has been completed as posts took affect as of 2nd January. All temporary posts relating to

general hands have been made permanent. There is currently one general hand position that is vacant and will be advertised shortly.

Early indications are that the team leader roles are working effectively re: landscapes, properties and project based activities and the transition to new working hrs has provided no operational challenges. Regarding the recruitment of the Properties and Open Spaces Manager, due to factors such as allowing a suitable time for the integration of new working practises, Pannier Market public realm works, Guildhall Project critical time dependencies and Markets and Events interim restructure review, the recruitment process will be put on hold for 3 months, so that there can be an effective period of training/mentoring post recruitment.

- Markets and Events interim restructure: The interim staffing structure is now at full quota with the completion of recruitment process and training, and sickness challenges appearing to settle. This will allow a more detailed review throughout March around staff roles/expectations and current and intended changes to processes.

Please note as an interim process amendment, not covered in the amendments to the Town Hall and Butchers Hall pricing schedule for 2019/20, a rate for community groups for small classes has been implemented, for a category that does not effectively sit within our existing pricing options. Maximum of 3 hrs, capacity limit 35, rate £20 per hour, only within main hall for TH, exempt from charity discount and subject to staffing availability.

Refer to MDO Report for operational update.

The General Manager will continue to review and manage the interim arrangements with the aim to submit his findings and recommendations on its merits by April 2019.

Yours Sincerely



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General Manager