

## **General Manager's Overview**

### **MONTHLY REPORT** **November 2016**

#### **Council Project based Summary**

##### **Cost Code 903 5201 THI Butchers Hall**

- Undertaking claims to HLF for grant recovery (1<sup>st</sup> submitted/2<sup>nd</sup> claim being compiled)
- Outstanding works relate to:
  - repointing on Market Rd (50% complete)
  - shop-front conversion (discussions underway with Conservation Officer)
  - signage refurbishment (mid 2017)

Electrical equipment/infrastructure/ localised heating pertaining to woodworking machinery removed and installed at 22/24 Crelake Industrial estate. The remaining Depot facilities e.g. COSHH will be removed in Jan/Feb 2017. During this period basic infrastructure internal improvements will be undertaken relating redecoration of cladding, extension of electrical fixed installation, LED lighting upgrade and data connectivity for Wi-Fi.

It is intended to keep the existing fire alarm and intruder alarm system but works will be required to relocate control panels at the point when the office space is demolished to carry out the shop-front improvements. Any demolition works will need to be aligned with the Pannier Market contract as the intention is to utilise Butchers Hall for the contract period for welfare/storage provision.

Job descriptions/role profiles have been drafted for the creation of the Butchers Hall marketing/development officer role which is a condition of the LEAF application re: job creation. As reported to HLF Monitoring Officer, the intention is to have this role in-situ by end March. The post-holder will then be reviewing the demand study with immediate effect as a condition of the grant award from HLF. The remit of the post holder will be to market/develop the offer for Butchers Hall with a launch date planned for approx. Oct 2017, but also with a wider organisational remit around reviewing internal/external customer satisfaction/engagement and branding/segmentation.

The above needs to be sensitively aligned with the Pannier Market works, public realm improvements, Duke Street re-pointing and engagement of a consultant re: customer flow/orientation.

***THI Pannier Market***

Design team tenders were advertised with a return date of 9<sup>th</sup> November (6 returns received). Tenders were opened on 11<sup>th</sup> Nov, with the panel again meeting on the 14<sup>th</sup> and narrowing the selection down to two tenders based on technical and price return scorings. External due diligence was undertaken on 15<sup>th</sup> for the two preferred tenders and both candidates were interviewed on 16<sup>th</sup>. The contract was formally let to Alison Bunning Architect.

A pre-meet was held on 28<sup>th</sup> Nov to agree next steps and discuss project timelines and expected deliverables. The topographical/measured building survey was undertaken on 5<sup>th</sup> Dec and a preliminary condition inspection has also been undertaken by the architect. Anticipated project timelines include: RIBA Stage 2 design work and pre-tender estimate in Dec/early Jan, LBC submission late Jan, tender process for contractor early/Mid Feb, start on site re: scaffolding mid April. (MS Project currently being populated for this contract).

The above and approach re: timing of future trading consultations is dependent on imminent discussions regarding scaffold design both externally and internally, with the aim to ensure externally that the market visually appears open and that surrounding businesses as best can be achieved are not adversely impacted, and internally that displacement of traders is kept to a minimum, with temporary lighting installed, but no heating.

Progress on the above was reported at Monitor meeting on 1<sup>st</sup> Dec.

***Cost Code 109 4823 Guildhall Refurbishment***

Refer to attached MS Project Chart for progress on project deliverables for capital, activity and business, plus on-going development of partnership between TTC and Tavistock Heritage Trust.

Key future dates to note are interim review and submission date.

Key meetings recently held include, pre-app for Listed Building Consent for capital team on 11<sup>th</sup> Nov, Project team meeting on 24<sup>th</sup> Nov, business team meeting on 25<sup>th</sup> Nov and positive monitor meeting on 1<sup>st</sup> Dec. Also note Line 63 on MS Project re: timelines/frequency and range of initial stakeholder consultations for activity team from 9<sup>th</sup> Nov to end Dec.

***Cost Code 109 4807 New Works Depot Procurement***

Re: Units 22/24, Crelake Industrial Estate depot, wood working machinery and electrical infrastructure installed, awaiting of transference and commissioning of local exhaust ventilation system before becoming operational (completion early Jan).

Alternative depot provision being investigated, viewed and negotiations without prejudice being held, refer Budget and Policy Sub-Committee, 6<sup>th</sup> Dec, Agenda Item 10. Benefits relate to capability to accommodate depot function, Member and Council services, meeting facilities and space to let, including ample parking facilities.

***Cost Code 109 4811 Council ICT Infrastructure***

Superfast broadband is now operational in Pannier Market and TCOs. Order raised to transfer Guildhall and Town Hall to superfast.

ICT equipment/data/telephony connectivity installed for new depot provision at Pixon Lane.

Benefits of using Pear Technology software for table mapping in Pannier Market being investigated.

MS Project software being utilised to report on project progress for Guildhall and Pannier Market HLF schemes.

***Cost Code 109 4804 Meadows play park Co-production***

Designs have now been agreed with Meadows Makeover regarding sensory play installation. A meeting was held with a supplier on 15<sup>th</sup> Nov and designs/quotations have been returned (Note: preferred provider from three submissions). Installation of equipment planned for Feb/March.

***Cost Code 109 4812 Duke Street re-pointing***

Parkes Lees Consultants aiming to have LBC by Feb 2017. Start date for works attempting to be aligned with Pannier Market enveloping works.

Detailed discussions are critical relating to trader consultation, sensitivity around scaffold design and measurement/costing of associated works.

## ***Community based Summary***

- Tavistock Community Flood Plan: Consultants acting on behalf of DCC have been chased for an update on progress regarding Bannawell drainage outcomes post initial survey of gabions/culvert. Temporary grading works are planned to improve user access in the short term prior to re-instatement of the bridge walkway.
- Working in line with Council Endorsed Commercial/Community Service Improvement Plan 2016/17.
- Christmas lights provision for 2016/17 has been delivered based on pre-existing partnership agreement with BID. Discussions will be held with BID early 2017 regarding communication plan in case failure of infrastructure occurs again to ensure that stakeholders are aware of the roles of each organisation in this co-production initiative.

Additional lighting has been installed within the internal area of the Pannier Market (costs shared with traders).

Partnership based project completed with Lions re: installation of Trees of Light on Town Hall.

- TTC hired out our services for stewarding/road closures for Dickensian Evening (event organised by BID)

## ***Operational Update***

- Abbey Walk re-surfacing: Phase 1 of regulating/resurfacing works have been completed to Abbey Walk, from Abbey Bridge to the first entrance/exit to Bedford car-park.

Phase 2 will be carried out within this financial year to complete the project subject to Council Approval. Part of the aim is to implement reasonably practicable measures to improve the existing challenge relating to path/river delineation. Historically Council strongly objected to the installation of fencing along this stretch of walkway. It is important that Council assesses the cost/benefit of any future capital improvements. Measures relating to installation of fencing, kerbed edging, generation of grass verges have all been considered and these options either sit outside of allocated project budget and or create additional challenges re: slips/tips, long term maintenance and undermining.

For the January Council Meeting the General Manager will present an option regarding installation of bollards at

appropriate intervals to provide a line of sight away for the edge of the walkway, supported with sensitive warning signage at access/egress points, which mitigates the above challenges. If Council endorses this option then project completion is achievable within budget, this financial year and will be a demonstrable improvement on the existing situation.

- Cemetery soak-away works: Awaiting proposals from consultants. This scheme combines drainage improvement with necessary re-surfacing works. Due to the anticipated quantity of re-surfacing works now required, and a need to undertake significant regulating works on site only (to minimise disposal costs due to contaminated land challenges), it is anticipated that the project costs will exceed allocated budget.
- Strategic Plan: Partner stakeholder feedback on hold as advised at BP Sub-Committee. (part of level 5 management training)
- Contract let for remedial repairs to roof and improvements to drainage system re: Units 1 and 2 East End Stores. Rising damp solution options being considered for Units 4/5.
- Property Maintenance Plan to be complete by Dec 16.
- Properties various: 1: Schedule of works being undertaken on Cemetery Lodge, re: water ingress/damp around roof space and chimney stack joints. (delayed due to challenges in contacting tenant). 2: Applying for LBA for covering of bay window roof in lead work at TCOs in early Jan 2017. 3: Schedule of works being undertaken on southern gutters to Town Hall roof due to water ingress/damp.(inspection arranged for 12/12/16) 4: Schedule of works being undertaken to 1 & 2 Market Rd Cottages, regarding penetrating damp to external walls and chimneys, defective rainwater goods and roof covering defects. (inspection arranged for 12/12/16).
- Attended training day organised by Historic England on 30/11/16 re: easy access to historic buildings and landscapes.
- MBA successfully completed.

Yours Sincerely



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