

General Manager's Overview
MONTHLY REPORT
April/May 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.

Original contract programme, possession of site and site set up W/C 11th Feb, groundworks commenced 18th February, target end date for contractual completion 26th April. For the remainder of the contract 3 East End Stores remains open between 10-12 Tues and Thurs for consultations with Cormac.

Progress to date:

- As previously reported there were some project delays arising from discovering historic granite walkway setts at doorway 1 opposite Dukes to Go which needed inspection/recording, excavating and relaying at East End Stores (EES), a buried culvert that needed re-building and inadequate sub base conditions opposite Rabbit Rabbit and Quirkys. With the above challenges and agreed additional works including widening of walkway 2 (in line with the second archway on Duke Street, the widening of Butchers Hall entrance (doorway 10), the laying of historic excavated setts at EES, and the authorisation as a variation to the conditions of LBC for the removal of the uneven setts and replacement of resin bonded finish to the area by the side of the Town Hall where the main entrance gates are (funded outside of the THI grant) has meant that there is a revised contractual extension of time. The surrender of possession of site has now been agreed as 10th June 2019.
- Works are now complete to the south, north and west elevations, including laying of granite walkways and door thresholds, resin bonded finish, all drainage and associated works and installation of uplighters around the perimeter, uplighters under the colonnade, replacement of lanterns under the colonnade and walkways, and installation of down lighters to EES.

Cost Code 902 THI Complimentary Initiatives

Total value of £47,500.

Progress on-target including:

- Further discussions held with THT to deliver heritage open days for 2019 specific to THI buildings and Guildhall complex, with a particular emphasis around how to advertise and promote the event with THI funding.
- 7 blue heritage plaques, designs complete, permissions granted, being manufactured. Estimated installation date by TTC end July 2019. Project budget 4.5K.
- Design and production of heritage walking tours leaflets underway, being sold in VIC. Completion date anticipated end June 2019.
- THI Heritage Skills Craft Fair on 17th and 18th August in Butchers Hall and on Bedford Square working in partnership with THT progressing well with the majority of the trader/demonstration providers arranged, advertising and promotion process to be agreed.
- Educational training programme relating focussing on A level students, learning skills pertaining to stone masons, blacksmiths and with hand-hewn timber construction complete. Stage 2, skills training for local contractors, programmed for July/August.
- Energy efficiency scheme at Bedford Cottages on target, HLF grant £3200, for a scheme value of £9150.

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. Tender opening and appraisal planned for 17/18th June with due diligence and value engineering on price and technical return by 21st June. If tenders are within the right parameters then we will seek consent from TTC and HLF to appoint.

The scheme is on programme with an anticipated start date on site August 2019 and completion date for capital works, public realm and interpretation fit-out June 2020.

The tender package is available for your perusal at <https://www.tavistock.gov.uk/information/procurementtenders>.

On-going activity, interpretation and project team meetings.

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The contract is on programme with an anticipated start date on site August 2019 and completion date for capital works, public realm and interpretation fit-out June 2020.

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. Refer to Works Department report for updates.
- Commercial/community service improvement plan for 2019/20 drafted and ready for approval at next round of Full Council.

Operational Update

- Works Depot permanent restructure:
 - 1) Remaining vacant general hand position appointed.
 - 2) Properties and Open Spaces Manager, role to be re-advertised in June 2019, with amendments to the role profile and job description implemented to align with how the new staffing structure is operating.
- Markets and Events interim restructure:
 - 1) Implemented arrangements permanent contractual arrangements for management team and admin support.
 - 2) Rest of 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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General Manager