

AGENDA ITEM No 9(i)**General Manager's Overview****MONTHLY REPORT****April/May17****Council Project based Summary*****Cost Code 903 5201 THI Butchers Hall***

As informed within the Briefing Note: Pannier Market & Butchers Hall for Budget and Policy on 16th May, the recommendations were endorsed by Full Council for the next steps regarding Butchers Hall. These actions relate to internal fit-out to accommodate the decanting of 5 day traders and lockups, planned to be relocated within the first week of January 2018, trading to commence on 9th January. Internally the building has been cleared of all works depot equipment, fire alarm immobilised and office unit, toilets and welfare facilities demolished. Meetings have been held with the architects and Conservation Officer relating to shopfront design, permitted internal safety improvements and planned internal fit-out. The revised budget agreed by Council for the internal fit-out is £85,000, with works planned for completion by Nov17, with any alterations made to accommodate decanting, transferable for the future use of themed market.

Post trader consultation, table mapping software to retro-fit the traders into Butchers Hall is currently being prepared, completion planned for end June 17. The benefits of undertaking alterations to the attached rental unit to align with short/medium term use are currently being considered.

The job description/person spec for the Market Development Officer role has been reviewed with acknowledgement of the changed business model. The post will be advertised end June 17, with the successful applicant to review the demand study in the Autumn, support the relocation of the Pannier Market and to promote and arrange for bookings for the Butchers Hall, aiming for a live launch of rotational themed markets in May 2018.

THI Pannier Market

As informed within the Briefing Note: Pannier Market & Butchers Hall for Budget and Policy on 16th May, the recommendations were endorsed by Full Council for the next steps regarding Pannier Market. These actions relate to the continuation of the detailed trader consultation with the Market Reeve leading on consultation with day traders, to relocate to the Town Hall. To reflect the decision of Council to relocate traders Jan/Feb/March and April 2018 to carry out the enveloping works, several meetings have been held to review the tender documents. A final meeting is planned for 28th June from which the tender process will be run for three weeks during July. It has been agreed with the THI Project Manager that a

Grants Panel will be held at the end of July to consider the Pannier Market application. The THI Monitor has been apprised of the revised timelines and business model and a monitor meeting will be held on 29th June and the Project Management Board will be updated on the 20th June.

Elements of the capital works have been disaggregated from the main contract, including power washing and lime pointing of the lower elevations, 30% work complete, due to the inability to carry out these works within the revised programme. Public realm enhancements need to be aligned between the completion of the Pannier Market works and the launch of the Butchers Hall offer, end of April, early May.

Cost Code 109 4823 Guildhall Refurbishment

Detailed Bid Development meetings have been held on 16th May and 12th June covering such topics as capital update, reflections on activity/interpretation issues, revenue funding and business plan, partnership agreements, strategic plan and governance/future sustainability, TIC and police partnership, letters of support, delivery phase programming, delivery phase project management, operational phase structure and management, management and maintenance plans, evaluation requirements, outstanding surveys, public realm procurement and timings and BID preparation.

Detailed Cost plan meeting planned for 22nd June with Monitor Meeting on 30th June. HLF Monitor Meeting planned for 30th June.

Capital update: 20th April site visit to review planned opening works and listed building consent submitted on 30th May. Access report reviewed and issued, structural engineers drawings amended and issued and full building condition survey and maintenance schedule undertaken on 6th April and issued on 9th May.

Cost Code 109 4804 Meadows play park Co-production

Installation of co-production equipment programmed for 21st-23rd June. Resurfacing contract to paths within the play-area to be complete by 16th June. Review of existing safety surfacing on-going which will have capital implications.

Cost Code 109 4812 Duke Street re-pointing

Individual detailed consultations have been undertaken with both commercial and residential tenants relating to anticipated project timelines, type of maintenance works to be carried out and scaffold design/sequencing. Arising from this two week process a formal presentation/consultation with all tenants has been arranged in the Council Chamber on 14th June at 17:30.

The selection questionnaire process was undertaken on contract finder. Tenders were issued to seven contractors on 7th June with a

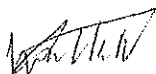
tender return date of 26th June. The tender board appraisal process has been arranged for 27th June, and subject to tenders falling within authorised budgets, due diligence, contract letting and pre-start meetings will be arranged with a contract start date of 17th July and completion date of 17th November, with the scaffolding design split into two phases, in recognition of the consultation feedback. The works to the rear have been excluded from the contract.

Community based Summary

- Tavistock Community Flood Plan: Briefing note relating to granting easement to Bannawell considered on 16th May and subsequent Full Council. DCC works on hold until agreement is reached with TTC re: legal aspects for future proofing.
- Drafted Commercial/Community Service Improvement Plan for 2017/18, aligned to Council endorsed capital and community initiatives to be considered for approval.
- Aspects of Forward Maintenance Register continue to be aligned with depot duties.

Operational Update

- Abbey Walk re-surfacing contract complete, including sensitive demarcation in localised areas. This project is deemed closed and no further report on the subject is required to be considered by Council.
- On-going review of benefits of market management system. Presentation to Town Hall and Pannier Market Consultative Group was held on 2nd May. Recommendations to defer decision and consider at budget setting for 2018/19. Refer to meeting minutes for further detail.
- Works complete, subject to reinstatement remedials on Whitchurch Down re: collapsed culvert for natural spring.
- Drake Statue railings re-decoration contract let.
- Discussions held with cattle market tenant re: permitted works and removal of spoil.
- Rundle Room designs complete. Specification for tender underway with tender process actioned for end June.
- Further meetings have been held with LTA and representatives of tennis club regarding refurbishment of courts.
- Support Officer (General Manager) appointed. Two General Hand positions appointed for depot.
- General Manager attended Leadership in Action Conference on 7th/8th June. General Manager enrolled on Prince 2 Practitioner Course.



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