

MINUTES of the Meeting of the **TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE PROJECT MANAGEMENT BOARD/GROUP** held at the Council Chamber, Drake Road, Tavistock on Thursday, 8th November, 2018 at 10:00 am

PRESENT Messrs D Incoll, R Jones (Community and Business Representative), K Stokes (Land Owner Representative), C Hearn (Chairman).

**ADVISORS/
OBSERVERS** T Beavon (Project Manager), W Southall (Finance Officer), G Lawrence (Conservation Officer).

1. APOLOGIES FOR ABSENCE

None.

2. NOTES OF PREVIOUS MEETING

The notes of the Meeting of the Tavistock Townscape Heritage Initiative Project Management Board/Group held on 4 July 2018, (Appendix 1), were received and endorsed. The Notes of the Monitor Meeting held on 22 August 2018, (Appendix 2) were noted.

3. TRAFFIC LIGHT REPORT

A copy of the current 'Traffic Light Report' (Appendix 3) as at 31 October, 2018, was received and endorsed. The Project Programme ('Traffic Light Report') indicating property by property progress against projects and objectives included within the THI was reviewed. Attention was drawn, and comment made, in particular on/to:

Completed projects

- a) 1 Church Lane – it was noted that the final amount of TTHI was confirmed as £134,798 (not £135,005).

Priority Projects approved

- a) 10 West Street – it was noted that a revised programme had been received, moving the expected project completion date back one month to November 2018. An associated complimentary skills workshop (lime painting) might need to be cancelled due to lack of support.
- b) 9 West Street – it was noted that a revised programme had been received, moving the expected project completion date back one month to November 2018. The project has been asked to hold two skills events, one on slating and one on shop front carpentry. A request had been received to remove the requirement for the slating event as a better opportunity would arise within the scheme for 81 West Street (being handled by the same surveyor). It was:

AGREED THAT the slating skills event be omitted.

- c) Kingdon House – work has now started, in accordance with the agreed start date.

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Priority Projects in development

- a) 81 West Street – The scheme under development includes both the freeholder and leaseholders interests. The planning application has yet to be determined. The tender process underway has not concluded, with discussions being held with the aim of reducing overall project cost.

Public Realm Projects

It was confirmed that HLF approval had been given to the use of £60,000 previously allocated to the Market Street project to be used in the remaining public realm projects, within the overall TTHI allocation of £375,000 for public realm projects as confirmed by HLF

- a) Pannier Market Surrounds – Following consultation it has been agreed to delay the project start until the new year. A consultation exercise with traders was to be undertaken by TTC. The contract with Cormac specifies a start date in February, with a completion date of 26 April and the contractor had agreed to hold their price. It may be possible to bring forward the start date. TTHI contribution approved is £171,500.
- b) Guildhall Square – HLF has agreed a maximum 6 month extension to the scheme (ie to June 2020) to allow the contract for the public realm works at Guildhall Square to follow the completion of work to the Guildhall. A QS pre-tender estimate has informed the development of budget costings totalling £220,000. The current programme is for the design team to be appointed in qtr 1 2019, design and planning consents to be determined during qtrs 2 and 3 leading to a tender exercise in September 2019 and a construction period of February to May 2020. TTHI contribution budgeted at £203,500.

Noted That:-

- the importance of works being completed within the 6 month extension granted by HLF was stressed;
- damage caused by tree roots to the war memorial, paths and surround was noted;
- the Conservation Officer referenced potential impacts associated with potential car parking spaces in front of the statue and trading arrangements in the vicinity.

AGREED THAT for future Traffic Light Reports the two remaining Public Realm Projects be disaggregated.

Complementary Initiatives

The Traffic Light Report set out the revised projects and budget as agreed by HLF. The Conservation Officer confirmed the Conservation Area review has begun. This would be on the basis of 1 day per week for 6 months to re-visit the Conservation Area Appraisal which, as it continued to be a strong document, would be light touch in approach. A stakeholder group would then be formed to review the Management Plan which was generally unwieldy and overambitious in its present form. A new Management Plan will be drawn up, with the aim of generating specific and achievable targets to be met over a 10 year period. It is expected that the review will be completed by summer 2019.

Noted That

- it was reported the HLF Project Monitor had approved the revised schedule of complementary initiatives as submitted;
- the resource engaged on Heritage skills training was scheduled to commence work early in 2019.

4. FINANCE

The Meeting considered and noted the Summary Financial Report (Appendix 4). With the allocations already committed and the provision of £375,000 to public realm projects the unallocated balance of the TTHI budget is likely to be taken up fully by 81 West Street.

5. RISK MANAGEMENT

The circulated Scheme Risk Register contained the following proposed amendments:

Previous risk 3 deleted: *The risk is that funds previously 'ring-fenced' for the Market Street public realm scheme now held in a 'Contingency' budget are not committed to alternative public realm or building conservation schemes within the Conservation Area in time for them to be completed within the life of the THI programme.*

Previous risk 7 deleted: *The risk is of the THI PM leaving in the later stages of the programme when it would be difficult to recruit a suitable replacement for a short term part-time post.* Replaced with: *The risk is of the contract with the current consultancy being terminated*

Previous risk 8 deleted: *The risk is that Complementary Initiatives may not be adequately managed and resourced in the remainder of the programme in the absence of a dedicated THI PM.*

It was **AGREED THAT** the

- i) previous risk 3 be deleted and;
- ii) that previous risk 7 be replaced as detailed above
- iii) previous risk 8 be replaced with: *The risk is that delivery of the Complementary Initiatives is dependent on the capacity and resources of the Finance Officer (General Manager).*

The amended Scheme Risk Register is attached (Appendix 5 refers)

The Meeting closed at 11:15