

MINUTES of the Meeting of the **TAVISTOCK GUILDHALL GATWAY CENTRE PROJECT STEERING GROUP** held at the Council Chamber, Drake Road, Tavistock on **THURSDAY, 24TH MAY, 2018 at 2PM.**

PRESENT A Main (Tavistock Heritage Trust (THT)), P Ward (Tavistock Town Council (TTC)), C Hearn (Project Lead/Chairman), W Southall (Deputy Project Lead)

**ADVISORS/
OBSERVERS**

I Penrose (THT – Observer)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. NOTES OF PREVIOUS MEETING

There were no matters arising beyond those otherwise listed on the Agenda.

3. KEY MATTERS ARISING FROM THE MONITOR MEETING

The Steering Group reviewed and considered the following areas of Project dependency identified previously (Monitor Meet and Para 6 Last Meeting Notes refer):-

a) Progress against Completion/Agreement of the Lease/Service Level Agreements:

THT advised that solicitors had been appointed in order to expedite the matter, the Steering Group welcomed the appointment.

b) Planning/Consents:

It was reported that the Conservation Officer had indicated that a further Full Planning Application was needed. However he had confirmed that, as only one access was involved, he was satisfied with the Application in principle, subject to caveats regarding the scale/potential for floor alterations (and whether or not this might need Historic England input).

The Deputy Project Lead was writing to the Council's Architect to put together information in order that a request could be made to HLF to establish whether or not, in the circumstances, absence of a new Planning Permission would be prejudicial to the Grant of Permission to Start.

In addition to the foregoing there was discussion regarding the Guildhall Car Park (which fell to be considered as part of the THI Public Realm Scheme) which was now anticipated to be likely to be

undertaken in early 2020. The Deputy Project Lead anticipated that a Tender would be issued for Capital Works not later than October 2018. He was in the process of reviewing the M&E Study and Underground Services surveys.

Following Permission to Start (and the appointment of the Project Manager), procurement of QS services would be undertaken.

c) Capital Build Match Funding:

Discussion took place regarding the £60,250.00 Match Funding included in the Bid (which was not presently funded as part of the Project). This represented a key strand of work which THT were undertaking and the critical time frame to commencement of the capital programme was referenced. In order to assist, the Project Lead undertook to liaise with Caroline Taylor regarding the Funding Proposals she had originally developed in 2016 to see how/if these could be applied within the time available towards supporting a THT Fundraising Team to put together bids for funding to meet the capital shortfall.

d) Project Manager Appointment:

The importance of making early progress with the appointment of the Project Manager (subject to Permission to Start) was noted, and the indication by HLF that appointment could be made on a ring-fenced basis as services were in effect 'pre-tendered' was welcomed. The potential of distinguishing some capital/design elements of the Project Manager role as currently configured so as to be incorporated with quantity surveying services was endorsed.

4. SCHEME PROGRESS – PROJECT PROGRAMME

The importance of reviewing the Scheme Project Programme once a Project Manager was in place and securing Permission to Start was stressed.

5. URGENT MATTERS

The Chairman agreed to take the following matters as items of urgency:-

a) Development Officer Role:

THT wished to progress the Development Officer role upon the basis of a 3-month contract for delivery of a Visitor Information Centre, followed by an option to extend for up to an additional 21 months for delivery of the wider Project output for delivery of the Outcomes listed in the Bid. It was agreed that, if they wished to do so, a Business Case should be prepared outlining how the proposed altered arrangements would work.

b) THI Scheme – Complementary Initiatives:

Representatives of the Trust made reference to initiatives it was looking at which might have the potential to be linked into Complementary Initiatives for the THI. The Steering Group welcomed any possibility to integrate both the work of the two Schemes and promote THT in the wider Heritage community. THT were in the process of seeking to identify a volunteer lead to coordinate voluntary resource efforts.

6. DATE OF NEXT MEETING

It was agreed that the next meeting be arranged as soon as possible after the parties had had opportunity to consider the next iteration of the Lease and Service Level Agreement.

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