

# Tavistock Townscape Heritage Initiative Scheme



## Appendices



West Devon  
Borough  
Council

## Appendix 1

### Terms of Reference

#### Tavistock Townscape Heritage Partnership (TTHP)

##### Background

WDBC set up a project group, including a representative from Devon County Council (DCC) and English Heritage in March 2008, to bring forward the preparation of a Conservation Management Plan for Tavistock and to coordinate the submission of a bid to the Heritage Lottery for Townscape Heritage Initiative (THI) funding support. This continues to be supported by a local partnership of interested parties, including relevant agencies, local businesses and community based groups.

##### Composition of the Partnership

The Partnership will be made up of representatives from key stake holding interests, each with one voting member and appropriate supporting officers. This includes the following:-

##### Local Authorities

Devon County Council  
West Devon Borough Council  
Tavistock Town Council  
Dartmoor National Park Authority

##### Key Agencies/Partnerships

English Heritage  
World Heritage Site  
Tamar Valley AONB Service  
SW RDA  
West Devon Local Strategic Partnership

##### Local groups

TaVi Development Forum  
Tavistock Forward  
Tavistock Museum  
Tavistock and District Local History Society  
Tavistock Chamber of Commerce  
Council of Voluntary Services

Each authority, agency and organisation will have one voting member

These members will have named substitutes who can attend and vote at Partnership meetings in place of Partnership members.

It is assumed that all partners have a direct interest in the Conservation Area. These interests need to be declared, (including any personal or financial interests) both annually and when any specific issues affecting these interests are discussed at Partnership meetings. It may then be necessary for that person to withdraw from the meeting. Declarations of Interest will be a standing item on all Partnership agendas.

## Remit

The Partnership will be an unincorporated partnership with the following remit:-

- To drive the implementation of proposals set out in the Management Plan, coordination of funding bids according to an agreed timetable.
- To support the preparation of studies and proposals by providing advice, expertise, information and technical knowledge.
- To raise issues and concerns relevant to the satisfactory delivery of any studies and proposals
- To monitor the progress of the implementation of the Management Plan and funding bid proposals
- To provide a link and feedback to respective partner organisations
- To encourage the commitment and involvement of the wider community in matters relating to the purposes of the Partnership

## Operation of the Partnership

The partnership will elect a Chairman and Vice Chairman of the Partnership, who will subsequently chair meetings and act as spokespersons for the group. In their absence a chairman will be elected from those present at that meeting.

Most matters will be agreed through general consensus, but in the event of a vote being necessary the voting members, or their substitutes who are present at the meeting, will vote by a show of hands. Matters will be agreed by a simple majority. In the event of their being no majority the Chairman of the meeting will have a second and casting vote.

A quorum for meetings will be four voting members, or their substitutes.

In the event of a quorum not being present, matters will be resolved by those members present at a re-arranged meeting.

Agendas, written reports and any supporting information will be provided by WDBC a week in advance of the meetings. WDBC will also provide a minute of each meeting.

Meetings will be held at least every quarter.

Dated: January 2009

## **Appendix 2**

### **Tavistock THI Project Team Procurement.**

#### **Draft specification of services:**

##### **Programme Management Support**

- Advice on all areas of programme management.
- Budget monitoring and reporting.
- Overview of project and programme progress.
- Development of programme monitoring materials.
- Attendance at meetings and provision of programme progress reports.
- Technical advice on funding and reporting to funders.
- Grant fund development.
- Preparation of claim forms for funders.

This would service the quarterly meetings of the Project Management Board at which progress against aims and outputs will be reviewed by the partnership. The work required would include: preparation of written reports on progress, attendance at meetings to discuss issues and to take any follow up action.

The funding partners will require quarterly reports on progress. These reports will be based on the information that is presented and to the project management meetings. In addition, detailed financial information will be included to enable funding to be drawn down. Claim information will need to be presented in the format required by each funding partner and any questions answered.

The Project Manager will also require assistance in managing the programme as well as dealing with issues raised and any additional requirements of the funders such as gathering output information.

##### **Project development, monitoring and decision making support**

- Preparation of application guidance.
- Direct support to individual applicants to assist with application preparation.
- Business advice and cashflow preparation.
- Liaison with project manager on technical issues.
- Preparation of information for appraisal.
- Preparation of information for meetings to enable effective decision making.
- Administration of application process to funders requirements.
- Development and delivery of progress monitoring for projects.
- Attendance and provision of advice to grant decision makers.

At the outset, support will be needed to get all of the application, appraisal and grant systems set up to HM Treasury Green Book standards to meet audit requirements.

The Project Manager will also need support in developing each project into one which is eligible for grant and in sufficient detail for a decision to be made. Support to applicants will be an important part of the process to ensure that the standard of applications for grant meets the requirements of the HLF and the THI partnership.

In support of decision making, each project will need to be appraised and the results of the appraisal summarised along with the project details into a project report. A meeting of the Grants Panel will then need to be scheduled and the appropriate paperwork supplied to attendees. The meeting will need to be documented the minutes provided to members, and the decisions communicated to applicants.

Projects in progress will need to be reviewed. Each project would be monitored in progress to highlight any issues which develop and any action needed. This aims to ensure projects are delivered to time and budget.

### **Claims and financial management**

- Preparation of project claim system.
- Project visit to go through reporting requirements.
- Checking and administration of claim forms from projects.
- Financial reports on project progress.
- Provision of programme budget information.

Each grant-aided project will be required to report to the PMB at each stage and demonstrate progress in order to claim their funding. This will include detailed financial information which is used to provide evidence for the payments that are due. This system must be robust enough to meet external funders requirements.

In order to ensure that each project is clear about what is required of them and to assist them to set up their internal records appropriately, an inception visit is recommended.

In order to process claims from each project, every item of expenditure will need to be checked to ensure that it was procured appropriately, has been listed at the correct cost, and has been paid for prior to claiming the funds.

Overall project budget information, including revenue elements will need to be compiled and monitored. This will be reported to the Project Management Board at quarterly intervals and will be available for inspection by funders and auditors on request.

### **General Support**

- Additional administrative support for Project Team. ie. arranging meetings, preparing minutes, handling general enquiries, general communication, website, etc.

It is envisaged that there will be the need to engage professional services such as Legal advice and Quantity Surveying to support the Project Management for specific tasks during the THI. It is therefore proposed to include a 5% contingency within the budget for the Project Support Team to allow for this.

## Appendix 3

### Tavistock THI Grants Panel

#### Terms of Reference and Code of Conduct

##### Background

The Tavistock Townscape Heritage Initiative Scheme provides funding and support to address economic regeneration challenges within the defined area of the town centre of Tavistock. The programme is funded by HLF and the Funding Partners within the Tavistock Townscape Heritage Partnership (TTHP). The TTHP represents all stakeholders within the community including a range of key organisations within the town.

The Partnership has been allocated funding of £980,000 for the period 2014 – 2018 to deliver the following vision and aims:-

##### *Vision*

*“Tavistock will be an enduring and prosperous economy, with a range of good quality employment opportunities for local people. The unique qualities of the town will be conserved and enhanced and new development will have been delivered in harmony with local styles, giving Tavistock a real sense of place.”*

The aims are:

- **Uplift the general environment and setting of the Conservation Area and World Heritage Site.**
- **Address the urgent needs of key buildings at risk at the commercial heart of the town.**
- **Bring vacant and underutilised buildings back into beneficial use.**
- **Help to address the weaknesses of the local economy by increasing business turnover, improving income and skill levels, thus safeguarding and creating jobs, both directly through the building and repair works and by boosting business performance.**
- **Improve knowledge and public understanding of the historic environment through education, learning and training events and programmes.**
- **Increase the commitment of both local people and key partners to the enhancement and preservation of the town's historic environment.**

The role of the Tavistock Townscape Heritage Partnership will continue to be to steer the overall vision and aims and ensure that initiatives like the THI scheme and the move to make Tavistock a Key Centre in the World Heritage Site are realised. Meanwhile, separate mechanisms and structures are required to deliver the THI scheme.

With this in mind a separate Grant Giving panel will be called the Tavistock THI Grants Panel or TTGP for short. It is required to consider and if appropriate approve grants using the funds available in the Common Fund.

Grant applications will be considered against the following criteria:-

- Does the project help to realise the Vision and Aims of the Tavistock THI Scheme and is it consistent with the approved Action Plan as set out in the Stage 2 submission?
- Does the project have heritage value?
- Does it bring back into use vacant or derelict floor space?
- Does it create or assist in retaining jobs, or attract new commercial activity?
- Is the project sustainable?
- Is the future maintenance guaranteed?
- Does it deliver high quality conservation repair?
- Does it reinstate original features to the building?
- Will the works be visible to the public?
- Will the works enhance the appearance of the Conservation Area?
- Have all other sources of grant been explored?
- Have outstanding enforcement issues been addressed?
- What if nothing happens?



## Membership

1. The TTGP will comprise members of the public, private, community and voluntary sectors, mirroring the make-up of the TTH Partnership and ensuring that it represents a broad range of relevant interests across the area.
2. Members should live or work in, or be drawn from organisations whose area of operation or benefit correspond to the scheme's area of benefit, namely Tavistock and its hinterland.
3. Advisors may drawn from other organisations, in particular where specific expertise is required, but they will not have any voting rights.
4. The grant panel must have at least 50% representation from the private/community or voluntary sector.
5. The number of voting members will initially include one elected member from each of the local authorities (TTC/WDBC/DCC) and 4 other members.
6. The number of voting members should not exceed 10.
7. Expertise in the following areas would be an advantage to the scheme:
  - Financial and Programme Management
  - Planning and Development Management
  - Building Conservation
  - Architecture and Landscape Design
  - Building and Contract Management
  - Local Retail or Commercial Business
  - Renewable Energy
  - Community or Voluntary Sector
  - Skills/Training
8. Members may be appointed from a specific organisation, such as local authorities, but they act as individuals and are not delegated by any parent body.
9. The panel will elect a Chairperson and Deputy at its first meeting. The Chairperson should preferably be drawn from the private/community sector.

10. Recruitment to non local authority places on the Panel will be primarily by open advertisement.
11. Co-option of members will be permitted to achieve balance and to secure any specific expertise which the panel feels it lacks and cannot be covered through advisor contributions.
12. Non local authority members shall be appointed for two years. Thereafter, they will be eligible to re-apply to the TTGP, alongside an open recruitment process.
13. Members of the panel must conduct themselves appropriately and respectfully in relation to other panel members, programme staff, applicants and members of the public. Inappropriate behaviour may result in exclusion from the TTGP at the discretion of the Chairperson.
14. All members will be required to sign the Code of Conduct at the beginning of their term.
15. Relevant training and background information related to responsibilities associated with TTGP membership will be made available to any members requiring this.
16. Regular attendance at meetings will be required. Non attendance for more than 3 consecutive meetings may result in loss membership, at the discretion of the other members of the panel.

### **Working Arrangements**

1. The administrative and financial arrangements for the TTGP will be undertaken by the Project Team employed by Tavistock Town Council.
2. The Project Team will circulate the agenda papers and at least seven days before each meeting, and will record decisions and issue minutes for approval at the next meeting.
3. Project Team staff will attend meetings as required to provide information. That information should be sufficiently detailed to allow informed decisions to be made.
4. Information should include:
  - Details of projects to be approved/rejected/further clarification sought

- Quarterly financial statement on overall spend on all projects and core cost spend
  - Quarterly statement on achievement of outputs, outcomes, targets, milestones
  - Notification of significant gaps in achievement of objectives, spend or outputs
  - Notification of significant problems on funded projects
5. Late business may be introduced by tabling papers with the approval of the staff team in conjunction with the Chairperson or Deputy Chairperson of the Panel.
  6. Panel members who are directly involved or have a direct interest in any application submitted will be required to declare an interest and take no further part in the consideration of the application unless invited by the Chairperson to respond to questions pertaining to the application.
  7. If Panel members represent an organisation which has an involvement in an application, but that organisation will not receive any financial benefit, representatives should declare an interest but can participate fully in the consideration (See also the Code of Conduct).
  8. The TTGP may appoint sub groups to undertake specific tasks as required (e.g. Delegated Grant Scheme Panels or Commissioning Sub Groups). These groups will report at least quarterly to the TTGP.

## **Meetings**

1. Will usually be held at least every twelve weeks, unless otherwise required.
2. Any cancellation by the staff team should be given 7 days in advance of any meeting.
3. A calendar of meetings will be agreed in advance each year for the next twelve months.
4. Meetings will usually be held in Tavistock and members will be encouraged to visit actual or proposed projects supported by the THI.
5. Decisions will be by a majority of those present. The Chairperson or Deputy having a casting vote when required.
6. The quorum for meetings will be one third of voting members.

7. Panel members will be entitled to receive travel expenses for public or private transport to attend TTGP meetings and any other TTGP business required of them. Members will be encouraged to car share and use sustainable transport.

### **Decisions and Reporting**

1. Views and decisions of the TTGP will be recorded by the staff team and signed by the Chairperson at the beginning of the following meeting.
2. The Panel's recommendation as to whether an application should be approved, declined or deferred will be delivered through a show of hands to identify the majority view.
3. Within the limits set by the HLF, decision notices and offers of grant will be made by the Accountable Body (TTC), who will, where appropriate, have the ability to refer a matter, or elements thereof, back to the TTGP for further consideration if necessary.
4. In exceptional circumstances, the Accountable Body may make a decision between meetings after consulting the staff team, one of the core public Members and at least two non-public members, including the Chairperson or Deputy. Such decisions will be reported to the next meeting.
5. Information on successful Grant Awards will be reported through the Tavistock THI website.

### **Appeals Procedures**

Any applicant who has a concern about the way in which their application has been handled should write in the first instance to the Project Manager who will notify the complainant of any action that he or she proposes to take in relation to the appeal within 10 working days.

### **Variance to Terms of Reference**

The Terms of Reference for the TTGP will be reviewed annually by the panel when they may be varied or add to if necessary.

## **Tavistock THI Grants Panel CODE OF CONDUCT**

The Tavistock THI Grants Panel members are invited to note and sign the Code of Conduct set out below.

### **1. General Principles**

- i. Members of public bodies should not participate in the discussion or determination of matters in which they have a direct pecuniary interest.
- ii. When an interest is not of a direct pecuniary kind, members should consider whether participation in the discussion or determination of a matter would suggest a real danger of bias. This should be interpreted in the sense that Members might unfairly regard with favour, or disfavour, the case of a party to a matter under consideration. In considering whether a real danger of bias exists in relation to a particular decision, Members should assess whether they, a close family member, a person living in the same household as a TTGP Member, or a firm, business or other organisation with which the Member is connected, are likely to be affected more than the generality of those affected by the decision in question. This would cover, for example, a decision to invite tenders for a contract where a firm with which a Member was connected was significantly better placed than others to win it.

### **2. Code of Conduct**

All TTGP Members have a responsibility to treat all applicants equally and impartially and must therefore declare whether they, or their organisation, have either a direct or indirect interest in any of the projects to be considered by the LAG. For these purposes, 'interest' is defined as:

- i. The TTGP Member, or their organisation, acting as the project sponsor, or applicant.
- ii. Any project which results in the TTGP Member, or their organisation, being a beneficiary from that project.

Where the above interests are declared, the TTGP Member may take no part in the discussions of the relevant projects, and may be asked to withdraw from the meeting whilst discussions are taking place.

Where a TTGP Member, or their organisation, is providing match funding for a project, this fact must also be declared. The Chairman, after taking the views of other members of the TTGP, will decide whether the member concerned may take part in the discussion of the project.

A TTGP Member shall not use their position as such, directly or indirectly, for personal gain or political purposes.

As a TTGP member you will have access to all parts of an application which may contain details which may be considered confidential. Whilst full discussion between TTGP members is encouraged, any discussion must be related to the task and in no circumstances should details of the application or the discussion associated with it be revealed to a third party. Information gained as a member of the TTGP, should not be used for personal or business gain.

It is, however, important that applicants receive structured, fair and consistent feedback on their projects. It is therefore proposed that the THI Project Team will provide the feedback to the applicants on the basis of comments agreed by the TTGP.

Signed.....

Date.....

Name (in Caps).....

Organisation.....



**TAVISTOCK TOWN COUNCIL**  
**JOB DESCRIPTION**



**POST - PROJECT MANAGER - TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE**

**Duration**

The appointment will be for an initial period of up to 12 months, subject to the date of commencement of duties. This period will cover the development, submission and evaluation of the Stage 2 Tavistock Townscape Heritage Initiative Bid.

If this Bid is successful then, subject to the satisfactory performance of the post holder and progression of the Scheme, the appointment can be extended for the further period of up to 5 years i.e. the duration of the Scheme.

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**WORKING PATTERN**

This is a part time appointment. The post holder will be employed for 3 days per week in order to undertake the development of the stage 2 Bid. Following submission of the Bid this will reduce to 2 days per week pending the decision

In the event the Bid is successful it is anticipated the post will then resume at 3 days per week for a further fixed term period of up to five years.

**GRADE: Mgt 7 – SCP 31-34, currently £26,539 - £28,922 (pro rata)**

**REPORTS TO: Tavistock Town Clerk**

Advisory support is provided by the West Devon Borough Council Conservation and Economic Development Officers.

**MAIN PURPOSE OF THE JOB:**

- To coordinate the development of the Tavistock Townscape Heritage Initiative and prepare the Stage 2 submission
- To be responsible for the effective management of the THI Stage 2 Bid and subsequent delivery of the Scheme, if approved

**SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

1. To coordinate the preparation of a compliant Stage 2 submission to the HLF in liaison with the appointed consultants and Heritage Partnership. This work will include the management and co-ordination of consultants, project finance and systems, the establishment of terms of reference for the THI Partnership, securing the commitment of stakeholders and funders to the scheme and developing educational and training initiatives.
2. To develop and implement programmed actions for the delivery of the THI that bring satisfactory repairs and enhancements to buildings and sites in accordance with THI and conservation criteria, good building practice and promoting good design principles whilst ensuring all funding and statutory requirements are adhered to.

3. To work with the Tavistock Townscape Heritage Partnership (TTHP) to ensure that the project is delivered and managed in accordance with the Tavistock THI Scheme Vision, Action Plan, the adopted Conservation Area Management Plan
4. To implement and co-ordinate complementary initiatives to promote awareness of the THI and conservation of the historic environment in all sectors of the community. This will include the organisation of public consultation events, production of advisory and information materials and support for relevant educational initiatives
5. To monitor and review the implementation of the THI Annual Action Plans through the production of monthly reports, quarterly returns and revised Action Plans, in liaison with the Heritage Lottery Fund (HLF).
6. To be responsible for the day to day management and effective implementation of a strategy for delivery of eligible THI grant projects. This will include working with applicants to develop acceptable schemes and provide expert conservation advice and information to stakeholders, assessing applications received, submitting recommendations for approval to the Scheme Grants Panel and overseeing and monitoring delivery of projects approved.
7. To manage the grant case-load against available partnership funding, including setting priorities to ensure both financial and programme commitments are met in achieving the Tavistock THI Strategy and Action Plan and overall programme targets and outputs.
8. To manage and be accountable for the delivery of grant funded projects. This will include:
  - responsibility for the overall and day to day financial administration, control and accountability of all aspects of the project.
  - monitoring of on site works and direct liaison with professional agents, contractors, funding partners and stakeholders in ensuring compliance with grant conditions, the implementation of suitable methods for executing works to historic buildings, the processing of claims for payment as required to meet all financial, audit and other requirements of all funders including the Council
9. To prepare submissions and applications to appropriate funding programmes as required to deliver an effective scheme. This will include identification of funding sources, engagement with funders, securing funding, and monitoring of implementation and expenditure
10. To report regularly on progress to the Town Council, TTHP and other partners as appropriate, including attendance at relevant committee meetings.
11. To establish and maintain appropriate project management systems in compliance with HLF funding guidelines and Council requirements including full financial records and accounts in order to provide reports for the Heritage Lottery Fund, the Council, and audit records.
12. To apply effective risk management principles to project delivery to allow appropriate allocation and management of risk by the partnership and other stakeholders.
13. Such other duties as are commensurate with the grading and purpose of the post.





**PERSON SPECIFICATION**  
**THI PROJECT MANAGER**



Candidates are requested to note that all competencies are initially assessed at application stage. Application forms should therefore clearly relate to the identified competencies for the role.

<b>Key Competencies</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"><li>▫ Knowledge of architecture and construction methods and costs to evaluate buildings and understand approaches to their repair.</li><li>▫ Successful track record of delivering grant based schemes</li><li>▫ Recent experience of running and managing a major building repair, heritage improvement programme or similar including management of programmes of work, timetabling, obtaining authority and ensuring delivery, progress monitoring and record keeping, submitting returns and meeting budgetary control requirements.</li><li>▫ Evaluation of specifications and schedules of work.</li></ul>	<ul style="list-style-type: none"><li>▫ Experience of delivering a Townscape Heritage Initiative Project</li><li>▫ Minimum of three years experience in the area of historic/listed building repair with a very good knowledge of traditional building construction and repair techniques</li><li>▫ Understanding of local government practice and process</li></ul>

	<ul style="list-style-type: none"> <li>▫ Demonstrable track record of successful partnership working in a related arena</li> <li>▫ Knowledge of legislation related to Listed Buildings and conservation.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▫ Degree level education or equivalent</li> <li>▫ Appropriate qualification(s) in architecture, building and quantity surveying, building conservation, similar discipline or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▫ Membership of the Institute of Historic Building Conservation.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▫ Excellent negotiation, interpersonal and communications skills.</li> <li>▫ High level of numeracy and IT skills</li> <li>▫ High level of Creativity, Innovation and Problem solving skills</li> <li>▫ Ability to evaluate technical drawings and specifications and make appropriate recommendations.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▫ Ability to work outside normal hours to attend evening and weekend meetings if required.</li> </ul>	

# Grant Application Form

A grant programme funded jointly by Tavistock Town Council, Heritage Lottery Fund, West Devon Borough Council and Devon County Council

## IMPORTANT NOTES PLEASE READ CAREFULLY BEFORE FILLING IN THE FORM

1. This application should be accompanied by two copies of the specification and (if necessary) drawings of the proposed works. Your grant will be based on the eligible works detailed in the chosen priced specification. Suitable photographs of the building(s) are also required.
2. No work may be started until written approval is given or you will not be eligible for grant.
3. No work may be started until any necessary Listed Building Consent, Scheduled Monument Consent, Planning Permission or approval under Building Regulations has been obtained. **These procedures are quite separate from your grant application.**
4. If a grant is offered, it will normally include a condition that, if the building is sold within a specified period, the grant may be recovered.
5. It may be a requirement that you employ an appropriately qualified professional advisor.
6. Three written quotations or 3 – 6 formal competitive tenders must be obtained depending on value of eligible works (see guidance notes).
7. Any misleading statements (whether deliberate or accidental) given at any stage during the application process, or any material information knowingly withheld could render your application invalid and may require repayment of your grant.

Before submitting this form you should read the supporting notes for the scheme:

- **Operation of scheme and conditions**
- **Guide to eligible work**
- **Specification requirements for grant aided works**
- **State aid**

Available from Tavistock Town Council Reception at Town Council Offices, Drake Road, Tavistock.

Full details of the Tavistock THI scheme are also provided on the Town Council's and West Devon Council's Council's websites: [www.tavistock.gov.uk](http://www.tavistock.gov.uk) and [www.westdevon.gov.uk](http://www.westdevon.gov.uk)

If you have any queries please contact the Project Manager

Christopher Pancheri IHBC  
Town Council Offices,  
Drake Road,  
Tavistock  
Telephone: 01822 613529

E-mail: [christopher.pancheri@tavistock.gov.uk](mailto:christopher.pancheri@tavistock.gov.uk)

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO THE ADDRESS ABOVE**

**1. PROPERTY FOR WHICH GRANT IS SOUGHT**

1.1 Name of property:

1.2 Address of property:

1.3 Is the property a listed building?  YES  NO

1.4 Is the property in the Tavistock Conservation Area?  YES  NO

**2. NAME AND ADDRESS OF APPLICANT**

2.1 Name of applicant; i.e. person(s) or body with legal responsibility for repairs:

2.2 Address (including postcode):

2.3 Daytime Telephone Number:

Fax Number:

E-mail Address:

2.4 Please indicate your legal interest in the property (*i.e. freehold, leasehold, tenancy etc.*)

2.5 Type of applicant, e.g. local authority, householder, company, charity, sole trader, developer etc.

2.6 Please state the extent e.g. ground floor, all the property etc.

2.7 Please state the remaining period of your lease (*if applicable*)

2.8 Please give date of acquiring interest:

2.9 Is the applicant or his/her immediate family related to or associated with an elected member of Tavistock Town Council or an employee of the Council or an employee of the Heritage Lottery Fund?  YES  NO

*If YES please give details:*

2.10 Is the property insured?  YES  NO

**3. AGENT**

**3.1** Name and qualifications (including heritage accreditation) of agent, professional advisor to act as the point of liaison with the Council (*if none has been appointed, please speak to the Project Manager before submitting this application*)

**3.2** Profession

**3.3** Address:

**3.4** Daytime Telephone Number:

Fax Number:

E-mail Address:

**4. PROPOSED WORKS**

**4.1** Summary and nature of repairs/project:

**4.2** Please confirm that the following have been submitted with the Application Form  
(please see additional information provided in supporting notes)  
(✓Tick as appropriate)

**Specification**

**Drawings**

**Photographs**

**3-6 Formal Competitive Tenders**

(see guidance notes)

**Site plan**

**Financial Appraisal**

**Development Appraisal**

(see guidance notes)

**4.3** When are the works due to start?

Year  Month

**4.4** What is the anticipated completion date for the works?

Year  Month

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**5. Present Use of Building:**

**5.1** What is the present use of the property?

**5.2** For a residential building, what is the total number of habitable rooms?  
(bedrooms & living rooms, not kitchens or bathrooms)

**5.3** For a commercial building what is the total floor space area (m<sup>2</sup>)  
(If a building has a mixed use answer both 5.2 and 5.3)

**5.4** Have you (the applicant) read and understood the informative on the sample offer letter relating to the effect of the works on tenants and lessees? This will form part of the formal grant offer.

**YES**  **NO**

**5.5** **FOR BUSINESSES** What is the present number of employees at the site?

**5.6** For sites which are the subject of environmental enhancement works what is the site area (m<sup>2</sup>)?

**YES**  **NO**

**5.7** Will the repairs enable a vacant building to be brought back into use?

**YES**  **NO**

**6. FUTURE USE OF BUILDING:**

6.1 What is the proposed use after repair/enhancement works?

6.2 Will additional habitable rooms be created as a result of the works?  YES  NO

If YES, how many?

6.3 Will additional commercial floor space be created as a result of the works?  YES  NO

If YES, what is the total area? (m<sup>2</sup>)

6.4 **FOR BUSINESSES** Will additional employers be taken on following completion of the works?  YES  NO

If YES, how many? No. of new temporary jobs

No. of new permanent jobs

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**7. COSTS**

7.1 Is the grant application for the whole project or just part of it?  YES  NO

7.2 Lowest estimated cost of grant eligible works (Excluding fees and VAT) Fees

VAT

7.3 Is VAT likely to be recoverable or zero rated on any part of the project?  YES  NO

If YES please give details

7.4 **PROFESSIONAL FEES** Do you wish to include professional fees?  YES  NO

If YES what percentage will fees be charged at:  %

7.5 Please give the name and qualification of professional advisor

7.6 RICS/RICS Conservation Accreditation Number

## 8. OTHER FUNDING

8.1 Have you applied to any other sources for a grant or loan towards this project?

YES

NO

If **YES** please give details of these other sources, and the amount and type (e.g. grant or loan of funding you are applying for.

Source of funding	Amount applied for	Type of funding

8.2 Have any other grants or loans from other sources been awarded for the works outlined in section 4.1?

YES

NO

If **YES** please state the amount of grant or loan and any time limits attached to it.

Source and type of secured funding	Amount of funding awarded	Time limits attached to secured funding

8.3 Is the property currently receiving any other form of grant aid?

YES

NO

If **YES** please give details of the grant including the amount


Source of current grant	Date of grant award	Amount of grant

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## 9. STATE AID IMPLICATIONS

You are applying for public funding which can constitute state aid.

The Commission of the European Communities requires that state aid to businesses is monitored and controlled to ensure that they do not get any unfair competitive advantage.

We require information to determine whether you are to be classed as a 'small and medium enterprise' (SME) and fall under the scope of these regulations.

A public body, charitable institution, or private individual is likely to fall outside this category and can normally be grant aided for approved projects without further referral.

Any SME contributing at least 50% of the overall cost of eligible works can be grant aided without further referral. This is the 'SME block exemption'.

Any SME (or larger enterprise) receiving more than 50% grant aid for any element will have a limit placed on the amount of public funding it receives without further referral to the European Commission. This is called the 'de-minimis' exemption.

The above limit is €100,000 (approximately £60,000) received in any 3 year period. You (the business) will be required to confirm that you have not received any public funding over



the last three years that will total more than £60,000 when added to this grant. You will also be monitored over the next three years to see if further public grants take you over this limit.

- 9.1 Are you a public body or registered charity?  YES  NO

If **YES** please provide further details  
(attach copies on a separate sheet if required)

**IF THE ANSWER TO THE ABOVE QUESTION WAS YES, PLEASE GO TO SECTION 10**

- 9.2 Have you or your business received public funding during the last 3 years?  YES  NO

If **YES** please indicate the type of grant, amount, date, awarding body, reference number, (please attach separate sheets if required)

- 9.3 Are you waiting to hear the results of any further applications for public funding towards your business?  YES  NO

If **YES** please provide further details, attaching separate sheets if required

- 9.4 Number of full time workers employed by you in the last annual accounting period (seasonal and part time workers should be calculated as a fraction)

- 9.5 **Your attention is drawn to the accompanying notes on State Aid. If you are awarded a grant of over 50% you will be required to notify Tavistock Town Council of any public funds you apply for during a period of 3 years from receipt of THI grant funding. This is to ensure that the €100,000 threshold is not exceeded. This would be a condition of your grant offer.**

## 10. PUBLIC BENEFITS OF PROJECT

- 10.1 Your project will obviously provide some employment benefits whilst work is underway. Will your project provide any other social and/or economic regeneration benefits in addition to these employment benefits?  YES  NO

*This question is aimed at identifying benefits such as significant employment opportunities after project completion, viable new use(s) for redundant properties, regular and/or wider use of the building for community activities etc.*

If **YES**, please give brief details

- 
- 11.** Often applicants invest in additional (non-eligible) repairs and improvements at the same times as the grant aided works. If this applies to you, it would be extremely helpful if you could indicate the nature and cost of such proposed works in order that we may assess the "add-on" value of this grant scheme.

Additional repair/improvement works proposed

Estimate of costs

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**12. SIGNATURE**

*The completed form must be signed here by the applicant at 2.1 above. If the applicant is two or more individuals (e.g. if the property is jointly owned), all should sign. If the applicant is a body, an authorised member of that body should sign and should name his or her post in the body.*

I confirm that the information on this application form and the supporting information enclosed is true, accurate and that information has not been deliberately withheld.

I confirm that the project for which the THI grant is sought is within the objectives of my business's/company's/authority's/charity's constitution (*delete where appropriate*).

I/We confirm that I/We as applicant(s) have the power to accept the grant subject to conditions and I/We have the power to repay the grant in the event of the grant conditions not being met.

**SIGNATURE(S):**

**NAME:**

**DATE:**

**(For Bodies only) POST HELD:**

**EQUAL OPPORTUNITIES**

Tavistock Town Council and West Devon Borough Council are equal opportunities employers and all appointments will be made following the Council's equal opportunities policy.

Appendix 6. Case for Intervention. (not attached)

Appendix 7. Tavistock Conservation Area Character Appraisal. (not attached)

Appendix 8. Tavistock Conservation Area Management Plan. (not attached)

Appendix 10. Public Realm Strategy for Tavistock THI. (not attached)

Appendix 11. THI Community Briefing (not attached)

Appendix 12. THI Business Briefing (not attached)

## TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE

### GAZETTEER OF ELIGIBLE PROPERTIES

#### ESTIMATED REPAIR / REINSTATEMENT COSTS

#### Summary

Property	THI priority	Repair (£)	Reinstate (£)	Total (£)
Butchers' Hall	Critical	324,282	15,400	339,682
Pannier Market	Critical	487,060	15,400	502,460
				<b>842,142</b>
2 Market Street	Priority (1)	59,675	28,010	87,685
3 Market Street	Priority (2)	7,315	25,872	33,187
1 Church Lane	Priority (3)	106,414	42,042	148,456
81 West Street	Priority (4)	56,826	36,190	93,016
9 West Street	Priority (5)	20,097	23,870	43,967
10 West Street	Priority (6)	17,475	25,410	42,885
6 King Street	Priority (7)	8,701	35,420	44,121
76 West Street	Priority (8)	37,210	46,200	49,910
Kingdon House	Priority (9)	42,541	7,141	49,682
				<b>592,909</b>
3 King Street	Reserve	25,025	30,800	55,825
5 Market Street	Reserve	26,526	6,745	33,271
Masonic Hall	Reserve	17,325	7,935	25,260
2&3 Drake Street	Reserve	9,317	5,316	14,633
27 King Street	Reserve	46,970	11,902	58,872
2 King Street	Reserve	12,936	30,550	43,486
3 Pym Street	Reserve	20,097	6,269	26,366
1 & 2 Bedford Square	Reserve	-	55,545	55,545
4 & 6 North Street	Reserve	3,773	35,231	39,004
18 West Street	Reserve	1,001	18,330	19,331
19 West Street	Reserve	10,010	19,837	29,847
20 West Street	Reserve	2,926	24,757	27,683
21 West Street	Reserve	4,081	25,154	29,235
22-23 West Street	Reserve	7,084	35,152	42,236
24 West Street	Reserve	1,001	22,853	23,854
25 West Street	Reserve	5,621	26,979	32,600
67 West Street	Reserve	4,466	22,535	27,001
69 West Street	Reserve	23,716	26,344	50,060
70 West Street	Reserve	7,641	26,106	33,747
72 West Street	Reserve	6,391	39,992	46,383
73 West Street	Reserve	2,310	82,524	84,834
Guildhall	Reserve	144,174	-	144,174
				<b>943,247</b>

## Pannier Market



Ownership:	Tavistock Town Council
Designation:	Grade II – 9 November 1988
Description:	<ul style="list-style-type: none"> <li>• Covered market building</li> <li>• 1860's, as part of Bedford Estate Improvements</li> <li>• Hurdwick stone, dressings in granite or in cream brick, slate roofs</li> <li>• Some asbestos-cement slate to concealed slopes</li> <li>• A long central hall-surrounded by complete ambulatory;</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• In original use as a public market</li> <li>• Roof and rainwater goods poor</li> <li>• There appears to be a drainage problem below ground that will need to be investigated and costed</li> </ul>

### Schedule of works:

	Repairs	Reinstatement
Re-slate roof	160,000	
Timber repairs to roof	15,000	
Repair leadwork	5,000	
Replace upvc rainwater goods in cast-iron		10,000
Revise lead box-gutter to increase capacity	55,000	
Overhaul rooflights	15,000	
Selective re-pointing of masonry in lime mortar	5,000	
Overhaul 34 high level hopper lights	34,000	
Repair and redeck louvers and gable windows	6,000	
Safety glass to 12pr doors and redeck	12,000	
Structural investigation of wall deflection and openings	7,000	
<b>Net Build Costs</b>	<b>314,000</b>	<b>10,000</b>
<b>PRELIMINARIES</b>	<b>34,540</b>	<b>1,100</b>
<b>PROFESSIONAL FEES</b>	<b>39,250</b>	<b>1,250</b>
<b>STRUCTURAL ENGINEER</b>	<b>3,500</b>	
<b>CDM-C</b>	<b>1,570</b>	<b>50</b>
<b>CONTINGENCIES @ 10%</b>	<b>31,400</b>	<b>1,000</b>
<b>VAT @ 20%</b>	<b>62,800</b>	<b>2,000</b>
<b>GROSS ELIGIBLE COSTS</b>	<b>487,060</b>	<b>15,400</b>

## Butchers' Hall



Ownership:	Tavistock Town Council
Designation:	Grade II – 9 May 2001
Description:	<ul style="list-style-type: none"> <li>• Butchers' market contemporary with the Pannier Market c.1860</li> <li>• Hurdwick stone rubble with granite and brick dressings</li> <li>• Two parallel cranked ranges</li> <li>• Large doorways to either end of both ranges. Those to north have inserted shopfronts</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Currently used as a workshop and store</li> <li>• Clerestory roof is particularly poor</li> </ul>

### Schedule of works:

	Repairs	Reinstatement
Re-slate roof including repair/renewal of sarking boards	80,000	
Structural repair of roof timbers	15,000	
Repair clerestories	40,000	
Repair/replace rainwater goods	12,000	3,000
Revise lead box-gutter to increase capacity	18,000	
Selective re-pointing of masonry in lime mortar	3,500	
Replace signage		1,500
Re-seat coping and repair render to upstand	5,000	
Replace concrete apron with granite setts		3,000
New door to passage		2,500
Allow for new shopfront	15,000	
Repairs to 2pr doors	7,000	
Redec to external joinery	12,800	
Net Build Costs	208,300	10,000
PRELIMINARIES	22,913	1,100
PROFESSIONAL FEES	26,037	1,250
STRUCTURAL ENGINEER	3,500	

CDM-C	1,042	50
CONTINGENCIES @ 10%	20,830	1,000
VAT @ 20%	41,660	2,000
<b>GROSS ELIGIBLE COSTS</b>	<b>324,282</b>	<b>15,400</b>

## Guildhall



Ownership:	Devon Historic Buildings Preservation Trust
Designation:	Grade II* – 7 September 1951
Description:	<ul style="list-style-type: none"> <li>• Purpose-built Magistrates' Court and police station</li> <li>• Designed by John Foulston and then Theophilus Jones for the Duke of Bedford c.1848</li> <li>• Hurdwick stone with granite dressings and battlements</li> <li>• Prominent slate roof</li> <li>• Built on the site of the southeast range of the Great Court of Tavistock Abbey and incorporates some 15<sup>th</sup> century fabric</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Vacant pending efforts to find a new use</li> <li>• Superficially fair condition, but water penetration is a severe threat</li> </ul>

NB. The following works are intended as an interim measure until a more substantial programme of permanent repairs can be achieved

### Schedule of works:

	Repairs	Reinstatement
Inspect roof and repair broken delaminated or missing slates	10,000	
Inspect and repair flat roofs	4,500	
Repair leadwork	3,500	
Repairs to 3 chimneys	6,000	
Repair finials	15,000	
Overhaul rainwater goods	10,000	
Remove organic growth	350	
Overhaul and redeck metal windows	17,500	
Repair/replace timber windows	15,000	
Allow for new bottom rail and lower section of panels	4,500	
Remedial work to previous repairs	2,250	
Repairs to boundary wall	1,500	
Repair and redeck to railings	3,000	
<b>Net Build Costs</b>	<b>93,100</b>	
<b>PRELIMINARIES</b>	<b>10,241</b>	
<b>PROFESSIONAL FEES</b>	<b>11,637</b>	
<b>STRUCTURAL ENGINEER</b>	<b>800</b>	



CDM-C	466	
CONTINGENCIES @ 10%	9310	
VAT @ 20%	18,620	
<b>GROSS ELIGIBLE COSTS</b>	<b>144,174</b>	

No.2 Market Street



Ownership:	D Jarman c/o Ward & Chowen
Designation:	Grade II – 30 May 1977
Description:	<ul style="list-style-type: none"> <li>• House and shop – late 18<sup>th</sup> or early 19<sup>th</sup> century</li> <li>• Three storeys and attic with unusual slate-hanging</li> <li>• Bow windows to upper floors now in three facets</li> <li>• Altered shopfront had bowed entablature</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Shop with residential above accessed through the shop</li> <li>• Currently vacant</li> <li>• Superficially fair condition, but a succession of short-term occupancies suggests there could be deeper problems</li> </ul>

**Schedule of works:**

	Repairs	Reinstatement
Repair slates	650	
Repair leadwork	1,700	
Replace upvc rainwater goods in cast-iron		1,500
Repair timber frame damaged by water penetration	7,500	
Repairs to dormer	2,500	
Repair chimney	2,500	
Make good to slate hanging	800	
Open up slate hanging to investigate frame	600	
Timber frame repairs	7,500	
Make good and decorate including paint removal	4,500	
Overhaul and repair windows	10,000	
Reinstate bow windows		10,000
Repairs to shopfront		7,500
Weatherproof grille to basement	500	
Net Build Costs	38,750	19,000
PRELIMINARIES	4,262	2,090
PROFESSIONAL FEES	4,844	1,125

STRUCTURAL ENGINEER		
CDM-C	194	95
CONTINGENCIES @ 10%	3,875	1,900
VAT @ 20%	7,750	3,800
<b>GROSS ELIGIBLE COSTS</b>	<b>59,675</b>	<b>28,010</b>

No.3 Market Street



Ownership:	Simon & Natasha Church – 01822 617244
Designation:	Grade II – 30 May 1977
Description:	<ul style="list-style-type: none"> <li>• House with shop to ground floor</li> <li>• 16<sup>th</sup> century with alterations in the 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> centuries</li> <li>• Probably the oldest secular building in Tavistock</li> <li>• Timber-framed front with unusual slate hanging (as No.2)</li> <li>• 8-over-8 sash windows</li> <li>• Late 19<sup>th</sup> century shopfront extended to left</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Book shop</li> <li>• Fair condition</li> </ul>

**Schedule of works:**

	Repairs	Reinstatement
Repair slates	650	
Repair/rebuild chimney	2,500	
Replace rooflight	750	
Replace upvc rainwater goods with cast-iron or lead		1,800
Replace lead over fascia cornice	850	
Restore shopfront		15,000
<b>Net Build Costs</b>	<b>4,750</b>	<b>16,800</b>
PRELIMINARIES	522	1,848
PROFESSIONAL FEES	594	2,100
STRUCTURAL ENGINEER	-	-
CDM-C	24	84
CONTINGENCIES @ 10%	475	1680
VAT @ 20%	950	3360
<b>GROSS ELIGIBLE COSTS</b>	<b>7,315</b>	<b>25,872</b>

## 1 Church Lane



Ownership:	Ward & Chowen
Designation:	Grade II – 7 September 1951
Description:	<ul style="list-style-type: none"> <li>• Stuccoed house in Greek revival style by John Foulston c.1825</li> <li>• Two storeys, three windows wide and slightly battered</li> <li>• Doorway with sidelights and three-light window above under central pediment carried on four Doric pilasters</li> <li>• Flanked by casement windows with eared architrave surrounds</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Vacant</li> <li>• Poor condition apparently with dry rot in roof timbers</li> </ul>

NB. It may be necessary to rebalance the works proposed with less to structural repairs and more to roof and leadwork. It is assumed that internal works will be met by a new user

### Schedule of works:

	Repairs	Reinstatement
Understand extent of responsibility for repair	150	
Emergency roof repairs	3,000	
Leadwork and rainwater goods	7,000	
Reinstate chimney		3,500
Further repairs to concealed leadwork	950	
Structural survey and consequential repairs	20,000	
Restore original detailing of stucco-work		15,000
Overhaul and repair windows	25,000	
Overhaul and repair doors	4,000	
Remove redundant fixtures and security mesh	400	
Replace areas of loose render	2,500	
Minor re-pointing with lime mortar	1,500	
Clear ventilation to floor voids	800	
Replace two slate cills		650
Repair lintel	450	
Overhaul outbuildings	2,000	
Clear yard, pave and fence		8,000
Make full record of interior detail	1,500	
Net Build Costs	69,100	27,300
PRELIMINARIES	7,601	3,003

PROFESSIONAL FEES	8,637	3,412
STRUCTURAL ENGINEER		
CDM-C	346	137
CONTINGENCIES @ 10%	6,910	2,730
VAT @ 20%	13,820	5,460
<b>GROSS ELIGIBLE COSTS</b>	<b>106,414</b>	<b>42,042</b>

No.81 West Street



Ownership:	TBC
Designation:	Not listed
Description:	<ul style="list-style-type: none"> <li>• Three storey house with shop to ground floor. Early 19<sup>th</sup> century</li> <li>• Four windows wide. Later plate glass sashes</li> <li>• Hurdwick stone with rendered front</li> <li>• Good panelled door and door surround gives access to upper floors</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Pharmacy on ground floor with residential above</li> <li>• Fair-to-poor condition. Shopfront with modern over-deep fascia</li> </ul>

**Schedule of works:**

	Repairs	Reinstatement
Repair slates	17,250	
Replace glass slip light with conservation rooflight		750
Repair verge and relocate satellite antenna	1,650	
Replace rainwater goods in cast-iron		2,750
Replace SVP drainage in cast-iron		2,500
Repair/replace windows	15,000	
Repair door and surround	3,000	
Restore shopfront		17,500
Net Build Costs	36,900	23,500
PRELIMINARIES	4,059	2,585
PROFESSIONAL FEES	4,612	2,937
STRUCTURAL ENGINEER		
CDM-C	185	118
CONTINGENCIES @ 10%	3,690	2,350

VAT @ 20%	7,380	4,700
<b>GROSS ELIGIBLE COSTS</b>	<b>56,826</b>	<b>36,190</b>



No.9 West Street



Ownership:	Mr Miah c/o Ward & Chowen
Designation:	Grade II – 20 December 1983
Description:	<ul style="list-style-type: none"> <li>• Early-to-mid-19<sup>th</sup> century. Three storeys and attic, two bays</li> <li>• Stucco with sash windows and slate roof</li> <li>• 19<sup>th</sup> century shopfront</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Restaurant with residential above</li> <li>• Fair-to-poor condition</li> </ul>

**Schedule of works:**

	Repairs	Reinstatement
Restore dormer		4,500
Repair slates	600	
Restore chimney		3,000
Overhaul rainwater goods	1,200	
Repair render and redec	1,500	
Repair windows	6,000	
Repair leadwork over shopfront	1,250	
Repair/restore shopfront	2,500	8,000
Net Build Costs	13,050	15,500
PRELIMINARIES	1,436	1,705
PROFESSIONAL FEES	1,631	1,938
STRUCTURAL ENGINEER		
CDM-C	65	77
CONTINGENCIES @ 10%	1,305	1,550
VAT @ 20%	2,610	3,100
<b>GROSS ELIGIBLE COSTS</b>	<b>20,097</b>	<b>23,870</b>

No.10 West Street



Ownership:	K Stokes c/o Ward & Chowen
Designation:	Grade II – 20 December 1983
Description:	<ul style="list-style-type: none"> <li>• Early-to-mid-19<sup>th</sup> century. Three storeys, two bays</li> <li>• Stucco with sash windows and slate roof</li> <li>• Remains of 19<sup>th</sup> century shopfront</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Shop with residential over. Shared entrance</li> <li>• Fair</li> </ul>

**Schedule of works:**

	Repairs	Reinstatement
Repair slates	950	
Restore chimney		1,500
Overhaul rainwater goods	1,500	
Repair render and redec	4,500	
Repair windows	4,400	
Restore shopfront		15,000
Net Build Costs	11,350	16,500
PRELIMINARIES	1,248	1,815
PROFESSIONAL FEES	1,419	2,063
STRUCTURAL ENGINEER		
CDM-C	57	82
CONTINGENCIES @ 10%	1,135	1,650
VAT @ 20%	2,270	3,300
<b>GROSS ELIGIBLE COSTS</b>	<b>17,479</b>	<b>25,410</b>

No.3 King Street



Ownership:	H & T Owen c/o Ward & Chowen
Designation:	Grade ii – 30 May 1977
Description:	<ul style="list-style-type: none"> <li>• Mid-19<sup>th</sup> century. Three storeys. Two bays</li> <li>• Sash windows and slate roof</li> <li>• 'Ambitious' shopfront with tapered pilasters and acroteria</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Shop with residential above</li> <li>• Fair condition</li> </ul>

**Schedule of works:**

	Repairs	Reinstatement
Repair slates	650	
Repair verges	500	
Restore chimney		3,500
Repair/replace rainwater goods in cast-iron	2,500	
Repair stucco and redeco	3,500	
Repairs to lintels	2,500	
Re-route services		1,500
Remove paint from cills	750	
Repair windows	6,000	
Repair/restore shopfront	500	15,000
Net Build Costs	16,250	20,000
PRELIMINARIES	1,788	2,200
PROFESSIONAL FEES	2,031	2,500
STRUCTURAL ENGINEER		
CDM-C	81	100
CONTINGENCIES @ 10%	1,625	2,000
VAT @ 20%	3,250	4,000
<b>GROSS ELIGIBLE COSTS</b>	<b>25,025</b>	<b>30,800</b>

No.6 King Street



Ownership:	TBC
Designation:	Not listed
Description:	<ul style="list-style-type: none"> <li>• Early 19<sup>th</sup> century. Three storeys. One bay</li> <li>• Stucco with sash windows and slate roof</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Shop (takeaway) with residential above</li> <li>• Fair-to-poor condition</li> </ul>

**Schedule of works:**

	Repairs	Reinstatement
Repair slates	650	
Restore chimney		2,500
Overhaul rainwater goods	1,500	
Repair render and redec	2,000	
Re-route services		2,500
Repair/restore windows	1,500	3,000
Restore shopfront		15,000
Net Build Costs	5,650	23,000
PRELIMINARIES	622	2,530
PROFESSIONAL FEES	706	2,875
STRUCTURAL ENGINEER		
CDM-C	28	115
CONTINGENCIES @ 10%	565	2,300
VAT @ 20%	1,130	4,600
<b>GROSS ELIGIBLE COSTS</b>	<b>8,701</b>	<b>35,420</b>

No.76 West Street



Ownership:	K Bryant c/o Ward & Chowen
Designation:	Grade II – 30 May 1977
Description:	<ul style="list-style-type: none"> <li>• Mid-19<sup>th</sup> century. Three storeys and attic. Four bays with sashes and splayed bay window to first floor right</li> <li>• Lined render (recent) and slate roof</li> <li>• 19<sup>th</sup> century shopfront across the ground floor</li> </ul>
Use and condition:	<ul style="list-style-type: none"> <li>• Shop to ground and first floor</li> <li>• Superficially good condition but less good to rear</li> </ul>

NB. Further work will be necessary to gauge the extent of repairs to the rear

**Schedule of works:**

	Repairs	Reinstatement
Repair slates	3,000	
Repair ridge	750	
Roof repairs	10,000	
Repair/replace leadwork	4,500	
Repair dormers	3,500	
Overhaul rainwater goods	2,250	
Restore shopfront		30,000
<b>Net Build Costs</b>	<b>24,000</b>	<b>30,000</b>
<b>PRELIMINARIES</b>	<b>2,640</b>	<b>3,300</b>
<b>PROFESSIONAL FEES</b>	<b>3,000</b>	<b>3,750</b>
<b>STRUCTURAL ENGINEER</b>	<b>250</b>	
<b>CDM-C</b>	<b>120</b>	<b>150</b>
<b>CONTINGENCIES @ 10%</b>	<b>2,400</b>	<b>3,000</b>
<b>VAT @ 20%</b>	<b>4,800</b>	<b>6,000</b>
<b>GROSS ELIGIBLE COSTS</b>	<b>37,210</b>	<b>46,200</b>

## **Appendix 13: THI Report of Consultations**

- a) Summary of responses at Exhibition/Launch event 29/30<sup>th</sup> November**
- b) Summary of results of Market Street/King Street Area; Options Questionnaire**
- c) LDA Design Summary of consultations**
- d) Summary of TCS consultation responses**
- e) Schedule of responses from TCS Questionnaire**
- f) Conclusions**

This document merely combines the overall responses to the various consultation processes which have taken place since September 2013 until 17<sup>th</sup> January 2014 in respect of the Tavistock THI Scheme Stage 2 Bid.

### **a) Summary of responses at Exhibition/Launch Event 29<sup>th</sup>/30<sup>th</sup> November 2013**

**The Launch event took place in the Pannier Market between 3 and 8 pm on Friday 29<sup>th</sup> November and from 10 am to 4 pm on Saturday 30<sup>th</sup>**

*The event was advertised through a Press Release and featured in the locals papers and radio, including front page coverage in the Tavistock Times*

*There was a constant stream of visitors to the exhibition throughout the 2 days - representing over 150 consultees.*

Most were very positive about the idea of investing in the town centre through a THI scheme and understood why we are promoting such a scheme.

There were few people who were interested in the detail of the Conservation Area Appraisal or Management Plan, but most were happy to study that in their own time though the internet, in order to answer the relevant sections of the Questionnaire.

No one suggested any further amendments to the CA Boundary.

Most agreed with the focus of the THI scheme and in particular investing in new roofs for the Pannier Market and Butcher's Hall. There was also a lot of interest in renovating and bringing the Guildhall and 1 Church Lane (Foulston's) back into use.

Most of the interest was in the proposals for the Public Realm following the recent front page article and letters in the Tavistock Times.

Nearly everyone seemed to be in favour of the suggested improvements around the Pannier Market

A majority were in favour of the flexible space use and minimal landscaping at Bank Square, (retaining most of the car parking most of the time).

A significant minority were interested in the idea of a Rain Garden, but were concerned about the maintenance implications and loss of car parking.

A majority were in favour of the resurfacing and closure or partial closure of Market Street. However, there were some notable concerns expressed about traffic implications for such a closure and in particular how it might affect the junction of Pym Street with Drake Road.

The majority of those who visited the exhibition wished to see the car parking retained in front of the Guildhall. Of these most were happy to return to the levels of public parking which existed when the police were in occupation and acknowledged the environmental benefits and ease of access that would result from re-organising the parking.

Most were in favour of improving the setting of the war memorial and removal of the trees next to the memorial. Most wanted to see the pavement in front of the Guildhall widened and the car parking laid out in a safer and more compliant fashion.

A significant minority were in favour of removing cars entirely from this location to achieve maximum heritage and amenity benefit, although a number of those wished to keep the disabled spaces.

There was also support for the idea of moving the war memorial to Bank Square, as suggested by Simon Dell, but an equal number were opposed to that idea.

## **b) Summary of results of Market Street/King Street Area; Business/Traders Questionnaire**

*The questionnaire was distributed by hand to businesses in the King Street/ market Street/West Street area. 25 responses were returned*

### **Q1 Bank Square**

*Option 1; None were in favour of the Rain Garden proposal*

*Option 2; 15 were in favour of the flexible use space*

*10 said they wanted neither of the above*

*Comments: 9 specifically mentioned that they didn't want to see any loss of parking*

### **Q2 Market Street**

*9 were in favour of the closure or partial closure of Market Street*

*13 were against this proposal*

*3 were undecided*

## **c) LDA Design Summary of consultations**

### **2.1 INTRODUCTION**

Stakeholder, technical and public consultation has been integral in all stages of developing the Public Realm Strategy and Action Plan for Tavistock. This consultation builds on the consultation carried out as part of the Stage 1 Townscape Heritage Initiative bid and the previous Conservation Area Management Plan work. Great care has been taken to ensure all those with an interest are involved in all stages and share the ownership of the findings of the strategy and action plan. The strategy has been co-ordinated with the work being carried out for the Conservation Area Character Appraisal and Management Plan review and submission for the HLF bid. As well as a number of press releases to the Tavistock Times Gazette, specific consultation has included the following:

### **2.2 ONE-TO-ONE MEETINGS AND TOWN CENTRE WALKABOUTS**

A number of focused meetings and site walks were held throughout September 2013 to enable specific and technical knowledge to be shared. The purpose of the sessions was to introduce the project and then understand the specific strengths, weaknesses, issues and opportunities of the public realm in Tavistock in the context of the early Public Realm Strategy work. The topic areas that were covered are listed below:

- ☞ ☞ Heritage and Conservation
- ☞ ☞ Town Events and Town Centre Management
- ☞ ☞ Traffic and Safety
- ☞ ☞ Car parking
- ☞ ☞ Planning
- ☞ ☞ Landscape, Trees and Open Space
- ☞ ☞ The Local Economy

### **2.3 PUBLIC REALM WORKSHOP 01**

The aim of the Public Realm Workshop was to explain the purpose of the Public Realm Strategy and how public realm projects could greatly improve the town centre environment. Attendees were encouraged to provide their views on existing issues and opportunities that relate to the public realm in Tavistock with the intention of using their observations as part of the design brief for projects. The workshop was held on 25th September 2013 and targeted members of the local community and key stakeholders with an open invitation advertised in the local press. The session began with an update on the progress of the THI bid and presentation on how public realm influences our experience and perception of a town with specific examples from other towns provided to focus discussion. The attendees were then asked to summarise the defining characteristics of Tavistock's public realm, how it could be improved and specific strengths and weaknesses relating to priority project areas. In order to do this attendees were split into groups and undertook a site visit of the THI study area before feeding their thoughts back to the rest of the group. The workshop was well attended and the exercise simulated discussion covering a wide range issues for each of the spaces. The issues raised are summarised alongside the design teams own observations in section 3.0 under strengths and weaknesses. There is a list of attendees and 'verbatim' record of feedback contained in the appendices. A questionnaire was made available at this stage of the project for members of the public who were unable to attend the workshop. The key issues raised in the questionnaires are summarised in section 3 under strengths and weaknesses. The completed questionnaires are contained in the appendices for reference.

### **2.4 PUBLIC REALM WORKSHOP 02**

A second workshop was held on 6th November 2013 and progressed the consultation from the first workshop, giving attendees an opportunity to review the emerging vision and emerging design work for priority projects. Invitations were sent out to attendees of the first workshop as well as an open invitation



which was published in the local press. The session began with a summary of the findings of the first workshop (as a recap and for the benefit of individuals unable to attend the first workshop), followed by a presentation of the emerging vision and design options for Guildhall car park, Bank Square, Market Street and the area around the Pannier Market. Attendees were then asked to break into groups to appraise the options and initial design work undertaken. Feedback was provided by each group's spokesperson. There was overall support for the vision and the aspirations of the public realm design. Specific feedback was provided on the different design options which are included as a 'verbatim' record in the Appendices. There was varied feedback with regard to how far the different design options should go in terms of transformation, for example with regard to removal or partial removal of car parking. This feedback has been considered alongside feedback received via public exhibition, questionnaires, deliverability and compliance with THI funding to inform a list of preferred projects which is contained within the summary of this report.

## 2.5 PUBLIC EXHIBITION

A public exhibition was held over two days in the Pannier Market, from Friday 29th November (to coincide with Dickensian Evening), until Saturday 30th November. The event was to present the vision for the public realm and designs for the THI priority projects. The exhibition also signified the start of a six week consultation on revisions to Tavistock's Character Appraisal and Management Plan. The exhibition was well attended with over 150 consultees. Overall there was a positive response from the exhibition, a summary of the responses and the issues raised is provided in the appendices of this report. The feedback generated has been integral in developing the preferred options.

## 2.6 TRADERS QUESTIONNAIRE

Given the potential impact of proposals to Bank Square and Market Street a specific questionnaire was provided to businesses operating in the area ahead of any formal consideration of the options. Again, the feedback provided (as described in more detail in the appendices) has influenced the development and selection of the preferred scheme designs.

### **d) Summary of The Conservation Studio Questionnaire consultation responses**

*This featured in a series of Press releases, was featured in local papers, radio, including front page articles in the Tavistock Times. It was available on the Borough and Town Council's websites with all the associated documents. The questionnaires were available at the launch event on 29/30<sup>th</sup> November and after that at the Public Library until 17<sup>th</sup> January.*

*26 replies were received*

#### **Summary of replies:**

#### **Q1: Do you agree with the current Conservation Area Boundary – would you like to see any further areas added?**

16 agreed; 2 disagreed and 8 either did not answer this question or replied Don't Know

*One person suggested combining the Tavistock Conservation Area with the Whitchurch CA boundaries*

**Q2: Do you agree with the assessment of the features that make Tavistock special?**

18 agreed; 2 disagreed and 6 either did not answer this question or replied Don't Know

**Q3: Do you agree with the key issues affecting the Conservation Area as set out in the Character Appraisal? Are there any particular issues which you would like to add?**

14 agreed; 3 disagreed and 9 either did not answer this question or replied Don't Know

Suggestions;

*More trees fewer pigeons at Betsy Grimbal's Tower*

*Keep emphasis on historic buildings rather than traffic management*

*Merge Town and Borough Councils*

*Tesco decision has serious implications for viability*

*Danger of over-zealous approach*

*Sceptical about town centre manager idea*

**Q4: Do you agree with the recommendations for action in the Management Plan which is based on these issues?**

12 agreed; 4 disagreed and 10 either did not answer this question or replied Don't Know

Comments;

*Spend less on appraisals/more on buildings*

*Avoid use of imported stone*

*Bank Square parking is vital*

*Redevelop eyesore rest room*

*Improve parks management*

*Better maintenance*

*Little change since the last version*

*Retain parking/avoid maintenance costs*

**Q5: Which buildings in the THI area would you most like to see repaired and/or in use?**

13x said the Guildhall and Police Station

7x Butchers Hall/Auction Rooms

4x Pannier Market

4x 1 Church Lane (Foulston's)

+ others

**Q6: Views on the Public Realm improvement around the Pannier Market**

Comments:

*Include a glass roof as part of scheme*

*Provide riverside access*

*Problems with cobbles and stalls/tents*

*Remove yellow lines throughout the town*

*Leave alone/waste of money*

**Q7: Views on Bank Square/Market Street proposals (please see separate responses to questionnaire of businesses in the King Street/Market Street area)**

Comments:

*Wide range of comments, including those in support of the various options, those in support of more planting/trees, those who opposed the loss of parking, those opposed to the closure of Market Street,*

No consensus of views

**Q8: Views on options for improving Guildhall Square**

*5x were in favour of removing car parking*

*4x were in favour of keeping the parking*

*4x wanted to move the War Memorial*

*2 wanted to see no change*

*Others wanted to see more planting/greenspace; didn't want to move the War Memorial; and keep the disabled parking*

No consensus of views

**Q9: Any other concerns?**

*Comments included: loss of the TIC; traffic issues, need for improved signage, better maintenance, no play and display and two felt the consultation was poorly publicised.*

**e)Schedule of responses from TCS Questionnaire**

See Annex A attached

## **Conclusions**

- **Overall widespread support for the THI scheme**
- **Virtually all in favour of keeping the CA boundary as it is**
- **Most agreed with the assessment of features that make Tavistock special**
- **Most agreed the key issues affecting the CA**
- **A majority agreed with the recommendations of the Management Plan**
- **Most agreed with the focus of the THI works**
- **Although the comments through the TCS questionnaire regarding the public realm works around the Pannier Market were negative, most people visiting the exhibition were in favour of the proposals**
- **Most people visiting the exhibition, answering both the traders and TCS questionnaire were in favour of a flexible use of Bank Square, but retaining the car parking**
- **Most visiting the exhibition were in favour of the re-surfacing of Market Street, but there was opposition, in particular from traders in that area and residents in Pym Street, to the road closure proposal**
- **Most people wanted to see as much car parking as possible retained in front of the Guildhall. A majority wanted to see improvements in this area, including the space around the War Memorial**

Robert Plumb/January 2014

Appendix 14. Minutes of Meetings of WDBC and TTC at which the CAMP and THI Stage 2 Submission were Adopted. (not attached)

Appendix 15. Letter of support/Expressions of Interest from owners of eligible projects (not attached)

Appendix 16. Specification Requirements for Grant Aided Work.(not attached)

Appendix 17. Guide to Eligible Works. (not attached)

Appendix 18. Operation of Scheme and Conditions. (not attached)

Appendix 20. Grant Offer Letter. (not attached)

**TOWN CENTRE PUBLIC REALM STRATEGY  
TAVISTOCK**

**Indicative Budget Costing  
(Draft for Discussion)**

for  
**LDA DESIGN**

**Issued February 2014**

**Chartered Quantity Surveyors  
Construction and Property Consultants**





#### 1.0 Basis of Pricing

1.1 The Cost Plan is based upon the following drawings/Specifications:

**LDA Design:**

Location Plan

Ref: 3650

Tavistock Town Centre Public Realm Strategy Briefing

Dated: 10th November 2013

**LDA Design General Specification:**

- 1.2 There are no specification documents available however the cost plan allowances are based upon discussions with LDA on 3rd January 2014.
- 1.3 There are no specific civil engineering details available and therefore allowances have been made.
- 1.4 There are no specific services or utilities specifications or requirements details currently available therefore allowances have been made.
- 1.5 All areas and quantities measurements are approximate as drawings are not to scale and calibration measurements have been taken against given lengths.
- 1.6 There is no current survey information available regarding the condition of the existing sites.

#### 2.0 Exclusions / Qualifications/Assumptions

- VAT excluded
- Land costs are excluded
- Costs associated with contaminated land are excluded.
- Costs associated with archaeology are excluded.
- Service diversions costs are excluded.
- All drainage costs are excluded; assumes existing drainage systems reused at all times.
- Upgrades to any utilities are excluded.
- Works to surrounding highways are excluded.
- S.106, S.278 and any other planning costs are excluded.
- Contingency assumed at 10%
- Costs associated with phasing the works are excluded. Assumes construction in one contract.
- Costs exclude works to existing street lighting.
- Assumes maintaining existing site levels with no cut and fill required, i.e. no excavated materials to deal with.
- Assumes reusing existing drainage installations, gulley pots and covers.
- Assumes all manhole covers and service covers being reused.
- Assumes no breaking out or planing of existing surface finishes.
- Assumes all existing tarmac finishes being maintained with new finishing courses applied on top.
- For details of assumptions see descriptions within body of the estimate.
- Assumes all parking meters and signage are left as existing.
- Assumes renewal costs include patch repairs to 15% of existing finishes to trafficked areas and replacing with existing.
- Renewal costs exclude work to site furniture, lighting, soft landscaping, existing services, existing drainage and all items not noted within the brief schedule of works.

# TOWN CENTRE PUBLIC REALM, TAVISTOCK

## INDICATIVE BUDGET COSTS



### Executive Summary

AREAS	Renewal Costs	Renewal Costs TOTAL COSTS £	LDA Proposals Sub Totals COSTS (£)	LDA Proposals TOTAL COSTS £
<b>GUILDHALL SITE</b>				
- Site Preparation Works	0		45,000	
- Surfacing Works	9,000		64,500	
- Miscellaneous Works	0		13,000	
- Main Contractor's Costs	2,000	<b>£11,000</b>	23,000	<b>£145,000</b>
<b>PANNIER MARKET</b>				
- Site Preparation Works	0		3,000	
- Surfacing Works	11,000		85,450	
- Miscellaneous Works	0		7,500	
- Main Contractor's Costs	0	<b>£11,000</b>	17,000	<b>£113,000</b>
<b>BANK SQUARE</b>				
- Site Preparation Works	0		1,000	
- Surfacing Works	7,000		52,200	
- Miscellaneous Works	0		20,500	
- Main Contractor's Costs	0	<b>£7,000</b>	13,000	<b>£87,000</b>
<b>MARKET STREET</b>				
- Site Preparation Works	0		9,000	
- Surfacing Works	3,000		38,000	
- Main Contractor's Costs	1,000	<b>£4,000</b>	9,000	<b>£56,000</b>
<b>FURNITURE &amp; LANDSCAPING</b>				
- Guildhall Site	0		30,000	
- Pannier Market	0		10,000	
- Bank Square	0		14,000	
- Market Street	0		10,500	
- Main Contractor's Costs	0		6,000	<b>£70,500</b>
<b>Total Construction Costs:</b>	<b>£33,000</b>			<b>£471,500</b>
<b>Contingencies</b>				
Client Contingency @ 10%	<b>£4,000</b>			<b>£48,000</b>
<b>Total Scheme Costs:</b>	<b>£37,000</b>			<b>£519,500</b>



**TOWN CENTRE PUBLIC REALM, TAVISTOCK**

**INDICATIVE BUDGET COSTS**



**PUBLIC REALM RENEWAL COSTINGS**

		Quantity	Unit	Rate £	Amount £	Total £
1	<b><u>GUILDHALL</u></b>					
	Allowance for patch repair works to existing tarmac and paved areas to match existing (Assume 15% area - Survey to be undertaken)	161	m <sup>2</sup>	50.00	8,025	
	Allowance for white lining	1	Item	500.00	500	8,525
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	1,300	
	Contractor's Risk @ 2%		%	2.0	200	2,000
<b>GUILDHALL RENEWAL/REPAIR COSTS</b>						<b>10,525</b>
2	<b><u>PANNIER MARKET</u></b>					
	Allowance for patch repair works to existing tarmac and paved areas to match existing (Assume 15% area - Survey to be undertaken)	207	m <sup>2</sup>	50.00	10,350	
	Allowance for white lining	1	Item	500.00	500	10,850
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	1,600	
	Contractor's Risk @ 2%		%	2	200	2,000
<b>PANNIER MARKET RENEWAL/REPAIR COSTS</b>						<b>12,850</b>
3	<b><u>BANK SQUARE</u></b>					
	Allowance for patch repair works to existing block paving areas to match existing (Assume 15% area - Survey to be undertaken)	50	m <sup>2</sup>	65.00	3,218	
	Allowance for patch repair works to existing granite paving areas to match existing (Assume 15% area - Survey to be undertaken)	15	m <sup>2</sup>	200.00	3,000	
	Allowance for white lining	1	Item	500.00	500	6,718
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	0	
	Contractor's Risk @ 2%		%	2	100	1,000
<b>BANK SQUARE RENEWAL/REPAIR COSTS</b>						<b>7,718</b>
4	<b><u>MARKET STREET</u></b>					
	Allowance for patch repair works to existing block paving areas to match existing (Assume 15% area - Survey to be undertaken)	38	m <sup>2</sup>	65.00	2,438	
	Allowance for white lining	1	Item	500.00	500	2,938
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	0	
	Contractor's Risk @ 2%		%	2.0	100	1,000
<b>MARKET STREET RENEWAL/REPAIR COSTS</b>						<b>3,938</b>
<b>OVERALL RENEWAL Costs:</b>						<b>£35,030</b>

## INDICATIVE BUDGET COSTS

## GUILDHALL CAR PARK

		Quantity	Unit	Rate £	Amount £	Total £
1	<b>Site Preparation</b>					
	Allowance for removal of all street furniture.	1	Item	1,000.00	1,000	
	Allowance for demolition/removal of planters	1	Item	250.00	250	
	Allowance for tree removal.	1	Item	250.00	250	
	Allowance for CCTV survey of all existing drainage systems. (Excl)	1	Nr		0	
	Allowance for CAT scan of area to establish all existing service runs. (Excl)	1	Nr		0	
	Break out existing floor finishes, including all brick paved and tarmac areas; including disposal off site (Assumed inert materials) (EXCLUDED)	1,070	m <sup>2</sup>	15.00	16,050	
	Extra over; allowance for obstructions and working around service/manhole covers, etc., including protection works. (EXCLUDED)	1	Item	2,500.00	2,500	
	Allowance for releveling site area following excavation works; includes allowance for import of Type 1 material for minor infilling, and compacting. (EXCLUDED)		Item	5,000.00	0	
	Allowance for minor repairs to drainage system. (Excl)		Item		0	
Carefully take down statue and associated structure and relocation to new position; includes excavation and formation of new mass concrete pad foundation and associated structural connections. (RISK ITEM)	1	Item	25,000.00	25,000		
						45,050
2	<b>Surfacing Works</b>					
	Resin bonded surfacing to parking areas laid on existing tarmac finishes; assumed	750	m <sup>2</sup>	40.00	30,000	
	Allowance for Granite sets to car park space delineation.	1	Item	7,500.00	7,500	
	Extra over allowance for granite features; e.g. edging/kerbing	1	Item	5,000.00	5,000	
	Allowance for replacement of gulley covers, drainage covers, service covers, etc. (Risk Item)(EXCLUDED - Assumed existing condition good)	0	Item	5,000.00	0	
	Allowance for formation of tree pits (Excluded)		nr		0	
	Allowance for granite sets to form crossover between car park highways.	25	m <sup>2</sup>	200.00	5,000	
	Allowance for imported fill to make up elevated levels for pedestrian areas.	1	Item	5,000.00	5,000	
Resin bonded gravel surfacing to pedestrian areas.	300	m <sup>2</sup>	40.00	12,000		
						64,500
3	<b>Miscellaneous Works</b>					
	Allowance for infilling perimeter balustrading where furniture has been removed with cast iron, square section bars to match existing.	1	Item	3,000.00	3,000	
	Allowance for nominal repairs to existing balustrading.	1	Item	1,500.00	1,500	
	Installation of studs to provide tactile surface at crossover.	1	Item	500.00	500	
	Allowance for lighting generally; assumes 5nr positions.	1	Item	7,500	7,500	
						12,500
4	<b>Utility / Services Costs</b>					
	EXCLUDED					
					C/Fwd.	122,050



		Quantity	Unit	Rate £	Amount £	Total £
					B/Fwd.	122,050
5	<b>Main Contractor's Costs</b>					
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	20,200	
	Contractor's Risk @ 2%		%	2.0	3,100	
						23,300
<b>Total Construction Costs:</b>						<b>£145,350</b>

## INDICATIVE BUDGET COSTS

## PANNIER MARKET

		Quantity	Unit	Rate £	Amount £	Total £
1	<b>Site Preparation</b>					
	Removal of all street furniture	1	Item	3,000.00	3,000	
	Allowance for CCTV survey of all existing drainage systems. (Excl)		Nr	2,500.00	0	
	Allowance for CAT scan of area to establish all existing service runs. (Excl)		Nr	2,000.00	0	
	Plane off existing tarmac floor finishes; including disposal off site (Assumed inert materials) (EXCLUDED - New surfaces laid on top of existing)		m <sup>2</sup>	15.00	0	
	Extra over; allowance for obstructions and working around service/manhole covers, etc., including protection works. (EXCLUDED)		Item	5,000.00	0	
	Allowance for releveling site area following excavation works; includes allowance for import of Type 1 material for minor infilling, and compacting. (EXCLUDED)		Item	5,000.00	0	
						3,000
2	<b>Surfacing Works</b>					
	Resin bonded aggregate surfacing to circulatory road; assumed laid on top of existing tarmac.	1,380	m <sup>2</sup>	40.00	55,200	
	Extra over for granite sets to feature pedestrian crossings/pathways; assumes 10mm joints, layout to be confirmed; bedding in 40mm cement mortar. (Assumed as 25m <sup>2</sup> /crossing x 6nr paths)	150	m <sup>2</sup>	135.00	20,250	
	Allowance for replacement of gulley covers, drainage covers, service covers, etc. (Risk Item)	1	Item	5,000.00	5,000	
	Allowance for interface works to public real/highways areas; assumes minor make good works. (Risk Item)	1	Item	5,000.00	5,000	
						85,450
3	<b>Miscellaneous Works</b>					
General allowance for lighting.	1	Item	7,500.00	7,500		
						7,500
4	<b>Utility / Services Costs</b>					
EXCLUDED						
						0
5	<b>Main Contractor's Costs</b>					
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	14,400	
	Contractor's Risk @ 2%		%	2	2,200	
						16,600
<b>Total Construction Costs:</b>						<b>£112,550</b>

## INDICATIVE BUDGET COSTS

## BANK SQUARE CAR PARK

		Quantity	Unit	Rate £	Amount £	Total £
1	<b>Site Preparation</b>					
	Allowance for removal of all street furniture.	1	Item	1,000.00	1,000	
	Allowance for CCTV survey of all existing drainage systems. (Excl)	1	Nr		0	
	Allowance for CAT scan of area to establish all existing service runs. (Excl)	1	Nr		0	
	Break out existing floor finishes, including all brick paved and tarmac areas; including disposal off site (Assumed inert materials) (EXCLUDED)	0	m <sup>2</sup>	15.00	0	
	Extra over; allowance for obstructions and working around service/manhole covers, etc, including protection works. (EXCLUDED)	0	Item	2,500.00	0	
	Allowance for releveling site area following excavation works; includes allowance for import of Type 1 material for minor infilling, and compacting. (EXCLUDED)	0	Item	2,000.00	0	
	Allowance for minor repairs to drainage system. (Excl)	0	Item		0	
						1,000
2	<b>Surfacing Works</b>					
	Resin bound surfacing to parking areas; assumed	330	m <sup>2</sup>	40.00	13,200	
	Allowance for Granite sets to car park space delineation.	1	Item	3,000.00	3,000	
	Extra over allowance for granite features; e.g. edging/kerbing	1	Item	2,000.00	2,000	
	Extra over allowance for granite sets to pedestrian areas.	100	m <sup>2</sup>	135.00	13,500	
	Allowance for replacement of gulley covers, drainage covers, service covers, etc. (Risk Item)	1	Item	2,000.00	2,000	
	Allowance for formation of tree pits, including tree grill, root barrier, etc ; assume 3nr	3	nr	3,500.00	10,500	
	Allowance for granite slabs to form crossover between car park highways.	25	m <sup>2</sup>	200.00	5,000	
	Allowance for interface works to public real/highways areas; assumes minor make good works. (Risk Item)	1	Item	3,000.00	3,000	
						52,200
3	<b>Miscellaneous Works</b>					
	Installation of studs to provide tactile surface at crossover.	1	Item	500.00	500	
	Allowance for forming planting area, including import of topsoil.	1	Item	5,000.00	5,000	
Allowance for granite raised planter wall to edge of planting area.	1	Item	15,000.00	15,000		
						20,500
4	<b>Utility / Services Costs</b>					
	EXCLUDED					
5	<b>Main Contractor's Costs</b>					
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	11,100	
	Contractor's Risk @ 2%		%	2.0	1,700	
						13,000
<b>Total Construction Costs:</b>						<b>£86,700</b>

## MARKET STREET

		Quantity	Unit	Rate £	Amount £	Total £
1	<b>Site Preparation</b>					
	Allowance for removal of all street furniture; includes bollards and signage	1	Item	1,500.00	1,500	
	Allowance for CCTV survey of all existing drainage systems. (Excl)		Nr		0	
	Allowance for CAT scan of area to establish all existing service runs. (Excl)		Nr		0	
	Break out existing floor finishes, including all brick paved and tarmac areas; including disposal off site (Assumed inert materials)	250	m <sup>2</sup>	15.00	3,750	
	Extra over; allowance for obstructions and working around service/manhole covers, etc, including protection works.	1	Item	1,500.00	1,500	
	Allowance for releveling site area following excavation works; includes allowance for import of Type 1 material for minor infilling, and compacting.	1	Item	2,000.00	2,000	
						8,750
2	<b>Surfacing Works</b>					
	Target budget allowance for finishes to roadway; Specification TBC	250	m <sup>2</sup>	100.00	25,000	
	Extra over allowance for granite features; e.g. edging/channel	1	Item	5,000.00	5,000	
	Allowance for replacement of gulley covers, drainage covers, service covers, etc. (Risk Item)	1	Item	5,000.00	5,000	
Allowance for interface works to public real/highways areas; assumes minor make good works. (Risk Item)	1	Item	3,000.00	3,000		
						38,000
3	<b>Utility / Services Costs</b>					
EXCLUDED						
						0
4	<b>Main Contractor's Costs</b>					
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	7,000	
	Contractor's Risk @ 2%		%	2.0	1,100	
						9,000
<b>Total Construction Costs:</b>						<b>£55,750</b>

TOWN CENTRE PUBLIC REALM, TAVISTOCK

INDICATIVE BUDGET COSTS



MARKET STREET

		Quantity	Unit	Rate £	Amount £	Total £
1	<b>Guildhall</b>					
	Allowance for furniture; includes timber benches, bins, etc.	1	Item	15,000.00	15,000	
	Allowance for signage.	1	Item	5,000.00	5,000	
	Allowance for lighting to furniture.	1	Item	5,000.00	5,000	
	Allowance for soft landscaping.	1	Item	5,000	5,000	
						30,000
2	<b>Pannier Market</b>					
	Allowance for furniture; includes bins, benches, etc.	1	Item	10,000.00	10,000	
						10,000
3	<b>Bank Square</b>					
	Allowance for signage.	1	Item	5,000.00	5,000	
	Allowance for lighting to furniture (Assume not required)		Item		0	
	Allowance for soft landscaping.	1	Item	5,000	5,000	
	Allowance for trees; assume 3nr	1	Item	1,500	1,500	
	Allowance to upgrade existing planter and planting.	1	Item	2,500	2,500	
						14,000
4	<b>Market Street</b>					
	Allowance for droppable bollards both ends of the road; assume 8nr.	8	Nr	500.00	4,000	
	Allowance for furniture.	1	Item	1,500.00	1,500	
	Allowance for signage.	1	Item	5,000.00	5,000	
						10,500
5	<b>Main Contractor's Costs</b>					
	Main Contractor's Preliminaries, OH&P @ 15%		%	15	3,700	
	Contractor's Risk @ 2%		%	2.0	1,400	
						6,000
<b>Total Construction Costs:</b>						<b>£70,500</b>