

MINUTES of the Meeting of the **TAVISTOCK TOWNSCAPE HERITAGE PROJECT MANAGEMENT BOARD/GROUP** held at the Robing Room, Guildhall, Tavistock on Tuesday 12th September, 2017 at 10.00am.

PRESENT Messrs D Incoll, R Jones (Community and Business Representatives), C Hearn (Chairman).

**ADVISORS/
OBSERVERS** G Lawrence , M Searle (Project Manager), H Smith, W Southall (Finance Officer) S Spackman

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Messrs R Plumb and K Stokes.

2. NOTES OF PREVIOUS MEETING

The notes of the Meeting of Tavistock Townscape Heritage Initiative Project Management Board/Group held on Tuesday 20th June 2017, (Appendix 1 refers) were received and endorsed.

NOTED THAT arising from consideration of the above the Project Manager advised:-

- a. Minute 3(b) refers: an 11% provision had been made in respect of prelims and scaffolding which was clearly insufficient. As the Council had not engaged the Surveyor directly no further action could be taken in this matter.
- b. Minute 3 (Priority Projects) (a) – other budget lines would be kept under review to identify whether there was any potential to vire monies to support the scheme in the future.
- c. Minute 3 (Complimentary initiatives) (b) – the Conservation Officer advised that arrangements for the undertaking of the Conservation Area Review were still under consideration. Depending on the approach taken this could either be a relatively short (2 weeks or so exercise) or a much more substantial project. It was further reported that mapping details were required by the local planning authority from the original provider to progress this. There were also associated pieces of work in relation to a strategy for Bedford Cottages and a Listed Building/Conservation Area Enforcement Strategy to be developed.

Arising from consideration of the foregoing the Project Manager undertook to review with Heritage Lottery Fund whether any monies could be made available from the Scheme to support the Conservation Area Review and also to convey to the emerging Neighbourhood Plan Steering Group the possibility it might wish to develop policies in respect of the Conservation Area.

3. "TRAFFIC LIGHT REPORT"

A copy of the Project Programme ("Traffic Light Report" – Appendix 2 refers), indicating property by property progress against projects and objectives included within the THI scheme was reviewed.

Attention was drawn, and comment made in particular, to:-

Critical Projects

- a. Butcher's Hall – the land owner was proposing to undertake an (approximately) £85,000 internal fit out over the next 2 months. In addition the post of Market Development Officer had recently been filled.
- b. Pannier Market – a tender submitted by AD Williams (the lowest tender) in the order of £550,000 had recently been awarded subject to HLF approval. In addition and outside the operation of the THI Scheme work would be undertaken to provide glass doors to improve the functionality and operation of the premises for the future. These would reflect in style and design the new shop front for the Butchers' Hall.

Priority Projects

- a. 2 Market Street – it was agreed the words "Ward & Chowen" be removed from the heading.
- b. 1 Church Lane – appreciation was expressed to the Project Manager for the progression of the project in sometimes challenging circumstances. The Project Manager reported that additional information was required from the applicant in order for the final claim to be progressed in due course. The Conservation Officer noted planning conditions on landscaping which the applicant would either need to appeal or would, in due course, be enforced. There was also the accompanying issue of the enhancement of works to Garden Lane in addition to the area to the front of the premises
- c. Kingdon House – it was reported that the organisation was proceeding with an application to Greater Dartmoor Leaf (GDL) and seeking to

progress with other fund raising initiatives. It remained aware of the deadline set by the project in relation to availability of allocated funds. Reference was further made, by the Conservation Officer, to enquiries associated with signage at the premises.

Public Realm

- a. West Street/King Street – the Meeting noted with concern the lack of engagement received from Devon County Council in connection with this matter and expressed disappointment at the inadequacy of the road improvement scheme which had been developed and appeared to incorporate no heritage features. In the alternative the possibility of replacing granite pavements between Wetherspoons and the Russell Street junction was referenced, however this would also require the active participation of the Highway Authority. In the circumstances it was:-

AGREED THAT if a suitable scheme for the West Street/Market Street/King Street area – highway or pedestrian could not be developed and agreed prior to the end of the current financial year the money to be reallocated within the scheme. The Project Manager would prioritise negotiations in this regard.

- b. Pannier Market Surround – the Finance Officer undertook to provide to the Conservation Officer, in due course, a sample panel and methodology for the Public Realm works including arrangements for the abutment of the new surface with existing paving.

Complimentary Initiatives

- a. Tavi Storey Digital Project – reference was made to the types of initiative which could be undertaken including social history, restoration skills (such as repointing or timber conservation) and community involvement. The anticipated award to Tavistock Heritage Trust of a £1,500 grant by the Town Council to support THI Projects was welcomed.

Arising from consideration of above SS undertook to liaise with the Project Manager regarding restoration skills workshops which could attract professional cpd (continuing professional development) points.

Project Administration

- a. Project Governance – it was reported that the Project Manager was currently reviewing the grant offer letter on the advice both

of the Council's Solicitors and Heritage Lottery Fund prior to any new awards being made.

4. FINANCE

The Meeting considered and noted the Summary Financial Report (Appendix 3). Reference was made, in particular, to the current level of TTHI budget remaining – in the order of £120,000.

5. RISK MANAGEMENT

The Project Management Board received and noted the scheme Risk Register (Appendix 4 refers) as at September 2017 and endorsed the same subject to the raising of risk from low to medium in connection with the final risk listed.

6. OTHER MATTERS

A copy of the Tavistock THI Evaluation Survey June 2017 (residents' results spreadsheet) was circulated (Appendix 4 refers). In the discussion arising consideration was given to the number of responses and requirements of the process. The Project Manager advised that although the number of short survey responses received had been limited there were residents' long survey, student, and visitor responses that had yet to be analysed and that collectively they would provide sufficient baseline data for future evaluation purposes. It was therefore AGREED the Scheme now proceed on the basis of those representations received.

The Meeting closed at 11.49am

Chairman