

General Manager's Overview
MONTHLY REPORT
March to June 20

Council Project based Summary

Cost Code 903 5212 THI Guildhall Public Realm

Contract has been let to RM Builders for a value of £267,375.96 plus vat with an overall contract figure of £280,000 including professional fees.

The contract was started on 13th January 2020 and there has been well documented project delays arising from archaeological findings, effectively putting the project on stop and negotiations with Historic England. This has led to a requirement for further archaeological recording and a revision to the design to accommodate the cobbles in low footfall areas which has now been agreed and all consents achieved. It is worth noting that further value engineering is required to reflect these changes in the contract design/programme.

With works re-starting on site in mid-March, RM Builders postponed the contract on 26th March announcing their temporary business closure due to COVID-19. All the necessary contractual requirements were agreed and implemented between all parties for this closure period and arrangements were actioned around site safety and security for the period of closure.

Detailed discussions were held in early to mid may around a re-start on site, more specifically around programme, availability of materials, cost implications and value engineering requirements due to the previous design amendments and programme delays and around necessary health and safety measures to be implemented specific to COVID-19. Sign-off on most of the above has allowed a restart on site on 26th May.

Please note there are both project cost and programme implications which are under review and negotiation with an anticipated completion date for the works due to the revised working practises of early Sept 2020.

NLHF have been notified of the delays and have agreed to an extension of the THI scheme to reflect the issues outlined above.

Cost Code 902 THI Complimentary Initiatives

Total value of £47,500.

Initiatives remaining to be completed:

- 1) Blue heritage plaques: The 7 additional plaques for 1 Church Lane, Butchers Hall, 3 Market Street, Kingdon House, Vigo Bridge, Abbey Bridge and West Bridge have been received and will be installed by end July 2020.
- 2) Newsletter: A newsletter covering the achievements of the 5 year THI scheme and providing an update on the Guildhall gateway Centre Project has been produced, printed and circulated to all residents in Tavistock.
- 3) Bedford Cottages energy efficiency scheme: Evidence to release grant funding has been submitted and is under review by TTC, NLHF and WDBC Conservation Officer.
- 4) Interpretation (public realm areas): Agreement has been reached with NLHF to repurpose this budget to the Guildhall Gateway Centre to produce a sculpture in the main entrance. An artist has been sourced, an interpretation design based on themes in the Guildhall agreed and the contract has been let. The sculpture will be complete by end August 2020 for installation on completion of the Guildhall Gateway Complex contract.

Cost Code 109 4823 Guildhall Refurbishment

The contract has been let to RM Builders for a contract value of £1,458,695 + VAT including £64,477 contingency.

Original programme: Possession of site 22nd September/Contractual start date 30th September/External works phase 1 complete 31 January/Contractual completion 31st May/Interpretation and VIC/shop fit out June/July 2020/Launch planned for August 2020

Project delays and re-start are comparable with the above timelines specific to public realm works. Effectively works re-commenced on 26th May with a dramatically reduced workforce due to lack of availability of sub-contractors and social distancing implications due to the nature of the works and internal infrastructure. All aspects specific to COVID-19 have been agreed and implemented to ensure there are safe working practises throughout in line with government and industry guidance.

A detailed analysis of the projects costs is currently being undertaken taking into account the inevitable project delays due to the revised operating practises meaning that the workforce on-site is significantly reduced due to social distancing requirements. It is almost certain that the completion date will be extended to end of October for the capital works, recognising fit out of VIC and interpretation will follow. This will most likely realistically lead to a launch of the gateway Centre to march 2021.

Butchers Hall external works/Pannier Market toilets

Agreement has been reached and the necessary works actioned/completed regarding rectification of product issues within the Pannier Market toilets arising from the refurbishment contract.

Invasive investigating where undertaken to the roofing infrastructure, primarily the detailing relating the clearstory windows, lead work, paint installation and rwgs to address the cause of the intermittent rain water ingress issues. A detailed report has been produced and a way forward is being negotiated with both architects and principal contractors to implement an effective rectification process which is fair to all parties in respect to costs and liabilities. The aim is to have a solution agreed and works completed by end Oct 20.

Community based Summary

1. The feasibility Goose Fair 2020 is being reviewed but it is increasingly likely that the event will not proceed this year.
2. BID: Tavistock Town Council have actively been working in partnership with BID and WDBC to support the re-opening of the town centre on 15th June 20. This has including providing advice around what measures should be considered in relation to the core principles widening walkways, removing unnecessary obstructions and providing adequate signage/communications. I would like to pass my thanks to the works department and volunteers who helped implement the temporary infrastructure on 14th June, with the primary aim to make the shopping experience safer for all stakeholders specific to social distancing guidance.
3. The Council is reviewing the position specific to the Statue of Sir Francis Drake and will undertake the necessary measures as outlined within Appendix 1, recognising the on-going need for its monitoring and maintenance, along with such other

monuments, e.g. planned works to Duke of Bedford Statue in relation to public realm improvements contract.

4. Commercial/community service improvement plan for 2020/21 in draft format for presentation at next round of Council meetings.

Operational Update

- Recruitment of Works Manager and Community & Compliance Officer on hold. To be reviewed in October 20.
- Recruitment for vacancies within Markets and Events team on hold and will be reviewed during July/August based on government guidance around hospitality and incremental re-opening of markets and events venues/activities within Council control. Short term arrangements have been implemented which means the establishment is operating with two managers, one duty officer and three markets and event assistants leading up to arrangements for the re-opening of the Pannier Market on 2nd July 20.
- Arrangements specific to key markets and events and works updates are covered off within the respective manager's reports. Please recognise that measures outlined are an iterative process which will require weekly review and adaption in line with government guidance and stakeholder feedback.
- As of week commencing 22nd June the works department will return to full time hours of operating as part of the incremental process of establishing revised operating arrangements where their working weeks were reduced in reflection of delivering essential duties only for the community during the height of the COVID-19 pandemic, as per government guidance with employee wellbeing being the main consideration throughout the decision making process. My thanks are passed to the depot who have worked throughout this period delivering essential duties specific refuge, cemetery provision, cutting of open spaces for public exercise and erecting of signage specific to COVID-19 related matters, e.g. closure of play-parks.
- Please note following a review it has been agreed that the Benson Meadows skate-park will re-open W/C 22nd June, but it may close again dependent on a review of usage by the public.

- Review of waste contract across all TTC activities on hold.
- Utilities contact for gas and electricity is out to tender, tender return date 30th June 20.
- Contract let to RM Builders on 6th February for value of £44,827.15 plus vat for the replacement of the Town Hall lift following a competitive tender process. Arrangements have been put in place for the works to be complete by September 20.
- Throughout this period all organisational inspections have been delivered which include: fire alarm, fire extinguisher and intruder alarm inspections, vehicle servicing, lifting operations and lifting equipment statutory inspecting, play park inspections as a representative example.
- As Overall Health and Safety Advisor for the Council, have been regularly liaising with the Town Clerk around implementing organisational systems and processes specific to COVID-19, which include such aspects as home working arrangements which have been very challenging for some and will continue to be the norm for the foreseeable future, and reduced working, and ensuring that organisational practise is aligned as a minimum benchmark with government and sector guidance specific to the pandemic.

Yours Sincerely



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General Manager