

General Manager's Overview
MONTHLY REPORT
February/March 18

Council Project based Summary

Cost Code 903 5201 THI Butchers' Hall

Budget for the internal fit-out was £85,000 with contract awarded to RM Builders. The contract has reached practical completion, including the installation of external signage, the filling-in of the internal drainage channel and modifications to the main entrance (installation of sensors for automatic doors and fixing of grab bar for external ramp) in response to trader feedback.

The design for toilet provision post completion of Pannier Market works in Butchers' Hall is complete, works planned for June 18. Costings and specification obtained for installation of PA system, including induction loop system.

On-going consultation with 5 day traders in Butchers' Hall, with formal consultation confirming that all traders will continue trading post the 2 month sign up period until the completion of the Pannier Market works.

The Market Development Officer (MDO) has completed the Market Strategy for Butchers' Hall, reviewed by Council and HLF, and this is now an operational document. The interim pricing strategy has been completed, as presented to the Budget & Policy Committee on the 13th March 18, and a distinct brand has been designed. Rules and Regulations for venue hire are currently being drafted.

The MDO is now actively seeking bookings with a hard launch date of w/c 9th July 2018. Examples of detailed discussions which are on-going for the venue to be hired include the Tavistock & District Chamber of Commerce for their Business Show, the venue being utilised for Arts Market, Santa's Grotto (Lions), for a couple of fashion shows, hired by Miss Ivy for Goose Fair period, and a soft launch will be undertaken during the Garden Festival.

Cost Code 903 5202 THI Pannier Market

Contract let to AD Williams for the sum of £551,589.49. Contact completion date is 27th April 2018. Currently, even with the adverse weather conditions, the contract is on programme to complete on time.

The majority of pointing work internally and externally is complete. Carpentry repairs are 90% complete and all glazing works are 100% complete. The upper roof has been completely re-slatted, with the south elevation using the original slate and the north using new Spanish lugo. The scaffolding has now been removed from the upper elevation and works have commenced regarding replacement of the box gutter and re-slating the lower roofs. The new glass door installation is approx. 50% complete.

On 13th February 2018 Council endorsed additional expenditure which included replacing all of the lights internally with those similar to Butchers' Hall, improving the heating system, redecorating the toilets, relocating the office to the rear of the market and building a structure to house Bob's Café. All design work for the above has been completed. Tender returns for the lighting and heating are due on 26th March 2018. The project team are working towards delivering the additional works within the additional contract, allowing for a two week overrun. The intention is to relocate traders back to the Pannier Market w/c 14th May 2018, with the intention to formally start to trade on Friday and Saturday of that week.

An electronic table mapping exercise is also being undertaken with consideration of blocking up some of the internal archways with stalls, to encourage an improved customer flow similar to that which has been achieved in Butchers' Hall, and all 5 day traders have been consulted regarding this idea.

Cost Code 903 5211 THI Pannier Market Public Realm

Budget for the Pannier Market surround, £124,000 with an additional £15,000 ineligible drainage works funded by TTC

Le Page Architects have been appointed to design, procure and undertake contract administration.

Measured survey and draft designs have been completed and approved by the Budget & Policy Committee on the 13th March 2018 and approval has been granted by HLF re: scope of works and suggested materials. Further consultations are being undertaken with all perimeter shops, THI Project Management Board and Tavistock Heritage Forum.

Tender notification will go out on 21st March 2018 with an intended start date early May 2018, the construction phase is anticipated as being 6-8 weeks.

Cost Code 109 4823 Guildhall Refurbishment

Draft Lease content agreed with Tavistock Heritage Trust. Discussions are on-going regarding the content of the Service Level Agreement relating to the Lease terms. The Grant offer letter, with conditions, will not be provided by HLF until the above has been resolved.

Cost Code 109 4812 Duke Street re-pointing

Service Charges have been calculated to inform tenants, letters will be issued shortly.

Cost Code 109 4804 Meadows play park Co-production

Contract let for £50,000 to resurface areas of The Meadows Play Park, including installing wet pour within the toddlers' fenced play area. Start date is 26th March 2018 with an expected install period of 4 weeks.

Molly Owen Centre

Revised allocated budget of £90,000.

Units 22 and 24 Crelake Industrial Estate have been surrendered at end of February 2018, with dilapidation requirements completed and all facilities have been relocated to the Molly Owen Centre.

Measured survey of the infrastructure has been completed and a drainage survey has been commissioned. The wood working machinery is currently being wired-in and a new flat roof is being installed to the small extension workshop. All other functions are fully operational with other plant and equipment now housed in this location, rather than being stored in various areas such as the Pannier Market surround, Pixon Lane open space compound and at the top of Plymouth Road Cemetery.

The construction work for the vehicle opening will be completed by May 2018. The design work and tender documents are complete and tenders will be sent out w/c 26th March 2018.

Community based Summary

- Commercial/Community Service Improvement Plan drafted for 2018/19 financial year.
- On-going co-production resource support re: discussions on-going with BID re: hanging baskets, Coach Drivers' Incentive Scheme, Dickensian Evening and Christmas lights.

Operational Update

- Report regarding vehicle fleet hire/replacement complete. Currently obtaining prices to replace the disposed of Ford Transit and to purchase a ride-on mower.
- In process of considering benefits of re-structure for the Works Department aligned with existing community/commercial staffing structure. Refer to report presented to the Budget & Policy Committee on the 13th March 2018.
- General Manager attended SSG Directors Health and Safety Seminar on 15th February 2018.
- Market Reeve and Town Hall Manager have successfully completed their pre-requisite Level 5 Management Qualifications.

Yours Sincerely



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General Manager