

TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE



Development Stage													Project Progress							
Ref	Initial Meeting with PM	Pre-application submitted	Pre-application checklist	Architect selected	Contractor tendered	PP Obtained	Application Submitted	Project approved	Change Requested	Change approved (HLE)	Estimated / Approved Budget (Total Eligible Costs)	Estimated / Approved TTHI Contribution	Status	Original Planned Start on site	Original Planned End Date	Anticipated / Actual Start Date	Anticipated / Actual End Date	% TTHI Contribution Claimed	Progress	
Critical Projects																				
C1	Butchers Hall	Y	Y	Y	Y	Y	Y	Y	Y	Y	£ 309,223	£ 188,970	Complete	Apr-16	Aug-16	May 16	Oct 16	97%	On target	Mar-18: Following completion of internal adaptation works in Dec-17, including new heating, lighting, Wi-Fi and storage plus installation of automatic glazed doors to create a shopfront style entrance the restored building is now accommodating 5-day traders until the end of April while the Pannier Market is being repaired. The Butchers' Hall will be relaunched for new commercial activities on 30 June 2018, when it will be required firstly as a venue for activity relating to the Tavistock Garden Festival. Since Oct-17 the Council's Market Development Officer has been reviewing relevant aspects of the previous Demand Study undertaken by Buckman Associates Ltd and a report recommending market-related uses in the context of a wider market development strategy for the town was approved by the Council in February 2018. The postholder has also assisted with the decanting of traders from the Pannier Market to the Butchers' Hall and the Town Hall. The figures here for total THH contribution claimed include grant requested in Claim No 4 submitted in Feb-17.
C2	Pannier Market	Y	Y	Y	Y	Y	Y	Y			£ 603,267	£ 320,000	Not yet started	Mar-17		Jan 18	Apr 18	9%	On target	Mar-18: the Pannier Market started on site on 8 January 2018 and is due to be completed by 27 May 2018. 5-day traders and lock-ups have been accommodated temporarily in the Butchers' Hall and other traders in the Town Hall. In spite of inclement weather early in the contract the works are still on target. During Feb-18 the building has provided the venue for two complementary initiatives - a visit by the Devon & Cornwall Conservation Officers' Group on 23 Feb and a skills day (2 half-day workshops) on 27 Feb. The latter was attended by 15 people and featured commentary tours by the project architect, demonstrations of slating, lead 'sweating' and glazing followed by practical workshops. Inspired by the success of the Butchers' Hall as an improved market venue the Council will also be carrying out other work outside of the THH scheme to improve the commercial potential of the building. These include improvements to heating and internal lighting, and cleaning of the granite flag floors. One THH claim has been processed to date and another one is under preparation in w/c 12 Mar-18.
Priority Projects																				
P1	2 Market Street	Y	Y	Y	Y	Y	Y	Y	Y	Y	£ 153,840	£ 84,000	Not yet started		Dec-16	Apr-18	Aug-18			Mar-18: although this project had been approved and an offer letter issued the applicant advised in Feb-18 that he would not be able to proceed for the foreseeable future due to personal health issues. This situation is due to be reported to the April meeting of the PMB and without pre-empting any decisions to be made it is likely that the project will be relegated to the 'Reserve' list. Preliminary discussions are now being held with owners of properties at the top of the 'Reserve' list to gauge potential for bringing forward substitute schemes.
P2	3 Market Street - Bookstop	Y	Y	Y	Y	Y					£ 33,187	£ 26,000	Not yet started		Dec-16	Sep-18	Nov 18		On target	Mar-18: following completion of a measured survey in Dec-17 a Listed Building Consent application has been submitted recently and tenders are due to be invited in April for return within 4 weeks. A THH application is anticipated in June. It is likely that the project will be on site by Sept-18.
P3	1 Church Lane	Y	Y	Y	Y	Y	Y	Y	Y	Y	£ 204,262.00	135,005.35	Complete	Jun-16		Oct-16	May-17	93%	On target	Mar-18: the physical works were completed in May-17 (Practical Completion certificate issued on 19 May) 5 THH claims have been paid totalling £125,844 although a £5,000 retention has been held back pending completion of outstanding claim paperwork and compliance with grant conditions. There will be one more claim to be processed following the end of the Defects Liability period. Due to a contractual issue there has been a delay in attending to 'snagging' items but it is understood that some urgent items have recently been attended to and the remainder will be dealt with at the end of the Defects period. There is a prospective tenant (catering business) interested in occupying the ground floor of the property and the property owner has commissioned internal work in preparation for a relaunch of the building for commercial operations during the 2018 tourist season.

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P4	81 West Street - Day Lewis Pharmacy	Y	Y	Y	Y							£ 93,016	£ 65,000	Not yet started	2017		Sep 18	Nov 18		Under review	Mar-18: Progress with development of the 81 West Street has been held up recently pending commitment to the scheme by the long leaseholders of the ground floor shop premises who would be responsible for reinstatement of an appropriate fascia above the display windows, an element considered critical to the success of the scheme. Although commitment has not been forthcoming yet recent discussions with the company at Board level give cause for optimism that a scheme can still be delivered at this property and the THI Board will be apprised of the latest situation at its next meeting in April 2018.
P5	9 West Street - Ganges	Y	Y	Y	Y	Y	Y	Y	Y			£ 52,769	£ 37,258	Not yet started	2017		Jun 18	Oct 18		On target	Mar-18: at a meeting on 12 Dec The Grants Panel recommended conditional approval of a grant of £34,201 subject to conditions. Since then the scheme has been adjusted to include decoration of the front elevation (windows and doors) in line with a condition required to ensure sufficient impact on the townscape. In week commencing 12 Mar-18 the Grants Panel has been asked to reconsider the revised scheme which is now seeking additional grant of just over £3,000.
P6	10 West Street - Salvio's Hair Salon	Y	Y	Y	Y	Y	Y	Y	Y			£ 69,790	£ 50,406	In progress	Mar-17	Dec-16	Oct 17	Mar 18	90%	On target	Mar-18: the THI scheme reached Practical Completion on 25 Jan-18 leaving only spray painting of copper shopfront window framing, and mineral painting of front elevation wall surfaces in the spring when the lime render has had time to cure and moisture content is at an acceptable level. During the contract a skills workshop was held at the property on 30 Nov-17 featuring maintenance of traditional box window frames.
P7	6 King Street - Kebab Shop											£ 31,000	£ 31,000		2017						See unallocated budget below
P8	76 West Street - Bryant's											£ 83,410	£ 61,000		2018						See unallocated budget below
P9	Kingdon House	Y	Y	Y	Y	Y	Y	Y	Y	N		£ 126,692	£ 45,000	Not yet started	2018		Jun 18	Sep 18		On target	Mar-18: in Jan-18 a grant of £45,000 was offered subject to conditions, including confirmation of a grant for £76,015 sought from the Greater Dartmoor LEAF programme. A decision on the LEAF funding is anticipated on 26 Mar-18 and subject to that being positive it is anticipated that the site works will commence in Jun-18.
Unallocated budget																					
P7	6 King Street - Kebab Shop											£ 44,121	£ 35,000	Not yet started	2017						HLF agreed deletion from scheme - budget moved to 'unallocated budget'. Owners response deadline 11th Jan-16. No further contact has been made with the owners to date.
P8	76 West Street - Bryant's											£ 83,410	£ 61,000	Not yet started	2018						A meeting held on 31 Aug-16 established that for personal reasons the current owner does not wish to pursue a THI grant. On 22-Nov the PMB recommended that subject to HLF approval this project should be moved into the 'Unallocated Budget' category and this was subsequently approved by the HLF Monitor on 01 Dec-16.
Reserve Projects																					
R1	3 King Street											£ 55,825									
R2	5 Market Street											£ 33,271									
R3	Masonic Hall											£ 25,260									
R4	2&3 Drake Street											£ 14,633									
R5	27 King Street											£ 58,872									
R6	2 King Street											£ 43,486									
R7	3 Pym Street											£ 26,366									
R8	1 & 2 Bedford Square											£ 55,545									
R9	4 & 6 North Street											£ 39,004									
R10	18 West Street											£ 19,331									
R11	19 West Street											£ 29,847									
R12	20 West Street											£ 27,683									
R13	21 West Street											£ 29,235									
R14	22-23 West Street											£ 42,236									
R15	24 West Street											£ 23,854									
R16	25 West Street											£ 32,600									

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9b TRAFFIC LIGHT REPORT

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R17	67 West Street											£ 27,001											
R18	69 West Street											£ 50,060											
R19	70 West Street											£ 33,747											
R20	72 West Street											£ 46,383											
R21	73 West Street											£ 84,834											
R22	Guildhall											£ 144,174											
Public Realm Projects																							
	Guildhall car park											£ 154,000	£ 154,000	Not yet started	16/17/18			Dependant on the Guildhall restoration programme.			On target	Mar-18: in Dec-17 HLF advised that the bid for funding support for the Guildhall restoration/WHS hub had been approved. This means that the car park public realm scheme will be delivered as an integral part of the Guildhall scheme and may fall outside the current end date (31 Dec-19) for the THI programme. If necessary HLF have advised that the THI funding allocated for the project can be transferred to the Guildhall project. The Council has carried out a detailed topographical survey of the car park as a preliminary step in the design process.	
	Pannier market surrounds											£ 100,000	£ 100,000	Not yet started	2017/18		May 18	Jun 18			On target	Mar-18: HLF has approved the scope and materials for the proposed scheme as illustrated in drawings produced by the Principal Designer. The scheme will now be tendered with a view to works starting on site in May-18 as soon as the Pannier Market restoration has been completed. It is envisaged that the scheme will include some unobtrusive heritage interpretation relating to the history of markets in Tavistock dating back to the Market Charter in 1105.	
	Market Street											£ 60,000	£ 60,000	Not yet started	Jun-16								Mar-18: due to the fact that a collaborative scheme meeting the requirements of DCC Highways and the THI/HLF could not be agreed and it was apparent that there was no prospect of committing to an appropriate scheme in the near future the PMB agreed to drop this project at their Jan-18 meeting. HLF have authorised transfer of the ring-fenced budget into a contingency where it will be available, subject to HLF approval, for supporting other public realm and/or projects within the lifetime of the THI programme.
Complementary Initiatives																							
	Heritage Open days									Y		£ 1,000	£ 1,000	In progress	Oct-15	Oct-19	Annual Event	Sep 19	34%		On target	Mar-18: it is envisaged that THI support for Heritage Open Days will continue throughout the life of the THI programme and the PM will remain in contact with the organisers of the Heritage Open Days in Tavistock with a view to supporting the event in Sept 2018, by which time more THI projects will have been completed, including the Pannier Market.	
	Tavi Story Digital Project										Y	£ 21,700	£ 21,700	In progress	Jan-17	May-18	Jun 18	Mar 19	7%		Under review	Mar-18: a proposal is currently under development in partnership with Tavistock Heritage Trust for guided (walking) heritage tours, with accompanying paper and online leaflets. The proposal allows for training of volunteers and marketing, including some website development. An initial proposal was discussed by the PMB in Jan-18 and refinement of the scope and content is now taking place with a view to taking a revised proposal back to the PMB in April or June. It is anticipated that the theme of the initial tour will be 'Heritage in Tavistock - an introduction' and follow a route tracing the most significant elements of Tavistock's history, taking in the principal heritage assets, including a number of buildings restored under the THI programme and helping to boost the town centre economy by leading visitors through the main commercial streets/areas. The tour will also be available as a self-guided tour using paper and online (PDF) leaflets. There are plans for additional, more specialist walking tours to be developed as a subsequent phase. It is the intention for the initial tour to be delivered in time for the summer season 2018, subject to funding approval.	

9b TRAFFIC LIGHT REPORT

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THI Website									Y		£ 3,000	£ 3,000	In progress					16%	On target	Mar 18: the website was previously updated late in 2017 to include features on the Lecture Evening held on 2 Nov-17 and a Skills Workshop held at 10 West Street on 30 Nov-17 focussed on maintenance of traditional box frame windows. It has now being updated with photographs of the recent workshops and work in progress at the Pannier Market. The website will continue to be updated in 2018 to include new schemes approved, commencement, progress and completion of site works and information about complementary initiatives in line with the THI Communication Plan.
Info leaflets									Y		£ 1,500	£ 1,500	In progress	Mar-17		Jun 18			Under review	Mar 18: No further progress has been made with this initiative. In Jun-17 the THI's HES advised that there is a significant amount of good practice guidance available on the Historic England and other websites and that it would not be a good use of HLF funding to produce advice that is duplicated elsewhere. Generally enquirers are being signposted to the HE website. It is still an aspiration for local heritage stakeholders and the HES to develop bespoke advice leaflets for the guidance of Bedford Cottage owners about appropriate maintenance and energy efficient improvements. This initiative is therefore linked to the Energy Efficiency Best Practice one for which the PMB will be asked to review at the April meeting.
Tavistock architects workshop									Y											Removed- approved by HLF under Complementary Initiatives Review
Heritage skills training									Y		£ 15,000	£ 15,000	In progress			Sep 16		4%	On target	Mar-18: to date the 2018 skills programme has included the following: 1) a conducted tour of THI projects for 25 people from the Devon and Cornwall Conservation Officers' Group on 23 Feb-18, which included observation of works in progress on the Pannier Market. 2) a Skills Workshop Day at the Pannier Market on 27 Feb-18 attended by 15 people featuring a conducted tour by the project architect, demonstrations of lead 'sweating', traditional slating and glazing and practicals for each. Every project approved for THI support includes provision for skills workshops to be staged and to date the programme for 2018 includes a second workshop to be staged at 10 West Street in April, featuring the use of mineral paints, successful THI Lecture Evening held in the Town Hall on 2 Nov-17 the proposed programme for 2018 also includes a series of clinics to be delivered by eminent conservation specialists developed in partnership with Tavistock Heritage Trust (THT). This will involve five clinics and was approved by the PMB on 16 January 2018 subject to confirmation of final costs and venues. The estimated total cost is £4,500 and the current budget balance (£14,381) for this initiative would enable a second series to be delivered in 2019 with different speakers or different topics if the first one proved to be successful.
Craft open day									Y		£ 4,000	£ 4,000	Not yet started			Late 2018/early 2019		0%	Under review	Mar-18: staging such an event remains an aspiration for the THI programme and as suggested at the HLF Monitor meeting on 29 Jan-18 discussions are currently being held with TTC colleagues, including the Market Development Officer with a view to organising an event to be staged in conjunction with an appropriate themed market event in the restored Butchers' Hall either later in 2018 or early in 2019.
Tavistock Abbey Conference									Y											Removed - approved by HLF under Complementary Initiatives review 2015
Travelling exhibition									Y											Removed - approved by HLF under Complementary Initiatives review 2015
Railings project									Y		£ 13,500									Removed - approved by HLF under Complementary Initiatives review 2015

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										Y	£ 2,500	£ 2,500	In progress	Oct-17						Under review	Mar-18: this initiative has been under review since 29 Jun-17 when the HLF Monitor advised that commendable work on energy efficiency had been done under the auspices of the Camborne THI and that HLF would not want to fund anything that either duplicated or failed to add value to that work. Subsequently the project group, Tamar Energy Community, were asked to advise on the distinction if any between their work and that of the Camborne THI. It is understood that since then the project lead has continued to make progress under his own auspices. The PM has arranged to meet the project lead in Mar-18 with a view to establishing whether there is still potential for the THI to support valuable work that will add value to anything supported by THI's elsewhere and to produce guidance for the owners of Bedford Cottages in respect of appropriate improvements to improve energy efficiency.	
																				Under review	Mar 18: the HES and the PM have been lobbying for resources to be made available to the Planning Authority (West Devon Borough Council) to enable the Conservation Area to be reviewed. An update on progress is anticipated shortly.	
											£2,008,746.39	£ 1,315,839.01										

Project Administration

Project Manager handover		Handover day 14-07-16
Project Manager		Mar-18: Following review at the HLF Monitor meeting in Oct and the PM's annual appraisal in Nov-17 funds have been vired across from an underspending budget line (Project Support) to ensure that resources are available to support the PM's employment costs through to the end of the current contract (31 July 2019).
Project Governance (manual/processes)		Mar 18: there have been no further changes since the THI grant offer letter was revised to meet the requirements of HLF and TTC as Accountable Body in late 2017. All project governance processes will be kept under continual review and beneficial changes suggested and implemented where appropriate.
Internal THI Claims Process -		Internal audit scrutiny of THI claims process
THI Communications Plan		Mar 18: Publicity continues to be issued in accordance with the Communications Plan.
THI Evaluation		Mar 18: the results of the Evaluation Survey conducted in June 2017 were presented to the PMB and HLF Monitor meetings in Jan-18. The PMB noted the outcome of the evaluation survey results in respect of residents, visitors and students. The PM indicated that whilst the business evaluation had been disappointing there was otherwise sufficient information for use as a baseline for evaluation at the end of the programme.
HLF Grant Payment Requests		10/01/2017 - Payment Request No 4 submitted to HLF. 23 Feb-17 - £85,797.00 received from HLF. 14 Mar-17 Payment Request No. 5 under preparation. 10 Apr-17: Payment Request No. 5 submitted and subsequently received - £86,529) 04 Sept-17: Payment Request No 6 submitted to HLF - £70,216. Payment anticipated within 10 working days. Dec-17: Payment Request No. 7 is currently under preparation and it is anticipated that it will be submitted later this month. Mar 18: Payment Request No 7 received 13 Mar-18 - £51,549.

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Y
N

Not yet started
In progress
Complete

KEY

- Completed
- Under review
- Significant issues