

MINUTES of the Meeting of the **TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE PROJECT MANAGEMENT BOARD/GROUP** held at the Council Chamber, Drake Road, Tavistock on Tuesday 16th January 2018 at 10.00am.

PRESENT Messrs R Jones (Community and Business Representative), K Stokes (Land Owner Representative), C Hearn (Chairman).

**ADVISORS/
OBSERVERS**

G Lawrence, M Searle (Project Manager), R Plumb, W Southall (Finance Officer).

1. APOLOGIES FOR ABSENCE

An apology for absence had been received from Mr D Incoll.

2. NOTES OF PREVIOUS MEETING

The notes of the Meeting of the Tavistock Townscape Heritage Initiative Project Management Board/Group held on Tues 12th September, 2017 (Appendix 1 refers) were received and endorsed.

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 Buildings

- a) Butchers' Hall – the Project Manager would arrange a draw-down of grant for the end of January. In response to a query regarding health and safety issues associated with pedestrian traffic and the "gullies" within the premises the Conservation Officer noted that it would not be appropriate to use self levelling screed or to seek to remove the gullies in view of the listing – attention should therefore focus around appropriate delineation through either colour marking or signage. The General Manager was reviewing available options.

- b) Pannier Market – works were in progress including provision of a temporary structure for the operation of the market café. The Project Manager was putting together a claim to HLF for initial draw down of grant in relation to professional services which would be submitted prior to the end of the month.

Priority Buildings

- a) 2 & 3 Market Street – the Board was advised that it was hoped the works programme for these properties might move into alignment (notwithstanding that they were in separate ownership)
- b) 1 Church Lane – it was reported to be understood that a contractual issue had been resolved and it was anticipated that, in due course, a claim would be received for the outstanding monies eligible to be drawn down by the applicant from the Scheme. The Conservation Officer noted that there were two landscaping planning conditions associated with the approval – one relating to the garden area and the other to part of Garden Lane which were being kept under review. The Project Manager advised the Board that it was understood some internal works had been undertaken in addition to those funded under the scheme.
- c) 81 West Street - uncertainties regarding timescale/nature of the prospective incoming tenant were noted. In the ensuing discussion it was stressed that if agreement could be reached the project should be progressed. However, if that were not the case, it would be appropriate to consider whether or not to reallocate funding to another project(s) in order to ensure that monies allocated to the scheme benefited historic properties in the town.

AGREED THAT:-

- The Board review the position in relation to 81 West Street at its next Meeting with a view to deciding whether or not to continue to allocate monies to this project or to reallocate to another project with a higher likelihood of proceeding within the term of the Scheme
- The Project Manager to suggest that the applicant engage with the local planning authority in pre-application discussions (an initial meeting being offered free of charge by the Conservation Officer) on possible future uses for the premises.

- d) 9 West Street – it was reported that it was now anticipated that window decoration to the front elevation might increase the amount of grant awarded by in the order of an additional £2000.

Public Realm Projects

- a) Guildhall Car Park – A measured survey of the Guildhall Car Park (and also Pannier Market Surround) had been undertaken by the landowner. It was noted that in view of the potential dependencies upon the Guildhall Gateway Centre Project Heritage Lottery Fund had indicated that, in principle, monies for the Guildhall Car Park could be held over from the end of the THI Scheme to be implemented on completion of the Gateway Centre works. It was further noted that whilst previous consultancy had worked up three design options for the car park area there were matters of detail such as seating and footways which would require consideration/consultation in due course.
- b) Pannier Market Surround – works to the Pannier Market Surround would commence on completion of the restoration/repairs to the Pannier Market itself. A design was presently being worked up and the General Manager confirmed that a tender would be issued in March with a view to a May start date. In response to a question it was further:

AGREED THAT the General Manager contact Historic England regarding any potential approved contractors list for contractors suitably qualified to undertake works to the Duke of Bedford's statue

- c) Market Street – The Board expressed disappointment that it had not been possible to reach agreement with Devon County Council regarding a THI eligible Public Realm scheme. Having exhausted the possibilities the monies allocated for that scheme were now held in a contingency fund, with award being subject to HLF approval on other projects.

Complementary Initiatives

- a) Proposals received from Tavistock Heritage Trust

- i. Heritage Walking Tours – The Board considered a proposal costed at in the order of £10,850 in connection with the foregoing. In the discussion arising reference was made variously to the importance that any walking tours were well integrated with THI objectives, and that a significant cost was allocated to interpretation boards which would likely require planning consent, landowners consent and maintenance.

In the circumstances a walking tour seemed to be better suited to utilising the existing blue plaques located around the Town. It was noted that Tour “App’s” could also become dated. It was

AGREED THAT the Project Manager liaise with Tavistock Heritage Trust regarding:-

- A simplified approach to interpretation materials – for example a straightforward pdf able to be downloaded which could be updated periodically without the intrusion and other issues associated with interpretation boards;
- The Board was supportive of the principle of heritage walking tours which utilised local landmarks and blue plaques as location finders.

- ii. Lectures/talks on Heritage conservation under the THI – the Board considered the proposals in respect of the foregoing and welcomed the range and type of event proposed, the costs of same being covered on a “payment on receipt” basis

AGREED THAT the Board endorse the approach listed, subject to consultation with HLF, and to the cost of donation boxes being met by the Trust (total cost £4,200)

- iii. Festival Trail of Light 2018 – the Board considered a proposal from PL1 events prepared on behalf of Tavistock Heritage Trust for the lighting of historic and heritage buildings in the sum of £15,995.

It was noted that this was a substantial sum of money and it was currently unclear as to how the proposal was incorporated within the THI project and/or how it would support heritage events or activity with learning

information or recreational components. In the circumstances it was

AGREED THAT the Project Manager review the matter further and seek additional information from Tavistock Heritage Trust and bring back to the Board.

- b) Project Evaluation – the Board noted the outcome of evaluation survey results in respect of residents, visitors and students. The Project Manager 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.

AGREED THAT the Project Manager:-

- Prepare a summary report outlining the survey results and findings in order to provide a basis for comparison for the end of programme review;
- To review the inclusion of a further article in the Council newsletter

- c) Conservation Area Review – the Conservation Officer advised he would be meeting next week with managers in the planning department of the LPA regarding next steps and would feed back to the Project Manager. He also considered this linked work required in connection with The Bedford Cottages (for example window construction).

Arising from consideration of the item the Board was unanimous in its support for the review of the conservation area which represented an important part of the benefits accompanying the THI and a demonstrable commitment from the Local Planning Authority to the project

AGREED THAT

- The support and endorsement of the Board for the review of the Conservation Area be conveyed to the local planning authority by the Project Manager;
- The Project Manager to initiate correspondence with the Project Monitor with a view to seeking the support of a Heritage Lottery Fund for the Review.

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

minus £10,920 (if all projects proceeded to currently anticipated costs). This incorporated the £60,000 reallocated from Public Realm (West Street) and furthermore did not take into account additional project management costs if the Project Manager were to be engaged to the end of the contract.

In the circumstances it was:-

AGREED THAT project finances be revisited at the next Meeting and kept under close review.

5. RISK MANAGEMENT

The Project Management Board received and noted the Scheme Risk Register (Appendix 4 refers) as at December 2017 and endorsed same as amended.

The Meeting closed at 11.58 am.