

## **General Manager's Overview**

### **MONTHLY REPORT**

**Feb/March17**

#### **Council Project based Summary**

##### ***Cost Code 903 5201 THI Butchers Hall***

Butchers Hall complex has been allocated as welfare/storage facility for the Pannier Market re-roofing contract.

First draft drawings of shop-front design to achieve DDA access complete and awaiting feedback from Conservation Officer.

Market Development Officer recruitment on hold due to awaiting dependencies such as Pannier Market and Guildhall initiative project outcomes/decisions.

##### ***THI Pannier Market***

Design works and tender compilation complete.

Awaiting LBC approval sign off with conditions.

Detailed trader and perimeter shops consultation undertaken including over 50 traders attending consultation meeting held in Town Hall on 9<sup>th</sup> March.

Selection questionnaire process completed through Contract Finder for Principal Contractors. Second stage of process for tenders (technical and price return) underway with return date of 18<sup>th</sup> April. Tender opening on 18<sup>th</sup> April and further assessment on 19<sup>th</sup> April. Due diligence will follow with preferred tenderer around technical and financial compliance and programming/sequencing/method of works to ensure robustness of submission due to the high risk of delivering the project with traders/public in-situ in consultation with Client CDM Advisor.

Grants Panel review is on 19<sup>th</sup> April with HLF approvals aligned with this timeframe.

Refer to briefing note for budget implications as previously advised.

Subject to approvals, anticipated start date is mid May, completion end Nov.

Project Management Board for THI held on 28<sup>th</sup> Feb.

**Cost Code 109 4823 Guildhall Refurbishment**

Capital team progress on target. Completion by mid May. Tasks outstanding include some minor opening up works to review floor levels, submission of LBC and compilation of maintenance plan.

Positive mid term review on 10<sup>th</sup> March with HLF encouraging the project team to delay submission until mid August. Project team met on 17<sup>th</sup> March to discuss the review and agree next steps. Arising from this meeting further consultations/presentations have been held with Town Council on 30<sup>th</sup> March and Chamber of Commerce on 4<sup>th</sup> April.

**Cost Code 109 4804 Meadows play park Co-production**

Installation of co-production equipment aligned with resurfacing works to the paths in the play park, contract let.

Review of existing safety surfacing being carried out.

**Cost Code 109 4812 Duke Street re-pointing**

Several project team meetings have been held discussing health and safety requirements, programming, sequencing of works and design considerations. Tender documentation completed.

Start date planned for June/July 2017 with a 5 month construction phase anticipated. Formal trader consultations are planned for end April/early May which will include discussions around advertising and promotion and appearance of scaffolding.

Selection questionnaire process underway through Contract Finder for Principal Contractors with a return date of 2<sup>nd</sup> May.

**Community based Summary**

- Tavistock Community Flood Plan: See briefing note relating to granting easement to Bannawell
- Working in line with Council Endorsed Commercial/Community Service Improvement Plan 2016/17. *Drafted document for 2017/18, aligned to Council endorsed capital and community initiatives.*
- Aspects Forward Maintenance Register now being aligned with depot duties.
- Continued to provide advice to event organisers of Passion Play for 14<sup>th</sup> April 2017 around road closures and general event management principles, with agreement reached around partial closure of Guildhall car-park.
- A price has been provided to BID for installation/removal of bunting throughout the town. (Advised not to be actioned in

2017). Detailed negotiations on-going around hanging basket provision and maintenance for 2017.

- Please note minutes of Goose Fair Fees Setting Minutes held on 16<sup>th</sup> March. Appendix 1 refers
- Please note attached documents for imminent works to crossings submitted and managed by DCC. Please be aware of the implications of suspending the temporary one-way system for Market Rd and preventing parking (access only) for 3<sup>rd</sup> to 5<sup>th</sup> May. Negotiations on-going with DCC around minimising impact to tenants and traders. Appendix 2 refers
- Meeting held with SW Devon Officer regarding reporting processes and management reports for TTC re: Dog Control Orders on 1<sup>st</sup> March

### ***Operational Update***

- Abbey Walk re-surfacing: Contract let. Works programmed for 18th-20<sup>th</sup> April.
- Discussions are being held with WDBC Officers regarding the implementation of Teenage Markets. Agreed first market 20<sup>th</sup> May.
- On-going review of benefits of market management system. Presentation to Town Hall and Pannier Market Consultative Group will be held on 2<sup>nd</sup> May.
- Meeting held with Historic England on 28<sup>th</sup> March to agree a 5 year scheduled monument consent for all foreseeable permitted works in the area covered under this designation around Guildhall Square and associated areas.
- Works complete on Whitchurch Down re: collapsed culvert for natural spring.
- Discussions held with cattle market tenant re: permitted works. Signage has been removed to the entrance of Pixon Lane open space.
- Rundle Room designs complete. Specification for tender underway.
- Meetings have been held with LTA and representatives of tennis club regarding refurbishment of courts.
- Meeting held with Environment Agency on 2<sup>nd</sup> March regarding undermining concerns relating to flooding along Market Rd retaining wall. Negotiations are on-going regarding financial

Feb/March 17

General Manager

implications and availability of funding with works potentially estimated IRO 100K. TTC have requested that the Environment Agency review their position in the matter prior to any further discussions around appropriate mediums for funding.

- Recruitment process for Support Officer (General Manager) underway, return date for applications 25<sup>th</sup> April.

Yours Sincerely



Wayne R. C. Southall MBA (Open) BEng (Hons) Dip NEBOSH  
General Manager

The Property Owner / Trader  
Ref:  
Bedford Square  
Duke Street  
Drake Road  
West Street  
Brook Street  
Pepper Street  
Elbow Lane

Engineering Design Group  
Matford Offices  
County Hall  
Topsham Road  
Exeter  
EX2 4AZ

Tel: 01392 382714  
Email: r.kingsley-smith@devon.gov.uk

Fax: 01392 381459  
6<sup>th</sup> April 2017

To whom it may concern,

**Repair of block paved pedestrian crossing points, Tavistock (18<sup>th</sup> April – 19<sup>th</sup> May)**

Further to information you may have read in the Press I am writing to you to provide further details of the roadworks and associated traffic management that will be taking place in the town centre and starting on 18/04/17. I have enclosed a copy of the contractors programme and accompanying plan to reference this to. However, you should also keep an eye out for notice boards placed out by the contractor which will provide further information. Every effort will be made to adhere to the programme but this could slip if there is inclement weather or additional works are identified. No works will take place on the May Bank holiday.

**Duke Street, Brook Street and West Street:** Every effort will be made to minimise disruption to traffic and at some locations it may be possible to allow cars only through; by suspending some of the adjacent parking spaces to create a passing route. However, if larger vehicles or delivery lorries persist in trying to get through, we will have no option but to close the road. Unfortunately though, for the majority of the work, there will be insufficient road width and as such sections of the road will have to be closed. Closures on these streets will be between 09.30hrs and 16.00hrs. I would therefore respectfully ask that, if you are expecting deliveries on the days indicated that these can be made outside of these times.

If your property / shop is on **Brook Street**, but **beyond the Market road junction** then deliveries can be made from the Vigo Bridge end; where the one-way traffic order at that end of the street will be suspended for the period of the road closure. Access to the Co-Op car park and Darcy Mews will also be possible, but only at these times and when signed.

The **Bedford Square** works will be undertaken in two halves with traffic running in the free lane by means of a one way traffic order in a north bound only direction.

The **Drake Road** works will be undertaken using a full road closure (24/7) for as long as the works require. HGV's will be diverted so they do not approach this side of town.

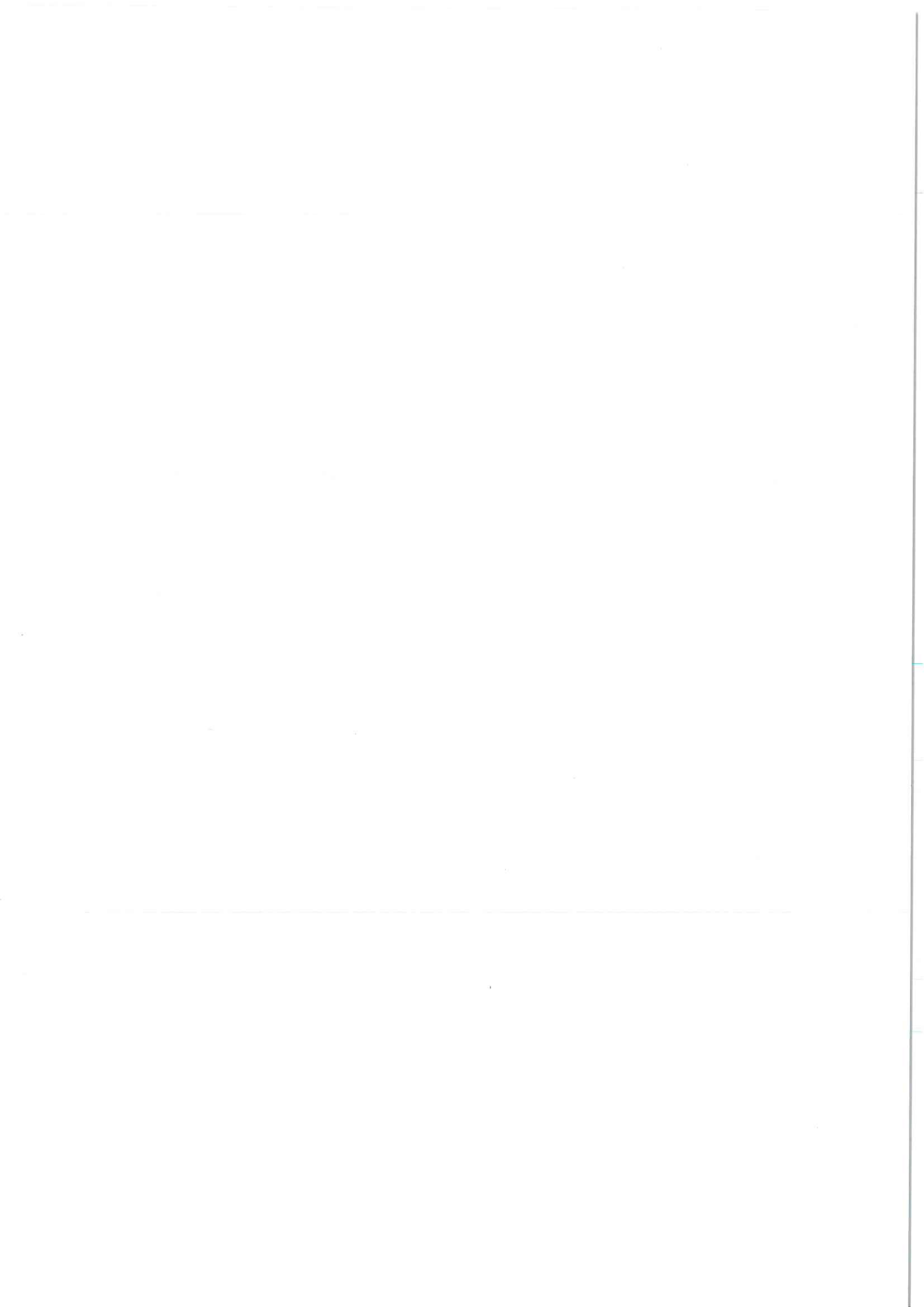
The **Pepper Street** and **Elbow Lane** works will be undertaken under road closure at the southern end of each street.

Finally, should you wish to discuss these roadworks further, please contact me or speak to the contractor's staff directly on site.

Yours faithfully,



R Kingsley-Smith



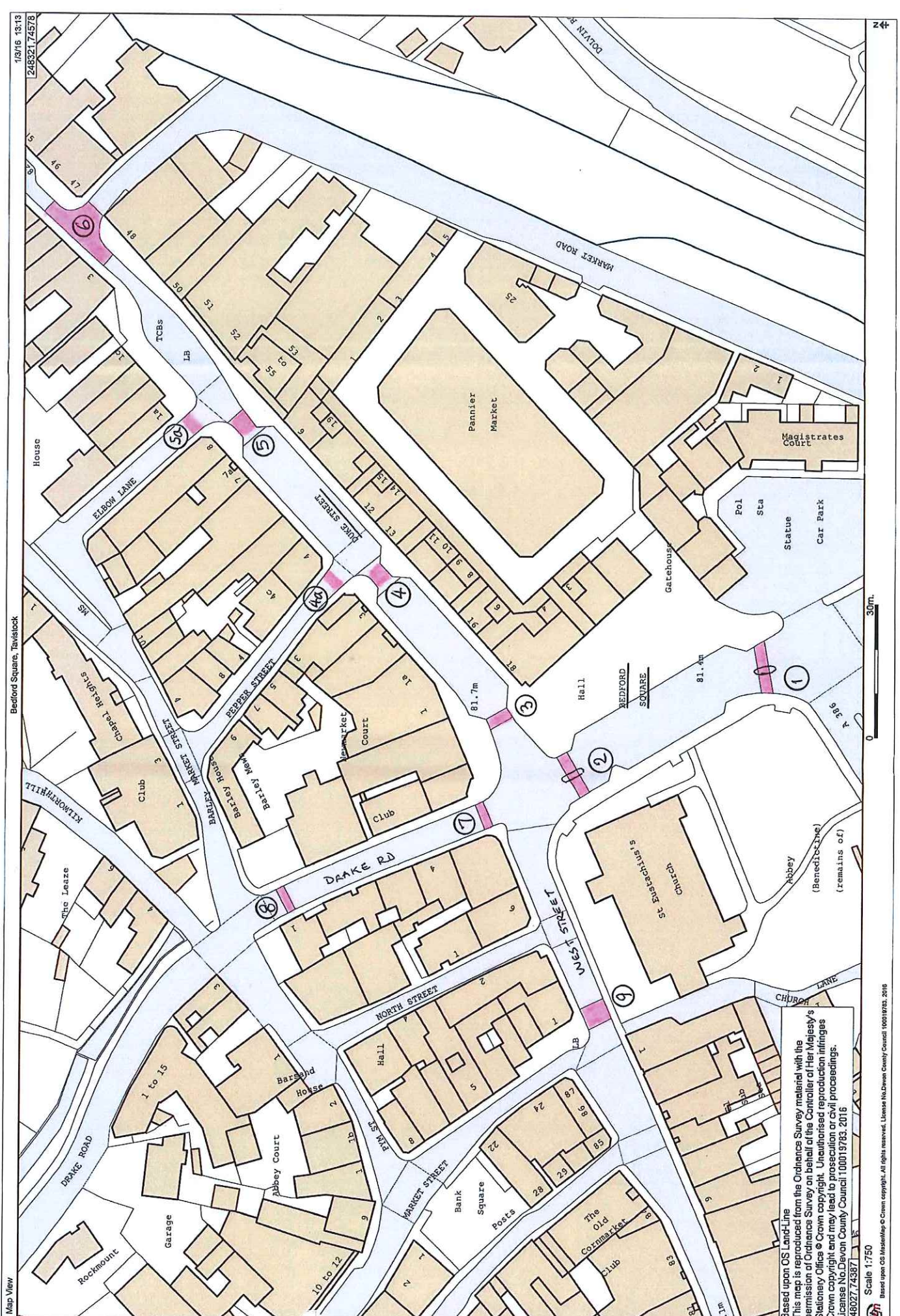
# Tavistock

03/04/17

ID	Name	Start	Duration	Finish	Apr		May			
					17	24	1	8	15	
1	Site Set up	18/04/17	1d	18/04/17	●					
2	Location 1 - New Pavers - Done in 2 parts	19/04/17	2d	20/04/17	●					
3	Location 2 - New Pavers - Done in 2 parts	21/04/17	2d	24/04/17	●	●				
4	Location 3 - Small Area of Reuse Pavers	25/04/17	0.2d	25/04/17		●				
5	Location 4 - Take up & Reuse Pavers	26/04/17	1.5d	27/04/17		●				
6	Location 4a&5a -Replace Pavers-Lower Gully	27/04/17	0.5d	27/04/17		●				
7	Location 5 - Take up & Reuse Pavers	28/04/17	3d	02/05/17		●	●			
8	Location 6- Take up several Areas & Reuse	03/05/17	3d	05/05/17			●			
9	Plane & Tarmac all Ramps above	08/05/17	1d	08/05/17				●		
10	Location 7- Take up and Reuse Pavers	09/05/17	2d	10/05/17				●		
11	Location 8- Take up and Reuse -Extend Ramp	11/05/17	2d	12/05/17				●		
12	Location 9-Take up & Reuse Pavers-Fixed patched areas	15/05/17	2d	16/05/17					●	
13	Plane & Tarmac Ramps-7,8,9	17/05/17	1d	17/05/17						●
14	Reinstate-Finish up-Road Markings	18/05/17	1d	18/05/17						●







13/16 13:13  
24832174578

Bedford Square, Tavistock

Map View

Based upon OS Land-Line  
This map is reproduced from the Ordnance Survey material with the  
permission of Ordnance Survey on behalf of the Controller of Her Majesty's  
Stationary Office © Crown copyright. Unauthorised reproduction infringes  
Crown copyright and may lead to prosecution or civil proceedings.  
License No. Devon County Council 100019783. 2016  
248027.74387

Scale 1:750  
Based upon OS MasterMap © Crown copyright. All rights reserved. License No. Devon County Council 100019783. 2016

0 30m



