

## **General Manager's Overview**

### **MONTHLY REPORT**

#### **August/September 2016**

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

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

Contractor AD Williams

Conservation Architects Le Page (undertaking contract administration)

The third and fourth interim certificates for payment has been authorised to AD Williams and second/third invoices signed off for contract administration for Le Page Architects. After inspection from Devon Renaissance, the first LEAF grant claim has been applied for. HLF grant claim also being submitted for payments made to date.

Progress Meeting update: 19<sup>th</sup> September:

- the roof scaffold will be dropped by first week in Oct. Rest of scaffolding removed by end of Oct.
- all roof slopes re-slating 95% complete
- central valley gutter complete
- all lantern light casement windows have been removed and successfully deglazed and stripped, refurbished and are now being re-fitted
- rwgs decorated and fitted
- pointing mix and paint analysis agreement delays problematic regarding project programme
- significant variation agreed to re-point complete wall on Market Road
- Works to be completed by 21<sup>st</sup> Oct

A skills workshop for key stakeholders and local builders was held on 13<sup>th</sup> Sept, specifically dealing with slating, carpentry and lime pointing.

Provisional sums/contingencies committed at final account allow for future expenditure of approx.: 7K to deliver shop front improvements in the Pannier Market surround and signage refurb on Market Rd post contract sign-off.

Next formal progress meeting 17<sup>th</sup> Oct.

***THI Pannier Market***

Project Management Group Meeting held on 29<sup>th</sup> July.  
Monitor Meeting held on 3<sup>rd</sup> Aug.

Return date for Pannier Market design team tender submissions due third week in October. Design team to be appointed prior to next Monitor Meeting planned for 2<sup>nd</sup> November. 2<sup>nd</sup> consultation with traders planned for mid Dec.

Discussions held regarding appointment of design teams for public realm.

***Cost Code 109 4823 Guildhall Refurbishment***

Monitor Meeting held on 3<sup>rd</sup> Aug.

Capital team reviewed and re-drafted plans, including extension to rear courtyard, improvements to gateway centre entrance and alterations to the rear of the courtroom. These plans with recognition of implications of increased project costs, approx.: 130K increase in project costs, was approved in principle formally at Full Council (Pre-app submitted to planning authority and positive meetings held regarding revisions). The revised plans were considered at a meeting of Tavistock Heritage on 18<sup>th</sup> Aug and also ratified. At this meeting it was also agreed to move forward between TTC and Tavistock Heritage on the basis of a partnership agreement, instead of a lease. Numerous meetings have been held between Officers around the content of this partnership agreement around operational matters and areas of responsibility/financial impact. A first draft of this agreement will be produced by early Nov for review by TTC/Tavistock Heritage.

A Project Team Meeting was held on 14<sup>th</sup> September, including attendance of new Shadow Board Members of the Trust (Tavistock Heritage). A capital team meeting has been arranged for 5<sup>th</sup> Oct. Arising from this, a quote for Guildhall Project bid-co-ordination and writing has been approved.

Prices have been obtained to undertake necessary ecological surveys. (initial visual survey complete with recommendation for one emergence survey and one re-entry survey).

Redecoration of the first floor TTC peripatetic space complete.

***Cost Code 109 4807 New Works Depot Procurement***

Lease negotiations completed with DCC. To progress next stage around appointing design team early 2017. Other DCC assets are being investigated regarding potential for depot provision.

A formal tender was submitted to secure Units 22/24 Pixon Lane for the temporary relocation of the workforce as reported at

previous Full Council Meeting. TTC have been successful in this process and the depot will be transferred from Guildhall/Butcher's Hall by early November. This will allow for the internal fit out works to be undertaken in Butcher's Hall, still with the anticipated opening date planned for Sept/Oct 2017 aligned with the completion of the THI enveloping works to the Pannier Market.

***Cost Code 109 4811 Council ICT Infrastructure***

Wi-Fi improvements for Pannier Market and Town Hall, including Pannier Market surround and Bedford Square complete.

ICT equipment to be purchased for new depot provision at Pixon Lane, including transferable CCTV and alarm systems. (additional microchip reader to be purchased for green section of cemetery)

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

Imaginary play-equipment order has been cancelled and the plans are being reviewed due to cost and installation/maintenance impacts. Further meetings held with Meadows Makeover.

Post above works, the surrounding paths will then be re-surfaced as identified within TTC pot hole register as an area requiring remedial improvements.

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

Parkes Lees undertaking consultancy to:

- Apply for LBC, including consultation.
- Administer JCT Minor Works Building Contract, TTC to provide Clerk of Works role
- Support the process of appointing contractors
  
- Obtain quotes for scaffold design and CDM

TTC will advertise works on Contract Finder in December and will carry out necessary procurement due diligence. Planned start date on site end Feb 2017. Works to be undertaken at same time as Pannier Market enveloping works.

***Community based Summary***

- Tavistock Community Flood Plan: Investigatory works started on 18<sup>th</sup> July by SWH to excavate the existing culvert and gabions in the park and reinstate (costs met by LA partners). Investigatory works now being reinstated (awaiting LA partners recommendations)

- Working in line with Council Endorsed Commercial/Community Service Improvement Plan 2016/17.
- Christmas lights provision for 2016/17 to be delivered based on pre-existing partnership agreement with BID
- TTC stewarding for Dickensian Evening
- Discussions being held with Diocese around who is responsible for replacement of church gates and associated maintenance works/responsibilities

### **Operational Update**

- Betsy Grimbal's Tower: Three quotes have been received for condition surveys to Betsy Grimbal's Tower and Still Tower. Awaiting Historic England approval on preferred tender.
- Goose Fair operational meeting held on 17<sup>th</sup> August, see attached minutes. Further meeting to be held early Oct. Majority of traders spaces let and paid for. Revisions to emergency planning documentation include low risk section on terrorism regarding vehicle movement. The Equality Impact Assessment has been re-written.
- Rundle Room: Design underway.
- Strategic Plan: Staff consultation has been completed. Partner stakeholder feedback on hold as advised at BP Sub-Committee.
- Let works for internal refurbishment of East End Stores (Units 1 and 2) will be complete by early Oct as per agreed schedule.
- Property Maintenance Plan to be complete by Dec 16.
- Town Hall and Pannier Market Consultative Group held on 13<sup>th</sup> Sept. Matters arising included trader and TTC partnership agreement regarding improvements to Christmas lights internally within Pannier Market. Discussions were also held regarding access to the Town Hall, and life expectancy of Town Hall lift, with back up provision of re-conditioned stair lifts installed to North entrance.
- The Cemetery Administrator's probationary period is complete.

Yours Sincerely



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