

**General Manager's Overview**  
**MONTHLY REPORT**  
**November 17**

**Council Project based Summary**

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

The estimated budget for the internal fit-out is £85,000 with preferred tender within this threshold. Listed Building Consent approved.

Four tender returns were received on 9<sup>th</sup> October. After undertaking due diligence on price and technical returns, interviews were held with two preferred tenderers. Contract awarded to RM Builders. Start date agreed as 23<sup>rd</sup> October with completion date of 1<sup>st</sup> December, excluding installation of electronic doors which are being procured directly through TTC (install date 18<sup>th</sup> December). Contract on programme, approx. 70% work complete.

Week commencing 4<sup>th</sup> December, final consultation with 5 day traders and lockups to sign up to trading agreement and agree display requirements. Week commencing 11<sup>th</sup> December, RM Builders to carry out bespoke basic fit-out for individual trader displays. (Note: final iteration of trader table mapping work complete and consultation letter attached distributed to all traders and perimeter shops)

Signage design for Butchers Hall agreed as attached, which is intended to be distinct to Pannier Market branding.

5 day traders and lockups to relocate to Butchers Hall week commencing 1<sup>st</sup> January 2018, with trading commencing on 9<sup>th</sup> January 2018. Trading in Town Hall to commence on 2<sup>nd</sup> January.

***Cost Code 903 5202 THI Pannier Market***

Contract let to AD Williams including ineligible (ie not grant funded) works to replace the market doors for the sum of £551,589.49. Pre-start meeting held on 30<sup>th</sup> October (copy available for inspection from the Drake Road Office). Revised start date agreed as 2<sup>nd</sup> January 2018, completion date 27<sup>th</sup> April.

Focus group meeting held on 17<sup>th</sup> November re: advertising and promotion and targeted actions distributed. Communication strategy drafted.

Formal consultation and information meeting arranged in the Town Hall for traders and perimeter shops for 29<sup>th</sup> November, see attached letter. On-going communications with Bobs Café.

Public realm enhancements procurement to Pannier Market perimeter to be tendered in December 2017 for architects. Consideration to be given re: lighting, seating, signage, branding. Tender process for capital works will need to be undertaken in February 2018, to ensure that works are carried out post completion of the Pannier Market enveloping works and prior to the soft launch of the Butchers Hall.

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

Works carried out for temporary office set-up on the ground floor to accommodate the market team during the period of Jan-April 2018 when the Pannier Market re-roofing works is undertaken, which will provide controlled access for visitors and traders.

Design drawing amendments carried out to the existing plans to improve the gateway centre offer on the ground floor re: shop and office space, arising from recent acquisition of property by TTC. HLF visit prior to decision re: awarding of grant happened on 13<sup>th</sup> November. Feedback from HLF was extremely positive.

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

Allocated maximum budget £165,000.  
Contract let to CLC Contractors.

Final account within allocated budget which includes a significant amount of additional re-pointing and stonework repairs iro 25K.

Scaffolding now being removed, progress to programme, 95% complete, with practical completion signoff on 24<sup>th</sup> November 2017.

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

Discussions held with WDBC re: securing s106 funding and eligibility for money to be allocated to replace safety surfacing to existing play-equipment. Note: three estimates have been received for replacement of safety surfacing, from grass matting to wet pour, with the expected expenditure to be approx. £50,000.

***Cost Code 109 4805 Cemetery Soakaway***

Contract let to Stenlakes within allocated budget £60,000.

Work complete, including additional drainage systems within the budget allocated, with practical completion sign off on 13<sup>th</sup> November.

***Molly Owen Centre***

Partial relocation of works depot facilities undertaken re: storage of materials to Molly Owen Centre. Plans are being formulated to relocate the full depot provision, distinct and not at detriment to any future adjoining use by TTC services or other. Full relocation of

depot provision anticipated to be delivered by end February 2018. This will also include the surveyors recommendations to make the infrastructure watertight etc, with allocated budget of £100,000.

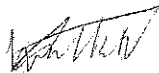
### **Community based Summary**

- Easement to Bannawell, reinstatement works handover arranged for 23<sup>rd</sup> November 2017.
- Commercial/Community Service Improvement Plan for 2017/18 operational.
- On-going co-production resource support including Dickensian event preparations and stewarding. Priced works undertaken to carry out grass cutting to Buckland Monachorum Cemetery.
- Arrangements for installation of Christmas lights complete for Duke Street, Brook Street, Guildhall and Pannier Market, distinct to what is being delivered by BID.

### **Operational Update**

- Drake Statue railings re-decoration work complete.
- Rundle Room design and specification complete. Listed building consent approval granted.
- Report regarding vehicle fleet hire/replacement complete (presentation on hold).
- General Manager completed 75% of on-line study for Prince 2 foundation and practitioner course.
- Note: WDBC are now converting Dog Control Orders as they stand to Public Space Protection Orders. This process requires them to advertise the fact that the conversion is taking place and they propose to do this on their website and by posting notices where there are already existing Dog Control signage across the district. Views need to be received by 1<sup>st</sup> December and areas impacting TTC land include, Meadows, Benson Meadow, St John Avenue, Abbey walk, Courtlands play area and Whitchurch play area.

Yours Sincerely



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

APPENDIX 1

THIS DRAWING MUST BE READ IN CONJUNCTION WITH OTHER ARCHITECTS, CONSULTANTS, SUB-CONTRACTORS AND SPECIALIST DRAWINGS.

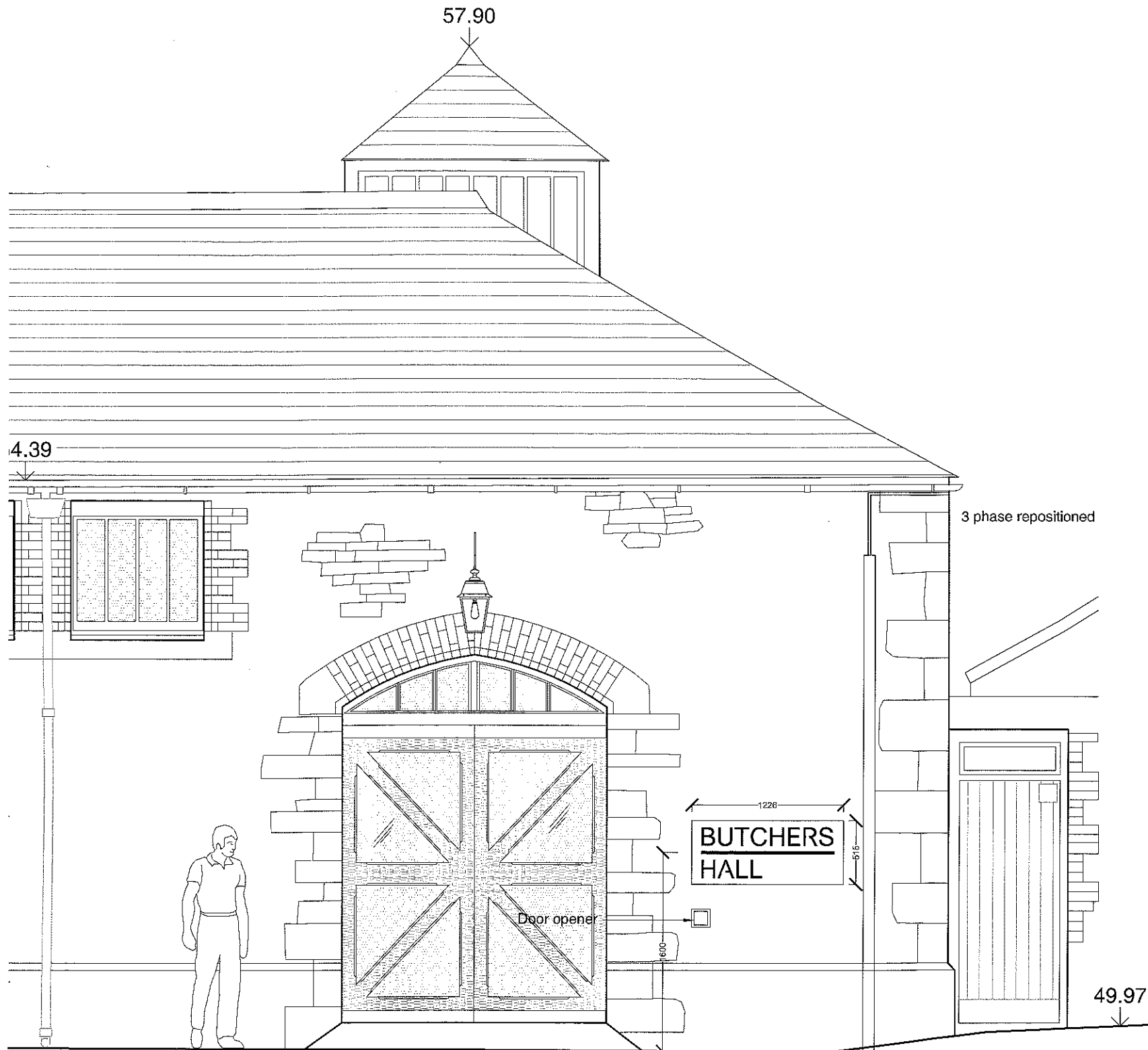
ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.

ALL DIMENSIONS ARE TO BE VERIFIED ON SITE AND CONFIRMED, BY THE CONTRACTOR, BEFORE COMMENCEMENT OF CONSTRUCTION.

IF THIS DRAWING EXCEEDS THE QUANTITIES TAKEN, IN ANY WAY, THE ARCHITECTS ARE TO BE INFORMED BEFORE THE WORK IS PUT IN HAND.

Rev	Date	Revision	By	Chk
A	13.11.17	Doors updated to swing doors with with barriers	CK	SCR

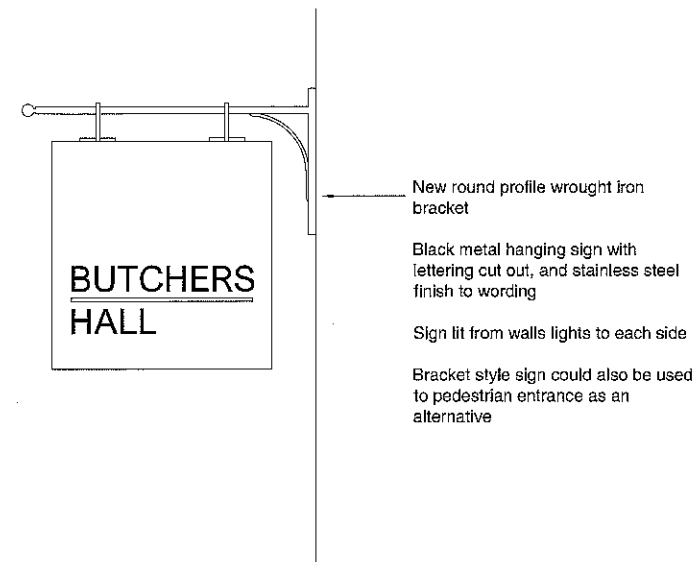
Notes



Black metal panel with cut out contemporary lettering and Brass back plate. Panel held off the wall on metal spacers.

Sign incorporates integral LED lighting

Letter size 150mm height



**02 Market Road Sign**  
Scale 1:20

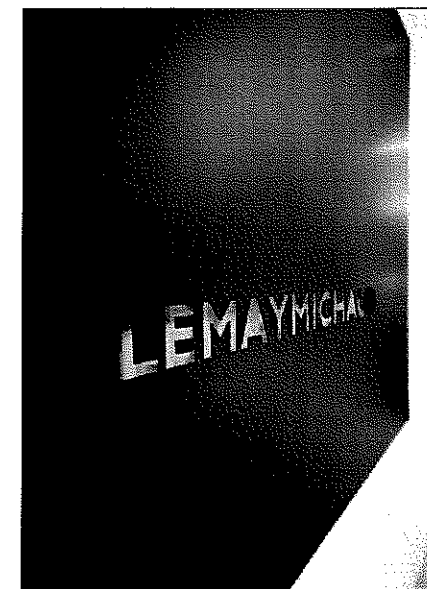


Image for basic reference only

**01 North West Elevation Signage: option 4**  
Not to Scale

**Le Page Architects**

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Crownhill  
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Web: <http://www.lepagearchitects.com>

Client  
Tavistock Town Council

Project Name  
Butchers Hall  
Internal Works

Drawing  
Front Signage  
Option 4

Scale  
1:50 @ A3

Drawn by  
CK  
Date  
11.08.17  
Checked by  
SCR  
Date  
11.08.17

Project No. Drawing No Revision

J17.022 SK04



# Tavistock Town Council

*Working for the local community*

APPENDIX 2

Town Council Offices  
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## **TO ALL TRADERS AND TENANTS OF PANNIER MARKET AND PERIMETER SHOPS**

Friday 17<sup>th</sup> November 2017

Dear Sir/Madam

### **PANNIER MARKET – RE-ROOFING WORKS**

We write to you in reference to the planned re-roofing works within the Pannier Market and the imminent relocation of Pannier Market traders to Butchers Hall and Town Hall during this period.

As you should be aware, the works to the Pannier Market are planned for the period of January to April 2018. The contract for the works has been awarded to AD Williams who undertook the external refurbishment to Butchers Hall. RM Builders are currently undertaking the internal fit-out of Butchers Hall, with an anticipated completion of Friday 1<sup>st</sup> December.

For five day traders and lock-ups who have indicated their intention to trade, your flexibility regarding site visits to agree final positions, requirements for individual fit-out, and signing up to trading from 9<sup>th</sup> January is expected starting Tuesday 5<sup>th</sup> December and throughout that week.

You are invited to the Town Hall on **Wednesday 29<sup>th</sup> November, 5:15pm**, for a final consultation and information event prior the works commencing on site on Tuesday 2<sup>nd</sup> January 2018. In attendance will be Mayor/Deputy Mayor, Officers of the Council, lead architect and principal contractor.

Matters covered in the above will include the programme of works, trading periods and procedures during and post construction, advertising and promotion campaign as well as methods and expectations around communication during this period. For clarity, as has been articulated throughout the individual consultations, TTC are intending to charge table rates at the reduced winter rate of £8.00. Additional to this TTC will absorb the VAT within this rate payable in respect of the Butchers Hall and Town Hall.

If you have any queries specific to the Council business please contact myself on 01822 616134 or alternatively via email [wayne.southall@tavistock.gov.uk](mailto:wayne.southall@tavistock.gov.uk).

Thank you for your assistance in this matter.

Yours faithfully

**WAYNE SOUTHALL  
GENERAL MANAGER**

*Gateway to Cornwall and West Devon mining World Heritage site*