

**General Manager's Overview**  
**MONTHLY REPORT**  
**July/August 19**

**Council Project based Summary**

**Cost Code 903 5211 THI Pannier Market Public Realm**

Agreement reached regarding practical completion and all snagging works have been undertaken.

Final account re: adds and omits still in contractual discussions.

Complimentary works now undertaken include:

- Installation of new lit Pannier Market sign, same design as Butchers Hall.
- Installation of lit Tavistock Markets/Bedford Square signage above gates, in between Town Hall and museum, plus two drop down lanterns.=
- Purchase and siting of two additional picnic tables comparable to the two positioned near to Butchers Hall at East End Stores.
- Ordered three new bins which has separate recycling sections for plastics and glass

Revised arrangements for unloading/loading were implemented and operating successfully.

***THI Guildhall Public Realm***

Contract value IRO 220K, including professional fees and surveys.

Contract for design team was let to Le Page Architects after competitive tender process for a lump sum value of £10,580 plus vat and expenses.

Detailed consultations held with archaeologists, Historic England, WDBC Conservation Officer, DCC Highways Officers, RBL, quantity surveyors, health and safety consultant, architect leading on the Guildhall Gateway Centre Project (re: design aspects and dependencies including utilities and shared welfare), and surfacing specialists.

Five alternative design options have been drafted, with the preferred option being presented at Budget and Policy on 3<sup>rd</sup> Sept. NLHF have been appraised of the design options and are broadly in support of the approach.

There is a preferred option which, if endorsed by Council will be used as the basis to consult with the heritage community.

The prelims, schedule of works and all associated drawings have been drafted, ready to be issued for tender, at the period where the design is endorsed. Options which can be disaggregated from the contract, dependent on costs include: resurfacing around the Guildhall toilets, changing granite piazza to resin and not relocating Duke of Bedford Statue.

LBC has been submitted re: the preferred option.

The tender process will be undertaken in October with the construction phase start date planned for Feb 2020.

During this contract, it is proposed a separate piece of work be commissioned with the same architect team to review potential future options Market Road layout and design considerations for consideration by Council.

***Cost Code 902 THI Complimentary Initiatives***

Total value of £47,500.

Heritage Skills Craft Fair Weekend successfully delivered on 17<sup>th</sup> and 18<sup>th</sup> August to budget with positive feedback re: numbers of attendees and engagement.

Heritage Open Days (13<sup>th</sup>-22<sup>nd</sup> Sept) budget fully committed, THT delivering, with Pannier Market and Butchers Hall talks by Le Page Architects to be held between 11am-2pm on 22<sup>nd</sup> Sept.

Awaiting completion of manufacture of blue heritage plaques (budget fully committed).

Skills training initiative complete and evaluation report drafted.

Production of walking tours leaflet complete and available within VIC.

Newsletter being produced re: THI scheme, anticipated to be distributed to electorate by end Nov 19.

Awaiting update of progress with Bedford Cottages energy efficiency scheme.

**Cost Code 109 4823 Guildhall Refurbishment**

The tender return date was 24<sup>th</sup> June with six compliant tenders received.

Seven weeks of tender appraisal and value engineering have been undertaken, including securing additional project funding from Tavistock Town Council up to an agreed capital capped value as previously minuted.

The preferred tender is RM Builders. NLHF have approved the Council proceeding with their tender on 28<sup>th</sup> August.

The Council are in the position to let the contract with a pre-start meeting planned for 11<sup>th</sup> September with start on site organised for end September.

Arising from the pre-start meeting, arrangements around the management of the Guildhall car-park during the construction phase and pre the Guildhall public realm works will be agreed.

The contractual completion date for the capital works is end May 2020 with interpretation fit-out to follow.

***Community based Summary***

- TTC continue to work with Lions, Rotary, Roots to Transition, THT, DHBT, WDBC, BID, CoC, Meadows Makeover and many other business/community groups to deliver community initiatives within Tavistock. Recent activities include:
  1. Delivering Tavistock's Community Festival of Food and Craft (Royal Visit)
  2. BID regarding Christmas lights, hanging baskets, advertising and promotion, Dickensian and separate light switch on event and grant funding
  3. THT with projects identified above
- Commercial/community service improvement plan for 2019/20 as endorsed by Full Council in operation.

***Operational Update***

- Works Depot permanent restructure:
  - 1) Properties and Open Spaces Manager, role to be re-advertised in September 2019, with amendments to the role profile, job title and job description implemented to align with how the new staffing structure is operating.
- Markets and Events interim restructure:

July/August 19

**AGENDA ITEM 8i**

- 1) Interim operating structure review period and staff consultation complete. Over the next 6 weeks will undertake recruitment process for the delivery of the permanent structure. As referenced in previous reports, this will provide a period of stability and continuity to enable the implementation of a focussed advertising/promotion campaign, primarily looking at building on 2020/21 bookings, specific to weddings and evening parties for the Town Hall venue.
- Arising from the Public Conveniences Sub-Committee the General Manager has been reviewing options specific to the delivery of the service for 2020, specific to capital and revenue costs/implications.

Yours Sincerely



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