

**General Manager's Overview**  
**MONTHLY REPORT**  
**Oct/Nov 18**

**Council Project based Summary**

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

Overall budget £190,000. The contract for the Pannier Market public realm improvements has been let to Cormac for £174,147.77 plus VAT.

Following on from previous Council decision to delay the works until the first quarter of 2019 as requested by stakeholders after a consultation specific around start dates, it has been agreed between principal contractor, architect and client to sign off to a contractual completion date of 26<sup>th</sup> April 2019. Three meetings have been held in the last month to discuss the project programme in detail and what format/structure the consultation/communications plan should be.

All traders and perimeter shops were notified in writing of two formal consultations to be held in the Town Hall. The first was held on 21<sup>st</sup> Nov, in attendance Le Page Architects and Cormac who presented the scheme, programme and consultation plan, relevant Officers and the Mayor/Deputy Mayor. The second formal consultation meeting will be held between 5pm and 7pm in the Town Hall on 12<sup>th</sup> December. Individual consultations will also be held with each perimeter shops and certain traders impacted by the works. After the first meeting it was agreed that Officers and traders would for a Working Party to discuss advertising and promotion and a date for the first meeting has been agreed. Please note: for the duration of the contract 3 East End Stores will be used as a site office and two drop-in sessions per week will be held for interested stakeholders to discuss matters specific to Cormac as Principal Contractor.

Post completion consideration will need to be given to the future operation of the perimeter, e.g. tables/marquees/funding for new public seating, and Council will need to provide guidance on this matter to its Officers.

**THI Guildhall Public Realm**

Key timelines agreed and budget with HLF Monitor on 28<sup>th</sup> November which includes: appointment of architects within first quarter of 2019, consultation process and detailed design second quarter, tender process and appointment Aug-Oct with start on site early 2020, completion May 2020.

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

Total value of £47,500. HLF approval has been received for the delivery of the revised programme of complimentary initiatives.

Several meetings have been held with Tavistock Heritage Trust to agree programme and arrangements for delivery of Heritage Open Days for 2019, craft open days planned for 17<sup>th</sup> and 18<sup>th</sup> August, the design and manufacture of heritage walking tours leaflets and the installation of an additional 7 blue heritage plaques.

The educational training to a value of £8200 being delivered by Lizzie Mee Heritage and Arts Consultant is on target with timelines/objectives to deliver the required training programme in first quarter of 2019.

The contract for the energy efficiency scheme at Bedford Cottages has also been let, HLF grant £3200, for a scheme value of £9150, inception meeting to discuss programme to be arranged for December.

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

Overall scheme costs for delivery phase 1.65M, completion date June 2020 for capital works, interpretation fit-out and Guildhall public realm.

14<sup>th</sup> Nov a project team meeting and steering group meeting was held. Next project team meeting planned for 19<sup>th</sup> December. Monitor Meeting for both THI and Guildhall Project was on 28<sup>th</sup> November where feedback from the Monitor was positive. Appointments to the project of the Development Officer and Freelance Learning Officer have been completed.

Capital update: On progress, target date out to tender on 18<sup>th</sup> March with return date of 26<sup>th</sup> April. Numerous meetings held regarding capital development, including M&E revisions, structural engineer opening up works and inspections, meeting with Conservation officer around planning conditions, materials, external signage and lighting and future consents, meetings with Building Control, access consultant and shop fit-out designer and detailed

external inspection with architects and Quantity Surveyor. First draft of specification to be completed by Christmas. Bill of Quantities to be completed by mid Feb 19. Revised cost plan to be completed by 19<sup>th</sup> December.

### ***Community based Summary***

- Dickensian Evening and Christmas lights co-production with Tavistock BID: At the request of BID, the installation and switch on of Christmas lights within the town was brought forward from 7<sup>th</sup> Dec to 16<sup>th</sup> November which required significant amendment to programmed works for the depot. Working in partnership with JT Greaves, the works depot installed all the Council and BID lights in the highway, around the church and on Guildhall/Pannier Market within this timeframe. Post switch-on on the 16<sup>th</sup>, TTC have installed Christmas lights within the Pannier Market and Butchers Hall internally, on Abbey Chapel, provided support for St Eustachius with their tree festival arrangements and continued to deliver the erection of Trees of Lights on the Town Hall (please note additional cost for 2018 iro £900 for the testing of all fixings and replacement as required on the front of the Town Hall).

The depot will provide all stewarding and chapter 8 requirements for Dickensian Evening 2018. The General Manager is satisfied with the significant progress made by BID for event safety/arrangements and necessary paperwork for 2018. The depot has reached agreement and will continue to deliver the contracted requirements relating to hanging baskets for 2019 on behalf of BID.

### ***Operational Update***

- Works Depot permanent restructure: Consultation process complete and report submitted to Council for endorsement, feedback primarily covering hours of working. Recruitment process for Properties and Open Spaces Manager unsuccessful. The post will be re-advertised after Christmas. The recruitment process for the Team Leader positions has been implemented-timelines: return date 12<sup>th</sup> Dec, interviews 17<sup>th</sup> Dec. All existing posts will be made permanent on the establishment by end 2018.
- Markets and Events interim restructure: Recruitment process complete for two Duty Officers, one market and events assistant and one market and events administration assistant. The re-structure will be operating with full quota of staff from week commencing 10<sup>th</sup> Dec. Specific to the Town Hall the MDO is the single point of contact for the day to day management, including administration and processes, such as staffing allocation, bookings, invoicing and specific hirer requirements.

The Market Reeve has been appointed as the Designated Premise Supervisor and is the single point of contact for the police and licensing authority for all matters relating to licensing relating to supply and sale of alcohol, regulated entertainment and late night refreshment.

Refer to MDO Report for further operational details.

The General Manager will continue to review and manage the interim arrangements with the aim to submit his findings and recommendations on its merits by April 2019 or earlier if deemed necessary.

Yours Sincerely



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General Manager