

**General Manager's Overview**  
**MONTHLY REPORT**  
**Jan/Feb 21**

**Council Project based Summary**

**Cost Code 903 5212 THI Guildhall Public Realm**

Contract has been let to RM Builders for a value of £267,375.96 plus vat with an overall contract figure of £285,000 including professional fees.

An extension of time has been granted to the 31<sup>st</sup> March 2021. The further extension has been granted due to the adverse weather conditions, primarily temperature, which has meant that works relating to the installation of the granite piazza have been significantly delayed and any further installation of resin bonded surfacing has been unachievable.

The main risk item continues to be the completion of utilities connection modifications (water) which is outside of the control of the principal contractor. This element is anticipated to be carried out post practical completion and has no detrimental impact specific to services (water) and will not affect the opening of the car-park or the usage of the designated areas.

Progress from the previous GM Report includes: granite piazza area installation 80% complete, programming of car-parking meter complete, 50% of the parking bay bollards installed, all preparation works for sub-base ready for the resin bonded surfacing complete.

A meeting has been arranged for week commencing 8<sup>th</sup> March to discuss final account which needs to be concluded by 19<sup>th</sup> March, which is the expiry date for the Tavistock Townscape Heritage Initiative.

**Cost Code 109 4823 Guildhall Refurbishment**

The contract has been let to RM Builders for a contract value of £1,458,695 + VAT including £64,477 contingency.

Meetings have included, Steering Group 1<sup>st</sup> Feb, 22<sup>nd</sup> Feb, NLHF Monitor Meeting 2<sup>nd</sup> Feb, site meetings 8<sup>th</sup> Feb, 16<sup>th</sup> and 25<sup>th</sup> Feb, interpretation meetings 4<sup>th</sup>, and 22<sup>nd</sup> Feb and 4<sup>th</sup> March and formal capital meeting on 9<sup>th</sup> Feb. the next formal capital meeting is planned for 17<sup>th</sup> March which will include an evaluation workshop.

Jan/Feb 21

Due to the challenges of agreeing a date for the connection of the gas further delays have occurred as this is a critical path item. A connection date of 7<sup>th</sup> April has been provided by Wales and West Utilities which effectively has pushed the completion date for the main capital contract to the end of April. Without the gas connection, unfortunately we have been unable to heat the building effectively during the periods where conditions have been both cold and damp. This has had a significant impact on certain areas of plaster and recently decorated surfaces.

A programme has been agreed, taking into account the changes in weather conditions, the critical path item of the gas installation which will effectively allow for a staggered approach for installation of engineering board (flooring where moisture content needs to be at the right levels) and final redecoration of all spaces internally, which provides an achievable and foreseeable practical completion date of end of April. Including these delays, the contract is still within the budgetary parameters after negotiations with the principal contractor and the recent additional monies for the grant application.

Shop fit-out, audio visual installation and interpretation fit out will follow practical completion, with an anticipated launch date for the Gateway Centre planned for the summer holidays.

### ***Butchers Hall external works***

Following a meeting between TTC, AD Williams and le Page Architects held on 9<sup>th</sup> November to discuss the ongoing concerns specific to water leaks, performance of RWGs and deterioration to recently decorated enveloping joinery, AD Williams agreed to install temporary sheeting to three of the four runs of clearstory windows at their own cost. Since this temporary intervention Butchers Hall has had no internal water leaks which leads to the conclusion that the failure must be specific to the detailing of the clearstory features under certain weather conditions. It has been agreed that specific to the water ingress failures through the clearstory features, that this is not down to workmanship by AD Williams. A meeting was held with all parties on 23<sup>rd</sup> February where it was agreed that:

- AD Williams at their own cost would undertake modifications and rectification work to RWGs week commencing 8<sup>th</sup> March
- AD Williams at their own cost would provide the necessary access equipment and would prepare and paint all previously decorated external enveloping joinery where there are obvious signs of deterioration, including areas identified on the Pannier Market from a subsequent THI contract. (reasons for the accelerated decay not established). To be completed by end of April 2021.
- AD Williams to install Perspex coverings externally to all louvres and clearstory windows on the three elevations with

temporary coverings by end of April 2021. Costs to be shared between TTC and AD Williams.

By the end of April 2021, the Council should be in a position to conclude protracted negotiations with the architect and principal contractor and this project and its latent defects (specific to product specification and design aspects) should be concluded.

### **Community based Summary**

Preliminary discussions have been held with partners specific to Britain in Bloom and hanging baskets for 2021, with a further meeting planned for 8<sup>th</sup> March.

TTC Officers have been, and are currently working closely in partnership with BID on such aspects as town centre reopening, advertising, hanging baskets and subject to re-election will continue to support future activities such as Christmas lights & Dickensian evening.

TTC continue to work in partnership with Tavistock Community Gardeners specific to rewilding initiatives and have agreed to fund promotional material specific to this activity.

A desk top exercise is being undertaken around how best TTC can take over the running of the Guildhall toilets. A report will follow at the next round of Budget and Policy with a meeting arranged for 4<sup>th</sup> March to discuss operational aspects specific to their maintenance and cleaning with WDBC.

### **Operational Update**

- Specific to property maintenance and ground maintenance budgets expenditure for 2020/21 there are a number of significant expenditure items still outstanding for action which includes:
  - 1) Remedial works to Town Hall roof about Mayor's Parlour.  
*Update: Tender expressions to be advertised week commencing 15<sup>th</sup> March*
  - 2) Remedial works to clerestory windows on Butchers Hall  
*Update: Refer to above*
  - 3) Allocation of shortfall funding for public realm works  
*Update: Final account to be agreed week commencing 8<sup>th</sup> March. Estimated shortfall IRO £10,000 to be transferred for property maintenance.*
  - 4) Resurfacing and relining works to Market Road  
*Update: Awaiting feedback from DCC re: line marking and signage and budget costings to be produced for various options specific to resurfacing*
  - 5) Significant tree surgery works in Meadows and Plymouth Rd Cemetery

Jan/Feb 21

*Update: schedule of works completed week commencing 1<sup>st</sup> March, quotes to be obtained prior to end of March 21.*

6) Replacement of RWGs at Molly Owen Centre

*Update: No progress*

- Refer to Town Hall and Markets Consultative Group Meeting Minutes held on 24<sup>th</sup> March for key operational updates. Main points include:
  - 1) Town Hall to remain closed until end of July 2021.
  - 2) Pannier Market and Butchers Hall reopening currently being planned for week commencing 12<sup>th</sup> April 21
  - 3) Goose Fair 2021 preparations underway
  - 4) Meeting planned for week commencing 1<sup>st</sup> March with BID to discuss options specific to phased town centre reopening
  
- A draft forward maintenance register is being compiled over the next 6 weeks which will align with the Council processes specific to property services and statutory responsibilities (50% complete).
  
- Work is being undertaken on drafting the Commercial and Community Service Plan for 2021/22, with particular focus on rebooting the Council services: market and events activities and depot provision, and partnership activities with THT (Guildhall Complex opening and operational implications), BID and others, aligned with the principles of the COVID-19 road map.

Yours Sincerely



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