

**ADENDA ITEM 8i****General Manager's Overview****MONTHLY REPORT July 22****Council Project based Summary****Cost Code 109 4823 Guildhall Refurbishment**

Project update:

- Outstanding capitals works: A meeting was held with GY Architects in early July to formalise the final snagging list for RM Builders, for completion prior to the end of the maintenance period. A follow-up meeting was held with RM Builders on 15<sup>th</sup> July to agree the schedule for the delivery of the outstanding works, main risk item for completion on time being the installation of internal electronic door furniture which have been on order for over three months. A further meeting is planned for 19<sup>th</sup> July to agree timings to ensure minimum disruption to 'business as usual' for completion of the above.
- The next Guildhall Gateway Advisory Forum is scheduled for 21<sup>st</sup> July. Prior to that meeting an email was circulated advising representatives of the outcome of the utilities tender, re: significant p/kWh increases in both gas and electricity, inviting all to consider how the increase can best be mitigated re: reviewing operating practices specific to usage (amount and duration), seasonal implications, cost recovery considerations and opening arrangements such as evening usage.

***Market Road retaining wall***

The Council recently agreed (Agenda Item 13, Budget and Policy Committee, 16<sup>th</sup> May 2022), to commit £17,550.20 to Crabb Consulting Engineers to deliver Stage 1 to 5 of their fee proposal. A meeting was held with Crabb Consulting Engineers on 11<sup>th</sup> July to discuss next steps and approach. It was agreed that over the next month, the topographical survey of Market Rd will be completed along with making preliminary contact re: the planning/consultation process and producing the first draft of the Design access statement.

Arising from discussion it is clear that there is a narrow window to deliver the capital engineering works (June to Sept), and therefore the main contract will not be undertaken until 2023. The aim is to run the tender process at the earliest opportunity on completion of the other critical stages, with the target for tender opening, late Jan/early Feb with the aim to let the contract at this stage with a % increase built into the contract due to the inability to mobilise on site until June.

With the aim of delivering the tender process at the earliest opportunity it will allow the Council the opportunity to review capital funds availability for priority projects such as the Town Hall enveloping works and museum structural improvements, where those tender periods can be run aligned with Market Rd instability contract.

The section on Market Rd with the significant known void has been fenced off to prevent any imposed loading from vehicle movement, and this area will be prohibited from access until the completion of the main contract in summer of 23.

### ***Guildhall toilets provision***

A meeting was held with WDBC for 21<sup>st</sup> June to discuss the current cleaning contract monitoring/management arrangements and asset condition re: necessary refurbishment works, with the 'in principle' asset transfer in mind. Next steps were agreed around timings of the transfer and the expectation of TTC re: the condition of the asset at the point of handover and the standard of contractual cleaning/monitoring going forward.

### ***Town Hall external works***

Progress to date includes production of the specification, prelims, drawings and schedule of works and an in-principle agreement with planning regarding the design approach.

The design process is focussing on three discrete projects

- 1) Mayors Parlour,
- 2) Central main hall front elevation bay window re-pointing,
- 3) North entrance stairwell remedials.

A meeting was held with Le Page Architects on 28<sup>th</sup> June to discuss and agree next steps. A further aerial site inspection has been planned for 20<sup>th</sup> July which will also include inspecting the roof and leadwork at Abbey Chapel. As explained above, the tender process will be aligned with Market Rd instability works, with the aim to let the contract in February 23, with the intention to mobilise on site at the earliest opportunity.

### ***Bannawell play provision***

No update from previous report.

### ***Museum RWGs***

The contract has been let for the replacement of the RWGs and associated works to AD Williams for the value of £11,453 plus vat. Delayed start (awaiting manufacture of lead downpipes)

***Upgrade of lightening conductors***

A contract has been let to Dawson Steeplejacks to upgrade the lightening conductor systems on Town Hall, Duke Street and Plymouth Road Cemetery Chapel. Regarding works to be carried out by others, e.g. digging of pits for the installation of copper lattice mats, discussions are being held with WDBC and DDC regarding methodology.

***Community based Summary***

The Council team continues to work closely with community groups to support events/activities, most recently with regards to Tavi Pride, Eco Fest, Tavistock Lions Carnival and Tavistock Community Gardeners (Britain on Bloom).

Partnership working is ongoing with Tavistock BID regarding the installation of Christmas lights, hanging baskets, Britain in Bloom and Dickensian Evening.

***Operational Update***

- A contract was let to RM Builders for £7,650.97 to install 24LM of ACO drainage, along the grassed area in Guildhall car-park. The contract is commencing on site on 19<sup>th</sup> July and week be complete week commencing 25<sup>th</sup> July.
- The return date for the utility tenders was the 6<sup>th</sup> July. On receipt of submissions it was agreed that the tender process would be repeated, which actually ended up being several iterations with up to nine utility brokers.

On 8<sup>th</sup> July the gas tender was let to Bionic Utilities, with the supplier being Opus on a three-year contract with the rates secured at 10.83 p/kWh with no standing charge for Pannier Market, Guildhall and Town Hall, compared to current rates of 1.759 p/kWh for Pannier market and 3.053 p/kWh for Guildhall.

The electricity contract was let on 15<sup>th</sup> July to Inspired Energy, with unmetered supplies provided by SSE and metered by British Gas with the majority of metered supplies at 39.79 p/kWh, on a two-year contract. Comparing the consumption rates for the largest usage area, the Pannier Market increase for day rate will go from 13.93 p/kWh to 41.85 p/kWh.

The above new contract rates will run from start August 22. I would like to pass on my thanks to Community and Compliance Officer for the work in facilitating the above.

- TTC are continuing to liaise with the tennis club re: plans/arrangements to resurface courts 1 and 2. The resurfacing works started week commencing 6<sup>th</sup> June and the preparation works have been completed as well as installing new fencing and laying the tarmacadam surface. The works remaining include the installation of line marking and then the grant of £15,000 will be released to the tennis club.
- Tavistock Town Council have recruited into the position of Town Hall and Events Manager with the post holder starting officially week commencing 11<sup>th</sup> July. Currently the Council are advertising vacancies for Support Officer (General Manager), closing date 20<sup>th</sup> July and Duty Officer (Town Hall), closing date 1<sup>st</sup> August.

Yours Sincerely



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