

**General Manager's Overview**  
**MONTHLY REPORT**  
**September/October 19**

**Council Project based Summary**

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

Practical completion and snagging works signed off.

Final account re: adds and omits contractual discussions on-going, reporting of matters arising to Budget & Policy Committee. Agreement needs to be reached by end of November re: draw down of grants with NLHF.

Three new bins which have separate recycling sections for plastics and glass have been installed around the perimeter.

Revised arrangements for unloading/loading now acknowledged as agreed practice going forward.

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

Contract value IRO 220K, including professional fees and surveys. A pre-tender estimate has been undertaken which shows a higher expected capital expenditure than budget, but the contract documents have been compiled with the option to disaggregate bespoke works including resurfacing around the Guildhall toilets, changing granite piazza to resin and not relocating Duke of Bedford Statue if required.

Appointed design team are Le Page Architects.

Final design option endorsed by Full Council on 10<sup>th</sup> September and NLHF, planning authority and heritage stakeholders have been appraised of the intended design.

The prelims, schedule of works, health and safety documents and all associated drawings have been written and the necessary consents have been applied for re: planning authority and Historic England.

The procurement process is live with the tender advertised on Contract Finder, with all tender documents and information available on <https://www.tavistock.gov.uk/>. The tender return date is 11<sup>th</sup> Nov 2019 with a contractual start date anticipated for 3<sup>rd</sup> February 2020 with a completion date of 31<sup>st</sup> May 2020.

During the construction phase the car-park will be closed.

Discussions have been held with the design team for the Guildhall Gateway Centre Project regarding cross-over works which need coordination and alignment, e.g. trenching works for utilities.

During this contract, a separate piece of work will be commissioned with the same architect team to review Market Road layout and design considerations. A topographical survey has already been undertaken and discussions held with DCC re: implications around enforcement options/costs. It is also acknowledged more information will be required regarding riverside issues.

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

Total value of £47,500.

Initiatives completed in 2019:

- 1) Heritage Skills Craft Fair Weekend
- 2) Heritage Open Days
- 3) Walking tours leaflets
- 4) Skills training

Initiatives work in progress:

- 1) Blue heritage plaques: Design work, locations and text agreed for 7 additional plaques. Currently being manufactured. Installation planned for end Nov 19.
- 2) Newsletter: Being drafted by evaluation consultant. Design work discussions being held with Fatcalf Media.
- 3) Bedford Cottages energy efficiency scheme: Update received on progress, funded completion date for scheme objectives is Nov 2019.
- 4) Interpretation (public realm areas): Budget potentially being repurposed for interpretation to be sited in Guildhall Gateway Centre entrance. Awaiting NLHF approval.

***Public Conveniences***

Arising from the Public Conveniences Sub-Committee meetings the General Manager has been reviewing options specific to the delivery of the service for 2020, specific to capital and revenue costs/implications.

Drainage surveys have been commissioned for the public conveniences being considered by the Sub-Committee. Condition surveys will follow.

***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.

Possession of site was on 22<sup>nd</sup> September, contractual start date 30<sup>th</sup> September, with external works to be completed by 31<sup>st</sup> January 2020 and contractual practical completion by 31<sup>st</sup> May 2020.

Interpretation and VIC/shop fit out to follow in June 2020.

Recent key dates:

10<sup>th</sup> September: Hard hat tour with Mary Tavy School

11<sup>th</sup> September: a pre-start meeting was held covering topics such as: contract type, insurance, standards, possession, programme, CDM, security, site restrictions, quality control, consultant matters (architect/structural/civil/mechanical/flood/archaeological/quantity surveyor), communications, finances, cash flow, meeting schedule and contract administration.

25<sup>th</sup> September: Project team meeting

2<sup>nd</sup> October: Mechanical & Electrical workshop and capital team meeting, including discussing value engineering options

2<sup>nd</sup> October: Interpretation Workshop

4<sup>th</sup> October: Structural engineers meeting

10<sup>th</sup> October: hosted Cornwall and West Devon World Heritage Site Partnership Board

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

- TTC continue to work with Lions, Rotary, Roots to Transition, THT, DHBT, WDBC, BID, CofC, Sensory Garden, Meadows Makeover and many other business/community groups to deliver community initiatives within Tavistock. Recent activities include:
  1. Delivering the annual Goose Fair. I would like to extend my thanks to all staff and stakeholders who supported the delivery of Goose Fair 2019. Letters were sent to traders regarding 2019/2020 expectations re: sustainability and environment agenda.
  2. BID regarding Christmas lights installation, including implications relating to additional lights requested by BID and separate light switch on event planned for 16<sup>th</sup> November.
  3. Lions re: Goose Fair, fire works display and Trees of Light.
  4. THT with projects identified above
  5. Tavistock Community Gardeners: Britain in Bloom, Celle Garden and Bannawell initiatives
- 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 by end 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:
  - 1) All posts have been confirmed and/or recruited on the establishment aligned with new permanent operating structure.
  
- All staff and infrastructure have relocated from the Guildhall to the ground floor of the Town Council Offices.

Yours Sincerely



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General Manager