

General Manager's Overview
MONTHLY REPORT
June/July 18

Council Project based Summary

Cost Code 903 5201 THI Butchers' Hall

Contract was let to RM Builders for installation of WC facilities, disabled and mother and baby, and a reconfiguration and upgrade of the existing kitchenette area. Works were completed and signed off on 27th June. As a variation to this contract the damaged pavement leading into the vehicle entrance of Butchers Hall was resurfaced on Market Rd, and the loading bay was re-lined.

The internal improvements retention maintenance period has been signed off re: lighting and heating enhancement.

A contract was let to API Communications to install an audio visual system within Butchers' Hall prior to the launch event on the 14th July. The works were completed on 13th July, including the installation of a sound system with a specification capable of hosting bands, a hand held radio microphone system, an induction loop system and visual equipment. The visual equipment is transferrable between all departments and is currently being utilised within the Pannier Market by the office to promote the 'I'm a celebrity and I'm in Here' event.

Recently post the improvements Butchers' Hall has hosted the VIP evening on 29th June and the Food and Drink Festival launch event on 14th July.

Cost Code 903 5202 THI Pannier Market

THI grant money claim has been submitted to HLF for monies spent on the enveloping works, less contract retention.

Cost Code 109 4812 Duke Street re-pointing

Final inspection has been completed and signed off re: retention period for this contract, which included minor snagging works.

Cost Code 109 4805 Cemetery Soakaway

Final 6 monthly inspection has been completed and contract signed off.

Cost Code 109 4810 Molly Owen Centre

Contract let to AD Williams for just under £55,000 plus provisional sums. Works are 80% complete. Works to date completed include a new vehicle ramp and roller shutter entrance has been installed, the main entrance steps and disabled ramp being re-built, all defective windows being repaired/replaced, fire alarm system re-configured and a new internal partition to segregate the depot facility from future usage public access installed. Works outstanding include installation of external vehicle barriers and pedestrian railings, and repairs/re-decoration to front and side elevation external fascia boards. Contract completion anticipated first week in August.

Cost Code 903 5211 THI Pannier Market Public Realm

Budget for Pannier Market surround, £124,000 with an additional £15,000 ineligible drainage works funded by TTC.

The tender return date for revised specification was 2nd July. Six returns were received and due diligence on technical and price return were carried out on 3rd July with specific clarification sought on both price and technical aspects from three tenderers. Of particular importance was a review of the project programme and method statement due to the sensitivities around maintaining 'business as usual' for the Pannier Market, perimeter businesses and Butchers' Hall.

While the tender process was being undertaken a QS pre-tender estimate was be carried out on the Guildhall car-park public realm scheme to assess the project viability of delivering both projects with current funding allocation, based upon the broad concepts of the LDA Design Public Realm Strategy, 2014, available for viewing at www.tavistock.gov.uk. The pre-tender estimate identified project costs IRO of £220,000, including professional fees.

On the 4th July the THI Project Management Board (PMB) reviewed the situation re: funding for the THI public realm schemes. As no revised eligible scheme was submitted by DCC as per the deadline of 29th June, the board agreed to the removal of Market Street from the programme. With an underspend on THI Pannier Market enveloping works and available funds from market Street it was agreed that both the Guildhall and Pannier Market projects appeared to be deliverable within eligible costs parameters. It was agreed that the Pannier Market public realm contract be allocated a budget of £190,000, including professional fees.

A letter of intent to let the contract has been sent to Cormac, subject to HLF approval of the committed scheme. The construction period is 12 weeks with a completion date of 30th November. A meeting was held with Cormac on 13th July to discuss programme and communication/consultation plan. It has been agreed that 3 East End Stores will be used as a site office to co-ordinate all programme and public/tenant communications. A communication/consultation plan will be circulated shortly.

Guildhall public realm design drafts are currently being compiled for consultation with Members and relevant stakeholders. This project is planned for early 2020 post completion of Guildhall Gateway Centre capital contract.

The THI Project Manager's last working day was 6th July. Due to only 18 months being left on the THI scheme it was agreed with PMB and HLF that the scheme administration and governance would be outsourced to DR Company who were experienced in such projects and had already tendered previously for comparable requirements. This excludes complimentary initiatives which the General Manager is now leading on. Several meetings have been held with heritage stakeholders, WDBC Conservation Officer and Tavistock Heritage Trust to develop further certain proposals and initiatives. Currently there are three developed schemes awaiting approval from HLF.

Cost Code 109 4823 Guildhall Refurbishment

Lease and Service Level Agreement negotiations between TTC and THT have shown significant progress with both parties reaching agreement in principle on outstanding points on 19th July. The documents are now with respective lawyers for final revision and checking.

The key role of Project Manager was procured with a return date of 6th July. Heritage Business Consulting (Carrie Blogg) has been appointed to deliver this role.

Meetings were held with Carrie Blogg around next steps and Caroline Taylor (Funding Consultant) on 18th July, around grant applications and process. A further meeting has been arranged for 25th July with Project Manager to review the project programme, recruitment policy/role profiles and agree project governance e.g. meeting cycles.

A capital team inception meeting was held on 18th July. A further meeting is planned for 26th July with structural engineers. Recruitment of an exhibition consultant and quantity surveyor to be undertaken within next 4 weeks.

Community based Summary

- Commercial/Community Service Improvement Plan drafted for 2018/19 financial year, delivering as per draft documentation.
- On-going co-production resource support re: Meeting held with BID Manager on 6th July. The General Manager is satisfied with progress regarding drafting Health and Safety documentation for Dickensian Evening.
- THI Grants Panel meeting held on 2nd July to consider a third party application with scheme approved for 3 Market Street.
- Negotiations/discussions reaching conclusion with tennis club regarding lease and capital works procurement.

Operational Update

- Report regarding vehicle fleet hire/replacement complete. Currently obtaining prices to replace the disposed of Ford Transit. *Vehicle source, awaiting purchase.*
- On-going process of considering benefits of re-structure for works department aligned with existing community & commercial staffing structure, with report to be submitted in Oct. *Discussions and consultations currently being held with existing staff around departmental and service requirements.*
- General Manager to undertake assessments for Prince 2 foundation and practitioner's qualifications by August 18.

Yours Sincerely



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General Manager