

General Manager's Overview

MONTHLY REPORT **October 2016**

Council Project based Summary

Cost Code 903 5201 THI Butchers Hall

Contractor AD Williams

Conservation Architects Le Page

- Practical completion sign off 21st October
- Payments processed less retention and outstanding works
- Undertaking claims to HLF for grant recovery
- Outstanding works relate to repointing on Market Rd, shop-front conversion and signage refurbishment



TTC staff have now relocated the wood working machinery/bin crusher from Butcher's Hall to Units 22/24, Crelake Industrial Estate and electrical infrastructure pertaining to these items is being transferred. Works to remove the remainder of the depot infrastructure e.g. COSHH store/staff training room will be undertaken over the next few months.

Internal fit out works will be scheduled early January, including restructuring the Pannier market entrance, undertaking necessary electrical works, internal redecoration, lighting improvements, ICT installation improvements and alterations/amendments to welfare provisions.

THI Pannier Market

Design team tenders advertised with a return date of 9th November. Tender board planned for 10th November. On agreeing preferred tenderer and receiving approval from HLF Monitor the design team will work to a programme where the milestone date is to commence works to the Pannier Market by April 2017. Part of the design team brief is to undertake measured building surveys and commission independent scaffold designs. When is agreed that meaningful progress has been made around agreeing the best way to deliver the sequencing of works, a further trader consultation will be held.

Progress on the above will be reported at the next Project Management Board Meeting (22nd Nov) and at the next Monitor Meeting (1st Dec).

Sitting outside of the scope of eligibility for the THI, it has been agreed that the successful design team will also be asked to look at improving access into the Pannier Market (door configuration).

Cost Code 109 4823 Guildhall Refurbishment

Several meetings have been held between officers to discuss Draft Heads of Terms. These meeting outcomes were reviewed by Trust and Council representatives on 27th Oct and discussions were broadly positive.

Regarding capital team progress, the group met on 4th Oct. Arising from this agreement has been reached around dealing with ecological surveys, access consultant assessment and flood risk review. The design team has undertaken further revision of the plans, looking at alternative access options to the courtroom and have reached the point where RIBA Stage 2 work is predominantly complete. A meeting has been arranged for 11th Nov with the Conservation Officer to further discuss the pre-app building alterations and post this meeting, Historic England will be consulted regarding the intended plans.

A full Project Team Meeting was held by Development Phase Co-Ordinator on 27th Oct. Arising from this the design team and activity team provided a detailed programme for next steps which will be transferred to Microsoft project. The Guildhall has now been cleared and cleaned so that the activity team consultants can progress their stakeholder consultations, starting 9th Nov. A tour with the Chamber of Commerce has been arranged for December.

Short term critical dates relate to next Full Project Team Meeting on 24th Nov, meeting with business plan consultant on 25th Nov to discuss operational costings and HLF Monitor meeting on 1st Dec.

Cost Code 109 4807 New Works Depot Procurement

Lease negotiations completed with DCC. New depot provision on hold to prioritise Guildhall and Pannier market initiatives.

After securing Units 22/24, Crelake Industrial Estate, the depot function is now operational from this location. All materials and infrastructure pertaining to depot function has been moved from Guildhall and works have begun to transfer equipment from Butcher's Hall to the new units. It is anticipated that both units will be fully fitted and operational by mid December.

Cost Code 109 4811 Council ICT Infrastructure

Superfast broadband should be connected to Pannier Market and TCOs by mid November.

ICT equipment being purchased for new depot provision at Pixon Lane, including transferable CCTV and alarm systems.

Cost Code 109 4804 Meadows play park Co-production

Designs have now been agreed with Meadows Makeover regarding sensory play installation and a meeting has been arranged for the 15th Nov with supplier. Installation of equipment planned for Feb/March.

Cost Code 109 4812 Duke Street re-pointing

Awaiting feedback from Parkes Lees Consultants regarding applying for LBC and obtaining quotes for scaffold design and health and safety management. A consultation with tenants will be held in Jan 2017 regarding the works. The current intention is to start works at the same time as the Pannier Market THI project. An instruction regarding the scaffold design will be to aim to maintain the pavement access throughout the contract along with the ability to view the shop-fronts at ground floor level.

Community based Summary

- Tavistock Community Flood Plan: Awaiting feedback from consultants acting on behalf of DCC regarding Bannawell drainage prior to any further re-instatement works.
- Working in line with Council Endorsed Commercial/Community Service Improvement Plan 2016/17.
- Christmas lights provision for 2016/17 to be delivered based on pre-existing partnership agreement with BID. Additional lighting ordered for internal to Pannier Market (costs shared with traders).
- TTC stewarding for Dickensian Evening (organised by BID)

Operational Update

- Betsy Grimbal's Tower/Still Tower: Historic England has selected Conservation Architects. Contract let. Condition

survey, including measured survey, to be complete by end financial year.

- Goose Fair: Please see attached post-Goose Fair Operational Meeting minutes. I would like to pass my thanks on to all those involved in the preparation and running of Goose Fair.
- Rundle Room: Design underway.
- Awaiting quotation to carry out re-surfacing works to Abbey Walk, anticipated in two phases, the first planned for prior to Christmas. The General Manager will shortly advise around intention of how to demarcate/provide visual edge protection.
- Cemetery soak-away works: Meetings arranged with prospective contractors re: design and build, for 16th/17th November.
- Strategic Plan: Partner stakeholder feedback on hold as advised at BP Sub-Committee.
- Let works for internal refurbishment of East End Stores (Units 1 and 2) work complete and invoiced to TASS. Rain water goods re-design to rear of units being undertaken.
- Property Maintenance Plan to be complete by Dec 16 (on target).
- Properties various: 1: Schedule of works being undertaken on Cemetery Lodge, re: water ingress/damp around roof space and chimney stack joints. 2: Applying for LBA for covering of bay window roof in lead work at TCOs. 3: Schedule of works being undertaken on southern gutters to Town Hall roof due to water ingress/damp. 4: Schedule of works being undertaken to 1 & 2 Market Rd Cottages, regarding penetrating damp to external walls and chimneys, defective rainwater goods and roof covering defects.
- Meeting to be held with tennis club re: future use of courts on 11th Nov.
- Awaiting MBA results, early Dec.

Yours Sincerely



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General Manager