

**1. TIMELINE – KEY DATES**

Round 1 HLF Offer issued 3<sup>rd</sup> June 2015  
 Permission to Start from HLF secured 8<sup>th</sup> October 2015  
 Procurement of Consultants for Design and Activity approved by HLF March 2016  
 Inception Meeting 18 March 2016  
 Last Project Team Progress Review held on 27<sup>th</sup> October 2016

Currently in RIBA Stage2 of design and Consultation Planning in Activity  
 Next HLF Quarterly Review 1<sup>st</sup> December 2016  
 Mid Term HLF Review targeted February 2017  
 Capital, Activity & Business Plan completions for April 2017  
 Final deadline to conclude Round 2 submission June 2017

**2. Progress to Date**

- a) The Project Team has been reformed with the new Tavistock Heritage Shadow Board (Trust) members. The three representatives share the overall task but have agreed a split for the lead roles:-  
 Capital – Sue Spackman  
 Activity – Alex Mettler  
 Business – Philip Sanders  
 In support are co-opted members Deborah Boden and Professor Daniel Maudlin
- b) The new team format has allowed the ongoing TTC / TH discussions on management arrangements to develop.
- c) As well as two project team meetings recently the capital and activity groups have had their own working meetings. A similar business meeting is due with Carrie Blogg the Business Plan consultant.
- d) On the Capital side the key items are:
  - I. Expansion of the building footprint at the rear on the ground level to create more TTC space – in discussion with the Conservation Officer
  - II. Improved access route into the Exhibition space provided by space released by the above
  - III. Opening up of the court room southern end by removal of the modern partitioning and lowering of floor to create more usable exhibition / activity space.
  - IV. Options for improved external accessibility with a ramp –v- external rear lift debate which is ongoing

- V. The potential changes to the scope will have financial implications and these will be reported on in due course as detail design emerges. The proposed reporting on Stage 2 costs was in November but this is now running a little later (as indicated on the project programme). Although this delays the initial cost reporting it should not impact on completion assuming approvals follow.
  - VI. The potential changes were discussed in outline with the HLF at the last quarterly review held in August. The changes were understood and will be given due consideration with the reasoning, benefits, costs and financing articulated by the team.
  - VII. An access consultant is being sought as is a Flood Risk appraisal as part of the planning consent process.
- e) On the Activity side this has been led by Andrew Thompson who has been developing detailed Consultation and Communication Plans having reviewed the existing audience and heritage data. This has been in liaison with TH and also the HLF Mentor. As part of this development there are planned visits to the Guildhall in November with interested groups. There are also plans to engage the media with our plans.
- f) With the business side a framework has been issued for the data required and this will evolve as more detail on costs etc become available.
- g) We have extended the Business Planner's brief to include the bid writing and co-ordination role. Carrie Blogg has very good experience of this and as a team member will understand the aims and objectives of the group.

### 3. Project Risk

Risk	Warning Level	Comment
Programme – failure to meet Round 2 deadline date arising from continuing delay on Heads of Terms	Medium	This has reduced to normal risk level now that the new Team is in place.
Programme – failure to meet Round 2 deadline date arising from future significant delays	High	This still remains in my view high because of the past erosion of float time. There are some scope changes currently under development and whilst these are considered positive for the end result they do need to be worked through robustly.
Development Budget is exceeded	Medium	The budget is under review and holding. The Bid Writing is additional which requires some draw down on approved contingency.
Quality of bid compromised by delay to programme	Medium	The risk is considered normal given the new team's commitment.

**4. Conclusion**

The task ahead is challenging but the reformed Project Team are working together. The submission in next June of an exciting and robust bid is still highly achievable.

**Trevor Humphreys**

**Development Phase Co-ordinator for the Tavistock Guildhall WHS Interpretation Centre**

**7<sup>th</sup> November 2016**









