

9b TRAFFIC LIGHT REPORT

Ref	Development Stage												Project Progress											
	Initial Meeting with PM	Pre-application submitted	Pre-application checklist	Architect selected	Contractor tendered	PP Obtained	Application Submitted	Project approved	Change Requested	Change approved (HLF)	Estimated / Approved Budget (Total Eligible Costs)	Estimated / Approved TTHI Contribution	Status	Original Planned Start on site	Original Planned End Date	Anticipated / Actual Start Date	Anticipated / Actual End Date	% TTHI Contribution Claimed	Progress					
Critical Projects																								
C1	Butchers Hall	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	£	309,223	£	188,970	Complete	Apr-16	Aug-16	May 16	Oct 16	91%	On target	<p>Jun-17: Due to the revised timetable and delivery approach for the Pannier Market (see below) it will now be necessary for the Butchers' Hall to accommodate existing traders for a temporary period from Jan-April 2018. June - Oct-17 internal adaptation works including new heating, lighting, Wi-Fi and storage plus installation of a new shopfront installed. Sept-17 - interviews for the proposed MDO's post were held on 31 Aug and appointment is expected shortly. The postholder will review the Demand Study, assist with decanting of traders and promote/prepare launch of themed markets in May 2018. <i>Dec-17: the internal adaptation works are well advanced in readiness initially for Pannier Market 5-day traders and lock ups to be accommodated between January and April 2018 and subsequently for the relaunch of permanent commercial activities in summer 2018. There will be a further THI claim to be made following completion of the new shopfront and entrance. The Market Development Officer (MDO) has been in post since October 2017 and has made good progress with the tasks mentioned above, including consultation surveys to establish appropriate market uses complementary to the Pannier Market activities. Following a review of the Demand Study, it is anticipated that a market strategy which supports the development, delivery and management of Butchers Hall will be completed by the end of January 2018.</i></p>
C2	Pannier Market	Y	Y	Y	Y	Y	Y	Y	Y				£	603,267	£	320,000	Not yet started	Mar-17		Jan 18	Apr 18		On target	<p>Sept -18: The revised THI application was considered by the Grants Panel on 4 Sept-17 and a grant of £320,000 was recommended for approval subject to conditions. The uplift on the original grant allocation of £282,000 was justified on the grounds that there were significant omissions in the initial Jubb & Jubb costings; that there had been construction price inflation (calculated by the THI QS appraiser to be £58,000 -11%); that the new intervention rate of 53% was lower than the original (56%) and well below the maximum rates permissible and that there had been savings on the Butchers' Hall THI grant. The application is now pending approval from HLF. <i>Dec-17: Subsequently HLF approved the application and a contract has been let to A D Williams Ltd. The works include the repair and restoration of this 'Critical' building incorporating re-roofing, essential repairs to valleys and gutters, repointing of the exterior, replacement of rainwater goods with heritage materials and replacement of the external doors. This will necessitate short term closure of the Market building from January - end of April 2018. but 5-day traders and lock-ups will be accommodated temporarily in the Butchers' Hall and other traders in the Town Hall. Preparations are now well advanced for the project to start on site on 8 January 2017. Skills workshops promoting traditional skills will be held during the contract.</i></p>
Priority Projects																								

TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE



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P1	2 Market Street	Y	Y	Y	Y	Y	Y	Y	Y	Y		£ 153,840	£ 84,000	Not yet started		Dec-16	Apr-18	Aug-18		On target	The initial THI application based on a pre-tender estimate was given a conditional approval by the Grants Panel on 14-Feb 2017 for a grant of £84,000. Although this offer was less than that requested it was more than the original grant budget of £59,000 which was justified on the basis of the building's architectural and historical significance and its prominent location within the commercial area of the town centre. This recommendation was reported to the PMB on 28-Feb 17 and the HLF Monitor indicated that subject to the lowest tender being close to the pre-tender estimate the THI grant could be confirmed without further reference to HLF. On 27 Jul-17 a revised application based on a tendered price was presented to the Grants Panel but a decision was deferred pending receipt of the THI's QS appraisal. <i>4 Sept-17- the Grants Panel recommended approval of the application subject to a number of standard conditions. A THI grant agreement has been forwarded to the applicants and it is anticipated that the project will commence on site in April 2018.</i>
P2	3 Market Street - Bookstop	Y	Y	Y	Y	Y						£ 33,187	£ 26,000	Not yet started		Dec-16	Apr-18	Jun 18		On target	On 2-Feb 17 the owners indicated that they would like to re-start the THI process later in the year. In 2016 they had to make significant expenditure on conservation quality repairs arising from rainwater ingress. Sept-17: the owner has appointed a conservation accredited building surveyor and it is anticipated that a THI application will be submitted in Dec-17. <i>Dec-17: a measured survey is being commissioned as a prerequisite for preparation of a Listed Building Consent application.</i>
P3	1 Church Lane	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	£ 204,262.00	135,005.35	Complete	Jun-16		Oct-16	May-17	93%	Under review	Sept-17 - the physical works have been completed. The Practical Completion certificate was issued on 19 May-17. 5 THI claims have been paid totalling £125,844. There will be one more claim to be processed following the end of the Defects Liability period and there is some outstanding information required to complete the financial record for claims made to date. It is understood that there is a prospective tenant interested in occupying the ground floor of the property for use as a restaurant. <i>Dec-17: it is understood that outstanding 'snagging' items relating to the completed THI works are now being addressed and the applicant is preparing further information required to complete the financial record for THI claims previously submitted and to comply with conditions of grant. Outside of the THI-funded contract the applicant has commissioned some internal repair works in preparation for reoccupation of the building by a prospective catering business.</i>
P4	81 West Street - Day Lewis Pharmacy	Y	Y	Y	Y							£ 93,016	£ 65,000	Not yet started	2017		Apr 18	Jun 18		Under review	Jun-17: The owner is currently seeking proposals from the approved list of professional consultants. Sept-17: a consultant has been appointed and the THI scheme is now under preparation. <i>Dec-17: progress has been halted temporarily due to uncertainty about the tenancy of the ground floor retail premises that are held on a long lease at a peppercorn rent. One of the main items that would improve the appearance of the front elevation would be to reduce the depth of the shop fascia so that its top lies below the cill line of the first floor windows, and that is the long leaseholder's responsibility rather than the freeholder's. The latter is keen to make progress.</i>
P5	9 West Street - Ganges	Y	Y	Y	Y	Y	Y	Y	Y			£ 50,021	£ 34,201	Not yet started	2017		Jan 18	Mar 18		On target	Sept-17: a THI scheme has been prepared and tendered. In conjunction with the appointed surveyor its scope and costs are now being reviewed in preparation for submitting the THI application. <i>Dec-17: at a meeting on 12 Dec The Grants Panel recommended a grant of £34,201 subject to conditions. The appointed surveyor is now making adjustments to the specification as required to accommodate conditions recommended by the Grants Panel concerning repairs and decorating to front elevation windows and wall surfaces.</i>

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P6	10 West Street - Salvio's Hair Salon	Y	Y	Y	Y	Y	Y	Y				£ 69,790	£ 50,406	Not yet started	Mar-17	Dec-16	Oct 17	Mar 18		On target	4 Sept-17: the Grants Panel recommended conditional approval for a revised grant request of £50,406 towards eligible project costs of £69,790 inclusive of VAT. Dec-17: the project started on site in Oct and it is anticipated that the bulk of the work will be completed in Jan-18, leaving painting of masonry with mineral paint to be completed in early spring once the lime render has had time to cure and moisture content is at an acceptable level.
P7	6 King Street - Kebab Shop											£ 31,000	£ 31,000		2017						See unallocated budget below
P8	76 West Street - Bryant's											£ 83,410	£ 61,000		2018						See unallocated budget below
P9	Kingdon House	Y	Y	Y	Y	N	Y	Y	Y	Y		£ 126,692	£ 45,000	Not yet started	2018		Jun 18	Sep 18		On target	Sept-17: the applicants have been invited to submit a final stage bid to the Greater Dartmoor LEAF programme for consideration in January. Formal tenders are being sought currently to establish firm costs. Match funding is also being sought from grant-funding trusts and local fundraising. A fundraising Open Day is planned for the Town Hall on 21 October 2017. Dec-17: at a meeting on 12 Dec the Grants Panel recommended a grant of £45,000 subject to conditions, including confirmation of a grant for £76,015 sought from the Greater Dartmoor LEAF programme, a decision for which is anticipated on 26 March 2018.
Unallocated budget																					
P7	6 King Street - Kebab Shop											£ 44,121	£ 35,000	Not yet started	2017						HLF agreed deletion from scheme - budget moved to 'unallocated budget'. Owners response deadline 11th Jan-16. No further contact has been made with the owners to date.
P8	76 West Street - Bryant's											£ 83,410	£ 61,000	Not yet started	2018						A meeting held on 31 Aug-16 established that for personal reasons the current owner does not wish to pursue a THI grant. On 22-Nov the PMB recommended that subject to HLF approval this project should be moved into the 'Unallocated Budget' category and this was subsequently approved by the HLF Monitor on 01 Dec-16.
Reserve Projects																					
R1	3 King Street											£ 55,825									
R2	5 Market Street											£ 33,271									
R3	Masonic Hall											£ 25,260									
R4	2&3 Drake Street											£ 14,633									
R5	27 King Street											£ 58,872									
R6	2 King Street											£ 43,486									
R7	3 Pym Street											£ 26,366									
R8	1 & 2 Bedford Square											£ 55,545									
R9	4 & 6 North Street											£ 39,004									
R10	18 West Street											£ 19,331									
R11	19 West Street											£ 29,847									
R12	20 West Street											£ 27,683									
R13	21 West Street											£ 29,235									
R14	22-23 West Street											£ 42,236									
R15	24 West Street											£ 23,854									
R16	25 West Street											£ 32,600									
R17	67 West Street											£ 27,001									
R18	69 West Street											£ 50,060									
R19	70 West Street											£ 33,747									
R20	72 West Street											£ 46,383									
R21	73 West Street											£ 84,834									
R22	Guildhall											£ 144,174									
Public Realm Projects																					

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Guildhall car park											£ 154,000	£ 154,000	Not yet started	16/17/18		Mid-2019 but dependant on the Guildhall restoration programme.			On target	Sept-17: the approach to the car park enhancement remains uncertain pending the outcome of the Guildhall/WHS HLF bid which is anticipated in Dec-17. If the bid is successful there is scope for design and implementation to be coordinated with that of the building restoration and jointly procured, but in the event of the bid not being successful the car park scheme would be pursued as a standalone project. <i>Dec-17: the approach to this project is still dependent on the decision for the Guildhall/WHS HLF bid which is expected later this month. However, the Council will soon be commissioning a detailed topographical survey of the car park as a preliminary step in the design process.</i>
Pannier market surrounds											£ 100,000	£ 100,000	Not yet started	2017/18		May 18	Jun 18		On target	Sept-17: the revised Pannier Market scheme is due to be on site between 8 Jan and 28 April-18. Therefore the anticipated start date for the surrounds scheme remains May-18. <i>Dec-17: the Council is currently in the process of commissioning a design consultant and once an appointment has been made one of the first steps will be to carry out a detailed topographical survey to provide the baseline for design of the scheme.</i>
Market Street											£ 60,000	£ 60,000	Not yet started	Jun-16						Sept-17: the Council has recently received some drawings for carriageway re-surfacing but further discussions are proceeding with DCC and HLF to establish the scope for including elements in the scheme that are above and beyond statutory provision. The HLF grant can only be used to support 'extra/over' non statutory costs. <i>Dec-17: in Oct-17 the HLF Monitor advised that a decision on the £60,000 currently ring-fenced for a public realm project in this vicinity should be made by 31 December 2017 if by that time commitment had not been agreed in respect of a collaborative scheme meeting the requirements of DCC Highways and the THI/HLF. Regrettably, following further discussions and a site meeting with the Neighbourhood Highways Manager in Nov-17 it is apparent that there is no prospect of committing to an appropriate scheme in the near future. HLF have authorised transfer of the ring-fenced budget into a contingency where it will be available, subject to HLF approval, for supporting other priority and public realm projects within the lifetime of the THI programme.</i>
Complementary Initiatives																				
Heritage Open days									Y		£ 1,000	£ 1,000	In progress	Oct-15	Oct-19	Annual Event	Sep 19	34%	On target	It is envisaged that THI support for Heritage Open Days will continue throughout the life of the THI programme. . Sept-17: it is understood that other buildings of heritage merit are to be featured in this year's event rather than the Butchers' Hall which has been included previously. The restored exterior of 1 Church Lane can now be viewed but it is not possible for the building to be opened up for the public. The THI Craft/Skills Open Day planned for 9 Sep-17 had to be cancelled due to difficulties experienced in securing commitment from craftspeople and makers and discussions are now taking place about the possibility of staging it on an alternative date, probably in 2018. <i>Dec-17: the THI will remain in contact with the organisers of the Heritage Open Days in Tavistock with a view to supporting the event in Sept 2018, by which time more projects will have been completed, including the Pannier Market.</i>

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Tavi Story Digital Project										Y	£ 21,700	£ 21,700	In progress	Jan-17	May-18	Feb 18	Mar 19	5%	Under review	Sept-17: recent discussions have taken place with a group of 'Heritage Helpers' and Jo Butler of Jo Butler Consulting (a tourism specialist who has been appointed to advise and assist Tavistock Heritage Trust(THT)) about potential collaboration in respect of the Tavi Story initiative. At this early stage of discussions it appears that collaborative activities could include heritage walking trails , a programme of craft/skills lectures and a series of community heritage events. It would be the intention to develop any proposals in consultation with THT and to ensure complementarity with any learning and participation activities proposed for the Guildhall/WHS project. <i>Dec 17: initial proposals were received in late Dec-17 and these are now being appraised prior to consideration by the PMB for THI support in Jan-18.</i>
THI Website										Y	£ 3,000	£ 3,000	In progress					10%	On target	Sept-17: the website has been updated to include information about the Lecture Evening that will now take place on Thurs 2 Nov-17 in the Town Hall. This will feature visual presentations of THI projects that have been completed or are currently under development. As soon as the new THT website is operational (anticipated in Sept-17 the THI website will be updated with an appropriate link. <i>Dec-17: The website has been updated recently to feature information about the Lecture Evening held on 2 Nov-17 and a Skills Workshop held at 10 West Street on 30 Nov-17 focussed on repair of traditional box frame windows, including sash cords, weights, pocket aperture and parting and staff beads. A further update is to be made in Jan-18 to include photographs of work in progress at 10 West Street, recent decisions of the Grants Panel and a link to the THT website.</i>
Info leaflets										Y	£ 1,500	£ 1,500	In progress	Mar-17		Mar 17			Under review	Sept-17: no further progress has been made to date. At the June PMB meeting the HES advised that due to the fact that there is a significant amount of good practice guidance available on the Historic England and other websites it would not be a good use of HLF funding to produce advice that is duplicated elsewhere. It was agreed that the HES should provide a pro forma list of the most useful documents and associated online links and that the THI and TTC websites could be used to signpost enquirers to those resources. <i>Dec-17: no further progress.</i>
Tavistock architects workshop										Y										Removed- approved by HLF under Complementary Initiatives Review
Heritage skills training										Y	£ 15,000	£ 15,000	In progress			Sep 16		3%	On target	Sept-17: the proposed Lecture Evening will now take place on 2 Nov-17 in the Town Hall. Representatives of local RICS and RIBA branches have offered to assist with marketing of the event through their contact networks. All three of the projects recommended for THI support at the 4 Sept Grants Panel meeting will feature skills sessions in their programmes as a condition of their THI grants. These sessions are likely to take place either late in 2017 or early in 2018. <i>Dec-17: As mentioned above a successful skills workshop was held on 30 November at 10 West Street, featuring a demonstration on maintenance of box frames and a hands-on opportunity for attendees. A second workshop is planned for that property early in 2018 featuring a presentation and workshop on the use of mineral-based paints. Further skills events have also been included in tenders for other approved projects including the Pannier Market and 2 Market Street. To date although there has been a considerable level of activity under this budget heading the costs have largely been borne by the contractors involved. In the New Year it is proposed to stage a series of presentations in collaboration with THT and it is envisaged that more significant costs will be incurred.</i>

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										Y	£ 4,000	£ 4,000	Not yet started			Sep 17		0%	Under review	Sept-17: as mentioned above the proposed Crafts/Skills Open Day planned for 9 Sept-17 has had to be cancelled due to difficulties in securing exhibitors but discussions are now taking place with a view to staging it on an alternative date. <i>Dec-17: staging such an event remains an aspiration for the THI programme and it is envisaged that discussions will be pursued early in 2018 with a view to organising an event to be staged in the Butchers' Hall in autumn 2018.</i>
										Y										Removed - approved by HLF under Complementary Initiatives review 2015
										Y										Removed - approved by HLF under Complementary Initiatives review 2015
										Y	£ 13,500									Removed - approved by HLF under Complementary Initiatives review 2015
										Y	£ 2,500	£ 2,500	In progress	Oct-17					Under review	Sept-17: a written proposal was received in June, but too late for proper consideration by the PMB. On 29 Jun the HLF Monitor, commenting on the proposal, expressed the view that commendable work on energy efficiency had been done under the auspices of the Camborne THI and that HLF would not want to fund anything that either duplicated or failed to add value to that work. Subsequently TEC were asked to advise on the distinction if any between their work and that of the Camborne THI but to date a response has not been received. <i>Dec-17: the project lead emailed in Nov to say that he would not be available to discuss the project until Feb-18 and that he is self-funding the current stage of work. Further discussions will be pursued in Feb.</i>
																			Under review	At the PMB meeting on 28 Feb-17 members welcomed notification that West Devon Borough Council would be carrying out a review of the Conservation Area in connection with the production of a Supplementary Design Guide for the World Heritage Site. This aligns with a commitment provided by the LPA at the start of the project and it was agreed that this review should be included in future editions of the Traffic Light Report. Jun-17 - progress was held up earlier this year due to the 'purdah' period during the local elections but it is understood that meetings are taking place currently to discuss strategies for taking the review forward and resources required to deliver it. Sept-17: no further progress to date but the HES has advised that he is currently drafting a proposal identifying time and cost implications. <i>Dec-17: WDBC is trying to free up some of the HES's time to enable the Review work to be undertaken. The Supplementary Design Guide for the WHS has been adopted. Members of Tavistock Heritage Forum have expressed enthusiasm for getting involved with the Review if there is an appropriate role for them to play.</i>

£2,005,998.39 £ 1,312,782.01

Project Administration		
Project Manager handover		Handover day 14-07-16
Project Manager appointment		New PM appointed on 18-07-16. <i>Dec-17: Following review at the HLF Monitor meeting in Oct and the PM's annual appraisal in Nov-17 funds have been vired across from an underspending budget line (Project Support) to ensure that resources are available to support the PM's employment costs through to the end of the current contract (31 July 2019).</i>

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Project Governance (manual/processes)																				15-07-16 - Draft THI Grant Progress and Claims Form, checklist, flowchart and associated documents received from DR and now under review prior to being finalised. Oct-16 - all project governance forms finalised and formatted in TTHI style. Jun-17 - In line with what was discussed at the PMB meeting on 28 Feb-17 and in the interest of being able to support a meaningful number of restoration schemes the guidance issued to fresh applicants and their professional consultants has been revised to ensure that the development of schemes has reference to the original budget allocations for grant in the THI bid. Sept-17: the form of THI grant offer letter is currently under review in conjunction with advice from HLF and the Council's solicitor. <i>Dec-17: following review the THI grant offer letter has been revised to meet the requirements of HLF and TTC as Accountable Body.</i>
Internal THI Claims Process -																				Internal audit scrutiny of THI claims process
THI Communications Plan																				Nov-16 - Draft Communications Plan produced in time for PMB on 1 Dec-16 but deferred due to lack of time. Feb-17 - draft plan forwarded with PMB agenda for 28-02-17. <i>Dec-17: Publicity continues to be issued in accordance with the Communications Plan.</i>
THI Evaluation																				Jun-17: an Evaluation Survey was conducted to establish a baseline position. There were 4 versions (for Residents, Businesses, Visitors and Students) of a short survey form and a longer survey form (primarily for Residents) available on the THI and TTC websites and also in Tavistock Library. Forms were forwarded to the PMB, Tavistock Heritage Consultative Forum, the Chamber, Association and BID and to Mount Kelly and Tavistock Colleges. A face-to-face visitor survey was conducted in the Bedford public car park on 1 Jun-17. The deadline date for the return of completed forms was 30 Jun-17. Sept-17: a draft spreadsheet showing some of the results analysed to date was presented to the PMB on 12 Sept. It is the intention to circulate the results more widely when inputting of data has been completed. <i>Dec-17: most of the results of the survey have now been recorded and it is the intention to circulate the full results in time for the PMB and HLF Monitor meetings in Jan-18.</i>
HLF Grant Payment Requests																				10/01/2017 - Payment Request No 4 submitted to HLF. 23 Feb-17 - £85,797.00 received from HLF. 14 Mar-17 Payment Request No. 5 under preparation. 10 Apr-17: Payment Request No. 5 submitted and subsequently received - £86,529) 04 Sept-17: Payment Request No 6 submitted to HLF - £70,216. Payment anticipated within 10 working days. <i>Dec-17: Payment Request No. 7 is currently under preparation and it is anticipated that it will be submitted early in Jan 2018.</i>

Y
N

Not yet started
In progress
Complete

KEY

- Completed
- Under review
- Significant issues