

MINUTES

of the Meeting of the **TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE PROJECT MANAGEMENT BOARD/GROUP** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 1st May, 2018 at 10.00am.**

PRESENT

D Incoll / R Jones (Community and Business Representative) K Stokes (Land Owner Representative) C Hearn (Chairman)

ADVISORS/OBSERVERS

M Searle (Project Manager), R Plumb, W Southall, (Finance Officer)

1) APOLOGIES FOR ABSENCE

An apology had been received from the Conservation Officer.

2) NOTES OF PREVIOUS MEETING

The Notes of the Meeting of Tavistock Townscape Heritage Initiative Project Management Board/Group held on Tuesday 16th January 2018 were received and endorsed (appendix 1 refers), the notes of the Monitor Meeting were noted (appendix 2).

Pursuant to Minute Number 3 (Public Realm Projects) reference was made to the importance attached to seeking to promote/support improvement works in the West Street area of the Town, reiterated when consideration of public realm arose later in the Meeting.

3) "ANNUAL ACTION PLAN & TRAFFIC LIGHT REPORT"

A copy of the proposed Annual Action Plan (appendix 3) was received and endorsed.

The Project Programme ("Traffic Light Report" - appendix 4 refers), indicating property by property progress against projects and objectives included within the THI Scheme was reviewed. Attention was drawn, and comment made, in particular on/to:-

Critical Buildings

- a) Butchers' Hall – Proposals to launch the premises with a food and drink festival on 14th July, 2018, also the installation (funded outwith the THI Scheme) of a toilet cubicle. It was noted that the occupancy targets for Year 1 were 40%, Year 2 - 55% and Year 3 - 70%.
- b) Pannier Market – the Meeting was preceded by an opportunity for Members of the Project Management Board to view progress with the Pannier Market Project – both internally and externally and meet with the main contractor. An outline of extensive additional investment being undertaken by the landowner at its own cost was also provided. The Project Management Board extended its appreciation to the General Manager, the main contractor (A D Williams) and Principal Architect (Ms A Bunning) for the timely progress of the project and quality of associated work.

Priority Buildings

- a) 2 Market Street – the Project Management Board noted with regret the withdrawal of the above project from the Scheme.

AGREED THAT - in view of the withdrawal of this property the accompanying TTHI contribution be reallocated to the unallocated budget cost centre.

- b) 9 West Street – the Grants Panel was to meet on the morning of 2nd May to consider an amended scheme incorporating an element of decoration which, it was considered, could materially improve the visual appearance of the premises.
- c) Kingdon House – it was reported that Kingdon House had been successful in a grant application from Greater Dartmoor Leaf and the Board extended its congratulations for securing a blended funding package that enabled the project to proceed.
- d) 81 West Street – it was reported that dialogue was continuing with the long leaseholder of the ground floor, Day Lewis Pharmacy, with a view to encouraging them to participate in the scheme for the sake of carrying out beneficial reinstatement of the shop window fascia, without which it was

felt that the scheme would not have the desired impact on the townscape.

AGREED THAT the Project Manager continue to push the Pharmacy for a swift decision on their participation either to enable further development of this scheme or to focus attention on another Priority project from the 'Reserve' list.

- e) 3 Market Street – it was noted that tenders for conservation repairs were due to be received on 4 May and that it was anticipated that a THI application would be received within the next couple of months.

Reserve Buildings

a) Guildhall

Reference was made to the inclusion of this property on the reserve list.

AGREED THAT the Project Manager make such enquiries as necessary

Public Realm Projects

- a) Guildhall Car Park – it was noted that in view of the level of tenders received for the Pannier Market Surround (see below) a (Guildhall public realm) pre-tender estimate would be prepared in conjunction with the next round of tendering for the Pannier Market Surround in order to be able to accurately assess Guildhall Car Park scheme costs prior to tender.
- b) Pannier Market Surround – the Project Management Board was advised of the outcome of a recent tender exercise in connection with public realm works to the Pannier Market Surround. It expressed disappointment at the cost of tenders received and noted the decision of the landowner to seek to re-tender on the basis of a disaggregated specification to enable, it was hoped, a core scheme to be delivered. In particular it was acknowledged that if the second tender exercise came in at costs consistent with the first there would be a major impact upon the monies available for public realm projects within the THI.

AGREED THAT the suggestion of the Project Manager that Heritage interpretation (subject to HLF approval) be reallocated as a discrete project within complementary initiatives working with Heritage stakeholders be endorsed.

- c) Market Street – The Project Management Board was advised of recent developments which had come to the attention of the Project Manager, via a third party, which suggested that the landowner (DCC) was working at a Heritage compliant scheme. This had not been notified to the Council and the Project Manager would make enquiries.

However, it was noted that in view of the time frame for the project and funding pressures if a scheme were to come forward it would necessarily need to be submitted very promptly. Same would be subject to the availability of THI funds (the monies for this scheme having already reallocated within the project budget).

Also in view of the challenges encountered previously in working with the landowner (who had failed to meet a £15,000 match funding commitment previously given or to use a £1,000 grant to work up a heritage compliant scheme) minimum commitments would be required. Namely, being prepared to enter into an enforceable contractual undertaking regarding timing of works, allocation of landowner funding, commitment to future maintenance, re-commitment to the THI scheme and compliance with Heritage Lottery Fund best practice.

Complementary Initiatives

- a) Tavi Story Digital Project – the allocation of monies towards this project would increasingly be devoted toward more advanced initiatives such as a programme of walking tours. Also the potential for funding of Heritage interpretation in the Pannier Market Surround (see Public Realm above). It was reported there were preliminary discussions regarding the possibility of a community pageant.

- b) Information Leaflets – there was a discussion regarding the views previously expressed in connection with the possible production of leaflets. Taking into account pressures on the Conservation Officer’s time, and other factors previously referred to, it was felt that it was unlikely that an initiative could be developed in this area. However, the work of the Tamar Energy Group was considered to be worthwhile and (subject to HLF approval) the consensus was that there was merit in considering an award of grant to that body to make visits to Bedford Cottages and make recommendations to owners regarding energy efficiency.

AGREED THAT the Project Manager liaise with HLF accordingly.

- c) Conservation Area Review – an update from the Conservation Officer had been received indicating that the Conservation Area Appraisal might be retained as a legacy document together with an update whilst the Conservation Area Management Plan required a full re-drafting. In the view of the LPA this would likely need to be supported by a Heritage based community group in view of the amount of resource involved. The Conservation Officer was currently seeking approval from the Local Planning Authority to proceed along those lines.

AGREED THAT - the Project Manager write a letter on behalf of the Board to the Head of the Paid Service of the LPA expressing its appreciation for the progress in this area and stressing the importance of the works being undertaken to discharge the conditions of the agreement entered into by the Borough Council, Town Council and Heritage Lottery Fund for delivery of the Townscape Heritage Initiative Scheme.

4) FINANCE

The Meeting considered and noted the Summary Financial Report (appendix 5).

Reference was made, in particular, to the remaining level of TTHI budget and the uncertainties associated with the potential for

various projects to either progress or fall away. It was acknowledged that if there were to be full utilisation of the available budget it would be necessary for firm commitments to have been made by the end of the year accompanied by timetables for delivery in 2019. To that end the Project Management Board:-

AGREED THAT the deadline for acceptance of any new approved schemes (subject to the availability of monies) be applied of calendar year end.

5) RISK MANAGEMENT

The Project Management Board received and noted the Scheme Risk Register (appendix 6 refers) as at May 2018 and further endorsed same as amended.

In particular attention being drawn to the amendment of Risk no 1 to reflect the number of priority projects to be delivered being changed from 7 to 6.

The Meeting closed at 12.20pm.

MINUTES of the Meeting of the **TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE PROJECT MANAGEMENT BOARD/GROUP** held at the Council Chamber, Drake Road, Tavistock on Wednesday, 4th July, 2018 at 12.30pm

PRESENT Messrs R Jones (Community and Business Representative), C Hearn (Chairman).

**ADVISORS/
OBSERVERS**

M Searle (Project Manager), T Beavon (Incoming Project Manager), G Parlby, W Southall (Finance Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Messrs D Incoll, K Stokes and the Conservation Officer.

Mr T Beavon of the DR Company was welcomed to the meeting. Members took an opportunity to introduce themselves and to receive a short presentation from Mr Beavon by way of introduction and background to himself and the DR Company.

2. NOTES OF PREVIOUS MEETING

The notes of the Meeting of the Tavistock Townscape Heritage Initiative Project Management Board/Group held on Tuesday, 1st May, 2018, were received and endorsed (Appendix 1 refers). The Notes of the Monitor Meeting held on 17th May, 2018, (Appendix 2 refers) were noted.

3. 'Traffic Light Report'

A copy of the current 'Traffic Light Report' (Appendix 3) as at 30th June, 2018, was received and endorsed. The Project Programme ('Traffic Light Report') indicating property by property progress against projects and objectives included within the THI was reviewed. Attention was drawn, and comment made, in particular on/to:

Critical Buildings

- a) Pannier Market – the Project Manager confirmed that the final claim in respect of these premises was to be submitted by the end of the week. Consequently, it was possible that the indicative figure for total THI contribution claim to date would vary accordingly.

Priority Buildings

- a) 3 Market Street – the Project Manager confirmed that an Offer Letter was scheduled to be issued by the end of the week. It

was further noted there was a possibility that an amended scheme omitting a temporary roof cover might be submitted, (potentially this could have the effect of reducing Scheme costs by in the order of £8,000).

- b) 1 Church Lane – the Project Manager reported that (as per Pannier Market) a grant claim was scheduled to be made prior to the end of the week.
- c) 81 West Street – the Meeting reviewed progress in connection with these premises and indicated its preference going forward arising from which it was:

AGREED THAT:-

Regarding the above property a strong preference be expressed for progression of the overall Scheme (i.e., those parts in the demise of both the landowner and the tenant). Notwithstanding that, if it were only possible to proceed with that part of the premises in the control of the landowner, the Scheme should still be progressed as it still retained heritage merit.

- d) 9 West Street – the Project Manager confirmed that the Letter of Offer had been accepted.

Unallocated Budget

- (a) The Meeting noted the position in relation to the three premises which fell within this category. Also, that (in connection with 2 Market Street) a potentially historic painting had been uncovered in 4 Market Street. It was clarified that premises not identified within the THI Scheme were ineligible for assistance.

Public Realm Projects

There was a lengthy discussion regarding all three Projects identified within the Public Realm, the relationship between them, and the priorities indicated by HLF (with Guildhall Car Park being highest priority, Pannier Market Surround second, and King Street/West Street third). Arising from the foregoing it was:

AGREED THAT:-

- i. **Guildhall Car Park** – Tavistock Town Council be requested to agree the basis of a Final Scheme consistent with the Public Realm Strategy at the earliest opportunity in order that a fuller understanding of cost/design implications could be assessed.

It being noted that a pre-Tender Estimate exercise had indicated construction costs in the order of £208,000 (potentially £225,000 with Professional fees).

ii. **Pannier Market Surround:**

- The receipt of Tenders in excess of the amounts listed under the Scheme (on completion of the second Tender exercise) be noted – the lowest being in the order of £174,000;
- The General Manager be authorised to proceed with the letting of the Tender to the lowest cost contractor (which was also considered to offer best value) subject to:
- Heritage Lottery Fund being requested to confirm (and confirming) that the unallocated budget for King Street/Market Street (see below) be reallocated to the Public Realm Budget for use on the remaining two public realm Projects in the first instance.

- iii. Market Street – in view of the inability over an extended period of time to secure an acceptable scheme with the landowner HLF be requested to agree the deletion of the Market Street Public Realm works from the Scheme and the reallocation, in the first instance, of the Associated Budget to the other Public Realm Projects.

It was noted that, given that the Scheme Projections with regard to costs for the Public Realm Projects generally represented an under-estimate on actual, this could secure the future of the remaining Schemes in light of the Tender values received and pre-tender estimate referred to above.

Complimentary Initiatives

The Project Manager reported on progress as indicated in the TLR, reference being made in particular to:-

- (a) General – a meeting with Representatives of Tavistock Heritage Trust regarding next steps and the potential for collaborative working on delivery.
- (b) Conservation Area Review – ongoing concerns regarding progress with this key part of the Programme. A note had been received from the Conservation Officer to the local Planning Authority which indicated that there was acknowledgement that the Conservation Area Appraisal and

Conservation Area Management Plan were priorities, albeit delivery arrangements remained to be determined. A letter conveying the importance attached to this had been sent to the Local Planning Authority by the Mayor.

- (c) TTHI Complementary Initiatives Overview, June 2018 – the Project Manager circulated an Overview of Complementary Initiatives as at the end of June, 2018 (Appendix 4). With particular regard to the Market and Guildhall Outdoor Interpretation Proposal, the General Manager undertook to put together a Concept Document outlining the potential Proposal. This was read in conjunction with a note of a meeting held with representatives of interested parties regarding Heritage Interpretation (Appendix 5 refers).

4. FINANCE

The Meeting considered and noted the Summary Financial Report (Appendix 6).

The Project Manager confirmed that discussions with Heritage Lottery Fund would enable reconciliation of figures held by the Town Council and HLF prior to handover to the DR Company. Attention was drawn to a credit in the Capital balance of in the order of £80,000 (which would be largely disbursed should 81 West Street proceed) and a contingency had been listed separately in relation to £60,000 previously allocated to Market Street Public Realm.

5. RISK MANAGEMENT

The Project Management Board received and noted the Scheme Risk Register (Appendix 7 refers) as at June 2018 and further endorsed same as amended.

In particular, attention being drawn to the amendment of Risk Nos 7 (to reflect departure of the Project Manager), 8 (a new risk regarding Complementary Initiatives and related to 7 above), and 9, which reflected concerns regarding the Conservation Area Management Plan.

There being no other matters the Meeting expressed its appreciation to Mr M Searle for his contribution to the work of the Project and delivery of its Schemes. In turn, he thanked those present for their support during his tenure with the Council and Project.