

**AGENDA ITEM No. 9i***General Manager's Overview*

MONTHLY REPORT

Oct/Nov 20

*Council Project based Summary***Cost Code 903 5212 THI Guildhall Public Realm**

Contract has been let to RM Builders for a value of £267,375.96 plus vat with an overall contract figure of £285,000 including professional fees.

An extension of time has been granted until the 18<sup>th</sup> December for the completion of the works. Main risk item relates to completion of utilities works (water) which is outside of the control of the principal contractor but this works will not impact on the opening of the car-park at the start of 2021. It is worth noting that the lawn section will be fenced off until end March 21 to protect the area until fully established.

Additional contract costs have been incurred with the decision to purchase a new parking meter for a value IRO 3K and alterations to the drainage arising from further investigations and remedial works specific to the main build drainage.

Valuation 6 has just been processed equating to 75% completion of the works. Progress from the last report includes the completion of the lawn section, laying of cobbles which borders this area, the installation of the granite path running alongside the Guildhall complex and toilets, the completion of the ground finishing works around the Duke of Bedford, and the formation and installation of resin to parking bays 1-7, 12-19 and 20-24.

**Cost Code 109 4823 Guildhall Refurbishment**

The contract has been let to RM Builders for a contract value of £1,458,695 + VAT including £64,477 contingency.

An application to NLHF for additional funding for the scheme as a whole (not just capital) has been submitted, after detailed discussions at a monitor meeting held on 3<sup>rd</sup> November, with a decision date of the 15<sup>th</sup> December scheduled.

The latest progress meeting was held on 25<sup>th</sup> November, see attached minutes.

90% of the capital works will be completed before Christmas shutdown 2020. Works which will follow in early 2021 include the installation of the front entrance door, some internal glass doors, a final redecoration and works associated leading to the lift area into the courtroom. The lift area delays have only just arisen due to challenges of bringing a new gas supply into the rear of the building, where the existing run has been deemed unsatisfactory to extend. Wales and West Utilities are considering various options which will have financial capital implications and the installation of the courtroom lift cannot be undertaken until the new supply is installed. This also means that some form of temporary heating will need to be arranged for the building during the Christmas shut down period.

Outside of the scope of the main contract, the contract has been let for the fit out of the VIC/shop to CRE8 which will start mid Dec 2020. They have also been successful in their tender for the courtroom joinery which will be installed during January 2021.

### ***Butchers' Hall external works***

Arising from a meeting between Tavistock Town Council, AD Williams and Le Page Architects held on 9<sup>th</sup> November to deal with latent defects specific to water leaks, actions with timelines have been agreed which include:

- Temporary coverings to be installed to three of the four runs of clearstory windows as by AD Williams (work complete)
- Repairs to RWGs and installation of new downpipes by AD Williams (complete prior to Christmas shut down)
- Independent paint analysis to be commissioned (end Jan 21)
- Design detail for sealing of clearstory windows (work complete)
- Redecorated all previously painted surfaces that are showing deterioration, including timber repairs by AD Williams (complete by end March 2021)
- Install detail for sealing of clearstory windows (complete by end March 2021, apportionment of costs to be agreed)

### ***Community based Summary***

#### 1. BID partnership working:

- Christmas lights installation complete.
- Click and collect Butchers Hall
- Pop up heritage display shop 3 East End Stores
- Reopening the town centre promotion and grant funding, including ambassador appointments re: covid19 safety measures

The General Manager attended the BID Meeting on 2<sup>nd</sup> December. The Council were thanked in recognition of the on-going partnership working as identified above, around progress with both Guildhall Projects and specific to the decision making of how the market complex was being managed.

2. Commercial/community service improvement plan for 2020/21 has been endorsed. Refer to projects/tasks section for on-going service delivery objectives.

### ***Operational Update***

- Contract let to RM Builders on 6<sup>th</sup> February for value of £44,827.15 plus vat for the replacement of the Town Hall lift. Work complete.
- Refer to Town Hall and Markets Consultative Group Meeting Minutes held on 25<sup>th</sup> November for key operational updates. Main points included Pannier Market and Butchers Hall open from the 2<sup>nd</sup> December to the 24<sup>th</sup> December. From 2021, where possible, the Pannier Market will revert to 5-day trading but the Town Hall will remain closed until the at least end of March, most likely to be extended until end July.
- Weekly team meetings are still being held with staff from various departments specific to delivering differently, cost saving ideas/objectives and specific to staff welfare relating to the pandemic.

Yours Sincerely



Wayne R. C. Southall MBA (Open) BEng (Hons) Dip NEBOSH  
General Manager