

**General Manager's Overview**  
**MONTHLY REPORT**  
**March/April 18**

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**Council Project based Summary**

***Cost Code 903 5201 THI Butchers Hall***

Retention for maintenance period signed off for external enveloping works re: AD Williams.

Design for toilet provision in Butchers' Hall complete with three quotes being sought to undertake the work, planned for June 18. Costings and specification obtained for installation of PA system, including induction loop system and improvements to food handling facilities to ensure compliance with future planned usage.

All 5 days traders have continued to trade within Butchers' Hall throughout the whole period of the Pannier Market closure and are returning to Pannier Market in May. Traders were issued a written update on 25<sup>th</sup> April relating to progress to programme, impact of additional works, planned consultations and dates for moving back into Pannier Market and were provided an update on the recently tendered public realm enhancements. (see attached). Traders will move from Butchers' Hall and re-set up during the period of 13<sup>th</sup> to 17<sup>th</sup> May.

The Market Development Officer (MDO) is taking bookings for the hire and use of Butchers' Hall based on the previously agreed pricing structure. Bookings include the TD Chamber of Commerce Business Show, an arts and craft market to complement the Garden Festival, a Gin & Street Food Festival, as well as an Artisan Market during Goose Fair and the Tavi Arts Market from the 1<sup>st</sup> September onwards. Work to establish themed markets is ongoing and it is anticipated some of the aforementioned events will become regular draws to Butchers' Hall.

The official launch for Butchers' Hall is scheduled for Saturday 14<sup>th</sup> July and will include a Food & Drink Festival with live entertainment for all members of the public to enjoy. The event will include a celebration of the works to the Pannier Market. A VIP evening is planned prior to the official launch for key stakeholders, local community groups and businesses in order to introduce Butchers' Hall to the local community and promote its potential whilst providing the journey of how we have got to where we are.

The Rules and Regulations for the venue are currently being drafted and will be submitted to Council for approval in due course following discussions with our insurers reference certain terms of use.

Social media sites, including Facebook, Instagram and Twitter have been set up for Butchers' Hall as a medium for networking with traders and promoters, as well as creating a community of visitors and potential visitors. Content for the respective sites is currently being uploaded and once complete will be regularly updated. Following a social media training course, the MDO has a clearer understanding of how to use social media in a more efficient and effective manner in order to achieve optimum reach and promotion. Work to the website will follow shortly and include a Butchers' Hall section which promotes and advertises forthcoming events as well as guides and informs traders and promoters.

Following extensive market research into existing markets and events throughout the South West, the MDO is currently compiling a contact list of potential traders and promoters who can be included on our mailing list which currently holds approximately 300 traders and promoters ranging from food and drink to arts and crafts.

### ***Cost Code 903 5202 THI Pannier Market***

Contract let to AD Williams for the sum of £551,589.49.

The project team, AD Williams Contractors and Alison Bunnings (Architect) should be commended for delivering this challenging project within programme and budget. The final account (to be confirmed), is IRO £510,000 (excluding additional Town Council funded works)

On 13<sup>th</sup> February Council endorsed additional expenditure from savings on/virements of spend elsewhere of iro £160,000 which included replacing all of the lights internally with those similar to Butchers Hall, improving the heating system, redecorating the toilets, relocating the office to the rear of the market and building a structure to house Bobs Café. Members will be aware from Council Meeting on 23<sup>rd</sup> April that the relocation of the office space and the conversion of Bobs Café has been withdrawn. The improvements to the heating system were completed on 1<sup>st</sup> May and the installation of new lighting and additional electrical improvements will be complete by 9<sup>th</sup> May. The contract for the WCs refurbishment was let to RM Builders with an agreed completion date of 12<sup>th</sup> May.

Prior to trading re-commencing in Pannier Market on 18<sup>th</sup> May, works are required to connect internal drainage systems terminating from the RWGs around the perimeter and regrading some door threshold approaches due to the delay in commissioning the public realm enhancement works.

**Cost Code 903 5211 THI Pannier Market Public Realm**

Budget for Pannier Market surround, £124,000 with an additional £15,000 ineligible drainage works funded by TTC

Le Page Architects were appointed to design, procure and undertake contract administration. Measured surveys of the Pannier Market surround and Guildhall car-park had been completed, all design work undertaken and consulted upon and a tender process actioned.

As reported at Council Meeting on 23<sup>rd</sup> April, the tender process for these works and associated due diligence relating to the tender returns led to Council agreeing to re-tender based on limited returns and cost, with a revised specification reducing on granite, resin bonded finishes and lighting design.

Some of the specified works relating to drainage are now being delivered within the THI Pannier Market works as stated above. The project will be re-tendered W/C 21<sup>st</sup> May with works planned for Autumn. All perimeter shops and traders have been notified of this change in programme.

While the tenders process is being undertaken a QS pre-tender estimate will be carried out on the Guildhall car-park public realm scheme to assess the project viability of delivering both projects with current funding allocation, based upon the broad concepts of the LDA Design Public Realm Strategy, 2014, available for viewing at [www.tavistock.gov.uk](http://www.tavistock.gov.uk).

**Cost Code 109 4823 Guildhall Refurbishment**

Draft lease content agreed with Tavistock Heritage Trust. Discussions on-going around agreeing the content of the service level agreement relating to the lease terms. Grant offer letter with conditions received and accepted by Council.

Tavistock Guildhall Gateway Centre Project Steering Group to be held on 15<sup>th</sup> May and Monitor Meeting with HLF for this project and THI planned for 17<sup>th</sup> May.

**Cost Code 109 4804 Meadows play park Co-production**

Contract let for £50,000 to resurface areas of the Meadows play-park, including installing wet pour within the toddler's fenced play area. Works started on 30<sup>th</sup> April with the fenced toddler area being re-surfaced first, with an expected install period of 4 weeks for the whole contract.

**Molly Owen Centre**

Revised allocated budget of £90,000.

The wood working machinery has been wired-in and a new flat roof has been installed to the small extension workshop. All other works depot functions are fully operational.

Relating to the modifications and repairs to the infrastructure, e.g. new vehicle ramp and opening, replacement of windows, reconfiguration of entrance steps (see attached schedule of works), the tender process has been completed with the tender panel opening and reviewing the returns on 3<sup>rd</sup> May. Due diligence is being undertaken but the returns indicate that all the specified works can be delivered within budget with a completion date anticipated for end July 18.

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

- Commercial/Community Service Improvement Plan drafted for 2018/19 financial year.
- On-going co-production resource support re: discussions on-going with BID re: hanging baskets, coach driver's incentive scheme, Dickensian evening and Christmas lights with meeting arranged with BID Chairman on 8<sup>th</sup> May.
- THI Grants Panel meeting was held on 2<sup>nd</sup> May to consider a third party application.
- Negotiations/discussions on-going with tennis club regarding lease and validity of procurement process for planned works.

### ***Operational Update***

- Report regarding vehicle fleet hire/replacement complete. Currently obtaining prices to replace the disposed of Ford Transit and to purchase a ride-on mower. Model sourced for ride-on-mower within budget parameters.
- On-going process of considering benefits of re-structure for works department aligned with existing community/commercial staffing structure, with report to be submitted in Oct.
- General Manager to undertake assessments for Prince 2 foundation and practitioner's qualifications this month.

Yours Sincerely



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General Manager