

## **General Manager's Overview**

### **MONTHLY REPORT**

**June/July 2016**

### **Council Project based Summary**

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

Key updates:

Contractor AD Williams  
Conservation Architects Le Page (undertaking contract administration)

The second interim certificate for payment has been authorised to AD Williams and first invoice signed off for contract administration for Le Page Architects.

Schedule of works undertaken:

- the site (fully roofed and sheeted) scaffolding has been completed and provides full weather tight construction
- all roof slopes have been stripped of slates with those able to be re-used stored in-situ
- historic guttering removed and retained if able to be refurbished
- central valley gutter carcassing constructed and lead worker forming new bay sections
- all lantern light casement windows have been removed and successfully deglazed and stripped
- tyvek roofing membrane and treated battens laid
- timber scarfing repairs completed

Additions in provisional sums/contingencies committed include: purlin repairs, Market Road gable end additional repointing, replacement of boiler in cheese shop.

Shop front design, Pannier Market side being negotiated.

Project scheme promotional material now erected on Pannier Market side scaffolding explaining the project deliverables.

Contractual completion date of 24/10/16 on target.

***THI Pannier Market/1 Church Lane***

TTC Officers currently drafting a design brief and associated documents to advertise on Contract Finder to appoint the design team for the Pannier Market enveloping works. Works programmed for 2017, anticipated start date March 2017 subject to receipt of approvals.

1 Church Lane, with conditions was approved by HLF on 20<sup>th</sup> June (TTC in on-going detailed communication with applicant).

THI Project Manager in-situ. Project Management Board meeting planned for prior to the next Monitor Meeting which is 3<sup>rd</sup> Aug.

***Cost Code 109 4823 Guildhall Refurbishment***

Due to project delays it is now anticipated that the development phase will need to be extended to June 2017 submission date.

Without prejudice discussions have been held with Tavistock Heritage on 13<sup>th</sup> June 2016 and 15<sup>th</sup> July to discuss high level Heads of Terms. A Special Meeting of Council was held on 28<sup>th</sup> June to consider Tavistock Heritage's basic submitted proposal which differed from the Stage 1 bid and TTC Officers revised plans which have acknowledged Tavistock Heritages observations/views from email correspondence dated 20<sup>th</sup> June 2016, relating to common area access improvements to the World Heritage Site Interpretation Centre, reverting the area designated as aspirational TIC to TTC space, and looking at additional space to accommodate volunteer/officer requirements for Tavistock Heritage. A meeting of the Steering Group was also held on 7<sup>th</sup> July. A without prejudice Councillor Offer arising from the above communications has been drafted for Heads of Terms which will be considered by the wider membership of Tavistock Heritage.

Prices have been obtained to undertake necessary ecological surveys.

Works have been actioned to re-decorate the first floor TTC peripatetic working space.

***Cost Code 109 4807 New Works Depot Procurement***

Lease negotiations completed with DCC.

Drew Pearce attempting to secure Units 22/24 Pixon Lane for the temporary relocation of the workforce, while the next stage of negotiations regarding the new build are undertaken with DCC (up to RIBA Stage 4). If these units are secured in the short term, TTC will then start to undertake the necessary removal of equipment from Butcher's Hall and will action the associated internal fit-out works as previously scheduled to Council.

***Cost Code 109 4811 Council ICT Infrastructure***

Website launched W/C 20<sup>th</sup> June.

Portal sites for staff and Cllrs currently being constructed.

Wi-Fi improvements for Pannier Market and Town Hall, including Pannier Market surround and Bedford Square currently being installed.

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

Imaginary play-equipment order as been cancelled and the plans are being reviewed due to cost and installation/maintenance impacts.

Post above works, the surrounding paths will then be re-surfaced. A newly installed rocker will need to be replaced, ascertaining whether vandalism or product fault (currently in negotiations with provider)

***Cost Code 109 4812 Duke Street re-pointing***

Parkes Lees providing a fee or obtaining quotes to:

- Apply for LBC, including consultation.
- Administer JCT Minor Works Building Contract, TTC to provide Clerk of Works role
- Obtain quotes to deliver health and safety duties, client/employer under CDM Regs 2016
- Obtain quotes for scaffold design

TTC will advertise works on Contract Finder and carry out necessary procurement due diligence and will obtain ecological surveys. Planned start date on site Feb 2017.

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

- Tavistock Community Flood Plan: Negotiations on-going with DCC and Jacobs Consultants regarding Bannawell easement implications from highway flooding. Investigatory works started on 18<sup>th</sup> July by SWH to excavate the existing culvert and gabions in the park and reinstate (costs met by LA partners).
- Working in line with Council Endorsed Commercial/Community Service Improvement Plan 2015/16. New document for 2016/17 compiled for Council endorsement.
- DCOs – discussions on-going with WDBC around how to improve reporting arrangements. (Awaiting first newly formatted report, chased W/C 18<sup>th</sup> July)

### ***Operational Update***

- Betsy Grimal's Tower: Arranging design brief to obtain three quotes for condition survey (complete). To arrange access (on-going, quotes to be received from Le Page, Gillespie Yunnie and Parkes Lees.
- Goose fair operational meeting held on 2<sup>nd</sup> June. All arrangements for 2016 up to date. Further meetings have been scheduled for 17<sup>th</sup> August, 28<sup>th</sup> Sept and 27<sup>th</sup> Oct.
- Rundle Room: Due to the level of interest and acknowledgement of importance of this space through Member dialogue, Your Officer has engage architects to draw up a scheme for the conversion of the Rundle Room for multifunctional use. Your Officer will submit plans to Council for endorsement and on approval will undertake procurement process. There is an expectation that the £20,000 budget will be insufficient.
- Strategic Plan: Staff consultation has been completed. Awaiting partner stakeholder feedback.
- A meeting has been held between Drew Pearce, Officers of TTC and representatives of the tennis club to discuss lease implications and future use of courts 1-8.

- Works are being programmed for 1 and 2 East End Stores in preparation for future occupancy. This includes awaiting a specification to rectify water ingress, primarily in Unit 1, relating to the rwgs on the rear elevation. Several meetings have also been held with TASS around the internal fit-out requirements and Your Officer is currently arranging prices for these works. Occupation of Unit 1 and 2 is planned for Oct 2016. Unit 3 and 5 remedial works are de-minimis including change of tenancy electrical fixed installation inspection.

Yours Sincerely



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

