

General Manager's Overview
MONTHLY REPORT
October 17

Council Project based Summary

Cost Code 903 5201 THI Butchers Hall

The budget for the internal fit-out is £85,000, with works planned for completion by early Dec17, with any alterations made to accommodate decanting, transferable for the future use of themed market.

Using the electronic table mapping a further consultation with 5 day traders and lock-ups has been completed re: acceptance of intended layout and positioning with individual traders. Listed building consent for internal alterations and shopfront improvements submitted on 20th August, awaiting approval. Tender process for internal conversion implemented with a return date of 6th October. Tender opening 9th October with due diligence and contract letting anticipated by 13th October.

Market Development Officer recruited, start date 16th October. The successful candidate was Mrs R Hadfield appointed on a two year fixed term contract. Early work will be focussed around reviewing the demand study and developing a market/marketing strategy. Copies of the role profile are available from the Office for information.

Clearance works will be carried out week commencing 16th Oct on receipt of keys for Molly Owen Centre.

Project Management Board held on 12th Sept.

Cost Code 903 5202 THI Pannier Market

Contract let to AD Williams including ineligible works to replace the market doors. Pre-start meeting to be arranged within Oct and separate consultation with perimeter shops to be completed by end Oct.

Disaggregated works from main contract, including power washing and lime pointing of the lower elevations, 100% complete and final account agreed.

Grants Panel for Pannier Market held on 4th September with approval granted. HLF approval also secured as advised at THI Monitor meeting held on 6th Oct.

Public realm enhancements procurement to Pannier Market perimeter to be tendered in November 2017 with a planned completion date of end May 2018.

Cost Code 109 4823 Guildhall Refurbishment

On-going discussions with Tavistock Heritage Trust re: partnership agreement.

Dates have been agreed with Tavistock Heritage Trust for the use of Robing Room and courtroom for presentations etc. The possibility of use as a filming venue is also being looked at by the Trust.

Plans are being implemented for temporary office set-up on the ground floor to accommodate the market team during the period of Jan-April 2018 when the Pannier Market re-roofing works is undertaken, which will provide controlled access for visitors and traders.

Cost Code 109 4812 Duke Street re-pointing

Allocated budget 165K, contract let to CLC Contractors. On-going progress meetings and adhoc site inspections.

Phase one of works nearing complete for 9-13 Duke Street including repointing, refurbishment of windows and repairs/redecoration of rain water goods. Scaffolding has been removed on phase one apart from the side elevation and return to front/rear due to agreed contract variation which includes repointing 100% of the side elevation and rebuilding of the corner of the wall to the rear.

Phase 2 programme on target to agreed programme. Due to the poor condition of the previous cement pointing there is expected to be approx. an additional 100m² of repointing to phase 2. Measures are being discussed to increase resource to ensure that essential works are delivered but within the agreed timescales for scaffold removal. Currently additions over omissions mean there is an estimated contract uplift iro of 25K but with the contract still within allocated budget.

Cost Code 109 4804 Meadows play park Co-production

New roundabout and safety surfacing installed. Review of existing safety surfacing on-going which will have capital implications, including installing wet pour within fenced toddler area due to drainage issues, quotation estimate iro 50K. Reviewing the possibility of securing s106 funding.

Cost Code 109 4805 Cemetery Soakaway

Contract let to Stenlakes within allocated budget.

Works currently 40% complete with both upper soakaways installed and the exit road re-surfaced.

This contract programme has over-run by approx. 3 weeks but with no additional cost to TTC. Revised completion date agreed with client for end Oct.

Community based Summary

- Tavistock Community Flood Plan-none
- Easement to Bannawell, reinstatement works start date 16th Oct, which will include rebuilding of footbridge, regrading of site and reinstatement of paths.
- Commercial/Community Service Improvement Plan for 2017/18 operational.
- On-going co-production resource support for Britain in Bloom, Sensory Garden, Meadows Makeover, and initiatives with BID/Chamber of Commerce re: town advertising and event support.
- Arrangements for installation of Christmas lights underway, in partnership with BID

Operational Update

- Drake Statue railings re-decoration contract let. Completion date by end Oct.
- Rundle Room design and specification complete. Tender to be posted on contract finder week commencing 16th Oct.
- TCOs and Town Hall water leak design completed after detailed inspection with high reach MEWP on 5th September. Currently consulting with planning authority.
- Report regarding vehicle fleet hire/replacement complete (to be presented at next Budget and Policy).
- Plans regarding relocating elements of Works Depot to Molly Owen Centre implemented.
- All necessary arrangements implemented for Goose Fair.
- General Manager completed 70% of on-line study for Prince 2 foundation and practitioner course.
- Due to recent secondment of Cemetery Administrator to Market Development Officer role, the post of Cemetery Administrator has been reviewed and amended, now Cemetery Assistant, advertised internally (copies available from Works Department) for up to a 2 year fixed term contract on a secondment basis. Interviews are arranged for 16th Oct.
- Interim arrangements have also been implemented to provide resource cover for the Works Manager post while a service review is being undertaken (arrangements to be reported at next Budget and Policy meeting).

Yours Sincerely

October 17

General Manager



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General Manager