

## **General Manager's Overview**

### **MONTHLY REPORT**

#### **August17**

#### **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 end November 2017, with any alterations made to accommodate decanting, transferable for the future use of themed markets.

Final iteration of electronic table mapping now complete. Further consultation with 5 day traders and lock-ups to be completed by mid-September re: acceptance of intended layout and positioning with individual traders.

Listed Building Consent for internal alterations and shopfront improvements submitted on 20<sup>th</sup> August. Specification completed for tender process, with contract being advertised on Contract Finder W/C 04/09/17. Shopfront improvement design aligned with replacement of Pannier Market doors.

Market Development Officer Recruitment process completed. To finalise arrangements re: appointment.

Sign of retention for Butchers' Hall enveloping works agreed on 14<sup>th</sup> August.

##### ***THI Pannier Market***

Tenders were sent out to the previous contractors on 21<sup>st</sup> July with a return date of 11<sup>th</sup> August. Tenders were opened on 11<sup>th</sup> August and price returns recorded. A detailed review of the technical returns was undertaken on 15<sup>th</sup> August with a further meeting held on 22<sup>nd</sup> August to summarise due diligence around both price and technical returns. A meeting was held with the preferred tenderer on 29<sup>th</sup> August to finalise points which needed clarification and the contract was let to AD Williams, subject to grant approval. Refer to Budget and Policy Report dated 29<sup>th</sup> August for tender sums and anticipated expenditure, including additional provision for ineligible works for the replacement of the Pannier Market perimeter doors.

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

Grants Panel for Pannier Market to be held on 4<sup>th</sup> September, also considering 2 Market Street and 10 West Street.

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***

Numerous meetings held re: Bid preparation, including final meeting with Bid author and Town Clerk, General Manager on 2<sup>nd</sup> August. Application submitted electronically to HLF on 11<sup>th</sup> August with hard copy delivered on 14<sup>th</sup> August.

Ecological emergence and re-entry surveys complete.

Guildhall Public Realm Strategy and approach (THI) agreed with Monitor and will be aligned with procurement for delivery phase of Guildhall Project if Permission to Offer awarded and TTC accept.

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

Allocated budget £165,000, tender iro £128,000 let to CLC Contractors. Note: tender opening held on 26<sup>th</sup> June, tender appraisal on 27<sup>th</sup>, Contract started on 16<sup>th</sup> July; contract to be delivered in two phases, with completion date of 17<sup>th</sup> November 2017.

Phase 1 of works nearing completion for 9-14 Duke Street including repointing, refurbishment of windows and repairs/redecoration of rain water goods.

Numerous ad hoc meetings additional to formal progress meetings held on 8<sup>th</sup>, 17<sup>th</sup> and 27<sup>th</sup> August.

Phase 2 of scaffold erection for 14-18 Duke Street commenced on 3<sup>rd</sup> September. Additional expenditure agreed within budget to re-point 100% of side elevation of 9 Duke Street and to re-build the corner of the wall of 9 Duke Street to the rear. Phase 1 scaffolding will be removed over the next two weeks except the side elevation scaffolding to 9 Duke Street which will remain to undertake the variation works identified above.

Contract programme on target.

**Cost Code 109 4804 Meadows Play Park co-production**

New roundabout and safety surfacing to be works complete W/C 04/09/17. Review of existing safety surfacing on-going which will have capital implications, including consideration of installing wet pour within fenced toddler area due to drainage issues.

**Community based Summary**

- Tavistock Community Flood Plan: Easement to Bannawell, awaiting completion date from DCC.
- Commercial/Community Service Improvement Plan for 2017/18 operational.
- On-going co-production resource support for Britain in Bloom and Sensory Garden and initiatives with BID/Chamber of Commerce re: town advertising.

**Operational Update**

- Drake's Statue railings re-decoration contract let. Start date early September.
- Rundle Room design and specification complete. Tender to be posted on contract finder week commencing 4<sup>th</sup> September including listed building consent application.
- Town Council Offices and Town Hall water leak prevention/remedial works design to be completed after detailed inspection with high reach MEWP on 5<sup>th</sup> September.
- Report regarding vehicle fleet hire/replacement to follow.
- Site meeting held re: viewing Molly Owen Centre on 26<sup>th</sup> August. Site visit for all Members to be arranged.
- Management training completed by General Manager, Works Manager, Works Administrator, Cemetery Administrator re: appraisals/performance management/recruitment.
- Resignation of Works Manager received, last working day 20<sup>th</sup> October 2017. (Refer to relevant Budget & Policy Minute, re: next steps from 29/08/17)

Yours Sincerely



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