

General Manager's Overview
MONTHLY REPORT
January 18

Council Project based Summary

Cost Code 903 5201 THI Butchers Hall

Budget for the internal fit-out is £85,000.

Contract awarded to RM Builders. Contract complete to budget and schedule and final account agreed and signed off. Signage design for Butchers Hall as previously presented has been ordered will be installed on 12th February to the front and rear elevations. Amendments to the contract include the filling in of the drainage channel on 5th February and the installation of automatic door sensors when leaving Butchers Hall.

First draft of design for toilet provision post completion of Pannier Market works in Butchers Hall complete.

5 day traders and lockups successfully relocated to Butchers Hall from 2nd January and trading commenced on 9th January 2018 with all traders signing up to a commitment to trade for two months starting from 9th January.

The Market Development Officer has completed the first draft of the Market Strategy for Butchers Hall which has been circulated to Town Hall and market Consultative Group on 7th February and the THI Monitor. All Cllrs will receive a copy of the document W/C 12th February.

Cost Code 903 5202 THI Pannier Market

Contract let to AD Williams for the sum of £551,589.49. Works started on site on 2nd January 2018 which primarily involved internal temporary conversion works to be able to fulfil the wishes of the tenant for Bobs Café to trade in-situ after a detailed consultation process. These works were completed within programme to allow Bobs Café to re-commence trading on 16th January as agreed with the tenant.

To date the programme is on schedule even though January conditions have been challenging. This has included fully scaffold erection, set up of site compounds and welfare provisions, internal pointing to all archways, stripping off the arcade roof and upper roof completely and felting and battening accordingly, timber repairs to the windows, replacement of glazing and redecoration, stripping off

the leadwork and preparation and decoration of fascia boards for replacement. The JCT contractual completion date is 27th April 2018.

All agreed advertising and promotion measures have been implemented and are on-going and the communications plan around regular contractual updates for all traders whether trading or not during this period is in effect. An additional meeting of the Town Hall and Markets Consultative Group was held on 7th February primarily to discuss progress regarding the capital works and the impact on traders and what both traders, other stakeholders and TTC could do to support each other during this challenging period prior to re-entry into the Pannier Market.

Additional opportunity works: refer to agenda item 6 of Full Council on 13th February 2018. Due to the extremely positive feedback from all stakeholders around the heating and lighting improvements to Butchers Hall this is currently being investigated with a view to implement in some format within Pannier market during the construction phase as this will be the only viable window to initiate while the Pannier market is fully vacated. Arising from the construction of the temporary structure for Bobs Café, on review, Officers are also minded after consultation with the tenant to upgrade this structure to provide a contained café unit within the market and this also provide the opportunity for TTC to extend the unit to construct a larger office space to the rear of the Pannier market, in the area which has been extremely challenging to let space but the office relocation is dependent on the café structure remaining. It is the intention of Officers to refurbish the existing toilet facilities should funding be made available as per Item 6 report.

An electronic table mapping exercise is also being undertaken with consideration of blocking up some of the internal archways with stalls to encourage an improvement in customer flow similar to what has been achieved in butchers Hall.

Cost Code 903 5211 THI Pannier Market public realm

Measured surveys have completed for Pannier Market perimeter and Guildhall car-park.

Le Page Architects were commissioned to undertake design work and first draft has been completed re: hard landscaping design and orientation in consultation with Conservation Officer.

The design proposals will be complete by end of February to be reviewed by Council, trader reps and THI Project Management Board and HLF Monitor.

Procurement for contractors scheduled for March 2018 re: Pannier Market surround with works planned for May and June 2018.

Budget for Pannier Market surround, £124,000 with an additional £15,000 ineligible drainage works funded by TTC, and budget for Guildhall car-park is £156,000.

Design process on-target. Note: there are critical dependencies aligned around the completion date of the Pannier market works and the live hard launch of Butchers Hall. Other technical dependencies relate to interface with new Pannier Market doors, improved lighting schemes and alterations to levels around the perimeter which need to align with existing hard landscaping and shopfront entrances.

Cost Code 109 4823 Guildhall Refurbishment

Negotiations on-going with Tavistock Heritage Trust regarding lease arrangements for the use of the building as a gateway visitor centre with a positive meeting held with THT on 31st January with Town Clerk, General Manager, Mayor, Deputy Mayor and Cllr Smith in attendance.

Any grant offer letter, if made, with conditions will not be provided by HLF until the above has been resolved. Refer to Agenda Item 8.

Cost Code 109 4812 Duke Street re-pointing

Practical completion and final account agreed. Service charges being calculated to inform tenants.

Cost Code 109 4804 Meadows play park Co-production

Refer to Agenda Item 6 to resurface the Meadows play-facilities with wet pour. £50,000 required, preferred tender available and provisional start date agreed for end of March subject to Council endorsement of funds.

Molly Owen Centre

Allocated budget of £100,000. Revised to £90,000 subject to Council approval.

Units 22 and 24 Crelake Industrial Estate are now completely vacated and all dilapidation works completed to the satisfaction of WDBC. The depot provision is fully operationally at Molly Owen Centre with the majority of the relocation and infrastructure improvements delivered in-house over the last 8 weeks.

Re: technical requirements, a full measured survey has been commissioned and drainage survey, schematics for the building have been completed and design work including structural engineering calculations for a new vehicle opening and ramp have been undertaken. The infrastructure has had an electrical fixed installation inspection and the plumbing and gas has been investigated and upgrade works completed. Throughout the side

occupied by the depot and within the main boiler room feeding the whole building.

The construction works for the vehicle opening will be completed by May 2018 and all works have been planned to allow for the distinct operation of the depot provision with the aim in mind to relocate office use, where conceptual plans around flow and operation have been considered in principle.

Community based Summary

- Commercial/Community Service Improvement Plan for 2017/18 operational.
- On-going co-production resource support re: Meeting held with Chair of BID and BID Manager with General Manager and Cllr Smith re: Dickensian evening and Christmas lights requirements for 2018.
- Meeting held with Golden tree Productions on 22nd January to provide advice re: operational considerations for man Engine visit.

Operational Update

- Report regarding vehicle fleet hire/replacement complete (presentation on hold).
- In process of considering benefits of re-structure for works department aligned with existing community/commercial staffing structure. On-hold.
- THI Project Management Board Meeting held on 16th January and THI Monitor Meeting held on 29th January.
- General Manager attending SSG Directors Health and Safety Seminar on 15th February.

Yours Sincerely



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