

Guildhall Carpark Public Realm (updated 14/10/20)

Meeting – 28th August 2020

Attendees (via zoom video conferencing) :

Simon Crosbie (SCr)	Le Page Architects
Wayne Southall (WS)	Client TTC
Alan Stewart (AS)	R M Builders
Geri Palby (GP)	Visitor Information Centre
Paul Ward (PW)	Town Councillor
Carl Hearn (CH)	Client TTC

	Apologies	Action
	Councillor Harry Smith David Fellows	
1.0	Minutes of the last meeting/Matters Arising or outstanding	
	<ul style="list-style-type: none"> • World Heritage signage – SCr to submit an SMC amendment • WS reiterated the current project is currently in a negative budget figure. • WS reported that he has asked RMB to obtain some reclaimed slate for the stone bench seats rather than using the new granite setts from site. • AS confirmed that DF is currently working on the VO's and will send to WS/SCr by tomorrow. Clarification required on additions on updated LPA drawing Rev Z over tender drawing Rev N (<i>post meeting note: received and currently being assessed</i>) • RMB currently working to price the non-contractual costs to themselves relating to COVID for presentation to TTC. • AS reported that the cobbles can be removed at the end of this week from site only if SCr to arrange (<i>post meeting note: ONLY to occur once initial 90 tons have been paid (currently being done so by BACS by SCr private client. WS to confirm to SCr)</i>) • CH reiterated that the Archaeological works have been some 500% higher than anticipated and that the final report on the findings is not to be commissioned. 	<p>SCr</p> <p>AS</p> <p>AS/WS</p> <p>SCr</p> <p>DF/AS</p> <p>WS/SCr</p>

	<ul style="list-style-type: none"> • SCr that Historic England are looking to fund the final survey report/artefacts report and hopefully can support some of the costs incurred to TTC arising from HE conditions IRO £24K. Therefore, this would not be funded out of the existing contract and the contract administrator will await further correspondence for HE.' • TTC/SCr agreed the 5 days of remaining ACA works as not permitted, 1 day only as agreed with LPA and RMB. • SCr reminded AS that he is awaiting the next valuation. To be issued by the end of the week by DF to SCr • CH discussed the Remembrance Sunday service and the need to look at safe access to the War Memorial as well as site management if a large crowd attend. • It was explained that social gatherings of the size of previous years would not be permitted from both a public health (COVID) perspective and a site safety perspective (programme extension) and that TTC, along with RMB would discuss with RBL as organisers, what may be permitted for 2020. 	<p>DF/AS</p> <p>WS/CH/RMB</p>
<p>2.0</p>	<p>Contractor's Matters</p>	
	<p>Progress and programme:</p> <p>AS reported:</p> <ul style="list-style-type: none"> • Cobbles to the south end of the site are complete as well as the stone bench, kerb and ACO drainage. • In addition, the existing cobbles and conc. slabs have been made good on the Public Toilets side. • RMB are still waiting for permission from West Devon to drill through into the Public Toilets. • Julian Greaves in currently on site working on the power and lighting. • As reported that the cobbled edging zones are complete up to the War Memorial with approx 5.0m left to do. • 803 is being laid to the pavement then SCr/AS to set out vehicle bollards on site. <i>(post meeting note Fri 11th 9:00 on site completed)</i> • CH enquired on the original path to the DOB which has now been omitted with access now provided by the granite sett pavement at the Court gate elevation. 	<p>AS</p> <p>AS</p> <p>SCr/AS</p>

	<ul style="list-style-type: none"> • As reported that each bench zone has 2950mm cobbled edge either side and he will confirm the width of the central zone between then to SCr. (<i>post meeting note: completed on site</i>) • AS/WS confirmed that granite setts discovered at the Heritage Centre cells will be laid to the zone and act as the pedestrian crossing onto the lawn. These are for the lift room and that they are to be repurposed within the public realm as both a cost saving and heritage benefit • AS reported that Glanville Drainage will undertake a further video survey of the sump found to the basement. This may reveal live surface water drains from the car park original gulleys. • AS replied to SCr that the new southern ACO drain at the cobble/pavement junction discharges into the new main site soakaway. (via sump to allow TTC to maintain) • AS reported that 2 of the hanging basket post bases are in to the southern end of the site • AS further reported that the new Lamp post has been delivered as a galvanised unit so has to be returned. Julian Greaves to updated AS on delivery date. 	<p>AS</p> <p>AS</p> <p>AS</p>
3.0	Client Matters	
	<ul style="list-style-type: none"> • WS enquired further on current site programme: • AS confirmed DFR Roofing are causing delay on the Heritage Centre which will delay the dropping of the scaffold to the Car Park elevation pavement. AS suggested this would not occur for at least 10 days hence. • AS further confirmed that the topsoil to the lawn will be laid the middle of next week. • The new granite setts to the Piazza area was discussed and AS agreed with WS suggestion that this could be laid up to the Heritage Centre scaffold if needed. • CH raised the issue of the Police enquiring on a dedicated car parking space. An alternative could be in Market Road. CH to take to Town Council for further consideration. 	<p>CH</p>
4.0	Architects' Matters	

	<ul style="list-style-type: none"> • SCr has received discharge of conditions to the Planning and Listed Building Application and have been issued to WS/AS. • Condition of cobble methodology still to be released, but this is not currently being completed in the project. 	
	<ul style="list-style-type: none"> • SCr confirmed that the Mayors plaque can be dry-bedded initially if required (to allow for time capsule) • SCr to suggest to ACA that they fund the plaque. • The site Heras fence is to be discussed further as the project moves on. • 	<p>SCr</p> <p>ALL</p>
5.0	Cost Control Matters	
	DF currently working on updated project (fixed) costs	DF/AS
6.0	CDM Matters	
	<p>AS reported, nothing of issue.</p> <p>SCr to ask BH to make a further spot check visit.</p>	SCr
7.0	Communications and Procedures	
	<p>All fine.</p> <p>SCr to send AS the details of private client for loading invoice</p> <p>Approx 30-40 tons of cobbles left to sell to SCr private client. SCr to arrange.</p> <p><i>For Information:</i> Current LPA site proposal drawing J19/032. Rev Z Recently updated to allow for alternative margin arrangements (cobbles and re-used site granite sections) and bench plinths. Additional ACO drain to southern cobbles/path junction.</p>	<p>SCr</p> <p>SCr</p>
8.0	Contract Completion Date	
	<p>The Piazza sets are not starting for 2 weeks and will take approximately 3 weeks to complete.</p> <p>Completion date was then discussed and agreed by all to have a new target of 13th November 2020.</p> <p>EOT will still need to be agreed and issued in due course once all combined project implications are considered.</p>	<p>ALL</p> <p>SCr/WS/AS</p>

	<p>An amended and more realistic programme was agreed building in a contingency for delays relating to adverse weather. It was agreed that the client would not pursue any contractual damages for failure to complete within the contractual timeframes but that RM Builders would not claim for any prelim costs arising from a further EOT.</p> <p>AS confirmed an updated project programme will be issued next week.</p>	AS
9.0	Mayors Plaque and Time Capsule	
	<ul style="list-style-type: none"> • GP reported that HS has talked to the Tavistock Lions Club regarding the time capsule. (<i>post meeting note email received from Steve Grummitt to along further details</i>) • WS suggested it be buried closer to the opening of the Guildhall itself i.e Approx. April 2021. AS/Scr reported that the car park cobbles can easily be re-lifted in an area to accommodate as all agreed under the lawn would not be as good a place. SCr/WS to liaise further with lions • All present are happy with the concept of the Mayor laying a memorial plaque, but the 7th Nov may have to be re-booked due to DFR delaying the dropping of the site scaffolding to the Car Park. SCr to liaise with the Mayor on this. (<i>post meeting note: Nov date cancelled with the Mayor</i>) • <i>WS Afternote:</i> The laying of the plaque and the handing back of the site will be aligned with when RMB practically complete of the Guildhall Project as a joint acknowledgement 	<p>SCr/WS</p> <p>SCr</p>
10	Any other Business	
	None	
11.0	Date of next meeting	
	<p>20th October – 3.00pm Zoom</p> <p>SCr to issue codes prior to meeting to all.</p>	ALL

Circulation: All present/File/BH/GP/HS