

## **General Manager's Overview**

### **MONTHLY REPORT**

**June/July17**

### **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 Nov17, with any alterations made to accommodate decanting, transferable for the future use of themed market. Design works have been let to Le Page Architects as a continuation of the enveloping contract, to include electronic table mapping for decanting of traders onto measured survey, shopfront improvements, heating and lighting designs, electrical layout upgrade, storage fit-out and modifications to flooring and falls from height.

Second iteration of electronic table mapping now complete. Will re-consult with 5 day traders and lock-ups shortly identifying intended layout and positioning to ascertain general consensus around trader acceptance.

Agreed in principle that Santa grotto organised by the Lions can be located in Butchers Hall for Dickensian, operating up to Christmas break.

Final iteration of job description/person spec for the Market Development Officer role agreed with acknowledgement of the changed business model. The post will be advertised end July 17. Appropriate recruitment mediums have been investigated.

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

Project management board held on 20<sup>th</sup> June and HLF Monitor meeting held on 29<sup>th</sup> June have been apprised of the revised delivery model and are in support of the approach.

Design team meeting was held on 28<sup>th</sup> June and to agree necessary revisions to the tender documents and procurement timelines. Tenders will be sent out to the previous contractors on 21<sup>st</sup> July with a return date of 11<sup>th</sup> August. The Grants Panel to consider the THI Pannier Market enveloping works will be held on either 22<sup>nd</sup> or 24<sup>th</sup> August with HLF grant approval to follow.

All lock-ups and lease holders have signed up to either transferring and or altering their offer while the capital works are being delivered. One to four day trader consultations will commence shortly, to be led by Market Reeve and Town Hall Manager, re: temporary relocation to Town hall and Bedford Square.

Disaggregated works from main contract, including power washing and lime pointing of the lower elevations, 90% work complete. Note: Principal Contractor through competitive tender CLC Contractors, who have been awarded Duke Street re-pointing will use the same site supervisor and pointing sup-contractors for Duke Street, providing continuity around communications and standards of workmanship.

Public realm enhancements procurement to Pannier Market perimeter to be tendered in September 2017.

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

Detailed cost plan meeting held on 22<sup>nd</sup> June, full team progress meeting held on 26<sup>th</sup> June and Monitor Meeting held on 30<sup>th</sup> June.

Several meetings have been held separately with Trust and individual consultants to progress business plan, partnership agreement, management and maintenance plan, M&E design requirements and aspects of the activity plan programme.

Contract for ecological emergence and re-entry surveys let.

Guildhall public realm strategy and approach agreed with Monitor.

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

Installation of co-production equipment completed.



Resurfacing contract to paths within the play-area completed.

New roundabout and safety surfacing adjacent to above installation has been ordered with an install date commencing 25<sup>th</sup> August.

Review of existing safety surfacing on-going which will have capital implications.

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

Arising from letters written to tenants dated 8<sup>th</sup> May, individual detailed consultations have been undertaken with both commercial and residential tenants relating to anticipated project timelines, type of maintenance works to be carried out and scaffold design/sequencing with a formal presentation/consultation held in the Council Chamber on 14<sup>th</sup> June. Tenants were written to on 6<sup>th</sup> July advising of a second formal meeting that was held on 12<sup>th</sup> July, in attendance, relevant Officers, principal contractor representatives, project architect, Deputy Mayor and letting agent, to discuss project particulars and service charges. Tenants were also notified in writing on 12<sup>th</sup> July regarding introducing the principal contractor around programme and communication details, and in writing again on 13<sup>th</sup>, summarising aspects on the formal meeting held on 12<sup>th</sup> July (see attached).

Allocated budget 165K, preferred tender iro 128K. Note: tender opening held on 26<sup>th</sup> June, tender appraisal on 27<sup>th</sup> June re: price and technical return. 5 returns, two of which provided comparable price and technical returns. The panel decided to interview the two preferred tenderers which was undertaken on 29<sup>th</sup> June. The panel as per the Architects recommendation, unanimously agreed to let the contract to CLC Contractors. A pre-start meeting was held on 4<sup>th</sup> July, please see attached minutes. Start date, 16<sup>th</sup> July; contract to be delivered in two phases, with completion date of 17<sup>th</sup> November 2017.

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

- Tavistock Community Flood Plan: Easement to Bannawell, legal agreement reached with DCC and contractors 3 weeks into a 5 week drainage improvement plan in Bannawell open space.
- Commercial/Community Service Improvement Plan for 2017/18 approved and operational.
- Photoshoot arranged for 22<sup>nd</sup> July at 13:15 in Guildhall car-park with Golden Tree to present an Engine House to thank Tavistock for their participation on the Man Engine unveiling.

- Supported aspects of Lions Carnival
- On-going co-production resource support for Britain in Bloom and Sensory Garden

### **Operational Update**

- Whitchurch Down re: collapsed culvert for natural spring reinstatement works complete.
- Drake Statue railings re-decoration contract let. Start date early September.
- Discussions held with cattle market tenant re: permitted works and removal of spoil.
- Rundle Room design and specification complete. Tender to be posted on contract finder week commencing 24<sup>th</sup> July.
- TCOs water leak design works being progressed over next two weeks.
- Council noticeboard on front of Town Hall to be replaced
- Utilities contracts reviewed by Support Officer (General Manager) and consolidated by an agent under one provider until 2020, providing significant financial savings iro 15K per annum and making the process more efficient around monitoring and payment.

Yours Sincerely



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



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*Working for the local community*

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## **TO ALL TENANTS OF 9-18 DUKE STREET PREMISES**

Thursday 13<sup>th</sup> July 2017

Dear Sir/Madam

### **DUKE STREET SHOPS - REPAIR WORKS**

Many thanks for those who attended the second formal consultation last night where there was the opportunity to meet the project architects, the principal contractor (CLC Contractors) and Drew Pearce (regarding discussions around service charges).

You will all be aware of the intention to start scaffold erection this Sunday (16<sup>th</sup> July) and yesterday you were advised that to accelerate the project programme, to reduce the contract duration, consideration was being given to continuation of erecting the base lift on the Monday (17<sup>th</sup> July) which would have restricted access to some of the premises from 9-14 Duke Street. After considering the feedback from yesterday's individual letter drops and the consultation meeting in the evening, the Council and CLC Contractors have reviewed this approach. Scaffold erection of the base lift will happen this Sunday and will continue on the Monday to Wed if required between 630am-10am. For the remainder of the day the high lifts will be installed but access to the properties will be unrestricted from 10am onwards.

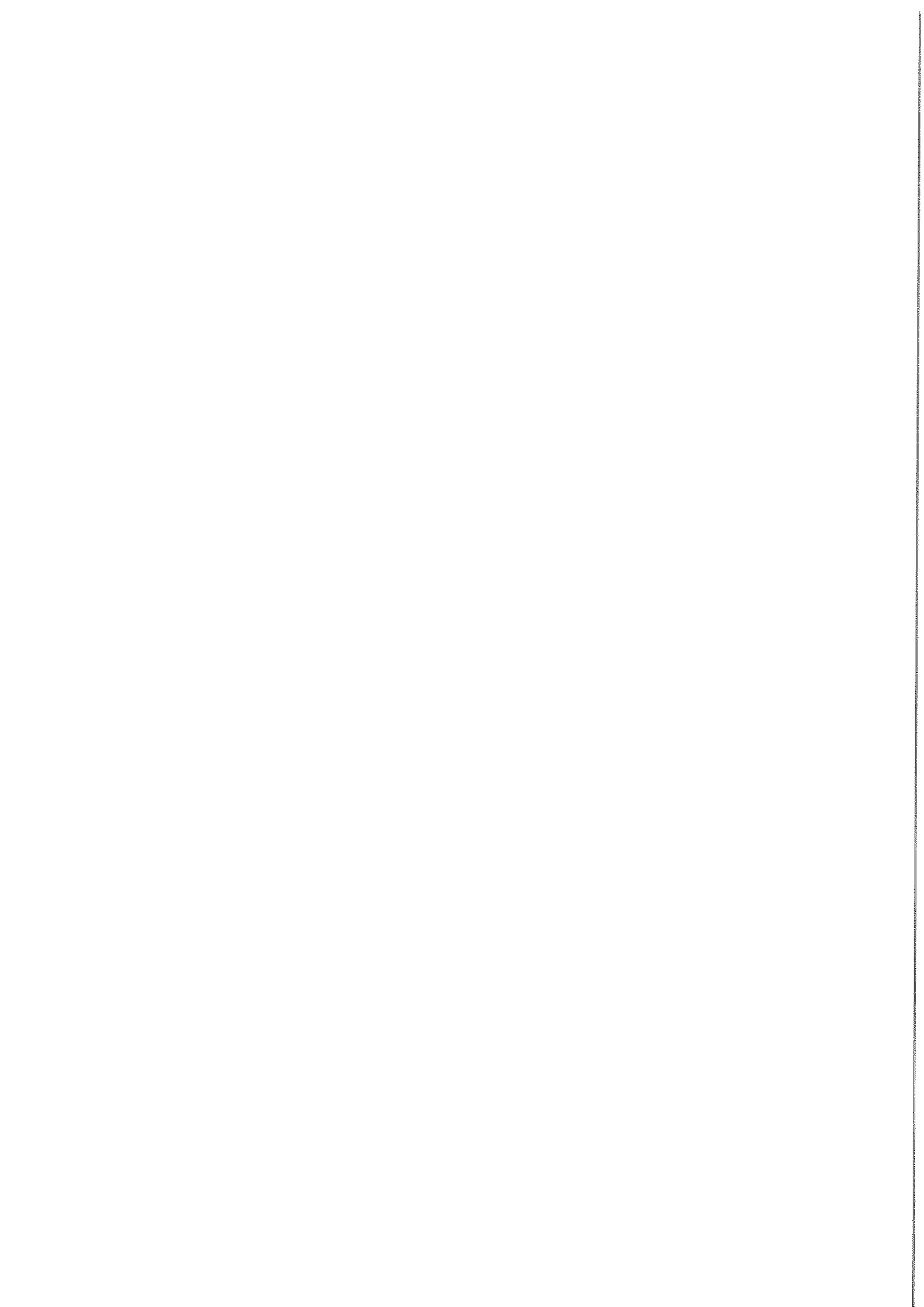
Please note last night detailed explanations around security provision and measures to minimise of dust were given.

If you have any queries specific to the Council business please contact Becky on 01822 616134 or alternatively via email [becky.hadfield@tavistock.gov.uk](mailto:becky.hadfield@tavistock.gov.uk) and if you have and specific requirements around access please liaise direct with CLC Contractors as per letter dated 10<sup>th</sup> July.

Thank you for your assistance in this matter.

Yours faithfully

WAYNE SOUTHALL  
**GENERAL MANAGER**



**9-18 Duke Street Conservation Repairs Pre-start Meeting**  
**10am 04 July 2017, The Guildhall, Tavistock**

**1. Introductions (present):**

1.1. Client

Cllr. Paul Ward, Deputy Mayor, TTC  
Wayne Southall, General Manager, TTC  
Jacqui Orange, Works Administrator, TTC

1.2. Architect

Mark Kemp, Architect, Parkes Lees  
Claire Bissell, Project Manager, Parkes Lees

1.3. CDM Advisor

Bryan Hammond, H&S Associates

1.4. Principal Contractor

Wayne Cavilla, Regional Manager, CLC Contractors Ltd  
Huw Evans, Commercial Manager, CLC Contractors Ltd

1.5. Specialist Consultants

Paul Bray, Phoenix Scaffolding

1.6. Specialist Contractors (not present)

Stone Co.

1.7. Work by others

None at this stage

**2. Contract documents:**

2.1. The contract will be a JCT Minor Works Contract. The sum of the contract is £128,180.

2.2. The tender documents form the contract documents no errors or omissions identified with the exception of the redecoration of 3 communal doors as noted previously. This will be dealt with via an architect's instruction.

2.3. CLC insurance documentation expires in September 2017, part-way through the contract. This will be renewed and relevant documentation forwarded.

**3. Programme & progress**

3.1. Anticipated commencement is 17/07/2017 and completion is 17/11/17. Total contract period is 18 weeks.

3.2. CLC has allowed 3 weeks for scaffold erection, 15 weeks for works including dismantling scaffolding at completion. There is the possibility of scaffold erection on Sunday and Monday to accelerate the programme. This will be subject to negotiation with the tenants by CLC and TTC. When scaffolding is in situ an inspection can be carried out and work detailed. The construction phase plan supplied by CLC is satisfactory subject to minor changes suggested by BH, particularly regarding traffic management, licences and permissions. BH has submitted initial F10 to HSE, following this meeting he will submit an update

version. The site manager is Steve Silk and he will be responsible for day to day quality management. MK will undertake a weekly inspection. No hold points required in programme.

#### **4. Information:**

- 4.1. Minutes of meetings will be distributed electronically to everyone at the pre-start meeting with the exception of Paul Bray. Any requests for extra copies of documents direct to Parkes Lees.

The contact email for CLC is [plymouth@clcgroup.com](mailto:plymouth@clcgroup.com)

The contact email for Parkes Lees is [architetcs@parkeslees.co.uk](mailto:architetcs@parkeslees.co.uk)

- 4.2. CLC will distribute a letter of introduction to all tenants. JO will provide contact details for all tenants. WS will provide guidance on the wording of the letter. The letter should cover the Sunday and Monday closure. WS will be the main point of contact at TTC with support from Ken Sedgmen, Works Manager and Jacqui Orange, Works Administrator. Fire escape plans need to be acknowledged for all properties and any special requirements taken into account (Personal Escape Plans). Evacuation will continue to be through the communal areas. WS has had informal discussions with the Retained Fire Station Chief in Tavistock regarding emergency access to the rear of 9-18 Duke Street via the Pannier Market. A ladder is to be placed at the opposite end of the scaffold to the staircase for emergency access for contractors. The ladder will not extend below the top of the first lift for security. The staircase will be surrounded with hoarding. During the working day the scaffold will be locked off to prevent access by general public. This will need to be included in the scaffold methodology.
- 4.3. There are no other consents pending except regarding scaffolding licence. Building Regulations not applicable. All licences, accreditations, etc. should be in good order. All documentation relating to the works will be held at the site office/welfare unit.

#### **5. Meetings:**

- 5.1. There is a requirement, as part of the planning consent, that the Conservation Officer joins MK at an early stage of the re-pointing works.
- 5.2. Progress Meetings will take place on a monthly basis, on or as near as possible to the 17<sup>th</sup> of each month. An initial PM will take place after 2-weeks. CB to add these dates into the programme.

#### **6. Financial:**

- 6.1. CLC to provide a valuation to MK day prior to the Progress Meetings. TTC will issue payment on receipt of valuation certificate from MK and invoice from CLC. CLC payment terms are within 28-days of receipt of invoice.
- 6.2. Service charges are to be levied on tenants for repair of windows, rainwater goods and soil pipes. The joinery works need to be recorded to allow for accurate service charges to be calculated. The cost of rainwater goods and soils pipes will be divided equally amongst tenants. TTC are picking up costs relating to re-pointing and scaffolding. CB/MK to record percentage completion of work on joinery items to allow for this.
- 6.3. CLC to provide a cash flow forecast
- 6.4. No QS has been assigned to the project but TTC can call on Trevor Humphries as required.



6.5. A full breakdown of prelim costs was requested by MK.

## **7. Site**

- 7.1. The area to be handed to CLC consists of the site office/welfare unit, parking/storage/loading area, and the area above the first lift of the scaffold. There is a change to the location of the skip which is now going to be located in Market Road, immediately behind the launderette. A total of 6 bays (3 on each side of the road) will be allocated to the contractors for the duration of the project. The whole area will be delineated by Heras fencing/Chapter 8. There is a defined route for contractors to use between site office/welfare unit and the scaffold staircase (Note - the route between the site office/welfare unit will be a shared site with members of the public and TASS). CLC will be provided with keys to Unit 3 by TTC.
- 7.2. The owner of the building adjacent to the eastern end of site has been advised of the requirement to access the flat roof for the purposes of erecting and dismantling scaffold. The flat roof will not be supporting the scaffold. CB will forward contact details for the owner to Phoenix and CLC. CLC and Phoenix will make a photographic record of the condition of the flat roof pending any works and at completion of that phase.
- 7.3. Protection will include hoarding around the staircase, ladder, and daily waste removal as per tender details. CLC will be installing double boarding with a polythene membrane in between on the first lift. An extra pole will be added to the scaffolding to prevent pedestrians coming too close to the wall and in contact with any falling dust or debris. Extra polythene will be used to protect around shop entrances. Details of the scaffold alarm to be provided to Parkes Lees and TTC. SS to be on-call throughout duration of contract.
- 7.4. The awning on the jewellers will not be visible when scaffold is in place so a banner (sourced by TTC) will be placed on scaffolding to advertise the jewellers for the duration of the works.
- 7.5. A consultation event with tenants and contractor to be held at 5.30pm on Wednesday 12 July 2017 in Council Chamber, Drake Road, Tavistock, PL19 0AU. CLC to pick up issues relating to tenant security and privacy.

## **8. Site administration**

- 8.1. Steve Silk, Site Manager for CLC will be available from 16 July 2017, full time until completion of the contract. All contractors and visitors to site will be signed in and out at the site office and escorted onto main site. All deliveries and site visits will be planned and scheduled with the exception of spot-checks.
- 8.2. There are no contractor's standard procedures to be aware of and there are no specific contractor requirements at this time.

## **9. Utilities**

- 9.1. Electricity is required for alarm, lighting (including street lighting) and mixer. Take supply from Christmas lights supply or communal area. CLC are meeting with John Doswell, Devon Highways to discuss street lighting requirement. The electricity supply will be free of charge.
- 9.2. Gas supply – none to residential areas but there is a gas supply to shop units. CLC and subcontractors to be vigilant.

- 9.3. Water – supplied via a WC in the communal area. CLC looking at taking supply from Unit 3 so supply from communal area may not be required.
- 9.4. Communication to site office via SS mobile phone.
- 9.5. Some piped services (sewerage and rainwater disposal) shared. This maybe something that TTC wishes to address in the course of this contract.
- 9.6. Some of the shops have an alarm, the boxes will need to be relocated to the scaffolding for the duration of the contract so that they remain visible.

## **10. Specialist consultants**

- 10.1. Phoenix to revise the scaffold design put forward by Robinsons. Phoenix will provide drawings on 14/07/17 to BH, MK and WS for them to approve. The main change is the width of the standards – these will increase from 300mm to 700mm, giving an overall increase in footprint of 400mm. This will impact on extent of scaffold protruding into road/pavement and across window space. PB will attend the consultation meeting on the 12/07/17. PB will send sketch drawings (specifically where scaffold meets the ground) over to BH, MK & WS as soon as they are available. Notification must be given regarding any changes affecting the eastern elevation of Duke Street to the adjoining landowner.

## **11. Specialist works**

- 11.1. There is a 3-weeklead in time for replacement gutter parts. The survey will determine what is required for the order and this needs to be placed ASAP. The TTC cherry picker is available for any site inspections should it be required.
- 11.2. CLC will be using Cavilla Electrical Contractors; this is a change to the technical return. Approved by client at the meeting.

## **12. Weather & Delays:**

- 12.1. A record of weather conditions and temperature will be recorded daily on site by SS. A max/min style thermometer will be used to monitor conditions suitable for lime work. There maybe a requirement to protect the stone works and/or heat it if conditions become unfavourable. Stone Co are comfortable with the specification and delivery timescales.

## **13. Signboards and notices:**

- 13.1. A 'business as usual' sign board to be attached to the staircase so it is viewable from the walkway. Signs promoting Parkes Lees Architects, H&S Associates and CLC Contractors Ltd will be attached to the hoarding. MK will issue a drawing indicating size and location of signage for the hoarding. Safety and warning signs must be compliant with H&S requirements.

#### **14. Samples Required:**

14.1. The Conservation Officer will be inspecting the stone work and re-pointing from the scaffold at the earliest opportunity to determine mix and style of pointing to be used on the two different types of stonework. The site visit must include representation from Stone Co.

#### **15. Any other items:**

15.1. WS reiterated the importance of communication. A press release from TTC will be issued in due course.

15.2. WC highlighted the possible revision to paint specification following lead content analysis.

15.3. WC requested an Asbestos R&D survey been undertaken prior to commencement of works. WC to contact Shield and obtain a quote to undertake this work. In the meantime, TTC will provide BH with current asbestos information.

15.4. MK will contact the ecologist when scaffold is complete so they can undertake an assessment of potential bat habitation.

#### **16. Date of Next Meeting**

