

General Manager's Overview
MONTHLY REPORT
May/June 18

Council Project based Summary

Cost Code 903 5201 THI Butchers Hall

5 day traders decanted from the Butchers Hall back into the Pannier Market during the period of 13th to 17th May with the relaunch held on 18th May. As part of this process, individual consultations were held with traders to discuss their requirements upon re-siting, especially due to the alterations in flow by making approaches into the central hall wider and blocking some of the central hall archways.

Once Butchers Hall had been cleared, a deep clean was carried out, a redecoration of damaged/deteriorated internal fabric was undertaken and localised remedial works were carried out to four high level louvres internally to rectify an issue relating to intermittent water ingress.

Plans and schedule of works compiled for the installation of WC facility, primarily disabled combined with mother and baby, and a reconfiguration and upgrade of the existing kitchenette area to enhance to Butchers Hall offer for hirers, users. The preferred quotation was RM Builders in the sum of iro £19,000. The contract was let, pre start meeting held on 7th June, with works commenced on 11th June, with an agreed completion date of 22nd June. The infrastructure will be available for use on VIP evening, 29th June and the live launch event on 14th July.

A contract has been let to resurface the damaged pavement leading into the vehicle entrance of Butchers Hall, on Market Rd, and reline the loading bay.

Discussions have been held with several providers regarding installing an audio system and loop impedance infrastructure.

Cost Code 903 5202 THI Pannier Market

Traders relocated into the Pannier Market from 13th to 17th May. Prior to this period AD Williams as Principal Contractor (PC) had completed the main THI Contract within programme and budget. Due to the postponing of the public realm enhancements, additional to the contract leading up to re-opening, the PC regraded all door thresholds that required work to provide a smoother access/egress and connected external RWGs to existing drainage infrastructure.

The additional upgrades to the heating system and lighting were successfully delivered prior to the launch on 18th May with AD

Williams acting as PC for the delivery of the works by sub-contractors.

The contract for the Pannier Market WCs refurbishment was let to RM Builders through a competitive tender exercise and the works were completed on 17th May. The refurbishment has been generally well received with an acknowledgement that there has been some minor snagging issues relating to specification of products and regarding implementing a robust and auditable cleaning regime. Both of these element have been rectified.

Final account with AD Williams has been agreed and HLF, THI Project Manager advised accordingly. Practical completion for the works was signed off on 16th May. Currently a claim for THI grant money is being submitted to HLF for monies spent to date on the enveloping works.

Cost Code 903 5211 THI Pannier Market Public Realm

Budget for Pannier Market surround, £124,000 with an additional £15,000 ineligible drainage works funded by TTC.

Le Page Architects have reviewed the original design and specification for the public realm with a reduction in resin bonded surfacing, granite sets and lighting specification. Please Note: Due to budgetary challenges, seating as presented in the design proposals is excluded from this tender process.

The tender return date for the revised specification is 2nd July. While the tender process is being undertaken a QS pre-tender estimate will be carried out on the Guildhall car-park public realm scheme to assess the project viability of delivering both projects with current funding allocation, based upon the broad concepts of the LDA Design Public Realm Strategy, 2014, available for viewing at www.tavistock.gov.uk.

On the 4th July the THI Project Management Board (PMB) will review the implications of commitment to all THI public realm schemes to assess whether deliverable. This includes Pannier Market, Guildhall and Market Street, where DCC regarding Market Street have been advised that a revised eligible scheme must be submitted by 29th June if it is to be progressed, so the overall budget can be reviewed with the above costings and schemes taken into consideration. HLF have prioritised the projects in order of Guildhall car-park, Pannier Market surround and Market Street at the Monitor Meeting on 17th May, and it is likely that the PMB will need to make a decision around commitment to deliver on 4th, and seek HLF approval, to ensure that this budget is not compromised within the timescales of the THI Scheme.

Subject to approval the Pannier Market public realm is planned for Sept-Nov 2018 with the Guildhall car-park programmed once completion of the capital works has been achieved re: Guildhall Gateway Centre HLF Project, most likely early to mid 2020.

Related to the above, a meeting has been held on 5th June with representatives of THT, Tavistock Heritage Forum, heritage consultant, Project Manager for THI and General Manager regarding THI complimentary initiatives. More specifically this relates to heritage interpretation mediums within the Guildhall car-park and Pannier Market Perimeter for both adults and children audiences.

Cost Code 109 4823 Guildhall Refurbishment

Lease and Service Level Agreement negotiations with the respective lawyers of TTC and Tavistock Heritage Trust with a target date for completion early July 2018.

Tavistock Guildhall Gateway Centre Project Steering Group meeting held on 15th May and 24th May and Monitor Meeting with HLF for this project held on 17th May.

The key role of Project Manager Procurement documentation has been reviewed and this position has been advertised with a return date of 6th July (available on TTC website) for submissions by consultants.

The tender process for the design team, Gillespie Yunnie (GY) was carried out in development stage to include this delivery phase. A design team meeting was held on 24th May and arrangements have been agreed re: next steps once permission to start has been agreed. Prior to permissions GY has submitted a planning application for LBC re: the late revisions to the design at the point of submitting the HLF BID, primarily a new door opening at lower floor level to provide access to gift shop and THT office space from the double wooden doors old fire engine entrance.

Cost Code 109 4804 Meadows play park Co-production

Contract let for £50,000 to resurface areas of the Meadows play-park.

Work complete.

Molly Owen Centre

Revised allocated budget of £90,000. Tender-board held on 3rd May. After due diligence the contract for modifications to MOC, including new vehicle ramp and opening, reconfiguration of entrance steps and DDA ramp, and replacement of defective windows and external cladding was let to AD Williams for just under £55,000 plus provisional sums. A pre-start meeting was held on 22nd May with

works starting on 23rd May. Programme is 8 weeks to completion. The site is contained and depot operations are able to function as normal.

Community based Summary

- Commercial/Community Service Improvement Plan drafted for 2018/19 financial year, awaiting approval.
- On-going co-production resource support re: Meeting held with BID Chairman on 8th May, with another arranged for 20th May. The General Manager is satisfied with progress regarding drafting health and safety documentation for Dickensian Evening.
- THI Grants Panel meeting to be held on 2nd July to consider a third party application.
- Negotiations/discussions reaching conclusion with tennis club regarding lease and capital works procurement.

Operational Update

- Report regarding vehicle fleet hire/replacement complete. Currently obtaining prices to replace the disposed of Ford Transit.
- On-going process of considering benefits of re-structure for works department aligned with existing community & commercial staffing structure, with report to be submitted in Oct. Team meeting held with all Town Hall and Markets staff to explain the operating practice and expectations going forward with the requirement to integrate Butchers Hall within the existing agreed resources.
- General Manager to undertake assessments for Prince 2 foundation and practitioner's qualifications by August 18.
- Goose Fair operational meeting held on 6th June.
- Prices being obtained to resurface significant areas of Market Rd.

Yours Sincerely



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General Manager