

**General Manager's Overview**  
**MONTHLY REPORT**  
**Sep/Oct 18**

**Council Project based Summary**

**Cost Code 903 5211 THI Pannier Market Public Realm**

The contract for the Pannier Market public realm improvements has been let to Cormac for £174,147.77 plus VAT.

As agreed with Council, Principal Contractor, architects and HLF the planned start date has been delayed until mid to end of Jan 19 with a completion date by early May 19 based on feedback from perimeter shops/traders. Perimeter shops, traders, BID and TDCC have been formally notified in writing of the revised programme and the reasoning on 12<sup>th</sup>/13<sup>th</sup> Sept.

A pre-start meeting has been arranged for 19<sup>th</sup> Oct to discuss the consultation plan and construction programme. Formal consultations will be held with perimeter shops and traders in the Town Hall over the periods of Nov/Dec where there will be an opportunity to discuss the planned works and their implications/scheduling with TTC, Cormac and Le Page Architects.

The construction phase is currently 13 weeks. During this period Cormac will take possession of 3 East End Stores for welfare and a site office/hub for communications. This contract will also include the installation of external market signage upon approach, on the Pannier Market, and will include signage mapping the layout of the perimeter shops. As part of the THI complimentary initiatives, heritage interpretation mediums will also be installed around the perimeter.

Post completion it is the intention to still maintain loading/unloading around the perimeter but the management of this aspect will need to be reviewed. Consideration will need to be given future operation of the perimeter, e.g. tables/marquees/funding for new public seating.

**THI Guildhall Public Realm**

Guildhall Public Realm design drafts have been compiled which will form the basis for consultation with Members and relevant stakeholders for a scheme IRO £220,000. This project is planned for Feb-May 2020, to be delivered with overlap on the capital programme for the Guildhall Gateway Centre contract.

A meeting with WDBC Conservation Officer has been arranged for 18<sup>th</sup> Oct to discuss planning considerations re: the current design. Key timelines include: appointment of architects within first quarter of 2019, consultation process and detailed design second quarter, tender process and appointment Aug-Oct with start on site early 2020. Please note for the duration of the contract the principal contractor will take full possession of the site which will prevent short-stay public parking.

### ***Cost Code 902 THI Complimentary Initiatives***

The General Manager is leading on the delivery of the complimentary initiatives with partner organisations, to the total value of £47,500. HLF approval has been received for the delivery of the revised programme of complimentary initiatives.

The educational training programme which was endorsed on 10<sup>th</sup> Sept by HLF to a value of £8200 being delivered by Lizzie Mee Heritage and Arts Consultant is on target with timelines/objectives to deliver the required training programme.

The contract for the energy efficiency scheme at Bedford Cottages has also been let, HLF grant £3200, for a scheme value of £9150.

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

Lease and Service Level Agreement negotiations complete and Permission to Start awarded on 28<sup>th</sup> September.

Appointments have been completed for the design team, interpretation consultant, quantity surveyor and archaeologist.

Several project team, capital team and interpretation team meetings have been held. Next capital and project team meetings scheduled for 17<sup>th</sup> October. A detailed design team and QS programme has been compiled. Key timelines include completion of detailed design by end of Dec 18, completion of Bill of Quantities and necessary consent from HLF/Council by mid Feb, Tender process completion by April 19, appointment of principal contractor and start on site by June 19, completion of works by June 2020.

Overall scheme costs for delivery phase 1.65M.

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

- The General Manager would like to pass on his thanks to all staff and partner organisations that helped deliver a successful 2018 Goose Fair.
- Dickensian Evening and Christmas lights co-production with Tavistock BID: Several meetings have been held with a further operational meeting arranged for 18<sup>th</sup> October. The General Manager is satisfied with arrangements/documentation for this years Dickensian evening and therefore has confirmed that TTC will be providing support around stewarding/traffic management. Arrangements for the installation of Christmas lights throughout the town are underway with switch on for 7<sup>th</sup> December.
- Tennis club lease negotiations complete. Pre-start meeting held for capital works to courts 7 and 8 for a value of 24K. Resurfacing works now completed and awaiting temporary line marking, prior to permanent line marking in Spring 2019.

### ***Operational Update***

- Works Depot restructure: Permanent proposals endorsed at Council on 18<sup>th</sup> Sept. Consultation process implemented with staff, end date 7<sup>th</sup> Nov. Job descriptions and person specifications drafted and circulated for Team Leader and Landscape and Maintenance Operative positions. Recruitment and implementation of new structure planned by end 2018.
- With the staffing restructure of the depot arrangements for the management of the cemetery activities have been embedded.
- Markets and Events restructure: Interim proposals for up to 12 months were endorsed at Council on 18<sup>th</sup> Sept. One Duty Officer position has been advertised internally, interviews arranged for 18<sup>th</sup> Oct, and one externally, closing date 31<sup>st</sup> Oct, interviews W/C 5<sup>th</sup> Nov. Recruitment of administrative support to be arranged. All appropriate staff have been regularly consulted and a comprehensive handover has been undertaken with Town hall Manager.
- General Manager and Market Development Officer (MDO) attendee NABMA Annual Conference. The Market Reeve and MDO will attend a one day NABMA Seminar in Jan 19. The Market Reeve has applied for his Premises Supervisor Licence re: bar led functions. The MDO has provisionally booked BIIAB personal license course.

Yours Sincerely



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