

**ADENDA ITEM 9i****General Manager's Overview****MONTHLY REPORT Sept/Oct 22****Council Project based Summary****Cost Code 109 4823 Guildhall Refurbishment**

Project update:

- Works have started week commencing 3<sup>rd</sup> October on completing the final snagging list prior to releasing the retention and additional withheld contract funds. The electrical contractor has completed all outstanding snagging works and the painter has completed 60% of the redecoration remedials. The contract has also been let for the installation of the CCTV in the courtroom and the VIC. It is anticipated that all outstanding contractual works will be completed by mid-November which will mean there will be an extension of the 12-month maintenance period.
- All servicing contracts have now been let relating to the Guildhall complex.
- A focus group meeting was held with THT representatives on 20<sup>th</sup> September regarding operating costs and how best they are apportioned across both partners.
- THT have provided some NOPs, EAPs which are being reviewed regarding shared occupancy implications.

**Market Road retaining wall**

Update from July report includes:

- Planning application submitted and confirmed.
- 100% of design work and tender documentation complete
- Ecological survey completed on 22<sup>nd</sup> September with no significant findings
- It is planned to request Expressions of Interest for tenderers by early Nov 22, pending feedback from the Environment Agency around funding opportunities and what framework needs to be applied if eligible.

**Guildhall toilets provision**

A meeting has been arranged on 19<sup>th</sup> October with WDBC specific to the formal transfer of the asset with particular focus on the necessary refurbishment works which need to be undertaken prior to any such transfer.

The discussion will also include a review of the effectiveness of the existing cleaning contract and the monitoring/management arrangements that are in place.

***Town Hall external works***

Update from the previous GM Report:

A measured survey using a drone of all the Town Hall elevations and roof plan was completed on 29<sup>th</sup> September.

The cherry picker has been booked for week commencing 24<sup>th</sup> October of le Page Architects to carry out a more detailed survey to finalise the scope of works.

***Bannawell play provision***

Design process underway.

In discussions with DCC regarding rectifying the ongoing issue of flooding of the site caused by the blocked culvert installed by DCC several years ago, where TTC provided an easement.

***Museum RWGs***

The contract has been let for the replacement of the RWGs and associated works to AD Williams for the value of £11,453 plus vat. The scaffold was erected on 22<sup>nd</sup> September and the lead RWGs have been installed along with carrying out the associated localised pointing, awaiting decoration prior to removal of scaffolding (works 80% complete), and on removal there will be some minor modifications to the drainage system serving the downpipe on the Subscription Library elevation.

The design work for the internal structural repairs and tender process are being prepared by Gillespie Yunnie Architects, meeting to be held with them week commencing 17<sup>th</sup> October to discuss progress, while funding options are being considered by the Council and the museum, meeting arranged between partners for 24<sup>th</sup> October.

***Upgrade of lightening conductors***

A contract has been let to Dawson Steeplejacks to upgrade the lightening conductor systems on Town Hall, Duke Street and Plymouth Road Cemetery Chapel. The works department will be carrying out trenching works at Plymouth Road Cemetery W/C 24<sup>th</sup> Oct with Dawson installing the copper lattice mats on 31<sup>st</sup> October.

A meeting was held with DCC Archaeologist on 20<sup>th</sup> September and a method statement re: excavation of 11/12 excavation pits was agreed for the Town Hall/Duke Street upgrade works. A subsequent discussion was held with Historic England to agree the approach with the remaining pit which falls within the scheduled monument area. These works are likely to be undertaken within the next quarter (awaiting quotes for two contractors for lifting granite sets).

## ***Operational Update***

- The live streaming has been repaired and is operational in the Council Chamber.
- Discussions are on-going with RM Builders to rectify some ongoing issues within the Pannier Market toilets relating to altro flooring lifting, leaking urinals, damaged flush plates and defective hand dryers. *Update: flooring repairs will be completed on 10<sup>th</sup> October, one urinal has been repaired, (2<sup>nd</sup> awaiting part), two new hand dryers have been ordered, damaged flush plates have been ordered and the cubicles and all urinals will be operational for Wednesday 12<sup>th</sup> re: Goose Fair usage.*
- Following on from the previously reported results of the gas and electricity tender process, a few outstanding gas contracts which were in dispute have now been secured and transferred over to the new fixed rate previously reported. Traders/hirers are in the process of being advised regarding changes to our policy regarding the usage of electricity and the implementation of heating. DB Heating have been commissioned to undertake a review of our heating systems, firstly looking at the Town Hall boiler system. A meeting has also been arranged for 18<sup>th</sup> October with KK Controls who manage out boiler system at the MOC to discuss the most efficient way the manage the heating, whilst minimising gas costs. JT Greaves was also commissioned to undertake a review of our lighting systems in public spaces which is work in progress.
- Following on from a recent report on vehicle replacement the Council have purchased a Nissan Nt 400 Cabstar tipper for £23,995 plus vat, mileage 23112, picking up the vehicle on 7<sup>th</sup> October.
- Several meetings have been held with partners regarding the arrangements for 2022 Christmas lights. 5 distribution boards around the town for the Christmas lights have been upgraded and new lights have been ordered for the whole of the Guildhall complex.

It has been agreed that the Christmas lights will not be turned on until Dickensian Evening and will only be on from 1530 to 1130 daily.

- A meeting has been held with Fernbank Advertising on 4<sup>th</sup> October and contracts have been signed specific to bus shelter provision in Tavistock coming into effect from 1<sup>st</sup> November for a period of 19 years.

Within the schedule there are 5 advertising shelters and 6 non-advertising shelters, all to be replaced with the living roof shelters, replacement starting April 23 with completion by March 26.

- Tavistock Town Council have appointed two agency members of staff to cover the Support Officer (General Manager) role and a vacancy within the works department team. A further recruitment process will be implemented in November.

Yours Sincerely



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