

General Manager's Overview
MONTHLY REPORT
August/Sept 18

Council Project based Summary

Cost Code 109 4810 Molly Owen Centre

Contract let to AD Williams.

Works complete and handed over with valuation 4 agreed re: adds/omits.

Works specific to this contract included a newly designed pedestrian entrance, the installation of a vehicle ramp and new roller shutter entrance to the open plan workshop area, the replacement of defective external windows and doors, repairs to fascias/external cladding and rainwater goods, the redecoration of fascia boards, rendering of external exposed brickwork and the installation of an internal partition and keypad door to demarcate the depot provision from other future uses for the remainder of the building.

Distinct to the above, all equipment and ancillary items have been stored/installed in positions consistent with its intended future operations. Necessary works to the fixed installation electrical infrastructure, heating, wood working machinery and fire detection system have been completed to the necessary standards to deliver the above intended operations.

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.

Planning approval, App No: 1601/18/FUL was granted on 21st August.

Heritage Lottery Fund (HLF) approval for the grant allocation based on the presented scope of works and specification previously consulted upon was received on 24th August.

The intention was to carry out the works, starting in September 18 with a completion date prior to Dickensian Evening, approx. 13 week construction phase.

After consultation with the perimeter shops conducted week commencing 20th August regarding the project programme views were sought on whether there would be a preference to execute the works in early 2019. The view was unanimous regarding the preference to delay until 2019 to aid in supporting business continuity and quiet enjoyment. Based on the results of the consultation it has been decided that the contract will be delayed until Jan 2019 with a completion date no later than early May. This has the added benefit of allowing a larger window to deliver detailed consultations with stakeholders, either collectively and/or individually over the next few months which will influence the shaping of the project programme.

Perimeter shops, traders, BID and TDCC will be formally notified in writing of the revised programme and the reasoning on 12th/13th Sept.

THI Guildhall Public Realm

While the tender process was being undertaken a QS pre-tender estimate was 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. The pre-tender estimate identified project costs IRO of £220,000, including professional fees.

Guildhall public realm design drafts have been compiled which will form the basis for consultation with Members and relevant stakeholders. This project is planned for mid 2020 post completion of Guildhall Gateway Centre capital contract. HLF have agreed an extension of time for the THI scheme (completion date end 2019) in recognition of the timeline for the delivery of the Guildhall Gateway Centre Project.

Cost Code 902 THI Complimentary Initiatives

In the absence of THI Project Manager the General Manager is leading on the delivery of the complimentary initiatives with partner organisations, to the total value of £47,500. This includes budgets/initiatives relating to heritage open days, THI information/website, heritage skills training, craft experience open days, energy efficiency seminars and Story of Tavistock. A detailed assessment of the above has been undertaken and proposals submitted to THI Monitor. The THI Monitor has stated that he is in support of all proposals/amendments and TTC are currently awaiting formal HLF Approval.

HLF have confirmed on 10th Sept their support of the educational training programme to a value of £8200 which has now been commissioned to allow for early and time critical engagement with schools and other training providers/consultants.

Cost Code 109 4823 Guildhall Refurbishment

Lease and Service Level Agreement negotiations between TTC and THT: the documents are now with both organisations for completion and signing anticipated prior to Full Council.

Arising from the design team meeting on 18th July the following has been carried out:

- Commissioning of Devon Building Control
- Receipt of listed building consent, App No. 1976/18/LBC, for amendments to design proposals, awarded 8th August
- Compile brief for archaeologists and seek expressions of interest
- Met structural engineers to identify areas for opening up works and arranged for contractor to undertake these investigatory works
- Sought expressions of interest for R&D surveys and below ground services survey

The next design team meeting is 12th July followed by the project team meeting.

A tender process was undertaken for the appointment of the Interpretation Scheme Delivery Consultant and HLF approval was received on 23rd August to appoint Gamble Fearon.

A tender process has been undertaken to appoint the quantity surveyor, budget allocation up to 25K. Three tenders were received, closing date 10th Sept and due diligence is currently being undertaken, prior to appointment.

Community based Summary

- On-going co-production resource support re: Meeting held with BID Manager on 6th July and 6th September regarding Dickensian and Christmas lights. Emergency planning documentation is being developed further and a version will be provided to myself by 14th Sept. An operational meeting with key stakeholders has been arranged for 12th Sept.
- Negotiations/discussions reaching conclusion with tennis club regarding lease and capital works procurement. Meeting has been arranged re: commencement of capital works.

Operational Update

- General Manager has passed Prince 2 foundation qualification.
- Temporary arrangements have been implemented to provide cover for the cemetery activities.
- On receipt of the resignation of Town Hall Manager and Duty Officer (Town Hall), both with an end date of 14th Oct I would wish to have my thanks and appreciation noted for all that has been achieved in that area of activity. Temporary operating arrangement for a period of up to 9 months were presented at Budget and Policy on 5th Sept which were broadly acknowledge as appropriate interim arrangements to maintain business as usual within the markets and events departments.
- Due to the above staffing arrangements, the review of the works depot timeline has been accelerated. A staffing structure and report for future depot provision has been compiled, to be considered by Budget and Policy and Full Council, with the aim to implement all posts prior to Christmas.

Yours Sincerely



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General Manager