Tavistock Guildhall Gateway Project

Delivery Stage Master Programme May 2018 - March 2022

Updated June 2021 = KEY MILESTONE 2018 May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May June Jul Aug Sep Oct Nov Dec **Project Funding Milestones** HLF Delivery Start Up Meeting HLF Permission to Start NLHF Progress Report, Payment Requests and monitor meetings NLHF Completion Report and final drawdown NLHF Grant Expiry Secure outstanding £60k match funding Secure additional funding Project Governance/Management Recruit Project Manager Confirm Main Build Design Team/Contract Administrator contract Recruit Interpretation, Evaluation & QS Consultants Recruit THT Development Officer and Learning & Participation Freelancer Project Team/Core/Steering Group meetings (at least one every month) Capital Works Detailed design/further investigation Revised scheme planning consent/LBC Further additional LBC Building Control application by 30.11.18 Tender information production BQs (15.2.19 - early April 19) Tender documents THT/TTC/HLF Review/Sign-Off Tender period (15.4.19 to 3.6.19) Tender appraisal, negotiation and award Asbestos Demolition & Refurbishment Survey Heritage Recording Asbestos Removal Clear building Contractor Mobilisation Start on Site 5.8.19 Construction phase Main Build Works Practical Completion 12.7.21 (TBC) Defects Liability Period (12 months after PC) Shop/VIC fit out AV installation Courtroom woodwork/bench upholstery Courtyard + other remaining pre-opening works Interpretation Scheme Coordination with Main Build Detailed Design Detailed scheme design & storyline development R&D for revised Police & Justice Theme Refining text-writing/scripting Artwork, Image Sourcing, Interactive Design Additional design, text writing & consultation following Kickstart uplift HLF & WHS Sign Off Fabrication, print and production of interpretation Installation of interpretation (c.8 weeks) Completion of interpretation fit out (early Sept) Car park panel and Guildhall intro signwriting Activities Recruit Development Officer and L&P Freelancer Development Officer and L&P Freelancer start Recruit and train delivery phase volunteers, including for VIC VIC opens Develop detail for guided tours, research projects, schools' programme and public programme

Launch, run and evaluate construction-phase activities - guided tours, research projects, schools' programme and public programme																																
Recruit, induct and train operational phase volunteers																							41					B	FIRE			1
HLF-funded activity plan completed																																
End-of-Project Evaluation Review/Workshop																													\Box		•	
Final Evaluation Report completed																																0
Operational			-															\top														
Lease agreed between TTC and THT		**																										1	1 1			+
Centre Manager starts														1 1									T					1				1
Practical gearing up for opening/operational phase delivery																											Total Control			101		
Guildhall Monthly Operational Management Meetings																																
TTC/THT Quarterly Liaison Meetings																																
TTC/THT move into Guildhall (by 19 July 2021)																																
Marketing including website images																																
Soft openings/testing (incl during Heritage Open Days)																																1
VIC relocates to Guildhall																																
Funders & Stakeholders Evening Reception 20.10.21 (TBC)									Ī																							\top
Public Opening - 23/24 October 2021 (TBC)																														*		
Project closure and transition to BAU	\rightarrow		+	+	-	+	\vdash	+	+	+	\vdash	-	-+	+	 -	-	+	+	-	+	-	-	\vdash	 \vdash	-+	_	-	+-	\vdash			

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