

Minutes of an Extraordinary General Meeting of Tetbury Rail Lands Regeneration Trust held on Thurs 19 January 2017

Registered Charity No1092160 Registered Company No 4102029

Patron: HRH The Prince of Wales

Date: Thursday 19 January 2017

Time: 7.30 pm

Venue: Tetbury Town Council Offices



1. Attendance

Present: Will Cook (Chairman), Peter Atkinson, Nicola Clark, Grayham Cleaver, Mandie Cran, Jill Dodge, Jo Gale, Jeff George, Richard George, Helen Glover, Keith Hodgson, Helen Hyde, Paul Lockley, Mary Mills, Caroline Morgan, Malcolm Norman, Andrea Payne, Brecon Quaddy, James Scurlock, Maggi Stamp-Loshak Liz Truman, Carolyn Witcher, David Walker (Secretary).

Apologies: John Andrews, Barrie Doyle, Mary Doyle, Julia Hasler.

2. **Approval of Minutes of the Previous Meeting.** It was proposed, seconded and agreed unanimously that the minutes of the meeting of 15 December be accepted as a true record.

3. **Declarations of Interest.** The Chairman asked all members to declare any conflicts of interest that might arise from the proposed agenda. No conflicts of interest were declared.

4. Actions from Previous Minutes.

- a. **Action 1.** Mr Cook to produce an organigram of the Trust's organization with nominated individuals to head up the various sub-groups. **Mr Cook – Action continuing**
- b. **Action 2.** Call for volunteers to lead in organizing events. The Secretary reported that he had had no response. **Action complete.**
- c. **Action 3.** Mr Scurlock requested a copy of the latest business plan. **Action Complete.**
- d. **Action 4** A calendar of events to be viewable by all on the new web site and in the meantime be in Dropbox. Mr Walker reported that there was now a current calendar of events in Dropbox viewable by those concerned in planning. Mr Quaddy confirmed that the new website would have a calendar of events easily viewable by all. **Action 4 – Complete.**

5. **Premises Licence.** Mr Walker reported that he had qualified for a personal licence to sell alcohol and would therefore be in a position to be the Designated Premises Supervisor (DPS) for the Goods Shed. He was in the process of applying for the premises licence which was needed by the Goods Shed both as a place of entertainment and as a retailer of alcohol. He noted that the Trust's plan had been to limit opening hours to 2200 hours on weekdays and 2000 hours on Sunday in accordance with the planning application, however, experience of event planning had shown the 2200 hour restriction as being too limiting. Furthermore he had received advice from people with professional experience of licensing that one should ask for the maximum reasonable hours on initial application as subsequent changes required a complete new application. As the Goods Shed had no history of causing any public nuisance he stated that he now intended to request opening until 2300 hours on weekdays (inc Saturday) and 2200 hours on Sundays and would expect the licensing authority to approve this. There were no objections.

6. Progress on the Building.

- a. **Contractor's Work.** The Chairman reported that due to the incompetence of the gas company the gas meter would not be installed until 30 Jan 2017. As the annexe floor needed at least 2 weeks to dry using the gas heating, work on laying the floor coverings and then the sanitary fittings meant completion was unlikely before the end of February. It had now been decided that the glass double doors to the entrance lobby would each be 1m wide. This had incurred a 3-4 week delay.
- b. **Seating.** The seating would be installed by 28 Mar 2017.
- c. **Secondary Glazing.** The initial quote for secondary glazing had been £24k, A quote from Roman Glass to supply acoustic glass with wooden frames fitted by Mr Cook and a helper would cost about £10k for the side windows only. This solution would also ease the difficulties of fitting blinds. The secondary glazing of the end triangular windows was problematic as the cost of an access platform was excessive. Mr Cook proposed that as the triangular windows did not face closely neighbouring properties they could be left until when, or if, it became a necessity to double glaze them. Mrs Mills asked about the possibility of opening the windows. Mr Cook stated this was not possible. The forced ventilation system would provide fresh air.
- d. **Kitchen.** The Chairman requested that the ring-fenced sum of £7,000 for immediate work on the kitchen be authorised to make it able to service the café.
- e. **Blackout Blinds and Acoustics.** The Chairman reported that a new quote for the blinds from Chinnick Theatre Systems (CTS) for £11k had been received, nearly double the previous quote from Commercial Blinds. CTS had also stated that the Goods Shed had an acoustics problem (which they could fix for £8k), see report by Mr Doyle on CTS visit at Annex A. It was agreed that nothing should be done regarding acoustics until the seats were fitted and a suitable event held to test them.
- f. **Cinema System.** The Chairman reported that the current cost of the cinema system was £79k and there were insufficient funds to order at present. Mr Walker reported that at an earlier meeting that day to discuss events and ticketing it had been proposed that, due to finance, the amount of work already faced by members and the coming of the summer season soon after when the cinema was due to open, it might be a good idea to delay opening of the cinema until autumn 2017.

7. **Treasurer's Report.** Mr Norman presented his Treasurer's financial report as at 19 Jan 2017, see Annex B. He wished members to note the sum of £576 raised by Mrs Dodge and her helpers at the Carol Singing.

8. **Funding.** Mr Walker presented some notes from Mr Doyle on funding, the main points being that he was still chasing the £30k expected from the Summerfield Trust and that the application for Leader funding had been revived, led by Mrs Morgan. Mrs Morgan reported that the previous application, sponsored by the Town Council, had been withdrawn because of the requirement to employ two people but a representative of Cotswold Conservation had indicated that a renewed bid for £50k would be well received. The process was expected to take 6 to 9 months. Mr Walker noted that in that time frame the Trust would hope to take on two people.

9. Rail Track Bed and Cycle Racks.

- a. **Cycle Path.** Mr Lockley reported that he had a meeting planned with the land steward of the Duchy and a rep from Gloucestershire County regarding taking the cycle path up to Trouble House. There were several options for making the track available to the public and he hoped to agree a suitable way ahead.
- b. **Cycle Racks.** Mr Lockley reported that the cycle racks, paid for by Tetbury Town Council, had been installed that day at an estimated cost of £55.

- c. **Sue Stoner Seat.** The Chairman reported that a seat donated in memory of Sue Stoner would be installed near to the cycle racks in the following week.
10. **Events Manager's Report.** Ms Clark reported that she and Mrs Witcher had been hard at work producing a programme of events. Her first appeal to the members was the absolute necessity of employing a full-time professional as quickly as possible as she was unable to continue at the rate of work that she had. Secondly she stressed the importance of clarifying and publicising a vision for the Goods Shed around which a programme could be developed and which would inspire users and funders, see Annex C. She noted the difficulties in reconciling artistic quality with practical economics. Without a vision she felt that Goods Shed was in danger of becoming just a community hall for private events. Mr Walker stated that he recognised the need to keep options open for suitable arts events but also that the Goods Shed must pay for itself. He already had several requests for private functions that could net £3-400 for a Saturday evening. It was agreed that Mr Walker could accept private bookings for Saturday nights but no more than one per month until the policy was reviewed.
- a. **Website/Ticketing.** Mr Quaddy reported that he was expected a proposal with specification and a completion date from Duncan MacGregor of Duck on Water in the very near future. The proposal would include developing a website already held by the Trust, <http://shed-arts.co.uk/>, into one dedicated to Goods Shed events. It would have a programme of events with descriptions of each event and the ability for the public to book seats on line. It would also be able to give printouts of all receipts taken. It was estimated it would cost about £2,000 with a small annual maintenance cost.
- b. **Market Research.** Mr Lockley asked what market research had been done in order to ensure that the Goods Shed provided what the Tetbury public wanted. Mr Walker stated that it had been practically none but it was certainly needed. Suggestions from members included putting a request for suggestions on the web-site, handing survey forms to everybody who entered the door and using a commercial application such as SurveyMonkey.
- c. **Charity Bike Ride – 11 Jun 2017.** Mr Lockley informed the meeting that he would like to organize another charity bike ride similar to the one held in 2016. The main difference would be that rather than a pre-agreed split of sponsorship money, riders would be able to nominate their preferred charity. Also the ride would start and end at the Goods Shed making maximum use of the café and making it easier for Jole Rider to give mechanical support. The members gave Mr Lockley their full support..
11. **Reception for Friends of the Goods Shed (FoGS).** The Chairman reported that due to the delays in completion of the Goods Shed, the Mayor had indicated that he did not want any events held in it until the end of February. This meant that the reception for FoGS envisaged by Mr Andrews would have to be postponed. It was thought that 10 Mar 2017 would be suitable but the Chairman stated that any discussion of the subject must be with Mr Andrews in attendance.
12. **AOB**
- a. **Herringbone Competition.** Mrs Witcher reported that as part of the Select Festival 2017 Nicky Ellis of Herringbone was running a competition for sewers. She appealed to members to ask any sewer to pick up a £20 bag of material from Herringbone, Nailsworth, or from Quality Alterations, Tetbury, and enter the competition which would form part of the festival at the Goods Shed.
- b. **Goods Shed Stall at Tetbury Market Hall 4 Feb 2017.** Mrs Dodge requested volunteers to give a couple of hours of their time to help out on the Goods Shed stall which will be set up on the slip road by the Market Hall on Sat 4 Feb 2017. Quality bric-a-brac could be donated (see Jill) and the Golden Brick would have its final outing.

- c. **Sealing and Waxing the Floor.** Mr Scurlock offered his services to seal and wax the Goods Shed floor. The Chairman thanked him and stated that plans, including getting the correct materials, was in hand and it would be done as soon as the Trust had unfettered access to the Shed.
- d. **Car Boot Sales.** Ms Gale asked when car boot sales would recommence. Mr Walker said it was planned to have farmers' markets on Sunday mornings and there was insufficient room to hold a simultaneous car boot sale. The grassed area was not within the area forming part of the lease and the Council had indicated that it did not want cars on the grass. The Chairman said that he would examine the possibilities of holding separate car boot sales.

13. **Date of Next Meeting.** The date for the next meeting of TRLRT was agreed as Thursday 16 February 2017 at 7.30pm in the Town Council Offices.

David Walker
Clerk to the Trustees

Will Cook
Chairman

List of Annexes:

- A, Site Meeting report with CTS.
- B Treasurer's Report as at 19 Jan 2017.
- C. Nicola's Thoughts on Vision for Tetbury Goods Shed

Annex A to Minutes of TRLRT Meeting of 19 Jan 2017

Site Meeting with Chinnick Theatre Systems, Stroud

Present : Clive Chinnick, Will Cook, Barrie Doyle
Purpose ; Final quotes for curtains and blinds

Clive's 1st reaction ; WOW - what a building
C2nd reaction : You have an acoustics problem

Acoustics

1 hour later, we had learned that Chinnick solved similar acoustic problems at Lansdown Hall, Stroud, and the Memorial Hall, Avening. The solution he used was absorbent acoustic fibre (Thermafleece) fixed to the ceiling & covered with acoustically transparent cloth (Cara fabric). Multitude of colours available.

He will give us a rough estimate for two rows of such panels, fixed to the East and West sides of the ceiling. Also check results at the Stroud Lansdown & Avening Memorial Halls

South window

Curtains on the large triangular South window will help dampen the echoes. He will do some trials at his factory to see the possibility of opening curtains in the way we would like. Delivery and installation would be of the order of 3 weeks. Firm quote follows sample trials.

East and West windows

A lot of discussion on the pro's and con's of curtains for these windows :-

Curtains will have a marginal good effect on acoustics, but tracks will be expensive to be reliable ie theatre grade. Curtains will have to be very long to black out even 95% of light - ideally full length to the floor as per Guildhall Gloucester. This would almost eliminate the display space available along each wall for day time exhibitions.

Cassette blinds will block out >98% of light, would free up the display space on East and West walls. They will be tidier, but will not be acoustically absorbent. Quote for Silent Gliss cassette blinds to be supplied. In his opinion these are the best quality - and totally reliable. Delivery probably about 3 weeks - to be confirmed.

The method of fixing these on top of secondary glazing was discussed at length. Chinnick will supply dimensions of the lower and side channels in which the blind fits - to ensure a neat finish and easy fixing.

North window

No quotations requested for blinds or curtains for this window, which is adjacent to the cinema screen and or stage performance area - areas normally kept dark. Quote required for permanent wooden panels for thermal insulation, sound insulation and 100% permanent blackout.

Work Access

Floor to ceiling height at the highest point of the triangular South window is 9.5m, only 6m to other windows

The options are scaffolding / scissor lift platform / cheery picker and they can work to this height. We need to know equipment hire costs v floor loading v convenience.

With an unlimited budget – other options are available eg skynets

LED lamps

Check that these can be dimmed to <1% full power, and that they are individually adjustable.

Annex B to Minutes of TRLRT Meeting of 19 Jan 2017

Treasurer's Report as at 19 Jan 2017.

TRLRT FINANCIAL STATEMENT 19th JANUARY 2017

Bank Balance in Hand			99859.14
Seating Balance due March		60,876	38983.14
Other immediate costs			
Secondary Glazing	14,000		
Blinds	7,800		
Kitchen	7,000		
Plaques	1,350	30,150	
Surplus			8833.14

Annex C to Minutes of TRLRT Meeting of 19 Jan 2017

Nicola's Thoughts on Vision for Tetbury Goods Shed

Tetbury Goods Shed Arts Centre aims to nurture creative appreciation and inspiration in as wide a demographic as possible. Its varied program will provide for and appeal to young and old, privileged and disadvantaged, people on the doorstep and those in surrounding villages and towns.

Like in the kingdom of Bhutan, the gross product would be measured as happiness – happiness as a result of the opportunities for creative fulfilment, learning and development of new skills, satisfying and inspiring entertainment.

In this respect we aim to secure the best quality of artists and performers that we can afford – 'best quality' having an aspect that we mustn't forget - It must be 'fit for purpose'.

The organization of employees and volunteers would ideally be a model of positive, courteous, professional and enthusiastic working relationships.

The café, providing the social backdrop, is the melting pot for informative and creative exchange on an everyday basis.

The concept for further growth is an organic one – based on exchange and co-operation, possibly liaising with other art-based organisations, festivals and enterprises – to plug in to the worldwide creative grid!