

Minutes of a Meeting of Tetbury Rail Lands Regeneration Trust held on Thursday 17 December 2015

Registered Charity No1092160 Registered Company No 4102029



Date: Thursday 17 December 2015

Time: 7.30 pm

Venue: Tetbury Town Council Offices

1. Attendance

Present:, Will Cook (Chairman), John Andrews, Laura Colquhoun, Barrie Doyle, Mary Doyle, Brian Edge, Jo Gale, Stephen Hirst, Paul Lockley, Andrea Payne, Brecon Quaddy, Carolyn Witcher, Jan Vriend, David Walker (Secretary).

Apologies: Stephen Hirst, Caroline Morgan, Brecon Quaddy

2. Minutes of the Meeting Held on Thursday 19 November 2015

It was proposed by Barrie Doyle, seconded by Brian Edge and agreed by all present that the minutes of the meeting of 19 November be accepted as a true record (with one minor correction: in "Attendance" - delete Peter Lockley, insert Paul Lockley.)

3. Trustees' Declarations

The Chairman asked all Trustees to declare any conflicts of interest that might arise from the proposed agenda. No Trustee declared any conflict.

4. Matters Arising

- a. **Appointment as Trustee** The Chairman stated that after consultation he had established that only two members of Tetbury Town Council (TTC) were allowed to be Trustees at the same time and hence the appointment of Mr Edge as Trustee would have to await a vacancy.
- b. **Funding of Development by TTC** Subsequent to the report at the last meeting that TTC had agreed to provide the funding to begin redevelopment, Mr Doyle proposed a vote of thanks to the Council. This proposal was carried unanimously.

5. Joint Working with Tetbury Town Council

- a. **Goods Shed Rebuilding.** The Chairman reported that he had attended a further meeting with TTC at which a mechanical and electrical (M&E) engineer had proposed an underfloor heating system with a ventilation arrangement of large pipes that moved warm air from the floor into the roof and then downwards. CO₂ sensors in the roof would control the ventilation rate. The floor heating would be in 2 discretely controllable sections with a further controllable section in the kitchen/toilet area. He also noted that the current drawings were insufficiently detailed for accurate quotation purposes and revised drawings were expected by the following Wednesday (23 Dec). Karen Quaddy asked about WiFi provision, Barry Doyle about the possibility of a fully enclosed and remotely controllable projection room and Jan Vriend about having equipment to allow easy recording of any presentations, performances or conferences. The Chairman noted that provision for all services such as those mentioned was planned in the form of conduits and housings. John Andrews requested that all quotations for work specify costs for basic infrastructure with equipment listed separately. It was agreed that the Chairman would call another

meeting as soon as possible on receiving the revised drawings to allow members to comment and make suggestions prior to tender.

- b. **Work on Site Outside Platform.** The Chairman stated that all 23 post holes had been dug and concreted with 4 posts already in position. Lights would be strung from them for the carol service.
- c. **Play Area.** The Chairman reported that Rebecca Aldam was in the process of moving house but had said that she would continue to research the play area options.

6. Funding and Business Planning

- a. **Treasurer's Report.** In the absence of the Treasurer the Chairman stated that he believed the assets of the Trust were currently about £35,800.
 - b. **Report from Funding Group/Progress of Current Bids.** Barrie Doyle submitted a copy of the latest funding situation (attached at Annex A).
 - i. John Andrews reported that the Funding Group had identified 2 types of donor: those who required applications via their website and those who needed a written application by letter or proforma. Barry Doyle was leading on the former. John himself had sent 174 letters from which he had had 24 replies: 8 saying TRLRT was ineligible, 7 saying no funding at this time (but possibly try again), 5 saying apply by proforma and 5 saying the Trust's application would be considered at their next meeting.
 - ii. John further reported that he has established a contact for the Clydesdale/ Yorkshire Bank charity and through this contact was obtaining the names of the Chairmen and CEOs of several big companies in the wider area who might be interested in corporate away days at the Goods Shed. He noted that the Tobacco Factory in South Bristol was hugely successful and had several novel income streams that might be emulated (see Annex B.) He had also approached Dyson again.
 - iii. Brian Edge informed the meeting that Santander might be taking over the recently vacated HSBC building in Tetbury and could be approached for funding.
 - iv. Barrie Doyle reported that he had been invited to give a presentation to the Malmesbury and Tetbury Lions who were looking to fund a charitable project that could be completed in 2016.
7. **Rail Track Bed Developments.** The Chairman reported that Mr Mike Tucker had agreed to the opening of his length of the rail track for the New Year's Day walk and Tony Hicks of Gloucestershire County Council (GCC) had said that the GCC committee would support the opening of the track as a bridle path and the realignment of the existing footpath as requested by Mr Tucker. This would be effected through the magistrates' court in 2 stages: firstly that land belonging to Mr Tucker and the Feoffees, secondly that land belonging to the Duchy. Paul Lockley noted that the Duchy land was part of the original rail track bed footpath submission and it could take up to 10 years unless alternative action was taken. He submitted a copy of a letter from the Duchy dated 2 Feb 2007 (see Annex C) that indicated its support and the Chairman stated his belief that this second stage could be completed quickly. Mr Lockley noted that he had been unable to locate the missing cycle racks. The Chairman noted that he believed that it was a Gloucestershire County Council (GCC) responsibility to supply new ones at the Goods Shed.
8. **Advertising.** The Chairman stated that he had had a bill of £550 from the Tetbury Advertiser for adverts some of which were from up to 2 years previously. He noted that the Advertiser was not good value and suggested that the Trust should drop its full-page £90 adverts for events and go to a quarter-page format with £48 being spent on a large banner. The meeting

agreed this proposal. Barrie Doyle suggested that the Trust needed an experienced advertising supremo to make most effective use of the budget.

9. Report from Events Group

- a. **Goods Shed Calendar 2016.** Karen Quaddy reported that she believed about £3000 had been received from the sale of calendars to date with possibly another £1000 outstanding. The price of the calendar would be reduced but not until after the Carol service. The Chairman noted that the display in the old newsagent's shop window had been very successful, causing a spike in sales.
- b. **Car Boot 13 Dec 2015/Xmas Fair.** The Chairman reported that Jill Dodge had raised over £200 at the last boot sale.
- c. **Carol Service Friday 18th December.** The Chairman reported that all was ready for the annual carol service. He had undertaken a spot poll of last year's attenders and their comments were being acted upon. Brecon Quaddy was to act as MC. The Stoner family had donated 100 electric candles for sale at the event at £2.50 each, all proceeds to go to Goods Shed.
- d. **New Year's Day Walk - 1 Jan 2016 1030 hours.** Will Cook stated that he did not want himself or the other Trustees to have the responsibility of ensuring the safety of walkers crossing the Cirencester road by the Trouble House and proposed that the walk went only to the main road and then turned back to the Goods Shed where refreshments would be served. It was reported that Mr Tucker had removed the stiles at the Larkhill crossing and boxes or beer crates were suggested as suitable alternatives.
- e. **Jan Vriend Piano Concert – 2 Mar 2016 Highgrove.**
 - i. Jan Vriend reported that he had had a meeting with Michelle and Lulu at the Orchard Room. The seating allowed for 100 guests. The only available date was Wednesday, 2 Mar 2016. He had examined the Highgrove Broadwood piano and found it wanting. He had received a quote for the transport of his own piano of £392 with a further £65 for tuning. It was hoped that a sponsor could be found to pay this. Karen Quaddy informed the members that the cost of the room with food and drinks was £10 per head. The sale of tickets was slightly problematic as all guests had to be security cleared and bring their passports/ID.
 - ii. Karen Quaddy agreed to head the event and Laura Colquhoun volunteered to assist. There was discussion among the members of the right price for the tickets; £20 per head would barely cover the costs, especially if there was no sponsor. By a small majority a price of £25 was decided with the event manager able to alter this if her calculations showed it was necessary. The members unanimously agreed that Karen could book the Orchard Room and commence advertising the event.
- f. **Bike Ride June 2016.** Paul Lockley volunteered to run a sponsored bike ride in June 2016 to coincide with national bike week. The Chairman stated that members would provide help as requested. He also noted that he had approached Maggie Heaven about the Dolphins Hall agreeing to a joint event. Mr Lockley suggested a route to start at The Dolphins Hall and finish at the Goods Shed (or vice versa). He confirmed that there would be routes suitable for all ages and abilities, possibly including walkers. Paul also suggested that 10% of any money raised should be donated to the cycle path project.
- g. **TRLRT Xmas Party 8 Jan 2016 Café 53.** The Chairman stated that a menu had been circulated. All those wishing to attend were requested to give their order and money to Will as soon as possible (cheques payable to TRLRT).

- h. **Other 2016 Events** The Chairman stated that the monthly Boot Sales would continue until such time as redevelopment prevented them.

10. **AOB**

- a. **Future Events Management/Focus Groups.** John Andrews suggested that the Trust should start to use social networks to identify areas of interest, such as art, music, literature and education, around which focus groups could be created in order to develop uses for the refurbished Goods Shed. Jan Vriend stated his belief that we should have a committee to start planning these events. It was agreed that John Andrews would form and chair this committee.
- b. **Signage and Nomenclature.** Brian Edge reported that he had submitted a request to TTC to provide better signage to the Goods Shed. This raised the question within the meeting as to what the Goods Shed should be known as when it has become an Arts Centre. Goods Shed Arts was suggested. The Chairman asked all members to consider what they wished the name to be and make their wishes known at the next meeting.
- c. **Goods Shed Model** David Walker requested permission to turn the Goods Shed (architectural) model into a historical facsimile of how it was in its heyday. The members agreed.

11. **Date of Next Meeting.** It was agreed the next meeting would be on Thursday 21 January 2016 at 7.30pm in the Town Council Offices.

David Walker
Secretary

Will Cook
Chairman

Annexes:

- A. Goods Shed - Fund Raising Progress 17 Dec 2015
- B. Bristol Tobacco Factory Theatre: Membership Types, Costs, Benefits
- C. Letter from Duchy of Cornwall to Mr P Lockley dated 2 Feb 2007.

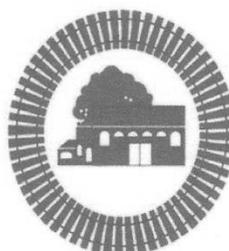
**Annex A to Minutes of TRLRT
Meeting of 17 Dec 2015**

Tetbury Rail Lands Regeneration Trust

Registered Charity No:1091260 Registered Company No: 4102029

Patron: His Royal Highness The Prince of Wales

Date : 17 Dec 2015
To : Will Cook
From : Barrie Doyle



Goods Shed – Fund Raising Progress

Building Cost Estimate - excludes seats	537,343
Seating	60,000
Professional fees (architect , consultants)	40,000
VAT on work paid by TRLRT (TTC work is VAT free)	30,000
Contingency	20,000
Building Cost Estimate	687,343

SUMMARY

	Pledged	Gifted (Reserves)
Tetbury Town Council commitment of 16 Nov	361,792	-
Summerfield Trust	30,000	-
CDC Community Projects Fund	10,000	-
Cotswold Conservation Board	6,700	-
David Thomas Trust	50,000	12,000
Jack Lane Trust	-	500
Louise Verity	-	1,000
Garfield Weston Foundation	30,000	-
Tetbury Town Council funds already allocated	33,015	
Cash from events		23,500
Subtotals :	521,507	37,000

SUMMARY

Building Estimate	687,343
<i>less Pledges</i>	521,507
Shortfall	165,836

Grants requested	Status	£estimate
Glos. Env. Trust	Deadline = 4 Jan 2016	60,000
LEADER project	Submitted 17 Dec '15	10,000
Postal bids to 174 funders	Submitted in Nov	20,000
D'Oyly Carte Charitable Trust	Submitted in Dec	5,000
Rowlands Charitable Trust	Submitted in Dec	12,000
Foyle Foundation	Submitted in Dec	50,000
Applications to 9 major funds to be made in 2016	To be advised	
Total		157,000

**Annex B to Minutes of TRLRT
Meeting of 17 Dec 2015**

BRISTOL TOBACCO FACTORY THEATRE : MEMBERSHIP TYPES, COSTS, BENEFITS

Membership Type	Benefits	Cost	No	£/pa
Single Member	Priority booking - 1wk ahead of public Advanced event mailshot Twice a year exclusive newsletter	£48/pa	?	
Joint Member	“ “ “ “ “	£72/pa	?	
Single Champion	As above + attend launch events, 3/pa Invites to Art Director talks, & rehearsals Name will be credited on website	£120/pa	?	
Joint Champion	“ “ “ “ “	£180/pa	?	
Single Patron	As above + extra free guest Invites to breakfast with Art Director, 2/pa Personal booking service, on special line Free programs : Opera, Shakespeare, Xmas	£360/pa	?	
Single Benefactor	Invite to member + guest to lunch with Art Dir. Invites to press nights, + introduce friends to Invites to Art Director feedback sessions, to influence direction of future events	£500/pa	?	
Simple Donation	On line donation process	£2 min.		
Seating Plaque - red	Screwed to back of each seat + list in foyer	£150	300	£45,000
Seating Plaque - gold	Screwed to back of each seat + list in foyer	£300	100	£30,000
Production fund	Private meeting with Art Director to discuss what you have in mind	£1,000 min	?	
Legacy fund	Membership of Legacy Benefactors Circle Name on the theatre wall – prominently Invites to all special events	£1,000 min	?	
Business Club Std.	2 for 1 tickets at top shows 8 complimentary tickets/pa 8 complimentary tickets/pa to Business Club Mtg Company Logo prominently displayed Priority booking - 1wk ahead of public 10% discount on adverts in our brochure. 10% discount on hiring our room	£500/pa	32	£16,000
Business Club Gold	As above + fund a particular production	£1,000 min	8	£8,000
Venue Hire	Theatre space (seats 400)/day Tel 0117 963 0941	£500 min	10?	£5,000
		TOTAL		

**Annex C to Minutes of TRLRT
Meeting of 17 Dec 2015**



DUCHY of CORNWALL

THE OLD RECTORY NEWTON ST. LOE BATH BA2 9BU

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E-Mail: TMcCaw@duchyofcornwall.gov.uk

TGSM/JR

2 February 2007

P Lockley Esq
18 Cirencester Road
Tetbury
Glos GL8 8EY

Dear Mr Lockley

**HIGHGROVE ESTATE
Duchy Home Farm**

Thank you for your letter of 9 January expressing your interest in completing the cycle path from Tetbury to Kemble.

I have no doubt the Duchy will be keen to help. One way may be to clear the overgrown vegetation on both sides of the section we own.

I look forward to hearing if the Tetbury Cycle Path is listed and, if so, the result of the lottery bid.

Yours sincerely

A handwritten signature in black ink that reads "Tom McCaw". The signature is written over a horizontal line.

T G S McCaw MVO FRICS
Land Steward

Cc David Wilson