

# Minutes of a Meeting of Tetbury Rail Lands Regeneration Trust held on Thursday 19 November 2015

Registered Charity No1902160 Registered Company No 4102029

Patron: His Royal Highness The Prince of Wales

Date: Thursday 19 November 2015

Time: 7.30 pm

Venue: Tetbury Town Council Offices



## 1. Attendance

**Present:**, Will Cook (Chairman), Barrie Doyle, Mary Doyle, Brian Edge, Stephen Hirst, Peter Lockley, Brecon Quaddy, James Scurlock, Carolyn Witcher, Jan Vriend, David Walker (Secretary).

**Apologies:** John Andrews, Jo Gale, Karen Quaddy

- a. **The Late Mr Gwyn Morgan.** The Chairman reported that the Treasurer, Caroline Morgan, was unable to attend due to the passing of her husband, Gwyn, earlier that day. The Chairman and all present were united in their wish to pass on the Trust's and their own deepest sympathy to Caroline and her family.
- b. **Mr Brian Edge.** The Chairman introduced Mr Brian Edge as the new representative of Tetbury Town Council (TTC) on TRLRT's committee. Mr Edge expressed his personal commitment to the redevelopment of the Goods Shed and reported that he had connections with Café Edge and Lyndsey's. The Chairman proposed Mr Edge as a new Trustee. James Scurlock noted that there might be conflicts of interest for Mr Edge both with his café enterprises and with being a member of TTC. Mr Hirst stated that others, including himself, were already both members of TTC and trustees of TRLRT. Mr Edge stated that he would declare any conflicts of interest that might arise at the beginning of every meeting. The Chairman stated that he would consult Julia Hasler on the legal proprieties of Mr Edge and other members of TTC being Trustees.

## 2. 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.

## 3. Minutes of the Meeting Held on Thursday 19 October 2015

It was proposed by Barrie Doyle, seconded by Stephen Hirst and agreed by all present that the minutes of the meeting of 19 October be accepted as a true record (with minor correction: in Para 4b, delete Hasley, insert Hasler.)

## 4. Matters Arising

There were no matters arising.

## 5. Joint Working with Tetbury Town Council

- a. **Goods Shed Rebuilding.** The Chairman reported that he had attended a joint working meeting with TTC 2-3 weeks previously. The architect, Ian Maslin, was still working on the design for the heating and the heat and sound insulation. An expert would be attending the next meeting on 24 November. Discussion was required on a suggestion to put heat ducting through the proposed "green room". Planning

permission for the latest external design had been received and TTC had voted more money to the project so that work should be able to start in late January or early February 2016. Jan Vriend asked what impact this news of TTC funding had on alternative funding currently being sought. The Chairman answered that although TTC funding now enabled the project to start, at least a further £100k was still needed to complete the main rebuild so fund raising had to continue.

- b. **Work on Site Outside Platform.** The Chairman stated that holes had now been dug and formwork boxes made for the 23 wooden posts needed on the old cattle loading dock. Graham Cleaver had proposed a design for the posts and railings at the front of the platform to be easily removable for performances. A spend of about £430 was now required for the purchase of posts and aggregate. Due to the new funding already promised for the main build, TTC was reluctant to fund the ancillary work. All present agreed that Will Cook could spend the money from TRLRT's own funds.
- c. **Play Area.** The Chairman reported that no progress had been made on designs for the play area. Brecon Quaddy agreed to liaise with Rebecca Aldam and report back.

## 6. Funding and Business Planning

- a. **Treasurer's Report.** In the absence of the Treasurer a report was unavailable.
  - b. **Report from Funding Group/Progress of Current Bids.**
    - i. Stephen Hirst submitted TTC's statement of the current funding situation (see Annex A) following the council's decision on 16 November 2015 to agree to a PWLB loan of £361,792 for the refurbishment and expansion of the Goods Shed.
    - ii. Barrie Doyle stated that the total of current funding bids was £175k. The Leader bid for £35k had been submitted by TTC and he had confidence it would be successful. The bid to Gloucestershire Environmental was now £65k. Mr Hirst noted that Westonbirt had recently been awarded £150k from this fund. Mr Doyle reported that John Andrews after examining the charity registers had identified 174 potential funders in the bracket £500-£1000 and had submitted requests. Between 30 and 40 funders of up to £30k had been identified and Mr Andrews and Mr Doyle were each submitting 10 applications to these at a rate of 2 per week. It was to be noted that one of the potential sponsors in the £10k range was the D'Oyly Carte Charitable Trust of whom a key member lived very locally.
    - iii. Mr Vriend reported that he had identified a charitable arm of EDF and would be obtaining a contact for it.
7. **Report on Visit to New Brewery Arts.** Mr Doyle summarized his report on his visit to the New Brewery Arts in Cirencester (see Annex B). He highlighted the high sales turnover of the crafts department which TRLRT might try to emulate. Crafts would need to be undertaken in the proposed railway carriage because of the nature of the work – messy and needing some heavy equipment. Mr Hirst agreed to investigate whether the planning permission for the installation of the railway carriage was still extant. Mr Quaddy reported on a visit to the Guildhall in Gloucester where he had been impressed with the projection equipment which permitted live streaming of arts events held in London or elsewhere. This “2K” equipment cost about £40k. The Guildhall had offered to provide advice to TRLRT as required. A visit to the cinema in Wootton was planned and a report would follow.
8. **Working with the Dolphins Hall.** The Chairman proposed to the meeting that a joint event with the Dolphins would be helpful to all. Sponsored walks, dog walks and cycling were suggested. Mr Lockley offered his assistance for any cycling event but noted that several months' planning would be required. It was agreed that the Chairman would approach Maggie Heaven with the suggestion.

9. **Rail Track Bed Developments.** Mr Lockley reported that Gloucestershire County Council (GCC) had taken no further action on opening up the old railway line to public access and was unlikely to do so unless a response was made by Mr Tucker. Mr Cook stated that he would talk to Mr Tucker on the subject and about the Xmas walk. He would also pursue GCC as no responses from other land owners had been passed on to TRLRT. It was noted that Lord Bathurst had confirmed in an e-mail that he was prepared to consider the use of his length of the rail track bed for walking and cycling by the public. Mr Quaddy reported that the Civic Society, in pursuance of their Neighbourhood Plan, had obtained agreement from the owner (Mr Turbot) for the path from Cirencester Road to the old railway line via the Wor Well to be used by bicycles. Paul Lockley requested that the cast iron bicycle racks previously sited opposite the Goods Shed be reinstated. No members were able to say where these racks now were. Mr Cook agreed to enquire after them..

## 10. Report from Events Group

- a. **Goods Shed Calendar 2016.** Mr Quaddy reported that he was unable to give a figure for the total number of calendars sold but several retailers had been requesting further supplies. There would be a stand in the town centre for the late night opening on 3 December for which he would arrange the gazebo. He would be by the Market Hall every Saturday morning until Xmas and volunteers to help would be much appreciated. TRLRT had permission to use the shop window of the former Town and Country Newsagent for a display but electric supply was currently a problem. Indications were that there was enough interest from retailers in the town for a 2017 Calendar to be produced.
- b. **Bring and Buy 12 Nov 2015/Xmas Fair.** The Chairman reported that Jill Dodge had raised a magnificent £1002 at her Bring and Buy. She was currently planning to hold a Xmas Fair on Thursday 17 Dec 2015.
- c. **Jan Vriend Piano Concert.**
- i. Jan Vriend reported that he had had a meeting with Nikki Chee, Marketing Manager, Highgrove. She was very enthusiastic and would investigate whether HRH is still supportive. She requested a copy of the letter of 2005 whereby HRH gave his patronage to TRLRT. Mr Hirst agreed to try to obtain a copy. Mr Scurlock stated his belief that HRH would not attend any function at Highgrove that was open to the public.
- ii. No dates were available for hire of the Orchard Room at Highgrove in April 2016 but there was availability on 10 March. If this was taken up, Highgrove would organize ticketing and refreshments. Mr Vriend said that he had first to ensure that the venue, piano and hire charges were acceptable. Mr Scurlock noted that the piano was very good and tuned every year.
- d. **Carol Service Friday 18<sup>th</sup> December.** The Chairman noted that posters were required for the annual carol service that was confirmed as being on Friday 18 December 2015 at 1800 hours. Carolyn Witcher made a request for hot mince pies, made on the day, to be provided by all who were able.
- e. **TRLRT Xmas Party** Carolyn Witcher reported that Café 53 had offered Friday 8 Jan 2016 for the TRLRT's belated Xmas party. She was awaiting details of the offered menu and prices.
- f. **Reception for Potential Sponsors.** It was reported that Mr Andrews believed that entertainment of potential sponsors would be best done at the piano concert.
- g. **2016 Events** The Chairman noted that, although events in the Goods Shed would be prohibited by the redevelopment works, the refurbished outside platform would

provide a good venue for some musical and theatrical events. A question was raised about possible noise but Mr Cook assured the meeting that any music would be unamplified.

- h. **Bulb Planting Sunday 22 Nov 2015.** The meeting was informed that Mr Keith Leaver had donated a quantity of bulbs. Volunteers were requested to help in planting them around the Goods Shed at 1400 hours on 22 November.

**11. AOB**

- a. Jan Vriend asked who ran the Trust's website and who could be e-mailed with information for posting on it. Brecon Quaddy stated that it was him in both respects.
- b. The question of poor sign posting to the Goods Shed was raised. It was noted that the signs on the post opposite the goods yard entrance had been removed. Mr Edge stated that it was a Highways' responsibility and they had been requested to replace the signs. He agreed to chase them.

- 12. **Date of Next Meeting.** It was agreed the next meeting would be on Thursday 17 December 2015 at 7.30pm in the Town Council Offices.

David Walker  
Secretary

Will Cook  
Chairman

**Annexes:**

- A. TTC Funding Report for Goods Shed Nov 2015
- B. Report on a Visit to Cirencester New Brewery Arts Centre on 9 Nov 2015.

**Annex A to Minutes of TRLRT  
Meeting of 19 Nov 2015**



We are now in receipt of current costings for the refurbishment and expansion of the goods shed, planning approval has now been received for the extension and it is planned that work will commence in early 2016.

**The new build costs;**

Current estimates of works	£537,343
Professional fees (Architect, M & E consultant, specialist engineering and consultancy for fire best estimate)	£40,000
Contingency	£20,000
VAT estimate (based on TRLRT £150,000 at a rate of 20%)	£30,000
<b>Total</b>	<b>£627,343</b>

**The current funding situation is as follows;**

Grants awarded to goods shed (free to spend on build)	£136,700
Proposal to increase TTC PWLB loan to £361,792 to cover original advance of £150,000 previously agreed, S106 monies (111,792 which will be forthcoming in stages) plus an additional £100,000 to support the project	£361,792
Current balance held at TTC	£33,015
<b>Total</b>	<b>£531,507</b>
<b>Estimates shortfall</b>	<b>£95,836</b>
<b>Current Bids submitted amount to</b>	<b>£175,000</b>

**Recommendation from Finance and Scrutiny to full council on 16/11 is "To agree PWLB loan of £361,792. At a cost to the council (using current interest rates) of £21,320pa for 25 years. First year paid from free reserves, following years paid from, income from the precept due to 30% new builds & repayment of loans from S106 monies of £111,792 S106 once received thus reducing interest costs."**

**Annex B to Minutes of TRLRT  
Meeting of 19 Nov 2015**

Visit Report /BD/WC

**New Brewery Arts, Cirencester**

9 Nov 2015

Charity Number 900036

**Introduction**

Clare Walsh, Education Officer for New Brewery Arts (NBA) is relocating to Tetbury, is aware of the Goods Shed (via the sculpture show) and wants to help us. She invited us to NBA to explore possible areas of co-operation.

**Management**

Trustees include an architect, business man, marketing Mgr, finance Mgr. They meet monthly and take an active role

Chief Executive : Ali Russel (for last 9 years)

Clare Walsh : Education Officer with NBA for ~ 6 months, previously a prep school teacher responsible for arts and crafts teachers + timetables. (useful background for present job) Switched-on, organised, dedicated lady.

Anne Gold : Outreach Officer ; 3 days a week : responsible for programs with eg pensioners

Finance Officers : 2 off responsible for Café (not franchised): Shop : Building Extension work)

Café has ~ 6 staff, with seating for ~ estimated 40 covers : Shop has 1 staff minimum. All these are paid staff. Volunteers staff exhibitions.

***Admin area has 2 apprentices from Cirencester College, studying marketing and business administration, paid for by a Government apprentice scheme = 4 days work + 1 day college***

**Facilities** (This may be a rough approximation – all seen on a whistle-stop tour.)

**Top floor** 3 off rented studios / offices for craft workshops / designers Second loft studio for 1 day workshop Course charge are typically £75 a day ie a commercial rate - to make a profit. No subsidies- unlike Stroud.

**Middle floor** Admin office for 3 + 2<sup>nd</sup> admin office for CEO. Café, Link across to stone carving workshop - with 1 tutor + 6 students (none knew of our recent sculpture show). Café is also at this level + kitchen. Also exhibition area - which does not pay for itself directly (hence use of free volunteers) but is a magnet that increases footfall to NBA.

**Ground floor** Toilets, Shop and main entrance area. A pop-up gallery for hire. More workshops hired out to crafts persons eg weaving, stained glass, upholstery, pottery, etc

**Theatre** ***Too small to be viable : is being converted into a 40-bed youth hostel for residential craft courses***

Gross Income : extracted from 2014 accounts :+

Item	£,1000	Notes
Donations	10	
Grants	27	
Arts Council	74	I understand NBA do not receive this grant anymore
<b>Café</b>	<b>250</b>	<b>7 employees, inc. part time : for approx. 40 covers ?</b>
Shop	155	4 employees, including part time
Other	66	
Theatre	12	Not viable. Converting it into a 40 bed hostel to support 3 day craft courses
<b>Education (ie Craft Courses)</b>	<b>123</b>	<b>1 full time tutor + course tutors to suit each day course (they have 40 + tutors on their books)</b>
Galleries	6	1 volunteer staff
Building (workshop hires?)	60	
<b>Gross</b>	<b>783</b>	
<b>Income</b>		

There is no performance art whatsoever any more. This may account for the recent withdrawal of arts funding.

Developments : Residential courses : birthday parties & hen parties : mixing craft work with a party

Proposal (for discussion at appropriate time)

1) Clare offered to do a talk to TRLRT on what she can do for us / what NBA can do for us eg  
 2) Clare proposed that NBA would organise & run craft courses at Tetbury Goods Shed Arts : profit split between us.

COMMENT S: A) EXPLORE APPRENTICE SCHEME FOR ADMIN ASSISTANTS  
 B) RECONSIDER CRAFT COURSES