

# Minutes of a Meeting of Tetbury Rail Lands Regeneration Trust held on Thursday 21 January 2016

Registered Charity No1092160      Registered Company No 4102029



**Date:** Thursday 21 January 2016

**Time:** 7.30 pm

**Venue:** Tetbury Town Council Offices

1. **Attendance**

**Present:**, Will Cook (Chairman), John Andrews, Peter Atkins, Laura Colquhoun, Barrie Doyle, Mary Doyle, Brian Edge, Stephen Hirst, Paul Lockley, Brecon Quaddy, Karen Quaddy, James Scurlock, Carolyn Witcher, David Walker (Secretary).

**Apologies:** Andrea Payne, Jan Vriend

2. **Approval of Minutes of the Previous Meeting**

The minutes of the meeting of 17 December were proposed and accepted as a true record (with one minor correction: in "Attendance" - delete "Brecon Quaddy", insert "Karen Quaddy".)

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**

No matters arising from the previous minutes were raised.

5. **Joint Working with Tetbury Town Council**

- a. **Goods Shed Rebuilding.** The Chairman reported that nothing had been received from the architect since the last meeting with the Joint Working Group.
- b. **Work on Site Outside Platform.** The Chairman stated that all the wooden posts had been erected and work had commenced on relaying the brick surface. A sum of £750 was required to buy steel railings. A Lions Club representative had visited and stated that the Club would consider a grant. Mr Doyle reported that he had also put in a request for £750 to the Jack Lane Trust. The Chairman put forward the idea of having galvanised steel poles that could be attached to some of the wooden posts to allow for a bespoke 3-dimensional canvas-type cover to be suspended above the platform to provide a covered stage. It was agreed that he should investigate further the feasibility and costs.
- c. **Play Area.** The Chairman reported that he had been made aware of a booklet that described how one could apply for grants for play equipment. Rebecca Aldam had still not made contact. Mrs Quaddy agreed to raise the subject when she talked to Mrs Aldam on another matter. Mr Hirst stated that Tetbury Town Council (TTC) might wish to establish an adult Trim (Fitness) Trail in the area slated for the play equipment. Mr Walker noted that it should be possible to have a Trim Trail around the play park.

d. **Meeting with Stage Electrics and Design Changes**

- i. **Stage Equipment.** Mr Doyle reported that he had hosted a visit to the Goods Shed by an Exeter/Bristol-based company, Stage Electrics (see full report at Annex A). In summary they had said that acoustics would probably not be a problem. A built-in control console for lighting and sound would be needed somewhere at the back and a power supply point for the drop-down screen. They saw no need for a raised stage because of the raked seating and Mr Doyle stated that this was a general preference by all potential users. Chinnick Theatre Services had also visited. Both companies had been requested to quote for providing the minimum essential equipment. On Mr Hirst asking the question, the meeting was informed that the grant from Somerfield for this equipment was expected to be £30k. The Chairman reported that he had had a meeting with Simon Jardine-Blake who was keen on using the Goods Shed for his Gloucester based group and supported the idea of a deeper, lower stage.
- ii. **Removal of Currently Planned Stage.** The Chairman stated that removing the requirement to build the currently planned stage would save £7.5k; Mr Hirst noted an additional saving of £2.8k by removing the storage requirement. The chairman stated that the existing platform could be removed by the Goods Shed volunteer team but noted that steps would then be required to reach the “green room”. He further suggested that the floor in the green room might be lowered to provide unhindered disabled access although a further bat survey would be required. Mr Scurlock stated that disabled access to the stage was not an absolute legal requirement if there were overriding technical or financial problems. In light of the foregoing Mr Walker proposed that the design of the Goods Shed be amended to remove the planned stage and extend the floor to the end wall. The proposal was carried 8 to none by the Trustees.
- iii. **Larger Access Doors** The Chairman stated that the currently proposed access doors into the Goods Shed, specifically that near the stage, were insufficiently large to allow easy access for stage scenery and large pieces of art. Mr Hirst remarked that it was too late to change the designs. Mr Cook acknowledged the need not to delay the project but said he believed it was essential that the doors be enlarged as it would be very difficult to do this later; furthermore, any extra cost would be covered by the savings of removing the stage. Mrs Morgan proposed that the design be modified to allow for “adequately high double doors”. This was seconded by Mr Quaddy and unanimously agreed by the Trustees.

6. **Funding and Business Planning**

- a. **Treasurer’s Report.** The Treasurer reported that the Trust’s funds at the end of December were £35,787 as compared to £39,137 at the end of October. This was due to payments to sculptors (£4.5k), costs of calendar printing, platform expenses and the delayed bill from the Advertiser. Mr Doyle noted that the annual accounts were overdue for presentation. The Treasurer assured the meeting that they would be submitted before the end of the month.
- b. **Report from Funding Group/Progress of Current Bids.** Barrie Doyle submitted a copy of the latest funding situation (attached at Annex B).
  - i. Mr Andrews reported that 175 letters had been sent to potential funders to which 31 replies had been received: roughly 1/3 stating we were not eligible and 1/3 not this time. Of 5 under imminent consideration one was to a London livery company and another to Langtree Trust. Of the on-line applications, each of which required considerable work, only 2 had been

done: Rowlands Trust, £12k for the kitchen, and Sainsbury, £4k for kitchen equipment.

- ii. Mr Andrews said that he believed that a sensible position would be to say that we should not plan on getting any of these funds, any that were obtained to be considered a bonus.
  - iii. Mr Hirst reported that the current planned costs for the Goods Shed redevelopment project were £627k plus £60k for retractable seating. Available funds were £491,507 leaving a shortfall of roughly £196k. A grant of £40k had been made to the Leader project and we had passed Stage 1. The Entrust application was now for only £30k and the Town Clerk and Mr Doyle were pursuing this. Mr Hirst asked when the promised grants might be turned into cash in the bank.
7. **Rail Track Bed Developments.** The Chairman reported that just before Christmas Mr Tucker and the Horse Association had decided that the bridle path should be diverted into Preston Park. Mr Cook stated that he had since seen them and they had agreed to keep it along the track bed up to the Goods Shed. Mr Lockley noted that the track bed was not currently an official bridle path and it was up to the owners – Tetbury Town Council and the Feoffees – to submit a request for the track bed to be adopted as a bridle path. Similarly the Duchy would need to do this over its land. Preston Park, being on lease to the Feoffees, would require the freeholder to participate in any changes.
8. **Presentation to South Gloucestershire Rotarians.** Mr Doyle stated that he had given a presentation to the Rotary Society. No promise of any grant was immediately forthcoming. The Rotarians had suggested that a power-point presentation would be a useful marketing tool. Mr Doyle had had a quote of £300 from the architect for a computer generated image of the inside of the proposed redevelopment. He proposed that the contents of the presentation be discussed at the next meeting.
9. **Mission Statement.** Mr Andrews reported that he and Mr Vriend had circulated a mission statement and some notes regarding how the Arts Centre might operate (see Annex C) and they would welcome comments. Mr Walker stated that a one-sentence mission statement supported by objectives and goals would be an excellent starting point for a detailed business plan.
10. **Profit Targets.** Mr Doyle stated his belief that it had become necessary for the accounts to detail the income and costs, including advertising, for each event so that the profit or loss of each event could be analysed.
11. **Report from Events Group**
- a. **Carol Service, New Year's Day Walk, TRLRT Xmas Party, Car Boot.** The Chairman reported that the Carol Service and the Christmas Party had been very good. The New Year's Day Walk had found the gates locked but otherwise was very pleasurable. The Boot Sale had been well attended.
  - b. **Jan Vriend Piano Concert – 2 Mar 2016 Highgrove.** Mrs Quaddy produced the advertising material for the concert and said that tickets were being sold by the Town Clerk, Tourist Information, Josie Vriend, Christine Burrows and herself. The mayor had been invited. It was agreed by the meeting that Mary Jane Clark should be given 3 tickets in recognition of her support. Pegasus had indicated they would not sponsor the piano removal but Mrs Vriend had found an alternative source of £250 and Christine Burrows had possibly obtained a further £250.
  - c. **Bike Ride June 2016.** Paul Lockley asked the Chairman about the response of the Dolphins to the invitation to hold a joint bike riding event. Mr Cook said that Maggie Heaven was in France and no reply had been received.

- d. **Events on the Platform.** The Chairman asked the members to consider possible events for the platform (the old cattle loading dock) which should be available for use within 2 months.
- e. **Other 2016 Events.** Mrs Witcher suggested hiring out stalls during the Wacky Races and Woolsack weekends. It was noted that we did not necessarily have the connections to organize such an event and more research was required.

12. **AOB**

- a. **Opening of Goods Shed by HRH Prince of Wales.** Mr Hirst informed the meeting that HRH had indicated he would like to be asked to officially open the redeveloped Goods Shed. .
- b. **Nomenclature.** Mr Andrews asked about the name for the Goods Shed arts centre. It was agreed by all that, in line with places such as the Roundhouse and the Tobacco Factory, the new centre would be called the Goods Shed.
- c. **Signage.** Mr Scurlock reported that people still did not appear to know where the Goods Shed was. Mr Hirst stated that a new set of sign posts was being made.
- d. **New Brewery Arts** It was reported that a member of the New Brewery Arts Centre had offered to give members of the TRLRT a talk. It was agreed that this should be arranged.

13. **Date of Next Meeting.** It was agreed the next meeting would be on Thursday 18 February 2016 at 7.30pm in the Town Council Offices.

David Walker  
Secretary

Will Cook  
Chairman

**Annexes:**

- A. Notes from Visit by Stage Electrics to Goods Shed.
- B. Statement of Latest Funding Figures.
- C. Mission Statement for the Goods Shed Arts Project.

**Annex A to Minutes of TRLRT  
Meeting of 21 Jan 2016**

**Notes from Visit by Stage Electrics to Goods Shed**

Date : 14 Jan 2016

Venue : The Goods Shed

Present : Jan Vriend, Brecon Quaddy, Barrie Doyle, Martin Woodage of Stage Electrics

Introduction

Stage-Electrics are a well-established company designing and installing theatre lighting, sound systems, cinema equipment and blackout curtains. They are based in Bristol, but operate over the whole country. See [www. stage-electrics.co.uk](http://www.stage-electrics.co.uk)

Martin Woodage is their Technical Project Manager. He spent many years working on large projects in London - commuting weekly from Exeter. The travelling was too much, and he now specialises in smaller projects like ours. We made it clear we have limited funding, and need a very basic scheme.

He is not an academically qualified acoustician, but he does have a lot of practical experience in this area, so it was useful to have his opinion:-

Acoustics

Based on the available drawings of the Goods Shed, plus the already specified surface materials, he proposed a heavy (sound absorbent) black out curtain on the back and side walls of the stage - to minimise echoes from live musical performances. He also recommended the use of similar material on the opposite wall, ie at the top of the tiered seating. This would prevent echoes from that wall, ~ 0.25 seconds after generating sounds on the stage. The other reflective surfaces eg walls, roof, floor, windows should create a "live" sound in the hall, but not one confused by echoes.

Stage Lighting

He recommended two light bars attached to roof beams, fitted with LED spotlights. If suitable angled (~45 degree), these would prevent strong shadows being cast on performers. Cheaper tungsten lamps would require wiring back to a very large dimmer units located in the nearest suitable location (green room ?) Basic LED spotlamps should not need servicing /replacement for ~20,000 hours, and unlike tungsten lamps there would be no need for £4K rise/fall lighting gear, or frequent hire of scaffold towers to replace short-life tungsten bulbs. The LED spotlights would be dimmable and individually addressable using standard controls, with preset single-button controls for the most common lighting scenes.

Cinema equipment

Martin recommended a 6 metre wide retractable cinema screen. Bigger than this is expensive. The projector would be wall mounted at the top of the stairs and retracted seats. Martin will mark up the architect drawings to show precise location.

### New requirement

It is essential to have two small desks (for sound and lighting equipment consoles) at the back of the hall that have clear sight and sound of the stage. These consoles control the stage lighting, sounds system and cinema performances. They would be needed for even the most basic scheme.

Conventionally this equipment is housed in a small cabin isolated from the auditorium. Following this logic, the only appropriate position for this cabin appears to be at the top left, or top right of the seating system, overhanging the corridors into the extension block, or to the emergency exit. The cabin would probably reduce the seating capacity of the hall by 1 seat. (The wall supports left from just such a room in the past are visible in the right hand corner of the Goods Shed)

### Sound System

Stage Electrics will recommend sound equipment that can be used for the cinema, for concerts, and will be compatible with lectures, business meetings eg power point presentations. Their proposal will concentrate on the core essentials eg equipment for lighting, cinema sound and associated controls.

This equipment will be housed in an equipment rack size 600m x 800mm x 1000mm :  
Location tba

### Installation, Commissioning and Training

Ist fix will take ~ 1 wk, 2nd fix a further 1 wk. Commissioning /training a few days. Say 3 wk max.

Guarantee Standard guarantee is 1 year, but we might be able to extend this to 2 years

### Way forward

Stage Electrics will produce a scheme and quotation for us. The scheme will show the suggested equipment and its location, and the quotation will itemise the equipment and will include installation costs

Barrie Doyle

**Annex B to Minutes of TRLRT  
Meeting of 21 Jan 2016**

**Goods Shed – Fund Raising Progress**

Building Cost <b>Estimate</b> - 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
<b>Total Cost Estimate</b>	<b>687,343</b>

**SUMMARY**

	<b>Pledged</b>	<b>Gifted (Reserves)</b>
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
<b>Subtotals :</b>	<b>521,507</b>	<b>37,000</b>

**SUMMARY**

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

**Annex C to Minutes of TRLRT  
Meeting of 21 Jan 2016**

**MISSION STATEMENT FOR THE  
GOODS SHED ARTS PROJECT (GSAP)**

1. The GSAP aims to bring the Arts to the people of Tetbury and environs. 'Arts' in the widest sense of the word, from stage performance arts (music, theatre, dance etc.) to 'plastic' arts (painting, sculpture exhibitions etc.) to projected art (film, audio-visuals etc.) to science, philosophy and literature (visiting speakers, lecture concerts, public discussions etc.).
2. All these pursuits are the product of skill, creativity and imagination. They require an open and critical mind, the ability to challenge convention, a desire to learn and to optimise our human potential.
3. Although we appreciate that much art is made to please, relax or entertain, many works of art aim to stretch our perception, our emotional and rational intelligence, sometimes leading to revelatory, if not life-changing experiences. That way they help to expand our knowledge, learn about our place in the universe and find answers to the big questions of life. A sizeable proportion of events (say 10%) should therefore be devoted to top quality, thought-provoking, challenging and potentially controversial topics that do not primarily aim at commercial success but are staged as 'ventures of special interest' for which the GSAP aims to build a growing audience.
4. Certain categories of events could become a regular feature and bring in a guaranteed average annual income, such as:
  - a. Subscription concerts (around 10 per annum)
  - b. Subscription lectures (around 25 per annum)
  - c. Workshops/courses/demonstrations (one-offs)
  - d. An annual festival on a designated theme (à la Cheltenham).
5. To make sure the GSAP is as cost-effective as possible, the amenities and services of the Goods Shed will also be made available for conferences and corporate functions.

Note.

The 'educational' aspect is implied in the set-up of the project. The GSAP will therefore keep in mind that schools are involved where appropriate and possible.