

# Minutes of a Meeting of Tetbury Rail Lands Regeneration Trust held on Thursday 24 March 2016

Registered Charity No1092160      Registered Company No 4102029

Patron: HRH The Prince of Wales

**Date: Thursday 24 March 2016**

**Time: 7.30 pm**

**Venue: Tetbury Town Council Offices**



## 1. Attendance

**Present:** Will Cook (Chairman), John Andrews, Peter Atkinson, Barrie Doyle, Mary Doyle, Jenny Exley, Paul Lockley, Caroline Morgan, Brecon Quaddy, Karen Quaddy, James Scurlock, Jan Vriend, Carolyn Witcher, David Walker (Secretary).

**Apologies:** Laura Colquhoun.

## 2. Approval of Minutes of the Previous Meeting

The minutes of the meeting of 18 February were proposed and accepted as a true record with the following amendments:

**Paragraph 8c, Line 3.** After Annex B insert “(the map shows suggested locations for replacement cycle racks (blue circles). The cast iron bike racks were located opposite the good shed where the row of seats is now)”. Delete “GCC”, insert “Tetbury Town Council (the CDC said cycle racks are the Town Council's responsibility as the car park is owned by them.)”

## 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 and Introduction

No matters arising from the previous minutes were raised.

## 5. Joint Working with Tetbury Town Council (TTC)

a. **Goods Shed Rebuilding.** The Chairman updated the members. A new Joint Working Committee (JWC) had been formed with more TTC members. Authority for all financial aspects of the rebuild now resided with TTC. The contract had gone out to tender to 3 firms – Edmont, Chappell & Dix and Stonewood – to which a local firm, Matthew Stevens, had subsequently been added. The tender return due date was 11 Apr 2016. M&E work would be let as a separate package to a specialist M&E contractor who will be managed by the main contractor. Currently there were insufficient funds for all the planned building work as we were waiting for the Leader and Entrust funding of £40k and £32k respectively, and so the JWC were considering removing the kitchen and the glass frontage from the initial contract. These would be added to the contract as funding became available. Mr Vriend asked whether the minutes of the JWC meetings could be distributed to TRLRT members. Mr Cook agreed to ask - **Action 1 – Mr Cook**

b. **Work on Site Outside Platform.** The Chairman reported that only 3 railings needed to be fitted to the outside platform posts as long as they were no further apart than 450mm and no higher than 950mm. An area out to 1.5m from the stage at the front had to be covered with a soft material, e.g., wood chippings. The ramp as now

restored had a slope of about 1:9 compared to the recommended 1:15 minimum, 1:20 preferred. Mr Scurlock said that these were not legal requirements. Mr Cook stated that as the internal stage was fully accessible, he believed that the ramp to the external stage could be an “assisted disabled ramp”. This would consist of a 1.2m wide paving block path with a lockable gate at the bottom and a notice stating that it was an assisted disabled ramp only. He reported that he had quotes for the metal railings ( £631.80 inc VAT) and paving slabs (£204.27 in VAT.) A small amount of sand, stone scalplings would be an additional cost of about £110. Donations totalling £1910 had been received specifically to cover these costs and so he requested the meeting’s approval to spend the money needed. The motion was proposed by Mrs Morgan, seconded by Mrs Doyle and carried. Mr Cook stated that he also wanted to investigate the possibility of installing a canopy over the platform. Mr Lockley provided a brochure from Able Canopies that detailed how funding for such canopies can be obtained for free. The meeting agreed that Mr Cook should pursue the possibilities – **Action 2 – Mr Cook.**

- c. **Play Area.** The Chairman confirmed that no progress had been made on the proposed play area. He would welcome a volunteer to take it on. The proposed area to be used should also be reviewed. Mrs Exley noted that Gloucestershire County Council (GCC) and/or Cotswold District Council (CDC) should have a list of reputable play area contractors.
- d. **Cinema/Sound Systems.** Mr Doyle stated that the architect had taken all the sound system infrastructure into account. He had a quote from Stage Electrics for all equipment, less black-out curtains, of £44k and from Camstage of £62k. A rep from Chinnick Theatre Services in Stroud had visited and would be quoting for the black-out curtains. The Guildhall, Gloucester, could supply low cost options and a list of equipment suppliers. On the question being asked, the Chairman stated that TRLRT would manage the procurement and payment for all internal equipment. Mr Atkinson suggested that TRLRT should consult the Dolphins cinema group about the experience with their equipment. Mr Doyle said that it was hoped that the Goods Shed would have a bigger and more capable system.

## 6. Funding and Business Planning

### a. Treasurer’s Report.

- i. The treasurer reported that she believed a replacement treasurer had been found, namely Mr Malcolm Norman, an ex-banker. The current bank balance was £47,649.15. The piano concert at Highgrove had generated £2,400 in sales, a donation of £500 had covered the piano removal costs of £457 and the raffle had made £470 giving a total profit of £2,277. The Goods Shed Calendar had generated £5,967 in sales and £2,750 in advertising revenue from the businesses involved against printing costs of £2,504 and other expenses of £740 producing a profit of £5,227.
- ii. **Annual Accounts 2015.** Mrs Morgan then presented the annual accounts (the Profit Loss and Balance sheets only are at Annex A). Mr Quaddy proposed that the Trustees accept the accounts. This was seconded by Mr Walker and passed by the Trustees present, 8 for and none against.
- iii. **Use of Funds.** Mr Vriend asked whether all expenditures from the fund were in accordance with the aims of the Trust. The Chairman assured him they were. Mr Walker noted that all details of the Trust’s articles of association, previous accounts, officers, etc, could be found at: <https://www.gov.uk/government/organisations/companies-house>.
- iv. **Vote of Thanks.** The meeting passed a vote of thanks to Mrs Morgan for her excellent and much valued tenure as Treasurer.

- b. **Report from Funding Group/Progress of Current Bids.** Mr Andrews informed the meeting that a donation of £250 had been received from the Barnwood Small Sparks fund and a bid for a larger amount from the main fund was in hand. One thousand pounds had been received from the Jack Lane Trust (with a hint of more in the future), £750 from the N Smith Charitable Fund (Manchester) and £5,000 from the Rowlands Trust (Birmingham). A bid was in for £4,000 from the Saintbury Trust. The D'Oyly Carte Charitable Trust had offered £5,000 towards the cost of a piano. Mr Vriend noted that a good new grand piano varied in cost from about £30k for a Yamaha, to about a £100k for a Steinway and even more for the best. A second-hand piano or leasing were options. Mr Andrews continued saying that 2 very big bids were still in hand: the Leader bid being done by TTC with a deadline in May and the Entrust bid with a deadline of 15 April for which Messrs Andrews and Doyle would assist TTC's CEO.

## 7. Rail Track Bed Developments.

- a. **Application for Bridle Way Status.** Mr Lockley reported that he had spoken to GCC concerning Mr Tucker's part of the path and been told it would take about another year to complete, however, having talked to Tony Hicks more urgent action appears to have been taken, see e-mail at Annex B. Mr Tucker received a request for information which he has completed and returned. After two months of public consultation it should go to the magistrates' court for a ruling and therefore the bridleway should be open by the end of the year. Talking to the Eastern Regional Office of the Duchy of Cornwall had raised concerns by them about both horses and bicycles being able to use the path. Mr Tucker would be liaising with the Duchy to help them with their application. Mr Walker asked what users were allowed on a bridle way. Mr Lockley stated that pedestrians, horses and bicycles were allowed to use bridle ways but bicycles must give way to horses and pedestrians. Mrs Exley noted that the CEO of TTC should be kept in the loop.
- b. **Cycle Racks.** Mr Lockley reported that CDC had stated that TTC was responsible for any cycle racks on TTC's land and he would like TRLRT to make a formal request to TTC. The Chairman stated that members had first to agree on the number, type and location of the proposed racks. A rack or racks for 8 individual cycles was considered reasonable. It was noted that cyclists would want a location where they could see their expensive cycles and opposite the planned café was considered suitable. Mr Doyle agreed to e-mail Mr Lockley a plan of the redeveloped Goods Shed for Mr Lockley to mark his ideal location – **Action 3 – Mr Doyle**. It was agreed that Mr Lockley would work with Mrs Exley to agree a suitable design and proposal – **Action 4 – Mr Lockley & Mrs Exley**.

## 8. Report from Events Committee

- a. **Planning Committee** Mr Andrews reported that the Events Committee had recently met twice (minutes are available, requests to Mr Walker). The Music group was concentrating on a high profile event for the Goods Shed opening and on two performances to be held in the summer on the outside platform: a folk event led by Nicola Clark and a jazz oriented event led by Tony Hymas. The Chairman confirmed that he had raised the issue of the platform remaining available for performances at the recent TTC meeting and the architect, Ian Maslin, had been requested to ensure that fencing arrangements allowed this to happen. It was noted that Mrs Witcher had made contact with and was hoping to engage the Pantalooons for a comedy/drama event sometime in July or August but this would be difficult due to short notice.
- b. **Community Bike Ride 12 Jun 2016.** Mr Lockley stated that he and Mr Cook were going to formally present their proposal for a community bike ride to the Dolphins Committee on 13 April 2016. He circulated copies of his provisional plan for the event, see Annex C, but stated that it still had to be agreed with the Dolphins.

- c. **Wacky Races 2 May 2016/Woolsack Race 30 May 2016.** Mr Andrews reported that he was planning to distribute flyers to the market traders at Stroud Farmers' Market on the following Saturday to gauge interest in taking a pitch at the Wacky Races and the Woolsack Race at a cost of £30 per pitch. The Chairman stated that the TRLRT railway engine wacky racer would again compete. The shed would have to be cleared of jumble as stalls would be required inside. He also planned to have a tea and cake stall. The engagement of buskers and the display of some classic cars were also to be explored. It was noted that the key to success was publicity, possibly using leaflets beforehand and sandwich board men on the day.
  - d. **Car Boot Sales.** The Chairman reported that the March car boot sale had had a very good turnout of cars and had made over £300. He thought the sales should continue. Mr Walker said that all the remaining TRLRT items for sale would have to be removed before redevelopment starts and Mrs Dodge had indicated that she did not want to continue the TRLRT stall beyond the May sale.
9. **AOB** Mrs Morgan stated that the town morale meeting on 17 April had been well attended. It had been notable that at the end a lady had stood up to say that Mr Cook's presentation on the Goods Shed had been the only positive item on the agenda and she praised Mr Cook's contribution. Mrs Morgan added her own congratulation to Mr Cook for his inspirational presentation and all members concurred. (Afternote: minutes of that meeting can be found at <http://tetbury.gov.uk/wp-content/uploads/2016/03/Minutes-of-meeting-17-March-2016.pdf>.)
10. **Date of Next Meeting.** It was agreed the next meeting of TRLRT would be on Thursday 21 April 2016 at 7.30pm in the Town Council Offices.

David Walker  
Secretary

Will Cook  
Chairman

**Annexes:**

- A. TRLRT Financial Statements 30 November 2015 - Profit/Loss and Balance Sheets
- B. E-mail from PEARMAN, Karen to HICKS, Cllr Tony sent 23 March 2016; **Subject:** FW: Tetbury Rail land project.
- C. Tetbury Community Bike Ride (Planning Notes).

**Annex A to Minutes of TRLRT  
Meeting of 24 Mar 2016**

**TRLRT Financial Statements 30 November 2015 - Profit/Loss and Balance Sheets**

**TETBURY RAIL LANDS REGENERATION TRUST LIMITED  
COMPANY LIMITED BY GUARANTEE**

**PROFIT AND LOSS ACCOUNT**

YEAR ENDED 30 NOVEMBER 2015

	Note	<u>2015</u> £	<u>2014</u> £
TURNOVER		26,480	27,716
Administrative expenses		18,160	4,537
Profit on ordinary activities		<u>8,320</u>	<u>23,179</u>
Tax on profit of ordinary activities		-	-
PROFIT FOR THE FINANCIAL YEAR		<u>8,320</u>	<u>23,179</u>
Balance brought forward		<u>26,158</u>	<u>2,979</u>
Balance carried forward		<u><u>34,478</u></u>	<u><u>26,158</u></u>

The notes on page 8 form part of these financial statements

**TETBURY RAIL LANDS REGENERATION TRUST LIMITED  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

YEAR ENDED 30 NOVEMBER 2015

	Note	<u>2015</u>	<u>2014</u>
		<u>£</u>	<u>£</u>
<b>CURRENT ASSETS</b>			
Cash at Bank		<u>34,478</u>	<u>26,158</u>
<b>TOTAL ASSETS</b>		<u><u>34,478</u></u>	<u><u>26,158</u></u>
<b>RESERVES</b>			
Profit and loss account		<u>34,478</u>	<u>26,158</u>
<b>MEMBERS' FUNDS</b>		<u><u>34,478</u></u>	<u><u>26,158</u></u>

For the year ended 30 November 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 and;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standards for Smaller Entities (effective April 2008)

These accounts were approved by the directors and authorised for issue on \_\_\_\_\_ and are signed  
on their behalf by:

.....  
Director



1 In the next 2-3 weeks, we will be announcing a formal 2 month consultation on the stopping-up of A - D. This will be part of the formal process required under Section 116 of the Highways Act 1980. If the consultation doesn't give rise to any objections, the matter will be passed to the GCC Legal Team who will then carry out further statutory steps, including arranging for the matter to be heard at Magistrates' Court. If there are objections, GCC would have to give them due consideration and decide on the next steps (depending on what those objections were). It should be noted that the decision here is made by the Magistrates Court and not GCC, so is - to a degree - out of GCCs control.

2 Due to the legal 'test' involved with the stopping-up of length A - D, any successful stopping-up would only come into effect if parts (ii) and (iii) are also successful.

3 Running in parallel with the timing of the stopping-up, we will put together a Dedication Agreement in respect of the Footpath creation from B - D and Bridleway creation from A - B - C. We will then liaise with the landowner in respect of the terms of that Agreement and the specifications for any 'structures' (ie any required gates, fences, stiles, etc).

4 In the event of discussions breaking down with the landowner over the Dedication Agreement, or the stopping-up 'failing', we will have to abandon the whole plan at (i) - (iii).

5 If 4 happens we will then process the original DMMO application in accordance with those set procedures and it will be timetabled in according to its place in the 'priority system'.

6 If the stopping-up/dedication approach is successful, we would hope that (providing there are no objections which prolong the process) all the stages above and attendant legal processes would be complete by end of 2016 - but we cannot *promise* anything at this stage; and the matter of the section through the Duchy of Cornwall's land would be dealt with separately.

Happy for the above to be circulated to whoever asks about it!

Regards,

Karen

**Annex C to Minutes of TRLRT  
Meeting of 24 Mar 2016**

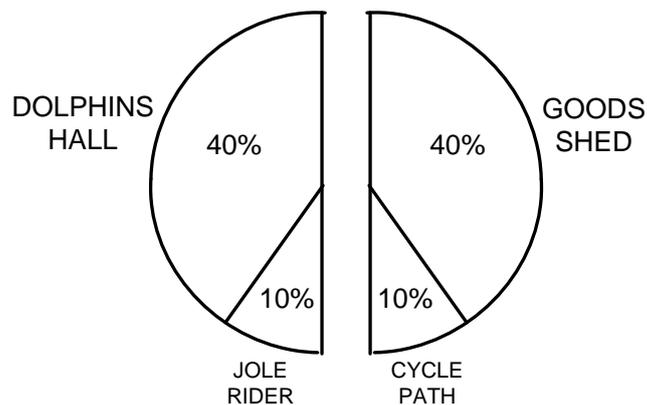
**TETBURY COMMUNITY BIKE RIDE**

A sponsored charity cycle ride will be held on Sunday 12<sup>th</sup> June 2016 principally in aid of the Dolphins Hall Refurbishment and the Goods Shed Project. It will also fund the Tetbury Cycle Path & Jole Rider (Jole Rider is the Bikes4Africa charity based in Tetbury).

The object of the Bike Ride is to raise money for the four Tetbury community projects by involving as many people in Tetbury as possible. It will also raise awareness about the projects and improving fitness by encouraging people to cycle.

**FUNDING SPLIT**

All income from the Bike Ride is to be pooled in a common 'pot'. All expenses will be deducted and the remaining funds will be distributed in the proportions shown:



As all the beneficiaries of the Bike Ride are registered charities it should be possible to claim Gift Aid on all contributions.

**PRELIMINARY WORK**

The date of the Bike Ride event has already been publicised on:

- What's On In Tetbury website
- Tetbury Rail Lands Regeneration Trust website
- Bike Week website

These all have a link to dedicated webpage about the Tetbury Community Bike Ride.

In addition the Bike Ride is booked on the Dolphins Hall website, with hopefully an event item and link to follow. Similarly on the Jole Rider website.

**ORGANISATION**

The CTC (Cycling Touring Club) guidelines 'How to organise a charity bike Ride or Sportive' will be used for planning and organising the Bike Ride. Further advice and support can be obtained from the CTC if necessary.

**BIKE WEEK**

The Bike Ride has already been registered as a 'Bike Week' event. Bike Week is held from 11-19th June when the weather is likely to be good. All events that are part of Bike Week have the benefit of free event insurance, publicity and promotional material.

## **BIKE RIDE ROUTE**

To publicise the two main community facilities the Bike Ride will start at the Goods Shed and end at the Dolphins Hall. Building work is likely to have started in the Goods Shed and only the old loading platform and canopies will be available for a registration area.

Cyclists will not want to hang around much at the start but get going as soon as possible, so it makes sense to start at the Goods Shed and finish at the Dolphins Hall where cyclists can buy refreshments, use the toilets and look round stalls.

Stalls will show plans for the Dolphins Hall refurbishment, Goods Shed project and a display showing the complementary role of both venues. There will also various other cycling related stalls, e.g. a Jole Rider stand.

There will be two routes starting along the Cycle Path then following the quiet lanes around Tetbury:

- A short 6½ mile route for children and the less fit taking about an hour.  
Goods Shed, Cycle Path, Cirencester Road, Cherrington Road, Star Farm, Chavenage Green, Chavenage House, Hermits Cave, Chavenage Lane, Recreation Ground, Dolphins Hall.
- A longer 20 mile route for the fitter taking about 3 hours including a pub stop.  
Goods Shed, Cycle Path, Cirencester Road, Cherrington, Rodmarton, Tarlton, Kemble, Kemble Wick, Oaksey, Crudwell, Long Newnton, Tetbury, Dolphins Hall.

## **FUND RAISING**

The main aim is for participants to raise as much sponsorship money as possible. Participants will also be able to make donations as well, it maybe that some people will prefer to just make a donation.

To encourage this there will be prizes for the children and adults raising the most sponsorship money.

All participants who hand in their completed entry form (including their sponsorship and/or donation) will receive a certificate.

In addition there will also be free entry into a prize draw for all participants who hand in their completed entry form.

Riders are able to collect their sponsorship money and hand it in their completed form up to two weeks after the event.

Entry forms designed so that the riders can claim gift aid on their sponsorship money/donations.

## **PUBLICITY**

Entry forms to be distributed via:

- Sympathetic shops
- Tourist information
- Goods Shed
- Dolphins Hall
- 'The Bike Shed' (Jole Rider)
- Leisure centre
- Library
- Schools
- Guides, brownies, scouts and cubs
- The youth club
- Cadets

Posters to be displayed round the town for a couple of months before the event.

Large Banner to be displayed on Court House/Council Offices

Press release to local paper

Advertisement in Tetbury Advertiser – deadline 14<sup>th</sup> April

## **TASKS**

### **CYCLISTS GROUP & JOLE RIDER**

- Put out signs the night before
- Check and fix bikes at the start
- Breakdown and rescue service
- Man Jole Rider stall at the Dolphins Hall
- Marshals

### **GOODS SHED TEAM**

- Register cyclists at the start
- Marshals
- Sweepers to follow last riders and pick up signs
- Man Goods Shed Stall at Dolphins Hall
- Assist at the Dolphins Hall after the last riders depart

### **DOLPHINS HALL COMMITTEE**

- Register cyclists completing the Bike Ride
- Collect Sponsorship/donations and give out certificates
- Sell refreshments
- Organise stands
- Man Dolphins Hall Stand
- Marshals

## **EQUIPMENT**

Route direction signs, cycling event signs to be provided by Jole Rider.

High Visibility vests/jackets for marshals to be provided by all organisations.

Registration tables and canopy at the start to be provided by Goods Shed Team

Registration tables at the finish to be provided by the Dolphins Hal Committee.

## **TIMETABLE**

### **GOODS SHED**

9:00 am	Set up at the Goods Shed
10:00 am	Marshals depart for their stations
10:00 am	First Riders Depart
12:00 am	Last Riders Depart
12:00 am	Sweepers set off
1:00pm	Pack up at Goods Shed complete

### **DOLPHINS HALL**

10:00 am	Set up at the Dolphins Hall
10:30 am	First riders (short course) arrive
3:00 pm	Last riders arrive
4:00 pm	Event Finishes
5:00 pm	Pack up at Dolphins Hall complete

## **SAFETY**

- Risk Assessment
- Hold the Ride on a Sunday when the roads are quieter
- Avoid A roads altogether and B roads where possible
- 'Cycling Event' warning signs on roads being used
- Marshals at main road crossings
- Participants to wear high visibility clothing and helmets
- First aiders to be present