

TAVISTOCK HERITAGE CONSULTATIVE FORUM

Minutes of Meeting 2.30pm Thursday 23rd March 2017, Tavistock Town Council Chamber

Present:

Lesley Garlick (LG)	Devon County Council
Christopher Kirwin (CK)	Tavi Network
Alex Metter (AM)	Tavistock & District Local History Society
Graham Parker (GrP)	Tavistock Neighbourhood Plan
Gail Reed (GR)	Tavistock Heritage Festival
Cllr Philip Sanders (PS)	West Devon Borough Council
Martin Searle (MS)	THI Project Manager
Cllr Harry Smith (HS)	Tavistock Town Council
Sue Spackman (SS)	Devon Historic Buildings Trust
Wayne Southall (WS)	Tavistock Town Council
Andrew Thompson	TH Development Officer / Consultant
Tom Young (TY)	Tavistock Museum

Apologies:

Deborah Boden	Cornwall and West Devon Mining Heritage Landscape WHS
Simon Dell (SD)	Tavistock Subscription Library
Carl Hearn (CH)	Tavistock Town Council
Robert Plumb (RP)	Tamar Community Trust / Tamar Valley AONB
Cllr Debo Sellis (DS)	Devon County Council
John Taylor	Tavistock Forward
Corinna Woodall	Tamar Valley AONB

Other Members not in attendance:

Tristan Forster	Tavistock College
Barry Gamble	WHS Advisor
Trevor Humphreys	DPC Guildhall Project
Graham Lawrence (GL)	West Devon Borough Council
Paul Williamson	Tavistock Business Association

No.	Item	Action
1.	<p>Chairmanship, Introduction and Apologies</p> <p>SS introduced Caroline Rae who had recently volunteered for THT to provide support; she was an observer for this meeting.</p> <p>Those present were welcomed to the meeting and the apologies list accepted.</p>	
2.	<p>Minutes and Matters Arising from Meeting of 29th September 2016</p> <p>Minutes were agreed as a true and accurate record.</p> <p>There were no matters arising that would not be covered by other agenda items.</p>	
3.	<p>THI Update</p> <p>MS spoke to the Traffic Light report previously circulated and highlighted the key points:</p> <p>a) Key projects:</p> <ul style="list-style-type: none"> i) Consultants have been appointed for the Pannier Market and design being worked up for LBC application. Due to be submitted to the Grants Panel on 5th April. ii) 2 Market St was appraised at Panel on 14th February and was given conditional approval. iii) 1 Church Lane restoration work is nearing completion; invitation to a Leadwork Skills 	

	<p>demonstration and workshop on 6th April has been sent to all members.</p> <p>iv) Tenders have been received for 10 West St and an application is expected shortly.</p> <p>v) Kingdon House was considered at February Panel and given a conditional approval in principle; the applicant will be assisted with funding applications and reviewing the specifications.</p> <p>b) Public Realm: Designs for the enhancement scheme for the area around West St / Market St have been agreed with Highways and DS was thanked for her role in getting this progressed. Some elements of the scheme will be a Phase 2 depending on funding.</p> <p>c) Complementary Initiatives:</p> <p>i) The THI display is moving from 3 Pannier Market to 3 East End Stores and there is scope to make further additions; it has not yet been publicly advertised in the local press.</p> <p>ii) Tavistock Heritage Festival is developing a proposal for the Tavistock Story digital project and there needs to be co-ordination with the Guildhall / WHS Gateway project.</p> <p>iii) Website has been updated and further links to other heritage-related information will be added.</p> <p>d) Administration: Evaluation of THI is required and need baseline survey which should have happened 2016. A questionnaire has been designed with shorter version for visitors to find out about perceptions of heritage, importance of Tavistock and knowledge of the THI scheme and the buildings within it. Would like volunteers to interview people; contact MS. A number of suggestions were made including keeping the survey as short as possible, use of Survey Monkey and social media, offer of a prize draw although concern as to delay if to be made more robust. It was noted that the Museum has done a small survey which could be shared and WDBC has also done regular bench mark surveys of town centre; GrP will email LG the surveys for distribution.</p> <p>e) Other: PS highlighted the issue of unattractive shop windows in the town centre detracting from the THI improvements eg a shop in Bank Square which just displayed the plywood backs of shelving units. Planning cannot address this but suggestions were made to display blown up images or to have a mural through a competition or even just to display THI and Gateway Project information. GrP will discuss with owner and WS will take to Project Management Board.</p>	<p>GrP/ LG</p> <p>GrP/ WS</p>
<p>4.</p> <p>a)</p> <p>b)</p>	<p>Activity Plan and Feedback from Consultations</p> <p>Activity Plan</p> <p>AT introduced his report which went to HLF Mid-Term Review meeting. Final product will be much longer but will follow similar format eg it needs to demonstrate evidence for project. Critically, P.8 indicates where significant changes have been made to the project; these are:</p> <p>i) the potential for the TIC to be integral part of activity, as well as more incentive for volunteers; and</p> <p>ii) the tentative aspiration to have a partnership with SW Police Heritage Trust which has now being firmed up.</p> <p>Key element of the Plan is the current progress with Guildhall being a hub for heritage activity across the town. The Plan is trying to make the learning experiential and discussion is taking place with schools. The report includes visitor numbers from the Museum and the Festival. It will be useful to add the WDBC data to the potential audience forecasts.</p> <p>Consultations</p> <p>All those who responded to the consultation sessions were thanked. A very successful Open Day had more than 200 attendees; there is an innate interest in the Guildhall project. These have helped to inform design and interpretation themes for Tavistock. Interestingly, people wanted low tech solutions and interactive activities; mobile phone technology is unpopular. However, more work is needed to address the difficult to reach groups. eg asylum seekers, refugees, potential young offenders. There will be a need to keep the publicity going, in the press and through social media. A lot of exciting ideas are coming forward.</p>	

<p>5.</p> <p>a)</p> <p>b)</p>	<p>Guildhall Update Full document is not email-able though plans have been circulated.</p> <p>Building Design WS highlighted the key points of the building design. Disabled access is now at rear of building. HE has no major issues, although did request additional openings which will be done shortly. The original Stage 1 costs estimates of £81,270 has increased to over £1mill, due to the ramp and lift, rear extension and other improvements to design. The interpretation space looks cellular on the plans but in practice, there is a much better flow and there is a 'wow' factor of the courtroom compared to the cells. It was commented that the elevation that shows the platform is critical and needs to be special as this would be first view of the building. The Chair felt that the development of these designs had gone really well, and now needed to get the permissions in place.</p> <p>The shadow board is meeting more frequently and the Capital group is having effective meetings. The timetable is that LBC application will be submitted shortly, then a Stage 2 application will be submitted to HLF. If successful, works will be tendered in the autumn, for implementation during 2018, and with the building opening 2019.</p> <p>A business consultant is looking at income streams which will be critical to future of building; key sources will be donations and TIC services. There is no café and shop as these would compete with town centre businesses, and cafes can be difficult in terms of regulations; currently there is no space for a shop within the Guildhall complex though Court Gate will provide some retail as part of the TIC. Role as hub will mean services are provided elsewhere. This will be the challenging issue that impacts on staffing levels; proposed to have 1fte plus p/t learning contract. Volunteers will be critical.</p> <p>Visitor forecasts are predicted to be 35,000 in Year 1 dropping to 30,000 after that. (In comparison, the Museum has 8,000 visitors per year including substantial coach party numbers.) The Centre will be open from 10-4 for 6 days a week and will need 3-4 volunteers per shift. The success of recruiting volunteers is about what is offered.</p> <p>Interpretation Exhibition Design The exhibition designs are still draft ideas and AT is attempting to reduce them with a shorter interpretation plan. There are three strands to this: the World Heritage Site, Tavistock and its planning and buildings, and police, magistrates and justice. These have been reflected in the Activity Plan.</p> <p>AT is happy to receive comments on the accompanying report, (though not a debate on Tavistock's history!). This was not circulated prior to the meeting but LG will attach to the minutes. Comments should be sent to AT by 7th April.</p>	<p>LG All</p>
<p>6.</p>	<p>Report on HLF Interim Review This took place on 10th March and WS thanked everyone who had contributed to what had been a successful meeting with good feedback from the monitor and officers. Subsequent to the review meeting, the project plan had been discussed and it was decided it would be prudent to delay submission from June to September. This will need the endorsement of TTC. The Capital Plan should be complete end of April, the Activity Plan by the end of May, and the Business Plan soon after, in time for September bid application. There have been a number of changes related to financial viability; TTC has to underwrite the scheme for 20 years as applicant and it will run an informal consultation in Guildhall prior to the meeting of full Council on 8th April. A Partnership Agreement between the TTC and TH Trust will then</p>	

	<p>need to be developed during May.</p> <p>The Chair confirmed that she felt the Review went quite well, despite previous worries. There was acceptance that the scheme is good for the Guildhall but the issue is with viability of the Trust and there is a lot of work to do to meet what is expected of the Trust.</p> <p>A copy of HLF report and follow-up actions should be circulated to Forum. The issues raised are what would be expected and there is a clear positive steer from HLF. The delay to the submission date will give extra time to ensure a good application and there is no reason to worry about additional competition if delayed.</p> <p>The use of Court Gate as TIC is in the hands of WDBC, and has not yet been agreed. PS is doing all he can but there are issues around the lease related to time left to run, rates (unless charitable status is applicable) and sub-letting. WDBC should show its support for the Project and reach a favourable decision which will not disadvantage the Project.</p>	<p>WS</p> <p>PS</p>
<p>7. a)</p> <p>b)</p>	<p>Tavistock Heritage Trust</p> <p>Update</p> <p>SS reported on progress with establishing the TH Trust. The Registered Articles of Association have been accepted by Companies House. The draft Guide for New Trustees and other documents have been circulated and give information about the Trust. The new Board should be in place and taken over from Shadow Board by the summer, with the first AGM in autumn. The Shadow Trustees will be able to offer advice. The Trust will need good trustees and a strong Chair with heritage and business understanding. The Treasurer will also be a critical role.</p> <p>All members of the Forum are asked to think of suitable people for Trustees who might be approached. Particularly looking for some younger people and not necessary to be from the Tavistock area. Those with wide national connections will be valuable especially when seeking donations and bequests. The maximum number of Trustees is 12.</p> <p>Funding Sources / Development Officer</p> <p>SS is sourcing funding to employ a Development Officer. She has approached a number of partners and has currently sourced funds from TTC and a small trust which has enabled AT to be appointed for the next few months. The next phase will start in the autumn.</p>	
<p>8.</p>	<p>Tavistock Heritage Consultative Forum</p> <p>The draft Terms of Reference for Tavistock Heritage Consultative Forum had been circulated and discussed at the last meeting. At that point it was agreed that the Forum would meet quarterly. However, the project has two stages:</p> <ol style="list-style-type: none"> i) development phase until operational ii) management of the building from opening in autumn 2019 <p>There is a need to make sure that Forum represents the Community and that both the Forum and the Trust are working together to achieve the aims and objectives. HLF is aware that communication is an issue between the number of groups in Tavistock and there is a need to ensure everyone works together within the existing strategies. The Forum has a critical role to ensure everyone is working together in a joined up approach, otherwise HLF could reject the application.</p> <p>An open discussion followed on how this might be achieved. Key points noted included:</p> <ul style="list-style-type: none"> • The Forum was originally an un-incorporated partnership and was not an adequate vehicle for running the Centre. A Trust provided more focus as an executive body but the wider heritage community needed to feed into it and hold it to account through the Forum. 	

	<ul style="list-style-type: none"> • The Trust and Forum is in place to facilitate and co-ordinate activity and the Trust is not in place to take over the role of other groups but to be mutually supportive (though it was mentioned that the Trust Articles could be viewed that the Trust is working in isolation). • The THI and Guildhall projects could not take place without the involvement of community groups. Each member of the Forum represents a heritage organisation although recognised that most of the wider community are not members of these organisations. • UNESCO has a wide definition of communities; it is not solely about heritage organisations and the interpretation plan allows a large number of community groups to play their part where they see fit. Both key projects give an opportunity for volunteers and businesses to be involved. • The Forum is advisory and can help influence the Board. It has two broad roles: to offer friendly critical advice and scrutiny, and also support for the Trust. It should be helping to develop the concept of an eco-museum for the wider Tavistock area as the next stage of heritage development and would be involved in the delivery of this. • The Guildhall is a complicated project and the Forum is important to bring together the key heritage stakeholders and to avoid issues of duplication arising. • Tavistock Heritage Festival (THF) has started to deliver a wide range of activities and is very keen to work with the Trust and Forum but at present is unsure whether working in isolation or within guidelines. The Trust is very happy with the work that THF is doing and that it has demonstrated a need for this type of activity. There is an opportunity for other groups to learn from the successes of THF including its work with schools and young people. • Concern was expressed that the THF had been asked by the THI Project Management Board to contact schools directly as it was felt that this could cause major problems of confusion and duplication for the Guildhall project activity programme which will also require direct schools contact and involvement. • Some felt that there was confusion with the number of groups; the major responsibility of the Trust and Forum is to deliver the HLF Guildhall project. There was a view that WDBC and TTC should not be funding THF separately when the Trust is in need of resources; however THF should be seen as part of the current project not separate. • It was clarified that the Activity Plan delivery will start when the bid is approved (September in the original timetable), not when the Centre opens. Discussion is taking place with the WHS for the learning activity to start now and the funding is in place. THF should also be helping deliver aspects of the Activity Plan. <p>Action Arising from Discussion</p> <p>i) Agreed there was a need to have more frequent meetings to keep each other informed. Each group should produce a brief bulleted list of relevant activities that they are involved in for each of these meetings; this would provide an ongoing record of heritage activity in the town and would help make links between activities and avoid duplication.</p>	All
9.	<p>Heritage Related Events</p> <ul style="list-style-type: none"> • Tavistock Festival starts 18 April through to 7 May. The Programme was distributed and an electronic version available from CK by email. • History Society has talks every month; AM will circulate the full programme. • Tavistock Heritage Festival is 15-22 September. • Museum has a Programme of forthcoming events including an exhibition about the Canal. • THI lead skills workshop on 6th April at 1, Church Lane – see item 3 above. 	

	<ul style="list-style-type: none"> Heritage Open Days - September. <p>It was suggested that a calendar of events should be put on the TTC website.</p>	TTC
10.	<p>Any Other Business</p> <p>The Chair thanked everyone for their commitment and for contributing to a very productive meeting. The Chair felt that there is this opportunity to make Tavistock very special and the timing is right to have a new open-minded and co-operative approach going forwards as one team.</p>	
11.	<p>Dates of Meetings in 2017</p> <p>Thursday 8th June 2.30-4.00pm – ALL TO NOTE THIS CHANGE</p> <p>Future dates had previously been provisionally arranged but these may be revised depending on the need for meetings:</p> <p>Thursday 22nd June</p> <p>Thursday 21st September</p> <p>Thursday 14th December</p>	All